Xavier Catholic School
Hilbert
W.A.

FAMILY INFORMATION HANDBOOK
2014
Today, Xavier Catholic School is a developing into a double stream co-educational primary school that will cater for approximately 450 students from Kindergarten to Year 6 when it is fully two-stream. Xavier operates a 3 year old pre-kindergarten program and Outside School Hours Care service for school families on the school site. Xavier Catholic School prides itself on being a family-friendly educational environment that also offers a ‘Mums & Bubs Play Group’. The Xavier Mums and Bubs Group including dads, grandparents or other family carers, supports young families with children from birth to 3 years of age. It operates each Thursday of the term from 9-11am.

In addition to providing a balanced academic curriculum with a strong emphasis on literacy and numeracy, all students take part in Religious Education programs that foster an understanding and belief in the Catholic faith. Xavier offers an inclusive education program catering for students from all backgrounds and learning abilities. Specialist support is provided across the school and includes the Reading Recovery and Enriching Mathematical Understanding (EMU) programs.

All classes are taught by specialist teachers in Music, Italian, Library/Research Skills and Physical Education. Extra-curricular options are available in Dance, Band, and Instrumental Music tuition (guitar, keyboard, piano, violin, flute, vocals, clarinet and drums). There are opportunities to perform in the school choir, dance troupe, the rock and folk bands. An Active after School Sports program and netball training operate during school terms.

Xavier is committed to developing independent learning skills and strongly encourages the use of learning technologies across the curriculum. Interactive Whiteboards are installed across the school, along with computers and mobile devices available to support teaching and learning. Specific programs enhancing personal health and fitness also operate across the school including: PATHS (Promoting Alternative Thinking Strategies) and Blueearth (the integration of body and mind through physical activity) that are enhanced by strong pastoral care and a supportive environment from compassionate and committed staff members.

Xavier Catholic Primary School is a family-friendly community operating as a cohesive unit to support all students, families and staff. A very strong relationship exists between the school and parish with an emphasis on our family-focussed, parish-based and school-supported Sacramental program. Annual nominations to the School Board and Parents & Friends Committee ensure all members of the community are able to contribute providing social and fundraising support. The school philosophy is based upon the beliefs of the Catholic Church and reflects the values, vision, policies and motto of Xavier Catholic School – “Growing in Wisdom”.

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SCHOOL DETAILS

SCHOOL ADDRESS: Xavier Catholic School
271 Forrest Road
Hilbert, WA 6112

POSTAL ADDRESS: as above

EMAIL ADDRESS: admin@xavier.wa.edu.au

WEB ADDRESS: www.xavier.wa.edu.au

SCHOOL PHONE: 9391 7000

SCHOOL FAX: 9391 7070

PRINCIPAL: Mrs Catherine Bauer

ENROLMENT: Boys and Girls
• 3 year old Pre-Kindergarten
• Double Stream 4 year old Kindergarten to Year 2
• Single Stream from Year 3 to Year 6

SCHOOL MOTTO: “Growing in Wisdom”

PARISH NAME: Saint Francis Xavier Parish, Armadale

PARISH PRIEST: Fr. Kazimierz Stuglik

PARISH PHONE: 94972391
VISION STATEMENT:

The Xavier School Community is committed to nurturing and enhancing the faith and learning journey of each individual member. Gospel values provide the foundation upon which the development of the whole child is based, assisting each one to develop a positive sense of self worth and reach their full potential.

GOALS:

- To recognise that the School is part of an active faith community where gospel values and teachings of Christ’s church are reflected and in which God is named and recognised. Staff, children, parents, parish priest, religious and parishioners work together to achieve this goal.

- To recognise Christ as our model.

- To recognise the role and rights of parents as the prime educators of their children and to encourage parental involvement in every facet of school life.

- To enhance the dignity and the uniqueness of each individual.

- To create an environment which enables individuals to live and grow in harmony characterised by love, hope, trust, openness, encouragement, mutual support and tolerance, valuing different cultural and social backgrounds.

- To provide a learning environment which nurtures the spiritual, academic, physical, emotional and social growth of each person, allowing them to develop skills to enable maximum flexibility and adaptability in a changing society.

- To guide the children towards the development of a social conscience. To ensure that everyone including those with special needs, irrespective of status or gender are given equal opportunity to benefit from the school faith community.

Educational Philosophy:

Here at Xavier we believe that our children are precious and unique individuals, made in the image and likeness of God. This belief drives our philosophy that a child's opportunity to learn must be respected and valued at all times. The staff at Xavier use teaching and learning strategies that align with a developmental approach. In other words, we respect and value that children learn in different ways and that learning expectations and opportunities may need to be modified at different stages of development. We spend time getting to know our students well and identify their particular strengths and challenges so that we may best meet their physical, spiritual, emotional, social and intellectual needs.
STAFFING - 2014

Principal
Mrs Catherine Bauer

Assistant Principal
Mrs Lisa Brooks

Assistant Principal
Mr David Hamersley

Teachers

3 Year Old Kindergarten
Mrs Amanda Bowen

Kindergarten Gold (Wed, Fri + even Mon)
Mrs Susan Russell

Kindergarten Blue (Tues, Thurs + odd Mon)
Miss Casey Potsig

Pre-Primary Gold
Mrs Lorna Saunders

Pre-Primary Blue
Mrs Alyce Budz

Year 1 Gold
Mrs Janet Carrabs

Year 2
Miss Cody Paterniti

Year 2/3
Miss Aoife Johnson

Year 3
Mrs Maria Bradshaw

Year 4
Mrs Lauren Hind

Year 5
Mr Ryan Italiano

Year 6
Mr Jonathan Cox

L.O.T.E. (Italian)
Mrs Patrizia Leeder

L.O.T.E (Japanese)
Mrs Christine Pitman

Teacher/Librarian
Mrs Christine Pitman

Physical Education/Education Support
Mr David Hamersley

Music Specialist
Mr Paul Leeder

Literacy Support & Reading Recovery
Mrs Lisa Brooks

Education Support Teacher
Mrs Helen Moir

EMU Support
Miss Casey Potsig

Education Assistants

3 Year Old Kindergarten
Mrs Karen McGrath

Kindergarten Gold & Blue
Mrs Lorraine Twinn

Kindergarten Gold
Miss Bonnie Perie

Kindergarten Blue
Mrs Penelope McIntyre

Pre-Primary Gold
Ms Ruth Malcman

Pre-Primary Blue
Mrs Bev Kelly & Mrs Dolores Connolly

Year 1 Blue
Mrs Bronwyn Shires

Year 1 Gold & 2
Miss Amy Bauer

Junior Support
Mrs Karen McGrath

Students with Disabilities/Support
Mrs Leanne Nelson

Ancillary Staff

Social Worker
Sr Sandra Smolinski

School Secretary
Mrs Gretel Cardoz

School Financial Secretary
Mrs Yvonne Nicholls

School Groundsman
Mr Richard D'Rozario

School Canteen Manager
Mrs Sue Richter

Uniform Shop Manager
Mrs Karen McCagh (Voluntary)

School Banking Coordinator
Mrs Michelle Johnson (Voluntary)

Outside School Hours Care
Mrs Lyn Baxter (Supervising Officer)

Educators
Miss Bonnie Perie

Miss Teri Magistro

Mrs Leanne Nelson

Mrs Christine Wilson (Vacation Care)
TERM DATES 2014
ALL DATES ARE SUBJECT TO CHANGE

Term 1
Pupil Free Days: Monday 3 February to Wednesday 9 April
Public Holiday: Thursday 10 April & Friday 11 April
Easter Break: Monday 3 March – Labour Day
Term break: Monday 14 April to Friday 25 April

Term 2
Pupil Free Day: Monday 28 April
Public Holiday: Monday 2 June – WA Day
Term break: Monday 7 July to Friday 18 July

Term 3
Pupil Free Days: Monday 21 July & Friday 26 September
Term break: Monday 29 September to Friday 10 October

Term 4
Pupil Free Day: Monday 17 November
Children finish: Friday 12 December 2014

UNIFORM SHOP OPENING HOURS
Monday 8.30am to 9.30am
Tuesday 2 – 3pm during the term.
(Cash or Cheque is required on collection of items. No EFTPOS)
Lay-By is available but NO CREDIT given.

SCHOOL BANKING
Friday mornings 8.30 – 9am during the school terms
Commonwealth Banking is available through the school

SCHOOL OFFICE HOURS:
8.00am TO 4.00pm
Phone: 9391 7000 Fax: 9391 7070
Email: admin@xavier.wa.edu.au

SCHOOL HOURS
Pre-primary to Year 6 8.40am to 3.00pm daily
Kindergarten Gold 8.50am-2.45pm Monday (even weeks), Wednesday & Friday
Kindergarten Blue 8.50am-2.45pm Monday (odd weeks), Tuesday & Thursday
3 Year Old Kindergarten 9am to 11.30am Wednesdays and 12.30pm to 3pm Fridays

OUTSIDE SCHOOL HOURS CARE (OSHC)
Before School Care: 7.00am to 8.40am
After School Care 2.45pm (kindy) to 6.00pm

SACRAMENTAL PROGRAM
Sacrament of Penance: Term 2: 10am Saturday 28 June 2014
Sacrament of the Eucharist: Term 3: 9.30am Sunday 17 August 2014
Sacrament of Confirmation: Term 3: 9.30am Sunday 21 September 2014
St Francis Xavier Feast Day: Wednesday 3 December 2014
SPECIFIC INFORMATION

Board Meetings: 3rd Wednesday of the month at 6.00pm
Busy Bees: 2nd Saturday of each term - 8am to 12 noon
P & F Meetings: 3rd Tuesday of the month from 9am

School Board Members - 2014

Elected Members:
Paul Bond
Benedict D’Lima
Kate Grljusich
Martin Mahony
Russell McCagh
Damien Slattery

Parish Council Representative: George Tharakan
P & F Representative: Fiona Cooke
Ex Officio Members: Fr. Kazimierz Stuglik—Parish Priest
Catherine Bauer - Principal

The main functions of the School Board are:
• Planning for the present and future operations of the school.
• Managing the finances of the school in collaboration with the Principal.
• Advising the Principal with respect to school policy that has financial implications.

Parents & Friends Committee - 2014

President: Karen McCagh
Treasurer: Nerada Pinker
Vice President: Fiona Cooke
Secretary: Tracy Furk
Kindy Gold: Sara Moles & Kelly Glen
Kindy Blue: Shelley Young
Preprimary Gold: Jacqui Upton & Fiona Cooke
Preprimary Blue: Tiffany Lever
Year 1 Gold: Pip O’Loughlin & Sheree Di Lanzo
Year 1 Blue: Karen McCagh
Year 2: Leigh Harland & Charelle Ranieri
Year 2/3: Janice Brown & Karla D’Lima
Year 3: Dean Blythman, Torna Moya & Karen Daubney
Year 4: Nereda Pinker, Valerie Chambers & Lucy D’Alo
Year 5: Emma Briggs & Jackie Mahony
Year 6: Michelle Johnson & Cornelia Stanford

The main functions of the P & F are to support the School Community by:
• Arranging social functions for parents, staff and children in order to develop a strong sense of Community.
• Organising parent education sessions in order to better inform and assist parents.
• Raising funds to provide children and teachers with much needed resources to assist with the Teaching and Learning Program.

Xavier has a very dedicated parent body that provide support for parents, staff and children. If you are interested in finding out more about how you can become involved in your child’s education, please come along to the next P & F meeting. Watch the weekly newsletter for P & F meeting dates.
**XAVIER CATHOLIC SCHOOL**  
Outside School Hours Care (OSHC)

*Outside School Hours Care* is an essential service for many of our families. Xavier school operates a Catholic Education Commission WA service on site including Vacation Care and Pupil Free Days for 4 year old Kindergarten to Year 6 Xavier students. *(Due to legislation children must be 4 years of age to register.)*

**HOURS of OPERATION:**

- Before School Care 7-9am
- After School Care 3-6pm *(each school day for regular and casual bookings)*
- Vacation Care 7am to 6pm *(depending on numbers)*
- Pupil Free Days 7am to 6pm

Our service is run by staff employed by the school with Mrs Lyn Baxter as the Nominated Supervising Officer. Xavier Catholic Outside School Hours Care is convenient and provides an on-site service that is a home-away-from-home!

**COSTS:**

- $15 per child  Before School Care
- $24 per child  After School Care
- $55 per child  Pupil Free Days
- $55 per child  Vacation Care regular days on site
- $65 per child  Vacation Care on days with excursion or incursion

Child Care Benefit and Child Care Rebate will be available to eligible families.

Enrolment forms are available from the School Office, or see Lyn in the OSHC room of the multipurpose hall. PLEASE contact Lyn on 0431690277 to confirm your booking.

**VACATION CARE / PUPIL FREE DAYS:**

A FUN and EXCITING program will be offered for children from 4 years of age to Year 6 during designated Pupil Free Days and school holidays (with minimum numbers enrolled). Expressions of Interest are required to operate on these days as a minimum number of children are needed to ensure the service is viable to run.
XAVIER CATHOLIC SCHOOL
EVANGELISATION PLAN

For the Church, evangelisation means bringing the Good News into all aspects of the human person, and in the process, transforming and recreating humanity from within:

The purpose of evangelisation is therefore precisely this interior change... the Church evangelises when she seeks to convert, solely through the divine power of the Message she proclaims, both the personal and the collective consciences of people, the activities in which they engage, and the lives and concrete milieux which are their’s.

(Evangeli Nutiandi 18 )

There are three aspects of Evangelisation that we focus on:

CHRISTIAN WITNESS: So that our activities and lives reflect the Message of the Good News through: Our efforts to be Christ-like. It is our response to Jesus’ calling to reflect the attitudes of God.

PRIMARY PROCLAMATION: So that our activities and lives reflect the Message of the Good News through: Raising awareness amongst community members through helping someone to arrive at an initial belief in Jesus Christ, developing this interest and helping them to learn more about what he taught in the Gospels.

CATECHESIS: So that our activities and lives reflect the Message of the Good News through: Deepening of faith by sharing Christian understandings of God and integrating these into a person’s human experience. Catechesis is based on the four pillars of faith which are based on the teachings of Jesus: The Creed, Prayer, Sacraments and Life in Christ (following the example of Jesus).

We are committed to the development of our Catholic School which:

- proclaims Jesus and his Good News by example, in word and through celebration
- is prayerful and sacramentally alive
- welcomes and involves parents as partners in faith
- constitutes a faith community and are part of the local Church and local community
- educates in Gospel values—especially in hope, love, justice, reconciliation and freedom
- is a living faith community
- has pastoral practices designed to foster the growth of the whole person –spiritual, social, emotional, intellectual and physical.
- demonstrates a special concern for, and understanding of, the uniqueness of each person
- emphasises the importance of Sacred Scripture, the Mass, the Sacraments and devotion to Mary
- fosters relationships that are life giving and nurturing
- provides a broad curriculum, suitable for all students, which cultivates aesthetic and cultural as well as intellectual and physical elements
- provides experiences which help the student to know God and to know about God.
FAITH DEVELOPMENT

Archdiocesan Religious Education Units:
Covered in all years from Kindergarten to Year 6.

Sacramental Programmes
- Year 3 children prepare for and receive the Sacrament of Penance through the Parish in Term 2.
- Year 4 children are prepared for First Holy Communion and receive the sacrament through the Parish in Term 3.
- Children in Year 6 prepare for the Sacrament of Confirmation which is conferred on the children in Term 3.

Sacrament of Penance
All classes from Years 4 to 6 prepare for and receive this sacrament, during school time, at least twice a year.

Mass
- All classes from Pre-primary to Year 6 have the opportunity to prepare either a Prayer Service or Mass on a rostered basis throughout the year.
- A whole school Mass is celebrated at least once a term - usually on a significant feast day - e.g. St. Francis Xavier Feast Day.

Parent involvement
Parental participation in their child's Religious Education is vital if the children are to develop their faith in, and love for their loving Father. Parents are therefore always welcome to celebrate and join in both formal and informal liturgies. It is also expected that children will regularly accompany their parents to parish weekend Mass in order to become more fully aware of their place within the wider Catholic community.
Pastoral Care in Catholic schools is concerned with enhancing the dignity of each person within a Catholic faith community. It is concerned with maximising learning and growth and developing the beliefs, values, attitudes, knowledge, skills and practice to enable all to become inner directed, contributing members of God’s Creation.

RATIONALE
Pastoral care in a Catholic school is a natural extension of the evangelical ministry of the Church. The Catholic school is the real face of Christ and allows us to reach out to the students and the community. The pastoral care role underpins every action within the school and guides its relationships with people outside the school.

Human life has God given value and the school provides an opportunity for an individual’s value to be seen, supported and further developed. Students are able to develop a real understanding of dignity by seeing and feeling it in action. Pastoral care is the cornerstone for all involved in Catholic education and has specific guidelines for fostering and demonstrating it.

Our Pastoral Care Policy cannot be confined to organisational and curriculum areas alone, but includes our total concern and care for the children, staff and parents who make up our school community. Each of these groups of people has their own specific needs which must be addressed both formally and informally.

Each member of the school community is to be empowered and encouraged to take responsibility for the administration of pastoral care for one another if we are to take seriously, the mandate of the Bishops of Western Australia to promote harmony and justice in the wider Armadale community.

At Xavier Catholic School, our Pastoral Care Policy provides the framework upon which all teaching programmes are built. Focus areas are:

- the care of staff, children and parents suffering from physical, emotional, financial or other related trauma.
- the management of children experiencing behavioural, educational or other school related problems. (eg. poor self image, bullying, learning difficulties, emotional problems).
- the support of staff and families in trying to manage our children.
- the supervision and duty of care expectations and requirements of staff.
- the notion of rights and responsibilities as part of the decision making process enabling children to become self regulating and responsible when devising class and playground rules ensuring that each person is treated with dignity and respect.
ELEMENTS OF THE PASTORAL CARE POLICY FOR XAXIER CATHOLIC SCHOOL

The full dignity of the human person is enhanced when all the elements are interlinked.

Life of Faith
- prayer, liturgy, celebration and participation in the Sacraments
- reflection of Sacraments in school policies and practices (e.g. reflection of Reconciliation in the discipline policy)
- traditions of the Church - liturgical calendar, feast days, St Francis Xavier Day etc.

Community Dimensions
- interpersonal relationships within the school community
- relationships with Clergy, Religious Orders, Parent Community and Past Students
- reflection of the School’s Vision Statement and Motto
- relevant cultural aspects
- awareness and support of those who are alienated

Administrative Sector
- style of leadership
- meeting the needs of students as they move from one stage of schooling to another (e.g. an effective transition programme for Children moving from home to Kindy, Kindy to Pre-Primary)
- pastorally caring for staff (including the leadership team)
- strategic management plan involving consultation, involvement participation and ownership
- all school personnel, including auxiliary, grounds people, social workers, counsellors and psychologists be fully conversant with the school’s pastoral care policies and practices

Our school administration, rules and classroom practices therefore, reflect this pastoral care policy if we are to be seen as an authentic Catholic school with our vision firmly set on the example of Jesus the shepherd, caring for each and every individual member of his flock. In order to best follow these guidelines and requirements it is recognised that the school will endeavour to provide appropriate resources, personnel and programs designed to meet the specific needs of the Xavier School community.
**COMMUNICATION**

**Appointments:**
Parents are asked to talk directly to the child’s teacher if there are any questions regarding their child’s education. PLEASE SEEK AN APPOINTMENT as teachers have a lot of preparation to do before school starts each day.

If you wish to see the Principal AN APPOINTMENT may be arranged through the school secretary. A request may be made for some information regarding the purpose of the interview so that the Principal is better able to assist you on the day. For all general enquires please contact the school secretary.

**Written communication:**
If you are sending letters, notices or money to school, please place them in an envelope. Mark the envelope clearly on the front with the following information:

- **“TO”** The name of the person you want the envelope to go to.
- **“FROM”** The name of person, child or family sending the envelope.
- **“FOR”** What is inside the envelope.

**Examples:**

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<th>TO</th>
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<tr>
<td>School Office</td>
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**THURSDAY IS NEWSLETTER DAY**
Weekly Newsletters and notices are emailed where possible and only sent home in hard copy version where requested.
The newsletter is also available at [www.xavier.wa.edu.au](http://www.xavier.wa.edu.au).

*Please ensure you read them all carefully. Good communication between parents and staff members is important. Please contact us by letter or telephone if we can be of assistance.*

**Absenteeism:** If your child is unable to attend school, it is a legal requirement to inform the school office by 9.00 am that day. Upon return to school a dated note explaining absence must be sent. Any student who is absent for more than two consecutive days, may need to supply a doctor’s certificate. This is a legal requirement. We will contact you if we don’t hear from you. It is NOT OK to STAY AWAY from school! If a child is to be taken from school for any reason (eg.Dr./Dentist appointments etc.) parents must complete a Release Form at the office before taking the child from class.

**Punctuality** is an important life skill that we reinforce with the children. School starting time is 8:40 am for Pre-primary to Year 6 students every day.
SPECIAL PROGRAMS

disAbilities Support: Mrs Catherine Bauer, Mrs Alyce Budz & Mrs Leanne Nelson
Support the inclusion in the school of children who have learning or physical disabilities which affect learning. Organises programs to assist these children, and support teachers to teach to the needs of individual children through Individual Education Plans or Curriculum Adjustment Plans.

Reading Recovery Teacher: Mrs Lisa Brooks
This programme provides support for students in Year 1 experiencing difficulty with learning to read and write.

Education Support: Mrs Helen Moir & Mr David Hamersley
This programme aims to provide additional support for those children significantly at risk in their learning both below and above the class level.

Languages Other Than English (LOTE)
ITALIAN: Mrs Patrizia Leeder - Pre-Primary to Year 6 children have an Italian lesson each week.
JAPANESE: Mrs Christine Pitman – Pre-primary to Year 6 children have a Japanese lesson each week.

Physical Education: Mr David Hamersley
Pre-Primary to Year 6 have a Physical Education lesson each week. The Physical Education Specialist will teach the Skills for Physical Activity section of the Health and Physical Education Programme.

Music - Co-ordinator: Mr Paul Leeder
Pre-Primary to Year 6 children have a Music lesson each week. Mr Leeder is also responsible for preparing the School Choirs for celebration of liturgies and special occasions.

Instrumental Music Tuition
Co-ordinators: Mr David Hamersley & Mr Paul Leeder
The Instrumental Music Tuition Program aims to provide a complementary program to the core Music program operating within the curriculum of the school. Children currently have the opportunity to learn piano, keyboard, violin, guitar, flute, voice training and drums with WAAM. (Other instrumentals may be considered depending on demand). The WAAM tutors come in to the school during school hours and offer the students lessons in small groups or as individuals. The cost of these extra instrumental lessons is met by the parents directly to the tutor at the beginning of each term.

Library and Research Skills: Mrs Christine Pitman.
Pre-Primary to Year 6 children have a Library lesson each week with the assistance of Mrs Bev Kelly and volunteer parents, the library resources and books will continue to be increased and effective teaching of library and research skills will take place.

PATHS— Promoting Alternative Thinking Strategies Co-ordinator: Mr David Hamersley
PATHS is a comprehensive whole school program for promoting emotional and social competencies that is designed to facilitate the development of:
- self-control
- positive self esteem
- emotional awareness, and
- interpersonal problem solving skills
PATHS reduces aggressive, acting out behaviours and enhances the educational processes in the classroom.

EMU - Co-ordinator: Miss Casey Potsig
Enriching Mathematic Understanding is a program that focuses on at risk children in the junior years in the Mathematics Learning Area.
SCHOOL FEES
Enrolment at Xavier Catholic School is not dependent on the ability of families to pay full fees. However, all families are asked to make a contribution to the school fees. To ensure our school offers good programmes and continues to provide much-needed resources, families are expected to support all fund-raising activities and busy bees to the best of their ability. Xavier school is an Independent Parish School not a Private Independent School.

Please note:
Fees can be paid weekly, fortnightly, monthly, by term or yearly.
A discount of 5% on tuition fees (this does not include amenities, Building, P&F or excursion fees) applies to all accounts settled in total by the specified date on the first term account. A minimum of 25% of the total fees to be paid by the end of Term One.

Direct Debit is the preferred option for paying fees and is available at no extra cost to parents

Fee Discounts:
In circumstances of need, applications for fee discounts should be made to the Principal. Requests for discounts must be made every year. It is the parent’s responsibility to ensure that contact is made early each year. All families are expected to make some contribution.

Fee Discounts for Health Care Card Holders
A Tuition Fee discount is available on presentation of current eligible Health Care Cards. The maximum tuition fee to be paid by eligible card holders in 2013 is $230.
All enquiries to the school office.

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XAVIER CATHOLIC SCHOOL FEE POLICY
Rationale:
Xavier Catholic School supports The Catholic Education Commission of Western Australia (CECWA) in its responsibility to make a Catholic education available to all Catholic students whose parents seek a Catholic education for them, insofar as this is possible, while embodying the Church’s special preference for the poor and disadvantaged.
Xavier Catholic School has a responsibility to communicate the financial constraints under which they operate, to parents enrolling their children in the school. Parents are asked to make a commitment to support the school’s education programme financially by paying fees. The Bishops of Western Australia have approved the collection of school fees from parents as a necessary contribution to the costs of delivering a Catholic education.

**DEFINITION:**
For the purpose of this policy School Fees shall be considered to be tuition fees, levies and other charges (eg excursions, camp fees, amenities, book hire etc.).

**PRINCIPLES:**
1. All schools shall have a direct relationship between school fees and the socio-economic status of the school community.
2. The School Board has the responsibility for the financial management of the school and, consequently, is responsible for the setting and collection of school fees.
3. The collection of school fees shall be approached in the spirit of Christian charity and justice. The School Board shall actively pursue the collection of school fees where parents have the capacity to pay fees.
4. The practice of charity requires that requests for fee concessions be treated with dignity, compassion and confidentiality.
5. The inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any child from Xavier.
6. The withholding of services to students will not be used as a fee collection strategy.
7. Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payment of school fees.

**PROCEDURES:**
1. Annual fees and charges including maximum increases shall be set by the School Board in accordance with CECWA advice provided during the budget process each year.
2. On application for enrolment parents will be provided with the school’s fee policy. This includes details of any additional charges and information relating to the school’s fee concession policy. (Any clarification needed by the parents about the school’s fee policy can be given at the initial enrolment interview).
3. In cases of hardship alternative fee payment plan may be negotiated with the Principal.
4. Kindergarten fees shall be charged as a proportion of the respective first child full time fee.

**School fees comprise the following:**

- **Building Levy:** Charged on a per family basis.
- **P & F Levy:** Collected for the P & F via the school fee account to support fundraising.
- **Amenities Fee: K-6:** Charged per child and the money used to purchase a wide range of textbooks, stationery, art and craft materials and other consumables.
- **Excursions Fee: PP-6:** Charged per child for either excursions or incursions. Year 6 annual Camp is charged on Term 1 school fees.
- **Application for Enrolment Fee:** A $30 Application Fee is charged to ensure places sought are bona fide. If places are not available a refund is given. If the place available is not accepted the $30 is not refunded due to administration costs.
- **Technology Fee:** This fee funds the services of a technician to keep the computer system operational and to upgrade technology when necessary.
**Terms of Payment:**
A 5% discount is offered on the *tuition fees* component only (not Building Fund or Amenities Fee) to families who pay the full annual amount before the specified date on your fee account. If this option is not exercised, then the fees are payable on a school term basis. If these arrangements cannot be met, the family can negotiate other options for payment with the Principal.

**Payments Options:**
**Direct Debit is the preferred option of payment of fees.** Forms for direct debit can be obtained from the office. Cash and cheque are also accepted.

**Fee Discounts:**
*Eligible Health Care Card holders* are entitled to discounts on tuition fees only upon presentation of current cards. It is the responsibility of the card holder to present a renewed card upon expiry otherwise full fees will be charged.

**Reimbursement of fees:**
In the event of a family withdrawing a child from the school mid-term, there will be **no reimbursement of tuition fees** for that term. Reimbursement will be made for any remaining full terms. All other levies will only be reimbursed in consultation with the Principal. Fees paid on an annual basis will be reimbursed for any remaining full terms.
If the annual fee was paid and thereby attracted a discount, reimbursement may be offered but a re-calculation will be carried out so that the discount is cancelled. Individual cases will be treated on their own merits and the Principal's decision will be final.

**Collection of Outstanding Fees:**
In accordance with the C.E.C.W.A. Collection of School Fees Policy (February 2000), further strategies and procedures are available to the school to facilitate the collection of outstanding school fees. Where all reasonable attempts to negotiate a fee repayment strategy have failed and further action is required:
A. Documentation shall be kept on each attempt to resolve the problems of outstanding fees
B. Parents are notified that the services of a debt collection agency or solicitor will be engaged to recover outstanding fees
C. A summons can be issued by the appropriate school authority and judgment entered against the parent; however, before enforcement proceedings are taken, such as a Warrant of Execution, Order of Commitment, Garnishee Order, Judgment Summons etc., approval must be obtained from the Director of Catholic Education.

**Mid-term enrolment:**
Any child enrolling mid-term will be charged for the number of weeks remaining in that term.

**Enrolment:**
No family will be refused enrolment due to financial difficulties. Families experiencing hardship are invited to approach the Principal to discuss their circumstances and to arrange mutually satisfactory terms for payment. Requests for special terms must be negotiated each year.

**Camp:**
Year 6 ONLY – charged Term 1 – MUST be paid Term 1.

**Tuition:**
Charged on number of weeks from start date – also see reimbursements

**Swimming:**
Term 4—charged in Term 4

**P & F Levy:**
Payable in full whenever enrolled – no refund

**Building Levy:**
Payable in full whenever enrolled – no refund

**Amenities:**
Charged on number of weeks from start date – also see reimbursements

**Excursions:**
Charged on number of weeks from start date – also see reimbursements

**Technology:**
Charged on number of weeks from start date – also see reimbursements
ADMINISTRATION OF MEDICATION TO STUDENTS

As a result of the increased number of children in schools being prescribed medications on a long and short term basis, the educational, medical and legal authorities have up-dated their recommendations on practices and procedures for administration of medication in schools.

In line with the Catholic Education Office policy, all decisions regarding the storage and administration of medication will be the responsibility of the Principal. The following guidelines have been taken into account to help the Principal to formulate a policy.

1. Approval for school staff to administer medication or supervise the administration of medication by students, along with the safe storage of all medication, is the responsibility of the Principal.
2. Where an agreement has been reached between the Principal, parents/guardians and the school staff, the school staff may administer or supervise the administration of the medication by the student.
3. The degree of assistance offered by the school for students who require medication will depend on:
   • the ability of the school staff to meet the particular medical needs of the student
   • the contribution toward care that may be provided by the student (as in self administration), parents/guardians, school staff and other community assistance organisations.
4. It should also be recognised that:
   • some students have a need to access medication on a regular basis for medical conditions
   • the presence of various quantities of drugs within the school may cause problems and needs to be monitored
   • assistance that can be offered by staff will be limited to their knowledge, skill and resources.

POLICY:

1. **Non-prescriptive pain suppressants:** (aspirin, panadol etc) will not be administered to students by staff without the written permission of the student's parent/guardian. (The parent/guardian is responsible for the supply of any medication).

   It should be noted also that aspirin can only be administered to students with a medical practitioner’s written instruction because of the development of Reye's Syndrome (a potentially fatal disease in childhood).

2. **Prescribed Medication:**

   The misuse of prescribed medication can place the user in serious and in some instances, in a life threatening situation.

   Therefore:
   • parents/guardians must provide written authority for school staff to administer the prescribed medication.
   • parents/guardians are responsible for advising the Principal, 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 are only to administer medication in accordance with the medical practitioner’s instructions.
   • the Principal must ensure that a student’s medical condition and the medication for that condition is brought to the attention of all staff who have the student under their care.

   Bulk quantities of medication will not be left on the school premises and all medication will be removed from the school premises at the end of the school year.
3. **Storage of Medication:**
The prescribed medication will be stored at the school office OR in the case of Kindy or Pre-Primary children, at the Kindy or Pre-Primary, and access will be restricted to authorised personnel. All medication must be appropriately packaged, clearly show the name of the medication, students name, dosage and frequency of the dosage. It should be noted that it is the parent/guardian’s responsibility to ensure that all medication is labelled correctly, is not out of date and sufficient quantities are supplied for the student's needs. Students are not to carry medication around in their pockets OR leave medication in their bags or desks because of the likelihood of other children having access to the medication. In many cases, depending on the age/awareness factors and with parent’s permission, children will be allowed to self-administer but in the presence of a staff member. This is particularly appropriate with “puffers” for asthmatics.

4. **Records:**
Xavier Catholic School will maintain the appropriate documentation and store it safely to be passed on to the student's new school (WA), when they change schools OR be retained here if the student moves interstate.

5. **Personal Medical Posters:**
Students with severe medical concerns will have their photo and medical information posted on the staff notice board in the health room so that all staff members and relief staff are alerted to what to do in an emergency.

**XAVIER CATHOLIC SCHOOL - BEHAVIOUR MANAGEMENT**

All children at Xavier Catholic School have the right to feel safe and secure and to be valued and respected by those with whom they work and play.

Equally all staff at Xavier Catholic School have the right to feel safe and secure and to be valued and respected by those with whom they work.

At Xavier Catholic School we have an expected code of behaviour for in and out of the classroom. Each class has a set of rules with the focus on rewards for positive behaviours in various ways. We follow a Restorative Justice approach when dealing with inappropriate behaviours.

**CLASS RULES AND CONSEQUENCES FOR POSITIVE AND NEGATIVE BEHAVIOURS**
- These will be discussed and set by the different classes and their teachers.
- Severe behaviours that take place in class will be dealt with as below, with the class teacher and Principal or Assistant Principal discussing the behaviour with the child and an appropriate form being sent home.

**PLAYGROUND RULES AND CONSEQUENCES FOR POSITIVE AND NEGATIVE BEHAVIOURS**
If there is a breach of playground rules, the following procedures will be put into place:

**SERIOUS BEHAVIOUR CLAUSE:**
If a SERIOUS BEHAVIOUR (fighting, defiance, bullying, swearing or any other behaviour the teacher deems to be serious enough) is noted, there will consultation with the child, the child's class teacher and the Principal or Assistant Principal before deciding on the appropriate consequence and completing a "Notification of Serious Behaviour Breach" form to be sent home to the child's parents. Parents are asked to discuss this behaviour with their child and decide on a suitable consequence at home.

**PLEASE FEEL FREE TO DISCUSS ANY OF THESE POINTS WITH YOUR CLASS TEACHER IF YOU HAVE ANY QUERIES OR CONCERNS**
BEHAVIOUR MANAGEMENT FLOW CHART

1. Verbal warning

2. Written register of child's name

3. Time out in class with work
   K – 2 up to 10 minutes, 3 – 6 up to 20 minutes
   Behaviour slip sent home for discussion with parent/guardian

4. Notification of Serious Behaviour Breach --10 mins Friday Recess Detention with Assistant Principal

5. On 3rd Notification of Serious Behaviour Breach--Home/School Communication 1

6. On 4th Notification of Serious Behaviour Breach --Home/School Communication 2—Meet with parents/guardians to establish Behaviour Management Plan with Review Date

   Notification of Serious Behaviour Breach while on Behaviour Management Plan -- Home/School Communication 3

7. In School Suspension 1 day

   Notification of Serious Behaviour Breach while on Behaviour Management Plan -- Home/School Communication 4

8. Out of School Suspension 2 days

   Notification of Serious Behaviour Breach while on Behaviour Management Plan

9. Review of Enrolment
SCHOOL RULES

We recognise that all persons in our school have the right to work, learn and play in a supportive, secure and safe environment.

Treat all people with kindness and respect.
- Respond politely when spoken to.
- Accept correction and take responsibility for our own actions.
- Talk to each other and try to work out problems.
- Speak positively about others and always tell the truth.

Move safely and quietly around the school.
- Walk on all verandahs, walkways and around buildings.
- Respond to the bell/music immediately and wait quietly when lining up.
- Stop, Look and Listen when the signal is given.

Play safely in the correct areas at the correct time.
- Play within the game rules.
- Cooperate with others and share the playground.
- Be kind to each other and play safe, friendly games.
- Stay in the school grounds.

Show respect for school uniform and property at all times.
- Be neat and tidy and wear the correct uniform at all times.
- Keep our school clean and care for the environment.
- Use school equipment responsibly.

No hat, No play.
- Hats must be worn when outside throughout the year.

Jesus, the shepherd,
Cares for each and every one of us at
Xavier Catholic School.

Because we care for one another, we choose to:
- Walk on all paved areas.
- Respect the right of others to work and play and to be safe and happy at all times.
- Respect school property and the property of others
HOW TO DEAL WITH A DISPUTE OR COMPLAINT OR RESOLVE AN ISSUE RELATING TO YOUR CHILD

Introduction
The Catholic Education Commission of WA (CECWA), Dispute and Complaint Resolution was implemented in 2002 and provides a process that must be followed by all Catholic schools when addressing issues of dispute and complaint.

The Dispute and Complaint resolution policy is consistent with the accountability requirements under the School Education Act (1999). The School Board of Xavier Catholic School therefore supports our school system whereby issues or complaints are addressed in a Christ-like manner, valuing the people concerned as well as acknowledging our desire for Christian harmony. At the forefront of any meetings or decisions will always be the best interests of the child/children concerned.

Outline
This Policy seeks to assist members of our community to deal with conflict resolution and problem solving at the school level; whether the conflict arises between child/child, child/teacher, child/parent, parent/teacher, parent/parent or any other issue directly affecting a member of the school community.

Implementation
• When an issue arises the first point of contact is your child’s class teacher. An appointment must be made at time convenient to both parties; the meeting recorded, signed by teacher and parent and kept in the child’s file.
• If the Parent or Teacher is not happy with the result of the meeting an appointment will be made with a member of the Administration Team, in order to seek a solution. The minutes of this meeting will also be recorded and filed; a plan to resolve the issue will be drawn up and a further meeting scheduled to assess progress.
• If after consultation with the School Principal the matter is still not resolved the parties may request the assistance of the Director of Catholic Education.
• Any party may appeal the Principal’s decision to the Director of Catholic Education who will then in turn review the decision.
• Any party may appeal the Director of Catholic Education’s decision to the Minister for Education. The Minister for Education will review the process utilized to resolve the dispute or complaint but will not review the merits of the matter.

It is the desire of the School Board that all issues are resolved at the level of the first two steps, but recognizes the right of parents to pursue the appropriate solution to obtain the best possible outcome for their child.

NB: At no time is it appropriate for a parent to approach a child in the school grounds, (other than their own), for the purpose of resolving an issue concerning their own child.
XAVIER CATHOLIC SCHOOL - UNIFORM LIST 2014

GIRLS:
SUMMER
Blue and White Check Dress
Xavier short white Xavier school socks
Black Laced or buckled School Shoes (no party shoes)

SPORT
Blue School Shorts
Coloured Sport Faction Shirt
predominantly White Sports Shoes with white Laces
Xavier short white Xavier school socks
Xavier Track Suit

WINTER
School Tie
Grey Tartan Skirt
Blue Xavier Shirt
Xavier School Track Top
Black Laced or buckled School Shoes (no party shoes)
Xavier Grey School Socks (or)
Grey Tights

BOYS:
SUMMER
Grey School Shorts
Coloured Sport Faction Shirt
Blue Xavier Short Sleeve Shirt
Xavier Grey School Socks
Black Laced School Shoes (no sports shoes)

SPORT
Blue School Shorts
Xavier Sport Faction Shirt
predominantly White Sports Shoes with white Laces
Xavier short white Xavier school socks
Xavier Track Suit

WINTER
School Tie
Long Grey School Trousers
Blue Xavier Long Sleeved Shirt
Xavier School Track Top
Black Laced School Shoes (no sports shoes)
Xavier Grey School Socks

NB:
School bag is compulsory.
Winter sports tracksuit optional for winter.

Parents/Carers are reminded only official Xavier School Uniform to be worn.
No substitute items of clothing are to be worn.

Clearly label ALL items of clothing with child’s name for identification when lost.
ALPHABETICAL INFORMATION GUIDE

ABSENCES:
All absences of children are to be reported by phone to the school office by 9.00am.
A written note must always accompany the child on their return to school.
A doctor’s certificate is required for absences of more than 2 days in a row.
Parents wishing to take children from school during the day must first visit the office and sign their child out. This avoids confusion and is in the safe interest of the child.

ALLERGY AWARE:
Xavier is an ALLERGY AWARE school therefore we ask all parents to be mindful not to send any nut products in their children’s lunch box, this includes peanut paste and Nutella. Severe allergies can be potentially life threatening so we appreciate your care and consideration when making lunchbox choices and educating yourself about allergies. This is critical in Pre-Kindy, Kindy and Pre-Primary as the children are often a lot more tactile with their play. If at any time you are aware, or become aware of your child experiencing an allergic reaction or an anaphylactic reaction you must notify the school immediately so that important procedures can be established. We also have the situation where some children are allergic to milk products, eggs and to fish. To assist with the management of allergies, children are not permitted to ‘share’ or swap food with another child.

ANNUAL SCHOOL COMMUNITY MEETING (AGM):
Takes place in November and all parents are asked to make every effort to attend.

APPOINTMENTS:
If you need to speak to the Principal or class teacher please make an appointment.

ASSEMBLIES:
A short Assembly is held in the Multipurpose Hall on Monday mornings from 8.45. Formal School Assemblies will be held on selected Friday afternoons usually at 2.30pm. Parents are invited to join us for the Assemblies. Informal School Assemblies will be held when required.

ATTENDANCE:
Students are required legally to attend school unless they are ill. It is not ok to stay away. This includes days for which special events are planned - e.g. camps, sports days, excursions etc. A written note must always accompany the child on their return to school.

BICYCLES:
Only children who are in Years 4, 5, & 6 may ride to school unaccompanied. Younger children must be accompanied by an adult. Special circumstances exist and these must be approved by the Principal. This decision is based on recommendations from the Safety Council. All children MUST wear a helmet. All children MUST have a chain and lock to secure their bikes. Bikes left in the Bike Rack at rider’s own risk.

BIRTHDAYS:
Birthdays will be celebrated simply here at school within the classroom and at assembly. Please note that due to our Allergy Aware policy children are not permitted to bring in any food treats or other party favours for the class to celebrate their birthday. This way families are spared undue expense, it removes the pressure placed on all children to bring something in, treats are saved for home celebrations and children are spared eating extra unnecessary sugar here at school!
BOOKLISTS:
The booklist is issued in Term four for the following school year. It is the parent’s responsibility to complete a booklist for each of their children. Book List and orders will be done one of three ways: online, post / fax and going to an OfficeMax store. Booklists are home delivered.

BUSY BEES:
Four held each year on second Saturday of each term from 8am to 12 noon. Every family is expected to make an attempt to attend at least one of these in a school year.

CALENDAR:
A calendar of term dates and events will be issued at the beginning of each term.

CANTEEN:
A canteen service is available for lunch orders (from PP to Year 6) and recess items (not PP) on Monday, Wednesday and Fridays. The canteen is not available to Kindergarten children. Children who have no lunch will be given a simple lunch and parents billed accordingly. No credit is given.

CHEWING GUM:
No Chewing Gum of any description is allowed at school.

CHILDREN’S VALUABLES:
No responsibility will be taken by staff for any toys, games etc that children bring to school. These may only be brought to show for news or at the teacher’s request for a special purpose and should remain in the classroom or in the child’s bag during Recess and Lunch breaks.

COMMUNICABLE DISEASES:
· Children are excluded from school while contagious.
· Contact the office if in doubt.
· Parents must ensure their children’s vaccinations are up to date.

COMMUNICATIONS:
General enquires, absences, fee payment, appointments please contact the school office on 9391 7000 or email: admin@xavier.wa.edu.au.

DENTAL CARE:
· The school is serviced by Neerigen Brook Dental Therapy Centre
· Enrolment forms are sent to parents.

DISCIPLINE:
The school has a comprehensive set of consequences for dealing with positive and negative behaviours. Parents will be contacted about serious breaches of school rules.

EDUCATIONAL PSYCHOLOGIST SERVICE:
Personnel from Non Government School Psychology Service help with assessments and programmes for children.

ENROLMENTS:
All children are re-enrolled on a yearly basis. Younger siblings require new enrolment form to be completed per child at least 12 months prior to school admission. Attendance at 3 year old Pre-kindergarten Program does not mean automatic entry into the school.
EXCURSIONS:
It is the school’s policy that parents are advised in writing of all excursions. Parents are required to sign and return a permission slip to authorise their child’s attendance at each excursion during the year.

EVACUATION PLAN
Refer to the Emergency Evacuation Plans in each room.

LOCK DOWN: Community is alerted via a specific signal through the PA system. Everyone has to return to their home room and remain in the classroom locking all doors and windows until all clear signal is given by the Chief Warden. Teachers to reassure students.

Instrumental Teachers, Teacher Assistants, Canteen and Uniform Shop Helpers, Class Helpers and Parents/Others:
Join the school at the emergency meeting point, taking students in your care with you. (Class teachers will need to be notified upon the return of these children to the class group). It is appropriate to assist teachers in calming the children and ensuring that order is maintained.

Fire Extinguisher Locations:
- Administration, Canteen, Each of the workrooms, and Year 4, Kindy, Each of the Comms rooms, Library, Hall meeting room, Hall Comms room and Pump house and are clearly indicated on the Emergency Evacuation posters
During the year the Xavier Catholic School Evacuation Procedure will be practised and modifications made.

FEES:
Fees for the following year are set by the School Board and announced at the Annual School Community Meeting and paid according to schedule. Arrangements can be made to suit family situations. A Direct Debit facility is available at no extra cost to parents and is the preferred form of payment.

FIGHTING:
Fighting is regarded as a serious offence. Suspension for a period and the progress of students discussed with parents. “In school” and “home” suspensions are options.

HAIR:
- Shoulder length or longer hair to be tied up with regulation coloured (blue or white ribbons).
- Hair should not cover eyes or face.
- Please check regularly for head lice.
- Hair styles for both boys and girls should be neat and tidy and reflect accepted standards.
- The Principal reserves the right to decide on the acceptability of hairstyles.

HATS:
Hats are a compulsory part of the school uniform. Only the approved regulation blue school hat may be worn. These are available from the school uniform shop and must be worn when outdoors. Children will not be allowed outdoors for play or sport unless they are wearing a school hat.

HEAD LICE:
Head Lice are common in all schools and require all families to be vigilant in eradicating lice form their children’s hair. PLEASE CHECK YOUR CHILDREN’S HAIR REGULARLY and treat if necessary. Please note – children only need to be excluded from school when live lice are found – after treatment and eradication of live lice the student can return to school.
HEALTHY EATING:
Xavier promotes healthy eating choices and as a result we ask that parents please give careful consideration to what is packed in your child's lunchbox. Children should only bring water to school. Please don't pack foods that do not sustain your child's energy levels throughout the day such as – lollies, chips, chocolate etc. Aim to provide your child with a well-balanced, healthy recess/lunch with the minimum of packaging so that we can also reduce our school waste. There are loads of good ideas on the internet. The healthy diet your child has today, paves the way for lasting health into adulthood.

HIGH SCHOOL ENROLMENT:
This is the parents responsibility and is not automatic through the primary school. You are strongly encouraged to apply for enrolment as early as possible. Early enrolment is encouraged as interviews are often conducted in Year 4 for Year 6 students attending high school.

HOMEWORK ACTIVITIES:
• Parents are encouraged to supervise any set home activities.
• **Strong, clear A4 double-stitched PVC homework satchels** are **compulsory for all children.** Purchase from the school office for $11 each.
• Home activities will normally fall into one of the following categories:
  1. Completion of work started in class
  2. Preparation of work, ideas etc for next day
  3. Longer - term or weekly assignments/contracts
In addition, revision of past work, reading through the day's work and discussing what they have done with parents helps children evaluate and consolidate the days learning. It cannot be overstated how important it is for you to read to/with your child every day—even when they are old enough to read for themselves!

IMMUNISATION:
The Education Department and Public Health Department require each child being admitted to Pre-Primary to be fully immunised. You will be required to produce a record of immunisation.

INJURIES:
• Minor injuries are dealt with by the staff.
• More serious injuries - parents will be contacted.
• Medical assistance will be sought at the Principal's discretion.

INTERVIEWS:
Teachers and the Principal are available by appointment. A request may be made for some information regarding the purpose of the interview to be better able to assist you.

JEWELLERY:
A wrist watch, simple ring and a Christian symbol on the neck may be worn. One pair of small plain ear studs may be worn—one in each ear.

LANGUAGE: (swearing)
Obscene language will not be tolerated and disciplinary action will be taken.

LATE ARRIVALS:
Parents are asked to phone the office if their children are going to be late.
LIBRARY BAGS:
All children in Pre-Primary to Year 6 must have a library bag to borrow books from the School Resource Centre.

LITURGIES:
Parents are always welcome and encouraged to participate. Mass and Prayer Service dates are given in the weekly Newsletter and Term Calendar.

LOST PROPERTY:
A box containing “lost” property will be located near the Uniform Shop.

MARKED ITEMS:
Parents are required to mark clearly and permanently all clothing with your CHILD’S NAME & YEAR LEVEL - As far as possible mark all books, bags and other items. Hats, jumpers, tracksuits - must be marked in large letters. Un-marked clothing not claimed will be passed on to those in need.

MEDICATION:
Not to be kept in school bags or personally on a child while at school. See detailed information on p. 19 & 20 of this Handbook. Blue Ventolin inhalers are exempt

NEWSLETTER:
· Sent home every Thursday via the eldest child in the family or via email to families (also available on school website)
· This is the main form of communication to parents and children.

OFFICE:
Office hours are between 8.00am and 4.00pm. Please Note: The office may not be manned during Staff Prayer on Wednesdays 8.15am—8.25am and Mass on Thursdays 8.00am—8.30am.

PARENTS & FRIENDS COMMITTEE:
Meets on the 3rd Tuesday of each month at 9am to support the school community by organising social functions for families, supporting parent education and fundraise for the benefit of resources the children.

PARENT ASSISTANCE:
You are valued!!!
Parents are invited and welcome to be part of the many educational activities in the school, as well as assisting in other areas of school life. Being a parent assistant should be seen as a privilege and a great opportunity for parents and staff to forge a partnership of care for our children. It is vitally important that parents offer their service as a gift; no strings attached; and that they are fully aware that their presence at school is to help the staff with the personal and educational development of the children. Parents are asked to refrain from making comparisons and judgements of staff members who give of their best for the needs of the children. Rather please show your children how you value the work the staff are doing by your support, both in action and how you speak of them.

PARENT SUPPORT:
It is a requirement of enrolment at Xavier Catholic School that parents play a very supportive role. This is outlined in the School’s Pupil Enrolment Policy. You are encouraged to read the following carefully, in order to consider your commitment to active involvement in the school:
Parents:
- have a commitment to the school’s aims and goals.
- have a commitment to prayer, to worship and to Parish involvement.
- be active in support of the Xavier Parents and Friends Association.
- be involved in the fund-raising activities and social functions of the school community.
- attend at least ONE Busy Bee in a school year.
- be able to be involved, where possible, during the day on the Canteen roster, Library, class parent help rosters.
- share their talents for the benefit of the school; eg being involved in the physical education program, typing and volunteering help in the educational programs being offered for the children.
- supervise children’s access to media in the home, particularly the amount of time and quality of programs they watch on television, and the time and quality of computer games and programmes available to them.
- be informed of what is happening in your school, especially reading all Newsletters and notes that are sent home.
- make appropriate opportunities to communicate with the staff of the school.
- ensure the correct school and sport uniforms are worn on the appropriate days, throughout the year.

NOTE: Children in Upper Primary who grow out of their uniforms are still required to be dressed in the correct uniform. Arrangements can be made with the Uniform Shop for the purchase of second-hand clothing (where possible) to tide them over if necessary.

PARKING:
There is an 8 km speed limit in the carpark at all times. All parents are reminded that children are to be set down and picked up in a safe manner. Always drive carefully and do not block car park bays or park in the disable bays without an ACROD pass. Reversing into parking bays is safer and the preferred option. No parking in the staff carpark. Children must remain in the school grounds while waiting for parents to arrive.

PERSONAL CIRCUMSTANCES POSTERS
Students with custodial concerns will have their photo and necessary information posted on the staff notice board so that all staff members and relief staff are alerted to what to do in an emergency.

PERSONAL SECURITY
The safety of staff and students is of the highest priority at Xavier School. All gates entering the school grounds will be locked just after 9am each day and everyone entering the school must do so through the front office. Students whose safety is an issue due to family issues or custody concerns will have a special record kept and all staff will be notified of any concerns regarding safety.

PICK UP AREA
This is our ‘set down (or kiss and drive)’ and ‘pick up (collect and drive)’ area. Traffic will flow ONE WAY (keeping to the left) around the turning circle and pull up passed the Bus Bay and behind the STAFF PARKING. This is for set down and pick up ONLY in this area. Students will be supervised in this area for families to drop off and pick up like a ‘drive through’ service. Cars will need to stay in the line if they wish to set down or pick up. There is NO PARKING in the set down and pick up area – DO NOT TURN your engine off or get out of your car. The rear of the school is the only supervised area to pick up in the afternoon. Please be patient as we care for the safety of your children and teach everyone how this will operate. Families are able to park at the front of the school and walk in to collect their children. Parking at the rear of the school will be only along the far side closest to the paddocks. EVERYONE is encouraged to reverse park so that there is clearer vision when pulling out.
REPORTING TO PARENTS:
Formal Parent/Teacher interviews will take place during Term 1. Mid semester reports are sent home at the end of Term 2. Formal End-of-Year Reports are provided to parents in December. Learning Journey meetings and Three Way Conferences are also part of the report process and held throughout the year. At any time during the year, parents are able to make an agreed appointment time with their child’s teacher to discuss their progress. Please refrain from discussing personal matters in front of other parents or children.

SCHOOL BOARD:
The School Board meets on the 3rd Wednesday of each month. The Board is responsible for assisting with the financial management and capital development in the school.

SICK STUDENTS:
The sick bay is intended for temporary ailments only. Parents will be contacted if a child is unable to continue with school work. Please do not send children to school if they are sick.

SMOKING:
All school grounds and buildings including the Church grounds are SMOKES FREE ZONES.

STUDENT COUNCILLORS:
These leadership roles have been designed to provide all the year six students with the opportunity to be actively involved in the school through the practical application of their knowledge, skills and values. All students have a chance to present their case through a 2 – 3 minute oral talk to the Year 4 – 6 students as to why they would be the best person to hold that responsibility for the year.

TIMES:
• School hours are from 8.40am to 3.00pm for Pre-Primary to Year 6.
• Kindergarten hours are from 8.50am to 2.45pm
• Pupil Free Days will be notified on the term calendar.

UNIFORMS:
• All children (Year 1 - Year 6) are expected to wear the correct uniform throughout the year. Terms 1 & 4 Summer Uniform
  Terms 2 & 3 Winter Uniform
• Children wear either regulation uniform or sports uniform on specified sports days only. (No mixing and no substitute items).

UNIFORM SHOP:
Xavier uniform is only available from the school Uniform Shop. The shop is run by volunteer help.
• Opening times—usually Mondays from 8.30—9.30am and Tuesdays from 2.00 – 3.00pm during term time.
• Special times or changes to operation will be posted in the school newsletter.
• No Credit possible.
• Limited second hand clothes available.
• Orders with correct money can be placed outside opening times through the school office.

XAVIER MUMS & BUBS:
As part of our commitment to assisting with the early year’s development, we offer a mothers and babies playgroup for in our school on Thursdays during school terms from 9 to 11am. The way the group operates will be reflected in the needs of the families attending. Everyone is welcome from our school, Parish and the wider community.
**SCHOOL SONG**

*Chorus*
We are the kids from Xavier School  
We travel here with hearts so full.  
We are the kids who make our school  
And happiness.......... is our Golden Rule

Happily, cheerfully, gathering together  
Boys and girls we smile  
Peace will reign in these four walls for every special child.

*Chorus*
We are the kids from Xavier School  
We travel here with hearts so full.  
We are the kids who make our school  
And happiness.......... is our Golden Rule

Many years ago the Sisters came together  
To make the school their dream  
And we stand here to clap and cheer it's the best we've ever seen.

*Chorus*
We are the kids from Xavier School  
We travel here with hearts so full.  
We are the kids who make our school  
And happiness.......... is our Golden Rule

*Chant*
Crescendo, Crescendo Sagezza  
Crescendo, Crescendo Sagezza  
Crescendo, Crescendo Sagezza  
Crescendo, Crescendo Sagezza

*Chorus*
We are the kids from Xavier School  
We travel here with hearts so full.  
We are the kids who make our school  
And happiness.......... is our Golden Rule

Set up high near a hill so bright  
Surrounded by our friends  
Our love of God will always stay as we remember when

We were the kids from Xavier School  
We travelled here with hearts so full.  
We were the kids who made our school  
And happiness.......... was our Golden Rule

*Chorus*
We are the kids from Xavier School  
We travel here with hearts so full.  
We are the kids who make our school  
And happiness.......... is our Golden Rule
SCHOOL PRAYER

God, our Father,  
thank you for our school  
and for all who teach us,  
May we grow in wisdom  
like St. Francis Xavier.  
Help us all to love you like him  
and to bring Jesus into the lives  
of those around us.  
    Amen

St Francis Xavier;  
Pray for us.