

**ST AUGUSTINE  
PRIMARY SCHOOL  
RIVERVALE**



**PARENT HANDBOOK**

**Vision Statement**

**St Augustine Primary School community works to provide its students with a love God and spiritual guidance for its students. Inspired by and enriched by the teachings of Jesus, students are encouraged to attain 'great heights' in their whole development.**



34 Gladstone Road Rivervale W 6103  
PO Box 77 Burswood WA 6101  
9260 3200  
[admin@staugustines.wa.edu.au](mailto:admin@staugustines.wa.edu.au)  
<http://web.staugustines.wa.edu.au>



## FOR GOD AND COUNTRY



Dear Parents

Welcome to St Augustine Primary School. Primary school education is one of the most important periods of your child's life and the life of your family.

The St Augustine Primary School community is committed to the faith-life growth of all its members. Our students are nurtured and encouraged to reach their potential in an environment that fosters respect, responsibility, tolerance and self-worth. We believe that learning is a life-long process for children, staff and parents.

St Augustine Primary School motto, 'For and God and Country' is to charge those within the school community to service, service for God and service for others. There is the call for us to ensure that Jesus is the model on which our relationships and interactions with others are based. We see every individual as unique and created in the image and likeness of God.

### REACHING FOR GREAT HEIGHTS

#### VISION

St Augustine students embark on a journey of self-discovery and purposeful learning. They are encouraged to strive to do their best, to look forward, set attainable goals and be prepared for the future. The students are motivated and challenged to take risks in learning and to experience both success and failure in a safe and supportive environment.

At St Augustine, the community works together to provide spiritual guidance for its members. Inspired and enriched by the teachings of Jesus, all members of the community are encouraged to attain 'great heights' in all they pursue.

Nano Nagle's core principles are reflected in our school motto. Her strong faith and love for God inspired and directed her values and actions towards others. Nano Nagle demonstrated loyalty, compassion, understanding and wanted justice for all people living side-by-side in any land. Following her visionary example, the values our school is built upon the acronym NAGLE.

#### SCHOOL EMBLEM

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

## **CORE VALUES**

At St Augustine Primary School, the following core values are based on Gospel values, founded in the spirit of Nano Nagle and best express the beliefs that we believe guide us in the way we think and act.

- N** Nurture a safe, positive and supportive environment for life-long learning
- A** Assist students to achieve their full potential, spiritually, emotionally, socially, physically, intellectually and creatively
- G** Guide students to show compassion, understanding, tolerance and respect for self and others
- L** Live out the faith and model our lives on the teachings of Jesus
- E** Embrace diversity, difference, uniqueness and promote equality

## **LIVING THE VISION**

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

- Developing a hunger for the learning adventure
- Challenging each other to seek truth and justice for all, especially the most vulnerable
- Capturing the joy in the mystery of the created Universe
- Embracing the diversity of the Earth and all its people
- Walking together in a spirit of reconciliation and forgiveness (2012).



## SCHOOL DETAILS

<b>SCHOOL OFFICE HOURS:</b>	8:00 am to 4:00 pm
<b>ADDRESS:</b>	34 Gladstone Road Rivervale WA 6103  PO Box 77 Burswood WA 6101
<b>PHONE:</b>	08 9260 3200
<b>FAX:</b>	08 9362 4775
<b>EMAIL ADDRESS:</b>	admin@staugustines.wa.edu.au
<b>WEB ADDRESS:</b>	<a href="http://web.staugustines.wa.edu.au">http://web.staugustines.wa.edu.au</a>
<b>TYPE OF SCHOOL:</b>	Parish School
<b>MOTTO:</b>	For God and Country Reaching for Great Heights
<b>ENROLMENT:</b>	Co-educational Single Stream Kindergarten to Year 6
<b>SCHOOL HOURS:</b>	8.40 am – 3.00 pm



## **A BRIEF HISTORY OF ST AUGUSTINE PRIMARY SCHOOL**

In 1952 the urgent need for a Catholic school in Rivervale was answered by the Sisters of Mercy, they commenced teaching forty children from junior school to year 3.

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

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

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

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

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

In 2005 a building project encompassing an undercover area, multipurpose room, renovated library, canteen and stairwell was completed.

In 2009 the Australian Government provided funds via the Building Education Revolution and with the assistance of the Catholic Education, a hall with meeting room, kitchen and canteen facilities was built and completed in 2010.

In 2012 Ms Jonnine Lamborne was appointed Principal.

Children's toilet renovations, renovations to the pre-primary and kindergarten took place in 2013. The teacher resource room was furnished.

The staff and school board look forward to continuing to make improvements across the school to ensure the best possible learning environment for the students.

Today with enrolments up to 240 students, the school is well equipped to confidently participate in the exciting world of providing a rigorous and nurturing Catholic education.



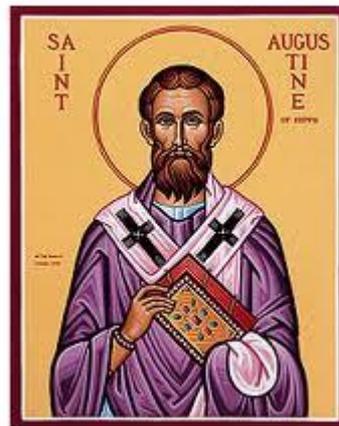
## ST AUGUSTINE SCHOOL SONG

Centred in Christ like St Augustine  
Our school proudly bears his name.  
He worked to spread the love of God  
We strive to do the same

**Pro deo et Patria  
For God and country  
We wear our crest with dignity  
Pro deo et Patria.**

From many cultures we unite  
Gathered in community.  
Respect for others care and love.  
Shown in unity

**Pro deo et Patria  
For God and country  
We wear our crest with dignity  
Pro deo et Patria  
Pro deo et Patria**



# ST AUGUSTINE PRIMARY SCHOOL PROCEDURES

## AFTER SCHOOL DUTY

- After school duty is from 3:00 pm -3:15 pm
- Students waiting to be collected sit outside the administration block (in front of the current year two classroom)
- At 3:15 pm all remaining students wait inside the office (supervised by staff).

## AMENITIES AND LEVIES

- Private income is a vital resource for the school so to continue to provide excellent and up to date resources for students
- The school collects an annual amenity fee per family and child that includes (and is not exhaustive):
  - Booklist requirements
  - Class resources
  - School Building levy
  - P&F levy
  - ICT levy
  - Catholic Church Insurance

## ANAPHALAXIS

Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening.

- Students with anaphylaxis have medical action plans
- Students' medical details are updated annually or as required
- The Anaphylaxis Medical Policy is available on the school's website.

## ASSEMBLIES

- Prayer assemblies are held Fridays as per term calendar (see school website)
- Academic assemblies are held on Fridays as per term calendar (see school website)
- Classes present items at the assemblies
- The National Anthem and School Song are sung at academic assemblies
- Classes are rostered to lead assemblies and these are indicated on the term calendar (see school website)
- Pre-primary to year 6 students attend
- Merit certificates at prayer assemblies reflect the school value that was the previous focus
- Merit certificates at academic assemblies reflect achievement in learning
- Notification of students receiving awards is communicated by each teacher to parents no later than Wednesday prior to the assembly
- *Attendance by parents at assemblies is strongly encouraged.*

## ATTENDANCE TIMES

### Office Hours

Monday - Friday 8.00 am – 4.00 pm

### Kindergarten

Monday - Wednesday 8:50 am – 2:50 pm

### Pre-Primary – Year 6

Monday – Friday 8:40 am – 3:00pm

### School Timetable

<b>8:30</b>	Classroom doors open
<b>8:40</b>	Morning Fitness      Classes have rostered areas (Mon-Thurs)
<b>9:00</b>	Classes commence
<b>10:50-11:10</b>	RECESS
<b>12:50-1:30</b>	LUNCH
<b>3.00</b>	Students are dismissed

*Children should not be left at school before 8:30 am or after 3:15 pm.*

## ATTENDANCE / ABSENTEEISM

- Parents notify the school before 9:15 am
- Parents must provide the teacher with a written explanation (may be email) as to the cause of a child's absence or a doctor's certificate for extended periods of absence
- Office staff will contact parents if no explanation is received by 9:15 am on the day of absence.

## ATHLETICS

- Athletics is a part of the general physical education program
- All students participate in a faction athletics carnival usually in term 3.

## BEFORE SCHOOL DUTY

- Staff are rostered to supervise students upon their arrival at school
- Students usually sit and/or mingle in the undercover area
- At 8:15am children are permitted to play/run on the court area (without equipment)
- This duty is from 8:15-8:30. At 8:30am a member of the staff and/or the leadership team continues the duty until 8:45am.

## BEHAVIOUR EXPECTATIONS and BULLYING POLICIES

In a variety of ways, the school works to create a pastoral environment that:

- Supports individuals and groups with special needs
- Is conducive to worthwhile learning

- Enhances a sense of belonging
- Demonstrates a caring concern for the wellbeing of all of its members.

Every school has some students whose personal and or social problems manifest in behaviours that may require measures that help to foster accountability and responsibility.

- St Augustine Primary School has zero tolerance of bullying behaviours
- Refer to Policies folder on the school's website.

## CANTEEN

- Canteen operates on Fridays during recess and lunchtime
- During canteen times, children are expected to line up in an orderly fashion and be well-mannered
- **Lunch orders are placed in the class basket prior to school commencing**
- The Canteen Manager caters for children who come to school without their lunch and a note is sent home requesting reimbursement. On Mondays, Wednesdays and Thursdays classroom teachers are able to use the supplies in the staffroom.

## CHINESE (Mandarin)

- The school employs 'My Chinese Teacher' an online program taught via internet linking students to a teacher in China
- Year 4 students have one online Mandarin lesson per week.

## CHURCH (St Augustine Parish)

The school enjoys a very close and collaborative relationship with the Parish.

- The Parish Priest is Fr. Brian McKenna
- The Pastoral Assistant is Sr. Ngaire Roil
- Parish Masses are held on Saturdays at 6:00pm and Sundays at 9:00am
- Weekday Mass times are Tuesdays, Thursdays and Fridays at 9:00am and Wednesdays at 7:00pm
- The Presbytery phone number is 9472 5625.

## CODE OF CONDUCT

- The school has a Code of Conduct that all staff, students, parents, volunteers and visitors observe
- The Code of Conduct consists of 12 Behaviour Statements that all community members and visitors must acknowledge and uphold
- The Code of Conduct is displayed in the school office
- The Code of Conduct is published on the website

## **COLLECTION OF STUDENTS FOR APPOINTMENTS**

- Parents are to sign children 'out' at the office, collect a blue slip and give it to the class teacher when the child is taken
- If the child is returning to school, parents must sign the child 'in' and accompany them back to class.

## **COMMUNICATION WITH PARENTS**

Communication with parents is valued at St Augustine Primary School.

- All teachers are to speak directly to parents in regard to children's behaviour, health, academic performance or any other matter
- In years 1-6 teachers have the use of the student diary to communicate to parents. Parents may email teachers if required. Usually email messages are exchanged through the [admin@staugustines.wa.edu.au](mailto:admin@staugustines.wa.edu.au) account
- SMS is used to send school and class messages.

## **CONTACT DETAILS**

Parents are asked to provide the school with changes to address, contact numbers for administration purposes and in case of emergency.

## **CURRICULUM**

- The Schools' Curriculum and Standards Authority (SCSA WA) is responsible for the development of the Australian Curriculum from Pre-Primary (Foundation-Year 12). All schools in Australia must follow the Australian Curriculum.
- Information about the curriculum can be found at [www.scsa.wa.edu.au](http://www.scsa.wa.edu.au)
- The school writes an Annual Curriculum Plan based on students' needs derived from standardised and teacher made assessments.

## **CYCLING or SCOOTING TO AND FROM SCHOOL**

As a Platinum TravelSmart School, riding to school is encouraged. The school recommends:

- Children under the age of ten ought not to ride to school unaccompanied
- Parents regularly remind their children of road rules and safe practices
- Cyclists and scooterists wear helmets as per state government regulation

At school:

- Bikes and scooters are walked into and around the school grounds
- Bikes and scooters are kept in the shed provided. Students are to provide a lock for their bike or scooter
- The school is unable to take responsibility for bikes and scooters stolen from the school grounds.

## **DISPUTES AND COMPLAINTS**

All disputes and complaints must follow the Catholic Education Commission of WA Policy. This Policy is available on the school's website or at [ceo.wa.edu.au](http://ceo.wa.edu.au)

## EARLY ARRIVALS

- No staff member is officially on duty until 8:15am
- Children who arrive early sit together outside the administration block in the undercover area until the 8:30 am bell
- Students are permitted to walk, play and run in the supervised area.

## EMERGENCY PLAN/ EVACUATION & LOCKDOWN PROCEDURES

- Evacuation and lockdown drills are held at random intervals over the course of the year.

## ENROLMENT

The school enrolls students under the terms of the Catholic Education Commission of WA Policy.

- The school's Enrolment Policy is available on the website.

## EXCURSIONS / INCURSIONS / CAMPS

- The excursion / incursion budget is \$85 per student for the year (see school fee account); \$64 for kindergarten students
- An information letter and permission form is sent to parents seeking permission for their child to attend an event
- Written parental/guardian permission is required for attendance at an event
- All permission forms **must be returned with parents'/guardian's signatures at least the day before the excursion.** If a child has not returned the note prior to the excursion day, they will not be permitted to attend
- Year 6 students attend an annual school camp.

## FACTION NAMES

All students are allocated a faction for sporting and fun activities. Faction names at St Augustine are established on significant contributions to the school's charism.

- Augustine (red)
- Nagle (blue)
- McAuley (gold)
- Ballygriffin (green)

## FOOD ALLERGIES

St Augustine Primary School is an 'allergy aware' school. We encourage parents to consider:

- Not using foods in students' lunches that contain:
  - Peanuts, Cashews, HazelnutsOr any other food items that contain nuts.

## **FORMS/ INFORMATION FOR PARENTS AVAILABLE ONLINE**

- The following forms are available online for parents ([web.staugustines.wa.edu.au](http://web.staugustines.wa.edu.au))
  - Absentee form
  - Handbooks: Parent, Kindergarten, Pre-Primary
  - Medic Alert form
  - Medication form
  - Canteen menu
  - Uniform order form
  - Newsletter.

## **GRADUATING CLASS**

- A Graduation Mass is held at the end of the school year to recognise and farewell the 'graduating class'
- The date & time of the Graduation Mass is available on the school website and advertised from the beginning of the year
- Graduating students attend this ceremony in full academic school uniform
- Under no circumstances can a student wear a school shirt or dress that has autographs or other forms of art/written detail on it
- All classes attend this mass as an indication of support for the students and staff members who have worked to prepare the students for this over many years.

## **HEALTHY FOOD AND DRINK CHOICES**

- The school educates students to understand that their bodies require care and that making healthy choices for their lives includes making healthy eating choices.
- The school's Healthy Food and Drink Choices Policy is available on the school website.

## **HOMEWORK**

- The overall aim of assigning homework is to enhance the extent to which each child benefits from the school's educational program
- Homework will be relevant, and the tasks to be accomplished are carefully and clearly defined for the students
- Teachers are aware of family commitments that may prevent children from completing their homework on occasions
- Refer to the Homework Policy available on school website.

## **INFECTIOUS DISEASES**

- Students will be excluded from school whilst contagious
- Parents are expected to inform the school ought their child be diagnosed with an infectious disease.

## **INFORMATION COMMUNICATION TECHNOLOGY (ICT)**

The use of ICT is strongly encouraged and integrated throughout the curriculum. The school has a Responsible Use of ICT Policy (available on the school's website)

- Each classroom is equipped with a smart television
- There is a smart television in the library and language rooms
- Classrooms have a set of iPads
- Years 3, 4, 5 and 6, students bring their Chromebook to school
- Sets of Chromebooks are available in kindergarten, pre-primary, years 1 & 2.

## **INSURANCE**

- All enrolled students are covered by the Catholic School Insurance
- Further information is available from the school office.

## **ITALIAN**

- The school employs a teacher of Italian
- Pre-primary to year 6 students have 60 minutes of Italian per week.

## **JEWELLERY**

The wearing of jewellery (with the exception of below) is not permitted for safety reasons.

- Students may wear:
  - Sleeper or stud earrings
  - A watch
  - A signet ring
  - A necklace with cross or other religious symbol.

## **LEARNING SUPPORT (corrective and extension)**

- Learning Support (corrective & extension) is the process the school undertakes to support individuals at 'educational' risk or who may fail to achieve within the learning environment without the correct support and/or extension
- The Learning Support program is overseen by the Learning Support Coordinator and the Learning Support teacher in conjunction with the classroom teacher
- The Learning Support Team (including the Principal or delegate) coordinates and supports all aspects of the Learning Support Program within the school
- The Learning Support Program is based on short intervals of specific intervention to meet the specific requirements of the student
- The students in the extension group or HOTSkills (Higher Order thinking Skills) work with a dedicated teacher to extend their abilities in creative problem solving
- Parents are notified if their child is involved in the program
- The school's Guidelines to Support Students with Learning Disability is available on the website.

## **LIBRARY**

Students regularly visit the library for book borrowing and lessons.

## **LIBRARY BOOK/STUDENT SACHEL**

All students are required to have a school satchel for the safe keeping of homework papers, diary and library books.

## **LITURGIES / MASSES**

Participation in Liturgy is an important part of St Augustine school life.

- Class and whole school masses are usually celebrated on Fridays at 9:00 am
- Liturgies/Masses are timetabled (see the school's website).

## **LOST PROPERTY**

- There is a plastic tub for lost property located in the undercover area
- It is the parents' responsibility to label their child's belongings
- The student ministries will assist in checking and returning labelled items to their owners
- At the end of each term, any unclaimed clothing is laundered and sold via the Second-Hand Uniform Shop. Lunch boxes, water bottles and other assorted items are placed in the bin.

## **MEDICATION / MEDICAL ALERT STUDENTS**

- All prescribed medication must be left with the administration officer at the front office and stored in the medical room (except medication for anaphylaxis & asthma)
- Before any medication is given, parents must complete the necessary consent form (pink)
- Children must report to the office for the administering of all medication
- The school reviews all student medical information at the beginning of each school year
- No medication is to be given unless the staff member has either checked the medication form that has been signed by the parent or the medicine bottle. The instructions of the medical practitioner must be followed (i.e. as on the pharmacy labelled medication)
- St Augustine is an 'asthma friendly' school. This information is updated at the beginning of each school year
- St Augustine is an 'allergy friendly' school. This is updated at the beginning of each school year
- It is parents' responsibility to provide the school with current medical records and medications
- The school's medical policies and procedures are available on the school's website.

## **MEETINGS**

- Parents are asked to request meetings with teachers at a mutually agreeable time (not immediately before or during school time)
- Parents are encouraged to discuss matters with classroom teachers for all concerns before approaching members of the leadership team
- Parents are asked not schedule meetings with teachers on Wednesday afternoons as this is dedicated staff meeting time.

## **MOBILE DEVICES/iPads/iPods/Phones**

- Mobile devices brought to school by students are to be given to the class teacher for safe keeping during the day
- No responsibility is taken by the school should a device be lost or damaged.

## **MONEY**

- Students are not permitted to bring money to school unless required
- All monies for excursions, Bookclub orders, and special events must be received in a sealed envelope and given to the class teacher for recording.

## **MORNING FITNESS**

- Years 1-6 are expected to participate in 10-15 minutes morning fitness Monday to Thursday prior to 9.00am.

## **MUSIC**

- A music specialist is employed to coordinate the school's music program and choir
- Kindergarten to year 6 students have one 30 minute music lesson per week
- The school offers the services of a private instrumental music company where students can avail themselves of individual or group lessons in the instrument of their choice.

## **NEWSLETTER**

The Newsletter is an important means of communication between the school and parents

- The newsletter is available electronically via the school's website ([web.staugustines.wa.edu.au](http://web.staugustines.wa.edu.au)). The administration officer sends an email to parents on Friday afternoons to advise them it is available for viewing. Parents who do not have Internet access may get a paper copy through the office
- A copy of the newsletter is sent to each class on Friday afternoons.

## **PARENT ASSOCIATIONS**

### **School Board**

The School Board, in representing the Catholic school community, actively promotes and supports the Catholic ethos of the school.

The general objective for which the St Augustine School Board is constituted, is to help St Augustine Primary School fulfill its educational responsibilities in accordance with the Mandate for Catholic Schools, Living the Vision and the Catholic School Board Constitution, in accordance with the policies and practices prescribed or recommended by the Catholic Education Commission of WA, and in accordance with Diocesan guidelines and prescriptions for the Religious Education program.

The Board is responsible not only to the St Augustine Primary School community, but also to the CECWA for the financial administration of the school. It is also entrusted with the duty of planning, on behalf of the school community, with the school staff (through the principal) and with the CECWA to meet the present and future needs of students.

The Board usually meets on the second Wednesday of the month at 6:30pm. The Annual General Meeting is held in November of each year. A report by the Board Chairperson is given; the Treasurer presents the provisional budget and new Board members are elected.

Board members are elected for a two-year period, with a maximum of 3 terms. Taking on a position with the School Board is a wonderful way for parents to be involved and help nurture St Augustine Primary School. In addition to the normal executive roles, the St Augustine School Board also appoints a range of sub-committees, as deemed necessary, providing parents an opportunity to leverage their business acumen or other specialisations.

If you think you can benefit the school by being part of the St Augustine Primary School Board, please contact the principal for further discussion.

For further information regarding the Catholic School Board Constitution, please follow the link:

<http://internet.ceo.wa.edu.au/OurSchools/ParentInvolvement/Documents/Catholic%20School%20Board%20Constitution.pdf>

### **Parents & Friends' Association**

The Association consists primarily of all parents and guardians of pupils enrolled at St Augustine Primary School. It forms an integral part of the life of the school.

An Executive Committee manages the business affairs of the Association. It includes the President, Secretary and Treasurer. Meetings are held on the third Wednesday of the month at 6:30pm. These meetings are advertised, along with the Association's activities, in the school newsletter.

The Annual General Meeting is held in conjunction with the School Board Annual General Meeting. Both the President and Treasurer deliver a report. Attendance at this meeting is strongly encouraged.

## **PARENTAL INVOLVEMENT**

Parents have a particularly important role to play in the educating community since it is to them that primary and natural responsibility for their children's education belongs. The school believes:

- The primary role of the school is to support parents in the faith education of their child
- Parents play an integral role in the life of the school and can contribute in many ways
- When children see their parents and teachers sharing common beliefs, attitudes and goals, they feel more secure and demonstrate a greater sense of self worth
- Parents are invited to be involved in a variety of ways:
  - Helpers in the classroom
  - Volunteer helpers in the canteen, library, busy bees or on excursions
  - As members of the community elected to the School Board
  - As parents in the school they are members of the Parents & Friends' Association
  - By supporting various school functions and fund-raising activities held throughout the year.

As outlined in the school's Enrolment Policy, parents commit to active participation in the life of the school.

## PARENT / TEACHER CONTACT

- A Parent Information Evening is held at the beginning of the school year. Attendance at this meeting is strongly encouraged
- Homework diaries are a useful source of regular contact between parents and teachers. Parents are encouraged to view and sign the diary each night. Student diaries are provided for years 1-6 students and distributed at the beginning of the year
- Formal reports are sent home at the end of each semester (Terms 2 and 4)
- Parent interviews are held in the middle weeks of term 1
- Learning Journeys are held at the end of term 3
- Individual parent interviews can be arranged by appointment when requested/required.

## PARKING

Parents are asked to use the parking bays available in Gladstone Road and Newey Street. When dropping off and picking up parents are asked to be careful and mindful of others as well as the surrounding residents.

Please observe:

- 50 kmph speed limit in built up areas
- 40 kmph speed limit in the school zone between 7:30 am and 4:00 pm
- The local Council does not permit verge parking.

## PASTORAL CARE

- Pastoral Care is the network of care that exists in our school. Staff, students, parents, the parish, the parish priest and wider community all contribute to this care
- The school's Pastoral Care Policy is available on the school's website.

## PHYSICAL & HEALTH EDUCATION

The physical education specialist is responsible for the school's health & physical education program

- **Health** – 1 x 30 minute lesson per week
- **Skills** – 1 x 45 minute session per week for Kindergarten to Year 6 (organised by PE specialist)
- **Class Sport** – 1 x 45 minute session
- **Fitness** – 4 x 15 minute sessions per week (organised by class teacher)
- Students are required to wear hats and sunscreen for sport, physical education and fitness.

## PLAY

Play is a vital and necessary component of the learning program. St Augustine students have the opportunity to play in a variety of forms.

- Kindergarten and pre-primary students play in the enclosed area outside the classrooms

- Years 1-6 students are assigned rotating play areas
- At the beginning of the school year, parents sign a permission form for each child to walk to Jack Ring Reserve, for lunch time play
- Children have access to alternative play areas such as the nature playground and the loose parts play equipment
- Children are not permitted to play on or with equipment before or after school.

## **PRAYER**

Prayer is an important part of the life of a Christian person. Students are offered opportunities to pray every day and in a variety of forms.

- Class prayer is included in each day's program
- Morning, before and after lunch and afternoon prayers are a part of the daily routine.

## **PRESENTATION DAY**

Whilst St Augustine Primary School is a parish school, the contribution of the Presentation Sisters is very much a part of our spirit and ethos.

- Presentation Day is 21 November and is celebrated annually to honour the Presentation charism lovingly and generously imparted by the Presentation Sisters
- Events for Presentation Day may include a liturgy and celebratory activity for the children.

## **RECYCLING**

As an environmentally aware school, we recycle paper and cardboard. Each classroom and other prominent locations have a recycling bin.

- The Year 6 Environment Ministry is responsible for collecting recycling
- The Year 4 class is responsible for Waste Free Wednesdays.

## **RELIGIOUS EDUCATION**

Religious Education is the first learning area in our Catholic school.

- The Perth Archdiocesan Religious Education Guidelines are the prime teaching tool
- Class time kindergarten, pre-primary and year 1 at 15 least minutes per day; Years 2-6 at least 30 minutes per day.

## **SAINT AUGUSTINE FEAST DAY**

St Augustine Primary School is a parish school named after St Augustine of Hippo.

- St Augustine Feast Day is 28 August and is celebrated with mass and a celebratory activity for the students
- The students learn about the life of St Augustine as a 'Father of the Church' and 'Bridge Builder'.

## **SCHOOL FEES**

The school collects fees under the terms of the Catholic Education Commission of WA Policy.

- Due payment of school fees is an expectation
- Parents with nominated Health Care Cards may be eligible for school fee discount (please see policy)
- Families who may experience difficulty with school fee payment must seek an interview with the principal
- Collection of School Fees Policy is available on the School website.

## **SCHOOL VISITORS**

All school visitors to the school in between 9:00 am and 2:45 pm must sign in and out of the school via the visitors' form in the school office and wear a 'visitor' badge. All visitors must adhere to the Code of Conduct Policy.

## **SCIENCE**

The school has a dedicated science teacher. This program provides the students with many opportunities for hands-on activities and makes science an authentic part of everyday life.

## **SMOKING**

Schools maintain a total smoke-free environment at all times. No smoking is permitted within any Catholic school building, grounds or vehicle either during or outside of school hours.

*(Catholic Education Commission of WA Policy Statement 2-B7).*

## **SOCIAL & EMOTIONAL WELLBEING**

Students are offered many opportunities to develop their potential including:

- Nurtured in the Catholic school ethos
- Religious Education
- Catholic faith traditions
- Student Leadership ministries
- YOU CAN DO IT program
- EduDance program

## **SPORT EQUIPMENT**

- Sport equipment is available to students in the large white basket that is kept in the passage way of the administration area
- Sport monitors may be chosen by the teacher to organise, distribute and collect sport equipment
- Sport equipment is not to be brought from home by students
- Students are not permitted to play with sport equipment before or after school
- Equipment is not to be used in the undercover area while students are eating; on the verandahs or after the first bell sounds at the end of recess and lunch.

## **STUDENTS with DISABILITIES**

Students whose needs require specific support are managed to the best of the school's ability.

- The school works with specialist personnel from the Catholic Education Office.

## **STUDENT MINISTRIES**

All year 6 students participate in ministries over the course of the year to provide them with opportunities to show leadership and responsibility around the school. The year 6 staff and leadership team assist in this facilitation of these groups.

## **STUDENT REPORTS**

**Detailed, formal written reports are sent home to parents at the end of each semester.**

Parents are invited to attend scheduled meetings or arrange meetings to discuss their child's progress with the classroom teacher.

<b>Term 1</b>	<b>Parent Interviews</b>
<b>Term 2</b>	<b>Formal Report</b>
<b>Term 3</b>	<b>Learning Journeys</b>
<b>Term 4</b>	<b>Formal Report</b>

## **SUPPORT-A-READER PROGRAM (Repeated Reader)**

Research suggests that the more often we read, the better our skills develop and the better our intelligence is informed.

- This program is organised by the support coordinator and assistant principal and aims to develop reading strategies and comprehension skills in individual students.
- Parents are selected by the coordinator and assistant principal; they must attend a workshop prior to commencing the program
- At the beginning of each term a helper's roster is prepared by the assistant principal.

## **SUPPORT SERVICES**

- The school employs a social worker to work with students and families to build strong self-belief and positive relationships
- The Belmont Dental Therapy Centre Services the school
- A community nurse visits the school regularly to assess students, particularly kindergarten students.

## **SWIMMING**

- Students in years 1-6 attend swimming lessons at the beginning of the school year
- Students in years 4-6 participate in a school faction swimming carnival usually held at the end of term 1.

## TRAVELSMART

St Augustine Primary School is a Platinum TravelSmart school. TravelSmart is a government project aimed at changing the way we commute to our workplace, for a healthier lifestyle and environment. The school is seen as very successful in this project.

- Children are encouraged to ride, walk or scoot to school
- Several days throughout the year are designated TravelSmart.

## UNIFORM

Wearing the school uniform is a sign of belonging to our community.

- Children are expected to wear the correct school uniform and sport uniform on specified days
- Teachers will enforce the Uniform Policy and requirements
- Teachers will send home the official uniform note with children not following the Policy
- The Uniform Policy is available on the school website
- The uniform shop is open every Thursday 2:45 pm - 3:15 pm.

## VALUES & PRAYER ASSEMBLIES

Praying as a community and living our school values is an important part of St Augustine Primary School life.

- 'Values/Prayer' Assemblies are held on Fridays in the undercover area at 8:45 am
- Year levels (pp-6) are rostered to share the focus Value with the school community.

## VOLUNTEERS AT ST AUGUSTINE

The school community recognises that parents are the prime educator of their child and that support and assistance in everyday school activities is welcomed and appreciated.

- Parents interested in becoming a volunteer must complete a Code of Conduct workshop and sign they have cited and are committed to the Code
- Volunteers must honour the code of confidentiality that protects each child
- Only St Augustine parents and grandparents may assist in classes
- The role of the volunteer is to provide direct and indirect support to students through tasks and activities that are planned, directed, allocated, coordinated, monitored and evaluated by the classroom teacher
- **All volunteers are to have a recent (within 6 months) 100 point CrimTrac police clearance in accordance with CEWA Employment of Staff Policy**