

St Benedict's School

*A Catholic Co-Educational School from
3 Year Old Kindergarten to Year 6*

Parent Information Handbook



I Hope

I Believe

I Love



VISION STATEMENT

St Benedict's is a co-educational Catholic primary school. Founded in 1953, our ethos was put in place by the Sisters of Our Lady of the Mission. Their chosen motto, I Hope-I Believe-I Love, continues to this day on the St Benedict's school crest and reflects our fundamental belief in the love of God.

Central to our school is the creation and sustaining of a strong sense of community forged by an authentic teaching of the Catholic ethos. Links between our school and parish are close and deeply respectful. There is a whole school commitment to provide students with an experience of Jesus as present and active in their everyday lives. We provide an outstanding pastoral care program through daily prayer and Religious Education lessons, taught by a committed staff, active in modelling Christian values.

We hold a deep belief that all students have the ability to strive for personal success with an emphasis on the education of the whole child. We collaborate to create learning environments that are safe, engaging and meaningful. Our students are provided with opportunities to become successful learners in the 21st century by providing them with challenging programs that are designed to cater for the individual's needs, interests and abilities.

Our commitment to pastoral care is embedded in our educational programs, which ensures that our students feel secure and nurtured in an environment dedicated to their growth as young people. In the spirit of Jesus, all people are valued equally at St Benedict's. The Gospel values underpin our pastoral practices and values. The care of staff for students, parents and each other goes beyond their professional commitment. We nurture our students to be resilient, respectful, grounded people who show compassion to others.

As a community, we share high expectations and hopes for our students. We believe in their future and in their potential to live lives of purpose and contribution. We strive to establish a strong partnership with families and the parish in achieving the best for our children.

The staff at St Benedict's work together with professional diligence to develop and share strong contemporary practice with an aim for continuous improvement. Staff members show empathy and care for the individual student while promoting diversity and difference. They often go above and beyond their designated duties to ensure the best outcomes for their students. They share their knowledge, wisdom and resources generously and openly. Above all, our staff continuously strives to bear active and effective witness to the love of Jesus in their daily work.

St Benedict's school is a place of Christian embrace where all people are made welcome and challenged to live out their highest possibility. We welcome all with open hands.



ST BENEDICT'S HISTORY

Being a parish school the history of St Benedict's is closely tied with that of its Church. In June 1952 Archbishop Prendiville announced the new Parish of Applecross as all the area from North Lake Road to the Canning River. Fr. Albert Lynch was the first appointed Parish Priest and Mass was initially celebrated in the Applecross District Hall at Canning Bridge. A Parish committee, established by Fr. Albert during 1951, held numerous fundraising activities and in July 1952 he announced the purchase of a site between Alness and Ardross Streets in Applecross where the Church and school now stand. The Applecross Parish has been blessed with four wonderful Parish Priests who have offered outstanding spiritual leadership. In July 1973 Fr Rodney Williams succeeded Fr Albert Lynch and in September 1978 Fr John O'Reilly was appointed to lead our Parish followed by Fr Peter Whitely in January 2003. Our current Parish Priest is Fr. Phillip Fleay who was appointed in 2013.

In the early days the school buildings were used to celebrate Mass each weekend with tables removed and replaced with kneelers on Saturdays and the reverse done after Mass on Sundays. This continued until Sunday 8 March 1959 when, with 400 people in attendance, St Benedict's Church hall was formally opened by His Grace Archbishop Prendiville. Whilst the school and church buildings were now separated, the foundations for the strong links which still exist today were firmly established.

The Presbytery and Church school were built during 1952 and St Benedict's Primary School opened on February, 2 1953 with about 50 children in attendance. Sister Mary Angela from the Sisters of Our Lady of the Missions Order was the first Principal, a position which she held until 1961. The congregation supplied many fine sisters until 1974, after which the School Board appointed Leo Schaper the first lay Principal. Since Mr Schaper's appointment, there have been four Principals – Mrs Patricia Higgs 1976 - 1990, Mrs Barbara Ingram 1991 – 2000, Mr Darryl Windsor 2001 – 2006 and Mr Mark Powell 2007 – 2013. The current Principal is Mr Darren McDonald who was appointed in 2014.

Over the subsequent years, St Benedict's has continued to grow and develop its facilities. A purpose built early learning centre was completed in 1992, and now houses our current 4 Year Old Kindergarten. The current junior primary classrooms were completed in the 1980's, with an extra classroom added in 1999. The current Pre-Primary Blue room was originally a Year 3 classroom before becoming a Pre-Primary in 2001. In 2014, this building will undergo further refurbishment and development to create two pre-primary classrooms to cater for our growing early childhood numbers. The double storey block, canteen and undercover area was completed in 2005 and now houses our senior primary classes.

Our new St Benedict's Church was opened in 2008, and has been acclaimed and recognised by architects around the country. With an outstanding new space for worship, the old Church above the Parish Hall was de-sanctified. In 2010 after major work, the old church space became the IT lab and the Library. As part of that work, the parish hall was also refurbished and modernised.



Since its earliest beginnings with 50 children, St Benedict's has now grown to an enrolment of approximately 260 children from 3 Year Old Kindergarten to Year Six. The school's excellent facilities allow the talented and dedicated staff to assist the children to develop their full potential.

GOALS

St Benedict's School strives to:

- Acknowledge, appreciate and respond to the uniqueness of each person.
- Prepare the student to approach life with confidence and optimism.
- Support the development of knowledge and understanding of what the Catholic Church teaches so that our community members reflect God in their daily lives.
- Provide a positive and supportive environment for the students to grow as confident and independent learners; spiritually, intellectually, physically, emotionally, artistically and socially.
- Encourage open communication between all members of the school and parish community.
- Create an atmosphere which promotes dignity and respect for all and values each member's contributions.

SCHOOL LOGO, MOTTO & VALUES



Motto:

SPERO – I HOPE
CREDO – I BELIEVE
AMO – I LOVE

Values:

Service

"Think of what you could do for others before thinking of yourself." (Children's adaptation of the Rule of St Benedict 72:7)

Community

"Always be the first to show respect to those around you" (Children's adaptation of the rule of St Benedict 72:4)

Integrity

"Living like Jesus must come before all else" (Children's adaptation of the Rule of St Benedict 4:20)



RELIGIOUS EDUCATION

We aim to provide a learning, social environment where children, teachers and parents work together to foster the development of Christian attitudes and values of the Catholic faith by:

- *Providing active and meaningful participation in liturgical celebration.*
- *Encouraging the extension of Christian living into the general community.*
- *Encouraging the child to develop to the fullest of his or her God given potential and to use it in the service of God and humankind.*
- *Encouraging children to give witness to their Catholic faith.*
- *Providing instruction according to the Religious Education units of work issued by the Bishops of Western Australia.*

SACRAMENTAL PREPARATION

Children are prepared for the Sacrament of Penance in Year Three, Eucharist in Year Four and for Confirmation in Year Six.

SCHOOL HOURS

Children are supervised from 8.30am to 3.30pm each day. If children are dropped off or picked up outside these hours then supervision cannot be guaranteed. "Camp Australia" Child Care is available for students 4K-6, outside those hours.

Kindergarten (3K and 4K)

Monday – Wednesday 9.00am to 2.30pm (4K)

Thursday and Friday 9.00am to 2:25pm (3K)

Pre Primary to Year 6

School commences 8.50am (Gathering Time from 8.30am)

Morning Recess 11.00am – 11.20am

Lunch 1.00pm – 1.40pm

School Concludes. 3.15pm

Children are not to leave the school grounds during school hours unless accompanied by an authorised adult. Parents /guardians must sign in and out through the front Administration office.



CATHOLIC PARISH OF APPECROSS

Our school is an integral part of the Parish and both groups work closely together to enhance the Spiritual life of the community.

Mass Times At St Benedict's Church

Weekday Masses

Mon 7.00am Communion Service

Wed/Fri..... 7.00am

Tues/Thurs 9.00am

Weekend Masses

Sat 7.30am

Vigil 6.00pm

Sun 7.30am

..... 9.30am

..... 6.00pm

Sacrament of Reconciliation

Saturday 4.30pm – 5.30pm

STUDENT ENROLMENT

Rationale

Catholic School exists to further the mission of the church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia to make Catholic School education available to all Catholic children, in so far, as this is possible.

Procedure for Application

Complete an 'Enrolment Application' form and forward to us with a copy of your child's Birth Certificate, Baptism Certificate & Immunisation Record (from the MyGov website) and a Parish Priest Reference (which can be downloaded from the school website).

A \$100.00 non-refundable registration fee per child applies upon submission of the Application form. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.

Upon acceptance of a position at St Benedict's a non-refundable enrolment fee of \$300 is required. This will be deducted from your school fees once your child has commenced the 4 Year Old programme provided by the school.

Enrolment Policy

Selection Criteria:

- *Catholic students from the Parish*
- *Catholic students from outside the Parish*
- *Siblings of non-Catholic students*



Enrolment Policy - continued

- *Non-Catholic students from other Christian denominations*
- *Other non-Catholic students*
- *It is the responsibility of the parent/guardian to advise the Principal of any special educational needs which the child may have.*

ABSENCES

For the safety of your child/ren the following applies for absences from school:

Absence due to illness

- *Notify the school (email, school app or phone) by 9.30am if a child will be absent on a particular day (notification is also required for dental and other appointments). The form is available for download from the school website; and*
- *Provide the teacher with a written explanation as to the reason for the child's absence when the child returns to school.*

Absence due to an appointment

- *If children are to leave the school grounds during the day (for whatever reason) the absentee book which is kept at the office, must be completed and signed by the parent/guardian prior to collecting your child from class.*

Unexplained Absence

- *This is when a child is not present at morning roll call, and no notification of absence has been received either by Administration or the class teacher from the parent/guardian. In this instance, the following will take place:*
 1. *An SMS will be sent by the administration team, at 9.30am, once rolls are completed at the start of the day by the class teacher.*
 2. *If no response is received by Administration within a 30 minute period, a follow up phone call will be made to confirm your child's absence.*

Absence due to Vacation

If you are taking a vacation out of normal school holiday times, written notification must be given to the Principal 2 weeks prior to leaving. The form is available for download from the school website and must be completed and handed to Administration for the Principal's attention. Please note, this form is not to be handed to the class teacher.

MEDICAL

If children are unwell they should not be sent to school. If a child becomes ill during school hours and is unable to continue at school, parents are contacted to collect their child. Please ensure that contact information is always up to date to alleviate difficulties.



MEDICAL - continued

Staff are not authorised to administer medication to students and should not be asked to do so. Where possible, medication should be administered by parents outside of school hours. If this is not possible, the office must have a written note (available on the school website or from Administration) from parents giving clear instructions of procedures and presented to the office each day. The child will come to the office when it is time for him/her to take their medication. It is the parent's responsibility to collect medication at the end of each day.

ACCIDENTS

When a serious accident occurs, parents will be contacted immediately. In cases of extreme emergency an ambulance will be called when parents or the emergency contact are unavailable. Please ensure that contact details for both parents and an emergency person are always kept up to date. Parents are always contacted prior to the emergency contact person.

STUDENT INSURANCE

Through the school's insurer, Catholic Church Insurance, 24 hour student insurance cover is arranged. It is necessary for all children to be insured in order to receive this coverage at an extremely competitive rate. The student insurance is charged with the Term One school fees.

PARENT CONTACT INFORMATION

Student Information sheets are retained in the office for each family. Throughout the year some information may become outdated. We ask your assistance in supplying the details to update the Student Information sheets. This information is kept as a handy contact reference should you child become ill or we need to contact you in the case on an emergency.

CANTEEN

The canteen operates each Wednesday for recess and lunch orders. A menu can be downloaded from the school website. Every effort is made to maintain prices at a minimum and to promote healthy eating habits.

Please note: All orders must be placed by 9AM Tuesday morning. Orders placed after Tuesday morning will be restricted to pies, sausage rolls and pizza. Please bring lunch orders to the canteen Thursday morning before school or place in the blue bin located in the breezeway.

EXCURSIONS

Excursions are arranged according to topics of study being undertaken. Written permission from parents is compulsory.



SCHOOL CAMPS YEARS 4 - 6

Camps at St Benedict's School are designed to relate, where possible, to the school curriculum and will allow children to experience and develop skills in social behaviour, responsibility and independence, as well as provide opportunity for recreation. Camps, which all children are expected to attend, are seen as an opportunity to build self-esteem in a pastoral and caring environment.

Structure:

- *Year 4 to have a sleepover at school with a curriculum focus (end of Term 3);*
- *Year 5 to have a two night 3 day camp to be held in the metro area with the focus being on leadership and preparing students for their roles in year 6. Out of this camp students will have a really good idea of what a leader is and what leadership role they feel they should pursue. (Early Term 4);*
- *Year 6 to have a four night camp outside the metro area e.g. Midwest, Southwest, Great Southern or Goldfields. The camp will have a multi focus around leadership and teamwork, building confidence and deeper curriculum opportunities. (Term 1)*

PHYSICAL EDUCATION

Participation is encouraged in all aspects of sport and physical education. The school employs a Physical Education specialist who teaches a wide variety of skills during a 60 minute lesson each week (PP – Year 6). Class teachers incorporate these skills into their weekly sport lessons. The school is involved in an interschool sporting association with a group of Catholic Schools with similar enrolment. The major interschool events are swimming, athletics, cross-country and triathlon.

Crunch 'n Sip

St Benedict's is a member of a nationally recognised organisation committed to promoting healthy eating and exercise habits amongst staff and students (see brochure).

SPECIALIST TEACHING AREAS

Music

The school employs a specialist to teach music. The classes have regular choir practice of liturgical music. Children also have the opportunity to perform in festivals and school assemblies.

Private music tuition is also available at school during school hours through an outside agency for students in Years 3-6. Tuition is offered in piano and guitar. Details and contact information is on the school website.

Drama

A drama specialist is employed to educate students in the area of performing arts. Student will also apply these skills in extra-curricular opportunities.

Double stream year levels complete one Semester of Music and one Semester of Drama.



Library

The school employs a Teacher Librarian. Information and literature appreciation skills are taught from Kindergarten to Year Six. The library is well stocked and the children are encouraged to borrow both fiction and non-fiction books on a regular basis. All children are to have a library bag to protect the books borrowed. If for any reason books are damaged or lost, parents are expected to pay for the repair or replacement of the book. Parents are always welcome to visit the school library.

Science

Each class from Pre-Primary to Year 6 has a dedicated Science lesson taught by a specialist Science teacher. St Benedict's School uses and supports the Primary Connections Science Programme.

Italian

Our school is committed to providing a rich opportunity for our students to learn a language other than English. Italian lesson run for 1 hour (2 ½ blocks for PP students) on Monday and Tuesday.

SUPPORT PROGRAMS

Reading Recovery

Reading Recovery is a one on one, intensive, accelerated, literacy early learning intervention. It is facilitated by a specially trained teacher and is designed for students in Year One who require further support to develop reading fluency and comprehension.

EMU (Extending Mathematical Understanding)

EMU is designed for students who require assistance to fill gaps in conceptual understandings of Mathematics. The sessions are run in small groups by a specially trained teacher. EMU is available to students in Year 1

Challenge Club

Is an afterschool program which is available for students from Year 4-6 who are motivated for an extra academic challenge. The session's focus on critical thinking and problem-solving skills and also provide the opportunity for students to experience various interschool academic events.

IEP's / CAP's

IEP's (Individual Education Plans)

An IEP is a flexible working document which identifies a student's specific needs and learning priorities, and outlines how these needs are to be addressed within a defined time frame. An IEP is required when students are not accessing the curriculum at their year level.

CAP's (Curriculum Adjustment Plans)

A CAP shows the evidence that the student's skills and needs have been taken into account in the preparation of the group program. Students will achieve regular or close to regular outcomes with teacher adjustment. A CAP is used when students required adjusted strategies to successfully access the curriculum at their appropriate year level.



ICT

St Benedict's school utilises a wide variety of technology as an effective learning tool in the classroom. Students in all classes have access to interactive whiteboards or collaborative screens connected to Apple TV's for wireless presentation of materials.

Students from Kindergarten to Year 2 have a class set of iPads which are utilised in accordance to the teacher's program.

Students from Year 3-6 are part of a 1:1 BYOD iPad program. This program is highly successful at complementing the 21st century teaching philosophy which is utilised throughout the school. More information about the St Benedict's School ICT program can be found on the school's website.

ST BENEDICT'S UNIFORM POLICY

Dress Code

The school uniform is a sign of our identity and a symbol of our school community and it should be worn with pride. The uniform assists students to develop a sense of unity and belonging. Wearing a correct, neat uniform encourages a sense of pride in appearance and ensures consistency and equality for all students. The parents and staff at St Benedict's School expect a high standard of dress to be maintained by all students.

Upon enrollment at St Benedict's, parents and students agree to all school policies. The uniform at St Benedict's School is compulsory and must be worn at all times. Parents are expected to ensure that their child wears the correct uniform at all times and the school will insist that parents fully support the school in this matter.

Students are expected to wear the correct regulation school uniform or sports uniform on the correct days. These days will be clearly stated at the beginning of each school year.

Any deviation from the standard uniform requires a signed note from the parents to the classroom teacher and must be for a valid reason.

Students can earn faction reward tokens for wearing the correct school uniform. If students wear the incorrect uniform they will be given a reminder note. If the incorrect uniform is consistently worn a Uniform Discrepancy Notice will be sent home and needs to be signed by parents and returned to school.

Summer uniform is to be worn in Terms One and Four, and Winter Uniform in Terms Two and Three. There is a two-week lead in period at the start of Term 2 and Term 4 for students to transition to the appropriate uniform.

Girls Summer Uniform Years 1-6

- *Regulation blue check dress*
- *Black leather or leather look school shoes, worn with socks (lace up, buckles or velcro fastened)*
- *Or Navy blue leather or leather look sandals, worn without socks*
- *Regulation royal blue school pullover with school emblem*
- *Socks: Short white turnover*
- *Blue Bucket Hat with School Emblem*



Girls Winter Uniform Years 1-6 - continued

- Regulation blue tartan pinafore
- Regulation long sleeved blue shirt with school emblem (to be worn under tunic, tucked in)

Year 5-6

- Regulation blue tartan skirt
- Regulation long sleeved blue shirt with school emblem (to be worn tucked in)
- Tie: Regulation blue

Year 1-6

- Regulation royal blue school pullover with school emblem
- Black leather or leather look school shoes, worn with socks or tights (lace up, buckles or velcro fastened)
- Socks: Short white turnover
- Tights: Navy blue
- Blue Bucket Hat with School Emblem
- Navy wet weather jacket and navy blue beanie and scarf (available from uniform shop) are an optional part of the winter uniform

Boys Summer Uniform Years 1-6

- Regulation short sleeved blue shirt with school emblem (to be worn tucked in)
- Regulation grey school shorts
- Regulation royal blue school pullover with school emblem
- Black leather or leather look school shoes, worn with socks (lace up, or velcro fastened)
- Or Navy blue leather or leather look sandals, worn without socks.
- Socks: Short grey turnover
- Blue Bucket Hat with School Emblem

Boys Winter Uniform Years 1-6

- Regulation long sleeved blue school shirt with school emblem (to be worn tucked in)
- Regulation long grey school trousers
- Regulation royal blue school pullover with school emblem
- Tie: Regulation blue (Yr 5-6)
- Black leather or leather look school shoes, worn with socks (lace up or velcro fastened)
- Socks: Short grey turnover
- Blue Bucket Hat with School Emblem
- Navy wet weather jacket and navy blue beanie and scarf (available from uniform shop) are an optional part of the winter uniform

Girls Sports Uniform Years 1-6

- Regulation white polo shirt with school emblem
- Regulation royal blue skort
- Navy school tracksuit jacket with emblem
- Navy school tracksuit pants (may be worn in winter)



Girls Sports Uniform Years 1-6 – continued

- Regulation faction coloured polo shirt with school emblem
- Year 6 students only may also wear the current school year graduation polo shirt
- White sports shoes with minimum colour, worn with socks (lace up or Velcro fastened)
- Socks: White sports sock with pale blue and navy blue band
- Blue Bucket Hat with School Emblem

Note: Polo shirts are not required to be worn tucked in.

Boys Sports Uniform Years 1-6

- Regulation white polo shirt with school emblem
- Regulation royal blue shorts
- Navy school tracksuit jacket with emblem
- Navy school tracksuit pants (may be worn in winter)
- Regulation faction coloured polo shirt with school emblem
- Year 6 students only may also wear the current school year graduation polo shirt
- White sports shoes with minimum colour, worn with socks (lace up or Velcro fastened)
- Socks: White sports sock with pale blue and navy blue band
- Blue Bucket Hat with School Emblem

Note: Polo shirts are not required to be worn tucked in.

3 Year Old Kindergarten Optional Uniform

A formal uniform in 3 Year Old Kindergarten is not compulsory. These optional items only are available to purchase in the Uniform Shop for Kindergarten children.

- Blue short sleeved T-Shirt with white design printed on front.
- Blue long sleeved T-Shirt with white design printed on the front
- Blue long sleeved Windcheater with white design printed on front.
- Royal Blue Fleecy Tracksuit pants.
- Regulation royal blue shorts for boys
- Regulation royal blue skorts for girls
- Blue Bucket Hat with School Emblem
- White sports sock with pale blue and navy blue band

Year Old & Pre-Primary Uniform (Compulsory)

- Blue short sleeved T-Shirt with white design printed on front.
- Blue long sleeved T-Shirt with white design printed on the front.
- Blue long sleeved Windcheater with white design printed on front.
- Royal Blue Fleecy tracksuit pants
- Regulation royal blue shorts for boys
- Regulation royal blue skorts for girls
- Regulation faction coloured polo shirt with school emblem (Pre-Primary Only)
- Blue school bucket hat.
- White sports sock with pale blue and navy blue band
- White sports shoes with minimum colour, worn with socks (lace up or Velcro fastened)
- Navy blue leather or leather look sandals, worn without socks for boys and girls (buckle or velcro fastened)
- Navy wet weather jacket and navy blue beanie and scarf (available from uniform shop) are an optional part of the winter uniform.



No School Hat – No Play Policy

*St Benedict's School has a "no school hat – no play" policy. The school bucket hat is compulsory **uniform** and must be worn whilst on the school grounds, before and after school, during recess, lunch and during all sport activities. This policy applies all year round.*

***Children** not wearing the school hat must remain undercover during breaks. Children will be excluded from sport if no hat is worn.*

*St Benedict's School is a recognised SunSmart School. Sunscreen is provided in every classroom and **at** sports lessons and children are encouraged to use it. Children should be encouraged to apply sunscreen before school in the morning and to reapply during the day to protect themselves.*

*It is **strongly** advised that school hats are labeled clearly with your child's name and year level.*

The sharing and lending of hats is strongly discouraged to reduce the incidence of head lice.

Dress on Excursions

*On excursions and attendance at out of school functions where students represent the school, uniform **is** compulsory. Full school uniform appropriate to the season should be worn to maintain a good image for our school. Teachers will outline clearly prior to the event or excursion whether the regulation uniform, the sports uniform or faction sports uniform is to be worn. Similarly, you will be advised prior to a free dress day or a themed dress day.*

Jewellery

The wearing of jewellery is not encouraged for safety reasons and students are not to wear excessive amounts of jewellery.

One simple silver, gold or neoprene neck chain with a holy medallion or Christian symbol may be worn but should not be visible (worn tucked inside dress or shirt.)

Suitably sized and plain gold or silver earrings, studs or sleepers are acceptable.

Sleepers: diameter 1-11 mm

Plain studs: 3-4 mm

Only one earring in each ear lobe is permitted.

No coloured earrings or earrings with clear or coloured stones are acceptable. No other piercing is acceptable.

Watches (plain) may be worn at the owner's risk.

Medi-Alert bracelets should be worn by children who require them.



Hair

Hair must be clean, brushed and kept off the face. Fashionable extremes in hair styles are not permitted. Hair dye (tints, tips and streaks) are not acceptable.

Girls and boys hair must be cut or worn tied back if it is longer in length than the collar of the school dress or shirt. Excessively short hair is not permitted. (No less than a number 2 clipper cut)

Only Navy Blue or Black elastics, scrunchies & headbands may be worn. Hair accessories are available in the uniform shop. Navy blue colour is displayed in uniform shop and no other shades of blue are acceptable. No fashionable hair accessories may be worn.

Additional Grooming and Appearance Information

Nail polish, make up and tattoos are not acceptable or permitted.

Sports shoes and sandals should be flat soled. A wedge heel is acceptable on black school shoes but otherwise a heel is not acceptable.

Black sports shoes are not to be worn as a substitute for black school shoes. White sports shoes are only acceptable for sports days and when wearing the sports uniform.

*There should be no mixing of the regulation uniform and sports uniform.
For example: Tracksuit jackets are not permitted to be worn over regulation uniform.*

Swimming caps in faction colours are to be worn for swimming training, carnivals and triathlons. These are available from the uniform shop. An interschool faction swimming cap is compulsory for children participating in interschool swimming events and will be provided by the school for the students to borrow.

A navy blue beanie and scarf are an optional part of the winter uniform and are available for purchase from the uniform shop. No other beanies and scarves are to be worn.

A navy wet weather jacket may be worn on cold and wet days to and from school, during recess and lunch breaks and at sports carnivals. These jackets are embroidered with the school emblem and are available through the uniform shop. This is an optional item but please note no other raincoats and parkas are to be worn.

School Bags

The St Benedict's school bag is available from the Uniform Shop. There are two styles and sizes available. The smaller one is endorsed by the Australian Physiotherapy Association. The blue bags, with our school emblem on them, are excellent quality. The St Benedict's school bag is optional.

Lost Property

*Please clearly label all items of uniform and personal property. This will make items more likely to be returned or identifiable among the lost property. 'Stuck on You' offer a wide range of labels for clothing and other items. They support St Benedict's School and donate a percentage of sales back to the school. Order forms are available in the administration office and the uniform shop or you can order from www.stuckonyou.biz Please enter our fundraising code: *stbenedictsapplecross*.*



Lost Property - continued

A lost property basket is located in the breezeway outside the administration office. Children are encouraged to hand into the office anything they find. Please check this basket if you are missing items. Unclaimed items will be donated to the second hand uniform shop and St Vinnies.

UNIFORM SHOP

The Uniform shop is located upstairs at the end of the library behind the blue wall. All compulsory items with the exception of shoes are available in the uniform shop.

The Uniform shop is staffed by a Manager, assisted by volunteers. Opening hours are every Thursday 8.30 – 9.30 am. Parents are not permitted access to the shop at any other time. The Manager is able to be contacted through the school office.

Additional opening times are available at the beginning of the school year and the beginning of each term. These dates and times, and the collection dates for large seasonal orders, will be advertised in the school newsletter.

Uniform Order forms are sent home three times a year. In Term One for Winter orders, in Term Three for Summer orders and in Term 4 for pre -primary students beginning year one in the following year and for kindergarten and pre -primary students for the following year. Parents are strongly encouraged to pre-order uniforms as the uniform shop will carry only limited stock throughout the year. The uniform price list and a complete order form are available on the school website or at the office if you need them at any other time during the year. Orders can be placed at the office if families are unable to come on Thursdays when the Uniform Shop is open.

Cash or credit card are the preferred methods of payment for uniform orders. Please do not send cash accompanying an order with your child to school. You are welcome to bring cash to the Administration office to pay for your uniform order or take it directly to the Uniform Shop on Thursdays. Responsibility cannot be taken by the school for large sums of cash lost. Second hand uniforms are also available to purchase from the Uniform Shop. Uniforms in reasonable condition are always needed and donations of these are most welcome.

Second hand uniforms are also available to purchase from the Uniform Shop. Uniforms in reasonable condition are always needed and donations of these are most welcome.

FEES, CHARGES & BUSINESS ARRANGEMENTS

Our fees are set after taking into account the anticipated level of State and Australian Government Grants and incorporates all items known to be an integral part of the curriculum. We aim to provide a range of payment options, and as such, fees are to be paid in accordance with the options offered.

School fees are invoiced at the start of the school year. To assist families with the payment of their fees, St Benedict's School offers several payment options. Payment can be made via BPay, Credit Card, Cash, Cheque & Direct Debit.

OPTION 1

One annual payment due by 15th February 2017. (cash, cheque, credit card, direct debit, BPay).



OPTION 2

Three Equal instalments payable on 15th February, 15th May & 15th August 2017 (credit card, direct debit, BPay).

OPTION 3

Nine equal monthly instalments commencing on 15th February with the final instalment on 15th October 2017 (credit card, direct debit, BPay).

A sibling discount is applied to the full tuition fee component only for siblings attending the school at the same time. Please note that the sibling discount does not apply to 3 Year Old Kindergarten.

All other school fees are charged in full.

2018	Kindergarten	PP -Year 6
Tuition	\$1503	\$2363
Amenities	\$294	\$388
Computer Levy	\$102.50	\$137
Bus Levy	\$57	\$57
24 Hour Student Insurance	\$33	\$35
Speech , Hearing & OT Screening	\$80	
Occupational Therapy (PP only)		\$60
Edu-Dance		\$33
Mathletics 4 - 6		\$25
Winter Sport (Years 5 & 6)		\$55
Camp Year 5 Year 6		TBA \$425
P & F Levy (per Family)	\$110	\$145
Building Levy (per Family)	\$284	\$473
Tax Deductible Building Fund (Per family & optional)	\$50	\$50
3 Year Old Kindergarten	\$83 per day	
Year Book		\$30.00

Discounted Fees	Sibling Tuition Kindergarten	Sibling Tuition PP-Year 6
No. of Children		
2nd Child	\$1202	\$1890
3rd Child	\$902	\$1418
4th Child	\$0	\$0

CONTACT DETAILS



Principal	<i>Mr Darren McDonald</i>
Assistant Principal	<i>Mr Ben Will</i>
.....	<i>Ms Katherine Kelly</i>
Finance	<i>Mrs Susan Moltoni</i>
Administration / Student Services /Registrar	<i>Mrs Bev Funga (Front Office)</i>
Administration	<i>Mrs Jacqui Covella (Front Office)</i>
Phone	<i>(08) 6217 3500</i>
Email	<i>admin@stbenedicts.wa.edu.au</i>
Website	<i>www.stbenedictswa.com</i>

St Benedict's School

70 Alness St - APPLECROSS, WA 6153

Phone (08) 6217 3500

Last Updated: 11 May 2018

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