St Munchin’s Catholic School

School Motto – Follow Truth

Parent Handbook
PARENT HANDBOOK

ADDRESS: 1 Isdell Place Gosnells 6110
POSTAL ADDRESS: PO Box 172 Gosnells 6990
SCHOOL PHONE: (08) 9234 7555
SCHOOL FAX: (08) 9398 1581
WEBSITE: www.stmunchins.wa.edu.au

SCHOOL MOTTO “Follow Truth”
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CREST & MOTTO

St Munchin’s Catholic School crest is the Celtic cross, a symbol of Ireland, the homeland of St Munchin and the Sisters of Mercy.

The symbol of the Southern Cross recognises that we are educating children within Australia.

The school’s Motto “Sequere Veritatem”... “Follow Truth”, encourages each child to follow the teachings of Christ to guide them through life’s journey.

OUR VISION

St Munchin’s Catholic School aspires to reflect the life and love of Christ for His people.

OUR MISSION

In the tradition of Eucharistic sharing, St Munchin’s Catholic School community aims to reflect the life and love of Christ for His people. The school community works together to provide pastoral care for each person and to nurture the development of the whole child

SCHOOL MOTTO “Follow Truth”
Welcome to St Munchin’s Catholic School community. We trust that your association with the school will be both happy and rewarding. The time your child will spend in primary education is a most significant period in your child’s life and in the life of your family.

We recognise the unique contribution made by parents to the life of the school and to the learning of the children. Education today demands parents are seen as partners and active contributors in the task of enabling children to reach their full potential. When Parish, home and school share a common vision and work together, there is likelihood of achieving success.

St Munchin’s Catholic School is a community of faith, with Jesus as its model. Staff, students and parents work together in a spirit of Christian cooperation, with their primary goal being the assistance in the spiritual, academic, physical, emotional and volitional growth of each child.

Our mission is to proclaim and witness the Gospel in a Catholic environment. We aim to integrate these values into the entire curriculum and life of the school. Our school motto, ‘Follow Truth’, helps us to focus on what is truly important to us at St Munchin’s. The learning programme that is offered at our school attempts to address the needs of all students and aims to provide the broadest range of educational experiences so that every person can enjoy challenge, achievement and success.

We celebrate the relationships that exist between all members of our school community and recognise the contribution made by all groups. The staff members at St Munchin’s Catholic School make every effort to keep abreast of educational developments and to integrate the best of the new with true educational values.

We hope that prospective parents and students will find this package informative and gain an insight into the very special place that is St Munchin’s Catholic School.
ST MUNCHIN’S CATHOLIC SCHOOL  
PARENT HANDBOOK

SCHOOL INFORMATION

SCHOOL ADDRESS: St Munchin’s Catholic School  
Isdell Place, Gosnells WA 6110

POSTAL ADDRESS: P.O. BOX 172 GOSNELLS 6990

SCHOOL PHONE: 9234 7555

SCHOOL FAX: 9398 1581

WEB ADDRESS: www.stmunchins.wa.edu.au

TYPE OF SCHOOL: Parish School

SCHOOL MOTTO: “Follow Truth”

ENROLMENT: 2 Stream School for Boys & Girls  
Kindergarten to Year 6

OUT OF SCHOOL CARE: 4 year old to 12 year old children  
For enrolment information, please phone 0447 218 711

SCHOOL LEADERSHIP TEAM

PRINCIPAL MR ROBERT ROMEO
ASSISTANT PRINCIPALS MISS LISA HARRISON  
MR JOE MUSITANO

SCHOOL MOTTO “Follow Truth”
HISTORY OF ST MUNCHIN’S PRIMARY

Towards the end of the 19th century, gold was discovered in Coolgardie and Kalgoorlie providing an irreversible change of pace in the life of Western Australia. Gosnells was uniquely situated to capitalise on state growth. It produced food for a growing population, had reserves of timber and was ideally located on the Perth/Albany road and the Perth/Bunbury railway.

When the gold rush eased, the population of Perth grew dramatically as many diggers, escaping the harshness of the goldfields, began seeking employment. This influx of people, the trend towards decentralisation and a relatively self-contained and self-sufficient lifestyle made Gosnells an attractive place to live.

As early as 1910, the Catholics of the district of Gosnells were served by priests from Victoria Park who would arrive on horseback. In 1917, the mission area of Gosnells, Armadale and Jarrahdale came under the care of Fr Thomas O’Grady, who later became the parish priest of the Parish of Gosnells- Armadale- Jarrahdale. Fr O’Grady was born in County Limerick, Ireland in 1887, and was ordained in 1912. He had a vision to build a church in the region and later he was able to secure land on Albany Road (Highway). Funds to build the first Church were raised by various bazaars, balls, dances and sport days. Fr O’Grady had a little wooden Church built and dedicated it to St Munchin, patron of his birth-place, County Limerick, in Ireland.

St Munchin (the man) was actually the abbot of a great monastery and school at Mungret where, it is told, he ruled over a community of 1500 monks. Towards the end of his life he retired from the monastery and lived in seclusion at a place round which the city of Limerick afterwards grew. His feast day is 2 January. According to the Principal of St Munchin’s GNS in Ballynanty, Limerick, the name ‘Munchin’ has apparently derived from the Gaelic ‘mainchin’, (mon-cheen), which means ‘little monk’.

The Church in the Gosnells-Armadale-Jarrahdale region was officially opened and blessed on 2nd March, 1919, by Archbishop Patrick Clune.

The Parish of Gosnells
The first Mass celebrated in the new independent Parish of Gosnells was on March 20 1949, being offered by Fr Patrick Carmody, the first Parish Priest. On 3 April, 1949 Archbishop Redmond Prendiville visited the new parish and officially declared it a parochial entity.

Fr Carmody was a man of great vision and his dream was to build a school for the growing number of Catholic children in the area. However, due to building restrictions in the post-war years and the shortage of bricks and other materials, it was impossible to make a start on the venture at the time, even though consent had been given by the State Housing Commission in September 1950.

After securing some bricks from the Midlands brickworks a building committee was set up and the building of the school, as well as a presbytery for Fr Carmody, commenced in 1952.

St. Munchin’s Catholic School, was officially blessed by His Lordship, the Auxiliary Bishop, Dr. L. J. Goody on 25 January 1953. Father Carmody (Parish Priest), Sisters Julian Clarke and (Marcella) Gabrielle Blake, of the Sisters of Mercy, ran the school and 59 children were enrolled.
Over the subsequent years, as the parish of Gosnells continued to grow and the number of Catholics increased, the need for a larger church was apparent. Besides a new church, the school needed to be extended. The parish was able to obtain some more land and on 10 November 1963, the first Mass was celebrated in the new Church on Albany Highway. The church was dedicated to Our Lady of the Most Blessed Sacrament. The old wooden church was relocated behind the new church and used as an additional classroom for the school. However, by 1970, the school population had grown and renovations were made to the wooden church to cater for three classrooms. At the time, two Sisters of Mercy and three lay teachers staffed the school.

In 1973, the first St Munchin’s School Committee was formed and functioned as an interim School Board until a School Board, with its own constitution, was elected by the Parish Council early in 1974. Mrs Wilhelmina Damen was appointed as the first lay principal of St Munchin’s School. Her appointment, however, was for only a very brief period. A major upheaval among the staff saw new appointments necessary and Mr Barry Baskerville was appointed Principal, taking up his position on 5 August, 1974. The School and Parish continued to grow and the need for a larger site for both was investigated.

An opportunity arose to purchase a nine acre site on the corner of Southern River Road and Corfield Street for the sum of $50,000 which was followed through. A School Planning Committee was set up to make firm plans for a new school at the Corfield Street site.

In May 1977, some nine months after the initial submission was presented, the planning committee received news of a grant of $146,000 from the Commonwealth Government which was to be forthcoming. The old church property and school site was sold to the Gosnells City Council for $425,000 to be used for a City Library and Community area. The old wooden church building, built in 1918, and its contents, was removed from the site (transported) as it was seen as a valuable part of the Catholic history of Gosnells and relocated to the Corfield Street site.

The first stage of the new St Munchin’s School commenced in 1977, and opened for the academic year in 1978. This housed the students from Years 4 – 7. Students in Years 1 – 3 continued to be accommodated at the old school on Albany Highway until September when the second stage was completed. The official Blessing and Opening ceremonies were performed by the Most Reverend R. J. Healy and Senator the Honourable F. M. Chaney on 19 November, 1978.

The enrolment at St Munchin’s had grown substantially. In 1953, when the original school was opened there were 59 students. In 1978, at the time of the ‘big move’, there were 210 students and almost double that figure by the early nineties.

In 1992, the school was extended to include Pre-Primary classes while in 1999 a Kindergarten was opened to cater for four-year olds. In 2012, Pre-Kindergarten for three-year olds was introduced. Extensive developments to buildings, grounds and facilities have taken place to provide a rich learning environment for the children.

Throughout its history, St. Munchin’s Catholic School has aspired to reflect the influence of the Mercy tradition by imitating the life of Christ and His love for others. Our vision statement for the school has been influenced by our history. In 2002, St Munchin’s celebrated its 50th year of operation.
In 2006, St Munchin’s Catholic School named its four factions. The names chosen linked with some personalities and places who had made a significant contribution to the establishment and growth of St Munchin’s. The faction names are Carmody, Limerick, Clarke and Canning.

**Carmody** – Fr Carmody was the first parish priest at St Munchin’s. Although he was born in Ireland he spent many years here, in Perth. He established this Parish and set about to build St Munchin’s Catholic School located near Albany Highway. The church and school were later moved to the existing site. This symbol represents Jesus. Through his vocation, Fr Carmody was carrying out the work of Jesus in this parish.

**Limerick** – In the early 1900s, Fr O’Grady who worked in the area, had a little wooden church built and dedicated it to St Munchin, patron of his birth-place, County Limerick, in Ireland. The Parish of St Munchin’s in Ireland is located in the county of Limerick. St Munchin lived there in the second century and established a church and places of education. The shamrock and the colour are strongly linked to Ireland and our Irish history.

**Clarke** – Sr Julian Clarke, from the Sisters of Mercy, was the first principal of St Munchin’s Catholic School. When the school commenced there were 53 students. There were two teachers, Sr Julian and Sr (Marcella) Gabrielle. Sr Julian was a very gifted educator. She had a wonderful rapport with staff, students and parents. Her faith, leadership and energy inspired our community and the charism and spirit of the Sisters of Mercy continues to live in us today. The Mercy cross is borrowed from the Sisters of Mercy to acknowledge the order to which Sr Julian Clarke belonged.

**Canning** – The site of the original St Munchin’s school was along the Canning River. The students would eat their lunch by the river. The Aboriginal symbol for river was chosen as it is a link to our heritage and the Aboriginal people who first lived in this area.
CARRYING ON OUR HISTORY: ST MUNCHIN’S SCHOOL ETHOS

St. Munchin’s seeks to help students develop their special gifts from God in order to become people of faith and be active contributors to build a better world. Our school recognises that its students have many natural gifts and qualities. It recognises the many special gifts given to them by God through the Sacraments, especially Baptism, Penance, Eucharist and Confirmation, our school aims to help students develop in every way possible – spiritually, volitionally, intellectually, physically, and emotionally. In practice, we can say that the school seeks to develop the whole person.

OUR FACILITIES TODAY INCLUDE

- Dedicated teachers who inspire students in all aspects of the Learning Journey
- Education in a Christian Faith setting.
- Innovative Information Technology programme throughout the school
- Interactive whiteboards in all classrooms
- Introduction of staff iPads and for some special needs students
- Spacious oval and a variety of sporting facilities and equipment
- Certified Asthma Friendly, WasteWise School, and Safe Schools
- Music programme including Choir
- Literacy Support Programme K to 6
- Mathematical Assessment in Yr. 1 and 2
- Pastoral Care based on Gospel Values
- A healthy lifestyle promoted through morning fitness, extracurricular Physical Education
- A collaborative working relationship with the Parish
- Individualized Intervention Programmes
- RAiSe teaching and learning structures
- BluEarth Physical Education Program

SCHOOL MOTTO “Follow Truth”
THE SCHOOL SUPPORTING THE PARENTS IN THE
FAITH EDUCATION OF THEIR CHILDREN

Religious education is part of the daily curriculum for all students. The formal religious education lessons are based on the Western Australian Religious Education units of work produced by the Catholic Education Office of Western Australia. Topics covered for each year level include Baptism, Eucharist, Penance, Confirmation, Prayer, Bible, Church, Jesus, Lent/Easter and Advent/Christmas. Notices are sent home to parents informing them of the particular unit that is being taught to their child/children. This provides background knowledge and some information as to how they can help their child/children with the concepts. Religious Education is included as a learning area in Catholic Schools and the knowledge component is assessed and included in the portfolio samples and semester reports.

Throughout their schooling we endeavour to deepen the faith of all students. Prayer is part of school life. The school day commences with a prayer at the morning assembly and prayer, at the level of the students, is part of the daily classroom routine.

During each term every year level celebrates a class mass in the Church of Our Lady of the Most Blessed Sacrament adjacent to the school. Classes plan the masses which are held Friday mornings at 9:00am during the term.

During each term there are two or three whole school masses. These are generally for special occasions in the Church and the school year and include, for example, Back to School Liturgy, Holy Week, St Munchin’s Week and End of Year School Mass (every second year).

Parents are encouraged to attend the various masses, liturgies and prayer services which are an integral part of life in a Catholic school. Notices of school and class masses and prayer services are included on the term calendar. Upcoming liturgical celebrations are noted in the weekly newsletter.

The class teachers, together with the students, are involved in planning the liturgies. Some students, from Year Four to Six, also train as altar servers. In continuing to emphasise faith at the school, some of the Year Six students are also involved in the Music and Liturgy Council. They are expected to assist with whole school liturgies and class masses.

The school and the parish support parents in the sacramental and faith development of the children through the Parish Sacramental programmes. Children are prepared for the Sacrament of Penance (Reconciliation) in Year Three, Eucharist in Year Four and Confirmation in Year Six. At the commencement of the programme, all students and their families attend a Commitment Mass. This is the beginning of the sacramental preparation. Parent meetings, sacramental organisation and liturgical celebrations are in collaboration with the school and the parish. This information is presented at the Parent Information Nights held for each year level at the beginning of each year.

SCHOOL MOTTO “Follow Truth”
St Munchin’s Catholic School Goals and Aims

GOALS
In order to reflect the life and love of Christ for His people St Munchin’s Catholic School strives to:

- Recognise the uniqueness and dignity of every individual
- Provide opportunities for the spiritual, moral, physical, emotional, intellectual, creative and social development of the children in its care
- Assist the child to develop the skills, knowledge and attitudes necessary to become a positive member of the school and the wider community
- Foster, within each child, the awareness that Christian faith requires a personal commitment and a response to the needs of others
- Provide opportunities for the growth of all members of our school community and
- Provide a caring and supportive environment.

AIMS

Attitudes
St Munchin’s School aims to assist the students to value:

- Being personally committed to Christ, His Church and His teachings
- Prayer
- The abilities and uniqueness of self and others
- Striving to achieve their full potential
- The family unit
- Honesty and truthfulness in relationships with others
- Respecting and responding to appropriate leadership
- The heritage, responsibilities and privilege of Australian Citizenship
- Working for, and contributing to, the well-being of the community and
- Preserving the environment.

Knowledge
St Munchin’s aims to guide and support the students acquiring knowledge about:

- The Catholic belief and practices as documented by the Western Australian Religious Education Units and Diocesan Guidelines
- Themselves and their capabilities
- The wonders of our universe, world and environment
- The qualities which make a spoken and written language effective
- Influence of the media
- The human and cultural aspects of our society
- Fundamental mathematical understanding
- Plants, animals, matter and energy
- Various expressive art forms
- Personal and community health and safety.
Skills

St Munchin’s aims to guide and support the students in the acquisition of skills to:

- Set and achieve personal goals
- Comprehend and communicate effectively the written and spoken word
- Interact socially and empathise with others
- Become good citizens
- Organise thoughts and actions logically
- Develop suitable study habits, problem solving techniques and effective research skills
- Make use of a range of decision making strategies
- Participate actively in the creative arts
- Develop co-ordination to enhance motor skills
- Play a variety of games and sports
- Keep clean, healthy and fit.
St Munchin’s Catholic School Staff

Principal
Assistant Principal RE
Assistant Principal Admin
School Bursar
Receptionist
Kindergarten KM Teacher
Kindergarten KW Teacher
Pre-Primary M Teacher
Pre-Primary W Teacher
Year 1W Teacher
Year 1M Teacher
Year 2W Teacher
Year 2M Teacher
Year 3W Teacher
Year 3M Teacher
Year 4W Teacher
Year 4M Teacher
Year 5W Teacher
Year 5M Teacher
Year 5M Teacher
Year 6W Teacher
Year 6W Teacher
Year 6M Teacher
Year 6M Teacher
Reading Recovery Teacher
Special Needs Teacher
Library Teacher
IT Teacher
Physical Education Teacher

Mr Robert Romeo
Miss Lisa Harrison
Mr Joe Musitano
Mrs Evelyn Yozzi
Mrs Sharon Campbell
Mrs Lesa Keys
Mrs Priscilla Hawthorne
Mrs Philippa Screaigh
Mrs Fran Chalmers
Mrs Geraldine Rowland
Mrs Micaella Hancock
Mrs Kellie Marangoni
Mr Matthew Rechichi
Mrs Anna McCarthy
Miss Elizabeth Molony
Mr Colin Loh
Miss Brooke Skeffington
Ms Bonnie Alexander
Mrs Jessica Licastro
Mrs Correen Coster
Mrs Danielle Sartorelli
Mrs Jude Molony
Mr Luke Marino
Ms Joan Mackin
Mr Joe Musitano
Mrs Narelle Petta
Mrs Cheryl Taylor
Mrs Rose-Mary Crimp
Mrs Paula Stockley
Mr Luke Marino
St Munchin’s Catholic School Staff

Music Teacher
Mrs Rebekah Hogan

Music Teacher
Mrs Karen Gonsalves

Teacher Assistant
Mrs Maureen Dombrowsky

Teacher Assistant
Mrs Marie Thompson

Teacher Assistant
Mrs Suzanne Winter

Teacher Assistant
Mrs Vivian Loh

Teacher Assistant
Mrs Lisa Foster

Teacher Assistant
Mrs Johanna Bond

Teacher Assistant
Mrs Cindy Van Der Walt

Teacher Assistant
Mrs Lena Motu

Teacher Assistant
Mrs Jennifer Davidson

Teacher Assistant
Ms Karen Adams

Social Worker
Mrs Marienne Hodgson

Canteen Manager
Mrs Katrina Van Der Wel

Cleaner
Mrs Rose Ford

Cleaner
Mrs Sophie Beard

Out of School Care Supervisor
Mrs Rebecca Curtis

Grounds & Maintenance
Mr Stephen Lawrence

SCHOOLMOTTO “Follow Truth”
IMPORTANT DATES TO REMEMBER

TERM 1  from  Teachers: Monday 30th January
          Students: Wednesday 1st February
          to  Friday 7th April
Mid-semester break: Monday 10th April – Friday 21st April

TERM 2  from  Monday 24th April
          to  Friday 30th June
Semester break: Monday 3rd July - Friday 14th July

TERM 3  from  Monday 17th July
          to  Friday 20th September
Mid-semester break: Monday 23rd September – Friday 6th October

TERM 4  from  Teachers: Monday 9th October
          Students: Tuesday 10th October
          to  Students: Friday 8th December
          Teachers: Friday 15th December

PROFESSIONAL DEVELOPMENT FOR STAFF – NO STUDENTS

Term 1:  Friday 6th March
Term 2:  Monday 5th June (Catholic Day) Thursday 29th June, Friday 30th June.
Term 3:  Friday 22nd September
Term 4:  Monday 9th October

Parents will be notified of Pupil Free Days at the commencement of the school year.

SCHOOL BOARD MEETINGS
School Board meets every 3rd Tuesday of each month - Meetings are held in the Staff Room commencing at 6.30pm

PARENTS AND FRIENDS ASSOCIATION MEETINGS
P&F Association meets every 2nd Tuesday of each month
Meetings are held at 7:00pm in the Staffroom

SPECIAL DAYS
School Newsletter  Thursday
School and Class Masses  Friday @ 9.00am
School Class Assemblies  approximately 2 – 3 per term Friday @ 2.10pm

UNIFORM SHOP OPENING TIMES
Monday:  8:30am – 9:30am & 2:30pm – 3:30pm
Other times are available by appointment

SCHOOL MOTTO “Follow Truth”
ST MUNCHIN’S CATHOLIC SCHOOL
PARENT HANDBOOK

ADMINISTRATION

School Office Hours: 8:15am to 3:30pm

Punctuality
Parents are requested to ensure that their children are punctual for classes each day. We recommend that they arrive in sufficient time to unpack their bags and ensure that they are prepared for the school day by 8.50am. Children who arrive late can disrupt lessons that are in progress.

Absent Students
To ensure the safety of children parents are asked to:

- Notify the school by 9.30am if a child will be absent on a particular day.
- Provide the teacher with a written explanation as to the cause of the child’s absence on his/her return to school. Teachers are required to obtain a letter to keep with the school attendance register.
- Provide a doctor’s certificate for extended periods of absenteeism.

Change of Address
The school must be notified immediately if there is a change in address or phone number at home or work. This is to ensure contact in case of an emergency.

Changes to School Hours
Any changes to school hours will be published in the fortnightly newsletter. Parents will be notified well in advance of these days.

Supervision
In the interest of students’ safety, parents are asked to assist the school by ensuring that a child does not attend or remain within the school grounds outside the hours of 8:30am and 3:20pm on Mondays to Fridays. Supervision of children by the school will be undertaken between these times. Children not picked up by 3.45pm will be taken to Out of School Hours Care (OSHC) and parents will be billed. All school play equipment is out of bounds to children and toddlers before and after school. In the interest of your children’s safety and the school’s liability, parents and children are required to follow this requirement.

School Siren Times

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<tr>
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<tr>
<td>8.35am</td>
<td>Classrooms open</td>
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<tr>
<td>8.50am</td>
<td>Classes commence</td>
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<tr>
<td>10.35am - 10.55am</td>
<td>Recess</td>
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<td>12.35pm – 12.45pm</td>
<td>Lunch – eating</td>
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<tr>
<td>12.45pm – 1.20pm</td>
<td>Lunch – play</td>
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<tr>
<td>3.05 pm</td>
<td>End of day</td>
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Annual School Priorities
Schools are required to report annually to their school community on the Annual School Priorities and the key focus elements implemented during the year.

Catholicity – Evangelisation
- Involve new staff in developing a greater knowledge of St Munchin’s Catholic School by participating in the Faith, Story & Witness Workshops.
- Focus our Catholic Mission effort towards CARITAS – Project Compassion, St Vincent de Paul, Mercy Care Mission and LifeLink Archbishop’s Appeal.
- Support the parish for the Sacraments of Penance, Eucharist and Confirmation.
- Conduct a Staff PD on a theological topic: The Gospels
- Review, update and implement the Evangelisation Plan.

Australian Curriculum
- Continue implementation of the Science ‘Primary Connections’ curriculum initiative in Year 1-3
- Continue implementation of the Protective Behaviours programme
- Promote a healthy lifestyle through early morning fitness.
- Continue the BluEarth physical education programme in selected classrooms
- Provide Staff PD enhancing the Australian Curriculum, Differentiation of the Curriculum and Digital Technologies.
- Continue our Science Specialist teacher in Years 4-6.

Literacy + Mathematics
- Continue teaching and learning strategies as supported by the RAISE initiative
- Focus on reading development across the school.
- Continue the development of the Reading Resource Room.
- Extend Reading Recovery programme
- Continue Extending Mathematical Understanding programme (EMU)
- Continue Levelled Literacy Intervention reading program (LLI)
- Continue the Hickey phonological awareness programme
- Implement spelling strategies using an eclectic approach to cater for all learning styles.
- Continue Letters and Sounds programme and extend to year 2
- Students improve mathematical problem solving and recall of basic facts and times tables
- Continue O.T. and Speech screening

Information Technology
- Maintain a well-resourced school web page: www.stmunchins.wa.edu.au
- Continue integration of digital technologies with class programmes
- Extend the use of Chromebooks and digital technologies in classrooms for students to use as learning tools.

Staff
- Enhance Teacher Development and Growth Process.
- Provide opportunities for Peer Enhancement
- Opportunities for Professional Development where appropriate.
- Continue staff role - Learning Support Coordinator
- Continue staff role - Learning Support Teacher Literacy and Numeracy (0.5)
- New School Improvement Team for Action Learning

Policy Review
- Review the Behaviour Management Policy
- Review the Evangelisation Policy
- Review other policies as required
St Munchin’s Catholic School Parental Involvement

COLLABORATIVE LEARNING COMMUNITY

“Parents, teachers and children working together to facilitate learning.”

Working Together
The primary role of a Catholic school is to support parents in the faith education of their children. Parents play an integral role in the life of the school and can contribute in many positive ways to the education of their children. When children see their parents and teachers sharing common beliefs, attitudes and goals, they feel more secure and demonstrate a greater sense of self-worth.

Parental Involvement
Parents are involved at St Munchin’s:
1. As parent helpers in the classroom, particularly in areas such as language activities, art and craft and physical education.
2. As volunteer helpers for various activities such as canteen, library, uniform committee, busy bees, or helpers on excursions.
3. As members of the school community they elect and may be elected as members of the School Board.
4. As parents in the school they are members of the Parents and Friends Association and may be elected to serve on the Committee each year.
5. By supporting various social functions and fund raising activities held throughout the school year.

Parents, as outlined in the Enrolment Policy, commit to an active participation in the life of the school.

GUIDELINES FOR PARENT HELPERS
Parents are invited and welcome to be part of the many educational activities in the school, as well as assisting in other areas of school life. Parental assistance in the classroom should be seen as a privilege and an opportunity to forge a partnership of care for all children.

The Importance of Confidentiality
Any quality interaction with others in the course of day to day living requires respect for their dignity and privacy. Confidentiality, commitment, consistency, trust and respect are all essential elements in establishing and maintaining effective relationships and meaningful interactions.

These principles are of particular importance for any person involved in the welfare and education of children. It is the responsibility of any person involved with children and subsequently, his or her family, to have respect for the dignity and the privacy of the child and the child’s family. Whether that involvement stems from a formalised, paid position, or from a less formalised and voluntary capacity, it is essential that trust and confidentiality is preserved and protected at all times.

There is a greater awareness today, generally, on the part of the community, of the ethical and moral issues involved in dealing with information concerning others. There are several generally accepted guidelines and principles that organisations and professionals abide by or use. Within the Catholic Education system of Western Australia, policy guidelines on the use of confidential and sensitive information in school were developed and endorsed by the Catholic Education Commission in 1993.
All persons working with children and their families in Catholic schools in Western Australia are required to adhere to these guidelines at all times.

The basic principles underlying confidentiality of information relate to trust, discretion and respect. Often students, parents or caregivers are willing to provide information because they trust those with whom they are dealing. All personal information must be respected and, in the majority of instances, be regarded as confidential.

Under the new ‘Working with Children’ regulations, volunteers within a school require a police clearance (A ‘Working with Children’ check). However, there is an exemption for parents of children in the school as long as they are volunteering for less than five days of the year. All volunteers attending overnight stays require clearance including parents of children within the school.

_The privacy of the individual should be respected, preserved and protected at all times._

**School-Parent Communication**

Every effort is made to maintain an open line of communication between home and school. Trust and openness are needed by all parties in the best interest of all members of the school community. Staff will do their best to respond to emails and Class Dojo between the hours of 8.00am and 5.00pm. If you need to speak to a staff member urgently please make an appointment through the front office.

**Parent Information Evenings**

At the beginning of each school year, each class holds a Parent Information Evening. The purpose of these nights is to inform the parents as to the expectations of the different year levels. At least one parent/guardian is expected to attend.

**Teacher & Parent Interviews**

Formal opportunities for communication between the school and parents exist throughout the year. The Principal and teachers are available to answer any queries regarding your child’s education, but we ask that you make an appointment through the office so that a mutually convenient time can be arranged.

**Progress Reports**

Throughout the year teachers will endeavour to keep parents fully informed about their child’s progress through portfolios, student outcomes, interviews and reports. Regular communication by parents is also encouraged.

Written reports are sent home to parents twice a year. _Detailed formal reports are sent home at the end of Terms Two and Four._

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**SCHOOL MOTTO** “Follow Truth”
Parent Support
We welcome the support of our parents at all times. A school Social Worker is employed at St Munchin’s to assist both children and families. The school Social Worker is at school on Tuesdays and Wednesdays and can be contacted through the school office (92347555).

Newsletter
Fortnightly newsletters and notices are sent home with the eldest child in each family every Thursday. A Term calendar outlining important dates is published at the beginning of each term. Families are asked to refer to this document as the need arises. Newsletters and term calendars are also available on the school website – www.stmunchins.wa.edu.au

Assemblies
Assemblies are another way in which parents are informed about what is going on in the school and what children are achieving. Morning assemblies are held Mondays and Fridays commencing at 8.50am. All children from Year 1 - 6 are required to attend these morning assemblies. The morning assemblies commence with a prayer and relevant messages are given to students for the day.

At the Monday morning assembly, we sing the National Anthem and raise the Australian Flag.

School assemblies, in which classes present items and merit certificates are awarded, are held approximately every three weeks. The dates for these assemblies are advertised in the term calendar and school newsletters. Attendance by parents at assemblies is strongly encouraged and they commence at 2.10pm.
Parent Code of Conduct

At St Munchin’s Catholic School we aspire to reflect the life and love of Christ for His people. Therefore in this community we aspire to live the values of love, respect, compassion, forgiveness, mercy, compassion, service, excellence and justice.

As a parent, you play a formative role in the development of your child’s sense of justice, equity, and the dignity and worth of all members of our school community. You also act as one of the most influential role-models within your child’s life. As the onus for promoting and upholding these core values of our school community fall on all those with the greatest capacity to reason and control their actions, it is the expectation of the community that all parents, guardians and family members model acceptable behaviour at all times within the school setting.

Guidelines for parents:

- Support your child in all their educational endeavours by giving praise and showing interest in their school activities. Read regularly with your child.

- Help your child to discover that it is often the process that is experienced rather than the end product that makes it all worthwhile; that giving of your very best is what matters rather than always comparing yourself against the capabilities of others. Learning is life long and helping your children love learning now will set them up for life.

- Be involved in the life of the school. Attend and fully participate in school events such as Masses, assemblies and sports carnivals. Volunteer for P & F and classroom rosters. Give witness that you value education by being involved in the life of the school.

- All our children have the right to feel safe at school. There may be times when you feel that the actions of another child have infringed the rights of your own child. Under no circumstances is a parent or guardian to approach another child whilst they are in the care of the school to discuss or chastise them because of their actions towards their own child. Such an approach to the child may be seen to be an assault on the child and may have legal consequences. It is appropriate to approach the class teacher or the School Principal to seek their intervention in bringing about an equitable and peaceful solution to the situation.

- Bullying has no place within our community and as such will not be tolerated. This is as true for adult-to-adult interaction as it is for child-to-child. All interactions between members of our community must be in keeping with the values espoused by the Catholic school through its Mission Statement and School policies and must always be respectful. Instances of bullying must quickly be brought to the attention of the school staff so that justice may be achieved for all involved in the conflict.

- Always be positive. We all have bad days and at times events occur which don’t always appear fair. However it is often the case that the injustice was not intentional, and many times not even apparent to others. Always approach these situations in a spirit of co-operation and genuine partnership. It’s amazing how easily and quickly most situations can be resolved.
• **Children’s perception is not the same as an adult’s** due to developmental maturity. They are not lying when their story conflicts with another’s or when the teacher’s perspective doesn’t match what you have been told at home. Children see their world through their own limited experiences, which colour their perceptions. Adult perceptions are balanced with life experiences. Listen to your child as they tell you their "reality", but remember that a different "reality" may possibly exist elsewhere. Children act differently at home and school. When faced with an audience of their own peers often children will act/react in a way, which appears completely out of character to you, and the saying "My child wouldn't do that" might not hold for the current situation.

• **Protect people’s good name.** Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. Attempt to resolve these issues through calm dialogue between the parties directly involved whilst respecting the dignity of each & every person.

• **It is easy for opinion to be mistaken for fact.** An approach to the relevant personnel within the school to verify the factual basis of a story can assist in allaying your fears as to the events in question and the intent involved.

• **Be prepared to actively listen to another’s point of view.** It may be that the perspective from which the parent is approaching the situation is foreign to the other party. And each may be equally of value.

• **Parents are expected to interact civilly with staff, students and other parents at all times.** Abusive language, raising your voice, insulting or violent behaviour to anyone on school grounds, this includes the carpark, is not appropriate.

• **Parents with concerns regarding their child’s learning are encouraged to schedule a meeting with their child’s teacher** so concerns can be given the attention they deserve. Collection and drop off is when staff are busiest and at these times, staff may not be able to give your concerns their full attention. Respect teachers’ preparation time and make an appointment at a mutually convenient time. Do not discuss any grievances in front of your child/ren regarding the school.

• **Follow any reasonable instructions given by a staff member** and observe the signed parking areas of the school. Areas of no parking are there for a reason, to protect and ensure the safety of children. Do not park in no parking areas or disabled bays unless you have an ACROD sticker.

• **Catholic Schools are strictly non-smoking.** Please refrain from smoking within sight of the boundary of the school property.

Whilst there is no obligation to inform the school of other situations where parents may be in dispute (e.g. separation or other Court Orders in place between parents or people at the school) any information received of this nature will be treated in strict confidence. In any event, the School expects parents to behave lawfully on School grounds and observe the terms of any order, obligation or undertaking they may be subject to.
It is appropriate in times of conflict that correct procedures be followed to allow all parties to be heard and for harmonious solutions to be reached. If the conflict centres around a classroom issue, the first approach should always be made with the classroom teacher. If a resolution is not reached then it is appropriate to involve the School Principal with the aim of him/her assisting with such a result. Should the matter result from a situation outside of classroom matters then it is appropriate to discuss this with the School Principal in the first instance. If parents remain dissatisfied with the result then the matter can be referred to the Catholic Education Office of Western Australia. (For more information on resolution of disputes please see the Resolution of Disputes Policy)

Refusal to act in a way which is conducive to continuing positive relations and in contravention of this Code of Conduct could result in the need for the parents to reconsider the suitability of their child's placement within our school. Partnership is never one-way, and it is not possible to be in effective partnership with the school when that partnership is not life-giving, respectful and mutually supportive, both privately and publicly, for all parties.

It is not possible to categorically state what will constitute a minor issue, inappropriate conduct or misconduct. Each situation must be considered as it arises. However, in cases of serious or repeated misconduct the School may take steps to ban a parent from entry to School grounds and may, where appropriate, involve other authorities.
School Board
The School Board is responsible for the financial management and future planning of the school. The School Board administers all the finances associated with the school and is responsible to the Catholic Education Commission of Western Australia. Board finances consist of parent paid fees, levies, State and Commonwealth Government Grants and Parish contributions.

Functions of the School Board:
- Planning for the present and future operation of the school
- Providing membership on selection panels for the employment of staff to the School in accordance with Catholic Education Commission of WA policy
- Providing membership on the panel that recommends the appointment of a Principal in accordance with Catholic Education Commission of WA policy
- Disseminating information about the School and about Catholic education to people and organisations in the School community
- Liaising in all matters relating to the financial management of the School with people and organisations in the local Catholic Community
- Managing all the finances associated with the school
- Advising the Principal with respect to school policy.

The School Board members include the Principal, the Parish Priest, representatives of the Parents and Friends Association, the Parish Council and six other parents who are elected at the Annual School Community Meeting. The Board meets monthly. The Annual General Meeting is held in November of each year. A report by the Board Chairperson is given, the provisional budget for the ensuing year is presented, and new Board Members are elected.

The School Board Members:
Chairperson: Mr Luke Bresland
Vice Chairperson: Mr Michael Hutchison
Treasurer: Mr Mark Metzger
Secretary: Mrs Robyn Wall
Elected members of the Board:
- Mr Derek Ingram
- Mr Kevin Lin

Parish Representative: TBA
Ex Officio Members:
Parish Priest: Fr. Philip Perreau
Principal: Mr Rob Romeo
Assistant Principals: Mr Joe Musitano
Miss Lisa Harrison

School Motto: “Follow Truth”
Parents and Friends Association
The P&F Association consists primarily of all parents and guardians of pupils enrolled at St Munchin’s Catholic Primary School. It forms an integral part of the life of the school.

An executive committee manages the business affairs of the association. It includes the President, a Secretary and a Treasurer. Meetings are held on the fourth Tuesday of the month. These meetings are held in the school library and are advertised, along with the association’s activities, in the school newsletter.

At the Annual General Meeting, held in conjunction with the Annual School Board General Meeting, a report is given and nominations and elections take place. The Parents and Friends executives for 2017 are:

- **President** Gaylia Evans
- **Vice President** Janene Neale
- **Secretary** Helen Rozendaal
- **Treasurer** Vanessa Killen

In valuing the link between home and school, we invite parents to share in school celebrations and activities such as:

- Parent help in the classroom
- School Masses and Liturgies
- School Assemblies
- Sporting Events
- Excursions
- Parent Information Evenings

These are only a few examples of how parents can be involved with their children at school.

SUPPORT SERVICES

**Dental Care**
The Wirrabirra Dental Therapy Centre services the school. Enrolment forms are available on request.

**Learning and Special Education Support**
Specialist personnel are available from the Catholic Education Office to assist teachers with assessments and specialised programmes. Please see the Support Education Teacher for further information.

**School Nurse**
A community nurse visits St Munchin’s regularly. Parents wishing to make an appointment need to fill out a referral form held in the administration building.
General capabilities in the Australian Curriculum

General capabilities, a key dimension of the Australian Curriculum, are addressed explicitly in the content of the learning areas. They play a significant role in realising the goals set out in the Melbourne Declaration on Educational Goals for Young Australians (MCEETYA 2008) – that all young people in Australia should be supported to become successful learners, confident and creative individuals, and active and informed citizens.

The Melbourne Declaration identifies essential skills for twenty-first century learners – in literacy, numeracy, information and communication technology (ICT), thinking, creativity, teamwork and communication. It describes individuals who can manage their own wellbeing, relate well to others, make informed decisions about their lives, become citizens who behave with ethical integrity, relate to and communicate across cultures, work for the common good and act with responsibility at local, regional and global levels.

The general capabilities encompass the knowledge, skills, behaviours and dispositions that, together with curriculum content in each learning area and the cross-curriculum priorities, will assist students to live and work successfully in the twenty-first century. They complement the key learning outcomes of the Early Years Learning Framework (COAG 2009) – that children have a strong sense of identity and wellbeing, are connected with and contribute to their world, are confident and involved learners and effective communicators.

The Australian Curriculum includes seven general capabilities:

- Literacy
- Numeracy
- Information and communication technology (ICT) capability
- Critical and creative thinking
- Personal and social capability
- Ethical understanding
- Intercultural understanding.
General capabilities in the Australian Curriculum

The curriculum used at St Munchin’s is in line with the National Curriculum and Western Australian Curriculum - mandated in both State and Catholic schools in WA.

Catholic School Curriculum
The curriculum of the Catholic School aims to promote the development of students so that they can contribute to society from a Christian Gospel perspective. Guided by this vision, the curriculum contributes to the development of each student as a responsible, inner-directed Christian person—someone of Christian virtue who is capable of making genuinely free choices, as well as value judgments enlightened by a formed Christian conscience.
Information Technology
Information Technology offers exciting and challenging ways of enhancing student learning. Information Technology is the use of tools to be used selectively in the classroom, focusing on teaching and learning interactions likely to improve students’ understanding and personal productivity or to stimulate learning. In order to be effective, Information Technology must be used in the context of meaningful tasks.

A successful programme of computer awareness operates across all year levels and within the library and information skills programmes. There is an emphasis on computer literacy, word processing skills and information location skills. The school has an Information Technology room where children are instructed each week. Computers are also located in the classrooms and in the fully computerised Library. An Information Technology teacher is employed to conduct Information Technology lessons that support the educational programme within the classroom as well as offer technical and educational support to teachers.

iPad Use: The use of iPads has been introduced into the teaching and learning program at St Munchin’s School. In 2013, the teaching staff have been supplied with and iPad in order to familiarize themselves with its capabilities as a teaching and learning tool.

Support Education
Children at St Munchin’s have access to support through the Junior or Upper Support Teachers. Currently all classes, from Kindergarten to Year 6, have equal time allocation.

Languages
An Italian Language Programme has been introduced to the school for children in Years PP to 6.

Music
Each year, children from Year 5 to Year 6 are given the opportunity to be part of the Lumen Christi College Instrumental Music Programme. Interested children are assessed on musical aptitude, and invited into the programme. The tuition fees are paid directly to Lumen Christi College.

Physical Education & Sport
A Physical Education teacher is employed at St Munchin’s to ensure that a well-balanced programme is provided for the children. Each class has a minimum of 120 minutes per week. Each class has one 45 minute Physical Education lesson per week with the Physical Education Teacher, covering a whole range of skills, games and activities. Each class also organises its own sport session.

School Social Worker
The school Social Worker assists children in our school who are experiencing social or emotional difficulties. In addition to casework and programmes for children and staff; programmes, resources and support are also provided to parents. The Social Worker is at school on Tuesdays and Wednesdays and can be contacted through the school office.
At St Munchin’s:

WE ARE RESPECTFUL

This means:

We respect ourselves
  • We wear our uniforms with pride i.e. shirts are tucked in.
  • We wear our own school hats.

We respect others
  • We use our manners.
  • We treat people the way we want to be treated.
  • We follow directions from staff members.

We respect property
  • We leave our personal sports equipment and toys at home.
  • We use equipment appropriately.
  • We take care of our school environment i.e. we put rubbish in the bin, our bag areas are kept tidy.

WE PLAY SAFELY

This means:
  • We play in the appropriate places.
  • We use equipment properly.
  • We have a teacher with us when we are in the classroom, corridor, IT room, or Library.

WE ARE SAFE BEFORE AND AFTER SCHOOL

This means:
  • Sports equipment is not used before or after school.
  • We sit quietly until the classroom is open.
  • We stay off the school play equipment.
  • Our parents park in allocated areas- not on other people’s property.
  • We walk to the car, once our parents have parked.
ST MUNCHIN’S CATHOLIC SCHOOL
PARENT HANDBOOK

SCHOOL PROCEDURES

Appointments The teachers are always the first people to approach about your child. Please make an appointment for a suitable time - rather than talking when other parents are around or keeping the teacher from teaching or other duties. Please follow procedures outlined on Protocol list.

Cars (Pick-Up & Drop Off) 10kph Is The Speed Limit. Please do not hold up traffic when stopping to pick up children. PLEASE use parking bays to avoid risk to children’s safety. Parents/Guardians using the ‘Kiss and Drive’ must not remain parked in the zone for long periods of time. If child/ren are late in coming out, Parents/Guardians must drive around until child arrives or park in the designated parking bays.

Assemblies Assemblies are held Monday and Friday morning commencing at 8.50am. Assemblies in which items are presented by classes and Merit Certificates are presented are held approximately every 2/3 weeks on Fridays at 2.10pm.

Bicycles Only children in Years 4 - 6 are permitted to ride to school unassisted. Younger children must be accompanied by an adult. It is expected that the children will wear a helmet whilst riding. To ensure the safety of all school community members, bikes are to be walked in the school grounds. To ensure the safety of the bikes, the bike area is out of bounds to children during school hours.

Booklists Book lists for each year level are compiled and sent home prior to the conclusion of the school year. The booklist includes the textbooks, exercise books and other stationery materials required for the following year. Parents are asked to check throughout the year that their child has sufficient stationery. All books and stationery are required to be clearly labelled with the child’s name.

Canteen A canteen service is available for lunch orders and refreshments on Mondays, Wednesdays and Fridays during recess and after 12.45pm during lunch-time. Lunch order bags should be neatly marked with the child’s name, class, amount of money enclosed and order. The Canteen Manager caters for children who come to school without their lunch and a note is sent home requesting reimbursement.

Valuables Children and parents are asked to ensure that no valuable toys, jewellery or items are brought to school as no responsibility can or will be taken by staff. Mobile phones can be brought to school but must be handed to the office before school.

Early Arrivals The school times at St Munchin’s are 8.50am to 3.05pm. Supervision around the school begins at 8.30am and finishes at 3.20pm. Children are not to be at school outside these times unless “EARLY BIRD” approval has been arranged with the Principal.

SCHOOL MOTTO “Follow Truth”
Help your child be independent whenever possible – carrying own bag, unpacking at school etc. Please teach your children at an early age to tie their laces – Pre-Primary age is a very good time to do this. Encourage your children to ask questions to help them solve problems. This will help them learn.

**NO** child is allowed to play on the school equipment before or after school.

Parents are asked to assist us by ensuring their children and toddlers follow this rule.

Parents are advised, in writing, of all excursions. Parents are requested to sign and return a permission slip. If children have not returned their permission slips prior to the day of the excursion they will not be able to attend the excursion. If a child’s behaviour, prior to the excursion, has not reflected sufficient responsibility, willingness to follow staff directions and instructions, or has not completed sufficient class and homework; the child may be excluded from the excursion. If a child is not dressed in full and correct school uniform, as required, they will be unable to attend the event. This will be at the decision and discretion of the Principal and the class teacher.

Children are excluded from school whilst contagious. (See Communicable Diseases)

Minor injuries are dealt with by the staff. For more serious injuries, parents will be contacted. Medical assistance will be sought at the Principal’s discretion.

All students enrolled are covered by CCI insurance. For further information please contact the school office.

The wearing of jewellery is not encouraged for safety reasons. A watch and/or necklace with Christian symbol may be worn.

**Girls** – one pair or set of earrings, that is, only one stud or sleeper in each lower ear lobe.

No nail polish, tattoos or makeup may be worn during school hours.

Parents are asked to vigilantly ensure these requirements are adhered to, as many valuable teaching hours can be lost during the year to ensure the children follow these requirements. Correct uniform encourages a sense of pride in self and school.

All parents need to supply their children with a library bag.

Located inside the entrance to the year 6 classrooms.

If items are clearly labelled they can be returned to your child promptly.

Parents and children are requested to take only what belongs to their child.

All items including, hats, jumpers, tracksuit pants & tops, clothing, books etc. must be clearly marked with the child’s name and year level.
Mobile Phones
If parents send their child to school with a mobile phone, it must be left in the school office.

Money
School fees should be paid at the office. All other money should be given by the child to the class teacher or office first thing in the morning. All money should be in an envelope, clearly labelled with the student’s name, class and purpose for which it is intended.

Parking
Parking bays are provided in school grounds for the setting down and picking up of children. Cars are not to block access ways or “No Parking” areas.

To ensure the security of staff cars before, during and after school hours, please refrain from parking in the staff car park, at the end of Isdell Place.

Please drive slowly and watch out for children. SPEED LIMIT 10KPH.

As parking in the car park off Isdell Place is limited, it is suggested that parents, who do not have children in Kindergarten or Pre-Primary, use one of the car parks off Corfield Street.

City of Gosnells Parking Guidelines
In an effort to provide a safer environment for everyone we ask that the following parking guidelines are observed at all times. Failure to comply is likely to result in the issuing of parking infringements.

• Do not stand or drive on any footpaths.
• Ensure vehicle is parked wholly within marked bay.
• Do not stand vehicle against the flow of traffic.
• Do not double park.
• Do not stand vehicle in Bus Stops.
• Do not stand vehicle within 18 metres of the approach side of pedestrian crossings and Bus Stops.
• Do not stand vehicle within 9 metres of the departure side of Pedestrian Crossings and Bus Stops.
• Do not stand vehicle within 6 metres of any road intersection (taken from the nearest property line).
• Do not stand vehicle on any road verges without written permission from the landowner.
• Do not stand a vehicle in marked bays for the use of disabled Persons without ACROD sticker clearly displayed.

Please Observe Parking Restrictions (read the signs)
Smoke Free
The grounds and buildings are smoke free zones at all times and on all occasions.

Zones

School Motto “Follow Truth”
STUDENT LEADERSHIP

Year 6 Leadership Teams
Councillors are elected from the Year 6 classes and are responsible for the leadership in each of the following areas:

• **Leadership:** This group collects and organises merit certificates, runs the assemblies, and represents the school at official functions.

• **Environment:** This group facilitates, leads and assigns certificates for classes and individuals who look after the school environment. It seeks to highlight environmental activities at St Munchin’s.

• **Health:** This group assists with the promotion of healthy lifestyles and habits. Different activities are organised by this group throughout the year.

• **Pastoral Care:** This group organises and facilitates fundraising for the missions and helps with the collection and collating of the ALIVE awards.

• **Sports:** This group assists the sports co-ordinator to monitor the play equipment—e.g. any lost equipment is returned to appropriate classes.

• **Music and Liturgy:** This group assists the Music Teacher to set up the musical instruments for Masses and Hymn Singing, and for other tasks that increase the profile of Music.

• **Library / Information Technology:** This group completes tasks that increase the profile of the Learning Areas. It may also assist with maintaining equipment.

One staff member is responsible for facilitating the children’s involvement in each of these areas.
CRITERIA FOR STUDENT LEADERSHIP AT ST MUNCHIN’S CATHOLIC SCHOOL

Head Boy and Head Girl are elected from Year 6 classes.

In selecting Head Boy and Head Girl the following criteria will be applied.

1. Supportive of Catholic Ethos
   - Respect for God and Jesus i.e. we strive to uphold the values taught to us.
   - Respect for the school rules i.e. we wear our uniforms with pride and we play safely.
   - A positive attitude towards all school activities, peers and staff.

2. A role model to other students
   - Respect for the school rules i.e. we wear our uniforms with pride and we play safely.
   - A positive attitude towards all school activities, peers and staff.

3. A leader among student peers and the wider school community.
   - Honesty in all classroom and school activities
   - Friendly and helpful towards all members of the school community.
   - Cooperation with teachers and other students
   - Patience
   - Good manners towards all members of the school community
   - Good decision making skills i.e. we make the right choices in regards to our behaviour and the activity at hand.

4. The need to be responsible
   - Maturity in the way we deal with peers, our teachers and playground disputes.
   - That we are willing to give up our time when asked and when an opportunity arises.
   - Pride in ourselves, in our work and in our leadership roles.
   - That we are disciplined and diligent in catching up on missed work.
   - An acknowledgement of our mistakes and we learn from them.

5. The need to be organised
   - Good time management skills.
   - Ability to multitask.
   - Focussed on the task at hand.
   - An ability to delegate responsibilities appropriately.

6. To be able to speak in public
   - Confidence - being prepared, rehearsed and speaking clearly.
   - A willingness to write speeches when needed.
   - Good reading skills.

SCHOOL MOTTO “Follow Truth”
St Munchin’s Catholic School Enrolment Policy

St Munchin’s is a Parish Catholic Primary School - not a private school. Catholic schools exist to further the mission of the Church. Priority for enrolment is given to Catholics who witness the Catholic faith in their homes and who participate regularly in the life of a worshipping community. Acceptance of children will be at the discretion of the Principal, in line with the “Student Enrolment Policy (1994)” issued by the Catholic Education Office of W.A.

An application for enrolment form must be completed, as fully as possible, for every child enrolled. Provision for bookings for children to be enrolled in future years is available. Before an application can be considered, the following conditions must be met:

- Parents/guardians are required to complete in full the enrolment form.
- Parents/guardians must provide birth and Baptismal certificates and
- Immunisation records and parents/guardians attend an interview with the Principal

During the interview

- The Catholic /religious focus and priority of the school is outlined
- The learning/social and any special needs of the child/ren are discussed
- Parents/guardians must be prepared to accept the conditions of enrolment fully in respect to each and every child.

Enrolment does not automatically follow as a result of an application. Because there are limits to class sizes, children may have to be placed on waiting lists. Applications will be considered in the following order of priority:

Criteria for Enrolment

- Catholic students from the Parish with a Parish Priest reference
- Catholic students from outside the Parish with a Parish Priest Reference
- Other Catholic students
- Siblings of non-Catholic students
- Non-Catholic students from other Christian denominations
- Other Non-Catholic Students

Parents, on enrolment of their children in St Munchin’s Catholic School need to:

- Be supportive of a full Catholic Education for their child.
- Realise that Kindergarten / Pre-Primary is a very necessary first step in the education of their child, and necessitates the child continuing in Year 1 at this school.
- Support the educational and spiritual programme of the school.
- Pay school fees, except in cases of genuine hardship, where alternative arrangements may be made by appointment with the principal. Associated with the school fees are a Building Levies and Amenities Fee. Levies and associated fees are non-refundable.
- Work cooperatively with and within the school.
- Be actively involved in the life of the school.
- Ensure their child attends school in correct and FULL school uniform, maintained in good repair, thus encouraging development of the school community pride and self-discipline.

Each application for enrolment will be considered individually. The final decision on acceptance is at the discretion of the Principal. This policy is reviewed from time to time to reflect the directions of the Archbishop/Catholic Education Office.
St Munchin’s Catholic School Splitting of Grades Policy

Rationale
St Munchin’s Catholic School is a double stream primary school with two classes in each grade. At the end of each school year the classes are restructured for the following year.

They are re-grouped to:

- Provide children with the opportunity to work with different classmates.
- Enable teachers to split children who have social difficulties.
- Provide children with a variety of teaching styles.
- Provide children with the opportunity to form new social relationships.
- Consider the learning abilities of each particular child and the class as a whole.

Procedure
- Prior to class lists being developed, teachers who have concerns with a child within their class should discuss the situation with the Principal.

- The current class teachers, at the end of the school year, have the initial responsibility of splitting the classes for the following year. This is achieved through collaboration between the class teachers. Teachers are to divide each year group into two even classes with approximately the same number of each gender in each group, according to the criteria listed in the rationale.

- The new class lists are then studied by the Leadership Team, who may again consult the class teachers, and then make alterations to the groupings - taking into account the reasons listed in the rationale.

- Class lists are released to teachers during the handover period at the end of the school year. Class lists are posted on the community notice board two days prior to the commencement of the new school year.

- Parent’s requests will only be considered in line with the stated rationale. ie. not to provide for long-standing friendships.

- The Principal’s decision is final for the placement of students within the school.
St Munchin’s Catholic School Homework Policy

RATIONALE
Homework is an important part of children’s education. It helps maintain communication between home and school and develops in children a sense of self-discipline, a sense of responsibility for their learning and pride in their achievements. Homework should be regular, relaxed, non-threatening and of benefit to the child.

PARENT RESPONSIBILITY
Parents should check to ensure that assigned homework is completed. If a parent decides that their child does not have to complete homework on a particular night, a note should be forwarded to the teacher the following morning or when the work is due. Children in Years 1-6 have a homework/book diary and notes can be written in these.

HOMEWORK ORGANISATION
Some considerations to make homework successful and enjoyable:-
· Homework has a place in a child’s education, but it must be part of a well-balanced life.
· Children feel secure when they have a routine to follow. Try to have a set time for homework.
· Where possible have a place where your child can work without being distracted by TV or younger siblings.
· Have a time when the whole family (together) can read and be read to.

All written homework will be checked by the teacher regularly.
Teachers will set homework that is within the children’s capabilities.
Homework should not require parents to have to teach their children.

· Know the school’s homework policy.
· Give reasonable help in a supportive and encouraging way.
· Don’t take over. Remember: one of the most important things for every child to learn is RESPONSIBILITY.

The following are guidelines, on occasions there may be some variation.
Individual work programmes may be devised after discussions between the classroom teacher and parents.

The following are For Monday through To Thursday.

Year 1
Approximately 10-15 minutes reading including site words. Spelling list words and maths tasks as introduced.

Year 2
Approximately 15-20 minutes including reading, spelling, maths and occasionally the completion of unfinished work.

Year 3
Approximately 15-20 minutes including reading, spelling, tables and mental maths. Occasionally there will be worksheets and class activities to complete.

Year 4
Approximately 25 minutes with reading and tables additional to this.

Year 5
Approximately 30 minutes increasing to 40 minutes over the year. Reading and tables are additional to this.

Year 6
Approximately 30 minutes increasing to 45 minutes over the year. Reading and tables are additional to this.
Immunisation
The immunisation status of each child will be checked upon entry into Kindy, Pre-Primary and Primary School.

ADMINISTRATION OF MEDICATION TO STUDENTS
As a result of the increased number of children in schools being prescribed medications on a long and short-term basis, the educational, medical and legal authorities have been up-dating recommendations on practices and procedures for administration of medication in schools.

In line with the Catholic Education Office policy, all decisions regarding the storage and administration of medication will be the responsibility of the Principal. The following guidelines have been taken into account to help the Principal to formulate a policy.

1. Approval for school staff to administer medication or supervise the administration of medication by students, along with the safe storage of all medication, is the responsibility of the Principal.
2. Where an agreement has been reached between the principal, parents/guardians and the school staff, the school staff may administer or supervise the administration of the medication by the student.
3. The degree of assistance offered by the school for students who require medication will depend on:
   - The ability of the school staff to meet the particular medical needs of the student.
   - The contribution toward care that may be provided by the student (as in self-administration),
   - Parents/guardians, school staff and other community assistance organizations.
   - The degree of specialist skills and training required by the school staff to meet the particular medical and health care needs of the student.
4. It should also be recognized that:
   - Some students have a need to access medication on a regular basis for medical conditions.
   - The presence of various quantities of drugs within the school may cause problems and needs to be monitored.
   - Assistance that can be offered by staff will be limited to their knowledge, skill and resources.
   - All information should be treated in a confidential manner.

POLICY
1. Non-prescriptive pain suppressants (aspirin, paracetamol, etc.) will not be administered to students by staff without the written permission of the student's parent/guardian. (The parent/guardian is responsible for the supply of any medication). It should be noted also that aspirin can only be administered to students with a medical practitioner’s written instruction because of the development of Reye’s Syndrome (a potentially fatal disease in childhood).
2. Prescribed Medication. The misuse of prescribed medication can place the user in serious and in some instances, in a life-threatening situation. Please note:
   - Parents/guardians must provide written authority for school staff to administer the prescribed medication.
   - Parents/guardians are responsible for advising the Principal, in writing, or any specific requirements when administering the medication. This should include details from the medical practitioner regarding the circumstances for use.
   - School staff are only to administer medication in accordance with the medical practitioner’s instructions.
   - The Principal must ensure that student's medical condition and the medication for that condition is brought to the attention of all staff who have the student under their care.
   - Bulk quantities of medication will not be left on the school premises and all medications will be removed from the school premises at the end of each term.
3. Storage of Medication. The medication will be stored at the school office OR in the staffroom fridge and access will be restricted to authorized personnel. All medication must be appropriately packaged, clearly show the name of the medication, student's name, dosage and frequency of the dosage.
   - Students are not to carry medication around in their pockets OR leave medication in their bags or desks because of the likelihood of other children having access to the medication.
Where possible, student medication should be administered by the parent/guardian at home in times outside school hours. As this is not possible in all instances, school staff, in consultation with the Principal, will administer prescribed medication to the students. The following requirements are to be met:

- The Doctor prescribing the medication must be aware that school staff will administer or supervise the administering of medication to the student.
- The Doctor is to provide any additional information to staff regarding special requirements that may exist for the administration of the medication.
- Prescribed student medication is to be presented to the Principal (or their nominated representative).
- All student medication must be appropriately packaged, clearly show the name of the medication, student’s name, dosage, and frequency of dosage.
- Parent/Guardians must ensure that all medication is labelled correctly, is not out of date and sufficient quantities are supplied for the student’s medical requirements.

4. Records.

St Munchin’s School will maintain the appropriate documentation and store it safely until the student’s 25th birthday.

CONTAGIOUS DISEASES

In the interest of the health of all children, there are some diseases which require that affected children are excluded from school.

In none of these common diseases is it necessary for contacts (e.g. brothers, sisters, playmates, etc) to be excluded from school unless they show signs of the disease. Any doubt should be referred to the school principal.

Common diseases or conditions which require exclusion from classes are as follows:-

- Chicken Pox
- Measles
- Head Lice
- Mumps
- Ringworm
- Rubella (German Measles)
- Whooping Cough

Sick Students

The sick bay is intended for temporary ailments only. Parents will be contacted if the child is unable to continue with school work. Parent’s emergency contact details need be to kept current in case their child is sick or injured at school. Please do not send children to school if they are unwell as this results in your child being upset and spreads the illness and infection to other students and teachers.

School Children Insurance

All children attending St Munchin’s Catholic School are covered by a 24 hour Accident Insurance Scheme. This cost is included in the annual school fees. Please contact the School Office during school hours for further information.

ASTHMA

A current Medical Alert form must be completed by the parent at the beginning of each school year.

ANAPHYLAXIS

If your child is at school and is at risk of anaphylaxis, you must:

- Inform staff of the diagnosis and its cause and immediately inform staff of any changes to this diagnosis.
- Discuss prevention strategies with staff.
- Work with staff to develop an anaphylaxis management plan.
- Complete the School Student Medication Request and Record Form.
- Provide the school with an up-to-date Anaphylaxis Action Plan.
- Supply the child’s Epipen before the child commences the current school year and replace it before it expires or after it has been used.
- Attend a training and/or information session within the school, where possible.
St Munchin’s Catholic School Drug Policy

Rationale
A drug is any substance (with the exception of food) which, when taken into the body, alters its function physically and/or psychologically. Drug use is a complex issue and drug use problems result from a combination of many contributing factors. The use of drugs, including alcohol, caffeine, tobacco, pharmaceutical and illicit drugs is common in our society. Our students are exposed to drug related issues at home, school and in the wider community.

A standardised approach to Drug Education and incidents of use will be implemented at St. Munchin’s Catholic School as a result of this policy.

The St. Munchin’s Catholic School Drug Policy is binding to all members of the school community while they are on school premises or at a school function where there are students present. This includes students, staff, parents, volunteer staff, ground staff, other workers and visitors. This policy also applies to any functions held on school premises unless otherwise negotiated with the Principal.

Aims
This policy aims to:
1. Promote and maintain a health-promoting school environment in which the welfare of all school community members is paramount;
2. Identify the role of St Munchin’s School Community in the prevention of drug related problems;
3. Document the school community's agreed position on, and accepted procedures for dealing with drug-related incidents and problems.

Drug Education
The following preventive measures will be implemented:

- A comprehensive Health and Physical Education Program that contains Drug Education as part of the curriculum. This program includes the development of students’ knowledge, attitudes, values and skills to enable them to make informed, responsible decisions about drug use as part of a healthy lifestyle. Drug Education will be conducted by each year level teacher and based upon the Drug Education K-12 Teacher Support Package. Drug Education resources will enhance, not replace, the teacher. (Eg. ~Life Education Program)

- Professional development for the health coordinator or interested staff responsible for teaching health education.

- Involvement of parents and community members in Health and Drug Education programs. The Principal will review the Health and Drug Education budget annually.
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Intervention
These intervention procedures are designed to address drug-use incidents to ensure the health and wellbeing of all students. St Munchin’s Catholic School does not permit students while on school premises, at any school function, excursion or camp to:

- Smoke and / or possess tobacco products;
- Consume and / or possess alcohol;
- Deliberately inhale volatile substances (solvents);
- Possess and / or use pharmaceutical drugs for non-medical purposes;
- Possess and / or use drug-related equipment, such as syringes, bongs or pipes (except in the case of lawful medical use).

The Principal must be notified if a student needs prescribed medication while at school. (See Catholic Education Policy on Medication 5-G1)

Suggested Actions
The procedures outlined below have been developed with the health and welfare of St. Munchin’s School students in mind.

1. Establish and respond to the student’s immediate safety. Apply, or organise to apply, first aid where necessary.

2. Accompany the student and take the substances involved immediately to the school administrative block. If in class, send a responsible student to administration to seek assistance. Refer the incident to the Principal/Deputy Principal.

3. The school administration should identify a person to be responsible for managing the incident, (to be referred to as the “Incident Manager”). The school social worker (or other appropriate person) should be advised that an incident has occurred and that it may be necessary for the counsellor to become involved as a student or family support person. The Incident Manager may elect to form a small group of people to assist with the management of the incident.

4. The Incident Manager should establish and validate the facts by interviewing relevant staff and students. Questioning should establish the substance and person involved, and where and when the incident occurred.

5. The Incident Manager should report the outcomes of the interview to the Principal and recommend appropriate courses of action.

Once it has been established that a drug-related incident has occurred, a number of actions can be taken. Actions may vary considerably depending on the details of the incident, including the substance involved, the behavioural history of the student identified as having a part in the incident and the impact on other students.
Some suggested actions include:

**Smoking, Alcohol, Solvents:**
The Principal / Incident Manager will notify parents/caregivers and a meeting will be arranged. Students will be offered counselling and will face disciplinary action in accordance with the school community’s Behaviour Management and / or Pastoral Care policies.

**Illicit Drugs:**
Parent/caregivers will be informed immediately. The Principal will determine if the police will be called (C.E.C Policy 8-C2). In the absence of a student’s parent or caregiver, the student support person or a teacher nominated by the student will always be present at any police interview that takes place on school premises. The student will be offered counselling and will face disciplinary action in accordance with the school community’s Behaviour Management and/or Pastoral Care policies.

**Identification of Drug-related Problems**
St Munchin’s Catholic School is committed to the provision of a safe learning environment for all students. Identification of drug related problems can be difficult. When concerns about drug use arise in the school community, the school will cooperate with key agencies.

**Assistance and Referral**
St Munchin’s School Community has identified the following organisation as being useful contacts:

Gosnells Police-School Liaisons Officer
(08) 9398 0000

Alcohol and Drug Information Service
(08) 9442 5000 Toll-free 1800 198 024

Parent Drug Information Service
(08) 9442 5050

Community Drug Service Teams – South East Metropolitan, including Maddington and Armadale
(08) 9262 400
ST MUNCHIN’S CATHOLIC SCHOOL
PARENT HANDBOOK

St Munchin’s Catholic School Uniform Policy

GIRLS
Summer
Term One and Four
- Maroon and white check dress
- Short white fold-over socks
- Black lace up or Velcro school shoes

Winter
Term Two and Three
- Maroon skirt
- Maroon and white check blouse
- St Munchin’s maroon school jumper
- Black lace up or Velcro school shoes
- Short white fold-over socks
- School tights only

Sports
- Maroon skort
- St Munchin’s white polo sport shirt
- White sport shoes and laces
  (majority of the shoe MUST be white)
- St Munchin’s white sport socks
- St Munchin’s School Tracksuit
- St Munchin’s Faction polo shirt
- Head Band in maroon or white
  (full elastic - no cosmetic jewellery attached)
BOYS
Summer
Term One and Four
- Grey shorts
- Grey shirt with motif
- St. Munchin’s grey school socks
- Black lace up or Velcro school shoes

Winter
Term Two and Three
- Grey shorts or long grey school trousers
  *Please note: When the class or whole school is attending an excursion, grey shorts must be worn and not the long grey trousers.*
- Grey shirt with motif
- St. Munchin’s maroon school jumper
- St. Munchin’s grey school socks
- Black lace up or Velcro school shoes.

Sport
- Maroon shorts
- St Munchin’s white polo sport shirt
- White sport shoes and laces (majority of the shoe **MUST** be white)
- St Munchin’s white sport socks
- St Munchin’s School Tracksuit
- St Munchin’s Faction polo shirt

The Uniform Shop opening times are:

**Monday**
8:30 – 9:30am & 2:30 – 3:30pm

These times are also regularly advertised in the newsletter. No credit possible.
Lay-by facilities are available.
The St Munchin’s School Bag is a compulsory requirement for students in Years 1 to 7.

The uniform code is a compulsory aspect to being a student at St Munchin’s. It is a non-negotiable regulation which we all must abide by. The items which often cause most discussion are;

- The wearing of coloured jackets over the maroon school jumper.
- The wearing of coloured jackets instead of the school jumper.
- Scarfs
- The wearing of the maroon sports track top in place of the school jumper on non-sport days.

The code is clear for all the items above, they are **not permitted**.

Please give attention to ensure that children have:

1. White sports socks which sit above the shoe
2. Sports shoes that are white or at least 80% white
3. The correct regulation uniform with the school logo – correct colours - as supplied by the uniform shop
4. School hats, which must be worn out to play
5. Names on their clothing

There should be no mixing of the regulation uniform and sports uniform.

**Grooming**

**Hairstyles for both boys and girls** should be neat and tidy and reflect accepted standards. Shoulder length hair or longer is to be tied up. Parents are requested to refrain from allowing children to dye their hair during school terms. Scrunchies or ribbons need to be in school colours (Maroon or White). The Principal reserves the right to decide the acceptability of hairstyles. Parents are asked to ensure a high standard is maintained.

**Hats**

St Munchin’s is a Sun Smart School and regulation hats are compulsory. A ‘**No hat No play**’ rule is enforced throughout the year. Children will be excluded from sport if no hat is worn. Children will be issued with a note to inform parents when they have been excluded from the lesson.

ALL school hats should be clearly labelled with your child’s name and class. To reduce the incidents of head lice, each child needs to wear his/her own hat (no lending or borrowing).

**Jewellery**

- A watch and /or necklace with a Christian symbol may be worn.
- A signet ring may be worn.
- No nail polish, tattoos, makeup may be worn during school hours.

**Girls and boys may wear one stud or sleeper (plain – eg. gold or silver) in each ear lobe.**
St Munchin’s Catholic School Uniform Policy Breach Notice

Date ____________________

Dear ____________________

It has come to our attention that ______________________________ has not been adhering to the St Munchin’s Uniform Policy as set out in the Parent Handbook. Would parents please ensure that the item(s) listed below are attended to as soon as possible.

____________________________ needs to:

- Wear the correct footwear
- Wear the correct socks with sport and/or school uniform.
- Wear the correct jumper or tracksuit top.
- Wear the correct shorts/trousers.
- Ensure hair is groomed according to the Uniform Policy (page 48 Parent Handbook)
- Ensure jewellery is worn according to the Uniform Policy (page 48 Parent Handbook)

Other:

________________________________________________________________________________________

It is important that all children attending St Munchin’s Catholic School are dressed in the correct school uniform at all times. Parents, on enrolment, agreed to be supportive of all School Policies. If you are unsure of the St Munchin’s Uniform Policy please obtain a copy from the school office or refer to the Parent Handbook. If you wish to discuss the matter, please make an appointment to see the Principal.

Sincerely,

____________________________
St Munchin’s Staff

________________________________________________________________________________________

Parent Comment:

________________________________________________________________________________________

________________________________________________________________________________________

PARENT SIGNATURE ____________________ DATE ____________________

SCHOOL MOTTO “Follow Truth”
RATIONAL
St Munchin’s Catholic School has a responsibility to make a Catholic education available to all Catholic students whose parents seek a Catholic education for them, insofar as this is possible, while embodying the Church’s special preference for the poor and disadvantaged. Parents are asked to make a commitment to support Catholic education financially by paying fees.

This policy is formulated in accordance with the Catholic Education of Western Australia. 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.

DEFINITION
For the purpose of this policy School Fees shall be considered to be tuition fees, levies and other charges (eg excursions, building levies, camp fees, amenities, book hire etc.)

PRINCIPLES
1. The School Board has the responsibility for the financial management of the school and, consequently, is responsible for the collection of school fees.
2. The collection of school fees shall be approached in the spirit of Christian charity and justice. The School Board shall actively pursue the collection of school fees where parents have the capacity to pay fees.
3. The practice of charity requires that requests for fee concessions be treated with dignity, compassion and confidentiality.

PROCEDURES
1. Annual fees and charges including maximum increases shall be set by the School Board in accordance with CECWA advice during the budget process each year.
2. On application for enrolment parents will be provided with the school’s Fee Policy. This includes details of any additional charges and information relating to the school’s fee concession policy. (Any clarification needed by the parents about the school’s fee policy can be given at the initial enrolment interview).
3. The St Munchin’s School Board has approved a Sibling Discount Ratio that is in-line with Catholic Education recommendations. This has been outlined below:

CEO Discount Recommendations
1st child 0%
2nd child 20%
3rd child 40%
4th child & beyond 100%
4. Kindergarten fees shall be charged as a proportion (eg 0.4 FTE) of the respective first child full time fee.
5. School Fee Accounts are distributed at the beginning of each Term (3 per year).
6. Parents experiencing difficulty with payment of School Fees are requested to discuss the matter with the Principal as soon as possible. St Munchin’s Catholic School has utilized the services of the Catholic Development Fund (CDF) as a means of paying your school fees by direct debit. Through the CDF direct debit payments can be made weekly, fortnightly or monthly. See appendix 1 at the end of this booklet for application forms.
7. Any family experiencing difficulty with the payment of School Fees are encouraged to discuss the matter with the Principal.
8. Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy and further action is required, parents are notified that the services of a debt collection agency or solicitor will be engaged to recover outstanding fees.

PAYMENT OPTIONS
Families will have a number of options in paying school fees. The preferred options are:
1. Paying 9 monthly payments by Direct Debit Request through the Catholic Development Fund. Information is available at the interview and is included in the enrolment package.
2. Special arrangements through interview with Principal. (Mr Romeo)

The school would be happy to work out the cost for individual families on request.

School Fee Assistance
Parents can make arrangements through the school office to pay both School & Amenities Fees by instalments, weekly, fortnightly or monthly, if this helps them with budgeting. Any family who is seeking special consideration for a concession on School Fees should make an appointment to see the Principal early in the New Year to make the necessary arrangements.

Fee Discount Scheme – Catholic Schools
The Catholic Education Commission of Western Australia has recently announced and approved the introduction of automatic tuition fee discounts for holders of eligible means-tested family Health Care Cards (HCC) and Pensioner Concession Cards with code PPS in Western Australian Catholic Schools.

In 2017 the discounted HCC & PPS tuition fees will be as follows
$230 per annum for Kindergarten students
$230 per annum for Primary students (PP-6)

Arrangements can be made with the Principal during times of hardship. Please make an appointment and discuss the situation with the Principal. If no attempt is made to inform the Principal of reasons why fees are not paid after several reminders from the school then all unpaid fees will be put into the hands of our debt collection agency Austral Mercantile.
ST MUNCHIN’S CATHOLIC SCHOOL
PARENT HANDBOOK

ANNUAL SCHOOL FEES
2017

**FEE STRUCTURE**

| 1ST CHILD   | FULL FEES |
| 2ND CHILD   | 20% DISCOUNT |
| 3RD CHILD   | 40% DISCOUNT |
| 4 or MORE CHILDREN | 100% DISCOUNT (DISCOUNT ONLY APPLIES TO TUITION FEES) |

**TUITION FEES**

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>$900</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Child</td>
<td>$1130</td>
</tr>
<tr>
<td>2nd Child</td>
<td>$904</td>
</tr>
<tr>
<td>3rd Child</td>
<td>$678</td>
</tr>
<tr>
<td>4th Child</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**AMENITIES**

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>$120</th>
</tr>
</thead>
<tbody>
<tr>
<td>PP- Yr 6</td>
<td>$175</td>
</tr>
</tbody>
</table>

**LEVIES**

| School Excursion | $135 |
| Swimming (Yr 1 – Yr 6) | $120 |
| Spelling Levy (K, PP, 1 & 2) | $45 |
| Spelling Levy (Yrs 3-6) | $50 |
| IT Amenities (K-PP) | $65 |
| IT Amenities (Yrs 1-6) | $80 |
| Lexile Reading (Yrs 4-6) | $30 |
| Yr 6 Camp | $175 |
| Maths (Yrs 4-6) | $35 |
| Speech/OT | $70 |

**FAMILY COSTS**

| Building Levy | $245 |
| P&F Levy      | $55  |
| School Annual | $40  |
St Munchin’s Catholic School
Pastoral Care Policy

VISION STATEMENT

St Munchin’s Catholic School aspires to reflect the life and love of Christ for His people.

OUR MISSION

In the tradition of Eucharistic sharing, St Munchin’s Catholic School community aims to reflect the life and love of Christ for His people. The school community works together to provide pastoral care for each person and to nurture the whole development of the child.

PREAMBLE

The Mission of St Munchin’s Catholic School has, as its foundation, the belief that we are created in God’s image and likeness. We recognise our responsibilities to uphold the dignity and rights of others.

We derive our inspiration from the message of Jesus:
‘I give you a new commandment: love one another; you must love one another just as I have loved you.’ (John 13:34).

Our model is the image of Jesus as a shepherd, a symbol of God’s persistent and everlasting love.

Within a Catholic school, the inspiration of Jesus must be translated from the ‘ideal into the real’. This translation of the Gospel values should be evident and integral to the daily life of the school to promote ways of living that are life enhancing. Each member of the community needs to feel loved by others, just as Jesus’ disciples felt loved by Christ. Through this love, they may be inspired to love others in return. Pastoral Care encompasses the love shown within the school community and is experienced whenever people of the school interact positively.

Pastoral Care is, in essence, the face of Christ for the whole community. It is given its spirit by trying to become a genuine Christian community of faith energised by Christ’s vision of love and compassion. Pastoral Care is part of the evangelical ministry of the Church and is driven by the power of love to transform every member of the school community. Through our Pastoral Care Policy, we endeavour to respond to the particular needs of each person in the school community.

RATIONALE

Pastoral Care is an expression of the ethos of the school, especially endorsing gospel values of love, justice, inclusion, reconciliation and respect. Pastoral Care, in a Catholic school, means enhancing the dignity of each person within a Catholic faith community.
Pastoral Care is a comprehensive concept, which embraces the total life of the school by contributing to the realisation of the gifts within each person and a commitment to the wellbeing of society. It is concerned with maximising learning and growth and developing the beliefs, values, attitudes, knowledge, skills and practices to enable all to become self-directed, contributing members of God’s creation. Pastoral Care is developing emphatic relationships so that an atmosphere of care prevails in which each person of the school community is encouraged to reach his/her full potential. The vision of Pastoral Care is to promote wise living and learning about how to be fully human.

DEFINITION
Pastoral care is a reflection of our Christian beliefs. It permeates the life of the school and embraces every person within it. It is the endeavour of each individual within the community (staff, student, parents and the wider community) to care for each person in the school community and foster the building of meaningful personal relationships. Pastoral Care encompasses support, encouragement and tender care of others. It provides an opportunity for each person to grow, to be affirmed in his/her dignity and realise his/her true value as a person. Through pastoral care, each member of the school community is invited to become more fully human.

PRINCIPLES
1. Pastoral Care is the responsibility of the whole school community. The scope of Pastoral Care embraces a network of relationships and shared dialogue among administrators, children, staff, parents, the school social workers, consultants from the Catholic Education Office, the Non-Government Schools Psychology Services and outside agencies and the wider community.

2. Pastoral Care is not problem centred. Pastoral Care should be part of daily life and characterised by a sense of love, kindness and celebration of living.

3. Each person needs to have positive associations with others, including children, staff and parents.

4. The primary expression of Pastoral Care is what is happening on a daily basis in the school community.

5. Pastoral Care has legal implications. Pastoral Care respects the individual’s rights, freedom and confidentiality in accordance with the Gospel and the laws of our land.

6. There are a diverse range of flexible approaches and strategies for all of the school community who have varying needs e.g. people with disabilities, custody disputes, the malnourished, the abused, domestic violence situations, gifted children, grief, illness, learning or emotional needs.

7. Pastoral Care is both implicit and explicit in the way it happens.

8. There is an acceptance of the limits of time, energy, levels of expertise in what actually may be achieved by the school community.
Bullying Policy

RATIONALE
St Munchin’s Catholic School community respects the rights of its students to be free from all forms of bullying and is committed to providing a safe environment for all students.

PRINCIPLES
Through our shared vision and whole school policy we are committed to addressing all incidents of bullying. At St Munchin’s we aim to ensure that all students are valued and that engaging in ‘bullying behaviour’ is unacceptable.

Disregarding bullying behaviours or participating as a ‘bystander’ is unacceptable. It is the responsibility of all community members to ensure our safety, security and respect for all individuals. The process (action plan) will target individuals engaging in bullying and any bystanders. At the classroom and playground level, teachers will endeavour to educate students about appropriate and acceptable social behaviour.

At the school community level, issues of bullying will be addressed by relevant students and staff and where necessary, the school Leadership Team.

Resistance to behaviour change and repeated offending will require the school’s discipline procedures to be enforced. (See Behaviour Management Policy)

WHAT IS BULLYING?
Bullying is seen as behaviour by one or more persons, which is used to intimidate, exclude, frighten or dominate others. An individual or a group can carry out bullying.

FORMS OF BULLYING
Bullying can take many forms including:

PHYSICAL
- Hitting, punching, tripping
- Kicking, biting
- Negative body language
- Damaging someone’s property
- Stealing someone’s property

VERBAL
- Making hurtful and racist comments/ jokes, name calling
- Commenting on social and/or family backgrounds
- Picking on others
EMOTIONAL
• Spreading rumours, gossip
• Taking or damaging property
• Sending hurtful notes
• Attempting to intimidate, threaten or belittle
• Forcing an individual to do something he/she doesn’t want to do

SOCIAL
• Deliberately ignoring or avoiding
• Excluding from the group

SIGNS OF BULLYING
Signs of being bullied may be:
• Feeling frightened, angry or embarrassed
• Finding it hard to concentrate on school work
• Not wanting to come to school
• Not getting along with others
ST MUNCHIN’S CATHOLIC SCHOOL
PARENT HANDBOOK

STUDENTS’ ACTION PLAN

If you think you are being bullied..... Ask yourself – Was it deliberate? Yes or No

If Yes follow these steps –
• Ignore the behaviour and show it doesn’t upset you.

If the behaviour continues-
• Tell the individual/s engaging in bullying behaviour to stop it.

If the behaviour continues-
• Move to a safe area.

If the behaviour continues-
• Tell another student around you that you are being bullied.

If the behaviour continues-
• Tell a staff member.

BYSTANDERS’ ACTION PLAN Ask yourself –
Does this look or sound like a bullying situation? Yes or No

If Yes follow these steps –
• Tell the person who is bullying to “Stop it.”
• Offer friendly help to make the individual/s feel safe.

If the behaviour continues-
• Take the individual/s to a staff member and report what you saw or heard.

SCHOOL’S ACTION PLAN
• A staff member will assess the situation and speak with the students involved if necessary.
• Class discussion about bullying will be included in general teaching lessons across learning areas such as Religious Education and Health.

If necessary.
• Refer to the Leadership Team who will take appropriate action and make contact with parents if necessary.

PARENTS’ ROLE You can help by –
• Showing an interest in your child’s school, social, sporting and cultural life.
• Having a warm and friendly home environment where your child is encouraged to bring friends home.
• Developing your child’s self-esteem by offering encouragement, saying and doing positive things, nurturing their positive qualities and valuing them for who they are.
• Teaching children to respect differences and be tolerant.
• Setting a good example, as role models, when resolving your own conflicts.
• Discussing school expectations about behaviour and how best to deal with bullying.
• Assisting your child to understand and practice the strategies stated here.
• Being observant and looking out for tell-tale signs that something is wrong.
• Informing the school if you become aware of any bullying incident so that it can be stopped.

YOUR SUPPORT IS SINCERELY APPRECIATED

SCHOOL MOTTO “Follow Truth”
St Munchin’s Catholic School
Behaviour Management Policy

BELIEF:
“Children will be encouraged both by our example and instruction to share with others within the community the Christian values of respect, care, love and forgiveness. The Catholic School must develop persons who are inner directed, capable of choosing freely and in conformity with an informed conscience.”
(The Catholic School Article 31)

At St Munchin’s Catholic School, the Behaviour Management Policy is based on the belief that to participate effectively in the activities of a collaborative classroom, children require a level of behaviour that respects their rights and the rights of others to:

- Be safe and feel safe
- Learn to the best of their ability
- Express themselves
- Take responsibility for their choices

Student Behaviour Expectations have been developed by staff and are posted around the school and in all classrooms. They are published in the school handbooks, discussed at parent teacher evenings, included in the newsletter, and are referred to at the beginning of each term.

Based on positive reinforcement, the Behaviour Management policy incorporates the Pastoral Care philosophy that:

We treat everyone with care and respect.

‘ALIVE’ awards are given as an acknowledgement of expected behaviour that reflects the gospel values i.e. kindness, gentleness, courtesy, etc. Our ‘ALIVE’ program is an integral part of the school philosophy that encourages students to develop to their full potential. When students demonstrate genuine respect and care for others by acts of kindness, courtesy, awareness of the environment or simply positive behaviour, there will be acknowledgement and celebration.

ALIVE is an acronym for: Alive, Loving, Involved, Valuable, Experiences

‘ALIVE’ cards are carried in the duty pouches and distributed by teachers. When children receive a card, they enter their name, class and the date on the ticket and give their ticket to the class teacher. The Year 6 Pastoral Care Councillors collate the cards. The Principal presents students who have received five ALIVE cards with a certificate of recognition at an assembly.
Procedures are in place, should children exhibit unacceptable behaviour. (See “St Munchin’s Exclusion of Children from School Policy” and “St Munchin’s Bullying Policy”.)

Classroom Management
Teachers need to keep detailed records of student behaviour.

- **Step 1: Encourage positive behaviour**
- **Step 2: Verbal warning and reminder of the rule**
- **Step 3: ‘Time-out’ in the classroom**

The student moves to a ‘time-out’ area in the classroom to work individually or think about his/her behaviour.

After a short time, the teacher discusses the behaviour with the student. The child returns to the normal classroom situation.

- **Step 4: Time-out in cooperating class**

Another student accompanies the child to the “co-operating time-out class” with a note explaining the situation, and some work (if appropriate).

The teacher contacts the parents at the earliest convenience to inform them of the occurrence. Meaningful consequences that repair and rebuild the damaged relationships need consideration. E.g. part of recess, or lunch, is replaced by spending time discussing the issue with the teacher, walking with the teacher (if on duty) or other community-based idea.

- **Step 5: ‘Time-out’ in the Administration Area**

Another student accompanies the child to the “co-operating time-out class” with a note explaining the situation, and some work (if appropriate).

A member of the Leadership Team meets with the child, and parents are informed of the child’s behaviour. If necessary, an appointment is made for a meeting to discuss the issue.

- **In-school suspension**

In cases of serious inappropriate behaviour or where students are continually unco-operative, an in-school suspension will take place. The student remains in the administration area to complete work under supervision with alternative break times from the rest of the school.

- **Step 6: Red emergency card**

A student takes the red emergency card to the office when a child behaves in a seriously threatening or dangerous manner.

A member from the Leadership Team will attend the classroom and accompany the child to the Administration area. Parents will be contacted to discuss the issue. Ongoing communication between home and school is arranged for students who continue to experience behavioural difficulties.

The teacher, parents, and Principal then work collaboratively to develop an Individual Behaviour Management Plan to assist the child and monitor behaviour both at home and at school.
Playground Management

Minor situations - e.g. littering; running on concrete; minor conflicts; not wearing hats.

The duty teacher deals with these situations by asking the children to walk with him/her or sit down and discuss the issue with the other children involved until they reach a solution. This is followed up later if necessary.

Serious situations - e.g. deliberate physical and/or verbal aggression; bullying; open defiance; blatant disrespect; placing others in physical danger or intent to hurt; throwing of objects eg. honky nuts; racial comments; spreading malicious gossip; going out of school boundaries; behaving inappropriately when representing the school e.g. on excursions, at sports carnivals.

These actions warrant ‘time-out’.

‘Time–out’ - The teacher on duty determines the nature of the situation and those involved.

A ‘time-out’ is recorded. The child takes the white, original copy home to be signed by a parent and returns it to school the following day. The pink duplicate copy is placed in the ‘time-out’ plastic sleeve in the staff room. The duty teacher needs to inform the class teacher of the incident.

The student attends ‘time-out’ the following day and his/her name is recorded in the ‘time-out’ book. The situation is discussed between the child and a member of the Leadership Team who supervises ‘time-out’.

If a child attends three ‘time-out’ sessions in a term, the parent is contacted and an after school detention is arranged for the child. In addition, a classroom, teacher may exclude a child with this many time out sessions from an excursion if deemed appropriate.

Emergency Red Card

If the duty teacher needs assistance, he/she sends a Red Card to the office.

An administration team member or another staff member goes to the area and accompanies the child to the office. The behaviour management process will be continued in the administration area. The parents will be contacted to discuss the issue.

After school detention

If a child attends three ‘time-out’ sessions in a term, the student will need to attend after school detention. It will be held on a Wednesday (3:10pm -3:40pm). Parents are notified by the Principal and asked to make suitable arrangements to ensure that their child is able to attend. Two members from the Leadership Team will supervise the student.

Out of school suspension

Out of school suspension of students will apply in extreme cases, in accordance with Catholic Education Office Policy (Handbook for Catholic Schools 5.2.1) See ‘St Munchin’s Catholic School Exclusion of Children from School Policy’.
St Munchin’s Catholic School Exclusion of Children from School Policy

Rationale
To achieve its goals a Catholic School needs to be a community. As such, a minimum level of participation and cooperation is needed.

Exclusion is an extreme disciplinary step reserved for cases of gross misconduct, serious breaches of school rules, or behaviour that is persistently disruptive or contrary to the Vision Statement of the School:

*The Christian values of trust, respect and love for God and one another are nurtured within the whole person as they grow to his/her fullest potential.*

Exclusion means total withdrawal of the student’s rights to attend the school. It involves termination of the verbal or written contract entered into by the school and the parents at the time of enrolment, in which a vision of the nature and objectives of the school community and of what makes the school Catholic, was shared and agreed.

Suspension
Suspension is a temporary cessation of the student’s rights to attend the school and will be applied in cases where exclusion is not warranted, as a precursor to exclusion while the incident is being investigated or where professional outside assistance is being sought to assist with the mediation of the case.

Exclusion
The following are breaches of the enrolment policy warranting suspension or exclusion:

- Openly and publicly opposing the Catholic beliefs of the school.
- Persistent physical intimidation, bullying, racial vilification, fighting, coarse language against other persons in the school.
- Placing other children or teachers in physical danger.
- Possessing or sharing prohibited substance.
- Persistent damage to school property.
- Continued disruptive behaviour at school.
Procedures

Following a serious breach of the enrolment policy, the principal will meet with the parties concerned to investigate. Should the breach be substantiated, a meeting will be arranged between the student, parent or guardian, the teacher involved and the Principal.

All at the meeting will be given the opportunity to speak. Written records of the incident must be kept. A record of the meeting will be recorded and placed in the student’s file.

If a suspension is warranted, the Principal will personally inform the parents and the student of this. The suspension will range from one to five days with parents asked to take some action to remediate the problem during this time.

Upon the completion of the suspension, the child must report to the Principal or his/her designate, before re-entering the class setting.

In the event of a child being considered for exclusion, the same procedure as above will be followed; however the Director of Catholic Education will be consulted in the first instance, prior to any exclusion taking place.

The parents or guardian of the student shall also have the option of voluntarily removing the student from the school. The Principal shall work collaboratively with the parents or guardian to help find an alternative school for the excluded student.

This policy is to be read in conjunction with the Catholic Education Commission of Western Australia Policy ‘Exclusion of Students for Disciplinary Reasons’. (Handbook for Catholic Schools- Catholic Education Commission of Western Australia: Policy Statement 2-C7 Exclusion of Students for Disciplinary Reasons)
Our Sun Smart policy has been adopted to endeavour that all staff and children attending St Munchin’s Catholic School are protected from skin damage caused by the harmful UV radiation from the sun. It is to be implemented throughout the year, but with particular emphasis during the months September through to May. The sun protection practices outlined in this policy will be applied to all school activities, including sports carnivals, excursions and camps. The policy has been developed in consultation with the whole school community.

**Behaviour**

- St Munchin’s requires students to wear broad-brimmed/bucket hats whenever they are outside.
- Staff are requested and encouraged to wear broad-brimmed hats when outside.
- Children without a broad-brimmed/bucket hat are directed to sit in the designated area on the veranda closest to the year two room near the feature garden under shade.

**“No Hat No Play”**

- We encourage positive role modelling of sun protective behaviours by all school staff, parents and guests visiting the school.
- We encourage the daily application of sunscreen before school, and prior to the lunch break or any outdoor activity through messages in the newsletter and at school assemblies.
- Children are encouraged to use available shade for outdoor activities and play.
- Students will be encouraged to wear clothing that is sun protective, e.g. Shirts with collars and long sleeves, rash vests for swimming, sunglasses etc.
- Swimming lessons and training take place in an indoor venue.

**Curriculum**

- Sun protection and skin cancer prevention programs are integrated into the school curriculum in a minimum of three year levels.

Overarching Learning Outcome 8, 11   Learning Area Outcomes: 1,2,4
Sun protection behaviours are promoted throughout the year via the school newsletter, assemblies, posters, daily messages, parent and staff meetings, and whole school activities. Staff and parents will be provided with educational material on sun protection.

**Environment**

There are six, large shaded areas within the school grounds for students and staff. Each adventure playground is covered with shade. In addition, there are trees on one side of the oval that shade sand pits.

- Assemblies take place in the undercover area. Sport and physical education lessons are held in the undercover area during very hot weather with a possible 15 minute session in the open.
- Swimming carnivals are scheduled in the morning and conclude at approximately 1:30 pm.
- Shade structures are used on athletic days. Students must remain in the shade unless they are in an event. Sunscreen is available from the bays and faction captains dispense it regularly.

**Evaluation**

*The St Munchin’s Staff* will review the effectiveness of this policy each year.

1. Reviewing the Sun Smart behaviour of students, staff, parents, and visitors and make recommendations for improvement.
2. Assess shade provision and usage and make recommendations for increases in shade provision.
3. Update and promote curriculum material relevant to Sun Smart activities.
ST MUNCHIN’S CATHOLIC SCHOOL
PARENT HANDBOOK

St Munchin’s Catholic School
School Camps and Excursion Policy

RATIONALE

Where school camps and excursions are conducted they shall be undertaken as an integral part of the educational program of the school and shall overall reflect authentic Catholic principles and values.

“School camps and excursions” are defined as activities generally conducted away from the school campus for educational and/or religious purposes. In special circumstances, a camp or excursion could take place at a school campus.

PRINCIPLES

1. School camps and excursions shall be designed to enhance the educational program offered by the school.

2. The Principal shall ensure that maximum emphasis is placed on the safety and wellbeing of all the participants.

3. The Principal, in planning school camps and excursions, shall consider the needs of both students and their families. Particular attention shall be given to the needs of people from varying cultural backgrounds.

4. The Principal shall consider the financial burden on families of sending students to camps or excursions.

5. School camps and excursions are to be regarded as an extension of the school. The same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the camp or excursion.

6. A duty of care exists at all times, as a teacher/student relationship exists throughout the camp or excursion.

7. Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion program.
ST MUNCHIN’S CATHOLIC SCHOOL
PARENT HANDBOOK

PROCEDURES

1. The Principal shall approve all school camps and excursions.

2. Students shall not be allowed to attend a school camp or excursion unless written permission is granted by the parent. The permission note shall outline details such as the method of transport and the activities to be undertaken.

3. Provision shall be made by the school so that no student is prevented from attending camps or excursions on financial grounds.

4. School camps and excursions form part of a school’s curriculum program and therefore are to be attended by students. Where parents have any issues regarding the attendance of their child/children on school camps or excursions these issues shall be discussed with the Principal. Care shall be taken to protect the right of parents to decide whether or not to send their children to school camps.

Where a student does not attend a school camp or excursion the school shall provide an alternative educational program.

5. As part of the planning for a camp or excursion an emergency plan shall be put into place. Emergency plans shall be determined in accordance with the School Camps and Excursions – Guidelines for Catholic Schools.

6. Consideration shall be given to medical requirements of students participating on camps and excursions.

Where a camp or excursion is likely to be strenuous or conducted in circumstances where participation could affect the medical condition of students, a detailed survey or medical needs of students shall be conducted by the camp or excursion organiser to determine the medical needs of the students who are to attend the camp or excursion.

This shall include information such as:
• any known medical conditions e.g. asthma
• any medication which is required
• any allergies
• any medical condition which may prevent a student from participating in a particular activity.
• dietary needs

Specific written instruction shall be obtained from a Medical Practitioner for the administration of medication if required.
7. In determining the student to adult ratio for school camps and excursions the following factors are to be considered:
   - the types of activities
   - the location of the school camp or excursion
   - the age of the student
   - the camp or excursion facilities
   - gender balance for the supervision of male and female students
   - dormitory arrangements in a co-education setting.

8. A medical kit, appropriate to the activities and/or location of the camp or excursion, shall be kept within close proximity at all times.

   At least one adult attending the camp shall have a recognised and Current First Aid qualification. Where an excursion is likely to be strenuous or where participation could affect the medical condition of students, at least one adult attending the excursion shall have a recognised and current First Aid qualification.

9. While on camp or an excursion, duty of care responsibilities exist at all times. Therefore, staff and supervisors shall not be permitted to use intoxicating substances at any time during the camp or excursion.

10. The Principal shall ensure that adequate insurance cover is in place to protect all the participants on the school camp or excursion.

11. Students shall be transported to and from camps and on excursions in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition.

12. The Principal shall ensure that drivers of any vehicles are persons who act responsibly and give due regard to the safety and wellbeing of the students.

13. All drivers shall have a current and appropriate driver's licence.

14. At the conclusion of the camp a detailed report shall be submitted by the camp supervisor to the Principal. The report shall cover:
   - The adequacy of the camp site.
   - Recommendations for the future use of the camp site.
   - The overall management of the camp.
   - Any injuries that occurred.
   - The achievement or otherwise of the objectives of the camp.
   - Other information relating to specific incidents on the camp.
   - Any other information which may assist in the planning of future camps.

   Where an excursion was strenuous or when during the course of an excursion a student suffered an injury or experienced ill health or where an unplanned incident occurred that needed reporting, a detailed report shall be submitted to the Principal by the teacher in charge of the excursion.
St Munchin’s Catholic School
Disputes and Complaints Policy

How to Deal with a Dispute or Complaint in a Catholic School

This information is provided as an overview of the process to be utilised in Catholic schools in the resolution of a dispute or complaint that may arise from time to time.

The Catholic Education Commission of Western Australia (CECWA), Dispute and Complaint Resolution Policy was implemented in first term 2002 and provides a process that must be followed by all Catholic schools when addressing issues of dispute or complaint.

The Dispute and Complaint Resolution Policy is consistent with the accountability requirements under the School Education Act (1999). The Dispute and Complaint Resolution Policy has been developed on the following basis:

- The principles of the policy are based on the Church’s social teachings and the principles of natural justice eg. The right to be heard and the right of responses etc.
- The need to resolve the dispute or complaint initially at the school level before involving the Director of Catholic Education.

In the case of a dispute or complaint arising that directly relates to an existing CECWA policy, the procedural aspects of this policy shall be followed eg. student enrolment.

In the case of a dispute or complaint resulting from an employment related issue, the prescribed provision of the relevant Enterprise Bargaining Agreement or Award shall be adhered to.

A copy of the policy and guidelines is available upon request.

Overview of Procedures

- All issues of dispute or complaint must be addressed in the first instance at the school level.
- Where the parties are having difficulty achieving a resolution at the school level, they may request the assistance of the Director of Catholic Education or Congregational Leader.
- Any party may appeal the Principal’s decision to the Director of Catholic Education who will then in turn review the decision.
- Any party may appeal the Director of Catholic Education’s decision to the Minister for Education. The Minister for Education will review the process utilised to resolve the dispute or complaint but will not review the merits of the matter.
### Direct Debit Request

Request and Authority to debit the account named below to pay

**St Munchin’s Catholic School**

1 Isdell Place
GOSNELLS WA 6110

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<td>to arrange, through its own financial institution, a debit to your nominated account any amount St Munchin’s Catholic School, has deemed payable by you.</td>
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This debit or charge will be made through the Bulk Electronic Clearing System (BECSS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

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<td>and weekly / fortnightly / monthly / quarterly / half yearly intervals thereafter, with the final payment date <em><strong>/</strong></em>/___ (optional)</td>
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| Acknowledgment |  |
|----------------|  |
| By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and St Munchin’s Catholic School as set out in this Request and in your Direct Debit Request Service Agreement. |  |

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Direct Debit Request Service Agreement

The following is your Direct Debit Service Agreement with St Munchin's Catholic School ABN 95439923 918. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Definitions

account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

agreement means this Direct Debit Request Service Agreement between you and us.

banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

debit day means the day that payment by you to us is due.

debit payment means a particular transaction where a debit is made.

direct debit request means the Direct Debit Request between us and you.

us or we means St Munchin’s Catholic School User ID 375207. (the Debit User) you have authorised by requesting a Direct Debit Request.

you means the customer who has signed or authorised by other means the Direct Debit Request.

your financial institution means the financial institution nominated by you on the DDR at which the account is maintained.

1. Debiting your account

By signing a Direct Debit Request or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between us and you.

1.2 We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.

or

We will only arrange for funds to be debited from your account if we;

Have sent to the address nominated by you in the Direct Debit Request, a billing advice which specifies the amount payable by you to us and when it is due.

1.3 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

2. Amendments by us

We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days written notice.

3. Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14 days) notification by writing to:

St Munchin's Catholic School
Isdell Place GOSNELLS WA 6110

or

by calling us on 9234 7555 during business hours;

or

by arrangement through your own financial institution.
4. Your obligations
It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.

4.1 If there are insufficient clear funds in your account to meet a debit payment:
   (a) you may be charged a fee and/or interest by your financial institution;
   (b) you may also incur fees or charges imposed or incurred by us;
   (c) you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.

4.2 You should check your account statement to verify that the amounts debited from your account are correct.

4.3 If St Munchin’s Catholic School is liable to pay goods and services tax (“GST”) on a supply made in connection with this agreement, then you agree to pay St Munchin’s Catholic School on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5. Dispute
If you believe that there has been an error in debiting your account, you should notify us directly on 9234 7555 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up with your financial institution direct.

5.1 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

5.2 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.

6. Accounts
You should check:
   (a) with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions.
   (b) your account details which you have provided to us are correct by checking them against a recent account statement; and
   (c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

7. Confidentiality
We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

7.2 We will only disclose information that we have about you:
   (a) to the extent specifically required by law; or
   (b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

8. Notice
8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to the Principal, Mr Rob Romeo, St Munchin’s Catholic School PO Box 172 Gosnells 6990.

8.2 Any notice will be deemed to have been received on the third banking day after posting.
Instructions: Please complete the contact details for the DDR Claims Contact person/area in your organisation and return a copy of this form to the National, with your other DDR Documentation.

The DDR Claims Contact person/area will be responsible for responding to a DDR Claim query received from the National. The National may contact this DDR Claims person/area to request a copy of a customer’s DDR if the customer has taken a claim to their financial institution.

The DDR Claims Contact must respond to the National with a copy of the customer’s DDR within two (2) business days, or your organisation may be liable for the disputed amount.

DDR Claims Contact Details

Please record our DDR Claims Contact details as:

<table>
<thead>
<tr>
<th>Registered company name</th>
<th>St Munchin’s Catholic School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit User Identification Number</td>
<td>375207</td>
</tr>
<tr>
<td>DDR Claims Contact</td>
<td>Mr Rob Romeo</td>
</tr>
<tr>
<td>Telephone number</td>
<td>9234 7555</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:admin@stmunchins.wa.edu.au">admin@stmunchins.wa.edu.au</a></td>
</tr>
<tr>
<td>Fax Number</td>
<td>9398 1581</td>
</tr>
</tbody>
</table>

If the details of your organisation’s DDR Contact change, you should immediately advise the National by completing the form below and faxing it to the number shown.

DDR Claims Contact – Amendment Advice

Attention National Australia Bank Limited
DDR Claims Centre
Fax 03 8641 4921

Please be advised that our DDR Claims Contact details have changed; the new details are:

<table>
<thead>
<tr>
<th>Registered company name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit User Identification Number</td>
</tr>
<tr>
<td>DDR Claims Contact</td>
</tr>
<tr>
<td>Email address</td>
</tr>
</tbody>
</table>
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 fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School’s 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.

*If appropriate
ST MUNCHIN’S CATHOLIC SCHOOL
PARENT HANDBOOK

ST MUNCHIN’S CATHOLIC SCHOOL
PRAYER

Dear Jesus,
Bless our school community.
Help us to make good choices,
following the example you set for us.
At St Munchin’s, people are welcome to share their gifts.
We strive to be helpful, patient and forgiving.
Please keep us healthy and safe.
Help us to have faith in you.
Thank you, Jesus, for showing us the way.
Amen
ST MUNCHIN’S CATHOLIC SCHOOL
PARENT HANDBOOK

ST MUNCHIN’S CATHOLIC SCHOOL VALUES

When the Sisters of Mercy began our school, they chose five values that all in our community would strive to develop, to make our community a reflection of Jesus and His unconditional love.

**Excellence**
Excellence is giving our very best to every task we do and every friendship and relationship we have. By striving for excellence we develop the talents God has given us and turn them into gifts for the world. We strive to keep improving and we strive to learn from our mistakes.

**Compassion**
Compassion is being able to stand in another’s shoes and to feel for people who are in need. It’s about understanding that everyone is different and caring for people even when they make mistakes.

**Mercy**
Mercy is offering forgiveness and acceptance, it is about giving people a chance to start again.

**Justice**
Justice is being fair in all we do; it is about standing up for others. When we are just we do not judge people, we do not seek to get back at people. If we have a problem with someone, we talk to the person we have a problem with and we don’t gossip about it with others.

**Service**
Service is using our gifts to help others, We look for ways to be helpful without being asked. We think of others before ourselves. We are willing to help others and to give our time without expecting anything in return. So as to affirm others and help them to feel good about themselves. When we live with a spirit of service we give our very best effort to everything, we help people because we can, and we make our community and our world better for all.

**School Motto** “Follow Truth”
ST MUNCHIN’S CATHOLIC SCHOOL
PARENT HANDBOOK

ADDRESS: 1 Isdell Place Gosnells 6110

POSTAL ADDRESS: PO Box 172 Gosnells 6990

SCHOOL PHONE: 9234 7555

SCHOOL FAX: 9398 1581

WEBSITE- www.stmunchins.wa.edu.au

SCHOOL MOTTO “Follow Truth”