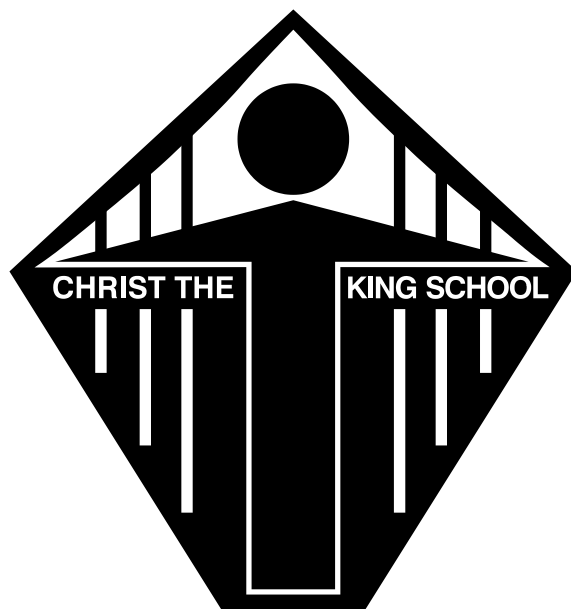


CHRIST THE KING CATHOLIC PRIMARY SCHOOL

INFORMATION BOOK



**Care for and Respect
Everyone**

Contents

| | |
|---|-------|
| History of Christ the King School | 3-4 |
| Vision Statement | 5 |
| School Details | 6 |
| • School Contact Information | |
| • School Hours | |
| Uniform | 7-8 |
| • Girls Uniform | |
| • Boys Uniform | |
| • Sport Uniform | |
| • Kindy uniform | |
| • School Hat | |
| • Hairstyles | |
| • Jewelry | |
| Communication | 9-10 |
| • Appointments | |
| • Written Communication | |
| • Newsletter | |
| • CtK App | |
| • Home/School | |
| • Student Absences | |
| School Code of Conduct | 11 |
| Visitor Entry Protocols | 12 |
| Parent Helper Conduct | 13 |
| Enrolment Policy | 14 |
| School Fees | 16 |
| Care Program | 17 |
| Behaviour Management | 18 |
| General Information | 19-23 |
| • Parent Support | |
| • School Board | |
| • P&F Association | |
| • Education Programs | |
| • School and Class Masses | |
| • Student leadership | |
| • Before / After School Care | |
| • School Uniform Shop | |
| • Physical Education | |
| • School Nurse | |
| • Dental Clinic | |
| • Lost Property | |
| • Canteen | |
| • Excursions / Incursions | |
| • Assemblies | |
| • Illness at School | |
| • Administration of Medication | |
| Parking | 24 |
| • Parking Permits | |
| • Early Learning Centre | |
| • The Loop | |

HISTORY OF CHRIST THE KING SCHOOL

As far back as 1888, His Lordship, Bishop Gibney expressed his wish to have a Convent School erected in Beaconsfield, that might serve as a Chapel on Sundays, with an accompanying residence for the three teaching nuns who would staff the school on weekdays.

For a time, the immense work involved with building the new church of St Patrick at Fremantle, prevented his dream from becoming a reality. Over a period of four years the Catholic people of Beaconsfield worked together with the Oblate Fathers to raise funds necessary for the establishment of their own Church/School. They knew the task would be a long and difficult one, as the cost of the building alone would be six hundred pounds, not taking into account the costs for furnishings, equipment, an altar and so on.

After many months of preparation, they began a series of highly successful Bazaars and Concerts at the Fremantle Town Hall. The results exceeded all expectations, and with additional contributions from various sources, work commenced on the construction of a weatherboard building on the corner of Lefroy Road and Livingstone Street.

On a hot January day in 1903, two Sisters from the religious order of St Joseph of the Apparition, Sister Camillus and Sister Alacoque, walked from Fremantle, along a dusty road to Beaconsfield, to set up classes in the new weatherboard building. They had an enrolment of 75 students.

Within a few weeks, this number had grown to 150. The original group of four sisters of the order of St Joseph of the Apparition had arrived in Fremantle in 1855, to take up education and missionary work. This was just one year before the death of their Foundress, Emilie de Vialar. In those early years they took up teaching positions in Parry Street, Fremantle and Victoria Avenue, North Fremantle.

From 1903 through to 1934 the weatherboard building in Beaconsfield served as a school on weekdays, and as a Church on Sundays. The main building ran from West to East, with a verandah on the North side. At one end was a Sanctuary, equipped with an altar, which was separated from the school by a curtain. At the other end was a raised platform, which was used for concerts and public displays. A folding partition divided the Infants School from the Mixed School. There were twenty-six wooden desks, long and solid, made especially at Glendalough Industrial School. Running at right angles to the building was the Convent, with suitable accommodation for the small group of teaching sisters.

When Father John Ryan was given charge of the Beaconsfield District, the site for a new Church was levelled and work was started on the building. The completed Church, costing four thousand pounds was blessed and opened by Archbishop Prendiville on January 3rd 1937.

The people of Beaconsfield were justifiably proud of their new Church, dedicated to Christ the King. The site, once a quarry, was a truly superb one. The graceful lines of the Church could be seen far out to sea. The building was worthy of such a commanding site, and the high purpose to which it was intended.

There was no doubt that this building was the culmination of much sacrifice and generosity on the part of the people of Beaconsfield, the Oblate Fathers and of course, Father Ryan, whose combined efforts helped to bring this task to completion.

In November 1953, the first section of our brick/tile school, as we knew it, was blessed and opened by Archbishop Prendiville. There were three classrooms. By 1969, enrolment had grown to 265 students, and there were four teaching nuns, with an additional lay teacher, Mrs Olga Drane.

That same year, Father Edward Donovan, SMA, was appointed Parish Priest and continued until his retirement after his Golden Jubilee in 1994. Father Liam Keating, SMA, joined us in 1981 and is now Parish Priest. Father Michael Evans, SMA, assists him. Both Father Keating and Father Evans play a vital part in the religious life of the school.

Today, from that day in January 1903, we can proudly say we've been part of Catholic Education in this State for a very large part of the time since it first started in W.A.

Throughout its history, Christ the King School has provided a positive educational and spiritual environment in which children have developed their academic and physical potential, as well as a loving relationship with God and their fellow students.

In April 1997, the school relocated from the Lefroy Road site to York Street Beaconsfield, and from 1999 has encompassed a Learning Centre for children with Special Needs.

HOUSE MOTTOS

DE VIALAR

RED

CHARITY

Be inflamed by the fire of love.

Red for courage shown by St Emilie de Vialar, the foundress of the Sisters of St Joseph of the Apparition. Sisters from the order established Christ the King School in 1903.

- Fleur-de-lis
- Fire
- Passion

MCTAVISH

BLUE

TRUTH

Let truth and thoughtfulness be our guide.

Blue for the colour of the Scottish flag and its heritage for Mr John McTavish, the first lay Principal of Christ the King School.

- The Cross and a Book
- Blessing and Thoughtfulness
- To take on the role of Principal and to continued to carry the cross for Christ the King School

DONOVAN

GREEN

FAITH

Strong in heart, mind and body.

Green as the link to Ireland the homeland of Father Donovan who belonged to the Society of African Missions. Fr Donovan had a long-standing and supportive relationship with the whole school community.

- Comfort
- Faith in Hearts
- Missionary
- Water

MILNE

GOLD

HOPE

Shine the light of hope and faith.

Gold for the brilliance of the Australian Sun. A reflection of the ongoing work by the Sisters of St Joseph of the Apparition. Sister Zoe Milne was the last religious Principal of Christ the King School.

- Being symbolic of yellow
- New Country
- New Hope
- Circle
- Sun

CHRIST THE KING SCHOOL **VISION STATEMENT**

At Christ the King School we recognise the strength that comes from being a unified Christian community where everyone is focused on the needs of each individual child. As such, our Vision is to be a place where, every student is challenged and supported to be their best in an environment of hope, love and trust.

The Catholic School is dedicated to the development of the whole person, since in Christ, the Perfect Person, all human values find their fulfillment and unity. Herein, lies the specifically Catholic character of the school. Its duty to cultivate human values in their own legitimate right in accordance with its particular mission to serve all people has as its origin in the figure of Christ. He is the one who ennobles man, gives meaning to human life and is the model which the Catholic School offers to its pupils.
(The Catholic School, 35)

We strive to develop an environment that supports our Vision by;

- Being inclusive and focused on the individual needs of every child
- Supporting students to become meaningful and active members of society who model their Catholic faith
- Working in partnership with families and parish to create a co-operative, enriching and affirming community
- Offering a supportive, engaging and challenging learning environment
- Providing opportunities for all students to reach their potential

OUR STRENGTH AND COMPETITIVE ADVANTAGE

We are focused on maintaining a contemporary approach to learning and pride ourselves on the fact that every individual child is known by name and need.

SCHOOL DETAILS

CHRIST THE KING SCHOOL
(York Street, Beaconsfield)
PO Box 213
South Fremantle WA 6162

Telephone: 9338 8777

Fax: 9331 6111

Email: admin@ctk.wa.edu.au

Website: www.ctk.wa.edu.au

Christ the King Catholic Primary School is co-educational, catering for children from 3 Year Old Kindergarten to Year 6.

The school's main catchment area is the parishes of Beaconsfield and Hamilton Hill. However, children from outside these areas are accepted if class sizes permit. An Education Support Unit operates within the school for children with disAbilities. These children are enrolled in a mainstream class and spend appropriate time in the 'Learning Centre' to meet their educational and social needs. The school is licensed to enroll full fee paying overseas students. Details of the program and process for enrolment are included in a link on the website.

SCHOOL HOURS

| | |
|-------------------------------|-----------------|
| Teacher on duty | 8.20 - 8.35am |
| Classrooms opened by teachers | 8.30am |
| Classes commence | 8.40am |
| Morning recess | 10.30 - 10.50am |
| Lunch | 12.30 - 12.40pm |
| Lunch break | 12.40 - 1.10pm |
| Classes resume | 1.10pm |
| Classes end | 3.00pm |

The school cannot accept responsibility for children who arrive before 8.25am or have not been collected by 3.15pm.

From a supervisory and legal viewpoint, it is essential that children are not on the grounds before 8.20am or after 3.25pm.

In cases of emergency please contact the office and the necessary arrangements for supervision will be made.

UNIFORM

GIRLS' UNIFORM

SUMMER UNIFORM

TERM 1 & TERM 4

Check fabric school dress

School Hat

Black **SCHOOL** shoes/white school socks (leather or vinyl shoes – **not sneakers**) *OR* Brown Sandals.

WINTER UNIFORM

TERM 2 & TERM 3

Maroon tartan pinafore

White sleeve shirt (long or short)

Maroon school jumper with gold crest

Tartan tie

School Scarf (maroon with school logo) no other scarf to be worn (available only from uniform shop)

Black tights or white school socks

Black **SCHOOL** shoes (leather or vinyl shoes – **not sneakers**)

BOYS' UNIFORM

SUMMER UNIFORM

TERM 1 & TERM 4

Grey mélange school shorts

White short-sleeve shirt with emblem

Black **SCHOOL** shoes/ grey school socks (leather or vinyl shoes – **not sneakers**) *OR* brown sandals.

School Hat

WINTER UNIFORM

TERM 2 & TERM 3

White sleeve shirt (long or short)

Grey melange long trousers

Tartan tie (Standard or Loop)

Maroon school jumper with gold crest

School Scarf (maroon with school logo) no other scarf to be worn (available only from uniform shop)

Grey school socks

Black **SCHOOL** shoes (leather or vinyl shoes – **not sneakers**)

SPORT UNIFORM

Maroon sports shorts

Gold polo top

White school sports socks

Black sports shoes

Maroon school tracksuit

School Hat

PLEASE NOTE : **PREDOMINANTLY BLACK SPORTS SHOES ONLY WORN WITH SPORTS UNIFORM ON SPORTS DAY. NO FLOURO COLOURED LACES ARE PERMITTED.**

KINDY & PRE-PRIMARY UNIFORM

Maroon School Tracksuit

Maroon Sports Shorts

Gold Polo Shirt

School Hat

SCHOOL UNIFORM

All children are expected to wear the correct school uniform at all times. No exceptions are made to this unless the parents have discussed the matter with the teacher or principal. Correct school sports uniform is also to be worn. Shoulder length hair must be tied back at all times.

Parents are asked to see that all articles of clothing likely to be taken off at school are clearly marked with child's name in full, no initials please.

NOTE: Children in Year 6 who grow out of their uniforms are still required to be dressed in the correct uniform.

SCHOOL HAT

School hat must be worn for **all** outside activities throughout the whole year. **No other hats are to be worn. NO HAT – NO PLAY!**

HAIR STYLES/GUIDELINES

- Hair to be clean, neat and tidy at all times.
- Hair must be neat and styled in a manner in keeping with primary school standards.
- Hair of shoulder length or longer is to be worn tied back as a health and safety measure.
- All fringes to be above eyebrow length.
- Ribbons, clips, bands and 'scrunchies' are to be of school colours, either maroon or gold.
- Any artificial colouring or change of colour or unusual hairstyles (e.g. tips, tracklines, traintracks, zigzag stripes using clippers, clipper cuts, fad haircuts, e.g., Mohawks, rat tails, etc.) are unacceptable.
- Scrunchies in faction colours (to be worn sports days and carnivals only)
- Coloured nail polish is not permitted.

JEWELRY POLICY

The dress code at our school allows a watch, sleeper or studs as earrings, a chain with a religious symbol and a cygnet ring. Please ensure these are the only pieces of jewelry your children are wearing to school.

SCHOOL FOOTWEAR AVAILABLE FROM THE FOLLOWING OUTLETS:

- Williams Shoes
- Spendless
- Betts & Betts
- Clarke's, Risely Square, Applecross

COMMUNICATION

APPOINTMENTS

Parents are asked to talk directly to their child's teacher if there are any questions regarding their child's education. Appointments are necessary as teachers are on duty with the children from 8.25am – 3.15pm each day. Each teacher has their own voicemail number and email address which teachers will give to parents at the Parent Teacher Meeting at the beginning of the year.

For all general enquiries, please contact the school office.

WRITTEN COMMUNICATION

Written communication to classroom teacher or the office should be sealed in an envelope and addressed to the person concerned. This includes money and permission for excursions/incursions.

SCHOOL NEWSLETTER

An electronic school Newsletter is issued fortnightly on a Thursday by the school Principal. It is the major means of communication to parents. Only urgent notices will be issued at other times. The newsletter is published every second Thursday and is emailed through to parents, please ensure that the school office has accurate information re: email contact. The school newsletter is also placed on the School's web site, www.ctk.wa.edu.au

The Newsletter will contain information from other members of the school community. It will be used by the School Board, the Parents' and Friends' Association, the Uniform Shop and the Canteen to communicate with parents.

Please ensure you read Newsletters carefully. Good communication between home and school is important.

CtK APP

Christ the King School has a school App (Connected) which we request parents to download in order to be kept up to date with activities within the school. Information on how to download this is available in the Communication section of the school website.

HOME/SCHOOL

In keeping with the caring atmosphere encouraged by the school, parents are asked:

- To always notify the class teacher of any change from the normal routine, e.g. calling for students at lunchtime or during class time.
- To notify school office of change of address or telephone number.
- To notify the school if child/ren are to be collected by someone other than parents or those officially known to the school.
- If a child is to be taken from school for any reason – e.g., Doctor, Dentist appointment, etc., the parent/guardian must enter details in the "Early Departures" book at the office **before** going to the classroom. The office staff will then sign the completed slip for parent/guardian to present to the classroom teacher when collecting their child.

PARENT TEACHER CONTACT/STUDENT REPORTS

- (1) Minor concerns regarding classroom practices, children’s progress or behaviour should be directed first to the classroom teacher before approaching the Assistant Principal.
- (2) Parents are encouraged to maintain contact with teachers as ongoing Teacher/Parent communication is important for the benefit of the students.
- (3) At the end of the second and fourth terms, reports are issued. An opportunity for a “report interview” with parents is offered.
- (4) Parent / Teacher interviews are conducted at the end of term one to ensure parents are made aware of student progress.
- (5) Student workbooks (Year 1 – 6) are sent home at the end of terms one, two and three. Information regarding this is located in the student diary. Learning Diaries (Kindy), Work Sample Folders (Pre-Primary) and Evidence Folders (Year 1-6) are also sent home.

STUDENT ABSENCES / EARLY DEPARTURES

Please ensure that if your child is going to be absent from school that you call the absentee line (9338 8759) and leave a message stating your child’s name and year level. If the school is not informed of a child being absent an SMS will be sent to the parents.

Whenever a student is absent a written explanation from the parent must be presented to the teacher on the day of return to school. Parents are able to complete an online absence form in replacement of a written note, these are accessible via the school website or the App.

If a child is late to school (after 8.45am), parents must complete the ‘red’ slip from the late arrivals book at the school reception. This slip will then be given to the classroom teacher.

No child may leave the school grounds during school hours without a parent completing a yellow slip from the Early Departure Book at School Reception and handing it to the classroom teacher.

Christ the King School Code of Conduct

All members of the community should be aware of the Code of Conduct Policy which is highlighted below. For copies of the full policy please refer to the school website www.ctk.wa.edu.au

Purpose

The purpose of the Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students.

Application

The Code applies to staff, students, volunteers, parents and guardians as applicable. The term 'parents' includes guardians.

Conduct Statements

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

VISITOR ENTRY PROTOCOLS

All staff members need to be aware of following the protocols when inviting visitors into the school.

- All people who come into the school that are 18 years of age or over are required to provide the school with their WWCC. This does not apply to parents.
- Any visitor that is coming into the school must sign in at the office and wear their visitors badge to identify them around the school.
- Any visitor coming into the school must be approved by the Principal or Assistant Principal. Once this approval is given the office staff must be informed of the date and time of their attendance.
- No ex-student or student from another school is permitted to complete community service requirements at Christ the King School. The only exception to this rule is for the child of a staff member, this staff member will then take responsibility for that child whilst they are on school grounds.
- Permission for students from other schools to complete 'Work Placements' at Christ the King School will only be granted when the request has come from their school not from the child or parent themselves.
- Once a visitor has been permitted to come into the school please ensure that you speak with them regarding confidentiality issues (especially when they are working with students) and appropriate dress standards where necessary.
- If the above conditions are not fulfilled the visitor will unfortunately not be permitted to come into the school.

These protocols can only be changed with the approval of the Principal or his/her delegate.

PARENT HELPER CONDUCT AT **CHRIST THE KING SCHOOL**

At Christ the King School we recognise that parents are the primary educators and care givers of their children. We acknowledge and support the valuable role all parents play in this regard and appreciate the involvement of each and every parent in many diverse ways throughout the school.

Parents are invited and encouraged to help in the school with varying activities under the supervision of individual class teachers. Unfortunately towards the end of last term it came to the school's attention that some forms of inappropriate discussions were being conducted on and off the school grounds about students. It is for this reason that we are supplying all families with the information below about 'Parent Helper Conduct at Christ the King School'.

"The classroom teacher is responsible for the education, control and behaviour management of the children. The parent is a helper, working under his / her direction. The teacher is the professional and facilitates the learning. The school expects the parents to respect the teacher's expertise and maintain a professional attitude as they work alongside the teacher. The school stresses the importance of parents not being a source of 'gossip as to what happens inside and outside of the classrooms as on many occasions this can be taken out of context.

It is possible that whilst working as a parent helper you may become aware of information about a child or family which is confidential. This is a delicate matter that requires a great deal of tact on your part. Any conversation about children with parents is a breach of the school's confidence and has the potential to cause unnecessary grief and cause for concern. Even a comment such as: 'I heard your Jimmy reading yesterday and he reads really well', is inappropriate as others will wonder why you have not said that to them. It is important to treat anything you hear or see in school with regard to children or teachers as being not for public knowledge."

This is also a timely reminder that if you have any queries about your child's education you are asked to contact the classroom teacher in the first instance. It is inappropriate and unhelpful to talk to other parents about any issues that you may be experiencing about your child at Christ the King. If you have already discussed the issue with your teacher and you believe that further follow up is required, please contact the Assistant Principal. If you still require further clarification then you are able to make an appointment to see the Principal.

SCHOOL ENROLMENT POLICY

PRIORITIES FOR THE ENROLMENT OF CHILDREN INTO THE SCHOOL

- (A) For the purposes of this document Christ the King Parish shall include the district of Hamilton Hill.
- (B) Enrolment procedure generally within each priority level will proceed on a first-in-first-served basis.
 - (1a) Children who are baptised Catholic and who have brothers or sisters in the school.
 - (1b) Eldest/only children who are baptised Catholic and who live in the parish or who are children of parishioners.
 - (2) A baptised Catholic child who is new to the district, but has attended or would have attended a Catholic school in his/her previous district/parish.
 - (3) Baptised Catholic children who have brothers or sisters in another Catholic school but live in an area not served by a Catholic school, e.g., Coolbellup.
 - (4) Baptised Catholics whose parents elect to send their children to the school. (Parents have right of choice, e.g., Coolbellup would have a priority over Spearwood.)
 - (5) Non-Catholic children from other Christian denominations.
N.B: Parents/guardians still have to support the Catholic ethos and aims of the school.
 - (6) Other non-Catholic students.

Class sizes are in accordance with CECWA Policy.
See Enrolment Policy CEO, C-5 (11).

The Principal will be the only person who will interpret or use discretion in respect of this Enrolment Policy.

All prospective pupils and families will be advised that Christ the King School is a total smoke free environment at all times. Smoking is not permitted in any of the buildings or grounds during or outside school hours.

SCHOOL FEES

| Tuition and Levies | Three Year Old Program | Kindergarten | 1 Child | 2 Children 20% disc. | 3 or more Children 40% disc. (including Kindergarten and excluding Three Year Old Program) |
|---|-------------------------------|---------------------|--------------------|-----------------------------|---|
| Tuition Fees (3YO \$82 x 40 weeks) | 3298.00 | 980.00 | 1351.00 | 2432.00 | 3243.00 |
| Building Levy 20% of Tuition Fee (for One Child Charge) | 50.00 | 267.00 | 267.00 | 267.00 | 267.00 |
| Total Tuition and Levies | \$3348.00 | \$1247.00 | \$1618.00 | \$2699.00 | \$3510.00 |
| Family Charges | | | | | |
| School Year Book | 28.00 | 28.00 | 28.00 | 28.00 | 28.00 |
| P&F Contribution | 12.00 | 60.00 | 60.00 | 60.00 | 60.00 |
| Total Family Charges | \$40.00 | \$88.00 | \$88.00 | \$88.00 | \$88.00 |
| CHARGES PER STUDENT | Three Year Old Program | Kindergarten | Pre-Primary | Year 1-6 | |
| Amenities 3YO-6 | 20.00 | 100.00 | 100.00 | 100.00 | |
| Colour Photocopy 3YO, K, PP | 10.00 | 12.00 | 12.00 | | |
| Cooking K-P | | 15.00 | 15.00 | | |
| Kindy Speech Testing | | 55.00 | | | |
| OT Screening | | 50.00 | 50.00 | | |
| PP On Entry Assessment | | | 12.00 | | |
| Leadership Day Yr 5 | | | | 35.00 | |
| Sacramental Charge Yr 3, 4, 6 | | | | 55.00 | |
| Student Leadership Team Yr 6 (10) | | | | 80.00 | |
| Camp Yr 6 | | | | 380.00 | |
| Enrichment Group Excursion (20) | | | | 60.00 | |
| Graduation Levy Year 6 | | | | 70.00 | |
| Student Diary | | | | 12.00 | |
| Excursions and/or Incursions K-6 | | 40.00 | 75.00 | 75.00 | |
| Edu-Dance K-6 | | 40.00 | 40.00 | 40.00 | |
| CCI 24 hour Cover | 15.00 | 15.00 | 15.00 | 15.00 | |
| Student Insurance | | | | | |
| Swimming Year P-6 | | | 130.00 | 130.00 | |
| Swimming Carnival Year 1-6 | | | | 27.00 | |
| IT Charge Year K-6 | | 60.00 | 80.00 | 80.00 | |
| Yr 1 Specialised Book (x2) | | | | 12.00 | |
| Mathletics Year PP-6 | | | 28.00 | 28.00 | |
| Yr 6 End of Year Outing | | | | 30.00 | |

FEE COLLECTION POLICY

The collection and setting of school fees for Christ the King School is in keeping with CECWA policy and is seen by the Bishops of Western Australia as a necessary contribution by parents towards the costs of delivering a Catholic Education for their children.

Tuition fees, levies and other charges (e.g. excursions, camp fees, amenities and book hire) are considered to be school fees. These are set annually and announced to parents by the School Board at the Annual General Meeting and distributed to parents prior to the start of the school year. School fees may be paid annually, by term or by individual payment schedules. All accounts are to be paid in full before 31 October of every school year, unless alternative arrangements have been made.

Recipients of Social Welfare benefits (Health Care Card & Pension Card) are entitled to claim concession only on tuition fees. Parents experiencing financial difficulty are asked and encouraged to discuss their position with the School Fee Officer/Bursar and when necessary, the school Principal, in order to negotiate a repayment schedule. Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy (Refer to 'Procedure to be Adopted' below) - the services of a recognised debt collection agency or solicitor will be engaged. Pastoral Care for school families is paramount in all decision making.

Confidentiality is assured in relation to the payment of school fees and the setting of any concession or repayment schedule. This is restricted to the Principal, School Fee Officer/Bursar.

Procedures to be adopted:

- 1) School Fee Accounts distributed with newsletter during Week 1 of each Term 1.
- 2) Fees payments are due by end of Week 3 of Term 1.
- 3) First Reminder School Fee Account distributed with newsletter during Week 5 of Term 1.
- 4) Second Reminder School Fee Account distributed with newsletter Week 7 of Term 1.
- 5) Third Reminder School Fee Account posted to parents during Week 9 of Term 1. This letter advises intent to proceed with legal action.

Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy – the services of a recognised debt collection agency or solicitor will be engaged. The debt recovery cost, being 10% on fees collected, will be added to the outstanding fees.

A DIRECT DEBIT OPTION FOR PAYING FEES IS AVAILABLE AT NO EXTRA COST TO PARENTS. EFTPOS AND CREDIT CARD FACILITIES ARE ALSO AVAILABLE.

CARE PROGRAM

When students at Christ the King School demonstrate that they genuinely care for and respect everyone, either by acts of kindness, courtesy, respect, awareness of the environment or simply positive behaviour, there will be acknowledgment and celebration. Teachers at any time are able to award points to students, which are cumulative, both towards “Care” certificates and the team “Finbar Care Award”.

Care tickets are printed in faction colours. Each class is issued with ticket booklets and the duty bags contain booklets for playground distribution. A “Post-Box” is located inside the Library. When a student has gained 5 points they are eligible for a “Care” award.

BEHAVIOUR MANAGEMENT

CO-OPERATIVE DISCIPLINE IN THE CLASSROOM

In every classroom, teachers and students will work together to develop a code of conduct. A code of conduct brings together members of the class and sets a high standard for responsible behaviour.

Students at all levels are involved in the process of defining and developing their own code of conduct. Disruptive behaviour and irresponsible attitudes are unacceptable and destructive to a peaceful, safe and happy learning environment. Appropriate and inappropriate behaviours need to be identified and clarified.

Every student needs to be clear about which behaviours are acceptable and which are not. Once developed, the code of conduct will be consistently enforced and re-enforced. The classroom code of conduct will be displayed for all to see. Parents are provided with these details at the initial parent/teacher meeting held in first term.

SERIOUS CLASSROOM BEHAVIOUR DIFFICULTIES

In all classrooms, if a child has deliberately chosen to break the class rules, in a serious way, - e.g. dangerous behaviour, insolence, outright defiance, refusal to co-operate, a Behaviour Journal will be filled-in. This is then sent home for the parents to respond to and sign and return to the school. The class teacher will follow up the following day with the student, contacting parents by telephone if the response sheet is not returned.

In a case where a child is endangering him/herself or others, or exhibiting open defiance, the Principal or Assistant Principal may contact the parents directly to advise them of the situation and to make suitable arrangements in the best interests of the child and the other children in the school.

For disciplinary purposes, the Principal may withdraw a child from class to work in isolation. Suspension of students will apply in extreme cases, in accordance with Catholic Education Office Policy
(*Handbook for Catholic Schools, 5.2.1.*)

GENERAL INFORMATION

PARENT INVOLVEMENT is encouraged at our school. Your assistance in all aspects of school life is welcomed.

There are many ways this can happen:

- assisting in school Library, shelving, cataloguing, covering books
- assisting with children in classes with teacher guidance
- being part of the Canteen Roster
- busy-bee maintenance work
- serving a term as a Board Member or P & F Committee Member
- attending P & F meetings
- assisting in the Uniform Shop
- accompanying classes on excursions

PARENT SUPPORT

As part of the school/home partnership, parents are encouraged to play a supportive role in the following ways:

- have a commitment to the school's Vision
- have a commitment to prayer and to worship
- be active in support of the P&F Association through fundraising activities and social functions of the school community
- be informed of what is happening in your school, especially by reading all Newsletters and notes which are sent home
- make appropriate opportunities to communicate information concerning your child with staff at the school
- be punctual for school bells in the morning and afternoons
- ensure the correct school and sports uniforms are worn correctly on the appropriate days throughout the year
- supervise children's access to the media at home, particularly the amount of time and quality of programmes watched on TV and the time and quality of computer games and programmes offered to them

SCHOOL BOARD

The object of the School Board is to help Christ the King School fulfill its educational responsibilities in accordance with the Western Australian Catholic School Board Constitution, in accordance with the policies and practices prescribed or recommended by the Catholic Education Commission of W.A. and in accordance with diocesan guidelines and prescriptions for the religious education programme.

(Catholic School Board Constitution WA)

The School Board is involved in the financial planning and management for the present and future operation of the school.

Criteria for membership of the Board shall be :

- (a) possession of special skills that will be an asset to the Board;
- (b) a deep interest in the welfare of all students and staff;
- (c) a desire to give service to the Catholic school community;
- (d) a keenness to promote Catholic schooling;
- (e) an ability to work cooperatively and constructively with all other members of the Board; and
- (f) a sufficiency of time to devote to Board duties.

The School Board meets once a month at 6.00pm on a Wednesday.

PARENTS' & FRIENDS' ASSOCIATION (P & F)

Christ the King School P & F Association is the organisation of the school's parent body. Its aims are :-

1. To give parents a collective voice on matters associated with the school.
2. To organise social events on behalf of the whole school community.
3. To support through fundraising so that resources may be purchased which would otherwise be unavailable.

For P & F meeting dates, refer to School Calendar.

EDUCATION PROGRAMS

Education Programs in the school include:

- Religious Education Program
- Literacy and Numeracy Support Program
- LOTE - Italian
- Music, Drama AND Choir
- Physical and Health Education
- Western Australian Curriculum implementation
- EYLF and NQS
- Swimming Classes for Years P-6.
- Enrichment Program

SCHOOL AND CLASS MASSES

All children will have opportunities throughout the year to participate in class Paraliturgies/Masses in the Chapel and all children will attend Whole School Masses at School and the Church. Mass/Paraliturgies are usually held on a Tuesday afternoon and parents are welcome to join with the children.

Mass is celebrated each weekday at 8.15am in the Parish Church.

STUDENT LEADERS

Elections are held each year for Head Boy and Head Girl plus House Leaders. Student Leaders are seen as leaders in the school and are expected to show initiative and provide leadership.

BEFORE/AFTER SCHOOL CARE

Smiley's Day Care (OSHC - Out of School Hours Care) operate a before and after school care on Christ the King School premises.

SCHOOL UNIFORM SHOP

The school Uniform Shop has been established to make purchasing of uniforms cheaper for parents. A manager is employed to run the shop and it is open on Tuesday morning from 8.30am to 9.30am and Thursday afternoons from 2.30pm to 3.30pm.

PHYSICAL EDUCATION

A specialist Physical Education teacher is employed for three days per week and conducts classes from pre-primary to year six. Children are expected to wear their PE uniform on their PE day (House T:Shirt).

SCHOOL NURSE

A School Health Services Nurse regularly visits the school - and health checks are given to the children in all year levels. Health records are maintained by the school Nurse and used to record development. Any relevant information regarding allergies or conditions should be directed to the school office.

DENTAL CLINIC

Children have the opportunity of free dental service from the Beaconsfield Dental Therapy Centre. Consent forms will come home with new children during first term. Appointments are made by the Centre for children to attend with a parent. Parents are asked to make direct enquiries or appointments to the Clinic on 9335 8758. Please note, children are not permitted to attend dental appointments when unaccompanied by a parent/guardian.

LOST PROPERTY

Parents are asked to make sure that all articles of clothing, books, bags, lunch boxes and all equipment owned by your child is named so that losses may be avoided and owners easily found.

At the end of each term, unclaimed, unnamed lost property will be donated to the uniform shop or the St Vincent de Paul Society - whichever is the most appropriate.

CANTEEN

The school Canteen is regarded as an extension of the health education lessons taken in the classroom where the children are instructed about the importance of a balanced diet and learn about the foods they need to eat in order to remain fit and healthy. With this in mind the canteen menu includes only food that has sound nutritional value.

The Canteen is open each day Monday, Wednesday and Friday – Recess and Lunchtime.

A roster of voluntary parents operates to help the Canteen Manager, Ms Toni Darch, and is published fortnightly in the Newsletter.

The lunch order should be written on the front of a lunch bag, with the child's name and room number shown. The children place these orders in the morning between 8.20am and 8.40am and class monitors collect them and take them to the Canteen.

EXCURSIONS/INCURSIONS

Excursions play a major part in the school programme. The excursion/incursion levy is included in school fees.

ASSEMBLIES

During the year, as part of our school focus on encouraging the development of each child there will be increased opportunities for classes to lead and contribute to whole school assemblies. All Assemblies will be held on **WEDNESDAY AFTERNOONS AT 2.15 PM**. Parents are invited to attend Assemblies. A roster of contributing classes will be outlined in the Newsletter each week.

ILLNESS AT SCHOOL

Procedures to be followed by teachers in contacting parents in case of children's illnesses are noted on enrolment forms. Parents are asked to keep this information up to date and to supply full written instructions for treatment or children with chronic conditions or allergies, or the administration of medicine.

ADMINISTRATION OF MEDICATION TO STUDENTS

As a result of the increased number of children in schools being prescribed medications on a long and short-term basis, the educational, medical and legal authorities have been updating their recommendations on practices and procedures for administration of medication in schools.

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

1. Approval for school staff to administer medication or supervise the administration of medication by students, along with the safe storage of all medication, is the responsibility of the Principal.
2. Where an agreement has been reached between the Principal, parents/guardians and the school staff, the school staff may administer or supervise the administration of the medication by the student.
3. The degree of assistance offered by the school for students who require medication will depend on:
 - the ability of the school staff to meet the particular medical needs of the student
 - the contribution toward care that may be provided by the student (as in self-administering), parents/guardians, school staff and other community assistance organisations
 - the degree of specialist skills and training required by the school staff to meet the particular medical and health care needs of the student
4. It should also be recognised that:

- Some students have a need to access medication on a regular basis for medical conditions.
- The presence of various quantities of drugs within the school may cause problems and needs to be monitored.
- Assistance that can be offered by staff will be limited to their knowledge, skill and resources.
- All information should be treated in a confidential manner.

POLICY

1. Non-prescriptive pain suppressants (aspirin, paracetamol, etc.) will not be administered to students by staff without the written permission of the student's parent/guardian. (The parent/guardian is responsible for the supply of any medication).

2. Prescribed Medication

The misuse of prescribed medication can place the user in serious and in some instances, in a life-threatening situation.

Please Note:

- Parents/guardians must provide written authority for school staff to administer the prescribed medication.
- Parents/guardians are responsible for advising the Principal, in writing, of any specific requirements when administering the medication. This should include details from the medical practitioner regarding the circumstances for use.
- School staff are only to administer medication in accordance with the medical practitioner's instructions.
- The Principal must ensure that a student's medical condition and the medication for that condition is brought to the attention of all staff who have the student under their care.
- Bulk quantities of medication **will not** be left on the school premises and all medication will be removed from the school premises at the end of each term.

3. Storage of Medication

The prescribed medication will be stored at the school office **OR** in the case of the Early Childhood Centre, in their classrooms, and access will be restricted to authorized personnel. All medication must be appropriately packaged, clearly show the name of the medication, student's name, dosage and frequency of the dosage.

It should be noted that it is the parent/guardian's responsibility to ensure that all medication is labeled correctly, is not out of date and sufficient quantities are supplied for the student's needs.

Students are not to carry medication around in their pockets **OR** leave medication in their bags or desks because of the likelihood of other children having access to the medication.

In many cases, depending on the age/awareness factors and with parent's permission, children will be allowed to self-administer but in the presence of a staff member. This is particularly appropriate with 'puffers' for asthmatics.

4. Records

Christ the King School will maintain the appropriate documentation and store it safely until the student's 25th birthday.

CONTAGIOUS DISEASES

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

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

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

- Chicken pox
- Measles
- Head Lice
- School Sores (Impetigo)
- Mumps
- Ringworm
- Rubella (German Measles)
- Whooping Cough

(Please note : this list is not all inclusive.)

PARKING

PARKING PERMITS

Permits are required for Three Year Old Kindy, Kindy, Pre-Primary and Learning Centre parents for parking. These are available from the school office.

ONLY VEHICLES DISPLAYING PERMITS WILL BE PERMITTED TO USE THE EARLY LEARNING CENTRE CAR PARKS.

EARLY LEARNING CENTRE CAR PARK

- Only parents of children in Kindergarten and Preprimary and those with special permission are permitted to park in the Kindergarten/Preprimary Car Park, on the school grounds.
- Children in Kindergarten and Preprimary must be collected from their classrooms by parents.

THE LOOP

IN THE MORNING

- Drive in the entry point to the loop, situated next to the staff car park.
- Drive through to the exit end (oval side), pulling into the marked bays, DO NOT turn off the engine or get out of the car
- Drop off your child/children on the left side. They will enter the closest oval gate and proceed straight to the Quadrangle.
- Pull out and exit the loop into Annie Street.
- The entry side and car bays are for families of children with SPECIAL NEEDS DROP OFF ONLY.

IN THE AFTERNOON

- The children will be at the exit gate on the oval side of the loop, waiting for their parents.
- Parents drive in via the entry.
- Drive through to the pull-in bays, DO NOT turn off engine or get out of the car.
- The child/children will be called by the teacher to enter the loop and go directly to the car.
- Children enter passenger side only.
- The car pulls out and exits into Annie Street.
- Cars in the loop wait until they can enter the bays on the oval side of loop.
- No children will be permitted to enter a car unless it is in the oval side bays.
- The entry car bays are for families with children with SPECIAL NEEDS PICKUP ONLY.

PLEASE FOLLOW ANY DIRECTIONS AND ADVICE FROM THE STAFF ON DUTY. THE SAFETY OF ALL CHILDREN IS OUR MAJOR CONCERN.