

***Xavier Catholic School
Hilbert
W.A.***

FAMILY INFORMATION HANDBOOK



XAVIER CATHOLIC PRIMARY SCHOOL – Partnerships for Learning...

Today, Xavier Catholic School is 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 endeavours to work in partnership with families in the education of their children. Therefore, we recognise that parents/guardians are the first educators of their children and we wish to work together to support our families in this very important task.

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, the Enriching Mathematic Understanding (EMU) and the Enrichment Programs all of which are conducted in school time.

All classes are taught by specialist teachers in Music, Japanese, History, Mathematics (Measurement & Geometry) 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. A Sport in Schools program and netball training operate after hours during school terms.

Xavier is committed to developing independent learning skills and strongly encourages the use of learning technologies across the curriculum. Interactive Whiteboards or Apple TVs 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 Bluearth (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”.

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 3 •Single Stream from Year 4 to Year 6
SCHOOL MOTTO:	“Growing in Wisdom”
PARISH NAME:	Saint Francis Xavier Parish, Armadale
PARISH PRIEST:	Fr. Kazimierz Stuglik
PARISH PHONE:	94972391



THE VISION STATEMENT AND GOALS OF XAVIER CATHOLIC SCHOOL

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 - 2016

Principal

Assistant Principal/Reading Recovery

Assistant Principal/Enrichment Support

3 Year Old Kindergarten Teacher

3 Year Old Kindergarten TA

Kindergarten Gold Teacher

Kindergarten Gold TA (Special Needs)

Kindergarten Gold TA

Kindergarten Blue Teacher

Kindergarten Blue TA

Kindergarten Blue TA

Pre-Primary Gold Teacher

Pre-Primary Gold TA (Special Needs)

Pre-Primary Gold TA

Pre-Primary Blue Teacher

Pre-Primary Blue TA

Year 1 Gold Teacher

Year 1 Blue Teacher

Year 1 Gold & Blue TA

Year 2 Gold Teacher

Year 2 Blue Teacher

Year 2 Gold & Blue TA

Year 3 Gold Teacher

Year 3 Blue Teacher

Year 3 Blue TA

Year 4 Teacher

Year 4/5 Teacher

Year 5 Teacher

Year 6 Teacher

Upper Primary Support TA

JP DOTT Support Teacher

L.O.T.E (Japanese) Teacher

Library & History Teacher

Library Assistance

Physical Education Teacher

Music Specialist Teacher

Maths (Measurement & Geometry) Specialist

Students with Disabilities & Reading Recovery

EMU Support

Mrs Catherine Bauer

Mrs Lisa Brooks

Mr David Hamersley

Mrs Monica Musulin

Ms Ruth Malcman

Mrs Susan Russell

Mrs Penelope McIntyre

Mrs Dolores Connolly

Mrs Lorna Saunders

Ms Ruth Malcman

Mrs Julie Townsend

Miss Julia Grant

Mrs Leanne Nelson

Mrs Bronwyn Shires

Miss Danielle Shires

Mrs Lorraine Twinn

Miss Kirsty Davies

Mrs Alyce Budz

Mrs Karen McGrath

Mrs Casey Finlay

Miss Brodee Reynolds

Miss Dylenne Cresswell

Miss Aoife Johnson

Miss Cody Paterniti

Miss Bonnie Perie

Mrs Olivia Fitzgerald

Mr Jonathan Cox

Mr Ryan Italiano

Mrs Lauren Hind

Mrs Valerie Chambers

Mrs Patrizia Leeder

Mr Nori Kumagai

Mrs Jo Wells

Mrs Bev Kelly

Mr Joe Sarsero

Mr Paul Leeder

Mrs Lara Millar

Mrs Helen Moir

Mrs Casey Finlay & Mr David Hamersley

Ancillary Staff

Sr Sandra Smolinski

Mrs Gretal Cardoz

Mr Tommy Ting

Mr Richard D'Rozario

Mrs Sue Richter

Mrs Maureen Moore

Mrs Lyn Baxter (Supervising Officer)

Social Worker

School Secretary

School Financial Secretary

School Groundsman

School Canteen Manager

Uniform Shop Manager

Outside School Hours Care

TERM DATES 2016

ALL DATES ARE SUBJECT TO CHANGE

Term 1

Public Holiday:

Easter Break:

Term break:

Monday 1 February to Friday 8 April

Monday 7 March – Labour Day

Friday 25 March to Tuesday 29 March (inclusive)

Monday 11 April to Friday 22 April

Term 2

Public Holiday:

Pupil Free Day:

Term break:

Tuesday 26 April to Friday 1 July

Monday 25 April – ANZAC Day

Monday 6 June – WA Day

Friday 3 June 2016

Plus one *to be confirmed*.

Monday 4 July to Friday 15 July

Term 3

Pupil Free Days:

Term break:

Monday 18 July to Thursday 22 September

Thursday 18 & Friday 19 August; Friday 23 Sept.

Monday 26 September to Friday 7 October

Term 4

Pupil Free Day:

Children finish:

Monday 10 October to Friday 9 December

Monday 14 November

Friday 9 December 2016

UNIFORM SHOP OPENING HOURS

Monday 8.30am to 10am & Wednesday 2 – 4pm during the term.

(Cash or Cheque is required on collection of items. EFTPOS is available)

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

8.50am-2.45pm Monday (even weeks), Wednesday & Friday

3 Year Old Kindergarten

9.30am to 2.30pm Thursdays

OUTSIDE SCHOOL HOURS CARE (OSHC)

Before School Care:

7.00am to 8.40am

After School Care

2.45pm (kindy) to 6.00pm

Vacation Care

7.00am to 6.00pm

SCHOOL BANKING

Friday mornings 8.30 – 9am near the Covered Area during the school terms

Commonwealth Banking is available through the school for Kindy to Year 6 students.

SACRAMENTAL PROGRAM

Sacrament of Penance:

Term 3: 7pm Thursday 8 September 2016

Sacrament of the Eucharist:

Term 3: 9.30am Sunday 7 August 2016

Sacrament of Confirmation:

Term 3: 9.30am Sunday 18 September 2016

St Francis Xavier Feast Day:

Saturday 3 December 2016

School Board Members -2016

Elected Members:	Kylie Agostino Fiona Cooke Benedict D’Lima Kate Grljusich Damien Slattery Jon Slee
Parish Council Representative:	Santi Lanzafame
P & F Representative	Karen McCagh
Ex Officio Members	Fr. Kazimierz Stuglik—Parish Priest Catherine Bauer – Principal

Board Meetings:	3rd Wednesday of the month at 6.00pm
Busy Bees:	2nd Saturday of Terms 1 & 4 - 8am to 12 noon

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 - 2016

President:	Karen McCagh
Treasurer:	Jackie Upton
Vice President:	Kate Deane
Secretary:	Tracy Furk
Kindy Gold:	Ilanthe Labuschagne & Kylie Lawrance
Kindy Blue:	Maddisen Pullan & Jayne Smith
Preprimary Gold:	Alicia Sturmer
Preprimary Blue:	Sheree Namnik & Janelle Bowles
Year 1 Gold:	Stacey O’Brien & Kelly Glen
Year 1 Blue:	Carlie Richins & Tracy Furk
Year 2 Gold:	Hana Treasure, Ria Fernando & Sue Saunders
Year 2 Blue:	Fiona Cooke & Szilvia Maroti
Year 3 Gold:	Monica Henry & Kate Deane
Year 3 Blue:	Jacqui Upton & Tiffany Lever
Year 4:	Janice Parfremment & Marion Muir
Year 4/5:	Dean Blythman & Sheralee McGregor
Year 5:	Karen McCagh & Emma Briggs
Year 6:	Nereda Pinker, Valerie Chambers & Maria Galliers

P & F Meetings:	3 rd Tuesday of the month from 9am
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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 monthly P & F newsletter for 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	2.45-6pm (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 Meeting National Quality Standards and operated under a licence through Catholic Education WA.

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 Lyn in the OSHC room.

PLEASE contact Lyn on 0431690277 or email xavier.oshc@cathednet.wa.edu.au for information.

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 theirs.

(Evangelii 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 3.
- 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.
- Whole school Prayer Services occur several times a year in our undercover area during special days of the year – e.g. Mother’s Day, ANZAC Day.
- All students from Pre-primary to Year 6 attend one participation Mass throughout the year on Friday in the Church at the 9.00am Mass.

Bishops’ Religious Literacy Assessment

At the request of the Western Australian Bishops, Year Three, Year Five and Year Nine students in Catholic schools in Western Australia will take part in *The Bishops’ Religious Literacy Assessment* in term 3. *The Bishops’ Religious Literacy Assessment* is developed by the Catholic Education Office. The assessment process involves a series of standardised tests used to diagnose students’ knowledge and understanding of the Religious Education curriculum. Students’ faith is not assessed. The school will forward on your child’s report and student assessment workbook. Please contact your child’s teacher or Mrs Bauer, if you have any concerns.

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. Term calendars include class liturgies and Masses. 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 POLICY

PASTORAL CARE

A Definition

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.

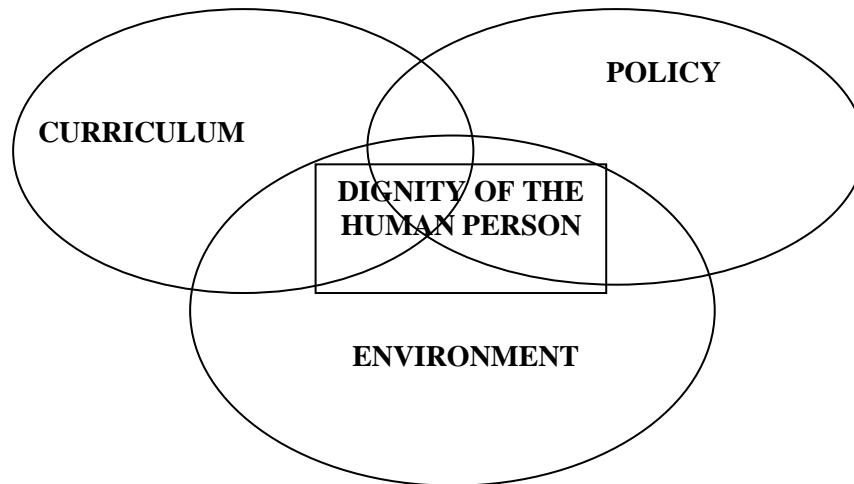
Our Pastoral Care Policy cannot be confined to organisational and curriculum areas alone, but includes our total concern and care for the children, staff and parents who make up our school community. Each of these groups of people has their own specific needs which must be addressed both formally and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

TO	School Office	TO	"Teacher's Name"
FROM	Smith Family	FROM	Mrs Jones
FOR	School Fees	FOR	Permission Slip

THURSDAY IS NEWSLETTER DAY

Fortnightly 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.

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 Helen Moir*

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 Learning Plans including Individual Education Plans and Curriculum Adjustment Plans.

Reading Recovery Teacher: *Mrs Lisa Brooks & Mrs Helen Moir*

This programme provides support for students in Years 1 and 2 considered significantly below their peers with learning to read and write. There is a strict process for admission to this programme.

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)

JAPANESE: Mr Nori Kumagai – Kindergarten to Year 6 children have a **Japanese** lesson per week.

Physical Education: Mr Joe Sarsero

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 Skills & History: Mrs Jo Wells

Kindergarten to Year 6 children have a Library lesson each week with the assistance of Mrs Bev Kelly, the library resources and books will continue to be increased and effective teaching of library and History 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: Mrs Casey Finlay and Mr David Hamersley

Enriching Mathematic Understanding is a program that focuses on at risk children in the junior years in the Mathematics Learning Area.

MATHS – Measurement and Geometry: Mrs Lara Millar

Year 1 to 6 children have a Measurement and Geometry lesson with Mrs Millar each week.

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 any other 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. EFTPOS is also available for the payment of any fees and charges including Uniform Shop.


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 is \$230.

All enquiries to the school office.

Fees 2016								
								
Sibling Discount	1st Child	20% 2nd Child	40% 3rd Child	4th Child	Kindy Only	20% Kindy 2nd	40% Kindy 3rd	Kindy 4th
Tuition	\$ 1,000.00	\$ 800.00	\$ 600.00	-	\$ 500.00	\$ 400.00	\$ 300.00	-
Amenities	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00
Building Levy	\$ 200.00	-	-	-	\$ 200.00	-	-	-
P & F Levy	\$ 70.00	-	-	-	\$ 70.00	-	-	-
Technology	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00
Swimming	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00	-	-	-	-
Excursions	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	-	-	-	-
Total Yearly Fee	\$ 1,645.00	\$ 1,175.00	\$ 975.00	\$ 375.00	\$ 935.00	\$ 565.00	\$ 465.00	\$ 165.00
PCC/HCC Tuition Fee	\$ 230.00	\$ 230.00	\$ 230.00	\$ -	\$ 230.00	\$ 230.00	\$ 230.00	\$ -
Total PCC/HCC Yearly Fe	\$ 875.00	\$ 605.00	\$ 605.00	\$ 375.00	\$ 665.00	\$ 395.00	\$ 395.00	\$ 165.00

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, swimming lessons, etc.).

PRINCIPLES:

1. 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.
2. 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.**
3. The practice of charity requires that requests for fee concessions be treated with dignity, compassion and confidentiality.
4. The inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any child from Xavier.
5. The withholding of services to students will not be used as a fee collection strategy.
6. 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.
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.

Technology Fee:

This fee funds the services of a technician to keep the computer system operational and to upgrade technology.

Terms of Payment:

A 5% discount is offered on the **tuition fees** component only (not other charges) 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. EFTPOS is available for debit and credit cards.

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 recalculation 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, 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

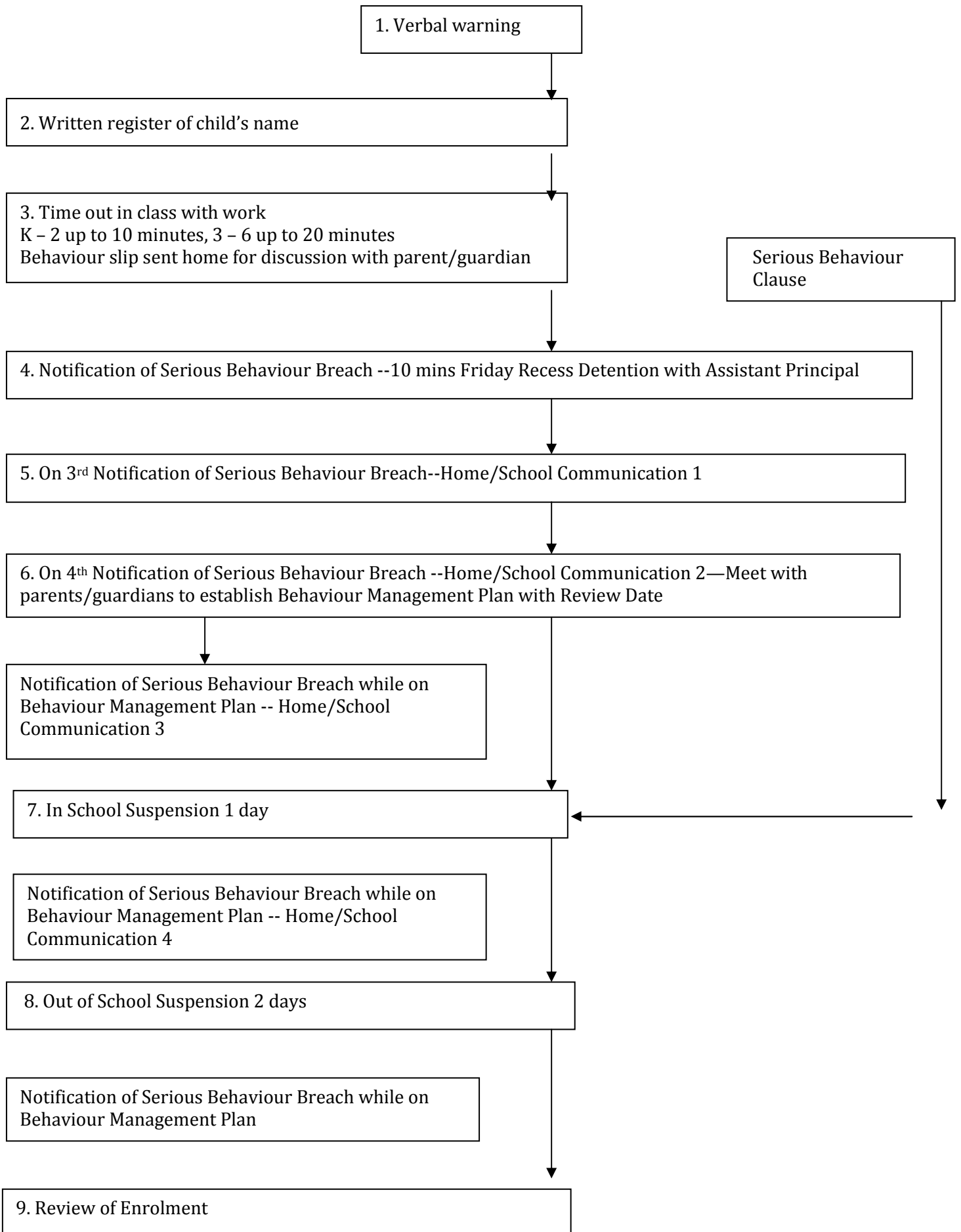
If there is a breach of playground rules, the following procedures will be put into place:

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



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

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 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 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 interests 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 the Catholic 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. EFTPOS is also available in the front office.***

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 from 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 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.
- 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 page 19 & 20 of this Handbook. Blue Ventolin inhalers are exempt.

NEWSLETTER:

- Sent home every fortnight on 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 Fridays 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 our Open Night 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 SMOKE 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.

- Opening times— Mondays from 8.00—10.00am and Wednesdays from 2.00 – 4.00pm during term time.
- Special open hours in January will be posted in the school newsletter.
- Payment by cash, cheque or EFTPOS.
- No Credit possible.
- Limited second hand clothes available.
- Orders with correct money can be placed outside opening times through the school office.

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.**

