

PARENT INFORMATION BOOKLET



'At St Anne's we care'

ST ANNES PRIMARY SCHOOL HARVEY

WELCOME

St Anne's Primary School extends a warm and sincere welcome to you and your family.

There is a very proud tradition within our school and throughout the wider Harvey community. As a community collaboration between home and school is vital, with full and active participation from parents toward their child's education being highly encouraged.

A holistic view of the person is central to our school philosophy and to Catholic theology. In addition to developing the children's intellects and knowledge, as a school we seek to nurture the spiritual, emotional and physical development of all our students.

This booklet is provided to assist you to become familiar with our school. Please read the contents carefully and if you require further information we will be most happy to assist you.

HISTORY

St. Anne's Primary School was opened in 1935 under the leadership and guidance of the Sisters of Mercy and the town of Harvey. The community of St Anne's remains deeply indebted to them for their untiring dedication and service.

From humble beginnings, the school has grown and been relocated to its present site adjacent to the Church, Presbytery and Convent. It caters for children from Kindergarten to Year 6, as well as hosting a Day Care Centre on the neighbouring site.

CATHOLIC SCHOOL

St Anne's Primary School staff believe that a Catholic school is a christian community with a common vision, centred on the person of Jesus and his teachings. Christian values such as respect, concern, care, compassion and forgiveness are fostered in the relationships among all who make up the school community - students, staff, parents and parish members. It is a place where staff and students participate in the sacramental and liturgical life of the school and parish.

In a Catholic school the atmosphere and the programmes provide a rich environment for staff and students to be active and continually growing in the Catholic faith. Consequently Religious Education is explicitly taught and the total curriculum is designed and implemented within the context of Catholic values, beliefs and attitudes.

The curriculum of the Catholic school provides for the total growth of the child and so offers a variety of experiences which endeavour to promote excellence in learning. The education offered in a Catholic school seeks to prepare each student for further education and to be an active and highly functioning member of society, with a deep and personal relationship with Christ.

In such an environment, there is a belief that each student will come to believe in his/her innate dignity and worth as a child of God.

VISION, MISSION AND GOALS

WHY DO WE EXIST

St Anne's is a Catholic Primary School reflecting the teachings of Jesus. It builds upon the multicultural traditions of the local community. Within this environment, students are nurtured to develop individually as creative and responsible beings with a love of truth, faith and knowledge.

HOW DO WE BEHAVE

As a Catholic educational community the overarching intentions for all behaviour, habits, practice and performance in all life within St Anne's Primary school is to:

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1. Develop *SPIRITUALITY AND FAITH* by aspiring to the school motto Veritas, therefore seeking truth aligned to the Gospel teachings and allowing development of the whole person in the image of Jesus growing in harmony within, with others and with creation.
2. Promote *EDUCATIONAL ENGAGEMENT* through the establishment of a culture that promotes learning, embraces effective teaching practices and establish a mindset amongst all stakeholders, that all that is done within the school is done to enhance student achievement.

HOW WILL WE SUCCEED

(Through the drive and fulfilment of our school goals)

St. Anne's Primary School strives to engage with each person daily by:

GOSPEL VALUES—Integrating Gospel values through nurturing each person's faith in God so that they can become more like Jesus.

OPPORTUNITIES—Providing opportunities for each person to explore and create, empowering them to develop their individual gifts and talents in their pursuit of excellence.

SUPPORTIVE ENVIRONMENT—Creating a supportive learning environment in which each person's self-worth is fostered and respected and a sense of responsibility to, and empathy for others, is developed.

PARTNERSHIPS—Supporting parents to be active partners in the education of their children.

ENCOURAGING CITIZENSHIP—Encouraging each person to be confident citizens of a dynamic and just world.

LEARNER ENGAGEMENT—Embracing quality teaching practices and technology to engage each person in meaningful learning.

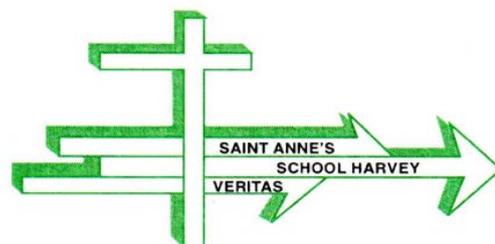


SCHOOL EMBLEM AND MOTTO

The St Anne's school logo represents the centrality of Christ in our lives. The arrowheads indicate his continued influence in our past, the present and the future.

The school motto 'VERITAS' carries forward the Mercy Motto of the everlasting search for truth.

Specific to St Anne's, through the integration of Gospel values into our lives, our motto of 'VERITAS' translates for our community to continually 'seek truth' through being respectful of the integrity and dignity of ourselves and other in the dealings we encounter everyday.



Students are encouraged to aspire to be true to St Anne's and the rich legacy of the Sisters of Mercy, true to themselves by being committed to reaching the full potential of their God-given gifts and true to their faith by living the Gospel message of service and love.

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ENROLMENT POLICY

The school exists to provide a Catholic education, supporting parents in the faith development of their children. In this context, family is of prime importance.

Acceptance of a student will be at the discretion of the Principal, however, the following criteria for selection of students for admission to St Anne's Primary School will apply:

Enrolment Parameters

At St Anne's School enrolment priority is given to:

- 1 Siblings of Catholic students already enrolled at the school.
- 2 Catholic students from within the Harvey Parish.
- 3 Catholic students from outside the Harvey Parish.
- 4 Siblings of non-Catholic students.
- 5 Non-Catholic students from other Christian denominations.
- 6 Other non-Catholic students.



On enrolment of their children at St Anne's parents are required to:

1. Be supportive of and desire a full Catholic education for their child.
2. Support the spiritual and educational programme of the school and be aware that all students are expected to participate in the school's Religious Education Programme and the mandated West Australian Curriculum.
3. Pay school fees. In cases of genuine hardship, arrangements may be made by appointment with the Principal.
4. Work co-operatively with and within the school.
5. Be actively involved in the life of the school.
6. Ensure that their child attends school in correct school uniform, maintained in GOOD repair, encouraging the development of school community pride and self-discipline.

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7. Endeavour to present the reference form to the Parish Priest, personally, to fulfil an essential component of the application for enrolment procedure.

CODE OF CONDUCT

The purpose of the 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.

CONDUCT STATEMENTS

These are applicable to all members of the St Anne's community.

- You act safely and competently.
- You give priority to students' safety and well-being in all your behaviour and decision making.
- You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
- You respect the dignity, culture, values and beliefs of each member of the school community.
- You treat personal information about members of the school community as private and confidential.
- You give impartial, honest and accurate information about the education, safety and well-being of students.
- You support all members of the school community in making informed decisions about students.
- You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
- You maintain and build on the community's trust and confidence in Catholic schools and the Church.
- You act reflectively and ethically.
- You allow students to have a voice in their education, safety and well-being.

PARENT INVOLVEMENT:

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

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

- As community members - they elect and work on the School Board; they are also the basis of the Parents and Friends Association - which builds a sense of community and provides so many resources.
- Their voice is heard in policy formation - through surveys and when invited to be on committees, or through general feedback, which is always welcomed.
- Through their communication with their child's teacher, home and school can complement each other in encouraging development of the whole child.
- They can play a valuable role in the classroom by extending the children's experiences and providing access to adult assistance.

Children benefit greatly from the involvement of parents in classroom activities



Your

Ph: (08) 9729 1287

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PARENT CONFIDENTIALITY

Teachers are entrusted with the development of whole classes of children and have the long term good of each child at heart. Therefore, it is asked that parent helpers also provide all children the confidentiality, support and equal opportunities they would wish for their own child.

The teacher, as the caring professional, will at all times provide the guidance needed by classroom helpers. If there is any part of the programme that helpers wish to discuss, it is asked that they do this with the teacher or the Principal and not outside the classroom/school.

RESPECT AND RESPONSIBILITY

The classroom teacher is responsible for the education and management behaviour of the children. The parent as a helper, is working under the teacher's direction.

The classroom teacher is the professional and knows what he or she wants to achieve and why in a lesson. The school expects parents to respect the teacher's expertise and maintain a professional attitude as they work alongside the teacher.

The teacher will make it clear what is expected of parents when they come to help. If, at any point, this is unclear please ask the teacher for clarification.

The school stresses the importance of being professional and requires that parents do not discuss details outside the school.

HOW PARENTS CAN MAKE A GOOD SCHOOL BETTER

- Make an effort to understand what the school is trying to do. If you can, express your support for its aims and the values it expresses.
- If at all possible, participate on committees and in discussion groups that consider education issues and give opinions to the staff.
- See the school as YOUR school. Encourage your children to see it in the same way.
- Offer constructive criticism and positive suggestions through either the Class Teacher or Principal.
- Go to school activities - open days, plays, concerts, picnics, sporting function, celebrations. Take a friend.
- Join the P & F group and look after the school's interests.
- Welcome new parents. Help them feel that they belong. Build their confidence in the school.
- Support a broad and balanced curriculum. Resist attempts by any pressure groups to narrow the curriculum to things that are purely functional and measurable.
- Encourage your children to co-operate fully, to join in all school activities and to take pride in the uniform, buildings, the grounds and the school community as a whole.
- Let the Principal and the teachers know that you support them, even if sometime you have to be a friendly critic or a critical friend.

Taken from Barry Dwyer "Parents, Teachers, Partners."

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St Anne's strives to maintain very close links with parents. This close partnership results in the following -

- greater understanding by parents of their children's schooling
- greater understanding by teachers of the children and their needs
- better communication between home and school
- fewer crises and misunderstandings
- higher pupil morale and confidence
- more goodwill and mutual esteem between parents and teachers
- a happier school environment.

ST ANNE'S SCHOOL BOARD

It is a requirement of all schools operating under the guidance of the Catholic Education Commission that they have a correctly constituted School Board. In addition to this the capital development of St Anne's and the associated complexity in the area of school finance, makes it imperative that the school have access to expertise from within the wider community.

The Principal of St Anne's Primary school is employed by the Bishop of Bunbury and as such is accountable to him through the Catholic Education Commission.

The School Board is comprised of the Principal, the Parish Priest and elected members within the community.

Additional objectives of the school Board are the responsibilities of the overall financial management, strategic development, staff recruitment, policy development and building and maintenance programmes.

PARENTS & FRIENDS ASSOCIATION

The Parents and Friends Association is a strong and active group within the school community. The Association provides an opportunity for the expression of parental opinion and also creates opportunity for parents to become involved in the daily activities of the school. The Association is the official parent body of the school.

New arrivals are always welcome both to form friendships and share the workload. St Anne's depends on the support of parents through this Association, to create a caring community and to provide additional amenities for the children.

Parents and Friends Meetings are generally held twice per term. These meetings provide a forum for gathering information about school happenings and a way to make a positive contribution to the school community. Meetings are advertised in the school newsletter.

The School Board and Parents and Friends Association for St Anne's Primary School hold its Annual General Meeting late in the school year.

CURRICULUM AND DEVELOPMENT

RELIGIOUS EDUCATION AND SPIRITUAL DEVELOPMENT

St Anne's Primary school acknowledges that parents are the first educators of their children. The school supports parents in the faith formation of children by accepting the responsibility of providing a range of experiences which will nurture and develop each child's sense of wonder in God's presence and creation, and which contributes to the life long process of developing their faith and religious knowledge.

Religious Education is the first learning area at St Anne's, and Gospel values are integrated into all aspects of the life and the curriculum.

Children are involved in formal Religious Education instruction as well as active involvement in prayer

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services and school masses. The religious topics covered in class are designed to meet the needs of the children and are based on the **Perth Archdiocesan Primary Religious Education Units**.

The topics are designed to help the children develop an awareness and appreciation of themselves, others around them, their families, and the talents they have been given by God. Through this awareness of their life experiences and the world around them, staff are able to assist the children in developing a relationship with God.

Making Jesus Real

The Making Jesus Real (MJR) program makes the person of Jesus alive for our students today, not as Jesus, as a man in history from 2000 years ago. This program is aimed at helping our students gain and maintain a positive attitude to life through assisting in the development of people skills and life skills. It is based on the belief that 'we are the image of Jesus' to all those around us.



NURTURING FAITH

The greatest expression of our faith is the Eucharistic celebration. Children's faith can be greatly nurtured by attending Mass. Through the Mass children learn:

- That they belong to a Parish family
- The sign of the cross—begins and ends any special prayer
- To pray the formal and traditional prayers of our Church
- Know how to stand and kneel for prayers
- How to behave in Church
- To genuflect
- About the involvement and commitment others have to our faith

Throughout the school year special Masses are held in the Church. These are advertised in the Newsletter and Parish Bulletin.

SACRAMENTS

Baptised Catholic students in Years 3, 4 & 6 will take part in the following Sacraments.

Reconciliation—Year 3 students

First Eucharist—Year 4 students

Confirmation—Year 6 students

EARLY CHILDHOOD EDUCATION (Kindergarten and Pre-Primary)

Every opportunity is presented for a positive learning environment in Kindergarten and Pre-Primary classes, with the aim to provide valuable developmental experiences across all curriculum areas. All work is carefully planned and programmed and includes a nurturing religious education experience based on Gospel values.

Social/Emotional Development is particularly catered for through group activities, friendship and play activities, rhythmic activities, role play and 'make believe' activities.

Physical Development is nurtured in areas which concentrate on both gross and fine motor skills. The staff are trained in presenting their groups with ranging activities and experiences that assist the students through normal developmental stages. Games and activities are designed to assist students

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with walking, hopping, jumping, climbing, throwing and catching activities. These gross motor skills enhance the development of fine motor skills including activities such as shaping dough, reproducing letter shapes, painting, drawing and block construction.

Literacy and Numeracy Development is provided for through an emphasis on cognitive developmental activities and experiences. Like all areas of preparation and programming, activities are present in ways to encourage and stimulate development in language and mathematics. Sundry activities include storytelling, card games, letter activities, writing and copy activities, listening games, counting games, number recognition and developing patterns.

Through the early years of school experience, parents are encouraged to help their child enjoy the Kindergarten and Pre-Primary experience without applying pressure to perform. The students whose natural developments are warmly encouraged will establish quality foundations to perform when he or she is involved in areas of literacy and numeracy. A more structured approach is further developed when the students move on to Year One.

ENGLISH

The study of English is central to the learning and development of all young Australians. It helps create confident communicators, imaginative thinkers and informed citizens. It is through the study of English that individuals learn to analyse, understand, communicate and build relationships with others and with the world around them. The classroom program is based on the WA Curriculum: English.

The WA Curriculum: English aims to ensure that students:

- Learn to listen to, read, view, speak, write, create and reflect on increasingly complex and sophisticated spoken, written and multimodal texts across a growing range of contexts with accuracy, fluency and purpose.
- Appreciate, enjoy and use the English language in all its variations and develop a sense of its richness and power to evoke feelings, convey information, form ideas, facilitate interaction with others, entertain, persuade and argue.
- Understand how Standard Australian English works in its spoken and written forms and in combination with non-linguistic forms of communication to create meaning.
- Develop interest and skills in inquiring into the aesthetic aspects of texts, and develop an informed appreciation of literature.

MATHEMATICS

The classroom program is based on the WA Curriculum: Mathematics. The proficiency strands of *Understanding, Fluency, Problem Solving and Reasoning* are an integral part of Mathematics content across the three content strands: *Number and Algebra; Measurement and Geometry; and Statistics and Probability*.

The proficiencies reinforce the significance of working mathematically in context and describe how the content is explored or developed. They provide the language to build in the developmental aspects of the learning of Mathematics.

SCIENCE

In the Science learning area, students learn to investigate, understand and communicate about the physical, biological and technological world and value the processes that support life on our planet. Science helps students to become critical thinkers by encouraging them to use evidence to evaluate the use of science in society and the application of science in daily life.

Children at St. Anne's participate in a 'sustainability' programme that encourages a hands-on approach to environmental issues through the use of our Sustainability Centre.

ICT

In the WA Curriculum, Information Technology is part of the general capabilities that encompass the knowledge, skills, behaviours and dispositions that, together with curriculum content in each learning

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area and the cross-curriculum priorities, will assist students to live and work successfully in the twenty first century. Our school Information and Technology programs are organised by all classroom teachers and support all learning areas of the West Australian Curriculum.

ICT, including computers, are used throughout the curriculum, integrated into teaching and learning programmes providing students with access to update information as well as the ability to produce work in a variety of forms. Each classroom is equipped with a Smartboard or equivalent technology, and a bank of iPads and/or Chrome Books.

THE ARTS

In the Arts learning area, students develop creative skills, critical appreciation and knowledge of artistic techniques and technologies in dance, drama, music, visual arts and combinations of art forms. The Arts develop students' sense of personal and cultural identity and equips them for lifelong involvement in and the appreciation of the Arts.

At St Anne's teachers integrate The Arts into their programs. Specialist tuition is given in the following areas.

ART AND CRAFT

St Anne's Art programme allows the children opportunities to express their ideas and feelings through techniques of drawing, painting, colouring, printmaking, collage, papercraft, textiles, weaving, 3D activities and ceramics. Students experience enjoyment in developing their creative potential.

Materials available for art and craft are supplemented by assorted "junk" materials collected from home. A store of these has been organised in the Art Store Room and from time to time requests will be sent home for useful materials. *An annual Art Exhibition is held* and class art work is displayed at the Harvey Show.

MUSIC

The Music programme aims to develop good aural skills, the ability to keep the beat and sing in tune; and enjoyment and appreciation of music. Activities including singing, listening, moving, playing and creating are carefully structured and sequenced.

As concepts are clearly understood children develop music literacy skills, and together with sound aural ability, this forms the basis of a musically educated person, able to pursue more sophisticated music training. Private tuition in piano, the drums or guitar is also available through 'The Music Room'.

HEALTH AND PHYSICAL EDUCATION

Health and Physical Education provides students with an understanding of health issues and the skills needed for confident participation in sport and recreational activities. This enables students to make responsible decisions about health and physical activity and to promote their own and others' health and well-being. Children from Year One to Year Six receive weekly lessons from a specialist Physical Education teacher, which focus primarily on the development of sports skills.

It is important that children are properly attired for physical education lessons. Parents will be notified of the day/s their child's class has Physical Education. On these days students are required to wear the school sports uniform.

Each year children participate in a school Faction Athletics Carnival and an Inter-School Athletics Carnival. Children from Years 4-6 also participate in a round-robin style Aussie Sports competition against St Joseph's Waroona, Waroona District High School and Carcoola Primary School. The school also has an annual swimming and cross country carnival.

Students at St Anne's also participate in a unique Gymnastics program. Children from Year One to Year Six take part in this program which is led by an accredited gymnastics coach. Students are able to learn the skills and discipline that the sport of gymnastics provides.

LANGUAGES OTHER THAN ENGLISH

In the Languages Other Than English (LOTE) learning area, students learn to communicate

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effectively in languages other than English. They gain an understanding of other societies, the ability to interact with people and cultures other than their own and practical skills which they can use in future social, cultural and vocational areas. Through LOTE, students are also able to further develop their skills and understanding in English and of literacy in general.

Specialist Tuition for LOTE at St Anne's is given in the ITALIAN language.

Children from Year Two to Year Six have a 60 minute LOTE lesson each week.

EARLY INTERVENTION PROGRAMME

The aim of this programme is to provide support to classroom teachers and students throughout the school. Support is in the form of developing specific programmes for individual students, at their own developmental level—and thus enhancing their learning. It may also involve extra personnel working with individual students—or groups of students.

READING RECOVERY

Reading Recovery is used with selected students in Years One and Two. Reading Recovery is an intensive early literacy intervention designed to significantly reduce the number of children with literacy difficulties in schools. The program provides daily one-on-one teaching with a specially trained teacher for children making the slowest progress in literacy learning. It is supplementary to classroom instruction.

PRE LIT, MINI LIT & MACQ LIT

Pre Lit, Mini Lit & Mac Lit is used with selected students. This style of intervention is an evidenced based, best practice literacy intervention program for children in Kindergarten through to Year Six. These programs comprise of sounds and words activities, text, reading and story book reading.

KEEPING SAFE: CHILD PROTECTION CURRICULUM

Staff at St Anne's are trained in the *Keeping Safe: Child Protection Curriculum*, developed by the Government of South Australia. Keeping Safe is highly regarded throughout Australia and is supported by Catholic Education Western Australia.

The Keeping Safe framework covers themes such as the right to be safe, relationships, recognising and reporting abuse and protective strategies. It covers two main themes – 'we all have the right to be safe' and 'we can help ourselves to be safe by talking to people we trust.'

Parents and caregivers play a very important role in assisting staff to develop these important characteristics, skills and understandings within all students.

PASTORAL CARE

In keeping with our Catholic school aims of educating the whole child, our Pastoral Care and Discipline policies are based on the desire to develop a sense of christian self-responsibility and community in the children.

Positive self-worth is perhaps the single most important factor in enabling a child to achieve his/her potential. Self-esteem activities are carried out by individual classroom teachers at appropriate levels.

An important component of St Anne's Pastoral Care Programme is the "buddy system", whereby junior grades are teamed with senior grades to foster empathic relationships and extend the support network for younger students. The older children in our school take care of our younger members and develop a friendly, nurturing relationship with them.

Children are highly encouraged to see themselves as valued and respected members of the school community. A sense of care, concern and responsibility towards others is fostered in all children.

Staff members are on hand to assist children with solving difficulties and problems they may encounter on a day-to-day basis with the support of parents.

DISCIPLINE

Staff and students at St Anne's continually assess and develop behaviour management policies. The school is continually investigating better ways to ensure a safe, secure and happy environment which

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best enables each child to live, learn and flourish.

Great value is placed on the dignity of each individual as a child of God and the school seeks to reflect this in its behaviour management.

There is a clear view that no child's behaviour is allowed to interfere with a teacher's right to teach or a child's right to learn. The support of parents is important in effective behaviour management, and to complement this support, teachers should provide a positive, caring and consistent environment within their classroom.

In each classroom the teacher establishes classroom behaviour guidelines with the students and the progressive stages in positive and negative consequences are clearly posted in the classroom.

The underlying philosophy of the Discipline Policy is to acknowledge and re-inforce the positive behaviours of the students, whenever possible.

SCHOOL RULES

- Respect God
- Respect yourself
- Respect others eg: no fighting, bullying or rough play
- Respect property
- Act safely e.g.: always walk on walkway and hard surfaces.

POSITIVE CONSEQUENCES

Broadly these are:

- Verbal affirmations of pro-social behaviours
- Student of the week
- Awards and prizes

NEGATIVE CONSEQUENCES

Broadly these are:

- Verbal warning (quietly to the student)
- Sequence of escalation consequences to redirect attention and behaviour to more appropriate channels
- Parents are alerted to repeated misdemeanors

The specific details are in the Schools Behaviour Management Plan. A copy is available to parents from the school office or on the school website.

PLAYING AREAS

- Stay within assigned areas
- No rough play
- Use and return equipment properly
- Play fairly
- Don't disrupt others' play

Serious infringements ie hurting others, gross disrespect etc will result in parents being contacted or an in-school detention will be incurred.

SCHOOL ORGANISATION AND SERVICES

SCHOOL HOURS

First Bell	8.30am
Session One	8:30 -10:40am
Morning Recess	10.40 - 11.00am
Session Two	11:00 - 1:00pm
Lunch	1.00 - 1.40pm



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Session Three 1:40 - 2:50pm

Home & Bus Bell 2.50pm

All children (except Kindy and Pre-Primary students) are expected to be on the premises ten minutes prior to the first bell at 8:30am. Children who arrive late can disrupt lessons that are in progress. Late arrivals, after the bell are to be signed in at the office where a late pass will be issued and handed to the class teacher.

Staff are not responsible for children before 8:15am nor after 3:20pm.

The Pre-Primary centre will be open all day from 8:30am—2:50pm.

Kindy sessions will be on Tuesday, Wednesday and Thursday from 8:40—2:50pm.

TERM DATES

Term dates will be advertised on the School website as well as other communication means.

PUPIL FREE DAYS

There will be six pupil free days during the year plus a Catholic Day. These will be advertised on the School website as well as other communication means.

SCHOOL FEES

St Anne's considers itself a school that can offer a quality, affordable education for all.

A current break down of the school fees can be found on the school website.

The Health Care Card (HCC) Tuition Fee Discount Scheme was introduced in 2005. The aims of introducing this Scheme are two fold -

- To reduce the financial burden on families with limited financial resources currently in the System
- To reduce the financial barrier that prevents Catholic families from accessing a Catholic education

At the same time, it is hoped the process of accessing a fee discount for those in need will be greatly simplified and that a consistent approach applied across the system will increase public awareness of a policy and practice that has long existed in Catholic education.

It is also important to note that the underlying principle that financial hardship will not preclude a child from attending a Catholic school does not only apply to eligible Centrelink Card holder.

All families experiencing financial difficulty are entitled to fee assistance according to need and that establishing a policy specifically for HCC holders does not preclude holders of other cards and non-HCC holders of other cards and non-HCC holder from seeking assistance. The Principal of the school should be contacted to discuss such matters.

HOUSE SYSTEM

Every child is a member of one of three Houses: Uduc (Red), Korijekup (Blue) and Centennial (Gold). Children will be placed in a House upon enrolment. All children from the same family will be placed in the same House. Students participate in sporting carnivals and House activities representing their House.

The school also has, as part of its pastoral care program, a House point system whereby students receive points through exhibiting behaviours aligned to the Gospel Goals program. Points are calculated throughout the term and the winning House will receive a reward at the end of each term.

DIGITAL TECHNOLOGY

St Anne's has wireless internet and network access throughout all buildings, as well as a range of screen and Apple technology servicing classrooms. Students in Years 4 – 6 have access to one to one devices and students in Kindergarten to Year Three have access to banks of Ipads that are utilised within the learning environment.

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St Anne's School seeks to be a connected learning community. With the advent of Catholic Education Western Australia's LEADing Lights initiative, St Anne's aim is to extend learning beyond the classroom, having students and teachers engage with world class learning tools that provide unprecedented potential for online collaboration, and have access to learning tools wherever and whenever they need.

ST ANNE'S UNIFORM

Students are expected to wear the complete school uniform and the co-operation of parents is requested in this regard.

SCHOOL UNIFORM

GIRLS

Tartan skirt
White shirt
Navy School jumper
Black school shoes
White school socks
Navy tights - winter
Navy trousers (optional) - winter

BOYS

Grey serge trousers - winter
White shirt
Navy School jumper
Black school shoes
Grey school socks
Grey shorts - summer

SPORT UNIFORM:

GIRLS:

Navy track suit
Navy shorts
Green/Faction Sports shirt
White school socks
Subtle coloured sneakers
(no fluoro, basketball, boots or canvas shoes)

BOYS:

Navy track suit
Navy shorts
Green/Faction Sports shirt
White school socks
Subtle coloured sneakers
(no fluoro, basketball, boots or canvas shoes)

PRE PRIMARY:

Sports uniform Green Sports shirt, blue shorts, blue track suit pants.
Winter: Closed in shoes, sneakers.
Summer: Sandals, open shoes are permissible.

SCHOOL HAT

Children are required to wear a school hat. It is mandatory for students to wear a school hat throughout the year. A 'No hat, No play' policy is adhered to at St Anne's. The student will be asked to sit under cover during recess, lunch or sporting activities if they are not wearing a hat.

GROOMING:

Hair should always be neat and tidy and should not reflect the extremes of any current fashion. Long hair is to be kept tied back with white, green or navy ribbons. Other than a functional watch and sleeper earrings or studs in pierced ears (both ears) no jewellery is to be worn.

UNIFORM SHOP:

All uniforms, except the grey shorts, grey trousers, white shirts and shoes must be purchased through the school as they are manufactured especially for St Anne's. The Uniform Shop is located near the Art room and opening hours are on a Tuesday at 8:30—9:30am. Orders can also be placed and picked up from the office.

ASSESSMENT AND REPORTING

Children are continually assessed and evaluated in all subject areas. Ongoing assessment assists teachers' planning and programming and specifies any necessary remediation. Standardised Tests in Reading, Spelling and Mathematics are administered from time to time. The students in Years 3 and 5 participate in the National Assessment Program Literacy and Numeracy (NAPLAN).

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Throughout a learning unit, a student is assessed via one or more of these methods, depending on the type of skill, knowledge or attitude being evaluated.

- Observation
- Teacher prepared oral or written tests
- Work samples
- Individual / group presentation
- Self-evaluation by student
- Anecdotal observations by teacher
- Formative assessment and Feedback means

REPORTING

A formal report is issued at the end of Semester One and Semester Two. This report includes the teacher's evaluation of the child's achievements and development over the year. This report is designed to be a learning profile and it confirms the information relayed to parents through parent/teacher meetings and teacher/pupil discussions.

PARENT INTERVIEWS

Parents / guardians are encouraged to consult with classroom teachers should there be queries, problems, concerns about a students' progress or simply to seek information or clarify issues associated with the class or school. Often a single telephone call is all that is required. Should parents require an interview, please contact the class teacher to arrange an interview time.

Please be aware that early in the morning is not a good time as teachers are trying to prepare for the day. Teachers would appreciate parents arranging a separate time to be made later in the day or week.

SUPERVISION

The school is supervised from 8.15am, at recess, lunch time and fifteen minutes after dismissal while children are boarding buses and walking home. Children should not be in the school yard at other times unless under parent supervision.

BEFORE SCHOOL

A duty teacher is stationed in the main area hard court for students from Years 4 - 6 who are not in the classroom after 8.15am. Students are asked to play in this area for secure supervision.

Students from Years 1 - 3 are expected to stay in their classroom after all their morning duties are completed.

From 8.15am all children who are not with teachers in the classroom must play in the hardcourt area where they will be supervised by a teacher.

HEALTH & EMERGENCY INFORMATION

It is vital that all details on the emergency sheets are kept up to date. If at any time your address, phone number or emergency home number is changed, please notify the school immediately.

Sick children do not enjoy school and often spread their sickness to others. Children who are too ill to remain at school will be sent home. Parents are asked to ensure sick children have recovered before sending them back to school.

Medication which is to be taken at school may be given to the class teacher - clearly labelled with the child's name and dosage instructions. A note must accompany your request for teachers to administer medication.

HEALTH SERVICES

The school is regularly visited by a school nurse. Guidance services are available on a referral basis.

DENTAL SERVICES

The Dental Van is available to students via Harvey Primary School. Parents must arrange their own appointments and transport.

ST ANNES PRIMARY SCHOOL HARVEY

PARISH

St Anne's is part of Our Lady of Immaculate Conception Parish

The parish priest is Father Bernard Lanarolle

Phone: 9729 1688

Email: harveycatholicparish@gmail.com

Mass times:

Saturday nights 6.00pm

1st, 3rd and 5th Sundays 8.30am

2nd and 4th Sundays 10.30am

HOMEWORK POLICY

Philosophical Basis:

Regular homework is a valuable aspect of the learning process and contributes to the development of sound study habits.

Suggested Homework Times:

Year 1	Reading and spelling
Year 2	Reading and spelling
Year 3	15 minutes written/spelling, 10 minutes reading
Year 4 & 5	30 minutes written/spelling, 10-15 minutes reading
Year 6	45 minutes written/spelling, 15 minutes reading

HOMEWORK GUIDELINES

- Parents are encouraged to develop a positive attitude towards homework by making it an avenue of communication between children and parents.
- Homework is a means of forming good habits for later life and encouraging self-discipline, self reliance and a greater sense of responsibility.
- Homework will be meaningful and directed to each age level. It will give the child a sense of pride in his/her achievements.
- The amount of homework set and the expected time allocation will vary with each class. Specific requirements will be detailed in parent information sessions or through correspondence from teachers.
- Homework is the child's responsibility. It is an extension of the learning programme within the school and the objectives to be achieved should be clear to the child.
- Parents can offer positive support by ensuring an appropriate homework/study environment is provided and through discussing and showing an interest in the tasks/assignments set.
- If homework is not understood, or there are problems, parents may write a note via the diary communicating the child's problem.
- Homework will be set from Monday to Thursday night. Contract work, if organised efficiently, should allow for a homework-free weekend.
- A balance between written work, revision/study and reading should be incorporated in the daily homework routine. Silent reading for pleasure should be incorporated in the daily homework routine. It should also be a regular part of each child's encouraged leisure activities.

ROUTINES AND PROCEDURES

ASSEMBLIES

Assemblies are held in Mercy Hall on a Friday morning and are conducted by either Year levels, the Student Council or the School Leadership Team.

Assemblies are planned times when the school comes together to celebrate and share. The nature of the assemblies will be based on class presentations, student recognition, award presentations and prayer gatherings. These will be advertised in the weekly newsletter/term planner.

ST ANNES PRIMARY SCHOOL HARVEY

ATTENDANCE

During school hours, children are the legal responsibility of the school.

Parents wishing to take their child out of school during school hours should communicate with the class teacher through the diary. The child is to be signed out in the Students File located in the office before leaving the school. Children are not permitted to leave the grounds without written permission.

Parents are expected to notify the school, either by phone or in writing when a child is absent and a doctor's certificate is required for absences of three or more days. A text will be sent home if notification is not given and parents are asked to reply promptly.

Parents are expected to take annual leave at times that do not interrupt schooling. A written note addressed to the Principal is to be given if you intend to do so.

BOOK CLUB

Book club is available to students on a regular basis. Orders are to be handed to the office with correct money on the dates specified.

BUS TRAVEL

Students travelling by bus are expected to be seated and obey the bus driver's instructions. The bus driver can refuse to transport students who misbehave on the bus or who are waiting for the bus. Information regarding buses, times and routes is available at the office. Parents are to register online at www.schoolbuses.wa.gov.au

BICYCLES & SCOOTERS

On the recommendation of safety authorities St Anne's has a policy that all bike and scooter riders must wear safety helmets. Bikes and scooters will not be ridden in the school grounds. Bikes and scooters should be kept in the bike rack and helmets secured to bikes or kept in the classrooms.

CANTEEN

The canteen operates once a fortnight and is run by the P&F. Orders will be sent home with children prior to the day. It is appreciated if all orders are returned to the school office the day before canteen. Parent help is greatly appreciated to help keep our canteen running.

COMMUNICATION

If a child becomes ill or has a serious accident at school, parents will be notified by telephone. Therefore, it is essential to have up to date information and a definite emergency contact number.

Please keep the school notified of changes to address, phone number, emergency numbers etc.

COMPLAINTS

Parents are welcome to discuss problems of any kind, at any time. It is more efficient, considerate and convenient to both parents and teachers if an appointment is made, so that full attention can be given to the issue at hand. You may wish to discuss problems with the teacher or the Principal.

Parents are advised that all Catholic Schools follow the procedures required by the School Education Act (1999). Catholic Education procedures are outlined in the Dispute and Complaint Resolution Policy (2002).

EMERGENCY PROCEDURES

The school has an evacuation plan in case of emergencies and has practice drills regularly.

GAMES AND TOYS

No toys are to be brought to school. Children become distressed if articles are broken or lost and this can often cause disruption.

ST ANNES PRIMARY SCHOOL HARVEY

LIBRARY

All children are encouraged to use the library facilities. The children are required to have a library bag to transport books to and from school as set down on the booklist.

LOST PROPERTY

No responsibility is taken by the school for lost articles. Parents are most welcome to check for lost items in the lost property collection. We make every effort to have lost items claimed.

MONIES

School fees should be paid at the office or online using Bpay or Direct Deposit. All other monies (unless specifically directed) should be paid by the child to his/her teacher first thing in the morning. All monies should be in an envelope, the correct amount and clearly labelled with student's name, grade and the purpose for which it is intended.

INTERM SWIMMING

Interm swimming is a valuable programme offered to all primary aged children by the State Government. St Anne's recognises the importance of water safety and views swimming lessons as an integral part of the school curriculum. Swimming lessons are compulsory. If children cannot participate, parents need to provide a note detailing the reason.

Swimming lessons are generally held in Term One and will run over a two week period. They are held at the Harvey pool and supervised by qualified swimming teachers. Students not participating will still attend the venue and be supervised by the class teacher.

PARENT/TEACHER COMMUNICATION

Effective communication between home and school is essential. Avenues of communication are, but not limited to -

The Weekly Newsletter - This is emailed to parents every Thursday and provides a means to keep families up to date with current events.

Orientation Meetings - A Kindergarten orientation meeting is held in Term Four of the year prior to children starting Kindy. Pre Primary to Year Six class teachers host a parent information meeting early in the school year.

Interviews - Teachers welcome parents and discussion on their child's progress at any stage of the year. Parents are asked to make an appointment at a mutually convenient time. Teachers will periodically invite parents to meet to discuss the progress of their child.

Diary - School notes will be sent home in the diary by teachers and administration. Please respond promptly if an answer is needed. The diary is also used as a communication book, either for absentee notes or for any query or concerns that parents may have.

General Meetings - These are scheduled during the year to ensure co-operation and understanding of current topics such as Sacramental Programmes, camp, new syllabi and learning activities. Parents are urged to attend these, as they provide background knowledge and an overview of your child's experiences.

PICKING UP OF CHILDREN

Year 1-6 children can be picked up in Young Street or outside the Church in Hester Street. Children are not to be picked up from the Cooper Street entrance after school due to student safety. Cars Should not be driven on school property and parents are urged to comply with this regulation.

SMOKE FREE ZONE

The school buildings and grounds have been declared a Smoke Free Zone and parents are requested to respect this out of consideration for other members of the school community.



