

ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL



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Vision Statement

We the Community of St. Bernadette's Catholic Primary School recognise
Christ as our guide and companion.

We are committed to building a supportive learning environment that inspires all
individuals to strive continually to achieve their personal best.

We seek to instil a love of learning and we believe that modelling the qualities of
kindness, honesty and respect will assist the achievement of this vision.

Principal's Welcome

Welcome to St Bernadette's Catholic Primary School

Thank you for taking the time to explore our school and the many educational opportunities we can provide for your child.

Our school is situated right next to the beautiful parish church of St Bernadette's Port Kennedy and Mass is regularly celebrated in the church with our Parish Priest Father Gavin Gomez. Our Catholic faith is taught in every class according to the religious education guidelines for West Australian Catholic schools. We have a very close connection to the parish with many of our staff being active parishioners who live in the area.

Our school motto is Kindness, Honesty and Respect. We strive to emulate and encapsulate these virtues in all we do at the school. We encourage all members of our school community to reflect on the meaning of these virtues and to 'live' them in our day and our interactions with each other.

Our school is a warm, friendly, faith filled environment where we strive to develop young men and women of Christian conscience and we are committed to not only the best learning outcomes for our students but the ongoing learning and development of our staff.

We acknowledge the vitally important role of parents. We recognise and value parents and carers as the first educators of their children. We especially welcome parental collaboration in decision making and our school Board and P&F are both excellent avenues for parental involvement.

We encourage and have the expectation that you will be our partners in the education of your children. It is through working together in open honest communication that we will get the very best results for the students in our care. We hope that parents will feel a part of our school and we encourage personal involvement and co-operation. There are many ways parents can become involved in the school and the classroom.

I look forward to sharing a very positive partnership with you as parents and look forward to a happy and successful educational outcome for your children at St Bernadette's

Yours sincerely

Steve Gibbs
Principal

SCHOOL PROCEDURES

SCHOOL TIMES

8.30		First bell, classrooms open
8.50	11.00	Morning session
11.00	11.20	Recess
11.25	1.25	Middle session
1.25	2.05	Lunch
2.05	3.05	Afternoon session

BEFORE AND AFTER SCHOOL SUPERVISION REMINDERS:

All schools have before and after school supervision protocols so that parents are clear about when and how supervision of children is provided. This is important so that parents do not inadvertently leave children at school outside of supervision times, thus putting children at risk. **Please do not drop your children off and leave them unsupervised before school.** Similarly, please ensure your children are collected promptly after school.

Please ensure you are aware of the following:

BEFORE SCHOOL SUPERVISION

(8.10-8.30am):

Supervision is provided in the undercover area from 8.10-8.30am. Children must gather in the undercover area during this time where they are supervised by the duty teacher before the 8.30am bell goes and children move off to their classes.

Children waiting with their parents must be sitting/standing with their parents. Parents are responsible for the supervision and care of their children and to ensure they follow the 'no play' before and after school rule. Where possible, please wait in or near the undercover area before school so that teachers can have some quiet time to prepare for the day in their classrooms. When the

bell goes, you are then welcome to walk your child to their classroom.

All other children must be in the undercover area where they are supervised by the before school duty teacher.

Lessons commence at 8.40am. Kindergarten doors open at 8.50am and Pre Primary 8.30am. Their school day ends at 3.00pm. Lunch and play times may vary.

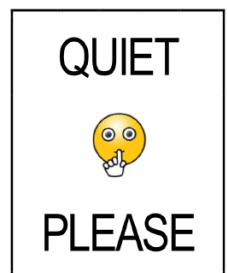
LATE ARRIVAL

If your child arrives at school after 8.40am please come to the school office to be signed in.



WAITING FOR CHILDREN AT THE END OF THE DAY:

Please be mindful that a lot of noise and activity directly outside a classroom at the end of the day is very distracting when teachers are trying to complete lessons and dismiss children. We appreciate your efforts to stand anyway from windows and doors until the bell has gone and to supervise younger children carefully to ensure their safety. Parents are responsible for the supervision of their younger children. They should not be allowed to run around the school and play. Remember, play equipment is out of



bounds and is not designed for the safety of very young children.

AFTER SCHOOL SUPERVISION (3.05-3.25pm):

Kindergarten students need to be collected at 3.00pm.

Pre Primary students need to be collected by 3.05pm.

Y01 – Y06 - Children are supervised at the pick-up area at the front of the school for drive through pick-ups.

All children need to be collected by 3.25pm.

PLAY EQUIPMENT: SCHOOL PLAY AREAS (INCLUDING THE PRE-PRIMARY PLAYGROUND AND OVAL) AND SCHOOL GARDENS ARE STRICTLY OUT OF BOUNDS BEFORE AND AFTER SCHOOL AS THESE AREAS ARE NOT SUPERVISED BY TEACHERS AT THESE TIMES.



*Parents,
please be aware that teachers do not supervise students outside these times but before and after school supervision is available using the Out of School Care facilities. Please ensure your child is adequately cared for outside school supervision times.*

OUT OF SCHOOL CARE

The YMCA operates an Out of School Club in the Parish Hall (situated between the school and the church). Please contact them on 0407049917 for further information

regarding enrolment. They provide both before school and after school care.

SCHOOL ENTRY POINT

The main entrance is on Grand Ocean Blvd. Please refer to the car park map further on in the booklet. We ask all parents to adhere to car park procedures for the safety of the children.

VISITORS

During school hours *all visitors* must report to the office and sign in and sign out.

PICKING UP OF CHILDREN / CAR PARK

MORNINGS – There is a drop off zone at the main entry of the school for parents who wish to drop their children off. Alternatively, you may park and walk along the designated walkways. Please be aware that students may also arrive by bike and on foot so the utmost care should be exercised at these peak times. Please also note that no children should be in the car park area unsupervised.

AFTERNOONS - To allow more than one family to collect their children, we have a supervised drive by at the main entrance. Children must wait to be collected in the shelter. This has a duty teacher until 3.25pm. **Please ensure your children are collected by 3.25pm as supervised duty ceases at this time.**

The parking bays in front of the school are 10 minute parking only. Please leave the disabled parking bays for disabled parents, students and visitors at all times. Parking is strictly prohibited in this area unless you display an ACROD Permit. **Fines of up to a \$1000 will be enforced.**

EARLY DISMISSAL FROM SCHOOL

On occasion, parents may seek to collect students from school before 3.05pm. For safety reasons, students need to be signed out from the school office. A "Permission to Leave Slip" must be collected from the office, this must be handed to your child's teacher. If a slip is not presented, you will be asked to go back to the office.



STUDENT ABSENCES

All student absences must be explained with a signed written note, even if the school has been contacted via phone to inform us of the absence. The telephone call ensures you do not receive an unnecessary SMS and the note assists the school to meet all system and legal requirements with regards to school attendance. If you are emailing your written explanation, you must include the name of your child, their class, the reason for their absence and include your full name at the conclusion of the email. You can get a standard student absent form from the school office or download one from the school website:-

www.stbernadettes.wa.edu.au

MEDICAL INFORMATION

At the beginning of each school year, if your child has a medical condition you will need to complete a medical alert form. Action plans need to be provided from the parent signed by a doctor and renewed yearly.

For safety reasons medication needs to be given to children before and afterschool by a parent or guardian.

Should your child require prescribed medication during school hours, medication forms can be collected at the school office. A GP is required to complete one of these forms if longer than 3 days.

***ONLY prescribed medication four times a day or more can be administered at school.
No medication is to be left with students.***

These forms are also available on the school website along with our Medical Policy.

<http://www.stbernadettes.wa.edu.au/forms.html>

HEALTH

Parents will be contacted if their child is too ill to remain at school. Parents are asked to ensure that their child has fully recovered from illness before sending them back to school.

If any child has been suffering from an infectious illness, the Department of Human Services regulations must be observed and the School notified. An information booklet on infectious diseases is available at:

http://www.public.health.wa.gov.au/3/717/1/infectious_diseases.pm

All new students in Kindergarten to Year 6 must provide the school with their child's immunisation record.

COMMUNICATION BETWEEN PARENTS AND SCHOOL

GENERAL COMMUNICATION

Good communication between home and school is very important. Regular contact is between parents and teachers and is maintained in various ways detailed below. You are encouraged to make an appointment and speak with staff as issues arise.

PARENT / TEACHER COMMUNICATION

Homework Diary

This comes home each night with children from Years 3 – 6 and should be checked and signed each night.

Parent / Teachers Meetings

Please make an appointment with your child's teacher to discuss any concerns or your child's progress or issues throughout the year. Mornings are important preparation times for teachers and they are responsible for all children from 8.30am. **They are not available for unscheduled meetings at this time.**

Parent / Teacher meeting request, blue forms are available from the office, outside the classrooms or on the school website.

<http://www.stbernadettes.wa.edu.au/forms.html>

Parent / Teacher Information Meetings

These are held early in the new school year to discuss the year's program and expectations of each class. It is essential that parents make the time to attend the meetings.

Reporting

Reporting and evaluation is provided for parents throughout the year.

Formal reports include:

First Semester reports at the end of Term Two.

Second Semester reports at the end of Term Four.

Curriculum

Any matters pertaining to the Teaching and Learning Program should be directed through the classroom teacher. If there is a query about curriculum, please organise to speak to the Co Ordinator of Professional Learning, Mrs Maureen Wall.

Special Needs

The school monitors the needs of students across the school and advises classroom teachers, establishes specialist programs and accesses support services as needed.

NOTICES AND WRITTEN COMMUNICATION

Avenues of communication within the school include:

School Website

Email & SMS

The Fortnightly Newsletter



See classrooms from K – Y06

Distributed fortnightly

The newsletter is emailed to parents each fortnight. The newsletter is a vital link between the School and home. Parents should check to ensure they receive this.

This is available on the school website and a hard copy is also available in the school office.

Term Calendar

A Term Calendar is issued at the beginning of each school term and will also be available on the school website.

Correspondence

The majority of notices, flyers and letters are sent via email or text message and uploaded onto the school website for your convenience. Majority of the school notes are

<http://www.stbernadettes.wa.edu.au/correspondence.html>

Community News is a great place to find out any local sporting club or parent workshops.

<http://www.stbernadettes.wa.edu.au/communitynews.html>

Please ensure you notify the school immediately of any change of details.

SCHOOL COUNSELLOR

Our School Counsellor, works with children, teachers and parents on any behavioural, social or emotional issues that may arise within our school. The Social Worker may work with individual children, small groups or with whole classes, on issues ranging from bullying, peer pressure, loneliness and resilience.

We have qualified facilitators of the 'Rainbows Programme' in the school - which is designed to help children cope with grief and loss, whether through death, or divorce and separation. This is usually done in a small group situation, allowing children the comfort of sharing in a small group.



Should you wish to make an appointment to see the Counsellor, please contact the school office (9593 4066).

GENERAL INFORMATION FOR SCHOOL PARENTS

SCHOOL ASSEMBLIES

Students assemble in the undercover area at 8.45am each Monday morning, for shared prayer and routine announcements.

On Friday we have Merit Awards and class performance assemblies commencing at 2.10pm. Parents are notified prior to their child receiving a merit certificate so that they are able to make arrangements to attend. All parents, relatives, and friends are welcome to join us for Friday Assemblies.

FAMILY INVOLVEMENT

The primary role of the Catholic School is to support the parents in the formation of their children's faith and education. Parents are involved in the following ways at St Bernadette's School:

- As community members, they elect and sit on the School Board, and are the basis of the Parents and Friends Association, which builds our educational community and provides many resources.
- Parents are always welcome to attend P & F meetings, assemblies, whole school and class Masses.

P & F meetings are usually held on twice each term.

Through good communication with your child's teacher, home and school can complement each other in encouraging development of the whole child, and working as a united team. The Parent and Caregivers Charter outlines the school's expectations around communication. http://www.stbernadettes.wa.edu.au/pdf/parentinfo_codeofconduct.pdf

PARENT PARTICIPATION

The participation of parents at St Bernadette's is always welcome. Parents are involved in classrooms, around the school and P & F Committee. You are urged to participate.

EXCURSIONS AND CAMPS

Excursions, camps and visiting performances are an essential part of the school's learning program and are compulsory. Where payments are necessary, these must be paid by the due date.

SWIMMING

Swimming lessons are part of our school curriculum and as such, ***ALL*** children from Pre Primary to Year 6 are required to participate, just as they would in any other curriculum lesson. Swimming lessons are a valuable part of our school curriculum both in terms of children's safety and fitness.

***** NOTE *****This booklet may be subject to change at any time

Children may only be excused if they have a physical illness or injury, which their doctor certifies as precluding them from swimming lessons. This exclusion must be presented in writing to the school office. Refunds will not be given if your child is absent due to a family vacation.

UNIFORM POLICY

St Bernadette's has a Uniform Policy and it is expected that all students will wear the uniform every day. Uniforms are only available from the School Uniform Shop.

- Summer uniform is worn in Terms One and Four; winter uniform in worn Terms Two and Three;
- School hats must be worn all year round;
- For health reasons, when a child's hair is collar length or longer it must be tied back off the face. Hair should be checked on a regular basis to prevent lice infestation;
- Children may wear simple sleepers or plain studs and a religious crucifix;
- Hair accessories must be in school colours (red or blue);
- All items of clothing must be clearly marked with the student's name;
- Temporary reasons for non-uniform clothing must be explained with a note to the principal / teacher.

A Uniform Shop is operated by the school and is open on:

Tuesday between 8.30am – 9.30am and
Thursday between 2.30pm – 3.30pm.

**PLEASE ENSURE ALL
CLOTHING IS NAMED**

Please refer to the Uniform Policy in this book and on the school website www.stbernadettes.wa.edu.au

HOMEWORK STATEMENT

Regular homework is valuable as part of the learning process and contributes to the development of lifelong learning habits. It is work to be done at home and it provides an opportunity for students to take responsibility for their own learning. It may be: reading, spelling lists, projects, practicing contract work, researching or completing work.

Teacher's Role:

- To ensure there is suitable homework which supports classroom learning
- Supervise diary;
- Respond to homework completed.

Parent's Role:

- To support children in their completion of homework;
- Supervise use of diary.

Student's Role:

- Ensure homework set is completed.

ICT TECHNOLOGIES / CYBERSPACE

The internet is an important research, communication and information tool. An Internet Policy will be signed by all parents and students from Years 4 – 6. If this is not returned your child **will not** be able to use the internet at school.

CANTEEN

The canteen operates Wednesday, Thursday and Friday at recess and lunch. Children are able to order lunch through their classroom lunch basket system or take their order directly to the canteen in the morning. A menu is available from the canteen. In an event that a student has not brought their lunch or lost their money, the canteen will provide lunch on the day and then invoice the parents.

The school canteen follows the “traffic light” healthy eating guidelines. Further information about this system can be found at:

<http://www.waschoolcanteens.org.au/pages/nutritional/01-nutritional.htm>.

NUT POLICY

St Bernadette's is a “Nut Aware” school. We have students who have severe allergies, therefore, please be mindful of what you give your child for their lunch.

SMOKING

Parents are reminded that smoking is not permitted on the school grounds at any time. This includes special events and after hours activities.

DOGS

Dogs should also not be brought on to the school grounds as a matter of safety.

MOBILE PHONES

Mobile phones must not be used by students during school hours. All student phones must be handed to their class teacher.

SUN SMART POLICY

“NO HAT NO PLAY”

It is compulsory for all students to wear a school hat. If they do not have a school hat, students are to remain in the undercover area during recess and lunch.

Parents are requested to supply sun lotion for their child's use at school. An emergency supply may be available from the classrooms.

POLICIES

All policies relevant to parents are available on the school website:

www.stbernadettes.wa.edu.au

PAYMENT OF FEES

Fee accounts are sent three times per year, Term 1 (March), Term 2 (June) and Term 3 (August) and are payable within 14 days of the account being rendered.

The Fee Policy is available on the school website.

PAYMENT METHODS

Payment should be made by the due date by one of the following methods:

1. PAYMENT BY MAIL

Tear off the remittance advice and send your cheque to St Bernadette's CPS, P O Box 8151, Warnbro.

2. PAYING IN PERSON

Present the remittance advice with your payment to the School office during office hours (8.30am - 4.00pm weekdays).

3. PAY BY TELEPHONE

Telephone the School office on 95934066, and have your credit card* details available.

* Please note: Credit cards accepted are MasterCard and Visa.

4. PAYING BY DIRECT DEBIT

This allows your account to be paid automatically to the School from a nominated bank account by weekly, fortnightly or monthly payments.

The advantages to you are: regular repayments, no cheque or postage fees, no bank transfer fees, simple one-off processing method. (Please contact the school on 95934066 for assistance.)

5. PAYMENT BY BPAY

Payment may be made by telephone or over the internet through your financial institution using your cheque or savings account. Details of the School's biller code and reference number will appear on your statement.

FAMILY CONCESSIONS (TUITION FEE ONLY)

First Child Full rates

Second Child 20% rebate

Third Child 40% rebate

Fourth and subsequent children 100% rebate.

NOTICE OF WITHDRAWAL

One terms notice is to be given to the Principal before the removal of a student. Failure to give such notice will involve the payment of a term's fees, irrespective of the date the student may leave during the term.

FEE COLLECTION POLICY

The collection and setting of school fees for St Bernadette's Catholic Primary School is in keeping with CECWA policy and is seen by the Bishops of Western Australia as a necessary contribution by parents towards the costs of delivering a Catholic Education for their children.

Tuition fees, levies and amenities fees are all considered to be school fees. These are set annually and announced to parents by the School Board at the Annual General Meeting and distributed to parents prior to the start of the school year. School fees may be paid annually, by three equal payments in March, June and September or by individual payment schedules by Direct Debit. All accounts are to be paid in full before the 31st October.

Recipients of a Family Health Care Card or [means-tested] Pension Card [held in the parent's name] are entitled to claim concession only on tuition fees. An appointment with the School Finance Officer is required each year a concession is requested. Discounts for a Term will not be allowed if the card is presented after the end of the Term and the discount will be adjusted if the card is not renewed during the year. Parents experiencing financial difficulty are asked and encouraged to discuss their position with the Principal in order to negotiate a repayment schedule. Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy, the services of a recognised debt collection agency or solicitor will be engaged. Pastoral Care for school families is paramount in all decision making.

Confidentiality is assured in relation to the payment of school fees and the setting of any concession or repayment schedule. This is restricted to the Principal and Administrative staff.

Payment Options		Due by
Option A	Full Payment	1st March
Option B	Three Instalments	1st March, 1st June, 1st September
Option C	Payment Plan by Direct Debit	Please contact the school office should you wish to pay by this option. Payment Plans should be finalised by the 31st October each year.

Procedure:

1. Annual School Fee accounts are mailed to the parent/guardian by the end of Week 2, Term 1.
2. A 2.5% early discount may be applied to annual tuition fees paid in full by the last working day in February. (The 2.5% discount does not apply to families receiving a Health Care Card or Pension Card discount).
3. For parents/guardians who choose to pay in three payments, a statement will be sent home during February, May and August for payment by 1st March, 1st June and 1st September.
4. 3 Year Old Kindergarten fees are invoiced for the year, but may be paid over 4 payments at the start of each term.
5. First Reminder School Fee Statement is sent home with the students at the end of Week 4.
6. Second Reminder School statement is sent home with students during Week 6 of each term with a letter requesting an appointment with the Principal. Follow up contact from the Principal if step 6 is not followed.
7. In order to ensure the re-enrolment of students, parents who do not complete the payment of their school fees in full by December 31st of any year, will be expected to complete a Direct Debit for payment of fees for subsequent years until the debt is cleared.

Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy, the services of a recognised debt collection agency or solicitor will be engaged [as per CECWA guidelines] and all additional costs will be charged to the parent/guardian.

EXPECTATIONS OF STUDENT BEHAVIOUR

GENERAL EXPECTATIONS

At St Bernadette's we seek to provide educational experiences that will encourage student to develop.

- self respect
- kindness, honesty and trust
- courtesy and sensitivity to the needs of others
- pride in the School and positive, constructive behaviour which demonstrates this pride
- a proper regard for personal safety and the safety of others
- respect and care towards School property and the environment

SPECIFIC EXPECTATIONS

- Students should treat all members of the School community with courtesy and respect. General standards of courtesy include:
- treating the views of others with respect;
- being attentive when others are speaking;
- answering pleasantly when spoken to;
- showing consideration for others.

Students should respect the right of other students to learn without disruption.

The respect of the personal property of others is of great importance. This includes:

- obtaining permission to borrow personal or School property;
- each student accepting responsibility for their own belongings;
- checking the 'lost property' for items that are missing.

VERY SERIOUS OFFENCES

There are some behaviours which are totally unacceptable at St Bernadette's and will be dealt with seriously. These may well result in detention or other appropriate action by the Principal or Assistant Principal. Such behaviours include:

- bullying
- stealing
- Aggressive Behaviour
- defacing personal and/or School property
- verbal abuse or swearing
- Persistent disruptive behaviours

Please refer to the Student Management Policy on the school website for further detail.