

St Mary's Catholic Primary School



Parent Handbook 2018

Our School Prayer

Oh God my Father in heaven,
I offer you myself and all I do this day.
Mary, my Mother, help me to love God today
Our Lady of Perpetual Help, pray for us
that we show respect, have courage and are
faithful to the Gospel in all that we do and say
today.

St Mary MacKillop of the Cross
Pray for us.

Dear Parents

The handbook contains -

1. A wide range of information that will give you a clearer understanding of how St Mary's Catholic Primary School operates.
2. The role of: Staff,
School Board, and
Parents & Friends' Organisation.
3. What is expected of the children in our school.

I hope you will keep it in a safe, handy place and refer to it as it may well save you concern when questions arise throughout the year.

However, when you do have a concern you wish to address, always contact the teacher first, then speak to me, as this will alleviate concerns and avoid confusion and anxiety.

The success the school enjoys is, in large part, due to the interest and involvement of you, the parents, in the many varied activities and experiences organised for the children. Your presence is always a valuable addition. Please continue this by your frequent, *positive* contact and by communicating your concerns, and praise, whenever appropriate.

The staff and I look forward to working with you in giving your child the best possible Catholic education.

Yours sincerely

Paul Cronin
Paul Cronin
Principal

18 MARY STREET, BUNBURY, WA 6230
PO BOX 247, BUNBURY, WA 6231
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Email: admin@stmarysbnby.wa.edu.au
Website: www.stmarysbnby.wa.edu.au/

ST MARY’S CATHOLIC PRIMARY SCHOOL PROFILE

Tradition

The founding Sisters of St Mary’s Catholic Primary School have been serving the community of Bunbury since 1904. In that year, the Sisters of Mercy began a school in a hall on the present site of St Mary’s Church. Sister Joseph McNamara and Sister Patrick McNamara were the first two sisters assigned to the new school. They walked to and from the main convent in the centre of town (now the Art Gallery) each day.

Bishop L. Goody opened St Mary’s Convent School in 1955. Sister M. Justina Falty was in charge; Sister M. Rita, Sister M. Norbert and Sister M. Gemma made up the staff. The “South Star” paper reported on the brick and tile construction of the school and that it consisted of three large classrooms and a room for the sisters. Today these rooms make up our Library, Stock Room and the Science classroom. The total number of students was 168 at the time. The Community donated \$2000 (One Thousand Pounds) on the day of the opening to assist with the building costs.

Catholic schools in the Bunbury district came together to form Bunbury Catholic Primary School during the seventies. The building development continued in stages under the former leadership of the Bunbury Catholic Primary School Board. At the end of 1992 the new St Mary’s School Board was formed.

Today, St Mary’s is staffed by dedicated lay teachers who endeavour to mirror the fervour of the pioneering sisters and continue the education of your children in faith, knowledge and excellence.

In 2004, the school celebrated its centenary year with major celebrations, which were a testament to the community spirit and parental involvement still very much alive and well at St Mary’s Catholic Primary School.

St Mary’s School Vision

A welcoming faith community

We value relationships

We pursue excellence in learning

We live the Gospel message of love

MISSION

St Mary’s Catholic Primary School is committed to the traditions of the Mercy Sisters and a holistic education. We believe that all students can learn and that every student matters every day.

St Mary’s Catholic Primary School, in partnership with parents and the parish, strives to be a learning community that:

- Is centred on the person of Jesus Christ and grounded in Gospel values of justice, truth, peace, forgiveness, love, reconciliation and service of one another
- Recognises the individuality and dignity of each student
- Fosters, supports and challenges the development of each student’s unique potential and spirituality
- Is enlivened by staff, both teaching and non-teaching, who are dedicated, committed and generous in their efforts
- Acknowledges our responsibility to be stewards of our earth and all of God's creation.

VALUES

<i>Respect</i>	<i>Faith</i>	<i>Courage</i>	<i>Learning</i>	<i>Community</i>
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St Mary's School motto "**Respect—Faith—Courage**" embraces the school ethos

Parish of Bunbury

Secretary: Maria Matthews, email: parishadmin@bunburycatholic.org.au
Parish Manager: Ian Lewis, email: parishadmin@bunburycatholic.org.au
18 Parkfield Street
Bunbury WA 6230
Telephone No. (08) 9721 2141
Fax No. (08) 9791 3257
Father Abraham Chukwu (School Chaplain)
Bishop Gerard Holohan, Bishop of Bunbury

Parish Sunday Mass

Cathedral: Sat 6pm
Sun 8am, 10am, 6pm

Reconciliation

Saturday 1130am—1230pm

School Staff 2018

Principal	Mr Paul Cronin
Assistant Principals	Ms Helen Brown Mr Ben Priest
Kindergarten Teacher	Mrs Elizabeth Harper (Monday, Wednesday, Thursday)
Kindergarten Education Assistants	Mrs Philippa O'Dea Mrs Joan Zolnier
Play Café	Mrs Rose Anderson (Tuesday morning)
3 Year Old Program	Mrs Bianca Torrisi (Friday)
3 Year Old Program Assistant	Mrs Marg Ashworth
Pre Primary Teachers	Mrs Melissa Coulson (Monday, Tuesday) Mrs Anika Skehan (Wednesday - Friday)
Pre Primary Education Assistant	Mrs Rosetta Anderson Mrs Philippa O'Dea
Pre Primary Special Needs Education Assistants	Mrs Loredana Villani Mrs Sharyn Illman
Year 1 Teachers	Mrs Cathy Mountford (Tuesday – Friday) Mr Tino Alberti (Monday)
Year 2 Teacher	Ms Carly Blechynden
Year 3 Teachers	Ms Mel Toia (Monday - Wednesday) Mrs Megan Turpin (Thursday, Friday)
Year 4 Teacher	Mrs Nikki Webb
Year 5 Teacher	Mrs Gillian Alberti
Year 6 Teacher	Mrs Rebecca Murray (Monday – Wednesday) Ms Helen Brown (Thursday, Friday)
Science	Mrs Emma Hastie (Wednesday, Thursday)
Health and Physical Education/Music/Drama	Mr Tino Alberti
Indonesian	Mr Ben Priest
Choir	Mr Ian Mills
Junior Primary Education Assistant	Mrs Kerry Bonser
Learning Support Education Assistant	Mrs Sharyn Illman
Library Officer/Education Assistant	Mrs Sue Palumbo
Religion Coordinator	Ms Helen Brown
Learning Support Coordinator/Teaching and Learning Coordinator	Mr Ben Priest
Administration Officers	Mrs Anna Guzzi (Monday – Thursday) Mrs Aurelia Evans (Tuesday – Friday)
Canteen Manager	Alison Gray
Uniform Shop Manager	Mrs Kerry Bonser
Groundsman	Mr Darren Beaglehole

Office Hours

Monday—Friday, 8.30am—4.00pm

School Hours

Supervision commences	8.30 - 8.45am
School commences	8.45am for all students
Morning Recess	10.50 - 11.10am
Lunch	12.45 - 1.30pm
Dismissal	3.10pm for Primary students (pm for Pre Primary students)
Supervision Ends	3.30pm
3 Year Old Program	8.45am - 3pm Friday
Kindergarten Hours	8.45am to 3pm Monday, Wednesday and Thursday.

Teacher supervision begins at 8.30am and concludes at 3.30pm. Children should not be on the school premises outside these hours without the approval of the Principal.

Parents should ensure that children arrive at school in good time, so that morning assembly and prayers are not interrupted.

On the occasion that a child might arrive early for any reason, they are required to sit outside the school office until supervision commences at 8.30am.

Principal and Teaching Staff

The Principal and teaching staff are responsible for the daily operation of the school and for establishing and implementing the educational policies of St Mary's School.

Specific problems relating to individual children's learning difficulties should be addressed to the teacher concerned or the Principal through an appointment.

The Parish Priest is the Bishop's representative and, as such, he supports the school and maintains close contact and communication.

The Board has no authority in the internal operation of the school. The responsibility to make decisions, in accordance with CECWA policy and guidelines, on all such matters as curriculum, pastoral care and methods of teaching and learning belongs to the Principal and staff.

The Board is not an avenue for parent questions and concerns. These should be addressed to the Principal and staff, and not to Board members.

ORGANISATIONS AND RESPONSIBILITIES

St Mary's School Board

The St Mary's School Board administers all finances connected with the school and liaises closely with the Principal. The School Board is responsible to the Catholic Education Office of W.A. and subject to the School Board Constitution as set down by the Catholic Education Commission of W.A.

School finances consist of

- : Parent paid school fees
- : State Government Grants
- : Commonwealth Government Grants

Each year the Annual General Meeting of the School Community is held in November. At this meeting a report on the School Board's activities and the next year's budget are presented and the election of Board Members takes place. All parents are invited and expected to attend this important meeting of the School Community.

2018 School Board Members

CHAIRMAN	Mrs Suzie Liaros
TREASURER	Mr Wayne Evans
SECRETARY	Mrs Joanne Pitts
PARISH PRIEST	Fr Abraham Chukwu
P & F NOMINEE	Mrs Janine Stewart
PRINCIPAL	Mr Paul Cronin
MEMBERS	Mrs Denise Depiazzi
	Mr Cesare Spinelli
	Mr Kim Piacentini

The Principal and Parish Priest are ex-officio members of the School Board.

All concerns relating to finance should be addressed to the School Board through the Principal. Those relating to school fees should be addressed to the Principal, as a member of the Fees Committee.

Parents and Friends' Association

PRESIDENT	Suzanne Cross
VICE PRESIDENT	Medrica Di Lallo
SECRETARY	Jo Spinelli
TREASURER	Renae Ursino
BOARD NOMINEE	Kim Fildes

The P & F Association brings the parent body together for the purposes of fundraising and friend raising, and developing the facilities and community spirit of our school.

ALL PARENTS ARE MEMBERS OF THE P & F ASSOCIATION and are encouraged to support the organisation in its role by attending meetings, busy bees and fundraising functions.

MANY HANDS MAKE LIGHT WORK!!

Parents and Friends' meetings are held twice each term with the dates being advised through the weekly newsletter. The Annual General Meeting is held in the fourth term of each year.

Parent Participation in the Life of the School

The school recognises the importance of you, the parents, as the prime educators of your child and the need to effectively involve you in the school's programmes.

You are encouraged to volunteer your skills and time whenever the opportunity arises. It is hoped and anticipated, that you will participate in at least some of the following areas:

- | | | | |
|---|---|-------------------|---------------|
| * Attending school Masses | * Parent groups | * Library | * Canteen. |
| * Classroom help | * Excursions | * Busy Bees | * Fundraising |
| * Social functions | * Supporting the children at special events | | |
| * Parent/teacher meetings | * P & F meetings | * Sports coaching | |
| * Nominating for the School Board and P & F | | * Book covering | |

Parents and Friends (P & F)

The Class Liaison Representatives – (2 or 3 per class) to communicate directly to fellow class parents with details of P & F projects, help needed, coming events, and to report to P & F meetings and to play a key role in developing positive school spirit.

SCHOOL ENROLMENT POLICY

Applications for enrolments in Kindergarten to Year 6 will be accepted according to St Mary's enrolment policy. Our enrolment policy - based on the Catholic Education Commission of Western Australia's Policy Statement on Student Enrolment – provides the following priorities:

The priority for enrolment into St Mary's Catholic Primary School is:

- Catholic students from the Bunbury parish
- Catholic students from outside the Bunbury parish
- Other Catholic students
- Siblings of non-Catholic students enrolled in the school
- Non-Catholic students from other Christian denominations
- Other non-Catholic students

The Principal may depart from these guidelines when he/she believes the interests of the child or family, or other exceptional circumstances require a different arrangement.

Each year, in first term, the school will advertise for Kindergarten enrolments in the school newsletter, Parish bulletin and, if necessary, the local newspaper. This process will occur only if the waiting list does not exceed class limits based on the first four enrolment criteria listed above. All parents are encouraged to put their children's names on the waiting list at least three (3) years before the commencement of Kindergarten.

Enrolment for grades other than Kindergarten will be on application by the parent to the Principal who will determine eligibility for entry to our school providing that a position is available for a new student in the appropriate grade in accordance with the priorities stated above, and the school's capacity to respond to the specific educational needs of the student.

Parents who choose to apply to enrol a child at St Mary's school accept:

1. Aboriginal* students will be given enrolment preference wherever possible and practicable.
2. The Principal may vary the above priorities to suit particular local circumstances prevailing at the time, after prior consultation with the Director of Catholic Education and written confirmation of the outcome.
3. Enrolments will comply with Government entry age requirements.
4. Parents who wish to enrol their children into St Mary's can obtain an information package and enrolment form from the school office. This information is also available on the school website. The enrolment form, with Birth Certificate, Baptismal Certificate, Immunisation Records, Parish Priest Reference Form and Visa documents (if applicable), must be presented at the school office, with an application fee of \$20, which is non refundable.
5. Completing an Application for Enrolment form and its acceptance by the school does not guarantee an enrolment interview nor a place at the school.
6. Before an offer of a place at St Mary's is made, prospective students and their parent(s) or guardian(s) will be interviewed by the Principal or a member of the school Leadership Team.
7. Enrolment into St Mary's shall only be offered when the requisite resourcing is available to respond to the specific needs of the student.
8. After the interview, a letter offering a place at St Mary's will be issued. The acceptance letter, signed by a parent or guardian, must be returned to the school office.

9. If, on any occasion, the special needs of a student are not disclosed at the time of interview, the enrolment may be determined invalid.
10. At the Interview the Principal will raise such matters as:
 - The Catholic ethos of the school
 - The Religious Education programme of the school
 - The role of the school with the family
 - Duty of care
 - Behaviour management
 - Communication and Reporting procedures
 - Specialist teaching areas
 - Support programmes
 - Staffing arrangements
 - Expected parental support
 - Special needs of the child
 - What constitutes a breach of enrolment
 - Timeline for processing applications
 - Whatever the Principal determines relevant to gain an accurate assessment of the needs of the child and the school's suitability to meet those needs
 - Fees and methods of payment.
11. The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of Bunbury will be referred to when enrolling students. Non-Catholic Aboriginal* students will not be included in the percentage calculations.
12. Before offering enrolment in St Mary's School, the capacity of the school to respond to specific educational needs of all its students will be determined. Therefore, the Principal will ascertain if the student has any special educational needs which will require differential resourcing if schooling is to achieve educational outcomes appropriate to the student's learning needs.
13. Where the student has a disabling condition, disorder or significant health care needs, the Principal will consult with the Students with Disabilities Team at the Catholic Education Office to ensure the school has the capacity to make adequate provision for the student's specific educational needs.
14. If a parent(s) or guardian(s) has knowingly withheld material or information relevant to the application/enrolment process, then the Principal reserves the right to refuse or terminate enrolment on that ground.
15. The enrolment Form includes a declaration signed by all custodial parent(s) or guardian(s) that, to the best of their knowledge, they have:
 - disclosed any special educational needs of the prospective student
 - disclosed any particular medical, social and/or emotional conditions as well as healthcare requirements of the prospective student
 - provided a copy of any Parenting or Restraint Order that applies to the prospective student (if applicable)
 - provided the necessary visa documentation relating to an overseas student enrolment
 - fully understood and agree they accept that their child will participate in all required parts of the education program of the school, including the Religious Education program,
 - fully understood and agreed to the terms and conditions set out in the school fee collection policy, i.e. they will have the responsibility and obligation to pay school fees to the best of their capacity

- agreed they have an obligation to be fully involved with the school and support the fundraising ventures of the Parents and Friends' (P & F) Organisation.
- fully and truthfully completed the Application for Enrolment form.

16. The Principal will adhere to the CECWA's policy statements regarding the management, storage, transfer and disclosure of confidential information.

17. Enrolment in St Mary's Catholic Primary School is not a guarantee of enrolment in any other Catholic school.

*The term Aboriginal includes Torres Strait Islander peoples.

3 YEAR OLD PROGRAM

St Mary's 3 Year Old Program operates out of the Playgroup room on Fridays from 8.45am -3pm. The aim is to provide an introduction to schooling for children and their families, setting the foundation for future learning with a qualified Early Childhood Teacher running the program. The cost per day in 2018 is \$63 and families are asked to pay in advance.

The 3 Year Old Program is not a compulsory year for students. Enrolment in the Program is not a guarantee of enrolment into Kindergarten. Kindergarten to Year 6 Application for Enrolment forms are available at the school office.

Kindergarten

Children may only attend Kindergarten in the year they turn 4 before 30th of June. Kindergarten is the first year of our school and as such the child, once enrolled at St Mary's, will be able to complete his/her primary education within our school. Our Kindergarten class runs for three full days on Monday, Wednesday and Thursday from 8.45am - 3pm.

Pre Primary

Students in Kindergarten are not required to wear the school uniform. It is compulsory for Pre Primary students to wear the St Mary's Sports Uniform.

Play Café

Play Café operates on Tuesday mornings from 9 - 11am. The sessions are coordinated by an Education Assistant and open to children who will be starting Kindergarten the following year (Please note that attending Play Café is not a guarantee of a place). The cost is \$50 per term and parents stay and assist.

UNIFORMS

Wearing correct uniform is a school requirement. To avoid unnecessary expense, please check before purchasing anything that you are not certain is acceptable uniform.

Temporary exemptions from standard uniform must be sought, in writing, from the Principal. During the first two weeks of the transition from winter to summer uniform and from summer to winter students may wear either uniform as long as the full uniform is worn and not a combination of both.

Uniform Shop

The School Uniform can only be purchased through the School Uniform Shop. Layby of garments is an option. The shop is located at the entrance of the school library and is open on Wednesday mornings between 8.30 and 9.30am, or if required, arrangements can be made with the school.

Lost Property

Items of lost property are kept in the school office for a period of 10-12 weeks after which time they are given to the Uniform Shop to be sold as second-hand.

Jewellery

No jewellery may be worn, other than a functional watch, and (if ears are pierced) ONE earring stud or sleeper in BOTH EARLOBES. This restriction is in keeping with school philosophy of reducing the importance of material goods and the risk of injury. Children are not permitted to wear nail polish.

Hair

Hair should be always neat and tidy and should not reflect the extremes of any current fashion. Long hair

must be kept neatly tied back. Ribbons or clips **must be** PLAIN white or blue. Matching headbands can be purchased from the Uniform Shop. Hair must be kept at the student's natural hair colour, without artificial hair colour added.

Art Shirt

All students are to have an art shirt to protect their uniform during art classes or they will not be allowed to participate in the lesson.

Labelling

All items brought to school, including clothing and bag, should have your child's name printed clearly on them.

Girls' Summer Uniform (Terms 1 and 4)

Blue checked 'A' Line dress trimmed with white piping and white school emblem embroidered on left side

School socks – white with three blue coloured bands above the ankle (available from uniform shop)

Black lace-up school shoes or black Mary Jane shoes or brown/navy school sandals.

NB: Masseur sandals are **not** to be worn. **NO** raised heels.

School Slouch Hat (available from Uniform Shop)

Girls' Winter Uniform (Term 2 and 3)

Tartan checked blue skirt to be worn at knee length

Pale blue shirt with emblem

Navy school tie with emblem

Blue jumper or sleeveless vest with emblem

Navy socks or tights with black lace-up school shoes or black Mary Jane shoes. **NO** raised heels.

Slouch Hat (available from Uniform Shop)

Girls' Sports Uniform (all year)

Pale blue polo top with school emblem on the pocket with either a blue, navy blue or white collar depending upon the child's Sporting House:

Royal blue collar (Marcellin), white collar (Ursula), navy blue collar (McCauley)

Royal blue shorts or skorts may be worn.

School tracksuit (Only available at uniform shop)

White or predominantly white, lace-up sports shoes and school socks – white with three blue coloured bands above the ankle

School Slouch Hat (available from Uniform Shop)

Boys' Summer Uniform (Terms 1 and 4)

Sky blue shirt with school emblem on pocket and navy blue shorts

Navy socks and black lace-up school shoes **or** brown/navy school sandals

Masseur sandals are **not** to be worn

School Slouch Hat (available from Uniform Shop)

Boys' Winter Uniform (Terms 2 and 3)

Long navy trousers

Pale blue shirt with emblem

Navy school tie with emblem

Blue jumper or sleeveless vest with emblem

Navy socks with black lace-up school shoes

School Slouch Hat (available from Uniform Shop)

Boys' Sports' Uniform (all year)

Pale blue polo top with school emblem on the pocket with either blue, navy blue or white collar depending upon the child's Sporting House:

Royal blue collar (Marcellin), white collar (Ursula), navy blue collar (McCauley)

Royal Blue shorts

School tracksuit (Only available at uniform shop)

White or predominantly white, lace-up sports shoes and school socks – white with three blue coloured bands above the ankle

School Slouch Hat (available from Uniform Shop)

SCHOOL FEES

Text Books and student diaries will be charged in Term One with school fees. As the school will have to pay for these books at the start of Term One we require payment for these in term one please. All other fees may be spread over the year for parents who pay via direct debit or have payment arrangements in place.

The Catholic Education Office is offering financial assistance for parents with Health Care Card or Parenting Pension Single (PPS) cards in 2018. To obtain this discount at the commencement of the school year you will have to complete an application form and present your pension/health care card to the school office.

Year 6 camp, 2018 is well into the planning process and we are awaiting details from suppliers to complete final pricing. The camp costs should be available at the start of the year. (As an estimate for family budgeting please allow about \$500 per child).

SCHOOL FEES 2018		
TUITION FEE Pre-primary to Year 6	1 st Child	\$284.20 per Term \$1136.80 per annum
	2 nd Child discount 20%	\$ 227.40 per Term \$909.60 per annum
	3 rd Child discount 40%	\$ 170.50 per Term \$682.00 per annum
	4 th Child	FREE
Health Care Card & PPS Card Holders Concession	Yr. PP – Yr 6 (on application)	Tuition \$300.00 p.a. \$836.80 Discount—first child. Sibling discounts apply.
TUITION FEE Kindergarten	1 st Child	\$ 155.00 per Term \$620.00 per annum
	2 nd Child discount	\$ 124.00 per Term \$496.00 per annum
	3 rd Child discount	\$ 93.00 per Term \$372.00 per annum
	4 th Child	FREE
Health Care Card & PPS Card Holders Concession	Kindergarten (on application)	Tuition \$300.00 p.a. \$320.00 Discount—first child. Sibling discounts apply.
Building Levy	Per family	\$57.00 per Term \$228.00 per annum
Amenities & Photocopy levy	Kindergarten	\$ 93.40 per annum
	Pre-primary	\$ 93.40 per annum
	Year 1 – Year 6	\$ 161.40 per annum
INSURANCE CCI	Per Student	\$ 15 per annum
P & F LEVY	Pre-primary to Year 6	\$ 5.00 per annum
P & F VOLUNTARY CONTRIBUTION	Pre-primary to Year 6	\$ 20 per annum
YEAR 5 CAMP	Year 5	\$140.00
YEAR 6 CAMP	Year 6	\$ 500.00
Text Books	Kindy	N/A
Text Books	Pre Primary	N/A
Text Books	Year 1	\$21.00
Text Books & Diary	Year 2	\$89.00
Text Books & Diary	Year 3	\$98.00
Text Books & Diary	Year 4	\$101.00
Text Books & Diary	Year 5	\$77.00
Text Books & Diary	Year 6	\$102.00
Swimming /Athletics/Incursions	Pre Primary	\$80.00
Swimming /Athletics/Incursions	Year 1	\$80.00
Swimming /Athletics/Incursions	Year 2	\$100.00
Swimming /Athletics/Incursions	Year 3	\$80.00
Swimming /Athletics/Incursions	Year 4	\$90.00
Swimming /Athletics/Incursions	Year 5	\$90.00
Swimming /Athletics/Incursions	Year 6	\$90.00
One to One Device	Year 4	\$221.00 1 st Year (\$100 2 nd & 3 rd Year)
One to One Device	Year 5	\$100.00 2 nd Year instalment

*** Swimming / Athletics/ Incursion incorporates in-term swimming lessons, athletics and swimming carnivals and Incursions. Major excursions will be charged via classrooms.

EXTRA CURRICULAR ACTIVITIES

Camps

Camps provide unique and valuable educational opportunities for the children. They may be organized for classes, on approval of the Principal, and dependent on the educational outcomes to be achieved. If planned, parents will be notified well in advance so that all necessary arrangements can be made.

Year 6 Camp

It is traditional for Year 6 students to attend an extended camp as a culmination of their primary school education. Parents are advised to allow for the camp costs in their yearly budget. In recent years it is averaging approximately \$500 per student.

Cultural Events and Excursions

Parents are advised that up to four cultural events/visits are organized each year for the whole school. Compulsory excursions / incursions are organized as part of the educational experiences planned for your children and related costs for these must be borne by parents. We aim to keep the cost to below \$7.00 per excursion wherever possible. Individual classes also have excursions/incursions to assist and extend their educational programs. Off site excursions entail bus transport and unfortunately this is not cheap.

Receipt of permission slips is mandatory for students to be taken off school site.

Excursion Permission Reply Slips

These are consent notices, which enable your child/children to attend excursions/outings organised by the school. The forms will usually be attached to the information letter and must be completed and returned by the due dates. The form signifies your approval and permission for your child/children to attend the functions appropriate to your child/children's education. Relevant details of each excursion will be communicated via letter or school newsletter. Please note: NO SLIP - NO TRIP.

SAFETY AND HEALTH

School Bus Travel

Children are supervised onto the buses at the end of each day. There is a bus service to most areas of Bunbury. Contact Bunbury City Transit, Tel: 136 213 for further details.

Sickness

If children are not well they should not be sent to school. In the case of a serious accident or illness at school, you will be contacted to collect your child. CCI Accident Insurance covers your children 24 hours a day for all accidents.

Medication

In keeping with Catholic Education Commission W.A. Policy and Education Department Policy we generally do **NOT** give **ANY** medication to students. Possible exceptions can be made with approval of the Principal and provided the required processes are followed. For further information, contact the school office.

A medication form (available from the office) is to be completed for any administering of medicine, if approved, during school hours.

Under no circumstances is medication to be kept in children's bags.

“No Hat – No Outdoor Play” Policy

To safeguard the children from the harmful effects of solar radiation we have a “no hat - no outdoor play” policy in all 4 terms of the school year. Children are restricted from playing in the sun if they are not wearing a suitable hat.

Absences from School

You are requested to phone or email the office before **9am** if your child is to be absent from school. Any unexplained absence may be investigated after this time.

You are required by the Education Act of W.A. to inform the class teacher in writing of reasons for your child's absence the first day the child returns to school in addition to phone calls or emails.

A note of absence could be as simple as:

Dear Mrs Thomas
Elizabeth was absent from school on Monday 9 April 2017 because she had a sore throat.
Thank you.
Mrs N Goody
10 April 2016

A child will be permitted to leave the school during school hours only when a parent makes a written request. The student is to be signed in/out at the office by either the parent or appointed representative.

Any child leaving the school during school hours must be collected from the classroom by an adult (a parent/guardian or appointed representative) as he/she will not be permitted to wait on the roadside. **The adult must inform the office of the collection of the child and sign the in/out register on the office counter.**

You are requested to notify the school immediately if it is known that a child's absence is likely to exceed three days. A long term planned absence (e.g. holiday) should be referred to the Principal at the earliest possible opportunity, **BEFORE** the holiday is taken.

Accidents and Sicknesses

Teachers will attend to the minor superficial injuries at school. In cases of suspected serious injury an ambulance will be called with parents being liable for the costs incurred. Every attempt will be made to contact parents/guardians in this event.

It is imperative that we have an accurate record of your home address, phone numbers, doctor and emergency contacts.

If any of these change during the school year you are requested to notify the office by either:

1. phone call.
2. personal visit to the office.
3. in writing per your child.

Communicable and Infectious Diseases

A number of regulations have been drawn up by the Health Department on the premise that children who have been ill with an infectious disease will not return to school until they have fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced. The regulations covering Communicable and Infectious Diseases as published by the Public Health Department of WA are as follows:

CHICKEN POX	-	Exclude for at least 5 days after the eruption first appears.
MUMPS	-	Exclude for at least 9 days after onset of symptoms.
RUBELLA	-	Exclude for at least 4 days after onset of rash.
MEASLES	-	Exclude for at least 4 days after onset of rash.
VIRAL HEPATITIS	-	Re-admit on receipt of a medical certificate but not before 7 days after onset of illness.
SCARLET FEVER	-	Exclude until appropriate medical treatment and a medical certificate of recovery is given.
WHOOPING COUGH	-	Exclude for 2 weeks from onset of illness or for 5 days after starting antibiotic treatment.
RINGWORM	-	Exclude until the day after treatment has commenced.
SCABIES	-	Exclude until the day after treatment has commenced.
HEAD LICE	-	<i>Exclude until the treatment has commenced.</i>
CONJUNCTIVITIS	-	Exclude until discharge from eyes has ceased.
IMPETIGO (School sores)	-	Exclude until treatment has commenced. Sores on exposed surfaces must be covered with a dressing.
GASTROENTORITIS	-	Exclude from school for at least 24 hours from the last symptom .

Friendly School – Anti Bullying Policy

Rationale

St Mary's has a responsibility to provide an educational environment that promotes the dignity and respect of each person and, therefore, aims to encourage the development of positive relationships between students to reduce all forms of bullying, harassment, aggression and violence.

Bullying and harassment can adversely affect student learning outcomes as well as their physical, emotional, psychological and spiritual wellbeing. Therefore, St Mary's aims to address bullying primarily through behaviour management principles, in an effort to prevent or redress 'unpleasant incidents' that may form part of or lead into bullying or harassment behaviours.

This policy pertains to school based incidents.

St Mary's School

- affirms the rights of all members of the school community to feel safe and be safe at school
- acknowledges that being safe and supported at school is essential for student and staff wellbeing and effective teaching and learning
- accepts responsibility for developing and sustaining a safe and supportive learning and teaching community that also fulfils the school's child protection responsibilities
- encourages the active participation of all school community members in developing and maintaining a safe school community where diversity is valued
- believes it is everyone's responsibility, staff, students and parents, to take the necessary steps to stop bullying behaviour
- actively supports students to develop understandings and skills to keep themselves and others safe
- commits to developing a safe school community through a whole-school and evidence-based approach
- has a no tolerance approach to bullying, harassment, aggression and violence
- seeks to develop resilience in students

Objectives

Through this policy we aim to:

- Create a school environment where all students, staff and parents feel safe and welcomed
- Develop and promote a high standard of respect for others, good manners and appropriate language.
- Provide a learning environment that is conducive to learning, teaching and carrying out other school related activities.
- Create a climate where it is okay to talk about bullying, ask for help and to achieve positive outcomes.
- Develop self-discipline in students.
- Actively counter bullying in the school through the early identification of unpleasant incidents.
- Raise awareness and develop understanding among staff, students and parents about all forms of bullying and incidents that may not constitute bullying
- Develop a collaborative approach to behaviour management that includes support from parents.
- Promote positive mental health
- Provide strategies to resolve conflict and respect differences

Definition

Bullying:

- Is a repeated and unjustifiable behaviour
- Is intended to cause fear, distress and/or harm to another by threatening, intimidating, tormenting, harassing and/or hurting
- May be physical, verbal or indirect/relational
- Is conducted by a more powerful individual or group
- Is against an individual or group who is unable to effectively resist.

	Direct	Indirect
Physical	<ul style="list-style-type: none">• Hitting, Slapping, Punching• Kicking, Tripping• Pushing, Strangling• Spitting, Biting, Stabbing• Pinching, Scratching• Throwing things, e.g. stones	<ul style="list-style-type: none">• Getting another person to physically harm someone
Non-Physical Verbal	<ul style="list-style-type: none">• Mean and hurtful name-calling• Hurtful teasing• Demanding money or possessions• Forcing another to do homework, perform particular actions or commit offences such as stealing• Cyber-Bullying	<ul style="list-style-type: none">• Spreading nasty rumours• Trying to get other students to not like someone
Non-Physical Non-Verbal	<ul style="list-style-type: none">• Threatening and/or obscene gestures• Cyber-Bullying	<ul style="list-style-type: none">• Deliberate exclusion from a group or activity• Removing and hiding and/or damaging belongings

Types of Bullying

Rights & Responsibilities

At St Mary's it is everyone's responsibility to take necessary steps to stop unpleasant behaviour and/or bullying. The school will not tolerate any action that undermines a person's right to feel safe, to learn and to receive fair treatment.

	Right	Responsibility
1	We all have the right to feel safe and be treated with compassion, dignity and equality.	We accept and support others and consider how we speak and act towards them. We think about others (not just ourselves) in the classroom and in the playground.
2	We have a right to be respected and valued	We consider how we speak and act. We are kind and caring towards others in words and actions. We show courtesy and manners.
3	We have a right to be treated justly and to have our opinions and our property respected	We are thoughtful, respectful, fair and well-mannered and respect the rights and property of others and the school environment
4	We have the right to learn, work and play in a happy and supportive environment	We are encouraging, respectful, helpful and cooperative as we learn, work and play together. We do not adversely affect the learning of another student.

ANTI BULLYING PROCEDURES

All parties are expected to treat each other with respect and dignity and ensure the confidentiality of any issues that may arise.

Responsibilities

THE LEADERSHIP TEAM

The Leadership Team will support, promote, enact, maintain and review the policy and procedures.

Actions to be taken

- Make this policy available on school website
- Promote the policy at interview to any new members to school community
- Issue a copy of this policy to all new staff
- Include a copy of the policy in Parent Handbook
- Include a copy of the policy in Staff Handbook
- Ensure that all students are fully briefed about the policy and its procedures on an annual basis.
- Ensure that the policy is revisited with parents at first term class meetings each year
- Provide for the raising of awareness of children who are of concern (standing Staff Meeting agenda item.)
- Provide for the raising of awareness and encouragement of students and parents to report 'unpleasant incidents'

Review

- The Leadership Team is primarily responsible for reviewing current policy and procedures, including minor adjustments as and when the need arises.
- The policy will be formally reviewed bi-annually.
- Significant changes to the policy and procedures to be in consultation with the staff and school community.

STAFF

- All staff members will
- Be familiar with the school's Anti-Bullying Policy and Procedures.
- Be models of caring and tolerant behaviour.
- Teach strategies for resilience.

- Discuss the non-acceptance of bullying, including the strategies to deal with unpleasant incidents and the role of bystanders, in class at the beginning of each school year and revisit as required at intervals throughout the year.
- Listen to reports of unpleasant incidents and investigate these
- Document all incidents and actions and store in student files
- Treat information regarding bullying confidentially

Bullying, resilience, the role of the bystanders, friendship and strategies to resolve conflicts are topics taught in, but not limited to, both Religious Education and Health Education lessons.

STUDENTS

Students who experience an unpleasant incident need to communicate it by

- Talking to a teacher or adult-of-trust and give full details of the event, or
- Talking to their parent/s and give them full details of the event


Bystanders - Student witnesses to an unpleasant incident should:

- Intervene if they are able to
- Seek teacher assistance
- Document if requested

PARENTS

Parents whose child/children experience an unpleasant incident should

- Be aware of the Anti-Bullying Policy and Procedures.
- Listen sympathetically to reports of unpleasant incidents
- Report the incident to the class teacher in the first instance. The teacher may then involve the Assistant Principals or the Principal, if the teacher considers this is necessary
- Work with the school on an on-going basis in seeking to resolve the situation

<p>St Mary's Catholic Primary School</p> <p>School Rules Respect God Respect Self Respect Others Respect Property Act Safely</p> 	<p>What to do if I am bullied:</p> <ol style="list-style-type: none"> 1. Ignore the bully 2. Move away from the bully 3. Use a friendly voice and ask the bully to stop 4. Use a strong voice and ask the bully to stop 5. Ask a teacher for help
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Parents must not speak to, threaten or intimidate the alleged student/s concerned

Parents who witnesses an unpleasant incident:

- Are limited to verbal intervention.
- Should seek teacher assistance.
- Document the incident if requested by school staff.

MANAGEMENT OF BULLYING INCIDENTS

All parties are expected to treat each other with respect and dignity and ensure the confidentiality of any issues that may exist.

Staff Action Plan

- Protect the bullied child from further harm
- Assure the student being bullied that the incident will be dealt with
- Record the name/s of the bullied child, who reported the incident and the bystander/s
- Interview the bullied child to find out what happened
- Suggest strategies that the bullied child might use to avoid being bullied in the future
- Individually interview bystander/s using the Shared Concern Approach. Discuss strategies these students might use to avoid bullying in the future

- Record what happened on the Unpleasant Incident form
- Discuss with and provide a copy of the form to the Assistant Principal
- Monitor the situation over the following days
- **Where necessary**, speak to the class without using names - circle time.
- **Where appropriate and using discretion**, work with the parents of the bullied student to assist their child to avoid being bullied in the future. Keep them informed about progress and the measures taken
- **If necessary, where appropriate and using discretion**, inform the parents of the child who is bullying and work with them to establish joint strategies for behaviour modification.
- **What can Bystanders do?**

If students see another student being bullied they could:

- Let the person doing the bullying know that what they are doing is bullying
- Tell the person who is bullying to stop
- Refuse to join in with the bullying
- Be a friend to the person being bullied
- Ask a teacher or support person for help
- Support their friends and protect them from bullying by being there for them

CONSEQUENCES FOR STUDENTS WHO BULLY

- Student will be counselled by classroom teacher. Student will be given the opportunity to resolve the situation and apologise to the person they bullied.
- If the bullying behaviour persists, the student will be referred to a member of the Leadership Team for counselling and to develop a solution to the problem. Parents will be contacted
- If the student bullies again, a consequence will be applied. This may include:
 - In-school isolation (recess and/or lunchtime)
 - Letter home to parents and parent interview
 - Loss of privileges
 - Suspension

Hitting, kicking and fighting are breaches of School Rules and may involve immediate application of consequences.

Responsibilities

The Leadership Team of the school will support, promote, enact, maintain and review the policy and procedures.

Teachers will:

Be models of caring and tolerant behaviour.

Teach strategies for resilience.

Listen to reports of unpleasant incidents

Act to stop the unpleasant behaviour recurring
Protect the child/ren from further harm
Inform the Assistant Principal at least through a written entry in the Incident Book

Students who experience an unpleasant incident need to communicate about it with:
A teacher, student (preferably senior) or adult of trust and give him/her full details of the event, and/
or
Their parent/s and give them full details of the event.
Write details about the event and place in Voice Box.

Student witnessing an unpleasant incident should:
Intervene if they are able to, and,
Seek teacher assistance.

Parents should:
Listen sympathetically to reports of unpleasant incident/s.
Speak to relevant school personnel (Parents **must not** speak to, threaten or intimidate the alleged student/s concerned) and request their concerns are written and given to the Assistant Principal.
Work with the school on an on-going basis in seeking a permanent solution they as parents are happy with.

Parents witnessing an unpleasant incident:
Are limited to verbal intervention when children are in immediate physical danger.
Seek teacher assistance.
Speak to relevant school personnel (**Parents must not speak to, threaten or intimidate the alleged student/s concerned**) and request their concerns are written and given to the Assistant Principal.

School Dental Service

Our school is serviced during school hours by the South Bunbury Dental Clinic. All students at St Mary's School automatically receive this service and appointment cards will be sent home from time to time through the school office.

The Clinic's phone number is 9721 1497

School Nurse

A school nurse visits St Mary's School on a regular basis.
Contact Hudson Road Clinic on 9795 2888.

PASTORAL CARE STATEMENT

St Mary's Catholic Primary School places strong emphasis on the Pastoral Care of individual students, parents, families and staff members – Christ being our model. Children are encouraged to see themselves as valued and respected members of their class and school community. A sense of caring concern and responsibility towards others is fostered in all children. Staff members strive to assist children in solving difficulties and problems appropriately and in a compassionate manner. One **homework free** night each fortnight has been introduced for the express purpose of promoting 'quality family time'. We hope families will be able to do something they all enjoy, together, on these designated nights.

Discipline/Student Management

Student Management and Discipline forms part of the school's Pastoral Care Policy.

The rules for safety and good conduct vary little in all schools. If you are unsure of our particular rules always contact the staff.

School Rules: Respect God
 Respect Self
 Respect Others
 Respect Property
 Act Safely

Class rules are developed annually in each classroom under the headings: "Rights and Responsibilities".

BELIEFS ABOUT LEARNING

At St Mary's we share the following beliefs about learning:

- All children can be successful learners.
- Every child matters every day
- Each child must accept responsibility for his/her decisions.
- Children are active learners who learn through solving problems as they strive to reach goals that they have identified as being important to them. Teachers can assist them to make progress towards these goals by helping them use appropriate strategies.
- Children make steady progress when strategies and activities appropriate to their level of development and their cultural and experiential backgrounds are used.
- Children learn effectively as they interact with adults, peers and their environment.
- Although each child is a unique individual, an overall pattern of growth and development can be traced, within which individual differences can be accommodated.
- Just as the milestones, or indicators of physical growth can be charted, so too can indicators of language and literacy development.

CURRICULUM

The WA Curriculum is mandated for education in all WA schools. This includes eight major Learning Areas and General Capabilities to be taught. For Catholic Schools, Religious Education is an additional and the most important Learning Area. Major elements of the learning environment at St Mary's are:

- Underpinning philosophy of Developmental Learning and a clear focus on the desired outcomes for all students
- The Early Years Learning Framework underpins the learning and teaching program from Kindergarten to Year 2
- Teacher Accountable Learning
- Explicit Instruction
- Moving student knowledge from short term to long term memory
- Play based learning (early years)
- Effective relationships between teacher and students
- Effective home/school partnerships
- Collaborative teaching strategies
- Use of relevant technologies
- Differentiation

Developmental Learning

People are different. They look different, sound different and behave differently. In spite of this, there is a common pattern of growth and development that can be traced through life. Parents know and expect that their babies will achieve a range of developmental milestones such as crawling and walking. Each milestone is a positive sign of growth and development. While some children do everything “by the book”, some take longer than others and some miss a milestone here or there. For instance, some children never crawl. Overall, however, the pattern of development follows a fairly predictable course.

Collaborative Learning

Human beings are social creatures. We are made in the image and likeness of God and part of our innate nature is relational (God the Father, the Son and the Holy Spirit). We live in communities and from birth we learn by interacting with others. Collaborative Learning strategies allow for and maximize this natural process. At the same time they teach and reinforce the social skills to equip students to be respectful, responsible and confident members of society.

Religious Education

St Mary’s offers a Catholic education. We aim to integrate faith and life into all areas of the curriculum. The Religious Education programme includes preparation for the Sacraments of Baptism (if required), Reconciliation, Eucharist and Confirmation. The R.E. curriculum follows the Perth Archdiocesan Primary Religious Education ‘Units of Work’. Catholic concepts are introduced and integrated through everyday life experiences which give children a strong foundation for Faith understanding and spiritual development. Teachers of Religious Education undertake specific accreditation to assist in their teaching.

Children are actively involved in Para liturgies and school Masses which parents are welcome to attend.

Internet Usage Policy

The school has developed a set of guidelines for Internet use by the students. These rules will be made available to all students, parents and staff and will be kept under constant review. Any person using the Internet at Saint Mary’s must do so in a way that is consistent with the educational objectives of the school.

All members of the staff are responsible for explaining the rules and their implications to the children. Students are expected to abide by the Responsible Use Agreement. This agreement remains current while your child is a student at St Mary’s. Any changes to School Policy regarding Internet Use will require each student to re-sign the amended Agreement.

Library

Our well-resourced school Library provides for the literature needs of students and is a central resource for learning.

Children are encouraged to borrow books on a regular basis and parental support is requested to ensure that returns are made in good condition. All children are to have a waterproof library bag at the beginning of the school year. The Uniform Shop stocks library bags for purchase.

Special Needs

We cater for students with special needs through a very comprehensive Educational Support Programme. This is coordinated by the Special Education Teacher who screens all children in the Junior grades and, with the teachers, tailors specific learning programs to meet their needs.

ASSESSMENT AND REPORTING

Children are continually assessed and evaluated in all Learning Areas. Ongoing assessment informs teachers' planning and identifies any necessary remediation and extension. Standardised Tests in Literacy and Numeracy are given annually.

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

observation
 teacher prepared oral or written tests
 criterion reference tests
 work samples
 individual / group presentations
 self-evaluation by the student
 anecdotal observations by teacher
 profiling
 peer evaluation / feedback

Twice each term, student workbooks are sent home for parents to view. This permits for discussion with students about their learning and progress towards goals. In Terms Two and Four a formal Report is provided for students from Pre Primary—Year 6 and provides an indication of progress in the Learning Areas and demonstrated attitudes, behaviours and work habits. It is intended to confirm the information relayed to parents through the workbooks, parent/teacher meetings and teacher/pupil discussions.

Reporting

Form of Assessment/ Reporting		TERM 1	TERM 2	TERM 3	TERM 4
Classroom displays	K - 6	✓	✓	✓	✓
Student workbooks- sent home	PP - 6	✓	✓	✓	✓
Communication books/diaries	1 - 6	✓	✓	✓	✓
Learning Area awards	1 - 6	✓	✓	✓	✓
Student Portfolios	PP		✓		✓
Parent Information Sessions	K - 6	✓			
Parent interviews	K - 6	✓			
Parent interviews (on request)	K - 6	✓	✓	✓	✓
Prayer & Performance Assemblies	1 - 6		✓	✓	
Formal Reports	PP - 6		✓		✓
Memory Book	K				✓
Open Night	PP - 6			✓	
Open Day	K			✓	
Standardised Testing:	PP -6	✓	✓	✓	✓
NAPLAN	3, 5		✓		
Bishop's Religious Literacy Assessment	3, 5			✓	
Curriculum Adjustment Plans	PP - 6	✓	✓	✓	✓
Individualised Education Plans	PP - 6	✓		✓	
End of Year Awards	4 - 6				✓

Parent Interviews

Informal contacts between teachers and parents can often be extremely valuable. Parents are encouraged to make regular appointments to discuss their child's learning. There are formal, compulsory opportunities for parent/teacher discussions on student progress at the end of First term. The exchange of information in these discussions allows the school and home to confer to determine "How we are doing?" and "How can we do better?", so that individual student goals can be continually adjusted. Parent/teacher interviews can be arranged, by either teacher or parent request, at a mutually suitable time.

HOMEWORK

Homework includes such things as reviewing work and reflecting on events of the day. It greatly assists memory retention and understanding. It should always be revision of work previously introduced. Please alert the teachers immediately should your child experience undue difficulties, or require consistently longer to complete the homework.

Recommended homework times:

Years 1 and 2 - approx. 20 minutes per day, Mon to Thurs.

Year 3 - approx. 30 minutes of work, Mon to Thurs. including 20 mins. reading.

Years 4 and 5- approx. 35 minutes of work, Mon to Thurs. including 20 mins. reading.

Years 6 - approx. 45 minutes of work, Mon to Thurs. including 20 mins. reading.

NOTE: Teacher's discretion will be used as to the preferred duration for homework.

Please contact the teacher of YOUR child if you have any queries.

SPECIAL AND EXTRA CURRICULAR ACTIVITIES

Masses

Masses are held regularly and prepared by the class or whole school. Please watch the newsletter for details.

Holy Days, Special Feast Days and Special Sunday Masses appear on the calendar. Our School's Feast Day – Our Lady of Perpetual Help, is on 21 June. The newsletter also informs you of such occasions. Sacramental celebrations and programmes are also highlighted. Parents are most welcome and encouraged to attend on all of these occasions.

Assemblies

An assembly is held every Monday and Friday morning to acknowledge birthdays, messages and to begin the day with prayer. Class assemblies are organized by the respective classes and parents are welcome at all assemblies.

Sport

A number of teams represent St Mary's in various inter-school programmes. These are coordinated by our Sports' Coordinator. These include events during our summer and winter sport programmes. There are annual swimming and athletics carnivals as well as interactive afternoons with neighbouring schools.

The focus of the sports' programme is on participation and skill development rather than competition.

All students must wear the school sports' uniform on the day indicated in the school newsletter unless a note accompanies your child giving reasons for this not being the case.

Children must wear the correct school uniform with the appropriate coloured collar to all interschool carnivals, faction carnivals and sporting events.

Numerous sporting teams compete on the weekends to promote physical wellbeing. These are managed and coached by responsible adults. Details for these teams are advised in the school newsletter or can be obtained by contacting the school office.

Music

Private piano and organ tuition is available on the school campus.

SCHOOL SERVICES

Canteen

The canteen is operated by a roster of parents and coordinated by the Canteen Manageress. The canteen operates every Wednesday and Friday. Counter sales are also available at recess and lunchtimes on those days.

Book Club

The Ashton Scholastic Book Club order forms will be sent home and children may buy any of these books by returning the order and money, or by utilising the online ordering system (LOOP.) Books will be distributed following delivery to the school. Cheques should be made payable to “Ashton Scholastic Book Club.”

A small percentage of sales is returned to the school in the form of book purchases which expands our library collection.

PRIVACY POLICY

The purpose of this policy is to detail how we protect your privacy and how we comply with the requirements of the *Privacy Act*, the thirteen Australian Privacy Principles and the *Health Records and Information Privacy Act 2002*.

The policy describes:

- What kinds of personal information are collected
- Who we collect the information from
- How the information is collected and held
- How we will use the personal information you provide
- Who we may disclose personal information to and for what purpose
- Access and correction of personal information
- How you may enquire about or question our collection of personal information

What kinds of personal information do we collect?

The kinds of personal information we collect is largely dependent upon the purpose of the collection. Generally, we collect the following:

Personal Information: including the names and addresses and other contact details, dates of birth, next of kin, attendance records, sacramental certificates.

Sensitive Information: (in relation to student and parent records) including religious denomination, nationality, country of birth, languages spoken at home, family court orders.

Health Information: (in relation to student and parent records) including medical records, immunisation details, disabilities, individual health care plans, counselling reports, nutrition and dietary requirements.

Who do we collect the information from?

This information may be collected from pupils and parents and/or guardians (**Parents**) in relation to a child's enrolment at our school, job applicants, staff members, volunteers and any other people who may come in contact with the school.

Employee records are not covered by the *Australian Privacy Principles* or the *Health Privacy Principles* where they relate to current or former employment relations between the School and the employee.

How do we collect and hold your personal information?

How we collect personal information will largely be dependent upon whose information we are collecting. If it is reasonable and practical, we collect personal information directly from you.

Where possible, we attempt to standardise the collection of personal information using specifically designed forms (e.g. an Enrolment Form). However, given the nature of our operations, we may also receive information by email, letters, notes, telephone and face to face meetings.

We may also collect personal information from other people (e.g. a personal reference, school report from another school).

We store personal information in a variety of formats, including on databases, in hard copy files and on personal devices such as computers, cameras and other recording devices.

The security of your information is of importance to us and we take all reasonable steps to protect the personal information we hold about you from misuse, loss, unauthorised access, modification or disclosure.

These steps include:

- Restricting access to information on the School databases on a need to know basis with different levels of security being allocated to staff based on their roles and responsibilities and security profile.

- Ensuring all staff are aware that they are not to reveal or share personal passwords

- Ensuring where sensitive and health information is stored in hard copy files that these files are stored in lockable filing cabinets in lockable rooms. Access to these records is restricted to staff on a need to know basis.

- Implementing physical security measures around School buildings and grounds to prevent break-ins.

- Implementing ICT security systems, policies and procedures, designed to protect personal information storage on our computer network.

- Undertaking due diligence with respect to third party service providers who may have access to personal information, including cloud service providers, to ensure as far as practicable that they are compliant with the Australian Privacy Principles or similar privacy regime.

Personal information we hold that is no longer needed is destroyed in a secure manner, deleted or de-identified as appropriate.

How will we use the personal information you provide?

We will use personal information we collect from you for one or more of our primary functions or for a related secondary purpose that would be reasonably expected by you, or to which you have consented.

Our primary uses of personal information include, but are not limited to:

- Looking after the students' educational, social, spiritual, emotional and health well-being
- Satisfying our duty of care and child protection obligations
- Keeping parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- Supporting the activities of our Parents and Friends including the distribution of a parent's contact details on a class contact list
- Day-to-day administration and other relevant administration, including insurance purposes
- Seeking donations and marketing for the school, such as fundraisers
- Administration of an individual's employment or contract

The Privacy Act allows the sharing of personal information between other Catholic Education Office of Western Australia (CEOWA) schools for the purpose for which it was originally collected. An example of when this would occur is when a student transfers from one CEOWA school to another CEOWA school. Accordingly, personal information pertaining to staff personal information may also be transferred under similar conditions.

Who may we disclose personal information to and for what purpose?

A school may disclose personal and sensitive information held about an individual to:

- Another school
- Government departments
- The School's local parish
- Medical practitioners
- People providing services to the school, including specialist visiting teachers, relief teachers, sports coaches
- Parents
- Anyone you authorise the school to disclose information to
- Anyone to whom we are required to disclose the information by law.
- We may disclose personal information about an individual to overseas recipients only if:
 - The individual's consent has been obtained
 - Otherwise compliance with the *Australian Privacy Principles* or other applicable privacy legislation is met

How do we access and correct your personal information?

We take all reasonable steps to ensure the personal information we hold, use and disclose is accurate, complete and up to date. These steps include ensuring that the personal information is accurate, complete and up to date at the time of collection and when using or disclosing the personal information. On an ongoing basis we maintain and update personal information when we are advised by you or when we become aware through other means that the personal information has changed.

You should contact us if any of the details you provide change or if you believe we may hold information about you that is incorrect or incomplete.

In your request to make such changes, we may ask you verify your identity and specify what information you refer to. In some cases, a request in writing to change details may be sought by the school.

How may you lodge a complaint regarding your personal information?

If you wish to enquire about or question a possible breach by us of the Australian Privacy Principles or the Health Privacy Principles you may do so by providing your written complaint by email, letter, or by personal delivery to the Principal. You may also make this enquiry verbally.

We will endeavour to respond within a reasonable time and we may seek further information from you in order to provide a full and complete response.