



QUEEN OF APOSTLES
SCHOOL



INFORMATION HANDBOOK

2023

ABOUT

QUEEN OF APOSTLES SCHOOL



Queen of Apostles School is located in Riverton and comprises approximately 240 students. The school is named in honour of Mary, mother of Jesus. The title, 'Queen of Apostles', is reflective of the high esteem Mary was held in, in the early years of the church. Her love for her son gave the Apostles the strength to go and proclaim the teachings of Christ. The school was founded on the 13th February 1956 with the first Principal being Sr Mary Magdlen, a Schoenstatt Sister.

Inspired by the compassion and service shown by Mary, Queen of Apostles School seeks to foster the spiritual, physical, emotional, intellectual and social growth of each student, in accordance with the teachings of Jesus Christ, through the traditions of the Catholic Church.

Queen of Apostles offers co-educational learning from Pre-Kindergarten to Year 6.

QUEEN OF APOSTLES SCHOOL

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.

OUR MOTTO

Love Unity Peace

OUR 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.

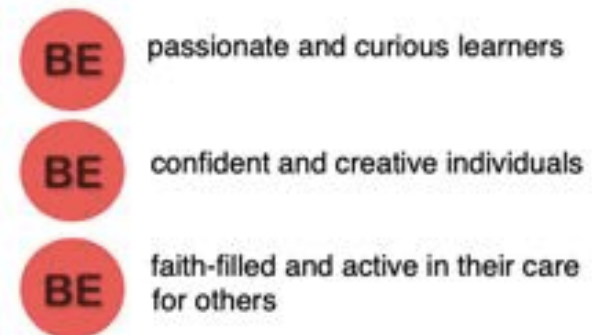
With Mary as Mother and model, we are happy to be called Modern Apostles, so that we can bring the virtues of love, joy, peace, patience, kindness and goodness to the modern world.

OUR VISION

'To inspire a passion for life-long learning in an environment of faith, love and care for others'.

OUR MISSION

Queen of Apostles is a K-6 co-educational school. Our mission is to empower students to:



OUR CORE VALUES

Faith

is our response towards God as we strive to be excellent in all we do in learning and service.

Resilience

enables us to stay strong in the heart and mind empowering us to have self belief.

Respect

enables the richness and diversity of all backgrounds, cultures and abilities to be held in high regard.

Compassion

nurtures a spirit of caring, kindness and a willingness to understand and embrace diversity within our community.

Excellence

by giving our personal best, we take pride in our work and strive for success.



OUR 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 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

OUR SCHOOL FACTIONS

There are four factions at Queen of Apostles.

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.

A COMMUNITY WORKING TOGETHER

PARENT INVOLVEMENT

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

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 Advisory Council, 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.



SCHOOL ADVISORY COUNCIL

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

The Council 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 CEWA policy;
- ❖ Providing membership of the panel which recommends the appointment of a Principal in accordance with CEWA 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.

P&F ASSOCIATION

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.

CODE OF CONDUCT

The purpose of a Code of Conduct is to describe the minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of the students at Queen of Apostles. All members of our school community must observe and follow the following statements as set out by CEWA:

1. You act safely and competently.
2. You give priority to students' safety and well-being in all your behaviour and decision making.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. You respect the dignity, culture, values and beliefs of each member of the school community.
6. You treat personal information about members of the school community as private and confidential.
7. You give impartial, honest and accurate information about the education, safety and well-being of students.

8. You support all members of the school community in making informed decisions about students.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. You act reflectively and ethically.
12. You allow students to have a voice in their education, safety and well-being.

PARENT CHARTER

This Parent Charter provides statements which assist parents become more aware of their obligations as a member of Queen of Apostles School Community and provides advice on appropriate behaviours that should be modelled to others at our school. We recognise that parents are the primary educators and care givers of their children. We appreciate the involvement of parents within our school community and the contribution each parent makes.

As integral members of our Catholic School Community, parents should:

Value and respect the Catholic identity of our school with its rituals, traditions, symbols and beliefs.

- ❖ We are a Catholic school.
- ❖ Parents who choose to send their children to our school do so with the expectation they will participate in Catholic practices and learn the teachings of our Catholic faith.

- ❖ Parents should act as role models by reflecting the values and ethos of our school.

Support children in all educational endeavours both at school and at home.

- ❖ Help children to discover that it is often the process that is experienced rather than the end product that makes it all worthwhile; that giving of your very best is what matters rather than comparing against what others can do.
- ❖ Having children at school for the commencement of the day is important to their self-esteem and shows an interest in their learning.

Support Queen of Apostles School and the bodies who represent the families of our school.

- ❖ Parent skills and experience that is volunteered at school permits the students a greater opportunity to participate in learning programs that allow the development of a range of skills and knowledge.
- ❖ Have confidence in the professionalism, skills, knowledge and experience of the staff and allow them to effectively do their job.
- ❖ Fulfil obligations to pay all fees and levies in a timely manner and seek advice from the Principal should financial difficulties occur.

Contribute to the development of a safe school environment.

- ❖ Work collaboratively with the staff of the school whilst advocating for your children in a positive and respectful way

- ❖ Under no circumstances is a parent to approach another child while they are in the care of the school to discuss or chastise them because of their actions towards their own child.
- ❖ Inform staff members where intimidation, bullying or harassment occurs, as it is not tolerated.
- ❖ Support the Whole School Behaviour Management plan.

Contribute to a welcoming and inclusive community based on the Christian values of respect, love and courtesy.

- ❖ Treat every member of the school community with courtesy and respect. Speak about others as if they were standing there with you.
- ❖ Listen, talk collaboratively and share relevant information with teachers and the school staff to understand and resolve any issues, misunderstandings or concerns.
- ❖ Approach the classroom teacher should an issue arise with your child. If a resolution is not reached then it is appropriate to involve the Leadership Team. If parents remain dissatisfied with the result, then a formal complaint can be made or the matter can be referred to the Director, Catholic Education Office.
- ❖ Value and respect the diversity of different cultures within the school community.
- ❖ Confidentiality is of prime concern. Parents and volunteers should not discuss any information they obtain at school with anybody, other than the classroom teacher or school Leadership Team.

Use Social Media appropriately and responsibly.

- ❖ Negative comments regarding the school or any of the pupils/parents/staff members at the school, on social media sites (eg Facebook, Instagram, Twitter etc) should not occur. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher or a member of the Leadership Team, so they can be dealt with fairly, appropriately and effectively for all concerned.

Respect and support school policies and procedures.

- ❖ All policies and procedures are put in place to ensure the safety of the students and allow for optimum learning and best practice to occur.
- ❖ Be patient. Teachers are busy teaching your children. They cannot take phone calls or answer emails immediately.

*In this Parent Charter, the term 'parent' includes carers and legal guardians

*Should parents choose to consistently or deliberately not follow the guidelines set out in the Code of Conduct, they may be excluded from the school premises.



ADMINISTRATION

IMPORTANT INFORMATION

TERM DATES

TERM 1:

Wednesday 1 February to Thursday 6 April

Wednesday 1 February – Students commence

Friday 3 March - Pupil Free Day

Monday 6 March – Labour Day Public Holiday

Friday 7 April – Good Friday Public Holiday

TERM 2:

Wednesday 26 April to Friday 30 June

Monday 24 April - Pupil Free Day

Tuesday 25 April - ANZAC Day Holiday

Wednesday 26 April – Students commence

Monday 5 June – WA Day Public Holiday

Tuesday 6 June - Pupil Free Day

TERM 3:

Tuesday 18 July to Thursday 21 September

Monday 17 July - Pupil Free day

Friday 22 September – Catholic Day - Pupil

Free Day

TERM 4:

Monday 9 October to Friday 8 December

Monday 9 October - Students commence

Friday 8 December - students last day

A calendar outlining in more detail the activities of the school can be found on our web page at www.qoa.wa.edu.au

The staff meet after school on Tuesdays for prayer and to discuss school issues. Whole School Professional Development will take place on 4 days during the year and where possible is attached to holiday time or long weekends.

SCHOOL TIMES

8:40am

Commence day

10:30am - 10.50am

Recess

12:50pm - 1:30pm

Lunch

3:00pm

Classes finish

(Kindy - 2.50pm)

Parents are asked to have children at school from 8.30 - 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 8.40am. Please do not bring students to school before this time as they will not be supervised.

BEFORE & 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.

OFFICE HOURS

Our office hours are 8am-4pm Monday to Friday. We are not open during school holidays; however messages can be left on our answering machine after hours.

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 students are supervised until 3:20pm.

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

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.



SCHOOL FEES

These are set yearly by the School Advisory Council 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.

CANTEEN

The canteen is open on Thursday and Friday 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/>

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. Lunch bags can be purchased at the canteen - 25 for \$1.00.

Our aim is to provide nutritious and appetising 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.

EMERGENCY CONTACTS

Current students are provided with a Student Family Form at the commencement of the school year and new students, upon arrival during the school year. In an emergency, the parents/guardians are always the first contact. When we are unable to contact the parents, we then phone the Emergency Contacts. Therefore, it is crucial that the individuals listed as your child's Emergency contacts are not the parents/guardians.

STUDENTS / 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. This can be done using the Connected App, email or note.

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.

If the child is not returning to school that day, the docket will need to be signed by the parent before giving it to the teacher.



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.

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.

‘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

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 faction coloured polo shirt should be worn when doing Physical Education with the Physical Education specialist. The gold 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 (ie. a long sleeved t-shirt under a short-sleeved shirt).

Girls (Years 1 – 6)

Winter:

- Blue Tartan Pleated Skirt
- Lemon Over Blouse (with school crest)
- School Jumper
- School Navy Trousers
- School Rain Jacket
- Navy Ankle Socks / Navy Tights
- Black School Shoes
- Hair ties in school colours (blue/gold)

Summer:

- Blue, White & Yellow Check Dress
- Navy-blue Sandals or Black Shoes
- Navy Ankle Socks
- Hair ties in school colours of blue and gold
- Skort with lemon overblouse (no tights)

Boys (Years 1 – 6)

Winter:

- Long Grey Melange Trousers
- Lemon Tuck-in Shirt (with school crest)
- School Rain Jacket
- Short Navy-Blue Socks
- Black School Shoes
- School Jumper

Summer:

- Navy-Blue College Shorts
- 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
- White Sport Socks (with School logo)
- Appropriate Sports Shoes
(predominantly white)
- Royal Blue Tracksuit (with School Crest on Jacket)
- Royal Blue Track Pants
- Polo Shirt in Faction Colour
- Royal Blue School Hat (Faction Colour)

Boys

- Royal Blue Sports Shorts
- Gold Polo Shirt with School Crest

White Sport Socks (with School logo)

Appropriate Sports Shoes

(predominantly white)

Royal Blue Tracksuit (with School Crest on Jacket)

Royal Blue Track Pants

Polo Shirt in Faction Colour

Royal Blue School Hat (Faction Colour)

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

White Sport Socks (with School logo)

Appropriate Sports Shoes

(predominately white)

Blue and/or gold hair ties

Royal Blue Tracksuit (with School Crest on Jacket)

Royal Blue School Hat with Faction Colour

The **Uniform Shop** (New Uniforms) is open each Wednesday morning from 8.30am-9.30am and Wednesday afternoon from 1:30pm to 3:30pm during school term time.

❖ **Hat Styles:** Bucket

❖ **Hairstyles:** Girls' and Boys' hair, which is longer than collar length needs to be tied back. Hair should be tied with either blue or gold matching school scrunchies, headbands, ribbons or elastic. No extreme hair styles are permitted. This includes, but is not limited to, mo-hawks, part or complete head shaving, patterns shaved into the hair, dyed hair, rats

tails. College style haircuts are appropriate styles for boys

❖ **Jewellery:** Jewellery is not part of the school uniform and must not be worn. The only items of jewellery permitted are:

- a wrist watch
- one stud only in each ear lobe – no multiple piercings permitted
- 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/polish are not to be worn.

All items are available from 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



QUEEN OF APOSTLES SCHOOL



Summer Uniform
Girls



Summer Uniform
Boys



Winter Uniform
Girls



Winter Uniform
Boys



Sport Uniforms
Unisex

Acceptable footwear black enclosed shoes or blue sandals with summer uniform.

Sports shoes predominantly white with ankle length white socks.

Shoes

activities, however, these shoes should be brought to school and changed into. Normal school sports shoes should be worn to school on sport days.

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.

BEFORE AND AFTER SCHOOL

Children are not to arrive before 8:30am 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 8:30am. Teachers are normally in their classrooms by 8:40am, 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.



DROP 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 on Tribute St, turn right and proceed to one of the Drive-Thru car bays to drop off/pick up your child/children. All cars exiting the Drive-Thru should turn left. We ask all drivers using the Drive-Thru to be patient and courteous. Parents should not leave their car when using the Drive-Thru.

Please be aware that if your child is not ready to be collected, you will be asked to 'drive around' so other children can be picked up and the process can flow

smoothly. To assist in the smooth flow of traffic, the driver is not to wait in the Drive-thru area while another adult goes into the school grounds to collect a child.

It is important that the entrance to the Drive-Thru is not blocked so cars may access the carpark.

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.



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.

Parents can leave verbal notification on the day of the absence by calling 9376 8550 and selecting Option #1. This will need to be followed by a note to the teacher on return.

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.

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. They must be walked through the school grounds.

d) Electronic equipment such as, but not limited to, iPods, Gameboys, digital cameras, GPSs and portable game platforms are not permitted at school unless specifically requested by a teacher. Mobile phones are permitted to be brought to school. Teachers will collect the phones each day and store them in the classroom. The school will not accept responsibility or liability for any electronic equipment lost, stolen or damaged.

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.

MEDICAL CONDITIONS AND FORMS

If your child requires medication whilst at school or suffers from a medical condition, please ensure that a general Medical Form is filled out. This is available from the office.

Medical Condition Emergency Action Plan

To be completed where your child suffers from any form of medical condition. If your child is anaphylactic, you will need to provide a copy of the Anaphylaxis Action Plan, signed by your medical practitioner/specialist and an EpiPen.

Medications

Parents are responsible for providing any medication that pertains to your child's medical condition (for example, Antihistamine tablets) and replacing medication when expired.

All medications are to be brought to school in a clearly labelled container in its original packaging.



Forms must be returned to Administration for processing. It is your responsibility as the parent/guardian to keep Administration informed of any changes to your child's medical status.

SICK BAY

The school has a Sick Bay on site. This is utilised by students who fall ill during the course of the school day. If your child falls ill during the school day, Administration will contact you and you will be required to pick up your child. We do not have a qualified nurse at the school. If your child is unwell, please keep them at home in order to prevent the infection being passed on to other students and staff.

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.

HEAD LICE

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.

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

| CONCERN | APPROPRIATE ACTION |
|-------------------------------------|---|
| The academic progress of your child | Directly contact the child's teacher either by note, email, phone or at an appropriate time to discuss any issues |
| The welfare of your own child | 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 |
| Actions of other students | Contact the class teacher for a classroom problem For playground issues involving children from other classes contact the classroom teacher or the Assistant Principal At no time should a parent chastise another child |
| School policy or practice | Contact the office. State the nature of your concern and make an appointment to see the Principal or Assistant Principal |
| Actions of a member of staff | If possible speak to the staff member personally and address issues in a calm manner. If not possible contact the Principal or Assistant Principal and address the issues in a calm manner |

If after speaking to the classroom teacher and you feel the matter is still unresolved, please make an appointment to speak to the Assistant Principal or Principal.

OUR PHILOSOPHY

HOW WE TEACH

PRE/KINDERGARTEN AND KINDERGARTEN

The aim of Pre-Kindergarten and Kindergarten is to develop the child socially, emotionally, physically, intellectually and spiritually in a happy and safe environment. Our Pre-Kindy/Kindy uses the Early Years Learning Framework along with the National Quality Standards and the Western Australian Curriculum to guide learning opportunities. 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.

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 Music, Mandarin, Science and Physical Education sessions and utilise Technology available in the classroom and MakerSpace.

WESTERN AUSTRALIAN CURRICULUM

Underpinning our school programmes is the 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. Teachers have a range of resources including Toe by Toe, MiniLit, MultiLit and MacqLit programs to utilise with the assistance of Educational Assistants. We also have a Disability Support Coordinator

who oversees and coordinates students with a disability or students requiring adjustments to their learning program or behaviour. There is also the opportunity for selected Year 4-6 students to participate in an Enrichment program once a week.

FUTURE FOCUSED LEARNING

In 2019, Queen of Apostles, together with Orana and Yidarra Catholic schools, embarked on a three year learning journey with Lee Watanabe-Crockett. Lee is a world renowned educator who has worked with governments and education systems around the world, assisting them in establishing a culture of learning.

A key concept of Lee's vision for learning is that students become aware of their responsibilities as Global Digital Citizens. This approach embraces student-centred learning, where students are engaged in

exploring real world problems through an inquiry-based approach.

In the Future-Focused Learning environment, our dedicated and passionate teachers provide a rich and stimulating learning experience where we are able to cultivate learners who are self-directed and engaged. Through **Essential Fluencies** - structured processes for problem-solving, creativity, media production, information processing and collaboration are developed, allowing students to engage in providing solutions to relevant real world problems.

We look forward to continuing the journey in creating healthy learning environments for our students in 2023.



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 form 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 Whole School Masses as well as 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 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.

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 Talk for Writing 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.

MANDARIN (K - Yr 6)

Learning another language broadens a student's horizons. Understandings grow with regards to their relationships with the rest of the world. Students are exposed to new ways of thinking and discover new concepts and ideas as well as different cultures and histories.

By providing opportunities to communicate with and about others, students are able to make links to define themselves, to understand and to use their own language better.

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:-

- ❖ Set children free to think for themselves
- ❖ Provide experiences to discover the order, pattern and relationships of mathematics
- ❖ 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.

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



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.

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.

- VISUAL ART

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.

- PERFORMANCE ART - 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 or individuals during school hours. The school choir and instrumental ensembles perform both at school and in the wider community

HEALTH & 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 Inter-school Carnival events including: swimming, athletics, netball, football, soccer, cricket, basketball and cross-country.



DIGITAL AND DESIGN TECHNOLOGIES

In technologies students learn to apply knowledge, skills and resources in the development of practical solutions to problems in both digital and design. 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 is well resourced with robots (Lego EV3, Sphero's, Beebots), electronic and circuitry kits (littleBits, CircuitScribe), green screen and VR headsets).

When students reach Year Four they bring their own personal device to use (an iPad). K-Year 3 are equipped with a bank of iPads for student's use. Each classroom is equipped with Apple TV's 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 be using technologies inappropriately, privileges may be removed

and consequences applied. Students are taught Internet safety and how to use technologies in an appropriate manner throughout the year.

ENRICHMENT

In addition to the general curriculum, students have the opportunity to be involved in various competitions throughout the school year. This includes Da Vinci Decathlon, Tournament of the Minds, Inter-school Spelling Bee, Regional Academic Day, Catholic Performing Arts Festival and CEWA STEM showcase.

LIBRARY

We have a well resourced library that the children are encouraged to use. The library is open before and after school for parents and children to borrow and return books. The library is also open at lunchtimes for students to quietly read or play board games.

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.

ACTIVE LEARNING - EXCURSIONS/INCURSIONS

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/IncurSIONS 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.



HOMWORK 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
- ❖ Tables - Basic Facts
- ❖ 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.





ASSESSMENT AND REPORTING

Reporting is a 3 stage process incorporating both formal and informal structures including SeeSaw, Parent/Teacher Interviews and Written Reports.

WORK SAMPLES - SEESAW

Periodically, during the term, children (or teachers) choose work samples to be sent to parents through the Seesaw App. This work will give parents some idea of the work and competencies that display the child's development towards achieving the outcomes of the Western Australian Curriculum.

WRITTEN REPORTS

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. This report is based on assessments that enable students to demonstrate their knowledge, understanding

and skills in relation to the year-level achievement standard and is written in plain language for parents incorporating A-E grades for Years 1-6 and descriptors for Pre Primary.

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 <https://qoa.coneqt-p.cathodnet.wa.edu.au> using the login details chosen.

P A R E N T / T E A C H E R 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.

OPEN NIGHT

There will be an opportunity in Term Four 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.



STUDENT CARE AND MANAGEMENT

PASTORAL CARE AND BEHAVIOUR MANAGEMENT

A Social Worker is employed by the school to assist children and parents 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.

In 2019, Queen of Apostles implemented 'Highway Heroes' - a comprehensive program based on the Social and Emotional Learning areas that have been identified by the collaborative for Academic, Social and

Emotional Learning (CASEL) - the international body in children's wellbeing.

The Highway Heroes curriculum teaches 33 essential TOOLS for self-management and building resilience at home, in the playground and in the classroom, that gives students the skillset that helps them navigate the world more effectively.

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.



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 Procedure, 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 Student Code of Conduct 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 Procedure 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



SCHOOL COMMUNICATION

NEWSLETTER

A newsletter is distributed each Thursday 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



WEBPAGE

The school webpage (www.qoa.wa.edu.au) has lots of information about our school. Available on the webpage is the term calendar with instructions on how to link school events with your own digital calendar.

Should any changes occur to the event, these will automatically update on your device.

SEQTA ENGAGE

Formal reports are distributed through SEQTA Engage (<https://qoa.coneqt-p.cathednet.wa.edu.au/>). When children commence Pre-Primary or are new to the school, parents will be sent a welcome email directing them to setup their login. Parents will need to create their own password to retrieve formal reports. This username and password will need to be recorded or remembered so access to reports can be made in the following years.

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.



Queen of Apostles School

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