



# SAINT HELENA'S Catholic Primary School



## 2026 PARENT INFORMATION

*Something Beautiful for God*



# ST HELENA'S SCHOOL PRAYER

Loving God,  
we thank you for St Helena,  
our patron saint;  
a woman of faith  
who gave to others and built churches,  
places for your praise.

She discovered the Cross of Jesus,  
the pillar of our faith.

With your help,  
may we be a school united in St Helena's spirit,  
learning together and discovering your blessings each day,  
striving to do something beautiful for you, our God,  
in all that we do and say.

Amen.





## **WELCOME TO ST HELENA'S CATHOLIC PRIMARY SCHOOL!**

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 caregivers 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/caregivers, staff 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 our committed and 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 470 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 teaching and learning within a happy, structured and caring environment.

The committed and hard-working staff provide a high level of pastoral care and quality Catholic education for all our students.

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 Health and Physical Education, LOTE (Italian), Music, Science and Visual Art.

The contribution of parents/caregivers in the school is strongly encouraged and is a feature of the school. Parents/Caregivers are encouraged to assist in classrooms, library and canteen. There is also 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/caregivers 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/caregivers and visitors report to the school office when coming onto school premises outside of drop off and pick up times.





## MISSION STATEMENT

As a community united in faith and trust, St Helena's Catholic Primary School seeks to provide a nurturing and diverse learning environment where all are inspired to live 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.

## 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.

## 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.

## 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.

**Our school core values are:**

**Respect  
Equality  
Community  
Care for the Earth**

## SAINT HELENA

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

St. Helena is believed to have been born in England. She was the daughter of King Coel, and was married to a Roman army officer named Constantius. They had a son named Constantine.

Constantius became an important person in the Roman Empire, but to do that, he had to divorce St. Helena and marry someone else. St. Helena wasn't a Christian at first, but when her son Constantine became emperor and won a big battle, she became a Christian. Her son even made her an empress and created special medals for her.

Even though she was now very important, St. Helena stayed humble. She went to church, helped poor people, and used her money to build churches. When the emperor wanted to build a church on a special hill called Mount Calvary, St. Helena, who was already 80 years old, went on a journey to find the Holy Cross.

After some digging, they found three crosses. The one they believed to be the Cross of Jesus had some signs near it. St. Helena built two beautiful churches, one on Mount Calvary and another on Mount Olivert.

She also traveled to the East, where she did good things for a city named Drepanum. Her son even changed its name to Helenopolis in her honor. St. Helena did many kind and virtuous things during her journey. She died in Rome in the year 326 or 328, and her son Constantine built a statue to remember her.



## GENERAL INFORMATION

### 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/Caregivers 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 AND ALLERGIES

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 8:25am. 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 8:20am. 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/caregiver should inform the school on the day of absence and 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 child's/children's schooling and general care.

Parents/Caregivers 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/caregiver or other nominated adult 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 adult gives this to the classroom teacher when collecting the child from the classroom.



## BEFORE & AFTER SCHOOL CARE

St Helena's has partnered with Discovery Kids, to provide before & after school care as well as vacation care school care in the holidays. This high quality program embraces the school's values and expectations.

Discovery 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 Kindergarten 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](http://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/Caregivers are asked to become familiar with the St Helena's Student Guidelines. The School's Procedures for Responding to Student Safety, Wellbeing and Behaviour can be found on our website under Our School – Policies & Procedures.

The Executive Directive – Student Safety, Wellbeing and Behaviour guides the creation of cultures of safety and wellbeing where students feel safe and can flourish in their learning and development. The Executive Directive ensures all CEWA employees have the knowledge and skills to promote student wellbeing and respond and intervene in matters where the behaviour, safety or mental health of students is concerned.

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/caregivers will actively support staff's management of their child's/children's behaviour.

## 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:

**8:10am** Doors Open

**8:20am** Classes commence

**10:40am** Morning Recess

**11:00am** Classes Resume

**12:50pm** Lunch

**1:30pm - 2:40pm** Afternoon Classes

### Kindergarten:

Semester 1: Tuesday, Thursday, Friday **8:30am - 2:30pm**

Semester 2: Monday, Tuesday, Thursday & Friday **8:30am - 2:30pm**

### Pre-Kindergarten:

1 Day Program – Wednesday **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 in the allocated bike racks near the Undercover Area. Bikes and scooters must be dismantled when entering the school premises and walked through the school grounds by all users. Students are not permitted to use or store an e-rideable device on school grounds.

## BIRTHDAYS

Birthdays are a special time for all children and will be celebrated in class by the teachers. Please refrain from sending in lollies, chocolates or cakes.



## CANTEEN

The canteen offers a service to parents/caregivers and operates each, Thursday and Friday at recess and lunchtime. Orders may be placed directly online – information brochure available from the front office and in electronic communication. 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.

## 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 canteen offers a service to parents/caregivers and operates each, Thursday and Friday at recess

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](#).

## CLASS MASSES/LITURGIES

During the year, we join together to celebrate various liturgies and Masses. 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 to lead Sunday Mass once each term. Children and families are invited to attend these Masses across the year and the choir leads the music. 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.



## 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. The St Helena's Code of Conduct can be found on our website under Our School – Policies & Procedures. [Click here](#) to access the Code of Conduct.



## COMMUNICATION

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

- Newsletters
- Parent/Caregiver and Teacher Meetings
- End of Semester Reports
- Learning Overviews
- Annual Learning Journey
- Phone calls
- Annual School Calendars
- Notices
- School Website
- Workshops for families
- Uploads to SeeSaw

Parents/Caregivers 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/Caregivers are welcome to contact the Principal to discuss 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/caregiver 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 under [Our School - Policies & Procedures.](#)



## EXCURSIONS, INCURSIONS & CAMPS

Parents/Caregivers are notified when 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. Families 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/caregivers 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/caregivers are required to complete the necessary camp forms before their child is permitted to participate. Parents/Caregivers 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. Information is available from the West Australian Health Department [website](#) including exclusion times from school for many common infectious diseases.

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.

## HOMWORK 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/caregivers 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

### Parents'/Caregivers' 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 accident and sickness insurance policy from Chubb Insurance Australia Limited. The school also holds a Public Liability Policy, along with a Building and Contents Policy.



## INCIDENT MANAGEMENT PLAN

Guidelines exist which detail procedures and responsibilities should the need arise for children, staff, parents/caregivers and visitors to be evacuated from the school buildings and/or school site or if Shelter in Place or a Lockdown is required.

The school regularly conducts drills for the benefit and safety of all. At these times, everyone on the school grounds is required to comply with drill procedures. Visitors will be made aware that a drill 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 or position themselves within the buildings as instructed.

Visitors must also comply with any instructions given by the Warden or his/her delegate. Cooperation and assistance by everyone is important for the safety and well-being of all on campus.

## KEEPING SAFE: CHILD PROTECTION CURRICULUM

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. More information can be found on the KS:CPC [website](#).



## LEARNING DIVERSITY 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 special needs education staff are specially trained and skilled in supporting all children with special needs 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.

## LEARNING EXTENSION PROGRAM

The ExAct program aims to assist gifted or talented students in Years 3 – Year 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.

## LEARNING SUPPORT EDUCATION

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 a part of more focused, explicit programs such as Sounds-Write; or other research-based 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.



## LIBRARY

Each class has a library session once a week. During this session, the students are given the opportunity to take out or change their library book.

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

## 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 Undercover 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 PHONES

St Helena's recognises that there may be occasions when it is important for a student to have a mobile phone before or after school. Mobile phones are therefore permitted on the following conditions:

- Students must not have mobile phones in their possession during school hours or before and after school on the school grounds, or at a school related activity.
- Mobile phones must be handed in to the school offices upon arrival at school, where they will be securely stored.
- Any mobile phone found in a student's possession or being used during the above times will have the mobile phone confiscated and a parent/caregivers will need to collect the device from the front office.

*If parents or caregivers needs to urgently contact their child while at school, they should follow normal procedures by phoning the school office. Staff will then contact and support the student as required.*



## **PARENT/CAREGIVER HELP**

Parents/Caregivers are welcome in the school and are encouraged to help out in classes. Many teachers are very keen to enlist the support of parents/caregivers to help with small group work, sport, etc. There are a number of other ways in which parents/caregivers can help out, including helping in the school canteen or library, attending working bees 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 AND 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 keep parents/caregivers informed of upcoming events provide information on past events via the school newsletter.

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



## PARKING

The provision of a safe environment for all children, parents/caregivers 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 Car Park Procedures and Expectations and all instructions from staff.

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

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

## PICKING UP/DROP OFF OF STUDENTS

Pre-Primary students are to be dropped off and picked up each day by an adult from the Pre-Primary Classroom. It is important that the following is adhered to for the pick up to operate most effectively for students in Year 1 to Year 6:

- Have your child/ren exit or enter the car on the footpath side of the car.
- To prevent blocking the road, please do not line up for pick up until 2:40pm
- 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 remember to give way to pedestrians in the car park.***



## 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.

## PHYSICAL EDUCATION

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 Pre-Primary to Year 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.

## SCHOOL FACTIONS

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

The names of the factions are:

**IGNATIUS**

**MACKILLOP**

**NEUMANN**

**XAVIER**

For further information about our Factions refer to our website:

<https://sthelenas.wa.edu.au/faction-saints/>



## 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 - Policies & Procedures](#)

## 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/caregiver permission and follows discussion with the class teacher and Principal.



## REPORTING

Staff are available throughout the year to discuss your child's educational progress. Work samples and snapshots of learning are also regularly uploaded onto the online platform "Seesaw" which show the progress of your child.

In Term 1, Parent/Teacher interviews are scheduled for families to receive an update on their child's learning. All parents/caregivers are strongly encouraged to attend.

At the end of Semester 1, a written mid year report based on continuous assessment will be made available through the online SEQTA Platform for students in Kindergarten - Year 6. Parent/Teacher discussions are arranged as necessary.

During Term 3 the school holds an open night - where families are invited to participate in a Learning Journey with their child and celebrate their achievements.

At the End of Semester 2, a full and final end of year written report, which outlines progress and development of the student, is made available online for children in Kindergarten - Year 6.

## SCHOOL ADVISORY COUNCIL

The function of the School Advisory Council is to plan for the present and future operation of the school. It meets at least once per term 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.

As a member of the St Helena's School Advisory Council you work with the Principal to enact Quality Catholic Education across the Catholic School community, as well as strategically plan for the present and future operation of the school. The Advisory Council represents St Helena's Catholic Primary School community and plays an active role in nurturing and strengthening the Catholic culture of our school.



## 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
- Booklist
- Excursions (a fee covering the cost of all excursions and incursions)
- Insurance
- IT Levy
- Speech and Occupational Therapy Screening (Kindergarten)
- Swimming Lessons (Year 1- Year 6)
- Sacrament (Years 3, 4 & 6)
- iPad Scheme (Year 4 – Year 6)
- Year 6 Camp

The School Advisory Council determines the school fees on an annual basis. The School Advisory Council operates within the guidelines set by the Catholic Education Commission of WA. The Concession 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.

Family Fees:

- Building Levy
- P & F Levy
- Year Book

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. For further information refer to our [School Fees Setting & Collection Guidelines](#).

If you are in receipt of a 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 student 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 EXPECTATIONS

Respecting the rights of all members of the St Helena's community underpins the philosophy of the Procedure for Responding to Student Safety, Wellbeing and Behaviour 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 student, parent/caregivers and staff responsibility. 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 students were given the opportunity to work with staff in establishing their own student code of conduct.

At Saint Helena's Catholic Primary School our students want to feel:

RESPECTED	CARED FOR
SAFE	HAPPY
ENGAGED	RESILIENT

The procedures for responding to Student Safety, Wellbeing and Behaviour can be found on our website- [Our School, Policies and Procedures.](#)

## **SCHOOL SECURITY**

The school driveway gates are open from 6:30am - 9:00am and 2:15pm - 6:00pm Monday to Friday.

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

## **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 SCHOOLING**

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 of that school.

## **SOCIAL WORKER**

Students enrolled at St Helena's have access to the school Social Worker. Referral to the Social Worker requires parental/caregiver permission and is on a needs basis. Please speak to your child's teacher if you think your child needs to see the Social Worker.



## SUPERVISION

Children are supervised between 8:00am to 2:55pm. Parents/Caregivers should ensure they do not leave children on the school grounds outside these hours.

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

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



## UNIFORM

Wearing the school uniform is compulsory at St Helena's Catholic Primary School for all students from Pre-Primary to Year 6, both at school and while travelling to and from school. Our uniform fosters pride in personal appearance and helps students recognise themselves as valued members of the St Helena's community. It also promotes a sense of belonging and supports student safety, by ensuring our students are easily identifiable. In addition, a consistent uniform helps create a sense of equality among all students.

School hats are compulsory all year round and must be worn at school whenever the children are outside.

### BOYS

#### SUMMER

- St Helena's Navy Polo Shirt with school emblem.
- St Helena's Navy Shorts.
- St Helena's Faction Shirt – worn on PE Day.

#### WINTER

- St Helena's Navy Polo Shirt with school emblem.
- St Helena's Navy Shorts.
- St Helena's Navy Tracksuit Top.
- St Helena's Navy Tracksuit Pants.
- St Helena's Faction Shirt – worn on PE Day.
- Navy scarves, gloves and beanies are acceptable.

### GIRLS

#### SUMMER

- St Helena's Navy Polo Shirt with school emblem.
- St Helena's Navy Skorts or Shorts.
- St Helena's Faction Shirt – worn on PE Day.

#### WINTER

- St Helena's Navy Polo Shirt with school emblem.
- St Helena's Navy Skorts or Shorts.
- St Helena's Navy Tracksuit Top.
- St Helena's Navy Tracksuit Pants.
- St Helena's Faction Shirt – worn on PE Day.
- Navy tights for Term 2 & 3.
- Navy scarves, gloves and beanies are acceptable.

### HATS

School hats are compulsory all year round and must be worn at school whenever the children are outside.

### SHOES

Sport shoes are to be worn with the uniform (predominantly black or white with laces of the same colour) NO skate shoes. Brown or blue sandals are acceptable in summer.

### SOCKS

White ankle socks.

### NAILS

- Nail polish & artificial nails are not permitted.

### MAKE UP

- No make up is to worn at school.
- Fake eyelashes are not permitted.

### BAGS

**Each** student must have a St Helena's school bag & library bag. (with the exception of Little Adventurers and Kindy)

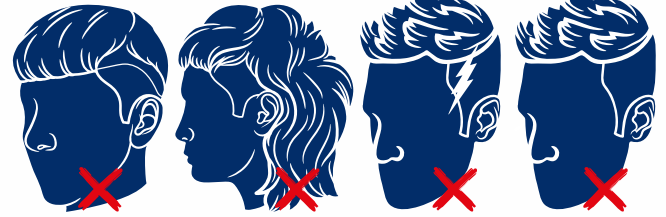
**St Helena's School uniform is available at  
Lowes, Ellenbrook Central**

## HAIR STYLES

Hair that touches your child's collar must be tied up. It should be pulled away from the face and secured.



Hair must be cut in an acceptable school style. No rat tails, tracks, mullets or cut ins are acceptable.



Hair should be pinned back off the student's face at all times so as not to interfere with their vision.

## HAIR ACCESSORIES

Red or Navy headbands, beads and clips only.

Red, Navy or Black hairties permitted.

Braids must be of a natural hair colour.

Hair colour is not permitted.

## JEWELLERY

Single earrings in each ear – small gold or silver studs or sleepers.



A simple religious cross may be worn on a simple chain necklace.

A watch may be worn. Electronic watches subject to ICT Guidelines.

The school takes no responsibility for the loss or damage of any student jewellery,





## CODE OF CONDUCT AND THE IMPORTANCE OF CONFIDENTIALITY

The Catholic Education Code of Conduct is a document that underpins the work of all people who are participants in educational settings. This document highlights twelve key focus areas that protect children in the care of educational institutions. 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. 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.

The basic principles underlying confidentiality of information relate to trust, discretion and respect. All personal information must be respected and, in the majority of instances, be regarded as confidential. All information about children is confidential and private to the child and their family. Any conversation with outside parents is considered a breach of the school's confidence.

You may find parents who are friends will ask about the progression or behaviour of their children in school. Please handle this situation with a great deal of tact and firmly suggest that they discuss this matter with the class teacher.

The privacy of the individual should be respected, preserved and protected at all times.

## 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.



# AT ST HELENA'S WE WANT EVERYONE TO FEEL RESPECTED, SAFE, ENGAGED, CARED FOR, HAPPY AND RESILIENT.



In order to feel **respected**, we will treat others how we want to be treated by following Jesus' footsteps.

*When someone isn't feeling respected, we will listen and talk to them with kind words and seek help from a trusted adult if needed.*



In order to feel **safe**, we will consider the feelings and physical wellbeing of others by following school rules and values.

*When someone isn't feeling safe, we will make sure they are okay, help them if required and tell a trusted adult.*



In order to feel **engaged**, we will focus on our work, be ready to learn, and allow others to learn. We will put in our best effort in all that we do each day.

*When someone isn't feeling engaged, we will encourage them and show them how to use their growth mindset.*



In order to feel **cared for**, we will include, help and be kind to everyone.

*When someone isn't feeling cared for, we will offer time to listen to them and tell them how important they are to our community*



In order to feel **happy**, we will share, be friendly and have a positive attitude to do, "Something Beautiful for God".

*When someone isn't happy we will reach out and either give them space or offer support.*



In order to be **resilient**, we will try hard things, bounce back from mistakes and stand up for others and ourselves.

*When someone isn't being resilient, we will remind them of their strengths, and that we are here to help.*



## Student Code of Conduct



*Something Beautiful for God*

# At St Helena's Catholic Primary School we strive to do Something Beautiful for God everyday.

We always use our manners by greeting others, using kind words and listening actively to others.

We move quietly around the learning spaces of our school, valuing the learning of others.

We take care of all equipment, the schools, others and our own.

## Respect

We recognise the individuality and uniqueness of others.

We work collaboratively and are inclusive of others.

We celebrate strengths and successes of all.

## Equality

We will be supportive of each other by including others in discussions and group activities.

We will show our support for others learning by being on time to class and being organised.

We will celebrate the diverse abilities we have by completing our best work and encouraging others to do the same.

## Community

We make the choice to rethink, reduce, reuse and recycle where possible.

We walk on the paths, take care of our gardens and keep our school litter free.

We will take care of our facilities, so that they are clean and safe for everyone to use.

## Care for the Earth



*Something Beautiful for God*

# SCHOOL DETAILS



55 Fortescue Place ELLENBROOK WA 6069



(08) 9297 7500



admin@sthelenas.wa.edu.au



Catholic Education Region: Eastern Region



Diocese: Perth Archdiocese



School Times: 8:10am – 2:40pm  
Office Hours: 8:00am – 4:00pm



# ST HELENA OF THE HOLY CROSS PARISH DETAILS



Parish Priest: Fr Bonaventure Echeta



Cnr Coolamon Boulevard & Strathmore Parkway  
ELLENBROOK WA 6069



(08) 9296 7088



[st.helena@perthcatholic.org.au](mailto:st.helena@perthcatholic.org.au)



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



Reconciliation Times: Prior to all Weekend Masses





@StHelenasCPS



@Sthelenascps



9297 7500

<https://sthelenas.wa.edu.au>