

ST ANTHONY'S SCHOOL WANNEROO



"A light beneath our feet"

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

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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: Mrs Therese Bandy

Assistant Principal: Mrs Nicole Crosthwaite

Curriculum /Literacy Key Teacher: Caroline Clinch

Learning Support Key Teacher/SWD Coordinator: Mrs Anna Salsano

Numeracy Key Teacher: Mr Ben Wynne

Digital Learning and Technologies Key Teacher: Ms Katharine Gelle

Early Years Key Teacher: Mrs Tania King

Lead Education Assistant: Ms Sian Williams

St Anthony of Padua Catholic Church Details

Parish Priest: Fr Peter Porteous
Phone: 08 9405 1110
Fax: 08 9405 1744
Address: 15 Dundobar 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 **P**ersonal best.

We will each model faith in **A**ction.

We will embrace **D**iversity and difference.

We will be **U**nited.

We will **A**ppreciate and respect each person equally.



The St Anthony's Way

All members of St Anthony's School Community:

- follow and model the school values
- are respectful
- represent self, family, school and community positively
- communicate effectively
- value others
- care about and protect our environment



A St Anthony's School Student

- strives to act like Jesus
- is accepting
- demonstrates resilience
- is responsible
- has high expectations of self
- is engaged
- is considerate
- demonstrates good manners
- cares for others
- sees mistakes as a learning opportunity
- works as a team
- is a problem solver



A St Anthony's School Staff Member

- is Christ centred
- is compassionate
- is collaborative
- is adaptable
- sets high expectations for all
- is pastoral
- is supportive
- is approachable
- is professional
- is a learner
- promotes a joyful environment
- strives for excellence
- builds trusting relationships
- creates safe, calm and engaging environments
- caters for children as individuals in a kind and caring way
- is present
- is accountable
- is innovative
- builds partnerships with parents, carers, community and parish

A St Anthony's School Parent / Carer

- is faithful
- is committed
- is supportive of school
- empowers their children
- is proud of their children
- values and engages in learning
- actively partners in their child's education
- is a positive community role model
- connects with the community and parish
- promotes equity
- fosters positive relationships with the school and community
- accepts others
- promotes independence, resilience and perseverance

'A light beneath our feet'

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

Staff Details

Position	Name
PRINCIPAL	Mrs Therese Bandy
ASSISTANT PRINCIPAL	Mrs Nicole Crosthwaite
CURRICULUM COORDINATOR	Mrs Caroline Clinch
SWD	Mrs Anna Salsano
3+	Mrs Sam Stevens
3+ ASSISTANT	Mrs Carley Bunce
KINDERGARTEN GOLD	Mrs Tania King
KINDERGARTEN GOLD ASSISTANT	Miss Carley Bunce
KINDERGARTEN GOLD ASSISTANT	Mrs Karen Shenton
KINDERGARTEN BLUE	Mrs Antonietta Hastie
KINDERGARTEN BLUE ASSISTANT	Mrs Gina Walters
KINDERGARTEN BLUE ASSISTANT	Mrs Bev Berlinger
PRE-PRIMARY BLUE	Mrs Lauren Allan
PRE-PRIMARY BLUE ASSISTANT	Mrs Mel Elderman
PRE PRIMARY GOLD	Mrs Karen Cadd
PRE PRIMARY GOLD ASSISTANT	Mrs Elizabeth Rogers
YEAR 1BLUE	Mrs Karen Bakewell
YEAR 1GOLD	Ms Kianee Zscherpel
YEAR 2 BLUE	Mrs Jo Huttner
YEAR 2 GOLD	Mrs Janine Maitland/Sam Stevens
YEAR 3 BLUE	Mrs Chelsea Leber
YEAR 3 GOLD	Mrs Tash Dzienis/Carolyn Oliver
YEAR 4 BLUE	Mrs Lexy Crombie/Ida McQueen
YEAR 4 GOLD	Mrs Marie-Anne Bond
YEAR 5 BLUE	Mr James Stevens
YEAR 5 GOLD	Mrs Caroline Clinch/ Ida McQueen
YEAR 6 BLUE	Miss Katharine Gelle/Nicki Francis
YEAR 6 GOLD	Mr Ben Wynne/ Nicki Francis
PHYSICAL EDUCATION	Mrs Nicki Francis
SCIENCE	Mrs Angela Walker
ITALIAN	Mrs Eleonora Loregio
MUSIC	Mrs Julia Aylmore
ART	Mrs Natasha Luca
KTN/ICT RELEASE	Mrs Nicki Francis
SCHOOL NURSE	Mrs Aleisha Raby
SOCIAL WORKER	Mrs Ann Peart
LITERACY / NUMERACY SUPPORT	Mrs Anna Salsano
LIBRARY TECHNICIAN	Mrs Darlene Moynihan
EDUCATION ASSISTANT SUPPORT	Mrs Fran Reed
EDUCATION ASSISTANT SUPPORT	Mrs Belinda Boardman
EDUCATION ASSISTANT SUPPORT	Mrs Mel Cook
EDUCATION ASSISTANT SUPPORT	Mrs Gina Walters
EDUCATION ASSISTANT SUPPORT	Miss Sian Williams
EDUCATION ASSISTANT SUPPORT	Mrs Carmel South
EDUCATION ASSISTANT SUPPORT	Mrs Kelly Lippi
EDUCATION ASSISTANT SUPPORT	Mrs Lea Hardie
EDUCATION ASSISTANT SUPPORT	Mrs Rose D'Lessio
EDUCATION ASSISTANT SUPPORT	Mrs Renny McArthur
EDUCATION ASSISTANT SUPPORT.	Mr Stephen McKInnon
FINANCE OFFICER	Mrs Donna Geddes
ADMINISTRATION OFFICER	Mrs Gill Gauntlett
CANTEEN	Mrs Lina Musca
GROUNDSPERSON	Mr Greg Matta

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.

Years 1-6 Reports

Letter Grade	
A Excellent	The student demonstrates excellent achievement of what is expected for this year level.
B High	The student demonstrates high achievement of what is expected for this year level.
C Satisfactory	The student demonstrates satisfactory achievement of what is expected for this year level.
D Limited	The student demonstrates limited achievement of what is expected for this year level.
E Very Low	The student demonstrates very low achievement of what is expected for this year level.

Pre Primary Reports

Achievement Descriptor
The student demonstrates <i>exceptional</i> achievement given the expectation for this year level.
The student has <i>exceeded</i> the achievement expected for this year level.
The student demonstrates the <i>expected</i> achievement for this year level
The student is <i>working towards</i> the achievement expected for this year level.
The student has <i>not yet demonstrated</i> the expected achievement for this year.

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

Specialist Learning Areas

There are several 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)

Literacy Intervention

Levelled Literacy Intervention (LLI) is a short-term small group intervention program that provides regular instruction which supplements classroom literacy learning (Years 3-6). This is targeted at a child's specific reading level and includes writing and word-level activities.

MiniLit is **an early literacy intervention for struggling Year 1 and 2 readers**, which aims at improving five literacy skills of (1) Phonemic Awareness, (2) Phonics, (3) Fluency, (4) Vocabulary and (5) Comprehension, mainly the first three.

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 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. The return of a general signed permission slip at the commencement of the year covers all excursions and incursions for the year is necessary.

Homework

Homework is set on Mon - Thurs nights and generally consists of literacy and numeracy-based activities. Students are encouraged to complete homework when set.

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 and Procedures

As a condition of enrolment, parents and carers are required to follow CEWA policies and school procedures. Links to some CEWA policies and school procedures are available on the school website.

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

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

- Code of Conduct
- Administration of Medication
- Behaviour Management Procedure

- Dealing with Bullying Harassment or Aggression
- Dispute Complaint Resolution
- Healthy Food and Drink Choices
- Homework Procedures
- Information and Communication Technology Use by Students
- Privacy Policy
- Student ICT Acceptable Use Procedures
- Student Owned iPad Acceptable Use Procedures
- Student Uniforms
- School Rules
- Communication
- Emergency, Lockdown and Bushfire Procedures

Uniforms

Children are required to wear 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.

<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 small 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.

<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>

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>

An enrolment form must be completed and submitted prior to an interview.

<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 or calling the school number and select option 1 before 9:00am.** If your child is going to be late to school because of an appointment, please ring the Absentee line and inform the school. The school will contact all parents whose children are not at school after this time via a text message. If a parent/carer of a student does not notify the school, an SMS is sent to the parent/carer notifying of the student's non-attendance. If the parent/carer does not respond to the SMS, the school will contact the parent/carer to verify the student's whereabouts.

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).

Parents of students who know they will be absent in advance must complete a leave form to signify days that the student will be absent and are required to collect work for the period from their teacher(s). 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

Non-attendance is followed up in several ways:

- Students who attend holidays with their parents must fill out a leave form to signify days that the student will be absent, and work is set by the teacher. Parents are responsible for communicating with the teacher and following up this work with their child.
- Reminder forms are sent out to parents who do not send in an absentee note.
- Follow up is conducted by Assistant Principals at various times during each term. Normally a phone call or meeting for parents who do not comply.

- Principal conducts an interview with parents to determine any issues that arise. A resolution is determined and acted upon.
- Attendance information is included in each child's semester report.

Late Arrival

Any child arriving to school after 8:35am 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.

Parents may take photographs of their own children. Photographs containing students other than your own are not to be uploaded onto social media.

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)
8.35am	Second Bell (start of school day)
10.35-10.50am	Recess
12.30-1.10pm	Lunch (students play first and then eat)
2.50pm	Final bell
3.10pm	Supervision ends

SCHOOL TIMES: Kindergarten

Monday, Wednesday & Friday

8.40am	Start of school day
10.00-10.30am	Recess
12.00-1.00pm	Lunch
2.45pm	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 8.40am and 9.00am respectively.
- 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.

Recess Procedures

Students will eat in class from 10.25am and then the recess commences at 10.35am for the students to play. Students who purchase their recess from the canteen are encouraged to either order online or before school so that their recess can be delivered to them in class at 10.25am. The canteen will be open at recess if students require additional items.

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 to safely cross

- the carpark entry between the school and the Church,
- Servite Terrace from the Church to the council building.
- Dundobar Road from the council building to the City of Wanneroo Library

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. 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 be discussed directly with the program service provider.

Student Code of Conduct



"A light beneath our feet"

A St Anthony's Student:

- Strives to act like Jesus and see the spirit of Jesus in everyone
- Accepting
- Responsible
- Experiences challenges and learn to deal with them positively(resilience)
- Motivated to learn and progress in what they are learning or being taught. (engaged)
- taking the time to think of others and recognize what might make their life easier or simpler or more enjoyable.(considerate)
- use good manners
- Care for others
- Learn from mistakes
- Work as a team
- Solves problems

Students are asked not to bring the following items to school:

- Chewing gum
- Dangerous objects
- Electronic devices
- Phones – to be left in front office on arrival and collected at the end of the day.

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 CEWA policies and school procedures, the 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 Carers 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 Scholastic Book club. 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. General information for the week is shared at the assembly. At this assembly, Platinum, Gold, Silver and Bronze St Anthony's Way 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 displaying the attributes in the St Anthony's Way. 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 certificate received, following the Gold Award. Notification of the St Anthony's Way award winners are emailed to parents/carers and certificates are presented at the assembly.

Year Level Assemblies/PADUA award 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. PADUA awards are given out at these assemblies and award winners are published in the Newsletter prior to the assembly. <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. Years 1-6 will prepare and facilitate a whole school mass during the year and Kindy and Pre-Primary 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 (Term 4)
- Year 4 - Sacrament of the Eucharist (Term 3)
- Year 6 - Sacrament of Confirmation (Term 2)

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 ministries.

- Faith in Action
- Community Service
- Environmental Action
- Sport and Health

Lost Property

The school takes no responsibility for lost articles. 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 their absence, by the most senior staff member in a position to make such a judgment. Evacuation and lock down drills are practised and reviewed on a regular basis. An evacuation map and procedures are displayed in each class and around the school.

Mobile Phones/Smart Watches

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 5-6. 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 as directed by the signs when leaving the Church car park and use Cafaggio Crescent to leave the school precinct, to keep the traffic flowing.

There are designated parking areas for staff that are clearly marked "STAFF". There are also bays marked "KEEP CLEAR" for parish and bin collection access. 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

Children aged 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.

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.

Types of Communication:

Email

To email staff members, the email format is: `firstname.surname@cewa.edu.au`

Phone calls - 9303 7500

SEQTA Direct Messaging

Staff will endeavor to reply to parent communication within two working days.

Any communication that is time sensitive please phone the office.

Newsletter

A link to the newsletter is emailed Thursday, fortnightly. Current and past newsletters can also be found on the school website. <http://www.saw.wa.edu.au/newsletter> Parents and carers are asked to ensure they read the fortnightly 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>

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, 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, Mrs Nicole Crosthwaite. 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](#)

School Organisations and Services

School Advisory Council

The School Advisory Council is the body responsible for the financial management planning of the school. The Council 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 Council positions take place at the Annual General Meeting held in November.

The School Advisory Council, in representing the Catholic school community, actively promotes and supports the Catholic ethos of the school. The School Advisory Council is responsible not only to the local school community, but is also entrusted with 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 Advisory Council is a wonderful way for parents to be involved and help shape their child's school. In addition to the normal Executive Roles, the School Advisory Council 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. As the group is established to facilitate information sharing, any post containing information/comments that are inconsistent with St Anthony's School's Code of Conduct will be deleted.

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 8.45am and 2.45pm to 6pm daily. For further information and enrolment procedures, click the link below.

<http://www.saw.wa.edu.au/oshclub-before-and-after-school-care>

Canteen

The canteen is open Monday to Friday. Orders can be completed before school or placed online. <https://www.ouronlinecanteen.com.au/Default.aspx>

Lunch orders are to be written on lunch bags and, if possible, the correct money enclosed.

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 a sandwich.

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. 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.

<http://www.saw.wa.edu.au/school-social-worker>

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.

Book club

Scholastic Book club 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.

Health

Medication

Medication, which is to be taken at school, is to be brought to the office - clearly labelled with the child's name and dosage. The medical authorisation form must be completed. <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>

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 anaesthesia 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.

Environment and Sustainability

The school promotes a sustainable environment. Students are actively involved in maintaining and promoting sustainability initiatives within the school. E.g. Laudato Si` Garden, Nude food Tuesday, Composting, Recycling, Worm farm, vegetable gardens and battery recycling.

School Nurse

The school has a school nurse on site daily over recess and lunch time. The nurse's role includes care to students and staff, management of health plans as well as health promotion and education. A community nurse also visits regularly. The community 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.

Coughs, Colds and Flu

We know that if your child is unwell, you do the right thing and keep them at home, until they are better.

However, should your child become unwell at school, including but not limited to any of the following;

- Respiratory symptoms (sore throat, cough, runny nose, sneezing, fever)
- Gastrointestinal symptoms (vomiting, diarrhoea, upset stomach)
- Rashes of concerns

The school will contact you immediately for your child to go home. If the school is unable to contact the primary care giver, the emergency contacts will be phoned.

Infectious Diseases

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

CHICKEN POX, MUMPS:	Children are infectious in the early stages and when scabs are falling. Return to school when this stage over.
CONJUNCTIVITIS:	Excluded until discharge from eyes has ceased.
IMPETIGO (school sores):	Excluded until treated and healed completely.
MEASLES, RUBELLA:	Excluded for 7 days after the onset of rash.
RINGWORM:	Excluded until a medical certificate is produced stating that treatment has been carried out.
SCABIES:	As above.
WHOOPING COUGH:	Excluded until a clean medical certificate has been produced or 4 weeks from onset.
SERIOUS CONDITIONS:	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.
COVID-19:	Children who have visited an exposure site during the relevant times, are required to follow the corresponding health advice issued for that location, unless directly advised otherwise by the Department of Health. Parents/carers are also required to notify WA Police by phoning 13 COVID (13 26843). Close contacts are to be tested and isolate for 7 days.

Children need to isolate if they have tested positive to COVID-19.
Children who test positive to COVID-19 will need to stay in isolation until they are cleared by WA Health. (subject to change in accordance with Government regulations)

More information:

www.health.wa.gov.au/coronavirus

www.healthywa.wa.gov.au/coronavirus