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DEAR PARENTS

We welcome all new families and welcome back all our existing families and students.

1.1 Queen of Apostles School Prayer

The School Prayer was written in collaboration between staff and the Parish Priest and is directed to our namesake – Mary, Queen of Apostles. It incorporates the school motto, Love, Unity & Peace and reflects on the values we aim for at Queen of Apostles.

Mother of God, Queen of Apostles,
Bless our school and parish communities.
Help us to be like you,
to witness the values of love, unity and peace.
Help us to love one another as you loved the Apostles.
Help us to share our unique gifts and talents with others.
Encourage us to always try our best and to work to be like you.
Through your guidance, may we show love, patience and kindness to others.

We thank you for the example you gave us,
the teachers who help us,
the friends who play with us
and the blessings you place upon our school.

Amen.

1.2 Queen of Apostles School Crest

The School Crest with a white circle surrounding a white cross, gold crown and the yellow "M" serves as a constant reminder of our call through Baptism to be Apostles - bearers of the Good News to all people.

The white cross reminds us of the Sacrifice of Jesus and that to be one of his followers, we must take up our cross daily to follow Him.

The letter "M" symbolises Mary - Mother of Jesus. It is Mary who says to us "Do whatever He tells you".
The gold crown is a symbol of the Queenship of Mary. We recognise Mary as Queen of Apostles by the example of the life she lived devoted to doing God’s will and look to her as a leader and model.

The circle which surrounds the cross, the crown and the letter "M" symbolises the Mystery of God - without beginning and without end - in whose image and likeness we are created and who we endeavour to serve.

With Mary as Mother and Model, we are happy to be called Modern Apostles, so that we can bring the virtues of love, joy, peace, patience, kindness and goodness to the modern world.

1.2 Queen of Apostles School Motto

LOVE    UNITY    PEACE

MARY as the QUEEN OF THE APOSTLES was the centre of the early church. She taught the Apostles to love Jesus, and this love gave them the strength to love one another, so that the non-Christians would say, "See how they love one another!"

The understanding, helping and serving LOVE creates UNITY and PEACE. The three words Love, Unity and Peace remind us of our Christian vocation. Only when we are in loving unity with God can we radiate the peace that is so much lacking in our modern world.

1.3 Queen of Apostles Vision Statement

Queen of Apostles School is a vibrant, Catholic community which follows in the footsteps of Christ and his Mother, Mary, who gave witness to the values of love, unity and peace.

We provide a nurturing, inclusive and safe environment which celebrates each individual’s unique talents and qualities.

Our school encourages a passion for lifelong learning and prepares today’s children for their place in tomorrow’s society.
1.4 Queen of Apostles Core Values

We aim to provide an awareness of Social Justice

We will provide a respectful, safe and friendly environment

We will strive to provide a balanced and comprehensive curriculum

We will encourage a passion for life-long learning where everyone has the right to learn

We will join to form a faith-filled Catholic community

We will treat everyone with equality and fairness

We will prepare today’s learners for their place in tomorrow’s society

2. CATHOLIC IDENTITY

The religious dimension at Queen of Apostles is very important to us. We reflect Christ’s life and teachings throughout the day in a number of ways and aim for it to be an ingrained part of our culture. Ways that we reflect the Catholic Identity at Queen of Apostles include the celebration of our Feast Day, which is celebrated on the Friday before Pentecost; gathering as a school each Monday morning to pray our school prayer or pray decades of the Rosary (in May and October); praying in class each morning, before lunch and before home-time; celebrating important times of the Church calendar, particularly Lent and Advent; celebrating Sacraments as students receive them; attending Mass throughout the terms and celebrating the beginning and end of the year with a Beginning School Year Mass and a Praise and Thanksgiving Mass.

There are many other special celebrations and events that are acknowledged during the school year at Queen of Apostles. Services are held for both ANZAC Day and Remembrance Day and special feast days such as the Assumption of Mary and All Saints Day are celebrated. Holy Week in Lent and the lead up to Christmas during Advent are also acknowledged and celebrated.

3. PARENT INVOLVEMENT POLICY

At Queen of Apostles, we try to maintain very close links with parents. Once forged these links have been found to result in:

◆ 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 misunderstandings
◆ More goodwill and mutual esteem between parents and teachers
◆ A happier school
3.1 Family Involvement

This partnership of parents and teachers is vital to the achievement of our 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 Queen of Apostles:

- As community members they elect and largely comprise the School Board, and are the basis of the Parents and Friends Committee which builds our educational community and supports in the purchase of so many resources.
- Through communication with class teachers, home and school can complement each other in encouraging development of the whole child.
- Our Behaviour Management programme is based on parent support.
- Parents can play a valuable role in the classroom in extending the children's experiences and by providing additional adult assistance. The active developmental style of learning we attempt to provide at Queen of Apostles needs this parent support in areas such as participation in language activities, art and craft, physical education, library, canteen, excursions, camps and so on.

4. SCHOOL ORGANISATION

4.1 Term Dates

Term 1  Monday 1 February to Friday 8 April
Term 2  Tuesday 26 April to Friday 1 July
Term 3  Tuesday 19 July to Thursday 22 September
Term 4  Monday 10 October to Friday 9 December

Pupil Free Days for 2016 are organised for Tuesday 8th March, Thursday 19th May, Friday 20th May, Monday 18th July and Friday 19th August. These dates will be confirmed at the beginning of each term.

Our Catholic day for 2016 is planned to be on Friday 23rd September. A calendar outlining in more detail the activities of the school will be sent out at the beginning of each term and can also be found on our web page at www.qoa.wa.edu.au
Staff Meetings

The Staff meet after school on Wednesdays in Semester 1 and Tuesdays in Semester 2 for prayer and to discuss school issues. Whole School Professional Development will take place on 6 days during the year and where possible is attached to holiday time or long weekends.

4.2 School Times

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commence day</td>
<td>8:40am</td>
</tr>
<tr>
<td>Recess</td>
<td>10:40am - 11:00am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:40pm - 1:20pm</td>
</tr>
<tr>
<td>Classes finish</td>
<td>3:00pm</td>
</tr>
</tbody>
</table>

Students

Parents are asked to have children at school from 8.20 - 8:40am when a teacher is on duty. Classroom doors open to give them time to unpack books and get ready for the day at 8.30am. Please do not bring students to school before this time as they will not be supervised.

Before and After School Care

Before and After School Care will be offered through OSH Club.
Operating hours are:
Before school: 7:00am – 8:40am or 9.00am for Kindy Students
After school: 3:00pm – 6:00pm

Parents wishing to use this service are asked to enrol online at www.oshclub.com.au or contact them on 9261-3200

For other external services please contact:
Communicare on 9451-5777 or Mulberry Tree on 9258-8933.

4.3 Assemblies

Assemblies are held as indicated in the Term Calendar on Wednesday mornings at 8:50am in the Father John Luemmen Hall. Parents are invited to attend (see School Calendar for details). The Year 1-6 classes also gather each Monday morning for a quick assembly.

4.4 Liturgical Singing

Liturgical Singing practice is held every Monday prior to a school Mass. Liturgical Singing takes place in the Church and starts at 1:50pm. This practice is led by the school music specialist and supported by the teachers and accompanists.
4.5 School / Year Group Masses / Liturgies

Whole School Masses are celebrated at the beginning and end of term usually on the first and final Wednesday at 9:00am. They are also celebrated on Wednesdays and Fridays throughout the term. Please check the term calendar for these dates. These Masses are organised by a particular year group and are generally based on a theme that is current and topical for that particular year, unless the date falls on a specific feast day or solemnity.

Each Year group prepares a Liturgy during the year, during Term Two and Term Three. Parents are invited to this. Parents are most welcome and encouraged to attend any Liturgical celebration throughout the year. These are advertised in the Newsletter and are on the Term Calendar.

4.6 School Factions

There are four factions at Queen of Apostles. All students are placed into one of these Factions on enrolment in the school. The factions are:

Luemmen (Blue) – Named after Father John Luemmen, a long-serving Parish Priest of Queen of Apostles
Magdlen (Red) – Named after Sr. M. Magdlen Marx who was the first Schoenstatt Sister to work in the Riverton Parish and first Principal of Queen of Apostles school from 1956-1968
Flynn (Gold) – Named after Father John Flynn, a past Parish Priest of Queen of Apostles
Canning (Green) – Named after the City of Canning, that Queen of Apostles belongs in.

4.7 School Newsletter

A newsletter is distributed each Wednesday by email to each family and is uploaded onto our website. This is the main form of communication of current and future events in the school. Parents should make every effort to read this so they are informed of School events and happenings.

Notes are sent periodically by class teachers and administration. Please respond promptly if an answer is required.

4.8 Parent Information Meetings

These are held early in the year to discuss the year's programme and expectations in each class. It is essential that each family is represented at the meetings.
4.9 Student Absences / Late Arrivals / Early Departures

Whenever a student is absent, a signed, written explanation from the parent must be presented to the teacher on the day of return to school.

Children who arrive after the bell at 8:40am are required to be tagged in by a Parent or Carer on the designated iPad in the office. They will be given a ‘docket’ to present to their classroom teacher.

**NO CHILD MAY LEAVE THE SCHOOL GROUNDS DURING SCHOOL HOURS WITHOUT BEING TAGGED OUT AT THE SCHOOL OFFICE.**

If a child is to be taken from school for any reason – eg. Doctor, Dentist appointment etc., a Parent/Guardian must tag out on the designated iPad at the office before going to the classroom. The office staff will then give the Parent/Guardian a ‘docket’ to present to the classroom teacher when collecting their child. When children are returned to school following the appointment they must tag in on the iPad and will be given a 'docket' to present to the teacher.

4.10 School Board

Members are elected for a period of two years and Board meetings take place monthly.

The Board shall carry out the following functions in pursuit of its objectives:

- Planning for the present and future operation of the School;
- Providing membership of the panels for the employment of staff to the School in accordance with CECWA policy;
- Providing membership of the panel which recommends the appointment of a Principal in accordance with CECWA policy;
- Disseminating information about the School and about Catholic education to persons and organisations in the local Catholic community;
- Liaising in all matters relating to the financial management of the School with persons and organisations in the local Catholic community;
- Managing all the finances associated with the School; and
- Advising the Principal with respect to School policy.

**School Board for 2016:**

- Father Paul Manickathan
- Mr Chris Willessee (Chair)
- Mr Michael Cosmelli
- Mr Jason Fair
- Parish Representative
- Mr Shaun O’Neill
- Mrs Carmel Matthews
- Mr Kenneth Patterson
- P & F Representative
4.11 P & F Meetings

These provide a good forum for gathering information about school happenings and a way to make a real contribution to your children's education. P&F Meetings are held on the second Monday of the month throughout the year except for holidays.

Members of the P & F:
- Strive to develop at the school a real community of parents, teachers and students;
- Work closely with the school Principal to achieve common goals;
- Act as a liaison between the wider school community and the Board;
- Ensure that a high level of social and educational interaction exists between home and school, parents and teachers;
- Endeavour to have all parents enjoy the experience of their children's formal school years by active participation and personal involvement in the school programmes;
- Provide a healthy forum for ideas and discussion;
- Work to provide additional resources which are considered necessary for the children;
- Assist in planning and organising functions with the social, sporting, cultural and educational life at the school;
- Organise guest speakers for the P & F Committee on current and suggested educational programmes, faith development and other matters of interest.

P & F Committee for 2016

<table>
<thead>
<tr>
<th>Janet Lane</th>
<th>Deanne Strommen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katherine Forbes</td>
<td>Katrina Wiedermann</td>
</tr>
<tr>
<td>Korina Martin</td>
<td>Andrew Upfold</td>
</tr>
<tr>
<td>Angela Goes</td>
<td>Simone Potthast</td>
</tr>
<tr>
<td>Cassandra Thomas</td>
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</tbody>
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4.11a P & F Events

During 2015, the P & F supported the school community in the following ways:
- Offering Queenies Coffee Mornings
- Organising a Community Fair
- Selling Entertainment Books
- Organising student Discos
- Fundraising for school resources
- Providing a Mother's Day Afternoon Tea
- Participating in the Garage Sale Trail
- Organising a Father's Day Breakfast
- Providing special lunches for the students (sausage sizzle, pizza, sushi)
4.11 b  P & F Contributions

The P & F donate money to the school so purchases can be made. In 2015, money was donated so the school could:

- Provide subsidised Year 6 Graduation t-shirts
- Purchase teachers’ Wish List items
- Purchase new furniture in Years 4 and 5
- Present a Year 6 P & F School Spirit Award
- Purchase Literacy resources
- Engage speakers for parent information evenings

4.12 School Fees

These are set yearly by the School Board in consultation with the Catholic Education Office. Fees can be paid at the school office by cash, cheque, EFTPOS or electronically using Bpay information on school fee statements.

A Direct Debit option for payment of school fees is available at no extra cost to parents.

4.13 Money Collection

All money should be returned in an envelope with:

- The Remittance Slip if paying fees
- Clearly labelled with Student’s Name
- Year Level
- The amount enclosed and
- The purpose for which it is intended

Permission slips etc. should be stapled to the outside of the envelope.

4.14 School Uniform

All students from Kindergarten to Year 6 are required to wear their standard uniform every day except sports day. The Summer Uniform is worn in Terms One and Four and the Winter Uniform is worn in Terms Two and Three.

For sport, the children have two polo shirts – one is the faction colour and the other is the gold polo shirt with the school logo. The gold polo shirt should be worn when doing Physical Education with the Physical Education specialist. The coloured faction polo shirt should be worn during the sport lesson with the classroom teacher.

The “No hat, No play” rule is implemented throughout the whole year. Students must wear the school hat. Certain students with medical/health
concerns have permission to wear a different coloured hat for easy identification in the playground by supervising staff. During the cooler months, many children wear additional clothing under their uniform. If this is the case the additional clothing should not be visible under the uniform.

**Girls (Years 1 – 6)**

**Winter:**
- Blue Tartan Pleated Skirt
- Lemon Over Blouse (*with school crest*)
- School Jumper
- Scarf with School crest (optional)
- Navy Ankle Socks / Navy Tights
- Black School Shoes
- Hair ties in school colours of blue and gold

**Summer:**
- Blue, White & Yellow Check Dress (*Style D10 with school crest*)
- Navy-blue Sandals or Black Shoes
- Navy Ankle Socks (as above)
- Hair ties in school colours of blue and gold

**Boys (Years 1 – 6)**

**Winter:**
- Long Grey Melange Trousers (*Perm-A-Pleat*)
- Lemon Tuck-in Shirt (*with school crest*)
- Scarf with School crest (optional)
- Short Navy-Blue Socks
- Black School Shoes
- School Jumper

**Summer:**
- Navy-Blue College Shorts (*Perm-A-Pleat*)
- Lemon Tuck-in Short Sleeve Shirt (*with crest on pocket*)
- Navy-Blue Sandals or Black Shoes with Navy-Blue socks

**Sports Uniform (Years 1 – 6)**

**Girls**
- Royal Blue Sports Shorts
- Gold Polo Shirt with School Crest
- Plain White Ankle Socks
- Appropriate Sports Shoes (*predominately white*)
- Royal Blue Tracksuit (*with School Crest on Jacket*)
- Royal Blue Track Pants
- Polo Shirt in Faction Colour
- Royal Blue School Hat
**Boys**
Royal Blue Sports Shorts
Gold Polo Shirt with School Crest
Plain White Ankle Socks
Appropriate Sports Shoes (*predominately white*)
Royal Blue Track Suit (with School Crest on Jacket)
Royal Blue Track Pants
Polo Shirt in Faction Colour
Royal Blue School Hat

All Kindergarten & Pre-Primary children will wear the Sports Uniform, which consists of:

**Boys & Girls**
Royal Blue Sports Shorts
Gold Polo Shirt with School Crest
Plain White Ankle Socks
Appropriate Sports Shoes (*predominately white*)
Blue and/or gold hair ties
Royal Blue Track Suit (with School Crest on Jacket)
Royal Blue School Hat

The **Uniform Shop** (New Uniforms) & the **Op Shop** (Second Hand Uniforms) is open each **Wednesday morning from 8.30am-9.30am and Wednesday afternoon from 2:30pm to 3:30pm** during school term time.

- **Hat Styles:** Slouch or Bucket
- **Hairstyles:** Girls’ and Boys’ hair, which is longer than collar length needs to be tied back. No extreme hair styles are permitted. This includes, but is not limited to, mohawks, part or complete head shaving, patterns shaved into the hair, dyed hair, rats tails.
- **Jewellery:** The only items of jewellery permitted are:
  - a wrist watch
  - one stud *only in each ear lobe*
  - a medi-alert bracelet / anaphylaxis badge (if required)
  - a simple necklace with religious significance, which may be worn under the clothing.
  - *Please note that rings, bracelets, bangles and anklets are not permitted.*
- **Make-up and nail varnish are not to be worn.**

All items are available at the School Uniform Shop, other than shoes. Parents are asked to ensure that all items of clothing are clearly marked with the child’s name in full. No initials please.
Students at Queen of Apostles School should be encouraged to wear their school uniform with pride and to maintain a high standard of neatness and personal presentation. To maintain a whole school commitment to the correct wearing of our school uniform, students not in correct uniform are issued with a Uniform Infringement notice by their class teacher. Parents are requested to take prompt action in ensuring their child’s uniform requirements are met after receiving an infringement notice.

There may be times children may wear special sports shoes for particular sporting activities, however, these shoes should be brought to school and changed into. Normal school sports shoes should be worn to school on sport days.

Jewellery is not part of the school uniform and must not be worn. Children with pierced ears are to wear studs or sleepers only for safety reasons. No multiple piercings are allowed. Watches and simple chains with emblems of religious significance may be worn but the school takes no responsibility for their loss or damage. Nail polish is not allowed.

All shoulder length hair or longer must be tied up. Hair should be tied with either blue or gold matching school scrunchies, headbands, ribbons or elastic. Extreme hairstyles such as tails, spikes, Mohawks, shaved heads, patterns shaved into hair or similar are not permitted. College style haircuts are appropriate styles for boys. As Queen of Apostles School has a ‘NO SCHOOL HAT, NO PLAY POLICY’, children without a school hat are to stay on the bench under the verandah or undercover area during recess and lunchtime.
4.15 Emergency Procedures

The school has an Evacuation Plan and Lock-down Plan in case of emergencies. Sometimes parent helpers can be in charge of groups of children when an emergency or drill siren sounds. Such helpers are asked to check the following:-

- That all their group are present
- That they rejoin the main class group as soon as possible by a safe route

Emergency Evacuation and Lock-down drills will be practised on random occasions throughout the year to ensure that staff, parent helpers and students are familiar with how to respond in these situations.

4.16 Lost Property

No responsibility is taken by the school for lost articles. Parents are most welcome to check for lost items in "Lost Property" located inside the double doors to the Undercover Area. We make every effort to have lost items returned but unclaimed items left at the end of each term will be sold as second-hand garments. Parents are asked to assist by having all items of clothing clearly marked. Drink bottles and food containers should also be clearly labelled. Any items that remain unclaimed by the end of the term will be donated to St Vincent de Paul.

4.17 Canteen

The canteen is open on Tuesday, Wednesday and Thursday for recess and lunch. The canteen has a manager but requires volunteer help to operate. Volunteers are generally required from 8:15am to 1:30pm but hours can be arranged to suit. This is a great way to get to know other members of the school community.

Lunch orders may be done online via the school website or [http://www.ouronlinecanteen.com.au/](http://www.ouronlinecanteen.com.au/)

Orders for lunch should be placed before 9:00am; Pre-Primary & Year 1 in the box provided in the classroom, Years 2 to 6 at the canteen. The use of lunch bags is encouraged (and much appreciated). They can be purchased at the canteen - 25 for $1.00.

Our aim is to provide nutritious and appetizing food at a reasonable price. Our canteen does not operate as a profit generating enterprise.
for the school, but rather as a service to our families to help ensure that children have healthy snacks and lunches during the day.

4.18 How to Approach the School

Should you have a difficulty with an aspect of school these are some of the ways they may be addressed.

These guidelines aim to:
- Provide a guide in order that concerns are dealt with in an open and fair manner
- Ensure the rights of students, staff and parents are respected and upheld
- Support sensitivity and confidentiality
- Help reach an agreed solution.

<table>
<thead>
<tr>
<th>CONCERN</th>
<th>APPROPRIATE ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>The academic progress of your child</td>
<td>Directly contact the child’s teacher either by note, email, phone or at an appropriate time to discuss any issues.</td>
</tr>
<tr>
<td>The welfare of your own child</td>
<td>For minor issues directly deal with your child’s teacher to clarify information For more serious concerns, make an appointment to speak to the classroom teacher or appropriate staff member To convey information about change of address, telephone number, emergency contact, custody details, health issues etc please contact the office</td>
</tr>
<tr>
<td>Actions of other students</td>
<td>Contact the class teacher for a classroom problem For playground issues involving children from other classes contact the classroom teacher or one of the Assistant Principals At no time should a parent chastise another child</td>
</tr>
<tr>
<td>School policy or practice</td>
<td>Contact the office. State the nature of your concern and make an appointment to see the Principal or Assistant Principal</td>
</tr>
<tr>
<td>Actions of a member of staff</td>
<td>If possible speak to the teacher personally and address issues in a calm manner. If not possible contact the Principal or an Assistant Principal and address the issues in a calm manner</td>
</tr>
</tbody>
</table>

If after speaking to the classroom teacher and you feel the matter is still unresolved, please make an appointment to speak one of the Assistant Principals or Principal.
5. ‘NUT AWARE’ SCHOOL

Queen of Apostles School is a “Nut Aware” School. Due to a number of children within the school having life threatening allergies to Peanuts and Nut products, we ask parents not to send cakes / cupcakes or other food items into school containing peanuts, nuts or food products containing peanuts or nuts such as:

- Peanut butter / paste or Nutella sandwiches
- Peanuts
- Other nuts (due to their storage and handling, other nuts become contaminated with peanuts)
- Chocolates with peanuts – eg. Snickers bars, chocolate coated peanuts, M & Ms with peanuts etc.
- Cakes, biscuits, muesli bars etc, containing crushed peanuts/nuts
- Foods with labels that identify peanuts or nuts as an ingredient

6. SCHOOL HEALTH

6.1 The School Nurse

Community Health Nurses from Armadale Community Health Services provide services to the school by arrangement and:

- Provide assistance with and monitoring of children with chronic medical conditions
- Undertake assessment on children (with parental consent) to detect and refer on, when required, conditions adversely affecting learning
- Participate in and provide assistance to health promotion and education programs
- Provide health related short term counselling and crisis intervention on health related issues
- Provide advocacy on health related issues when required

The nurse can be consulted by parents / guardians to discuss any health related issues affecting their children by contact through the school office on 9457-4913.

6.2 Health and 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 contact 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 returning to school.
6.3 Dental Clinic

Children in all year levels are eligible for free dental treatment. No work is attempted until parents sign an authority to do so. The Dental Clinic is located at Riverton Primary School telephone number 9457-5262.

6.4 Infectious Diseases

Most schools suffer from periodic outbreaks of HEAD LICE. Parents are asked to routinely check their children’s hair. Children must not attend school while either lice or nits (eggs) are attached to their hair. Your support and above all patience is important in this area.

We require the following exclusion table to be observed in cases of infectious diseases. Please refer to this if needed — it could save a telephone call later.

**Chicken Pox**

A common acute, viral infection. Symptoms include fever, fatigue, and a generalised rash characterised by small vesicles (blisters) that rupture to form crusts.

**Infectious period:** From 2 days before rash appears until vesicles have formed crusts. Refer to Doctor.

**Exclusion:** Exclude until well and for at least 5 days after the rash appears and until vesicles have formed crusts.

**Conjunctivitis**

A common, acute, viral or bacterial infection of the eyes. Symptoms include sore, itchy eyes and discharge.

**Infectious period:** While eye discharge is present. Refer to Doctor.

**Exclusion:** Exclude until discharge from eyes has stopped.
Hand, Foot and Mouth Disease
A common acute, viral infection. Symptoms include fever, vesicles (blisters) in mouth and on hands and feet. This infection is not related to the Foot and Mouth Disease found in animals.

Infectious period: As long as there is fluid in the vesicles. Faeces remain infectious for several weeks. Refer to Doctor.

Exclusion: Exclude until vesicles have formed crusts that are dry.

Impetigo (School Sores)
A common, acute bacterial infection of the skin caused by staphylococcal or streptococcal bacteria. Symptoms include itchy pustules and scabs.

Infectious period: As long as there is discharge from untreated lesions. Refer to Doctor.

Exclusion: Exclude until the day after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.

Measles
A highly infectious, uncommon, acute, viral infection. Symptoms include lethargy, malaise, cough, sore & swollen eyes & nose passages, fever and rash.

Infectious period: About 4 days before to 4 days after rash appears. Refer to Doctor.

Exclusion: Exclude until well and for at least 4 days after the onset of the rash, in consultation with Public Health staff.
**Mumps**
*An uncommon, acute, viral infection. Symptoms include painful, swollen salivary glands, fever, headache, painful testicles or ovaries.*

**Infectious period:** About 6 days before to 9 days after the onset of salivary gland swelling. Refer to Doctor.

**Exclusion:** Exclude until well and for at least 9 days after onset of symptoms. Consult with your Public Health staff.

**Pediculosis (Nits - Headllice)**
*A common, parasitic infestation of the scalp hair. Symptoms include scratching and the presence of “nits” (eggs) and lice in the scalp hair.*

**Infectious period:** Until lice and eggs (nits) are killed.

**Exclusion:** Exclude until the day after treatment has commenced and live lice removed.

**Ringworm**
*A common fungal infection of the skin that usually affects the scalp, skin, fingers, toenails and feet.*

**Infectious period:** As long as lesions are present. Refer to Doctor.

**Exclusion:** Exclude until person has received anti-fungal treatment for 24 hours.

**Rubella (German Measles)**
*An uncommon, viral disease. Symptoms include fever, sore eyes, swollen glands (especially behind the ears), generalised rash.*

**Infectious period:** From 7 days before to at least 4 days after the onset of rash. Refer to Doctor.

**Exclusion:** Exclude until at least 4 days after onset of rash.
Scabies
An uncommon, acute, parasitic infection, caused by a mite which burrows beneath the surface of the skin. Symptoms include intense itching between the fingers or on the wrists, elbows, armpits, buttocks and genitalia.

Infectious period: Until mites and eggs are destroyed. Refer to Doctor.

Exclusion: Exclude until the day after treatment has commenced.

Whooping Cough
A highly contagious, acute, respiratory, bacterial infection. Symptoms include runny nose, cough and vomiting.

Infectious period: From onset of runny nose to 3 weeks after onset of cough. Refer to Doctor.

Exclusion: Exclude for 14 days from the onset of cough or for 5 days after starting antibiotic treatment.

7. SCHOOL PROGRAMMES

Kindergarten and Pre-Primary

Kindergarten – The aim of Kindergarten is to develop the child socially, emotionally, physically, intellectually and spiritually in a happy and safe environment. Our Kindergarten uses the Early Years Learning Framework along with the National Quality Standards and the Western Australian Curriculum to guide their teaching. The programme is implemented with attention to the different needs, interests, learning styles and developmental levels of individual children. Play is recognised as the tool by which all children learn. Much of the child’s learning will not be on “paper” but through the use of concrete and sensory materials. The students also have access to a variety of technologies and learning environments.

Days and Times Attendance

Kindergarten children attend two days one week and three days the next, a total of 5 full days per fortnight. The session times are:

- **K1 - Monday & Wednesday:** 9:00am – 3:00pm
  & Alternate Fridays: 9:00am – 3:00pm
- **K2 - Tuesday & Thursday:** 9:00am – 3:00pm
  & Alternate Fridays: 9:00am – 3:00pm
Pre-Primary also uses the Early Years Learning Framework along with the National Quality Standards and the Western Australian Curriculum to guide their teaching but incorporates a developmental programme to facilitate the development of the whole child. The learning experiences planned provide challenges for children’s individual needs.

The children regularly attend Library, Music and Physical Education sessions and utilise the computer and technology facilities available in the classroom.

Western Australian Curriculum

Underpinning our school programmes is the new Western Australian Curriculum. These frameworks set out what all students should know, understand, value and be able to do as a result of the programmes they undertake in schools in Western Australia - from Kindergarten to Year 12. Its fundamental purpose is to provide a structure around which schools can build educational programmes that ensure students achieve agreed outcomes.

Meeting Students’ Needs

All teachers plan programs that are targeted to meet the student’s needs. Differentiation occurs in all classrooms across the school ensuring children are learning at their level. Student support is in place to assist those requiring extra help, through the use of Teacher Assistants or a Support Teacher. We also have a Learning Support Coordinator who oversees and coordinates Students with a Disability or students requiring adjustments to their learning program or behaviour. For students who are experiencing difficulties with Literacy the school has a Reading Recovery Teacher and Literacy Support Teacher. The Assistant Principals also provide classroom support in Literacy and Maths. There is also the opportunity for selected Year 3-6 students to participate in a Gifted and Talented program once a week.

7.1 Religious Education

The Catholic School is a faith community which includes the Parish Priest and parents as well as teachers and students. It is a place where its members place utmost importance in a relationship with God and where Gospel values such as love, care and forgiveness and the teachings of Christ’s Church are reflected in its policies.

The formal Religious Education Programme is based on the Religious Education Units of work set out by the Perth Archdiocese and endorsed by all the Bishops in WA.

Through the year, the children participate in School and Class Masses, Prayer Services and a variety of other liturgical celebrations to which the school community and parish members are invited via the school and parish newsletters.
Working in partnership with the Parish, and the parents, Reconciliation is celebrated in Year 3, First Holy Communion in Year 4 and Confirmation in Year 6. The School implements the Diocesan model that Sacramental Programs are Family Focused/Parish based/School supported. Families should consult with their local parish for details of their Sacramental Program.

7.2 English

The acquisition of language is a developmental process. At Queen of Apostles, we aim to develop children as language users by fully immersing them in language in all its forms and for all its purposes. We provide whole language programmes which integrate reading, writing, speaking and listening within a relevant and meaningful context.

Children are encouraged to share responsibility for their own personal progress and to think, to question and to evaluate their own performance within the process of language learning. Creative thinking, individual view points and risk taking are encouraged within a success-oriented framework of strategies and experiences integrated across all areas of the curriculum. Whole language programmes offered, such as Letters and Sounds for Kindy to Year 2 students, Words Their Way for Year 3 to Year 6 students and VCOP across all year levels, focus on each child as an individual learner and allow for each child's literacy development to be carefully monitored and evaluated.

7.3 LOTE

At Queen of Apostles, Italian is the Language Other Than English studied by children in Pre-Primary to Year 6. It is intended that the children will develop the knowledge, skills and understandings to communicate effectively and appropriately in a language other than English, as well as a cultural awareness. These lessons are provided by a Teacher supplied by The Italo-Australian Cultural Welfare Association.

7.4 Mathematics

Mathematical knowledge and skills will be acquired by the children in the course of practical activities involving pupil interaction with concrete materials.

The chief aims of teaching activity based maths are to:-

1. Set children free to think for themselves
2. Provide experiences to discover the order, pattern and relationships of mathematics
3. Give children mathematical skills
Our Maths programs are based on developing positive attitudes to maths’ understanding, skills, knowledge and other intellectual abilities. Maths lessons could involve either written or mental activities. The element of discovery learning often seen as play is of paramount importance in developing the above outlined aims. The meanings of mathematical terms are learnt by usage.

The knowledge and mastery of basic number facts such as times tables, basic number facts involving the 4 processes, metric units of measurement, units of time, calendar skills and units of money is very important as the foundation stones upon which more complex concepts are taught. It is, therefore, fundamentally important that these facts are regularly practised and mastered via repetition and rote learning.

The calculator is used as a tool to assist learning in Years 2 through to 6. Calculator activities will be based on familiarisation, games, development of self-checking skills and application to the four processes at the level of each child after concrete understanding of the process involved is attained.

### 7.5 Humanities and Social Sciences

Our aim in Humanities and Social Sciences is to develop in the children the concepts, knowledge and attitudes that will enable them to live in their society and environment as responsible Christians.

Units of work covering the areas of History, Geography, Civics and Citizenship, Economics and Business are studied. Our approach is resource and inquiry based - we aim to develop in the children the ability to question, research and to make the appropriate judgments.

**Aboriginal Studies** - Aboriginal studies are integrated into many subject areas. This is the study of past and present Aboriginal societies, which includes their history and culture. It is studied in context which promotes respect for all people and places, with an emphasis on understanding spiritual, political, social and economic issues central to Aboriginal societies.

### 7.6 Science

We believe that Science should provide the Primary School child with a means of learning about themselves and their environment through as many practical first hand experiences as possible. Science should develop in the child attitudes of curiosity, perseverance and enjoyment.

The School emphasises a problem solving approach, through inquiry and discovery. The children are guided to observe, measure, describe and to think creatively and responsibly about themselves and their environment through a variety of Science related experiences.
To assist in achieving these aims our school has implemented the Primary Connections Science Program. Primary Connections is a literacy based science program that develops the children’s understanding of science concepts in correlation with their level of ability in literacy. The program is implemented in all classes from Pre-Primary to Year 6.

### 7.7 Library

The aims of the Library teaching programmes are to promote resource based learning and reading for enjoyment.

Through information skills programmes students discover how and where to find information from a range of sources. They learn how to select relevant information, how to organise it and then communicate it to others. Programmes are planned with classroom teachers so that research lessons in the library are based on topics being taught in class.

Literature Enrichment Incentive Programmes encourage students to read widely for their own enjoyment and for personal growth.

### 7.8 The Arts

Studies in the Arts learning area benefit students by developing creative skills, critical appreciation and knowledge of artistic techniques and technologies in Drama, Media, Music and Visual Arts. The Arts develop a sense of personal and cultural identity and equip the children for lifelong involvement in the appreciation of all forms of expression.

#### 7.8a Art and Craft

Art education must be viewed as an essential part of the total education of the child. All children are naturally creative. The concepts of line, colour, texture, shapes and form and space appear by chance in the artworks of students. These concepts, however, can only be put to effective use after the children have developed an understanding of them through structured, sequential art activities.

Art programmes allow the children opportunities to express their ideas and feelings through techniques of drawing, painting, colouring, print making, collage, paper craft, textiles, weaving, and 3D activities.
7.8 b  **Music**

The Music Programme at Queen of Apostles incorporates both Sacred and Secular Music. Children participate in Liturgical Music sessions on Monday afternoons at which all or part of the school prepares music for liturgical celebrations to complement aspects of the Religious Education Programme.

All classes from Kindy to Year 6 have a weekly classroom music lesson. The focus in these lessons is on developing an understanding of the elements of music – rhythm, melody, harmony, form, style and expression. This is achieved by singing, playing percussion instruments, moving, listening and responding to music from a variety of styles and cultures. Children learn to read and write music, compose and improvise.

At the end of Year 2, children are offered the choice of learning a musical instrument privately at school. Tutors visit the school and take small groups during school hours. The school choir and instrumental ensembles perform both at school and in the wider community.

7.9  **Health and Physical Education**

Health and Physical Education provides students with an understanding of health issues and skills needed for confident participation in sport and recreational activities. It enables students to make responsible decisions about health and physical activity.

Physical Education is an important part of the curriculum at Queen of Apostles. Students will participate in one lesson per week aimed at specific skill development provided by the Physical Education Specialist and one lesson designed to consolidate new skills and foster team play and co-operation. For many sport units, modified rules are taught to ensure effective skill development takes place.

Kindergarten to Year 3 are taught basic co-ordination activities and simplified games. Years 4 to 6 are taught a variety of all major sports. It is of vital importance that children protect themselves from the sun. On Physical Education or Sport days, children wear their sports uniform for the entire day, including a hat and sunscreen provided by the school.

During the year, children take part in a series of swimming/water safety lessons conducted by qualified instructors, at local swimming pools. These lessons are an integral part of our Physical Education Programme and all children are expected to attend.

Each year children participate in a Faction Swimming and Athletics Carnival and children in Years 4 to 6 also have the opportunity to participate in Interschool Carnival events including: swimming, athletics, netball, football, soccer, cricket, basketball and cross-country running.
7.10 Technologies

In Technologies students learn to apply knowledge, skills and resources in the development of practical solutions to problems. If we are to give our students the best possible education and training for their futures, computers and their associated technology are crucial.

Students need to be provided with computing knowledge and skills that will equip them to function effectively in a computerised society.

The School has a computer lab available to all children. All other classrooms are also equipped with a small bank of computers and iPads for student use. When students reach Year Four they bring their own personal device to use (an iPad). Each classroom is equipped with Interactive Whiteboards for use by both staff as a teaching tool and students as a learning tool. We thank our P&F Committee for their wonderful work in providing the funds for these important technological tools in our school.

All children have access to the internet. This access is controlled and every effort is made to protect the students from misuse or abuse.

At enrolment, a form is signed agreeing to appropriate use of technologies. If students have been found to using technologies misappropriately, privileges may be removed and consequences applied. Students are taught Internet safety and how to use technologies in an appropriate manner throughout the year.

7.11 Active Learning: Excursions

At Queen of Apostles we seek to provide children with maximum opportunities to be active learners in the environment in which they live. To this end opportunities for learning outside the classroom are provided to complement learning outcomes. Excursions are planned to assist children develop concepts about their world in a way that connects life with school learning.

Throughout the year, teachers will notify parents about forthcoming excursions and any permission notes needed. Teachers go to a great deal of trouble to arrange maximum benefit experiences at least cost. We appreciate prompt return of excursion requirements. Costs incurred for incursions come from levies paid through School Fees.
Active Learning: Camps

Camps are an integral part of our active learning programme. Year 6 children are involved in a series of one day retreats/personal development options and/or camps. Important social skills of self-reliance, independence, awareness of others and acceptance of differences are developed as children learn to live with and respond to people outside the sphere of the home and school.

7.12 Homework Policy

A school wide approach to homework has been implemented for children in Years 1 to 6 requiring the completion of a Homework Grid over a two week period. This approach broadens the types of activities that children are asked to complete giving them life skills as well as academic opportunity to cope with life beyond home and school.

Activities included in the Homework Grid encompass:
- Reading
- Reflecting knowledge from classroom programs
- Physical Activity
- Assignments / Project Research
- Housework / Chores
- Meditation / Spiritual Relaxation
- Family Activities
- Cultural Appreciation
- The Arts

Parents are encouraged to develop a positive attitude towards homework by making it a shared moment with their child. Homework is a means of forming good habits for later life and to encourage self-discipline, self-reliance, organisation skills and a greater sense of responsibility.

Allocated activities will be meaningful and directed to a specific year level enabling each child to achieve a sense of pride in his/her achievement and self-discipline rather than endurance.

7.13 Pastoral Care and Behaviour Management

A Social Worker is employed by the school to assist children, parents and children in the development of self-esteem and appropriate personal and group interaction skills.

In keeping with our Catholic school aims of educating the whole child, our Pastoral Care and Behaviour Management Policies work together on the basis of developing a sense of Christian self-responsibility and community in the children. We respect the rights of all students to be free from all forms of bullying and harassment.
The *Friendly Schools and Families* programme is taught in all year levels in order to develop a Whole School understanding and approach to bullying. The children are helped to develop skills to deal with issues as they arise.

7.13 a  **Pastoral Care**

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

An important feature of the Pastoral Care Programme is the "*buddy system*" whereby junior grades are teamed with senior grades in order that a mutual exchange of responsibility and caring is fostered.

Our school has implemented an initiative called the Peer Support Program. The Peer Support Program is designed to foster and build self-esteem, positive attitudes, friendship skills, resiliency and mental well-being amongst our students. Our Year 6 students undergo 2 full days of intensive training to become group leaders for the program. All children from Year One to Year 6 are involved and the children are grouped vertically with each group comprising children from each year level. This provides an additional benefit to the program in that it builds relationships across the year levels. Younger children get to know older children in the school and thus have an enhanced sense of safety and belonging in the playground. The groups meet once a fortnight over Terms 2 & 3 to work their way through structured topics designed to develop their understanding, attitudes and skills in the forementioned areas.

7.13 b  **Behaviour Management**

We value the dignity of each individual as a child of God and we have sought to reflect this in our Behaviour Management Policy, which is based on Christ-like values and responsibilities of children, parents and teachers. We take the stance that no child's behaviour will be allowed to interfere with a teacher's right to teach or a child's right to learn. In particular, we believe that students should be rewarded for their co-operation, that the support of parents is important in effective behaviour management and that teachers should provide a positive, caring and consistent environment within their classrooms.

In each classroom, the teacher establishes their Classroom Behaviour Management Plan early in the year and ensures that students and parents are aware of the simple rules established to promote academic and social development in the classroom.
A Whole School Behaviour Management Policy is in place for both playground and classrooms.

Accepting responsibility for personal behaviour, communication between school and home and the building of common rules for all within the school community are focus areas:

- Follow Directions
- Respect Others
- Respect Property
- Think Safety

The following steps for conflict resolution are used:

Method A

*Tell the other child about what you didn’t like and express how you are feeling. If that doesn’t help the situation you must see the duty teacher.*

Method B

<table>
<thead>
<tr>
<th>Cool Kids Work It Out!</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Take turns to tell your side of the story</td>
</tr>
<tr>
<td><strong>2.</strong> Each person suggest an answer to the problem</td>
</tr>
<tr>
<td><strong>3.</strong> Agree on which solution suits you both</td>
</tr>
<tr>
<td><strong>4.</strong> Shake hands and agree to try to work together on the solution to make it work!</td>
</tr>
</tbody>
</table>
**Behavior Management Policy: Classroom Support System**

Self-disciplined children and their teachers interact positively and learn together in the classroom without the need to apply behaviour management procedures. The greater majority of children accept full responsibility for their own behaviour.

### Positive Classroom Environment – Set up Code of Conduct
- In first two weeks of school, class teachers and students discuss and formulate rules and consequences.
- Display Class code of conduct and consequences in classroom.
  (set out under 4 main headings: **Follow Directions, Respect others, Respect property, Think Safety**)
- Teachers consistently enforce Code of Conduct and consequences.

### In Classroom (Most children never get beyond this stage of discipline)
- Low level teacher-child interaction for unacceptable behaviour.
- Teacher directs child to Code of Conduct chart for reminder of rules and asks “What is the school rule?”
- On discussion with child, it is up to the teacher’s discretion whether further action is taken.

### In Class Time-Out
- Child moves to a time-out area in the classroom to work individually on the set task or complete a “Thinking Spot” sheet.
- Teacher to photocopy Thinking Spot sheet for child’s classroom record file and send original home.
- Parent must sign and return the reply slip
- If inappropriate behaviour continues move to Co-operating Class Time Out.

If a child has three Thinking Spot sheets in a school term a **Compulsory Interview** between Teacher, Parent and Child will result in a **Classroom Behaviour Action Plan**

### Co-operating Class Time-Out
- Co-operating teachers decide on length of time child will be in time-out.
- Child to be supervised by co-operating teacher and accompanied on return to classroom. (Co-operating teacher does not engage in any communication with child)
- If inappropriate behaviour continues **Home School Communication 1** is sent home.

After 3 Co-operating Class Time Outs in one term **Home-School Communication 2** will be completed by teacher and sent home for parent to reply to a **Compulsory interview** involving Class Teacher, Parent, Child and Behaviour Management Team.
A **Behaviour Management Plan** will be devised at this meeting.

### Admin Involvement
- Teacher liaison and monitoring of children’s behaviour
- Child, parent interviews
- Collation of class information and follow up with teachers, parents and children
8. SCHOOL RULES AND PROCEDURES

8.1 Before and After School

Children are not to arrive before 8:20am unless for a supervised activity (eg choir/sports training) and must leave when school concludes unless taking part in an authorised supervised activity. No responsibility can be taken for children arriving before 8:20am. Teachers are normally in their classrooms by 8:30am, at which time classrooms are opened to allow children to attend to house-keeping duties such as unpacking books, handing in notes, sorting out their desk, changing reading books and having their reading heard by the teacher.

Teachers are on duty after school at the front of the church and at the drive-thru, from 3.00pm till 3.20pm to supervise children waiting for pick-up by parents or day care buses. Children remaining after 3.20pm will be taken to the school office where parents will be contacted to collect their child. Students will continue to be supervised until they are collected by a parent or caregiver.

8.1 a Drop off and Pick Up Procedures

There are two drop off/pick up points in the school.

Drive-Thru

Parents, relatives or carers using this are asked to enter the Drive-Thru near the corner of Vahland Ave out the front of the school and drive carefully to the gate. Children may be dropped off or collected at this point. There are two lanes for cars to use. Drivers are reminded not to create a third lane by driving through car bays or on the footpath in order to get around waiting cars. All cars exiting the Drive-Thru should turn left. We ask all drivers using the Drive-Thru to be patient and courteous. We encourage the use of Surname labels when collecting children to make the process smoother. These labels can be collected from the office.

Church Carpark

Children may be dropped off and collected from outside the church on Tudor Ave. Parents, relatives and carers may park on the street or in the carpark to take their child/ren to school or collect them from class. Drivers are asked not to ‘double-park’ on the street and children should not be walking between cars onto the road to be collected. The students’ safety is paramount.
8.2 Children’s Attendance

To ensure children’s safety and for legal reasons, parents are asked to comply with the following:

- If a child is to be absent on a particular day, parents are asked to notify the school by 9:15am. Notification is also needed for dental and other appointments.

- When a child returns to school after being away, they must ‘tag in’ at the office.

- CHILDREN ARE NOT PERMITTED TO LEAVE THE SCHOOL GROUNDS DURING SCHOOL HOURS WITHOUT BEING TAGGED OUT AT THE SCHOOL OFFICE.

Children arriving to school late or leaving school early must be tagged in and out of the office by a parent (see 4.9).

8.3 General School Rules

a) Classrooms may be used by children during recess, before and after school **ONLY** when directly supervised by the classroom teacher.

b) Children are to sit to eat lunch for the first 10 minutes of lunch break supervised by the teachers.

c) No bicycles or scooters are to be ridden on the school premises before, during or after school.

d) Electronic equipment such as, but not limited to, iPods, Gameboys, mobile phones, iPads, digital cameras, GPSs and portable game platforms are not permitted at school unless specifically requested by a teacher. The school will not accept responsibility or liability for any electronic equipment lost, stolen or damaged as a result of students failure to comply with this rule.

e) Children wishing to leave the school premises must supply a note from their parents and seek the teacher’s and Principal’s permission.

f) Games that may cause injury to students or damage to clothing and/or school property are not permitted. All ball games must be played away from buildings. No games using equipment are permitted before or after school, unless supervised by a teacher.

g) Children must **WALK** on all verandahs and corridors and be mindful of others.

h) All who use the school are responsible for the general neatness of the buildings and grounds.
i) At the end of recess and lunch periods, a siren will sound signalling children to stop playing and prepare to return to their classrooms.

9. **ASSESSMENT AND REPORTING**

Reporting is a 3 stage process incorporating Work Sample folders, Parent/Teacher Interviews and Written Reports.

9.1 **Work Sample Folders**

At the conclusion of Term Two and Term Four, a folder of your child’s work will be sent home. This folder will give you some idea of the work and competencies that show your child’s development towards achieving the outcomes of the Western Australian Curriculum.

9.2 **Written Report**

A formal written report is provided at the end of Terms Two and Four. Parents are encouraged to discuss assessments and reports with the classroom teacher if they have any concerns.

Students in Years 3 and 5 also participate in the NAPLAN testing, with formal reports from these assessments being sent home later in the year. Formal reports are only accessed through SEQTA Engage a web based program throughout all of Catholic Education schools. Reports can be downloaded from this site. When children are leaving Year 6 or Catholic Education in WA it is important to print off your child’s reports as you will no longer be able to access them through SEQTA. Log in by going to qoa.ta.cathednet.wa.edu.au (please note there is no www or https to begin this address) using the login details chosen.

9.3 **Parent / Teacher Interviews**

Teachers welcome parents to make appointments to discuss their child’s progress at any stage of the year. Because of responsibilities to classes and demands on teachers for out of school hours preparation and meetings, parents are required to make an appointment at a mutually convenient time.

**All parents are required to attend an interview with their classroom teacher during Term One to discuss their child’s progress and participation in class activities.** Additional interviews can also be held at the request of teachers and/or parents.

At Queen of Apostles, we encourage open communication between the home and school. If something is of a concern to you about your child or is impacting upon their learning, happiness or well being, we ask that you speak to your child’s teacher to discuss your concerns.
9.4 Open Night

There will be an opportunity in Term Three for parents and caregivers to come into the school to look at the work being done by their child. Parents are able to discuss their child’s work with their child and ask questions about the learning taking place.

Families are also encouraged to visit other classrooms to get an insight into the learning programs that are being offered across the school.

10. TELEPHONE MESSAGES

Because of numerous messages coming through every day, we ask for your co-operation in organising changes prior to leaving for school. Please note for various reasons that it is extremely difficult to relay messages to the children after 2:00pm. Please consider the importance of the message that you wish to be relayed. eg. There is no need to ring to say that you are going to be ten minutes late as staff are on duty until 3:20pm.

No responsibility can be taken for children not getting messages when phoned in after the above time.

11. INTERPRETER SERVICES

Our school embraces families from many different cultures. Communicating effectively, especially when a child or a family has little or no English can be difficult. At Queen of Apostles we have put in place some parents who are willing to help new families feel ‘comfortable’ in our school. The Principal will arrange this at the time of enrolment. Reporting can also be aided with Interpreter Services. If you would like to help by being a contact person for non English speaking families please see the Office Staff.

Interpreting Service 131450 website www.immi/tis.gov.au
Most often provide telephone service help at a cost for a 15 minute block. There is a minimum payment required. An interpreter can be made available on location, which needs prior organisation. Extra costs will be added for travelling expenses for the interpreter from their home to school and back.

All information is available on the above website. Register on line to get a client code. Call when needed, book in advance if possible. Form completed and sent by fax.
On - Call Interpreters are also available by phoning 9225 7700. They provide interpreter services by telephone and on site. On site first hour cost $82.50 (minimum) and thereafter every half hour at $24.75. No travel expenses are charged and GST is included. Telephone service costs $17.60 for first 15 mins and thereafter $5.83 every 5 mins. If this is pre booked 1st 30 mins is $35.09 and thereafter every 15 mins $17.49

The service requires 24 hour notice normally but in an emergency it may be possible to get service more quickly.