2015
Parent Handbook

WHITFORD CATHOLIC PRIMARY SCHOOL

256 CAMBERWARRA DRIVE, CRAIGIE

Telephone  9404 4200
Facsimile   9401 8090
Website:  http://www.whitfordcatholicps.wa.edu.au
WHITFORD CATHOLIC PRIMARY SCHOOL
“Faith in God. Faith in Myself”

- Strong Curriculum
- Literacy and Numeracy Focus
- Explicit teaching, enhancing individual and collaborative learning styles
- Early Intervention Program
- Reading recovery Program
- Enrichment and Extension classes
- LIGHTS program
- Speak Up Awards
- Depth and Breadth of curriculum
- Interactive Whiteboards in all classrooms
- Digital technologies
- Learning centres in all classrooms
- Contemporary Learning Spaces
- Full-Time Pre-Primary
- 3 Year Old Kindergarten Program
- 4 Year Old Kindergarten
- Support staff throughout school
- Information & Communication Technology Centre
- Classroom Computers and Digital learning devices
- LOTE - Italian classes
- Library
- Music
- Instrumental Music
- Choral Singing
- Physical Education including swimming, athletics, team sports and interschool competitions
- Dancing ~ Edudance
- Outreach Program
- School Social Worker
Dear Parents,

Welcome to Whitford Catholic Primary School. Our school caters for boys and girls from Pre-Kindergarten (3 year olds) to Year 6. We are currently in the process of transitioning from a double stream school to triple stream and have three classes at each year level up to Year 2. As a systemic school, we are responsible to the Archbishop of Perth through the Catholic Education Commission of Western Australia.

At Whitford Catholic Primary School, we commit to academic excellence and the development of life-long learners. Our safe and nurturing environment for all and strong partnerships between parents, staff, parish and students provides a learning environment in which our children can flourish.

The emblem of our school incorporates waves, sand and birds – each of these are God’s gift of creation to us. The cross is also part of the emblem and this is a symbol of our faith and the person of Jesus, on whom we model ourselves.

We hope this handbook will assist you to understand the organisation and work of our school. I would ask that you refer to it throughout the year whenever the need arises.

We look forward to working in close partnership with you in the education of your children.

Kindest regards

Tamara McGougan

PRINCIPAL
SCHOOL PROFILE

SCHOOL          Whitford Catholic Primary School

ADDRESS        256 Camberwarra Drive
                CRAIGIE  W.A. 6025

TELEPHONE      (08) 9404 4200     FAX: (08) 9401 8090
                E-Mail – mailadmin@whitfordcatholicps.wa.edu.au

ENROLMENT      623

PARISH PRIEST  Fr Joseph Tran – Priest in Charge
ASSISTANT PP   Fr Renald Anthony

PRINCIPAL      Mrs Tamara McGougan

ASSISTANT TO PRINCIPAL: Pre - Kindy – Yr 2 Cluster Leader Mrs Catharine Hughes
                      Yrs 3 - 6 Cluster Leader Mr Andrew De Maio

EARLY CHILDHOOD COORDINATOR: Mrs Mandy Rullo

MISSION STATEMENT

Embracing Catholic principles, our mission at Whitford Catholic Primary School is to educate, respect, challenge and nurture each child.

In the pursuit of this mission, Whitford Catholic Primary School will strive to:

Help each student to know and love God and to understand and respond to Christ’s invitation to live lovingly, justly and spiritually at home, at school and in the wider community.

Guide each child to become an active and confident participant in society whilst recognising his/her uniqueness and respecting the dignity and rights of all.

Ensure every child’s cultural background will be valued so that each child can grow to spiritual, creative, personal, physical and social maturity, in an environment of understanding, acceptance and happiness.

Provide a challenging and rewarding learning environment.

Encourage and recognise the role, rights and responsibilities of parents and teachers working in partnership as the co-educators of the children.

Provide children with the skills, knowledge and confidence necessary to become active and contributing citizens of the 21st Century.
VISION STATEMENT

Whitford Catholic Primary School is a Catholic community where children thrive, enjoy learning and develop life skills to meet future challenges.

WELCOME TO THE WHITFORD PRIMARY SCHOOL COMMUNITY

Whitford Catholic Primary School is a school where all children are welcome and where the parents, teachers, parish and students work together in a Christ-centred setting. It is a place where each student is challenged to excellence in a safe and nurturing environment.

Founded in 1978 by the Sisters of Mercy, the school continues to develop in the charism of these sisters, ensuring the values of trust, mercy, justice and spirituality an imbedded in all we do. Together, we are a community striving for excellence.

Whitford Catholic welcomes girls and boys from full-time Pre-Primary to Year 6. Kindergarten operates two and a half days per week and is available to children who turn four before 30th June each year.

A Three Year Old Kindergarten operates two – three days per week for children who have turned three.

Before and After School Care is available for those families requiring this service.

CATHOLIC SCHOOL TERM DATES 2015

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
</table>
| Term 1 | Monday 02 February  
  Thursday 02 April |
| Term 2 | Monday 20 April  
  Friday 03 July  |
| Term 3 | Monday 20 July  
  Friday 25 September  |
| Term 4 | Monday 12 October  
  Friday 11 December  |

A calendar of events is available on our website http://www.whitfordcatholicps.wa.edu.au/

PUPIL FREE DAYS in 2015: Thursday 2nd April,  
Monday 20th April, Friday 29th May,  
Monday 20th July,  
Monday 12th October
SCHOOL TIMES

Pre- Kindergarten: Day / Times
Tuesday 9.00am – 2.45pm
Wednesday 9.00am – 2.45pm
Thursday 9.00am – 2.45pm

Kindergarten:
Kindy Blue Mon 8.45am – 12.45pm, Wed & Thurs 8.45am – 2.45pm
Kindy Gold Mon 8.45am – 12.45pm, Tues & Thurs 8.45am – 2.45pm
Kindy White Tues & Wed 8.45am – 2.45pm, Fri 8.45am – 12.45pm

Pre-Primary: FULL TIME 8.45am - 3.00pm

Year One to Year Six: FULL TIME 8:45am - 3:00pm.

Supervision is provided for students from Pre Primary to Year 6 before school from 8.15am and after school until 3.20pm. If arriving at school before 8.30am, children are requested to sit in the central courtyard area until teacher supervision commences. No supervision is available for children before 8.15am and children who have not been collected from school by 3.20pm must be collected from the school office. Parents/guardians of children who are repeatedly left at school after 3.20pm will be contacted by the school and required to make alternative after-school care arrangements for their children.

Parents with children in Kindergarten are required to accompany their child to the classroom in the morning and collect the child from the class teacher at the end of the school day.

All school play equipment is out of bounds to children and toddlers before and after school.

BEFORE-SCHOOL SET-DOWN / AFTER SCHOOL PICK-UP

Please refer to the policy, procedures and map which are available on the school website.

NEWSLETTERS

Newsletters are available on the school website. A link is emailed to families each Wednesday. The deadline for inclusion of items is Monday by 3.30pm. Families are requested to read the newsletter each week as it is an important form of communication and link between home and school. Hard copies of the newsletter are available if required and can be collected from the office.

ASSEMBLIES

A School Assembly is held on a fortnightly basis on Fridays at 2.15pm. The venue for this event is the School Gym/Hall. Student Leaders run the assembly in association with individual classes who are scheduled to present an assembly item, according to the school calendar. Merit Awards, Program Achieve Awards and Friendly Schools Awards are also presented to children at this time. All parents are most welcome to attend.
A general school gathering for students from Year 1-6 is held in the courtyard on alternate Monday mornings to sing the anthem, acknowledge birthdays and disseminate school information.

EUCHARIST

Class Masses, liturgies and whole-school Eucharistic celebrations are held throughout the year. Dates will be advised via the Newsletter and in the Term Planner. Parents are welcome to attend all celebrations to celebrate with the children and their teachers.

CURRICULUM PROGRAMS

The Curriculum Programme at Whitford Catholic Primary School provides our students with an engaging curriculum of breadth, balance and depth. The school includes in its goals not only the development of knowledge, but also the physical and intellectual skills and values necessary for participation and leadership in a rapidly changing world.

Our teaching and learning is based on the Western Australian Curriculum, which outlines the essential knowledge, skills, values and behaviours that students need so as to face the challenges of the 21st century with confidence. Whitford Catholic Primary School provides an integrated curriculum for all students. The integrated curriculum draws together the concepts, knowledge, skills, attitudes and values from the eight identified key learning areas of English, Mathematics, Science, Society and Environment, Technology and Enterprise, Health and Physical Education, The Arts and Languages Other Than English in developing the competencies of expressing, investigating, communicating, creating and reflecting.

RELIGIOUS EDUCATION

The Sacramental Program usually involves children in Year 3 (Reconciliation), Year 4 (Eucharist) and Year 6 (Confirmation). Dates for the celebration of these Parish based sacraments are planned at the beginning of the year. The programs involve some parental participation. During times of preparation for the sacraments, children in all grades study the relevant unit on sacraments. This is by way of deepening their understanding of the sacraments at their level, as well as being a way of supporting children in the sacramental program.

Religious Education is taught daily in all classes, and the school follows the Perth Archdiocesan Units of Work for Religious Education.

PARENT/TEACHER MEETINGS

A Kindergarten Parent meeting and Student Orientation is held at the end of the year preceding the year of enrolment.
A parent/teacher information evening for students in Pre-Primary – Year 6 is held at the beginning of each year.
Term One: Learning Journey afternoon/evening
Term Two: Individual parent/teacher meetings

Throughout the year parents are encouraged to contact their child’s class teacher to discuss any concerns. It is necessary to make an appointment for such a meeting through the School Office.
DUTY OF CARE

All visitors (including parents) to the school during school hours must report their presence to the School Office. Any desired access either to children or to children’s property (e.g. school bags) must be through the office. Children taken out of school during the day must be signed out and if returning, must be signed in by a parent. Any visitors to the school must report to the office and sign in and collect a visitor’s badge. This is a matter of safety and a duty of care for all children at Whitford Catholic Primary School.

LATE PASSES

Classroom doors open at 8.30am and classes begin at 8.45am each morning for all children from Pre-Primary to Year 6. Children from Years 1 to 6 who arrive at school after 8.45am must collect a Late Pass from the school office and present it to the class teacher on entering the class. *The school assumes duty of care for that student from the time recorded on the Late Pass.*

Children in Pre Primary and Kindergarten classes who arrive late for school are to be taken to the classroom by their accompanying adult.

In Kindergarten and Pre-Primary classes a book system will operate so that parents can register essential messages to the teachers.

HOMEWORK

At Whitford Catholic School we believe that homework is a worthwhile task when it is seen to extend learning opportunities beyond the school environment and have a positive effect on student achievement.

Homework should be a positive learning tool that develops, consolidates and reinforces skills and understanding presented in class. We recognise and strongly agree that homework assists in developing sound work routines, organisational skills, fluency and self-discipline.

Teachers will communicate to parents the home study expectations for their particular classes throughout the year.

SCHOOL UNIFORM

*Please refer to school uniform information and price list which is available on the school website.*

The Uniform Shop is operated on a weekly basis by volunteer parents on Thursday mornings between 8.15 and 9.30am. Forms are available from the office for after-hours orders. Payment is by cash, cheque or via our online facility. *Goods will be received only when payment is made.*

All clothing is to be clearly marked with your child’s name. No jewellery is allowed except for sleepers or studs in the ears. It is our policy that all children wear hats whilst in the sun. Please keep hair clean and check regularly for nits/head lice. Shoulder length hair must be tied up. Girls are to wear navy or white ribbons only.
**Canteen**

This facility is available to students on a **Monday** (or **Tuesday** if Monday is a Public Holiday or Pupil Free Day) and **Thursday** for lunch and morning tea. Parents are encouraged to offer their services to work on the Canteen Roster.

The Canteen price list is published at the start of summer and winter. (Prices are subject to change and parents will be notified in the School Newsletter or on the Canteen Menu). An online ordering system for the convenience of families is also available.

**Student Attendance**

The Education Act demands that all children of primary age attend school. Other things being equal, time spent on school tasks is the single biggest factor in learning success. Do not lightly allow your child to miss school unnecessarily as most instruction is sequential and lost lessons are very difficult to make up. If your child is unable to attend school on the day, please email the teacher or telephone the school office between 8am and 8.30am so that the class teacher can be informed. When your child returns to school, a dated note, explaining the absence is required for the class records.

If you are planning an extended absence from school (e.g. overseas holiday) you are required to send in a written explanation to the Principal and class teacher concerned, before the departure of your holiday - a month in advance if possible. There is no need to make an interview with the Principal.

**Bikes**

Bikes must be walked in the school grounds. Any child riding a bike to and from school must wear a correctly fitted helmet. Bikes are to be stored in the bicycle racks at all times and it is advisable for bikes to be fitted with safety locks.

Parents are asked to remind children regularly about road safety on bikes. Please insist on children going home immediately after school and regularly check bikes for safety. It is not advisable to allow very young children to come to school on bikes on their own.

**Accidents**

Accidents in the playground are attended to by the supervising teacher who will refer minor abrasions etc. to the School Office for attention in the Medical Room. Students injured in any serious manner will be attended to in a professional manner, with parents notified in accordance with the gravity and urgency of the situation and in accord with the permission authority as completed on the Application for Enrolment. It is preferential to err on the side of safety.

**Lost Property**

All lost property is stored near the community notice board, by the main entrance into the school quadrangle. We ask that you regularly look in the lost property container, should you wish to locate any item that has been lost or misplaced. At the end of each term any unclaimed and unnamed uniform items are washed and given to the Uniform Shop for resale. Please remember to label your uniform items so that they can be returned to their rightful owners.
CHANGE OF FAMILY DETAILS

The school is obliged, and needs, to keep accurate records of all pupils. Therefore any change of address, telephone number, email etc. needs to be notified to the School Office immediately. Parents’ work telephone numbers should be kept up to date. Please ensure that we have the name and address of someone other than the parent, should they be needed in case of emergency. If your child is to be left with a friend in your absence, a contact address and telephone number should be left with the School Office. Where access of any party to a child attending school is limited in any way, contact should be made with the Principal so that appropriate measures can be taken.