

Parent Information Handbook 2024



St Patrick's Primary School, Katanning



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Dear Parents

Welcome to the St. Patrick's School community. We recognise parents as the first and most important educators of children and, in doing so, encourage you to participate as fully as possible in the life of this school.

St. Patrick's seeks to be a place where word and action and the activities of students, teachers and parents throughout the year are the evidence of our commitment to core values.

At St. Patrick's we believe that the best preparation for the future is to have quality experiences in the present. The school recognises the uniqueness of each student and strives to enhance their giftedness through varied programmes of learning that challenge students towards personal excellence.

In addition to caring, committed and very professional class teachers, St. Patrick's offers small classes, and specialist teachers in a number of learning areas, in modern, well-resourced classrooms.

I trust that our partnership will result in your child being happy and successful at St. Patrick's.



Brett Wilkie

Principal

1. CONTACT DETAILS

Principal Mr. Brett Wilkie

Office Staff Mrs. Helen Robinson

Phone (08) 9820 8100

Email admin@stpatskatanning.wa.edu.au

Website www.stpatskatanning.wa.edu.au



2. SCHOOL HISTORY AND VISION

Brief History of The School

St Patrick's School was established in 1926 with the arrival in January of that year, of three Our Lady of the Missions sisters. The school opened on 3rd February at 9.00am with 47 pupils, and the first classes were originally located in the Church. The school finished that year with 108 pupils. The sisters continued to teach in the Church until 1927. By then, three rooms and a verandah were built in the Church grounds, and these were opened and blessed by Archbishop Clune on 5th December 1927. These classrooms faced Annie St, and are currently the School Hall and Canteen. In 1958, two additional rooms were added, facing Amherst St, and these currently house Years 5 and 6. 1966 saw the building of the Parish Hall.

St Patrick's School continued to grow rapidly and the building of additional classrooms, (currently Years 1, 2, 3 and 4) were completed and opened in 1975. In 1988, the current Administration Area was constructed, and 1993 saw the completion and opening of the purpose-built Pre-Primary Centre. The most recent Building Program, including a new classroom, a dedicated Multi-Purpose Room for the Arts, and a large Covered Area, was completed in 2004. The national B.E.R. program supported St Patrick's with a build of a new library and administration block. More recently, the school completed the re-development and refurbishment of the Pre-Primary, Year One and toilet block area.

St Patrick's School now operates composite classes catering for children from Kindergarten through to Year 6. There are currently over 100 children attending the school. The staff is hard-working and committed to providing a high level of pastoral care and quality education to their students.

Vision Statement

To provide quality education for our students and the wider community.

To provide a faith filled learning experience for our students.

That all staff will have a shared belief and understanding regarding effective teaching and learning practices.

Core Values- 'Concern'

Concern for God

Concern for others

Concern for self



3. PARISH/RELIGIOUS INFORMATION

St. Patrick's Parish, Katanning

Parish Priest:	Fr Marlon Chingwangco
Parish Phone:	(08) 9821 4675
Mass Times:	Sundays, 10.30am
Reconciliation Time:	Fourth Saturday of the month, 9.30-10.30am

As parents, you are the first teachers in the way of faith and have first responsibility for the practice of your children's faith. St. Patrick's School is here to help and support you and your children in that role. There is a close link between the parish and the school and so, where possible, they work together for you.

Masses and Liturgies

Class Masses and Liturgies are celebrated on major Feast Days and other important occasions. Students will sometimes attend the Friday Parish Mass, at 9.00am.

All families are encouraged to attend special community Masses that occur during the school year, such as the Commissioning Mass (Term 1) and Graduation Mass (Term 4), along with Sacramental Masses for First Communion and Confirmation.

Prayer

As a Catholic School, daily prayer occurs in each classroom, with a prayer at the start of the day, as well as at lunch, as a minimum. All students are expected to participate actively in prayer.

Sacraments

The School and Parish work together to prepare students to receive the Sacraments of Reconciliation (Year 3), First Communion (Year 4) and Confirmation (Year 6). Parents are expected to attend Sacramental meetings conducted by the school.



4. GENERAL SCHOOL INFORMATION

Term Calendar/Term Dates

A Term Calendar outlining the activities of the school will be sent out at the beginning of each term. Term dates change slightly each year and are communicated through our 'Concern' school newsletter. Term calendars are also accessible on our school website.

School Times

8.30am	Students allowed on school grounds
8.50am	Classes begin
10.50am	Recess
11.20am	Classes resume
1.00pm	Lunch begins
1.30pm	Classes resume
3.20pm	Classes End (Mondays are early close- 2.30pm)

Kindergarten children attend school following days: Mondays, Tuesdays and Thursdays (full days).

Our Mini-Stars playgroup for children two-year old and three-year old children is held on one morning a week.

Office Hours

The School office is open between the hours of 8.30am and 3.30pm.

Outside of these hours, please contact the Principal by email:

brett.wilkie@cewa.edu.au



Drop Off and Pick Up

At morning drop off and pick up time, students enter and exit the school grounds via the two gates on Annie St. A staff member will be at the gate and will not allow the child to leave the school grounds until their parent is in sight. Please note that children must not cross the road unaccompanied- please leave your vehicle to assist them. Please also observe the 'kiss and drive' section of Annie St. Children catching a bus home from school wait at the gate on Beaufort St., supervised by a member of staff.

School Advisory Council

The School Advisory Council (formerly known as the School Board) is the body responsible under the guidance of the Principal and the financial management of the school for improvements and financial planning. The S.A.C. comprises the Parish Priest, the Principal, a representative from the Parents & Friends Association, a representative from the Parish Council and a minimum of four and maximum of six other elected persons.

The S.A.C. generally meets twice each school term to carry out various functions in pursuit of its objectives. An Annual Community Meeting is held in November for which nominations for vacancies are accepted beforehand.

Parents and Friends Association

The Parents & Friends Association fosters community interest in education and promotes close liaison between school and community. The P&F also assists with school amenities through fundraising.

Meetings are generally held once a term and are advertised in the school newsletter. New families are always made welcome and parents are encouraged to form friendships, sharing the workload.

The P&F Annual General Meeting forms part of the Annual Community Meeting (usually held in November) and is also the forum for nominations to P&F roles.



Merit Assemblies

Merit Assemblies are held as indicated in the school newsletter and term planner.

During an Assembly we sing the National Anthem, do an Acknowledgment of Country, pray together and recognise students who are receiving Merit Awards.

Once a year each class will provide us with a 'Class Performance Assembly'. At these assemblies, we may have the opportunity to share in some of the learning that has been taking place for the children in that class and/or enjoy an entertaining class performance.

School Newsletter

The 'Concern' newsletter is published weekly. Parents are asked to read the 'Concern' carefully to keep up to date with what is happening at the school. The 'Concern' is sent to families by email and is also available on our school website.

Parent Information Evening

Early in Term One, a Parent Information Evening is held to discuss school and class routines and programs. It is an expectation that each family is represented at this meeting.

Interviews

Teachers welcome parents to make appointments to discuss their child's progress at any stage of the year. Parents are asked to make an appointment to meet with the teacher at a mutually convenient time.

All parents are required to attend an interview with their child's classroom teacher during Term One to discuss their son's /daughter's progress and participation in class activities.



Student Absences/Late Arrivals/Early Departures

Parents/carers are legally required to inform the school in writing of reasons for their child's absence as soon as is practically possible.

Children who arrive after 8.50am are required to sign in at the front office.

A child can sometimes be permitted to leave the school during school hours, for appointments etc. Children must be signed out at the front office by parent/guardian and also signed back in upon their return.

Visitors to the School

All visitors (including parents) are to sign in and out at the front office if on school grounds between 8.50am and 3.20pm.

Book Club (Scholastic)

Pamphlets are sent home each term. Correct money must accompany orders in an envelope with student name, grade and amount clearly marked.

Stationery Lists

Families are encouraged to purchase school requirements from the school stationery lists, details of which are prepared by the teachers and sent home before the end of each year. Items on the stationery lists are school requirements for effective learning and therefore should remain at school.

Excursions and Camps

Children participate in excursions as part of their classroom learning programmes. The cost of these excursions, where possible are kept to a minimum. Parents are advised as soon as possible of the dates and costs of planned excursions. In most cases, parents are not charged for excursions, as the school has a budget for such expenses.

Typically, we alternate each year between taking our Year Five/Six class for a three-night camp to various locations and to Albany on a two-night camp.



Canteen

St. Patrick's canteen operates on Tuesdays for lunch and Fridays for recess. The successful operation of the canteen is due to the parents who have volunteered to give their time in helping on a rostered basis. This assistance is important if the Canteen is to offer food at a reasonable price. A roster will be sent home early in each new school year, along with the current menu. Parents are strongly encouraged to volunteer for a canteen shift each term.

Family Holidays During the Term

Families are discouraged from taking holidays during the school term, due to the negative impact that this can have on student learning. Written notification must be sent to the Principal if parents choose to take their children on a family holiday during the school term. A school placement can only be held open for a maximum of one term (e.g. in the case of an extended holiday overseas). Full school fees will be payable for the whole term including the period of absence.

Management of Student Behaviour

The principle aim of our management of student behaviour is to lead the students towards the development of self-discipline. Students are issued with a 'Student Code of Conduct' at the beginning of each year. This Code of Conduct should be discussed with them by their teacher and parents/carers, before students and parents sign the document.

Students are expected to behave according to our school values of 'Concern':

- Concern for God
- Concern for others
- Concern for self

We accept responsibility, along with home and community, for helping our children to develop acceptable behaviour.

Our management of student behaviour reflects the overall positive approach which we endeavour to apply in our school, towards all aspects of a child's learning and development. We believe that discipline is leading, guiding, encouraging and instructing children within a framework of rights, responsibilities and rules. These three strands of discipline should work together to create a caring community atmosphere.



School Fees

Fees are set at the end of the previous year as part of the budget procedures. While a fee notice for the full annual amount is sent out in Term One, families are not required to pay the full amount during that term necessarily. You may choose to organise a direct debit, or to pay in instalments, but there is an expectation that within 14 days of receiving the fees notice you have informed the school of your preferred method of fee payment. In circumstances of need, applications for fee discounts or alternative arrangements should be addressed to the Principal. Arrangements for discounted fees should be reconfirmed at the beginning of each year.

Library

Students are able to borrow books from our School Library on a regular basis. Library books must be taken home and brought back to school in a suitable library bag.

Homework Policy

Homework is an aspect of school that encourages children to take responsibility for their own learning, enables them to revise their learning from school and provides children with the opportunity to become more independent and successful students. The following is an **approximate** guide to the time allocated on a daily basis for an 'average' child in each level of school:

- ❖ PP Up to 10 minutes for reading
- ❖ Year 1-2 Up to 15 minutes for reading
- ❖ Year 3-4 Up to 20 minutes for reading and written work
- ❖ Year 6 Up to 30 minutes for reading and written work

The support of parents in ensuring the regular completion of set homework is absolutely vital in a successful parent/student/teacher partnership. If you at any time have concerns about your child's homework, please make a time to speak to the classroom teacher.



Lost Property

No responsibility is taken by the school for lost articles. Parents are most welcome to check for lost items in the lost property collection. We make every effort to have lost items claimed but unmarked, unclaimed items left at the end of each term will be placed in the uniform shop.

Privacy

St. Patrick's requires information about students and their families in order to provide education to these students. We recognise the significance of protecting the information we hold. Therefore, all such information is handled in accordance with the 'Privacy Act' as it pertains to private sector organisations, including Catholic Schools.

Reporting and Communication to Parents

In Term One, parent/teacher information sessions are held which cover information on class routines and procedures, as well as an overview of each learning area.

Towards the end of Term One, parents are invited to an individualised parent/teacher meeting to discuss the progress and needs of your child.

NAPLAN testing occurs during Term One for all students in Year 3 and Year 5.

Academic Reports are issued for each child at the end of each semester, as well as an Interim Report at the end of Term One.

The See Saw app is used by the class teacher to communicate with parents and to share regular learning updates.

Swimming

All children from Years PP to Year 6 participate in swimming lessons each year. Dates (typically in Term 4) are to be arranged when the Katanning Aquatic Centre advises of its program date.

Opportunities for children to participate in the VACSWIM programmes are also advertised through the 'Concern' newsletter.



Withdrawal/Transfer of Students

Parents are requested to give 14 days notice in writing if a student is to be withdrawn from the school before the end of the year. Without such notice the school reserves the right to charge a full terms' fees in lieu of notice. Only tuition fees will be refunded. In the event of a temporary withdrawal, families wishing to hold a place for a student taking extended leave will be charged the full tuition fee.

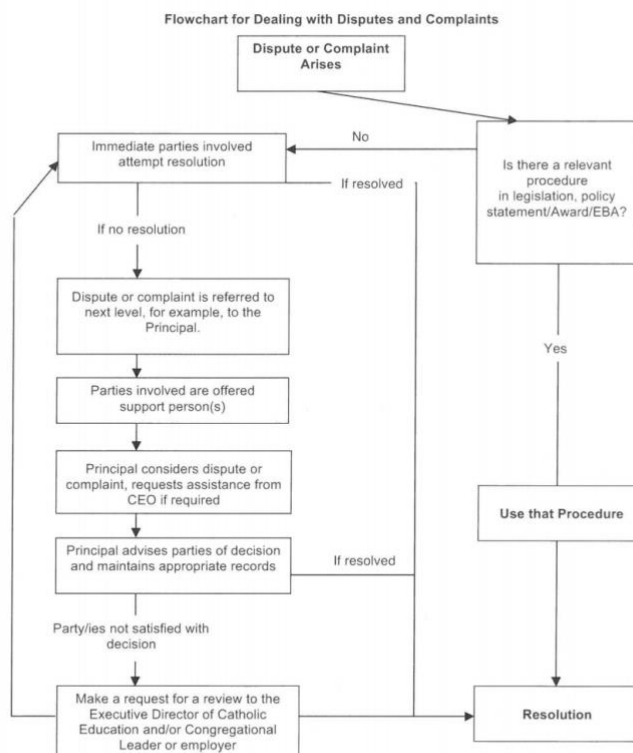
When the school receives the transfer note from another school the yearly reports will be sent. Any other documentation that is confidential, e.g. Psychology Reports, custody details, are held (closed access) in the school. Application may be made to release these reports with parental consent.

Wet Weather Procedure

When it is a wet day, children may play quiet activities and games in the undercover area or hall. Class/duty teachers will supervise the children.

Complaints Procedure

Should you have a complaint about any element of the operations of the school, please refer to the 'Disputes and Complaints Resolution' Policy, available in full on our school website. The flow chart below provides a summary of the correct procedure for making a complaint:



Note: An individual has the right to make an appeal to the Minister for Education with regard to a dispute or complaint (School Education Act 1999). An appeal will only be heard on a breach in process and will not be a re-examination of the merits of the case.

5. EARLY CHILDHOOD INFORMATION

Early Childhood Education Philosophy

At St. Patrick's School, the Early Childhood team embraces and nurtures each student holistically across all learning domains. We implement a variety of explicit, collaborative, inquiry and play-based learning pedagogies, based on student needs. We value the agency of each child and believe that learning is maximised when this is balanced with teacher-initiated learning experiences. We cater for each child's strengths, interests and cultural background.

At St. Patrick's, we value the partnership between children, teachers and parents. We believe that the supportive and professional relationships, guided by Christ, will assist our students in developing an awareness and acceptance of self and others. We aim for a holistic approach to teaching and learning, attending to each child's cognitive development, recognising the physical, personal, social, emotional and spiritual wellbeing of the child.

Early Years Learning Framework

At St. Patrick's, our learning programs in early childhood centre around the principles of the Early Years Learning Framework. Fundamental to the Framework is a view of children's lives as characterised by belonging, being and becoming.

Belonging

Experiencing belonging— knowing where and with whom you belong – is integral to human existence.

Being

Childhood is a time to be, to seek and make meaning of the world.

Becoming

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood.



Kindergarten

Children attending Kindergarten must turn four years of age before 30th June in that year. Kindergarten students attend three full days a week (*Monday, Tuesday, Thursday*).

A more detailed booklet will be issued upon acceptance into Kindergarten at St. Patrick's.

Kindy Oral Language Program

St. Patrick's implements the Kindy Oral Language Program (KOLP). This is a targeted, goal-based intervention aimed at improving the oral language skills of kindergarten students, to help set them up for learning success. Delivered jointly by school staff and a speech therapist, KOLP builds capacity of teachers and is an effective way to help children with mild to moderate language delay whose families may not have access to mainstream services. At St. Patrick's, KOLP takes place one day per week, with the classroom teacher reinforcing learning during the week.

'Mini-Stars' Playgroup

Mini-Stars is open to any children turning two or three years of age in that calendar year. Mini-Stars students attend one half day a week.

The Playgroup functions as an opportunity for students to experience learning in a fun and age-appropriate way in our Early Childhood Centre, while helping them in the process of becoming acclimated to a school environment.

A more detailed booklet will be issued upon acceptance into Mini-Stars.



6. CHILD HEALTH AND SAFETY

The School Nurse

A community nurse visits St. Patrick's School on a regular basis and parents may request an appointment to discuss their child's health concerns by notifying the school office.

The nurse conducts a hearing and vision screening program with Kindergarten students and also provide support to the staff in managing child health issues.

Dental Health

A free dental screening process occurs each year at the school, by qualified dental staff.

Psychology Service

The Non-Government School Psychology Service is available. At the school's request, a School Psychologist visits the school. Support is provided for those children who may have educational, behavioural or emotional problems. Parents wishing to utilise this service should contact their child's teacher or the Principal.

Medical Conditions

Please inform the School Principal in writing of any severe allergies or medical conditions and where possible supply details of effects and treatment so that the school is able to provide the necessary management program.

Children who are ill should be kept at home until they are completely well again.

Medication

If a student requires medication during the day, a letter outlining the instructions and permission for the office staff to administer the medication, is required. The medication will be stored at the office.

Students are NOT permitted to carry any sort of medication in their bags.

Accident and Sickness

Staff with First Aid qualifications will attend to minor injuries at school. In the event of a serious injury, the school will seek immediate medical attention for the child while endeavouring to contact the parents.



7. UNIFORM REQUIREMENTS

The school uniform identifies the individual as belonging to the whole. It should be worn neatly, correctly and with pride, reflecting the respect that it symbolises.

All parents are expected to support the St Patrick's Student Uniform Policy and ensure their child/ren are correctly attired for each school day. Should your child be out of uniform for a particular reason, please inform their class teacher via Class Dojo, the school diary or a note.

Grey shirts are to be tucked in and shoes kept polished. School hats are compulsory all year round when outside as the school has committed to a "No Hat, No Play" policy. Children are not permitted to borrow hats and must remain in shaded areas during break times should they forget one. The sports uniform is to be worn correctly on the specified days (see bottom of page). All items of clothing must be clearly marked with the student's name on the inside or underneath of the item, so as not visible on the uniform.

Hair should be clean, neat and tidy with long hair tied back firmly from the face. Fringes should not be hanging down in front of the eyes. Students with fringes hanging down over their eyes will be asked to clip it back. Hair bands, hair ties and ribbons must be either blue, yellow, black or white. They must not be extreme in size. Flowers and other arrangements are not permitted. Extreme hairstyles, number one all over, coloured or dyed hair, shaved lines and patterns are not permitted. Cultural hairstyles may be approved following a discussion with the Principal.

Jewellery is confined to a watch and earrings. Smart watches i.e. Apple Watch and Fit Bit's may be worn, however, students must agree to the acceptable use of ICT policy. Religious or medical jewellery must be worn under clothing. If earrings are worn, they are limited to plain studs or sleepers and no more than one pair may be worn at a time. Necklaces, bracelets and rings (including signet rings) are not to be worn. The school does not take responsibility for accidents that occur as a result of wearing jewellery or for the loss of any jewellery.

Students are not permitted to wear nail polish or have visible tattoos (temporary or permanent).

Maintaining the integrity of our school is paramount to our Catholic Identity. Staff are committed to ensuring that all students wear their correct uniform and that the standard for which our school is known is maintained. Staff will be following up with parents should uniforms not be kept to an acceptable standard.

For further information regarding the student uniform, or for purchases, please contact the office.

Uniform Requirements

Please see the following information regarding changes between winter, summer and sports uniforms.

Summer Uniform



Boys

Grey short sleeved shirt
Grey shorts
Grey school socks (yellow and blue stripes)
Black school shoes or sandals
May wear school woollen jumper
School hat

Girls

School dress (knee length)
White socks (above ankle)
Black school shoes or sandals
May wear school woollen jumper
School hat

Winter Uniform



Boys

Grey short sleeved shirt
Grey trousers
Grey school socks (yellow and blue stripes)
Black school shoes
School woollen jumper
School hat
May wear shorts
Rain jacket optional

Girls

School dress (knee length)
Navy school stockings
Black school shoes
School woollen jumper
School hat
Rain jacket optional
May wear white socks instead of stockings
Alternative - Long sleeved light blue shirt with royal blue pants (not pictured)

Sports Uniform



Boys

Yellow school polo shirt
Faction polo shirt
Blue shorts / Tracksuit pants (blue with yellow stripe)
Sports jacket (blue with yellow stripe)
White socks
Sports shoes (no bright colours)
School hat
Rain jacket optional

Girls

Yellow school polo shirt
Faction polo shirt
Blue shorts / Tracksuit pants (blue with yellow stripe)
Sports jacket (blue with yellow stripe)
White socks
Sports shoes (no bright colours)
School hat
Rain jacket optional

Approved Sports Shoes

Approved			
			
			
Not Approved			
			

Uniform Requirements Pre-Primary / Kindergarten

In 2013, here in Western Australia, Pre-primary became the first compulsory year of school. It is five full days a week and important for children to attend every day. With this in mind, the Pre-primary uniform will be as follows:

Summer

- Pre-primary t-shirt with logo
- Blue sports shorts
- Sports shoes and white socks

Winter

- Pre-primary t-shirt with logo
- Blue sports shorts
- Sports shoes and white socks
- Pre-primary windcheater
- Royal blue tracksuit top with gold stripe on the sleeves, royal blue tracksuit pants with gold stripe

Sports Carnivals

- Red, gold or green faction shirts may only be worn in Term Three and on carnival days.

Kindergarten

- As above, with Kindergarten shirt and jumper

Updated April 2021