

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



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)

SCHOOL CONTACT DETAILS

Principal.....	Mr. Steve Miranda
Assistant Principal.....	Mrs. Belinda Bergersen Mrs. Genelle Allingame
Finance.....	Mrs. Susan Moltoni
Administration / Student Services.....	Mrs. Bev Funga
Administration/Communications/Enrolments	Mrs. Jaqui Covella
Address.....	70 Alness Street, Applecross 6153
Phone	(08) 6217 3500
Email	admin@stbenedicts.wa.edu.au
Website	www.stbenedictswa.com



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 our 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.

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.

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.
- Supporting each child to reach his/her full potential and to use it in the service of God and humankind.
- 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 our 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 3, Eucharist in Year 4 and Confirmation in Year 6.



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.

PARISH CONTACT DETAILS

Parish Priest: Father Nelson Po
Parish Secretary: Stefani Chen
Office Hours: Tuesday to Friday 10am - 5pm
Address: 115 Ardross St, ARDROSS WA 6153
Postal Address: PO Box 1831, APPECROSS, WA 6953
Telephone: 9364 1120
Email: admin@stbenedicts.net.au

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
..... 6.00m

Sacrament of Reconciliation

Saturday..... 4.30 – 5.30pm

SCHOOL HOURS

Children are supervised from 8.30am to 3.15pm 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

Monday – Wednesday 9.00am to 2.45pm (4 year olds)
Thursday and Friday 9.00am to 2:25pm (3year olds)



Pre Primary to Year 6

School commences	8.45am (Gathering Time from 8.30am)
Morning Recess	10.25am – 10.40am
Lunch	12.20pm – 1.00pm - Pre-Primary - Year 2 1.00pm – 1.40pm - Years 3 – 6
School Concludes	3.00pm

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

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 – the status of the student's immunization must be up to date and the schedule dated no more than two months prior to enrolment) and a Parish Priest Reference.

A \$55.00 non-refundable Application Fee (per child) applies upon submission of the Application form. The acceptance of an application form does not guarantee an enrolment interview or the 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
- 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 via the school app by 9.00am if a child will be absent on a particular day (notification is also required for dental and other appointments).

Absence due to an Appointment

- If a child needs to leave the school grounds during the day (for whatever reason) they must be signed out by the parent/guardian in Administration prior to collecting them 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 9.15am, 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 2 weeks prior to leaving. This can be done via the school app.

MEDICAL

If your child is unwell in the morning, please do not send them to school. It is better that they rest at home and recover fully before returning.

If a child becomes ill during school hours and is unable to continue at school, parents will be contacted to collect them. Please ensure that contact information is always up to date to alleviate difficulties.

Ordinarily, staff are not permitted to administer medication to students during school hours and should not be asked to do so. Where possible, all medications should be administered by parents outside of school hours. If this is not possible then a Medication Permission Form (available on the school website or from Administration) must be completed by parents and brought into Administration together with the required medication. It is preferred if liquid medications are pre-measured in syringes and placed into a zip lock bag. Teachers must be advised that medication has been handed into Administration and the time that it is to be administered. The teacher will send your child to Administration 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 and for holidays.



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 your child become ill or if we need to contact you in the case of an emergency.

CANTEEN

Our canteen currently operates on Wednesdays and Friday, for Pre-Primary to Year 6. The canteen menu is available on the school website and all ordering is done via the app QuickCliq.

EXCURSIONS

Excursions are arranged according to topics of study being undertaken. Parents will be advised of any details related to students leaving school grounds.



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 leadership, 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 have a sleepover at school with a curriculum focus.
- Year 5 have a 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.
- Year 6 have a four/five 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.

SPECIALIST TEACHING AREAS

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 (4 Year Old Kindy – 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 enrolments. The major interschool events are swimming, athletics and cross-country and triathlon.

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 piano and guitar tuition is also available to students. These lessons are conducted at school during school hours through an outside agency. Details and contact information is on the school website.

Visual Arts

The visual arts teacher works with students one period per week for one semester of the year. The role of the Visual Arts teacher is to develop knowledge and skills within the students to ensure that, individually and collaboratively, they can:

- demonstrate confidence, curiosity, imagination and enjoyment when engaged in visual arts making;
- apply visual arts techniques, materials, processes and technologies to create artworks through the design and inquiry process;



- apply visual language and critical creative thinking skills when creating and responding to artwork;
- develop aesthetic, artistic and cultural appreciation of visual arts in past and contemporary contexts, both as artists and art critics.

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.

Japanese

Our school is committed to providing a rich opportunity for our students to learn a language other than English. Japanese lessons are provided weekly for students in Pre-Primary to Year 6.

ADDITIONAL PROGRAMS

Literacy for Life

Literacy for Life is St Benedict's Literacy support program for students in Years 1 - 6. Literacy for Life utilises the Sounds Write Program which supports students in developing skills and knowledge in reading, spelling and writing. Students will be invited into the program based upon student assessment data. Students will then work with specialist staff in small groups, four times a week.

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.

IP's

IP's (Individual Plans)

An IP 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 able to access their year level curriculum.



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 displays 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.

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.

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 an email from the parents to the classroom teacher and must be for a valid reason.

UNIFORM PURCHASE

Uniforms are available to purchase from Matrix Uniforms Shop. Uniforms can be ordered online from <https://www.matrixuniforms.com.au> or purchased from the Matrix Uniforms Shop front at

1 Hasler Road, Osbourne Park, WA, 6017.
Telephone (08) 6148 5000



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 for Kindergarten children.

- Blue short sleeved T-Shirt with white design printed on front.
- Blue Windcheater with white design printed on front.
- Blue Fleecy Tracksuit pants.
- Black sports shoes with minimum colour, worn with white sports sock with pale blue and navy blue band
- Reversible Blue and Faction Coloured Bucket Hat with School Emblem

4 Year Old (Compulsory)

- Blue short sleeved T-Shirt with white design printed on front.
- Blue Windcheater with white design printed on front.
- Royal Blue Fleecy tracksuit pants
- Regulation sport shorts for boys and girls
- Reversible Blue and Faction Coloured Bucket Hat with School Emblem
- Black sports shoes with minimum colour, worn with white sports sock with pale blue and navy blue band
- Navy blue leather or leather look sandals, worn without socks for boys and girls (buckle or velcro fastened)

Uniform for Pre Primary – Year 2 (Five Days per Week)

- Regulation faction polo shirt with school emblem
- Regulation royal blue shorts
- Navy school jacket with emblem
- Navy school tracksuit pants
- Reversible Blue and Faction Coloured Bucket Hat with School Emblem
- Black sports shoes with minimum colour, worn with white sports sock with pale blue and navy blue band

Uniform Years 3-6 (Three Days per Week)

- Regulation blue shirt with school emblem
- Regulation blue school shorts OR
- Regulation long school trousers
- OR Regulation blue culottes
- Regulation royal blue school jacket with school emblem
- Black sports shoes with minimum colour, worn with white sports sock with pale blue and navy blue band
- Or Navy blue leather or leather look sandals, worn without socks.
- Reversible Blue and Faction Coloured Bucket Hat with School Emblem



Sports Uniform Years 3-6 (Two Days per Week)

- Regulation faction polo shirt with school emblem
- Regulation royal blue shorts
- Navy school jacket with emblem
- Navy school tracksuit pants
- Reversible Blue and Faction Coloured Bucket Hat with School Emblem
- Black sports shoes with minimum colour, worn with white sports sock with pale blue and navy blue band

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 Sun Smart 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 clearly labeled with your child's name.

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

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.

Additional Grooming and Appearance Information

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

Black Sports shoes and sandals should be flat soled.

There should be no mixing of the regulation uniform and sports uniform.

School Bags

The St Benedict's school bag is available from Matrix Uniforms. 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 compulsory from Pre Primary to Year 6.

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.

A lost property basket is located in the breezeway outside the Administration Office. Children are encouraged to hand anything they find into the office. Please check this basket if you are missing items. Unclaimed items will be donated to St Vinnies or thrown away.

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. Payments can be made via BPay, Credit Card, Cash and Direct Debit.

OPTION 1

One annual payment due by 31st March.

OPTION 2

Three Equal instalments payable on 1st March, 1st June & 1st September.

OPTION 3

Nine equal monthly instalments commencing on 1st March with the final instalment on 1st November.

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.

Summary of School Fees and Charges	3 Years Kindy	4 Years Kindy	PP	Year 1- 2	Year 3-4	Year 5	Year 6
<u>Tuition Fees</u>							
1st Child	\$85 Per Day	\$1563	\$2605	\$2605	\$2605	\$2605	\$2605
2nd Child		\$1250	\$2084	\$2084	\$2084	\$2084	\$2084
3rd Child		\$ 942	\$1563	\$1563	\$1563	\$1563	\$1563
4th Child		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<u>Amenities & Levies</u>							
Amenities	\$40	\$ 294	\$ 388	\$ 388	\$ 388	\$ 388	\$ 388
Booklists		\$ 60	\$ 100				
IT Levy		\$ 102	\$ 137	\$ 137	\$ 137	\$ 137	\$ 137
Speech and Hearing OT Screening	N/A	\$ 90	\$ 70				
Edu- Dance			\$ 28	\$ 28	\$ 28	\$ 28	\$ 28
Insurance		\$ 13	\$ 13	\$ 13	\$ 13	\$ 13	\$ 13
Mathletics					\$ 25	\$ 25	\$ 25
Winter Sport Camp					-	\$ 55	\$ 55
Excursion/Bus Levy		\$ 100	\$ 100	\$ 100	\$ 100	\$ 230	\$ 425
<u>Total Amenities & Levies</u>		\$ 659	\$ 836	\$ 666	\$ 691	\$ 976	1171
<u>Family Levies</u>							
P & F levy	N/A	\$ 110			\$ 145		
Building Levy		\$ 313			\$ 521		
Year Book		\$ 25			\$ 25		
<u>Total Family Levies</u>		\$ 411			\$ 691		