

ST AUGUSTINE'S
SCHOOL
RIVERVALE



PARENT HANDBOOK
2010

GENERAL INFORMATION



ST AUGUSTINE'S SCHOOL
RIVERVALE



OUR VISION

‘Founded in the traditions of the Presentation Sisters,
St Augustine’s is a welcoming Catholic school community,
committed to fostering total faith-life development.
Our children are nurtured and encouraged to reach their full
potential in an environment fostering respect, responsibility,
tolerance and self-worth.’

GOALS

At St Augustine’s we strive to:

- ❑ Provide a school environment where the Catholic faith is valued and promoted
- ❑ Encourage children to strive for excellence by providing opportunities for each child to develop to his/her potential
- ❑ Respect the individuality and develop the special gifts of each person
- ❑ Integrate and respect the culture of others
- ❑ Foster involvement between the family, school, parish and the community
- ❑ Raise parental awareness of their role in the education of their child

THE BISHOP’S VISION

We in Catholic Education seek to create environments that enhance learning, nurture young people and empower them to live the Catholic faith in the spirit of Jesus Christ by:

1. Developing a hunger for the learning adventure
2. Challenging each other to seek truth and justice for all, especially the most vulnerable
3. Capturing the joy in the mystery of the created universe
4. Embracing the diversity of the Earth and all its people
5. Walking together in a spirit of reconciliation and forgiveness

A BRIEF HISTORY OF ST AUGUSTINE'S SCHOOL

In 1952, the urgent need for a Catholic School in Rivervale was answered by the Sisters of Mercy who commenced teaching forty children from Junior School to Year 3.

The Presentation Sisters were approached in 1956 and agreed to staff the school to Year 7 (boys to Year 4). In this same year construction began on the ground floor of the present brick building and the second storey was added in 1959 to cater for a Girls' Junior High School. The first School Board and Parents & Friends Association was formed in 1969.

1972 saw the school revert to a Primary School with girls to Year 7 and boys to Year 5. In 1974 the school became fully co-educational.

In 1977, construction of the new administration, staff area and classroom was completed. The first Pre-Primary class was inaugurated in an adjacent renovated house. In this same year, the first refugee students from Vietnam were enrolled into the school.

In 1985 the building containing the Library, ESL classroom, Canteen and undercroft was completed.

In 2004, Mr Art Lombardi, was appointed as the first Lay Principal after 52 years of leadership by religious orders.

In 2005, a building project encompassing a new Undercover Area, Multipurpose Room, renovated Library, canteen and stairwell was completed.

Today, with enrolments up to 240 students, the school is well equipped to confidently participate in the exciting world of education.

EMBLEM AND MOTTO

The school emblem features the black swan, indigenous to Western Australia, backed by reeds and river which are symbolic of the Rivervale area. The star and cross symbolize Christ as our identity and guide. The shield represents our faith in God, protector of our lives and country.



Our school motto is 'For God and Country'

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AIMS: KNOWLEDGE

St Augustine's Primary School aims to guide and support its students in acquiring knowledge of:

- the Gospel and its teachings
- Catholic beliefs and practices
- the Church viewpoint on current issues
- the gifts that God has given them
- effective expression using various modes of communication
- research and organization procedures
- problem solving skills applied to all subject areas
- mathematical understandings and processes
- their talents and potential
- socially acceptable behaviours
- how human beings function physically and psychologically
- the function of rules and laws in maintaining an effective society
- ethical and cultural values held by different people
- the organisation of Australian society past and present
- technological and industrial changes
- media functions and current issues

AIMS: ATTITUDES

St Augustine's Primary School aims to assist students to develop belief in the value of:

- being an active parish member
- prayer
- being honest, truthful and reliable
- being tolerant and having respect for other people and their property
- living according to the beliefs and practices of the Catholic faith
- doing one's best and using talents to the fullest
- establishing good personal relationships
- positive self-esteem
- accepting responsibility for one's personal values and behaviours
- making contributions to the well being of the community
- maintaining and preserving the quality of the environment

AIMS: SKILLS

St Augustine's Primary School aims to assist its students to develop the ability to:

- think critically, rationally, logically, laterally and creatively
- retain and recall information
- concentrate
- solve problems
- make decisions
- locate information/resources
- analyse and evaluate ideas
- plan strategies
- follow instructions
- speak clearly
- listen effectively and critically
- read confidently with varied levels of comprehension
- write legibly, correctly and fluently
- develop and maintain good coordination through fine and gross motor skills
- play a number of individual and team sports
- associate effectively with others
- respect and care for one's body

SCHOOL HOURS

Primary

| | |
|------------------|-------------------|
| School commences | 8:45am |
| Morning recess | 10:30am - 10:50am |
| Lunch | 12:30pm - 1:10pm |
| Dismissal | 3:00pm |

Pre – Primary 8.45am – 2.55pm

Kindergarten 8.50am – 2.50pm (Monday and Wednesday)

ENROLMENT POLICY

St Augustine's Primary School seeks to provide Catholic education for the children of the Rivervale Parish and surrounding areas. Enrolment priorities are as follows:

- Catholic children from within the Parish, with Priest Reference - practising
- Catholic children from within the Parish
- Catholic children from other Parishes
- Siblings of children already attending the school
- Non-Catholic children from other Christian denominations
- Other Non-Catholic children

When seeking to enrol children at St Augustine's Catholic Primary School, parents are expected to complete an enrolment form and undertake an interview with the Principal of the school. Parents will need to bring a copy of the child's or children's Baptismal Certificate, Birth Certificate, Immunization Record and most recent school report to the interview.

Non-Catholic parents must appreciate and support the Christian values which the school stands for.

If there is a Family Court Order pertaining to the child, it should also be brought to the interview.

Parents enrolling children at St Augustine's Primary School are expected to:

- support the Catholic ethos of the school
- support the Discipline Policy and Code of Conduct
- attend parent meetings when requested
- support the Parents and Friends Association
- ensure that children are attired in correct school uniform at all times
- make every effort to communicate with the appropriate teacher or the school Principal regarding their child's welfare and education
- assist with the canteen rosters and class excursions where possible

FEES: POLICY AND PRACTICE

School Fees

Parents/guardians who enrol their children in the school assume a moral and legal obligation to pay fees.

School Policy

St. Augustine's is committed to a policy of a Catholic Education for young people with a wide range of backgrounds and in doing so, keeping fees to a minimum so that parents will be encouraged to enrol their children without suffering undue financial hardships.

School Board Responsibility

School fee levels are reviewed each year by the School Board, which has a responsibility, on behalf of the school community, to help ensure the viability of the school and the quality of the education it provides. The school makes every effort to be both just and compassionate in:

- its consideration of those who need fee reductions
- its insistence that those who incur a debt must meet their commitment

The School Board is also responsible for ensuring that arrangements for the payment of fees are adequate.

Parent/Guardian Responsibility

When enrolling children in the school, the fee structure is outlined and parent/guardians commit themselves in writing, to fulfilling the responsibility they are undertaking. The seriousness of the commitment must be emphasised, and parents/guardians must understand that the school is a financial, as well as an educational institution and therefore is dependent on fees to keep the school operating as a viable institution. It is also the responsibility of parents/guardians to notify the principal if they are experiencing difficulty with the payment of fees.

Genuine Need

As would be expected of a Catholic school, provision exists for reductions or deferrals of payment of fees when parents find themselves in circumstances of genuine need. In such circumstances, parents are advised to apply to the office for an "Application for Fee Reduction" form. A reduced school fee is available to parents of Catholic Education, if they have a current Health Care Card. Any financial matters will be dealt with respectfully and confidentially. An appointment will need to be made through the school office with Principal to discuss these matters.

Confidentiality

All matters related to school fees will be treated confidentially.

Accounts

Accounts are sent out at the beginning of each term.

Payments

Payments are to be made by the due date, which is 21 days from the invoice date, however arrangements may be made to pay fees in weekly, fortnightly or monthly instalments. We are extremely understanding of the financial difficulties parents may experience in paying a lump sum. Payments can be made according to family circumstances. This is appreciated.

Discounts

Generous family discounts are given for more than one child attending the school.

Refunds

In normal circumstances, one term's notice in writing to the Principal is required if a student leaves the school. If this is not given, fees will be charged in lieu. If for good reasons, a parent has to withdraw the pupil from the school, an application may be made for a refund of the unused portion of the fees.

UNIFORM POLICY

The school uniform is in a period of transition. As such, the policy represents both the previous and the new uniform. In 2010, both uniforms will be worn by students. Full implementation is scheduled for the start of 2011.

St Augustine's Primary School requires all students to be in school uniform. When parents or guardians enrol their children in St Augustine's Primary School, they are stating that they are willing to support and follow the guidelines set down by the school. In the case that a student cannot wear the appropriate school uniform, we ask that the parent/guardian send written confirmation to the class teacher stating this. If a student has not worn the correct uniform and has not provided a written letter explaining why the correct uniform has not been worn, a note will be sent home to the parent/guardian stating the areas of concern.

Parents are expected to support the school's uniform policy by ensuring that their child wears:

- The complete school uniform or complete sports uniform when travelling to and from school, during school hours. Grey/Blue school shirts must be tucked in.
- Their sports uniform during all physical education classes.
- Only simple jewellery such as a wristwatch, a necklace with a crucifix or religious symbol and one sleeper/stud in each ear lobe.
- Hair tied up and back off the face if it is shoulder length or longer. Tints and colours are not acceptable.
- No extreme haircuts. The Principal reserves the right to make decisions on what is considered 'extreme' haircuts. *Ribbons or hair combs must be simple and only in school colours of blue, white or maroon.*
- No nail polish or make-up is to be worn at school.

The **St Augustine's School Uniform** is as follows:

Summer

Previous (current until 2011)

Girls - Blue dress and brown sandals or black shoes (white socks).

Boys - Grey shorts, grey shirt and brown sandals or black shoes (grey socks).

New

Girls – Maroon, white and blue checks, sandals or black shoes (white socks).

Boys – Navy shorts, light blue shirt and sandals or black shoes (navy socks).

Winter

Previous (current until 2011)

Girls - Maroon tunic, fawn shirt, maroon school jumper, maroon tie, black school shoes (not black sandshoes) and white socks.

Boys - Grey shirt, grey shorts/long grey trousers, maroon school jumper, maroon tie, black school shoes (not black sandshoes) and grey socks.

New

Girls – Maroon, white and blue checks, brown sandals or black shoes (white socks).

Boys – Navy shorts/trousers, light blue shirt and black shoes (navy socks).

Jumper will be available for both uniforms.

Sports Uniform

Previous (current until 2011)

Girls - white school polo shirt, maroon skirt or school shorts, white socks and predominantly black or white sandshoes.

Boys - white school polo shirt, maroon school shorts, white socks and predominantly black or white sandshoes.

New

Girls - Maroon school polo shirt, navy skirt/skort or school shorts, white socks and predominantly black or white sandshoes.

Boys - Maroon school polo shirt, navy school shorts, white socks and predominantly black or white sandshoes.

Tracksuits

Previous (current until 2011)

Boys and girls maroon tracksuits with white strip down arm and leg. Tracksuits can be worn with sports uniform.

New

Boys and girls navy tracksuits. Tracksuits can be worn with sports uniform.

Hats

Hats are a compulsory part of the school uniform. Only the approved regulation navy school hat may be worn. These are available from the school uniform shop and must be worn when outdoors.

Children will not be allowed to undertake any outdoor activities unless they are wearing a school hat.

Please make a special effort to mark clearly and permanently, all clothing with your CHILD'S NAME AND YEAR LEVEL. As far as possible, mark all books, bags and other items. Hats, jumpers and tracksuits must be marked in large letters.

ATTENDANCE

Punctuality and regular attendance are important in the development of a conscientious work ethic.

- Each absence from school must be covered by a note of explanation from a parent or guardian. These notes are to be brought to school with the students on their return. Parents are asked to telephone the school if the student is to be absent for more than one day.
- Students must be punctual for all lessons and other school activities.
- If a student is unable to participate in the physical education programme of the school, a note from the parent explaining the nature of the illness or injury is required. A doctor's certificate will be necessary when non-participation exceeds two weeks.
- No child should be sent to school if he/she is feeling unwell or is recovering from an illness. Any child sent to school in an unhealthy state will be sent home following contact with parents or guardians. A child recovering from a contagious disease may only return to school after a written medical clearance from the doctor has been obtained.

STUDENT MEDICATION

Parents need to give written consent for school staff to supervise the administration of medication to their child. Medication consent forms are available at the school office. Any medication brought to school must be handed to the office for safe storage.

All medication must be appropriately packaged and clearly show:

- the name of the medication
- student's name
- dosage
- frequency of dosage

Parents are responsible for informing the school of any ongoing allergies or illnesses.

FOOD ALLERGIES

Some children in our school are allergic to some foods. At St Augustine's we encourage parents to consider the following:

Please try not to make sandwiches that contain EGG.

Please try not to include mayonnaise in children's sandwiches.

Please try not to give your children meringues, quiches or boiled eggs for lunch

All food with major egg content should be avoided, if possible.

No tree nuts, like almonds, cashews, hazelnuts.

It would be appreciated if parents could reinforce with your children that there is no sharing of lunches at school. Please feel free to explain the reason for this. We are not placing a ban on these foods, however are encouraging parents to consider alternatives. Your understanding and support is much appreciated.

MEDICAL INFORMATION AND ASTHMA PLAN FORMS

To maintain your child's/children's safety at school it is vital that we are kept up to

date with any medical concerns that the students at the school may have. Please complete these forms as requested and add any extra information. We are aware that the child's condition may not have changed from previous years, but it is important that the note is returned signed to the class teacher. If these have not been received by the school, please be aware it then becomes a parent responsibility.

BEFORE AND AFTER SCHOOL SUPERVISION

School supervision times are as follows:

Before School Supervision

Before 8.30 am- Students arriving at school before 8.30 am are required to sit on the benches in the undercover area or outside the Year 1 and Year 2 classrooms. ***PLEASE NOTE: There are many students on the school grounds before 8.15 am each morning. Parents are asked to drop students off no earlier than 8.15 am in the morning.***

At 8.30 am a teacher will be on duty. Students may then take their bags to their classrooms and unpack, preparing themselves for the school day. Students may then move to play in the quadrangle area.

8.45 am- Morning siren to start the day.

After School Supervision (3.00 pm-3.15 pm)

Students meet parents in the quadrangle/undercover area. If parents have not arrived, students sit on the benches outside Year 2. Students remain seated until collected. Please remember teacher supervision ceases at 3.15 pm. Students who have not been collected remain seated in this area until parents arrive.

NO PLAYING ON PLAYGROUND EQUIPMENT BEFORE OR AFTER SCHOOL. These procedures are in place to ensure the safety of all children within school hours. This includes younger siblings of children attending St Augustine's School. We appreciate full parent support in this matter.

CHILDREN LEAVING THE SCHOOL GROUNDS DURING THE SCHOOL DAY

Parents/Guardians collecting children during school hours need to sign in at the office first. You will then receive a yellow slip which you give to the teacher. If your child is returning to school later that day, come directly to the office to sign back in. This applies for Year 1 to Year 7 students. If someone other than the parent or guardian is picking a child up during school hours, the school must be notified. Pre Primary and Kindergarten children can be collected directly from their classrooms without checking in at the office.

PARENTS/VISITORS ON SCHOOL GROUNDS DURING SCHOOL HOURS

All parents and visitors on school grounds during the hours from 9.15 am and 2.30 pm, must report to the school office and sign in. It is expected all visitors adhere to this procedure. This is part of our Safe Schools Policy.

SCHOOL SOCIAL WORKER

Lisa Mueller, our social worker, brings many special gifts to an invaluable role within St Augustine's School. Lisa's role is to work with our students in building strong self-belief and positive relationships.

Lisa's role is to:

- work in partnership with the school principal, teachers and school psychologist
- work with individual or groups of students who are at educational risk and/or in distress
- work with the school in assessing students with special needs, and provide support to them and their families
- work with teachers in developing classroom programmes in areas such as social skills, resiliency building, conflict resolution and protective behaviours
- assist in developing school policies in the areas of crisis management, bullying and harassment, behaviour management and child protection.

Lisa's prime objective is to work with children on an individual basis or in small groups or whole class projects.

DISCIPLINE POLICY AND CODE OF CONDUCT

Rationale

While it is necessary to take disciplinary action when students break school rules, the Discipline Policy is designed to create a positive tone, spirit and atmosphere for all. Brother Marcellin Flynn says that this policy "must be characterized by a spirit of acceptance and reconciliation. Mistakes must not be viewed as permanent failures but rather as a means of learning and of personal growth." The climate of the school should be such that students find the courage to take risks and grow. A personal approach by staff members to the individual student should prevent minor mistakes from becoming major problems. The Good Shepherd image of knowing and caring for "the lost sheep" is the motivation underlying the discipline policy.

Code of Conduct

JOHN 13:34 "LOVE ONE ANOTHER AS I HAVE LOVED YOU"

If Christ's teaching of love is remembered, all our actions in relation to ourselves and our school will be founded on love.

General

- No student is to leave the school grounds during school hours except with a parent. A sign-out book is located in the school office.
- Students are allowed to ride their bikes to and from school and must wear a helmet. All students must have a chain and lock to secure their bikes.
- Students must be at school on time with all their stationery needs.
- Students are expected to treat others with courtesy, respect and consideration.
- Obscene and inappropriate language is not permitted.
- All belongings must be respected.

- Radios, electronic games and toys, must not be brought to school. *No responsibility will be taken on the part of the school for the loss or damage of such items.*
- Any kind of vandalism will not be tolerated, this includes writing on desks.

Playground

Students are expected to:

- play fairly, engage in non-contact games and use play equipment appropriately
- play in correct playing areas at appropriate times
- walk along verandahs and up stairwells at all times
- wear their school hat outside at all times

Eating

Students must:

- sit when eating or drinking at recess and lunch, in their designated areas
- not eat or drink when playing
- use bins for food scraps and any other litter
- not chew gum at any time

Before School

- Parents are discouraged from bringing children to school before 8.30am, when playground supervision begins
- Students must wait in the undercover area until they are dismissed by the teacher
- No running and chasing games
- Students must walk their bike/scooter in the school grounds
- No students or siblings to use **any** play equipment in the playgrounds

After School

- All students to remain inside the gate in designated area of the undercover area
- No running or chasing games are allowed
- No students or siblings to use **any** play equipment in lower or upper playground
- If students are not collected by 3.15pm, they are to sit in the undercover area until their parent arrives

Church

- Students are to behave appropriately when entering or exiting the church
- Students treat the house of God with the respect it deserves
- Full participation with responses and singing is expected
- Class Masses are held both in the classroom and the church
- Family Mass is held once a term on a Sunday morning and all families are encouraged to attend.

PASTORAL CARE POLICY

In essence, Pastoral Care encompasses all the activities of the school. It is an ongoing practice that involves all members of the school community and all areas of school life – spiritual, academic, social, cultural and sporting. Pastoral Care is the total climate of care which exists within the school community and it reflects the broad Christian ethos of individuals caring for and respecting one another. Students in need of assistance are encouraged to make their needs known to an appropriate staff member.

Pastoral Care is present for children when:

- an attempt is made to coordinate the student's personal, social and academic development in the context of a caring school community
- the development of positive relationships between teacher and student, and teacher and parent is facilitated
- relevant information, through the development of effective communication and recording systems is available
- parents and outside agencies are involved in the working of the school
- a more beneficial learning environment is created
- opportunities are provided for students to develop skills for living in the real world
- staff and the Parish Priest 'lend an ear' and assist children in need

BULLYING PREVENTION POLICY

St. Augustine's Primary School respects the rights of all people and in particular its students, to be free from all forms of bullying and harassment. Any form of bullying will be acted upon by the school and the necessary disciplinary action will be taken.

Our school is united in the belief that all members of the school community have the right to a supportive, safe school environment which will ensure that children have the opportunity to maximize their learning free from harassment and intimidation. Respect for others, courtesy and kindness are the basic expectations that people have of each other at St Augustine's Primary School.

What is Bullying?

Bullying is any behaviour carried out by an individual or a group which intends to hurt, injure, embarrass, upset or frighten another person. It can be:

- repetitive - defining feature of bullying is its persistence over a period of time an imbalance of power
- verbal, physical, social or psychological
- an attitude not just an action

Examples of Bullying

- derogatory name calling
- hitting, punching or kicking
- threatening
- sending hurtful notes/messages/sms/email
- deliberately ignoring or excluding
- teasing
- rumour or scandal mongering
- interfering with the property of other

It is vitally important that a child feels able to go to someone if they are being bullied, to be taken seriously and not have their complaint in any way belittled.

How we prevent bullying from happening?

- encourage cooperation and collaboration rather than competition
- develop good and trusting relationships between staff and students and encourage children to do likewise with their peers
- value each individual and their ideas
- demonstrate a strong commitment to teaching interpersonal and non-academic life skills, facilitating personal development and encouraging self esteem in every individual

What students are to do if they are being bullied

As the victim the student should:

- tell the bully they don't like what they are doing
- try not to retaliate by becoming a physical or verbal bully themselves
- tell the bully to 'quit it' or 'cut it out'
- not be afraid to talk about it with his/her friends or family
- talk to his/her teacher

Parents can help by:

- taking an active interest in what is happening at school and discussing expectations regarding behaviour
- building their child's self confidence by valuing them unconditionally, communicating with them and praising them
- setting a good example when resolving conflict
- being alert for signs of distress, such as unwillingness to attend school, loss of confidence, possessions often lost or broken, aggressive outbursts and lack of appetite/excessive comfort eating
- reporting any bullying to the child's teacher

Bystanders (students who stand around and doing nothing) are required to intervene in situations of bullying by telling the bully to stop. This is critical in changing the balance of power away from the bully.

DISCIPLINARY ACTION

Disciplinary action will be taken if students break the school rules. This may include behaviour sheets being sent home, walk and talk with teachers during morning tea and lunchtime, withdrawal of privileges, detention or in serious cases, suspension.

Student Detention

As a consequence of a child having his/her name in the behaviour book three times in a term that child will be placed on detention in school time. Parents will be notified by letter, which needs to be signed and returned to the school.

School detentions are recorded, and letters to parents will be placed in the student's file. In exceptional circumstances, students may be issued with an immediate after-school detention.

Internal Suspensions

If a student is continuously disobeying school rules, then an interview will be held between the principal, teacher, parent and child to discuss an internal suspension as a form of punishment.

Consultation would be sort with the Catholic Education Office before any decision would be made regarding an out of school suspension. This would only be for severe behaviours.

TRAVEL

Students are representatives of the school when they wear the St Augustine's Primary School uniform. Appearance, language and behaviour make a distinct impression on members of the public and can affect the reputation of the school.

- Students are to travel directly from home to school in the mornings and to go home from school by the most direct route
- Any student wishing to be a passenger in another parent's car, going home from a school activity, held outside the school grounds, must bring written permission from their parents or guardian to the Principal or Assistant Principals
- Students travelling on public transport must adhere to Transperth rules and are expected to be on their best behaviour at all times.

CURRICULUM

Religious Education is central to the whole curriculum. The school's RE programme is a systematic and sequenced program helping children relate the Catholic faith to their daily lives. School liturgies are celebrated weekly. Students engage in various activities on a daily basis using the Religious Education units of work.

The Sacraments of Reconciliation and Eucharist are organised in Years 3 and 4. Confirmation occurs in Year 7.

As parents are the foremost educators of their children, the school's Religious Education Programme is only fully effective when supported by parents in the home environment. Family prayer experiences, and regular attendance at Sunday Mass will assist the students to integrate the Catholic faith into their daily life.

Each staff member is pastorally responsible for recognizing and respecting the individuality of each student. Religious Education lessons, a caring environment, school assemblies and rewards to encourage students to be considerate and thoughtful of others, help promote and maintain positive self-esteem among children. Emphasis is placed on developing the whole child, physically, emotionally, spiritually, intellectually and socially.

English

The English learning area involves Reading, Speaking, Listening, Viewing and Writing including Spelling. Each of these is integrated into other subject areas.

Mathematics

The Mathematics programme focuses on the key areas of Measurement, Chance & Data, Space and Number. The use of concrete materials is encouraged in all year levels. The use of calculators is encouraged to consolidate ideas. RAISe Numeracy is a strategy for school improvement in mathematics. This is support through programmes such as EMU and Mathletics.

Society & Environment and Science

These subjects focus on people's well-being and their interaction with each other and the environment.

Physical & Health Education

The Physical and Health Education programme gives children the opportunity to develop skills, confidence and coordination in the use of sporting equipment and to develop enthusiasm for physical activity. Health Education focuses on student well being and knowledge of healthy lifestyles and practices.

L.O.T.E. (Languages Other Than English)

Children in Pre Primary to Year Seven participate in weekly Italian lessons.

Music and The Arts

A part-time Music teacher is employed by the school. The students participate in Choir practice for School Liturgies and Sacramental Liturgies. Opportunities are given for students to perform in school assemblies, instrumental programmes, choir and end of year items. The school also takes part in the Performing Arts Festival and other local related performances.

Technology and Enterprise

The Technology and Enterprise programme gives the students an opportunity to use technology within a school setting. A specialist teacher provides one structured lesson per week for students in computer skills (Pre Primary to Year 7). All staff have access to a computer laboratory for class lessons and research.

Library

The school has a well-resourced, library. Classroom teachers teach research skills and develop an appreciation for literature during these sessions.

Excursions

Excursions are part of the curriculum and are designed to enhance a student's learning and social development. Permission notes are required for excursions.

Health and Wellbeing Programme

A health and wellbeing programme has been implemented targeting building student self-esteem and resiliency. The three programmes being implemented throughout this programme are Bluearth, Rock and Water and PATHS.

Mathletics

Mathletics is a software programme that focuses on developing basic numeracy skills in our students. This is an interactive on-line programme that children can access both at school and at home.

INFORMATION TECHNOLOGY POLICY

In looking towards the future, St Augustine's Primary School realises the importance of developing students' technological skills, recognising that we live in a society where information from around the world can be accessed quickly through the press of a button. Information Technology skills are integrated to form integral part of classroom activities. In addition to this, students will attend one session per week in the computer lab to learn necessary skills.

By using learning technologies we are seeking to develop the following four goals:

- use proven and advanced techniques to facilitate significant improvements in learning
- produce future citizens who have a strong command of information technologies as required by employers in a knowledge based society
- promote collaborative learning experiences among teachers and students through electronically based educational projects
- expand staff professionally to enhance teaching and learning, and incorporating information technologies into the classroom

The school's staff will monitor the implementation of these goals and periodically review and evaluate the effects on teaching and learning.

The purpose of the use of the Internet is to support research and information gathering. Any person using this facility at St Augustine's Primary School must do

so in a way that is consistent with the educational objectives of the school. The school has developed a set of guidelines for Internet use by the students. Students must accept personal responsibility for reporting any misuse of the network to a staff member. *Students from Year 3 – 6 are required to sign an agreement outlining the rules when using the Internet at school.*

Students in breach of this agreement will have temporary or permanent cancellation of computer privileges. Additional disciplinary action may also be imposed.

Computer Skills

The computer skills programme covers word processing, mathematical and language based activities, use of the Internet/Intranet and e-mail facilities for research and educational information gathering. The students are also given access to the MyInternet and MyClasses programmes through the school intranet.

HOMEWORK POLICY

Homework is an important part of a student's education. It should not be considered as a form of punishment or seen as busy work. All students should develop the habit of studying without teacher direction and using resource material from school and home.

Student Guidelines

To assist students to complete homework tasks it is expected that:

- parents be aware of the tasks the students have to achieve and give appropriate encouragement
- students will develop a routine each day for homework to be completed
- students should have a specific area to use for completing homework - this should be a quiet place where noise is not intrusive and lighting is adequate.
- at the completion of the homework task, it is the student's responsibility to see that all books and equipment be packed and ready for school the following day

Types of Homework

Years 1 and 2

Consolidation of mathematic and language skills and concepts. All work is to be completed with parental supervision. Some individual work may be set for any child showing a need for consolidation.

Years 3 and 4

Development and extension of language and maths skills and concepts.

Years 5 and 6

Completing assignments, doing research, regular revision of language and maths skills and preparation for tests.

PARENTAL INVOLVEMENT

For a school to be effective, parents need to take an active interest in their child's learning. Once a child starts school there is an agreement between the school and the parents to share the responsibility for the future education of the child.

Teachers build on the work already done by the parents, who are the child's first and most influential teachers. Parents are expected to:

- have a commitment to the school's aims and goals
- have a commitment to prayer and support of the Catholic Faith
- be supportive of the Parents and Friends Association and School Board
- be informed of what is happening in the school, especially reading all newsletters and notes sent home
- ensure that the correct school and sport uniforms are worn on the appropriate days

In the Home

- Parents check and help with homework to ensure it has been completed correctly
- Listen to children read and in turn read to them
- Parents need to be good role-models for their children
- Take an active interest in what the child is doing at school

Communication

- A level of communication between home and school is crucial to the parent/school relationships
- Communication between school and parents is a two-way process and it must be both meaningful and helpful to parents and the school

In the School

Parents can become involved in formal and informal activities:

Formal activities

- Parents and Friends Associations and various associated committees
- School Board and various committees

Informal activities

- Helping out with the canteen and school library.
- Assisting at special school events like sporting carnivals, excursions, etc.
- Coaching/umpiring of school sporting programs, both within and outside normal school times
- Busy-bees and other school improvement events

Within the Classroom

At the teacher's discretion, parents may become involved in the following ways:

- helping students with reading, story writing and other activities
- assist teacher in art/craft activities, cooking, science and other areas
- parents involved in numerous areas of the work force (police, nurse, builder etc.) could share their knowledge and experience

PARENT/TEACHER COMMUNICATION

Parent Information Evenings

These are held in Term One. There is a meeting for each year level and class teachers will outline the curriculum, explain the class timetable, class policies and answer any queries.

Parent/Teacher Interviews

An Interim Report is sent home at the end of Term 1. All parents are requested to attend an interview with the class teacher in Term Two to discuss their child's progress through the formal semester report and sample file. This is the only whole school formal interview for the year. Teachers and Parents are encouraged to be in constant contact if there is a concern with student performance or behaviour. A second formal report is completed at the end of the year.

Appointments

Parents are asked to talk directly to their child's teacher if there are questions regarding their child's education. Please make an appointment through the office or teacher before or after school. If you wish to see the Principal, please arrange an appointment through the school Administration Officer.

Written Communication

If you are sending letters, notices or money to school, please place them in an envelope marked with the appropriate information.

Newsletter

A newsletter goes home with your child each week. This is the main line of communication between the school and home. The newsletter informs parents of approaching events and any recent decisions regarding you and the school. These newsletters and other information communicated to the school community are on the St Augustine's Primary School website at www.staugustines.wa.edu.au

PARKING

All parents are reminded that children are to be set down and picked up in a safe manner. Always drive carefully and do not block car park bays or residents' driveways. Please follow any direction signs and the caring advice of staff on duty. Please also note the Council Parking Signs, which stipulate time limits.

ROADWISE

To ensure the safety of our students when travelling to and from school, St Augustine's Primary School has set out the following guidelines:

Cycling to and from school

It is recommended that children under the age of ten years should not ride alone to school. It is recognized that younger children do not have fully developed peripheral vision or hearing and do not fully comprehend the traffic code. Please note it is a parent decision and responsibility to ensure children know the road rules and ride reliable and safe bikes/scooters. Cyclists should walk bikes/scooters on the footpath and on school grounds and must give way to pedestrians at all times. During the day, bikes must be locked away in the shed provided. It should be noted that wearing a secured bike helmet is a State Government regulation.

CANTEEN

The school canteen operates on Monday and Friday and is organised by a school appointed canteen manager who is assisted by volunteer parents. Menus and prices are sent home at the end of each term ready for the beginning of the new term.

Lunch orders need to be written on a paper lunch bag and placed in the lunch baskets in the classrooms. All lunch bags should be clearly marked with child's name, year and order. Correct money should be enclosed. At lunchtime, orders are sent to each classroom in lunch baskets.