St Anthony’s School community works collaboratively to teach and live the values of Christ. While respecting tradition, and to meet the demands of a rapidly changing society, it strives to educate our children to reach their full potential.

PARENT / CARER HANDBOOK
Table of Contents

Welcome ........................................................................................................................................... 4
St Anthony’s School Contact Details ................................................................................................. 4
St Anthony of Padua Catholic Church Details .................................................................................. 4
St Anthony’s School History ............................................................................................................... 4
Vision Statement ............................................................................................................................... 5
Core Values ........................................................................................................................................ 5
Crest and Motto .................................................................................................................................. 5
School Prayer ...................................................................................................................................... 5
Staff Details ......................................................................................................................................... 6
School Policy and Curricula ............................................................................................................... 7
  Religious Education ............................................................................................................................ 7
  Western Australian Curriculum ......................................................................................................... 7
Formal Reports .................................................................................................................................... 7
Pre Primary Reports ............................................................................................................................ 8
Specialist Learning Areas .................................................................................................................... 8
Extending Mathematical Understanding (EMU) .................................................................................. 8
Reading Recovery .............................................................................................................................. 8
Support ................................................................................................................................................ 8
Inspire .................................................................................................................................................. 8
Excursions and Incursions ................................................................................................................... 9
Homework .......................................................................................................................................... 9
Performing Arts ................................................................................................................................. 9
Physical Education ............................................................................................................................. 9
Houses .................................................................................................................................................. 9
Year 6 Leadership Camp ..................................................................................................................... 9
Policies ................................................................................................................................................ 9
Uniforms .............................................................................................................................................. 10
Accessories ......................................................................................................................................... 10
Administration ...................................................................................................................................... 11
  School Office ..................................................................................................................................... 11
New Admissions .................................................................................................................................. 11
Enrolment Policy ............................................................................................................................... 11
Enrolment Procedures ........................................................................................................................ 11
Secondary Schooling ........................................................................................................................... 11
School Fees ......................................................................................................................................... 12
Emergency Information ..................................................................................................................... 12
Change of Details ............................................................................................................................... 12
Absentee Routines and Procedures .................................................................................................... 12
Late Arrival .......................................................................................................................................... 12
Children Leaving School During the Day ............................................................................................ 12
Sick Children ...................................................................................................................................... 12
Publicity and Use of Student Images ................................................................................................. 13
Money .................................................................................................................................................. 13
Visitors ................................................................................................................................................. 13
General Information .......................................................................................................................... 14
  SCHOOL TIMES: Pre Primary – Year 6 .......................................................................................... 14
  SCHOOL TIMES: Kindergarten ...................................................................................................... 14
  SCHOOL TIMES: 3 Plus Program .................................................................................................. 14
  Supervision ...................................................................................................................................... 14
Welcome
St Anthony's School would like to welcome your family into our school community. The information included in this booklet is to assist you and your family to become familiar with our school. Please read the contents carefully and if you have any queries, please contact the school office.

St Anthony’s School Contact Details
Phone: 08 9303 7500
Fax: 08 9206 0024
Address: 7 Servite Terrace, Wanneroo WA 6065
Website: www.stanthonyswann.wa.edu.au
Email: admin@stanthonyswann.wa.edu.au

Principal: Mr Mark Marando
Assistant Principal: Mr John Topliss
Assistant Principal: Mrs Dee Johnston
Curriculum Coordinator: Mrs Nicole Crosthwaite
Learning Support Coordinator: Mrs Anna Salsano
Literacy Coordinator: Mrs Amy Hodson
Numeracy Coordinator: Mr Ben Wynne
Digital Learning and Technologies Coordinator: Janine Maitland

St Anthony of Padua Catholic Church Details
Parish Priest: Fr John Daly
Phone: 08 9405 1110
Fax: 08 9405 1744
Address: 15 Dundebar Road, Wanneroo WA 6065
Website: http://www.saintanthony.org.au/
Email: wanneroo@perthcatholic.org.au

St Anthony’s School History
The school opened with three classrooms in 1935 staffed by the Sisters of Mercy. In 1977 three new classrooms, a small staffroom and office were added. The Parish Pre Primary was integrated into the school in 1979 and in 1980 further extensions including a sports oval, a passive recreational ‘park’, a new library complex and computer centre were built. Extensive damage was caused by a fire during 1985 which resulted in a number of rooms needing repair and replacement.

In 2000, the school relocated to the rear of the original site on Servite Terrace, together with a new Church building. Further development began in 2007 with the school completely two stream from 2013. Support through the Australian Government Building Education Revolution project saw further facilities built in 2009 and 2010 that included a new Technology Centre and Kindergarten.

St Anthony’s School is very proud of the fact that it has been built by the parents of the Parish and of its Mercy and Servite links. In recognition of these religious orders and the founders, the school renamed the school factions to reflect this history; Servite (Gold), Peregrine (Green), McAuley (Red) and Mercy (Blue).
Vision Statement
St Anthony’s Catholic school community works collaboratively to teach and live the values of Christ. While respecting tradition, and to meet the demands of a rapidly changing society, it strives to educate our children to reach their full potential.

Core Values
We will each give our Personal best.
We will each model faith in Action.
We will embrace Diversity and difference.
We will be United.
We will Appreciate and respect each person equally.

Crest and Motto

“Lucerna Pedibus Meis”
Direct translation
Thy word is a lamp unto my feet

The school crest reflects the vision statement of the school, the life of the patron saint and the heritage of the local area. The open book represents the Bible. The Bible is like a torch in the dark. The Greek letters Alpha and Omega represent the belief that God is with us from the beginning to the end of our life. It highlights that God’s word guides us throughout our lives. The latin words at the bottom translate as “a light beneath our feet” and carry the message that God’s word is the guiding light of our life. The open book and lily are the traditional representations of St Anthony of Padua who was known as a great teacher and a good man. The kangaroo paw was the symbol for the City of Wanneroo and serves to indicate that the school is central to the heritage of the area.

School Prayer
Father, we pray for the school community of St Anthony’s, Wanneroo.
Bless and unite us and draw us closer to your son Jesus.

St Anthony, pray for us.
Amen
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINCIPAL</td>
<td>Mr Mark Marando</td>
</tr>
<tr>
<td>ASSISTANT PRINCIPAL 3+-YEAR 2</td>
<td>Mrs Dee Johnston</td>
</tr>
<tr>
<td>ASSISTANT PRINCIPAL YEAR 3-6</td>
<td>Mr John Topliss</td>
</tr>
<tr>
<td>CURRICULUM COORDINATOR 3+</td>
<td>Mrs Nicole Crosthwaite</td>
</tr>
<tr>
<td>3+</td>
<td>Mrs Helen McAullay</td>
</tr>
<tr>
<td>3+ ASSISTANT</td>
<td>Mrs Carley Bunce</td>
</tr>
<tr>
<td>KINDERGARTEN GOLD</td>
<td>Mrs Tania King</td>
</tr>
<tr>
<td>KINDERGARTEN GOLD ASSIST</td>
<td>Mrs Bev Berlingeri</td>
</tr>
<tr>
<td>KINDERGARTEN GOLD ASSIST YEAR 3</td>
<td>Mrs Karen Shenton</td>
</tr>
<tr>
<td>KINDERGARTEN BLUE</td>
<td>Mrs Antonietta Hastie</td>
</tr>
<tr>
<td>KINDERGARTEN BLUE ASSIST YEAR 3</td>
<td>Mrs Carley Bunce</td>
</tr>
<tr>
<td>PRE-PRIMARY BLUE</td>
<td>Miss Sian Williams</td>
</tr>
<tr>
<td>PRE-PRIMARY BLUE ASSIST</td>
<td>Ms Stephanie Taylor</td>
</tr>
<tr>
<td>PRE PRIMARY GOLD</td>
<td>Mrs Margaret Parker</td>
</tr>
<tr>
<td>PRE PRIMARY GOLD ASSIST</td>
<td>Mrs Gina Walters</td>
</tr>
<tr>
<td>YEAR 1 BLUE</td>
<td>Mrs Nicole Crosthwaite / Mrs Dee Johnston</td>
</tr>
<tr>
<td>YEAR 1 GOLD</td>
<td>Mr Niall Kehoe</td>
</tr>
<tr>
<td>YEAR 2 BLUE</td>
<td>Miss Sam Spadaro</td>
</tr>
<tr>
<td>YEAR 2 GOLD</td>
<td>Mrs Anna Salsano / Mrs Tash Dzienis</td>
</tr>
<tr>
<td>YEAR 3 BLUE</td>
<td>Mr Craig Dalglish</td>
</tr>
<tr>
<td>YEAR 3 GOLD</td>
<td>Mrs Amy Hodson</td>
</tr>
<tr>
<td>YEAR 4 BLUE</td>
<td>Miss Katharine Gelle</td>
</tr>
<tr>
<td>YEAR 4 GOLD</td>
<td>Mr Ben Wynne</td>
</tr>
<tr>
<td>YEAR 4 WHITE</td>
<td>Mrs Marie-Anne Bond</td>
</tr>
<tr>
<td>YEAR 5 BLUE</td>
<td>Mrs Janine Maitland</td>
</tr>
<tr>
<td>YEAR 5 GOLD</td>
<td>Mrs Caroline Clinch</td>
</tr>
<tr>
<td>YEAR 6 BLUE</td>
<td>Mr John Topliss / Mrs Lauren Allan</td>
</tr>
<tr>
<td>YEAR 6 GOLD</td>
<td>Miss Megan Brown</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION</td>
<td>Mrs Ann Shakespeare</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>Mrs Angela Walker</td>
</tr>
<tr>
<td>ITALIAN</td>
<td>Mrs Eleonora Lo Regio</td>
</tr>
<tr>
<td>MUSIC</td>
<td>Mrs Julia Aylmore</td>
</tr>
<tr>
<td>ART</td>
<td>Ms Fiona Clancy</td>
</tr>
<tr>
<td>HOME SCHOOL LIAISON</td>
<td>Mrs Ann Peart</td>
</tr>
<tr>
<td>READING RECOVERY</td>
<td>Mrs Dee Johnston / Mrs Karen Bakewell</td>
</tr>
<tr>
<td>EMU</td>
<td>Mrs Karen Bakewell</td>
</tr>
<tr>
<td>DIGITAL LEARNING/TECHNOLOGIES</td>
<td>Mrs Janine Maitland</td>
</tr>
<tr>
<td>LIBRARY TECHNICIAN</td>
<td>Mrs Darlene Moynihan</td>
</tr>
<tr>
<td>TEACHER ASSISTANT SUPPORT</td>
<td>Mrs Fran Reed</td>
</tr>
<tr>
<td>TEACHER ASSISTANT SUPPORT</td>
<td>Mrs Belinda Boardman</td>
</tr>
<tr>
<td>TEACHER ASSISTANT SUPPORT</td>
<td>Mrs Carley Bunce</td>
</tr>
<tr>
<td>TEACHER ASSISTANT SUPPORT</td>
<td>Mr Mackenzie Hawk</td>
</tr>
<tr>
<td>TEACHER ASSISTANT SUPPORT</td>
<td>Mrs Elizabeth Rogers</td>
</tr>
<tr>
<td>TEACHER ASSISTANT SUPPORT</td>
<td>Miss Sian Williams</td>
</tr>
<tr>
<td>FINANCE OFFICER</td>
<td>Mrs Donna Geddes</td>
</tr>
<tr>
<td>ADMINISTRATION OFFICER</td>
<td>Mrs Jan Williams</td>
</tr>
<tr>
<td>CANTEEN</td>
<td>Mrs Lina Musca</td>
</tr>
<tr>
<td>GROUNDS PERSON</td>
<td>Mr Robert Agacy</td>
</tr>
</tbody>
</table>
School Policy and Curricula

Religious Education
In Western Australian Catholic schools, the Religious Education (RE) program is the first learning area with its own designated curriculum, mandated by the Bishops of Western Australia. St Anthony’s School uses the Catholic Education Western Australia (CEWA) RE Units of Work as the basis for programming in Religious Education.

Children’s Religious Education begins at home. The faith experience children have from the time they are born forms the foundation of their development. The knowledge component is covered in the content of their Religious Education program in school. Religious Education is taught for between 15-30 minutes each day and is based on guidelines set by the Archdiocese of Perth for each year level. There is regular contact with the Parish Priest and children’s liturgies are celebrated throughout the school year.

The Sacrament of Reconciliation is celebrated in Year 3, the Sacrament of Eucharist is celebrated in Year 4 and the Sacrament of Confirmation is celebrated in Year 6. Catholic students receive these Sacraments. All students in these year levels participate in the Sacramental preparation and the celebration of the Sacraments.

Western Australian Curriculum
In Western Australian schools the curriculum is set out by The School Curriculum and Standards Authority. Teachers program using the Western Australian Curriculum and Assessment Outline. It sets out the curriculum, guiding principles for teaching, learning and assessment and support for teachers in their assessment and reporting of student achievement.
For further information go to http://k10outline.scsa.wa.edu.au/

Formal Reports
St Anthony’s School reports to parents using formal reports twice a year. Reports are sent home during the last week of school in Term 2 and Term 4. Reports give an accurate assessment of the students’ progress and achievement. Students are reported on using a five-point scale.

<table>
<thead>
<tr>
<th>Years 1-6 Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Letter Grade</strong></td>
</tr>
<tr>
<td>A Excellent</td>
</tr>
<tr>
<td>B High</td>
</tr>
<tr>
<td>C Satisfactory</td>
</tr>
<tr>
<td>D Limited</td>
</tr>
</tbody>
</table>
Pre Primary Reports

<table>
<thead>
<tr>
<th>Achievement Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student demonstrates <em>exceptional</em> achievement given the expectation for this year level.</td>
</tr>
<tr>
<td>The student has <em>exceeded</em> the achievement expected for this year level.</td>
</tr>
<tr>
<td>The student demonstrates the <em>expected</em> achievement for this year level</td>
</tr>
<tr>
<td>The student is <em>working towards</em> the achievement expected for this year level.</td>
</tr>
<tr>
<td>The student has <em>not yet demonstrated</em> the expected achievement for this year.</td>
</tr>
</tbody>
</table>

Students undertaking a modified curriculum (e.g. a documented individual education plan, documented learning plan or differentiated learning plan) may have part or all of their report modified.

For more information regarding reporting in Western Australia go to: [http://k10outline.scsa.wa.edu.au/Reporting_policy/Requirements](http://k10outline.scsa.wa.edu.au/Reporting_policy/Requirements)

Specialist Learning Areas

There are a number of specialist teachers in the school to support the classroom teacher from Kindergarten – Year 6:

- Physical Education (K-Y6)
- Science (PP-Y6)
- Italian (PP-Y6)
- Music (PP-Y6)
- Art (Y2-6)

Extending Mathematical Understanding (EMU)

EMU is a small group intervention for students in Year 2 who require extra assistance with their development of pre-requisite Mathematical skills. Children are assessed at the beginning of the school year and if selected will remain in the program for a maximum of 20 weeks. Students are selected using the specific criteria as outlined by CEWA.

Reading Recovery

Reading Recovery is an early intervention program that provides one to one support to children in Years 1 and 2 who require extra assistance in Reading and Writing. Children in the program receive instruction for 30 minutes each day. Parents of children who are selected for the program will receive further information when the child is offered a position in the program. Students are selected using the specific criteria as outlined by CEWA.

Support

Support staff coordinate and work with children with specific needs and assist with appropriate curriculum development. A support program is also put into place for children who require extra assistance through a classroom program developed by the classroom teacher in conjunction with specialist support teachers and education assistants.

Inspire

Inspire is the newly updated enrichment program for Year 3 to Year 6 children, which extends children through a variety of learning areas. This is achieved via a learning program, which enhances each child’s God-given gifts and talents through Innovation, Nature, Society, Persistence, Ingenuity, Research and Education. Students are selected into this weekly program based on the following criteria:

- Teacher recommendations and class assessment,
- The ACER General Ability Test,
- Standardised and national testing results.
Excursions and Incursions

Excursions and incursions are provided to complement learning objectives. Experiencing first-hand farms, factories, museums, art galleries, for example, allows the children to develop concepts about their world in a way that connects life with school learning. Return of signed permission slips for each excursion is necessary. Students who do not return a signed permission form will be sent to another class for the day.

Homework

Homework is set to develop study habits and consolidate skills and concepts. Failure to complete homework must be acknowledged by an email or note from a parent/carer in the diary. Homework expectations, that follow the homework policy, will be explained by the classroom teacher at the beginning of each year and will form part of the class parent evening. A link to the homework procedures is on the policies and procedures tab on our website. http://www.saw.wa.edu.au/policies-procedures

Performing Arts

Each year a number of classes are entered into the annual Catholic Education Performing Arts Festival. This gives the students an opportunity to perform in front of a large audience and promotes their self-confidence.

Physical Education

Children in all years participate in Physical Education, which includes physical education lessons, game play sessions and daily fitness. Skill development in games, gymnastics and dancing is fostered and fun physical activity is promoted. Children from Pre Primary to Year 6 take part in a series of swimming and water safety lessons conducted by qualified instructors either at the local swimming pool or the beach. These lessons are an integral part of our program and all children are expected to participate. Each year children participate in a House Swimming Carnival (Year 4-6) and a House Athletics Carnival (Year 1-6). Kindergarten and Pre Primary have their own athletics carnival. St Anthony’s School also takes part in interschool fixtures each year.

Houses

Children are placed in one of four houses for sporting and other school activities. Servite (Gold), Peregrine (Green), McAuley (Red) and Mercy (Blue) are the four houses named after the orders and founders that make up the charism associated with our school.

Year 6 Leadership Camp

Each year, the Year 6 students attend a camp. School camps are an integral part of the educational program of the school. They give each student the opportunity to be involved in experiences that are not always possible within the confines of the classroom. The school camp is also a unique experience that provides a valuable opportunity for students to develop greater independence and responsibility. Each child is given the opportunity to be involved in activities and experiences that will be fruitful academically, physically, spiritually and socially. Just as all school programs are permeated by the Religious Education program, so too, all camps are designed to reflect authentic Catholic principles and values. All Year 6 students are expected to attend the Year 6 Leadership Camp.
Policies
As a condition of enrolment, parents and carers are required to follow school policies. Some of the school policies are available on the school website.

The following school policies and procedures can be found on the school website:

http://www.saw.wa.edu.au/policies-procedures

- Code of Conduct
- Administration of Medication
- Behaviour Management Plan
- Dealing with Bullying Harassment or Aggression
- Dispute Complaint Resolution
- Healthy Food and Drink Choices
- Homework Policy
- Information and Communication Technology Use by Students
- Privacy Policy
- Student ICT Acceptable Use Policy
- Student Owned iPad Acceptable Use Policy
- Student Uniform Policy
- School Rules
- Communication Policy

Uniforms
Children are required to be attired in correct, complete school uniform at all times. If a problem prevents children wearing full uniform on any particular day, a note of explanation from the parent is required otherwise a uniform slip will be issued. For specific information please refer to the St Anthony’s School Dress Code Policy. http://www.saw.wa.edu.au/policies-procedures

The Uniform Shop is open on Wednesday mornings from 8.00am – 9.30am. School uniforms, both new and pre-owned, are available. Orders can also be placed online at ouronlinecanteen.com.au. Please note that shoes are not available from the Uniform Shop. Price lists are available on the school website. http://www.saw.wa.edu.au/uniforms

School regulation hats are compulsory. A ‘no hat no play in the sun’ rule is enforced throughout the year. Children not wearing the school hat must remain undercover during breaks. Children will be excluded from sport if no hat is worn. Hats should be clearly labelled with the child’s name and class. To reduce the spread of head lice, each child needs to wear his/her own hat. Parent/carers are encouraged to wear hats when attending excursions to model sun safe behaviour.

Accessories
The wearing of jewellery is not encouraged for safety reasons. A watch and/or necklace with a Christian symbol may be worn. One stud or keeper (regular size and plain; ie. gold or silver, no gemstones) may be worn in each ear lobe. An exercise tracker may be worn in place of a watch. No nail polish, temporary tattoos or makeup may be worn during school hours. Hair ties and clips must be simple and functional and in either blue, yellow, white or a scrunchy made from the school material, available from the Uniform Shop. For more information, please refer to the school dress code policy.

http://www.saw.wa.edu.au/policies-procedures
Administration

School Office
The school office is open between 8.10am – 3.30pm daily. Telephone messages for children should be restricted to urgent messages only. Please note that if you ring the office you may need to leave a message as office staff may be dealing with other matters.

New Admissions
Enrolment application forms are available from the school office or via the school website. [http://www.saw.wa.edu.au/enrolment-forms](http://www.saw.wa.edu.au/enrolment-forms)
Applications need to be completed and returned to the office as early as possible. Enrolment interviews are carried out in Term 1 of the year preceding entry into school for children in Kindergarten and in Term 4 for entry into our 3 Plus programme or as vacancies occur.

Enrolment Policy
Catholic schooling is available to all parents seeking Catholic education for their children. However, priority for enrolment into St Anthony’s School is as follows:
1. Catholic students from the Parish with a Parish Priest reference;
2. Catholic students from outside the Parish with a Parish Priest reference;
3. Other Catholic students;
4. Siblings of non-Catholic students;
5. Non-Catholic students from other Christian denominations;
6. Other non-Catholic students.
The Principal has discretion to vary the above priorities to suit particular local circumstances prevailing at the time.

A Parish Priest Reference form is also required and must be handed to your current Parish Priest to fill in and return to the school. [http://www.saw.wa.edu.au/enrolment-information](http://www.saw.wa.edu.au/enrolment-information)
An enrolment form must be completed and submitted prior to an interview. [http://www.saw.wa.edu.au/enrolment-forms](http://www.saw.wa.edu.au/enrolment-forms)

Enrolment Procedures
Print all four (4) pages of the application. One application is required per child. Complete the application ensuring everything is completed and that the form is signed in two (2) places by both parents/guardians. The school requires the following documentation (copies of) when submitting the application.

a. Birth Certificate
b. Baptism Certificate
c. Immunisation Record
d. Last semester report should the child or children be transferring from another school.
e. Submit the application/s with all the documentation together with an application fee per applicant.
f. Provide your Parish Priest with the reference form, after completing your relevant details in the spaces required. This will be returned to the school by the Parish Priest.

Secondary Schooling
Children are not automatically enrolled at the high schools operating in the district. It is the responsibility of parents to make applications and enrol their children in their school of choice.
School Fees
While our school receives support from both Federal and State Governments, including a concession on fees to holders of Health Cards, the fees paid by parents are a significant part of the school’s budget for the school year. The school fees at St Anthony’s School are considered reasonable and it is the duty of parents to pay the school fees at the time of notification.

The current fee structure can be found at: http://www.saw.wa.edu.au/enrolment-information

Emergency Information
It is vital that all emergency information is kept up to date. If at any time your address, phone number, work number or emergency contact numbers change, please notify the office and class teacher immediately. Student action plans and medical requirements should also be communicated to the school and presented in writing as required. Medical action plans must be updated annually and need to include an up to date photograph of the student. The office staff and classroom teachers need to be informed of any changes or additions to medical plans or conditions as soon as practically possible. Medical forms are available on the school website. http://www.saw.wa.edu.au/forms

Change of Details
Please advise the school office of any change of addresses, email addresses or telephone numbers.

Absentee Routines and Procedures
Children are required by law to attend school on school days. All absentees should be phoned through to the school using the absentee line on 9303 7526 before 9:00am. The school will contact all parents whose children are not at school after this time via a text message. On return to school a written note must accompany the child giving reasons for the absence. Written notes should be sent to school immediately after any absence. Parents may use an absent note proforma, write their own note or send an email from the email address registered with the school. Absentee notes must include date, reason for absence, the child’s full name and a parent / guardian’s signature. Note proformas are in the back of student diaries (Year 1-3).

Students going on extended leave must fill out a Leave of Absence Form to hand in to the school office prior to the extended absence. http://www.saw.wa.edu.au/images/content/School%20Info/Forms/Leave_of_Absence.pdf

Late Arrival
Any child arriving to school after 8:30am is required to first go to the office to sign in where office staff will enter them as late. Children are required to sign in at the office so that their absent attendance is changed in the admin system and an automatic absentee text is not sent. Continuous late attendance will be followed up by a member of the leadership team as it is disruptive to the class and can hinder the child’s academic progress.

Children Leaving School During the Day
Children will not be permitted to leave the school grounds for any reason, including excursions, sporting fixtures and other school activities, unless the school has received written notification from the parents. Parents collecting children for appointments in school hours must sign them out through the office. Students may not leave the premises until the parent has signed the Student Sign-Out Form in the office.

Sick Children
In the event of a child falling ill, the parents will be contacted to collect the child. In the event where a parent or carer cannot be contacted, the specified emergency contact will be contacted. A note is required
if your child is unable to take part in Physical Education activities. The school should be informed of any physical or emotional problem your child has which may affect his/her progress.

Publicity and Use of Student Images
On occasion, student images (still and video) may be used by Catholic Education, the school or local media for publications such as websites, annuals, newsletters, newspaper articles etc. Parent permission is required at the time of enrolment. If you do not give permission for the use of images of your children, please inform the office in writing.

Money
In the event of children bringing money to school for school fees or other purposes, it is essential that such money be placed in an envelope, labelled with name, class, purpose and amount, and given to the teacher in the morning.

Visitors
All visitors to the school must sign in at the office. Visitors are not permitted to go directly to the classrooms. If picking up a child, please go to the office and they will be called up to the front office. This is in place for the safety of all students and visitors.
General Information

SCHOOL TIMES: Pre Primary – Year 6
8.10am Supervision starts
8.25am First Bell (warning bell and classrooms open)
8.30am Second Bell (start of school day)
10.30-10.50am Recess
12.30-1.10pm Lunch
2.50pm Final bell
3.10pm Supervision ends

SCHOOL TIMES: Kindergarten
Monday, Wednesday & Friday
9.00am Start of school day
10.00-10.30am Recess
12.00-1.00pm Lunch
2.40pm End of day
3.00pm Supervision ends

SCHOOL TIMES: 3 Plus Program
Tuesday
9.00am Start of school day
10.00-10.30am Recess
12.00-1.00pm Lunch
2.30pm End of day
2.50pm Supervision ends

Supervision

To ensure we maintain the ultimate supervision and care of our students, parents and carers must adhere to the following guidelines.

- Children in Pre primary to Year 6 are formally supervised between 8.10am-3:10pm. Children should not be left unsupervised at school outside of these times.
- Gates are opened at 8.10am each morning and students should not be entering the school grounds before this time or left unattended outside the gates.
- Kindergarten and 3 Plus students are to stay with their parents/carers until they are handed over to the class teacher at 9.00am.
- Pre-primary students must be supervised by a parent/carer or older sibling and delivered to the classroom door at 8.25am.
- School supervision ends at 3.10pm and at this time, any students who remain at the pick up areas are taken to the school office where parents and carers can collect and sign them out. The office closes at 3.30pm.
- Parents/carers must take their child/ren to before and after school activities provided by outside program service providers and remain at the activity to supervise until the conclusion of the session. Supervision in the school grounds is not provided by school staff whilst these before and after school activities are taking place. Any enquiries regarding these programs need to be discussed directly with the program service provider.
- Children are not to play on the play equipment before or after school. Before school handball is permitted after 8.10am until the first bell. Students who are waiting for extracurricular activities with their parents are able to use playground areas under direct supervision of their parents or carers after 3.20pm.
Pickup and After School Arrangements

Students are to be collected outside their classrooms or from the supervised pick up area near the Padua or Pre Primary car parks. Students are not to wait outside classrooms if their parents or guardians are not present. Kindergarten and Pre Primary children are to be collected at the rear door of the Kindergarten/Pre Primary by an adult known to the staff or in the Pre Primary pick up line. Remember to inform staff by note, email or telephone if there is any variation to the normal arrangements for picking up your child, in 3 Plus to Pre-primary year levels. Older students who have siblings in Kindergarten or Pre Primary may meet their parents at the Kindy/Pre Primary pick up area.

Students who catch buses, walk home or ride their bikes are accompanied by a duty teacher across Servite Terrace and down Dundebar Road to cross Wanneroo Road at the lights.

Extra-Curricular Activities

Several before and after school activities are provided for our students in the school grounds to support parents and carers in providing extra-curricular activities for their children. The condition is that students attending these activities are directly supervised by their parents or carers, who will take them to the activity, remain with them and collect them at the conclusion of the activity. Supervision of students is not provided by the school staff whilst these activities take place. These activities are provided and coordinated by various program service providers. Any queries regarding the programs need to discussed directly with the program service provider.
School Rules
All School Rules are designed to ensure the safety of students. The school rules are below for all students, parents and carers. Staff will remind students of appropriate and inappropriate behaviours at school as the need arises.

1. Respect Self
Wear correct, neat and tidy uniform, with pride
Speak courteously
Be on time, ready and prepared for lesson
Take responsibility for personal behaviour and actions

2. Respect Others
Speak politely and use manners
Keep hands and feet to yourself
Share and play fair
Follow teacher directions
Don’t use putdowns
Remain on task
Walk quietly throughout school
Line up correctly
No bullying
Hurtful behaviour of any kind is unacceptable
Be an active bystander
Treat others with respect
Consider and maintain the safety of others

3. Respect property
Keep the school environment clean and tidy
Clean up after yourself
Look after equipment
Don’t write on desks or school property
No playing on equipment before or after school
Use technology appropriately

4. Think safely
Stay in bounds
Walk on verandahs, undercover areas and all paved areas
Do not enter class without a teacher
Line up correctly
Be SunSmart

Students are asked not to bring the following items to school:
   - Chewing gum
   - Dangerous objects
   - Electronic devices
   - Toys
   - Phones – to be left in front office

**Parent Involvement**

The school recognises the importance of parents and carers as the prime educators of their children and the need for them to be actively involved in their child’s school life. Your child’s enrolment implies approval and support of the policies, curriculum and the Sacramental Program of the school. As our school is part of the St Anthony of Padua Parish, families are encouraged to attend St Anthony’s Church for Sunday Mass and other liturgical celebrations.

Parents/Carers are encouraged to visit the school and to participate in functions organised by the school, the Parents and Friends (P&F) and the Parish. They are also expected to attend Parent/Teacher nights and parent interviews, and to participate in the preparation of the child’s reception of Reconciliation, Eucharist and Confirmation. Parents/Carers are also encouraged to attend school and class Masses, swimming, athletic carnivals and class assemblies.

**Parent and Carer Assistance**

Parents/Carers are welcome and encouraged to assist in the classroom learning program. Teachers will request volunteer assistance on rosters and for individual or small group activities as required. Parents/Carers are also invited to assist in the canteen, uniform shop, library and with school banking and Scholastic Bookclub. Students who see their parents/carers involved at school and are positive about schooling are more likely to achieve positive outcomes.

All parents/carers assisting within school hours must sign in at the office to ensure they are accounted for in the event of an emergency. All volunteers must ensure confidentiality is maintained and they report directly to the teacher/staff member with any incidents or concerns. Volunteers are to follow instructions from the coordinating staff member and are encouraged to ask questions if clarification is required.

**Assemblies**

Assemblies are held on a Monday morning from 8:40am - 9.00am. Birthdays are acknowledged at this time and general information for the week is shared at the assembly. At this assembly, Care Awards will be given out. Students displaying positive behaviour (in class, playground, good work, etc.) are issued with a green merit slip by staff. Once five green slips have been received, these can be exchanged for a pink slip (similar to green slip). Children with five pink slips receive a special certificate for “showing respect, responsibility and consideration towards others, themselves and towards the school environment”. When four certificates have been received, the fifth certificate is a Bronze Award and badge. The process goes on with the awards and badges becoming a Silver Award and Gold Award. A Platinum Award is achieved on the tenth care award received, following the Gold Award.

Year Level Assemblies/Merit Assemblies are held on Friday mornings at 8.40am. At Year Level Assemblies, classes run the assembly and perform items that reflect what they are learning in class. Year levels are rostered on for one assembly per year and dates are added to the school calendar. Merit awards are given out at these assemblies. Merit assemblies are run by the Year 6 leaders. Please refer to the school calendar for scheduled dates. [http://www.saw.wa.edu.au/term-planners](http://www.saw.wa.edu.au/term-planners)

Any change of dates are published in the school newsletter and on the calendar on the home page of the school website.

Please note that parents are not permitted to upload photos of children, other than their own, to social media websites.
**School Masses**
Masses are held on Friday mornings at 9.00am. A Whole School Mass is held at the beginning and end of each term and on special feast days. Each semester, a class is allocated a Mass to attend from Years 3-6. Pre Primary to Year 2 will be allocated liturgies, also celebrated on a Friday. Liturgies are usually held in the classroom.

**Sacramental Program**
With the Parish catechist team and through our Parish Priest, the students of St Anthony’s participate in the Faith Life of the Church by receiving the Sacraments of Reconciliation, Eucharist and Confirmation.

- **Year 3** - Sacrament of Reconciliation
- **Year 4** - Sacrament of the Eucharist
- **Year 6** - Sacrament of Confirmation

All students who attend St Anthony’s School will be prepared to receive these Sacraments as outlined in the Catholic Education Units of Work mandated by the Bishops, however, only students who have been baptised Catholic are able to receive the Sacraments. Parents and students are required to attend a Commitment Mass and a Sacramental Workshop to prepare for receiving the Sacrament. Students who do not attend this workshop will be unable to receive the Sacrament.

**Year 6 Student Leadership**
All students in the Year 6 cohort contribute to leading the school. All students are part of one of the following four leadership groups.

- Pastoral Care (Peregrine)
- Environment and Sustainability Committee (Mercy)
- IT and Events Committee (McAuley)
- Health and Fitness Committee (Servite)

These groups meet regularly and are led by the House Captains and Vice Captains along with the Head Boy, Head Girl, Deputy Head Boy and Deputy Head Girl who are also allocated to one of the four leadership groups. Formal positions are filled via a nomination and voting process at the end of the school year, to take up the position in the following year. Positions for the following year are announced at the Graduation Mass.

**Lost Property**
The school takes no responsibility for lost articles. Parents are most welcome to check for lost items in the lost property cupboard, which can be found outside the undercover area. Unmarked, unclaimed items left at the end of each term will be sold as second-hand garments. Please clearly label all uniform items and personal items such as lunch boxes and drink bottles.

**Smoking**
The school buildings and grounds are smoke-free zones as required by State Law.

**Evacuation/Lockdown procedures**
The decision to evacuate the school will be made by the Principal or, in his absence, by the most senior staff member in a position to make such a judgment. An evacuation drill and lock down is practised and reviewed on a regular basis. An evacuation map and procedures are displayed in each class and around the school.

**Mobile Phones**
Students requiring mobile phones to communicate with their parents on the way to and from school need to leave their phone at the office for the duration of the school day, for safe keeping and to avoid distraction during school. Mobile phones are not to be kept in school bags or student trays.
Technology
St Anthony’s School has a one to one iPad program in Year 4-6. There are parent information sessions each year to explain the use of the iPads, including parent and student responsibilities. Further details are available on the school website. iPads are only to be used during class time at school and are therefore not to be used before or after school, in the school grounds.

Car Park Procedures
http://www.saw.wa.edu.au/pick-up-map-and-procedures

Please note that the yellow pick-up line is the only area where vehicles should stop and allow their children to disembark, as it is the designated safe area.

When dropping children off in the morning, please drive to the end of the yellow marked area as it allows for more vehicles to fit in, allowing traffic to flow, relieving congestion.

When picking children up at the end of the day, the process of waiting to be called forward will be used, as it allows children to be identified and directed to parent vehicles.

DO NOT use the yellow pick up area before 3:10pm if;

• You have to pick up equipment such as bikes, or other large or awkward items.
• Your child can only enter your vehicle from the driver’s side.
• You are towing a trailer, driving a large truck, motorbike or scooter.

When leaving the Church car park, please remember that vehicles on the outside loop have right of way. We want the traffic to flow smoothly and can only do this if the pick-up line has the right of way. If you park in the parking bays, then you must give way to those parents in the pick up lane.

Remember to turn LEFT when leaving the Church car park and use Cafaggio Crescent to leave the school precinct. With over 300 families, and with most of these driving their children to and from school, traffic congestion continues to be an issue. Please turn left out of the car park to keep the traffic flowing, as directed by the signs.

There are designated parking areas for staff that are clearly marked “STAFF”. Please do not park in these bays.

When the possibility of rain during pickup is highly probable, the normal pickup procedures will not apply. You will receive a text message informing you of the wet weather pickup. The sign will also be placed at the entrance to the church car park. You must not park in the yellow pick up areas during this time. Parents must park in the designated areas and must enter the school to pick up their Years 1 to 6 students from the undercover area and from the classroom for Kindergarten and Pre Primary. Remember these rules are in place for the safety of all children.

Bicycles
Only children 10 years and above are permitted to ride to school without a supervising adult. Riders must wear an approved safety helmet and keep to the bike paths. Bicycles must be walked through the school and stored near the sports shed.

School Banking
Children are able to participate in school banking which parent volunteers run. Each Friday, the children are able to drop their money and banking book into the banking bag located in the class. Deposits over $100 are to be taken directly to the school office. Children who participate are rewarded with Dollarmites tokens that they can redeem for exciting rewards when they deposit regularly into their savings account. The program is supported with a range of fun and engaging materials to help students learn about money and encourage them to save. Not only does it teach crucial money skills, it’s also a great way for schools to engage with parents and the broader school community.
Communication
Parents and carers play an important role in their children's education and a strong partnership between parents and the school enriches their learning experiences. Good communication is central to our community being informed about all that happens in and about our school. The many different forms of communication used in schools and society encourages everyone to become fully informed.

At St Anthony’s we understand that good communication is a two way process and needs to be regular, relevant and timely so all concerned, be they staff, students or parents, acquire details as required. We recognise and expect that everyone will, in any form of communication, adhere to respectful and polite behaviours at all times. Better communication will result in effective use of time and improved morale for all involved. For further details please refer to the communication policy on our website.

Newsletter
A link to the newsletter is emailed each Thursday. Current and past newsletters can also be found on the school website. [http://www.saw.wa.edu.au/newsletter](http://www.saw.wa.edu.au/newsletter)
Parents and carers are asked to ensure they read the weekly newsletter to ensure they are kept up to date with all important information.

School Calendar
Each term a school calendar of events is updated and added to the school website. The Google calendar, on the home page of the school website, is updated daily with any changes. There is also a draft calendar for the following terms in the school year. For up to date information, please refer to the newsletter and the term planners on the website. To access follow the link. [http://www.saw.wa.edu.au/term-planners](http://www.saw.wa.edu.au/term-planners)

Orientation and Parent Information Sessions
These are held early in the year to discuss the programme and expectations in each class. A representative from each family is required to attend this meeting for their child’s class. Kindergarten parents/carers attend an orientation information session the year before they commence.

Parent Teacher Interviews
During Term 1, compulsory interviews are arranged to discuss student progress. Students on Curriculum Adjustment Plans and Individual Education Plans will have additional meetings scheduled.

Teachers welcome parents and carers to make appointments to discuss their child’s progress at any stage of the year. Parents are requested to make an appointment through the office or to arrange a time via email. Whilst email is useful for making appointments, a meeting regarding a child’s progress should occur face to face or at least via a phone conversation.

Concerns
From time to time, you may have concerns, or wish to raise an issue with the school, to be addressed. If you have any concerns regarding your child’s development please arrange an interview with the classroom teacher. If you feel an issue has not been resolved with the class teacher, you are welcome to organise a meeting with the Assistant Principal responsible for your child’s year group. Mrs Dee Johnston is the Assistant Principal responsible for 3 Plus to Year 2 and Mr John Topliss is the Assistant Principal responsible for Year 3 to Year 6. Following consultation with the class teacher and relevant Assistant Principal, please make an appointment with the Principal if you require further assistance.

Information on how to deal with a dispute or complaint in a Catholic school can be found on the following link:
[Disputes and Complaint Brochure](http://www.saw.wa.edu.au/disputes-and-complaint-brochure)
School Organisations And Services

School Board
The School Board is the body responsible for the financial management planning of the school. The Board comprises the Parish Priest, the Principal, a representative from the Parish Council, a representative of the P & F Association with a minimum of four and a maximum of six other elected members from the school and parish community. Elections for Board positions take place at the Annual General Meeting in November.

The School Board, in representing the Catholic school community, actively promotes and supports the Catholic ethos of the school. The School Board is responsible not only to the local school community, but also to the Catholic Education Western Australia (CEWA) for the financial administration of the school. It is also entrusted with the duty of planning, on behalf of the school community, with the school staff (through the Principal) and with CEWA to meet the present and future needs of students.

Taking on a position with the School Board is a wonderful way for parents to get involved and help shape their child’s school. In addition to the normal Executive Roles, the School Board also appoints a range of sub-committees, giving parents a chance to share their skills with the school.

Parents and Friends (P & F)
The Parents and Friends Association fosters closer liaison between school and community. P&F meetings provide a forum for gathering information about school happenings and are a way to make a real contribution to your children’s education. The function of the P & F is to build community and to assist in providing resources and opportunities for our students.

The P & F meet twice a term, usually in Week 2 and Week 7 in the staffroom. The confirmed dates and times for these meetings are published on the school calendar. The P&F can be contacted via email Pandf@stanthonyswann.wa.edu.au
The P & F also have a Facebook group for information sharing. If you wish to join this closed group please send an email to the above address with your Facebook name, student names and classes. A Facebook friend request will then be forwarded to you from the administrator.

P & F Class Representatives are nominated for each year level. The role of these representatives is to liaise with the parents of the school year in order to communicate information to and from the P & F and to organise social functions. Elections for committee positions take place at the Annual General Meeting in November.

Before and After School Care Program
At St Anthony’s school we have a before and after school program run by OSHClub. Care is available from 6.30am to 9.00am and 2.40pm to 6pm daily. For further information and enrolment procedures, click the link below.

Canteen
The canteen is open Monday to Friday. Baskets are provided for each classroom for lunch orders. Lunch orders are to be written on lunch bags and, if possible, the correct money enclosed. Orders can be completed before school or placed online. https://www.ouronlinecanteen.com.au/Default.aspx
The menu and volunteer roster can be found on the school website. http://www.saw.wa.edu.au/canteen
Children who leave their lunch order at home will be provided with a suitable lunch and parents will be advised of the cost. In the event of late orders, children will be supplied with whatever is available after orders have been completed.
School Social Worker and Home-School Liaison Officer
The Social Worker/Home-School Liaison Officer helps identify, assess and resolve the social and emotional difficulties of students that interfere with their attendance, participation and achievement in school. Students can be referred by the Principal, teachers, parents, students themselves and other agencies. The social worker also has a parent resource area for parents to borrow books and other parenting resources. The Seasons for Growth Program is run in the school under the direction of the social worker. This is a support program to help students who have experienced grief or loss through death, divorce or separation in their families. It requires the participation of several trained staff members. Further information and links to useful websites are on the school website.

Non-Government School Psychology Service
This service is available to assess children at risk. It operates on a teacher referral basis to the Learning Support Coordinator or at the request of a parent in liaison with the teacher.

Library
The Library serves the school by providing a centralised collection of books, audio-visual materials and other resources. The Library is open at lunch time on Mondays, Tuesdays, Wednesdays and Thursdays to provide activities, games and opportunities for recreational reading and research.

Each class will attend the library each week. Students are able to borrow books which must be returned the following week. Kindy to Year 1 can borrow one book each week. Year 2 transitions to borrowing two books. Years 3-6 can borrow three books. Library bags are required and are available from the Uniform Shop. Students will be informed of their library exchange day by their class teacher. Renewal of books is limited to three weeks. Further borrowing cannot occur until any overdue resources are returned. If any books are returned damaged or have been lost, parents will be sent a bill to replace the items.

Bookclub
Scholastic Bookclub brochures are sent out twice per term for students to purchase books. Orders must be in by the due date. There is a box in the library to place orders in.

Terry Prunster Memorial Scholarship
On 29th June 1991, Terry Prunster, a valued student of St Anthony’s School, Wanneroo, tragically lost his life in a boating accident off the coast of Coral Bay. In his ten short years, Terry proved himself to be an outstanding young man, not because he excelled in any particular area, but because he simply loved life.

In memory of this special student, whose warm and generous nature made an impact on all who met him, the St Anthony’s School Board decided to establish the Terry Prunster Memorial Scholarship. The purpose of this scholarship is to assist a student from St Anthony’s School to progress to Year 7 at a Catholic secondary college within the Archdiocese of Perth. The recipient will be awarded a contribution of $2000 to the payment of their Year 7 school fees.

Hannaford Award
The Hannaford family have, for a number of years, presented a monetary award, on behalf of Bruce and Elaine Hannaford, who had a strong belief in the importance of education and the positive influence it can have on a young person’s life. The recipient of this award is announced at the Graduation Mass.
Health

Medication
Medication, which is to be taken at school, is to be brought to the office - clearly labeled with the child's name and dosage. The medical authorisation form must be completed.  [http://www.saw.wa.edu.au/forms](http://www.saw.wa.edu.au/forms)

Medical Action Plans
On enrolment a medical form is completed. If there are any changes to a child’s health, new forms are available on the website. [http://www.saw.wa.edu.au/forms](http://www.saw.wa.edu.au/forms)
Children requiring Medical Action Plans such as Anaphylaxis or Asthma Plans need updated plans each year, with the student’s current photo. These plans are completed by the family doctor and handed to the school office.

Asthma
St Anthony’s is an Asthma Friendly School. This means that the staff are aware of Asthma medications and are trained to assist in an Asthma emergency situation.

Dental Clinic
The School Dental Service provides free general dental care to school children throughout the state. Care is provided by dental therapists under the supervision of dental officers. The School Dental Service is primarily a public dental health program, with emphasis on prevention and education. The treatment is limited to general practice care and there are a number of exclusions, e.g. specialist services and general anesthesia facilities. Treatment outside the scope of the School Dental Service is referred to other providers and any costs are the responsibility of the parent or guardian.

Head Lice
Parents are asked to routinely check their children's hair. Children must not attend school until the recommended treatment has been undertaken. Parents will be notified via a SMS if a case of head lice is confirmed in their child’s class.

Injuries
Minor injuries will be treated at school. In the event of serious injury, parents will be contacted. In the event that this is not possible, the emergency contact person is informed. Failing to make contact with any specified person will result in the school acting as it considers a responsible parent would act.

Allergies
Please note that due to children with severe anaphylaxis, St Anthony’s School is an Allergy Aware School. Therefore we ask that items containing nuts are not brought to school.

Healthy Lunch Boxes
Parents are asked to support the school in the promotion of healthy foods by minimising the amount of chocolate, chips and lollies provided for their children in their lunch boxes. Parents of children in Kindergarten and Pre Primary are asked NOT to send lollies or chips of any sort to school with their children.
**Crunch and Sip**
Students are invited to bring a small snack of fresh fruit or vegetables to eat during a 5 minute period during class. This is to enhance concentration by stabilising blood sugar levels between meals and to increase the daily intake of fruit and vegetables. Students are also required to have a drink bottle filled with water.

**School Nurse**
A community nurse visits regularly. The nurse's main role is to conduct a screening programme from which referrals are made to other agencies after discussion with parents.

**Sun Awareness**
As St Anthony’s is a SunSmart School, children should be protected by an adequate sunscreen and always wear hats. This complies with the school’s ‘no hat, no play in the sun’ rule. Sunscreen is available in the classrooms. Students are encouraged to apply sunscreen at home in the mornings.

**Infectious Diseases**
The following exclusion table is to be observed in cases of infectious diseases in all West Australian schools.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Duration</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKEN POX, MUMPS</td>
<td></td>
<td>Children are infectious in the early stages and when scabs are falling. Return to school when this stage over.</td>
</tr>
<tr>
<td>CONJUNCTIVITIS</td>
<td></td>
<td>Excluded until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>IMPETIGO (school sores)</td>
<td></td>
<td>Excluded until treated and healed completely.</td>
</tr>
<tr>
<td>MEASLES, RUBELLA</td>
<td></td>
<td>Excluded for 7 days after the onset of rash.</td>
</tr>
<tr>
<td>RINGWORM</td>
<td></td>
<td>Excluded until a medical certificate is produced stating that treatment has been carried out.</td>
</tr>
<tr>
<td>SCABIES</td>
<td></td>
<td>As above.</td>
</tr>
<tr>
<td>WHOOPING COUGH</td>
<td></td>
<td>Excluded until a clean medical certificate has been produced or 4 weeks from onset.</td>
</tr>
<tr>
<td>SERIOUS CONDITIONS</td>
<td></td>
<td>For your child’s own safety we request that the school be informed of any serious condition including epilepsy, haemophilia, anaphylaxis or allergy, or a HIV positive diagnosis. Please note that all information is confidential.</td>
</tr>
</tbody>
</table>