

***St. Jude's Catholic School
Langford***

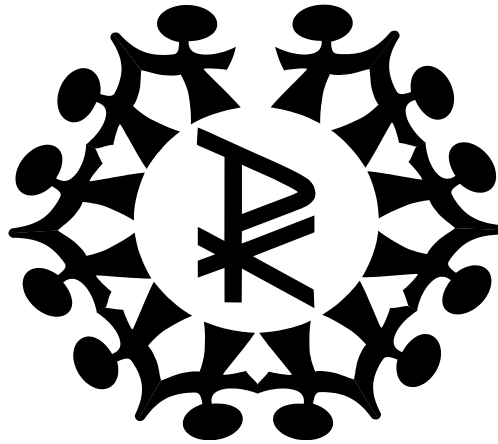
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***Parent Information Booklet
2012***



Love and Truth

St Jude's School Vision

***St. Jude's School is a caring Catholic Community.
Through education of the whole person
that has Christ as its foundation
we strive to develop and affirm
each child's talents and qualities***

Staff for 2012

Principal	Mrs Lyn Stone
Assistant Principal (Religious Education)	Mrs Kaye Savage-Morton
Assistant Principal (Administration)	Ms Melinda Allen
Social Worker	Sr Sandra Smolinski (Tuesday)
Kindergarten	Mrs Gaylor Murray
Kindy Teacher Assistant	Mrs Jacqueline Edwards
	Mrs Claire Mulvey
Pre Primary	Mrs Lu Lambert
	Mrs Gaylor Murray (Monday)
Pre-Primary Teacher Assistant	Mrs Justine Throssell
Year One	Mrs Samantha Throssell
Year One Teacher Assistant	Mrs Emilia Berger
Year Two	Miss Natalie Guagliardo
Year Two Teacher Assistant	Mrs Jane Grupillo
Year Three	Ms Mel Allen
	Mrs Janet Cattrall (Thursday)
Primary Teacher Assistant	Mrs Sharon McFarlane
Year Four	Mrs Elle Fonseca (Monday-Wednesday)
	Mrs Helen Moir (Thursday-Friday)
Year Five	Mrs Darlene Min
	Mrs Janet Cattrall (Friday)
Year Six	Mrs Kaye Savage-Morton
	Mrs Helen Moir (Tuesday)
Physical Education	Mr Bruce White
Information Technology	Mr Bruce White
Library	Mrs Janet Cattrall
Library Officer	Mrs Jacqueline Edwards (Semester 1)
	Mrs Lysanne Mann (Semester 2)
Science	Mr Bruce White
Japanese	Mrs Christine Pitman
Choir and Liturgical Singing	Mrs Gaylor Murray
Literacy Support and Challenge	Mrs Louise Lissiman
	Mrs Tina Hunter

Office Administration	Mrs Veronica Carter (Secretary)
	Mrs Yvonne Nicholls (Finance)
Canteen	Mrs Agnes Sheldon
Uniform Shop Manageress	Mrs Linda Aldworth

School Board

Board	Mr Iggy Moro Mr Ronald Gracias Mr Vernon Thompson Mr Stuart Anderson Mrs Rosetta Middleton Mr Rienzie Delilkan
	Ex Officio Members Father Terry Raj (Parish Priest) Mrs Lyn Stone (Principal)
P & F Representative	Mr Mark Harrington
Co-opted member	Ms Melinda Allen (Assistant Principal)
Co-opted member	Mrs Kaye Savage-Morton (Assistant Principal)

P & F Executive

Mrs Amanda White
Mrs Melissa Colely
Mrs Faye Gracias
Mr Mark Harrington-P&F Representative to Board

St. Jude's Parish

Parish Priest	Fr Terry Raj	Phone No: 9458 1946
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FEE PAYMENT OPTIONS

Fees are charged yearly and families are offered the following payment options:

Option 1 Payment in full - whole year's fees
(a 5% discount applies to **Tuition Component only**, if paid before end of March)

Option 2 Term by term payment

Option 3 Direct Debit either fortnightly or monthly. Many families find that this option greatly assists their financial planning.
(Direct Debit forms are available from the office)

It is in Christian faith that we seek justice for all members of our community by being fair in our expectations of parents/guardians to support financially the needs of the school community. We do this by actively pursuing the collection of school fees where parents have the capacity to pay.

The practice of justice and charity requires that requests for fee variations be treated with dignity, compassion and confidentiality and the inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any Catholic child from St Jude's School.

At the start of each school year any families experiencing financial hardship **must** see the Principal to discuss alternative fee structures and methods of payment.

Every family is expected to honour the **confidential** fee arrangement as discussed with the Principal

The school does seek recovery of unpaid fees through **Pioneer Collection Services Ltd, Debt Recovery Service**. Debt recovery costs will be added to the outstanding amount.

HEALTH CARE CARD HOLDERS

In 2012, parents/guardians who are responsible for the payment of school fees and hold a current means tested family Health Care Card or Pensioner Concession Card with the code "PPS", will be entitled to a discount **on tuition fees**. Please check with the office for these fees to be calculated.

- **The discounted tuition fee DOES NOT cover additional charges such as excursions, amenities, swimming, P & F levy and building levy.**

To access the Health Care Card Tuition Fee Discount Scheme parents/guardians will need to show a valid Health Care Card or Pensioner Concession Card (code PPS) and complete a simple form available at the office. **Holders of cards that are due to expire prior to the end of Term 1 will need to show their new card once issued for the discounts to continue.**



SCHOOL FEES 2012

4TH CHILD	
	Year
	Free
	\$ 80.00
	\$ 20.00
	\$ 100.00
	\$ 90.00
	\$ 10.00
	\$ 300.00

100%

THIRD CHILD	
	Year
	\$ 582.00
	\$ 80.00
	\$ 20.00
	\$ 100.00
	\$ 90.00
	\$ 10.00
	\$ 882.00

40%

Note: PP do not swim

SECOND CHILD	
	Year
	\$ 776.00
	\$ 80.00
	\$ 20.00
	\$ 100.00
	-
	-
	\$ 90.00
	\$ 10.00
	\$ 1,076.00

20%

Note PP do not swim

FIRST CHILD	
	Year
	\$ 970.00
	\$ 80.00
	\$ 20.00
	\$ 100.00
	\$ 70.00
	\$ 195.00
	\$ 90.00
	\$ 10.00
	\$ 1,535.00

Note PP do not swim

- O110 Tuition
- O235 Excursion
- O235.1 Edudance T4
- O120 Amenities
- O530 St Jude's P & F
- O920 Bldg
- O230 Swim T1
- O230.1 Insurance

Basic fee only	
One	\$ 1,535.00
Two	\$ 2,611.00
Three	\$ 3,493.00
Four	\$ 3,793.00

With 1 at Kindy	
One +	\$ 2,130.00
Two +	\$ 3,206.00
Three +	\$ 4,088.00
Four +	\$ 4,388.00

Kindy With Older Siblings

	Year
	\$ 485.00
	\$ 100.00
	\$ 10.00
	\$ 595.00

Kindy Only

	Year
	\$ 485.00
	-
	-
	\$ 100.00
	\$ 70.00
	\$ 195.00
	-
	\$ 10.00
	\$ 860.00

- O110 Tuition
- O235 Excursion
- O235.1 Edudance
- O120 Amenities
- O530 St Jude's P & F
- O920 Bldg
- O230 Swim
- O230.1 Insurance

Kindy to pay excursion fees as and when basis

SCHOOL TIMES

Kindergarten

Tuesday	8.45 am to 2.45 pm
Thursday	8.45 am to 2.45 pm
Alternate Fridays	8.45 am to 2.45pm

Pre Primary

Monday to Friday	8.45 am to 2.55 pm
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Primary

Get Ready Bell	8.40 am
Years One to Six	8.50 am to 3.00 pm
Recess	10.40 am to 11.00 am
Lunch	12.30 pm to 1.10 pm

Children should arrive by 8.35 am

Please Note:

- **Communicare Before and After School Care is coming to St Jude's in 2012. Forms for enrolling in the services can be collected from the office.**
- **Supervision is provided from 8.20 am to 8.35 am in the covered area outside the Junior Class rooms each morning. Students who arrive earlier than this time will be directed to Communicare Before School Care in the School Hall.**
- **Students must be seated until they are dismissed by the duty teacher at 8.35 am so they may go to the classrooms.**

OFFICE HOURS

Open each school day from 8.00 am to 4.00 pm

UNIFORM SHOP HOURS

Monday	8.00 am to 9.30 am
Wednesday	2.00 pm to 3.30 pm

Welcome to the 2012 School Year at St. Jude's

The information in this booklet lists procedures and routines in place to make your child's education as smooth and fruitful as possible.

We appreciate parents' co-operation in following these routines as it helps us function efficiently as a collaborative community.

TERM DATES

TERM ONE

Students return	Wednesday, 1st February
Pupil Free Day	Friday, 2nd March
Labour Day Holiday	Monday, 5th March
Students finish	Thursday, 5th April

TERM TWO

Pupil Free Day	Monday, 23rd April
Pupil Free Day	Tuesday, 24th April
Anzac Day Holiday	Wednesday, 25th April
Students return	Thursday, 26th April
Foundation Day Holiday	Monday, 4th June
Pupil Free Day	Tuesday, 5th June
Students finish	Friday, 6th July

TERM THREE

Pupil Free Day	Monday, 23rd July
Students return	Tuesday, 24th July
Students finish	Friday, 28th September

TERM FOUR

Pupil Free Day	Monday, 15th October
Students return	Tuesday, 16th October
Students finish	Wednesday, 12th December
Teachers finish	Wednesday, 19th December

ABSENCES: All absences of children are to be reported by phone to the office by 9.30 am. A written note must always accompany the child on their return to school.

ANNUAL COMMUNITY MEETING: Annual Community meeting takes place in November. All parents should make every effort to attend. School Board and Friends of St Jude's review the year's work and elect new members.

APPOINTMENTS: Parents are invited to discuss any concerns or special needs of their children. If you wish to speak to the Principal or Class Teacher, please make an appointment to ensure they have time to discuss matters in detail. It is often impossible for teachers to have impromptu meeting with parents due to their class responsibilities

ARRIVALS Children should arrive by 8.35 am to prepare for class.

AFTER SCHOOL PICK UP: To improve the safety and efficiency of After School Pick-up the procedures are listed below:

1. The Efficient Drive-by Method

- Children will wait with duty teacher at the school gates.
- Cars will approach by driving slowly (**40kph restrictions apply between 7.30 am to 9.00 am and 2.30 pm to 4.00 pm**) down Barnston Way. In turns cars will stop briefly by the kerb near the gate and children will be released by duty teacher to enter their car by the passenger side doors.

THIS IS A DRIVE BY METHOD ONLY. DRIVERS MUST NOT LEAVE THEIR VEHICLES OR STOP TO AWAIT CHILDREN WHO ARE NOT IN THE APPOINTED SPOT. Drivers awaiting their pick-up turn are asked NOT TO BLOCK THE DRIVEWAYS OF BARNSTON WAY RESIDENTS.

AFTER
SCHOOL
PICK UP
Continued.....

2. ***The Park and Walk Method***

Children are to SIT and wait in the undercover area outside Year 2/3 if *Park and Walk* method is being used. **Children are NOT to walk to the Church car park and wait for parents.**

If you prefer to park and wait for your children OR, if your children take a long time to get ready to go home OR, if your children were not waiting in the drive by pick-up area when you drove by THEN the Park and Walk Method is for you.

- Drivers park their cars in the marked bays at the rear and front of St. Jude's church.
- They then walk down to the school and pick up their children from inside the school gate.
- Adults safely escort their children back through the carpark.
- Cars moving through the carpark should follow the entry and exit via directional arrows.

3. **The Independent Walk or Ride Method**

If you are confident that your child can safely undertake the journey to and from school totally unescorted on foot or by bicycle (see below) then The Independent Walk or Ride Method is for you.

- Parents fill in the walking/riding slip indicating their intention for their child to travel unescorted to and from school and their confidence that they can do so safely and return the slip to school. Children will then leave the school grounds alone after school to undertake their journey home

Please note: Children walking or bicycling to and from school do so at their parent's responsibility. Parents are asked to consider this seriously before making this decision as we can take responsibility for the children only when they are on the school grounds. We cannot take responsibility for escorting children down the street or across roads.

4. **Late Pick-Up**

The Communicare After School services will be available from 2012 for parents to access.

If you are unexpectedly detained, phone the school. Students not collected by 3.20am will be directed to the After School service. Please note, parents will be billed for this.

The Main car park next to the Administration area contains a disabled bay and two visitors' bays. These are left for short term visitors to our school e.g. psychologist, visiting teachers, etc. Parents who are picking up a child to go to an appointment may park their car in one of these bays, should they be available.

ASSEMBLIES
and
AWARDS:

Whole School Assemblies are held every Monday at 8.50 am in the Multi Purpose Room. This is generally a short “Welcome back” get together each week detailing the events of the week, birthdays and faction awards.

Class presentation Assemblies are scheduled generally fortnightly on Fridays at 8.50 am in the Hall and dates are noted in the term calendar.

Parents and friends are invited to share the rostered assemblies with us. Class Merit Awards are presented to 2 or 3 children from each class at these assemblies. Parents will be notified when their child/children are to be awarded a certificate, and of any change of day or time of assemblies.

ATTENDANCE:

Students are required to attend school unless they are ill. This includes days for which special events are planned for example, camps or sports days. It is a legal requirement that written notes must be sent to the class teacher after absences.

BICYCLE RIDERS:

All bicycle riders are to wear bicycle helmets. Children under the age of ten should ride only under adult supervision. Should special circumstances exist, these must be approved by the Principal. Children must have a lock and chain to secure their bicycles in the bicycle rack. Please inform the School if your child travels independently to school by bicycle.

BOOK LISTS:

Book lists are issued at the end of the school year for the following year. Orders are taken and materials collected from Wooldridges before the new school year starts. Many materials can be used from the previous year if kept in good condition.

CALENDAR:

A calendar of term dates and events will be issued at the beginning of each term and any modification notified in the weekly newsletter.

CANTEEN:	<p>The Canteen operates on MONDAY, WEDNESDAY AND FRIDAY and is CLOSED on Tuesday and Thursday.</p> <p>A canteen service is available for recess purchases and lunch orders. Written lunch orders on lunch order paper bags with money are placed in class baskets in the morning. Children who have forgotten their lunch order will be given a sandwich and parents billed. <u>Credit will not be given to children so please ensure the correct amount is enclosed.</u></p>
CHILDREN'S VALUABLES:	<p>Toys and games, should not be brought to school. No responsibility can be taken by staff for these.</p>
COMMUNICABLE DISEASES:	<p>Children are excluded from school while contagious (contact the Office if in doubt). Parents must ensure that their children are up to date with vaccinations (diphtheria, tetanus, whooping cough and measles).</p>
COMMUNICATIONS:	<p><u>General enquiries</u>, absences, fee payment queries, please contact the School Office (telephone number 9458 4547). At times when the Office is busy or closed, messages may be left on the answering machine</p>
CONTACTING TEACHERS: (PLEASE SEE 'APPOINTMENTS')	<p>Teachers are always happy to meet with parents who have queries or concerns about their children. Because it is important for the children that the meetings take place when the teachers are free of class responsibilities and can give matters their full attention, we ask that parents make appointments for these welcome discussions.</p> <p>Teachers will be in class immediately before school to help children prepare for the day. If parents have quick incidental information to share they can do so then. Each teacher will inform parents where notes may be left for them. Parents might also use this time to make a discussion appointment with the teacher.</p> <p>We ask that parents attend to 'housekeeping' (e.g. writing lunch orders etc.) before coming to the classroom.</p>

- DENTAL CARE:** The School is serviced by Lynwood Dental Therapy Centre Bannister Creek Primary School, Purley Cres, Ferndale (telephone number 9451 1761)
- DESK MATS:** All children (Years 2 - 6) must have a clean desk mat to cover their desk. These are available at the Uniform Shop and may be kept for several years if they are clean, in good condition and **graffiti free**. Year One mats are obtainable from the class teacher.
- ENROLMENTS:** All children are re-enrolled on a yearly basis. The school has an '*Enrolment Policy*' which is the basis for any enrolment. Please lodge enrolments for Four Year Old Kindergarten and Five Year Old Pre Primary by 31st May of preceding year. When enrolling students please provide your child's Birth Certificate, Baptism Certificate and current immunisation records. A non-refundable \$20 application fee is due at this time. Holding fee of \$50.00 is payable on acceptance of offer, which is then deducted from first term fees.
- EXCURSIONS:** Excursions are an integral 'hands on' part of modern education. It is the School's policy that parents are advised, in writing, of all excursions. Parents are required to sign and return a permission slip. Excursions and visitors to the School are essential to maximising children's learning. The school also has '*Incursions*' when a visiting show or performance attends the school.
- FOOD:** It is highly recommended that children **bring healthy food to school**. Chips, lollies etc. are discouraged and parents will be contacted if these types of snacks are consistently sent to school. Children are able to function better and enjoy school when healthy and nutritional food is provided. Please note that St Jude's is an ***Asthma Friendly and NUT FREE SCHOOL***. We have these policies in place to cater for students with these conditions. Please adhere to being NUT FREE for the safety of all students.

- FREE DRESS:** Parents will be notified when their child's class has earned the privilege of a Free Dress Day
- GUIDANCE SERVICE:** Personnel from Non Government Schools Psychology Service help with assessments and programs for children. Teachers may refer students about whom they need extra information or parents may request a referral.
- HAIR:** Hair should be neat, clean and of a consistent length. Shoulder length (or longer) hair and hair that falls about the face, must be tied up with regulation colours (brown, gold, green and school check). Please check regularly for head lice. Hair should be of a natural colour - **the two-tone look is unacceptable.**
- HAT:** The school regulation hat is a compulsory item of school uniform. We have a 'no hat no play' policy for the whole school year. Two styles of hats are available.
- HOMEWORK:** Parents are encouraged to supervise any set homework and make sure they are familiar with the classroom and school homework policy.
- IMMUNIZATION:** The Education Department and Public Health Department recommend every child being admitted to Year One to be fully immunised. You will be asked to produce a record of immunisation to the Office. Please ensure that your child's measles immunisation is up to date.
- INJURIES:** Minor injuries are dealt with by the staff. Parents will be contacted regarding more serious injuries. Medical assistance will be sought at the Principal's discretion.
- INSURANCE:** All students are covered by Catholic Church Insurances Policy. This covers to and from school travel, excursion travel and accidents at school.
- JEWELLERY:** Children may wear a small Christian religious symbol on a simple chain around their neck. An inexpensive watch may be worn by the older children. Bangles, rings etc. are not permitted. One pair of simple earrings is permitted. These should be either a stud or sleeper style, **one in each ear.** We actively discourage boys from wearing earrings as they pose safety hazards during sport.
- LATE BOOK:** Any child arriving after 8.45 am needs to sign the *Late Book* in the office.
- LIBRARY BAG:** All children must have and use a large, cloth library bag when they borrow books from the library. These are available from the Uniform Shop.

LITURGIES:	These are an important part of school life and parents are always welcome and encouraged to participate. Class and school Mass dates are given in the school calendar or notified via the children.
LOST PROPERTY:	The lost property basket is located in the school front office. Please check it regularly.
MANAGING STUDENT BEHAVIOUR	The School has a comprehensive Managing Student Behaviour plan which is based on mutual support between home and school. Rules and consequences are listed in this booklet and approaches are discussed at the initial parent meeting. St Jude's school is a "Non Bullying Zone" and bullying behaviour of any sort will be dealt with and followed up consistently.
MARKING OF BELONGINGS:	Please make a special effort to mark all clothing clearly and permanently with your child's name. It is impossible to locate lost property if there is no name on the item. Please mark all books, bags, clothes etc.
MEDICATION:	If it is <u>essential</u> that a child receives medication at school, it will only be given if <u>written and signed</u> instructions are lodged with the office on a 'School Request to Administer Medication Form' and all responsibility is taken by the parents. Children who need to use an Asthma medication puffer are permitted to carry this with them. <u>ALL OTHER MEDICATION TO BE KEPT IN THE OFFICE.</u>
MEDICAL EMERGENCY ACTION PLAN:	If your child has a condition which is potentially 'life-threatening' parents MUST obtain a Medical Emergency Action Plan form from the school office, complete it and return to the office.
MESSAGES:	All messages, monies etc. must be sent in an envelope, clearly labelled with the child's name and purpose.
MOBILE PHONES	If your child is travelling independently to and from school and you require them to carry a mobile phone, it <u>must be left at the office during the day.</u>
MONEY:	Children are discouraged from bringing large sums of spending money over and above lunch order money.
NEWSLETTER:	The newsletter is sent home with your eldest child every Wednesday .
PARENT BODY:	The P & F is an essential forum where parents can discuss issues relating to their children's education. This is a chance for parents to learn about funding and educational issues, interact socially with other parents, get to know some of the school staff and be actively involved in their children's school. Meetings are held monthly and are advertised regularly. All parents, both new and current are most welcome to attend . and participate. We look forward to seeing you.

<p>PARENT BODY: Continued.....</p>	<p>Issues, interact socially with other parents, get to know some of the school staff and be actively involved in their children's school. Meetings are held monthly and are advertised regularly. All parents both new and current, are most welcome to attend.</p> <p>An annual levy is payable and appears on the School Fees Account. Fundraising for additional resources is also undertaken and very much appreciated by the School. However, this is not the most important reason for having an active P & F. <u>The P & F provide an opportunity for parents to get to know one another and really become involved in the activities and life of the school.</u></p>
<p>PARENT SUPPORT:</p>	<p>As part of the school community, all parents are expected to help in various ways during the school year, for example, sport, excursions, camps, library, canteen, in the Kindy, Pre Primary and classroom, busy bees and fund raising. The help of all families is needed and appreciated. <u>Studies show that children do better at school if their parents are positively involved.</u></p>
<p>PARENT/ TEACHER INFORMATION MEETINGS:</p>	<p>These important meetings are held at the beginning of the year. They are used to introduce special programmes during the year (e.g. Sacraments). The information we share at these meetings is essential for your children's education, so we hope and expect to see someone from each family at these meetings.</p>
<p>REPORTING TO PARENTS:</p>	<p>Student Portfolios are sent home at the end of each term. The student work is to be left in the portfolio so that their development during the year can be observed and monitored. Formal reports are sent home at the end of term two and term four. An informal reporting/sharing session and Open Night also takes place during the year.</p>
<p>SCHOOL BOARD:</p>	<p>The Board meets monthly and is responsible for the financial management of the School. Board members are elected by the parent body at the annual community meeting. Members would be interested to hear from you on matters within their area of responsibility. Concerns and ideas about school educational programmes, student and management matters should be addressed to the class teacher or the Principal.</p>

SCHOOL NURSE: The nurse visits the School on a regular basis and can be contacted through the School.

SICK STUDENTS: The sick bay is intended for temporary ailments only. Parents will be contacted to take students home if illness persists. Please do not send children to school when they are unwell.

SMOKING: The school buildings and grounds are a smokefree zone. This includes all car park areas.

SPORTS DAYS: The sports days for all classes are advised at the beginning of the year.

Children are to wear their coloured faction shirt on their sports day.

St Jude's School Factions are: Petry - Red
Mercy - Green
Foley - Blue

Full sports uniform must be worn on 'sports days'.

UNIFORMS: All children are expected to wear the correct school uniform. Term One and Four - Summer Uniform, Term Two and Three - Winter Uniform. Most items can be bought from the School. New items need to be ordered at the appropriate time. A good range of second-hand uniform items are also available. The school hat is an essential part of the uniform. A full list of the uniform is available in a separate brochure. Please note: white ANKLE socks, with green and gold stripes (available only from the Uniform Shop) are the correct type of socks to be worn. Plain white sports socks may be worn with sports shoes. The School Uniform should always be clean, neat and in good repair. The Uniform Order form is produced in a Summer and Winter version to assist parents in knowing the requirements for both seasons.

UNMARKED CLOTHING: All lost property will be given to the Uniform Shop to sell as 'second-hand' if unclaimed after two weeks.

VISITORS TO SCHOOL DURING SCHOOL HOURS: All parents to school must sign in at the front office if they are visiting the classroom for volunteer/drop off items etc

OUR SCHOOL RULES

Jesus tells us to love our neighbour as our self.

By following our school rules we show we care for each other and our school.

We make our school a happy place because we:

1. Always follow instructions.
2. Wear our uniform with pride.
3. Care for our school grounds and equipment.
4. Treat others in a friendly way.
5. Walk quietly around verandahs and corridors.

St. Jude's School Creed

I believe that I am special
I am different from every other person
and have my own gifts,
I believe that God knows and loves me
just as I am,
He helps me to grow to be like Him
and always do my best,
I believe I can become the person God wants me to be because
people in my school and family care for me