

# LIWARA CATHOLIC PRIMARY SCHOOL



## FAMILY INFORMATION

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# CONTACTS

**TELEPHONE**

**9448 3811**

**FAX**

**9448 8256**

**WEBSITE**

**[www.liwara.wa.edu.au](http://www.liwara.wa.edu.au)**

**EMAIL ADDRESS**

**[admin@liwara.wa.edu.au](mailto:admin@liwara.wa.edu.au)**

**OFFICE HOURS**

**Monday – Friday**

**8.00am – 4.00pm**

**APPOINTMENT  
WITH PRINCIPAL**

If you require an appointment to see Mrs Andrea Millar, please contact the office to arrange a time and date and a short explanation of reason for interview.

**APPOINTMENTS WITH  
TEACHERS**

If you require an appointment to see your class teacher, please arrange a time through your child's diary or a written note to the teacher.

## **CREST**

Liwara, an Aboriginal word, means  
“community of people gathered together.”

## **Our Mission**

We gather as a community of believers in a Catholic environment to develop in each child a sense of wonder of learning.

Liwara educates children, with a central support of parents, to become faith filled, confident and fully rounded, life long learners.

## **Our Motto**

Strength in Community

# **SCHOOL PRAYER**

*We pray to God so we can be  
a loving Catholic community*

*With faith,  
respect and trust each day  
our school is a place  
to learn and play*

*Our environment needs  
our love and care  
All Saints protect us everywhere*

*Bless us as our  
community gathers  
where every single person matters*

*At Liwara we give thanks to You  
Help us Lord in all we do.*

*Amen*

*This prayer was composed in collaboration with the school community*

# SCHOOL UNIFORM

All children are expected to wear clean, tidy school uniforms.

<b>Transition Dress Uniform (Years 2 – 6 2017)</b>	
<i>The transition uniform may be worn by children who will be year 6 until the end of 2019</i>	
<p><b>GIRLS - Summer Uniform</b> Liwara uniform dress Brown school sandals (no socks) or Black school shoes with school uniform socks. Liwara school jumper as needed.</p> <p><b>GIRLS - Winter Uniform</b> Dark green tunic (Yrs 2 -3) / skirt (Yrs 4- 6) with white shirt and school tie. Black school shoes and plain school uniform socks. Liwara school jumper as needed.</p>	<p><b>BOYS - Summer Uniform</b> Grey Liwara school shirt and shorts Brown school sandals (no socks) or Black school shoes with long school uniform socks. Liwara school jumper as needed.</p> <p><b>BOYS - Winter Uniform</b> Grey Liwara school shirt, shorts. (Long grey college trousers optional) Black school shoes and grey school uniform socks. Liwara school jumper as needed.</p>
<b>New Dress Uniform (Year 1 2017)</b>	
<i>May also be worn in other year levels as sizes become available</i>	
<p><b>GIRLS - Summer Uniform</b> Liwara uniform dress (new style) Brown school sandals (no socks) or Black school shoes with school uniform socks. Liwara school jumper as needed.</p>	<p><b>BOYS - Summer Uniform</b> Green Liwara school shirt and shorts Brown school sandals (no socks) or Black school shoes with dress school uniform socks. Liwara school jumper as needed.</p>
<b>Sports Uniform Years 1 - 6</b>	
<p><b>Girls</b> – School sports polo shirt with Liwara crest, dark green skort or sports shorts. <b>Black sports shoes</b> and school <u>sport</u> uniform socks. Green tracksuit with school crest.</p>	<p><b>Boys</b> – School sports polo shirt with Liwara crest and green shorts. <b>Black sports shoes</b> and school <u>sport</u> uniform socks. Green tracksuit with school crest</p>
<p><b>Note: Faction t-shirts (faction colours) are to be worn for Athletics and Swimming Carnivals and may be worn on sports days during the term. Sports polo shirts must be worn if sports uniforms are worn on class excursions and for interschool sports.</b></p>	

## **PRE PRIMARY UNIFORM**

*(also the sports uniform Years 1 -6))*

**Summer** - Liwara sports Shorts/Skorts, Liwara Polo Shirt

**Winter** - Liwara tracksuit pants, Liwara track suit top and Liwara polo shirt.

Liwara school hat, Liwara sports socks, black sports shoes or brown sandals.

## **GENERAL UNIFORM NOTES**

**Children are to wear the correct school uniform including the school hat.**

Hats, with the school crest, must be worn whenever children are out doors in all terms.

Children are to bring a note of explanation if they are unable to wear the correct school uniform.

All items of clothing are to be clearly marked with the child's full name. Full sports uniform is to be worn on class Phys-Ed and Sports days. Children are to take pride in their school uniform and personal appearance. Hair beyond collar length is to be tied back, red or green ribbons only. Extreme hairstyles are not permitted. Nail polish and jewellery **must not** be worn to school, with the exception of a watch. If it is necessary for earrings to be worn they must be **plain stud earrings**. A Uniform Notification note will be sent home, if a student is in the incorrect uniform, without an explanatory note from the parent.

## **UNIFORM PURCHASES**

Correct school uniform items can be purchased through the uniform shop, situated between the canteen and sports storage shed under the Library, as items purchased elsewhere may not conform to school standards. The uniform shop is run on an entirely voluntary basis, which results in the cheapest possible prices. It is a huge amount of work, for which we thank our volunteers. We ask all customers to show their appreciation for the volunteers' generosity in giving the time and care this work involves by thoughtful and courteous customer behaviour.

# **STUDENT ATTENDANCE**

## **ABSENCES**

Children must attend school every school day. If a child is away, a written note must be sent to the classroom teacher explaining the absence. There are absent notes at the back of the student's diary for your convenience. As a courtesy,

please notify the school by phone on the day of absence, either by SMS or phone message on 0419 915 606.

### **STUDENTS LEAVING SCHOOL DURING SCHOOL HOURS**

Children are NOT permitted to leave the school grounds for any reason unless accompanied by a parent. **Children leaving the school during school hours must be signed out/in at the school office by the parent/carer and a note filled out at the office must be handed in to the class teacher.**

### **SIGN IN/OUT PROCEDURE**

All students who arrive late and parents with younger students arriving late, must go to the office first to get a slip which must be given to the class or specialist teacher when the student arrives at the class. If a parent/carer comes to take a student out early, a sign out slip must be filled in and given to the teacher, before the student is released into their care. Your assistance with this ensures the whereabouts of the students are always known to the school.

### **ABSENCES**

An SMS will be sent out after 9:30am, each day, to parents, alerting them that their child is absent and that we haven't been informed. We request that parents/guardians let the school know if your child/children will be absent by 9:30am on the day of the absence.

Please use the absentee line number 0419 915 606 to notify the school on day/s of the absence as emails are not always read by the 9:30am cut off. Written notes notifying the school of upcoming absences are still the best form of communication as this will alleviate the necessity to send out the SMS. Thank you for your assistance in this matter. School office number is 9448 3811.

### **HOLIDAYS DURING TERM TIME**

Written notification must be sent to the Principal if parents choose to take their children on a family holiday during the school term. The Education Act requires parents to confirm they are making suitable arrangements for their child's education during long absences from school. Sometimes, depending on the length of the absence, a teacher may assist, but generally this is the parent's responsibility.

The School Board Enrolment and Fees policies state that a school placement can only be held open for a maximum of one term (e.g. in the case of an extended holiday overseas, etc.) School fees must be paid in advance prior to departure to ensure placement upon return.



## **HOURS**

First Bell	8.50 am
Recess	10.35 am – 11.00 am
Lunch	12.40 pm - 1.20 pm
Finish	3.00 pm – Monday – Friday

Classrooms - Pre-Primary to Year 6 - open at 8.30 for students to prepare for the day. If students arrive earlier than 8:30am they are to wait quietly outside their classroom as teachers are preparing for classes before this time and are not available to supervise students.

Before and after school hours care is available at the Outside School Hours Care (OSHC) for children who need to be dropped off earlier. A fee is charged for this service. (Phone 0477994123 or see the school website for more information).

Parents are asked to organise for students to walk/ride home promptly after school, or to be picked up before 3.20 p.m. If children are not collected by 3.20 they are to report to the office.

All the playground areas are not supervised and are out of bounds to students before school (preparation time) and after school (home-time). Supervision is from 8.30am to 3.20pm.

## **WITHDRAWAL FROM ENROLMENT**

Families planning to relocate or withdraw from enrolment at Liwara are required, by the Enrolment Policy, to give a Term's written notice. The School Board reserves the right to charge a Term's fee in lieu of notice.

**Parents planning to subsequently enrol a child in a school that is not part of the Perth Catholic Archdiocese are advised, in keeping with our Privacy Policy, their written permission is needed for transfer of student records.**

# **GENERAL INFORMATION**

## **ASSEMBLIES**

School Assemblies are held on a Friday morning, as listed in the Term Calendar. They commence at 9.00am in the Ahern Centre.

## **CANTEEN**

The school canteen is staffed by parent volunteers under the direction of our Canteen Manager. It is open each weekday, **except Wednesdays**. Volunteers are rostered, this ensures we are able to offer menu items at reasonable prices. Please contact the canteen manager during term time for further information. A menu is published twice a year, listing a variety of choices for summer and winter. Orders are placed in the class canteen basket and delivered to the canteen by 9.00am. The menu operates under the WA Canteen Association Healthy Eating/Choices for School Policy. Orders are to be legibly written on a paper bag, with the child's name, class and food selection. Correct money should be enclosed (if possible) and the order placed in the class lunch basket.

**PLEASE DO NOT SEND LARGE AMOUNTS OF MONEY WITH THE CHILDREN.**

## **BICYCLES**

Children riding bicycles to school are required to wear helmets and observe safety rules. Bicycle racks are located between the Pre-Primary and Undercover area. As this area is not under surveillance students parking bicycles at school do so at their own risk. Bicycles must be 'walked' not ridden within the school grounds. Safety Council recommendations are that children under 10 should not ride unaccompanied. Children must not ride scooters or skateboards to school.

## **PARKING FOR PARENTS**

Parking around the school is regulated for children's safety.

Please observe all Council Parking Regulations or a fine could result!

Parking is available in 3 areas around the school.

### **1. LOWER CARPARK, TUART ROAD**

This area is clearly marked for access, flow through pick-up and parking.

### **2. OVAL CAR PARK**

This is available before and after school.

### **3. TOP ACCESS ROAD**

Oneway entry accessed from Verticordia Place. Parking bays are to be used. There is no parking parallel to the fence as this creates confusion and dangerous situations for moving traffic and children. *Please use the utmost caution when using this road. A drop off and pick up zone is clearly marked to facilitate an efficient system for the collection of children in the afternoon. **Parents are not to park and leave their vehicle in the pick-up and drop off zone at any time.***

## **BUS SERVICE**

Path Transit schedule one (public) bus pickup from outside the school each afternoon. Contact the company for timetable and route details.

## **STAFF CARPARK ONLY: Tuart Road**

This is for STAFF ONLY and must not be used to set down or pick up children.

## **PICK UP AREAS**

At dismissal time students wait in one of three supervised areas:

1. Lower car park, Tuart Road
2. Oval car park.
3. Top Access car park (near Year 5 classrooms) – drop off/pick up zone only

These areas are supervised until 3.20pm. It is appreciated that parents are punctual. In the event of an emergency, please advise the office that you will be late. Children who are not collected by 3.20 are sent to the office to wait.

## **WET WEATHER PICK-UPS**

If it is raining at 3:00pm children are sheltered under covered areas near pick-up points until parents arrive to pick them up. They are not allowed to move off until then. The areas are:

Lower car park, Tuart Road

Staffroom verandah

Oval car park

Year 2 verandah

Top access road

Year 5 verandah – adjacent to drive through

# **COMMUNICATION**

## **NEWSLETTERS AND NOTES**

The School Newsletter is published fortnightly on a Thursday and uploaded onto the school website. It is essential reading to keep you up to date with events, celebrations and news. Thursday is usually the day to look out for other notes as well. The P & F publish a newsletter on the weeks the school newsletter is not posted on the website. Therefore there is either a School or P & F newsletter published each Thursday. We request your cooperation in returning any school based notes by the due date.

## **FAMILY INFORMATION**

Any changes to residential addresses, phone numbers and email addresses must be forwarded to the front office to ensure continuity of communication.

## **STUDENT DIARIES**

Student diaries are an essential communication link between home and school. Each day homework and messages are written in at school. Parents are requested to sight and sign this each day to indicate tasks have been completed and messages noted.

From Year 1 upwards the diary is also used as a reading log.

Teachers also use the diary to comment on behaviour and incidents (both positive and negative). If a child has been involved in a serious behaviour incident, or there is a need for ongoing communication, teachers will note this in the diary. Parents can request appointments and send queries via the diary.

## **STUDENT PLACEMENT**

At the end of each year, class teachers, in consultation with the Principal, will decide upon the placement of children in class groups for the following year. Teachers will consider individual differences, class mix and children's social groupings and generally discern the best placement for each child.

If you feel there are special circumstances that you would like to be taken into account about your child's class, please put it in writing to the Principal.

We would generally assume any significant issues would have been brought to the current teacher's attention well before this time.

Since the two classes in each year level work closely together and all our staff are of the same high calibre, this is not an invitation to express a teacher preference, but to give information about the child. Decisions will be made only after consultation with the teachers involved.

# **BEHAVIOUR MANAGEMENT**

## **STUDENT BEHAVIOUR**

Student behaviour is an area where we see real evidence of students' efforts in development towards living according to Christian values.

Social growth and learning to work as part of a community are crucial elements of the schooling experience. Positive student behaviour is important not just for the individual student's achievement but it also is a reflection on the wider school community.

- ❑ Consideration, respect, courtesy and self-discipline will be fostered and be the expected behaviour of children.
- ❑ The development of self-esteem and Christian values and the use of positive reinforcement will be an essential part of school and classroom discipline.

- ❑ Each classroom teacher, after discussion with the children, will decide on their classroom rules and positive and negative consequences of their behavioural choices.
- ❑ Children will be expected to abide by the School Code of Behaviour and teachers will work to maintain consistency in regard to the expected behaviour and discipline.
- ❑ Any serious or recurring behavioural problems - such as serious or consistent disruption, bullying, vandalism or theft will be reported to the Principal, then to the parents.
- ❑ A plan will be formulated to ensure the student is committed to appropriate behaviour in keeping with the school's standards and to put in place any supports that may be needed.
- ❑ Consistency and mutual support is necessary between home and school. Parental co-operation is necessary in the area of school discipline - especially manners, courtesy respect and the student's acceptance of responsibility for their own actions.

## **STUDENTS' CODE OF BEHAVIOUR**

We behave in a way that shows respect for our environment, teachers, parents, fellow students, visitors and ourselves.

I aim to live as Jesus taught us.

I observe the following rules.

- ❑ I am courteous and polite.
- ❑ I participate fully in our school activities.
- ❑ I wear the correct school uniform with pride.
- ❑ I am reverent at prayer and in church.
- ❑ I follow instructions immediately
- ❑ I speak in a friendly and polite manner at all times (no swearing or offensive language)
- ❑ I sit quietly outside my classroom before school.
- ❑ I eat only in eating areas, including eating canteen food in the undercover area.
- ❑ I am only in classrooms and on the oval when supervised by a teacher.
- ❑ I wear the uniform correctly, including a hat when in the playground.
- ❑ I only play with equipment provided by the school.
- ❑ I walk (not run) on concrete and paved passive areas.
- ❑ I only use large balls when playing on the oval or courts. Small balls may be used in the undercover area.
- ❑ I only play safely and never hurt others through dangerous and rough play (such as throwing sticks/stones, rough tackling, piggy-backing, etc)
- ❑ I stay away from out-of-bounds areas such as car parks, oval banks and access roads, unless with permission from a teacher.

- ❑ I behave appropriately in the toilets – i.e. no loitering, playing or eating.
- ❑ I sit and wait at one of the 3 pick-up zones only after school.
- ❑ I place all rubbish in the bins.
- ❑ I respect and co-operate with teachers and peer mediators on duty.

## **HEALTH ISSUES**

### **MEDICAL DETAILS: SICK CHILDREN**

- ❑ Parents are asked to ensure students medical records are kept up to date by notifying the school office in writing of any changes in medical details and contact information.
- ❑ For children with special medical needs, an Emergency Action Plan must be completed by parents each February.
- ❑ Children who are not well should not be sent to school as it is distressing for them and they may infect other students and staff.
- ❑ If teachers believe a child is not well enough for class, the student is sent to the office with a 'sick note' requesting the appropriate action i.e, ice pack, first aid cream or to be sent home.
- ❑ For minor accidents children will be treated at the school office.
- ❑ If an injury appears to be serious, or needs further attention, parents will be contacted or the child will be taken to the doctor if parents cannot be reached. It is important that the annual general permission form is filled in to allow this.
- ❑ While many staff have voluntarily trained in First-Aid for emergency situations we do not have medical or nursing staff at school. We contact parents to pick up sick children when they are in too much discomfort to be at school or need medical supervision. We appreciate your prompt cooperation if you are called to pick up a sick child.
- ❑ Students who are sufficiently ill and need medication should generally be kept at home. In some situations parents may wish children who need medication to attend school (e.g. for chronic conditions or long term treatments for non-contagious illnesses.) If parents are unable to come to school to administer medications, in these situations, a Medication Form must be filled in and the medication lodged with appropriate staff member. The responsibility rests with the parent/carer to ensure that this form is filled in and signed by a doctor. The Medication Form can be downloaded from the Liwara Website.
- ❑ In the case of contagious illnesses or conditions, students must not return to school until they have a medical clearance. Special conditions exist for non-immunised students in some cases of exposure.
- ❑ A school nurse from the Health Department is appointed to the school and screens Kindergarten students for hearing and sight and assists with

screening of students for Scoliosis. Parents and teachers may make a request for the nurse to follow up health issues with their children. The nurse can be contacted through the School Office.

- Immunisation is organised by the local Shire Council at the school, annually. Parents will be advised.

### **SUNSMART HABITS**

Children are encouraged to develop independent 'sunsmart' behaviour. Hats must be worn for all outdoor activities. All students should be in the habit of applying sunscreen before school and bringing a labelled sunscreen to school to apply as directed by parents or as needed.

Since being 'sunsmart' must be a lifelong habit it should be a habit the student develops. Staff will assist in developing the habit with a graduating level of support and reminders, appropriate to the year level.

### **NUT AWARENESS**

Our aim is to provide a safe learning environment for all people in our school community. Our school is NUT AWARE in order to minimise the risk to children with documented allergies to nut products.

**ANAPHYLAXIS** is a severe and sudden allergic reaction that requires immediate medical attention and can be fatal.

The slightest contact with products containing peanuts/nuts or even the smell alone, can initiate this life threatening reaction.

Please do **NOT** provide Peanut Paste, Nutella, Nut Muesli Bars, Tiny Teddy White Choc Dipper or any other products containing nuts or nut extracts with your children to school. If these products are consumed at home before attending school, could you please make sure that hands and faces are thoroughly cleaned. The school acknowledges that it is impractical to ask parents not to send food that states 'may contain traces of nuts' on the label. The Nut Aware Policy applies to those ingredients specifically listed on the product label.

As a caring community we need your support to ensure the safety of these children.

## **QUALITY CATHOLIC SCHOOLING**

Quality Catholic Schooling (QCS) is a whole-school planning and improvement framework that systematically reviews the components of the schools operation.

The QCS process is focused on initiating reflection and rich conversations and genuine dialogue on the school's culture and practices. When each component of the school's operation is addressed improvement priorities are established.



The focus is on improving the provision for students and ultimately student achievement.

The components are grouped under the 4 domains. Catholic Identity, Community, Education (Student Learning & Student Support) and Stewardship. Each year school staff are involved in working on specific components, identifying any areas for improvement and writing action plans to address any identified need/s.

## **EXCURSIONS AND CAMPS**

Excursions and Camps are an important and very enjoyable part of our active learning process and each activity has clearly defined learning outcomes.

Staff take on a great responsibility in extending the children's programme beyond the school gate. Guidelines for planning and supervision are strictly observed. Parents' positive support of their initiative is needed.

Because the responsibility staff undertake in supervising students away from the school site is great, only students with acceptable behaviour patterns who have proven to be reliable and responsive can be included on excursions.

### **EXCURSIONS/INCURSIONS**

Each child pays an excursion allowance of \$80.00. From this, an amount is set aside for the end of year excursion. Using this budget, teachers plan other excursions and incursions (visits of outside presenters, groups etc. to the school) throughout the year, to help achieve the learning outcomes programmed.

Parent support for this great learning medium is sometimes requested in the form of supervisory assistants. Parents are asked to return signed permission forms for each excursion promptly. We like to avoid students missing out but this will be the case if the required permission form is not returned.

### **CAMPS**

School camps are generally held each year for children in Year 5 and Year 6. The objectives of Liwara School camps are:

- a) To provide an opportunity for children, teachers and parent volunteers to get to know each other in way that is not possible in a normal classroom structure.
- b) To provide an opportunity for children to learn first hand, through experience, about an environment that may differ from one with which they are familiar.



- c) To provide an opportunity for children to be more self reliant and responsible by co-operating with one another within the spirit of community living.
- d) To provide an opportunity for children to enhance self-esteem and class spirit which aids class harmony and lifts general school performance.
- (e) To provide educational experiences to achieve learning outcomes not possible in the classroom.

Parental help is sometimes required at camp for cooking, cleaning, life saving duties and general supervision. Parents who are willing to work hard are welcome. When more parents, than are needed volunteer, final selections will be made by the Principal and classroom teachers according to the skills of the parents and the needs of the student group. Parents who are assisting on camp are required to attend a meeting with the organising teachers prior to the camp. The focus will be on informing parents who have offered to take on responsible roles, to respect school confidentiality and school procedures.

Because these camps are an integral part of the school programme **all children are expected to attend and take part.** Where there may be a medical or financial problem, these should be discussed with the Principal. In most cases, arrangements can be made to everyone's satisfaction. Parents on overnight camps require a Working With Children Check.

## **LIBRARY**

The Library Resource Centre plays a central role in the children's learning programs and the development of their independent learning skills. The Library Resource Centre aims to be a place of pleasure and interest whether for reading, research, seeking further knowledge, enjoying games or just browsing. The staff aim to assist children in the selection of resources for their special interests, to help develop their interests and to guide them to related areas. The Library Resource Centre is open during teaching hours and at lunchtimes, except on Fridays. The library is not open at recess. All children require a vinyl or plastic lined cloth bag (40cm by 40cm) for carrying library books. Parents can assist children to develop good habits by helping them to remember which days are library days.

## **LANGUAGES OTHER THAN ENGLISH**

Italian is taught to children from Pre-Primary to Year Six during the normal school day.

## **EARLY LEARNING: KINDERGARTEN**

Children starting Kindergarten must turn 4 before July 1 of that year. It is the beginning of a wonderful time in a child's life and an exciting time for all, getting to meet new friends and enjoying new and active learning experiences. It should be a time of smooth transition from home to school, for both children and parents. We feel a close relationship between parents, teachers and assistants is extremely important for your child's progress and development. It is for this reason we invite the close co-operation of parents in helping us to work with each child to make a good start at Liwara Catholic Kindy, by attending parent meetings, sharing learning time on rosters and taking part in school activities.

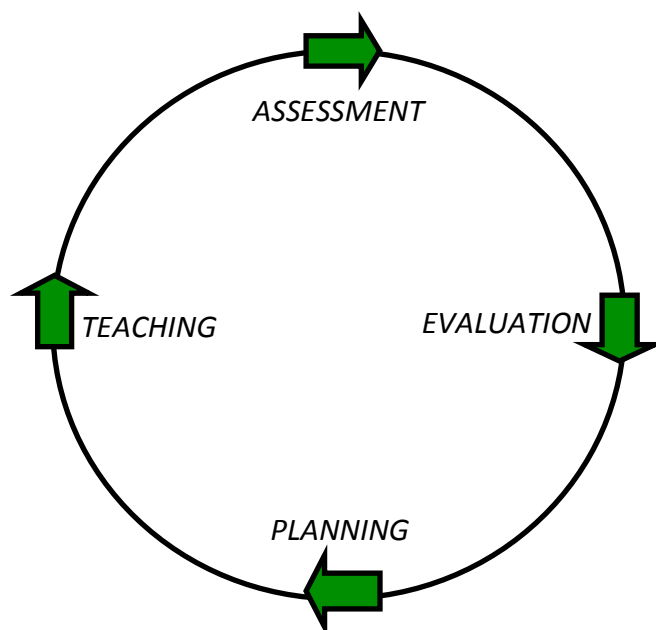
## **EARLY LEARNING: EARLY IDENTIFICATION AND INTERVENTION**

Early Childhood Education (ECE) provides the opportunity to ensure the building blocks are in place for continued development/growth. Our ECE Early Identification and Intervention Programme helps us to identify the areas of development needed for individual students, so they can experience learning success. Staff will liaise with parents if they believe children would benefit from sensory or other assessments and/or support at this important stage. It is essential for the success of this program that parents and staff work cooperatively to assist students.

## **TEACHING → ASSESSMENT → EVALUATION**

Assessment, evaluation and reporting must match the Curriculum goals and the style of Curriculum delivery. During this time of Curriculum development the structure of communicating progress between students, teachers and parents is evolving and will continue to develop collaboratively. The whole picture of children's development is communicated through a range of elements including assembly presentations, classroom work displays, work samples and formal assessment and reporting.

## TEACHING AND LEARNING CYCLE



An Interim Report will be the basis of a late Term 1 parent/teacher interview. The report will indicate any early behavioural or academic concerns. A report will be sent home at the end of Semester 1 and Semester 2.

In Term 3, a night of student guided "*Class Walk/Learning Journeys*" will be scheduled, where much of the work to be contained in the students' work sample folio, will be displayed in the classroom.

The sample folio will go home towards the end of the year and will be accompanied by a report of student progress. Parents are encouraged to visit the classroom and review work to keep abreast of students' progress. Please make an appointment with the relevant teacher to discuss any concerns you may have.

## RELIGIOUS EDUCATION

Students are guided through the developmental learning process of the Perth Archdiocesan Religious Education Guidelines Units of Work.

Children learn about our loving God, their faith community, the Church and its practices and traditions in a way that matches their maturational needs. They learn about what God plans for them as they mature and develop. Each Unit builds on previous studies. Understanding of the Sacraments builds over the years and is a Unit focus in the year of celebration. Year 3 students celebrate their Reconciliation, Year 4s their First Eucharist and in Year 6 their Confirmation. Students are actively involved in age-appropriate liturgies and prayer services in

each of the RE Units and pray together in class, daily. Class and School Masses and Prayer Services are a regular part of their school life. These are listed on the Term Calendar and parent support of these, highlights their importance to the child.

## **EVANGELISATION PLAN**

Catholic schools have an important role in our Church to evangelise, to bring the good news of Jesus Christ to our community. Liwara's Evangelisation Plan recognises that we are all responsible for this and is based on the understanding that we give witness to Christ by building a life-giving community with God at the centre of our lives.

## **PASTORAL CARE**

### **SOCIAL WORKER**

We have an onsite social worker who works in the school two days a week to provide assistance with behavioural and emotional difficulties or concerns. The usual procedure of involvement is a referral through your child's teacher when an issue has been identified and strategies that have been put in place, may not be working. The teacher or parent may initiate this. Parent's informed consent is required for any involvement by the school, which means that as a parent you know exactly what the schools involvement will be. Information that concerns your child's educational achievements are shared with relevant school personnel. Alternatively, direct contact can be made if the above procedure is not suitable. Our Social Worker, Jane Evans, works at the school on Monday and Wednesday and can be contacted via the front office for an appointment.

### **STUDENT WELFARE**

The school provides specific programs to address the welfare needs of students. The following programs are used in various parts of the school to provide frameworks to support the positive mental health of students.

PP to Year 3 – Paths

Year 4 & 5 – Aussie Optimism

Year 6 – Rock and Water

# OSHC

Hours of Operation

## **Before School Care**

The Centre is open from 7.00am to 9.00am. Kindy and Pre Primary students are walked to their classrooms by a staff member.

## **After School Care**

The Centre is open from 3.00 to 6.00pm. Kindy and Pre Primary students are brought to the OSHC service by a teacher.

## **Vacation Care and Pupil Free Days**

The Centre is open from 7.00am to 6.00pm.

*Please contact the centre on 0477994123 or see the website for more information.*

# PHYSICAL EDUCATION/SPORT

Physical Education makes a positive contribution to children's health and all children are expected to take part. Exemptions, for medical reasons, must be requested in writing and usually require a doctor's certificate.

The Physical Education Programme exposes students to a range of games, sports and activities aimed at enjoyment in participation and the development of physical and personal skills.

Children wear correct sports uniform on the days their class has Physical Education or Sport timetabled. For faction carnivals they wear their faction tshirt. The school swimming carnival (years 4 to 6) is generally held towards the end of Term 1. The school athletics carnival (PP to Yr 6) is generally held towards the end of Term 3.

The students participate in interschool carnivals, including swimming, athletics and cross-country. Students in Year 6 participate in winter team sports fixtures with other local schools. Students understand that it is an honour to represent their school and their appropriate behaviours at school and away display respect and cooperation.

## ATHLETIC TEAMS

**AROONA - BLUE meaning Water**

**BOREE - RED meaning Fire**

**RAWLINNA - YELLOW meaning Sun**

**TEANGI - GREEN meaning Grass**

# **PARENTAL INVOLVEMENT**

When parents accept placement for their child/children at Liwara, it implies approval and support for the philosophy, goals, aims and programmes of the school (and the sort of parent/pupil involvement that Liwara strives to achieve). Research shows that children's learning benefits when they see and hear their family actively and positively involved in their school.

Liwara is a great place because it is an active learning community where all involve energetically contribute to maximising your student's learning opportunities.

It is of great importance that parents and teachers co-operate in the life of the school. For parents this means:

- \* Attending Parent/Teacher Nights at the school.
- \* Attending Parent Workshops.
- \* Attending Reporting Interviews and Class Learning Journeys
- \* Being involved in Curriculum development and review where appropriate.
- \* Participating in the Sacramental programmes of the school.
- \* Attending Class or School Masses and assemblies where possible.
- \* Assisting where possible with class activities (reading, art/craft, language, sporting activities, etc), library, canteen etc.
- \* Taking part in the functions organised by the school or Parents and Friends Association. This includes attending Busy Bees when requested, taking an active role in the famous Liwara Fair (a very enjoyable obligation) and attending social functions.
- \* Supporting and adhering to the policies of the school including the Uniform and Homework Framework.
- \* It is an expectation that Liwara parents uphold respectful behaviour towards one another.

# **PARENT ORGANISATIONS**

## **PARENTS AND FRIENDS ASSOCIATION:**

Liwara Primary School Parents and Friends Association is the key parent body in building our community. Through regular social and school fundraising functions the P&F brings parents together to contribute to their children's school and to get to know each other. Enjoyment and participation are the by-words. The Liwara P&F fair is legendary in the district. For years it has been a symbol of what can be achieved by people working together and enjoying the process. The

tradition of parental involvement and support continues to supply our school with many resources and facilities.

The committee meetings are generally held on the second and seventh Monday of each term at 7.30pm. We hope that every family coming through our school will enjoy a time on the committee and make the contribution they committed to in accepting enrolment.

### **LIWARA CATHOLIC SCHOOL BOARD:**

The Liwara Catholic School Board is the official community body set up under the auspices of the Bishops and the Catholic Education Commission to assist in the management of the financial and planning aspects of the school. Members are elected from the school community to serve two year terms (max of 3 terms) along with the ex-officio members, the Principal and the Parish Priest, and the appointed representatives of the P&F and Parish Council. The work of the board is reviewed annually at the Annual General Meeting.

### **LIBRARY VOLUNTEERS**

Another avenue of parent participation in our school community is in the library. Volunteers are rostered to help in the library with a variety of tasks e.g., book covering, sorting book returns and helping with book borrowing. See our Library Officer if you are available to help.

### **CANTEEN VOLUNTEERS**

This is also another area where parents can participate within the school. A roster system is in place so that volunteers can put their name down to help in the canteen whenever they can. The children love to see their parents helping, especially in the canteen. Please see the Canteen Manager or the Admin officer if you are available to help.

### **WORKING TOGETHER WHEN WE HAVE CONCERNS**

An atmosphere of respect, charity and justice is encouraged at all times here at Liwara. Parents contribute to this by positive support of the school, refraining from discussing or comparing the work, attitudes, or behaviour of any of the children and respecting that each child is individual and unique.

Please make an appointment to meet with your child's teacher to discuss any concerns you may have. Though parents may prefer a teacher's immediate attention to their concern before or after school, appointments ensure the teacher has time to give appropriate attention to issues in a confidential setting, especially necessary, if anyone is upset. Before school, especially, teachers must give their attention to the student's immediate needs and preparation for

lessons. A note in the diary is a good way to organise an appointment, or contact the office.

In the parent/teacher partnership, issues should always be addressed with the relevant teacher first, as discussion and clarification often give matters a fuller perspective and shed light on options and solutions. Only if a way forward cannot be found, should an appointment be made to see the Principal.

Teachers will also contact parents when support for the student is needed or when they need background information.

Our partnership works for the student when concerns can be addressed openly, with trust and confidence. It is a mark of commitment to our partnership when worries are directly addressed rather than left to escalate or discussed inappropriately, in a way that does not show Christian respect for others' dignity.

### **GIVE US YOUR IDEAS**

Sometimes parents may share ideas or suggestions that do not seem to have immediate results. Please be assured that all opinions form the critical mass that go into the melting pot from which comes future planning for our large organization. Your ideas can bear fruit in the fullness of time. It is important to know that while a school may not be able to accommodate each individual's request or suggestion, each idea keeps us informed of how our community is thinking, which is vital for us both to know, when we are in step and when we are not. It is a proven fact that ideas expressed constructively and positively have most impact. Ideas in writing or shared in an appointment are appreciated.

From time to time as policies and practices are reviewed parents opinions are surveyed and feedback requested. We appreciate the time taken by parents to contribute constructively and encourage all to do so. Your views are valued and integrated into review outcomes.

## **MEETING TIMES FOR STAFF**

Staff have many educational and professional responsibilities beyond the face-to-face teaching time and lesson preparation in the classroom. Parents' awareness of these may assist them to plan teacher meetings in non-class time.

- ❑ A weekly Staff Meeting takes place on Tuesday afternoons from 3.30pm. This meeting is for planning, coordination of programmes and professional development.
- ❑ Staff Prayer Reflection Time is 8:10am every Thursday mornings.



- ❑ Curriculum and Planning Committees meet regularly before and after school and thus some teachers may be committed at these times.
- ❑ Several staff are also committed to regular Professional Development and Regional Group Meetings outside of the school which will affect their times of availability to parents.

## **CURRICULUM and PROFESSIONAL DEVELOPMENT SESSIONS AND MEETINGS**

Schools are constantly developing their learning programmes, in keeping with changes in our world and what society demands of us. We regularly reflect and act on the changing social and learning needs of students. What we are continually discovering about the intricacies of the learning process and how the brain works, legislative changes and requirements and new mandated programmes and policies.

Research into school improvement and change, reinforces that the essential elements of success with school development, which directly improve learning outcomes for each child, are staff, working as a team with clear shared goals, professional development and time. Our commitment to your child's education for their world, not ours of the past, is to consistently and determinedly work together to keep Liwara's Curriculum and supportive environment developing in the 21<sup>st</sup> century.

At Liwara we are working toward the full implementation of the West Australian Curriculum. Our number of school days each year is also set externally, governed by the Catholic Education Office Calendar, with staff starting before and finishing after students.

## **SCHOOL FEES POLICY**

### **RATIONALE**

The Catholic Education Commission of WA (CECWA) has a responsibility to offer a Catholic education to all Catholic students, whose parents seek a faith filled education for them. This is done in an environment that embodies the Church's special preference for the poor and disadvantaged. Schools have a responsibility to communicate the financial constraints under which they operate, to parents. On enrolment, parents accept a commitment to financially support the school by paying fees. The Bishops of Western Australia have approved the collection of school fees from parents as a necessary contribution to the costs of delivering a Catholic Education.

## **PRINCIPLES**

1. The collection of school fees will be approached in the spirit of Christian justice and charity.
2. School Fees are set in consultation with CECWA and in light of the needs of the community. It is an aim of the Liwara Catholic School Board that fees and charges are kept at the minimum level necessary to provide competent management of the school.
3. All matters of school fees payment will be handled confidentially by the Principal and Bursar.
4. The inability to pay school fees shall never be the reason for the exclusion of any child from Liwara Catholic School.
5. Where parents who are financially able, refuse to pay school fees, it is a matter of justice to other parents and students that they must meet their commitments.
6. The withholding of services to students will not be used as a fee collection strategy.

## **PROCEDURES**

1. Upon enrolment, a schedule of all fees and costs for the education of their child at Liwara Catholic School shall be provided to the parents.
2. Fees and charges for the following year will be announced at the Annual Community Meeting of the Liwara Catholic School Board held each year. A new fee schedule will be distributed to parents following the ACM each year.
3. Family discounts for the tuition portion of fees is available for second and third children and tuition for the fourth child is free. Discounts apply to family members in Pre-Primary to Year 6.
4. Early in Term 1 an Annual Fees Account will be sent to all parents via the eldest child. The account shall contain the total of all fees payable for the year for each child. Parents will be given the option to pay one annual fee amount or 4 term amounts, with the book hire fee collected fully, in Term 1.
5. Payment options available are cash, cheque or Direct Debit. Direct Debit payments must be finalised by October of each year usually by 9 monthly or 18 fortnightly payments.
6. Families applying for fee assistance will be asked to complete an Application for Fee Reduction which includes income sources and reason for application. Each application will be viewed in the spirit of the principles outlined in this policy. The school will generally only be able to consider a reduction of tuition fees, as charges other than tuition, cover fixed costs.

7. The School Board has a responsibility for the collection of school fees and is required to actively pursue school fee collection. The following action will be taken to collect outstanding fees.
- Reminder notices will be forwarded to parents towards the end of each term.
  - Families with accounts in default for two terms will be contacted by letter requesting payment, or the option of an interview with the Principal to discuss payment.
  - If there is no response a further letter will be sent requesting that the parents attend a compulsory interview with the Principal.
  - At this stage phone contact will be made to arrange an appointment with the Principal.
  - The School Board reserves the right for the Board Chair and/or Treasurer to be informed if action is necessary when all above reasonable attempts to negotiate fee payments have been unsuccessful.
  - At this stage legal action in accordance with the CECWA School Fees Policy may be necessary. Parents will be advised of any further action.

## **PRIVACY POLICY**

### **YOUR PRIVACY IS IMPORTANT**

This statement outlines the policy on how Liwara Catholic School uses and manages personal information provided to, or collected from families.

The school is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The school may, from time to time, review and update this Privacy Policy to take into account new laws and technology changes to the School's and CEO's operations and practices and to make sure it remains appropriate to the changing school environment.

### **What kind of personal information does the School collect and how does the School collect it?**

The type of information the school collects and holds includes, but is not limited to personal information, including sensitive information, about students and parents and/or guardians, before, during and after the course of a student's enrolment at the school. Other information that is held for a period of time is job applications of staff members, records of volunteers and contractors, and other people who come into contact with the school.

**Personal Information you provide:** The school will generally collect personal information about an individual, by way of forms filled out by parents or students, face-to-face meetings, interviews and telephone calls. On occasions, people other than parents and students provide personal information.

**Personal Information provided by other people:** In some circumstances the school may be provided with personal information about an individual from a third party. For example, a report provided by a medical professional or a reference from another school.

**Exception in relation to employee records:** Under the Privacy Act the National Privacy Principles do not apply to an employee's records. As a result, this Privacy Policy does not apply to the school's treatment of an employee's records, where the treatment is directly related to a current or former employment relationship between the School and employee.

### **How will the school use the personal information you provide?**

The school collects personal information, including sensitive information for the primary purpose of enabling it to provide proper schooling for the students and for any secondary purposes that are related to the primary purpose of collection, reasonably expected, or to which you have consented.

### **Students and Parents**

The purposes for which the school uses personal information of students and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- general day-to-day administration;
- caring for students' educational, social and medical wellbeing;
- marketing, seeking donations for the school;
- to satisfy the school's legal obligations and allow the school to discharge its duty of care.

In some cases where the school requests personal information about a student or parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the student.

**Job applicants, staff members and contractors:** In relation to personal information of job applicants, staff members and contractors, the school's primary purpose of collection is to assess and if successful to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the school uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- insurance purposes;
- seeking funds and marketing for the school;
- to satisfy the School's legal obligations, for example, in relation to Child Protection Legislation.

**Volunteers:** The school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as the Parents & Friends Association to enable the school and the volunteers to work together.

**Marketing and fundraising:** The school treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school community continues to be a quality learning environment in which both students and staff thrive. Personal information held by the school may be disclosed to an organisation that assists in the school's fundraising, for example, the Parents & Friends Association.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

### **Who might the school disclose personal information to?**

The school may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to the school, including specialist visiting teachers; volunteer tutors and sports coaches;
- recipients of school publications, like newsletters and magazines;
- Parents; and anyone you authorise the school to disclose information to.

### **Sending information overseas:**

The school will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the National Privacy Principles.

### **How does the school treat sensitive information?**

In referring to 'sensitive information', the school means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

### **Management and security of personal information**

The staff at Liwara are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

The school has in place, steps to protect the personal information the school holds, from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

Internal modifications may not be made to personal information held either in computerised records or in files unless authorised specifically by the Principal or the person to whom the Principal has formally delegated such authority.

### **Updating personal information**

The school endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. Personal information held by the school may be updated at any time. This is done directly and in writing through the school office.

The National Privacy Principles require the school not to store personal information longer than necessary.

## **You have the right to check what personal information the school holds about you**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the school holds about them and to advise the school of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their parents.

To make a request to access any information the school holds about you or your child, please contact the school Principal, in writing.

The school will require you to verify your identity and specify what information you require. The school may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance.

## **Consent and rights of access to the personal information of students**

The school respects every parent's right to make decisions concerning their child's education.

Generally, the school will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The school will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student.

Parents may seek access to personal information held by the school about them or their child by contacting the Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the student.

## **Enquiries**

If you would like further information about the way the school manages the personal information it holds, please contact the Principal.

## **Information Collection Notice – Liwara Catholic School, Greenwood WA**

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in community building and fundraising activities. Information received from you may be used to make contact with you. It may also be disclosed to organisations that assist in the School's community building and fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

(In compliance with the Privacy Act Dec 2001)