

## ST DAMIEN'S CATHOLIC PRIMARY SCHOOL

### **INTRODUCTION**

St Damien's Catholic Primary School is a Catholic school where the staff, parents, children and members of the wider community, work together to achieve their total development in a harmonious environment.

Our School places importance on the development of such qualities and attitudes as honesty, kindness, tolerance, resilience, responsibility, fair play, initiative, reverence and respect, as modelled by Our Lord, Jesus Christ.

St Damien's Catholic Primary School extends to you and your family a sincere welcome. The information in this booklet is to assist you and your family to become familiar with our school. Please read the contents carefully, and if you have any questions, the Principal and staff will be only too pleased to help you.

### **OUR MISSION**

St Damien's Catholic Primary School is a vibrant and inclusive Catholic school community, where students are encouraged to shine – to have faith in God, to be happy, to learn and to use their talent for the benefit of the World. We are unashamedly student focussed, passionate about providing opportunities that enable children to develop their talents and all within a culture of respect. The school follows the example of St Damien of Molokai and his courage and resilience in meeting his own challenges and his love of those who needed his help.

*We therefore seek to ... Create an environment that enables children to shine and be confident in meeting the challenges of the future - as learners, as faith-filled individuals and as carers of others and their world.*

### **OUR CORE VALUE**

We are conscious that to bring about our Mission requires action. These actions are articulated within our one core value of RESPECT - for self, for others, for family, for community, for faith, for culture and for our environment.

## **ENROLMENT PARAMETERS**

At St Damien's Catholic Primary School enrolment priority is given to:

- Siblings of Catholic students already enrolled at the school
- Catholic students from Dawesville and Mandurah Parishes
- Catholic students from outside Dawesville and Mandurah Parishes
- Siblings of non-Catholic students
- Non-Catholic students from other Christian denominations
- Other non-Catholic students.

*(In exceptional circumstances the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.)*

Catholic students shall be defined as those children who have been baptised and produced a certificate or have baptism verified by the Parish Priest.

Enrolment of students who are not Catholic will only occur if all Catholic students have been accommodated and parents can demonstrate they are supportive of the Catholic ethos of the school's Religious Education programme.

## **PROCEDURES FOR ENROLMENT**

The Principal or designated personnel will interview all new students with their parents. (It is essential for the student to be present.)

Parents are required to read, complete and sign all of the St Damien's Catholic Primary School enrolment documentation before their child will be offered a position in the school.

Parents are required to advise the school administration of any change in family status, contact details, medical diagnosis etc.

All students from Year 1 to Year 6 must be in full school uniform. ***All students in Kindergarten and Pre-primary may ONLY wear the school sport uniform.***

## **THE 2021 SCHOOL YEAR**

### ***Subject to Change***

#### **SEMESTER 1**

<b>Term 1</b>	From	Thursday, 28 January (Teachers) Monday, 1 February (Students)
	To	Thursday, 1 April
<b>Term 2</b>	From	Monday, 19 April (Teachers) Tuesday, 20 April (Students)
	To	Friday, 2 July

#### **SEMESTER 2**

<b>Term 3</b>	From	Monday, 19 July (Teachers) Tuesday, 20 July (Students)
	To	Friday, 24 September
<b>Term 4</b>	From	Monday, 11 October (Teachers) Tuesday, 12 October (Students)
	To	Friday, 10 December (Students) Friday, 17 December (Teachers)

*In order to achieve the very best educational outcomes for students, please avoid vacations during school dates.*

#### **PUPIL FREE DAYS—2021**

**Listed below are the days allocated towards staff professional development:**

Thursday, 28th January 2021  
 Friday, 29th January 2021  
 Monday, 19th April 2021  
 Friday, 4th June 2021  
 Tuesday, 8th June 2021  
 Monday, 19th July 2021  
 Monday, 11th October 2021

***Please note: These days are subject to change, advance notice will be given in the School Newsletter.***

#### **UNIFORM SHOP TIMES**

**Wednesday 2.45pm - 3.15pm**  
**Friday 8.30am - 9.00am**

## ENQUIRIES

Office hours are from 8.00 am to 4.00 pm Monday to Friday during school terms.

## SCHOOL HOURS

8.45 am - 11.10 am Session 1  
11.10 am - 11.30 am Recess  
11.30 am - 1.40 pm Session 2  
1.40 pm - 2.00 pm Lunch  
2.00 pm - 3.00 pm Session 3

Teachers will be on duty before school from 8.15 am and after school until all buses have departed at approximately 3.30 pm. It is requested that children are not on school grounds outside these times. Children are not permitted on any play equipment before or after school. Classrooms will be open and teachers available from 8.15 am each day. Students arriving at school before 8.15 am must report to the Kindergarten area.

## CONTACTS

Address: 1 Nyabing Pass  
DAWESVILLE WA 6211  
Postal Address: PO Box 5020  
FALCON WA 6210  
Telephone: (08) 9583 2500  
Fax: (08) 9582 2911  
Email: [admin@stdamienscps.wa.edu.au](mailto:admin@stdamienscps.wa.edu.au)  
Webpage: [www.stdamienscps.wa.edu.au](http://www.stdamienscps.wa.edu.au)

## PARENT INVOLVEMENT

At St Damien's Catholic Primary School we aim to work with parents in all matters concerning their child's education. Parents are actively encouraged to assist in the school and help us to achieve quality education for each individual child. At St Damien's Catholic Primary School we recognise that education is a three-way process dependent upon an effective partnership between parents, students and teachers.

The school recognises that parents are the first educators of their children, especially as the teachers of religious beliefs, values and attitudes. The school is aware that parents delegate authority and responsibility to the school for their child's education and therefore expect support from parents/caregivers in following all of its rules, policies and procedures.

## ROUTINES | BOUNDARIES | CONSISTENCY

Through the judicious uses of Routines, Boundaries and Consistency we provide a clear pathway that all children can follow upon the road to success in all aspects of their school lives.

## **SCHOOL BOARD / SCHOOL ADVISORY COUNCIL**

In 2021, School Board's in CEWA schools will be transitioning and known as the School Advisory Council.

It is a requirement of all schools operating under the guidance of the Catholic Education Commission that they have a correctly constituted School Advisory Council.

In addition to this, the ongoing capital development of St Damien's Catholic Primary School and the associated complexity in the area of finance, makes it imperative that the school has access to expertise from within the broader community generally.

The St Damien's Catholic Primary School Advisory Council has been constituted under the Western Australian Catholic Board Constitution and it is accountable to the Catholic Education Commission of Western Australia.

The Principal of St Damien's Catholic Primary School is employed by the Bishop of Bunbury and, as such, is accountable to him through the Catholic Education Commission. However, the Principal is also an ex-officio member of the School Advisory Council and is answerable to the Council in the areas designated in the Constitution.

The School Advisory Council comprises members of our school / parish community who are responsible for the overall financial management, recruitment of staff, policy development and building programmes of the school.

## **PARENTS and FRIENDS' COMMITTEE**

The Parents and Friends' Committee is a strong and active group within the school community. The Association provides an opportunity for the expression of parental opinion and also creates an opportunity for parents to become involved in the daily activities of the school. The Association is the official parent body of the school.

The principal objectives of the Association are the promotion of the interests of St Damien's Catholic Primary School and the students attending it. The Principal, along with all members of the teaching staff and all parents of students attending the school, are ex-officio members. Other friends and supporters of the school may be admitted as members. Any parent is welcome to attend meetings of the Association and, apart from attending, is encouraged to use the forum to express opinion, participate in discussion and offer support in a positive manner.

The three main roles of the P & F are:

- Educating Parents
- Building Community
- Fundraising.

The School Advisory Council and Parents & Friends' Committee for St Damien's Catholic Primary School will hold its AGM late in the 2021 school year.

## SPIRITUAL DEVELOPMENT

The best way you can help your children with their spiritual development is to be living examples of what you want from them. Through example, you will be building the framework of experiences which our teachers will reinforce and build on.

The religion topics covered are designed to meet the needs of the children and are based on the ***Perth Archdiocesan Primary Religious Education Units***.

The topics are designed to help the children to develop an awareness and appreciation of themselves, others around them, their families, and the talents they have been given by God. Through this awareness of their life experiences and the world around them, we are able to assist the children in developing a relationship with God.

### **Making Jesus Real**

The Making Jesus Real (MJR) program makes the person of Jesus alive for our students today, not as Jesus as a man in history from 2,000 years ago. This program is aimed at helping our students gain and maintain a positive attitude to life through assisting in the development of people skills and life skills. It is based on the belief that we are the image of Jesus to all those around us. We are His representatives and our actions should reflect His values.

## NURTURING FAITH

The greatest expression of our faith is the Eucharistic celebration. Children's faith can be greatly nurtured by attending Mass. Through the Mass children learn:

- That they belong to a Parish family
- To join their hands – a special sign that we are going to talk to God
- The sign of the cross – begins and ends any special prayer
- To pray the formal and traditional prayers of our Church
- The rituals and actions of our faith
- To show respect in Church
- About the involvement and commitment others have to our faith.

Throughout the school year special Masses are held in the Church. Watch the Newsletter and Parish Bulletin for details. It is an expectation that children attend the School Masses.

## SACRAMENTS

**Baptised Catholic students in Years 3, 4 & 6 will take part in the following Sacraments.**

Reconciliation—Year 3 students

First Holy Communion—Year 4 students

Confirmation—Year 6 students

Dates and details will be provided throughout the school year.

**PARISH MASS TIMES - WEEK DAYS**

Wednesday 6.00pm weekly  
 Thursday 6.00pm weekly  
 Friday 12.00pm weekly

**PARISH MASS TIMES - WEEKEND**

Saturday 6.00pm weekly  
 Sunday 8.30am weekly

**PRAYER WITH YOUR CHILD**

Prayer is essential to living a Christian life. In prayer we reach out, celebrate and acknowledge God. Prayer time is a special time in each classroom at St Damien's Catholic Primary School. Through daily prayer, your child will appreciate that there are many creative ways to pray and many things to pray for. Praying with your child at home may be assisted by considering the following prayer forms.

**Morning**

Jesus Today I offer you my work, play, joys, laughs and disappointments, Amen.

**Meal Time**

Thank you God for those who care for us and provide us with this food we are about to eat, Amen.

**Night Time**

Loving God, thank you for all the good things that have happened today, for the things I have learnt, the people who have helped me and the things I have seen, Amen.

**Thank You Prayer**

Thank you, God, for the beautiful sun that was shining today.  
 Thank you for my friends, we had so much fun today.  
 Thank you for my family, who love and care for me, Amen.

**Help Prayer**

Dear God, please help me to be the best person I can be, Amen.  
 Dear God, please help Grandma to get better quickly, Amen.

**Formal Prayer**

Children can also be encouraged to pray the "Our Father" and the "Hail Mary".

**SEASONS OF THE CHURCH**

You can help your children to be aware of and understand the seasons of the Church.

- Advent:** a time to get ready or waiting for Christmas.  
**Christmas:** a special celebration time when we remember the birth of Jesus.  
**Lent:** a time to get ready for Easter by being the best people we can be.  
**Easter:** we remember how much Jesus loved each of us.

## EXPLICIT DIRECT INSTRUCTION

Explicit Direct Instruction (EDI) is an approach to teaching where the students are setup for success through the structure of the EDI lesson. Teachers outline the lesson objective and the success criteria for the lesson. Students give teachers continuous feedback about their understanding of the lesson as it's presented so that teachers can adjust their lesson accordingly. Teachers use the acronym TAPPLE – Teach, Ask a question, Pause, Pick a non-volunteer, Listen to the student response and provide Effective feedback (Echo, Elaborate, or Explain).

## ICT & 1:1 DEVICE PROGRAM

1:1 iPad Program in Years 3-6 in 2021. The selected device is a valuable tool to enable teachers to educate in the 21st Century. At the commencement of each year students and parents are expected to sign an Acceptable Use Policy which enables students to correctly use the device for educational purposes.

IT Levy for 2021 only: KG \$25    PP– Yr 2 \$100    Yr 3/4 —\$250    Yr 5/6 —\$300

## TECHNOLOGY

A cyber safe program is run from Pre Primary to Year 6 to help equip students to use technologies positively, safely and responsibly. The overall goal of this program is to make cyber-safety a normal part of students' life.

## COMMUNICATION

Communication between the school and the parents is vital to achieve positive outcomes for all of the stakeholders. St Damien's Catholic Primary School uses a variety of ways to communicate with the parents:

### General

- 1 A weekly e-newsletter
- 2 Informal contacts
- 3 Direct telephone calls in matters of urgency
- 4 Letters from Administration or Teachers
- 5 Text and email
- 6 School website [www.stdamiens.wa.edu.au](http://www.stdamiens.wa.edu.au)
- 7 Facebook @stdamiens
- 8 Instagram st\_damienscps

*P&F Facebook pages are not official channels of school communication.*

### Academic

- 1 Homework and Homework Diary
- 2 Parent/Teacher interviews
- 3 Formal reporting meetings
- 4 Interim Report (Term 1)
- 5 Formal Reports (Semester 1 & 2)
- 6 Test Book

If parents have any matters they would like to discuss, it is recommended that they make an appointment to see the person concerned. Other than emergencies, parents are requested to schedule an appointment to allow staff time to make themselves available.

St Damien's Catholic Primary School appreciates the importance of all of the people involved in the education of each individual child and invites these people to give constructive feedback to the appropriate people at an appropriate time.

## HOLIDAYS TAKEN DURING THE SCHOOL TERM

All families taking holidays during the school term are required to complete the appropriate paperwork, that is available from the office. This applies to families taking **ANY** days off from school for holidays. A copy of the form can be found on page 25.

## REPORTING

At St Damien's Catholic Primary School we use a variety of methods to report student progress; they are:

- 1 Formal Reports (Semester 1 & 2)
- 2 Interim Report (Term 1)
- 3 Parent/Teacher Interview
- 4 Test Books.

Learning Celebrations follow class Liturgies and formal Parent/Teacher Interviews will be held in Term 2, and include the teacher and parents. School Reports will be issued at the end of Terms 1 and 2 (Semester 1) and the end of Term 4 (Semester 2).

Parents will be requested to make a time with the teacher on one of the nominated days for Parent/Teacher meetings.

Testing will be done as required and the student's Test Book will be sent home when tests have been completed.

## SCHOOL COMMITMENTS

Families are encouraged to attend school activities. Our expectation is that parents and students are active members of our school community. It is recommended that families avail themselves of the following opportunities to support their child's education.

- School Masses (either Saturday night or Sunday morning, once a term)
- Sacramental Celebrations (including Prayer Friends)
- Interhouse Swimming Carnival (Tuesday, 23rd February 2021)
- Interhouse Athletics Carnival (Weekday—Date TBA)
- Parent Information Sessions
- Parent/Teacher Interviews
- Picking up reports

## BEHAVIOURAL EXPECTATIONS

The following is the staff's shared concept of what is understood as responsible student behaviour at St Damien's Catholic Primary School. From these behavioural expectations are drawn our school and class rules. Notes, for any infringement, that are not returned signed by a parent the next day will result in a Time Out.

### **By respecting ourselves and our property, we will:**

- Speak with dignity
- Own our actions
- Look after our health, fitness and appearance
- Strive to do our best in work and play
- Look after our belongings
- Follow instructions given by all staff members.

### **By respecting others and their property, we will:**

- Respect the good name of others
- Acknowledge the skills and abilities of others
- Acknowledge the rights of those different from ourselves
- Treat all property with care
- Ask permission to use things belonging to others
- Strive to be friendly and helpful
- Respect and care for the environment
- Speak respectfully and with manners to everyone.

### **By respecting the community of St Damien's Catholic Primary School, we will:**

- Wear our uniform with respect and pride
- Keep the rules and practices of St Damien's Catholic Primary School
- Be courteous to visitors and new members of our school community
- Be proud to represent our class and school
- Respect our family, faith and cultural background.

## **STUDENT AND PARENT CODE OF CONDUCTS**

The Parent Code of Conduct has been developed to support parents with their crucial role in the education and social development of their children. The Parent Code of Conduct is available on our website or from the office.

The Student Code of Conduct has been developed to support students with important information relating to their safety and that of others.

### **TIME OUT**

Time Out is used as a consequence for students displaying inappropriate behaviour during recess, lunchtime, on the way to or from school or while representing the school. More serious misdemeanours could attract extended time in Time Out. Uniform infringements will also result in a Time Out. Time Out lasts for one full recess and one full lunch.

### **PARENT HELPERS**

St Damien's Catholic Primary truly values and welcomes the assistance parents and carers can provide in the classroom. All parent helpers are expected to report to reception on arrival, sign in on the iPad and wear the sticker provided. No parent will be allowed into a classroom to help without signing in. Once finished in the classroom, helpers are expected to return to reception to sign out. All new parent helpers must sign the Code of Conduct form located at reception.

### **LEAVING THE SCHOOL GROUNDS**

Children will not be permitted to leave the school grounds once they arrive at school, unless their parents pick them up. If you wish to take your child from school, please notify the teacher prior to the event, attend the office to receive a Transit Card and pick up your child from their classroom.

Parents are not to pick up another child unless notice has been provided to the classroom teacher by the child's parent.

### **ABSENCES**

The school requires a written explanation for all absences, this can be done by emailing the school to advise why your child is absent. Absences can be emailed to [admin@stdamienscps.wa.edu.au](mailto:admin@stdamienscps.wa.edu.au)

### **ADDRESS UPDATES**

If you have a change of address, contact telephone numbers, email address or contact person, the change of information MUST be conveyed to the School Office immediately.

### **CHANGE OF SCHOOLS**

If you intend leaving St Damien's Catholic Primary School, advise the school in writing and give as much notice as possible.

## BUS SERVICE

1. Orange Buses - travel south down the Old Coast Road. Servicing families around Bouvard and Park Ridge and students as far south as Lake Clifton. This service is free to student passengers.
2. Transperth (Green Buses) - This is a public transport service that provides routes to and from Mandurah, to and from Melros and to and from Dawesville East. Students are required to pay a concession rate to travel on these services.

Students are expected to display exemplary behaviour while travelling on the bus. Any student displaying inappropriate behaviour may be suspended from using the bus service. If your child misplaces their bus fare they may borrow the fare from the office, this is to be repaid the following day.

## CANTEEN

The children of St Damien's Catholic Primary School will be catered for in 2021 by the St Damien's Catholic Primary School Canteen. It is open for lunch orders and recess requirements. A wide selection of food and drink is available throughout the year. Variations to the menu or special promotions will be communicated to families via the school newsletter and website.

The St Damien's Catholic Primary School Canteen has attained Star Choice Accreditation. Only food recommended by the Star Choice programme will be sold from the Canteen unless there is a special promotion or occasion. Star Choice promotes healthy food choices. Students may only purchase one milk item and one ice cream per day. Online ordering is preferred see Canteen for details.

**Healthy Food**—At St Damien's Catholic Primary School we have a Healthy Lunchbox initiative where we promote only healthy food items packed in the children's lunchbox (This initiative is also recommended for class parties, Sacramental celebrations and Dynamo rewards). A permitted food list is included at the back of this Handbook. Any food items not found in the food list will not be permitted at school. This list is available from the office throughout the year and can be found on the school website. In 2021 our policy is: if we can't feed the children's waste to the chickens, worms or compost, it will be sent home.

**Food Allergies**—Due to the increasing number of students at St Damien's Catholic Primary School with food allergies, we have decided to be a "Nut Friendly" school. We therefore request that NO nut products are sent to school in lunchboxes. Eg. any nuts, Peanut Butter, Nutella, nut bars etc.

**The Canteen Manager, Mrs Lynette Rubie, relies on the help of parents who work on a roster system. New helpers are always welcome. For enquiries telephone 9583 2513.**

## DRESS CODE

**All items of clothing must be correctly fitted, well maintained and labelled.**

Children are expected to be in full school uniform at all times, appropriate for the day.

If a Uniform Infringement Note is issued it must be dealt with immediately.

The school uniform must be worn correctly at all times. ie. on the way to school, at school and on the way home from school. This includes students waiting at school for siblings involved in afterschool sports.

## **Kindergarten and Pre Primary**

The only uniform required by students in Pre Primary and Kindergarten is the Sports Uniform. Pre Primary students are required to purchase the School Bathers, Rash Shirt and a House Shirt. The House Shirt is optional for Kindergarten.

### **Boys' and Girls' Sports Uniform**

- Navy blue Microfibre unisex shorts, with gold piping
- Ice blue Polo shirt with crest
- Navy blue Microfibre track pants
- Navy, ice blue and gold Microfibre jacket with crest
- Navy blue slouch school hat
- White socks and white lace up sports shoes with white laces. White Velcro shoes are accepted in Kindergarten only.
- School Bathers and Rash Shirts are compulsory for all aquatic activities eg. Swimming lessons, beach carnival, House swimming carnival, sport at the beach etc. (Pre Primary only)

### **Years 1—6**

#### **Girls' Winter Uniform (Terms 2 and 3)**

Box pleat pinafore (Yrs 1-4), skirt (Yrs 5-6) in School tartan (note skirts must sit on or below the knee) or girls' navy trousers.

- Long or Short sleeved white shirt with school crest.
- Navy blue woollen jumper with crest.
- Black leather lace-up school shoes with normal sole i.e. No exaggerated heel.
- White school socks or navy tights (tights must be worn on formal occasions and for class photographs).
- Navy blue slouch school hat.
- Tie (Years 1-3: Elasticated and Years 4-6 Self Tied) .
- Scarves and gloves may be worn, but must be plain navy blue and without any signage.
- Navy blue spray jacket with school crest (not compulsory).

#### **Girls' Summer Uniform (Terms 1 and 4)**

- Cotton school dress (please note dresses must sit on or below the knee) or girls' navy shorts.
- Short sleeved white shirt with school crest (for girls wearing navy shorts).
- Black leather lace-up school shoes with normal sole i.e. no exaggerated heel.
- Navy blue woollen jumper with crest.
- White school socks.
- Navy blue slouch school hat.

#### **Boys' Winter Uniform (Terms 2 and 3)**

- Navy blue school trousers.
- Long or short sleeved white shirt with school crest.
- Black leather lace-up school shoes with normal sole i.e. no exaggerated heel.
- Navy blue woollen jumper with crest.
- White school socks.
- Navy blue slouch school hat.
- Tie (Years 1-3: Elasticated and Years 4-6 Self Tied).
- Navy blue spray jacket with school crest (not compulsory).

**Boys' Summer Uniform (Terms 1 and 4)**

- Navy blue school shorts.
- Short sleeve white shirt with school crest.
- Black leather lace-up school shoes with normal sole i.e. no exaggerated heel.
- Navy blue woollen jumper with crest.
- White school socks.
- Navy blue slouch school hat.

**Boys' and Girls' Sports Uniform (Only on Phys. Ed. Day & Friday)**

- Navy blue Microfibre unisex shorts, with gold piping.
- Ice blue Polo shirt with crest.
- Navy blue Microfibre track pants.
- Navy, ice blue and gold Microfibre jacket with crest.
- Navy blue slouch school hat.
- White socks and lace up sports shoes (white) with white laces only.
- School Bathers and Rash Shirt are compulsory for all aquatic activities eg. Swimming lessons, Beach carnival, House swimming carnival, sport at the beach etc.

**NB:** On Fridays, students will wear their coloured House Shirts with their school sports shorts or tracksuit pants. Sport shorts **MUST** be worn under tracksuit pants.

**Tracksuit Tops / Spray Jackets**

Tracksuit tops are part of the school's sport uniform. They do not replace the school jumper. The School Spray Jacket does not replace the tracksuit top and may only be worn over the school jumper or Track Top when it is particularly cold and additional warmth is required. The school Spray Jacket is shower-proof and is the only rain jacket permitted outside at school. Spray Jackets are not to be worn in class.

**Shirts**

Shirts need to be tucked in at all times.

**Hats**

School hats are worn all year, and a no hat, no uniform – no play policy applies. Hats must be in good condition, with a working toggle.

**School Sports Shoes**

Mid or high top boots, skate shoes or shoes other than cross trainers are unacceptable. Shoes must be **WHITE**, lace-up, without any inappropriate signage or advertising (no velcro). No wheels or lights. Laces, lace holes and the sole edges of the shoes must be white. Signage or logos may be; any shade of blue, black, grey or silver. Shoes must be in good condition.

**Girls on Playground Equipment**

If your daughter wishes to play on the playground equipment could you please purchase a pair of navy blue bloomers or bike shorts.

### **Free Dress Days**

Appropriate “free dress” must be worn when the school has a free dress day. That is, no singlet tops, short skirts or shorts, NO alcohol or cigarette signage on clothing. Footwear must be covered in shoes. Hair must be as per Parent Handbook page 15 and all other school rules apply. This also applies to theme days and Dawesville Dynamo Parties.

### **School Bag**

A St Damien’s Catholic Primary School Bag must be used to carry books and other necessary school equipment. No other type of bag is permitted.

### **Homework Satchel and Library Bag**

These 2 items are compulsory and available from the Uniform Shop. The Homework Satchel is navy blue and the Library Satchel is royal blue.

### **Hair**

Please refer to the Hair and Uniform Policy located on our website at the commencement of the 2021 School Year.

### **Mobile Phones**

Students are not permitted to use mobile phones at school. If the school deems it necessary for a student to contact their parent/caregiver, they will use the school’s phone system. If parents insist, for safety reasons, that their child has a mobile phone, it must be handed to the teacher or office on arrival at school. If your child needs to have their phone turned on while travelling to and from school they are not permitted to make any calls, take photos, play games or send text messages but they may only receive calls or text messages from parents. Students using their mobile phone or another person’s phone at an inappropriate time or in an inappropriate way will have their own phone confiscated. A confiscated phone must be picked up by a parent. It will not be returned to the student.

### **Electronic Equipment**

Any sort of electronic equipment must not be brought to school. This equipment is expensive and can be easily broken, lost or have inappropriate material on it. Eg. iPads (unless part of the Year 3,4,5 & 6 Apple programme), iPod, Nintendo etc.

### **Jewellery / Watches**

One watch. Watches cannot; take photos, have games, be excessively large or have the capability to communicate or connect to the internet eg. Apple Watches.

Chains, bracelets and rings should not be worn to school.

## Earrings

One pair of plain, small, thin gold or silver studs or sleepers may be worn in the lower ear lobes. The children are responsible for their safekeeping.

## Nail Polish / Make-up

Coloured nail polish and/or make-up is not to be worn to school.

It is important that parents understand that these requirements reflect a need for consistency in school uniform standards, and the addressing of health and safety issues. It is expected that parents will be supportive of the school's desire to work in the best interests of all students.

## Personal Possessions

It is essential that all clothing and possessions are clearly marked with each student's name. A misplaced item can then be quickly returned to the owner, thus saving time and inconvenience for students, parents and teachers. Toys, swap cards or other personal items are not allowed at school unless for classroom news purpose. In this case they must be given to the class teacher and not left in the school bag.

## School Fees

A copy of the Fee Structure will be included with your application package. Fees may change from year to year. The payment of these fees is essential for the provision of resources and consumable goods that are an integral part of the overall education programme for our students. If parents experience any difficulties paying fees they are asked to contact the Principal or Bursar to discuss the matter as soon as possible.

## Education Packs

A component of your Annual School Fee invoice is your child's Education Pack. This pack includes many necessary aspects which will enable your child's teacher to deliver a full and comprehensive curriculum. Stationery items will be made into Book Packs and will be distributed by the classroom teacher.

The Education Pack also includes the cost of photocopying for the year as well as specialised programmes and testing procedures that take place throughout the year. (ie. Oracy, ACER testing, Extension Program testing, OT and Speech testing etc)

The fee for 2021 is: Kindergarten - \$130.00; Pre Primary - \$195.00; Years 1 to 6 - \$255.00.

Your Education Pack will be included on your annual invoice.

## HOMEWORK

Homework can take a number of forms depending on the purpose for which it is set. The most important aspect of the various types of homework is that it is purposeful out-of-class learning that reflects and aims to enhance the extent of which each child benefits from St Damien's Catholic Primary School's education programme. The staff endeavours to provide homework that the children can complete and, consequently, experience success.

Homework is one means of fostering school/home relationships and is a source of information to parents about the content of what is being studied at school. It enables students to consolidate the skills, concepts and attitudes learned at school.

All students use a homework satchel to carry homework and important papers between school and home. Years 3, 4, 5 and 6 will use diaries.

Children are expected to do homework on at least 4 nights per week, these suggested times do not include reading each night, which we strongly recommend. If you feel your child is struggling to complete allocated homework in this timeframe, please feel free to discuss with your child's classroom teacher:

Year 1	10 - 15 minutes
Year 2-3	15 - 20 minutes
Year 4-5	20 - 40 minutes
Year 6	30 - 50 minutes

## STUDENT TRANSPORTATION

Children who ride bicycles, scooters, skateboards, ripsticks or any other similar mode of transport to school **MUST** wear bicycle safety helmets. Any student not wearing a helmet will be sent to Time Out.

Bicycle racks are provided. All bicycles should have a lock. Helmets, bicycles and locks must have the child's name printed clearly on all of them. It is not recommended that students below Year 4 ride to school unless supervised by an adult or older student. Students must walk their bicycles/scooters/ripsticks on the brick pavers. All bicycles must be locked in the bike racks.

Children must walk their bicycle, scooter, skateboard or ripstick along the full length of Dandaragan Drive.

## STUDENT DROP OFF/PICK UP

Parents are required to adequately supervise their children and only use the designated carpark paths and crossings to reduce the potential of injury and damage to cars. Parents who park away from the school are expected to pick their child up. We also ask that parents reverse park into the parking bays (in the main car park) so that full vision of students can be maintained at all times. No parking in the car park directly behind the Steve Dowie Hall. Parking in the public car park (eg. near Ocean Road oval) and on verges is subject to local laws.

A Kiss and Drop area is located for the swift drop off of students in Moora Close at the north of the school. Students are not to be at school prior to 8.15am. Any student at school before this time is to be in the Kindy area.

A duty teacher, at the end of the day is located on Moora Close, the teacher is there to supervise students on the path, not control traffic. A 'Kiss and Drive' operates in the afternoon, from the Church Carpark. Children are escorted to the Church porch from the Library and parents drive past the Church to pick up their child. Any student who has not been picked up by 3.00pm will be expected to wait for their parents near the school office. No child is to wait in an unsupervised area if their parents are not in attendance.

## **SPORT**

### **Interschool Teams**

It is an honour to represent St Damien's Catholic Primary School. There is an expectation that all students should aspire to represent the school and feel great pride if selected.

To be selected a child must attend and compete in the relevant carnival, attend training and have exemplary behaviour, work ethic and school attendance.

The Physical Education teacher's selection decisions are final, even if results from trials are different to the carnival.

If selected for a representative team the school will outline expected travel arrangements to and from the event. When permission is required to travel to an event parents are asked to provide permission in the form of a written letter, or email.

## **INTERHOUSE CARNIVALS**

### **Interhouse Swimming Carnival**

Time Trials will be held on Tuesday, 9th February 2021.

The Interhouse Swimming Carnival will be held on Tuesday, 23rd February 2021.

### **Interhouse Athletics Carnival**

The Interhouse Athletics Carnival will be held on a weekday in Term 3 2021, date to be advised.

If selected for an Interschool Team, students must fulfil all training expectations. An inability to fulfil expectations may result in the position on the team being forfeited.

## **DAILY FITNESS**

Each day all children will be involved in some form of fitness programme. This may be endurance, skills, agility, flexibility or minor games.

The Kindergarten to Year 2 students will be involved in a Perceptual Motor Programme (PMP).

Students must be at school by 8.30am to participate in this valuable programme.

## **BEACH ACTIVITIES**

The Term 1 and 4 beach afternoons and carnivals are compulsory. Failure to be prepared with the correct uniform may result in Time Out for the student. Correct uniform includes; school bathers, school rash vest, school hat, towel and thongs. All students are expected to bring a water bottle for these occasions.

## INTERM SWIMMING

*Interm Swimming* is a valuable programme offered to all Primary students in WA by the State Government. St Damien's Catholic Primary School recognises the importance of water safety and views the swimming lessons as an integral part of the school curriculum. Swimming lessons are compulsory. If your child cannot participate, a note explaining the reason is required.

Swimming lessons will be held in Term 1 for Years 3 - 6, and in Term 3 for Pre Primary to Year 2. The lessons run over a two-week period and are supervised by qualified swimming teachers. Students not participating will still go to the venue and be supervised by the class teacher.

## BEFORE AND AFTER SCHOOL PLAY

All students arriving at school before 8.10am must proceed directly to the Kindergarten centre. Neither students nor their siblings are permitted to play on grassed areas or on playground equipment before or after school unless under the supervision of the coach of a school based team and are involved in their weekly training session.

## DOGS

Dogs are not permitted on the school grounds, even if they are on a leash or being restrained or contained by owners on school or church grounds.

## MEDICAL

### Communicable Diseases

- Measles: Exclude from school for at least 4 days after appearance of the rash or until medical certificate stating recovery is provided.
- Mumps: Exclude from school for at least 9 days after onset of symptoms.
- Rubella: Exclude from school for at least 4 days after onset of rash.
- Chicken Pox: Exclude until fully recovered or at least 5 days after the blisters first appear and vesicles have formed crusts.
- Ringworm: Exclude until the day after treatment has commenced.
- Conjunctivitis: Exclude until discharge from eyes has ceased.
- Scabies: Exclude until the day after treatment has commenced.
- Hand, Foot & Mouth: Exclude until vesicles have formed crusts that are dry.
- School Sores: Exclude for 24 hours after antibiotic treatment commenced. Lesions to be covered.
- Head Lice: Exclude from school until the day after treatment has commenced. Children's head should be clear of lice or nits before returning to school. Children's heads should be checked at least weekly.

## ADMINISTERING MEDICATION

While we appreciate that, on occasions, there will be a need to administer medication, it is preferred that parents administer prescription medication to their children. However, when the school is required, during the course of the school day, to administer medication to a student, the parent must complete a *Student Medication Request Record*. Non prescription medication is not administered by school staff. Any medication must be provided by the parents. This will be clearly marked and kept locked in the medical cabinet.

## ILLNESS

If your children are unwell, please do not send them to school until they are well again. Sending unwell children to school ultimately becomes an inconvenience for parents who have to pick them up, and also the staff and other students are exposed to illness and infection unnecessarily. The school requires a written explanation and/or a medical certificate following an absence.

## HEALTH PROFESSIONALS

If your child has been referred to a health professional eg. Paediatrician, Occupational Therapist etc, and you do not have any names of providers please contact the school for assistance.

The services of a private speech therapist (with private fees) are available at St Damien's Catholic Primary School. Please see Mrs Caroline Leighton, Assistant Principal, for further information.

## HEALTH SCREENINGS

St Damien's Catholic Primary School provides speech and occupational therapy screenings in the early years at school to ensure all students have reached developmentally appropriate benchmarks for success at school. In early Term 3, all 4 Year Old Kindergarten students are screened by a private Speech Therapist. In early Term 1, all Pre Primary students are screened by an Occupational Therapist. Parents are notified of their child's results and, where required, **parents are expected to follow-up with the appropriate health professional/s.**

## ASSEMBLIES

There are three School Assemblies held at St Damien's Catholic Primary School.

- 1 Monday at 8.45 am is a short assembly to welcome the children back after the weekend. We share prayers, hear about Sunday's Gospel and share information.
- 2 Each year level will host two Class Assemblies throughout the year. These Assemblies will be advertised in the Newsletter and Term Planner, and held at 8.45am on a Friday. St Damien's and Principal Awards will be handed at these assemblies.
- 3 All other awards will be awarded on Friday afternoon at 2.45 pm following Friday sport, unless you are notified that alternative arrangements have been made.

## HOW PARENTS CAN MAKE ST DAMIEN'S CATHOLIC PRIMARY SCHOOL EVEN BETTER

- Consider the real purpose of our Catholic school. What are its most basic aims and underlying values?
- Support these in discussions, at meetings, and in talking with your children.
- Encourage your children to take pride in their school, to develop a sense of responsibility for the buildings and the surroundings, and for the school community as a whole.
- Join the official parent group and look after the school's interests.
- Welcome new parents. Help them feel they belong. Build their confidence in the school.
- Offer constructive criticism and suggestions, but direct your comments to the right people. Don't *bad mouth* the school in the general community or around your children.
- Support a broad and balanced curriculum. Resist attempts by any pressure group to narrow the curriculum to things that are purely functional and measurable.
- Where you can, participate in discussion groups that consider educational issues and give opinions to the staff.
- Let the principal and teachers know that you support them all the way, even if sometimes you have to be a friendly critic or a critical friend.
- If you are unsure of anything please contact your child's teacher or contact the office to find out the correct information for yourself.



## CONDITIONS FOR ENROLMENT

**RATIONALE:** Catholic schools exist to further the mission of the Church. In Western Australia the Mandate of the Bishops requires the Catholic Education Commission of Western Australia to make Catholic school education available to all Catholic children, insofar as this is possible.

1. St Damien's Catholic Primary School is a Catholic school that is part of the Catholic Education Commission of Western Australia (CECWA). The first condition for admission is that students and their parents accept the values underlying the Catholic philosophy of education, and that, students, of all faiths or of none, undertake to participate fully in the faith practices and observances of the school.
2. St Damien's follows the CEWA Enrolment Policy (ref. Enrolment Parameters Page 2 – Parent Handbook 2018) however, places are made for all children where vacancies exist.

A student is expected to respect our religious practices and the ethos of our Catholic School.

3. When accepting a place at the school, students and their parents make a commitment that they will abide by the school rules, policies, Code of Conduct and behaviour. It is recognised that these standards may require a greater commitment from students than may be expected at other schools.
4. Acceptance of a place implies the undertaking on the part of the student to understand and support the programmes of the school, and to participate fully in all school activities, both curricular and co-curricular, as required of them; and an undertaking on the part of the parents to support and encourage this participation.
5. Enrolment at the school implies an undertaking to participate in PSSA teams where chosen and to play for a school team in our school based clubs in weekend or afterschool competitions.
6. Students are enrolled on the assumption that they are able to benefit from the academic and other programmes of the school. It is to be understood that students, as well as receiving benefits, are expected to contribute to the academic and general life of the school.
7. Parents/Guardians are responsible for the prompt payment of all fees and charges as rendered by the School in terms of the fee collection policy. This policy can be obtained on request. **If families are experiencing difficulty paying their fees, they are asked to contact the school and make an appointment with the Finance Officer.**
8. Any change of address, or wish to cancel the enrolment for any reason, must be notified in writing. Unless there are extenuating circumstances a minimum of one month's notice is required before withdrawing your child(ren) from the school.

I/We agree to notify the school of any changes to our relationship status that may affect our children(s) wellbeing at school.

9. All relevant enrolment information must be disclosed on the Application for Enrolment. Parents are required to disclose fully any, students with special learning needs, students with disabilities and students on medication.
10. St Damien's will have 1:1 device program in Years 3-6. The selected device is a valuable tool to enable teachers to educate in the 21st Century. At the commencement of each year students and parents are expected to sign an Acceptable Use Policy, which enables students to correctly use the device for educational purposes. There will be an ongoing levy over 4 years to cover the purchase of the iPad.
11. Parents/Guardians will actively participate and commit to all school activities eg. Parent/Teacher meetings, Sacramental programmes, Parent Information sessions, P&F fundraising activities, Busy Bees, weekend School Masses, all Sporting Carnivals etc.

The Conditions for Enrolment include aspects such as:

- Full adherence to the Uniform Policy
- Understanding that while wearing the school uniform to, from and at school, students remain in full and correct school uniform
- Full adherence to the Healthy Eating Policy
- Acceptance of any special uniforms worn for specific events (ie. Interschool Cross Country)
- Only exemplary behaviour is acceptable when students travel on any form of transport
- Full adherence to all school procedures and routines listed in the Parent Handbook etc.

Please complete and return this form.

We, the parents/guardians of:

Christian name	Family name
Christian name	Family name
Christian name	Family name
Christian name	Family name

We have read the Conditions for Enrolment document and wish to confirm the enrolment of our child(ren).

We agree to follow and support the school by adhering to the abovementioned.

Signed: \_\_\_\_\_ (Father)  
 \_\_\_\_\_ (Mother)

Glory Be

Glory be to the Father,  
and to the Son  
and to the Holy Spirit  
As it was in the beginning,  
is now and ever shall be  
World without end.  
Amen

Angel of God

Angel of God my guardian dear  
to whom God's love entrusts me here.  
Ever this day be at my side  
to light and guard  
to rule and guide.  
Amen

The Lord's Prayer  
(Matthew 6:9-13)

Our Father, who art in heaven  
Hallowed be Thy Name;  
Thy Kingdom come,  
Thy will be done,  
on earth as it is in heaven.  
Give us this day our daily bread,  
And forgive us our trespasses,  
as we forgive those who trespass against us;  
and lead us not into temptation,  
but deliver us from evil.  
  
Amen

Hail Mary  
(Luke 1:28-25)

Hail Mary full of grace,  
the Lord is with you.  
Blessed are you  
among women,  
And blessed is the fruit of  
your womb Jesus.  
Holy Mary,  
Mother of God,  
Pray for us sinners now,  
and at the hour of our death.  
  
Amen





**ST DAMIEN'S CATHOLIC PRIMARY SCHOOL**

Phone 08 9583 2500 Fax 08 9582 2911

Address PO Box 5020

FALCON WA 6210

Website [www.stdamienscps.wa.edu.au](http://www.stdamienscps.wa.edu.au)

Email [admin@dawesvillecps.wa.edu.au](mailto:admin@dawesvillecps.wa.edu.au)

Student name/s & Class No.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

**Re – Holiday being taken during the school term.**

Dear

This letter is to inform parents of the school's position in regards to students being taken on holidays during school time. We consider that leave taken during term is detrimental to the education programmes provided by the school and the school based learning undertaken by your child. It is only because the school cares about the progress and happiness of your child that parents are asked to organise holidays during school vacation times.

It is important that families consider the following issues when arranging holidays to be taken outside of school holiday times.

- Students may miss out on important learning programmes that may affect future education. The school accepts no responsibility for learning that is missed during extended leave taken.
- Teachers are not to be asked to set work while extended leave is taken for holiday purposes. Students are required to keep a daily journal and read each day while on holiday.
- If important assessments are missed then some areas of your child's report may be left incomplete.
- Extended absences cause extra organisational concerns for in-class and co-curricula activities including sports days, NAPLAN assessments, assemblies, camps, Sacramental programmes, performing arts and so forth. Your child's involvement in these activities cannot be guaranteed if essential preparation has not been undertaken or they are absent when activities are planned.
- Due to exceptional circumstances, dates set for school events may need to be changed during a school year.
- Some younger students may find it difficult to learn school routines and develop social groups when extended leave is taken during school time.
- Any students falling under 80% attendance may result in reduced funding for the school.

Parents should also be aware of the requirements of the School Education Act 1999 (Section 23) for students of compulsory school age.

Of course it is understood that no families intend to cause any disruption to their child's learning or school operation when extra holidays are planned. The purpose of this letter is to provide some information for families so that the school's position can be considered.

Time of leave: From \_\_\_\_\_ To \_\_\_\_\_

Purpose \_\_\_\_\_

I / We have read and understand the implications of taking extended leave during term.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Principal \_\_\_\_\_

Entered on Seqta  \_\_\_\_\_

## HEALTHY EATING RECESS, LUNCH & SNACKS

- Fruit and Vegetables
- Salad, cheese, meat sandwich / roll / wrap
- Yoghurt
- Cheese
- Plain popcorn
- Water
- Eggs
- Pasta/Rice
- Fruit Muffins, eg. Blueberry
- Savoury Muffins, eg. Ham & Cheese
- Scones
- Home baked savoury items eg. Sausage rolls
- Homemade meat products
- Pikelets
- Dried Fruit Mix (uncoated)
- Plain crackers with no visible flavouring or dusting
- Plain pretzels (in moderation)
- Spreads eg. Jam, honey, vegemite (no nut spreads)



- Some examples of food items that are not allowed:
- Items that are confectionary based (chocolate, sugar) either store bought or Homemade.
- Biscuits, cake, sweet treats
- Muesli Bars, Health Bars, Fruit wraps, protein balls etc
- Fast food leftovers
- Packet Chips

Birthdays and Class parties: Must adhere to the Healthy Food Policy, if food at parties is different to the policy you will be advised.

Gifts (e.g. Christmas & Easter): Students may give small items to friends, these must not be eaten at school.

We are unable to reheat any food brought from home.

Please support our Waste Wise Initiative by:  
Using recyclable wrapping, Using reusable containers

## ST DAMIEN'S CATHOLIC PRIMARY SCHOOL SONG

### Christ Shines

by Andrew Chinn

With the Community of St Damien's Catholic Primary School, WA

#### Chorus

Christ shines in my heart, Christ shines in you and me  
Christ shines in our lives, for all the world to see  
From the darkness to the light, Your light that shows the way  
Christ shines in you and me every day.

#### Verse 1

We follow in your footsteps, we walk in your way  
Your light shines in me, in all I do and say  
To shine in your light, be all I can be  
With arms that are open, welcomed in peace.

#### Chorus

#### Verse 2

Love one another as I have loved you  
And so we ask, "What would Jesus do?"  
Sharing our gifts, together we shine  
With arms joined together, together in your light

#### Chorus

#### Verse 3

You are the light that shines in our world  
You call us to justice, to care for the earth  
Arm in arm and hand in hand in our place by the sea  
Respect for each other, we live in harmony.

#### Chorus

# Christ Shines

## ST DAMIEN'S CATHOLIC PRIMARY SCHOOL PRAYER

Let Christ shine in our heart each and every day.  
May we learn to be like Jesus in each and every way.

Our families always love us, and give us much support.  
Our teachers guide us in our day through all the things we're taught.

We need to show RESPECT in what we say and do.  
We need to be the best we can in everything we do.

God you're always in our hearts and you are always there.  
At St Damien's Catholic Primary School  
We always show we care.

**AMEN**