

# **LIWARA CATHOLIC PRIMARY SCHOOL**



## **Parent Handbook**

<b>PRINCIPAL'S WELCOME .....</b>	<b>2</b>
<b>MISSION .....</b>	<b>3</b>
<b>MOTTO.....</b>	<b>3</b>
<b>SCHOOL PRAYER.....</b>	<b>3</b>
<b>ADMINISTRATION .....</b>	<b>4</b>
CONTACTS .....	4
TERM DATES & PUPIL FREE DAYS 2026 .....	4
SCHOOL ADVISORY COUNCIL.....	4
VISITORS.....	4
<b>LEARNING AT LIWARA.....</b>	<b>5</b>
<b>MEDICAL .....</b>	<b>8</b>
ACCIDENT AND ILLNESS .....	8
MEDICATION .....	8
MEDICAL - ACTION PLAN .....	8
MEDICAL - ANAPHYLAXIS.....	8
SUNSMART HABITS.....	8
<b>OUTSIDE SCHOOL HOURS CARE (OSHC).....</b>	<b>9</b>
<b>PARENT INFORMATION .....</b>	<b>9</b>
ATTENDANCE / ABSENCES.....	9
ASSEMBLIES.....	9
BELL TIMES .....	9
CALENDAR .....	10
CODE OF CONDUCT .....	10
FEES.....	11
PARENTS AND FRIENDS ASSOCIATION (P&F).....	11
PARENTAL INVOLVEMENT .....	12
PARKING FOR PARENTS .....	12
SECURITY .....	13
CECWA POLICIES AND EXECUTIVE DIRECTIVES .....	14
SEESAW .....	14
UNIFORM .....	14
UNIFORM SHOP PURCHASES.....	14
UNIFORM REQUIREMENTS.....	15
WITHDRAWAL FROM ENROLMENT .....	16
<b>SPECIALIST LEARNING AREAS .....</b>	<b>17</b>
LANGUAGES .....	17
MUSIC.....	17
PHYSICAL EDUCATION .....	17
SCIENCE .....	17
VISUAL ART.....	18
LIBRARY - .....	18
REACH .....	18
<b>SERVICES AT LIWARA .....</b>	<b>18</b>
CANTEEN .....	18
DENTAL CLINIC .....	18
SOCIAL WORKER.....	19

## ***PRINCIPAL'S WELCOME***

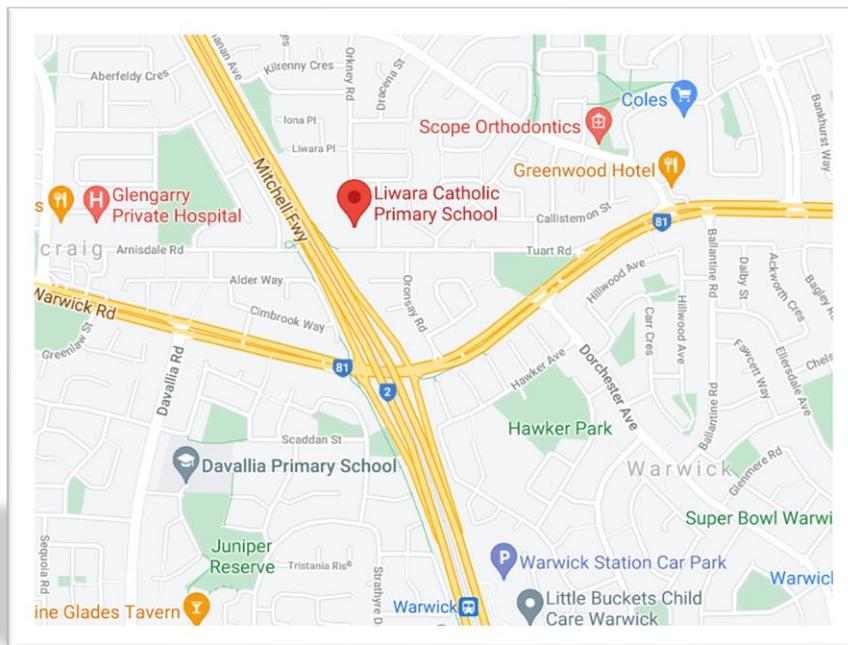
Welcome to Liwara Catholic Primary School, a co-educational Catholic school.

Liwara is a Parish Catholic Primary School and as such, we are committed to quality education in the Catholic tradition. A very important aspect of Catholic education is the establishment of a welcoming, Christian community in which parents and the school staff enter a partnership of the important task of educating the children in our care. We welcome families from all faiths and beliefs to be part of our school life. Parents are encouraged and welcomed to be involved in helping around the school as much as they can.

At Liwara, our aim is to work with parents to provide the best possible Catholic education for our students. Each child is unique in the sight of God, and we take our commitment in offering our students a well-rounded education, very seriously, that supports personal, spiritual, physical, academic, and social growth based on Christian values. We pride ourselves on providing an inclusive education for all students and their ability levels.

We endeavour to make our school a happy experience, where we continue to teach and reinforce the values you share at home. We hope that your experience of our school community is a positive and rewarding one. It is an absolute privilege and pleasure, for our staff, to have the opportunity to be a part of your child's education and we look forward to working with you.

Dee Johnston  
**Principal**



## **SCHOOL VALUES**

**FAITH      TRUST      RESPECT      MERCY**

## **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, lifelong learners.*

## **MOTTO**

*'Strength in Community'*



## **SCHOOL PRAYER**

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

*With faith, respect, trust, and mercy 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*

## ADMINISTRATION

### CONTACTS

TELEPHONE	6224 2000
WEBSITE	<a href="http://www.liwara.wa.edu.au">www.liwara.wa.edu.au</a>
EMAIL ADDRESS	<a href="mailto:liwara.enquiries@cewa.edu.au">liwara.enquiries@cewa.edu.au</a>
OFFICE HOURS	Monday – Friday 8.00am – 4.00pm

### TERM DATES & PUPIL FREE DAY 2026

<b>Term One</b>	<b>Monday, 2 February</b> <i>Labour Day</i> <i>Half Day Closure</i> <i>Good Friday</i>	<b>to</b>	<b>Thursday 3 April</b> <i>Monday, 2 March</i> <i>Wednesday, 18 March</i> <i>Friday, 3 April</i>
<b>Term Two</b>	<b>Monday 20 April</b> <i>Anzac Day</i> <i>Staff Retreat – PFD</i> <i>Staff Retreat – PFD</i> <i>WA Day</i>	<b>to</b>	<b>Friday 3 July</b> <i>Monday, 27 April</i> <i>Thursday, 21 May</i> <i>Friday, 22 May</i> <i>Monday, 1 June</i>
<b>Term Three</b>	<b>Monday 20 July</b> <i>Staff PD – PFD</i> <i>Catholic Day</i>	<b>to</b>	<b>Friday 25 September</b> <i>Monday, 20 July</i> <i>Monday, 24 August</i>
<b>Term Four</b>	<b>Monday 12 October</b> <i>Staff PD – PFD</i>	<b>to</b>	<b>Friday 11 December</b> <i>Monday, 12 October</i>

### SCHOOL ADVISORY COUNCIL

The Liwara Catholic School Advisory Council 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 School Advisory Council is reviewed annually at the Annual General Meeting.

### VISITORS

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 lanyard.



## ***LEARNING AT LIWARA***

### ***CURRICULUM - PROFESSIONAL DEVELOPMENT SESSIONS - 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. At Liwara we are working toward the full implementation of the Western 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.

### ***EARLY LEARNING: PRE-KINDERGARTEN***

The school offers an Early Years Program designed to give children opportunities, in a play-based environment, to engage in meaningful and purposeful activities supporting their development. The program is delivered within the context of Belonging, Being and Becoming – The Early Years Learning Framework of Australia. Children must be three years of age to enter the program. Maximum class size is 20.

### ***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 believe 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 the best 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 Speech and OT screening helps us to identify the areas of development needed for individual students, so they can experience learning success.

### ***STAFF FORMATION***

Catholic schools have an important role in our Church to evangelise, to bring the good news of Jesus Christ to our community. Liwara's Staff Formation 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.

## **EXCURSIONS/INCURSIONS AND CAMPS**

Excursions/Incursions are an important and very enjoyable part of our active curriculum, and each activity has clearly defined outcomes. Staff take on a great responsibility in extending the children's learning beyond the school gate. Guidelines for planning and supervision are strictly observed. Parents' positive support of each initiative is expected.

## **HOMEWORK**

Homework can take several forms depending on the purpose for which it is set. The most important aspect of the various types of homework, is that it is purposeful. The teachers endeavour to provide homework that the children can complete successfully.

Homework is one means of fostering school/home relationships and informs parents about what is being studied at school. It enables students to consolidate the skills and concepts learned at school.



## **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 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 Religious Education 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.

## **REPORTS – SEQTA ENGAGE**

Reports for students PP – Year 6 will be available to parents online, at the end of each semester, through SEQTA Engage.

To access SEQTA Engage, please go to <https://liwara.engage.cewa.edu.au> If you have forgotten your log-in details or are new to the school and have not yet been issued a password, please contact the Office via email at [enquiries@liwara.wa.edu.au](mailto:enquiries@liwara.wa.edu.au). Please note that once you have been issued a password, you must log-in within seven days or your details will expire requiring another login email.

It is advisable to download and keep safe a copy of student reports as, once students are no longer enrolled in the school, parents will not be able to access SEQTA Engage.

## **STUDENT EXPECTATIONS**

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 also a reflection on the wider school community.

## **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 considered 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.

## **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/caregiver and a signed slip must be handed in to the class teacher.**

## **TEACHING → ASSESSMENT → EVALUATION → PLANNING**

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. An Interim Report will be the basis of a late Term 1 parent/teacher interview. The report will indicate any early developmental, 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 "Learning Journeys" will be scheduled, where students' work will be displayed in the classrooms.





## **MEDICAL**

### **ACCIDENT AND ILLNESS**

Minor injuries (e.g., minor cuts, abrasions, bruising) will be dealt with by a member of staff with First Aid beginners training. Students injured in any serious manner will be attended to by trained staff members with first aid certification, with parents notified in accordance with the gravity and urgency of the situation. It is preferential to err on the side of safety. If your child is unwell, please do not send them to school. If a child becomes unwell whilst at school, their parents/carers will be contacted immediately.

### **MEDICATION**

If a student needs to take over the counter medication whilst at school, parents must complete a Medication Authority form which is available from the **front office only**. Any prescribed medication required to be taken at school must clearly state the child's name, dosage & the Prescribing Doctor's name and be accompanied by a medical action plan signed by the Prescribing Doctor. Forms are available on the school website: <https://www.liwara.wa.edu.au/forms>. Office staff are unable to administer any medication without one of these forms being completed in regard to your child's medical condition.

### **MEDICAL - ACTION PLAN**

If your child suffers from a serious and/or potentially life-threatening illness (e.g. anaphylaxis, asthma, allergy) parents must provide detailed information to the school in the form of a Medical Action Plan signed by the child's Doctor. Medication for these illnesses, including epi-pens, should be brought in prior to the beginning of every year and given to the front office for recording along with an updated medical action plan – as stated above.

### **MEDICAL - ANAPHYLAXIS**

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** send 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. Our aim is to provide a safe 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. 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 Procedure available on the Website applies to those ingredients specifically listed on the product label.

### **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.

## ***OUTSIDE SCHOOL HOURS CARE (OSHC)***

### **Before School Care**

The Centre is open from 6.30am to 8.45am. Pre-Kindy, Kindy and Pre Primary students are walked to their classrooms by a staff member.

### **After School Care**

The Centre is open from 2.45 to 6.00pm. Pre-Kindy, Kindy and Pre Primary students are taken to the OSHC service by a staff member.

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

The Centre is open from 6.30am to 6.00pm.

Please contact the centre on 0477 994 123 or see the website for more information.

## ***PARENT INFORMATION***

### ***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. Please notify the school by filling out the Absentee Notice Tab which is located on the top left of the school website – [www.liwara.wa.edu.au](http://www.liwara.wa.edu.au)

We request that parents/caregivers let the school know by 9:15am on the day of the absence if their child/children will be absent. An SMS will be sent out after 9:30am, each day, to parents/caregivers, alerting them that their child is absent and that we have not been informed. Written Absentee Notes, notifying the school of upcoming absences are still the best form of communication either by hand or email - [enquiries@liwara.wa.edu.au](mailto:enquiries@liwara.wa.edu.au).

### ***APPOINTMENT WITH PRINCIPAL***

If you require an appointment to see Mrs Dee Johnston, please contact the office to arrange a time and date that is mutually convenient.

### ***APPOINTMENTS WITH TEACHERS***

If you require an appointment to see your class teacher, please arrange a time directly with the teacher.

### ***ASSEMBLIES***

School Assemblies are held on Friday afternoons, as listed in the Term Calendar. They commence at 2.20pm in the Liwara School Hall (see map on page 13).

### ***BELL TIMES***

Pre-Primary – Year Six

Pre-Kindy & Kindy – 8.45am – 2.45pm

First Bell 8.30 for an 8.40 start

Recess 10.40 -11.10am

Lunch 12.50 – 1.20pm

Finish 3.00pm

Classrooms - Pre-Primary to Year 6 - open at 8.30 for students to prepare for the day. If students arrive earlier than 8.30am, Year, 2, 5 & 6 are to wait in the undercover area with their bag and Year 1, 3 & 4 students 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 Liwara Outside School Hours Care (OSHC) for children who need to be dropped off earlier. A fee is charged but Childcare Rebates and Child Care Benefits apply.

Parents are asked to organise for students to walk/ride home promptly after school, or to be picked up before 3.15pm. If children are not collected by 3.15pm, they are to report to the office.

*All the playground areas inside the school grounds are not supervised and are **out of bounds** to students before school (preparation time) and after school (home-time). **Supervision is from 8.20am to 3.15pm.***

## **BICYCLES**

Children riding bicycles to school are required to wear helmets and observe safety rules. Bicycle racks are accessed via Gate #1. Bicycles must be 'walked' not ridden within the school grounds. Safety Council recommendations are that those children under 10 should not ride unaccompanied.

From Monday, 2 February 2026, students who are under 16 years of age will not be permitted to use or store eRideable devices on school premises.

## **CALENDAR**

Parents are encouraged to view the school's online calendar for information on upcoming events. The calendar can be viewed on the school website at <https://www.liwara.wa.edu.au/calendar/>

## **CHANGE OF FAMILY DETAILS**

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

## **CODE OF CONDUCT**

1. You act safely and competently.
2. You give priority to students' safety and well-being in all your behaviour and decision making.
3. You act in a manner that displays courtesy and respect, at all times, towards everyone you communicate with at Liwara.
4. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
5. You conduct yourself in accordance with laws, agreements, policies, and standards relevant to your relationship with the school community.
6. You respect the dignity, culture, values and beliefs of each member of the school community.
7. You treat personal information about members of the school community as private and confidential.
8. You give impartial, honest, and accurate information about the education, safety, and well-being of students.
9. You support all members of the school community in making informed decisions about students.
10. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
11. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
12. You act reflectively and ethically.
13. You allow students to have a voice in their education, safety, and well-being.

## **FEES**

The Annual School Fee account will be forwarded at the start of the school year, or shortly after commencement for students who join the school throughout the year. Fees can be paid in full by the due date, or in instalments throughout the year. Payment instructions will accompany your Fee Statement.

If you have a Family Health Care Card or Parenting Payment Single (PPS) Pensioner Card and wish to apply for a discount, you are required to complete a discount scheme form and present your card EACH YEAR. No discount is available for Pre-Kindergarten. If you have issues or queries regarding fees, please contact our Finance Officer, at [liwara.enquiries@cewa.edu.au](mailto:liwara.enquiries@cewa.edu.au) or call 6224 2000.

## **HOLIDAYS DURING TERM TIME**

If you are planning an extended absence from school (e.g. holiday) you are required to complete the "Leave of Absence Form" available from the front office. Once completed please return via email to: [liwara.enquiries@cewa.edu.au](mailto:liwara.enquiries@cewa.edu.au) before departure – a month in advance if possible.

## **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 morning.

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.

## **NEWSLETTERS**

The School Newsletter is published fortnightly on a Friday and uploaded onto the school website/Seesaw/Facebook. It is essential reading to keep you up to date with events, celebrations, and news. The P&F news forms part of the newsletter each fortnight.

## **PARENTS AND FRIENDS ASSOCIATION (P&F)**

The 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 held on Tuesdays once a term at 7.00pm. 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.

## **PARENT 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 ring the canteen on 6224 2014 if you are available to help.

## **PARENT LIBRARY VOLUNTEERS**

Another avenue of parent participation in our school community is in the library. Volunteers are warmly welcomed to help in the library with a variety of tasks like book covering, sorting book returns. See our Library Technical Officer if you are available to help.

## **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 involved energetically contribute to maximising your children's learning opportunities.

## **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 for set down and pick up, carpark's 1, 3 & 4. Carpark 2 is for staff and visitors only. See below.

### **CARPARK 1: Tuart Road – Drive through and bays for Early Learning Centre**

This area is clearly marked for access, flow through pick-up and parking. Parents are requested not to exit their vehicles in the kiss & drive area.

### **CARPARK 2: Tuart Road**

This is for **STAFF & VISITORS ONLY** and **MUST NOT BE USED TO SET DOWN OR PICK UP CHILDREN.**

### **CARPARK 3: Verticordia Place – Drive through and bays.**

One way 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.**

### **CARPARK 4: Liwara Place**

This is available before and after school.



## **PICK UP AREAS / PARKING**

At dismissal time students are to be picked up from one of four supervised areas:

Carpark 1- GATE 3: access via Tuart Road – drop off/pick up zone

Carpark 3 – GATE 6: access via Verticordia Place – drop off/pick up zone only

Carpark 4 – GATES 12 & 13: access via Liwara Place

These areas are supervised until 3.15pm. 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 3.15pm are sent to the office to wait.

### PARKING WET WEATHER PICK-UPS

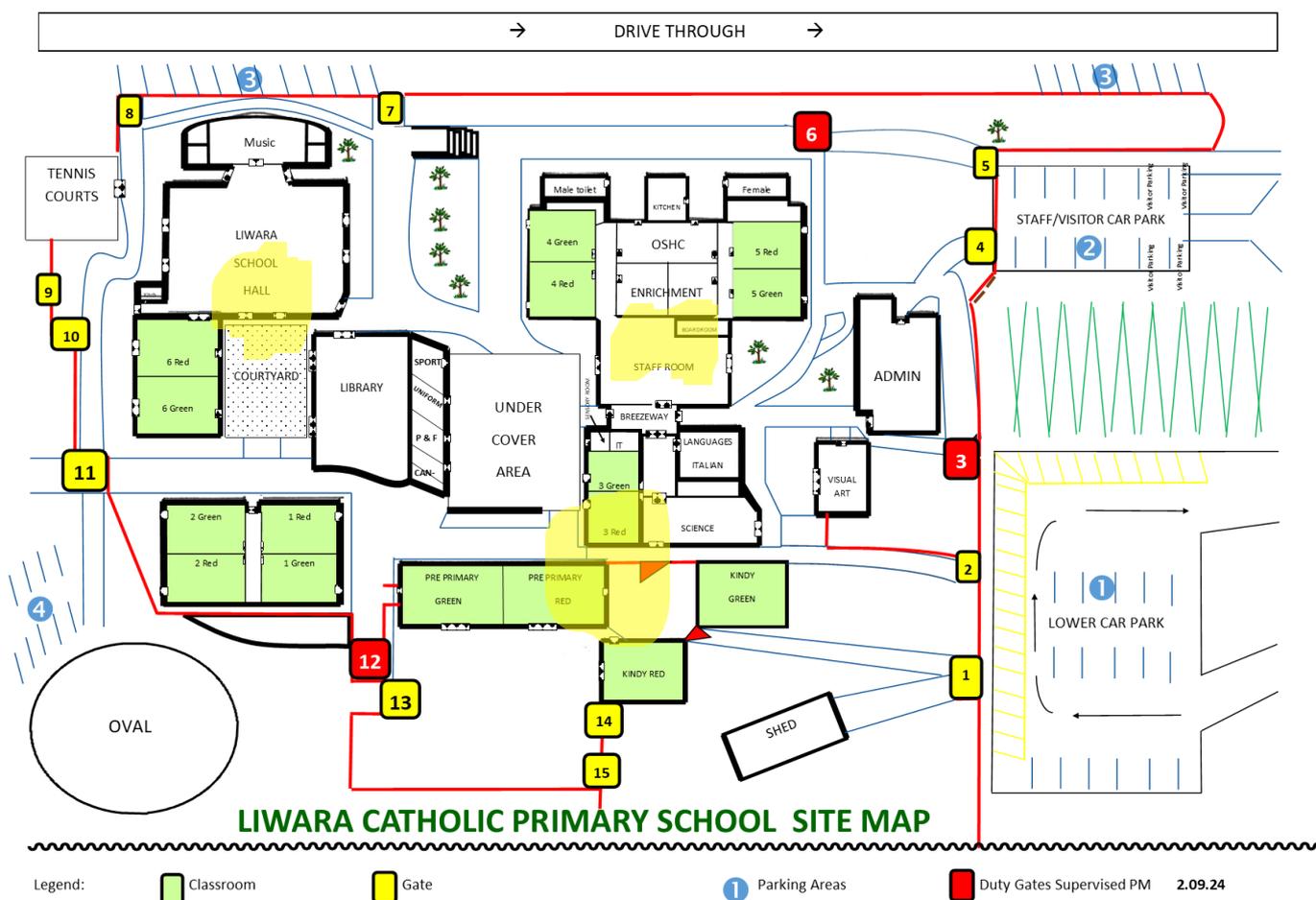
If it is raining at 3:00pm children are sheltered under covered areas near pick-up points until parents arrive to pick them up. They are not allowed to move off until then. The areas are:

- Carpark 1- Gate 3                      Gate Shelter
- Carpark 3 – Gate 6                    Gate Shelter
- Carpark 4 – Gate 12                  Year 1 verandah
- Carpark 4 – Gate 13                  Pre-Primary verandah

### SECURITY

For security purposes, the gates are locked at 9:00am. Entry to the school can then be accessed through Gate 4 closest to the office. Gate open times as below.

- **Gate 1** 8.00am – 9.00am / 2.45 – 3.30pm
- **Gate 3** 8.00am – 9.00am / 2.45 – 3.30pm This gate can be accessed all day by using the audio button to alert office staff to unlock the gate.
- **Gate 4** Main school entry. This gate can be accessed all day by using the audio button to alert office staff to unlock the gate.
- **Gate 6** 8.00am – 9.00am / 2.45pm – 3.20pm
- **Gates 12 & 13** 8.00am – 9.00am / 2.45 – 3.15pm



### **CECWA Policies and Executive Directives**

Copies of policies can be viewed or downloaded from the website

<https://www.liwara.wa.edu.au/policies>

### **SEESAW**

Along with the Newsletter, the Seesaw App is the main method of communication between the school and families. All new families will receive instructions on downloading this app.

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

All students who arrive late and parents with younger students arriving late, must go to the office first to sign the student in and collect a signed slip to be given to the class or specialist area teacher. If a parent/caregiver comes to take a student out early, a signed slip must be 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.

### **SOCIAL MEDIA**

Parents are invited to 'like' the school's Facebook page at <https://www.facebook.com/LiwaraCPS> to keep up with the latest school news. We are also on Instagram at [liwara.cps](#).

### **UNIFORM**

Children are to wear the correct school uniform including the school hat. Hats, with the school crest, must be worn whenever children are outdoors 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, except for a watch. If earrings are worn, they must be **plain stud earrings or small sleepers**. A Uniform Notification note will be sent home if a student is in the incorrect uniform, without an explanatory note from the parent.

### **UNIFORM SHOP PURCHASES**

The Liwara Catholic Primary School uniform shop is operated by Jenny Franklin Enterprises on Thursdays 8.15am to 9.00am. School uniform orders can be placed online. Online Order Delivery Timing - JFE will deliver all online orders to the school. Orders will be available for collection from the uniform shop every Thursday or delivery into Class Note Bags also on Thursdays. The cut-off time for online orders to make the above delivery times is 12 midday Wednesday for delivery or collection on Thursdays. The link to the online ordering system can be found on the school website at <https://www.liwara.wa.edu.au/school-uniform>. Also see JFE website <https://www.jfe.net.au>



## UNIFORM REQUIREMENTS

<p><b>Girls Summer Uniform Terms 1 and 4</b>            Summer dress with crest or school shirt and green school shorts            Brown school sandals (no socks) or black school shoes (formal lace up or straps)            White uniform socks            Liwara school knitted jumper (if required)</p>	<p><b>Boys Summer Uniform Terms 1 and 4</b>            School shirt with crest            Green school shorts            Brown school sandals (no socks) or black school shoes (formal lace up or straps)            White uniform socks            Liwara school knitted jumper (if required)</p>
<p><b>Girls Winter Uniform Terms 2 and 3</b>            Dark green skirt or green trousers            School shirt with crest            Black school shoes (formal lace up or straps)            White uniform socks            Liwara school knitted jumper</p>	<p><b>Boys Winter Uniform Terms 2 and 3</b>            School shirt with crest            Green school trousers            Black school shoes (formal lace up or straps)            White uniform socks            Liwara school knitted jumper</p>
<p><b>Girls Sports Uniform Years 1 – 6</b>            School faction polo shirt            School sports polo shirt with crest            Dark green skirt or sports shorts/skort            Black sports shoes            White school sports socks            Green tracksuit with school crest</p>	<p><b>Boys Sports Uniform Years 1 – 6</b>            School faction polo shirt            School sports polo shirt with crest            Dark green shorts            Black sports shoes            White school sports socks            Green tracksuit with school crest</p>
<p><b>Girls Pre-Primary Uniform</b>            School sports polo shirt with crest            Dark green skirt or sports shorts/skort            Black sports shoes with white school uniform socks            Brown school sandals (no socks)            Green tracksuit with school crest</p>	<p><b>Boys Pre-Primary Uniform</b>            School sports polo shirt with crest            Dark green sports shorts            Black sports shoes with white school uniform socks            Brown school sandals (no socks)            Green tracksuit with school crest</p>
<p><b>Boys and Girls Faction T-Shirts</b>            Faction t-shirts are to be worn on class sport days and the school polo top (red and green with school crest) are to be worn on Physical Education days during the term. The school polo shirts must be worn if sports uniforms are worn on class excursions and for interschool sporting events.</p>	



### **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 Advisory Council 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.

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

An atmosphere of respect, charity and justice is always encouraged 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. Before school, especially, teachers must give their attention to the student's immediate needs and preparation for lessons.

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.

### **YOUR IDEAS ARE IMPORTANT**

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 organisation. 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 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 procedures and practices are reviewed, parent 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.

## ***SPECIALIST LEARNING AREAS***

### ***LANGUAGES***

We are committed to fostering an inclusive and diverse learning environment. As part of this commitment, we teach Auslan (Australian Sign Language) to our students. Auslan is the primary language of the Australian Deaf Community and learning it helps students develop empathy, cultural awareness, and communication skills beyond spoken language.

Auslan provides students with a unique opportunity to broaden their understanding of language and accessibility. It encourages respect for diversity and equips them with practical skills that can be used in everyday life, whether communicating with members of the deaf community or enhancing their own cognitive and social development. Research shows that learning a second language, including sign language, strengthens memory, problem-solving, and creativity. By learning Auslan, our students are preparing for a future where inclusion and effective communication are essential.

### ***MUSIC***

All year levels, from Kindergarten to Year 6, have Music as a specialist subject once a week where children develop aural, theory and practical musical skills with a hands-on approach. There is a particular emphasis on learning to play a variety of instruments, with correct technique, across all year levels through a Kodaly and Orff-Schulwerk based pedagogy. Our Instrumental Program offers students the chance to focus on their chosen instrument, from flute to trombone and many more, with opportunities to join multiple ensembles, including Choir, Rock Band, Wind Band, Guitar Ensemble, Percussion Ensemble and more. Through these groups, there is many performance opportunities within the school and in the wider community. Every child is encouraged to perform, compose, dance, sing and enjoy the varied musical experiences offered here at Liwara.

### ***PHYSICAL EDUCATION***

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 are required to wear correct sports uniform on the days their class has Physical Education or Sport timetabled. For faction carnivals they wear their faction t-shirt.

The school swimming carnival (Years 4 to 6) is generally held towards the end of Term 1. The school athletics carnival (Year 1 to Year 6) is generally held towards the end of Term 3. Early Learning Centre Carnival for Kindy and Pre-Primary is held toward the end of the year.

The students participate in interschool carnivals, including swimming, athletics and cross-country. Students in Year 6 participate in winter and summer team sports fixtures with other local schools. Students understand that it is an honour to represent their school and their behaviours at school and away, must display respect and cooperation. All students, Pre-Primary to Year 6, are allocated into one of our four factions.

AROONA (Water) Blue, BOREE (Fire) Red, RAWLINNA (Sun) Yellow, TEANGI (Grass) Green.

### ***SCIENCE***

Students from Kindy to Year Six have the opportunity to engage in fun and interesting Science lessons at Liwara. Each week, they participate in exploring various aspects of their immediate and wider environment. Our dedicated Science room houses a range of resources and equipment to ensure students can participate in hands-on investigations to practise their Science Inquiry Skills.

## ***VISUAL ART***

Visual Arts take place weekly for students from Pre-Primary to Year Six in our dedicated Visual Art room. The planned activities stimulate creativity, fun, and engagement. The students are exposed to techniques from artists and cultures from the past and present and have the opportunity to replicate their artworks.

## ***LIBRARY - SR LEONIE O'BRIEN RESOURCE CENTRE***

The library plays a central role in the children's learning programs and the development of their independent learning skills. The library 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, and to guide them to related areas. The library is open on Tuesday, Wednesday, and Thursday. 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.

## ***REACH***

Our Gifted & Talented Program – **REACH, Reasoning Endeavour Analysing Challenging Higher Order Thinking** currently involves children from Year 1-6. Students who are part of the program are generally those who excel or have the potential to excel in all or specific ability areas such as English, Mathematics, Science and Technology. The TOLA (Test of Learning Ability) is the diagnostic testing that is administered by an external consultant each year which identifies the students who are invited to participate in the REACH Program.

## ***INSTRUMENTAL MUSIC TUITION (PRIVATE)***

Our Instrumental Tuition Program at Liwara Catholic Primary School is in its 28<sup>th</sup> year of operation and during this time it has given many students the opportunity to learn to play a musical instrument and to experience the excitement, satisfaction and sense of accomplishment and the many developmental benefits that it can bring. As a rule, tuition is offered to students from Year 3 up. Occasionally, exceptions to this guideline may be made. We currently offer private tuition in clarinet, drums, flute, fife, guitar, piano, trumpet, violin and in voice. Enrolment forms are available at the front office.

## ***SERVICES AT LIWARA***

### ***BOOK CLUB***

Scholastic Book Club catalogues will be distributed throughout the year. All orders are made online using the Scholastic payment instructions on the catalogue. Deadlines for orders will be published via Seesaw.

### ***CANTEEN***

The school canteen is run by two Canteen Managers. It is open each weekday, **except Wednesdays**. Volunteers are warmly welcomed so please contact the canteen staff on 6224 2014 to add your name to the roster. Please contact the Canteen Manager during term time for further information. Orders are placed via the online canteen ordering app [www.QuickCliq.com.au](http://www.QuickCliq.com.au) The menu operates under the WA Canteen Association Healthy Eating/Choices for School Policy.

### ***DENTAL CLINIC***

Students in Pre-Primary will be issued an enrolment form from the Dental Therapy Clinic at Greenwood Primary School, 12 Merivale Way, Greenwood WA 6024 Ph. 9203 5611. Years 1 to 6 have subsequent check-ups.

### **SCHOOL PHOTOS**

School Photo dates will be advertised in our newsletter and term calendar. Photos will consist of class, family, and individual photos. Parents will be given information on how to order photos online.

### **SOCIAL WORKER**

Our onsite social worker works with our students 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 Social Worker. 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, Tuesday and Wednesday and can be contacted via the front office for an appointment.