ST AUGUSTINE'S PRIMARY SCHOOL RIVERVALE

PARENT HANDBOOK

At St Augustine's, the community works together to provide spiritual guidance for its members. Inspired and enriched by the teachings of Jesus, all members of the community are encouraged to attain 'great heights' in all they pursue.

34 Gladstone Road Rivervale WA 6103
PO Box 77 Burswood WA 6101
9260 3200

admin@staugustines.wa.edu.au
http://staugustines.wa.edu.au

15/05/25

Dear Parents

Welcome to St Augustine's Primary School. Primary school education is one of the most important periods of your child's life and the life of your family.

The St Augustine's Primary School community is committed to the faith-life growth of all its members. Our students are nurtured and encouraged to reach their potential in an environment that fosters respect, responsibility, tolerance and self-worth. We believe that learning is a life-long process for children, staff and parents.

This handbook is a reference point for all families, outlining the School's expectations to ensure that our school community operates effectively and smoothly.

Should you have any questions or concerns please do not hesitate to contact a member of our staff or the leadership team who will be more than happy to assist you.

We look forward to working with you and your child during their educational journey at St Augustine's Primary School.

Kind regards,

Ms Adriana Coniglio
Principal

MOTTO

FOR GOD AND COUNTRY

St Augustine's Primary School motto, 'For God and Country' charges those within the school community to serve God and to serve others. There is the call for us to ensure that Jesus is the model on which our relationships and interactions with others are based. We see every individual as unique and created in the image and likeness of God.

VISION

REACHING FOR GREAT HEIGHTS

St Augustine's students embark on a journey of self-discovery and purposeful learning. They are encouraged to strive to do their best, to look forward, set attainable goals and be prepared for the future. The students are motivated and challenged to take risks in learning and to experience both success and failure in a safe and supportive environment.

At St Augustine's, the community works together to provide spiritual guidance for its members. Inspired and enriched by the teachings of Jesus, all members of the community are encouraged to attain 'great heights' in all they pursue.

SCHOOL CREST

The School emblem features the black swan, indigenous to Western Australia, backed by reeds and a river that are symbolic of the Rivervale area. The star and cross symbolise Christ as our identity and guide. The shield represents our faith in God, protector of our lives and country.

CORE VALUES

Nano Nagle's strong faith and love for God inspired and directed her values and actions towards others. Nano Nagle demonstrated loyalty, compassion, understanding and sought justice for all people living side-by-side in any land. Following her visionary example, our school values are built upon the acronym NAGLE.

N Nurture a safe, positive and supportive environment for life-long learning

A Assist students to achieve their full potential, spiritually, emotionally, socially, physically, intellectually and creatively

G Guide students to show compassion, understanding, tolerance and respect for self and others

L Live out the faith and model their lives on the teachings of Jesus

E Embrace diversity, difference, uniqueness and promote equality

LIVING THE VISION

We, in Catholic Education, seek to create environments that enhance learning, nurture young people and empower them to live the Catholic faith in the spirit of Jesus Christ by:

- Developing a hunger for the learning adventure
- Challenging each other to seek truth and justice for all, especially the most vulnerable
- Capturing the joy in the mystery of the created Universe
- Embracing the diversity of the Earth and all its people
- Walking together in a spirit of reconciliation and forgiveness

SCHOOL DETAILS

SCHOOL OFFICE HOURS:	8:00 am to 4:00 pm
ADDRESS:	34 Gladstone Road Rivervale WA 6103 PO Box 77 Burswood WA 6101
PHONE:	08 9260 3200
EMAIL ADDRESS:	admin@staugustines.wa.edu.au
ACCOUNTS EMAIL:	accounts@staugustines.wa.edu.au
WEB ADDRESS:	http://staugustines.wa.edu.au
TYPE OF SCHOOL:	Parish School
ENROLMENT:	Co-educational Single Stream Kindergarten to Year 6
SOCIAL MEDIA:	Instagram – staugustinesp_rivervale Facebook – staugustinepsrivervale SAPS (St Augustine's Primary School) for St Augustine's families only

St Augustine Primary School
Rivervale

A BRIEF HISTORY OF ST AUGUSTINE'S PRIMARY SCHOOL

In 1952, the urgent need for a Catholic school in Rivervale was answered by the Sisters of Mercy when they commenced teaching forty children from junior school to Year Three, in the Parish Hall.

The Presentation Sisters were approached in 1956 and agreed to staff the school to Year Seven (boys to Year Four). In this same year construction began on the ground floor of the present brick building and the second storey was added in 1959 to cater for a Girls' Junior High School. The first School Board and Parents & Friends' Association was formed in 1969.

In 1972, the school reverted to a Primary school with girls to Year Seven and boys to Year Five. In 1974 the school became fully co-educational.

In 1977, construction of the new administration, staff area and classroom was completed. The first Pre-primary class was inaugurated in a renovated house adjacent to the School. In this same year, the first refugee students from Vietnam.

The building containing the library, ESL classroom, canteen and undercroft was completed in 1985.

Mr Art Lombardi, was appointed as the first Lay Principal after 52 years of leadership by religious orders in 2004.

In 2005, a building project encompassing an undercover area, multipurpose room, renovated library, canteen and stairwell was completed.

The Australian Government provided funds via the Building Education Revolution in 2009 and with the assistance of the Catholic Education Office, a hall with meeting room, kitchen and canteen facilities was built and completed in 2010.

In 2012, Ms Jonnine Lamborne was appointed Principal. Children's toilet renovations, renovations to the Pre-primary and Kindergarten took place in 2013. The teacher resource room was also furnished.

Mr John Ryan was appointed Principal in 2019.

During the 2018 and 2019 summer holidays, significant refurbishments of the play areas took place, including a wood play ground with strength and agility equipment, hard court replacement and synthetic turf to the former grassed area.

In 2021 and 2022 full refurbishment of the Kindergarten and Pre-primary playground occurred. The purchase of the property next door to the School saw the establishment of a larger play and learning space for students. Resurfacing of the basketball court took place and a lift was installed.

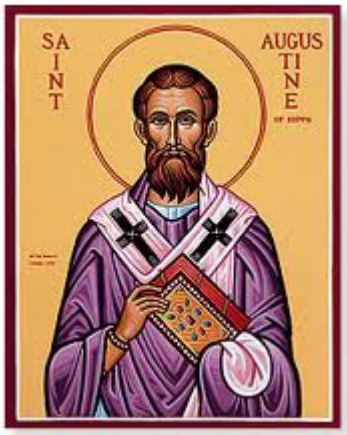
In 2023, Ms Adriana Coniglio was appointed Principal.

The staff and School Advisory Council look forward to continuing to make improvements across the school to ensure the best possible learning environment for the students.

Today with enrolments over 200 students, the school is well equipped to confidently participate in the exciting world of providing a rigorous and nurturing Catholic education.

ST AUGUSTINE'S SCHOOL PRAYER

Heavenly Father,
Bless our school community,
our parents, teachers and friends.
May St Augustine's be a place where we show compassion and respect for one another,
forgiveness in our hearts
and joy in our learning.
Help us to work and grow in the love of Jesus;
to live by our deeds and not just our words.
We ask this through our patron St Augustine.
Amen.



ST AUGUSTINE'S SCHOOL SONG

Centred in Christ like St Augustine's
Our school proudly bears his name.
He worked to spread the love of God
We strive to do the same

Pro deo et Patria
For God and country
We wear our crest with dignity
Pro deo et Patria.

From many cultures we unite
Gathered in community.
Respect for others, care and love.
Shown in unity

Pro deo et Patria
For God and country
We wear our crest with dignity
Pro deo et Patria
Pro deo et Patria

ST AUGUSTINE'S PRIMARY SCHOOL PROCEDURES

AFTER SCHOOL DUTY

- After school duty is from 3:00pm - 3:15pm
- Students waiting to be collected sit outside the administration block (in front of the current Year Two classroom).
- At 3:15pm all remaining students wait inside the office (supervised by staff).
- The main front gate is locked at 3.15pm.

AMENITIES AND LEVIES

- Private income is a vital resource for the school, enabling us to continue to provide excellent, up to date resources for students
- The school collects an annual amenity fee per family and child that includes (and is not exhaustive):
    - Booklist requirements
    - Class resources
    - School Building levy
    - P&F levy
    - ICT levy

ANAPHYLAXIS

Anaphylaxis is the most severe form of allergic reaction and is potentially life-threatening.

- The medical action plans of students with anaphylaxis must be provided and updated annually or as required.

ASSEMBLIES

- Assemblies are held on Fridays as per the calendar on the school app.
- Classes present items at the assemblies.
- Pre-primary to Year Six students attend.
- Merit certificates at assemblies reflect achievement in learning and classroom successes.
- Notification of students receiving awards is communicated by each teacher to parents no later than Wednesday prior to the assembly.
- Attendance by parents at assemblies is strongly encouraged and welcomed.
- Values assemblies are held at the end of every term and one child per class receives a Values Certificate.

- Monday morning assemblies are held weekly at 8.45am in the Undercover Area and set the scene for the students for the week.

ATTENDANCE TIMES

Office Hours
Monday - Friday 8.00am – 4.00pm

Kindergarten
Monday - Wednesday 8:40am – 2:50pm

Pre-primary – Year Six
Monday – Friday 8:40am – 3:00pm

School Timetable

8:30am:	Classroom doors open
8:40am:	Classes commence
10:40am:	Healthy sustainable eating
10:50-11:10am:	RECESS
12:50-1:30pm:	LUNCH
3.00pm	Students are dismissed

Students should not be left at school before 8:15 am or after 3:15 pm.
(Gates will be locked at 3.15pm)

ATTENDANCE / ABSENTEEISM

- Parents must notify the school before 9:00 am if their child is going to be absent.
- Parents must provide the teacher with a written explanation (may be via email) as to the cause of a child's absence or a doctor's certificate for extended periods of absence.
- The school app may be used.
- Office staff will contact parents if no explanation is received by 9:15 am on the day of absence.
- The Education Act mandates that all children of primary age attend school. All things being equal, time spent on school tasks is the single biggest factor in learning success. Please do not allow your child to miss school unnecessarily as most instruction is sequential and lost lessons may be difficult for children to make up.
- If you are planning an extended absence from school (e.g. holiday) you are required to send in a written explanation to the Principal via email admin@staugustines.wa.edu.au, before departure - a month in advance if possible.

ATHLETICS

- Athletics is a part of the general physical education program.
- All students participate in a faction athletics carnival usually in Term Three.

BEFORE SCHOOL DUTY

- Staff are rostered to supervise students upon their arrival at school.
- Students usually sit and/or mingle in the undercover area.
- At 8:15am children are permitted to play/run on the court area.
- This duty is from 8:15am-8:30am.

BEHAVIOUR EXPECTATIONS

In a variety of ways, the school works to create a pastoral environment that:

- Supports individuals and groups with special needs
- Is conducive to worthwhile learning
- Enhances a sense of belonging
- Demonstrates a caring concern for the wellbeing of all of its members.

Please refer to our Behaviour Processes outline which can be found on the school website.

BIKE SHED

All students are encouraged to ride or scooter to school. Bikes and scooters are to be stored in the specially designed bike shed which is located behind the school Hall.

BULLYING

Bullying is when people **repeatedly and intentionally** use words or actions against someone or a group of people to **cause distress and risk to their wellbeing**. These actions are usually done by people who have more influence or power over someone else, or who want to make someone else feel less powerful or helpless.

Bullying is not the same as conflict between people (like having a fight) or disliking someone, even though people might bully each other because of conflict or dislike.

The sort of repeated behaviour that can be considered bullying includes:

- Keeping someone out of a group (online or offline)
- Acting in an unpleasant way near or towards someone
- Giving nasty looks, making rude gestures, calling names, being rude and impolite, and constant teasing
- Spreading rumours or lies, or misrepresenting someone (i.e. using their Facebook account to post messages as if it were them)
- Harassing someone based on their race, sex, religion, gender or a disability
- Intentionally and repeatedly hurting someone physically

- Intentionally stalking someone
- Taking advantage of any power over someone else like a Prefect or a Student Representative.

It is the responsibility of parents to monitor their child's use of online platforms. Should a bullying incident occur on a platform not endorsed by the School then the School recommends that parents report this on the eSafety site.

Bullying is not tolerated at St Augustine's Primary School.

CANTEEN

- Canteen operates on Wednesdays during recess and lunchtime.
- During canteen times, children are expected to line up in an orderly fashion and be well-mannered.
- Lunch orders are placed online (before 8.30am Tuesdays). Instructions on how to order online with CDF pay can be found on the school website.
- Lunch and recess is supplied by Ursula Frayne Catholic College Café and transported to St Augustine's Primary School.

CHILD SAFETY FRAMEWORK

- St Augustine's Primary School is called to be a Christ-centred and child-focused place of learning. All children have an inalienable right to an education and should be afforded the necessary protection and assistance to fully assume their place within the community. The school is committed to develop the full potential of each member in the school community ensuring that all feel nurtured, educated, supported and safe.
- The CEWA Child Safe Framework is the foundation on which the school operates to protect its members.

CHURCH (St Augustine Parish)

The school enjoys a very close and collaborative relationship with the Parish.

- The Parish Priest is Fr. Robert Carillo.
- Parish Masses are held on Saturdays at 6:00pm and Sundays at 9:00am and Tuesday to Friday at 9:00am.
- The Presbytery phone number is 9472 5625.

CO-CURRICULAR ACTIVITIES

Students at St Augustine's have the opportunity to participate in a range of co-curricular activities, outside of school hours. These include:

- Numero Club
- Chess Club
- Sporting Schools programs – the sport undertake varies each term.
-

CODE OF CONDUCT

- The school has a Code of Conduct that all staff, students, parents, volunteers and visitors observe.
- The Code of Conduct consists of 12 Behaviour Statements that all community members and visitors must acknowledge and uphold.
- All families are provided with a copy of the Code of Conduct upon enrolment. It is displayed in the school office and published on the website and school app.

COLLECTION OF STUDENTS FOR APPOINTMENTS

- Parents are to sign children 'out' at the office, collect a blue slip and give it to the class teacher when the child is taken.
- If the child is returning to school, parents must sign the child 'in' and accompany them back to class.

COMMUNICATION WITH PARENTS

Communication with parents is valued at St Augustine's Primary School.

- All teachers are to speak directly to parents in regard to children's behaviour, health, academic performance or any other matter.
- Staff need to switch off and recharge at the end of the day – please do not send emails expecting immediate responses – within 24 hours is an acceptable response time.
- In Kindy to Year Six, teachers use the Seesaw app to communicate to parents. Parents may email teachers if required. Seesaw is used to communicate specific class information to parents. It is only to be used as e-portfolios – they are not a means of communication between home and school.
- The School App (SAPS is available for Apple and android) is used to convey general school information.
- SMS is used to send school and class messages usually in critical incidents.

COMPLAINTS AND DISPUTES

St Augustine's Primary School is committed to ensuring that disputes and complaints are dealt with fairly, objectively and in a timely manner and that processes reflect the principles of participation, co-responsibility and subsidiarity.

To view the school's full Dispute and Complaint Resolution Policy, please visit the school website. Most issues can be dealt with at a classroom level by contacting the classroom teacher. If the matter is not resolved, parents are asked to contact the Assistant Principal.

The Director General of the Department of Education is responsible for ensuring the school observes the registration standards, including the standard about its complaints handling system. All students, parents or community members are entitled to contact the Director General with concerns about how the school has dealt with a complaint. Information is available on the Department of Education website. Whilst the Director General may consider whether the school has breached the registration standards, they do not have power to intervene in a complaint or override the school's decision.

CONTACT DETAILS

Parents are asked to provide the school with changes of address, contact numbers for administration purposes and in case of emergency.

CURRICULUM

- The School Curriculum and Standards Authority (SCSA) is responsible for the development of the West Australian Curriculum from Pre-Primary (Foundation-Year 12).
- Information about the curriculum can be found at www.scsa.wa.edu.au

CYCLING or SCOOTING TO AND FROM SCHOOL

As a Silver Platinum 'Your Move' School, riding/walking/scooting to school is encouraged. The school recommends:

- Children under the age of ten ought not to ride to school unaccompanied
- Parents regularly remind their children of road rules and safe practices
- Cyclists and scooter riders must wear helmets as per state government regulation

At school:

- Bikes and scooters are walked into and around the school grounds
- Bikes and scooters are kept on the racks provided. Students are to provide a lock for their bike or scooter
- The school is unable to take responsibility for bikes and scooters stolen from the school grounds.

DOGS ON SCHOOL GROUNDS

Under no circumstances are dogs of any size or kind to be brought on to school grounds. Some students have allergies to dogs and others may be frightened of dogs or especially attracted to dogs, which may cause a dangerous situation for students and staff. Parent cooperation with this matter is appreciated.

EARLY ARRIVALS

- Staff members supervise students from 8.15am. Students who arrive to school before this time sit in the undercover area until this duty begins. Students are able to play on the court area from 8:15am until the 8:30am bell.
- Students are permitted to walk, play and run in the supervised area.

EMERGENCY PROCEDURES

- Evacuation, lockdown and shelter in place drills are held at random intervals over the course of the year, so that in the unlikely event that these procedures need to be enacted, staff and students are aware of the expectations.

ENROLMENT

The school enrols students under the terms of the CEWA Policy and its policy is available on the School website.

EXCURSIONS / INCURSIONS / CAMPS

- Excursion/incursion and camp fees are included in the school fees.
- Excursions and incursions form part of the curriculum. Permission to travel to and from venues is sought from parents at the start of the school year and applies for the entire year. An information letter is sent to parents informing them of an upcoming event.
- Year 5 students attend an annual overnight school camp.
- Year 6 students attend an annual three day school camp.

FACTION NAMES

All students are allocated a faction for sporting and fun activities. Faction names at St Augustine's are established on significant contributions to the school's charism.

- Augustine (red)
- Nagle (blue)
- McAuley (gold)
- Ballygriffin (green)

FOOD ALLERGIES

St Augustine's Primary School is an 'allergy aware' school. We encourage parents to consider avoid providing foods that contain any type of nut or nut by-product.

Some year levels may be asked to avoid bringing foods containing specific foods such as nuts/boiled eggs if there are students in their cohort with severe allergies.

GRADUATING CLASS

- A Graduation Mass is held at the end of the school year to recognise and farewell the graduating class.
- The date and time of the Graduation Mass is available on the school app and is advertised from the beginning of the year.
- Graduating students attend this ceremony in full school uniform.
- Under no circumstances can a student wear a school shirt that has autographs or other forms of art/written detail on it.
- All classes attend this Mass to support students and staff members who have worked to prepare the students for this graduation over many years.

HEALTHY FOOD AND DRINK CHOICES

- The school educates students to understand that making healthy choices for their lives includes making healthy eating choices. Each day the students gather at 10:40am for healthy sustainable eating practices where healthy food choices, healthy lifestyle and recycle and re-use messages are emphasised.

HOMEWORK

- The overall aim of assigning homework is to enhance the extent to which each child benefits from the school's educational program.
- Homework will be relevant and the tasks to be accomplished are carefully and clearly defined for the students.
- Teachers are aware of family commitments that may prevent children from completing their homework on occasions.
- Refer to the Homework Policy available on school website.

INFECTIOUS DISEASES

- Students will be excluded from school whilst contagious
- The WA Health Department website http://www.health.wa.gov.au/health_index/ provides families with information regarding illness and disease
- Parents are expected to inform the school ought their child be diagnosed with an infectious disease.

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

The use of ICT is strongly encouraged and integrated throughout the curriculum. The school has a Responsible Use of ICT Policy (available on the school's website)

- Each classroom is equipped with a smart television
- Classrooms have a set of iPads – school leased, that stay at school (Years Three to Six) and school owned (Year One to Two).
- Kindergarten and Pre-primary students have access to mobile devices in line with appropriate developmental practices.

INSURANCE

All enrolled students are covered by the School's insurance policy. Further information is available from the school office.

JEWELLERY

This is outlined in the Uniform Policy found on the school website.

The wearing of jewellery (with the exception of items below) is not permitted for safety reasons.

- Students may wear:
    - A pair of sleeper or stud earrings

- A watch
- A signet ring
- A necklace with cross or other religious symbol.

KEEPING SAFE – CHILD SAFETY CURRICULUM

The South Australian document Keeping Safe – Child Protection Curriculum is the document used to teach students safe behaviours and protection strategies

The program is taught both as a stand alone subject and integrated in Religion and Health lessons.

LEARNING SUPPORT (corrective and extension)

- The Learning Support program is overseen by the Principal in conjunction with the classroom teacher and the learning support staff.
- The Learning Support Program is based on short intervals of intervention to meet the needs of the student. Intervention is delivered through Mini-Lit (Year One and Two) and MACQLit (Year Three to Year Six).
- The students in the extension group or HOTSkills (Higher Order thinking Skills) work with a dedicated teacher to extend their abilities in creative problem solving
- Parents are notified if their child is involved in any Learning Support programs.
- The school's Guidelines to Support Students with Learning Disability is available on the website.

LIBRARY

Students regularly visit the library for book borrowing and lessons.

All students are required to have a school satchel for the safe keeping of library books.

LITURGIES / MASSES

Participation in Liturgy is an important part of St Augustine's school life.

- Class and whole school Masses are usually celebrated on Tuesdays at 10:00am or on designated feast days.
- Liturgies/Masses are timetabled (see the school app).
- Class Masses occur once a year for each class. Classes are rostered on to participate in the Sunday 9.00am Parish Mass. Families are strongly encouraged to support our Parish through their attendance at these Masses.

LOST PROPERTY

- There is a plastic tub for lost property located in the undercover area.
- It is the parents' responsibility to label their child's belongings.
- At the end of each term, any unclaimed clothing is given to charity. Lunch boxes, water

bottles and other assorted items are placed in the bin.

MEDICATION / MEDICAL ALERT STUDENTS

- All prescribed medication must be left with the administration officer at the front office and stored in the medical room (except certain medications for anaphylaxis & asthma).
- Before any medication is given, parents must complete the necessary consent form.
- Children must report to the office for the administration of all medication.
- The school reviews all student medical information at the beginning of each school year.
- Medication must be provided to the school in the original packaging. The instructions of the medical practitioner must be followed (i.e. as on the pharmacy labelled medication).
- St Augustine's is an 'asthma friendly' school. This pertinent information is updated at the beginning of each school year.
- St Augustine's is an 'allergy aware' school. This is updated at the beginning of each school year.
- It is parents' responsibility to provide the school with current medical records and medications.

MEETINGS

- Parents are asked to request meetings with teachers at a mutually agreeable time (not immediately before or during school time).
- Parents are encouraged to discuss any concerns with classroom teachers before approaching members of the leadership team.
- Parents are asked not to schedule meetings with teachers on Tuesday afternoons as this is dedicated to staff meeting time.

MOBILE DEVICES/iPads/Phones/Smart Watches

- Mobile devices brought to school by students are to be given to the class teacher for safe keeping during the day.
- In the case of Smart Watches, any unauthorised use and we reserve the right to hold the watch until the end of the day. If unauthorised use continues the student will no longer be allowed to wear the watch to school.
- No responsibility is taken by the school should a device be lost or damaged.
- All parent/student contact in school hours must be through the School Office.

MONEY

- Students are not permitted to bring money to school unless required – gold donation for fundraising only.

MUSIC

- A music specialist is employed to coordinate the school's music program and choir.
- Kindergarten to Year Six students have one music lesson per week.
- The school offers the services of a private instrumental music company where students can enrol in individual or group lessons in the instrument of their choice.

NEWSLETTER

The Newsletter is an important means of communication between the school and parents

- The newsletter is available electronically via the school's website (www.staugustines.wa.edu.au) and school app every fortnight.

PARENTS AND FRIENDS ASSOCIATION

The Association consists primarily of parents and guardians of pupils enrolled at St Augustine's Primary School. It forms an integral part of the life of the school.

An Executive Committee manages the business affairs of the Association. It includes the President, Secretary and Treasurer. Meetings are held on designated Wednesdays each month at 8:00am. These meetings are advertised, along with the Association's activities, in the school app, website and newsletter.

The Annual General Meeting is held in conjunction with the School Advisory Council Annual General Meeting. Both the President and Treasurer deliver a report. Attendance at this meeting is strongly encouraged.

PARENT INVOLVEMENT

Parents play an integral role in the life of the school and can contribute in many ways. The school believes:

- The primary role of the school is to support parents in the faith education of their child.
- When children see their parents and teachers sharing common beliefs, attitudes and goals, they feel more secure and demonstrate a greater sense of self worth.
- Parents are invited to be involved in a variety of ways, such as:
    - Helpers in the classroom.
    - Volunteer helpers in the canteen, library, busy bees or on excursions.
    - Being elected to the School Advisory Council.
    - Becoming members of the Parents & Friends' Association.
    - By supporting various school functions and fund-raising activities held throughout the year.

As outlined in the school's Enrolment Policy, parents commit to active participation in the life of the school.

PARENT / TEACHER CONTACT

- A Parent Information Evening is held at the beginning of the school year. Attendance at this meeting is strongly encouraged.

- Formal reports are available electronically at the end of each semester (Term Two and Term Four).
- Parent interviews are held towards the end of Term One.
- Individual parent interviews can be arranged by appointment when requested/required.

PARKING

Parents are asked to use the parking bays available in Gladstone Road and Newey Street. When dropping off and picking up students, parents are asked to be careful and mindful of others as well as the surrounding residents.

Please observe:

- 50 kmph speed limit in built up areas.
- 40 kmph speed limit in the school zone between 7:30am - 9.00am and 2.30pm - 4:00pm.
- The local Council does not permit verge parking.

PASTORAL CARE

- Pastoral Care is the network of care that exists in our school. Staff, students, parents, parishioners, the parish priest and wider community all contribute to this care.
- Pastoral Care matters can be discussed in confidence with the Principal.

PHYSICAL EDUCATION

The physical education specialist is responsible for the school's sport and physical education program

- **Skills** – at least 1 x session per week for Kindergarten to Year Six (organised by PE specialist).
- **Fitness** – (organised by class teacher).
- **Sport -** Year Four to Year Six to Lee Reserve on select Friday afternoons.
- **Kiddo Sport –** Fundamental Movement Skills for Kindergarten to Year Two form part of the PE program.
- Students are required to wear hats and sunscreen for sport, physical education and fitness.

PLAY

Play is a vital and necessary component of the learning program. St Augustine's students have the opportunity to play in a variety of forms.

- Kindergarten and Pre-primary students play in the enclosed area outside the classrooms.
- Years One to Six students are assigned rotating play areas.
- When commencing at St Augustine's, parents sign a permission form for each child to walk to J.A. Lee Reserve, for lunch time play or physical education lessons (when a staff member is able to take students).

PRAYER

Prayer is an important part of the life of a Christian person. Students are offered opportunities to pray every day and in a variety of forms.

- Class prayer is included in each day's program.
- Morning, before and after lunch and afternoon prayers are a part of the daily routine.

PRESENTATION DAY

Whilst St Augustine's Primary School is a parish school, the contribution of the Presentation Sisters is very much a part of our spirit and ethos.

- Presentation Day is 21 November and is celebrated annually to honour the Presentation charism, lovingly and generously imparted by the Presentation Sisters.
- Events for Presentation Day may include a Liturgy and celebratory activity for the children.

RECYCLING

As an environmentally aware school, we recycle paper and cardboard. Recycling bins are located in each classroom and in other prominent locations around the school.

- The Year 6 Environment Ministry is responsible for collecting and emptying the recycling bins.

RELIGIOUS EDUCATION

Religious Education is the first learning area in our Catholic school.

- The Perth Archdiocesan Religious Education Units of Work are the prime teaching tool
- Kindergarten, Pre-primary and Year One at 15 least minutes per day; Years Two - Six at least 30 minutes per day.

REPORTS – SEQTA ENGAGE

Reports for students in Pre-primary to Year Six will be available to parents online, at the end of each semester, through SEQTA Engage – paper copies will not be distributed.

To access SEQTA Engage please click on the link: https://staugustines.engage.cewa.edu.au/ and enter your log-in details. New families to the School and those families with children in Pre-primary will be sent an invitation, with log-in details prior to the end of Term Two.

If you have forgotten your log-in details or are new to the school and have not yet been issued a password, please contact the Office via email at admin@staugstines.wa.edu.au. It is advisable to download and keep safe a copy of student reports as, once students are no longer enrolled in the school, parents will not be able to access SEQTA Engage.

SAINT AUGUSTINE'S FEAST DAY

St Augustine's Primary School is a parish school named after St Augustine's of Hippo.

- St Augustine's Feast Day is 28 August and is celebrated with Mass and a day of celebratory activities for the students

SCHOOL ADVISORY COUNCIL

The School Advisory Council, represents our Catholic school community and plays an active role in nurturing and strengthening the Catholic culture of our school. It provides support and expertise to the Principal and School leadership team. School community members are encouraged to participate on the Advisory Council and contribute to the commitment to Christ-centred and child-focused learning environment.

The Council usually meets once a term at 6:30pm. The Annual General Meeting is usually held in November or December of each year. A report is given by the Chairperson; the Treasurer presents the provisional budget and new Council members are elected.

Council members are elected for a three-year period, with a maximum of two terms. In addition to the normal executive roles, the St Augustine's School Advisory Council also appoints a range of sub-committees, as deemed necessary, providing parents an opportunity to leverage their business acumen or other specialisations.

If you think you can benefit the school by being part of the St Augustine's Primary School Board, please contact the principal for further discussion.

SCHOOL APP

- The School App, St Augustine's Primary School (SAPS) is available for android and iOS mobile devices

- The App provides access to the schools' calendar of events, newsletter, notices, links to associated services and an absentee form.

SCHOOL FEES

The school collects fees under the terms of the CEWA Policy.

- Payment of school fees is an expectation.

- Parents with a nominated Health Care Card may be eligible for a school fee discount (please see policy).

- Families who may experience difficulty with school fee payment must seek an interview with the Principal.

- Collection of School Fees Policy is available on the School website.

SCHOOL VISITORS

All visitors to the school must sign in and out electronically via the school office and wear a 'visitor' badge (if they do not provide their own identification). All visitors must adhere to the Code of Conduct. All regular visitors must also complete CEWA Mandatory Reporting and Child Protection Procedures.

SMOKING and VAPING

Schools maintain a total smoke-free environment at all times. No smoking is permitted within any Catholic school building, grounds or vehicle either during or outside of school hours.

(Catholic Education Commission of WA Policy Statement 2-B7).

SOCIAL and EMOTIONAL WELLBEING

Students are offered many opportunities to develop their potential through:

- Religious Education
- Catholic faith traditions
- Student Leadership ministries
- Highway Heroes program (including DigiSocial)
- Kimochi Program (Kindergarten to Year One)
- Make a Move Dance Program
- Keeping Safe Child Protection curriculum.

SOCIAL MEDIA

Parents are invited to like the school's Facebook and Instagram pages to keep up with the latest school news. Each class has a parent communication page run by the class P&F representative. These pages are intended as a positive communication tool for parents.

Parents are NOT permitted to post pictures or videos taken at any school event of any child, other than their own, on any social media platform. We appreciate your cooperation in this matter.

Social media platforms are not appropriate avenues for airing grievances or complaints.

SPORT EQUIPMENT

- Sport equipment is available to all students during recess and lunch breaks.
- Faction Captains organise, distribute and collect sport equipment under the direction of the PE Teacher.
- Sport equipment is not to be brought from home by students.

STUDENTS With DISABILITIES

Students who require specific support are managed to the best of the school's ability, guided by specialist personnel from the Catholic Education WA.

STUDENT LEADERSHIP

All Year Six students undertake leadership roles. These include:

- Head Boy and Head Girl (elected by students and staff for the year)
- Arts Captains (self nominate for the year)
- Faction Captains, Environment Ministry, Events Ministry and Faith Ministry (self nominate for one semester)

The students are supported and supervised in their roles by the staff and leadership team.

Students in Year Three to Year Six can also gain leadership experiences thorugh the School's Mini Vinnies and Your Move program.

STUDENT REPORTS

Detailed, formal written reports are sent home to parents at the end of each semester. Parents are invited to attend scheduled meetings or arrange meetings to discuss their child's progress with the classroom teacher

Term 1	**Parent Interviews**
Term 2	**Formal Report**
Term 3	**Open Night**
Term 4	**Formal Report**

- The School's Reporting policy is available on the school website and complies with the School Standards and Curriculum Authority (SCSA) mandate.

SUPPORT SERVICES

- The Belmont Dental Therapy Centre provides dental services to the students as part of a government program.

- A community nurse visits the school regularly to assess students, particularly Kindergarten students.

SWIMMING

- Students in Years One-Six attend swimming lessons during the school year

- Students participate in a school faction swimming carnival usually held during Term One.

THEIR CARE

Before and after school care is provided onsite at St Augustine's by Their Care. Children from Kindergarten to Year Six can be enrolled in the service and may attend on any school day between 7.00am to 8.40am and 2.50pm to 6.00pm.

Their Care also provides Vacation Care services throughout the holidays.

All enquiries for Their Care can be sent to: staugustines@theircare.com.au

TOILETS

Student toilets are located between the Year One and Year Two classrooms and in the Hall. Kindy and Pre-primary also have toilets for their exclusive use. For child safety reasons, adult visitors (including parents) are asked to use the toilets located in the Administration area.

UNIFORM

- Students in Pre-primary to Year Six wear the school's uniform, which is leisure wear/sport wear. A coloured, Faction shirt is to be worn on sports days which are announced at the beginning of the year.

- Please see the Uniform Policy on the School's website.

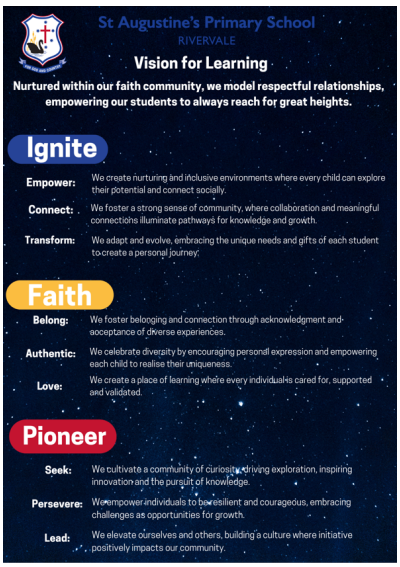
UNIFORM SHOP

The Uniform Shop is open on Monday afternoons between 2:45 pm - 3:15 pm, during term time. Any changes to this time will be communicated to parents via the app. Please be aware that only new items of clothing are available.

VISION FOR LEARNING

The St Augustine's Primary School Vision for Learning was formulated using staff, student and parent input. The document is infinite and aspirational, guiding our staff especially, about what we as a community value about and believe teaching and learning to be.





VOLUNTEERS AT ST AUGUSTINE'S

The school community recognises that parents are the prime educators of their children and that their support and assistance in everyday school activities is welcomed and appreciated.

- Volunteers must honour the code of confidentiality that protects each child.

- Only St Augustine's parents and grandparents may assist in classes.

- The role of the volunteer is to provide direct and indirect support to students through tasks and activities that are planned, directed, allocated, coordinated, monitored and evaluated by the classroom teacher.

- All regular volunteers are to have a recent (within 6 months) 100 point CrimTrac Police Clearance and Working With Children check in accordance with CEWA Policy and complete the Chid Safe Mandatory Reporting online assessment.

- Grandparents who are not legal guardians must have a Working With Children Check – this can be obtained from the GPO.

YOUR MOVE

St Augustine's Primary School is a TravelSmart school. TravelSmart is a government project aimed at changing the way we commute for a healthier lifestyle and environment. The school has been recognised for its highly successful implementation of this project.

- Children are encouraged to ride, walk or scoot to school

- Several days throughout the year are dedicated to the Your Move program.