



SAINT HELENA'S
CATHOLIC PRIMARY SCHOOL

Something Beautiful for God

Parent Information Handbook

LETTER FROM THE PRINCIPAL

On behalf of all the children, families, staff and School Advisory Council, I would like to warmly welcome you to St Helena's Catholic Primary School.

St Helena's provides a strong foundation for children's spiritual, intellectual, social, moral, physical and aesthetic development by providing a supportive and nurturing environment which contributes to each student's sense of self-worth, enthusiasm for learning and optimism for further learning and discovery.

At St Helena's, education occurs within the context of the Catholic faith and conversations about and explorations of spirituality, religion and ethics are woven into the fabric of school life. Liturgical celebrations, meaningful prayer and reflection, Religious Education lessons and an unwavering commitment to Gospel values in all that we do help each student to deepen their own spirituality and to embrace their Catholic faith.

As a school, we know that the quality of teaching has a direct impact on the learning performance of every individual student. At the same time, we recognise that parents and carers are the first and foremost educators of their children and they have a shared obligation with the school in supporting an education program that meets the needs of every child. An essential ingredient for this to happen is teamwork. We view education as a joint venture, involving everyone – children, parents/carers, staff, School Advisory Council and the parish community. Your co-operation and support in this partnership, ensures we provide your child with the best opportunities for success in all aspects of school life at St Helena's.

This booklet has been created to answer as many questions as possible that might be asked about our school. We hope it will alleviate any anxieties that children (or parents) may have when joining us.

We are confident that, with a talented team of both teaching and non teaching staff, we can provide a smooth transition for all children joining the St Helena's school community, striving to meet the needs of all our students.

If you should have any questions in regards to your child's/children's learning journey please do not hesitate to contact us.

Peace and Happy Days!



Santino Giancono
PRINCIPAL

GENERAL INFORMATION

St Helena's Catholic Primary School commenced at the beginning of 1999 with 19 Kindergarten and 26 Pre-Primary to Year 2 students. It is a co-educational school providing primary education to over 480 children from Three Year Old Kindy to Year 6. The school is an integral part of the St Helena of the Holy Cross Parish.

Our school motto is "**Something Beautiful for God**". The school nurtures our children in an environment centred on the person and teaching of Jesus. Through such a vision, the school is able to contribute to the building of a better and happier world for future generations.

We want all our children to experience success and enjoy their learning whilst at school. We aim to achieve this through high standards of learning and teaching within a happy, structured and caring environment.

Our curriculum strives to ensure breadth and balance and makes it difficult to work within the parameters of separate learning areas for all of the school day. In fact, children learn faster and more effectively when skills and concepts are linked between learning areas at the same time.

The skills of true thinking (reasoning, creativity, judgement, cooperation and collaboration) allow individuals to grow intellectually. Our children are given the chance to perform these mental operations at an appropriate level of their development.

The staff are hard-working and committed to providing a high level of pastoral care and quality Catholic education for their students. The school's Leadership Team consists of the Principal, and two Assistant Principals.

Through a variety of teaching methods and strategies, we aim to instil in children an enthusiasm for learning and prepare them for future school life. Teaching methods, ranging from whole class and small group to individual personalised programs of study, are chosen as appropriate to meet the task or skill being focused upon.

During the course of the year, the children will encounter a range of teaching methods. They will mainly be taught by their own teacher, but there will be times when specialised teachers are utilised to best use the individual expertise of a large, talented teaching staff. There are specialised programs in the areas of Music, LOTE (Italian), Physical Education, Art and Science.

The contribution of parents/carers in the school is strongly encouraged and is a feature of the school. Parents assist teachers regularly in classrooms. There is a School Advisory Council and the Parents & Friends Association.

Positive home/school relationships are encouraged in order that we can work together for each child to fully benefit from all our school has to offer.

Communication between staff and parents/carers is promoted and encouraged to ensure we are all aware of how our students are going on their learning journey at St Helena's.

For reasons of security, it is important that all parents/carers and visitors report to the school office when coming onto school premises.

We ask that all parents agree to and sign our 'School Involvement/Community Participation Agreement', so that we are working in partnership to improve standards within an environment of trust. New families will receive their 'contract' upon enrolment.

- ***Please note, the word 'parent' includes Parents and Carers in its meaning throughout this booklet.***

MISSION STATEMENT

As a community united in faith and trust, St Helena's Catholic Primary School provides a nurturing environment where our children contribute to the development of the kind of world envisaged by Jesus by living the ideal of doing ***Something Beautiful for God***.

VISION FOR LEARNING STATEMENT

In a world envisaged by Jesus, we are active and engaged learners working together in a safe and respectful environment.

COLLABORATION

At St Helena's, we value staff, students, parents, caregivers, parish and the wider community working together to support each person to become the person God intended them to be.

CHRIST CENTRED

At St Helena's, we value the visible expression of our Catholic identity and actively give witness to the values of the Gospel.

VOICE AND ENGAGEMENT

At St Helena's, we value evidence-based teaching and learning practices that are respectful and responsive to the diverse needs of all learners in an ever-changing world.

SAFETY AND RESPECT

At St Helena's, we value each individual and act with concern for the physical, emotional and spiritual wellbeing of all members of our community.

ST HELENA

Patron Saint of: St Helena's Catholic Primary School and Parish.

Feast Day: 18 August

It is generally believed by ecclesiastical historians of England that St Helena was born in the country and according to Leland, she was the daughter of Coel, a British King who lived in friendship with the Romans. Constantius, at the time an officer in the Roman army in Britain, married her. Constantine, his eldest son, received his education under her eyes.

In 293 Constantius was honoured by the Empire with the title of Caesar, obtaining the government of Gaul and Britain. In return for this honour, he was obliged to divorce St Helena and marry Theodora, the daughter-in-law of the Emperor Maximian. St Helena was not at that time a Christian, but after the accession of her son Constantine and his miraculous victory, she embraced the Christian Faith and the most heroic practices of Christian perfection. Her dutiful son proclaimed her empress and made medals in her honour.

In spite of this new dignity, she assisted with the people at the Divine Office in modest attire and employed her wealth in charity to the poor and the building of churches. When the Emperor determined to build a church on Mount Calvary, St Helena, although eighty year of age, undertook to see the work carried out, and started for Jerusalem hoping to find the Holy Cross. Excavations were made and three crosses were discovered. The title which lay near one of the crosses and perhaps the marks of the nails by which it had been attached, seemed to indicate which was the Cross of our Saviour.

St Helena built two magnificent churches, one on Mount Calvary, the other Mount Olivet. After travelling through the East, where she beautified the city of Drepanum in honour of St Lucian, so that Constantine afterward gave it the name of Helenopolis, she returned to Rome. Her journey had been marked by the most illustrious deeds of virtue and by innumerable charities. She died at Rome in August, 326 or 328, in the twentieth year of her son's reign. Constantine erected a statue to her memory.



RELIGIOUS EDUCATION

'The Religious Education program to be taught in the Catholic school is that promulgated by the diocesan Bishop....It aims to share Catholic faith by promoting knowledge and understanding of the Gospel as it is handed on by the Catholic Church, and of how those who follow Christ are called to live this Gospel in today's world, '(Mandate Letter, Catholic Bishops of Western Australia, para 43).

Religious Education at St Helena's follows the Perth Archdiocese Religious Education Units of Work. This program promotes understanding of Christian beliefs and practices. Religious Education is taught in context with the same systematic demands and rigour as all other learning area.

Religious Education at St Helena's is comprised of eight learning area outcomes. Each Religious Education Unit follows a cyclical process that involves three essential steps:

Our Sacramental Program is parish based, family focused and student supported. Students participate in Sacramental programs in Year 3 (Reconciliation), Year 4 (Eucharist) & Year 6 (Confirmation). Parents are an integral part of this preparation and are encouraged to assist the class teacher in any way they can. Parent & child preparation sessions are conducted as part of each Sacramental Program with an expectation of attendance. More information regarding the Religious Education program is available from the class teacher.

ANAPHYLAXIS

Parents must supply the school with an individual health care plan for any student who has anaphylaxis or other allergic reactions. It includes an emergency response plan detailing how to deal with a reaction should it occur. For a student at risk of anaphylaxis, the emergency response plan will be communicated to staff as relevant.

ASSEMBLIES

Assemblies are held on a Friday in the Undercover Area commencing at 8.30am. The classes presenting each assembly are detailed in the school newsletter provided to each family on a fortnightly basis and on the school calendar on our website.

ATTENDANCE AT SCHOOL

Daily attendance is recorded on a central database. Parents are asked to ensure children arrive at school punctually. Late arrival at school disrupts lessons, ensure children in the Pre-Primary to Year 6 are at school by 8.10am so they are ready to start school work at 8.15am. Three & Four Year Old Kindy students should be here prior to their start time of 8.30am.

If a child is absent from school, the parent should inform the school on the day of absence also send a written note explaining the absence when the child returns to school. A reasonable explanation is required when the child is late for school in the morning. Once a child has arrived at school he/she shall not leave the school without the permission of a teacher and the Principal or one of the Assistant Principals.

There is an expectation that families will be responsible for keeping relevant staff well informed about circumstances that influence the children's schooling and general care. Parents should also convey to classroom teachers or school administration any changes to normal drop off and pick up arrangements. If circumstances change regarding pick up during the day please notify the office prior to 2.00pm so that a message can be conveyed prior to the final bell.

Where during normal school hours a parent or other nominated Parent needs to take a child/ren from the school, they must report to Administration, identify themselves and sign the child out. A pass is provided and the parent gives this to the classroom teacher when collecting the child from the classroom.

BEFORE/AFTER SCHOOL CARE (DISCOVERY KIDS)

St Helena's has partnered with Discovery Kids, to provide before & after school care as well as vacation care school care in Australia. This high quality program embraces the school's values and builds on your child's educational experience and individual interests.

Discover Kids is dedicated to creating a nurturing, stimulating welcoming environment for all children. Their unique programs incorporate a variety of educational theories, while always keeping the child's best interest in mind and allowing for hands-on, experiential learning.

Discovery Kids prides itself on employing pastoral caregivers who aim to foster the values and teachings of Christ to all children in their care. They provide a loving and supportive environment in which every child feels valued and included.

- **Before Care** - **6:30am-8:30am**
- **After Care** - **2:30pm-6:00pm**

This service is only offered to students from Kindy to Year 6. Unfortunately, Pre Kindy students are not eligible to attend. For further information please contact Discovery Kids or via their website: www.discoverykidsoshc.com

BEHAVIOUR MANAGEMENT

At St Helena's, we emphasise awareness and recognition of positive behaviours, along with the effective management of inappropriate behaviours. When problems are experienced in achieving these goals the focus will be that of finding solutions, whilst managing individuals with respect and dignity. We understand the development of appropriate and acceptable behaviour to be a staff, parent and student concern based upon the honouring of the dignity and worth of each individual.

Parents are asked to become familiar with the St Helena's Student Guidelines available on the school's website. Respecting the rights of all members of the St Helena's community underpins the philosophy of our Guidelines as well as the development of a school culture that addresses the needs and rights of every member of the school community.

It is expected that parents will actively support staff's management of their child's behaviour. Where concerns arise, a meeting with the child's teacher is most appropriate as this can often resolve matters quickest. If concerns continue, a member of the Leadership Team may be contacted for further support.

BELL TIMES

Children are not to arrive at school earlier than 8:00am as supervision of children does not commence prior to this time.

Pre-Primary – Year 6:

- | | |
|---------------------|-----------------|
| ▪ Doors Open | 8:15am |
| ▪ Classes commence | 8:20am |
| ▪ Morning Recess | 10:50am |
| ▪ Classes Resume | 11:10am |
| ▪ Lunch | 12:50pm |
| ▪ Afternoon Classes | 1:25pm – 2:30pm |

Kindergarten:

- | | |
|----------------------------------|---------------|
| ▪ Sem 1: Tues & Thurs, Frid | 8:30am-2:30pm |
| ▪ Sem 2: Mon, Tues, Thurs & Frid | 8:30am-2:30pm |

Three Year Old Kindy:

- | | |
|-------------------------------|---------------|
| ▪ 1 Day Program – Tues or Wed | 8.30am-2.30pm |
|-------------------------------|---------------|

BIKE ROUTINES

Bicycles may be ridden to and from school. Police recommend that children below Year 4 do not ride to school unless accompanied by an adult. It is compulsory for cyclists to wear safety helmets. No student is permitted to use another student's bike. Bikes should be locked securely. Bikes and scooters must be dismounted when entering the school premises.

ADVISORY COUNCIL

The function of the School Advisory Council is to plan for the present and future operation of the school. It meets on a monthly basis to review the school's financial position, review capital development planning and to consider reports from representatives of the P & F Association, Parish Council, the Principal and other sub-committees. The Council holds its Annual General Meeting, in conjunction with the P & F, in November each year. Membership of the Advisory Council is an opportunity for parents to be involved in the organisation and management of the school. The Advisory Council is accountable to the Catholic Education Western Australia.

CANTEEN

The canteen offers a service to parents and operates each, Thursday and Friday at recess and lunchtime. Orders may be placed directly online – information brochure available from the front office. Alternatively the canteen offers a healthy and extensive menu, which is distributed at the beginning of each term. We rely on the help of volunteers to ensure the smooth running of the canteen.

CLASS MASSES/LITURGIES

During the year, year level classes join together to celebrate various liturgies and Sacraments. We also regularly come together as a whole school to celebrate Mass and other liturgies honouring special feasts and occasions. Family members are welcome to join with the children and dates are advised in the School Newsletter.

St Helena's joins with the whole parish community at Sunday Mass once each term. Children and families are invited to attend two of the Masses across the year according to their allocated faction. Again, dates are advised through the School Newsletter.

Prayer is a central part of each day. All classes begin and end their day with prayer and give thanks to God before lunch.

CHILD SAFE FRAMEWORK

At St Helena's we have adopted a holistic approach to child safety as directed by CEWA. The Child Safe Framework consists of nine elements that together provide a consistent set of practices in order to create and maintain a child-safe environment for our students. The framework guides us in developing knowledge, mindsets, practices and behaviours that enable and sustain a child safe culture and wellbeing for all our students.

For further information please visit the CEWA website.

<https://childsafce.cewa.edu.au/introduction.../key-concepts/>



CODE OF CONDUCT

From 1 January 2017 it has been a requirement for all schools (Catholic, Government and Independent) to have in place a Code of Conduct that articulates expected behaviour for all members of the school community.

The purpose of the Code of Conduct is to define, model and promote the safety and well-being of students – wherever they are. It seeks to define healthy relationships between students and adults that are animated by staff, copied by parents and sought after by students in all relationships.

Catholic Education Western Australia has developed the Code of Conduct for the Catholic system. The Code of Conduct applies to all staff, parents, students and volunteers connected to a school. All members of the St Helena's Catholic Primary School community are expected to commit to the Code of Conduct and observe its principles. As such, please read the Code of Conduct provided to you at the time of enrolment and be mindful of it in all school related interactions.

Breaches of the Code of Conduct must be notified to the Principal, and it is a breach of the Code of Conduct not to do so.

COMMUNICATION

It is important that parents and staff keep the lines of communication open to ensure the best outcomes for each student. Good communication is the responsibility of both parents and staff. Parents can be active in this process by keeping staff informed as well as seeking information about their child's progress in the classroom.

Parents can assist in the communication process by:

- Informing the class teacher about their child's difficulties and strategies that have been found to be effective;
- Becoming an active participant in the student's education;
- Offering the teacher support in whatever way works best for him/her;
- Always making an appointment when wanting to discuss something regarding their child;
- Working in partnership with the teacher;
- Adopting a collaborative problem-solving style approach.

The school will contribute to the communication process through:

- Parent Newsletters
- Parent and Teacher Meetings
- End of Semester Reports
- Weekly Learning Overviews
- Annual Learning Journey

- Phone calls
- Annual School Calendars
- Notices and handouts
- School Website
- Workshops for parents
- Uploads to SeeSaw

Parents wishing to discuss concerns relating to their child are encouraged to make an appointment with the class teacher. This can be arranged by contacting the teacher or school reception to determine a mutually convenient time.

Parents are welcome to contact the Principal to discuss any school matters. Classroom related issues are best discussed with teachers first because invariably solutions to difficulties are found there.

CONFLICT RESOLUTION

In any organisation dealing with people, conflict can and will arise, and schools are certainly no exception to this. Should a problem arise between students at school, it is appropriate for staff to handle the situation. If a parent is dissatisfied with the outcome, their recourse is firstly with the class teacher and then to one of the Assistant Principals or the Principal. For additional information please refer to our Dispute and Complaint Resolution Procedures which is located on our website or contact the front office or with your application package.

EMERGENCY EVACUATION

Emergency Evacuation Guidelines exist, which details procedures and responsibilities should the need arise for children, staff, parents and visitors to be evacuated from the school buildings and/or school site.

The school regularly conducts evacuation drills for the benefit and safety of all. At these times, everyone on the school grounds is required to comply with evacuation drill procedures. Visitors will be made aware that a fire evacuation is taking place when the school's emergency siren is sounded. Once this alarm is raised all visitors on campus are required to follow the direction of the staff and assemble at the designated assembly point. Visitors must also comply with any instructions given by the Fire Warden or his/her delegate. Cooperation and assistance by everyone is important for the safety and well-being of all should a real emergency ever eventuate.

EXCURSIONS/INCURSIONS & CAMPS

Parents are notified when incursions and excursions are planned and written permission for the student to participate is required at the commencement of the school year by completing the acknowledgment form. Excursions and incursions are aimed at enriching the work in the classroom, increasing general knowledge, developing an appreciation of our country, socially enjoying each other's company and encouraging class/school spirit.

Parents pay an Incursion/Excursion fee which covers the cost of all such activities throughout the year, except for the Year 6 Camp for which parents are invoiced for separately.

Generally the children will have an opportunity to participate in a School Camp in Year 6. The needs of the class and experience of the teacher will be taken into consideration when plans are being formulated. Each camp will provide its own distinct ethos, thereby ensuring variety and a broad range of experiences. The ratio of teachers to children will be determined by the type of activities being conducted on camp and are subject to the School Camps & Excursions Policy.

All parents are required to complete the necessary camp forms before their child is permitted to participate. Parents will be notified, either by letter or meeting, as to camp plans and procedures and are encouraged to contact the Year 6 teachers concerning any problems.

HEALTH

We are an Allergy Friendly School as we have a number of children who are allergic to nuts, etc. Some of the foods to avoid putting in your child's lunch box are Muesli Bars with peanuts, Nutella products, peanut butter and any other foods containing traces of nuts.

If a child is unwell, please do not send them to school.

In cases of infectious disease, a Doctor's advice regarding absence from school is to be followed. A Doctor's certificate may be requested for serious illness necessitating long absences from school.

If a child becomes sick, receives a serious head knock or has a serious accident at school, parents will be notified by telephone. If parents are unable to be contacted, then staff on the authority of the Principal will take the necessary action as specified on the child's record card.

MEDICATION

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

If your child requires medication during the school day, forms can be obtained from the school office and need to be completed before any medication can be administered. All medication, along with the required form, should be handed to the office clearly labelled. **For safety reasons, no medication should be kept in your child's bag or desk.**

The Principal must be advised, in writing, of any specific requirements when administering the medication. This should include details from the medical practitioner regarding the circumstances for use

School staff can only administer medication in accordance with the medical practitioner's instructions.

Bulk quantities of medication will not be left on the school premises and all medications will be removed from the school at the end of each term.

Our Medical Procedure Policy can be located on our website under Our School.

HEAD LICE

Parents are asked to check their child's hair for head lice or eggs on a weekly basis. Treatment is available from the Chemist and should commence as soon as an infestation is discovered. The school should also be informed and children kept at home until 24 hours after treatment.

HOMework GUIDELINES

Homework is an aspect of school that encourages children to take responsibility for their own learning, to make decisions to benefit their learning. Homework provides children with opportunities to become more successful learners through consolidation of learned classroom content. Homework is connected between school and home and it is an opportunity through which parents can monitor their child's understanding of concepts taught. This process is considered by all to be a valued and an integral part of a child's learning journey

Suggested times for homework for four days per week:

| | |
|---------------|---------------|
| Year 1 & 2 | 5-25 minutes |
| Year 3, 4 & 5 | 20-30 minutes |
| Year 6 | 30-45 minutes |

Parents' role in Homework

- Assist their child by providing an appropriate home study area free from distraction (including noise).
- Assist students in developing organisational and time-management skills.
- Support the student to be successful with their homework by providing guidance where required.

- Mark, provide feedback and sign homework.
- Liaise with the classroom teacher where there are queries about homework.
- Inform the class teacher why homework may not have been completed.

INSURANCE

All children are covered by a comprehensive world-wide 365 day, 24 hour disability/accident insurance policy from Catholic Church Insurances.

A 'Personal Accident for Voluntary Workers' insurance covers parents and friends who come to the school by invitation to assist in school initiated projects. Such persons might be those who assist with working bees, school fetes, excursions, etc.

The school also holds a Public Liability Policy, along with a Building and Contents Policy.

KEEPING SAFE

The Keeping Safe: Child Protection Curriculum (KS:CPC) is a child safety program for children and young people from age 3 to year 12. It teaches children to:

- recognise abuse and tell a trusted adult about it
- understand what is appropriate and inappropriate touching
- understand ways of keeping themselves safe.

The KS:CPC is mandated across all Catholic schools and is taught every year by teachers who have completed a full day KS:CPC training course. It is a world-class, evidence-based child safety program that is used by a range of other Australian and international schools.

KISS & DRIVE

A Kiss & Drive scheme operates within the car park before and after school. The scheme assists in relieving traffic congestion and reduces the demand for the limited parking bays available around the school.

It is important that the following suggestions are followed for the scheme to operate most effectively:

- **Have your child/ren exit or enter the car on the footpath side of the car.**
- **Remind them that they need to be ready and waiting for you at the end of the day.**
- **If the pick-up zone is full or your child is not waiting for you, be prepared to drive around the block and try again.**
- **When exiting the car park at drop-off and pick-up times, all traffic must exit to the left.**
- **Please enter and leave the car park no faster than 10km/hr.**

Please remember to give way to pedestrians in the car park.

LIBRARY

Each class has a library skills lesson once a week. During this lesson, the children are given the opportunity to take out or change their library books. There is a limit on the number of books the children may borrow, depending on the class they are in.

It is essential that all children possess a library bag in order to protect the books. An account for lost or damaged library books will be sent to parents.

LOST PROPERTY

Inevitably children leave or misplace items of clothing. Parents are urged to ensure that all items are clearly labelled. Unidentifiable items are stored in the lost property box located in the covered area. Please check through this on occasions. Items that have been in the 'lost property' box for a considerable time are eventually donated to the school.

MOBILE TELEPHONES

St Helena's discourages the bringing of mobile telephones to school by students but we accept there are times when it might be deemed important. We therefore, allow them on the premises within the conditions set out below:

- **Students are not to have mobile phones in their possession during school hours. It must be given to the office on arrival where it is stored in a secure place. If students are found to be using their phone during school hours, the phone will be confiscated.**
- **If parents need to urgently contact a student they should follow normal procedure and contact the school office and staff will then contact and support the student as necessary.**

For further information on the use of mobile telephones at school, please refer to the St Helena's Mobile Phone Guidelines.

PARENT HELP

Parents are welcome in the school and are encouraged to help out in classes. Many teachers are very keen to enlist the support of parents to help with small group work, photocopying, sport, etc. There are a number of other ways in which parents can help out, including attending working bees, helping in the school canteen or Breakfast Club etc. Please ensure you sign in and out at the school office.

The P & F Association holds a number of functions during the year and invariably there are a lot of jobs to be done to see those through to a successful conclusion. Your help would be greatly appreciated.

PARENTS & FRIENDS' ASSOCIATION

The P & F Association is an integral part of the school's operation. Participation in the activities of the P & F is an opportunity for parents to show their commitment to their own school as well as to the whole system of Catholic Education in WA.

The P & F, as well as assisting in the provision of material needs for the school, can be a valuable means of coordinating the spiritual and educational forces of the home and school.

The P & F is affiliated with the Catholic School Parents WA (CSPWA) which represents local associations at a State and National level and approaches governments and educational authorities on their behalf.

The P & F provide a fortnightly newsletter to keep parents informed of upcoming events and to provide information on past events.

The P & F and School Board hold their Annual General Meeting in November of each year.

PARKING

The provision of a safe environment for all children, parents and visitors to our school is a prime consideration and relies on the support and good will of all. Parking on our school site is a privilege, which is dependent on the driver's compliance with the Parking Policy and all instructions from staff. Please exercise patience, skill and tolerance when parking around the school.

Parents of older children might find it less congested if they pick up their children 10 minutes after the end of the school day.

Parents are asked to not park in the ACROD bays unless they are registered to do so. Your cooperation with this is greatly appreciated.

Parking is also available around the oval. Please look at utilising this area and walking, across the oval to the school. This will help reduce the congestion at the front of the school. There is a back gate for easy access to the school site which is opened at 2:00pm.

A 40km/h 'School Speed Zone' is operational from 7:30-9:00am and 2:30-4:00pm on school days and normal speeding penalties apply. Please take care when driving around the school and observe the 40km/h limit for the safety of all children.

A 10km/h speed limit exists within the school grounds.

PERSONAL BELONGINGS

If toys, games, etc are brought to school, they may be shown for news but not used at any other time. Students are discouraged from bringing these to school. The school does not accept responsibility for damage or loss of any personal possessions of students.

PHOTOGRAPHS

Each year, parents are given the opportunity to acquire class, family and individual photographs. Parents will be notified of the date when it becomes available.

PHYSICAL EDUCATION & SPORT

Physical Education is a compulsory part of our school curriculum and all children are expected to participate in activities unless prevented from doing so for medical reasons, and then a note is required.

Children in Years 1-6 are taught the skills of a variety of sports.

School Athletics and Cross Country Carnivals are organised each year.

Interschool Sport: Some children will be selected to represent the school in Athletics and/or Cross Country Carnivals and any other events which may be arranged from time to time.

PRIVACY

The Catholic school is a reflection of the Church's commitment to the dignity of the individual (Mandate para 6). It is important for schools to demonstrate this commitment in the manner in which they protect information that they hold about their school community.

The Catholic school requires information about students and their families in order to provide for the education of these students.

The Privacy Amendment (Private Sector) Act 2000 amends the Privacy Act 1988 to direct the manner in which private sector organisations, including Catholic schools and systems, manage the personal and sensitive information of individuals.

The purpose of the new legislation is to ensure that organisations which hold information about individuals handle that information responsibly. It aims to establish a nationally consistent approach to the management of personal information. St Helena's has a

responsibility to use and manage personal and sensitive information collected in accordance with the Privacy Act 1988.

- St Helena's has a responsibility to inform individuals of the purpose of collecting personal and sensitive information.
- All information is collected for the primary purpose of the Catholic Education of the student.
- Please view the full Privacy Policy on our website under Our School, School Policies.

KEEPING SAFE CURRICULUM (KS:CPC)

The KS:CPC is an evidence based, best practice curriculum developed collaboratively with child protection experts, teachers, educational leaders and other professionals.

The KS:CPC is divided into 5 documents specific to the age and year level of students.

The KS:CPC is predicated on two main themes which are presented through topics and activities of increasing complexity. The two KS:CPC Themes are:

- **Theme 1: We all have the right to be safe**
- **Theme 2: We can help ourselves to be safe by talking to people we trust.**

The two KS:CPC Themes are explored through four Focus Areas, which are examined in growing complexity in accordance with the age of the students. The four KS:CPC

Focus Areas are the right to be safe, relationships, recognising and reporting abuse, and protective strategies.

In Pre-Kindergarten and Kindergarten, child protection and safety are an important part of the Early Years Learning Framework and are embedded throughout the 5 learning outcomes. In Pre-Primary to Year 6, it fits primarily within the Health and Physical Education learning area of the Australian Curriculum and is often incorporated across other learning areas.

More information can be found on the KS:CPC website: <http://tiny.cc/KSCPC-ParentCarerInfo>.

PSYCHOLOGY SERVICE

Children enrolled at the school have access to the Non-Government School Psychology Service for learning related issues. Referral to this specialist area requires parental permission and follows discussion with the class teacher and Principal.

LLI PROGRAM (Leveled Literacy Intervention)

Learning Support at St Helena's strives to support students in a classroom setting to achieve both Literacy and Numeracy standards. It is designed to provide both the practice of ongoing skills and the acquisition of new knowledge and skills at point of need. Some students, who need further support, may be released for short bursts throughout the week to attend more focused, explicit programs such as Sounds-Write or other professionally designed reading and writing intervention programs. The support offered to our students is targeted to their individual needs by Teachers and Education Support professionals who have been trained to a high standard.

ExACT

The ExAct program aims to assist gifted or talented students in Years 3 – 6 at St Helena's by providing academic extension through the application of creative and critical thinking skills,

Gifted and talented students' abilities should be accepted, valued and fostered by all. It should be noted that children can be gifted but may not have had the opportunity to demonstrate their talents.

To view the position paper please visit our website under Our Learning/Learning Extension Program.

SWD

At St Helena's Catholic Primary School, we believe in a whole school shared approach in which all staff are involved in and responsible for catering to the needs of all children, including those with Special Needs. Our team of Special Education Staff are specially trained and skilled in supporting all Special Needs children and their learning requirements. At St Helena's, we run a practical applications program that includes different initiatives aimed at building students' self-esteem, confidence, social skills, motivation, sense of belonging and real-world skills in an environment that encourages active participation and inclusion of classroom taught skills. The program is targeted, but not exclusive, to students with disabilities. The program has participants from Pre-Primary through to Year 6, including those that are verbal and nonverbal, have varying physical abilities and social emotional needs. This program focuses on creating activities that incorporate curriculum outcomes with real life practice.

REPORTS

Reports are sent home at the following times:

- End of Term 2, a full written report based on continuous assessment. Parent/teacher discussions are arranged as necessary.
- End of Term 4, a full and final written report, which outlines progress and development of the student throughout Terms 3 & 4.

SCHOOL FACTIONS

The school faction system is organised to promote team spirit, pride and loyalty through various activities undertaken. Children are placed in a faction from Kindergarten and will generally remain in this faction during their schooling at St Helena's.

The names of the factions are:



SCHOOL FEES

A family fee account will be issued at the start of each school year and be sent by post or email within the first two weeks of term. Fees are payable in full by the date specified on the statement and can be paid by cheque, cash, EFTPOS, B-Pay or Direct Debit.

Fees may be paid annually, termly, monthly, fortnightly or weekly. Fees are due four weeks after the commencement of each term.

If the entire fee account for the year is paid within the first five weeks of school, there will be a 5% discount off the tuition fee component for full fee-paying families.

The fee structure comprises the following:

- **Tuition**
- **Amenities**
- **Excursions (a fee covering the cost of all excursions and incursions)**
- **Year 6 Camp**
- **Insurance**
- **Swimming Lessons**
- **Sacrament (Years 3, 4 & 6)**
- **Book List**
- **iPad Scheme (Year 4 – Year 6)**

The School Board determines the school fees on an annual basis. Parents can expect an increase each year in line with the CPI (Consumer Price Index). The School Board operates within the guidelines set by the Catholic Education Commission of WA.

The Health Care Card Tuition Fee Discount Scheme was implemented in 2005 and offers discount on tuition fees to holders of a means-tested family Health Care Card or Pension Concession Card. The scheme offers significant, automatic tuition fee discounts to both Catholic and non-Catholic families. Specific charges such as subject and building levies and excursion costs will still apply.

Other Fees:

Kindergarten students will be charged a fee for Speech and OT Screening in the first term of each school year. If the child receives private screening out of school, a letter from the therapist will suffice in excusing the child from the school screening.

Family Fees:

- **Year Book**
- **P & F Levy**
- **IT Fee**
- **Building Levy**

The school encourages families to contact the finance office early in Term 1 to discuss individual fee situations. Payment plans are available whereby payments may be made over the course of the year. Details of this service are available from the school. As part of our school fee collection policy, any family anticipating financial difficulties will be expected to avail themselves to this free service.

If you are in receipt of a Health Care Card/Pension Concession Card, please provide a copy to the office as soon as possible and complete the required form.

Please note that as arrangements for the Term are based upon the presumption that an individual pupil remain at the school for the duration of that term, fees are not generally refunded.

Notice of Withdrawal

Parents are required to give one term's notice in writing if they wish to withdraw their child from the school during the course of the school year. If a student is withdrawn without notice during a term, the full fees for that term will be charged.

Sibling Discount

Sibling discounts are given to children of the same family. The second child is entitled to 20% discount on tuition fees, the third child 40%, and any other siblings then get 100% discount on tuition.

From 2020, this discount also extends across sister schools, Holy Cross College and St Helena's Catholic Primary School.

SCHOOL RULES

Respecting the rights of all members of the St Helena's community underpins the philosophy of the Behaviour Management Guidelines and the development of a school culture that addresses the needs and rights of every member of the school community. The development of appropriate and acceptable behaviour is a staff, parent and student concern. Its success is based upon the recognition of the dignity and worth of all individuals.

Everyone in the school community needs to develop skills of living and learning together in productivity and harmony. To support this, emphasis is placed on an awareness and recognition of positive behaviours, along with effective management of unacceptable behaviours. When problems are experienced in achieving these goals the focus will be that of finding solutions, whilst managing individuals with respect and dignity.

In trying to achieve our goals, St Helena's has developed a set of expectations concerning children's behaviour towards each other and adults:

1. Responsible behaviour at school and while travelling to and from school.
2. The use of appropriate and courteous language at ALL times.
3. A sense of pride in wearing the St Helena's school uniform and being neat, clean and tidy in appearance.
4. Being punctual for classes and school events.
5. Respect for school property and the belongings of others.

SCHOOL SECURITY

The school driveway gates are open from 6:00am-9:00am and 2:00pm-6:00pm Monday to Friday.

On arrival, all visitors must report to the Administration Office.

SCHOOL SONG

Something Beautiful for God

A man lived, a man died, and he changed the lives of all.
With a strong mind and a caring love, He talked to them.
He listened to them, He showed us how to be...

***Something Beautiful for God,
Someone true, someone strong.
Something Beautiful for God,
Every day and for us all.
For we may never pass this way again.
Something Beautiful for God.***

A woman lived, a woman died, Yet she left her mark behind.
With a vision clear and a spirit strong
She formed a group to care and to serve,
She showed us how to be...

***Something Beautiful for God,
Someone true, someone strong.
Something Beautiful for God,
Every day and for us all.
For we may never pass this way again.
Something Beautiful for God.***

We have lived, we will die, Yet what will we leave behind?
A better world for our having lived,
Or a nameless mask, a people blind.
Have we really tried to be?...

Something Beautiful for God,

***Someone true, someone strong.
Something Beautiful for God,
Every day and for us all.
For we may never pass this way again.
Something Beautiful for God.***

SCHOOL SPIRIT

Parents are asked to support the school by encouraging children to develop a sense of responsibility towards their school and each other and to show respect and friendship by their manner and dress. Children are expected to greet visitors to the school politely and cheerfully welcome them.

SECONDARY SCHOOLS

St Helena's is a 'feeder' school to Holy Cross College, Ellenbrook. Holy Cross College opened in 2010 with students in Year 7 & 8. Students from St Helena's also transition to La Salle College for secondary school. Parents are encouraged to register their children's names at the high school of their choice at their earliest convenience places are often in high demand. Attending a Catholic Primary School does not automatically ensure your child a place in a secondary Catholic school and is subject to the normal enrolment process.

SOCIAL WORKER

Students enrolled at St Helena's have access to the school Social Worker who is available Monday, Wednesday and Friday. Referral to this specialist area requires parental permission.

SUPERVISION

Children are fully supervised between 8:00am to 2:50pm. Parents should ensure they do not leave children on the school grounds outside these hours. Teachers who are busy in their rooms before/after school cannot be expected to take responsibility for unattended children outside of these hours.

Any children arriving onsite after 8:00am must go directly to the library area where they will be supervised by a teacher. All arrivals before 8:00am must engage the services of Discovery Kids.

Children are supervised while eating their lunches and while they are at play during morning and lunch breaks.

UNIFORM

Wearing of the school uniform is compulsory at school and when travelling to and from school.

At all times, children are to wear the uniform with pride and respect for all that it symbolises. School hats are compulsory all year round and must be worn at school whenever the children are outside.

UNIFORM REQUIREMENTS

| BOYS | |
|--|--|
| Winter <ul style="list-style-type: none"> <input type="checkbox"/> St Helena's Navy Polo Shirt with school emblem. <input type="checkbox"/> St Helena's Navy Shorts. <input type="checkbox"/> St Helena's Navy Tracksuit Top. <input type="checkbox"/> St Helena's Navy Tracksuit Pants. <input type="checkbox"/> St Helena's Faction Shirt – worn on PE Day. <input type="checkbox"/> Navy scarves, gloves and beanies are acceptable. | Summer <ul style="list-style-type: none"> <input type="checkbox"/> St Helena's Navy Polo Shirt with school emblem. <input type="checkbox"/> St Helena's Navy Shorts. <input type="checkbox"/> St Helena's Faction Shirt – worn on PE Day. |
| GIRLS | |
| Winter <ul style="list-style-type: none"> <input type="checkbox"/> St Helena's Navy Polo Shirt with school emblem. <input type="checkbox"/> St Helena's Navy Skorts or Shorts. <input type="checkbox"/> St Helena's Navy Tracksuit Top. <input type="checkbox"/> St Helena's Navy Tracksuit Pants. <input type="checkbox"/> St Helena's Faction Shirt – worn on PE Day. <input type="checkbox"/> Navy tights for Term 2 & 3. <input type="checkbox"/> Navy scarves, gloves and beanies are acceptable. | Summer <ul style="list-style-type: none"> <input type="checkbox"/> St Helena's Navy Polo Shirt with school emblem. <input type="checkbox"/> St Helena's Navy Skorts or Shorts. <input type="checkbox"/> St Helena's Faction Shirt – worn on PE Day. |
| HAIR AND JEWELLERY | OTHER |
| Hair <ul style="list-style-type: none"> <input type="checkbox"/> Must be cut in an acceptable school style. No tracks or mullets are acceptable. <input type="checkbox"/> Must be tied up if shoulder length or longer and should be pulled away from the face and secured. <input type="checkbox"/> Red, Navy or Black hair ties, headbands, and clips only. No head scarves to be worn. Jewellery <ul style="list-style-type: none"> <input type="checkbox"/> A religious cross may be worn. <input type="checkbox"/> A watch may be worn. <input type="checkbox"/> Single earrings in each ear – small gold or silver stud or sleepers. <input type="checkbox"/> No other jewellery is acceptable. Nails <ul style="list-style-type: none"> <input type="checkbox"/> Nail polish & artificial nails are not permitted. | Hats: School hats are compulsory all year round and must be worn at school whenever the children are outside. Bags: Each student must have a St Helena's school bag & library bag. (with the exception of Little Adventurers and Kindy). Shoes: Sport shoes are to be worn with the uniform (predominantly black or white) NO skate shoes. Brown or blue sandals are acceptable in summer. Socks: White ankle socks. <i>*The St Helena's School uniform is available at Lowes, Ellenbrook Central*</i> |

St Helena's Catholic Primary School

Address: 55 Fortescue Place
ELLENBROOK WA 6069

Phone: 08-9297 7500
Email: admin@sthelenas.wa.edu.au

Catholic Education Region: Eastern Region
Diocese: Perth Archdiocese

School Times: 8:15am – 2:30pm

Office Hours: 8:00am – 4:00pm

Parish Information

Parish Priest: Fr Bona
Phone: 08-9296 7088

Email: st.helena@perthcatholic.org.au
Parish: St Helena of the Holy Cross

Parish Address: Cnr Coolamon Blvd & Strathmore Pkway
ELLENBROOK WA 6069

Mass Times: Saturday - 6:00pm
Sunday - 8:00am, 9:30am & 5:45pm
Tues-Sat - 8:30am

Reconciliation Times: Prior to all weekend masses