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## ***FROM THE PRINCIPAL***

*I am pleased to present the 2022 edition of our school handbook.*

*The handbook has been prepared to inform parents and students of plans and procedures, which will make cooperation between home and school easier.*

*Additions and amendments may occur during the year, and we will endeavour to publicise these on our website and in other appropriate ways.*

*I hope this handbook proves both useful and informative. Please keep it for your information while your family is part of the St Denis community.*

*Justin Tuohy*

*Principal*

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*St Denis Catholic School community  
seeks to foster an environment that integrates love, truth and learning,  
where each individual strives to become a model of Christian living  
and is nurtured toward his or her full potential.*

## **1. A BRIEF HISTORY OF ST DENIS SCHOOL**

St Denis School is a primary Catholic school within the Joondanna Parish. It was originally opened in 1951 by the Servite Friars, together with the Sisters of Mercy.

The school's history is celebrated in the names given to our sporting factions. Nolan, the green faction, is named after the first Parish Priest, Friar Nolan. Philip, the blue faction, is named after Mother Philip, the Mercy Superior at the time the school was founded. Keane, the red faction, is named after Mr Denis Keane, who owned the land on which the school and church now stand.

The school is coeducational, catering for children from Pre-Kindergarten through Year 6. St Denis School welcomes all new families to our school community. It is our hope that all children will enjoy happiness, achievement and satisfaction during their time at St Denis. With parents, teachers and children working cooperatively together, that hope can be realised.

## **2. ST DENIS – OUR NAMESAKE**

Denis was the first Bishop of Paris. He was sent, with two assistants, Rusticus and Eleutherius, to Paris by Pope Fabian (c.236-250), to attempt to restore to its former order the Church of Gaul which had suffered greatly under pagan Roman control of Paris.

Denis (aka Dionysius) settled in Paris on an island on the Seine where he built a small church, fearlessly ministered to the populous and preached the Gospel in regular services. So successful was Denis' ministry that it angered the powerful pagan priests who importuned the Roman Governor of the city to have Denis, Rusticus and Eleutherius imprisoned, tortured and beheaded (c.258) at Montmartre (mount of martyrs).

A basilica was eventually built over Denis' grave in Paris. St Denis' feast day, celebrated each year on 9 October, was added to the Roman calendar in 1568, although it has been recognised since around the Year 800.

St Denis' relics lie at the monastery of Saint Denis in Paris.

### **3. MANDATE OF THE CATHOLIC EDUCATION COMMISSION OF WA**

Catholic schools have a vital part to play in the Church's mission to the world today. The purpose of Catholic schools can only be understood within the context of this mission. Jesus Christ instituted his Church as the community of his followers, his Body in the world. He would be its Head, and all who believe, and accepted Baptism would be his members. He gave his Church the mission of proclaiming his Gospel to every human person. Jesus intended that his Church should serve in every age as the Universal Sacrament of Salvation, a sign and an instrument of God's saving purpose in the world. The Catholic School community is called to reflect on what Jesus called the 'signs of the time', or in other words, the activity of God in the world, to build on what God is doing in the lives of people today.

Through Catholic schools we seek to:

- proclaim the Gospel of Jesus Christ,
- assist parents develop their children as Christian men and women,
- foster a Christian mentality of love, compassion and justice,
- make a distinctive contribution in the provision of educational excellence within the context of Catholic teaching and practice and
- serve as Christian models for all.

#### **4. OUR PHILOSOPHY AND VISION**

At St Denis, staff seek to work together with the school community to provide students sound foundations for growth in religious faith, academic achievement, and physical, emotional and social development and well-being.

We take pride in the diversity of cultures, skills and talents that make us unique as individuals, and celebrate gospel values of tolerance, acceptance and love that unify us as a school community. At St Denis, we strive to seek the truth in order to grow closer to our neighbour and to God.

St Denis School community seeks to foster an environment that integrates love, truth and learning, where each individual strives to become a model of Christian living and is nurtured toward his or her full potential.

#### **5. THE AIMS OF ST DENIS SCHOOL**

Recognising the primacy of the family as the first school of life where basic life-governing values are established, St Denis School strives to enhance and extend these values by:

- providing a Catholic education which presents Christ as a model to be followed
- developing each individual spiritually, academically, physically, socially, emotionally and culturally
- encouraging the enjoyment of life through the pursuit of personal excellence
- enhancing personal dignity and respect for others
- preparing students so they can see themselves as agents of positive change in an ever-changing environment
- providing an environment in which the staff community is encouraged to grow and develop
- recognising the role and rights of parents and teachers as the co-educators of the children
- encouraging the growth of the individual within the Christian community.

## **6. PASTORAL CARE**

In keeping with our Catholic school aims of educating the whole child, pastoral care within the school focuses on developing a sense of Christian self-responsibility and community in children. The development of the individual child through the use of positive reinforcement is an essential component of appropriate school and classroom behaviour.

At St Denis, we aim to create an atmosphere which protects the rights of each individual and group within the community, children, staff, parents and Parish, and where fairness and responsibility for one's actions encourage the development of self-discipline.

Pastoral care in a Catholic school is a natural extension of the evangelical ministry of the Church. It is the responsibility of all, requires cooperation and permeates every aspect of school life, is based on Catholic/Christian values and affirms the dignity and worth of each person.

## **7. RELIGIOUS EDUCATION**

St Denis is committed to providing a quality education, which embraces the full human growth and development of our students. The school commits itself to nourishing the faith of its students, hence imparting a deep knowledge of Christ and giving the opportunity of communion with Christ through the sacramental life of the Christian community.

Religious Education is at the nucleus of the school's existence. In accordance with Catholic Education Commission policy, our teachers gain Accreditation through the Catholic Education Office to teach Religious Education. Religious Education at St Denis School follows the Perth Archdiocese Religious Education Units of work. This program is to promote understanding of Christian beliefs and practices. Religious Education is taught in a context with the same systematic demands and rigour as any other learning area.

Incorporated within the daily lessons, and in addition to them, the children are exposed to a wide spectrum of Catholic practices including:

- the learning of formal and informal prayers
- personal conscience and faith response
- daily classroom prayer
- Sacramental preparation: Reconciliation, Eucharist and Confirmation
- preparation and participation in Liturgies of the Word
- celebrations for special feast days
- participation in school-based and community Mass, Sacramental and Liturgical celebrations
- community Liturgy celebrations
- celebrating Mary, Mother of Jesus
- celebrating Saints
- practical support for Missions
- pastoral care learning
- liturgical singing
- participating in the Making Jesus Real program.

Staff assist in the active planning for Liturgies and Masses by preparing the children, explaining the Mass and readings, and, at times, helping as ministers of the Eucharist.

Masses and liturgies are held throughout the year at St Denis Parish Church, or the school hall, and parents are welcome to join us in the celebrations. Dates of celebrations will be notified through the online school calendar and the fortnightly newsletter (on school website).

Like most Catholic schools today, emphasis is placed on integrating our Catholic faith through other learning areas. In acknowledging that the school is here to support parents in the education of their children, it is hoped that interaction between school and Parish will always flourish.

## **7.1 SACRAMENTAL PROGRAM**

This Sacramental Policy for School Aged children in the Perth Archdiocese is mandated by the Archbishop. From 2018, this Family Focussed, Parish Based, School and Parish Religious Education Program supported approach to the preparation and celebration of the Sacraments will be more fully implemented. There will be subtle changes in that enrolments will happen through the church and the Sacrament of Eucharist will be celebrated as part of the parish mass over several weekend Masses.

## **8. SPIRITUAL RETREATS & CAMP**

Spiritual retreats will be held in conjunction with the sacramental programs of Reconciliation (Yr. 3), First Eucharist (Yr. 4) and Confirmation (Yr. 6).

Each year, the Year 5 class attend the Making Jesus Real Camp. It is designed to deepen the spirituality of the students and develop their leadership skills before they commence Year Six.

A camp is also held each year for the Year 6 class. This camp is designed to strengthen bonds among the senior students through worshipping, working, playing and living cooperatively. The camp features a combination of religious, environmental, conservation and recreational activities conducted in safe and suitable locations.

## **9. ACADEMIC PHILOSOPHY**

To meet the needs of young learners, an educational philosophy based on developmental learning, inclusivity and Christian ethos is delivered by dedicated teachers. Sharing the collective wisdom of parents and teachers is recognised as an essential element in the development of the whole child; that is their physical, emotional, intellectual and spiritual growth.

At St Denis, we promote the desire to learn that lies within us all. We strive, within an environment of warmth and trust, to encourage and facilitate children's enthusiasm and



develop independence in decision making, task performance, creative expression, spiritual reconciliation and self-awareness.

An integrated academic curriculum incorporating the nine Learning Areas of the Australian Curriculum directed by the Curriculum Council of Western Australia is presented to the students at St Denis.

At St Denis, we are committed to providing outcomes-focused education based on the individual needs of our students. The outcomes approach is based on our belief that learning is continuous and, given time and opportunity, all students should progressively achieve the outcomes.

## **9.1 HOMEWORK**

Teachers will outline the school's homework policy at the Parent Information Evening, which occurs early in Term 1, each year. Parents are asked to support and guide children in their homework without, of course, however well-intended, actually doing it for them.

## **9.2 LIBRARY**

In order to borrow books from the school library, children will need to have a library bag to protect the books. Parents are asked to please provide their child with a suitable library bag. Whilst the responsibility of regular returning is the child's, reminders from home on library day can be helpful.

In the event of an item being lost or damaged while on loan, parents are asked to inform their classroom teacher or library assistant.

## **10. PHYSICAL EDUCATION AND SPORT**

Students are expected to take part in all school sporting activities. Medical reasons may exempt children from physical education and sport programs, but continual or prolonged

exemption must be supported by medical certification. Should short term exemptions for medical or other reasons be necessary, please supply the classroom teacher with an explanatory note.

When participating in physical education, all students must wear a school hat at all times.

Other activities and events aimed at facilitating a healthy lifestyle for our students include Crunch and Sip mid-morning break, swimming lessons, school faction athletics, swimming, cross country carnivals, annual inter-school athletics and cross-country carnival, Years 5 and 6 Sacred Saints Winter Carnival. Years 3 to 5 participate in bike education.

## **11. ASSESSMENT AND REPORTING**

A Parent Information Evening held early in the year provides a chance to meet your child's teacher. It is also designed to welcome and inform you of goals and aspirations for your child's academic year. Parents are encouraged to maintain regular contact with classroom teachers concerning their children's progress or any other relevant issues.

In addition, Two-Way Interviews, involving the parent and teacher, are conducted in Term One. This interview gives parents an opportunity to discuss with their child and the child's teacher how the learning has progressed. It also provides an opportunity for collaborative goal setting in order to further focus and direct future learning.

In Terms Two and Four, formal written reports are sent home.

## **12. USE OF INFORMATION & COMMUNICATION TECHNOLOGY**

The school is well equipped with 21st Century Technologies. Teachers integrate modern ICT into the learning/teaching process to enhance learning. The critical thinking curriculum model with effective learning and teaching practices provides students and teachers with a process and an opportunity to develop effective problem solving,

collaboration and communication skills. ICT utilised in the classroom motivate and engage students in the learning process.

Information and Communication Technology is an integral feature of learning at St Denis School and plays a significant role in the students' development as 21<sup>st</sup> Century learners. Students from K-3 have access to a bank of iPads to access digital resources and create their own content. Years 4-6 work on a 1 to 1 iPad program. Embedded in all children's lessons are the requirements for digital citizenship. Students and parents are required to complete an ICT User Agreement.

### **13. DEALING WITH BULLYING AND HARASSMENT**

The school's approach to bullying and harassment ensures that the values and principles of our Catholic faith are met. We are committed to striving for as safe and caring an environment as possible for all of our students. We believe that schooling should be for students a happy, productive and satisfying learning and social experience.

Bullying and harassment are behaviours that are not tolerated. They undermine the ethos and ideals that we work hard to nurture at St Denis.

Bullying incidents will be dealt with in accordance with procedures outlined in the school's Behaviour Management Policy.

Students are made aware of the rules of the school at the beginning of each school year and, regularly, throughout the year.

Recurring breaches of rules and recurring behaviour problems will be reported to the Principal and to parents. Discussions between Principal and parents as to an appropriate course of action may follow, if considered necessary.

Behaviour management strategies are established in the home and reinforced at school with the cooperation of parents.

It is incumbent upon all of us, teacher and parents alike, to do all that we can to eradicate bullying both at school and beyond the school grounds.

## **14. SCHOOL RULES AND BEHAVIOUR STANDARDS**

All students of St Denis must act honourably, be loyal to the school, show common sense, good manners and justice in their dealings with staff and with each other.

The following is a statement of the rules of St Denis and its core expectations of every student.

### **14.1 GENERAL SCHOOL RULES**

Students should:

- always show respect for self, others and property
- take responsibility for their own actions and accept the consequences
- not hurt, tease, bully or belittle others
- report to a teacher any hazardous items such as syringes, broken glass, or persons acting strangely
- walk (not run) on verandas, brick-paved areas, stairs and on the ramps
- eat and drink in designated areas and make sure the grounds are litter free
- wear the correct school uniform at all times.

Each teacher will use an appropriate behaviour management system in their classroom which they will discuss with parents at our Parent Information Evening held at the beginning of each year.

## **15. TEACHING, SPECIALIST, ADMINISTRATION AND GENERAL STAFF**

St Denis currently has an enrolment of approximately 250 students. There are nine classes ranging from Pre-Kindergarten through Year 6.

Attendance at the Pre-Kindergarten sessions by three-year olds is not a prerequisite to entrance or enrolment to Kindergarten at St Denis. Children accepted into pre-kindergarten will need to apply for further entrance places.

The school further expresses its pastoral mission through special needs education. Students with special needs are mainstreamed through all year levels within the school, from Pre-Kindergarten to Year 6.

Staff members include class teachers, a support teacher, Reading Recovery teacher, and specialist teachers. Italian language studies occurs for students in Year 1 through Year 6. The use of information technology is integrated across learning areas.

Other staff members include a part-time social worker, education assistants, office administration and general-duties staff. For students requiring specific academic assessment, the services of a consultant school psychologist is available to the school.

## **16. PARENTAL SUPPORT AND INVOLVEMENT**

- A commitment to the school's rules, policies and practices is essential to enable parents and school staff to work in harmony.
- Parents are encouraged to support P&F activities, fundraising, busy-bees and contribute to the social development of the school community.
- Parent participation, through interviews, class meetings, sacramental programs and professional discussions is expected.
- Parent support of the teachers by involvement in the classroom, excursions and in sport is encouraged.
- Parents are encouraged to support their child with school activities that they need to complete out of school time (e.g. homework, church attendances, sport practice).
- Parents should make every effort to see that their child wears the correct school uniform each day and that they are prepared for each day's class work and activities.
- Parents wishing to confirm meetings or interviews with teachers are requested to make appointments through the school's administration office.
- Parents are requested not to contact other parents regarding disputes between children. All child related incidents need to be reported to the class teacher.

Parental assistance in classrooms is valued, particularly in the junior grades, by the teaching staff. This can vary from class to class. All in-class helpers must sign the visitor's register and wear a Visitor badge available from the school's administration office.

The success of a school is measured as much by the strength of its student and parent community as by its curricula and pastoral objectives and achievements. Similarly, school culture is shaped and given meaning by its community synergistically sharing common vision and purpose in which the central focus always remains a happy, productive and successful schooling experience for students. Parents are encouraged to take an active role in the affairs of the school in support of their children, including through School Board and P&F membership and participation.

## **17. ENROLMENT**

The Catholic Education Commission strives to make Catholic schooling available to all children whose parents wish them to receive a Catholic education based on Gospel values within a caring Christian environment. St Denis strives to achieve this for all of its students.

Students with special needs are mainstreamed through all year levels and offered individual educational programs and appropriate resources specific to their needs.

Parents of applicants are required to attend an enrolment interview, accompanied by their children, with the Principal. It is preferable that both parents attend.

The signing of the application for admission to the school by a parent confirms agreement to support all of the school's policies and practices that have been established to provide for the education of St Denis students in accordance with Catholic education ethos.

## 17.1 AGE REQUIREMENTS

### PRE-KINDERGARTEN PROGRAM

Children are able to attend these sessions once they have turned three years of age.

### KINDERGARTEN

Children turning four by June 30 in the year they commence kindergarten sessions.

### PRE-PRIMARY

Children turning five by June 30 in the year they commence Pre-Primary classes.

### PRIMARY

Children turning six by June 30 in the year they commence Year 1.

## 18. SCHOOL FEES

### **Application Fee**

To register a student for enrolment, an enrolment form must be completed; this is accompanied by a \$30.00 non-refundable administration fee and does not guarantee enrolment.

### **Enrolment Deposit**

Once an offer of enrolment for Pre-Kindy and/or Kindy has been made a non-refundable acceptance fee of \$320.00 is payable. This fee is credited against the school fee account at the commencement of the school year. If the position is not taken, this fee is non-refundable and will be forfeited.

### **Fees**

Fees will be invoiced **annually** at the commencement of term one and are payable within 14 days or a signed **Payment Option Advice Form** must be returned with a selected payment option.

### **Sibling Discounts**

Family discounts apply to tuition fee component only, from Kindergarten to Year Six. Discounts are as follows:

- 2<sup>nd</sup> Student 20%
- 3<sup>rd</sup> Student 40%
- 4<sup>th</sup> Student 100%

## **Pre-Kindergarten Program**

Pre-Kindergarten is not a government program and is optional, therefore does not attract discounts, grants or external funding. Children must have turned three prior to commencing the program and participation does not guarantee a place for Kindergarten. Pre-Kindy fees will be invoiced **annually** at the commencement of term one or the commencement date of the student and are payable within 14 days or a **Payment Option Advice Form** must be returned with a selected payment plan option. Non-payment of fees will result in removal from the program.

## **Payment Plans – Payment Option Advice Form**

Payment plans are required and can be weekly, fortnightly, monthly or in three instalments. This is a convenient option as your fees are spread evenly over the year. Please return your signed **Payment Option Advice Form** within 14 days of receiving your annual statement. Please contact the Finance Officer should you wish to discuss your financial arrangements. Payment Options include:

- Cash or Cheque
- Eftpos
- BPay
- Direct Debit
- COPS (Credit Card online Payment System)

## **Health Care Card Concession (HCC)**

A discount applies to the **compulsory** school fees and the Building Levy if the parents/guardians responsible for the payment of fees hold a current family Health Care Card or Pensioner Concession Card with the code “PPS”. Further information is available on the Catholic Education Office website <https://www.cewa.edu.au/our-schools/find-a-school/fees-and-enrolments/>. The maximum compulsory school fee and Building Levy to be paid by eligible card holders in 2020 are **\$300.00 and \$90.00 respectively per annum**. Application forms are available at administration and on the school website and must be made **before 28 February 2022**.

## **Notice of Withdrawal**

Should it occur that a child needs to be withdrawn from the school it is to be advised in writing to the Principal. One (1) term's notice must be given prior to the withdrawal of a student. If sufficient notice is not given a full terms fee will be charged. Accounts are to be finalised prior to leaving the school.

All parents who choose to send their children to Catholic Schools are expected to contribute financially to the education of their children. This expectation is tempered by personal circumstances and special needs. If you consider that meeting these fees may result in extreme hardship to your family, you are invited to make an appointment to negotiate alternative arrangements with the School Principal.



## 2022 SCHEDULE OF SCHOOL FEES AND CHARGES

2022 SUMMARY OF SCHOOL FEES AND CHARGES		Kindy	PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Tuition Fees	[a]	\$1,038	\$1,730	\$1,730	\$1,730	\$1,730	\$1,730	\$1,730	\$1,730
Per Pupil Contribution to Programs	[b]	\$547	\$617	\$782	\$782	\$797	\$653	\$927	\$998
Total School Charges (per student)	[a]+[b]	\$1,585	\$2,347	\$2,512	\$2,512	\$2,527	\$2,383	\$2,657	\$2,728
Health Care Card Holders (per student)		\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Total Family Levies (per family)	[c]	\$496	\$496	\$496	\$496	\$496	\$496	\$496	\$496
Health Care Card Holders (per family)		\$240	\$240	\$240	\$240	\$240	\$240	\$240	\$240

Sibling Discounted Fees Schedule		Kindy	PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
1st Child									
Tuition Fees	[a]	\$1,038	\$1,730	\$1,730	\$1,730	\$1,730	\$1,730	\$1,730	\$1,730
Per Pupil Contribution to Programs	[b]	\$547	\$617	\$782	\$782	\$797	\$653	\$927	\$998
Total School Charges 1st Child student	[a]+[b]	\$1,585	\$2,347	\$2,512	\$2,512	\$2,527	\$2,383	\$2,657	\$2,728
2nd Child (80%)									
Tuition Fees	[a]	\$830	\$1,384	\$1,384	\$1,384	\$1,384	\$1,384	\$1,384	\$1,384
Per Pupil Contribution to Programs	[b]	\$547	\$617	\$782	\$782	\$797	\$653	\$927	\$998
Total School Charges 2nd Child	[a]+[b]	\$1,377	\$2,001	\$2,166	\$2,166	\$2,181	\$2,037	\$2,311	\$2,382
3rd Child (60%)									
Tuition Fees	[a]	\$623	\$1,038	\$1,038	\$1,038	\$1,038	\$1,038	\$1,038	\$1,038
Per Pupil Contribution to Programs	[b]	\$547	\$617	\$782	\$782	\$797	\$653	\$927	\$998
Total School Charges 3rd Child	[a]+[b]	\$1,170	\$1,655	\$1,820	\$1,820	\$1,835	\$1,691	\$1,965	\$2,036
Total Family Levies	[c]	\$496	\$496	\$496	\$496	\$496	\$496	\$496	\$496

Pre Kindergarten

Per session

\$76

Per Pupil Contribution to Programs	Kindy	PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Amenities	245	245	220	220	220	220	220	220
Kindy Screening	100	0	0	0	0	0	0	0
PP Screening	0	100	0	0	0	0	0	0
Computer Infrastructure	60	100	100	100	100	100	100	100
Computer Hardware	30	60	170	170	170	0	0	0
Sacramental Levy	0	0	0	0	15	21	0	21
Insurance	12	12	12	12	12	12	12	12
Graduation Levy	0	0	0	0	0	0	0	70
Mathematics Program	0	0	30	30	30	30	30	30
Edudance	30	30	30	30	30	30	30	30
Camps (Yr5 & Yr6)	0	0	0	0	0	0	250	230
Swimming	0	0	115	115	115	115	115	115
Sport Carnivals	0	0	35	35	35	55	100	100
Excursions	70	70	70	70	70	70	70	70
Total	547	617	782	782	797	653	927	998

Family Levies Summary:	Kindy	PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Year Book	60	60	60	60	60	60	60	60
Building Levy	346	346	346	346	346	346	346	346
P&F Levy	90	90	90	90	90	90	90	90
	496	496	496	496	496	496	496	496

Health Care Card Discounted Levies:	Kindy	PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Year Book	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00
Building Levy	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00
P&F Levy	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00
	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00

## **19. SCHOOL COMMITTEES**

### **19.1 SCHOOL ADVISORY COUNCIL**

The St Denis School Advisory Council meets at least once per term and assists the principal with school's finances, capital investments and maintenance programs. The Council convenes a school community meeting at the end of each year for the purpose of electing members for the following year. Please support the School Advisory Council in its planning and activities for the benefit of your children and the school community at large.

### **19.2 PARENTS AND FRIENDS ASSOCIATION**

The P & F is a committee of parents who coordinate efforts to improve facilities at the school. It is a very active and energetic body acting for the benefit of the school that deserves your full and continual support.

P & F meetings are held termly. Times and dates are advised through the school newsletter. All parents are most welcome to attend and share their thoughts and ideas. The school benefits from funding generated by the P & F Association including a \$90.00 per family, per year contribution levied by the Association.

### **ST DENIS EMERGENCY MEALS SUPPORT SYSTEM**

‘A kind gesture can reach a wound that only compassion can heal’

At St Denis, we pride ourselves on the fact that we are an MJR school. We strive to be Gospel people to everyone we meet. As an MJR school, we want to reach out to people in need and be the face of Jesus to them.

As a community, we want to offer an emergency meal support system to families in times of crisis. Families may suffer a crisis for various reasons such as loss of a family member, accident, critical illness or a time of temporary financial difficulty.

The provision of an evening meal at such times would provide a much-needed reprieve until extended family or additional help is in place.

This support system will be coordinated by the P&F, who would ask families to volunteer to join our meals list, to provide an evening meal for a family.

This service can be requested at any time by contacting the Principal. All details will remain confidential and specifics such as drop off and collection of meals will be organised on an individual basis.

## **20. ADMINISTRATION**

### **20.1 OFFICE HOURS**

The school administration office is open from 8:00am through 4.00pm Monday to Friday during school terms. Students commence on Monday, 31 January 2022. The last day of school is to be advised.

### **20.2 APPOINTMENTS**

Appointments with the Principal and Assistant Principals should be confirmed through the office prior to intended meeting dates. However, in cases of urgency or emergency, parents are very welcome to meet with the Principal or, in the Principal's absence, the Assistant Principals, without prior arrangements having been made.

Open communication is encouraged between home and school. Parents are invited to make an appointment with the relevant teacher, to discuss any celebrations or concerns they have to share. Likewise, teachers will contact parents when it is deemed necessary.

Parents wishing to see teachers are advised to make contact directly with teachers or the administration office.

Teachers are unavailable during class time as they cannot give you the desired attention while dealing with student needs. The teacher cannot legally leave the children unattended or without direct supervision in the classroom. However, teachers are readily available to meet with parents before and after school, by prior arrangement.

### **20.3 CODE OF CONDUCT**

All staff, volunteers, contractors, clergy, and casual relief staff at St Denis School are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child-safe principles and expectations for appropriate behaviour towards and in the company of children. Consequently, our Code of Conduct is to be observed and complied with by all people associated with our school at all times.

### **20.4 CHANGES OF ADDRESS AND TELEPHONE NUMBERS**

Please advise the school administration office of any changes in enrolment information such as email addresses, telephone numbers, emergency contact details etc. Medical information must also be updated regularly. This can also be done via email to [admin@stdenis.wa.edu.au](mailto:admin@stdenis.wa.edu.au)

### **20.5 CUSTODY AGREEMENTS**

Where court-directed custody judgements affect students, the Principal should be advised. Information will be treated confidentially and sensitively.

### **20.6 CHILDREN SUFFERING ILLNESS OR ALLERGIES**

Children needing first aid treatment are treated by staff who hold current First Aid certificates. In the event that a child is unable to return to the classroom through illness, efforts will be made to contact parents, or the emergency contact

number noted on the enrolment form, to enable the child to be taken home or from the school.

Should a child be unwell prior to leaving home for school, it is often advisable that the child does not attend school on that day. Whilst every effort is made to care for sick children, the school cannot accept responsibility for a child whose health precludes him or her from involvement in normal school routines.

It is important to advise the school of any allergies that a child may suffer. If a child has asthma or any other chronic illness or allergy, parents need to advise office staff so that management of the illness is recorded, should the need arise.

We are working toward ensuring that our school is “allergy friendly” by asking parents not to send nut products to school with children.

From time to time, parents request that teaching staff administer medication to their children. We are not able to administer medication to children before written authority is received in the form of a Student Medication Request authorisation from parent/guardian, which must be accompanied by a letter from the child’s medical practitioner providing details regarding circumstances for use. Student Medication Request forms are available from the school’s administration office. All medication should be labelled with the child’s name, be accompanied with written authority from the parent/guardian giving clear, concise instruction as to the volume and frequency of the dosage. Staff are keen to cooperate in this important health care matter for the school’s children, and ask that the above simple, but essential, procedures be followed.

## **20.7 ABSENCES**

Legal requirements on monitoring absenteeism have become much more accountable. Parents must inform the school/class teachers prior to the child

being absent if it involves a previously arranged appointment. If parents have forgotten to do so, they must inform the school via the administration office before 9.00am on the day. This can be done by emailing [admin@stdenis.wa.edu.au](mailto:admin@stdenis.wa.edu.au) or phoning the office on 9242 3422. Parents running late in dropping off students must continue to sign students in at the administration office via SEQTA Kiosk. If a student leaves early, parents must also sign students out at the administration office.

Under WA Statutory Law, school absences must be notified in writing to the school as immediately as possible following the student's return to school. The written advice should include the reasons for the student's absence. As school absence notes are kept on file, notification of a child's absence should be in writing and addressed to the classroom teacher. If a parent has notified the school via email (to [admin@stdenis.wa.edu.au](mailto:admin@stdenis.wa.edu.au)), a written note is not required. In the event of prolonged unexplained absences, we are required to pass on details to the truancy office of the Child Welfare Department.

## **20.8 HOLIDAYS DURING SCHOOL TERMS**

Unless there is a family emergency, the removal of students during term time is not condoned by the school.

## **20.9 MONEY AND VALUABLES**

From time-to-time teachers are required to collect money from students for such things as missions, book club orders and so on. Money being brought to school by a student should always be enclosed in an envelope and marked with the student's name, class, amount and reason for payment.

Students are particularly discouraged from bringing valuable or expensive toys, sports equipment or other property to school.

## **20.10 SCHOOL NEWSLETTER**

Our fortnightly newsletter is an important means by which the school communicates with parents and students. Information and notices concerning school procedures, activities and coming events, as well as community items, are included within the newsletter. The link to the school newsletter is emailed to parents each Wednesday and is on the school website [www.stdenis.wa.edu.au](http://www.stdenis.wa.edu.au) Copy for inclusion within the newsletter should be received at the school office by Tuesday 3:30pm on the week of publication. The Term Planner is also available on the school's website.

## 21. 2022 TERM DATES & PD DAYS

### **SEMESTER ONE**

#### **TERM 1**

Students: Monday 13 January – Friday 8 April

#### **Pupil Free Day**

Friday 26 February

#### **Public Holidays**

Monday 7 March – Labour Day

Term 1 break: Saturday 9 April – Monday 25 April

#### **TERM 2**

Students: Tuesday 26 April – Friday 1 July

#### **Pupil Free Days**

Monday 19 April

Friday 4 June

Friday 2 July

#### **Public Holidays**

Monday 25 April – Anzac Day

Monday 6 June – WA Day

Term 2 break: Saturday 2 July – Sunday 17 July

### **SEMESTER TWO**

#### **TERM 3**

Students: Monday 18 July - Friday 23 September

#### **Pupil Free Days**

None

#### **Public Holidays**

None

Term 3 break: Saturday 24 September – Sunday 9 October

#### **TERM 4**

Students: Monday 10 October - \*Friday 9 December (\*to be confirmed)

#### **Pupil Free Day**

Monday 15 November

#### **Public Holidays**

None

## 22. DAILY TIMETABLE

Pre-Kindergarten children attend:

Wednesday 9.00am - 2.45pm (Full day)

Kindergarten children attend school on the days and times as follows.

Kindergarten: 8.45am - 2.45pm Monday, Tuesday and Thursday



Pre-Primary through Year 6:

Classes commence	8:45am
Morning recess	10:30am to 10.50am
Lunch	12:30pm to 1:10pm
End of school day	2:55pm

Please ensure that your child/children arrive at school before commencement of class. Late arrivals interrupt class programs, distract children from their work and can cause late arriving children some embarrassment.

Teachers (P-6) are in attendance in classrooms from 8:30am and children are welcome to come in and prepare for the day.

## **22.1 SUPERVISION OF CHILDREN BEFORE AND AFTER SCHOOL**

Since staff are on supervisory duty in their classrooms from 8:30am and during the day until 3:15pm on school days, the school CAN NOT ACCEPT RESPONSIBILITY for children on site outside those hours. Children waiting to be collected after 3:15pm should wait inside the administration office.

Playground equipment is not to be used before and after school due to insurance requirements.

From time to time, children may be involved in sports coaching or other activities outside of normal school hours. Responsibility for supervision of children participating in such activities is shared between the parents and the sports coaches. Playground equipment is not to be used by siblings of students participating in these activities.

## **22.2 OUTSIDE SCHOOL HOURS CARE (OSHC)**

The YMCA run a Before and After School Care Program at St Denis. Application forms are available on the YMCA website.

## **23. UNIFORM REQUIREMENTS**

All uniforms are purchased online from Perm-A-Pleat Schoolwear with the choice of collecting your order from the school reception or having it delivered to your preferred address for a flat rate of \$10 incl GST. A link to Perm-A-Pleat is available on the school's website: <https://www.stdenis.wa.edu.au/uniform-shop>

The correct school uniform is expected to be worn at all times by students in Pre-Primary through Year 6. Should a student be unable, temporarily, to comply with uniform standards, an explanation in writing should be provided to the class teacher. The sports uniform is to be worn by children on sports days only.

Please ensure that all articles of clothing are clearly labelled with the child's name. The school cannot accept responsibility for loss of property. Lost and found articles should be reported to the class teacher.

## 23.1 UNIFORM LIST 2022

Please refer to website for current pricing

### GIRLS' UNIFORM

ITEM		PRICE
Royal Blue Jumper (Poly Cotton)	Sizes 4 - 9	\$61.00
Royal Blue Jumper (Poly Cotton)	Sizes 10 - 16	\$64.00
Summer Dress	Sizes 2 - 8	\$78.50
Summer Dress	Sizes 10 - 16	\$88.50
Girls Tights		\$10.00
Ladies Tights		\$11.50
Royal Blue School Hat with Logo	All sizes	\$16.00
Scarf		\$16.00

### BOYS' UNIFORM

ITEM		PRICE
Royal Blue Jumper (Poly Cotton)	Sizes 4 - 9	\$61.00
Royal Blue Jumper (Poly Cotton)	Sizes 10 - 16	\$64.00
Grey Summer Shorts	Sizes 2- 20	\$39.00
Grey Trousers	Sizes 4 - 9	\$40.00
Grey Trousers	Sizes 10 - 20	\$42.00
Short Sleeve Blue Shirt with Logo	Sizes 4 - 16	\$31.00
Boys Grey School Socks with blue Stripes	All sizes	\$ 9.10
Royal Blue School Hat with Logo	All sizes	\$16.00
Scarf		\$16.00

### KINDY

Kindy Shirt	Sizes 2-8	\$31.00
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### SPORTS UNIFORM

ITEM		PRICE
Royal Blue Microfibre Shorts	Sizes 2 - 16	\$29.00
Light Blue Polo Shirt with Logo	Sizes 4 - 16	\$28.00
Polo Shirt - Faction	Sizes 4 - 16	\$28.00
White Sports Socks with 2 Blue Stripes	All Sizes	\$ 9.60
Royal Blue Track Jacket with Logo	Sizes 2 - 16	\$55.00
Royal Blue Track Pants	Sizes 4 - 16	\$42.00

### SCHOOL BAG

Royal Blue with School Logo	\$69.00
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**SHOES - to be purchased elsewhere:**

Black lace-up shoes or navy sandals  
Joggers

Girls wear white ankle socks for summer - to be purchased elsewhere.

### **23.2 “NO HAT, NO PLAY IN THE SUN”**

Hats are to be worn by children throughout the year to protect them from the sun. Wearing the school hat is compulsory. The school has adopted the ‘No Hat, No Play in the Sun’ policy. Children are to wear hats during sport lessons, recess and lunch breaks. Additionally, children are encouraged to wear their school hat to and from school.

Sunscreen use at school by children is encouraged. A sunscreen product endorsed by the Australian Cancer Foundation is kept for students’ use in each classroom.

### **23.3 UNIFORM DRESS STANDARDS**

#### **HAIR**

Hair should be natural and well groomed. Long hair (over the collar) must be tied back. Hair should not be coloured or contain ‘tracks’. Hair needs to be a (near) consistent length all over. Hair should not be spiked or shaved shorter than a number two. Only royal blue, pale blue or white ribbons or scrunchies may be worn, or plain clips or combs if required (no Jo Jo bows). Any questions please see your classroom teacher.

#### **JEWELLERY**

Only a cross/medallion, a signature ring, no more than one pair of small, plain studs or sleeper earrings and wristwatch may be worn. Medic Alert bracelets may be worn. Nail varnish is not permitted.

## **24. GENERAL INFORMATION**

### **24.1 PRIVACY**

**24.1.1** St Denis collects personal information, including sensitive information about students 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 students.

**24.1.2** Some of the information collected is to satisfy the school’s legal obligations, particularly to enable the school to discharge its duty of care.

**24.1.3** Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws, if appropriate.

**24.1.4** Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. Parents and guardians will be asked to provide medical reports about students from time to time.

**24.1.5** 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, medical practitioners and people providing services to the school, including social workers, school psychologists and school nurse.

**24.1.6** If the school did not obtain the information referred to above it may not be able to enrol or continue the enrolment of a student.

**24.1.7** Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published in the school newsletters, booklets and Yearbook or on the school website.

**24.1.8** If parents or guardians provide the school with the personal information of others, such as doctors or emergency contacts, they are encouraged to inform them of that disclosure.

## **24.2 EXCURSIONS/INCURSIONS AND CARNIVALS**

From time to time, children participate in school excursions and carnivals held away from the school grounds at other venues. At the time of enrolment, parents will be asked to sign a general permission slip which covers all excursions/incursions that occur while your child attends St Denis. Details of upcoming excursions/incursions will be given to parents in advance by teachers. When attending an excursion, all students must be dressed in the correct school uniform, unless other arrangements have been confirmed by the classroom teacher.

### **24.3 HOLIDAYS DURING TERM**

On occasions that students are absent from school, for prolonged periods, due to holiday or travel commitments during the school term, parents may wish to contact the Distance Education division of the Department of Education for lesson material for their children. The school has no facilities to be able to prepare special material for this purpose.

### **24.4 RIDING OF BICYCLES**

The Western Australian Traffic Office advises that children under the age of nine years should not ride bicycles to school alone. Parents should use their discretion in this matter and recognise that an approved, safety standard helmet must be worn. When making this decision, be reminded that roads around St Denis are often very busy. A child on a bicycle is both very difficult to see and unpredictable. Bicycle racks are positioned adjacent to the Year 6 classroom and students should ensure they have bike locks. Students are not permitted to ride bicycles in the school grounds.

### **24.5 STUDENT ACCIDENT INSURANCE COVER**

All students are covered by a comprehensive policy offered through Catholic Church Insurance, which is included in the school fee schedule. The policy provides 24-hour protection 7 days per week against everyday accidents.

### **24.6 PARKING**

Parents are asked to park in areas adjacent to the school. Vehicles should not be parked in the 'Drop Off' zone in Orchid Street. Children are not permitted to cross Orchid and Powell Streets unaccompanied by an adult. Parents should not double park when collecting their child. We would appreciate your cooperation in maintaining this important safety procedure.

*We wish all children happiness, peace,  
Friendship, hope and success during their time at  
St Denis School*