

PARENT HANDBOOK

2016



***St Simon Peter Catholic Primary School community
will provide challenges for the growth of the whole person.
Within a framework of Catholic values, we will strive to live
in harmony with each other and our environment living our
motto
“Love one Another.”***

CONTENTS

ST SIMON PETER SCHOOL PRAYER	4
WELCOME	5
INTRODUCTION	6
ORGANISATIONAL STRUCTURE	7
STRATEGIC PLAN 2016 – 2019	8
SSP VALUES	8
SCHOOL CONTACT DETAILS	11
PARISH/CHURCH CONTACT DETAILS	11
STAFF 2016.....	12
TERM DATES FOR 2016 (Students)	13
School Times	13
School Hours	13
Late Notes	14
Students leaving School grounds	14
Absent from School	14
Extended Absences	14
Pupil Free Days	15
Legal Matters	15
Student Records / Emergency Contact.....	15
SACRAMENT DATES	16
First Communion	16
Reconciliation	16
Confirmation	16
SPORTS CARNIVALS	16
EVANGELISATION PLAN FOCUS	17
Religious Education	17
HOUSE STRUCTURE	17
CURRICULUM MATTERS.....	18
Annual Plan 2016	18
Testing.....	18
English.....	18
Mathematics	18
EMU.....	19
Learning Support	19
Gifted and Talented Support.....	19
IGNITE.....	19
Technology and Enterprise.....	20
Science.....	21
Physical Education	21
The Arts.....	21
Instrumental Music Tutors	21
Other Matters.....	21
PASTORAL CARE	22
STUDENT LEADERSHIP	22
YEAR 6 STUDENT COMMITTEES	23
SCHOOL COUNSELLING AND SUPPORT SERVICE	23
School Psychologist.....	23
KIDSMATTER	23
HOPE (Helping Our Parents Effectively)	24
SCHOOL CHARTER	24
Behaviour Management Policy (see school website for copy of policy)	24
SCHOOL BULLYING POLICY	25
SCHOOL UNIFORM	25
UNIFORM FOR BOYS	26
Winter	26
UNIFORM FOR GIRLS.....	27
Winter	27

Summer	27
Sports	27
ELC UNIFORM (Kindy and Pre Primary)	27
SCHOOL FEES	28
HOMEWORK	28
1.0 Rationale	28
2.0 Aims.....	29
3.0 Procedures	29
Recommended times per night:	30
Kindergarten.....	30
4.0 FAMILY HOLIDAYS.....	30
5.0 HOLIDAYS DURING SCHOOL TIME	30
PARENT INVOLVEMENT AND COMMUNICATION	31
GIVE 10	31
SCHOOL BOARD	32
FRIENDS OF ST SIMON PETER	33
Rationale	33
Structure of Friends of SSP	33
PARENT/TEACHER COMMUNICATION	34
STRATEGIES FOR EFFECTIVE COMMUNICATION	34
• Appointments	34
• Parent Information Nights	34
• Parent Forum	35
• Reports	35
• Parent/Teacher Interviews	35
• Learning Journeys.....	35
• Visitor's Book	35
• Sign In / Sign Out.....	35
• Newsletter	35
• Electronic mail.....	36
• Phone messages	36
• School Diary.....	36
BEFORE, AFTER SCHOOL CARE AND VACATION CARE.....	36
PRIVACY POLICY	36
STANDARD COLLECTION NOTICE	36
INTERNET PERMISSION AND USE OF STUDENT PICTURES	37
Cyber Safety.....	37
HEALTH SERVICES.....	37
MEDICAL MATTERS	37
SCHOOL NURSE	37
Medication.....	38
ANAPHYLAXIS.....	39
Infectious Diseases.....	39
PARKING	40
CONCLUSION	41



ST SIMON PETER SCHOOL PRAYER

Heavenly Father,
We come together today
in the name of Jesus to give praise and thanks.

We thank you:
for Saint Simon Peter Catholic School Community,
for our parish priests,
for our committed and caring staff,
for our selfless volunteers and parent groups.

We ask:
for patience and kindness,
for appreciation and acceptance of others,
for the ability to work hard and accept challenges
and for us to truly show our love for one another.

We thank you for your blessings
and pray for your continual guidance
and support of our students, parents and staff.
Amen.



WELCOME

I hope this school year is an enjoyable one for you and your family.

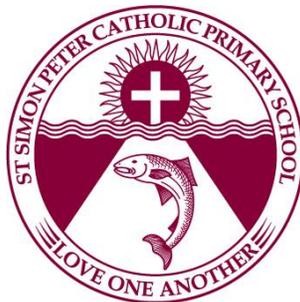
This Handbook has been produced to help familiarise families with important aspects of St Simon Peter Catholic Primary School. It provides you with a summary of key policies and procedures operating in the school. You are asked to read it carefully and use it as a reference when you have queries concerning the day-to-day operation of the school.

I pray that your association with St Simon Peter Catholic Primary School will be a happy and rewarding one.

Shane Baker

Dip Tch B Ed Grad Dip RE
M Ed M RE FAPPA

Principal



The school crest has the brilliant radiance of Christ as the centre focus.

This is surrounded by symbols of the sea and a fish representing

St Peter, a fisherman and disciple of Jesus.

The school motto is "Love one Another".

INTRODUCTION

Welcome to St Simon Peter School, the largest Catholic primary school in Western Australia. This school endeavours to work in a close partnership with you so that your child has the chance to grow to become the individual God created them to be. Education is a shared responsibility and for this reason, a variety of activities are organised during the year to build a strong, Christian community here where we all work harmoniously for the benefit of one another.

This school was established by the Archbishop of Perth to continue the Mission of Jesus Christ in 1988. The mission of the school is fulfilled by bringing the Good News to all humanity and through its influence, transforming humanity. This school assists parents whose desire it is to educate their children in the Catholic tradition.

Education is part of the broader mission of the Church.

“The task of the school is fundamentally a synthesis of culture and faith, a synthesis of faith and life. The first is reached by integrating all the different aspects of human knowledge through the subjects taught in the light of the gospel, the second is the growth of the virtues characteristic of the Christian.” (The Catholic School)

Pope John Paul 11 spoke clearly about the purpose of Catholic schools.

“The Catholic school is a witness to the truth that genuine education seeks to do more than simply impart knowledge or train people to perform economically productive tasks. All education worthy of the name seeks to bring forth as it were a full person, a person in whom moral excellence is no less developed than are the theoretical and productive abilities.”

Policies and practices at St Simon Peter School are based on this view of schooling. Parents and staff work together to ensure that each child is recognised as an individual and has opportunities to develop spiritually, intellectually, emotionally, socially and physically.

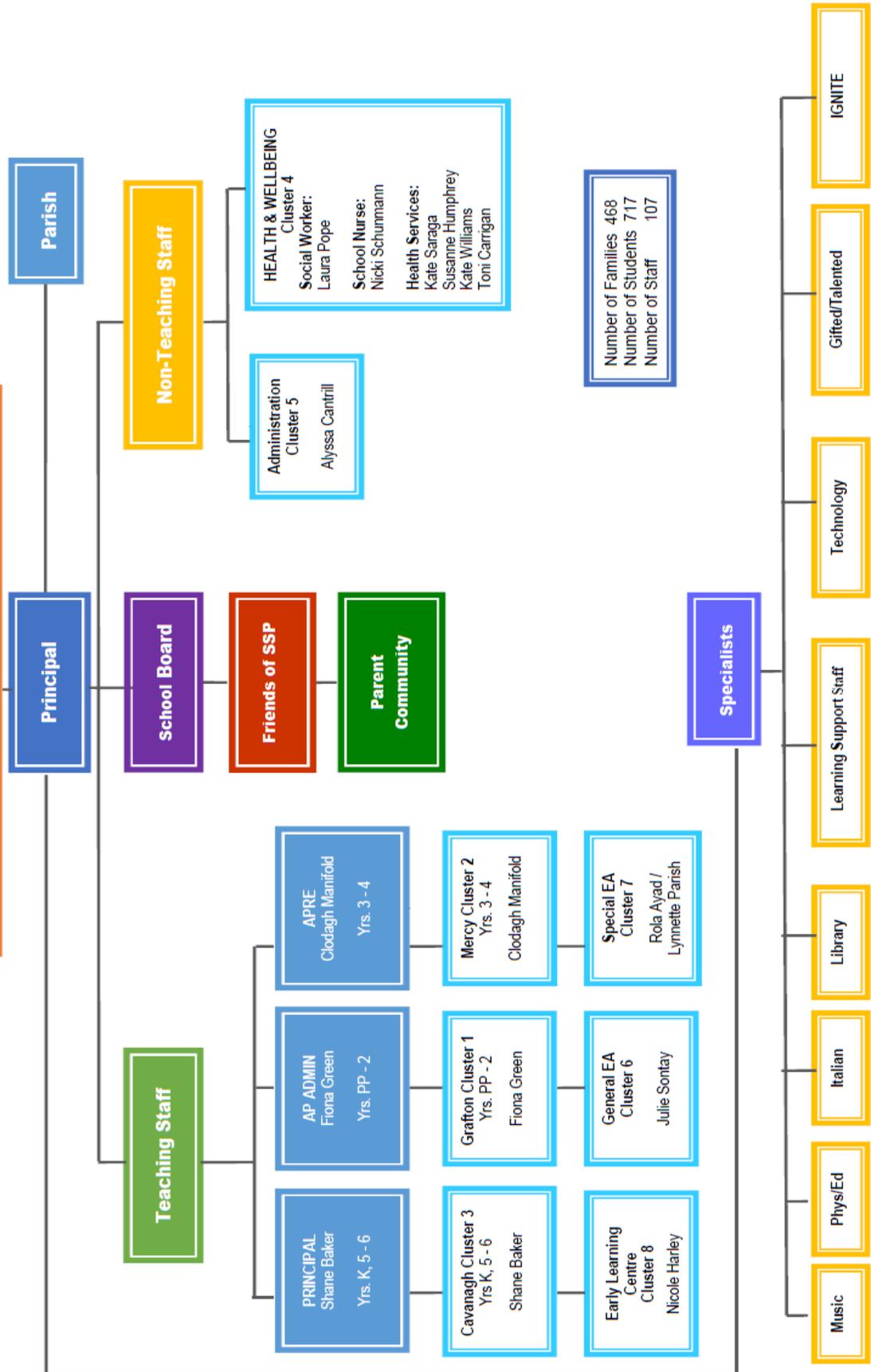
Click this link to view the brochure and strategic plan.

<http://cms.ssp.wa.edu.au/Publications/Pages/Strategic-Plan.aspx>

ORGANISATIONAL STRUCTURE

ST SIMON PETER ORGANISATIONAL STRUCTURE 2016

ARCHBISHOP OF WA
CATHOLIC EDUCATION COMMISSION
CATHOLIC EDUCATION WESTERN AUSTRALIA



STRATEGIC PLAN 2016 – 2019

Since our school's inception in 1988, St Simon Peter Catholic Primary has grown into a wonderful community, of which we are all very proud. At SSP we strive to allow for each and every child and teacher to reach their full potential based on our motto "**Love One Another**". It is in the spirit of this motto that this, our second strategic plan, has been developed to ensure our continued growth over the next 3 years.

The plan has been developed after extensive consultation with key stakeholders in our St Simon Peter school community:

- Staff
- School Board
- Friends of St Simon Peter
- St Simon Peter Parish Council.

Each objective outlined in this strategic plan is included in the School's Annual Plan for each year (2016-2019). These plans help achieve the strategic objectives outlined in this document. In turn these Annual Plans become the evaluation tools used to measure the success of this Strategic plan and in turn, formulate the next plan (2020-2023)

SSP VALUES

At SSP we value:

- The Gospel message.
- Academic excellence.
- The contribution of our staff and their openness to change, and commitment to a better future.
- The contribution and hard work of our parents.
- The uniqueness of each of our children.



Learning is what we do. We are committed to learning at every level.

Objective 1: Provide an inclusive and relevant curriculum that promotes and caters for individual differences and cultural diversity.

Objective 2: Provide quality programs and environments that engage children actively in their learning and ensure the children's wellbeing, health and safety.

Objective 3: Use data effectively in decision making to cater for individuals and improve student outcomes.

Objective 4: Use current research to inform teaching and engage in reflective practice to improve the quality of teaching.

Objective 5: Provide opportunities and tools for students and staff to engage in best practice.

Objective 6: Attract and retain quality staff and continue to employ methods that help to foster the personal and professional growth of all.



Engagement is essential. We are committed to Catholic Education's mission through relationships with all.

Objective 1: Provide opportunities to engage and promote the involvement of each family in their child's learning, faith formation and in the school community.

Objective 2: Provide a welcoming environment where all children and families are respected and actively encouraged to collaborate.

Objective 3: Review and respond to current trends in communication to effectively reach all in our school community.

Objective 4: Staff, parents and students share in the opportunities presented within the Parish community.

Objective 5: Foster opportunities to engage.



Accountability is not optional. We have personal and collective responsibility for our system's success.

Objective 1: Ensure the financial sustainability of St Simon Peter School.

Objective 2: Generate and reinvest capital reserves into St Simon Peter School.

Objective 3: Ensure our physical environment and infrastructure meets the ongoing and changing demands of society through our capital works and maintenance plans.

Objective 4: Market St Simon Peter as a school of choice, which is reflected in maximum enrolments.

Objective 5: Continue to promote an ethos of inclusivity, multiculturalism and acceptance of all.

Objective 6: Provide an environment where technology is a benefit not a burden.



Discipleship is our calling. We are committed to developing our relationship with Jesus.

Objective 1: Welcome children into a caring and stimulating environment where educators give witness to Catholic beliefs, values and attitudes.

Objective 2: Develop children as followers of Jesus in today's world.

Objective 3: Promote Gospel values as intrinsic to everyday life.

Objective 4: Promote the celebration of the Catholic faith in the Sacramental life of the Parish.



SCHOOL CONTACT DETAILS

School Phone	08 9301 6888
School Bursar	08 9301 6801
School Fax	08 9401 7155
Email	admin@ssp.wa.edu.au
Web	www.ssp.wa.edu.au

PARISH/CHURCH CONTACT DETAILS

Parish Priest	Fr Francis Kot SDS
Assistant Priest	Fr Dariusz Basiaga SDS
Parish Office	Phone: 08 9300 4885 Mon - Tues 9am – 12 pm Wed - Fri 9am – 3pm
Phone	(08) 9300 4885
Fax	(08) 9300 5984
Email	stsimon@westnet.com.au
Website	www.stsp.org.au



STAFF 2016

Mr	Shane	Baker	Principal	Mrs	Vicki	Leonard	Library Officer
Miss	Fiona	Green	AP	Mrs	Helen	Boudewyns	Risk & Resources
Miss	Clodagh	Manifold	APRE	Mrs	Nicola	Schunmann	School Nurse
Mrs	Kylie	Reeves	Learning Support	Mr	Clay	Prout	Grounds Maintenance
Mrs	Leesa	Lennox	Learning Support	Mrs	Kim	Higgs	Groundsperson
Mrs	Anita	Woods	Learning Support	Mrs	Livi	Billi	EA Pre-Primary
Mr	Luke	Pettit	Yr 6	Mrs	Maria	Brooks	EA Pre-Primary
Mrs	Rita	Renwick	Yr 6	Miss	Fiona	McAllister	EA Pre-Primary
Mrs	Kristen	Sparkes	Yr 6	Mrs	Anne	Folan	EA Kindy & PP
Mrs	Liz	Whitehead	Yr 6	Mrs	Rachel	Francis	EA Kindy
Mr	Mary	Thomas	Yr 5 / Sparks	Mrs	Chris	Brien	E A Kindy
Mrs	Renaë	Lloyd	Yr 5	Mrs	Toni	Cotellessa	E A Kindy
Miss	Guida	Ferreira	Yr 5	Mrs	Julie	Smallwood	EA Yrs. 4 - 6
Mrs	Sharon	Watterson	Yr 5	Mrs	Julie	Sontay	EA Yrs. 3
Miss	Ashlee	Martino	Yr 4	Mrs	Collette	McCann	E A Yr 2
Mrs	Beth	Birks	Yr 4	Mrs	Frances	Beale	EA Yr 1
Mrs	Nat	Saville	Yr 4	Mrs	Julie	Laurie	EA Yr 1
Mrs	Ainslee	Oakes	Yr 4	Mrs	Sandra	Vidot	EA – Sp Needs
Mrs	Carmel	McAdam	Yr 4	Mrs	Toni	Carrigan	Health Services
Mrs	Trang	Le	Yr 3	Mrs	Rola	Ayad	EA Sp Needs
Miss	Sonia	Fitzpatrick	Yr 3	Mrs	Alice	O'Connell	EA KG & Sp Needs
Miss	Wilma	Bortolini	Yr 3	Mrs	Paula	Corrigan	E A. Sp Needs
Mrs	Kate	Burton	Yr 2	Mrs	Sharon	Hince	EA PP & Sp Needs
Mrs	Karen	Hooper	Yr 2	Mrs	Sandra	Lockhart	EA Sp Needs
Mrs	Margaret	Smith	Yr 2	Mrs	Lynnette	Parrish	EA Sp Needs
Mrs	Jenni	Dunne	Yr 1	Mrs	Sue	Claessens	EA Sp Needs
Mrs	Linda	Ingate	Yr 1	Mrs	Karrie	Carlson	EA Sp Needs
Mrs	Antoniette	Romeo	Yr 1	Mrs	Trish	Rodman	Canteen Manager
Mrs	Danielle	Harman	Pre-Primary	Mrs	Lisa	Marshall	Canteen Assistant
Mrs	Anita	Vague	Pre-Primary	Mrs	Karen	Keenan	Canteen Assistant
Mrs	Alana	Baltovich	Pre-Primary	Mrs	Rodica	Somai-Popescu	Uniform Shop
Mrs	Erin	Roseingrave	Pre-Primary	Miss	Nicole	Harley	ELC Manager
Mrs	Olivia	Rushack	KR Teacher	Miss	Lisa	Lenzo	OSHC
Mrs	Robyn	Savage	KS Teacher	Miss	Bree	Doyle	ELC
Mrs	Melissa	Hamilton	KH Teacher	Miss	Laura	Shore	ELC
Mrs	Chimene	Backshall	Sp Needs Coordinator	Miss	Ashleigh	Curle	ELC
Miss	Jessica	Tindiglia	Sp Needs Teacher	Miss	Kaitlin	Welsh	ELC
Mrs	Laura	Pope	Social Worker	Miss	Amy	Higgs	ELC

Mrs	Rosie	Young	Teacher Librarian	Miss	Alison	Dungate	ELC
Mr	Lee	Thompson	Phys Ed Tch	Miss	Anna	Creusot	ELC
Mrs	Michelle	Oliver	Music Teacher	Mrs	Hazel	Kelly	OSHC
Mrs	Natalie	Templeton	Performing Arts	Miss	Gill	Waghorne	OSHC
Miss	Ashlee	Martino	ICT Tch/ IT Tech	Miss	Kiara	Mueller	OSHC
Mrs	Alyssa	Cantrill	Office Manager	Miss	Ashlee	Wynyard	OSHC
Mrs	Justine	Aldridge	Bursar	Miss	Caryn	Bodger	3YOK
Mrs	Sally	Northeast	Finance Officer	Miss	Fiona	Hamilton	3YOK
Mrs	Helen	Florschutz	Admin Officer				

TERM DATES FOR 2016 (Students)

Term 1	Monday 1 Feb	–	Friday 8 April
Term 2	Monday 26 April	–	Friday 1 July
Term 3	Tuesday 19 July	–	Friday 23 Sept
Term 4	Wednesday 12 Oct	–	Friday 9 Dec

School Times

All classes (Pre-Primary - Year 6) Doors open at 8.30am and classes begin on the bell at 8.40am

Finishing Times (Years PP - 6) 3.00pm

3 Year Old Monday - Friday 9.00am - 2.15pm

Kindy starting time Monday to Friday- 8.45am

Kindy finishing time: Monday to Friday - 2.15pm

Recess 10.50 – 11.10am

Lunch 12.45 – 1.20pm

Assembly Wednesdays at 8.50am (Please check Term calendars for dates)

School Hours

Children are supervised from 8.25am to 3.15pm each day. If they arrive or are picked up outside these hours, supervision cannot be guaranteed. Children at school before or after these hours sit in the designated quadrangle areas which are passive spaces with no running. There is no playing of games before or after school.

If parents know they are going to be late picking up a child, they must contact Reception so that appropriate arrangements can be made for supervision at Student Services.

Late Notes

Children arriving late to school (after 8.40am) **must** be accompanied by an adult to Reception (thru Gate 7) to sign in and pick up a **Student Pass**. The adult **must** then escort them to their class.

Three late arrivals within two weeks will result in the parent receiving a letter from the Principal.

Students leaving School grounds

Children who need to leave the school early to attend appointments must be collected by a parent or guardian, after receiving a **Student Pass** from Reception. This pass must be given to the Classroom teacher. If the student is to return to school after their appointment they must be brought back into Reception by the nominated parent or guardian. The student will need to be signed in to receive another **Student Pass** to be given to their Classroom teacher.

Absent from School

In the event of illness or absence, a parent or guardian has two options. They may either **email** admin admin@ssp.wa.edu.au or **ring** the Absentee Line on 9301 6888 and choose **option 4** to explain the absence. This voicemail is then recorded as an “explained” absence on your child’s class Attendance Register by 9.15am each day except on Wednesdays (due to Assembly) when it will be 9.30am. If an absentee message is not received by the school then you will receive an SMS (automated) to contact the school.

This SMS message is important for two reasons:

1. To “flag” the unexplained absence with you.
2. To provide the opportunity for you to explain the absence.

If you choose to ring the Absentee Line a note is still legally required. This note must include a reason for the absence, be signed and dated by the parent or guardian and handed to the classroom teacher as soon as possible after the absence. *(An email, containing the information listed above, from a parent’s nominated email will suffice in place of a written note).*

Extended Absences

If a parent or guardian wishes to take a child out of school for an extended period, both the class teacher and Principal are to be notified in writing well beforehand. These absences are recorded as long term explained absences.

Pupil Free Days

Term 1 Tuesday 8 March

Term 2 Friday 3 June

Term 3 Monday 18 July & Monday 22 August

Term 4 Monday 10 & Tuesday 11 October

Legal Matters

Under Family Law, both birth parents are guardians and custodians of their child – unless stipulated by a Court Order. This gives both parents equal rights and responsibilities in respect of a child of marriage. Where the marriage has ended, without a court issued parenting order in respect to the child, both parents remain guardians and custodians of their child. In reality the child may be only living with one of the parents both parents retain equal rights to the care, well-being and guardianship of their child/ren. Where there is an operative parenting order, there may be a separate guardian and custodial role for the parents. Parents are to inform the Principal if special circumstances exist pertaining to the guardian of children.

Student Records / Emergency Contact

At the beginning of each new year all families are required to check their Full Family Details record, indicating addresses, telephone numbers and emergency contact numbers so that our records are kept up to date. All forms need to be returned promptly to school.

Please ensure that all family and medical information is kept up to date by informing the Office in writing of any changes to the following:

- medical conditions
- home address and telephone number
- email addresses of both parents
- parents' work telephone numbers
- parents' mobile telephone numbers
- family doctor's telephone number
- emergency contact telephone numbers (other than parents)

SACRAMENT DATES

First Communion

Sacrament

3 rd & 4 th Sept	10am & 6pm
10 th & 11 th Sept	10am & 6pm
17 th & 18 th Sept	10am
23 rd & 24 th Sept	10am
22 nd & 23 rd Oct	Commissioning Mass/Certificates

Reconciliation

Sacrament (3 Mixed Services)

17 th August 5.30pm	
Thurs 18 th August 5.00pm & 6.30pm	Certificates in Parish Centre

Confirmation

Sacrament

25 th June - FJCS 2.00pm	
26 th June - SSP 2.00pm	
26 th June - SSP & PREP 5.00pm	
23 rd & 24 th July	Commissioning Mass/Certificates

SPORTS CARNIVALS

Term 1

Wed 9 March	House Swimming Carnival Yrs. 4 - 6
Thurs 24 March	Interschool Swimming Carnival Yrs. 4 - 6

Term 2

Friday 10 June	Lightning Carnival Yr 6's
Friday 17 June	House Cross Country Carnival Yr 3 - 6
Friday 24 June	Interschool Cross County

Term 3

TBA

Term 4

Friday 14 October	Tabloid Carnival PP – Yr 6
Wed 20 & Thurs 21 Oct	Interschool Carnival
Friday 18 November	Interschool Cricket Yr 6 & Interschool Basketball Yr. 6's

EVANGELISATION PLAN FOCUS

Theme: **2016 Discovering God:**
People come to discover God through experiences in creation.

School Value: *Use Self-Regulation: self-control, trustworthiness, conscientiousness, adaptability and innovation to achieve and do your best and reach your goals.*

Religious Education

Classroom teachers will continue to implement the units of work required by the Archbishop to be taught in Catholic schools. Parents should be sent a letter at the beginning of each new unit of work explaining what the unit of work is about.

Religious Education classes are programmed for each day and children are assessed on their knowledge of what is taught in these classes. We will continue to have whole school Masses each term and our parish priests, Fr Francis and Fr Dariusz will visit classes as well as celebrate Parish Masses or Prayer Services on a Thursday.

Our school follows the Parish based, Family focused, School and PREP supported Sacramental Policy for the preparation of the children for the Sacraments. As of March 2014 this approach will be mandated by the Archdiocese of Perth.

Hopefully, parents and children will discuss aspects of the Religious Education content to reinforce at home what is being taught in the classroom. It is of vital importance that parents model our Christian faith through good example, prayer and regular participation in the Sacraments, particularly Sunday Mass.

This year students in Year 3 and 5 will participate in the Bishops' Religious Literacy Assessment.

HOUSE STRUCTURE

Students will be allocated to a House on enrolment. Staff will be allocated to a House that they stay with whilst at SSP. The Houses area:

SALVATORIAN HOUSE with Sharks as their sporting mascot.

PRENDIVILLE HOUSE with Whales as their sporting mascot.

MACKILLOP HOUSE with Dolphins as their sporting mascot.

VINCENT HOUSE with Rays as their sporting mascot.

CURRICULUM MATTERS

Annual Plan 2016

Staff will continue to implement the Australian Curriculum with particular attention this year being given to the learning areas of Maths, PE/Health, Science and a focus on Literacy in the early years of learning from Kindy to Year 1. This is distributed each year at the Annual Community meeting and through the school newsletter on the school website.

Testing

The NAPLAN (National Assessment Program Literacy and Numeracy) results for all children in Years 3 & 5 are thoroughly analysed each year and staff adapt their programs where necessary as part of raising academic standards. Class programs will focus on attempting to meet the developmental needs of individual children. Children in Pre Primary will participate in online testing at the beginning and end of the school year. Children in Year 3 and 5 also complete the Bishop's RE Test each year.

English

The "Words their Way" program is used in Years 3 – 6.

Reading Recovery introduced in 2009 will continue with two trained teachers now in the program.

Our Literacy Focus is helping our students to use the knowledge of language conventions (spelling, grammar and punctuation) to enhance their writing.

Mathematics

To cater for individual differences there will be different content and learning strategies as well as assessments for children in any class.

First Steps Mathematics and MTS online will continue to be used across the school and in an attempt to better cater for the diversity of Maths knowledge in each year level, children will be ability grouped for Maths lessons in Year 5 and 6. Switch Maths operates in Year 5 and 6 this year and only in the Number strand (3 days a week.) Maths will be taught by the classroom teacher in Years 1 – 4.

Our school learning area focus is Mathematics in 2016. Problem solving using number/word problems and multi-level approaches is our specific focus in all classes.

EMU

EMU is an intervention program that was designed to **Extend Mathematical Understandings** for children who are not gaining as much as they need from the normal classroom program. It is a comprehensive and strategic approach to Mathematics learning for students in the early years of schooling.

Learning Support

There are three teachers working in a support role to assist children who find learning difficult. These teachers work collaboratively with class teachers and parents to examine why learning is problematic for an individual, to recommend or carry out diagnostic testing, to then decide on appropriate remedial strategies for each child and to modify teaching programs with the class teacher.

The range of learning difficulties and disabilities is broad and it is often necessary for parents to seek specific answers from those qualified in particular disciplines such as occupational therapists, speech pathologists, developmental optometrists or psychologists. School staff are able to receive recommendations from these professionals and then support the children in a more systematic and thorough way.

Gifted and Talented Support

Children who are academically very able will continue to be identified by parents, class teachers and a specialist Gifted and Talented (G&T) teacher. These children will be offered the opportunity to do extension work in class and to participate in withdrawal classes with the G&T teacher. These classes allow the children to develop thinking and learning skills as well as research topics of interest to themselves.

Children in Year 4 – 6 who are identified as being academically very able will join the Sparks group and spend some two hours a week with the G&T teacher. Junior primary children will have the opportunity to participate in a “Sparkles” group but the main focus for these children will be extension work in their own class.

IGNITE

At St Simon Peter school we have implemented a program - “IGNITE” to help identified children become more positive about school, more interested in learning and more likely to achieve their potential. Mrs Mary Thomas runs this program which is designed to help these children who struggle to feel positive and stay motivated about attending school.

The research shows that those children who are at risk of becoming disengaged in the learning process will continue to struggle throughout their schooling. We would like to help circumvent this happening by putting in place a program of early intervention.

Characteristics of children who are at risk of disengaging from learning are:

- Lack of interest in school.
- Negative interactions with peers and staff.
- Low literacy and/or numeracy.
- Behavioural issues including aggression, violence or social withdrawal.

The predicted outcomes of the program include -

- Improved behaviour of students involved.
- Increased participation in school.
- Improved learning outcomes for the students involved.
- A safe more positive environment for all students at SSP

The research also shows that developing a positive relationship with an adult at school will greatly benefit these children. It allows them to begin to see themselves in a positive light at school by spending time with an adult who values them and their individuality as well as having confidence in their ability to carry out tasks.

Inclusion in the program would involve the students being withdrawn from class for 1 - 2 hours on Monday, Tuesdays and Wednesdays to work with Mrs. Thomas (or another member of staff) on a variety of hands on, academic and physical activities.

The program is not designed to be a punishment, but rather a happy and positive experience, to hopefully encourage the student to begin to view school as a good place to be.

Technology and Enterprise

The development of Technology and Enterprise Outcomes continues to be important for children across all year levels. Children focus on the technology process, technology skills and enterprise where information, materials and systems are used in practical ways to solve problems and assist learning.

Computers in the school are upgraded every three years and other equipment such as iPads, laptops, digital cameras, electronic whiteboards and multimedia projectors are used by staff and students in ways that suit their phase of development. Interactive whiteboards or Prowise Monitors operate in all classroom areas.

Science

From Year 1 to 6 students will be involved in the Primary Connections Science Program.

Physical Education

During 2016, there will be an on-going focus on promoting regular exercise as well as the development of sound sporting skills by our specialist teachers. Daily fitness will continue 4 days per week for ten minutes and efforts to promote healthy eating habits will remain.

The Arts

All children in Years 1 to 6 have a music lesson each week as well as an art lesson conducted with their classroom teacher. Appreciation of the arts is important as is skill development. Children will have an opportunity to display their artistic talents in performances such as Assembly items and at the bi-annual Art Exhibition.

Instrumental Music Tutors

Are employed to teach a variety of instruments across all year levels. Information about these tutors is available from the Office. This is a 'user pay' system of operation.

Other Matters

At St Simon Peter School we aim to be proactive in a number of areas linking us to the wider community.

- Children energetically support the fund-raising that is associated with St Simon Peter Day. This year funds again raised will be shared with a wide variety of agencies that assist needy people in WA as well as overseas. Our special project is St Vincent College of Education in Ghana which is managed by Fr Erasmus.
- Christmas hampers are put together by each class and given to the Ocean Reef St Vincent De Paul Society. The generosity of families has been greatly appreciated by the supported organisations.

- We are an accredited Asthma Friendly School and any child affected by asthma should have an emergency action plan. Medical forms need to be completed by the family of any child requiring medication at school as the school does not give a child any medication without written instruction.
- There are a number of enrolled children who can have anaphylactic reactions to a variety of products. We are extremely aware of the impact allergies can have on children and a medical box is held in each classroom to hold a child's emergency medical needs such as epipens. These medications are provided by families who have asked the school to support the family by offering first aid support should it become necessary. We request that nut products are **NOT** sent to school (including spreads such as Nutella) and appreciate parental support in this area. The school Canteen does not have any nut products on the menu.

Parents **MUST** inform the school if their child suffers from any allergies to food, animals, band aids or the environment. Please contact the School Nurse for any further assistance.

PASTORAL CARE

Every child has a right to come to school knowing they are in a secure environment. Clearly, any behaviour that does not support the school motto "Love One Another" has no place in this environment. It is the responsibility of all involved in this school to ensure that children learn how to act in a Christian manner and this will be a focus again throughout 2016.

Every Monday afternoon all children are involved in Pastoral Care; there is vertical grouping across year levels within each House. The School theme for 2016 is Discovering God.

STUDENT LEADERSHIP

Each year the Year 4/5 student body towards the end of the year elect House Captains (2 students for each House) by a secret ballot for the following year. These students (8 students) form the Student Leadership Team. The badges are blessed at the end of year Mass and presentation of badges to House Leaders is made at the end of year assembly. The Student Leadership Team will be the Assembly coordinators.

Separate to this leadership group will be the House Sports Captains who will be responsible for sporting matters only. Students from Year 4-6 elect

the Sports Captains (Mackillop, Vincent, Salvatorian and Prendiville) also by secret ballot early in Term 1. Elections follow a presentation by the candidates to their House. Badges are presented at our first Whole School Assembly for the year.

YEAR 6 STUDENT COMMITTEES

At SSP all Year 6 students can participate in leadership through a service committee. Students self-select which committee will be of interest to them. A staff member is assigned to each committee to support and encourage their work. The committees meet *on need* during the year.

The committees are: *Social Justice, Environment and Friendship*

SCHOOL COUNSELLING AND SUPPORT SERVICE

The school provides a Social Worker and support service that is available to students, their families and staff in the whole school community. The Social Worker is open to discussing and assisting with a variety of issues. Counselling provides the opportunity for people to clarify problems and develop and use strengths to find ways of managing and resolving issues or discover new ways of coping.

All discussions with the Social Worker are strictly confidential so families can be assured of their right to privacy. Parents wishing to access the services of a counsellor can leave a message at the school reception, with the Principal or with your child's teacher.

School Psychologist

The school has access to the Catholic School Psychological Service by student referral from the classroom teacher in collaboration with the parents. This service operates from offices located at Sacred Heart College in Sorrento.

Kidsmatter

St Simon Peter Catholic School was one of fourteen WA schools to be selected in 2006 for the pilot phase of KidsMatter – the Australian national primary school mental health promotion, prevention and early intervention initiative.

KidsMatter is a proactive response to the national concern regarding mental health and the need for coordinated and strategic action. It recognises the fundamental importance of students' mental health to their learning and wellbeing. Schools that address the mental health needs of

students (and families) are more likely to achieve goals related to learning and academic success.

At St Simon Peter School we have developed a school Mental Health Map from the results of surveys carried out with parents and staff. An action team comprising parents, staff and a KidsMatter Project Officer have been planning for some exciting and innovative approaches to enhance whole school wellbeing and pastoral care. The parent arm of our KidsMatter team will again be active this year through the Friends of SSP organisation and I urge all families to support their initiatives. This year we continue to be involved in a pilot program for KidsMatter early years.

HOPE (Helping Our Parents Effectively)

The role of HOPE parents cannot be over emphasised. These volunteers under the Friends of SSP banner offer assistance to parents in particular classes with any matter as part of our Christian outreach. The aim is for volunteer HOPE parents who have a prior knowledge of this school to assist other families in their class to develop new friendships and networks, to understand how our school operates, to work with school policies and processes and generally help to make this school a caring and happy environment. We have two HOPE coordinators who together with an Assistant Principal oversee this program.

Emergency meals are provided on short term basis for families in need.

SCHOOL CHARTER

Behaviour Management Policy (see school website for copy of policy)

Children have had the school rules discussed with them and a copy of our rules can be found on the website. However, I wish to emphasise the following:

1. Children are not allowed to bring mobile phones to school. Should a parent believe a phone is necessary, please write to the class teacher stating the reason. Permission will normally be given but the phone will need to be secured in the teacher's desk during the day.
2. Dogs are not permitted on school grounds even if they are on a leash.
3. Items from home such as toys or sporting equipment are not permitted at school unless a teacher has approved of an item because it is connected to the curriculum.
4. Parents must not approach a child on school grounds other than their own. Difficulties with other children will be dealt with by school personnel should a problem arise.

SCHOOL BULLYING POLICY

An extensive policy exists that involves parents, students and staff. There is a no tolerance approach to bullying at SSP. Incidents will be investigated for bullying or cases of misbehaviour. A step by step approach is followed to resolve any bullying issues at SSP. Please see school website for further information. Parents are able to access a form on line to use when bullying is suspected.

http://cms.ssp.wa.edu.au/OurSchool/Documents/Bullying_Policy.pdf

Any problems at school need to be dealt with by school personnel. Therefore, it is not acceptable for a parent to approach any child at school other than their own to discuss a problem. Refer any difficulties in the first instance to the class teacher who will follow up on the issue. Should parents not be satisfied with the result, the Cluster Leader or Principal may be contacted.

If a child experiences difficulties at school with another child, it is advisable to let the school handle the matter. Every effort will be made to resolve difficult situations and conflicts in the best way possible. It is not recommended for parents to contact other parents in these situations.

Please remember your child may not be able to give you all the facts in an unbiased way. Half-truths are dangerous... you may have the wrong half!

SCHOOL UNIFORM

Children are expected to wear correct school uniform daily. This includes the school hat/cap and the correct footwear. A child not in full uniform must have a note of explanation from their parent and the correct uniform organised quickly. Uniform for summer is worn in Terms One and Four; uniform for winter is worn in Terms Two and Three. Twice a week children will wear sports uniform depending on the days they have physical education and sport.

The school has a Uniform Shop that sells both new and second-hand clothing. It is open on Tuesdays 8am – 10am, Wednesdays from 8.00am to 10.30am and 1.30pm to 3.30pm and Fridays 8am – 9.30am – contact number is 9301 6835. Email: somai-popescu.rody@cathednet.wa.edu.au

Uniform requirements are on the website and also available from the Office. However, a number of important aspects of uniform are mentioned below:

- Hats must be worn when playing outdoors.

- Children are encouraged to wear sun cream during summer months.
- Hair must be of natural colour (no tinting) and a “normal” style. Hair needs to be longer than a number two cut and if it is longer than shoulder length it must be tied back.
- Rings, bracelets, bangles and necklaces are not to be worn at school. However, religious medallions may be worn under the uniform.
- Earrings must be small and safe. There should only be one earring in each ear.
- Nail polish is not part of school uniform.
- School bags, library bags, chair bags, homework bags, scrunchies and desk mats can be purchased from the Uniform Shop.

The class teacher will contact parents if the school uniform is not being correctly worn. No child will be allowed to go on an excursion unless they are in correct uniform.

UNIFORM FOR BOYS

Winter

- Beige shirt with logo (long or short sleeve)
- Maroon shorts or long trousers
- Maroon jumper with logo
- Beige anklet socks and black shoes.

Summer

- Beige shirt - short sleeve with logo.
- Maroon shorts
- Maroon jumper with logo (optional)
- Beige anklet socks with black shoes or sandals without socks.
- School hat (bucket)

Sports

- Polo t-shirt with House name and logo
- Maroon rugger shorts
- Maroon tracksuit (optional)
- School sports socks and predominantly white sports shoes

UNIFORM FOR GIRLS

Winter

- Maroon check pinafore
- Beige shirt (short or long sleeve) with logo
- Maroon jumper with logo
- Beige ankle socks or light brown tights and black shoes

Summer

- Maroon check summer dress
- Maroon jumper with logo (optional)
- Beige ankle socks with black shoes or sandals without socks.
- School hat (bucket)

Sports

- Polo t-shirt with House name and logo
- Maroon rugby shorts
- Maroon tracksuit (optional)
- School sports socks and predominantly white sports shoes

ELC UNIFORM (Kindy and Pre Primary)

Summer Uniform (Boys)

- Hat
- Maroon Pre-Primary polo T-shirts
- Maroon Pre-Primary shorts
- Black sandals or sport shoes with socks (no beige socks required)
- House T-shirt

Summer Uniform (Girls)

- Hat
- Maroon Pre-Primary polo T-shirts
- Maroon Skorts
- Black sandals or sport shoes with socks (no beige socks required)
- House T-shirt

Winter Uniform for Boys & Girls

- Hat
- Maroon Pre-Primary Polo T-shirt, short or long sleeves
- Track Top
- Track pants
- Sport Shoes

SCHOOL FEES

The School Board sets school fees in accordance with Catholic Education Office guidelines. One Annual School Fee Account will be sent via email at the beginning of Term One detailing all fees and charges for the year. There is a sibling discount on tuition fees for the second and third child from Pre-primary to Year 6. There are no tuition fees for the fourth and subsequent children. However, other charges are not discounted and still apply for each and every child. Fee information appears under the Enrolment tab on the school website.

Any family who is unable to meet the full commitment of fees must make an appointment at the beginning of the year with the Principal to discuss alternative arrangements. Once an agreement has been reached relating to fee reduction, there is no need for a further meeting until family circumstances change. Parents who have reduced fees are asked to renew fee payment arrangements with the Office Manager at the beginning of each new year.

School fees must be paid in full by the end of October of each year. Fees may not be carried forward unless parent/s have approval from the Principal. All fees must be finalised, with no exceptions, once the child has left St Simon Peter Catholic Primary School. Any unpaid fees will be forwarded to the school's collection agency. All costs shall be added to the account in accordance with the School Fee Policy.

Parents who hold a current Health Care Card or a Pension Card will qualify for a discount on their tuition fee. To arrange the necessary school fee discount an appointment with the Office Manager needs to be made at the beginning of Term 1. This discount only applies while the Health Care or Pension card is valid.

If a child is withdrawn from St Simon Peter School during any part of the year, a FULL term's notice must be given before fees will be refunded.

HOMEWORK

1.0 Rationale

St Simon Peter Catholic Primary School believes that homework is a valuable way for children to reinforce knowledge and skills taught at school. Homework is the responsibility of parents/carers as well as the school. Teachers set homework that they believe is fair in the context of the classroom.

- Teachers may vary in the content given for homework depending on the needs of the children and the type of work covered at each year level.
- It is important that children arrive at school fresh and eager to learn and therefore formal homework in primary school is minimal, not to impinge on family time and most importantly not to cause stress and concern to the child or parent/carer.
- Children need time to relax and recharge after a hectic day at school. Therefore, time out to play and to become involved in extra-curricular activities is seen as important in the development of a balanced lifestyle.
- The school values and understands that family and special occasions may mean that homework is not always completed and that these are also important learning experiences.

2.0 Aims

- To complement learning in the classroom.
- To develop a routine that supports good study habits for now and in the future.
- To encourage the student to take responsibility for learning outside the classroom.

3.0 Procedures

Years PP- 6

- The student is to be responsible for homework and records as appropriate.
- Homework is allocated weekly or fortnightly to give students an appropriate time frame in which to complete set tasks.
- Support with homework is encouraged by parents/carers for children to maximise learning.
- Students can become quite concerned if set homework is not completed. Therefore, a note to the teacher helps to overcome unnecessary stress for all concerned.

Recommended times per night:

Years PP and 1	5 – 10 minutes
Year 2	10 - 15 minutes
Year 3	15 - 20 minutes
Year 4	20 – 25 minutes
Year 5	30 – 35 minutes
Year 6	45 minutes

Kindergarten

Early Childhood education has an emphasis on play-based learning and recognises the importance of communication and language, and social and emotional development (including early literacy and numeracy) *p5 The Early Years Learning Framework for Australia.*

In accordance with the mandated Early Years Learning Framework for Australia document and the Foundation level of the Australian National Curriculum, it is not developmentally appropriate and best early childhood practice to allocate homework to Kindergarten students.

Therefore, at St Simon Peter Catholic Primary School, Kindergarten students are not given homework.

4.0 FAMILY HOLIDAYS

Family holidays during school time are not encouraged. This is a disruption to your child's education. It is preferred that students do not take holidays during school terms.

5.0 HOLIDAYS DURING SCHOOL TIME

Teachers **are not** expected to prepare work for students taking holidays during school time. Extended absences during school time is not encouraged.

Practical activities for holidays and trips include:

- Word games e.g. sign alphabet – the first to see all the signs beginning with each letter of the alphabet wins; 'I Spy'.
- Read a book, brochures, magazines, signs; play travel board games; write a diary/journal; collect brochures, tickets, coins, cards.
- Listen to CD stories.
- Visit educational sites e.g. Kalgoorlie mines, an art gallery, a museum, the Library.
- Send postcards home.

PARENT INVOLVEMENT AND COMMUNICATION

“The family is the domestic church. The meaning of this traditional Christian idea is that the home is the church in miniature... The future of the world and the Church pass by way of the family.” (Pope John Paul II)

These words highlight the importance of families who are the first and foremost educators of children in their faith. It is through the words and actions, the giving of love and the search for goodness and justice within our families that we make Christ present to the world. The Catholic school and the parish help in the religious education and faith development of children.

However, they can only build on the seeds which have been planted by the family. Faith formation is an exciting and challenging responsibility.

The school encourages and asks for parental involvement. This can be accomplished at a variety of levels by doing the following:

- Communicate often and honestly with the class teacher.
- Attend parent workshops that are offered each year.
- Participate in classroom rosters, activities and excursions.
- Attend school masses, assemblies and parent morning teas.
- Attend functions and support special events held by the school.
- Become involved with the Friends of SSP and the School Board.
- Join rosters in the Canteen and Library.
- Positively promote the school in the community.

GIVE 10

Give 10 is a volunteer program for parents to complete ten hours of service to the school each year. Good relationships are vital if Catholic schools are to achieve their aims. Both parents and the school need to work at building constructive relationships. Parents need to support the efforts of schools. This is particularly the case in regard to their children’s religious and moral formation (social and personal) and to their developing sense of Christian vocation in the world.

Parents’ support is critical in the educational process. Therefore, we urge parents to use the school processes and opportunities provided to facilitate their involvement in our Give 10 program here at SSP. As a volunteer, parents are asked to assist in the daily life of the school undertaking tasks that assist the staff in the efficient and successful running of the school. It

provides teachers and the school with additional resources, that are necessary for an all-round education for our children and enables teachers to undertake their professional role. There are many places where volunteers are needed within SSP from administrative to supportive such as the School Board, Friends of SSP, Parent days, Sports carnivals and the list goes on. The difference with volunteering is a parent taking an active participation in their child's education and primary school experience versus watching it from the sidelines.

We encourage all of our families from Kindergarten through to Year 6 to complete their ten hours of service.

SCHOOL BOARD

The School Board consists of the Parish Priest, the Principal, a Friends of SSP representative, a Parish representative and up to six representatives elected from the school community.

The School Board is responsible for the financial management of the school and meets on the fourth Tuesday of the month at 6.30pm. Members are elected at the November Annual Community Meeting. The Board is entrusted with the duty of planning, with the Principal and school staff, to meet the present and future needs of students.

In representing the Catholic School community, our Board is to actively promote and support the Catholic ethos of the school. Its members are elected parent volunteers. When a position becomes vacant, nominations are called for from the school community and members are elected at the Annual Community Meeting held in November each year. All parents and interested community members are welcome to attend this meeting and you are encouraged to consider serving on the Board as a way of supporting the school.

Our current Board members are:

Chairperson

Mrs Amanda Mulligan

Treasurer

Mr Alistair Dawson

Members

Mrs Carmel Riley

Mr Simon Brigham

Mr Tony Nunn

Mrs Michelle Rule

**Friends of SSP
Representative
Parish Representative
Ex officio-**

Natalie Harrington
Mrs Beatriz Blackall
Mr Shane Baker (Principal)
Miss Fiona Green (AP)
Miss Clodagh Manifold (AP)
Fr Francis Kot SDS

A copy of the School Board Constitution is available on the School website.

FRIENDS OF ST SIMON PETER

A coalition of parents, staff and friends.

The Friends of St Simon Peter teams work in cooperation with the School Board which has responsibility for the school's financial management and capital development.

Rationale

Within the framework of a collaborative structure the Friends of SSP is able to take advantage of the wide range of experience, talent, goodwill and energy in the school community to develop a greater awareness of the School's ethos and operation; raise additional funds to augment school programs, build a spirit of community and provide support for school activities. Friends of SSP is a representative body through which parents can help the school fulfil its educational responsibilities and to ensure that the spirit of Christian cooperation prevails in the context of the school's mission and vision.

Structure of Friends of SSP

The Friends of SSP operates as four independent teams which includes a School Representative that meet regularly. They are:

1. KidsMatter Advisory Group (Contact: Laura Pope)
2. HOPE Network (Contact: Clodagh Manifold)
3. Social & Fundraising Team (Contact: Fi Green)
4. Catering and Canteen (includes Give 10) Team (Contact: Shane Baker)

Week 3 Team Meeting
Week 5 Executive Meeting
Week 8 General Community Meeting – All welcome.

The Convenor and School Representative from each team forms an overall Executive Team that meets at an agreed time each term with the Principal.

PARENT/TEACHER COMMUNICATION

Good communication with the school is essential in your child's education. Frustration and anger grow out of misunderstanding or misrepresentation! Please remember that there are two sides to any story and it is essential to check facts before coming to conclusions.

Good relationships between a parent and a teacher are important. Such relationships require knowledge of each other, mutual trust and shared good will. Should a problem arise, parents are encouraged to discuss it with the class teacher as soon as possible.

Should the teacher have a problem with your child, you will be asked to come in and discuss the matter. Working together is more effective than working in isolation! Should the teacher or the parent not resolve a particular problem or should the problem relate to school policy, an appointment with the Cluster Leader or Principal can be made through the Office and the Principal will endeavour to find a resolution to the difficulty. Should a parent not be happy with the Principal's resolution, they may appeal to the Executive Director of Catholic Education Western Australia for a review of the decision. See the school website for CEWA's policy.

STRATEGIES FOR EFFECTIVE COMMUNICATION

- **Appointments**

An informal chat with a class teacher is an effective way of staying in touch with your child's progress. However, for specific discussion on school matters, it is advisable to make an appropriate appointment with the teacher for either before or after school. Teachers frequently have responsibilities and duties before and after school; they cannot talk with you at these times so please give them plenty of prior notice of your desire to meet. It is not appropriate for parents to go into classes to speak with teachers between 8.40 am and 3.00 pm.

- **Parent Information Nights**

An information night is held in Week 2 or Week 3 of Term One. There is a meeting for each year level and class teachers will be able to meet you, outline curriculum matters, explain the class timetable, class policies and answer any queries. This is one meeting no parent should miss!

- **Parent Forum**

Forums are held for parents in Term 2 each year. Current educational initiatives, trends and issues are presented during a series of meeting times by staff for parent input, comment and feedback.

- **Reports**

A progress report is sent home at the end of Term Two and Term Four available through Coneqt.p. This report is a summative statement on your child's progress in all areas of schoolwork. It is based on assessments throughout the previous six months and rates student performance against syllabus outcomes.

- **Parent/Teacher Interviews**

These are held in the last weeks of Term 1. This is an opportunity to discuss your child's progress early in the year. Interview times are organised by the class teachers. However, there is no need to limit contact with the teacher to these times. Subsequent interviews may be called by your class teacher as the year progresses.

- **Learning Journeys**

Parents are invited to visit their child's class in Term 3. Students may lead their parents through some class activities and show them their work.

- **Visitor's Book**

Visitors to the school are expected to sign in and out of the school using the Visitors Book located on the front desk. Visitors are issued with a visitors badge and then free to move around the school. As a further security measure visitors without a badge will be challenged and asked to visit the Front Office.

- **Sign In / Sign Out**

Parents will need to sign in or sign out their child for appointments. When signing a child out a numbered **GREEN CARD** must be given to the class teacher or school nurse. An **adult** must accompany the student to their class.

- **Newsletter**

A newsletter will be sent via email every Wednesday in pdf format and will also appear on the school website. Please ensure that the office has your correct email address.

- **Electronic mail**

Parents can email a teacher at any time. Please check staff list for correct spelling of names. The email addresses are: surname.firstname@cathednet.wa.edu.au

- **Phone messages**

A parent may wish to access voicemail set up for each teacher. Each classroom teacher has their own phone number and this is given to parents at the Parent/Teacher meeting at the start of the year. The teacher will return the call at a convenient time outside normal teaching hours.

- **School Diary**

Each child from Year 1 to Year 6 has a school diary. Parents may wish to communicate with the teacher by writing a note in the diary. A teacher may also wish to use this means of communication from time to time.

BEFORE, AFTER SCHOOL CARE AND VACATION CARE

SSP offers long day care, Before and After School Care and Vacation Care from 6.30am to 6.30pm, 5 days a week for 52 weeks of the year! SSP offers this service in response to the changing needs of our school community. Just follow the signs to the Early Learning Centre (next door to the basketball courts) for more information on how the program might work for you, costs, enrolment, and eligibility for CCB rebate.

PRIVACY POLICY

St Simon Peter Catholic Primary School is bound by the Commonwealth Privacy Act and a copy of the School Privacy Policy can be obtained from the Office or viewed on our website.

STANDARD COLLECTION NOTICE

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. 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. Please refer to school website for full details.

Should any parent have a problem with any matter relating to the Standard Collection Notice please contact the Principal. This applies to any parent who does not wish for their child's photo to appear in any school material including the school website.

INTERNET PERMISSION AND USE OF STUDENT PICTURES

A form needs to be completed for each student in the school. This is normally done at enrolment.

Cyber Safety

The use of electronic devices and access to e-mail and Internet services (school devices and services) at St Simon Peter CPS is provided to students in order to support their educational and administrative needs. These school devices and services are necessary educational tools and must be used in a responsible manner. We can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

Our policy outlines the school's expectations when students are using the devices and services provided by the school and when using their personal equipment to communicate to or about members of the school community. If a student acts in a way that is against the contents of the policy, he or she will be subject to consequences according to the school's Behaviour Management Policy and if necessary offending material may be supplied to the police.

HEALTH SERVICES

We have a Speech Pathologist, Occupational Therapist and a Physiotherapist based at our school and this service is located in the Early Learning Centre. Please click on this link for more information:

<http://internet.ssp.wa.edu.au/Community/Pages/Health-Services.aspx>

MEDICAL MATTERS SCHOOL NURSE

The school employs a school nurse to look after all medical matters. The nurse's hours are Monday – Friday, 8.15am – 3.30pm

At enrolment every child in the school will receive a medical information form to be completed by the parent or guardian. Even if your child has no serious medical conditions, this form must be completed and returned. If you indicate that your child has a medical condition, please outline the severity of the condition, the triggers and the medical treatment needed. If

your child's condition changes you must let the front office know and a new form must be completed. All information is strictly confidential.

This form needs to be completed comprehensively, so that in the event of a medical emergency, your child can be treated quickly and appropriately. All information is strictly confidential.

The school will make every effort to contact the parent/guardian or emergency contact person before seeking medical assistance if a child is ill or injured. The School Office holds contact numbers as provided by parents at the time of enrolment. It is imperative that parents update these contact and emergency numbers as soon as any change occurs. On the enrolment form, parents (or guardians) give permission for the school to seek medical assistance in an emergency when parents cannot be contacted.

If children are unwell they should not be sent to school. The school nurse is not expected to supervise sick children for long periods in the sick room. If a child comes to school ill, becomes ill during the day or is injured at school, the parent or emergency contact person will be contacted.

The school does not hold any medication for general use and staff will not administer any medication that has not been provided by the parent.

Where possible, student medication should be administered by the student or be administered by the parent/guardian at home in times other than school hours.

As this is not possible in all instances, the Principal approves that school staff may co-operate with parents in administering prescribed medication such as antibiotics, antihistamine or pain killers to students. However, this can only happen when relevant written documentation has been received from the parent. The requisite forms are available from the school nurse. Parents must therefore fill in the correct medical form and leave it with the school nurse to process. A copy is given to the class teacher.

Medication

If your child requires **occasional** medication during school hours, for example antibiotics, then a form from the School Nurse outlining the dosage, the reason for administration and the dates and times for the medication must be filled out. The medication **must not** be self-

administered. The School Nurse will administer the medication to your child.

If the prescribed medication is **ongoing** on a daily basis (i.e. longer than two weeks) a form from the School Nurse must be completed, which requires the prescribing doctor's diagnosis and signature. Medication must be kept locked in the Nurse's Office. Again, the medication **must not** be self-administered. The School Nurse will administer the medication to your child.

Children in the Catherine Centre should confirm medication arrangements with a Catherine Centre teacher.

ANAPHYLAXIS

Anaphylaxis is a life-threatening condition, resulting from exposure to a large number of allergens.

Due to the severity of this condition, and the danger it presents to many of our students, it is a school expectation that no foods containing nuts of any kind are brought into the school. This includes all nut products like peanut butter and Nutella.

Students who suffer from this condition must have an Anaphylaxis Management Plan. Please contact the School Nurse who will guide you through putting one in place.

Infectious Diseases

Parents are asked to keep their children away from school if they are ill and notify the school if their children become sick with any infectious diseases.

Head Lice – exclude from school while lice, nits or eggs are attached to the hair. Most schools suffer from periodic outbreaks of head lice. Parents should check their child's hair every week. Brushing the hair twice a day and washing children's hats every week is part of a preventative program. See your local chemist or the School Nurse for treatment advice.

Chicken Pox – exclude from school until at least 5 days after the first blisters appear. Do not return to school until scabs are crusted/dry. Once scabs are dry they are no longer infectious.

Mumps – exclude from school for at least 9 days after onset of symptoms. (Notifiable disease)

Measles, Rubella (German Measles) – exclude from school for at least 4 days after rash appears. (Notifiable disease)

Whooping Cough – exclude from school 2 weeks from onset of illness or for 5 days after starting antibiotic treatment. (Notifiable disease)

Impetigo (School Sores) – exclude until treatment has commenced. Sores on exposed surfaces must be covered.

Ringworm – exclude until day after treatment has commenced.

Scabies – exclude until day after treatment has commenced.

Conjunctivitis – exclude until discharge from eyes has ceased.

Meningococcal Meningitis – exclude until well. (Notifiable disease)

A notifiable disease is one that your doctor must, by law, report to health authorities.

When in doubt about your child's health, consult your GP or call HealthDirect on 1800 022 222. HealthDirect is a 24-hour medical advice service staffed by specialised nurses

PARKING

1. Please **DO NOT PARK OR LEAVE YOUR CAR UNATTENDED** whilst in the Kiss n Ride areas. If you need to go into the school, please use the car park. No parking on the footpath, this is monitored by City of Joondalup Rangers.
2. Please do not park in the allocated **DISABLED** car bays unless you have an ACROD permit. These bays are monitored by City of Joondalup Rangers
3. **NO RIGHT TURN** at the exit onto Constellation Drive between 8am to 9am and 3pm to 4pm during weekdays.
4. At the 3pm pick-up, please ensure that you are not jumping the queue by turning right in front of parents who have been sitting in the queue sometimes for quite a while. Use the traffic circle and join the end of the queue.

5. Please do not form a second queue at Senior or Junior Kiss n Ride. This causes traffic congestion at an already dangerous point with cars travelling back and forth and parents crossing the road amongst all the traffic.
6. Once in the pick-up area, please move as far forward as possible into the next available bay and always try to consider the parent behind you. Parents should not get out of their car at any time.
7. Staff supervise the Kiss n Ride areas as part of our duty of care – Instances of 'car park rage' or abuse directed to our staff will be reported and followed up with the School's Leadership Team.

We thank you for your cooperation in using this procedure correctly and ensuring the safety of children at all times.

CONCLUSION

The information contained in this booklet is provided so that your participation in the school is active, informed and enjoyable. Should there be any other information that you require, please do not hesitate to contact the School Office.

The school website contains a wealth of other information and you can access that by going on to www.ssp.wa.edu.au