



*St Cecilia's Catholic Primary School*

*Parent  
Information  
Booklet  
2016*

*Faith Family Friendship*

# WELCOME TO

*St Cecilia's Catholic  
Primary School*

St Cecilia's is a single stream, co-educational, Catholic Primary School, catering for students from Kindergarten to Year Six.

St Cecilia's is a faith sharing community with close links to the Parish. The Parish coordinates the Sacramental Programme in close liaison with the school. Annually students complete Reconciliation in Year Three, First Communion in Year Four and Confirmation in Year Five and Year Six biennially.

At St Cecilia's we promote an atmosphere of openness and mutual respect where children feel secure in developing to their full potential. As Principal, my number one priority is the happiness and safety of every child. Children who are feeling happy and safe are receptive learners. There is a saying that, 'It takes a village to raise a child'. In essence, this means that the development of each child is the responsibility of every community member. As children grow and learn more about their world, they will be influenced by many people, who will have an impact on their decisions and attitudes towards themselves and to the world. Teachers and parents, the peer group and the community all contribute to the progress children make in their learning.

Peter Allen  
PRINCIPAL

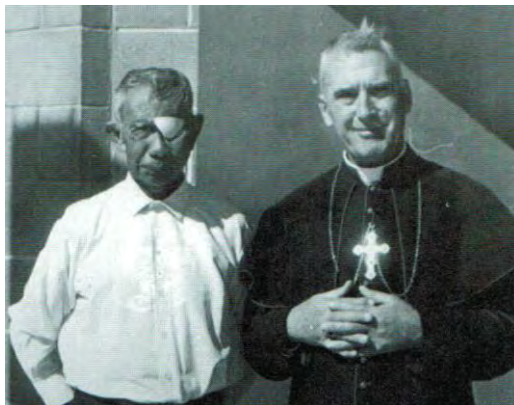
## **VISION STATEMENT**

St Cecilia's Catholic Primary School is a multi-cultural Catholic School where staff, parents and students strive to provide a secure environment concerned with the spiritual, moral, social, emotional and intellectual development of each person. We endeavour to create an atmosphere of openness, mutual respect and loyalty within the school community.

## History of St Cecilia's Catholic Primary School

During World War Two and with the threat of bombing to the North West, the education department closed the Port Hedland State School. A large number of women and children were relocated inland to Marble Bar. However, some families remained. Many of these were Aboriginal families and they needed a school.

The Clarke, Dann, Pianta, Murphy and Kelly families in particular, lobbied intensely for a school. This gave Father Edward Bryan the perfect opportunity to send out a call to the teaching orders. He appealed to the Dominican Sisters and to the Presentation Sisters in Geraldton. He finally got a positive response from the Northampton Presentation Sisters.



*Lawrence ('Pop') Clarke, who was instrumental in having a Catholic school established in Hedland, with Bishop Alfred Gummer.  
HEDLAND VOICES*

Mother Kevin Costello, Sister Carmel Mathews and Sister Concepta Canty began to make preparations for their journey. They had only ever worn black habits, but it was decided white would be a better colour. Not only was the white material hard to find, but as it was war time, ration coupons had to be produced. Some of local Sisters of St John's, generously gave their own coupons to the sisters to enable them to purchase the organdie which was used.

*'We had been advised to wear white habits instead of black, and we had problems keeping the habits white with all the dust. The old laundry we used to scrub our clothes in is still there. So are the trees where we used to hang waterbags for the children to have a drink.'*

*- Sister Alacoque HEDLAND VOICES*



*The Presentation Sisters.*

The Sisters had to wait for permission from army officials before they could travel north. They finally received word on the 7<sup>th</sup> of July in 1942, that they could begin their journey.

They were driven to Geraldton by Father Gallagher and spent the night at the convent. The next day they were flown to Onslow. The Carnarvon Sisters brought them refreshments, as back then, nothing was served on planes. While they waited for the plane to be refuelled, they began to experience the heat.

They arrived in Port Hedland, on the 8<sup>th</sup> of July in 1942, and were greeted by a group of women at the CWA who had prepared an afternoon tea to welcome them. Among these ladies were Mrs Sutherland, Mrs Moseley and Mrs Meiklejohn.

The sisters worked tirelessly and the school was opened only five days later, on the 13<sup>th</sup> of July, on the veranda of the CWA. On the first day of school there were about 30 pupils, all but one were Aboriginal.

There was no electricity, running water, air conditioning or gas in those days.

*'They were three of the best prepared to beat the heat of the day for the sake of the children of God.'* - Sister Alacoque HEDLAND VOICES

The school had moved to larger premises, on the corner of Richardson and Wedge Street, by 1944. By 1948 the school had 40 students.

*On the left Sister Francis stands behind Sister Carmel, who, with Sister Kevin (right) and Sister Concepta, founded the school.*  
HEDLAND VOICES



In 1963 land on Sutherland Street was acquired by Father Harold Middleton. Building commenced and in 1966 the new school was opened.

*'I was involved in establishing the new church and school in Sutherland Street, starting in 1964. We had to fundraise for the new complex, so one of the things we did was make bricks ourselves in the old presbytery. We made 86,000 bricks in two months. I worked day and night, and was often helped by construction workers and townspeople. We had three machines to compact bricks, and an architect designed the building. When the school opened there were over fifty children and four nuns. Most of the children who started at the new school were Aboriginal, and many of their families originated at the Beagle Bay Mission, north of Broome.'* - Father Harold Middleton.  
HEDLAND VOICES



Father Harold Middleton with two St Cecilia's students outside the original school in the 1960s.  
HEDLAND VOICES



References:

HEDLAND VOICES A Visual and Oral Record Celebrating the First Hundred Years of the Town of Port Hedland 1896 - 1996 Edited by Anne Bloemen and Trish Parker

Early days in Hedland' as told by Mrs Lund (aged 94) on 30/07/1981

- South Hedland Public Library, Local History Section

In 2003, the construction of the current St Cecilia's School commenced. The old buildings built in the 1960s were progressively demolished, and the school we have today, began to take shape.

Today, St Cecilia's caters for over 270 students. It draws from the parishes of Port and South Hedland and the Priests of both Parishes are actively involved in the pastoral and spiritual dimension of the school.



St Cecilia's Catholic Primary School, today.

### OUR CREST AND MOTTO

St Cecilia's School Crest portrays the cross; it is central to our life, it shows that we follow Christ and learn about him. It is in front of the sun, which reflects the heat and warmth of the Pilbara.

Port Hedland is a deep water port and is especially important to the mining industry so we have included the sea and a ship being loaded. On the crest are the words Faith, Family and Friendship and these words sum up the atmosphere of our school.



## **ENROLMENT POLICY**

We enrol children according to the following policy:

1. Catholic students from the Parish with a Parish Priest Reference
2. Catholic students from outside the Parish with a Parish Priest reference
3. Other Catholic Students
4. Siblings of non-Catholic students
5. Non-Catholic students from other Christian Denominations
6. Other non-Catholic students

Aboriginal and Torres Strait Islander students shall be given enrolment preference wherever possible and practicable. The Principal may vary the above priorities to suit particular local circumstances prevailing at the time after prior consultation with the Director of Catholic Education and written confirmation of the outcome.

## **ENROLMENT PROCESS**

Enrolment to the school happens through an enrolment process.

We require an Application Form to be completed and submitted along with copies of:

- ❖ Child's Birth Certificate
- ❖ Baptism Record (any denomination)
- ❖ Immunisation Records
- ❖ A copy of at least the last two school reports (please provide ongoing reports while on the waiting list)
- ❖ A Parish Priest Reference form to be completed by your Parish Priest (if applicable)
- ❖ If born overseas we require a copy of Visa, Passports and/or Citizenship
- ❖ If both parents born overseas a copy of passports/visas/citizenship

Completing and lodging an application form does not guarantee an enrolment interview or a place at the school. Should a place become available we will contact you for an interview with the Principal and should the application be successful, an offer of enrolment is made to you.

- ❖ \$75 non-refundable enrolment fee is due per student on acceptance of position after an offer of enrolment is made to you.

## **GOALS**

We strive to:

- a) Foster student's faith in Christ so that they are able to become more like him.
- b) Develop students respect for themselves, others, their school and their environment.
- c) Develop the full potential of each student, academically, physically, spiritually, socially and emotionally.
- d) Foster parental involvement in spiritual, academic, sporting and social aspects of school life.
- e) Prepare students for their future life as responsible members of society.

## **CURRICULUM**

St Cecilia's Catholic Primary School is committed to providing a solid foundation of educational curriculum to our students. The implementation of the Australian Curriculum is a school priority. A strong emphasis is placed on the acquisition of Literacy and Numeracy skills in all year levels.

In 2012, our school adopted the Explicit Teaching Model in Literacy and Numeracy. We have designed an explicit planning document for staff to follow from K-6 focusing on the 'I do, We do, You do' model of explicit instruction.

We provide specialist education in a number of areas at St Cecilia's School - Library, Sport and Science and Technology.

## **ST CECILIA'S DISCIPLINE POLICY**

At St Cecilia's we expect a high standard of behaviour from all our students. As a staff we decided upon a programme of discipline that would be beneficial to our students. The Positive School Behaviour plan is designed to instill staff with the knowledge, the skills and the confidence to effectively manage students behaviour in a gentle but firm manner.

Its goal is to help create an environment at school that is functional and nurturing to everyone's needs. The program promotes the development of self control in students and encourages positive behaviours.

Students learn that all behaviours have consequences, be they positive or negative, and how to recognise when they need to alter their actions. The use of this program in school promotes continuity of behaviour management between classrooms and teachers and allows students to feel safe within these boundaries.

There are five rules that students are encouraged to follow and they are linked with respect for all individuals.

1. Speak, act and listen with respect
2. Hands, feet and objects to self
3. Wear the uniform correctly and with pride
4. Move thoughtfully
5. Respect your own, others' and the school's property

## **HOMEWORK**

Students from Years One to Six will have homework to complete, this is optional, but we hope that parents would encourage and assist students to complete homework each week. School diaries for Year Three to Year Six students should be used as a tool for recording homework tasks and parent signatures. Homework is expected to go home each Monday and returned to school on Friday mornings, weekly or fortnightly as set by the class teacher. Reading should be part of homework each night and a reading log should be kept and maintained throughout the year.

Time guidelines for homework:

- K-PP (Reading 15min each night only)
- 1-2 (10-20min)
- 3-4 (20-30min)
- 5-6 (30-45min)

## **RELIGIOUS EDUCATION**

Our Religious Education programme is based on the Perth Archdiocese Guidelines for Religious Education. This is a comprehensive programme that operates from Pre Primary to Year Six. This programme runs within a school environment that integrates faith, life and culture.

An important focus for our Religious Education programme will be the preparation of students for the Sacraments of Reconciliation (Year Three), Eucharist (Year Four) and Confirmation (Years Five and Six). Students not of the Catholic faith will participate in the preparation and then support their classmates when they receive the Sacraments. Students are expected to be part of all activities relating to Sacramental programmes.

## **PARISH PRIESTS**

Our parish priest at St Cecilia's Catholic Church Port Hedland is Father John Martin who will work with our school in the faith formation of our students, staff and parents. Fr John will celebrate Mass regularly with us as well as leading us in many liturgical celebrations throughout the year. Father John is available for pastoral guidance and is a wonderful support to our students, staff and parents. Contact number: 9173 1687

Through St John the Baptist Church in South Hedland we are indeed fortunate to have the Holy Spiritans to minister to our needs through the ministering of Father Tom Kessy who is the leader of the Spiritans with the support of Fr January Mkude. Contact number: 9172 1254



## **PASTORAL CARE**

Pastoral care at St Cecilia's Catholic Primary School includes the following:

- It has the individual as its focus
- It permeates all aspects of the curriculum
- It is exercised mutually by all members of the school community
- It promotes respect for the rights of every person. It recognises that effective teaching and learning requires a controlled atmosphere, a positive approach and a clear awareness of consequences for misbehaviour.

## **LIBRARY**

The computerised library has a comprehensive collection of non-fiction and fiction materials. The Library is open for students' use daily at lunchtime from Monday to Thursday.

Every student has access to the school library from Kindergarten onwards and may borrow a book to take home. Any books taken home must be placed inside a waterproof library bag and need to be looked after. The cost of replacing damaged or lost books will be met by parents. Please note your child's library day and ensure they have their library book and bag with them.

## **PARENTAL INVOLVEMENT**

In welcoming new parents to the school community, we hope that all parents will actively participate in various areas throughout the school. We encourage families to participate actively with the P&F Association and the St Cecilia's School Board and in all activities promoted through the school.

Parents are encouraged to attend our weekly assembly, athletic carnivals and all Masses, Liturgies and other school functions.

Parents are recognised as the prime educators of their children, therefore a common understanding between teachers, parents and students is encouraged.

## **COUNSELLING SUPPORT**

In consultation with parents and guardians, students can be referred to a Clinical Psychologist, Occupational and Speech Therapist, Physiotherapist, or if required, to a number of agencies providing family support. Our community nurse visits the school periodically throughout the year to do annual health check on Pre-Primary students and Puberty and Sexuality talks for Years Five and Six.

## **SCHOOL BOARD**

The School Board is an important institution at our School. The Board assists the Principal in the financial management of the School. Parents may consider membership on the School Board and if interested may contact the Principal.

## **PARENTS AND FRIENDS ASSOCIATION (P&F)**

St Cecilia's Catholic Primary School, Parents and Friends Association aims to:

- ❖ Foster cooperation and bring about harmonious relations among all members of the school community
- ❖ Assist in the development of school facilities
- ❖ Assist in the organisation of any functions organised in connection with the school
- ❖ Assist the Principal and Staff of the school in carrying out their functions

Membership is open to all parents of students attending the school and to any interested persons. Meetings are listed on the Term Planner and advised via the fortnightly Newsletter.

The P&F plays a vital role in our school and the meetings are always fun and enjoyable and most worthwhile.

## **COLLECTION NOTICE FOR PARENTS**

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health, and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child/ren from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, counsellors and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasion's information such as academic and sporting achievements, students activities, photographs and other news is published in School newsletters, magazines, newspapers and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Students may also seek access to personal

information about them. However there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.

9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

## **INTERVIEWS**

Parents/Guardians are encouraged to consult with classroom teachers should there be queries, problems, concerns about a student's progress or simply to seek information or clarify issues associated with the class or school. Often a single telephone call is all that is required. Should you require an interview, you may obtain an appropriate form from the office, or talk with the teacher and arrange an interview time. Early in the morning is often not a good time as teachers are trying to prepare for the day and would appreciate a separate time to be made later on in the day or week.

## **PARENT/GUARDIAN HELP ROSTER**

Parent/Guardian help enables us to provide a wider variety of activities, particularly in Kindergarten and Pre-Primary, help also enables you as a parent or guardian to interact with your child and the other children. Children love having you there! In Kindy and Pre Primary, we like each family to take at least two turns on the roster each term. However, anyone who can volunteer to help weekly or fortnightly is encouraged to do so. You may not bring a pre Kindy aged child with you unless you have made an arrangement with the class teacher, as children this age may distract you from your role as a parent helper.

Parent help includes:

- Supervising and assisting a group of students at an activity table, e.g. cutting, painting, gluing.
- Preparation of materials for use by students - usually art/craft cuttings.
- Tidying and maintaining cleanliness of art, kitchen and toilet areas while students are doing mat sessions with the teacher.
- Participation and input for themes and class discussions.

## **SCHOOL / FAMILY COMMUNICATION**

A Newsletter is posted on the schools website and available from the school office each fortnight on even week Thursdays during each term. This Newsletter contains information relating to current activities. These and other information can be found in our website: [www.stcecilia.wa.edu.au](http://www.stcecilia.wa.edu.au)

At the beginning of the school year, a formal evening meeting takes place between the class teacher and the parents. The purpose of this meeting is to outline the year's aims and activities. It is expected that all Parents attend.

During the year, formal Parent/Teacher interviews are held for Pre-Primary to Year Six. All Parents are expected to attend.

## **REPORTS**

At the end of Term Two and Term Four, formal written reports for each student in Pre-Primary to Six are sent home to the parents. Kindergarten reports are sent home at the end of the year.

## **TEST BOOKS**

Students in Years One to Six have test books. The aim of your child's test book is to provide you with information about your child's progress through assessment of samples of work from Literacy, Numeracy and Religious Education. Samples are entered into this document progressively throughout the year and should demonstrate your child's progress.

## **PORTFOLIOS**

Kindergarten portfolios are sent home to parents at the end of Term Two and Term Four. Portfolios are tools that enable student and teacher reflection. Reflecting on learning enables students to process ideas, learn from mistakes and to celebrate success. You are encouraged to read through the Portfolio with your child, asking questions, commenting and praising your child's efforts as well as sharing in the educational experiences. Your interest and enthusiasm has a significant impact on your child's attitude towards school.

## **PHYSICAL EDUCATION**

Physical Education is a compulsory part of our school curriculum and all students are expected to participate in the activities unless prevented from doing so for medical reasons and then a note is required.

Students must wear sports uniforms as required in the uniform policy.

Students attending interschool sports activities are required to wear their St Cecilia's sports uniform.

We ask that parents purchase the sports tops and pants from the St Cecilia's uniform shop only.



## EARLY CHILDHOOD EDUCATION

### *Kindergarten and Pre-Primary Classes*

Every opportunity is presented for a positive learning environment in Kindergarten and Pre-Primary classes for valuable developmental experiences across all curriculum areas. All work is carefully planned and programmed and includes a nurturing religious education experience based on Gospel values.

Physical Development is nurtured in areas which concentrate on gross motor skills and fine motor skills. Staff are trained in presenting their groups with wide ranging activities and experiences that assist the students through normal developmental stages. Games and activities are designed to assist students with walking, hopping, jumping, climbing, throwing and catching activities. These gross motor skills enhance the development of fine motor skills including activities such as shaping dough, reproducing letter shapes, painting, drawing and block construction.

Social/Emotional Development is particularly catered for through group activities, friendship and play activities, rhythmic activities, role play and 'make-believe' activities.

Literacy and Numeracy Development is provided for through an emphasis on Cognitive Development activities and experiences in communication development. Like all areas of preparation and programming, activities are presented in ways to encourage and stimulate development in Literacy and Numeracy areas. Sundry activities include story telling, card games, letter activities, writing and copying activities, listening games, counting games, number recognition and developing patterns.

Throughout the early years of school experience you are encouraged to help your child enjoy the Kindergarten and Pre-Primary experience without applying pressure to perform. The students whose natural developments are warmly encouraged will establish quality foundations to perform when he or she is involved in areas of Literacy and Numeracy. A more structured approach is further programmed when the students move on to Year One.



## **SCHOOL CANTEEN**

St Cecilia's operates under the Traffic Light policy of Canteen Management. This has been implemented state wide to ensure schools provide only healthy food for students. If you have any queries regarding this please feel free to contact the Principal. Thank you for your support.

The school canteen is open each week day. Lunch orders are to be placed into boxes in each class. Menus/price lists are available from the website and the office. Students may order their lunch daily from the school canteen. Mrs Gould is the Canteen Manager and parents/guardians can volunteer their services each day to help prepare recess and lunches. If you have some spare time and could help out, it would be greatly appreciated.

## **ALLERGIES AND LUNCH BOXES**

Due to an increasing number of students with allergies to nuts and eggs, St Cecilia's is a "nut and egg aware" school. Students at school often are only allowed to eat foods their parents/guardians have put in their lunch box.

Others can help by:

- : washing hands after eating egg or nut foods
- : not sharing food or pressuring anyone to eat any food
- : helping a friend get help if they say they feel sick
- : by walking away and eating with a friend with food allergy if someone in the group is eating something that is unsafe.

## **BIRTHDAYS**

Parents are asked not to bring cakes, cupcakes, lollies, icipoles or any treats to school to share with other students, for students birthdays or at any other time. The school is nut and egg aware. This applies to all students from Kindergarten to Year Six.

Birthdays are recognised during school assemblies as this is a special day for each student. Holiday birthdays are mentioned prior to or after vacations.

Students can feel left out and can become quite upset if party invitations are distributed in a classroom setting and they are not invited. Should your child be hosting a party and only some class members are invited, please be sure these invitations are distributed at the end of the day, after the bell.

## **CAMPS**

Camps are held biennially for students in Years Five and Six. Excursions and camps are aimed at enriching the work in the classroom, increasing general knowledge, developing an appreciation of our country, socially enjoying each other's company and encouraging class spirit.

## **MONEY CHANGE**

Just to advise that we keep minimal change in the office and canteen, and bank monies daily. We ask families to send in the correct change or as close to as possible. We especially ask that you do not send in \$20 or \$50 notes.

Please do not ask for change from the front office or canteen as refusal may offend. The canteen is run on a cash only basis and does not carry accounts.

If you are experiencing difficulties please see Mr Peter Allen, School Principal.

## **SCHOOL BANKING**

St Cecilia's and Bankwest offer a school banking service for the students of St Cecilia's. This is a great way for children to start saving. Bankwest have great children's accounts where they can earn some fantastic interest.

Students will be provided with their very own bank book to record their deposits week to week and see their money growing.

This service will be offered on a Thursday morning between 8am and 8.30am in the library.

For parents/carers and students wishing to partake in school banking they will be required to open a bank account with Bankwest in the students name.

It will not be possible to open an account at the school.

No forms to complete, just take your child's birth certificate into the bank. If parents are not members of Bankwest they will need to take their drivers licence with them.

## **DENTAL THERAPY**

The Port Hedland School Dental Clinic, located at the Port Hedland Primary School, Corney Street, Port Hedland will see school aged children. Any parents with children requiring dental treatment or concerns should contact the centre directly. The clinic numbers are: Port Hedland 9173 2529, South Hedland 9172 1912, Gov Dental clinic 9172 2223

## **SPECIAL OCCASIONS AND FREE DRESS DAYS**

From time to time we will have occasions where the normal dress code does not apply e.g. inter-faction carnivals, free dress days.

Dress requirements will be advised in notes sent home to families.

Thongs, sleeveless shirts and short clothing are not to be worn on free dress days.

## **DOGS ON SCHOOL GROUNDS**

Parents are asked not to bring dogs onto school grounds as a matter of safety for the students. Dogs can become agitated with the attention they receive from children and can respond with a nip or bite. Please contact me for any clarification. Thank you for your support.

## **HEALTH**

If a student becomes sick during the school day or has an accident and needs medical attention, parents will be immediately notified, if possible, so that arrangements can be made for proper care.

If a student requires prescribed medication to be administered during school hours, parents are asked to complete a Medication Request Form, available from the office. Students should not keep medication in their school bag (except asthma reliever), all medication must be left with the office staff (after discussion with the teacher). Medication must be provided in the original dispensing container with Doctors name, Students name, Dose and time required.

We request that parents honour their own and our responsibilities regarding medication for their children.

If your child has an allergy or medical condition that may require us to care for them in an urgent situation eg: Asthma, Bee Sting Allergy, Peanut Allergy, Epilepsy etc. We require Emergency Action Plan forms to be completed every year by a doctor. These will guide us in caring for your child should the need arise. Parents, we ask that you fully inform your child's class teacher and office staff of all aspects of your child's condition.

In cases of infectious diseases, Health Department guidelines for teachers and local authorities are to be followed. It is the responsibility of Parents to keep the school regularly updated on their child's medical history, and current telephone numbers (home number, mother's and father's work numbers and two other emergency contact numbers, ie. grandparents etc).

The Health Department of WA has a School Nurse that visits regularly.

The Nurse does health screening for; vision, hearing, fine motor, gross motor, speech and language, cognitive and learning difficulties.

The Nurse also assists with health promotions and presentations such as immunisation programmes.

## **PUNCTUALITY**

Punctuality is important in order to ensure a smooth start to the school day. If students arrive late, they disrupt the class routine and require extra documentation on the register in recording their late arrival as well as a Late Arrival Form being filled in by parents. Learning to be punctual is also an important life skill. Please look after your child's best interests and support your child's teacher by ensuring that punctuality is observed.



## **LATE TO SCHOOL**

If your child arrives late to school (after 8.25am), please report your presence with your child to the school office to fill in a register, collect a red card and then take to the class teacher. Students are asked to be accompanied by an adult and not sent in on their own. **Parents must** bring in their child and not just send them to the office to fill in the register and collect the red card.

## **SCHOOL TIMES**

### **Pre-Primary to Year Six**

Monday to Friday Classes start at 8.25am and end at 2.35pm

Morning Recess: 10.20am - 10.40am

Lunch: 12.20pm - 12.55pm

### **Kindergarten**

Classes start at 8.25am

#### **FULLTIME**

Monday, Tuesday, Thursday & Friday 8.25am to 2.35pm

Wednesday 8.25 am to 11.15am

#### **PARTTIME**

Tuesday & Thursday 8.25am to 2.35pm

Wednesday 8.25 am to 11.15am

### **School Office**

Open from 7.30am to 4.00pm

**PLEASE NOTE THAT NO STUDENTS ARE TO BE ON THE SCHOOL GROUNDS BEFORE 7.50AM OR AFTER 3.00PM.**

**Responsibility for students will be taken between 7.50am and 3.00pm only.** Please do not have unsupervised students at school outside these times.

The Kindergarten and Pre-Primary playground area is off-limits before and after school. Students who arrive at school before 8.15am must stay seated in the UCA where there is a teacher on duty, until the teacher releases them to play. No play equipment is to be used before school.

## **COLLECTING STUDENTS DURING SCHOOL HOURS**

If you need to collect your child during the day for any reason you will need to report to the front office and fill out the register and collect a green card and then present this card to your child's teacher to collect your child. A student cannot be released from the classroom unless the appropriate card has been completed.

If you do not have the green card the class teacher will remind you to return to the office and collect one.

## **VISITORS**

**ALL** parents and visitors entering the school between 8.45am and 2.15pm must sign in at the office and receive a visitor's badge. This badge must be worn at all times while on school grounds.

When leaving the school please do not forget to sign out and return the badge. You will need a badge if you are helping in the classroom, on reading roster or assisting in the canteen.

N.B. If you need to visit your child during the day or just dropping off lunch, you are still required to report your presence to the school office.

## **ACCESS TO OFFICE AND ADMINISTRATION AREA:**

Due to Occupational Health and Safety requirements parents are not permitted past the reception desk in the office unless they are on official school business.

**We ask that parents and younger siblings use the students toilet blocks.**

Trades people and visitors will use staff toilets as a matter of child safety.

Thank you for supporting us on this.

## **SAFETY OF THE STUDENTS**

Parents are responsible for the safety of their children and they transfer this responsibility to the school during the hours of 8.25am and 2.35pm, Monday to Friday. The school takes this responsibility seriously and therefore we have procedures in place that need to be observed.

If a student is absent from school, parents are required to send a dated note of explanation with the student upon return to school. Parents may inform the school of an absence by phone on the morning but a note is still required legally.

## **SCHOOL BUS**

A school bus service operates for students living in Port Hedland and South Hedland. It is a requirement by law that student remain seated at all times. If student choose to move seats or undo their seat belt, they may be banned from the bus for a week. Please reinforce the need with your child to stay seated until the bus has come to a complete stop.

The school supports the bus driver's right to refuse to transport students who misbehave on the bus. Misbehaviour reported on the bus is treated as a serious matter and students may lose the privilege of riding on the bus for a set time. If this occurs you will need to drive your child to and from school until the ban is lifted.

## **SMARTRIDER CARDS**

Commencing in 2016 SmartRider facilities will be available to students. Cards will need to be ordered by parents on enrolment and for replacements.

### **Who is eligible for Student SmartRider?**

If you're a primary or secondary school student you can use the Student SmartRider. You'll get the student fare for any journey Monday - Friday during the school year and concession fares on the weekend and during the Christmas school holidays.

**Fare Costs** 60c using SmartRider card or \$1.20 to \$1.80 cash depending on the zones.

On receiving the SmartRider card for the first run please top up with cash (minimum \$10.00) with the bus driver as it takes 3 to 5 working days for electronic payments to credit the SmartRider cards.

### **Primary School Students**

#### ***How much is the Student SmartRider?***

- Your initial card is free using the application form or \$5.00 with online ordering.
- A replacement card costs \$5.00.
- The initial minimum value is \$10.00 for all Student SmartRider cards.

#### **Primary students - initial card**

There are two ways to get a Student SmartRider.

- You can use a manual application form or place an online order. The initial card is free if you use the manual application form. Ordering with application form Complete an Application for Student SmartRider form, have it authorised by your school administration, and mail it to the address shown on the form.
- Ordering online - Parents can order online. There is a \$5.00 fee for ordering online.

## **ROAD SAFETY / PEDESTRIANS / BICYCLE RIDERS**

All students who walk or ride bikes to school are in need of reminders about road safety. It is school policy to support the State law with respect to the wearing of bicycle helmets. All bicycle riders are to wear a helmet when riding their bikes to and from school. Please encourage students to ride safely.

Skate boards are not permitted at school.

When students are on school grounds, they are to dismount their bikes.

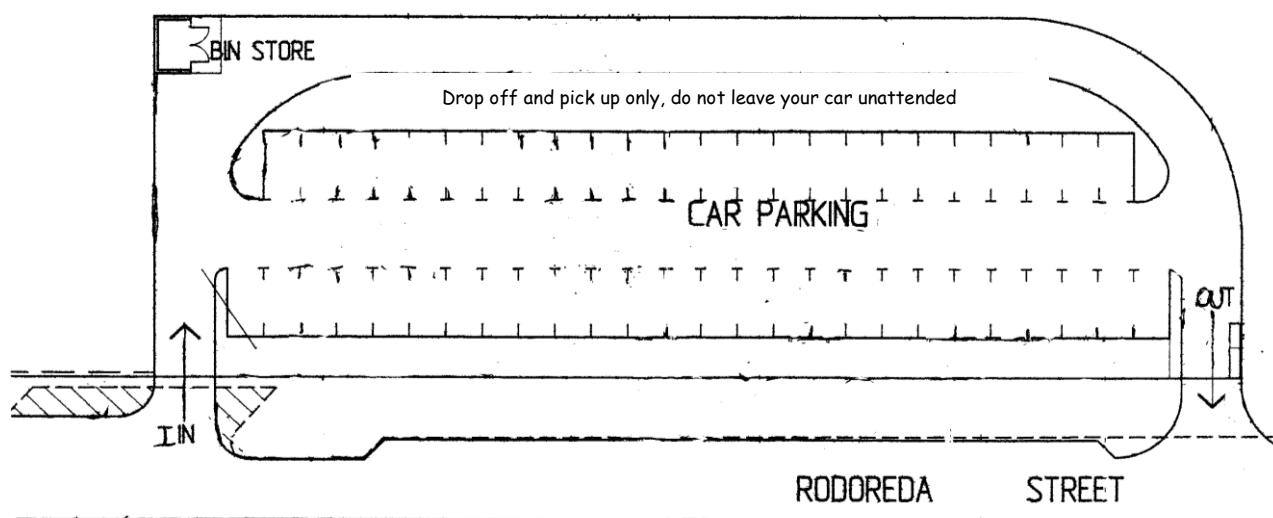
## PARKING

As parents, you have a responsibility to all students to make sure you are using the car park correctly. At times there have been near misses with cars and students all because a few people have difficulty following the rules. These rules have been set up to make sure that everyone is safe and that no injuries will occur.

The rules are as follows:

- If you are picking up or dropping off your children and you choose to enter the drive through section, then you must remain in your car. You are not to leave your car and enter the school to find your child even if you have others that remain with the car. A staff member will be on duty after school and will release students to two cars at a time. You may be asked to do another lap if your child is taking too long to come out to the car park.
- If you want to walk into the school please park your car in the ample parking provided.
- If picking up a student and you are in the drive through lane you need to wait your turn behind the car in front. A number of parents are attempting to overtake cars in front and this is where we have had a few near misses. Please be patient and wait to follow out the car in front. Please do not overtake in the drop off lane.
- At no time are you to pull up near or on the cross walk to pick up students. If you are in the drive through wait and your children will come to you.

Your patience and cooperation is always appreciated when student safety needs to be considered.





## UNIFORM SHOP

Throughout each term the uniform shop is open each Thursday after assembly approximately 9.00am to 9.30am. Orders can be placed and paid for during the week at the school office, preferably by Wednesday afternoon. Orders will not be dispensed without payment being made

**It is essential that uniform items are purchased from the Uniform Shop only to ensure that the style and colour is correct.**

## UNIFORMS - COMPULSORY

**Students are required to wear correct uniform at all times according to our uniform code.**

Parents are asked to support the uniform policy by ensuring that students leave home in the correct school uniform.

All children in Years One to Six are required to wear the school uniform as specified below. A note of explanation is required if the correct uniform is not being worn.

All items of clothing are to be clearly marked with the child's full name. Full sports uniform is to be worn on class physical education and sport days.

There is no compulsory uniform for Kindergarten and Pre-Primary students, though most wear the school t-shirt and black sports shorts. Students must wear suitable shoes. No thongs are to be worn. Uniform items are ordered through the school office.

Uniforms are ordered through the front office and purchased at our uniform shop. Pre-loved uniforms are also available for a gold coin donation.

Parents are required to support the uniform policy and see that students leave home in the correct school uniform.

As part of our uniform code it is expected that the length of the uniform worn by our girls be knee length. We ask that parents look closely at the length of their daughters uniforms and if they find them to be above the knee that the dresses are altered as soon as possible. Most of the dresses have large hems to allow for growth and can be altered as growth occurs.

## JEWELLERY

Boys and girls are permitted to wear

- ❖ a watch
- ❖ a chain with a Holy medal
- ❖ studs or sleepers **one in each** lobe  
(small sleepers without accessories, one pair maximum)
- ❖ a Medic Alert bracelet (this is the only bracelet permitted)
- ❖ No nail polish

## **HAIR AND GROOMING**

Children are to be responsible for their own appearance and it would be appreciated if students could have clean shoes, socks up, as well as careful grooming and brushing of hair.

Hair must be clean, neat and tidy. Students must have their hair styled or restrained so that it does not fall onto the face.

Student's hair needs to be regularly examined for head lice and/or nits. Treatment is available from the chemist and parents should commence treatment as soon as the infestation is discovered. The school should also be informed and students kept at home until they are clear of lice/nits.

Coloured or dyed hair is not permitted for students at St Cecilia's.

If a children attends school with dyed hair they will be asked to return home and change hair colour back to natural state.

### **Hair for girls should be:**

- ❖ Clean, neat and tidy
- ❖ Girls long hair (collar length and longer) should be tied back firmly away from the face, hair clips must be used to keep hair off the face.
- ❖ Coloured or dyed hair is not permitted
- ❖ Green or black hair ties and ribbons only
- ❖ Extreme hairstyles are not permitted

### **Hair for boys should be:**

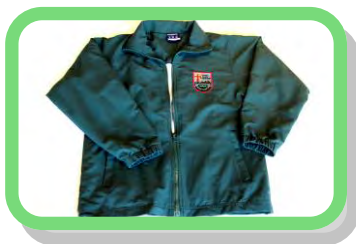
- ❖ Clean, neat and tidy
- ❖ Boy's hair is to be short back & sides, hair must be well above the collar, not over the ears and the fringe must be short and well above the eye brows.
- ❖ Extreme hairstyles are not permitted
- ❖ Rats Tails are not permitted
- ❖ Coloured or dyed hair is not permitted
- ❖ Number one haircuts are permitted
- ❖ No razor cuts



# UNIFORM POLICY

PRIMARY UNIFORM REQUIREMENTS	
GIRLS	BOYS
KINDERGARTEN and PRE-PRIMARY	
Black unisex sport shorts or skorts School t-shirt Shoes or sandals, not thongs	Black unisex sport shorts School t-shirt Shoes or sandals, not thongs
YEARS 1 – 6	
Green checked dress (with school crest) White fold over socks Brown sandals, black leather lace up or Mary Jane Shoes (no boots, runners or surf style sandals)	Green shirt (with school crest) Black dress shorts Grey fold over socks Brown sandals, black leather lace up Shoes (no boots, runners or surf style sandals)
SPORTS UNIFORM	
Green polo shirt with faction colour insert Black unisex sports shorts or black skorts Predominately white runners White fold over socks (must be above the ankle)	Green polo shirt with faction colour insert Black unisex sports shorts Predominately white runners White fold over socks (must be above the ankle)
COLDER WEATHER ADDITION TO NORMAL UNIFORM	
Green tights (for under dress) Black tracksuit pants (sports uniform only) Jacket with school crest	Long Black pants (with green shirt) Black tracksuit pants (sports uniform only) Jacket with school crest
BAGS AND HATS	
<p>The St Cecilia's School Bag is compulsory for all students from Years 1 to 6</p> <p>School hats with the school crest must be worn throughout the year. The 'No Hat, No Play' rule is enforced.</p>	

## St Cecilia's Catholic Primary School School Uniform



Microfibre jacket (unisex)



Boys' end-on-end green untucked shirt



Sports polo (unisex)  
Canty, Costello, Mathews



Girls' dress



Boys' black dress shorts



Black sports shorts (unisex) or skorts



Black mary-jane shoes with white fold-over socks or green tights (winter)



Brown leather school sandals (unisex)



Black lace up shoes with grey fold over socks



Mainly white sneakers with white fold over socks

Our school uniform is something all students can wear with pride.

Great effort has been made in selecting items that are comfortable as well as encouraging self-respect.

The new uniform is compulsory for all students from the start of 2015.

All uniform items except shoes and socks, must be purchased through the school uniform shop.

The full uniform policy is available on our website.

## **SCHOOL PRAYER**

Dear Lord Jesus, Thank you for the gift of life.

Help us to be good today to other people and to ourselves.

Please help St Cecilia's Catholic Primary School

To be the best it can be and please bless our homes at Wedgefield, Port and South Hedland.

Thank you for being with us always. St Cecilia pray for us. Amen

## **SCHOOL SONG**

### **CHORUS**

This is our school  
Let peace be found here  
May the rooms be full of happiness  
Let love abide  
Love for one another  
The love of life itself  
Oo - oo - oo - oo - oo  
And the love of God

### **VERSE 1**

Everybody knows that many hands are  
needed  
If you want to build a house  
But to build a good school there's a very  
simple rule  
What you need isn't hands but hearts  
So Lord, a blessing we ask of You.

### **CHORUS**

### **VERSE 2**

Everyone is special and everyone's  
important  
In St Cecilia's School.  
Doesn't matter at all if you're big or small  
Being fair to each other that's the rule.  
So Lord, a blessing we ask of You.

### **CHORUS**

### **VERSE 3**

Just like the river flowing to the ocean  
We are flowing into God  
So let peace be the way as we live and  
work today  
As we wander in the tracks You have trod  
Yes Lord, a blessing we ask of You.

### **CHORUS**

## **THE SIGN of the CROSS**

In the name of the Father,  
and of the Son,  
and of the Holy Spirit.  
Amen.

## **OUR FATHER**

Our Father who is in heaven,  
hallowed be your name.  
Your kingdom come,  
your will be done on earth,  
as it is in heaven.  
Give us this day our daily bread,  
and forgive us our trespasses  
as we forgive those who trespass  
against us.  
And lead us not into temptation:  
But deliver us from evil.  
Amen.

## **HAIL MARY**

Hail, Mary full of grace,  
the Lord is with you:  
Blessed are you among women,  
and blessed is the fruit  
of your womb, Jesus.  
Holy Mary, Mother of God,  
pray for us sinners,  
now and at the hour of our death.  
Amen.

## **GLORY be to the FATHER**

Glory be to the Father,  
and to the Son,  
and to the Holy Spirit.  
As it was in the beginning,  
is now, and ever shall be,  
world without end.  
Amen.

