ST PAUL'S
PRIMARY SCHOOL
KARRATHA
GUARD - THE - TRUTH

PARENT INFORMATION BOOKLET

ST PAUL'S PRIMARY SCHOOL

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The School Office is open Monday to Friday, School Terms, between the hours of 7.30 am and 3.00 pm.

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ST PAUL'S PRIMARY SCHOOL - KARRATHA

Karratha, an Aboriginal word meaning 'good country,' was established in 1968 in response to the continued development of the Hamersley Iron Ore operations and the commencement of the nearby Dampier Salt project. The development of the North West Shelf gas fields with associated on-shore LNG processing and export facilities enabled the town to evolve into the administrative centre of the West Pilbara. Karratha is located 1,557 kilometres north of Perth on Nickol Bay. The weather is warm and pleasant all year round encouraging an outdoor lifestyle, which is complimented by beautiful beaches and stunning natural surrounds.

Today the city has developed into the largest and most economically diverse community in the Pilbara and is home to an estimated 19,000 people including a substantive number of fly in fly out (FIFO) workers. Karratha has the largest and most diverse shopping centre in the Pilbara, with all the facilities concentrated in the city centre. The major centre (Karratha City) has a total retail floor space of 23,600m2. Karratha is also blessed with modern entertainment, educational and community facilities, the busiest airport outside of the metropolitan area, and is the regional hub for most government agencies. (City of Karratha www.karratha.wa.gov.au/)

The Principal, Staff and School Community of St Paul's Primary welcome each student and family to Our School.

A BRIEF HISTORY

The need for a Catholic Primary School was recognised in the mining community of Karratha by the Parish of St Paul's in 1975. Through the hard work and persistence of Father Carse and the parishioners of St Paul's, the School was officially opened in February 1978, under the guidance of the Presentation Sisters.

In 1983 our Pre-Primary was opened, but due to lack of building space it had to be located adjacent to St Paul's Church in Welcome Road, approximately one kilometre away.

A Pre-Primary and Library were opened in 1992 on the current school grounds, enabling all St Paul's Primary School students to be located on the same campus.

The first Kindergarten class was established in 2000 adjoining the Pre-Primary classroom.

In 2001 the first lay Principal was appointed, as the last Presentation Sister Principal left in 2000.

In 2010, through the Primary Schools for the 21st Century Australian Government initiative, the School was able to build a new Early Childhood Classroom and Library (named McCarthy Library after Sr Margaret McCarthy who was the last Presentation Sister Principal at St Paul's Primary from 1991 – 2000).

In 2018, through the State Government and Community Contribution, the Covered Assembly Area and extensions to the Administration Block were completed to provide facilities adequate for a double stream school. Car parks were also upgraded to allow for a drop off and pick up area. Modifications to the Early Childhood Area also enabled the school to operate its own Outside of School Hours Care Facility.

Today, St Paul's Primary School has a student enrolment of over 400 students and 40 staff.

St Paul's Primary School is a Catholic Educational Community, which provides a caring environment where the dignity of each person is nurtured through knowledge and understanding of self, respect of cultural heritages and the love of God.

SCHOOL EMBLEM / MOTTO / MISSION / VISION

The school emblem features a circle symbolising the sun and the rocks of the Pilbara. The school name is emblazoned across the crest with the Bible and 'The Word of God' beneath.

Our Mission

To Know and Love Christ

The School's Mission is derived from scripture, 'To Know and Love Christ'. The mission calls us to support children and all within our community to be filled with the fullness of God. Even with all knowledge, we are not complete without knowing how wide and long and high and deep is the love of Christ. So our mission is not just to know, but 'To Know and Love Christ.'

Our Vision

At St Paul's Primary, we are extremely blessed, proud and privileged to carry on the traditions of our past for the vision of our children to be educated for life. Jesus is our life.

'To educate children for life,' Nano Nagle, foundress of the Presentation Sisters which is the charism in which our school is built upon.

Our Motto

Guard the Truth

Our motto, 'Guard the Truth,' reflects the strong belief that in everything we do, we need to reflect love to our world through our attitudes, words and actions. Jesus is our truth, our way, our life.

SCHOOL FACTIONS

Our school has been established under the guidance of the Presentation Sisters. Their official title is The Society of Australian Congregations of the Presentation of the Blessed Virgin Mary (PBVM). Nano Nagle pioneered this courageous ministry for the poor and downtrodden of her time. She is regarded as a woman with a welcoming heart and Presentation Sisters today share her charism of hospitality and welcome.

The Presentation Sisters are called to encounter God in the heart of the world and to continue the mission of Jesus in the spirit of Nano Nagle. Like Nano, we are called to keep our hearts open to the voices of those who are poor and oppressed, voices which challenge us to conversion and action both personally and communally in our world today.

Our School Factions are named in honour of Nano Nagle and the Presentations Sisters who were the first three Principals of the school.

NAGLE (Blue) – Nano Nagle (Founder of the Presentation Sisters Religious Order)
WARNER (Red) – Sister Catherine Warner (Second Principal)
McCARTHY (Yellow) - Sister Margaret McCarthy (Third Principal)
HORTON (Green) – Sister Philip Horton (First Principal)

Your child will be issued a faction upon enrolment.

We celebrate the founders of our school on the Feast of the Blessed Virgin Mary on 21 November.

Our Core Values at St Paul's Primary School

We respect and **N**urture each person.

We offer each other **A**cceptance.

We are here to share our **G**ifts.

We see the **L**ikeness of God in each other.

From each of us our best **E**ffort every day

ENROLMENT INFORMATION

We believe that the Catholic Education our School offers your child is profoundly strengthened by the collaborative relationship between home, school and parish. You are the primary educator of your child and Catholic schools complement the educational and faith development that you have begun and are continuing with your children. Research clearly indicates that good schools become better schools when there is a strong connection with parents as part of the learning community.

PRINCIPLES

· Catholic schools exist to provide a distinctively Catholic education for children enrolled in them.
· Catholic schools recognise the uniqueness of each student.
· Catholic schools have a preferential option for the poor and marginalised.
· Catholic schools fulfill their mission in partnership with parents who are the first educators of their children.
· Catholic schools have a responsibility to fulfill the requirements of relevant Federal, State and Local Government laws and regulations.
· Catholic schools shall accept all application forms for enrolment.
· The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
· Enrolment in a Catholic school is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
· Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.

ENROLMENT GUIDELINES

It is within the above principles that the following priorities for the offering of places in the School exist in this order:
· Catholic students with a Parish Priest reference and a sibling at the school.
· Catholic students with a Parish Priest reference.
· Other Catholic students.
· Siblings of non-Catholic students.
· Non-Catholic students from other Christian denominations.
· Other non-Catholic students.

Information taken from the St Paul's Primary School's Student Enrolment Policy (2-D5)

ENROLMENT PROCESS

- After the Application for Admission form has been submitted, an interview with the Principal will be required if a place exists in the year level requested.
- The purpose of this interview is to ensure that parents understand the aims and objectives of St Paul's Primary School and for the school to understand the needs of the child.
- Following the interview, parents will be invited to accept the position for the child.

On enrolment a copy of the child's Baptismal Certificate, and all other Sacramental Certificates, should be given to the School.

Enrolment forms are to be completed and returned to:

The Principal
St Paul's Primary School
PO Box 1628
Karratha WA
Phone (08) 9185 7500

Please Note - there is a non-refundable $35 Application for Enrolment Fee that needs to be paid at time of application through the Front Office.

SCHOOL FEES

Fees and charges are set annually by each Catholic school. The School Board takes responsibility in setting fees within the parameters set by Catholic Education WA which are announced prior to the commencement of each academic year. Although Catholic schools receive government assistance, fees constitute an essential proportion of the school income.

St Paul's Primary School is committed to providing a sound Catholic education for students by facilitating each child's development in a supportive, encouraging environment. In so doing, the School aims to keep fees to a minimum so that parents will be encouraged to enrol their children without undue hardship. Families who provide a concession card, receive a discount on tuition.

The inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any child from St Paul's Primary School. Confidential arrangements can be made with the Principal if there is financial difficulty.

Please refer to the current school fee schedule on the School Website.

SCHOOL UNIFORM INFORMATION

School Uniform is compulsory for all students from Kindergarten to Year 6 and is considered an important aspect of the St Paul's Primary School image. Only listed items may be worn.

The Uniform Shop is open on Friday 8.00 am – 8.30 am.

JEWELLERY

Jewellery is not part of the school uniform; however, a functional watch, a cross or Saint's medallion and chain and one set of gold or silver sleepers or studs if ears are pierced is acceptable, as is a medical bracelet/necklace.

Watches may be worn but the school takes no responsibility for their loss or damage. Nail polish is not permitted.

Any other jewellery worn for religious/cultural reasons to be discussed with the Principal.

HAIR

All shoulder length or longer hair must be tied up with maroon, black, green or white elastic band, ribbons or scrunchies. Combs and clips when worn must be in a solid colour of maroon, black, green or white.
Hair styles are to be of a sensible style and combed. No streaks, bleaching, or hair-tinting is permitted and any decisions regarding suitability is made by the School Leadership Team.

Cleanliness and grooming standards are expected to be maintained at all times.

BOYS UNIFORM	GIRLS UNIFORM
• Unisex Green Button Shirt (with pocket badge) • Grey shorts • Maroon windcheater • Black lace-up leather shoes or brown sandals • Grey school socks (above ankles) • School hat *Optional during Term 2 & 3* *Grey school pants may be worn by boys instead of the grey school shorts.	• Uniform dress (zip front) • Green Skort and Unisex Green Button Shirt • Maroon, black, green or white ribbons/scrunchies • Maroon windcheater • Black lace-up leather shoes, Mary Jane school shoes or brown sandals • White school socks (above ankles) • School hat *Optional during Term 2 & 3* *Black school tights may be worn by girls beneath their School dress instead of the white socks. Please note socks and tights should not be worn together.

SPORTS UNIFORM FOR BOYS & GIRLS

- Green school polo shirt with maroon trim
- Black School shorts
- White socks (above ankles)
- Sports shoes are to be predominately white or black or a mixture of both colours

Optional during Term 2 & 3
Black tracksuit pants instead of black school shorts.

Sport Uniform

Sports uniform is only to be worn on specified Sport Days.

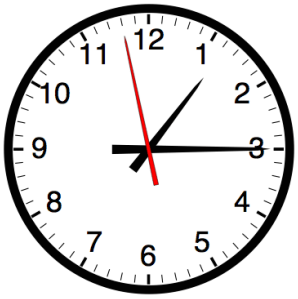
Kindergarten and Pre Primary wear the sport uniform daily and are allowed velcro straps instead of laces.

Labelling

All items brought to school should have your child's name printed clearly on them, including clothing and bags.

ST PAUL'S PRIMARY IS A 'SUN SMART' SCHOOL

SCHOOL HOURS



SCHOOL HOURS

- 8:15am to 10:20am
- Morning Recess (10:20am to 10:35am)
- 10:40am to 12:35pm
- Lunch (12:35pm to 1:15pm)
- 1:15pm to 2:30pm

SUPERVISION

- Gates to the school are opened at 7.50 am and students are supervised in the courtyard from 7.50 am - 8.00 am. Children are not permitted on the school grounds before 7.50 am as they are not supervised before this time. Please do not leave your child unattended before school.
- Supervision within the classroom commences at 8.00am
- Children will also be supervised by teachers at morning recess, lunch, and after school until 2.45 pm.
- Kindergarten and Pre Primary students must be escorted into the classroom by a parent or guardian and collected at the end of the day from the classroom teacher.

Teachers on bus duty remain until all children have boarded their buses and all buses have departed.

BEFORE AND AFTER SCHOOL CARE

- For parents requiring care for students outside of our normal supervision times, the school operates its own Outside of School Hours (OSHC) facility. Before school care is available from 6.30 am and after school care is available until 6.00 pm.

ARRIVAL & DEPARTURE

- Children should arrive punctually at school for the commencement of the day.
- Any child leaving the school grounds during the day must be signed in or out at the school front office.
- Parents who wish to take their child or children from the school before the official conclusion of the day must inform the teacher at the commencement of the day in writing and they must be signed out at the office.
- Only the parent or legal guardian/carer may remove their child from school. If there is any reason for someone other than the legal guardian to take a child from the school a written note must be given to the teacher from the legal guardian/carer.
- If a student is late to school (ie. arriving after 8:15am), the parent must sign their child/ren in through the Front Office personally, and a Transit Card will be given to them to pass on to the classroom teacher.

ABSENTEEISM

For safety and legal reasons, parents are asked to comply with the following:

- If a student is to be absent, please notify the school by 8:30 am on that day. Notification is also needed for dental, medical and other appointments. Notes should be signed, dated and sent to the classroom teacher. Emails should contain the parents' full name.
- If a child is to be away for an extended period of time, the school must be notified in writing, preferably before the absence.
- When a child returns to school after being away, a signed, written explanation must be given to the teacher stating date(s) and reason for absence. Or if in email, full name used at the end.
- Children are not permitted to leave the school grounds during school hours without the written consent of the parents.

VISITORS DURING SCHOOL HOURS

During school hours all parents and visitors must report to the office to sign in and collect a visitor's pass.

OUTSIDE OF SCHOOL HOURS CARE (OSHC)

St Paul's Primary School operates its own Outside of School Hours Care for children requiring care before school 6.30 am – 8.00 am and after school 2.20 pm – 6.00 pm.

Enrolment applications are available on the School Website.

HOMEWORK

Homework will be given to the children by the class teacher on a regular basis.

By setting homework we aim to:

a) Keep parents informed of their child's progress.
b) Consolidate and practise skills and concepts taught.
c) Develop a routine that enhances a positive attitude towards learning.
d) Encourage parent/child communication about school/education.
e) Develop independence and organisation.

Maximum Recommended Times:

Year Level	Nightly	Weekly
Year One	10 min	40 min
Year Two	15 min	60 min
Year Three	20 min	80 min
Year Four	20 min	80 min
Year Five	30 min	120 min
Year Six	30 min	120 min

Incomplete homework must be accompanied by a parent note explaining why.

For students in Years 4-6, incomplete homework without an explanation may need to be completed during lunch time. Teachers will advise parents when homework has not been completed.

Each child has different needs. Should a student be having difficulty completing homework or it is taking longer than the recommended guidelines please stop and make a time to see the class teacher.

Homework may include:

Pre Primary
Optional books with guiding questions are provided for parents to read with their children

Yr 1-Yr 3
A levelled reader that children can read independently
Practise of reading and writing sight words
Spelling activities / phonological awareness
Maths

Yr 4-6
A levelled reader that children can read independently
Practise of reading and writing sight words
Spelling activities / phonological awareness
Maths
Research

Further information is available on our Homework Policy on the School's Website.

EARLY CHILDHOOD EDUCATION

KINDERGARTEN
SCHOOL HOURS

GROUP 1
Monday, Tuesday & Wednesday (odd weeks) - 8:15am – 2:20pm (Doors open 8.00 am)

GROUP 2
Wednesday (even weeks) Thursday, Friday - 8:15am – 2:20pm (Doors open 8.00 am)

Children can be enrolled in the Kindergarten program if they turn four between 1st July and 30th June.

To help settle the children as quickly as possible and to develop independence right from the beginning, parents are asked to allow their child to enter the Kindergarten ahead of them. Parents are requested to escort their children to the Kindy Centre between 8:00am and 8:15am, at which time Parents are encouraged to play and learn with their child.

Each child is to bring a healthy morning tea, lunch and one piece of fruit each day to be shared at Crunch n Sip time.

Please be prompt in picking up your child from each Kindergarten session.

More information is given out at the Kindergarten Orientation and in the Kindergarten Information Pack.

PRE PRIMARY
SCHOOL HOURS

8:15am – 2:30pm (Doors open at 8.00 am)

- Each child is required to bring one piece of fruit each day
  (feel free to substitute with sultanas, carrots, cheese etc. - anything nutritious).
- School hat for outside play.
- School bag and Library bag.
- News days are as stipulated on a roster.
- Please clearly mark names on everything, especially hats, jumpers, bags and water bottles.
- Please shut gate behind you.
- Children attend five full day classes Monday to Friday.
- Children are required to wear a school sports uniform each day.
- Parents are requested to escort their children to the Pre Primary Centre between 8:00am and 8:15am, at which time parents are encouraged to play and learn with their child until 8:15am.

KINDERGARTEN & PRE-PRIMARY SUPERVISION
Kindergarten and Pre Primary students must be escorted into the classroom by a parent or guardian and collected at the end of the day from the classroom teacher.

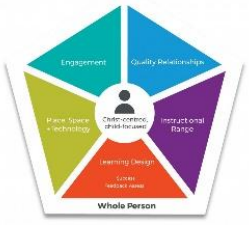
Children are restricted to the confines of the Early Childhood grounds.

They are supervised by Kindergarten and Pre-Primary Staff and other Staff members.

Play equipment is only to be used when supervised by a teacher. Please do not allow your child to play on equipment before or after school. Thank you for your co-operation in this matter.

SCHOOL – VISION FOR LEARNING

ST PAUL'S PI



Relationships

Early Childhood	Middle to Late Childhood
Within Early Childhood, social and emotional development is emphasised so that children build strong relationships with families and communities. Students work with others and develop a strong sense of self.	Having developed quality relationships in Early Childhood, students are provided opportunities to investigate and explore social and cultural diversity, negotiating these relationships in their expanding world.

Instructional Range

Early Childhood	Middle to Late Childhood
Encompasses the teacher being an ongoing learner, reflective practitioner, who uses current research to communicate the learning strategies and skills to the students. Teachers differentiate, being agile and responsive to the needs and interests of students.	The teacher acts as the facilitator to challenge students to be agents of their own learning. This builds independence and allows students to use the skills developed in the Early Years, to activate their own learning using independent, group and collaborative learning strategies.

Learning Design

Early Childhood	Middle to Late Childhood
Teachers plan using the WA Curriculum and Early Years Learning Framework, incorporating the child's interests into the learning cycle (Plan, Teach, Assess, Feedback) to implement a variety of strategies such as structured and unstructured play experiences in both indoor and outdoor settings that incorporate a variety of senses. Learning experiences build upon each child's current understandings, skills, values and experiences, whether intentional or incidental.	Teachers plan to cater for each child's learning needs to ensure every child experiences success, regardless of their academic ability, for their further extension and growth. Feedback is given in a timely and valid manner.

Place, Space & Technology

Early Childhood	Middle to Late Childhood
Students have a personal connection with their learning environment, fostering a sense of belonging. Learning environments ignite curiosity and promote agency, flexibility, risk taking and creativity. Technology is a tool used to enhance learning.	A strong sense of self is developed and enhanced through collaborative practices where student voice is encouraged and valued. Students have access to organised physical and virtual spaces to learn in an equitable environment. Students become digitally literate as they select and use a range of devices and digital resources as respectful, responsible, global citizens.

Engagement

Early Childhood	Middle to Late Childhood
We use the natural curiosity, passion and optimism of students to engage them in their emotional, behavioural and cognitive learning.	Students are given increased responsibility and choice; allowing for their curiosity and passion to drive engagement in a self-directed learning capacity.

RELIGIOUS EDUCATION & FAITH LIFE

Religious Education is the first learning area in Catholic schools. It enables young people to understand, explain and justify the Christian message as it is handed on by the Catholic church to those who follow Christ in today's world.

Through Religious Education, students are guided to study, research and learn what the Catholic Church teaches about the distinctive vision of how Christian people live. Students are also directed to a systematic and critical reflection of what it means to be a Catholic.

The Religious Education Program K-12 is compulsory for all years of schooling and is mandated by the Bishops of Western Australia. It contains both the process and content of what is to be taught in Religious Education. There is a prescribed time allocation for instruction of the Religious Education learning area. In the three and four-year-old program, raising religious awareness is a natural part of the learning experience. A student in Pre-Primary and Year 1 will receive a minimum of 15 minutes Religious Education per day and then up to 30 minutes per day for other Primary years.

Children are actively involved in regular Prayer Services and Masses which parents are always welcome to attend.

Sacramental Program Preparation – Reconciliation (for baptised children in Year 3 and above), Eucharist (for children in Year 4 and above) and Confirmation (for Year 6 and above) are seen as an integral part of the School program and are celebrated by the whole Parish Community.

Students are involved in raising money for the missions and other Catholic charities throughout the year as a way of teaching social justice and becoming even more aware of the needs of people locally and around the world.

Teachers of Religious Education are required to attend in-services and to complete the accreditation requirements which deepen and strengthen their own personal faith. Staff members endeavour to witness Christ in their daily lives and attend School and Parish Liturgical Celebrations.

CURRICULUM

At St Paul's Primary School learning is facilitated through a developmental approach that emphasises cooperative learning, inquiry and the utilisation of various technologies. We provide a relevant, comprehensive and varied curriculum to suit a wide range of student needs, interests and abilities.

EARLY YEARS LEARNING

St Paul's Primary Early Years Education program holds a strong play based learning philosophy whilst aiming to develop the whole child. Staff ensure play activities provide opportunities for children to engage, explore, experiment and express themselves in a safe, supportive environment in order to make connections with their real life experiences and interests. The National Quality Framework is currently being implemented alongside the Early Years Learning Framework and the Australian Curriculum (Pre Primary to Year 2).

THE WEST AUSTRALIAN CURRICULUM

Staff at St Paul's Primary use the West Australian Curriculum to plan and provide a rich learning environment for all students. Our vision is To Educate Children for Life and learning experiences and opportunities are structured to allow all children to learn at their own level and to their full potential. Excellent access to information technologies allows teachers to provide children with diverse learning experiences that are holistic, relevant and student centred.
Our specialist areas are Music, Physical Education, Science and Technologies.
Children also learn Mandarin as a second language via the online Chinese Language Program.

ABORIGINAL EDUCATION

We employ a part-time Aboriginal Education Assistant who support students and families with their personal and educational needs. All staff work together in bringing to life the Aboriginal Education Plan of the School.

ENGLISH LEARNING AREA

Literacy learning is seen as holistic; each mode of literacy - reading, writing, speaking, listening, and viewing - supports and enhances overall language development in all subject areas. Literacy learning takes place through interaction in meaningful activities. Staff strive to continue to improve literacy skills of our students with a focus on Literacy Dedicated Time and differentiated instruction. Targeted assessment informs instructional teaching, learning activities and focus areas. Support and planning for individual student needs is a focus that will assist in catering for the needs of all our students.

MATHEMATICS LEARNING AREA

In Mathematics, students learn to use ideas about Number and Algebra, Measurement and Geometry and Statistics and Probability. Mathematics assists learning across the curriculum. Students manipulate concrete materials in order to develop understandings. A hands on approach to Numeracy Dedicated Time is included.

INFORMATION COMMUNICATION AND TECHNOLOGY

For both teachers and students, integration and utilisation of the technology in the school is a focus to assist in broadening the student's and staff's learning experiences and knowledge in the technological world we live and learn in.

RESOURCES

The school has wireless internet access in each classroom and in the Library. Students have supervised access to the Internet to assist with research and communication skills on laptops and iPads.
Our well-resourced School Library operates in order to provide for the literature needs of students and be a central resource for learning - especially the inquiry method. We have a variety of resources in all Learning Areas that are utilised to support teachers in their teaching and students in their learning.

INCURSIONS/EXCURSIONS/CAMPS

To enhance and consolidate learning experiences, students participate in incursions and excursions, as well as a School Camp for Year 5 and Year 6 students.

ASSESSMENT

Children are continually assessed and evaluated in all learning areas. On-going assessment assists teachers' planning and programming and specifies any necessary required differentiation.

Standardised Tests in Reading, Spelling and Mathematics are part of the Assessment Schedule throughout the year.

Throughout a learning unit, a student is assessed via one or more of these methods, depending on the type of skill, knowledge or attitude being evaluated.

- Observation
- Teacher prepared oral or written tests
- Criterion reference test
- Work samples
- Individual / group presentation
- Self Evaluation by student
- Anecdotal observations by teacher

- NAPLAN - National Assessment Program Literacy and Numeracy Year 3 & Year 5.
- Bishops' Religious Literacy Assessment Year 3 & Year 5.
- Online Entry Assessment in Pre Primary

REPORTING

PARENT INTERVIEWS

Interviews for parent / teacher discussions on student progress occur at the end of Term 1. The exchange of information in these discussions allows the school and home to confer, to determine, "How we are doing", "How can we do better?" so that individual student goals can be continually adjusted.

Interviews will occur more regularly if your child is working from an Individualised Education Plan or an Adjusted Education Plan.

WRITTEN

A formal report is issued at the end of Term 2 and 4 for students in Pre-Primary to Year 6. This report includes the teacher's evaluation of the child's achievements and development over the year. This report is designed to confirm the information relayed to parents through the parent/teacher meetings, teacher/student discussions, daily work and portfolio. Our reports are produced digitally through the parent portal known as ENGAGE.

WORK SAMPLES

These are available each term to all parents.

PASTORAL CARE

St Paul's Primary School places a strong emphasis on the Christian Pastoral Care of individual students, parents, families and staff - Christ being the cornerstone of our Pastoral Care System within the School.

Pastoral Care is the concern of all involved in Catholic education. Every aspect of the school's educational ministry needs to be infused by the Church's understanding of what it means to be a community of believers. Pastoral Care cannot be confined to organisational or curriculum areas. St Paul's Pastoral Care Policy articulates specific ways that pastorally will assist in developing the potential of each member in the school community such that all feel nurtured, safe, supported and educated.

Parents (and guardians or carers) are the first educators of their children and the role of the Catholic school is to assist in their education. Each school should appreciate the circumstances of its own community and apply the appropriate resources to meet pastoral needs within a shared vision of a positive and inclusive school.

Children are encouraged to see themselves as valued and respected members of their class and school community. A sense of caring concern and responsibility towards others is fostered in all children.

Staff members are on hand to assist children with solving difficulties and problems they may encounter on a day to day basis.

The School Administration Team (Principal/Assistant Principal) together with the Parish Priest are available to discuss problems or to give advice. Parents, staff members or students themselves may initiate an appointment time.

BEHAVIOUR

St Paul's is a positive Catholic community where Jesus Christ is the centre of our mission. The individual person is celebrated and accepted for the gifts they bring to our community. Everyone is given the opportunity to succeed in a respectful and safe environment that promotes effective teaching and learning. People are prepared to walk the extra mile in partnership with staff, students and families.

Our school uses a restorative approach to all incidences of behaviour to ensure that relationships are restored and maintained.

U R STRONG

The school uses the U R Strong Program to enhance the social and emotional well-being of all students by developing friendship skills. Students are taught how to make and maintain friendships. Students are also taught appropriate conflict management skills as well as standing up to bullying behaviour in a safe and respectful way.

SCHOOL RULES @ ST PAULS PRIMARY SCHOOL

- RESPECT Ourselves, RESPECT Others, RESPECT Our Property.

RESPECT		
RESPECT Ourselves	RESPECT Others	RESPECT Property
1. Achieve your best 2. Wear your uniform correctly 3. Be on time with everything you need 4. Act safely	1. Follow the directions of the teacher 2. Respect others right to learn 3. Use your words and actions to take care of each other 4. Take turns to listen and speak	1. Seek permission to borrow and return equipment 2. Use equipment safely and responsibly 3. Clean up after yourself 4. Return and take care of other people's property

NAGLE CORE VALUES

We explicitly teach how to maintain our NAGLE Core Values into our every day lives. (see page 5 for our NAGLE Core Values)

BEHAVIOUR MANAGEMENT POLICY
Please see the policy on our website.

BULLYING
Please see the policy on our website.

A to Z at ST PAUL'S PRIMARY SCHOOL

ACCIDENTS
Should your child be involved in an accident at school which warrants medical attention parents or the nominated emergency contact person will be contacted at home or work. In the event that immediate attention is required, a staff member will access the appropriate medical support and have the parent or guardian contacted as soon as possible. It is school policy that a parent/guardian is contacted if students experience pain related to their head, eyes, teeth, neck or spine, even if no apparent injury has been sustained.

Students are treated by a staff member with qualifications suitable for First Aid within an Education and Care Environment.

ADMINISTRATION OF MEDICATION
Parents are requested to administer any medications required by their child/children before or after school. Where medication needs to be given during a school day, parents are asked to keep their child at home or come to the school and administer the medication personally.

In circumstances where neither of these options are possible, the class teacher or office staff will administer the medication. However, this will only be done if a school medication request form is completed. Alternatively, a signed formal letter of permission stating the name of the medication, the amount to be administered and the time the medication is to be administered should accompany the child. The teachers, with the administration team, reserve the right to refuse to administer medication where they agree it is beyond their expertise or duty of care.

ALLERGIES & ANAPHYLAXIS
We have a number of children with a life threatening allergies in the school. St Paul's School is an allergy aware school. Minimising the allergen is one strategy that is implemented to reduce the risk of anaphylaxis. We ask all families to be considerate of those who have to manage allergies.

Parents are asked not to send nut products to school with their children.

ASSEMBLIES
During the Term, Assemblies are held on Friday mornings at 8:30am. They will include prayers and a presentation of school work and class items of interest and will be presented by the children.

Assemblies provide Parents/Carers with the opportunity to see children's work and become familiar with the types of activities children are involved with in the classroom.

Certificates will be presented to children from each class to reinforce positive behaviour and for specific reasons chosen by the class or specialist teacher. These will be presented at each assembly on Fridays. We also give out Nagle awards twice per term to recipients from each class, from Pre-Primary to Year 6.

Parents/Carers are welcome and encouraged to attend School Assemblies. Dates will be published in the School Newsletter and Term Planner.

BICYCLES
Children riding bicycles to school are expected to know and obey traffic regulations and to wear a bike helmet. Bicycles are not to be ridden in the school grounds. It is recommended that children under the age of ten not be permitted to ride to school on their own, as they do not have the necessary peripheral vision before this age, or the ability to process multiple traffic hazards adequately to do so safely.
It is a requirement of the school that all bikes are locked to the bike racks – please note it is the student's responsibility to ensure that this is done.

BOOK CLUB
Book Club is available to students each term. Orders are to be placed through the classrooms.

BUS TRANSPORTATION - TRAVEL

Students travelling by bus are expected to be seated and to obey the bus driver's instructions.
The bus company can refuse to transport students who misbehave on the bus or while waiting for the bus.

CANTEEN

The school canteen operates on Thursday and Friday for recess and lunch time and is available to all students. The preferred method of ordering is through the online ordering facility QuickCliq.

Orders must be placed before the start of each school day. The canteen staff work very hard to ensure that a nutritious and tasty menu is on offer.

The canteen relies on parent helpers and would be pleased to hear from any parents who are able to assist. Information about the menu and the parent roster will be available at the beginning of the year.

CAR PARK

The safety of all our students and community members is paramount. The rules and procedures exist for the safety of all our children, not convenience. Please ensure you leave plenty of time in your daily schedule around school drop off and pick up times. Extra caution and patience is required during this time.

Your co-operation with the school regarding the use of our car parks is greatly appreciated.

Parking is available for our families in the carparks found on either Wellard or Padbury Way. Whilst there are not enough car bays for each family to be accommodated at the same time, by following the procedures car bays do become available over the 15 minute drop off and pick up period.

The speed limit in all school car parks is 8 km/h.

Always reverse park. If parking on the street, please adhere to no standing signs and all road rules.

Students are always to be escorted by an adult when walking through the car park.

Where available, use the cross walk and foot paths.

Families should adhere to all road and traffic laws.

Kindergarten and Pre Primary Children are the only grades required to be collected from the classroom door. Therefore priority for the bays in both car parks must be given to these families first.

Year 1 – 6 students may use the Drop Off and Pick Up Lane located in the Padbury Way Car Park.

- Enter the School Drop Off/Pick Up Lane via Padbury Way – Entry only;
- Display your family name through the window of the car, so teachers on duty can alert your child to your arrival;
- After school, the Pick Up Lane can only commence moving after the 2.30 pm School Bell. Please do not queue earlier than this. Failure to do this will cause traffic to queue back to Padbury Way and create a hazard for local traffic as well as parents wishing to enter the car park to park;
- If your child is not ready for you, you may be asked to park to keep the traffic flowing;
- Please drive forward as far as possible;
- During peak times it is appreciated if cars can turn left when exiting onto Padbury Way.
- Supervision is available until 2.45 pm. The car park is very busy at 2.30 pm, mostly with parents collecting younger children. If you have an older child and you are able to, please aim to arrive between 2.35 – 2.45 pm – there is much less traffic then.

COMMUNICATION WITH PARENTS

It is essential that channels of communication are established and maintained between the school and parents. In this way students and teachers are supported in their efforts in the classroom.

Avenues of communication within the school include:

- **The Weekly School Newsletter** – Available on the School Website and School FaceBook Page.
  Parents are notified via email every Friday when the next newsletter is available. Please ensure that your email address is forwarded to the Office.

- **St Paul's School Facebook Page** – Families can keep up to date with recent news by following us at St Paul's Primary School Karratha.

- **Email –** Please ensure your email address is kept up to date as the school and class teachers use email as the preferred method to distribute notices. Please ensure you check your account at least once a week.

- **SMS –** Please ensure your mobile phone number is kept up to date as urgent messages are sent via SMS.

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- **Parent / Teacher Meetings –** Parent Interviews on student progress occur at the end of Term 1 & and as required. Please make an appointment with your child's teacher to discuss their progress and any concerns or issues that may arise.

- **Parent / Teacher Information Night**– Information is presented early in the new school year to explain the year's program and expectations of each class.

CYCLONE

Cyclone Watch/Warning:

Children to attend school as normal.

During a cyclone all information relevant to St Paul's School is sent to parents via SHORT MESSAGE SERVICE. Please ensure you keep your mobile details up to date.

All information and updated reports relating to warnings and school closures **ARE ISSUED ON THE RADIO.** Please keep yourself informed and limit phone calls to the office during this time.

Blue Alert

The school will usually remain open.
If a Yellow Alert is likely to be declared at some time during the school day *the school will not open, children remain at home.*

If the school is to close, this information will be broadcast between 6.30pm and 6.45pm, and between 6.30am and 6.45am on:

- ABC Radio 6KP 9183 5011
- Spirit Radio 6KA 9144 4333

The closure advice will be repeated each morning until the decision to re-open the school is made.

School buses may be affected at this stage. Any change to the bus operation will be given on the radio at the above times.

All information and updated reports relating to warnings and school closures **ARE ISSUED ON THE RADIO.** Please keep yourself informed.

Yellow Alert

If a Yellow Alert is declared during a school day, the following will occur:

Yellow Alert before 12:00: – students must be picked up immediately from their classroom. The school will close at lunch time (12.40pm). Students will not be sent home until instructions are received from parents.

Yellow alert after 12:00: – students can be picked up immediately from their classroom. The school will close at the usual time. Students will not be sent home until instructions are received from parents.

Yellow alert after 14:00: - If a Yellow Alert is called at or after 2.00pm schools will generally be closed the following day. Please continue to listen to the radio to receive information as to when schools will open.

The above does not preclude immediate closure in extenuating circumstances and if deemed necessary by the Cyclone Committee.

Red Alert
School will remain closed during a Red Alert.
In the event that a Red Alert is proclaimed after 2.00pm, schools will remain closed the following day.
In the event that a Red Alert is proclaimed after 2.00pm but subsequently cancelled, the Regional Executive Director in consultation with the Cyclone Committee has the discretion to ensure that schools open the following day.

AFTER THE CYCLONE

If a Red Alert is called after 2.00pm schools will generally be closed the following day to allow for assessment and repair of serious damage. Please continue to listen to the radio to receive information as to when schools will open.

Please keep yourself informed via the radio, until all threat from the cyclone is past.

DENTAL CARE

A dental clinic is situated at Karratha Primary School and caters for all children up to Year 6. Forms will be distributed to all parents. Parents are requested to direct enquiries and enrolments to the Dental Clinic – Phone: 9143 1666.

EXCURSIONS AND CAMPS

Camps and excursions enable children to broaden their educational development through experiences outside of the School structures. Camp takes place in Year 6. The camp extends for a period of several days to a full week. St Paul's Primary School has a specific Camp Policy that is available to parents.

Wherever practical, teachers may include day excursions in their programmes. These are held to provide a practical means of satisfying the educational curriculum and to provide the children with an opportunity for social growth. Excursion notes will be sent home by the class teacher stating all details and asking parent's permission to take their children outside the school grounds. The teacher will require a signed return form from the parent or guardian before the excursion date. No child will be barred because of financial considerations. In such cases, arrangements can be made with the Principal.

Parents may be asked to assist with the supervision of children on some excursions.

Parents and Friends of St Paul's (P&F)

The role of the P&F is to express the commitment of parents to the school. They become effectively involved by-

a) Maintaining the school environment and upgrading equipment and resources.
b) Providing opportunities for parents to socialise with the school community.
c) Working closely with the leadership of the school to achieve goals.
d) Assisting to ensure that there is a high level of interaction between the home, school, parents and teachers.

P&F consists of the office bearers and a committee of volunteer parents and friends. A parent/guardian of a child attending the school, or any person who supports the objectives of the Association is admitted as a member. It offers a forum for collaboration between parents, teachers and the leadership of the school.

The P&F meet once a month. The date, time and venue for these meetings are advertised in the School Newsletter. All families are encouraged to have a representative regularly attend meetings as the effort of this organisation affects all children.

HEAD LICE

Most schools suffer from periodic outbreaks of head lice. Parents are asked to routinely check their children's hair. Children with head lice must not attend school until the hair has been treated. It is important hair is also checked and eggs removed over the next 7-10 days to prevent re-infestation.

Where lice can be seen moving through your child's hair at school, we will call you to collect your child to commence treatment. Other class members will take home a note to request parents to check their children's hair for head lice.

IMMUNISATION

It is important for parents to ensure that their children are immunised against certain childhood diseases according to regulations set down by the Health Department of Western Australia. Further enquiries may be made by contacting the Public Health Division of the Health Department of Western Australia or through the School Office.
The school will require a copy of your child/children's Immunisation History Statement. A history statement is available via your MyGov account.

INFECTIOUS DISEASES

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 that sick children have fully recovered before sending them back to school. Written notes should be sent to school immediately after any absence.

The following gives a resume of the more common infectious diseases and the exclusion times that are required. For a more complete list consult the Department of Health Handbook, "Communicable Disease Guidelines".

1: Head Lice: Exclude from school/re-admit after treatment and combing out of eggs.
2: Measles: Exclude from school/re-admit on doctor's advice.
3: Mumps: Exclude from school/re-admit on doctor's advice.
4: Chicken Pox: Exclude from school/re-admit on doctor's advice.
5: Ringworm: Exclude from school/re-admit on doctor's advice.
6: Conjunctivitis: Exclude from school until discharge from eyes has ceased.
7: Impetigo (school sores) : Exclude from school for 24 hours after antibiotic treatment commenced.
8: All others are on advice from your doctor and a medical certificate.

If your child has been physical ill, please keep them from school until 24 hours after the last incident.

Minor injuries or illness during the day are normally attended to at the school.
In more serious emergencies, every endeavour is made to contact the parents to arrange for the child to be collected from the school. In extreme emergencies, the child may be taken to a doctor or hospital before parents are notified.

LIBRARY

Our school has a well-resourced library with the collection being regularly updated with new and exciting books to borrow. The library is for everyone, and we encourage everyone to use it.

Each student from Kindy to Year Six is allocated a library class time slot each week to borrow resources from the library. Students are also able to access the library at lunchtime under teacher supervision and are welcome to return books before and after school.

All students must have a library bag in which to store and protect their books. A waterproof bag is a good idea to protect books from leaky drink bottles and lunch boxes. Students must have a library bag to borrow books.

Students with overdue books will be reminded with an overdue notice and will be unable to borrow until they have returned their books. Failure to return books will result in an invoice requesting payment for replacement of the missing item. An invoice may also be issued for items that are damaged or destroyed.

Books that are kept in good condition may be used by everyone for years. By learning and following rules, everyone benefits and this is what helps in making our library great!

MASSES AND PRAYER SERVICES

All classes from Pre-Primary to Year 6 students participate in Whole School Masses throughout the year to celebrate special Feast Days and Masses that we celebrate as a Whole School Community.
The Year 4 to Year 6 students also participate in Class Masses and our Pre-Primary to Year 3 students participate in Class Liturgies throughout the year.

We also celebrate the Sacraments of Reconciliation, First Eucharist and Confirmation as part of the Parish community.

MEDICAL

On enrolment at St Paul's Catholic Primary School, parents are requested to provide information on any known medical condition which may affect their child at school, eg. anaphylaxis, asthma, diabetes, epilepsy, heart conditions, physical disabilities etc. St Paul's Primary School is a Sun Smart and Asthma Friendly School and operates under these guidelines.

Each year, parents are asked to review and update this medical information with their GP or Specialist and supply the office with updated information.

MONIES

Parents are asked to place any money given to the school in a separate envelope stating; name, total and reason for money being given (e.g. School Fees, Raffles etc.) It is preferable for families to use direct deposit facilities rather than cash in person.

OUTSIDE OF SCHOOL HOURS CARE (OSHC/Before or After School Care)

For parents requiring care for students outside of our normal supervision times, the school operates its own Outside of School Hours (OSHC) facility on site. Before school care is available from 6 am and after school care is available until 6.00 pm.

Further details are available by contacting Child Campus on admin@childcampus.com.au or 0466 693 040.

PARENT INVOLVEMENT

Parents are the prime educators in the child's life. The school is the supporter in this family role. Parents and our school will share the responsibility of bringing up their children as Christians.

It is essential for parents and teachers to cooperate in the education of the child. Parents may assist in the educational programme by displaying an interest in their child's activities at school and are encouraged to volunteer their skills and time when the need may arise.

It is the responsibility of parents to provide a supportive environment for the school within the home. This involves preparing the child for school each day, ensuring that the child is properly equipped and punctual, fostering pride in the school and upholding ideals.

PARISH PRIEST

The Parish Priest has an important role to play in the pastoral care program and Religious Education program of the school. Staff and the Parish Priest will work together in developing the Sacramental Program that will be of most benefit to the children participating.
The Parish Priest is an ex-officio member of the School Board.

Parish Office Contact Number: 9185 1443
Weekend Mass Times:

St Paul's, Karratha – Saturday 6.00 pm, Sunday 9.00 am
St Peter's, Dampier – Sunday 7.30 am
Our Lady of the Pilbara, Wickham – Saturday 4.00 pm

SCHOOL ADVISORY COUNNCIL

The School Advisory Council plays an important part in the operation of the school and the general management of the school's resources and finances. The Council is constituted to assist the school to fulfil its educational responsibilities and to support the Principal, Staff and School Community in achieving the visions and goals of St Paul's Primary School. The functions of the Council include:

a) Planning for the present and future operation of the school.
b) The management of finances associated with the school.
c) Advising the Principal with respect to school policy that has financial implications.

Members are elected to the Council at the AGM of the Council and membership is for a period of two years. People may be appointed to the Council for a one year term, if this is considered necessary or desirable by the other Council members.

SCHOOL NURSE

A Community Nurse visits the school regularly each year as part of the state's Public Health Program.

SCHOOL OFFICE

The Secretary is available each day (Monday to Friday) between the hours of 7.30 am and 3.00 pm.

It is essential that for communication purposes, the Secretary has up-to-date information and a definite emergency number. ***Parents are asked to notify the Secretary regarding change of address, phone numbers, emergency number, email address etc.***

SPORT

Class Sport Lessons are held weekly. On these days the sports uniform (as per uniform details) must be worn.

Each student is placed in a faction upon enrolment. Students of the same immediate family are placed into the same faction.

SWIMMING LESSONS

Swimming lessons, when conducted, are compulsory for all students in Pre-Primary to Year 6. Exemptions require a note from parents. Usually lessons are conducted during a term over a fortnight, once per year.

ST PAUL'S PRIMARY SCHOOL SONG

There is a place, where we can grow
There is a place, a school we know
It is our school, our Pilbara jewel
It's St Paul's Primary

Where friends can meet and they can play
We celebrate our community
Where learning's fun in our city's sun
It's St Paul's Primary

Chorus
St Paul's Primary, we stand strong
St Paul's Primary, guard the truth
St Paul's Primary, where we belong
St Paul's Primary, our favourite school

Truth and wisdom, love and peace
Jesus in everyone we meet
He is our guide, He keeps us strong
At St Paul's Primary

In our colours maroon and green
Doing our best, we can be seen
Exploring and working as a team
At St Paul's Primary

St Paul's Primary, we stand strong
St Paul's Primary, guard the truth
St Paul's Primary, where we belong
St Paul's Primary, our favourite school

St Paul's Primary, we stand strong
St Paul's Primary, guard the truth
St Paul's Primary, where we belong
St Paul's Primary, our favourite school

St Paul's Primary, where we belong
St Paul's Primary, our Pilbara Jewel