

GENERAL INFORMATION

**With Christ as our model, we seek
to nurture our community
in an environment that
enables all to grow.**



St. Lawrence's Primary School

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WELCOME

The overall aim of St. Lawrence's School is to enable the children to lead full Christian lives. The vocation of each individual is to grow as a human person in the image of God. To attain this aim, St. Lawrence's seeks to promote a knowledge of the Catholic tradition and to provide opportunities for free response and growth in faith within the Christian community.

In Religious Education, the teachers follow the Perth Archdiocesan Guidelines for Religious Educators. These cover such areas as sacraments, scripture, prayer, commandments, the Church and an appropriate understanding of the beliefs of the Catholic faith.

Assessment, however, is concerned only with the students' knowledge and does not make any judgment about faith response, as we must respect the freedom of all to respond to God's personal invitation.

Liturgical celebrations are held regularly and children are encouraged to avail themselves of the opportunity to receive the Sacrament of Penance. It is hoped that parents and school will work together to lead the children to an appreciation and love of the Mass through regular celebration. Every effort is made to help develop in each child a deep, personal conviction in the truths of our religion.

The children are encouraged to reflect on the Fruits of the Spirit as listed in St. Paul's letter to the people of Galatia "What the Spirit brings is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self control," and set goals to practise them in their daily living. (Gal. 5:22)

St. Lawrence's School endeavours to create a safe, friendly learning environment that is developmentally appropriate and child centred. Children are encouraged to take responsibility for their own behaviour and learning. Our learning programmes focus on both what the children are expected to know and how they can apply and use their knowledge and skills. Learning experiences that involve team work, sharing ideas and applying learning, give children the opportunities to acquire lifelong learning skills, such as social and group skills, complex thinking skills, and multiple ways of knowing.

The assessment of children's learning is ongoing and continuous. Children are encouraged to share their learning with parents in student-led conferences and through student-parent learning journeys.

Our curriculum, teaching and learning strategies, and assessment procedures help children to feel competent in their capacities to:

- (a) be life long learners
- (b) learn and demonstrate their learning, and
- (c) be motivated to continue to learn.

Remembering the words of Vatican II, "Parents must be acknowledged as the first and foremost educators of children", parents are encouraged to communicate regularly with the teachers for the greater benefit of their children. At the same time, the school is recognized as being a part of the community, Church and local, and the children's

obligations to both are pointed out.

We want the best possible school tone where the children are interested and enthusiastic, helpful and co-operative, courteous and possessed of a sense of humour. We want them to take pride in belonging to St. Lawrence's School.

In accepting a place for their child at St. Lawrence's, parents agree to support the policies, goals and rules of the school and to actively participate in the different school events.

PLEASE NOTE

- 1. It is most undesirable for children to be at school too early. There is no teacher supervision before 8.15 a.m. Children are not permitted to play on or with equipment before school. They are to stay in the Quad until teachers come on duty.**
- 2. Parents must send a brief note to the class teacher if a child is away for any reason. These absentee notes are a legal requirement for school records and must be dated. Children should not be absent from school unless for genuine illness or special circumstances. No child can afford to miss school time unnecessarily.**
- 3. No child is permitted to leave the school grounds during school hours. Parents / carers needing to collect children from school for any reason, must report to the office to procure a pass which, when presented to the class teacher, will permit the named child/children to be released.**
- 4. PARKING: Parents are asked, in the interest of safety, to drop off and pick up children in the car park via Davies Street, off Chapman Road. There is also an off-road parking/drive-through facility at Fitzgerald Hall, which may be used by the School. Parents are asked to PARK IN A BAY if collecting children there. In the interest of safety, parents are asked not to use the STAFF/PARISH CAR PARK OR THE AREA IN FRONT OF THE OFFICE, as a drop off/pick up point for their children.**

ACCIDENTS AND ILLNESS AT SCHOOL

It is imperative that the school has an address or telephone number to contact in the case of accidents or emergencies. Please ensure that changes of address and telephone numbers are given to the school.

DENTAL AND MEDICAL APPOINTMENTS

Medical appointments should be made out of school hours. When this is not possible, children should attend school for as much of the school day as possible before and after the appointment. No child will be released from class for any reason whatever unless a note is received signed by a parent. Children attending the School Dental Clinic must be taken by a parent or adult.

UNIFORM

School uniform is compulsory and must be worn at all times. If, for any reason, a child is not in full uniform a note must be sent to his/her teacher. Enrolments are accepted on the understanding that parents and children fully support our school policy. School uniform is an important part of this policy. Extremes of hairstyles/colours are not accepted as part of the school uniform.

SCHOOL HOURS: **8.45a.m. TO 3.10p.m.**

SCHOOL NEWS

The school newsletter will be distributed to the youngest child of each family every Thursday. It may also be accessed on the school website www.stlpsgeraldton.wa.edu.au

ALL UNIFORMS AND BELONGINGS MUST BE CLEARLY MARKED.

BOYS ... SUMMER

Grey shirt and shorts. Shorts to be worn on waist not lower.
Dark brown sandals.
School emblem must be on shirt pocket.
School sun hat.

... WINTER

Grey shirt and trousers or shorts. School grey socks and plain, black school shoes.
School jumper.

SPORTS

School shorts and school sports top and school white socks. Plain, black sandshoes.

GIRLS ... SUMMER

School dress. Dark brown sandals.
School sun hat

... WINTER

School dress. School white socks or school green tights.
Plain, black school shoes. School jumper.

Lemon, white or green trimmings for long hair,
or school scrunchie.

SPORTS

School shorts and school sports top and school white socks. Plain, black sandshoes.

No other articles of clothing are to be visible from under the school uniform.

SCHOOL UNIFORM SHOP

The following are available from the School Uniform Shop:

- * girls' dresses and scrunches
- * girls' tights
- * girls' white school socks
- * sports shorts and T-shirts
- * sports jumper
- * boys' grey school socks and white sports socks
- * boys' grey shorts and trousers
- * boys' grey shirt with emblem on pocket
- * school jumpers
- * St. Lawrence school bag is compulsory from PP - Year 6
- * washable library bags
- * sunhats

Second hand uniforms may be bought through the P & F from the Uniform Shop which is open each **Monday from 8.30 - 9.00 a.m.** (or **Tuesday following Monday public holiday**) and **Friday from 3.00 - 3.30 p.m.**

The wearing of sun hats while outside is compulsory at all times.

The St. Lawrence's School bags is compulsory from PP - Year 6.

Green, school hats available from office and uniform shop.

Boots are not permitted as part of the general or sports uniforms.

Cargo/casual shorts are not part of the school uniform.

Hair longer than shoulder length is to be tied back.

Nail polish is not to be worn..

One pair of plain sleepers or plain studs may be worn in ears.
1 plain, simple, metal ring may be worn.

The sport jumper does not replace the school jumper as part of the winter uniform.

COMMUNICATING LEARNING TO PARENTS

It is a Federal Government requirement that all schools supply parents with plain English reports that provide comparative reporting on children's progress. This report is a summary of the children's learning over a semester or year. More detailed information about children's learning will be provided each term in the form of interviews, student-led conferences, learning journeys, parent/teacher meetings and portfolios of work.

Parents are urged to contact the school if they have any queries about their child's progress. Please pre-arrange an appointment with the class teacher to ensure that the time is mutually convenient.

Parent interviews will be conducted early in Term 1 to provide an opportunity for parents to meet the class teachers and obtain necessary information to assist in maintaining school/home relationships which support children's learning.

SPORTS

We aim at providing a variety of sports for the children so that they may experience different types of games and be encouraged to take part in a sport of their choice when they leave school. Sport and swimming are part of the school curriculum and a note from parents is required for exemption. All children attend swimming classes during the year.

LOST PROPERTY

Articles of clothing lying around will be put in a lost property box which is in the admin area. Unclaimed clothing will be given to the Uniform Shop at the end of each term. Please ensure all clothing is named.

PARENTS AND FRIENDS' ASSOCIATION

St. Lawrence's Parents and Friends' Association meets in the school library at 7.30 p.m. on the second Monday of each month. All parents are invited to attend and support this very worthwhile organization. The Association can be an active body only in so far as it receives the support of the parents. Your interest can be shown by your regular attendance at the monthly meetings.

NEW ENROLMENT

Parents are required to present to the office the birth certificate, baptismal certificate and immunisation book of any children accepted for enrolment.

PUPIL REQUIREMENTS

Pupils are expected to provide items for their personal use e.g. pencils, pens, felt pens, rulers, coloured pencils, toilet requirements (towel, comb), minor stationery items, etc.

BOOK HIRE

In our school we believe that it is in the best interests of the pupils if parents pay a levy for books. The funds will primarily be used to provide text books and other class requisites.

MONIES

All money sent to school **must** come in **an envelope marked with the child's name, and stating what it is for**. This will be placed in the message tray housed in each classroom.

SCHOOL BANKING

Parents wishing to open saving accounts for their children may do so through the school with the C.D.F. Banking day is Tuesday. Deposits to be put into the class message tray in the morning.

CANTEEN

Lunches are available at the canteen **MONDAY, WEDNESDAY, FRIDAY**. If Monday is a holiday then the canteen is open on a **TUESDAY**. Price lists and menus are publicised periodically. All parents are asked to volunteer to go on the roster for canteen duty or cake duty.

SCHOOL FEES STRUCTURE - 2011

SCHOOL FEES ... PER YEAR

\$712.00 ... ONE CHILD ... \$178.00 PER TERM

\$1,280.00 ... TWO CHILDREN ... \$320.00 PER TERM

**\$1,708.00 ... THREE OR MORE CHILDREN
... \$427.00 PER TERM**

\$430.00 ... LARMENIER (4 years olds) ... \$107.50 PER TERM

BUILDING LEVY ... PER YEAR ... K - YR 6

\$120.00 ... PER FAMILY

IT LEVY ... PER YEAR ... PP - YR 6

\$65.00 ... PER FAMILY

AMENITIES ... PER YEAR

AMENITIES ... LARMENIER ... \$45.00 ... PER CHILD

AMENITIES ... PRE-PRIMARY ... \$45.00 ... PER CHILD

AMENITIES ... PRIMARY ... \$75.00 ... PER CHILD

P & F SUBS ... PER YEAR ... PP - YR 6

\$ 6.00 ... ONE CHILD

\$12.00 ... TWO OR MORE CHILDREN

INCURSION ... PER YEAR ... PP - YR 6

\$24.00 ... PER CHILD ... \$6.00 PER TERM

IMPORTANT INFORMATION

LEADERSHIP TEAM

All Catholic schools in W.A. have a leadership team which works collaboratively to ensure the efficient running of the school. In Catholic primary schools, such as ours, the leadership team is comprised of the principal, one assistant principal administration and one assistant principal Religious Education. They are in short, referred to as AP Admin and APRE.

Our AP Admin is Mr. Peter Boyle. The role of the AP Admin is to share in the educational, pastoral, theological and managerial leadership of the school. Main duties include assisting with curriculum planning, development and implementation, contributing to staff faith development, prayer and Eucharistic celebrations and helping address disciplinary matters throughout the school. Other duties include ordering of new stock, compiling duty rosters and timetables, appointing relief staff, co-ordinating various activities which visit the school, and supporting the principal in implementing policies and guidelines from Catholic Education Office of W.A. Regular meetings of the leadership team are held to plan for the day-to-day management of the school.

Our APRE is Sister Monica. The role of the APRE is to share with the principal the educational, theological, pastoral and managerial leadership of the school and its community. Main duties relate to the planning and implementation of the Religious Ed. programme, good teaching practice and the integration of R.E. with other curriculum areas. Her responsibility also entails involvement in staff faith development, prayer and Eucharistic celebrations. Should your child be Catholic, and has not received the Sacrament of Penance or Holy Communion at the usual times, Sister Monica is willing to discuss this issue with you and plan appropriate steps.

UNIFORM

If, for any reason, your child is temporarily unable to wear a particular item, please send a note to the appropriate teacher. This will save unnecessary problems for all concerned. Footwear for summer is listed as brown school sandals. If you choose to send your child with the winter footwear that is acceptable, but I remind you that it is **black school shoes with the school socks**. Shoes with white/coloured stripes, dots, brands etc. are not acceptable with the school uniform; neither are boots of any kind. The boys' grey shirt is to have the school emblem on the pocket. The green sun hat is part of our school uniform and all children must have it at school each day. Parents, please lend your support on this point for the well being of your children. Any child, who is at school with incorrect uniform, will be given a letter to take home which will need to be completed by parents and returned to the sender.

USE OF STUDENT IMAGES

As part of the school's publicity activities there may, on occasion, arise the situation whereby the school, Catholic Education Office (CEO) or local media will need to take photographs and /or video footage of child/ren for publication in newspapers, school documents, CEO documents, training videos and/or the school/CEO website. If your situation on this has changed since last year, please let the office know; if your family is new to the school, please complete and return the green, policy-support page.

COLLECTING CHILDREN

For a variety of reasons, people other than parents, sometimes collect children from class rooms for appointments etc. In the best interests of all concerned, and to ensure that all parties are covered legally, the following process is to be followed:

Children being collected from classrooms (other than at home time) will not be released unless the person collecting them has signed them out at the office. When the signed form is presented to the class teacher, the named child / children will be allowed to leave.

Parents we ask for your support, please. Make sure you leave yourself a couple of extra minutes to call into the office and complete the form or collect it earlier in the day or the day before.

SCHOOL BANKING

School Banking at St. Lawrence's is through the CDF. Since 1989 CDF has been conducting banking for primary school children in their schools. The money saved by them helps not only the saver, but the Bishop, in various projects in our parish and diocese, e.g. new churches, and schools. So, if you would like to get a two-way benefit, encourage your children to save a little each week and help your church financially. Please call at the school office for an application form.

MEDICATION POLICY

The Catholic Education office provides schools with guidelines for staff administering or supervising the administering, of medication to students. These guidelines ensure that the duty of care to students is being fulfilled at the school level and that staff are acting within legal limits. The guidelines state: "The parent/guardians of students who are required to self administer prescribed medication, are to notify the principal / school of this requirement and all relevant details." In light of this, parents who have a child self-administering prescribed medication at school, must complete a form (available at the office) giving the required information. Students who bring medication to school are to give it to the class teacher who must keep it under lock and key. Parents who wish school staff to administer medication must fill in the green form, which is available at the office.

DUTY OF CARE

We all know only too well, that children can at times treat each other in ways that are less than respectful either by their words or actions. Once brought to the attention of staff (if such is necessary), these issues are handled as circumstances warrant, which may include discussion with parents. All children in the school's care are entitled to safety while on the premises and the school must provide 'Duty of Care.' In the light of this, we remind parents/carers, that they may not in any circumstances, approach other people's children on school grounds to reprimand, censure or, worst of all, threaten. This is not to deny that wrong may have occurred, but to provide protection for everyone, especially the children.

LETTER OF REFERENCE

If parents require teachers to fill in forms or write letters to medical practitioners or others concerning children or their behaviour /progress, they are to make the approach through the office by filling in the appropriate form. The letter/form will be sent directly to the person named and a copy given to the parents. No staff will be permitted to act on any request that is not on the approved form and signed by the principal or one of the APs.

EARLY MORNING

Parents are reminded that in the mornings there is no teacher supervision until 8.15a.m. Children who choose to come to school before that time, are to put their school bags near their classroom and then go to the main quad. It is unsafe for them to be hanging around the far side of the buildings. Children who do not abide by this policy will be asked not to be at school before 8.15a.m.

PUNCTUALITY

The first siren of the school days goes at **8.45 a.m.** Children need to be at school in time to have unpacked bags and put their belongings into the classroom before this. They are then ready to move immediately with their class to the first activity of the day. Some action will be taken with children who are continually late. **School finishes at 3.10 p.m. each day.**

PARENT / TEACHER COMMUNICATIONS

After the initial parent/teacher interview, parents are asked to arrange mutually convenient times with teachers if they have business to discuss. Just arriving and expecting teachers to be able to see you, can lead to disappointment, or to a hastily-had conversation, which is not very satisfactory in the end.

HEALTH CARE CARD TUITION FEE DISCOUNT SCHEME

Parents/guardians who are responsible for the payment of school fees and hold a current means-tested family Health Care Card or Pensioner Concession Card with the code "PPS", will be entitled to a discount on tuition fees.

The discounted tuition fee per student for 2011 will be as follows:

\$220 per year for kindergarten students

\$220 per year for primary students (PP – 6)

To access the Health Care Card Tuition Fee Discount Scheme parents/guardians will need to show a valid Health Care Card or Pensioner Concession Card (code PPS) and complete a simple form prior to the end February 2011. Holders of cards that are due to expire prior to the end of Term 3, 2011, will need to show their new card, once issued, for the discounts to continue.

PAYMENT OPTIONS

- 1) At the front office in Person - CASH / CHEQUE / EFPOS
- 2) Fill in and sign an authority form for regular payments via DIRECT DEBIT / CREDIT CARD / B PAY