

Parent Information Handbook, 2024

St Elizabeth's
Catholic Primary School
Together we grow



PARENT INFORMATION HANDBOOK

FROM THE PRINCIPAL

Welcome to St Elizabeth's Catholic Primary School.

Whilst we are within the City of Wanneroo, St Elizabeth's CPS is situated in a quiet bush setting with beautiful gardens and well-maintained facilities.

St Elizabeth's CPS prides itself on the delivery of a quality education that caters for students in Pre-Kindergarten to Year Six. The development of strong, positive, Christian relationships between the members of our community and a strong academic standard is at the fore front of our work.

As a Catholic school, St Elizabeth's CPS offers a genuine educational choice to parents with an emphasis on the faith development of students. Teaching and integrating Gospel values of humility, compassion, service and charity into the student's life and curriculum is a major focus. The school has a strong connection with the St Anthony's Parish, Wanneroo, with students participating in the Sacramental Program organised through the parish. St Elizabeth's CPS celebrates diversity and enables students to gain confidence in their abilities to achieve their unique potential.

St Elizabeth's CPS is an active community and strongly recognises the family as the student's first educators and actively works with parents and caregivers, encouraging open communication within a supportive learning environment.

The wellbeing and safety of all students is paramount at St Elizabeth's CPS, and we acknowledge healthy relationships and exceptional pastoral care are core to each student's positive experience at our school. We are taking enrolments for Pre-Kindergarten to Year Six and welcome families to come for a tour of the school.

Rebecca Clarke
Principal

St Elizabeth's Catholic Primary School

2024 STAFFING

Leadership Team

Principal	Rebecca Clarke
Assistant Principal	Emma Fernandez
Student with Disabilities Coordinator	Kim Manov
Key Teacher (Teaching & Learning)	Chris Rebeiro
Key Teacher (Teaching & Learning)	Nadia Golding
Key Teacher (RE & Sustainability)	Sue Curtis

Admin Staff

Finance Officer	Melissa Dimond
Admin	Claire Didlock
Admin/Enrolments	Brook De Ruyscher
Marketing Officer	Sue Griffin
Social Worker	Chloe Grant
Groundsperson	Karl Glenn Nate Bright

Teaching Staff & Education Assistants

Pre-Kindergarten	Rebecca Mackie Lisa Serraino
Kindergarten	Kathryn Preiato Karissa Beaton & Lea Hardie
Pre-Primary	Olivia Edwards Emma Tie & Carlie Kovacevich
Year 1	Jade Baxter Fin Drozd (Monday – Thursday) Alli Burgess (Friday)
Year 2	Katie Hastie (Monday – Thursday) Tanika Farmer (Friday) Karissa Beaton (Monday) Megan Proud (Tuesday – Friday)
Year 3	Nadia Golding Joan Martino (Monday & Friday) Lisa Serraino (Wednesday)
Year 4	Sue Curtis Debby Williams (Monday – Thursday)

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Year 5 Kent Fitzgibbons

Year 6 Tamara Bowman (Monday – Wednesday)
Chris Rebeiro (Thursday – Friday)

Support Staff

Learning Support Joan Martino
Learning Support Caitlyn Irwin (Tuesday – Thursday)

Specialist Staff

Physical Education Chris Rebeiro
Auslan Kim Manov
The Arts Naomi Clarkson
Science & Technologies Patrick Harman
Library Allison Burgess

Telethon Speech & Hearing Simon Tomlinson
Toni Chansaw

Fogarty EDvance Team Rebecca Clarke
Emma Fernandez
Kim Manov
Nadia Golding
Chris Rebeiro

INTRODUCTION

A Brief History

St Elizabeth's Catholic Primary School's name was chosen in recognition of St Elizabeth of Hungary, more accurately referred to as Elizabeth of Thuringia. Elizabeth was the second child of Alexander the Second and Queen Gertrude of Hungary. At the age of fourteen, Elizabeth married Ludwig of Thuringia. Elizabeth was an outstanding child who directed all her actions and intentions to God. She was intelligent, well-educated, and regularly gave alms to the poor.

At the age of twenty on the death of her husband, Elizabeth was left a widow with three young children. Elizabeth put herself at the service of the orphans, the sick and the needy. She cared for lepers in one of the hospitals she established, whom she visited regularly and tended to their needs. Young in years but rich in good works, Elizabeth died at the age of twenty-four. She is most remembered for her gentle, charitable nature and complete devotion to God.

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OUR PHILOSOPHY

We wish to acknowledge the Whadjuk People of the Noongar Nation, the traditional custodians of the land on which we are standing. We recognise the strength and resilience of the Noongar People and pay our respects to the Elders of today, those who have gone before us and the Elders yet to come. We commit ourselves to actively work alongside indigenous people for justice and reconciliation. We believe each child is a unique gift from God. We nurture children's spiritual development centred in Christ. Our faith is nourished through the sacraments, most especially the Eucharist. St Elizabeth, our Patron Saint demonstrated the values of compassion, humility, service and charity which we actively encourage all members of our school community to model these values in all our interactions. We believe in developing each child's love of learning. All children are provided with learning opportunities to maximise their individual potential in a play-based context within the Early Years Learning Framework and the National Quality Standards Framework for our Pre-Kindergarten to Year Two. In the middle to upper primary years, we are guided by the West Australian Curriculum and strive for excellence using differentiation within the Inquiry Based Learning Approach to foster the potential of each child. We develop each child's confidence and independence while supporting their spiritual, emotional, physical and social growth to encourage persistence and resilience in our children when facing challenges. We foster an open and welcoming partnership to strengthen relationships, a sense of belonging with home, school, parish and the wider community. Parents/Guardians are the first educators, and we value strong partnerships between our families and educators through open and respectful communication. We value children's family and cultural backgrounds. Our practices and learning programs accept and nurture cultural diversity, beliefs and practises within our school and the wider community. We provide a learning environment delivering educational excellence with strong foundations in literacy and numeracy, fostering the desire to become lifelong learners. Our children are encouraged to be inspired and engaged learners who are willing to take risks. All children are loved, accepted, respected and valued. They are encouraged to make choices and to be challenged in their learning journey. We inspire children to develop confidence in their own identity, build resilience and interact with others with compassion, humility, service and charity.

Our School Prayer

*Dear Jesus
Saint Elizabeth brought care to the sick,
food to the hungry and hope to those in need.
Grant us the blessing that we may follow in her footsteps
with love and joy in our heart,
to always be faithful and to serve with humility and compassion.
Amen*

Our Motto

Our school motto is 'Together we grow'.

Our Vision

St Elizabeth's CPS creates a vibrant Catholic school, Christ centred and highly regarded for our academic excellence and contribution in actively serving the community.

St Elizabeth's Catholic Primary School

Our Mission Statement

As a Catholic community we strive for excellence, developing confident, respectful, and independent learners. We journey together with Christ and share the joy and wonder of learning.

Our Core Values

Charity, Service, Humility, Compassion

St Elizabeth's Catholic Community is Christ centred and we are nurtured through the sacraments, most especially the Eucharist. We take ownership to share, respect and respond to others through unlimited love and kindness.

Our Moral Purpose



Together we grow in a respectful and nurturing Christ-centred learning environment where students thrive academically and flourish as individuals, embracing our values of compassion, charity, humility and service as a whole community.

Grow, Thrive, Flourish



AIMS OF ST ELIZABETH'S CATHOLIC PRIMARY SCHOOL

- **deliver** excellence in education, to enable our students to become successful learners, responsible citizens, effective contributors and confident individuals.
- **acknowledge** parents as the primary educators of their children. They are informed and encouraged to share the responsibility of their child's education.
- **cultivate** a safe, secure, and happy environment, where staff, parents and students work as a team to maximize our learning potential.
- **foster** an open and welcoming partnership, to strengthen relationships; a sense of belonging with home, school, parish and the wider community.

SCHOOL COLOURS

Our school colours have been chosen for both their religious symbolism and our patron, Saint Elizabeth of Hungary.

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RED in our Liturgical Calendar is associated with Pentecost and the Holy Spirit symbolising the presence of God. It also marks the birth of the Christian Church. Historically red is associated with sacrifice and courage which Saint Elizabeth demonstrated throughout her life.

GREY in our Liturgical Calendar signifies Lent. It is also the colour associated with self-reliance, patience, perseverance, compassion and care. These attributes reflect Saint Elizabeth's commitment to the sick, the hungry and those in need.




WHITE in our Liturgical Calendar symbolises purity and holiness and is the colour of Easter and Christmas, the birth and resurrection of Jesus. White is the colour of new beginnings, complete and pure. Saint Elizabeth strived to be 'Always Faithful' to Christ through her devotion to prayer and her care and compassion.

Our School Logo



St Elizabeth's Catholic Primary School

Together we grow

-  **BANKSIA**
Our connection to Country and beautiful bushland setting.
-  **CROSS**
Our guide and the silhouette of the cross at the entrance of our school.
-  **CIRCLE**
Continuous improvement as we grow together.



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FACTIONS

In 2022 we established and named our four Factions. Each faction has a connection to St Elizabeth and her values. New staff will be inducted into a faction at the beginning of the year at the Whole School Mass. As a whole school we will recognise and celebrate one faction a term.

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Vincent – Gold

- St Vincent de Paul is the patron saint of charity.
- He was a French Catholic Priest who dedicated himself to serving the poor.
- He was educated by the Franciscan order in France linking his beliefs to St Elizabeth.
- Like St Elizabeth, St Vincent de Paul, strongly believed in the act of giving to those that had little.

Mackillop – Green

- St Mary MacKillop is Australia's first saint.
- She founded the Sisters of St Joseph of the Scared Heart.
- St Mary MacKillop was deeply devoted to education and the welfare of small rural communities.
- Just like St Elizabeth, St Mary MacKillop dedicated herself to serving others with love and compassion.

Assisi – Orange

- St Francis of Assisi founded the Franciscan Order who is seen as model of humility.
- He is the patron saint of animals and the natural environment.
- St Elizabeth joined the Third Order of St Francis and dedicated her life to the order.
- Both St Elizabeth and St Anthony of Padua believed and followed the teachings of St Francis of Assisi.

Servite – Blue

- Our parish, St Anthony of Padua, was founded by the Servite Order.
- The Servite Order is officially known as the Order of Servants of Mary, whose members are committed to the service of the Lord and others.
- St Elizabeth and St Anthony worked together and strongly believed in the values of St Francis of Assisi.
- St Elizabeth's Catholic Primary School has a strong association with the St Anthony of Padua Parish.

SCHOOL OFFICE

The school office is open each day (Monday to Friday) between the hours of 8:15am and 3:30pm. It is essential that for communication purposes, the school has up-to-date information and a definite emergency contact number. Parents are asked to notify the school regarding change of address, phone numbers, emergency number etc. Tel: 9303 7600 Email: admin@stecps.wa.edu.au

CODE OF CONDUCT

The aim of the CEWA Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students. There are twelve [12] conduct standards that apply to all member of the school community.

As a member of the St Elizabeth's School Community, you acknowledge the inherent vulnerability of the students in your care. You recognise that the safety and well-being of students depends upon your vigilance and diligence and the vigilance and diligence of all adults.

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The Code does not give you detailed professional advice on specific behaviour. Rather, it describes the minimum requirements expected of you.

The Guidelines are illustrative and not an exhaustive list of the behaviours covered by the Code. If your behaviour varies from the standards described in this Code and Guidelines, you should be prepared to explain and justify your decisions and actions.

While mandatory language such as 'must', 'shall' and 'will' is not used throughout the Code, there is a presumption the conduct described is mandatory and therefore not discretionary. The Principal expects you to conduct yourself personally and professionally in a way that maintains public trust and confidence in your school and the Church.

You have a responsibility to students and their family, other members of the school community and the wider community to provide and support safe and competent education and care of students.

You will do your best to support other members of the school community to comply with the Code.

In cases of conflict between parts of the Code, between the Code and other school policies, or in any decision-making choices, you give priority to the outcome that will be in the best interests of the safety and well-being of the child.

Code of Conduct Breach Report

<https://forms.office.com/Pages/ResponsePage.aspx?id=ly-FxTM2KU-zhIHaU-NeI87TZtp4021JiT8QYO2zIPNUMIVURFpaTDZNNkhHMVFCMDdEWFewWVRHMi4u>

Code of Conduct Notification

<https://forms.office.com/Pages/ResponsePage.aspx?id=ly-FxTM2KU-zhIHaU-NeI87TZtp4021JiT8QYO2zIPNUMUpNUjFFNDIJTlhOWkNDOT1OE03NE1ZQy4u>

ENROLMENT POLICY

St Elizabeth's Catholic Primary School provides Catholic school education to all Catholic children within the Hocking and surrounding region. The procedure is for the enrolment of age-appropriate children for Pre-Kindergarten to Year Six.

The Principal follows the CEWA Enrolment Priorities for all students as per the following:

- Catholic students from the parish with a Parish Priest reference
- Catholic students from outside the parish with a Parish Priest reference
- other Catholic students
- siblings of non-Catholic students
- non-Catholic students from other Christian denominations
- other non-Catholic students

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SCHOOL FEES

Tuition fees and other charges are set by the Principal, in consultation with CEWA, and endorsed by the School Advisory Committee of St Elizabeth's Catholic Primary School in accordance with Catholic Education Commission of Western Australia guidelines. Acceptance of an offer of a place is a commitment to support Catholic education financially by paying fees. A copy of the school's 'Fees Schedule and Procedure' is available on the school's website.

SCHOOL TIMETABLE

Pre-Kindergarten

Pre-Kindergarten operates on a Monday and Friday.

Kindergarten

Kindergarten operates Tuesday, Wednesday and Thursday.

Pre-Kindergarten to Year Six Timetable

8:15am	Doors open
8:30am	Classes commence
9:30am	Crunch n Sip
10:30am – 10:50am	Recess
12:50pm – 1:30pm	Lunch
2:50pm	Classes conclude

ARRIVAL AND PICKUP

Arrival

Students who arrive to school earlier than the classroom open times are to remain the responsibility of you, the parent/guardian. Teachers cannot take responsibility for students prior to 8:15am, therefore you are responsible for your child's safety. Students who arrive to school later than the class start time, are to sign in at the office using SEQTA Kiosk and obtain a "Late Arrival" slip which must be presented to their teacher.

Pick-up

Students are to be collected from the designated pickup areas at 2:50pm. This may include Kiss and Drive. Pre-Kindergarten to Pre-Primary students are to be collected by a parent/guardian from their classrooms. Parents are asked to enter via the Kindergarten playground gate. Parents with children in Year One to Year Six are to wait in front of the Administration building. Students will be supervised by a staff member until they are collected. If a family member or guardian is to collect your child/ren, you must inform the school prior to pick up time.

Students who attend Camp Australia will be collected from outside their classrooms by a Camp Australia Coordinator.

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If your child needs to be collected early from school during normal school hours, please sign your child out via SEQTA Kiosk in the Office and the administration staff will organise for your child to be brought to you.

Parking

Parents should obey all traffic regulations when parking in the bays at the front of the school. Please ensure your children are safe when loading and unloading them, this is a busy time during arriving and leaving school. Please observe the signs in the school carpark and drive in and out slowly. We also strongly encourage parents of students in Year Three to Six to use the Kiss and Drive option for pickup to allow our families in the Early Years a chance to park in the carpark and collect their child from the classroom. Please be mindful of nearby residents' driveways when parking in the streets and follow the rules outlined by the City of Wanneroo. Additionally, please do not stop at the intersection of Anfield Parade and Ranworth Road.

Kiss and Drive

Rules to be followed if using Kiss & Drive

- All adults – drivers and passengers must stay in the car.
- Children must be able to undo/do up their seatbelts.
- Kiss & Drive is not a parking area.
- Children are to wait behind the white line until the car has stopped.

PARENT INVOLVEMENT / VOLUNTEERS

Parents, you are your child's first educator and we strongly encourage you to actively participate within the school community. Parent help in class activities is appreciated. Please approach your child's teacher if you wish to assist in the classroom.

All volunteers must complete and return the Working with Children Check or Volunteer Declaration form before involvement in the school. Parents and child volunteers qualify for an exemption from the Working with Children Check, however, grandparents do not. Volunteers will be required to complete an online form and produce a copy of the Working with Children Card to the administration office when they sign in. Copies of the Working with Children Volunteer Declaration are available at the office.

St Elizabeth's Catholic Primary School Advisory Council

The School Advisory Council Members are interested parents who wish to take an active role in supporting the Principal and staff in building a vibrant community. The members assist the school to fulfil its financial responsibilities and ensures our policies and practices are in accordance with CEWA Ltd guidelines.

St Elizabeth's Catholic Primary School Parents and Friends

The St Elizabeth's Parents and Friends usually meet once a month, generally days and times are chosen to suit the consensus.

The main functions of the Catholic School Parents' Committee are to:

- assist in build a positive community by providing parents the opportunity to be involved,
- encourage all parents to attend community activities,

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- support social activities for the school community,
- provide a voice for parents to ask questions and seek responses as appropriate,
- fundraising for the school and for charity. (We fundraise for various charity and when able to assist in purchasing appropriate resources for our school.)

All parents are members of the Catholic School Parents' WA and are encouraged to actively support the Association. If interested, parents may also nominate for executive positions. The Executive positions are by election, which usually takes place at the first meeting of the new school year. Notification of the date and nominations are sent via the newsletter or email.

LEARNING AREAS AND EXTRA CURRICULAR

At St Elizabeth's, learning is facilitated through a developmental approach that emphasises cooperative learning, inquiry and the use of technology. We provide a relevant, comprehensive and varied curriculum to suit a wide range of student needs, interests and abilities.

The Western Australian curriculum underpins all learning areas taught at St Elizabeth's. A number of specialist learning areas are offered for students in Kindergarten to Year Six.

Religious Education

The Religious Education is our number one learning area and the program aims to develop the students' knowledge and faith dimension. It respects the freedom of everyone to respond to God's personal invitation.

Sacramental Programs

The Catholic Sacramental Programs at St Elizabeth's CPS are Parish based, family focused and school supported. The programs commence in Year Three -Reconciliation, Year Four - Holy Communion (Eucharist) and Year Six - Confirmation.

We are an integral part of the St Anthony of Padua Parish with Father Peter as our Parish Priest. The preparation of the sacraments is under the guidance of Father Peter which includes parent meetings, enrolment masses and workshops, all of which must be attended.

Parents are advised to maintain communication with the school regarding the Sacramental Program and to read all relevant information which is sent home. Children receive the sacraments at the discretion of the Parish Priest who ascertains their readiness.

Masses and Liturgies

Father Peter Porteous will celebrate Mass with a Year Three to Six students joining St Anthony's students twice a term. Students will be bussed to the church to participate in these masses. Whole school masses will be celebrated in the Undercover Area throughout the year. Class liturgies, at least two a term that reflect the unit of work completed in class, are celebrated in the classroom with your cluster or buddy class, as per the calendar.

Specialist Learning Areas

The following specialist Learning Areas are offered at St Elizabeth's and taught by a specialist teacher.

- Languages – Auslan (Mrs Kim Manov)
- Science & Technology (Mr Patrick Harman)

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- The Arts (Mrs Naomi Clarkson)
- Physical Education (Mr Chris Rebeiro)

Technology

In keeping with the ongoing developments in technology the school has made a significant financial investment in the provision of technology in all year levels from Kindergarten to Year Six. There is a 1:1 iPad programme from Year Three to Six with staff delivering highly effective Technologies programs.

At St Elizabeth's we use the system wide Microsoft Office 365 and Seesaw. Each student is issued with their own logon username and password to enable them to access the web and the school portal. Students are also given a Catholic Education Western Australia (CEWA) email address. All emails are filtered, and any students found to be abusing their internet privileges are removed from the system for a period of time.

Learning Support

St Elizabeth's have a number of Early Intervention Programs that aim to improve student learning. As part of the Kindergarten program all students will be screened by an Occupational and Speech Pathologist. These screenings assist classroom teachers to modify the existing program to enhance learning.

St Elizabeth's implement the MultiLit Program, with dedicated staff trained to deliver the explicit instruction lessons. These may be done as a 1:1 or small group based on the individual needs of the students.

The introduction of an extension program will occur in 2024. The 'WINGS' Program will offer a program of work that extends our high level of thinking students and will cover a number of different learning areas. Testing will take place in Term One to determine the students involved in the program.

Assemblies

Assemblies are currently on Thursday morning at 8:45am and are held in the Great Hall. Merit and Christianity Awards are presented at the assemblies, parents are notified in advance to enable you the opportunity to attend. Parents from all year groups are welcome to attend these events.

Library

Students from all classes borrow from our library. All library books are taken home inside the blue library bag. Please ensure books are returned to school in the same way they went home. The cost of replacement for damaged or lost books will be invoiced to the family. We encourage parents to read to, or with your child for the love of reading. Parents are encouraged to ask their child about the story to assist them in understanding what they are reading.

Homework

Homework is given for anyone, or a combination of the following:

- Reading
- Practice/revision of work already covered in class; or
- Research into topic being discovered through learning in class.

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The total time spent on homework out of school hours: (Monday -Thursday) should not exceed:

Pre-Primary	10 mins per night
Year One – Year Two	10 – 20 mins per night
Year Three – Year Six	20 – 30 mins per night

Incursions / Excursions

All excursions will be organised by classroom teachers, including booking the bus. Please check the Parent Term Planner for upcoming events, incursions and excursions.

ASSESSMENT & REPORTING

At St Elizabeth’s Catholic Primary School, the approaches to learning and teaching are based on the premise that all students are capable of learning, that learning should take place in inclusive classrooms where teaching strategies are employed allowing students to be effective learners, to empower students to value their own learning and to pursue personal excellence. Assessment is an integral part of the learning cycle.

Assessment of the students’ development and learning is an essential component of the curriculum, and helps to inform continued development, learning and teaching. Students are observed in a variety of situations and a wide range of assessment strategies are implemented. At St Elizabeth’s the staff employ a range of formative and summative assessments, which demonstrate student achievement.

Assessment

Assessment for learning at St Elizabeth’s CPS includes;

- Using representative samples of students’ work or performance to provide information about student learning
- In class testing
- Collecting evidence of students’ understanding and thinking
- Documenting learning processes of individuals and groups
- Engaging students in reflecting on their learning
- Students assessing work produced by themselves and by others
- Developing rubrics
- Identifying exemplary work
- Keeping records of test/tasks results
- Whole School Testing
- NAPLAN Assessment
- BRLA Assessment

Reporting

Reporting is the process of communicating information about student achievement and progress gained from the assessment process. The purpose of reporting in all its forms (formal and informal) is to support teaching and learning by providing feedback to students, parents and teachers. All Semester Reports are made available to parents via SEQTA Engage.

Term One – Parent/Teacher Interviews

Term Two – Semester One Reports

Term Three – Community Open Night

Term Four – Semester Two Reports

BEHAVIOUR MANAGEMENT

Behaviour Management at St Elizabeth's is outlined by the following principles;

- All children have the right to learn, work and play in a friendly, safe and helpful school.
- Each child is to be respected as an individual and made to feel valued.
- By working together through a school wide approach to discipline/bullying we can increase the probability that students will learn responsibility and respect from one another.
- We share our Christian values in the way we relate with others.

We are committed to a partnership with the home, therefore contact will be made with the home when a child's behaviour is seriously inappropriate. Every effort is made to focus on positive responses to the rules and to celebrate such behaviour in a variety of ways.

In the case of inappropriate behaviour, students are asked to reflect on what they have done and what will be expected in the future. A warning would usually be issued first. Where possible the student is asked to fix or make-up for any damage or hurt that has been caused as a result of their actions. Attempts are made to have clear and logical consequences for misbehaviour. Where necessary individual contracts will be formulated.

The general school rules are displayed in the classroom. Individual class discipline policies are explained to families at the beginning of the year during the parent/teacher nights.

The key emphasis in the playground is a duty of care that supports student behaviour in ways that enhance safety, enjoyment, health and fair treatment.

In all instances staff endeavour to be consistent in identifying students behaving inappropriately and will insist on the correct behaviour.

COMMUNICATION

It is important that communication between home and school is frequent, open and honest.

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A school newsletter is issued on FRIDAY of every week. This is the major means of communication to parents. The newsletter is sent electronically to your nominated email address and contains information from other members of the school community. It is essential that parents read the newsletter to be informed of what is happening at school. Additional notices and emails may be issued at other times.







Contact with the Teacher

Your child/children's teacher welcomes parents to make appointments at a mutually convenient time to discuss their child's progress at any stage in the year. Staff are contactable via email (firstname.lastname@cewa.edu.au) before 8am and after 3pm.

Contact with the Principal

Parents are encouraged to contact the Principal on any matter of concern. However, if you wish to discuss any aspect of your child's progress, please speak with the classroom teacher followed by the Assistant Principal before contacting the Principal. Appointments will need to be made through the admin office.

Communication

 SeeSaw Snapshot of child's learning	 Newsletter Need-to-know school information	 Social Media Nice-to-know community news
 Website Info for families	 Email To communicate with teacher	 Photos A picture says a thousand words

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Social Media

St Elizabeth's have both a Facebook and Instagram page which parents are invited to join. Social media is used to promote the school and celebrate successes of our students.

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STUDENT ABSENCES

The school office must be advised before 9am each day your child/ren is absent. This can be done via email or the online Absentee link on the website.

Whenever a student is absent, a written confirmation from the parent must be presented to the teacher on the day of return to school. An email is also acceptable. A phone call to the office is not sufficient.

Students arriving late for school or leaving early from the school grounds, must be signed in or out at the school office via SEQTA Kiosk. The classroom teacher must also be informed.

When students are absent for an extended period, two or more days e.g. holidays parents are required to provide a written email/letter to the Principal at least two weeks prior to departure. Please note that the school will not provide any work for the student while they are away.

HEALTH AND WELLBEING

Medical

On enrolment at St Elizabeth's parents are requested to provide information on any known medical condition which may affect their child at school, e.g. asthma, diabetes, epilepsy, heart conditions, physical disabilities etc. Each year parents are asked to review and/or update this medical information and as a matter of course inform the class teacher of any changes to such information should the need arise.

Administration of medication

Parents are requested to administer any medications required by their child/children before or after school where possible. If medication needs to be given during a school day, parents must provide the medication in the original packaging and complete a medication permission form. When ongoing medication is needed at school you will be required to provide a letter from the Paediatrician. The teachers, along with the administration team, reserve the right to refuse to administer medication where they agree it is beyond their expertise or duty of care.

Accidents

Should your child be involved in an accident at school which warrants medical attention, parents or the nominated emergency contact person will be contacted at home or work. In the event that immediate attention is required, a staff member will access the appropriate medical support and have the parent or guardian contacted as soon as possible. It is school procedure that a parent/guardian is contacted if children receive a knock to the head, even if no apparent injury has been sustained.

Illness at school

Families are asked not to send their children to school if ill. Parents are requested to collect their child promptly if notified. Parents must supply full written instructions for treatment of children with chronic conditions and significant allergies. Parents must advise the office and class teacher in writing if children are taking any medicines. Parents are required to keep the above information current and must provide an update whenever there is any change. Teachers can take no responsibility for the administering of medicine at school.

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Allergies

Any relevant information regarding allergies or conditions should be directed to the school office. St Elizabeth's is an 'Allergy and Anaphylactic Aware School' and parents are encouraged NOT to send food products containing nuts with their children to school.

Social Worker

Our Social Worker, Chloe Grant is available during school hours two days a week, currently a Monday and Tuesday.

This role involves:

- Working with classes and teachers in specific programmes.
- Providing individual sessions for students.
- Referral is generally by the Teacher or School with parental permission.

School Psychologist

A School Psychologist is available to assist students, teachers, parents and the school community with a range of educational and psychological problems. The Non-Government Schools Psychology service is managed by CEWA on behalf of all Non-Government Schools. Referrals are via the School.

MOBILE PHONE (INCLUDING WATCHES)

Students bringing mobile phones to school are required to leave them with the classroom teacher during school hours. Phones need to be labelled with student's name and Year group. Students are not permitted to use their mobile phones while on the school grounds. All communication with parents needs to be done through the admin office. Please note the same rules apply for watches that are make calls/send messages.

SCHOOL UNIFORM

Our uniform at St Elizabeth's Catholic Primary School is a symbol of our school community and assists students to develop a sense of unity and belonging. Parents are expected to support the uniform policy (attached) and ensure students leave home in the correct, neat and tidy uniform.

All children from Kindergarten to Year Six wear the school uniform as specified. If a student is not wearing the uniform correctly, a uniform infringement notice will be issued. All items of clothing are to be clearly marked with the child's full name. The 'No Hat, No Play' rule exists throughout the school year.

There will be times throughout the school year when the children will be invited to dress up, for example harmony Day, Book Week etc. Please ensure your child is dressed in appropriate Sun Smart clothing (e.g.: tops with a sleeve). Although children are not in uniform, they must wear their school shoes or an appropriate type of enclosed shoes for safety reasons and wear the school hat.

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ST ELIZABETH'S UNIFORM DRESS CODE	
 Uniform is compulsory from Kindy to Year 6.	 School hats are compulsory for all outdoor activities.
 Girls hair accessories: headbands or hair ties in school colours (red, grey, white).	 Boys: hair length no longer than shirt collar or shorter than No. 3 cut.
 Make-up, hair dye and nail polish are not acceptable.	 All black sneakers to be worn.
 Earrings: studs or small sleepers and one in each ear.	 Jewellery - holy medallion may be worn, but not be visible. Watches worn at own risk.
 Only black scarves and gloves may be worn in winter.	 The Principal reserves the right to determine suitability of grooming.

Uniform Year 1-6

(Your teacher will advise which 3 days this uniform is to be worn)

White Shirt with/without Jacket
Grey Shorts or Skort
White socks or black stockings
Black leather school shoes
School faction hat with the school's name

Sports Uniform Year 1-6

(Your teacher will advise which 2 days sport uniform is to be worn)

Polo Shirt with/without Jacket
Grey Shorts or Track Pants
Black Trainers
White ankle socks
School Faction Hat with the school's name

Pre-Kindy

(Keep a full set of spare clothing in bag)

Play clothes
Shoes that children can put on and remove
Hat outside at all times

Kindy to Pre Primary

(Keep a full set of spare clothing in bag)

School Sports Uniform
Black trainers
School Faction Hat with the school's name

The Uniform Shop

The uniforms are available for sale via tudor School Uniforms

www.tudorschooluniforms.com.au

Unit 1/75 Excellence Drive, Wangara

T: 9408 2666

BEFORE AND AFTER SCHOOL CARE

Camp Australia

Camp Australia is a Before School and After School Care for all enrolled students from Kindergarten to Year Six and is located onsite in the Great Hall. Ghazel Attar is our current Camp Australia Coordinator. Before School Care commences at 6:30am to 8:20am. After School Care is from 2:50pm to 6:00pm. Information for this service is available at the office or on the website.

www.campastralia.com.au

T: 1300 105 343

oshc@campastralia.com.au