VISION STATEMENT
St Andrew’s Catholic Primary School offers an education that acknowledges, respects and nurtures the uniqueness of each person. Within a framework of Catholic values and teamwork, the students will be challenged and supported to recognise their gifts and develop their potential as they learn and contribute to their community.

ADMINISTRATION TEAM
Principal Mrs Eileen Climo
Assistant Principal Mrs Bridget Jones
Assistant Principal Mr Warren Smith

2011 TERM DATES
Term 1: Wednesday 2nd February – Tuesday 19th April
Term 2: Thursday 5th May – Friday 8th July
Term 3: Monday 25th July – Friday 30th September
Term 4: Monday 17th October – Wednesday 14th December

SCHOOL BOARD
The School Board is responsible for assisting the Principal with the financial management of the school. The Board helps the school fulfil its educational responsibilities and ensures that policies and practices are in accordance with Diocesan guidelines. Membership is by election which take place at the School Annual General Meeting.

PARENTS AND FRIENDS’ ASSOCIATION
The Parents and Friends Association meets once a month. Its main functions are:
• To operate the levy system in lieu of fundraising activities
• To provide social activities for the school community
• To provide a venue for communication
• To build community
• To support the education of the students
All parents are members and are invited to actively support the Association.

COMMUNICATION
It is important that communication between home and school is frequent, open and honest. An information afternoon is held in Term One to inform parents of curriculum content, classroom policies on homework, expectations of teachers, discipline, policies and other relevant matters.

Communication is maintained through a weekly newsletter, which is available every Thursday on our website www.standrews.wa.edu.au. This is the best way of keeping in touch with school happenings, so please be sure to read it.

Three Way Conferences between teacher, student and parent are held in Term 1 (Year 1-6) and Term 2 (Preprimary). All families are expected to attend unless you have already met with the class teacher during the term. If you have concerns about matters pertaining to your child or wish to check progress, please do not hesitate to raise the matter with the class teacher or a member of the Administration team. Appointments can be made by completing an appointment form available from the office.
PARENTAL INVOLVEMENT
Parents are an active group within the school community. The level of parent involvement in class activities is very much dependent on each teacher. Parents are involved in School Board, Parent and Friends, canteen, library, class excursions and class support and all are expected to support the school in some way each year. All visitors to the school must sign in at the office before going to a classroom. Prior arrangement must be made with the class teacher if you are assisting in the classroom.

SCHOOL HOURS
School commences at 8.30am and ends at 2.45pm for P-6. Kindergarten commences at 8.45am and ends at 2.30pm. Recess is from 10.25am - 10.45am. Lunch is from 12.25pm - 1.05pm. Children are asked to arrive at school by 8.15am (this gives your child time to settle) and prior to 8.30am. Children who arrive at 8.00am need to go to the Under Cover Area to be supervised by a teacher. Children who arrive at school after 8.45am, need to obtain a Late Notice from the office to give to their teacher.

LEAVING SCHOOL EARLY
When your child needs to leave the school during normal school hours, please sign the child out in the book at the Office and collect a pink slip to hand to the teacher. Present the slip to the class teacher when you collect the child.

ABSENCES
When your child is absent from school, either a phone call must be made advising the school of the absence, or a note must be supplied, indicating the reason for the absence, on the child’s return. This is a legal requirement. You will be contacted by the school if your child is away for three days without notice.

DROP OFF / PICK UP / PARKING
Children can be collected from the ‘Kiss ‘n’ Ride’ gate on Victorsen Parade, the oval gate on Waring Green, the gate near Administration or their classrooms. Please follow the road markings when waiting in the queue for the ‘Kiss and Ride’. There is no parking in the “Kiss ‘n’ Ride” zone at any time. Children who are not picked up by 3.00 pm will wait at the office and are picked up from there. Parking within the school grounds is for staff, delivery and ACROD parking only and is controlled by automated gates.

BUS SERVICE
Please obtain details regarding this from the school office.

ASSEMBLIES
School assemblies are held on Thursday mornings at 8.40am, where class items are performed and/or merit certificates are presented to students. Parents are invited to attend our assemblies. Any changes to assembly dates will be announced in the weekly newsletter.

SCHOOL BANKING
School banking with the Commonwealth Bank is held on Mondays and information packs are available from the school office. Volunteers are welcome to help with Monday banking.
OSHClub is a Before School, After School Care, Pupil Free Days and Vacation Care programs for Kindergarten and primary aged children in the local community. They are located at St Andrew’s Catholic Primary School in the MPR2 classroom. Before School Care is from 7.00am to 8.30am. After School Care is from 2.30pm to 6.00pm and Vacation Care is from 7.00am to 6.00pm. Enrolments are made online at www.oshclub.com.au. Head Office hours are between 9.00am and 5.00pm Monday to Friday on 1800 460 870.

STUDENT ASSESSMENT
Student assessment is ongoing and includes formal reports in Terms Two and Four and Portfolios in Terms 1 and 3. Years 3 and 5 students sit the NAPLAN (National Assessment Programme in Literacy and Numeracy) in May.

HOMEWORK
Whilst homework is used as part of the student’s ongoing assessment it should never be given just for the sake of giving homework. Rather, it is the duty of the school to educate students in correct home study techniques. If set homework/assignments are given it should be for any one or combination of the following reasons:
1. Practice/revision of work already covered in class
2. Research into topic being treated in class
3. Activities related to a topic being treated in class

The total time spent on homework nightly (Monday—Thursday) should not exceed:
- Year 1 = 5 to 8 minutes
- Year 2/3 = 10 to 15 minutes
- Year 4/5 = 20 to 25 minutes
- Year 6 = 30 to 40 minutes

HEALTH MATTERS
The School Dental Service of the Public Health Department has a Dental Therapy Centre at Merriwa Primary School, Baltimore Parade, Merriwa. Preprimary, primary and high school children are eligible for treatment. The School Health Nurse visits the school regularly and is available to families. A psychologist also visits the school on request.

Please keep children who are ill at home and inform staff if your child has an infectious disease or condition. A Medical Plan is required for a child with an ongoing condition eg. asthma, peanut allergy. This must be completed and lodged with the school office.

When possible, student medication should be administered by the parent/guardian during school hours. If this is not possible, written information or a letter from the Doctor may be supplied or an authorisation form completed at the school office. The medication must be held at the school office, not by the child.

If a child becomes ill or suffers an accident whilst at school, the parent or guardian will be contacted immediately. You may be asked to take the child home or, in the case of an accident, you will be notified of the situation. Please keep the school informed of any changes to home or work telephone numbers and emergency contacts.
RELIGIOUS EDUCATION
The Religious Education programme aims to develop the students’ knowledge. It respects the freedom of each individual to respond to God’s personal invitation. Class masses and liturgies, which are held on Wednesdays, are important aspects of the Religious Education we offer students. Year 3 and 5 students sit the Archbishop’s Religious Education Test in August. This is an opportunity for parents to receive feedback on their child’s understanding of key concepts from the Religion curriculum.

SACRAMENTAL PROGRAMMES
The Sacramental Programmes (Reconciliation, Eucharist and Confirmation) at St Andrew’s are Parish based, Family focused and School supported. The programmes include parent meetings, an enrolment Mass and a workshop, all of which must be attended. Parents are advised to maintain communication with the school regarding the Sacramental programme and to read all relevant information that is supplied. Children receive the sacraments at the discretion of the Parish Priest who ascertains their readiness.

PASTORAL CARE
In keeping with our Vision Statement and the stated ethos of Catholic schools, the Pastoral Care Policy has been developed. By doing this, the school assists parents in developing a set of values and a code of behaviour, thereby ensuring that all members of our school community feel a sense of belonging in an atmosphere of trust and acceptance. St Andrew’s Catholic Primary School aims to develop among its student’s beliefs in the value of:
• A personal commitment to Christ, Gospel values and the Catholic Faith
• Prayer in their daily life - both spontaneous and formal
• Their own abilities and qualities and acceptance of their limitations
• A caring attitude towards all people
• Love and respect of family life
• Being honest and truthful
• Taking and accepting responsibility for their actions
• Respecting others and their property
• Expressing their emotions in an appropriate manner
• Respecting their own culture and that of others
• Using leisure time in an enjoyable and constructive manner
• Appreciating and caring for the natural environment
The ‘Making Jesus Real’ programme, which is implemented here, actively supports our Pastoral Care Policy.

REACH OUT
A number of fundraising events occur during the year including Project Compassion, Catholic Mission, and St Vinnies and families contribute to the needs of others through their donations to these charities. The St Vinnies basket is in our front office and contributions of non-perishable food and other items may be made throughout the year.

SEASONS FOR GROWTH
This programme operates during the year, for children who are experiencing grief or social issues under the guidance of Sister Wendy. Information is provided when the programme is about to begin and parents may request their child’s participation in the programme.
STATIONERY REQUIREMENTS
A list is sent home in November each year detailing requirements for the following year. Parents are asked to supply the items on the list and ensure that the items are available throughout the year.

CANTEEN
Canteen is available on Monday, Wednesday and Fridays each week. A canteen menu is sent home or available from the school office. Volunteers are welcome.

LIBRARY
Children from Preprimary to Year 6 borrow from the library. All library books are taken home inside a library bag. Please ensure books are returned to school in the same way they went home. Books are exchanged on the return of the book taken home. The cost of replacement for damaged or lost books will be invoiced to the family.

SCHOOL UNIFORM REQUIREMENTS
The uniform at St Andrew’s Catholic Primary School is a symbol of the school community and it assists students to develop a sense of unity and belonging. Parents are expected to support the uniform policy and see that students leave home in the correct uniform.

- The Uniform Shop is open on Tuesday afternoons from 2.30pm-3.30pm and Friday mornings from 8.15am—9.00am in the Undercover Area. Order forms are available from the school office or on the school’s website.
- All children in Years P-6 are required to wear the school uniform as specified.
- A note of explanation is required if the correct uniform is not being worn.
- If a student is not wearing the uniform correctly, a uniform infringement notice will be issued.
- The class teacher will keep a record of notices issued. Receipt of three uniform infringement notices in a term will result in a lunchtime detention.
- All items of clothing are to be clearly marked with the child’s full name.
- Sports uniform is to be worn on class physical education and sport days.
- The broad brimmed school hats with the school crest must be worn throughout the year. The ‘No Hat, No Play’ rule is enforced.

Personal Grooming
- Hair must be clean, neat and tidy. Students must have their hair styled or restrained so that it does not fall onto the face.
- Fringes must be no longer than the top of the eyebrows. If long, hair clips must be used to keep hair off the face.
- Hair that is longer than the collar is to be neatly tied back at all times with a scrunchy, ribbon or elastic band in school colour/s (sky blue/navy blue).
- Extremes in hair colour and styles are not acceptable.
- The wearing of nail polish and makeup is not allowed.
- Acceptable items of jewellery are a watch, holy medal on a fine chain, one flat ring and one set of stud or sleeper earrings. Some of these items may need to be removed for some activities for safety reasons.
- A plain navy blue scarf may be worn in winter.

Kindergarten
There are no uniform requirements for Kindergarten, though most children wear the red polo shirt and windcheater that is available from the uniform shop.
Preprimary Students
Preprimary students dress requirements are:
- Sky blue polo shirt
- Navy blue shorts
- Sports shoes – mainly white
- Sports socks – white with blue strip trim
- Navy blue track top
- Navy blue track pants
- School backpack
- Navy blue school hat
- School library bag

Year 1 to Year 6 Students

<table>
<thead>
<tr>
<th>Summer Uniform: Terms 1 and 4</th>
<th>Winter Uniform: Terms 2 &amp; 3</th>
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<tbody>
<tr>
<td><strong>Girls</strong></td>
<td><strong>Boys</strong></td>
</tr>
<tr>
<td>School blue check dress</td>
<td>Sky Blue School shirt</td>
</tr>
<tr>
<td>School socks visible above the shoes</td>
<td>Navy Blue school shorts</td>
</tr>
<tr>
<td>Black leather school shoes*</td>
<td>School socks visible above the shoes</td>
</tr>
<tr>
<td>Brown sandals</td>
<td>Black leather school shoes*</td>
</tr>
<tr>
<td>Navy Blue school jumper</td>
<td>Brown sandals</td>
</tr>
<tr>
<td>School hat*</td>
<td>Navy Blue school jumper</td>
</tr>
<tr>
<td>School back pack</td>
<td>School hat**</td>
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<tr>
<td>School library bag</td>
<td>School back pack</td>
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<td></td>
<td>School library bag</td>
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<tr>
<td><strong>Girls</strong></td>
<td><strong>Boys</strong></td>
</tr>
<tr>
<td>School blue tartan tunic</td>
<td>Sky blue school shirt</td>
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<tr>
<td>School sky blue long sleeve shirt</td>
<td>Navy Blue school shorts</td>
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<tr>
<td>School Tie (Yr 3-6)</td>
<td>School socks visible above the shoes</td>
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<tr>
<td>Navy blue school socks visible above the shoes or navy blue stockings / lights</td>
<td>Black leather school shoes*</td>
</tr>
<tr>
<td>Black leather school shoes*</td>
<td>Navy blue school jumper</td>
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<tr>
<td>Navy blue school jumper</td>
<td>School hat**</td>
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<td>School hat**</td>
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<td>School library bag</td>
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</tbody>
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*Must be a school dress shoe, not jogger or boot style, no platforms / high heels. See sample pictures in notice board or the uniform shop.

** Broad brimmed compulsory from January 2011.

Girls and Boys Sports Uniform:
- Sky blue polo shirt
- Navy blue school shorts
- Navy blue school hat
- Navy blue school track top
- Navy blue school track pants
- Sports shoes – mainly white, laced firmly for safety
- White school socks
- Faction tee-shirt (optional)

PERSONAL ELECTRONIC DEVICES
No personal electronic devices, including MP3 players, iPods, cameras or mobile phones, may be used during school hours, unless under the direct supervision of the teacher. All such devices need to be handed in to the school office by 8.30am and collected from the school office at 2.45 pm. The school will take no responsibility for personal items not handed in that are subsequently lost or stolen.

TOYS AND SPORTING EQUIPMENT
No toys or sporting equipment are to be brought to school except when requested by a teacher (eg. For “Show and Tell’). This avoids disappointment should the item be broken or stolen.
SCHOOL SONG

WE ARE COMPANIONS

We are companions on the journey,
Breaking bread and sharing life;
And in the love we bear is the hope we share
For we believe in the love of our God,
We believe in the love of our God.

No longer strangers to each other;
No longer strangers in God’s house;
We are fed and we are nourished,
By the strength of those who care,
By the strength of those who care.

SCHOOL PRAYER

Loving God,

As the community of St Andrew’s we thank you for your guiding hand and ask for your continued blessings upon us.

May our school be a place where we value truth, justice, kindness and the special gifts of one another.

May we have the strength and commitment to meet life’s challenges, with St Andrew as our guide.

Amen