



"Through the community of students, staff, parents and parish, we strive to provide each child with the desire and opportunity to reach his/her highest potential: spiritually, emotionally, intellectually and physically, in an environment which reflects strong Christian values."

(School Vision Statement)

Parent Handbook 2017

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St. Bernard's School Prayer

St. Bernard's is our school.
Let peace dwell here.
Let the rooms be full of
contentment.
Let love abide here.
Love one another;
Love mankind;
Love God;
And love of life itself.
Let us remember
That as many hands build a
house,
So many hearts make a school.

St. Bernard pray for us.



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1 ST BERNARD'S

1.1 WELCOME

Dear Parents and Guardians

On behalf of the staff, students and community of St Bernard's I warmly welcome you and your family to our school.

The core of St Bernard's is our Christian faith and all policies and procedures are developed and based on Gospel values. Parents, staff and parish priest work together to ensure that each child grows spiritually, intellectually, emotionally, socially and physically.

Children from Kindy to Year Six are offered a comprehensive, stimulating and challenging curriculum in composite classes. Students are encouraged to become confident, independent, collaborative learners who develop at their own individual rate.

This booklet has been prepared to inform parents of details, which will make cooperation between home and school easier. Please keep it for your information while your family is part of our school community. Yearly updates will inform you of any alterations of procedures and will keep the information current.

We welcome your interest, support and encouragement in all aspects of school life. Please feel free to contact the office regarding any clarification of school issues or policies.

The staff and I look forward to working with you in giving your child the best possible education as we strive to live out our school motto: "Respice Stellam."

Yours sincerely

Siobhan Galos

Principal.

1.2 INTRODUCTION

St Bernard's is a co-educational school and caters for students from Kindergarten to Year 6 in composite classes.

St. Bernard's is a growing school, keeping pace with technology, the West Australian Curriculum and practices. Our practice involves the identification of needs and appropriate intervention for all students through effective use of student data, reflective and collaborative teaching and excellence in pedagogy.

Some key elements of our school:

- St Bernard's provides a broad and balanced curriculum that caters for the needs and talents of all students.
- St Bernard's strength is it's strong, meaningful and valuable partnerships between home, school and the wider community. There is honest, respected and effective communication ensuring that the best possible outcomes are achieved for all students.
- St. Bernard's has a long tradition of catering for students with special needs.
- St. Bernard's seeks to create environments that enhance learning, nurture young people and empower them to live the Catholic faith in the Spirit of Jesus Christ.
- St. Bernard's represents all the qualities of a small country school
- St. Bernard's staff are experienced and up to date with today's educational standards. Through Professional Development all staff keep current with the most recent educational development
- We aim to instill a sense of self worth, responsibility, respect for others and an ongoing love of learning.

1.3 VISION STATEMENT

“Through the community of students, staff, parents and parish, we strive to provide each child with the desire and opportunity to reach his/her highest potential: spiritually, emotionally, intellectually and physically, in an environment which reflects strong Christian values.”

St Bernard's Vision Statement encompasses the education and well being of the “whole” child. It acknowledges the individuality of each child and the opportunities each child has to progress and develop. The curriculum needs to be broad and balanced engaging the children in activities that are appropriately challenging and in contexts meaningful to the students own lives.

Central to the philosophy of the Vision Statement is the emphasis on a strong Christian education which flows through all aspects of school life. Further to this the strong relationship between home, school, parish and community ensures that shared values and beliefs create the best possible learning environment for students.

1.4 SCHOOL MOTTO

‘Respice Stellam’ – ‘Look to the Star’

The Latin phrase ‘Respice Stellam’ originates from one of St Bernard's writings to his community who were experiencing challenges. He encouraged his people to “Respice Stellam voca Mariam” or “Look to the Star and call upon Mary, Our Mother.”

Today St Bernard's message is reflected in all aspects of our school. It captures our historical roots in the Sisters of Mercy, reflects the love our patron saint had for Our Lady and recognises that each of us is a unique gift of God and can strive to personally excel. With that in mind, the children are encouraged to “Respice Stellam” or as we commonly refer, “Reach for the Star!”

1.5 SCHOOL CREST



The school's crest was designed by one of St Bernard's early teaching sisters, Sr. Vincent (Sisters of Mercy).

The image of the **SHEEP** reflects the agricultural industry of Kojonup.

The **M** is for Mercy, connecting with the Sisters of Mercy who established the school and also with the need for care, compassion, reconciliation & understanding to all peoples (especially the disadvantaged).

The **BIBLE** reflects the message of God

The **STAR** is our call to follow Christ

1.6 SCHOOL HISTORY

The school was started by the Sisters of Mercy in 1951; originally lessons took place in the church. The school moved to the designated classroom buildings in 1952. The school's first lay principal was appointed in 1986. The rich history of the school is celebrated as we strive to educate in the modern technological era.

1.7 ENROLMENT POLICY

Applications for enrolments in Kindergarten to Year 6 will be accepted according to St Bernard's enrolment policy. Our enrolment policy – based on the Catholic Education Commission of Western Australia's Policy Statement on Student Enrolment – provides the following priorities:

1. Catholic students from the Parish with a Parish Priest reference.
2. Catholic students from outside the Parish with a Parish Priest reference.
3. Other Catholic students.
4. Siblings (brothers and sisters) of non-Catholic students.
5. Non-Catholic students from other Christian denominations.
6. Other non-Catholic students, whose parents fully support the Catholic ethos of St Bernard's.

Before an offer of place is made, parent(s)/guardian(s) shall be interviewed by the Principal and prospective students shall be interviewed where appropriate.

The Catholic/Non-Catholic 'Enrolment Percentage Parameters' approved by the Bishops of Western Australia is to be referred to when enrolling students.

Before offering enrolment in a Catholic school it is important that the financial and non financial capacity of the school to respond to specific educational needs of all its students is determined. Therefore:

- a. The Principal shall ascertain whether the student has any special educational needs which will require differential resourcing if schooling is to achieve educational outcomes appropriate to the student's learning needs.
- b. Where the student has a disabling condition, disorder or significant health care needs, the Principal shall consult with the Special Learning Needs Team at the Catholic Education Office to ensure that the school has the resource capacity to make adequate provision for the student's specific educational needs.

If the Principal determines that the school, after appropriate consultation as in (a) and (b) above, does not have the financial and non financial resources to respond to the student's educational needs then the parent(s) or guardian(s) may be referred to one of the Special Education Centres located in certain Catholic schools.

An application form needs to be completed for each child seeking a place at St Bernard's School. Accompanying the application form must be a copy of the child's birth certificate, baptism certificate and immunisation record. Where appropriate, a copy of the child's current school report will also be required. An interview for parents and the child will then be made with the school Principal before a confirmed place at the school is offered.

1.8 SCHOOL POLICIES

St Bernard's school adheres to the policies of the Catholic Education Commission of Western Australia. Likewise, St Bernard's has a number of policies in place which influence the operation of the school across all facets. The School Board has an advisory role to play in policy formulation.

School policies are available upon request. Many are also accessible on the school's website: web.stbernards.wa.edu.au

1.9 SCHOOL STAFF 2017

Siobhan Galos	Principal
Sandy Jackson	Y5/6 Teacher Japanese Teacher
Sandra Gianoli	Y5/6 Teacher Science Teacher
Melanie Thomas	Y3/4 Teacher Religious Education Coordinator
Kahli Thomson	Y1/2 Teacher
Sophie Atkinson	Y1/2 Literacy & Numeracy Support
Emilia Coakley	Kindy/ Pre-Primary Teacher,
Di Gardner	Learning Support Teacher
Peta Marinoni	Sport & ECE Teacher
Natalie Smith	Art & Drama Teacher
Margie Davies	Pre-Primary Teacher Assistant Occupational Health & Safety Officer
Kaylene Smart	Teacher Assistant First Aid/ Medical Information Officer
Annette Sawyer	Kindy/PP Teacher Assistant School Cleaner
Christine McDonald	School Administrative Officer
Steve Beek	Groundsperson

2. PARENT INVOLVEMENT

2.1 Family Involvement

The school recognises the importance of you, the parents, as the prime educators of your child and the need to effectively involve you in the school's programme. In this respect, the partnership of parents and teachers is vital to the achievements of St Bernard's School.

The primary role of the Catholic school is to support parents in the formation of their child's faith.

Parents are involved in the following ways at St Bernard's:

1. As community members they elect and largely comprise the School Board, and are the basis of the Parents and Friends Association which builds our educational community and provides many resources.
2. Parents are consulted and their voice is heard in the policy formation process at St Bernard's, through their involvement in P & F/School Board and parent surveys
3. Through their communication with their child's teacher, home and school can complement each other in encouraging development of the whole child.

Parental involvement in the school curriculum is encouraged and valued at St Bernard's School. Each class and specialist learning area regularly involves parents and family members in promoting the educational, social and personal development of the students.

You are encouraged to volunteer your skills and time whenever the opportunity arises. It is hoped and anticipated, that you will participate in at least some of the following areas:

- Attending school related masses
- Library
- Fundraising
- P&F meetings
- Sport Coach
- Parent Surveys
- Collaborative Conferences (Parent/Teacher & Student meetings)
- Parent groups
- Excursions
- Special events
- School Board
- Lunch orders & Canteen help
- Classroom help

2.2 How Parents Can Make a Good School Better

- Make an effort to understand what the school is trying to do. If you can, express your support for its aims and the values it expresses.
- If at all possible, participate on committees and in discussion groups that consider educational issues and give opinions to the staff.

- See the school as YOUR school. Encourage your child to see it in the same way.
- By all means offer constructive criticism and suggestions and direct your information to the right people.
- Go to school activities - open days, plays, concerts, picnics, sporting functions, celebrations. Take a friend.
- Join the official parent group and look after the school's interests.
- Welcome new parents. Help them feel that they belong. Build their confidence in the school.
- Support a broad and balanced curriculum. Resist attempts by any pressure groups to narrow the curriculum to things that are purely functional and measurable.
- Encourage your child to co-operate fully, to join in all school activities and to take pride in the buildings, the grounds and the school community as a whole.
- Let the Principal and the teachers know that you support them, even if sometimes you have to be a friendly critic or a critical friend.

(from Barry Dwyer - Parents, Teachers, Partners)

2.3 Parent-Teacher Communication

Communication and support between the home and school is essential for the good of every child.

Avenues of communication are:

The fortnightly Newsletter - which is distributed alternate Thursdays.

The fortnightly newsletter is distributed to parents via email. It is also available for viewing on the school website and a small number of paper copies are available from reception.

'The Star' fortnightly Newsletter - which is distributed alternate Thursdays.

'The Star' is distributed via email on alternate weeks to the school newsletter and is also available on the school website. The purpose of this publication is to keep parents informed about what is happening in classrooms.

Parent Information Night – Beginning of Term 1

Parent Information Night is held early in Term 1. On these evenings teachers hold a meeting with all parents of children in their class to inform them about classroom routines and expectations for the year ahead.

Parent/Teacher Meetings – End of Term 1

Parent/Teacher Meetings are held at the end of Term 1. On these evenings teachers meet individually with parents to inform them of their child's progress to far.

Information Meetings- regularly held

At various times throughout the year information meetings may be held, either as a whole school or at a class based level. These meetings include:

- Beginning of the Year Class Information Meetings
- Specific Topic Meetings e.g. Protective Behaviours

Homework diaries and/ or Communication Book

These are a source of day to day information regarding homework requirements, teacher concerns, class based activities/excursions etc. Therefore it is imperative that parents consistently read and sign the diary.

Sacramental Parent/ Student Workshops

These are scheduled throughout the year. Parental involvement in the preparation of the children for the Sacraments of Reconciliation, Eucharist and Confirmation is essential.

Parent Workshops

As part of our "Friendly Schools, Friendly Families" partnership, St Bernard's commits to providing regular and relevant workshops for parents. These can have an educational, social, emotional and/or personal focus. Topical issues, for example 'reading promotion and 'protective behaviours' can also form the basis for a workshop.

Parent workshops are developed in consultation with the school's Parents and Friends Association.

School Performance Data, Principal Reports to the Community

Detailed information is sent home annually on various occasions. These include the **School Performance Data Report, Principal's Report to the Community** at the AGM of the School Board and the **Principal's Report to the P&F**. Their purpose is to inform the community on the school's progress.

Parental Surveys

Parent surveys are often sent home allowing families to reflect on school practices. The survey results also influence the school improvement processes of the school.

School also facilitates the gathering of surveys for the Catholic Education Office, Department of Education, local health service providers and the Federal Government.

P & F Meetings

P& F meetings provide a good forum for gathering information about school happenings and are a way to make a real contribution to your child's education.

Letters & Notes

These are sent periodically by class teachers and administration. Please respond promptly if an answer is needed.

2.4 Reporting

Reporting and evaluation are provided to parents throughout the year.

Currently the formal reporting schedule is:

- First Semester Report - end of Term 2.
- End of Second Semester Report - end of Term 4.

Class assemblies and special class events also provide a reporting opportunity.

2.5 Collaborative Conferences (Parent/Teacher Meetings)

A parent information night is held for each class at the beginning of each year. Parent/Teacher Interviews are also held towards the end of Term 1 in order to communicate with parents how their child is settling in and progressing.

Collaborative conferences can be requested at any time throughout the year by either parents or the teacher.

Opportunities for meetings are also available after school reports are sent home.

Students who require an **Individual Education Plan (IEP)** or **Curriculum Adjusted Program (CAP)** are required to attend meetings throughout the year to formulate, discuss and evaluate the educational provisions.

2.6 School Liturgy, Mission Days & Assemblies

School Masses, Reconciliation Services and Class Liturgies are regularly celebrated throughout the year. These include whole school and class based celebrations. Holy Days, Easter Stations of the Cross, Nativity, Special Feast Days (including St Bernard's Day) and Family Masses are also an integral part of the school's celebration. A term planner is sent out each term with these events included.

Students assemble at 8.45 am each Monday morning for shared prayer, routine announcements and some presentations.

On alternate Fridays the School Captains lead the school in prayer and celebration at our assembly. Class teachers present merit awards, birthdays are celebrated and the children's work is recognized with our "Star Board" awards. The School Captains, various student ministry leaders and Sports' Captains provide reports and present awards. Other special awards and activities are undertaken.

Each class presents an assembly annually and shows us some of the things they are learning in class. Fridays are normally the class assembly day.

Special events are also celebrated through out year such as Mothers' Day, Fathers' Day and special feast days. The commemoration of events such as ANZAC Day, Remembrance Day and National Sorry Day, Harmony Day are also held.

Incursions also usually involve an assembly input.

Parents and families are most welcome and encouraged to attend on all of these occasions.

2.7 Parent Concerns

Parents are welcome to discuss problems of any kind, at any time with the teacher and Principal. It is more efficient, considerate and convenient to both parents and teacher if an appointment is made, so that full attention can be given to the issue at hand. If you need to make an appointment please send a note to the teacher concerned or phone the office to arrange an appointment. Please firstly make an appointment to speak with your child's teacher and if this does not adequately address your concerns, please make an appointment to meet with the principal.

Copies of our **Parent Charter, School Code of Conduct** and **Use of Social Media** policies can be found on our website and parents must adhere to these policies at all times.

3. ROUTINES AND PROCEDURES

3.1 School Hours

ST BERNARD'S SCHOOL TIMES

Years PP - 6

Classes start at 8.45am and end at 2.55pm

Morning Recess: 10.50am - 11.10am

Lunch: 12.50pm - 1.30pm

Kindergarten

Monday, Tuesday & Thursday

8.45am – 2.55pm

3.2 Before and After School

Parents are responsible for the safety of their children at all times. They transfer this responsibility to the school during the hours of 8.30am to 3.10pm. The school takes this responsibility seriously and so the following should be observed at all times.

Children are requested not to arrive before 8.30 am or to remain after 3.10 pm. Supervision occurs in the morning from 8.30 am and concludes at 3.10pm in the afternoon.

Teachers are normally in their classrooms by 8.30 am.

Where children have sporting or other commitments, parents are responsible for any supervision during 'waiting' times. School cannot be responsible for supervising the children outside of the school hours.

Parents are asked to ensure that children arrive no later than 8.40am each day so that they are ready for the commencement of school. Parents are also asked to be punctual in collecting their children at the end of the school day.

3.3 Picking Up of Children/Parking

After School

Parents are asked to notify the school if a child is not going home in the usual manner or with his/her usual carer. This is an important safety issue. Children will not be permitted to leave the school with anyone not named on the contact list or previously named by a parent. At the commencement of each year updated contact lists will be sought. This list would include grandparents, aunts, uncles, close family friends etc.

Whilst at times it is necessary to call the school office to inform of changes to the collection arrangements of children, this does provide a logistical problem for school. In this regard we request that such calls are made no later than 2pm on the given day.

Similarly, the confusion of whether sporting and/ or other after school activities are proceeding or have been cancelled, particularly in wet weather, can interrupt school procedures, and more importantly, lead to uncertainty for children. We ask that parents, where possible, can liaise with after school groups to devise systematic and effective procedures for such information to be sent out. Obviously, school will continue to support the dissemination of such information to students.

Parents need to notify the school in writing if their children are walking or riding home.

Kiss and Drive

The school continues to implement Kiss and Drive procedures, with a designated route marked onto the bitumen.

We ask that parents and families do not park in the flow through Kiss and Drive area. Drivers are to remain in the cars. Staff will ensure your child gets safely into the car in this area.

For safety reasons

- please DO wait patiently for your child
- DO NOT call your child to your car
- DO NOT try to over take in the car park.
- DO NOT cause a traffic jam by leaving your car
- DO NOT chat to other parents when in the waiting zone (it holds up other traffic)

Parking

Parents are advised that parking is available on the school car park if required. Parents are to exercise extreme caution when entering or exiting the school car park. Parents are asked only to park if they are wishing to visit a teacher or the office or in those circumstances where the collection of children varies from normal (e.g. collecting a child's project, collecting children for a birthday party etc). Parents are asked to avoid reversing in the car park.

For safety reasons, we discourage the entry of trucks, trailers, caravans and horse carts etc on the school car park. We appreciate that this is not always possible but request that parents refrain from their use of such vehicles where at all possible. Where this is unavoidable, parents are asked to delay entry to the school car park so that the majority of traffic has departed.

Parking for Special Events

On those occasions where it is anticipated that a higher volume of traffic is expected, the school oval will operate as an over-spill car park. Parking will also be available on the St Bernard's Church grounds.

For safety and visibility reasons no parking is permitted on the verge of Katanning Road.

Bus Travel

Many of our pupils travel to and from school by bus. It is always important for parents to remind pupils about their behaviour when travelling to and from school. Any incidents which may put pupils at risk are to be reported to the school as soon as possible. Details of the routes taken by the school buses are available from the Kojonup District High School office.

Road Safety / Pedestrians / Bicycle riders

All pupils who walk or ride bikes to school are in need of reminders about road safety. It is school policy to support the state law with respect to the wearing of bicycle helmets. All bicycle riders are to wear helmets when riding their bikes to and from school. Please encourage your children to ride safely. No bikes are to be ridden on school grounds during normal school hours. Students should have a bike lock to reduce the risk of theft (school cannot be held responsible for lost or stolen bikes).

Scooters, skateboards and similar products are not permitted on school grounds.

Appointments during the day

No child will be allowed to leave the school grounds unaccompanied during school hours. If a child is required to leave for a dental appointment etc, their parents must arrange to have the child picked up from the classroom by an adult.

Parents MUST sign the book at the front office when arriving at school to collect and remove a child from the school during normal school hours. Parents are requested to advise the child's teacher in writing if the child will be leaving the school during normal school hours.

Whilst this may seem a trivial matter, it is fundamentally important should there ever necessitate an emergency evacuation or other safety matter.

3.5 Changes to School Hours

A number of Professional Development Days are set aside within the year for staff training. These days are selected by the school and will vary from year to year. Parents will be notified well ahead of time so that they may make arrangements for their children. Where at all possible these days will match Kojonup District High School's dates in consideration of possible disruption to bus services.

3.7 Children's Attendance

To ensure the children's safety and for legal reasons parents are asked to comply with the following:

If a child is to be absent on a particular day parents are asked to notify the school office by 9.30 am. Notification is also needed for dentist and other appointments; these are to be sent to class teachers.

If a child is to be away for an extended period of time, for a holiday or hospital visit, the school is to be notified in writing. In relation to absence due to holidays in term time or extended leave due to sporting commitments, parents are asked to complete an application for 'Student Extended Leave' Form. Parents are reminded that absence during school term for holidays is to be avoided where possible.

In line with the parent responsibilities outlined in the School Education Act, when a child returns to school after being away a written explanation must be given to the teacher. Absentee notes are available from class teachers or the office. Alternatively, parents can write a simple explanation note. To help with administration of absentees the school requests that whenever possible prior written notice is given of children's absences eg. Weekends away, family commitments, specialist appointments.

Children are not permitted to leave the School grounds during school hours without written consent of parents. When children are being collected from school before the end of the school day the parent or carer must first visit the school office and sign the child out.

3.8 SCHOOL FEES

School Fees for the following year are set by the School Board in December each year. Accounts are issued annually. It is important to note that the majority of school's funding comes from Commonwealth and State Government grants. School fees provide approximately 4% of the school's financial income. Nonetheless, school fees are a vital source of income assisting in the school's running costs and the educational opportunities provided for all students.

All parents who choose to send their children to St Bernard's are expected to contribute financially to the education of their children. This expectation is tempered due to personal circumstances and special needs. If you consider that meeting these fees may result in extreme hardship to your family, you are welcome to make an appointment to organise alternate arrangements with the Principal.

To assist parents in meeting their school fee obligations, there are several options available for fees payment:

Payment of school fees may be made in full at the beginning of the year, each semester or termly by cash, cheque, or eftpos. Arrangements can also be made through direct debit, including fortnightly or weekly deductions. A service offered through the CDF (Catholic Development Fund). This is easy to organise and simply requires you to make arrangement with the Administrative Officer to assist you in arranging a payment schedule. There are no additional charges for this service.

School fee discounts are provided for second and additional children.

Student Insurance is included as part of payment of school fees. The insurance provides cover 24 hours day, every day of the year. More details are available from the office.

School fees are made up of the following components:

Tuition Fees

Kindergarten child	\$567
1 child at school	\$948
2 children at school	\$1706
3 children at school	\$2274
4 or more children at school	\$2274 (No additional charge)

Resource Fee

- \$124.00 each per child from Pre-Primary to Grade Six which covers the purchase of stationary items. School purchases stationary items for students and therefore does not send home stationary orders/ lists. Kindergarten resources fee is \$103 per child.

Information Technology Fee

- \$52.00 per child in Pre-Primary to Year 6. This fee goes towards helping cover the Information Technology costs of the school

Art Fee

- \$26.00 per child in each of Years Pre-Primary to Year 6. This fee goes towards the specialized art curriculum offered by school.

Amenities Fee

- \$57.00 per child per year. This fee goes towards all cultural and sporting events throughout the year.

School Building Levy

- \$190.00 per family per year. This fee is an essential part of meeting present and future building projects.

Health Care Card Scheme

Catholic schools in Western Australia provide eligible current Health Care Card holders a discount on tuition fees only. A current Health Care card needs to be sighted and an additional Rebate form needs to be filled in. Please note that not all Health Care Card holders are eligible. Holders of 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 contact the office if you have any queries. The inability to pay school fees does not preclude any child from attending St Bernard's School. Parents who are unable to access the Health Care Card Scheme but would still have difficulty in making school fee payments, should see the Principal to discuss the availability of alternative fee payment arrangements.

3.9 Emergency Procedures

The school has a detailed Crisis Management Plan, including an evacuation plan, in case of emergencies and has practice drills. Each room has a detailed Evacuation Plan and Procedures document that is positioned in a visible area.

Sometimes parent helpers can be in charge of groups of children when an emergency or drill siren sounds. Helpers are asked to check the following:

*that their entire group is present.

*that they rejoin the main class group as soon as possible by a safe route.

* Classes assemble on the basketball court (Muster Point 1) or if this area is unsafe at Muster Point 2- east oval.

3.10 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 go to the Uniform Shop as secondhand items. Parents are strongly encouraged to clearly mark each item of their child's clothing.

3.12 Transferring

Any child transferring from or to another school must have a transfer form.

4. SCHOOL ORGANISATIONS AND SERVICES

4.1 Administration

In a small school all staff play a vital role in the leadership of the school. Through their dedication and collaboration the effectiveness of the school is enhanced and nurtured. The Administration Team of the school comprises the Principal and Senior Teacher.

4.2 School Board

The St Bernard's School Board administers all finances connected with the school and liaises closely with the principal on decision making matters. The School Board is responsible to the Catholic Education Office of Western Australia and subject to the School Board Constitution as set down by the Catholic Education Commission of Western Australia.

The School Board finances consist of:

- Parent paid school fees
- State Government Grants
- Commonwealth Government Grants
- Parish Contributions

Each year the Annual General Meeting of the school community is held in early February of the following year. At this meeting a report on the School Board's activities and the following year's budget is presented. Election of new Board members also takes place at this meeting. All parents are invited and expected to attend this important meeting of the school community.

SCHOOL BOARD MEMBERS (2017)

Chairperson	-	James Eyres
Treasurer	-	Tim Mathwin
Secretary	-	Tamesha Gardner
Parish Priest	-	Father Francis Constantino
Parish Council Rep	-	Siobhan Galos
Parents and Friends Rep	-	Peter Trethowan
Principal	-	Siobhan Galos

School Board Members - Graham Clayton
 Tony Fisher
 Jacinta Sibley

The Principal and the Parish Priest are ex-officio members of the School Board.

All matters or concerns relating to the finances of St Bernard's School should be addressed to the School Board. Those relating to school fees should be addressed to the Principal.

4.3 Parents and Friends Association (2016)

The Parents and Friends Association foster Community interests in education, promote closer liaison between school and community and assists with providing school amenities. Meetings are held monthly and are advertised in the school newsletter and the P&F minutes of meetings. New families are welcome to attend as the P&F provides the opportunity to meet other parents and support the fund-raising activities.

PRESIDENT - Matt Atkinson
VICE PRESIDENT -
SECRETARY - Monique Eyres
TREASURER - Jo Sullivan

All parents are members of the Parent's and Friend's Association and are encouraged to support the organisation in its role by attending meetings, busy bees and fundraising and social functions.

MANY HANDS MAKE LIGHT WORK!!

The Annual General Meeting is held during the first term of each new year.

4.4 Ordering of Lunches

St Bernard's does not have a school canteen. Lunch orders are placed through the Kojonup District High School on a Monday. Menus/price lists are available from the front office or on the St Bernard's school website. St. Bernard's students have a reduced menu and parents are asked to only order items listed on this menu.

Parental support in the collating of lunches and assisting at KDHS's Canteen is necessary for the school to continue the lunch arrangement. A roster for help is

sent home at the end of each term for the next term. It is also available from the school office.

4.5 Healthy Eating

St Bernard's promotes healthy eating practices. Parents are encouraged to pack healthy items in lunch boxes and avoid the over supply of sugary or non-nutritional snacks. Lunches from the canteen follow the WA Department of Health's "Traffic Light" system identifying healthy choices and those that should be eaten less frequently.

School also operates a **Crunch and Sip Policy**. As part of our healthy foods programme all children are asked to bring a piece of fruit or vegetable to school each day which they can eat during the morning session before recess. Children are also encouraged to bring a water bottle to school that can be taken into the classrooms.

4.6 Library

Children are encouraged to borrow books on a regular basis, and parental assistance is requested to ensure that all books are returned in good condition. All children (Yr PP –Year 6) are to have a library bag in which to carry and store their library books.

Book Club

The Scholastic Book Club order form will be sent home and children may buy any of these books by returning the order and the money to school by the required date. Books will be distributed following delivery to the school. Cheques should be made payable to 'Scholastic Book Club'.

A Book Fair is also run annually.

5. UNIFORM

The parents and staff at St. Bernard's School would like a high standard of dress to be maintained by all children.

Parents are asked to vigilantly ensure these requirements are adhered to, as many valuable teaching hours can be lost during the year ensuring the children follow these requirements. Wearing correct uniform encourages a sense of pride in self and school. Notes will be sent home for breaches of the

Winter:**Term Two and Three**

Sky blue short / long sleeved shirt.

Grey trousers.

Royal blue tie with double gold stripe.

Royal blue school jumper with school crest.

Black leather shoes or black riding boots with dark grey socks.

Sport:

Gold polo shirt with school crest on pocket.

Royal blue sports shorts.

White sports shoes and white ankle socks.

Royal blue slouch hat.

Royal blue school tracksuit.

School Uniform Pre-primary**Summer:****Term One and Four**

Blue Kindy/Pre-primary school t-shirt

Royal blue sports shorts or skorts.

White sports shoes and white ankle socks.

Royal blue slouch hat.

Winter:**Term Two and Three**

Blue Kindy/Pre-primary school t-shirt

Royal blue sports shorts or skorts.

Royal blue school tracksuit.

White sports shoes and white ankle socks.

Royal blue slouch hat.

There is no compulsory uniform for Kindergarten. Kindy students are encouraged to wear the blue Kindy/Pre-primary school t-shirt. Any students in Kindy or Pre-primary who choose to wear the full school uniform must wear the correct uniform items.

Please ensure that the children have:

- 1) White sports socks that are long enough to turn over.
 - 2) Sports shoes that are all 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) Marked clothing in LARGE DARK LETTERS with a proper marking pen. This applies especially to HATS, TRACKSUITS & JUMPERS.
- There should be no mixing of the regulation uniform and sports uniform.
 - Children are allowed to wear jackets to school during Terms 2 and 3. The school jumper MUST be worn under the jacket. A jacket is not in place of the school jumper.

Art Shirt

All students are to have an art shirt to protect their uniforms during art classes. Without these children will not be allowed to participate in the lesson.

Uniform Shop

The Uniform Shop is run by parent volunteers. In 2016 Lowanna Jury, Sophie Atkinson and Annie Hornby are coordinating the shop. The uniform shop will be open on Fridays between 8.30 and 9.30am. Kindy parents may contact Sophie Atkinson to open the uniform shop on request. Uniforms are to be paid for upon collection, there will be no uniform accounts.

Hairstyles

Hairstyles, in keeping with the concept of uniform, should be natural and conservative. Student's personal appearance at primary school level should be totally natural. School is not a fashion show and individual styles if allowed, through peer pressure, place demands on other families to provide similar experiences for their children.

Hairstyles should therefore conform to the following standards:

- Hair is to be clean, off the face and appropriately groomed.
- For hygiene reasons, below collar length hair is to be tied back.
- Hair is not to be coloured or styled in an unnatural way.
- Only hairclips and/or combs to be worn to tie back hair.
- Scrunchies used to tie back long hair must be in keeping with the school uniform (yellow or blue).

Jewellery

The wearing of jewellery is not encouraged at St Bernard's for safety reasons. A watch and /or necklace with a Christian symbol may be worn. Girls and boys may wear one pair of small studs or sleepers.

No nail polish, tattoos or makeup is allowed during school hours.

No Hat – No Play

To safeguard the children from the harmful effects of solar radiation we have a 'no hat – no play' policy throughout the school year. Children are restricted from playing in the sun if they are not wearing the school hat. No other hat will be acceptable.

6. CHILDREN'S HEALTH

6.1 School Nurse

The school is regularly visited by a school nurse from the Kojonup Health Centre. The Nurse's main role is to conduct screening programmes, administer immunisations and assist in staff training.

The school is also supported by Occupational Therapists, Physiotherapists and Speech Pathologists from the Katanning Children's Health Department.

6.2 Health and Emergency Information

It is vital that all your child's medical details and Medical Emergency action plan sheets are kept up to date. If at any time your address, phone numbers or emergency contact is changed, please notify the school immediately.

Sick children do not enjoy school and often spread their sickness to others. Parents will be contacted if their children are too ill to remain at school. Parents are asked to ensure sick children have fully recovered before sending them back to school.

Parents of children with medical conditions which require an Emergency Action Plan, including asthma, are asked to keep the school informed of the exact action required. Please ensure that the school has the necessary medication for such emergency situations at all times.

Written notes should be sent to school immediately after any absence.

Students with specific health requirements will have Action Plans with key information displayed in the staff room and classrooms to aid the dissemination of information for staff, including relief staff and other visitors or volunteers to school.

6.3 First Aid

Staff will attend to the minor superficial injuries at school. In the event of a staff member considering it necessary, your child will be transported by car to Kojonup Hospital for treatment. In cases of suspected serious injury an ambulance will be called.

St Bernard's School commits to maintaining Senior First Aid certification for identified staff.

6.4 Infectious Diseases

Any child in contact with an infectious disease will be asked to stay away from school in accordance with the health regulations. The school office also needs to be notified.

HEAD LICE

Most schools suffer from periodic outbreaks of head lice. Parents are asked to routinely check their children's hair. Children must not attend school until the hair has been treated and every effort has been made to remove all lice or nits or eggs which are attached to their hair. The most effective treatments are 12 hour, leave on over night applications. If head lice are noticed at school we will call you to collect your child and treat it. Other class members will take home a not to request parents to check the children's hair for head lice. (Please see the Head Lice Letter in the school office).

CHICKEN POX, MUMPS

Return when fit. Children are infectious in early stages and when scabs are falling.

MEASLES, RUBELLA (German Measles)

Until a medical certificate is produced or 7 days from the onset of rash (4 days rubella).

WHOOPIING COUGH

Medical certificate or 4 weeks from onset. In any case not before “whoop” has ceased.

IMPETIGO (School sores)

Until treated and covered.

RINGWORM

Until medical certificate is produced stating that treatment has been carried out.

SCABIES

Until medical certificate is produced stating that treatment has been carried out.

CONJUNCTIVITIS

Until discharge from eyes has ceased.

6.5 Medication

In keeping with Catholic Education Commission of W.A. and Education Department Policy we do **NOT** give **ANY** medication to students. Possible exceptions can be made on approval of the Principal. If your child has a medical condition and requires constant medication then a Medication Form from St Bernard's will need to be completed before this medication will be administered. Specifically:

* Where possible student medication should be administered by the parent/guardian at home in times other than school hours. As this is not possible in all instances, the following requirements are to be met:

* The Doctor prescribing the medication should be made aware that school staff will administer or supervise the administering of medication to students. The doctor should also provide any additional information to staff regarding

special requirements that may exist for the administration of the medication. A Medication form is available from school for completion in this regard.

* Prescribed medication is to be given to staff and should be stored in a container clearly showing the name of the student, the name of the medication, the dosage and frequency. The medication will be securely stored by the teacher.

* Children with asthma will require a doctor to complete an Asthma Record and Emergency Action Plan. School has copies of this form if required.

* Children requiring puffers and other on-going medication need to ensure that they carry them with them at all times and they are clearly marked with their names on them.

6.6 Dental Clinic

Dental treatment is available through the Katanning Dental Therapy Clinic. The clinic number is available through the school office.

6.7 Sun Smart

The Anti-Cancer Council warns that during the months from September to April exposure to harmful rays of the sun can cause skin damage. Children should be protected by an adequate sun-screen and always have their hat before leaving for school.

Children are required to wear their school hat, when outside all year round. The school rules state NO HAT/NO PLAY at all times.

6.8 Anaphylaxis

Anaphylaxis is a severe, rapidly progressing allergic reaction. It occurs when a person is exposed to an allergen. Common allergens for anaphylaxis are:

- foods (e.g. peanuts and tree nuts, eggs, cows' milk, wheat, shellfish and fish, sesame and soybean are the most common food triggers)
- insect bites (e.g. bees, wasps, ants)
- medications (e.g. antibiotics, aspirin or other medication)
- latex (e.g. rubber gloves, balloons, swimming caps).

A number of factors including exercise, hot weather and in the case of food allergens, the amount eaten, can influence the severity of an anaphylactic reaction. In the case of severe food allergies, an anaphylactic reaction can be triggered by ingestion, touch or smell of the food.

In relation to foods, many products contain hidden allergens and therefore, banning one product or a range of products may not totally eliminate the risk, thereby creating a false sense of security. St Bernard's in recognising the severity and the life threatening nature of these allergens has put into place that the school endeavours to be a **nut aware school**.

It is very important that students, parents, staff and visitors comply with school policy and do not enter this area with products that contain nuts.

More details are available in the school's Anaphylaxis Policy.

6.9 Asthma Friendly School

St Bernard's is an Asthma Friendly School. Parents are reminded that school needs to be notified when children are diagnosed with asthma. An Asthma Record needs to be completed with appropriate doctor consultation. Part of this plan will be An Asthma First Aid Plan. This information needs to be updated when a student's condition changes or annually.

6.10 Extreme Weather – Heat

CEWA GUIDELINE FOR PROCEDURES TO BE IMPLEMENTED IN SCHOOLS DURING PERIODS OF PROLONGED HIGH TEMPERATURES

Prolonged high temperature is defined as follows:

The maximum temperature at an official weather centre in the immediate vicinity of the school exceeds 40 degrees Celsius for two consecutive days and it is forecast by the Bureau of Meteorology that the temperature in the vicinity of the school will exceed 40 degrees Celsius the next day.

The procedures to be followed in times of prolonged high temperatures are:

1. You can keep students at home and provide a note when students return to school.
2. You can come to the school and collect your child/children during lunch time.

The school will not be closed in periods of prolonged high temperature. Instead, classroom activities will be modified to suit the weather conditions. All learning areas have air conditioning.

7. SCHOOL PROGRAMMES

7.1. Religious Education

Religious education begins at home. The faith experience the children have from their time of birth forms the foundation and content of their religious education at school. The school and home and parish work together to assist in the spiritual education and nurturing development of the children.

All children will be involved in daily religious education lessons as mandated by the Catholic Bishops of Western Australia.

This will include preparation to receive the sacraments of Penance (Reconciliation) (Y3), Eucharist (Y4) and Confirmation (Y6). Reception of the sacraments is available to all children baptised as Catholic. Although all children will be involved in the sacramental programmes it will be the responsibility of parents to indicate whether or not the child will receive the sacrament. Families will be notified when sacramental preparation will take place and are expected to be involved in the parent workshops. Parents are an integral part of the process of this preparation and are encouraged to assist the staff in any way they can. Parents wishing to have their child Baptised will need to contact our parish priest for an appointment.

Fr Francis comes to school to regularly to celebrate Masses, Reconciliation Services and other liturgical celebrations. Parents, friends and community members are always welcome to join us.

7.2 Early Childhood Philosophy Statement

In 2015 as part of our National Quality Standard (NQS) review and subsequent Quality Improvement Plan (QIP), the early childhood staff at St. Bernard's developed the following statement which outlines our philosophy on early childhood education:

At St Bernard's Catholic Primary School we believe that each child is a precious and sacred gift from God, created as an individual with their own unique talents and abilities. At St Bernard's the religious, spiritual, social and emotional growth of early childhood students is

nurtured by scaffolding their discovery of God's love through living the Spirit of Jesus and allowing them to form respectful and reciprocal relationships within the school community.

We aim to design effective, intentional play-based experiences through our learning programs that capture the elements underpinning the Early Years Learning Framework, Western Australian Curriculum and National Quality Framework.

In early childhood education at St Bernard's we aim to:

- create an enriching learning environment in which students can become creative and independent thinkers, problem solvers, effective communicators who learn and develop through play-based experiences.

- create a welcoming environment to encourage positive reciprocal relationships with and between educators, families and students.

- build community participation and show the spirit of community and dignity for all.

- value that students development leads learning and that social transformation is supported through effective education.

- respect that students have agency, which means they have the capacity and the right to be consulted and contribute to decisions that affect them.

By the end of their early childhood years we aim to have laid the foundations of respectful, successful lifelong learners

This statement guides our practice in each early childhood classroom.

7.3 Kindergarten

Children may enrol in Kindergarten the year they turn 4 years of age before June 30.

Kindergarten is the first year of our school and as such the child, once enrolled at St Bernard's, will be able to complete his/her primary education within our school. Kindergarten is held on three full days each week; Monday, Tuesday & Thursday.

We have a dedicated Early Childhood classroom that is well suited for Kindergarten teaching.

The St Bernard's Kindergarten experience is an extension of the home for young children, a place where they continue to develop and learn through play and developmentally based learning activities.

The role of the teacher is to unobtrusively lead children to extend their experiences, support them as they interact with this new environment, adults and peers and ensure a positive disposition to school.

The Kindergarten fee for 2017 is \$567 with an additional \$103 resources fee and a \$190 building levy (building levy is only payable per family not per student).

To assist with children's smooth transition to Kindergarten an Orientation Morning is organized in Term 4 of the proceeding year. Further to this a number of playgroup sessions are run for parents and their child.

7.4 Pre-Primary

St Bernard's values the importance of early years education and the significant role parents play in fostering the development of the whole child: academically, personally, socially and emotionally. Our Early Years Curriculum follows a range of child centred educational programmes, including the EYLF (Early Years Learning Framework). We also run a Perceptual Motor Programme to assist the development of auditory perception and physical skills. Curriculum delivery in the early years is integrated through: Creativity, Knowledge and Understanding of the World, Numeracy, Literacy, Social Emotional Development and Physical Development.

The children regularly attend library and sport.

Pre-Primary children attend full time, Monday through to Friday from the commencement of the year. Pre-Primary is a compulsory school year and therefore attendance is required.

Pre-primary children are not required to wear school uniform, although parents are welcome to purchase a uniform for their child if they so wish.

7.5 Classes

Due to enrolment numbers St Bernard's School has composite classes. At times it may be necessary to split particular grades, thus it is important that parents understand how the classes are split. When changes are necessary the classes are divided by the Principal, following extensive discussion with the class teachers, in order to establish balanced classes with respect of the needs of the children.

The effect of splitting grades is often minimal with the advantages clearly outweighing any disadvantages. It is also worth noting that in a 'straight' grade the individual ability variation can exceed two years above or below that grade level.

7.6 Literacy & Numeracy

Each year the staff reviews the academic needs of the students and create a whole school plan to develop literacy and numeracy skills. In-class assessment as well as standardised assessments such as NAPLAN are used as data sources.

The underlying principles of the Literacy/Numeracy Plan are:

- **All students can achieve their highest potential given sufficient time and support.**
- **The students and their needs should drive curriculum and therefore curriculum innovation begins in the classroom.**
- **Data must drive instruction.**
- **The curriculum should be student centred.**
- **Collaborative environments are essential for learning.**

7.7 The West Australian Curriculum

All schools are mandated to provide an education in line with the principles and guidelines of the Curriculum Framework. The curriculum is incorporated into nine learning areas:

- Religious Education
- English
- Mathematics
- Science
- Health & Physical Education
- The Arts
- Technologies
- Humanities and Social Sciences
- Languages Other Than English

A range of values and overarching statements apply to, and enrich, the learning areas.

The Western Australian Curriculum is also being developed in a number of 'Phases.' Phase One and Two have seen the release and

implementation of English, Mathematics, Science, Humanities and Social Sciences (HASS) and Health & PE. Other learning areas (The Arts, Languages and Technologies) will be implemented in 2018 eventuating in a full and rigorous national curriculum for Australia.

7.8 Physical Education

Specialist sport lessons are offered at school. Likewise, throughout the year sporting clinics and incursions take place to further promote healthy lifestyles and fitness. Each class also undertakes short daily fitness activities.

A number of teams represent St Bernard's in various inter-school programmes. These are coordinated by our Sports' Coordinator, Mrs Peta Marinoni. These include events during our summer and winter sport programmes. There are annual swimming, cross country and athletics carnivals.

The focus of the sports programme is on participating and skill development rather than solely competition.

All students must wear the school sports uniform on the day indicated in the school newsletter unless a note accompanies your child giving reasons for this not being the case.

Children must wear the correct school uniform when representing the school.

During school faction carnivals children are invited to wear a coloured shirt of their faction. Our two factions are: Mercy (Blue) and McAuley (Red).

For weekly sports days the children are to wear their sports uniform.

7.9 Languages

Children from Years 1 -6 learn Japanese with Sensei, Mrs Sandy Jackson. The children are taught to communicate in Japanese as well as learn about the culture. The learning experience is enhanced with cross curricular links to Japanese, including literacy, mathematics, cooking, sport and music.

7.10 The Arts

Mrs Smith delivers specialized art lessons focusing in visual arts and drama. Children are taught a range of art skills, based on a number of themes and using a variety of media. An appreciation, knowledge and understanding of art are also promoted in the children.

7.11 Information & Communication Technology (ICT)

St Bernard's has an advantageous number of computers in each classroom, as well as interactive whiteboards. Each class has a small set of ipads. Students are **not** encouraged to bring their own digital devices to school.

The integration of effective technology in the classroom is a vital component of a modern curriculum. Resources such as computers and interactive whiteboards provide useful teaching tools to enhance the learning experience. Such technology should be integrated across learning areas thus maximizing student's learning. All students and parents are required to sign an internet use contract at the commencement of the school year.

7.12 Support Programmes

Support Programmes are provided for those students experiencing difficulties in the educational programme offered by the school. These programmes include individual, small group and class support. The emphasis is on creating an inclusive learning environment for all students. Literacy support staff provide support in six week blocks and parents/students sign contracts to follow the protocols of these programs.

Individual Education Plans (IEPs) or Curriculum Adjustment Plans (CAPs) are established for students requiring support beyond normal classroom differentiation. Parents are regularly informed in the formation and evaluation of IEPs/ CAPs.

7.13 Excursions & Incursions

Incursions and Excursions are aimed at enriching the work in the classroom, increasing general knowledge, developing an appreciation of our country, socially enjoying each other's company and encouraging class spirit. Incursions take place in school and are often whole school presentations. Excursions relate to off site visits to places of interest such as museums or nature reserves.

Excursions may be organised for classes, on approval of the Principal, and dependent on the educational outcomes achieved. If planned, parents will be notified well in advance so that all necessary arrangements can be made. School subsidizes these activities, although parental contributions will also be required.

Written permission must be received to take children on a school excursion outside of Kojonup (telephone approval is not permitted). Teachers will send out an appropriate letter detailing the educational purpose, travel arrangements, times and other specific information.

7.14 Retreats & Camps

In 2008 the parent community was surveyed on its views about school camps. Overwhelming support was for a camp to be held in both Y6 and Y7. With the loss of Year 7 to secondary schools, camps are now held for Year 5 and 6 students. To provide a varying experience it was decided that the theme of the camps be as follows:

- First year-adventure camp
- Second year- cultural camp, including attendance at the Young Leaders' Conference

Camps provide unique and valuable educational opportunities for the children. It is traditional for Year 5&6 students of St Bernard's School to attend an extended camp as a climax to their primary school social education. Parents are advised that this camp is heavily subsidized through their support of fundraising activities organised and also with the support of the P & F. This support is vital for keeping costs to families to a minimum.

Retreats provide a spiritual dimension for children's development.

Written permission must be received to take children on a school retreat or camp (email and telephone approval is not permitted). Teachers will send out an appropriate letter detailing the educational purpose, travel arrangements, times and other specific information.

There is a detailed Excursions & School Camps Policy which outlines the organizational and safety aspects involving children on away from school.

7.15 Pastoral Care

St Bernard's School recognises the importance of Pastoral Care as it has the greatest influence within our whole community. As Christ sought truth and justice for all, we will model ourselves on his example by fulfilling His command to "Love One Another".

In keeping with our school aims of educating the whole child, our Pastoral Care and discipline policies work together on the basis of developing a sense of Christian self-responsibility and community in the children.

7.16 Positive Reinforcement

Self-esteem is perhaps the single most important factor in helping a child achieve his/her potential. Self esteem activities are carried out by individual classroom teachers at appropriate levels. In order to develop a positive sense of self and others, children are given various opportunities and experiences such as a Buddy System, Merit Awards, Student- Teacher activities, Star Board Awards, Student Ministry Awards, recognition of birthdays, affirmation and rewarding of appropriate behaviour, both within and outside the classroom.

The staff at St Bernard's School strive to create a caring and positive environment within the classroom so that the children will feel safe and happy. Interpersonal relationships within the school community are given priority i.e. Teacher/Teacher, Teacher/Parent, and Teacher/Child. Class teachers try to be aware of the needs of each individual child within the class and respond to these needs with the appropriate resources.

7.17 Student Leadership

A key feature of our school's Pastoral Care is the nurturing of leadership opportunities and responsibilities of all students. This is specifically witnessed in our upper primary students. Year 6 students can nominate for election to School Captain or Sports Captain. The Captains' roles provide an important feature in the day-to-day activities of our school.

Other Year 6 students have a leadership responsibility in coordinating our Student Ministries. The Student Ministries are:

- Liturgical
- Fundraising
- Pastoral
- Environmental
- Communication

Each Student Ministry has specific roles and responsibilities. The children participate in all of the Student Ministries over a two year timeframe.

7.18 Behaviour Management

St Bernard's School believes that all students have the right to a safe and secure educational environment in which the children achieve their personal best. Each class teacher will use an appropriate behaviour management system which will be conveyed to parents at the beginning of the year. Teachers will take immediate and appropriate action as deemed necessary when children break the school rules.

An important aspect of the school's Discipline Policy is the recognition of positive models of behaviour. It is right that children are recognized, and at times rewarded, for positive behaviour and work ethics. Examples of positive reinforcement strategies include:

- Simple public and private acknowledgments to students
- Class based rewards
- Assembly Raffle box prizes
- Green Slips– acknowledging positive behaviours
- Happy interviews with the Principal
- Merit certificates & prizes
- Curriculum based learning activities

It is important to have a set of agreed strategies for dealing with matters when they do arise. By having an agreed policy when situations do occur, everyone is clear in the process and decisions that are to be taken. This is an important point as often these situations can be highly emotional. Clear, concise and published guidelines help to manage and minimise such situations.

St Bernard's Discipline for inappropriate behaviour falls under three distinct categories or steps:

Step 1

Day to day management of behaviour is the responsibility of class teachers in line with individual class rules. Furthermore, curriculum activities seek to develop emotional and social well being. Minor incidents are dealt with by the class teacher.

Step 2

Record of disruption cards are completed and are used for more significant forms of disruption, breaking the rules, confrontation and aggression (non-violent). Teachers deal with these incidents based on individual circumstances

and will inform parents. There is an option to inform the Principal if deemed necessary.

Possible Consequences that are in place at school:

- Conflict Resolution between victim and perpetrator
- Time-out
- Loss of privileges
- Students miss out on lunch/ recess play

Step 3

A **Blue Slip** is given for severe events, such as violence or unprovoked actions or direct disobedience by a student. It involves principal involvement. Parents will be informed of the incident and sign the blue slip.

Possible consequences that are in place at school:

- Conflict resolution between victim and perpetrator
- Immediate consequences in response to individual incidents.
- Period of in-school suspension

In extreme circumstances,

- Introduction of Individual Behaviour Plans
- Period of home school suspension
- Exclusion (following Catholic Education Commission of WA Policy)

7.19 Bullying Policy

A detailed Bullying Policy is in place at school and is available for parents upon request. On enrolment to school parents are also presented with the school's "Dealing With Difficult Situations" pamphlet.

Bullying is the use of aggression with the intent of hurting another person. It can be physical, verbal, electronic, emotional or menacing.

Cyber Bullying

A new permutation of bullying involves the use of information and communication technologies. Cyber bullying is often very serious, and young people who are victims can experience severe suffering that interferes with

their social and emotional development. (Australian Family Relationships Clearinghouse Briefing, Number 11 2008)

St Bernard's has developed an Acceptable Use of the Internet Policy to minimise the misuse of information and communications technology within school. It is important to note that where cyber bullying occurs outside of school, the matter becomes one for parents to follow up with police. School takes an active role where the cyber bullying occurs or is instigated during school time.

School Statement on Bullying

St Bernard's approach to dealing with bullying, harassment and student well-being form part of the scope and responsibilities of the National Safe Schools' Framework.

St Bernard's School has zero-tolerance of bullying or harassment. Important assumptions on which this policy is based are:

- As the prevention of bullying lies mainly in the ethos and social climate of our school we will continue to nurture the ideal of "community. The aim is for each member to respect the uniqueness of others and to be responsible for his/her self and for the well-being of others.
- St Bernard's will be pro-active in developing an ethos that reflects a personal and democratic atmosphere in which children can attend school and learn without fear.
- A Clear and consistent approach to positive Behaviour Management will be implemented and disseminated to all within the school community.
- No child deserves to be bullied and because most children who are being bullied need adult help to stop the bullying, all teachers will be firmly committed to putting an end to such acts.
- The Staff and Principal will establish clearly that bullying will be dealt with firmly and justly and that it will not be tolerated within the school.
- People being bullied will be supported and parents will be notified by the Principal.
- Bullies will also be helped through a behaviour management program that will teach them social skills. (Method of Shared Concern).
- We will attempt to provide activities and teach skills dealing with assertiveness and non-aggressive conflict resolution in a manner that emulates Gospel values.

- Provision of the set of guidelines for recognising and dealing with bullying to be available to staff, parents and students and printed in our Parent Handbook and *Promoting Students ' Ability to Deal with Difficult Situations* Pamphlet.
- Adoption of the National Friendly Schools & Friendly Families resource
- Provide training for school staff (in liaison with the School Psychologist)
- Provide parental workshops at appropriately meaningful times.
- Students participate in curriculum based activities, including opportunities such as PAtHS

7.20 Friendly Schools/ Friendly Families Resource

The school has a detailed Social & Emotional Wellbeing Resource Programme which is integrated into the Health Learning Area in each class. The Friendly Schools/ Friendly Families resource provides consistency of theme and vocabulary in addressing the social, personal and emotional needs of students.

7.21 School Rules

St Bernard's Primary School is a Christian Community and we are all members of that community. It is necessary for us to set down some rules by which members of our community will live. We hope these rules make it possible for everyone to gain the most from their time at St Bernard's:

- Respect for others
- Respect for ourselves
- Respect for sacred things
- Respect for property
- Respect for our school

The Staff encourage a sense of self-discipline in each pupil. We encourage involvement, creativity, courtesy and consideration of others.

7.22 Homework

In 2009 a Homework Committee, comprising of teachers and parents, researched a number of homework policies, procedures and guidelines. The fruition of their research saw the establishment of St Bernard's Homework Policy. This policy was distributed for wider parent consultation and formally

adopted by the school in August 2009. The policy is available upon request from school or can be downloaded off the school's website.

As part of educating the whole child, St Bernard's School sees homework as valuable in reinforcing the skills taught at school. Homework is seen as an opportunity for the children to take responsibility for their learning. Teachers will set homework that they believe is fair in the context of the classroom so that reinforcement, consolidation and extension of class work may be achieved.

Procedures

- Children in Kindy and Pre Primary will each have a Communication book.
- Children from Years 1 – 6 will each have a Communication Diary.
- Parents and teachers are asked to sign/stamp Communication Diaries weekly. If set homework is not completed a note in their Communication Diary helps to prevent needless concern.
- Work may be allocated on a weekly basis to enable children to plan around any extracurricular activities they could have during the week leaving the weekends free for family interaction.
- Homework allocations:

Years 1 – 3	15 – 30 minutes
(average)	
Years 4 – 6	30 – 45 minutes
- Typical homework would include: times tables, reading, spelling, literacy and numeracy.
- In years 4-6, homework will increasingly become more research/ project based, together with normal homework routines.

How you can support your child's learning at home

- Set aside a suitable area for the child to use for study.
- Be aware of the task the child has to achieve/complete and give appropriate encouragement. This builds self esteem and a positive relationship with your child.
- Share information and read over written work making suggestions for improvement. It is important that you do not do the work for the child as allowing your child to make mistakes is not only a valuable life lesson, for them, but also enables the teacher to see areas of work which may need to be addressed.

8. GENERAL INFORMATION

8.1 Office Hours

The School Office is open Monday – Friday from 8.30am – 4.00pm

8.2 Sustainability

St Bernard's is committed to reducing our detrimental impact on the environment. We endeavour to "Reduce, Reuse and Recycle." Specifically, we try to limit the amount of paper used in school and also seek to utilize electronic communications to limit paper waste.

St Bernard's is also a member of the **Sustainable Schools Initiative** and is a **Waterwise** school and is engaged in curriculum activities that raise awareness of water conservation.

8.3 Code of Conduct

All those on school grounds are expected to treat others with consideration and respect, ensuring a safe and friendly environment for all. This relates in particular to the manner in which they speak to each other, care for school property and adherence to school procedures. A copy of the School Code of Conduct can be found on our school website.

8.4 Smoke Free

All Catholic school sites are smoke free zones.

8.5 Dogs

Dogs are not permitted on school grounds, even when on a leash.

8.6 Mobile Phones & Electrical Devices

Children are not permitted mobile phones or electrical items at school.

8.7 Working With Children Clearances

Parents are able to assist in the classroom without the need to obtain a **Working With Children Card**. However, in the instances where parents are assisting in overnight excursions or camps, parents and volunteers do need to

have the appropriate Working With Children clearance. Grandparents are welcome to assist in classrooms, however are required to have a Working With Children clearance.

9. CONCLUSION

It is hoped that the information gathered in this booklet will assist families in understanding the aims, routines and procedures of St Bernard's School and enable the home and school to work together for the good of all students in our community. We believe as we teach and care for your children that together all members of our school community are able to "Respice Stellam".

ST BERNARD'S SCHOOL, KOJONUP, PRIVACY COLLECTION NOTICE

1. St Bernard's collects personal information, including sensitive information about pupils, 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.
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, the Catholic Education Office, the Catholic Education Commission, your local Diocese and the Parish, schools within other Dioceses, medical practitioners and people providing services to St Bernard's including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. If St Bernard's does 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 achievement, pupil activities and other news is published in School newsletters and magazines.
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 themselves. 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.
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.

Mandate of the Catholic Education Commission of WA 2009-2015

"Catholic schools would not exist without the outstanding dedication and contribution of parents. We urge school staff to continue involving parents in the development of the school's outcomes." Paragraph 77

"Parents' support is critical in the educational process. Therefore, we urge parents to use the school processes and opportunities provided to facilitate their involvement." Paragraph 76

"The Catholic school's curriculum will be distinctive by the ways in which Gospel values are integrated into the outcomes and content of all Learning Areas. In implementing the Western Australian School Curriculum, Catholic schools will be mindful of the following (Paragraphs 65-72):

CENTRED ON THE STUDENT

The starting point for all curriculum decisions will be the students themselves and their individual needs

HUMAN QUEST FOR TRUTH

Students need encouragement to search for deeper understanding and meaning in whatever they study.

VALUE OF ALL HUMAN LEARNING

Education should help people to develop into the integrated persons God intends, including as individuals who have learned to 'serve and be responsible to others'

ABSOLUTE VALUES

Gospel values are critical to evaluating real life situations, and working out how to respond to them. Students also need to understand values to interpret real meaning of their life-experiences.

RELIGIOUS DIMENSION OF HUMAN LEARNING

... a call to integrate faith, life and culture. Students need to reflect critically on the contribution religious understandings can make within each Learning Area.

KNOWLEDGE OFFERED IN A SPIRIT OF SERVICE

Catholic schools are concerned to always offer students an education of the highest standards... to be a Catholic school; a school must be a good school

KNOWLEDGE BRINGS RESPONSIBILITY

The gift of knowledge is not meant for self centred purposes. There is a need for social responsibility. Students should be encouraged to study for reasons beyond personal advancement, material success or social ambition.