

ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL



**St Bernadette's
Catholic Primary School**

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Vision Statement

We the Community of St. Bernadette's Catholic Primary School recognise Christ as our guide and companion.

We are committed to building a supportive learning environment that inspires all individuals to strive continually to achieve their personal best.

We seek to instil a love of learning and we believe that modelling the qualities of kindness, honesty and respect will assist the achievement of this vision.

St Bernadette's Catholic Primary School is a Kindergarten to Year 6 double stream school comprised of 482 students. It is an inclusive school, providing an integrated programme for most children with special needs. St Bernadette's Catholic Primary School is the southern-most Catholic systemic school in the metropolitan region, serving coastal communities from Waikiki to Secret Harbour.

St Bernadette's Catholic Primary School has a strong community focus, embracing cultural diversity in everyday life. The school has a well developed support structure for students. In 2009 the school began a simultaneous whole school improvement process aimed at improving learning outcomes in literacy and numeracy for all students; a focus that has been strengthened further.

St Bernadette's values the importance of faith development and active witness to faith through well structured Religious Education programmes, sacramental programmes, and regular participation in a variety of liturgies. The school encourages and rewards excellence in academic, cultural and sporting pursuits. A clear, consistent and just behaviour management plan ensures that all children are able to learn and all teachers are able to teach. The school's motto of "Kindness, Honesty and Respect" is fundamental in providing all children with a rich diversity of learning experiences that develop the whole person.

ENROLMENT POLICY

The Catholic Education Commission strives to make Catholic schooling available to all children whose parents wish them to receive a Catholic education based on Gospel values within a caring Christian environment. St Bernadette's strives to achieve this for all of its students.

Priority for enrolment into the school is as follows:

1. Children of Catholic families within the parish
2. Catholic children from other parishes
3. Siblings of existing non-Catholic students
4. Non-Catholic children from other Christian denominations
5. Other non Catholic students



Application / Enrolment Procedures

In order to register a student to be considered for enrolment, an Application Form must be completed and a fee of \$40 (GST Included) paid. This is non refundable and covers administration costs associated with enrolments and interviews. Please note that the acceptance by the School of an Application for Admission Form and the non-refundable processing fee, does not guarantee an interview for enrolment or an offer of enrolment.

A copy of your child's/children's Birth Certificate, Immunisation Statement from Medicare (available online) and Baptismal Certificate (if applicable) is also required when presenting the application to the school.

Should your application be successful, you will receive notification requesting a non-refundable \$60.00 enrolment fee to secure your position. The enrolment fee is a commitment to the School that the student will take up the position stated in the formal *Letter of Offer*.

Note: The enrolment fee will not be refunded after the place has been formally accepted.

NOTICE OF WITHDRAWAL

The Principal must be given notice in writing of one calendar month prior to withdrawal of a student from the School.

SCHOOL FEES

Payments should be made according to the school payment structure set out below:

- Payment in full at the beginning of Term 1, by 1st March (to receive 2.5% discount tuition fees).
- Three instalments (One third of the annual fees by 1st March, 1st June & 1st September)
- Payment plan arranged with the Finance Officer via Direct Debit.

PAYMENT OF ACCOUNTS

Tuition Fees and charges may be paid by Bankcard, Cash, Cheques, Direct Debit, Mastercard, Visa and BPay. Cheques should be made payable to St Bernadette's Catholic Primary School. For your convenience, EFTPOS facilities are available at the School Office.

OVERDUE ACCOUNTS

All accounts must be paid unless prior arrangement has been made with the Principal. Non-payment of an account will result in collection as per the Fee Policy.

FAMILY CONCESSION

A reduction of the Tuition Fees is made for each subsequent student member of the family. The Health Care Card must be in the bill payer's name and the same address. To receive this discount, **YOU MUST** present your original card to the school office and the relevant form must be completed to enable the discount to be processed. When your card expires, you must present the new card to the school. Failure to adhere to this your fees will revert back to full fees.

FEE COLLECTION POLICY

The collection and setting of school fees for St Bernadette's Catholic Primary School is in keeping with CECWA policy and is seen by the Bishops of Western Australia as a necessary contribution by parents towards the costs of delivering a Catholic Education for their children.

Tuition fees, levies and amenities fees are all considered to be school fees. These are set annually and announced to parents by the School Board at the Annual General Meeting and distributed to parents prior to the start of the school year. School fees may be paid annually, by three equal payments in March, June and September or by individual payment schedules by Direct Debit. All accounts are to be paid in full before the 31st October 2013.

Recipients of a Family Health Care Card or [means-tested] Pension Card [held in the parent's name] are entitled to claim concession only on tuition fees. An appointment with the School Finance Officer is required each year a concession is requested. Discounts for a Term will not be allowed if the card is presented after the end of the Term and the discount will be adjusted if the card is not renewed during the year. Parents experiencing financial difficulty are asked and encouraged to discuss their position with the Principal in order to negotiate a repayment schedule. Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy, the services of a recognised debt collection agency or solicitor will be engaged. Pastoral Care for school families is paramount in all decision making.

Confidentiality is assured in relation to the payment of school fees and the setting of any concession or repayment schedule. This is restricted to the Principal and Administrative staff.

Payment Options		Due by
Option A	Full Payment	1st March
Option B	Three Instalments	1st March, 1st June, 1st September
Option C	Payment Plan by Direct Debit	Please contact the school office should you wish to pay by this option. Payment Plans should be finalised by the 31st October each year.

Procedure:

1. Annual School Fee accounts are mailed to the parent/guardian by the end of Week 2, Term 1.
2. A 2.5% early discount may be applied to annual tuition fees paid in full by the last working day in February. (The 2.5% discount does not apply to families receiving a Health Care Card or Pension Card discount).
3. For parents/guardians who choose to pay in three payments, a statement will be sent home during February, May and August for payment by 1st March, 1st June and 1st September.
4. 3Year Old Kindergarten fees are invoiced for the year, but may be paid over 4 payments at the start of each term.
5. First Reminder School Fee Statement is sent home with the students at the end of Week 4.
6. Second Reminder School statement is sent home with students during Week 6 of each term with a letter requesting an appointment with the Principal. Follow up contact from the Principal if step 6 is not followed.
7. In order to ensure the re-enrolment of students, parents who do not complete the payment of their school fees in full by December 31st of any year, will be expected to complete a Direct Debit for payment of fees for subsequent years until the debt is cleared.

Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy, the services of a recognised debt collection agency or solicitor will be engaged [as per CECWA guidelines] and all additional costs will be charged to the parent/guardian.

ROUTINES AND PROCEDURES



School Hours

8.30	Classroom Open	
8.40	11.00	Morning Session
11.00	11.25	Recess
11.25	1.25	Middle Session
1.25	2.10	Lunch
2.10	3.10	Afternoon Session

School Gates open at 8.00am. Supervision of students begins at 8.15am. All students who arrive before 8.30am must sit in the undercover area where they are supervised.

Parents are asked to ensure that their children arrive at school between 8.25am and 8.35am. **Lessons commence at 8.40am.** Students should not arrive at school before 8.00am. Parents must remain with their child / children until the supervised duty commences at 8.15am.

Kindergarten doors open at 8.50am and Pre Primary 8.35am. Their school day ends at 3.00pm. Lunch and play times may vary.

Please ensure that children leave the school grounds immediately after school. Supervision at the front of the school ceases at 3.30pm.

Out of School Care

The YMCA operates an Out of School Club in the Parish Hall (situated between the school and the church). Please contact them on 0407049917 for further information regarding enrolment.

Change to School Hours

We have several professional development days and (resultant pupil-free days) are allocated per school year. These are selected by the school and parents will be notified of these well ahead of time so that they make arrangements for their children.

Visitors

During school hours all visitors must report to the office and sign in and sign out.

Picking up of Children / Car Park

MORNINGS – There is a drop off zone at the main entry of the school for parents who wish to drop their children off. Alternatively, you may park and walk along the designated walkways. Please be aware that students may also arrive by bike and on foot so the utmost care should be exercised at these peak times. Please also note that no children should be in the car park area unsupervised.

AFTERNOONS - To allow more than one family to collect their children, we have a supervised drive by at the main entrance. Children must wait to be collected in the shelter. This has a duty teacher until 3.30pm. Please ensure your children are collected by 3.30pm as supervised duty ceases at this time.

The parking bays in front of the Kindergarten are 10 minute parking only. Please leave the disabled parking bay at the front of the school for disabled parents, students and visitors at all times.

Collecting Your Child Early

Should you wish to collect your child early, an Early Release Form must be completed at the school office first. This is then handed to your child's class teacher.

Absences

If your child is going to be absent from school, please notify the school office before 9.30am. If we **do not** receive notification, a text message will be sent to advise your child is not at school.

Late Arrival

If your child arrives at school after 8.40am please complete a Late Arrival Form, at the front office. This is then handed to the child's class teacher.

SCHOOL ASSEMBLIES

Students assemble in the undercover area at 8.45am each Monday morning, for shared prayer and routine announcements.

On Friday we have class assemblies commencing at 8.45am. The classes present and show us some of the things they are learning in class and merit certificates are handed out. Parents are notified prior to their child receiving a merit certificate so that they are able to make arrangements to attend. All parents, relatives, and friends are welcome to join us for Friday Assemblies.

PARENT / TEACHER COMMUNICATION

It is essential that channels of communication are established and maintained between the school and parents. In this way students and teachers are supported in their efforts in the classroom.

Avenues of communication within the school include:

The fortnightly newsletter	Distributed on week 1,3,5,7 & 9
Homework Diary	This comes home each night with children from years 2 – 6 and should be checked and signed each night.
Parent / Teachers Meetings	Please make an appointment with your child's teacher to discuss any concerns or your child's progress or issues throughout the year.
Parent / Teacher Information Meetings	These are held early in the new school year to discuss the year's program and expectations of each class. It is essential that parents make the time to attend the meetings.
Reporting	Reporting and evaluation is provided for parents throughout the year. They include: First Semester reports at the end of Term Two. End of year (Second Semester) reports at the end of Term Four.
Curriculum	Any matters pertaining to the Teaching and Learning Program should be directed through the classroom teacher. If there is a query about curriculum, please organise to speak to the Co Ordinator of Professional Learning, Mrs Maureen Eastwood.
Special Needs	Any matters pertaining to the Teaching and Learning Program should be directed through the classroom teacher. If there is a query about curriculum, please organise to speak to the Co Ordinator of Special Needs, Mrs Teresa McFarlane.

FAMILY INVOLVEMENT

The partnership between parents and staff is vital to the achievement of St Bernadette's School's aims. The primary role of the Catholic School is to support the parents in the formation of their children's faith.

Parents are involved in the following ways at St Bernadette's School:

1. As community members, they elect and sit on the School Board, and are the basis of the Parents and Friends Association, which builds our educational community and provides many resources.
2. Parents are always welcome to attend P & F meetings, assemblies, whole school and class Masses.
P & F meetings are usually held on weeks 2 & 7 of each term.

Through good communication with your child's teacher, home and school can complement each other in encouraging development of the whole child, and working as a united team.

Parents can play a valuable role in the classroom in extending the children's experiences and in extra curricular activities. Both staff and students appreciate parent's participation in the classroom. Please speak to the classroom teacher.

UNIFORM

Wearing of the school uniform is compulsory for all students. Uniforms are only available from the School Uniform Shop.

- ❖ Summer uniform is worn in Terms One and Four; winter uniform in worn Terms Two and Three.
- ❖ School hats must be worn all year round.
- ❖ For health reasons, when a child's hair is collar length or longer it must be tied back off the face. Hair should be checked on a regular basis to prevent lice infestation.
- ❖ Children may wear sleepers or studs and a religious crucifix.
- ❖ Hair accessories must be in school colours (red or blue)
- ❖ All items of clothing must be clearly marked with the student's name.
- ❖ Temporary reasons for non-uniform clothing must be explained with a note to the principal / teacher.

A Uniform Shop is operated by the school and is open on:

Tuesday between 8.30am – 9.30am and Thursday between 2.30pm – 3.30pm.

CANTEEN

The canteen operates Monday, Tuesday, Thursday and Friday at recess and lunch. Children are able to order lunch through their classroom lunch basket system or take their order directly to the canteen in the morning. The school canteen follows the "traffic light" healthy eating guidelines. Further information about this system can be found at <http://www.waschoolcanteens.org.au/pages/nutritional/01-nutritional.htm>.

In an event that a student has not brought their lunch or lost their money, the canteen will provide lunch on the day and then bill the parents. The canteen relies on parent helpers and would be pleased to hear from any parents who are able to assist.

HEALTH AND EMERGENCY INFORMATION

It is vital that all your child's medical details are kept up to date. If at any time your address, phone numbers or emergency contact numbers change, please notify the school immediately.

Parents will be contacted if their child is too ill to remain at school. Parents are asked to ensure that their child has fully recovered from illness before sending them back to school.

Written notes should be sent to your child's teacher after each absentee. Absentee notes are available at the school office.

