



**ST JUDE'S  
CATHOLIC PRIMARY SCHOOL**

WE CENTRE OUR LEARNING IN CHRIST  
AS WE STRIVE TO ACHIEVE EXCELLENCE

# Parent Information Handbook *2021*

# Welcome to the 2021 school year at St Jude's Catholic Primary School

The information in this booklet lists the procedures and routines of the School so that your child's education can be as smooth and fruitful as possible. We appreciate parents' co-operation in following these routines as it helps us function efficiently as a collaborative community.

## Term Dates

### TERM ONE

Students return	Monday, 1 February
<b>Labour Day Holiday</b>	Monday, 1 March
<b>Pupil Free Day</b>	Tuesday, 2 March
Students finish	Thursday, 1 April

### TERM TWO

Students return	Monday, 19 April
<b>Pupil Free Day</b>	<b>Friday, 23 April</b>
<b>Anzac Day Holiday</b>	<b>Monday, 26 April</b>
<b>WA Day Holiday</b>	<b>Monday, 7 June</b>
<b>Pupil Free Day</b>	<b>Tuesday, 8 June</b>
Students finish	Friday, 2 July

### TERM THREE

Students return	Monday, 19 July
Students finish	Wednesday, 23 September
<b>Pupil Free Day</b>	<b>Thursday, 24 September</b>
<b>Pupil Free Day</b>	<b>Friday, 25 September</b>

### TERM FOUR

Students return	Monday, 11 October
<b>Pupil Free Day</b>	<b>Monday, 8 November</b>
Students finish	Friday, 10 December
Teachers finish	Friday, 17 December

## Staff for 2021

Principal	Ms Jonnda Simpson
Assistant Principal	Mr Graham Maher
Chaplain	Sr Sandra Smolinski (Monday & Tuesday)
Pre-Kindergarten (3 -year-olds)	Miss Jade Tiddy
Pre-Kindergarten Education Assistant	Mrs Buddhi Thiranagama
Kindergarten (4-year-olds)	Mrs Lu Lambert
Kindy Education Assistant	Mrs Lily Ty
Pre Primary	Mrs Elle Fonseca
Pre-Primary Education Assistant	Miss Sabrina Sinagra
Year One	Mrs Gaylor Murray, Mr Graham Maher (Wednesday)
Year One Education Assistants	Ms Sharon MacFarlane
Year Two	Miss Natalie Guagliardo
Year Two Education Assistant	Mrs Jane Jeyakumar
Year Three	Mrs Samantha Throssell
Year Three Education Assistants	Mrs Jane Grupillo and Mrs Jackie Edwards
Year Four	Miss Claire Wilson
Year Five	Mrs Rachel Renton
Year Six	Mr Joseph Giorgio
STEM & Physical Education	Mr Bruce White
Art	Mrs Linda Raj
Japanese	Mrs Mariko Waghorn
Music	Mrs Gaylor Murray
Support	Mrs Tina Hunter, Mrs Jonnda Simpson Mr Graham Maher, Mrs Lu Lambert
EA Support	Mrs Justine Throssell
Library	Mrs Jackie Edwards
Secretary	Mrs Arlene Dique
Finance Officer	Mrs Joleen Scott
Playgroup Co-ordinator	Mrs Buddhi Thiranagama
Canteen Manager	Mrs Lily Ty
Uniform Shop Manager	Mrs Linda Aldworth

## School Advisory Council

Council	Mrs Larni Doherty Mr Mark Duchesne Mrs Jendy Cook Mrs Choolwe Moody Mr Con Sgro
Ex Officio Members	Mrs Jonnda Simpson (Principal) Father Terry Raj (Parish Priest)
FOSJ Representative	T.B.A.
Co-opted member	Mr Graham Maher (Assist. Principal)

## Class Parent Liaison Representatives

Kindy	(T.B.A. Please advise class teacher if you are willing to be the Class Parent Representative for your child's class)
Pre-Primary	
Year One	
Year Two	
Year Three	
Year Four	
Year Five	
Year Six	

## Friends of St Jude Committee

Ms Jasmyne Doherty  
Mrs Renae Minjoot  
Mrs Mema Apar  
Mrs Jenny Hodges

## St Jude's Parish

Parish Priest:	Fr Terry Raj
Phone No:	9458 1946
Address:	20 Prendiville Drive Langford WA 6147

# Fee Payment Options

Fees are charged yearly and families are offered the following payment options:

- Option 1**      Payment in full - whole year's fees  
(a 5% discount applies to Tuition Component only if paid before end of March+)
- Option 2**      Term by term payment
- Option 3**      Direct Debit either weekly, fortnightly or monthly. Many families find that this option greatly assists their financial planning. (Direct Debit forms are available from the Office)

It is in Christian faith that we seek justice for all members of our community by being fair in our expectations of parents/guardians to support financially the needs of the School community. We do this by actively pursuing the collection of school fees where parents have the capacity to pay.

The practice of justice and charity requires that requests for fee variations be treated with dignity, compassion and confidentiality and the inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any Catholic child from St Jude's Catholic Primary School.

At the start of each school year any families experiencing financial hardship **must** see the Principal to discuss alternative fee structures and methods of payment. Adjustments to fees will be made at the Principal's discretion for families starting or finishing during the school year.

Every family is expected to honour the **confidential** fee arrangement as discussed with the Principal.

The School does seek recovery of unpaid fees through a debt collection agency. Debt recovery costs will be added to the outstanding amount.

## THREE YEAR OLD KINDY FEES

**A fee account is issued ANNUALLY. However, full payment for each term is due by Week 2 of each term. Please note that 3-Year-old Kindy fees are not eligible for ANY discounts since this program is not Government funded.**

## HEALTH CARE CARD HOLDERS

Parents/guardians who are responsible for the payment of School fees and hold a current means tested family Health Care Card or Pensioner Concession Card with specific codes, will be entitled to a discount **on tuition fees**. Please check with the office for these fees to be calculated.

- **The discounted tuition fee DOES NOT cover additional charges such as excursions, amenities, swimming, P & F levy and building levy.**

To access the Health Care Card Tuition Fee Discount Scheme parents/guardians will need to show a valid Health Care Card or Pensioner Concession Card and complete a simple form available at the office.  **Holders of cards are expected to bring in new cards ON EXPIRY to continue to be entitled for the discount. Adjustments to the full fee account will be made if current cards are not provided on EXPIRY.**



## FEES 2021

<b>FEES</b>	<b>1st Child</b>	<b>2nd Child 20%</b>	<b>3rd Child 40%</b>	<b>4th Child 100%</b>	<b>Kindy 1st</b>	<b>Kindy 2nd 20%</b>	<b>Kindy 3rd 40%</b>	<b>Kindy 4th 100%</b>
Sibling Tuition Discount								
Tuition	\$ 1,125.00	\$ 900.00	\$ 675.00	\$ -	\$ 675.00	\$ 540.00	\$ 405.00	\$ -
Amenities	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
Information Technology	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00
Building Levy	\$ 225.00				\$ 225.00			
FOSJ Levy	\$ 75.00				\$ 75.00			
Year Book	\$ 20.00				\$ 20.00			
Extended Learning Expenses	\$ 215.00	\$ 215.00	\$ 215.00	\$ 215.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00
PPrim do not swim(-\$100)								
<b>School Fee Total</b>	<b>\$ 1,840.00</b>	<b>\$ 1,295.00</b>	<b>\$ 1,070.00</b>	<b>\$ 395.00</b>	<b>\$ 1,225.00</b>	<b>\$ 770.00</b>	<b>\$ 635.00</b>	<b>\$ 230.00</b>

## School Times

Kindergarten	Tuesday	8.40 am to 3.00 pm
	Thursday	8.40 am to 3.00 pm
	Fridays	8.40 am to 3.00 pm
Pre Primary	Monday to Friday	8.40 am to 3.00 pm
Primary	Classrooms open	8.30am
	First Bell	8.35 am
	Second Bell	8.40 am
	End of Day Bell	3.00 pm
	Recess	10.40 am to 11.00 am
	Lunch	12.40 pm to 1.20 pm

**Children should arrive between 8.15 - 8.30 am**

### **Please Note:**

- Supervision is provided from 8.15 am to 8.30 am each morning in the covered area adjacent to the Office.
- Students must be seated until the duty teacher arrives. The duty teacher may supervise students on the oval and they will be dismissed at 8.30 am. The students will then walk to their classrooms.

## Office Hours

Open each school day from 8.00 am to 4.00 pm.

## Uniform Shop Hours

Monday	8.00 am to 9.30 am
Thursday	2.00 pm to 3.30 pm

# Important Information

## ABSENCES:

All student absences are to be reported by phone to the Office by 9.30 am. A written note must always accompany the child on their return to school. An email from the parent email with the parents' full name included is acceptable.

## ANNUAL COMMUNITY MEETING:

The Annual Community meeting takes place in November. All parents are expected to make every effort to attend. The School Advisory Council and Friends of St Jude's Association review their year's work and elect new members at this meeting. The Principal presents the end of year report.

## APPOINTMENTS:

Parents are invited to discuss any concerns or special needs of their children. If you wish to speak to the Principal or class teacher, please make an appointment to ensure they have time to discuss matters in detail. It is often not possible for teachers to have impromptu meeting with parents due to their class responsibilities.

## ARRIVALS:

Children should arrive by 8.30 am to prepare for class. Students who arrive after 8.40 am must report to the School Office and collect the LATE TO SCHOOL form.

## AFTER SCHOOL PICK UP:

To improve the safety and efficiency of After-School Pick-up the procedures are listed below:

### 1. The Efficient Drive-by Method

- Children will wait with duty teacher at the Hall gates.
- Cars will approach by driving slowly (**40 kph restrictions apply between 7.30 am to 9.00 am and 2.30 pm to 4.00 pm**) down Barnston Way. In turns cars will stop briefly by the kerb near the gate and children will be released by duty teacher to enter their car by the passenger side doors. Parents display student name cards on dashboards (available from Office).

**THIS IS A DRIVE BY METHOD ONLY. DRIVERS MUST NOT LEAVE THEIR VEHICLES OR STOP TO AWAIT CHILDREN WHO ARE NOT IN THE APPOINTED SPOT. Drivers awaiting their pick-up turn are asked NOT TO BLOCK THE DRIVEWAYS OF BARNSTON WAY RESIDENTS. Patience and courtesy are essential in this area – the safety of every child is our number one priority.**

### 2. The Park and Walk Method

Children are to SIT and wait in the undercover area adjacent to the Office if *Park and Walk* method is being used. **Children are NOT to walk to the Church car park and wait for parents.**

If you prefer to park and wait for your children OR, if your children take a long time to get ready to go home OR, if your children were



## AFTER SCHOOL PICK UP Continued....

not waiting in the drive by pick-up area when you drove by THEN the Park and Walk Method is for you.

- Drivers park their cars in the marked bays at the rear and front of St Jude's Church. **No parking** in 'senior' bays or in marked area in front of church entrance.
- Adults walk down to the School and pick up their children from inside the School gate.
- Adults safely escort their children back through the carpark.
- Cars moving through the carpark should follow the entry and exit via directional arrows and **drive slowly** – watch out for pedestrians!.

### 3. The Independent Walk or Ride Method

If you are confident that your child can safely undertake the journey to and from school totally unescorted on foot or by bicycle (see below) then The Independent Walk or Ride Method is for you.

- Parents fill in the walking/riding slip indicating their intention for their child to travel unescorted to and from School and return the slip to School. Children will then leave the School grounds alone after School to undertake their journey home.
- Please note: Children walking or bicycling to and from School do so at their parent's responsibility. Parents are asked to consider this seriously before making this decision as we can take responsibility for the children only when they are on the School grounds. We cannot take responsibility for escorting children down the street or across roads.

### 4. Late Pick-Up

If you are unexpectedly detained, phone the School.

The Main car park next to the Administration area contains a disabled bay and two visitors' bays. These are left for short term visitors to our School e.g. psychologist, visiting teachers, etc. Parents who are picking up a child to go to an appointment may park their car in one of these bays, should they be available.

## ASSEMBLIES and AWARDS:

Whole School Assemblies are held for children every Monday in the Multi-Purpose Room. This is generally a short "Welcome back" and MJR get together each week detailing the events of the week, birthdays and faction awards.

Class presentation Assemblies are scheduled on some Fridays at 8.45am in the Hall. These dates are noted in the term calendar.

Parents and friends are invited to share the Friday assemblies with us. Class Merit Awards are presented to 2 or 3 children from each class at these assemblies. Parents will be notified when their child/children are to be awarded a certificate, and of any change of day or time.

<b>ATTENDANCE:</b>	Students are required to attend School unless they are ill. <u>This includes days for which special events are planned</u> for example, camps or sports days. It is a legal requirement that written notes must be sent to the class teacher after absences.
<b>BICYCLE RIDERS:</b>	All bicycle riders are to wear bicycle helmets. Children under the age of ten should ride only under adult supervision. Should special circumstances exist, these must be approved by the Principal. Children must have a lock and chain to secure their bicycles in the bicycle rack. <u>Please inform the School if your child travels independently to School by bicycle.</u>
<b>BOOK LISTS:</b>	Book lists are issued at the end of the school year for the following year. Orders are taken and materials collected by parents from Ziggies Educational Supplies before the new school year starts. Many materials can be used from the previous year if kept in good condition.
<b>CALENDAR:</b>	A calendar of term dates and events will be issued at the beginning of each term and any modification notified in the weekly newsletter.
<b>CANTEEN:</b>	<b>The Canteen operates on MONDAY AND WEDNESDAY.</b> A canteen service is available <b>for recess purchases and lunch orders.</b> Written lunch orders on lunch order bags with money are placed in class baskets in the morning. We are now a Wastewise school and ordering is preferred through our re-usable lunch bags (available from Office) Children who have forgotten their lunch order will be given a sandwich and parents billed. <b><u>Credit will not be given to children so please ensure the correct amount is enclosed.</u></b> A modified menu is offered for students in K/PP.
<b>CHILDREN'S VALUABLES:</b>	Toys and games should not be brought to School. No responsibility can be taken by staff for these. This includes electronic devices.
<b>COMMUNICABLE DISEASES:</b>	Children are excluded from School while contagious (contact the office if in doubt). Parents must ensure that their children are up to date with vaccinations (diphtheria, tetanus, whooping cough and measles).
<b>COMMUNICATIONS:</b>	<u>General enquiries</u> , absences, fee payment queries, please contact the School Office (telephone number 6350 2500). At times when the office is busy or closed, messages may be left on the answering machine.
<b>CONTACTING TEACHERS: (Please see 'APPOINTMENTS')</b>	Teachers are always happy to meet with parents who have queries or concerns about their children. It is important for the children that the meetings take place when the teachers are free of class responsibilities and can give matters their full attention. We ask that parents make appointments for these welcome discussions.  Teachers will be in class immediately before school to help children prepare for the day. If parents have quick incidental information to share they can do so then. Each teacher will inform parents where notes may be left for them. Parents might also use this time to make a

discussion appointment with the teacher. We ask that parents attend to 'housekeeping' (e.g. writing lunch orders etc.) before coming to the classroom.

#### **DENTAL CARE:**

The FREE School Dental Service for students from Pre/primary to Year 6 is located at Bannister Creek Dental Therapy Centre, situated on the grounds of the Bannister Creek Primary School, Purley Crescent, Lynwood. Telephone 9451 1761.

#### **ENROLMENTS:**

The School has an 'Enrolment Policy' which is the basis for any enrolment. Please lodge enrolments for Four Year Old Kindergarten and Five Year Old Pre Primary by 31st May of preceding year. When enrolling students please provide your child's Birth Certificate, Baptism Certificate and current immunisation records. A non-refundable \$20 application fee is due at this time. A Holding fee of \$50.00 is payable on acceptance of offer, which is then deducted from first term fees. The School also offers a 3-Year-Old Kindy Program which children may attend after their 3<sup>rd</sup> Birthday. Further information is available from the office

#### **EXTENDED LEARNING ACTIVITIES EXCURSIONS/ INCURSIONS:**

Excursions are an integral 'hands on' part of education. It is the School's policy that parents are advised, in writing, of all excursions. Parents are required to sign and return a permission slip. Excursions and Incursions are an essential ingredient in maximising children's learning.

#### **FOOD:**

It is highly recommended that children **bring healthy food to School**. Chips, lollies etc. are discouraged and parents will be contacted if these types of snacks are consistently sent to School. Children are able to function better and enjoy School when healthy and nutritional food is provided. Please note that St Jude's is an **Asthma Friendly and Allergy Aware SCHOOL**. We have these policies in place to cater for students with these conditions. Please adhere to being NUT FREE for the safety of all students.

#### **FREE DRESS:**

Parents will be notified when their child's class has earned the privilege of a Free Dress Day.

#### **GUIDANCE SERVICE:**

Personnel from the Catholic Education Office Psychology Service help with assessments and programs for children. Teachers may refer students about whom they require extra information and this process is always in collaboration with parents.

#### **HAIR:**

Please see the St Jude's Uniform Policy.

#### **HAT:**

The School regulation hat is a compulsory item of the School uniform. We have a 'no hat no play in the sun' policy for the whole school year. Hats are available from our Uniform Shop.

#### **HOMEWORK:**

Parents are encouraged to supervise any set homework and make sure they are familiar with the classroom and School's homework policy.

<b>IMMUNISATION:</b>	The Education Department and Public Health Department recommend every child being admitted to Year One to be fully immunised. You will be asked to produce a record of immunisation to the office. Please ensure that your child's immunisation is up to date.
<b>INJURIES:</b>	Minor injuries are dealt with by classroom teacher or office personnel. Parents will be contacted regarding more serious injuries. Medical assistance will be sought at the Principal's discretion.
<b>INSURANCE:</b>	All students are covered by Catholic Church Insurances Policy. This covers to and from School travel, excursion travel and accidents at School.
<b>JEWELLERY:</b>	Please see the St Jude's Uniform Policy.
<b>LATE BOOK:</b>	Any child arriving after 8.40 am needs to sign the <i>Late Book</i> in the Office.
<b>LIBRARY BAG:</b>	All children must have and use a <u>large, cloth library bag</u> when they borrow books from the library.
<b>LITURGIES:</b>	These are an important part of school life and parents are always welcome and encouraged to participate. Class and School Mass dates are given in the School calendar or notified via the class teacher or School Newsletter.
<b>LOST PROPERTY:</b>	The lost property basket is located in the School Office. Please check it regularly.
<b>MANAGING STUDENT BEHAVIOUR:</b>	The School has a comprehensive Managing Student Behaviour Plan which is based on mutual support between home and School. Rules and consequences are listed in this booklet. St Jude's School is a "Non-Bullying Zone" and bullying behaviour of any sort will be dealt with and followed up consistently.
<b>MARKING OF BELONGINGS:</b>	Please make a special effort to <u>mark all clothing clearly and permanently with your child's name</u> . It is impossible to locate lost property if there is no name on the item. Please mark all books, bags, clothes etc.
<b>MEDICATION:</b>	If it is <u>essential</u> that a child receives medication at School, it will only be given if <u>written and signed</u> instructions are lodged with the office on a ' <i>School Request to Administer Medication Form</i> ' and all responsibility is taken by the parents. Children who need to use an Asthma medication puffer are permitted to carry this with them. <b>ALL OTHER MEDICATION TO BE KEPT IN THE OFFICE.</b>
<b>MEDICAL EMERGENCY ACTION PLAN:</b>	If your child has a condition which is potentially 'life-threatening' parents <b>MUST</b> obtain a Medical Emergency Action Plan form from the School Office, complete it and return to the Office.
<b>MESSAGES:</b>	All messages, monies etc. must be sent in an envelope, clearly labelled with the child's name and purpose.

**MOBILE PHONES:** If your child is travelling independently to and from School and you require them to carry a mobile phone, please advise the School in writing. The Mobile Phone must be left at the Office during the day.

**MONEY:** Children are discouraged from bringing large sums of spending money over and above lunch order money.

**NEWSLETTER:** The Newsletter is published weekly on Fridays. It is available on the School website: [www.stjudes.wa.edu.au](http://www.stjudes.wa.edu.au) and is sent home via email to all families at current email addresses.

**PARENT GROUPS:** The Friends of St Jude Group (FOSJ) is an essential forum where parents can meet regularly to learn of the activities of the School. It is an opportunity for parents to learn about funding and educational issues, interact socially with other parents, get to know some of the School staff and be actively involved in their children's school. Meetings are held twice per term and are advertised regularly. All parents are most welcome to attend and encouraged to support this group.

An annual levy is payable and appears on the School Fees Account. Fundraising for additional resources is also undertaken and very much appreciated by the School. However, this is not the most important reason for having an active FOSJ. The FOSJ provide an opportunity for parents to get to know one another and really become involved in the activities and life of the School.

The Class Parent Liaison Representatives Team has been developed to facilitate parent engagement with our School and to assist with smooth communication. The idea is that they will be involved in a cross section of duties related to classrooms, the broader School and the Friends of St Jude Group.

**PARENT SUPPORT:** As part of the School community, all parents are expected to help in various ways during the school year, for example, sport, excursions, camps, library, canteen, in the Kindy, Pre Primary and classroom, busy bees and fund raising. The help of all families is needed and appreciated. Studies show that children do better at School if their parents are positively involved.

**PARENT/TEACHER INFORMATION MEETINGS:** These important meetings are held at the beginning of the year. They are also used to introduce special programmes during the year (e.g. Sacraments). The information we share at these meetings is essential for your children's education, so we hope and expect to see someone from each family at these meetings.

**REPORTING TO PARENTS:** Student Workbooks, portfolios and See-Saw notifications are sent home during each term so that student development during the year can be observed and monitored. Formal reports are sent home at the end of Term Two and Term Four. An informal reporting/sharing session and Open Night also takes place during the year.

**SCHOOL ADVISORY COUNCIL:**

The School Advisory Council meets monthly and is responsible for supporting the Principal and the financial management of the School. Council members are elected by the parent body at the Annual Community Meeting. Members would be interested to hear from you on matters **within their area of responsibility**. Concerns and ideas about School educational programs, student and management matters should be addressed to the class teacher or the Principal.

**SOCIAL WORKER/  
PASTORAL CARE  
WORKER**

Sr Sandra Smolinski works with students at our School on Mondays and Tuesdays. Parents are also welcome to contact Sr Sandra through the Office.

**SCHOOL NURSE:**

The nurse visits the School on a regular basis and can be contacted through the School.

**SICK STUDENTS:**

The sick bay is intended for temporary ailments only. Parents will be contacted to take students home if illness persists. Please do not send children to School when they are unwell.

**SMOKING:**

The School buildings and grounds are a smoke free zone. This includes all car park areas.

**SPORTS DAYS:**

The sports days for all classes are advised at the beginning of the year.

Children are to wear their coloured faction shirt on their sports day.

St Jude's School Factions are:

Petry	-	Red
Mercy	-	Green
Foley	-	Blue

**Full sports uniform must be worn on 'sports days'.**

**UNIFORMS:**

Please see the St Jude's Uniform Policy.

**UNMARKED  
CLOTHING:**

All lost property will be given to the Uniform Shop to sell as 'second-hand' if unclaimed at the end of each school term.

**VISITORS TO  
SCHOOL DURING  
SCHOOL HOURS:**

All parents visiting the School must sign in at the School Office if they are visiting the classroom for volunteer/drop off items etc.

Please note that animals are NOT permitted on School grounds. An exception may be made in the case of "special classroom news".

## Our School Rules

Jesus tells us to love our neighbour as our self.  
By following our School rules we show we care for each other and our School.  
We make our School a happy place because we:

1. Always follow instructions.
2. Wear our uniform with pride.
3. Care for our School grounds and equipment.
4. Treat others in a friendly way.
5. Walk quietly around verandahs and corridors.

## Our Mercy Values

Respect  
Compassion  
Hospitality  
Excellence  
Justice

## St Jude's School Creed

*I believe that I am special.  
I am different from every other person  
and have my own gifts.  
I believe that God knows and loves me  
just as I am.  
He helps me to grow to be like Him  
and always do my best.  
I believe I can become the person God wants me to be because people in my  
School and family care for me.*

# **HOMEWORK POLICY**

Originally Released: 2008

Due for Review: 2021

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## **RATIONALE**

Homework helps students by complementing and reinforcing classroom learning, fostering good lifelong learning and study habits, and providing an opportunity for students to be responsible for their own learning.

Purposeful and appropriate homework activities and the interest shown by parents, have the potential to improve students' learning. Homework can strengthen the link between home and School by involving parents in a meaningful way in their children's education.

For these reasons, St Jude's School values homework and supports it as an integral part of the School's educational program.

We believe that all of the participants (teacher, parent, student) in a child's education have some responsibility in the homework program. Therefore, good communication between all parties is important.

We recognise that there are many demands on family life and we believe in the importance of all children having time to enjoy personal and family activities. Therefore, time spent on homework should be reasonable and flexible.

## **PRINCIPLES**

- To reinforce and further develop the students' understandings, skills and knowledge for literacy, numeracy and other learning areas.
- To complement or complete learning taking place in the classroom.
- To develop habits which enable students to become active, independent and lifelong learners.
- To strengthen the education partnership between home and School.

## **PROCEDURES**

- Parents will be advised of homework expectations at the beginning of the school year at the Parent Information Sessions and be provided with a copy of the School's homework policy.
- The development of a positive attitude towards reading and a love of reading through adult/child interaction is considered a high priority in any school/home activity. Therefore, all students are expected to spend time reading each evening.
- Homework is set at all levels, with emphasis on practice of skills in literacy and numeracy.



**Year 1 and Year 2:**

Homework will:

- Consist of daily reading to, with and by parents or older siblings
- Be an extension of class work – practising skills or gathering extra information or materials. Written homework is set for the children in Year 1 and Year 2 on a regular basis – at the discretion of the teachers.
- Daily practice of mental computation skills.
- Parents to sign dairies, homework or any other form of classroom record keeping, every night.
- Be approximately 15 minutes per day (average of one hour per week) and will not be set on weekends or during holidays.

**Year 3 and Year 4:**

Homework will:

- Include daily independent reading
- Include extension of class work and projects
- Daily practice of mental computation skills
- Parents to sign dairies, homework or any other form of classroom record keeping, every night.
- Be approximately 15-30 minutes per day (average of one hour per week) and will not be set on weekends or during holidays.

Written homework will become more demanding in both time and effort required as the children progress from Years 3 to 6.

**Year 5 and Year 6:**

Homework will:

- Include daily independent reading
- Include extension of class work and projects
- Parents to sign dairies, homework or any other form of classroom record keeping, every night.
- Daily practice of mental computation skills
- Be approximately 30 minutes per day and will not be set on weekends or during holidays.

Homework tasks will usually be set on a daily basis in Year 1 and Year 2, Monday to Thursday. In Years 3, 4, 5, and 6, homework may also be set on a weekly or fortnightly basis, with tasks set on Mondays and presented on Friday mornings. Work not completed in class time may also be sent home for completion.

**Short-term projects may be set for homework, provided that:**

- Clear guidelines are provided in writing. (Eg Rubric)
- Preparation for the work is undertaken in class.
- Students are able to complete work independently.
- Resources are readily available.
- Students are taught the necessary skills for presenting projects.

**Types of homework:** Homework should:

- Be appropriate to the student's skill level and age.
- Be interesting, challenging and, where appropriate, open-ended.
- Be purposeful, meaningful and relevant to the curriculum.
- Be monitored by teachers with oral or written feedback and support provided.

**Types of homework that meet these requirements include:**

- Practice exercises – providing students with opportunities to apply new knowledge, or to review, revise and reinforce newly acquired skills, such as:
- Completing consolidation exercises for Mathematics – memorisation of tables.
- Practising spelling words.
- Practising words or phrases learnt in a language other than English.
- Reading for pleasure.
- Writing essays and other tasks on thematic units.

**RESPONSIBILITIES:**

**Teachers have a responsibility to:**

- Set homework tasks that are relevant, purposeful and achievable.
- Consider the interest level of the task.
- Ensure that students and parents know what is expected of them.
- Help students develop effective organisational skills and habits through consistent use and monitoring of diaries or other communicative devices.
- Correct and give oral or written feedback to students about their work.
- Contact parents if homework is regularly not completed or is unsatisfactory.

**Students have a responsibility to:**

- Complete homework when set, and submit homework on time.
- Ask for clarification if necessary at an appropriate time in order to complete set amount of homework.
- Ensure that all necessary books and materials are taken home and returned to School.
- Use diaries or other communicative devices (Years 1 - 6) and have them signed regularly by parents.

**Parents have a responsibility to:**

- Provide time and a space so that homework can be completed satisfactorily.
- Take an active interest in children's homework by encouraging, guiding and advising them.
- Contact the teacher if homework is beyond the child's capacity to complete in reasonable time.
- Support the School's policy on homework.

- Sign the child's homework or diary.
- Monitor the children's reading while still within levelled assessment range.

Care should be taken to ensure that undue pressure is not placed on students and that a balance is maintained between the demands of study and recreational pastimes. This can generally be achieved through good organisation and planning, and effective study habits.

It should be noted that just as children work at different rates and abilities at School, this will apply in relation to homework. What one child might complete in 5 minutes, may take another child 30 minutes to complete.

Homework should also be seen in context. This policy outlines what we would consider minimum requirements and it applies particularly for the benefit of those children who cannot develop a routine of their own. Children who enjoy reading for leisure and enjoy doing projects should not be limited by these minimum requirements and should be fully encouraged at home in their pursuit of areas of interest and the search for knowledge.

All students will use School diaries or School reading logs. Diaries provide a means of regular communication between parents and the School and may include details about homework.

Teachers at each level will establish consequences for students not completing homework. The work will be expected to be completed in the student's own time at the discretion of the level teachers. Failure by students to complete homework on a regular basis, will be followed up with parents.

#### **HOLIDAYS WITHIN SCHOOL TERM**

Homework will not necessarily be set by the teacher if a student is away from School for an extended time because of family holiday trips. A package may be created for the student which could include journal writing, reading and some general numeracy and literacy revisionary exercises.

#### **EVALUATION:**

Teachers, parents and students will evaluate the implementation of the policy at the date of next review.

# St Jude's Catholic School - Uniform Policy

St Jude's Catholic School believes that the School uniform is an important part of the School's identity, and that students should wear it with pride and distinction.

The following policy statements apply:

- All students of St Jude's are required to wear the approved School uniform to School and to School events
- All students of St Jude's School are expected to show pride in themselves and their School by meeting requirements relating to grooming and presentation.

Parents are asked to support the School Uniform Policy by ensuring that their child has the required uniform, and that they wear the uniform neatly and correctly. It is a parent's responsibility to clearly label the child's uniform.

The School Uniform Policy is endorsed by the School Board and enforced by the Principal, Assistant Principals and teaching staff.

Agreement to adhere to the School Uniform Policy is a condition of enrolment. An out-of-uniform note will be sent home for children who are not consistently wearing the correct uniform. Parents will be asked to sign to acknowledge that they have received this note.

## **Uniform Suppliers: The St Jude's School Uniform Shop**

Opening Hours: Monday 8.00- 9.30am & Thursday 2.00-3.30pm

Term One and Four Summer Uniform, Term Two and Three - Winter Uniform.

Most items can be bought from the School Uniform Shop. New items need to be ordered at the appropriate time. A good range of second-hand uniform items are also available.

## **Uniform Presentation:**

- Students are expected to wear their School uniform in a neat, smart and well groomed.
- Clothing is to be clean, well pressed and in a good state of repair.
- Students must wear the correct summer, winter or sports uniforms on expected days.
- St Jude's wet weather jacket and scarf may be worn during winter months.
- Girl's skirts and dresses are to be of an appropriate length.
- Shirts are to be tucked in.

The following guidelines are set:

## **Hair:**

In order to keep hair neat and tidy the following will apply:

- Hair is to be natural in colour and style.
- Hair is to be well groomed and off the face.
- Girls' hair is to be tied back if longer than shoulder length.
- Ribbons, elastic and headbands are to be plain dark green, black or yellow (these are our School colours).
- Hair clips are to be in School colours only.
- Boys' hair is to be off the collar and no shorter than a No. 2 cut.
- Hair products, such as gel, are only to be used to assist with natural styling and care.

**Jewellery:**

- Watches are to be simple in both colour and style
- Earrings are to be either plain sleepers or studs– one in each earlobe only
- A fine gold or silver chain may be worn, but only if it carries a small religious symbol
- No other jewellery is permitted.

**Make-up and Nail Polish:**

- Students are not permitted to wear make-up, face glitter or nail polish to School.

**What to Wear and When: Sport**

- Students may wear the sports uniform all day on their sports day.
- All items of attire must be in accordance with the uniform policy and must be clean and neat.
- During occasions when events of a formal nature fall on the day of a sports lesson, students must ensure they attend the events in their full formal uniform and change into their sports uniform later.

**Sports Uniforms:**

Sporting clothing is only available from the School Uniform Shop, as this complies with School colour and style. All students must have the approved School uniform, including sports shoes which must be predominantly white and low cut; very little colour is allowed. Skate shoes are not permitted. Socks must be white ankle socks – not the very low sports socks.

**Tracksuit Requirements**

In Terms Two & Three, students must wear the St Jude's School tracksuit with logo.

**Sports Uniform (Pre Primary to Year 6)**

- St Jude's green shorts
- St Jude's yellow sports shirt and/or faction coloured shirt with logo
- St Jude's track suit with logo
- St Jude's zip up sports jacket (optional)
- White sports socks.
- Predominantly white shoes with non-marking soles
- St Jude's green slouch hat or cap

**St Jude's Summer Uniform****Boys**

- St Jude's grey School shorts
- St Jude's short sleeved shirt (white with School logo)
- St Jude's green v neck jumper
- Black school shoes or brown school sandals
- White ankle socks
- St Jude's green slouch hat or cap

**Girls**

- St Jude's checked summer dress
- St Jude's green v neck jumper
- Black school shoes or brown school sandals
- White ankle socks
- St Jude's green slouch hat or cap

## **St Jude's Winter Uniform**

### **Boys**

- St Jude's grey college trousers
- St Jude's short sleeved shirt (white with school logo)
- St Jude's green v neck jumper
- Black school shoes
- White ankle socks
- St Jude's green slouch hat or cap

### **Girls**

- St Jude's green pleated skirt
- St Jude's short sleeved shirt (white with School logo)
- St Jude's green v neck jumper
- Black school shoes
- White ankle socks or black stockings (no leggings)
- St Jude's green slouch hat or cap

# St Jude's School Vision

*St Jude's Catholic School  
is a compassionate and welcoming community.  
We centre our learning in Christ  
and strive to achieve excellence,  
as we affirm, nurture and develop  
the unique Gifts of each child.*

Telephone: 6350 2500

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