



ST LAWRENCE
PRIMARY SCHOOL

Balcatta



2014
PARENT
INFORMATION
HANDBOOK

St Lawrence Primary School Balcatta



PARENT INFORMATION BOOKLET

Welcome to St Lawrence Primary School for the 2014 school year.

This booklet outlines the history, some of the traditions and routines practices here at St Lawrence Primary School. I hope by reading this information that you will come to see that this excellent school offers innovative programs, provides a safe and secure environment for all and encourages parents to become partners in their child's education. My greatest wish is that you and your family involve yourselves fully in the spiritual, academic and social life of the school. It is through active participation in the education process that most gains will be made for all concerned.

Updates via the newsletter or notes sent home will inform you of any alterations to procedures and will keep the information current.

I hope you have a wonderful year ahead.

Mr John Rose
Principal

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1. ST LAWRENCE

1.1 Ethos

We believe that St Lawrence Primary School is a Christian community with a common vision which is centred on the person of Jesus and His teachings. Christian values such as respect, concern, care, compassion and forgiveness, are seen in the relationships among all who make up the school community - students, staff, parents and parishioners. It is a place where staff and students participate in the sacramental and liturgical life of the school and parish.

At St Lawrence Primary School the atmosphere and the curriculum provide the conditions for the faith of staff and students to be active and conscious and to be continually growing. Consequently, Religious Education is explicitly taught and the total curriculum is designed and implemented within the context of Catholic values and attitudes.

The curriculum of St Lawrence Primary School provides for the total growth of the child and so offers a variety of experiences which will give the student a sound educational grounding. The education offered in our Catholic school should prepare each student for further education and also develop in the child a personal relationship with Christ and a desire to be an active member of the Church community. In such an environment we believe each student will come to believe in his/her worth as an individual and as a child of God.

1.2 Vision Statement

***St Lawrence School Balcatta
Vision Statement***

*The vision of St Lawrence Catholic Primary School, Balcatta
is to share the message of God's love and friendship
in a community of learners,
developing the full potential of each child.*

1.3 Goals

St Lawrence Primary School endeavours:

- To guide the development of the whole child spiritually, intellectually, emotionally, socially and physically;
- To integrate all areas of learning with knowledge and experience of the Christian values of Catholicism;
- To value the dignity of the individual as a child of God and a member of God's family;
- To provide a range of experiences which will allow the discovery and development of the full potential of the child;
- To provide a Curriculum where:
 - there is a coverage of the guidelines set down by State and Catholic Education authorities;
 - there is an awareness of the realities of today's society and the children's need to adapt to change;
 - Jesus is our model of the Gospel values. With His help we can grow in love, justice, freedom and forgiveness;
- To encourage an atmosphere which nurtures positive, caring relationships with God and with each other.
- To work with the family in encouraging the full development of the child.



1.4. School's Motto and Crest



1.5. School Prayer

*Father in heaven, we the family of our school,
ask you to unite us all in love, truth and courage.*

We want to love you and each other.

We want to learn the truth that Jesus taught us.

Give us the courage to live good lives.

Help us to treat each other as special members of our special family.

Create a close bond between pupils and teachers and parents.

Give us pride in our school, and may our school always be proud of us.

*We thank you for our school and our families,
but especially we thank you for being our Father who gives us life and love.*

Help us always to live as your children.

1.6. St Lawrence Primary School Profile

Since the foundation of St Lawrence Primary School in 1960 the Parish Priest has always played a most significant part in the life of the school, the children, staff and parents.

It was Monsignor Langmead, Parish Priest of Osborne Park, who was instrumental in negotiating the purchase of the 3 acres of land, on which the school and Church are now located, from the Smullen's family in the 1950's.

Beginning in 1956, Sr Teresa (Sr Alphonsus) and Sr Norma (Sr Eucharia) gave instructions after mass on Sundays at the St Lawrence Church-School. There was no official school at this stage. Sr Teresa and Sr Norma were teaching at St Kieran Primary School during the week.

Due to many requests from the parishioners, St Lawrence Primary School opened in 1960 with 54 pupils in grades 1 to 4. The school commenced with two sisters from the Sisters of Mercy Order, as the staff members, Sr Teresa, the Principal, and Sr Catherine O'Connor (Sr Damien) as the assistant. The church was divided into 3 rooms, 2 classrooms were partitioned from the church. The classroom had double desks, which were made of jarrah.

On Sundays the desks had to be stacked to one side and the forms put in their place for mass. There was also a desk and chair for the teachers. Sr M. Vianney donated 2 blackboard dusters, some chalk and a pad for each child as the school literally had nothing.

There was also an old piano and organ. The assistant, during the lunch break and also before and after school, usually taught music lessons.

Between 1962 and 1997 the spiritual, pastoral and sacramental lives of the school were guided by the Friars of the Capuchin Order. The Capuchin Friars dedicated their lives to following in the footsteps of St Francis of Assisi. The dedicated work of the Capuchin Friars has led to the establishment of a strong vibrant school within the Parish of St Lawrence, Balcatta.

1997 commenced a new era in the life of the School and Parish with the arrival of priests from the Salvatorian Order who have taken responsibility for the spiritual and pastoral welfare of the community.

In 2010 St Lawrence Primary School celebrated its 50th Anniversary.

2. PARISH

The Parish of St Lawrence & Mary Immaculate is administered by The Salvatorian Order. The Parish Priest is Father Irek Czech SDS and Assistant Priest Father Mariusz Adamczyk SDS.

The full name of the Order is “The Society of the Divine Saviour”. The Latin word “Salvator” means “Saviour” and they are called “Salvatorians”. Servant of God, Fr Francis Jordan (1848-1918) founded the congregation on 8 December 1881 in Rome. The Salvatorians work in over 30 countries worldwide. Their main goal is to spread and increase by all ways and means the knowledge and love of Jesus, as the true Saviour of the world. The British Salvatorians came to Australia in 1961 and began their work in St Anthony’s Parish Bellevue (Greenmount). In 1986 the Polish Province took responsibility of the Australian Region. Currently 18 Salvatorians work in the Parishes of Merredin and Bruce Rock in Western Australia and Gosford and Pymble in New South Wales.

St Lawrence Parish Timetable

Weekend masses:

Saturday 6.00pm (Vigil)
Sunday 8.30am & 6.00pm (English)
10.00am (Italian) 12noon (Croatian)
11.30am (Gwelup)



Weekday:

Monday to Saturday 9.00am
Wednesday 10.30am (Gwelup)
Friday 7.30pm

Reconciliation:

Friday 8.30am to 8.55am
Saturday 5.00pm to 5.55pm
Sunday 11.00am - 11.20am (Gwelup)
1st Friday 6.30pm to 7.25pm

Perpetual Adoration Chapel:

All Adorations of the Blessed Sacrament are held
in the Parish Perpetual Adoration Chapel.

Please see Parish Website for details : www.stlawrence.org.au

Address: 392 Albert Street, Balcatta

Telephone: (08) 9344 7066

3. PARENT INVOLVEMENT POLICY

3.1 Rationale

Today, it is generally accepted that when parents express confidence in the school and are involved with it in some way, their children are likely to be happier and perform better in the classroom. Young children see their parents and teachers sharing common beliefs, attitudes and goals. They therefore feel more secure and more purposeful.

It has been found that when home-based educational objectives clash with school-based objectives, the student normally resolves the conflict by rejecting the school. This underlines the importance of the need for parents and teachers to work together.

3.2 Close Links

At St Lawrence Primary School we try to maintain very close links with parents. Once forged, these links have been found to result in:

- greater understanding by parents of their children's schooling;
- greater understanding by teachers of the children and their needs;
- better communication between home and school;
- fewer crisis's and misunderstandings;
- higher pupil morale and confidence;
- more goodwill and mutual esteem between parents and teachers;
- a happier school.

3.3 Family Involvement

The partnership of parents and teachers is vital to the achievement of St Lawrence Primary School's aims. The primary role of the Catholic school is to support parents in the formation of their children's faith.

Parents are involved in the following ways at St Lawrence Primary School:

As community members, they elect and largely comprise the School Board, and are the basis of the Parents and Friends Association which builds our educational community and provides so many resources.

Through their communication with their child's teacher, home and school can complement each other in encouraging development of the whole child.

Parents can play a valuable role in the classroom in extending the children's experiences and access to adult assistance. The active, developmental style of learning we provide at St Lawrence Primary School utilises parent support in areas including English activities, art and craft, physical education, library, canteen, excursions and camp.

Because teachers are entrusted with the development of whole classes of children and have the long term good of each child at heart, we ask that parent helpers also provide for all children the confidentiality, support and equal opportunities they would wish for their own child. The teacher, as the caring professional, will at all times provide the guidance needed by classroom helpers. If there is any part of the program that helpers are not clear about, we ask that they discuss it with the teacher and not outside the classroom.

Children benefit greatly from the involvement of their parents in classroom activities.

Our discipline program is based on parent support.

3.4 Guidelines and Confidentiality for Parent/Family Helpers

The classroom teacher is responsible for the children's education and monitoring the behaviour of the children. The parent/family is a helper, working under the teacher's direction.

The classroom teacher is the professional and knows what he or she is doing and why it is being done. The school expects parents to respect the teacher's expertise and maintain a professional attitude as they work alongside the teacher. The teacher will make it very clear exactly what is expected of parents when they come to help.

The school stresses the importance of being professional and it insists that parents do not discuss details of any child's academic achievements or social behaviour outside the classroom.

3.5 Parent-Teacher Communication

Communication between home and school is essential if we are to reinforce the benefits of the Catholic Education you have chosen for your child.

Avenues of communication are:

The Weekly Newsletter - which is distributed each Wednesday via email.

Term Calendar - to inform parents of events for the term and assist with forward planning. This is distributed at the beginning of each term.

School Website – www.stlawbal.wa.edu.au – contains school information, including newsletters, newsflashes and an updated calendar.

Orientation Meetings – Year 1 to 6 meetings are held early in the year to discuss the year's program and expectations in each class. It is essential that each family be represented at the meeting(s) relevant to their child/children. Pre-Kindy, Kindy and Pre-Primary meetings are usually held in November so that information provided can be of benefit in the transition period of the Christmas holidays, in order to prepare the younger students.

Progress Reports - Evaluation and reporting are important elements in the teaching/learning process.

Teachers provide written reports at the end of Semester One (June) and at the end of Semester Two (December) (Year 1-6).

Parent-teacher interviews during the year provides opportunities for the exchange of information regarding the child and his/her development. (PK-6)

Teachers welcome parents to make appointments to discuss their child's progress at any stage of the year. Because of responsibilities of classes and demands on teachers for out-of-school hours preparation and meetings, parents are asked to make an appointment at a mutually convenient time.

Learning Area Books - Class work from each of the nine Learning Areas will be sent home on a regular basis with the Parent Communication Form being completed and returned the following morning with the work books. Upon completion of each project, test or unit of work, the children will be assessed and the assessment will be sent home for viewing and signed by the parents.

P&F Meetings - provide a good forum for gathering information about school happenings and are a way to make a real contribution to your children's education. P&F meetings take place twice a term. Please check dates in the newsletter.

Notes - are sent periodically by class teachers and administration. Please respond promptly if an answer is required.

General Meetings - are scheduled during the year to ensure cooperation and understanding of current topics such as sacramental programs, Religious Education units of work, curriculum and learning activities. Parents are urged to attend these, as they provide an overview of your child's experiences.

3.6 How Parents Can Make a Good School Better

- Make an effort to understand what the school is trying to do. If you can, express your support for its aims and the values it expresses.
- If at all possible, participate on committees and in discussion groups that consider educational issues and give opinions to the staff.
- See the school as YOUR school. Encourage your children to see it in the same way.
- By all means offer constructive criticism and suggestions and direct your information to the right people.
- Go to school activities - open days, plays, concerts, picnics, sporting functions, and celebrations. Take a friend.
- Join the official parent group and look after the school's interests.
- Welcome new parents. Help them feel that they belong. Build their confidence in the school.
- Support a broad and balanced curriculum. Resist attempts by any pressure groups to narrow the curriculum to things that are purely functional and measurable.
- Encourage your children to cooperate fully, to join in all school activities and to take a pride in the buildings, the grounds and the school community as a whole.
- Let the Principal and the teachers know that you support them, even if sometimes you have to be a friendly critic or a critical friend.

(from Barry Dwyer - Parents, Teachers, Partners)

PARENTAL CONCERNS

3.7 Parental Concerns

Parents are welcome to discuss concerns of any kind, at any time.

It is more efficient, considerate and convenient to both parents and teachers if an appointment is made, so that full attention can be given to the issue at hand.

Please direct all classroom queries to the classroom teacher first.

You may wish to discuss further concerns with the Assistant Principals or Principal.

3.8. Procedures and Protocols

Upon enrolment at St Lawrence Primary School parents sign and agree to abide by the policies and directives of the school and the Catholic Education Commission of Western Australia.

The Catholic Education Commission issues Catholic schools with policies and directives which the Principal and Leadership Team are bound to implement at the school.

The School Board is overall responsible for planning, the financial management of the school and acting in an advisory capacity in regards to policy formation. The Board is advisory, rather than operational or administrative or managerial, as these latter responsibilities lay with the Principal. The Board's sole connection to the operation of the school is through the Principal. Therefore Catholic Schools are run by the Principal and the School Board provides support to the Principal in upholding directives from the Commission. The school is therefore not run by parents or parent directed, as ultimate responsibility rests with the Principal.

The P&F Association is an important grassroots organisation. The Association, in consultation with the Principal, enables interaction with other parents, organises fundraising events to raise money for the children's education and may also organise educational activities for parents e.g. drug education speaker. Queries, concerns and suggestions to the P&F President should relate to these matters only.

As stated in the Parents and Friends Federation of W.A. brochure, ‘the P&F is not entitled to interfere in the day to day running of the school or the curriculum’. However parents’ views and suggestions may be called upon by the Principal and School Staff members from time to time.

If you have a query, concern or suggestion the correct protocol to follow at St Lawrence School is to either speak with the classroom teacher, asking them to pass on the concern to the Leadership Team if required. Alternately you can speak directly to one of the Assistant Principals, Marie Heavey and Angela Leddin, or myself, as Principal, either in person via an appointment or via the telephone.

Open and frequent communication is encouraged. Parents need to direct their concerns, queries and suggestions to those who are able to listen, provide correct information and possible solutions, that is, with the teachers and Leadership Team. Discussion amongst parents regarding concerns, is not encouraged as information may be ill informed, misdirected or incorrect advice given. The school does not entertain such avenues of expression such as petitions, group letters or group appointments. Such avenues of expression are inappropriate and not the correct venue for expressing concerns at St Lawrence as they may cause disharmony within the school community.



4 ROUTINES AND PROCEDURES

4.1 School Hours

<u>Pre-Primary to Year Six:</u>	
School Day:	8.30am – 3.00pm
Morning Recess:	10.40 – 11.00am
Lunch:	12.40 - 1.20pm Children sit supervised for 10 minutes to eat lunch in the undercroft area
Pre Primary	Pick up from 2.45pm
<u>Kindergarten:</u>	
	3 full days Tuesday , Wednesday and Friday
	8.30am classroom open
	8.45am – 2.40pm
	Pick up from 2.40pm
<u>Pre-Kindy</u>	
	1 day - Thursday
	8.40am classroom open
	8.40am – 2.40pm
	Pick up 2.30pm – 2.50pm
<u>Office Hours:</u>	
	8.15am – 3.30pm

4.2. Before and After School

Before school supervision commences at 8.15am in the undercroft area. If children are on school site from 8.15am, they must be seated on benches in the undercroft.

Children must not be on the school site prior to 8.15am.

Classroom teacher supervision begins at 8.30am when classrooms are opened. Children should arrive at school in good time so that they have ten minutes to prepare for the day, order lunches and unpack bags. Children should go immediately to their classroom when they arrive at school after 8.30am and not leave the classroom without the teacher's permission. Teacher supervision concludes at 3.10pm each day.

Children must not play games, use sport equipment or be on playground equipment before or after school.

4.3. SCHOOL PARKING POLICY

RATIONALE

Parking on the St Lawrence School site relies on the care and good driving of every driver, if the children are to remain safe.

Practices

MORNING DROP OFF

1. Vehicles are to enter the Netball Courts near the church and exit the netball courts near the school.

DRIVE THROUGH LANE

2. **Drivers are to leave one car width at the eastern end of the car park to allow for traffic flow.**
3. **Drop Off:** (*Driver must stay in the car*)
 - a. Enter via **IN** ramp.
 - b. Continue driving on the netball court to the far end outside Year 2 classroom.
 - c. **Drop off** passengers from lawn area in front of the Administration Block.
 - d. Depart via **OUT** ramp onto Albert Street.

AFTERNOON PICK UP

4. Pickup area for Families whose surname starts with A-L

(Driver must stay in the car)

- a. Enter via IN ramp – KEEP RIGHT.
- b. Continue driving on the netball court to the far end outside Year 2 classroom.
- c. Pick up passengers from in front of the Administration Block.
- d. Depart via OUT ramp onto Albert Street.

5. Pickup area for Families whose surname starts with M– Z

(Driver must stay in the car)

- a. Enter via IN ramp – KEEP LEFT.
- b. Continue UP the ramp to the oval level.
- c. Proceed to the front of the church. Pick up passengers from the lawn area.
- d. Exit via driveway between the Church and the Alverna Centre.

The speed limit within the carpark is 5-10km/hour

6. Parents wishing to park or leave their vehicle:

- a. Enter via IN ramp.
- b. Park either against fence near church or in TWO rows in the middle of the Netball Courts. (Please minimise gaps in between cars so maximum number cars are able to be parked.)
- c. The netball area near the fence outside the Year 2 classroom must be left free for traffic flow.
- d. The driver must leave the vehicle as NO child is allowed onto the Netball court between 2.55pm – 3.30pm unless accompanied by an adult.

7. People who arrive early at St Lawrence (before 2.45p.m.) need to park their cars in the designated parking areas **AND NOT WAIT IN THE DRIVE THROUGH LANE. This causes an unnecessary bank up of traffic, which then restricts access to the school grounds, blocks traffic on Albert Street and creates a “grid-lock” situation.**

8. Avoid illegal acts such as double parking, parking on footpaths, or unsafe practices such as stopping in the traffic flow areas, which will endanger your child/children. Father has asked that parents refrain from parking near the front of the Church as parishioners who attend morning Mass need clear access.

9. Be on the alert for children who may not be looking for moving vehicles.

10. If your child is going home with another family they are to wait with the children from that family.

To reduce congestion in the car park please consider some of the following options:

- **Car pool** with another family.
- Have your child **ride their bike** to school. All bikes are safely secured during the day in the staff courtyard. Children must wear safety helmets.
- **Walk** to school.
- **Walking Bus** – if you live close walk with a couple of families and parents can take turn being “Walking Bus Drivers”.
- **Drop children off at 8.30 a.m.** Classrooms are opened at 8.30 a.m. and teachers are inside supervising.
- **Pick up** a little later. Instead of coming at 2.55pm. when it is very congested come at **3.05pm**. Teacher supervision is from 2.55pm.to 3.10pm.
- Consider parking on the roadside of Albert Street and drop off/collect your children from the lawn area outside the Admin Building.
- Park in the bays near the Alverna Centre
- Consider using the drop off/pickup lane instead of parking.
- Consider parking only if you are on roster, or need to visit the office, classrooms etc. This would leave more parking bays for Pre-Kindy, Kindy and Pre Primary parents who are required to park and must walk their children up to Pre-Kindy, Kindy and Pre Primary

PRE-PRIMARY PICK UP

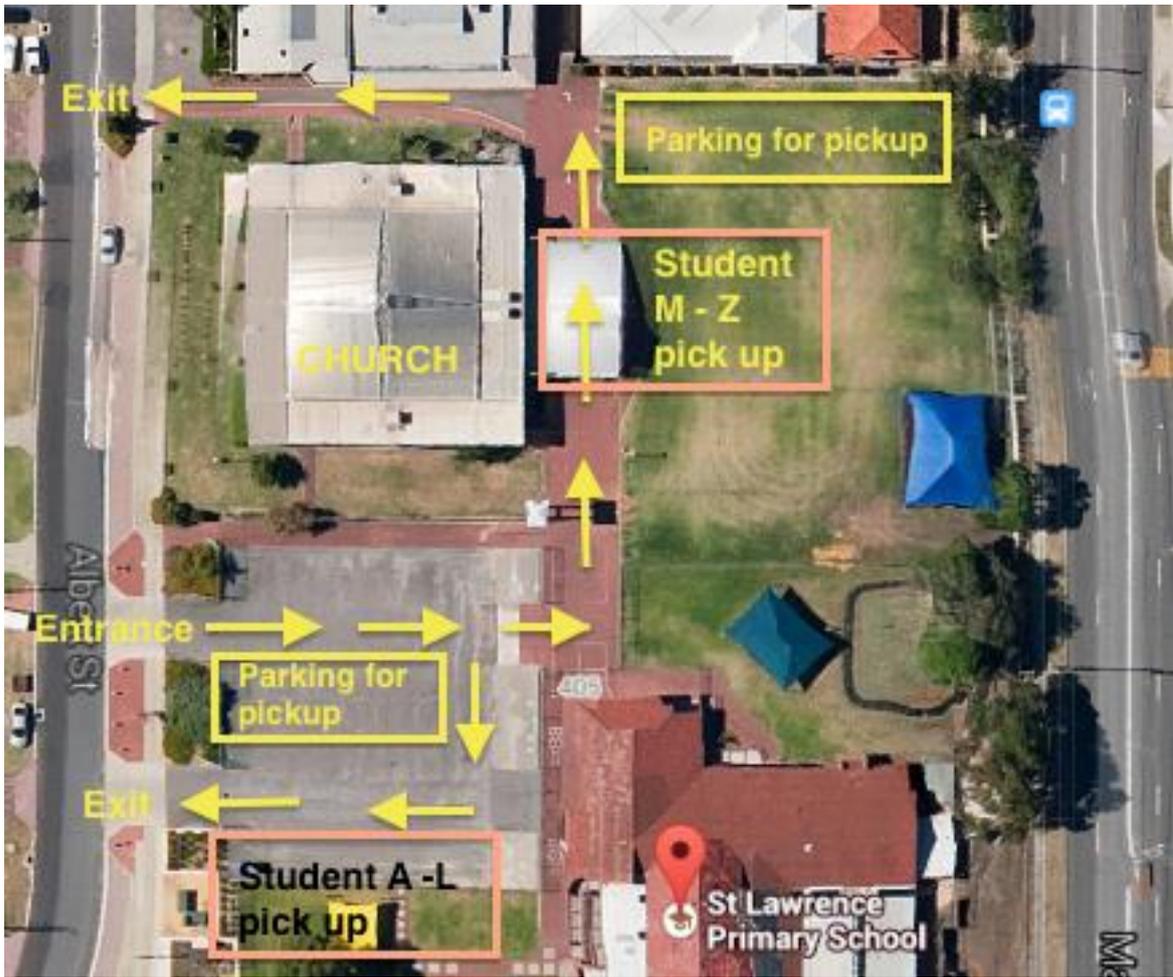
Parents or guardians may park and collect their child from the classroom from 2.45pm onwards. Should you wish to use the drive-through facility, you will need to advise the class teacher that your child will be picked-up at the lawn area. Those children who need to move to the lawn area for collection will be escorted and supervised from 2.45pm to 3.10pm by a Teacher Assistant. The children will be situated away from the Year 1 to 6 children so that supervision duties are clearly distinct.

However, only older siblings who wish to sit with their Pre-Primary brother or sister under the supervision of the Teacher Assistant may do so. Once the parent or guardian arrives at the drive through then the Teacher Assistant will release the Pre-Primary child. After 3.10pm any remaining Pre-Primary or Year One children will be brought into the office and may be collected by older siblings upon the parent or guardian’s arrival.

PRE KINDY / KINDERGARTEN PICK UP

Pre Kindy children can be collected at 2.30pm and Kindy children can be collected at 2.40pm. Children must be dropped off and collected by an adult, therefore parents are asked to park their cars on the netball court.

**AFTERNOON
PICK UP**



ROUTINES AND PROCEDURES

4.4. Staff Meetings and Pupil Free Days

Staff meetings and
Professional Learning

Community Meeting: Staff meet weekly on Wednesday from 3.10pm.

Staff prayer: Staff meet weekly on Wednesday morning from
8.15am to 8.30am.

Professional Development Days: Parents will be notified of pupil free dates via the newsletter.

4.5 Bicycles

On the recommendation of safety authorities we have a policy that only children 10 years and above are permitted to ride to school without a supervising adult. Riders must wear an approved safety helmet and keep to the bike paths.



Bikes should be parked in the bike racks in front of Administration Block and chained for security and helmets secured to bikes or kept in the classrooms.

4.6 Children's Attendance

Children are required to attend school unless they are ill and this includes days for which special events are planned e.g. camps or sport days.

To ensure the children's safety and for legal requirements by the Education Act of W.A. parents are asked to comply with the following:

- If a child is to be absent or arriving late on a particular day, parents are asked to notify the school (telephone 9344 4944) or email the class teacher by **8.30am**. Notification is also needed for dentist and other appointments;
- When a child returns to school after being away, a written explanation by letter, or email, must be given to the class teacher;
- Children are not permitted to leave the school grounds during school hours without written consent of parents and permission from the Principal.
- All extended absence requests from St Lawrence Primary School should be placed in writing for approval from the Principal. This includes such absences as family holidays.
- Children arriving after 8.40am need to sign in at the office and collect a late slip to give to the class teacher.

4.6.1. Outside Agencies

Outside agencies include speech therapists, occupational therapists, tutors and so forth. The Education Act states '*that children are not to be withdrawn from school as disruption to educational program*'. This includes being withdrawn from class to have sessions with outside agencies at the school. There will be no outside agency working with students within the school during school hours, with the exception of funded Special Needs children. Appointments that cut into school time must be negotiated with the Principal and be in writing from the parent. Please make an appointment to see me should this affect you.

4.7. Collecting Children for Appointments

As part of our duty of care, parents collecting children for **appointments, sickness** etc, will need to come to the school office to sign the children out. Name, date, time, reason why, who is collecting the children, if and when the children are returning to school, approximate time and signature will be required.

If your child is returning to school after an appointment, parents/guardian must present the child to the office before the child returns to the classroom and sign the children in.

Parents are still required to inform the child's class teacher via a note or email of their intention.

4.8. Signing of Visitors Book

Parents are required to sign the visitors book and collect a visitors badge from the school office when they are present in the school after the 8.40am bell i.e. helping in the classroom, reading roster, library/canteen helpers, dropping off lunch etc.

4.9. Monies

School Fees should be paid at the office. A cheque or correct cash is requested. Internet facilities are available (please enquire at the office).

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 the code "PPS", will be entitled to a discount on tuition fees.

The tuition fee per student for 2014 is discounted to \$230 for Kindergarten to Year 6 students.

This discounted tuition fee DOES NOT cover additional charges such as excursions, book hire, 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 (code PPS) and complete a simple form available at the office. Holders of cards that are due to expire prior to the end of term will need to show their new card once issued for discounts to continue

All Other Monies (unless specifically directed) should be paid by the child to his/her teacher first thing in the morning.

ALL MONEY should be:

- correct cash or a cheque made payable as per instructions,
- all money sent to the school should be placed in a sealed envelope with the child's name, the amount and purpose of payment written clearly on the front,
- cash of more than \$20.00 should not be transmitted by a child,

Ashton Scholastic Book Club books are available throughout the year. Correct money or a cheque made payable to "Scholastic Australia" must accompany orders securely enclosed in an envelope with student's name, class and amount clearly marked. Credit card payments available for amounts of \$15 or more.

4.10. Emergency Procedures

The school has an evacuation plan in case of emergencies and has practice drills twice a year.

4.11. Lost Property

No responsibility is taken by the school for lost articles. Parents are most welcome to check for lost items in the lost property collection box situated near the glass door outside the Year Six classroom. Please enquire at the school office for smaller lost items such as watches, sunglasses, keys etc.

We make every effort to have lost items returned, but unmarked, unclaimed items left at the end of each term will be donated to a worthy charity.

4.12 Assemblies

Morning Assemblies will be held fortnightly on a Friday morning at 8.40am in the school hall. At these whole school gatherings the School Prayer is recited. A class is rostered on to share the work they have been doing in the nine Learning Areas.

Merit Awards are presented to affirm children's individuality and successes.

Sport achievements are shared. The assembly closes with the singing of the National Anthem.

Parents are always invited to attend assemblies.

Lining Up Assemblies are held each day after lunch. At this gathering birthdays are announced, school rules are reinforced and information is shared. Effort Awards and Environmental Awards are also given out.



5. SCHOOL ORGANISATIONS AND SERVICES

5.1. The School Board

The School Board is the body responsible for the financial management of the school, for improvements and financial planning. The Board is comprised of the Parish Priest, the Principal, a representative from the Parish Council, a representative of the Parents & Friends Association and a minimum of four and a maximum of six other elected persons.

The School Board is responsible to the Catholic Education Office of Western Australia, C.E.C.W.A. and subject to the School Board Constitution as set down by the C.E.C.W.A.

5.2 Parents and Friends Association

The Parents and Friends Association foster community interest in education, promote closer liaison between school and community and assists with school amenities. Meetings are held monthly and are advertised in the school newsletter and term calendar. New families are always welcome to form friendships and contribute to the school community.

5.3. The Regional School Psychologist

The purpose of the School Psychologist is to provide psychological services to assist schools optimize student learning and development.

Support can be provided to staff, students and parents in the following main areas:

- Student learning *Failure to make adequate progress.*
Assistance can be provided with identification, assessment and development of appropriate interventions.
- Student behaviour *Management of student behavior in the school.*
Assistance can be provided in terms of appropriate programs for individual students, whole class and whole school levels.
- Social and emotional *Interpersonal and personal issues.*
Support issues and intervention to individuals and groups.
- School and system support *Policy and practice issues.*

SCHOOL ORGANISATIONS AND SERVICES

5.4. School Canteen

The canteen operates on Wednesday, Thursday and Friday.

Lunch orders are to be written on lunch bags rather than sent along in an envelope. These are available from the canteen. Correct money when ordering is appreciated.

Children who leave lunches at home will be provided with a sandwich and a note advising parents will be given to the child concerned to take home. Money for the lunch provided must be forwarded to the Canteen the following day.

Late orders - Children will be supplied with whatever is available after orders have been completed.

The School Canteen relies on parents/family members volunteering for roster to assist the Canteen Manageress.

5.5 Library

The Library serves the St Lawrence Community by providing a centralised collection of books, audiovisual and other resources. These enable teachers to program resource based learning and the children to develop independent learning skills and literacy through enjoyment of real literature.

The children come to the library weekly to select reading materials and for sessions planned in cooperation with class teachers to develop their learning skills. All children from K-6 must have a waterproof library bag in order to borrow books. As the library is fully automated, students have the opportunity to use a computer in a real life situation. Children are introduced to the automated catalogue and taught skills that enable them to locate material.

The details provided through the computerised search terminals supply meaningful information related to each resource - thus, enhancing the efficiency of the library and encouraging children to become independent information seekers capable of making informed judgements and decisions about available resources.

Parents can help by sharing their children's library books with them - either reading with them or by discussion about them. While the responsibility for regular returning is the child's, gentle reminders from home on library day can help.

The library opens at lunchtime on Wednesday to provide such activities as games, recreational reading, stories and computer activities for children.

6. UNIFORM

Our uniform is a sign of our community. It has been chosen by the community and all are expected to support it.

- Children are expected to be attired in correct and complete school uniform at all times.
- Summer uniform is worn in Term 1 and Term 4. Winter uniform is worn in Term 2 and Term 3.
- Hair must be neat and tidy and tied back if shoulder length or longer or if hair falls about the face. Hair should be checked regularly by families to prevent lice infestation. Hair styles should be of a conservative nature (no tracks, no hawks, no undercuts etc). Only natural hair colour permitted (no tints, streaks, tips etc). Minimal gel may only be used on the fringe, no other part of the hair.
- Hair ribbons should be in school colours only:
 - blue or white with summer and winter uniform
 - gold, white, red with sport uniform
- Jewellery: Plain small sleepers or small gold, silver or small stone studs, only one per ear in the ear lobe only. One cross or Christian religious medal on a chain tucked under the shirt/blouse may be worn. No rings or bracelets to be worn.
- No other body or face piercing or tattoos is permitted.
(If you are unsure of jewellery requirements please speak to the Assistant Principals).
- Parents must be aware that watches may be worn at the owner's risk.
- Nail polish and make-up is not permitted.
- If some accident or problem prevents children from wearing their full uniform on any particular day, parents need to send a note of explanation.
- Hats are part of the uniform and need to be worn every day. **"No hat, no play"**.
- Kindergarten and Pre-Primary children are not required to wear school uniforms.

6.1 Uniform Shop

A uniform shop is operated by the school. The uniform shop is open:

Wednesday 8.30am to 9.30am and Thursday 2.30pm to 3.30pm

All components of the uniform can be purchased at the uniform shop.

6.2. The correct uniform is as follows:

GIRLS	BOYS
<p>SUMMER Regulation blue dress, with white collar Regulation dark blue school sandals, or short white socks and black school shoes Dark blue St Lawrence school hat St Lawrence school bag</p> <p>WINTER Regulation blue skirt White blouse School tie School jumper Short white socks Navy tights Regulation black school shoes Dark blue St Lawrence school hat St Lawrence school bag</p>	<p>SUMMER Mycron grey shorts Sky blue short sleeve shirt with school crest on pocket Regulation dark blue school sandals or short grey St Lawrence school socks and black school shoes Dark blue St Lawrence school hat St Lawrence school bag</p> <p>WINTER Dark grey long trousers Sky short sleeve shirt with school crest on pocket School tie School jumper Grey school socks Regulation black school shoes Dark blue St Lawrence school hat St Lawrence school bag</p>

Pre- Kindy, Kindergarten and Pre-Primary do not wear a school uniform. Children need to be dressed in practical clothing suited to the activities that take place in these informal year levels.

The correct sports uniform is as follows:

To be worn on Physical Education days

GIRLS	BOYS
<p>Regulation skirt or red shorts School's gold collared t-shirt Plain white school sports ankle socks (not anklet) Plain black sneakers School dark blue track suit Faction t-shirt <i>for athletics training and faction carnival</i></p>	<p>Red Shorts School's gold collared t-shirt Plain School sports ankle socks (not anklet)</p> <p>Plain black sneakers School dark blue track suit Faction t-shirt <i>for athletics training and faction carnival</i></p>

6.3. BOOKLISTS

Booklists are issued in Term Four for the following year. Orders are on line. Many materials can be used from the previous year if children care for them.

7. CHILDREN'S HEALTH

7.1 The School Nurse

A Community Nurse visits the school through the year. You will be notified of an impending visit in the newsletter, when the nurse will be available to students and to parents to discuss a child's health concerns.

The Nurse's main role is to conduct a screening program, commencing in primary years and continuing on from services to 4 year olds at the Child Health Clinics.

Routine School Health screening is carried out in the following years - and from these screening results, referrals are made, if necessary, to other agencies after discussion with parents.

Pre-Primary: Vision, hearing and health appraisal.

The health appraisal includes measurement of height and weight. There will also be a general physical assessment e.g. checking skin, hair and teeth. Posture, gait and coordination also will be observed.

Pre-Primary: Vision and hearing

7.2 Health and Emergency Information

It is vital that all details on the emergency sheets are kept up to date. If at any time your address, phone number or emergency contact number is changed, please notify the school immediately. In the event of no contact being made with parents, the emergency contact will be phoned. In cases of suspected injury to the back, neck or serious limb injury, an ambulance will be called and parents will be notified immediately.

Sick children do not enjoy school and often spread their sickness to others. Children who are too ill to remain at school will be sent home. Parents are asked to ensure sick children have recovered before sending them back to school.

Written or email notes should be sent to school immediately after any absence.

CHILDRENS HEALTH

7.3 Infectious Diseases

We require the following exclusion table to be observed in cases of infectious diseases as set down by the Public Health Department of W.A.

HEAD LICE:

Most schools suffer from periodic outbreaks of head lice. Parents are asked to routinely check their children's hair. Children may return to school when all live headlice have been removed.

CHICKEN POX:

Children are infectious in the early stages from 2 days before rash appears until all blisters have crusted. Exclude until at least 5 days after the eruption first appears. Return when fit.

MUMPS:

Infectious from 6 days before to 9 days after the onset of swelling. Exclude for at least 9 days after onset of symptoms.

MEASLES & RUBELLA (German Measles):

Until a medical certificate is produced or 7 days from onset of rash (4 days for rubella).

WHOOPING COUGH:

Medical certificate or 4 weeks from onset. In any case not before "whoop" has ceased.

IMPETIGO (school sores):

Until treated and covered.

RINGWORM:

Until day after treatment has been carried out.

SCABIES:

Until medical certificate is produced stating that treatment has been carried out.

CONJUNCTIVITIS:

Until discharge from eyes has ceased.

OTHERS:

Please enquire at the office about less usual infectious conditions.

CHILDREN HEALTH

7.4 Medication

1. The administering of medicinal drugs to children at school is the responsibility of parents – not teachers.
2. Generally no teacher should be asked to administer drugs of any kind.
3. Children should not have medicinal drugs in their possession at school as these can inadvertently find themselves in the wrong hands and be incorrectly and perhaps dangerously misused.
4. If there are extenuating circumstances that may be contrary to the above, discussions between the Principal, the teacher(s) concerned and the parents must take place and the resultant action be recorded.
5. Children needing Asthma Puffers need to ensure that they carry their own puffers at all times. Medications or Epipens should be supplied to the school with full instructions for children who suffer with severe allergies.

Parents must notify the school immediately should there be a health concern regarding their children, especially emergency plans.

School staff will not administer any medication without written authority from the parent/guardian. This refers to any medications, even aspirin or paracetamol. Parent/guardian authority form available from the school office.

7.5 Dental Clinic

Students from Pre-Primary to Year 11 are eligible for free general and preventative dental care. No work is attempted until parents sign an authority to do so. St Lawrence Primary School designated dental clinic is situated at Westminster Primary School, Marloo Road Westminster (9345 3331).

7.6 Sun Damage Awareness

The Anti-Cancer Council warns that exposure to harmful rays of the sun can cause skin damage. Children should be protected by an adequate sunscreen and always have their hat before leaving for school.

Throughout the whole year, children are required to wear their St Lawrence Primary school hat, when outside.

Each classroom has been provided with a container of sun-cream and parents are asked to encourage their child to apply it before recess or lunch, as part of an on-going sun damage awareness purpose.

On days where the expected temperature is deemed as extreme, the ovals will not be in use at recess/lunchtime. The library and learning centre will be opened for the children during this time.

7.7. Smoking

The school buildings and grounds are smoke free zones. This includes all car park areas.

7.8. Medical Action Plan

If your child requires a Medical Action Plan, please see the school office for appropriate forms.

8. SCHOOL PROGRAMS

8.1. RELIGIOUS EDUCATION

Religious Education programs are based on the Religious Education Units of Work for the Archdiocese of Perth.

- The Sacrament of Reconciliation is celebrated in Year 3, and the Sacrament of First Holy Communion is celebrated in Year 4.
- Students in Year 6 receive the Sacrament of Confirmation.

All Sacraments are Parish based and as per the Bishop's Guidelines all schools will receive their Sacraments at various Parish Masses over a given weekend or two. The Bishops would like to emphasize the sacredness of the Sacraments and include St Lawrence Parishioners as part of the celebration.

As part of the preparation for the Sacraments, the Parish instigated a Mass Attendance Booklet that must be completed in order to receive the Sacraments.

The Religious Education Program includes class and whole school Masses and Paraliturgies celebrated by the Parish Priest, to which the school community, parents and friends are invited via the school newsletter. These paraliturgies are held on Friday mornings at 8.45am

8.2. ST LAWRENCE AWARD

Each year at the Graduation Mass, two children from Year 3 to Year 6 are selected to receive a St Lawrence Award. It is a public recognition of students demonstrating witness to "Christian Living". Students in Year 1 and 2 will receive the St Lawrence Award at the Advent Assemblies.

8.3. PASTORAL CARE PROGRAMS

In keeping with our Catholic school aims of educating the whole child, our Pastoral Care and discipline policies work together on the basis of developing a sense of Christian self-responsibility and community in the children.

The underlying philosophy of the pastoral care program is to acknowledge and reinforce the positive behaviours of the students, whenever possible.

Self-esteem is perhaps the single most important factor in helping a child achieve his/her potential.

Another important feature of the Pastoral Care Program is the "buddy system" whereby junior grades are teamed with senior grades in order that a mutual exchange of responsibility and care is fostered.

Buddy groups have been established so that older children in our community take responsibility for the care of our younger members and develop a friendly relationship with them.

CHAPLAIN

The school is fortunate to have a Chaplain, Sister Chitra for two days per week – Thursday and Friday. The services provided by the chaplain include:

- Nurturing the Catholic faith within the school community
- Providing spiritual development to our children
- Espousing the Gospel Values
- Assisting with the Pastoral Care policy of the school
- Providing a Christian role model
- Assisting with Sacramental programs of Reconciliation, First Holy Communion and Confirmation and associated Retreat Days
- Assisting with further involvement with the Parish and establishing a stronger link with the Parish community so that the children have a greater sense of the wider Parish community
- Assisting with Mission Fundraising
- Assisting in Liturgical celebrations
- Grief management through assisting with the current Rainbows Program and extension of the program covering bereavement, divorce, single parent families, separation, family illness.
- Interpersonal Relationships such as bullying and making friends and assisting with the Friendly Schools and Families program
- Family relationship and resolution advice
- Supporting leadership through the Peer Mediation Program which we are currently looking at implementing and linking this to Christian values
- Assisting with corporate school activities
- Providing support whilst on school camp
- Inclusivity in the educational program
- Assisting with implementing National Safe School Framework within the school
- Organising the running of education programs that the school could implement in the future with a chaplain such as Silver Linings and Virtues.
- Espousing the National Values for Australian Schools

Rainbows is a peer support program for children living in a single parent or step family or who have suffered a significant loss in their life. It provides children with an opportunity to express their feelings in a safe and confidential setting. Grief is a normal reaction to a significant loss. Frequently children do not express their grief verbally, so it surfaces in their behaviour, schoolwork, as a physical ailment or it affects their emotional development.

8.4 DISCIPLINE PROGRAM

At St Lawrence Primary School we are continuing to reflect on and develop behaviour management policies.

We continue to search for better ways to ensure a safe, secure and happy environment which best enables each child to live and grow and learn.

We value the dignity of each individual as a child of God and we have sought to reflect this in our behaviour management which is based on Christ-like values and responsibilities of children, parents and teachers.

We take the stance that no child's behaviour will be allowed to interfere with a teacher's right to teach or a child's right to learn.

In particular, we believe that the support of parents is important in effective behaviour management and that teachers should provide a positive, caring and consistent environment within their classroom.

In each classroom the teacher establishes their classroom behaviour management plan early in the year and ensures that students and parents are aware of the simple rules established to promote academic and social development in the classroom at the parent information evening. All classes follow the standard school procedures for their Classroom Management Policy.

The progressive stages in positive and negative consequences are clearly explained to each class.

8.5 NATIONAL SAFE SCHOOLS FRAMEWORK

The National Safe Schools Framework promotes safe school environments focussing on issues of bullying, violence, child abuse and neglect. Part of this initiative involves the implementation of the *Friendly Schools and Families Plus* program with weekly lessons from Pre-Primary to Year 6. The *Friendly Schools and Families Plus* series deals with strategies for planning a positive social environment in the classroom, a problem solving approach, creating a co-operative classroom, values education and social skills.

ST LAWRENCE SCHOOL BEHAVIOUR CODE

We recognise that all people in our school have the right to work, learn and play in a supportive, secure and safe environment.

We will treat others with courtesy, respect and consideration and show care for the safety of all.

- **Rough, abusive, unfair or bullying behaviour is completely unacceptable and will be dealt with immediately.**

We will care for our own and others' belongings.

- **Stealing or damaging the property of the school or other students is completely unacceptable and will be dealt with immediately.**

We will wear correct school uniform at all times

- Any child without a hat must stay in the Undercroft area.
- A child wearing incorrect or incomplete uniform will be notified by the class teacher

The following matters are safety issues and children will be encouraged and reminded to adhere to these by active intervention and specific feedback from staff.

Before and after school:

- Children must not be on the school site before 8.15am.
- If your child arrives between 8.15am to 8.30am, they must sit on the benches in the undercroft area (Year One to Year Six).
- After 8.30am children must be in their classrooms.
- After school children must sit in the designated pick up areas.

In the playground:

- Children must stay within boundaries.
- Children must walk in covered areas and on pathways.
- When the bell rings children should line up.
- Sports equipment may only be used on the oval or four square area.

At lunchtime:

- Children must sit down to eat, and remain until dismissed by the duty teacher at 12.50pm.
- All rubbish must be put in the bin.
- Children should line up in designated areas at the canteen.

Other:

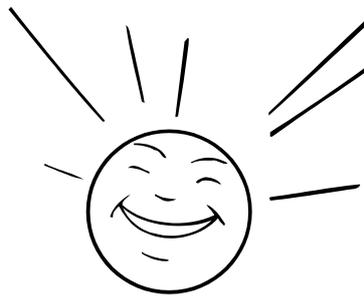
- Mobile phones are not permitted at school. If your child is walking to and from school and you require them to have a mobile phone, you will need to notify the school in writing and mobile phones will be kept in the office during school hours.
- Electronic games, PSP's, Ipods, toys, cards etc are not permitted at school.

WHAT IS BULLYING?

Bullying is repeated willful conscious desire to hurt, threaten or embarrass someone.

For example, when a person:

- ~ is called hurtful or racist names.
- ~ is hit, punched or kicked.
- ~ is threatened.
- ~ is sent nasty notes.
- ~ is teased repeatedly in a nasty way.
- ~ is left out.
- ~ has their property interfered with.
- ~ has rumours spread about them.



ACTION ON BULLYING

PARENT

CHILD

TEACHER

CAN COME FROM.....



COMPLAINT

(anecdotal records kept including witnesses and victim)

IF NOT CLEAR CUT



1. **TALK** – state what bullying is
2. **RECORD** – incident details.
3. **MONITOR** – tell other staff to be alert.
4. Use opportunities to discuss bullying in class

Parents to be notified



Consequences for person displaying bullying behaviour



Victim counselled and parents notified when appropriate.



Reconciliation between victim and persons displaying bullying behaviour

Interview with parent(s) and child

By Teacher or Leadership Team Member

ACTION ON BULLYING

ADDITIONAL MEASURES:

- Opportunities to discuss 'bullying' in class time
- Life skills
- Posters. Pupil designed as well as commercially purchased posters
- Resources available or series of lessons on Bullying Behaviour, PATHS
- Learning Area Integration – Religious Education, Values Education, Health, PATHS
- Society and Environment
- School incursions

KEY TO OVERCOMING BULLYING IS:

- Openness
- Consistency
- Acknowledgement that it does happen
- Support for sufferers
- Use support of 80% of “bystanders” in a positive way.

REWARDS

- Individual classroom rewards e.g. reward time on Fridays
- Classes receive points for following school routine correctly
- Twice a term, a junior and a senior grade with the most points receives a reward
- Effort Awards
- Environmental Awards

EARLY CHILDHOOD EDUCATION

8.6. PRE-KINDERGARTEN

Pre-Kindy is an early child development play based learning program for children who have turned 3 years of age. The program provides children with meaningful experiences that promote spiritual, social, emotional, language, intellectual, creative and physical development.

Pre-Kindy currently runs on a Thursday

8.7. KINDERGARTEN

The Kindergarten program is available for children who turn four years of age prior to 1 July in the year they are due to commence. Currently, there are 3 full days sessions per week and the program is designed around the concept of play being the principle learning strategy for the children of this age.

8.8. PRE-PRIMARY

St Lawrence Primary School uses a developmental program to facilitate the development of the whole child. Activities within the centre are child-centred and the children are free to choose activities based on their own needs.

Pre-Primary children attend from the commencement of the year. As of 2013 Pre Primary attendance is compulsory.

9. WESTERN AUSTRALIAN CURRICULUM/ AUSTRALIAN CURRICULUM

Introduction

The School Curriculum and Standards Authority sets out what all students should know, understand, value and be able to do as a result of the programs they undertake in schools in Western Australia, from Kindergarten through to Year 10. Its fundamental purpose is to provide a structure around which schools can build educational programs which ensure that students achieve agreed outcomes.

Australian Curriculum

The school is currently implementing the Australian Curriculum as per the Education Department guidelines.

9.1 THE ARTS

In the Arts learning area students develop creative skills, critical appreciation and knowledge of artistic techniques and technologies in dance, drama, media, music, visual arts and combinations of art forms. The Arts develop students' sense of personal and cultural identity and equips them for lifelong involvement in and the appreciation of the arts. Each year, St Lawrence Primary School participates in the Catholic Schools Performing Arts Festival in Term 3.

9.2 MUSIC

Music at St Lawrence Primary School consists of one classroom music lesson per week and 20 minutes of liturgical singing for junior and senior classes.

Children in Years 4 - 6 will by invitation have the opportunity to participate in a school choir.

9.3 ENGLISH

In the English learning area, students learn about the English language, how it works and how to use it effectively. They develop an understanding of the ways in which language operates as a social process and how to use language in a variety of forms and situations. They learn to speak, listen, view, read and write effectively.

As part of the English curriculum each class will timetable a Literacy Dedicated Time, which encompasses all areas of English.

Reading Recovery is a key program for supporting students who are having difficulty achieving early reading and writing independence.

9.4 HEALTH AND PHYSICAL EDUCATION

Health and Physical Education provides students with an understanding of health issues and the skills needed for confident participation in sport and recreational activities. This enables students to make responsible decisions about health and physical activity and to promote their own and others' health and well-being.

Physical Education and Sport is taught by a specialist teacher.

It is important that your children are properly attired for Physical Education and Sport lessons. On sport days, children wear their sports uniform for the whole day.

Each year the children participate in a school Faction Athletics Carnival towards the end of Term 3 and a Cross Country Carnival in Term 2.

Each year children in Years 1- 6 participate in swimming lessons organised by the Education Department. Swimming fees are included in the school fees.

St Lawrence Primary School is a member of the Catholic Primary Schools North Eastern Sport Association and takes part in inter-school carnivals each year: Sacred Saints and Winter Sports (Years 6), Athletics (Year 1 to Year 6) and Cross Country (Year 4 to 6).

Opportunities also are provided to join out of school hours netball teams, depending on availability of numbers.

9.5 LANGUAGES OTHER THAN ENGLISH

In the Languages Other Than English (LOTE) learning area, students learn to communicate effectively in languages other than English. They gain an understanding of other societies, the ability to interact with people and cultures other than their own and practical skills which they can use in future social, cultural and vocational areas. Through LOTE, students are also able to further develop their skills and understanding in English and of literacy in general.

9.5.1 ITALIAN CLASSES

Children from Kindergarten to Year 6 have lessons in Italian each week. The children are taught to communicate in Italian as well as learn about the culture. They learn through role-playing, singing, poems, prayers and games. The Italian classes are funded by the Italo-Australian Welfare and Cultural Centre.

9.6 MATHEMATICS

In Mathematics, students learn to use ideas about number, space, measurement and chance, and mathematical ways of representing patterns and relationships, to describe, interpret and reason about their social and physical world. Mathematics plays a key role in the development of students' numeracy and assists learning across the curriculum. Children participate in the Mathletics Program.

As part of the Mathematics curriculum each class will timetable a Numeracy Dedicated Time, which encompasses all areas of Mathematics.

9.7 SCIENCE

In the Science learning area, students learn to investigate, understand and communicate about the physical, biological and technological world and value the processes that support life on our planet. Science helps students to become critical thinkers by encouraging them to use evidence to evaluate the use of science in society and the application of science in daily life.

9.8 SOCIETY AND ENVIRONMENT

The Society and Environment learning area develops students' understanding of how individuals and groups live together and interact with their environment.

Students develop a respect for cultural heritage and a commitment to social justice, the democratic process and ecological sustainability.

9.9 TECHNOLOGY & ENTERPRISE

In the Technology and Enterprise learning area, students apply knowledge, skills, experience and resources to the development of technological solutions that are designed to meet the changing needs of individuals, societies and environments. Students become innovative, adaptable and reflective as they select and use appropriate materials, information, systems and processes to create solutions that consider the short and long term impact on societies and environments.

9.10 INFORMATION TECHNOLOGY

It is our policy at St Lawrence Primary School to integrate the use of computers into children's learning in the classroom. They learn to use computers rather than merely about them. In keeping with this policy, each classroom has access to computers and interactive whiteboards for integrated daily use. The school also has a computer lab which each classroom has access to throughout the week.

iPads

Each class has a minimum of ten iPads that are shared. Towards the end of Year 4 we have commenced a one-to-one iPad program in which parents purchase an iPad for their child to use in Term 4 Year 4 and continue in Year 5 and Year 6.

9.11 ENRICHMENT

Enrichment takes place within the individual classroom setting by the classroom teacher. It provides opportunities for accelerated learning and access to new and more challenging concepts or content. Enrichment activities aim to go beyond the core curriculum at a suitable developmental level for the students. They are designed to broaden knowledge, understanding, skills and interests and promote a higher level of thinking. Enrichment may include additional subject material, supplementary material beyond the normal range of resources or cover class work in more depth.

10. INTERVENTION PROGRAM

The aim of this program is to provide support to classroom teachers and students throughout the school.

Support is in the form of developing specific programs for individual students, at their own developmental level - and thus enhancing their learning.

It may also involve extra personnel working with individual students - or groups of students.

Whenever a teacher is concerned about a child's academic progress or social development they will alert the parent. When parents are concerned, we ask that they follow the following procedure:

1. Consult with the class teacher to decide if there is a concern; where the concern lies; who and what might assist in solving the concern.
2. If it is decided to develop a plan of action to assist the child's development, whether it be at home "work", home/school liaison, external tutoring, modified school program etc.
 - a) the plan needs to complement the school program to avoid confusion for the child;
 - b) the plan needs to have specific aims and set specific behavioural outcomes, to seek specific changes;
 - c) the plan needs to be for a specific time.
3. A specific date needs to be set for review of progress and appropriate modification. Regular parent-teacher review is essential, to assure that the plan has been adhered to, to celebrate achievements and to re-plan where difficulties still exist.

10.1. PIPS

PIPS is a CD-ROM program designed to assess students in Pre Primary and can assist with:

Assessing the progress of students in literacy, numeracy and phonological awareness.

Diagnosing individual student work and providing data to indicate in which areas students are achieving or underachieving.

Predicting future performance for identifying individuals who might benefit from early intervention.

11. ACTIVE LEARNING: EXCURSIONS & INCURSIONS

At St Lawrence Primary School we seek to provide children with maximum opportunities to be active learners in the environment in which they live.

To this end, opportunities for learning outside the classroom, excursions and incursions, are provided to complement a topic's learning objectives.

Experiencing first-hand farms, factories, museums, art galleries, parks, ports etc allows the children to develop concepts about their world in a way that connects life with school learning.

Throughout the year teachers will notify parents about forthcoming incursions and excursions and any permission notes that need to be signed. A levy, to cover the cost of excursions and incursions is included in the School Fees.

Incursions will be advertised through the school's weekly newsletter.

11.1 CAMP

Camp is an integral part of our active learning program in Year Six at St Lawrence Primary School.

A balanced graduated program of relevant, curriculum-based, active learning experiences which complement levels of children's development and classroom objectives has been included in the curriculum.

Camps aim to assist children to develop socially, emotionally, physically, intellectually; and as members of a spiritual community - within an environment outside the familiar routines and patterns of school and home.

Essential social and problem solving skills of self-reliance, independence, awareness of others and acceptance of differences, are encouraged, as children learn to live with and respond to people outside the sphere of home and classroom.

It is crucial in today's education that children learn effective strategies of cooperation and teamwork, and maintain a curiosity that will help to make them learners for life. Through the prayer sessions at camp, creative activities, recreational and outdoor activities, teamwork and environmental awareness, the children gain "hands-on" learning impossible to experience in the same way at school.

Camp venues and length of stay may vary from year to year depending upon availability, cost and the education program focus that is decided for the class for that particular year.

12. HOMEWORK POLICY

Philosophical Basis

Regular homework is a valuable aspect of the learning process and contributes to the development of sound study habits.

Homework should be a reinforcement of the classroom learning program, and should provide an opportunity for children to take personal responsibility for organising their time and tasks effectively - whilst encouraging independent work habits.

Homework should provide a positive link between the school and the home, and serve as an avenue of communication through which affirmation and support can develop.

Since homework is essentially the child's responsibility, it should not be the cause of family tension or disharmony. Children should be provided with adequate time and an appropriate work place in which to complete set requirements. Parents can assist by showing an interest and encourage pride and a positive attitude towards homework.

At St Lawrence Primary School we believe each student should read for a minimum of 10 minutes each night in addition to the allocated times below.

Failure to complete requirements is dealt with by the teacher and parents will be notified. If there is a difficulty meeting the homework deadline, parents must notify the class teacher by the due date.

Homework requirements vary from class to class - and the expectations of a particular teacher for his/her class will be outlined at Parent Information Evenings.

Homework will not be set on the weekend as these precious times should be spent as quality family time.

Homework Times	
PK & K	No written homework
PP	Activities 5 minutes
Year 1	10 minutes
Year 2 – 3	20 minutes

13. PRIVACY COLLECTION NOTICE

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health [and Child Protection]* laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, [Catholic Education Office, the Catholic Education Commission, your local diocese and the parish]* medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines [and on our website].
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

*** If appropriate**



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