



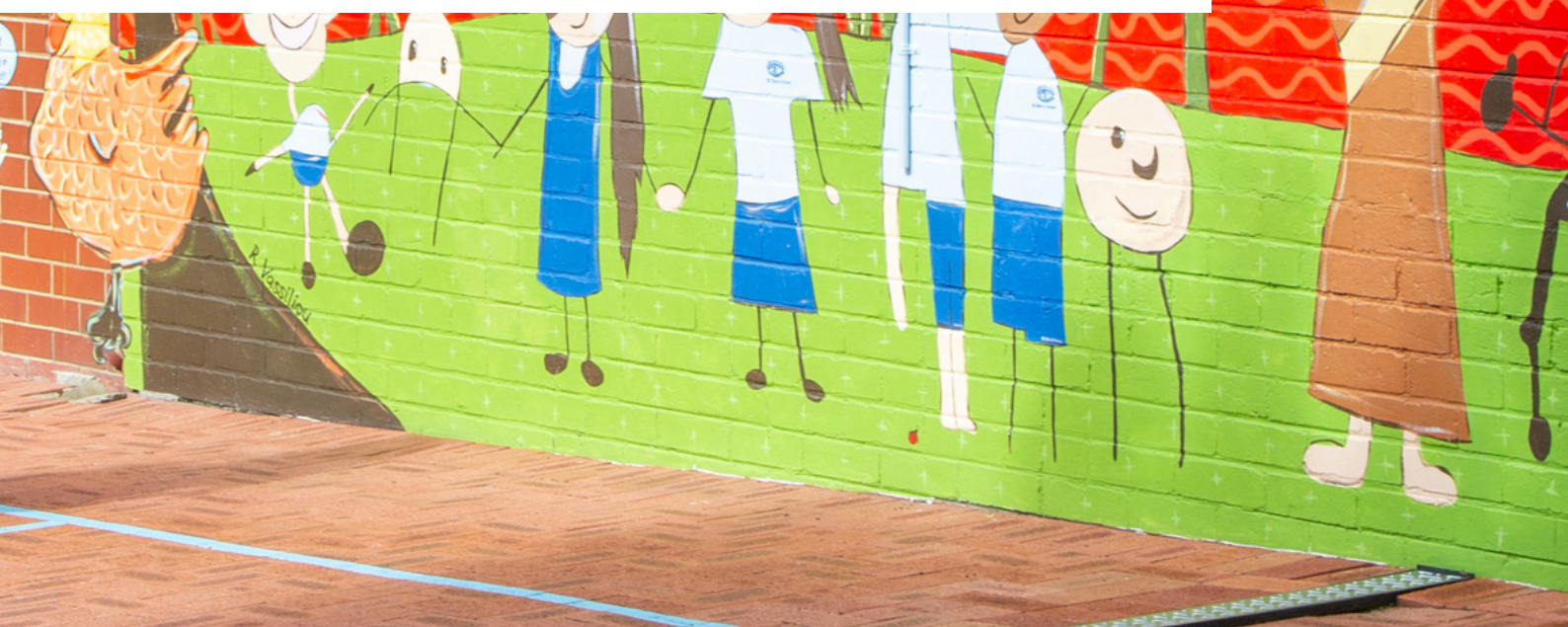
# 2022

**ST DENIS SCHOOL  
JOONDANNA**

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Parent Handbook

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SEEK THE TRUTH

# FROM THE PRINCIPAL

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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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# A BRIEF HISTORY

**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.**

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.

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.



# SCHOOL VISION

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



# SCHOOL MISSION

At St Denis, we strive to seek the truth in order to grow closer to our neighbour and to God.

# CORE VALUES



As a learning community centred on the example of St Denis, the following Core Values underpin our approach.

TRUTH - The What  
LOVE - The How  
LEARNING - The Why

# 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.

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 Seesaw, the School Newsletter and Term Planners.



# SACRAMENTAL PROGRAM



Our Sacramental Program is provided in conjunction with the St Denis Parish. The Sacraments are celebrated as part of the Parish Mass or as a standalone celebration coordinated by the school.

Spiritual retreats are held to support our sacramental programs and are supported by 24:7 Serve at Servite College.

# SCHOOL CAMP



Each year, the Year 5 class attend the Making Jesus Real Camp in Margaret River. It is designed to deepen the spirituality of the students and develop their leadership skills by providing experiences that require courage and kindness.

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.



# CURRICULUM INFORMATION

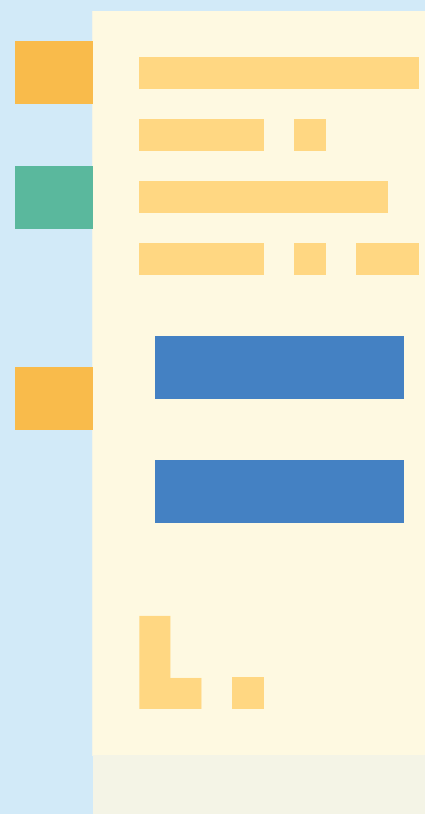
To meet the needs of young learners, an educational philosophy based on developmental learning, inclusivity and Christian ethos is delivered by dedicated teachers. Sharing the collective wisdom of parents and teachers is recognised as an essential element in the development of the whole child; that is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

## HOMework

Homework may support some students in developing sound work routines, independence, organisational skills, self-discipline and ownership of their own learning.

- We believe homework tasks should be clear, relevant and purposeful
- We encourage parents to involve their children in real life learning opportunities
- Homework is the responsibility of the home
- Children need time to relax and recharge after a hectic day at school. Therefore, time out to play and to become involved in extra-curricular activities is seen as important in the development of a balanced lifestyle.



## LIBRARY

Students visit the library weekly to borrow books. Please provide your child with a suitable library bag to protect the books. In the event of an item being lost or damaged while on loan, please inform your classroom teacher.





# PHYSICAL EDUCATION



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 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.

## ICT

Information and Communication Technology is an integral feature of learning at St Denis School and plays a significant role in the students' development as 21st Century learners. Students from K-2 have access to a bank of iPads to access digital resources and create their own content. Years 3-6 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.

## FORMAL REPORTING

Two-Way Interviews, involving the parent and teacher, are conducted in Term One. This interview gives parents an opportunity to discuss with their 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 for students in Pre-Primary to Year 6.



# SCHOOL RULES AND BEHAVIOUR STANDARDS

We believe that school should be a happy, productive and satisfying learning and social experience for students.

Recurring breaches of rules and 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.



## STUDENT CODE OF CONDUCT

At St Denis School we want to feel safe, respected, included, encouraged and happy. The Student Code of Conduct has been developed collaboratively with students to achieve these goals.



### St Denis School, Joondanna Student Code of Conduct

At St Denis School we want to feel:  
**SAFE, RESPECTED, INCLUDED, ENCOURAGED AND HAPPY**

SAFE	RESPECTED	INCLUDED	ENCOURAGED	HAPPY
In order to feel <b>SAFE</b> , we will always tell the truth, think before acting, consider other people's space and belongings and be aware of our digital footprint.	In order to feel <b>RESPECTED</b> , we will respect everyone and treat everyone with fairness and kindness. We will acknowledge everyone's differences and listen to the opinions of others.	In order to feel <b>INCLUDED</b> , we will make sure when someone is on their own, we invite them to join in, making sure everyone is having fun, especially new people, by letting each person have a say and a fair turn.	In order to feel <b>ENCOURAGED</b> , we will give our best effort, be persistent, complement each other, taking responsibility for our own learning, cooperate with others and contribute to a positive learning environment.	In order to feel <b>HAPPY</b> , we will try to be positive, praise and encourage others, be fair and have fun.



What if someone isn't feeling in this way, or there is conflict we will...

- Speak up
- Remind them of the rules and ask them to stop.
- Show them why they should stop.
- Tell a staff member or trusted adult.
- Help them.
- Talk with your peers to problem solve.



# PARENT SUPPORT AND INVOLVEMENT



- Parents are expected to follow the school Code of Conduct at all times
- 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 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. All parent helpers must sign in through PassTab in administration and wear a visitor sticker throughout their time on school grounds.

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.



# 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.

## AGE REQUIREMENT

### 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 Primary classes

### PRIMARY

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



# 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:

- 2nd Student 20%
- 3rd Student 40%
- 4th 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 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 2022 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: 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
<b>Total School Charges (per student)</b>	<b>[a]+[b]</b>	<b>\$1,585</b>	<b>\$2,347</b>	<b>\$2,512</b>	<b>\$2,512</b>	<b>\$2,527</b>	<b>\$2,383</b>	<b>\$2,657</b>	<b>\$2,728</b>
Health Care Card Holders (per student)		\$300	\$300	\$300	\$300	\$300	\$300	\$550	\$530
<b>Total Family Levies (per family)</b>	<b>[c]</b>	<b>\$496</b>	<b>\$496</b>	<b>\$496</b>	<b>\$496</b>	<b>\$496</b>	<b>\$496</b>	<b>\$496</b>	<b>\$496</b>
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
<b>1st Child</b>									
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
<b>Total School Charges 1st Child student</b>	<b>[a]+[b]</b>	<b>\$1,585</b>	<b>\$2,347</b>	<b>\$2,512</b>	<b>\$2,512</b>	<b>\$2,527</b>	<b>\$2,383</b>	<b>\$2,657</b>	<b>\$2,728</b>
<b>2nd Child (80%)</b>									
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
<b>Total School Charges 2nd Child</b>	<b>[a]+[b]</b>	<b>\$1,377</b>	<b>\$2,001</b>	<b>\$2,166</b>	<b>\$2,166</b>	<b>\$2,181</b>	<b>\$2,037</b>	<b>\$2,311</b>	<b>\$2,382</b>
<b>3rd Child (60%)</b>									
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
<b>Total School Charges 3rd Child</b>	<b>[a]+[b]</b>	<b>\$1,170</b>	<b>\$1,655</b>	<b>\$1,820</b>	<b>\$1,820</b>	<b>\$1,835</b>	<b>\$1,691</b>	<b>\$1,965</b>	<b>\$2,036</b>
<b>Total Family Levies</b>	<b>[c]</b>	<b>\$496</b>	<b>\$496</b>	<b>\$496</b>	<b>\$496</b>	<b>\$496</b>	<b>\$496</b>	<b>\$496</b>	<b>\$496</b>

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
<b>Total</b>	<b>547</b>	<b>617</b>	<b>782</b>	<b>782</b>	<b>797</b>	<b>653</b>	<b>927</b>	<b>998</b>

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
	<b>496</b>	<b>496</b>	<b>496</b>	<b>496</b>	<b>496</b>	<b>496</b>	<b>496</b>	<b>496</b>

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
	<b>240.00</b>	<b>240.00</b>	<b>240.00</b>	<b>240.00</b>	<b>240.00</b>	<b>240.00</b>	<b>240.00</b>	<b>240.00</b>



# SCHOOL COMMITTEES

## 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.

## 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.



# ADMINISTRATION



## OFFICE HOURS

The school administration office is open from 8:00am through 4.00pm Monday to Friday during school terms.



## 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.



## 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.



## CHANGES OF DETAILS

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)

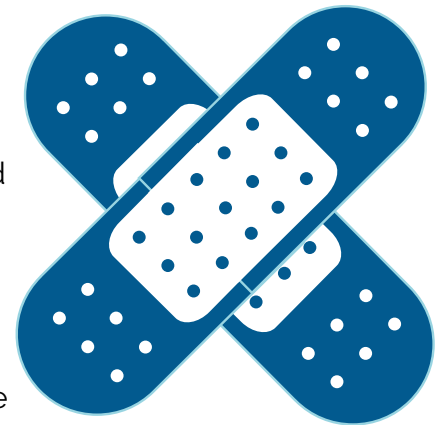


## CUSTODY AGREEMENT

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

## ILLNESS OR ALLERGIES

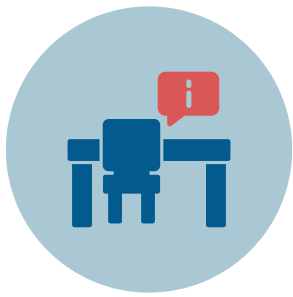
Children needing first aid treatment are treated by staff who hold current First Aid certificates. In the event that a child is unable to return to the classroom through illness, efforts will be made to contact parents, or the emergency contact number noted on the enrolment form, to enable the child to be taken home or from the school.



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 a parent or 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 or 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.



## ABSENCES

Legal requirements on monitoring absenteeism have become much more accountable. Parents must inform the school administration and 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. The preferred method is to email the classroom teacher and CC the school administration for their records ([admin@stdenis.wa.edu.au](mailto:admin@stdenis.wa.edu.au))

In the event of prolonged unexplained absences, we are required to pass on details to the truancy office of the Child Welfare Department.



# COMMUNICATION

## 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 via Seesaw and can also be accessed on the school website

[www.stdenis.wa.edu.au](http://www.stdenis.wa.edu.au)



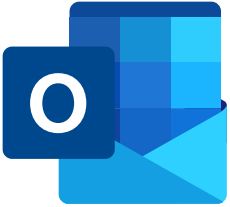
## TERM PLANNERS

Term Planners are uploaded to the school website and updated fortnightly. Please continue to check the planners regularly to ensure you have the most current information on all upcoming events.



# PARENT COMMUNICATION

## TEACHER TO INDIVIDUAL PARENT



- Teachers will communicate to individual parents via email
- We ask parents to please also ONLY use email when contacting teachers
- Classroom teachers will not monitor Seesaw chat messages

## TEACHER TO ALL CLASS PARENTS



- Teachers will communicate to ALL parents through ANNOUNCEMENTS in Seesaw
- Should parents need to respond to teacher announcements, please email the classroom teacher directly

## WHOLE SCHOOL MESSAGES FROM ADMIN



- In order to continue streamlining and simplifying our forms of communication, St Denis will be utilising Seesaw's communication features
- Whole school messages from Administration will be sent via Seesaw Announcements
- Parents will receive the message within their Seesaw app in the 'messages' button. Here, you will be able to view all communication sent from the office



# TERM DATES

## SEMESTER 1

### TERM 1

- **Students:** Monday 13 January - Friday 8 April
- **Pupil Free Day:** Friday 4 March
- **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 Day:** Friday 3 June
- **Public Holidays:** Monday 25 April (Anzac Day)  
Monday 6 June (WA Day)

### TERM 2

**BREAK: Saturday 2 July - Sunday 17 July**

## SEMESTER 2

### TERM 3

- **Students:** Monday 18 July - Friday 23 September
- **Pupil Free Day:** Friday 19 August  
Monday 29 September
- **Public Holidays:** None

### TERM 3 BREAK:

**Saturday 24 September - Sunday 9 October**

### TERM 4

- **Students:** Monday 10 October - Friday 9 December
- **Pupil Free Day:** Monday 14 November
- **Public Holidays:** None





# DAILY TIMETABLE

## Pre-Kindergarten children attend:

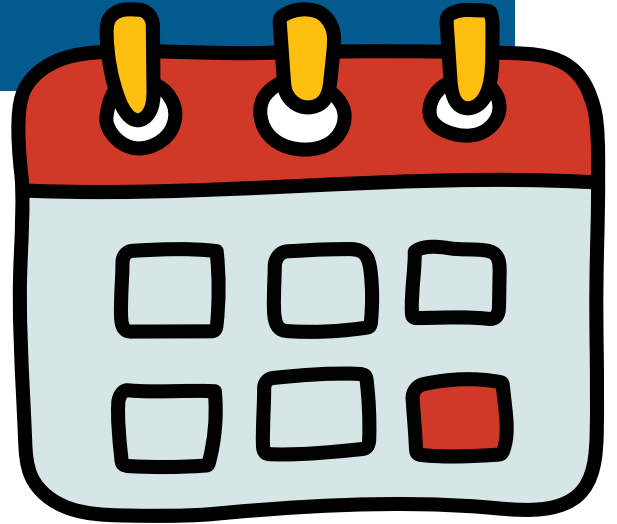
- Wednesday 9.00am - 2.45pm (Full day)

## Kindergarten:

- 8.45am - 2.45pm Monday, Tuesday and Thursday

## Pre-Primary through Year 6:

- Classes commence: 8:45am
- Morning recess: 10:30am - 10:50am
- Lunch: 12:30pm - 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 (Pre-Primary to Year 6) are in attendance in classrooms from 8:30am and children are welcome to come in and prepare for the day.

## CHILDREN BEFORE AND AFTER SCHOOL

School gates and student supervision begins at 8:15am. During this time, students will be required to sit outside the library until 8:30am. After this time, students will be directed to their classrooms by the duty teacher.

Children not collected from the Kiss-and-Drive or school grounds by 3:15pm will be directed to wait in the Administration Office.

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.

## 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.

# SCHOOL UNIFORM

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:

[www.stdenis.wa.edu.au/uniform-shop](http://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.



## SUMMER UNIFORM (Year 1 to Year 6)

### BOYS

- Blue short sleeve shirt
- Grey shorts

Grey socks with blue stripes

### GIRLS

- Girls dress

## WINTER UNIFORM (Year 1 to Year 6)

### BOYS

- Blue short sleeve shirt
- Grey shorts
- Jumper
- Grey trousers

### GIRLS

- Jumper
- Girls tights
- Girls dress

## SPORT UNIFORM (Year 1 to Year 6)

- Track jacket
- Track pants
- microfibre shorts
- Light blue polo shirt
- Faction polo shirt
- White socks with logo / blue stripes
- Shoes - any coloured sports trainer



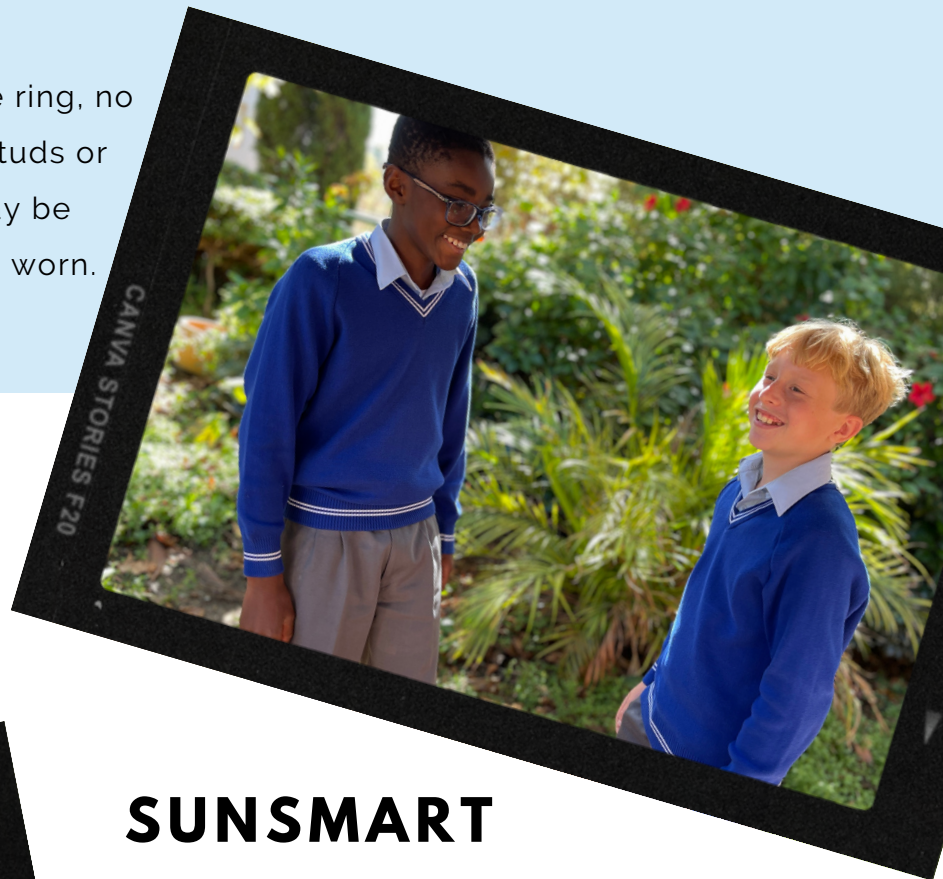
# UNIFORM DRESS STANDARDS

## 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.



## SUNSMART

Sun exposure in childhood and adolescence greatly increases the chances of developing skin cancer later in life. Students are in school when daily ultraviolet (UV) radiation levels are at their peak, meaning schools are uniquely placed to educate about sun protection behaviour, minimise UV exposure and ultimately reduce a student's lifetime risk of skin cancer. The nationally recognised SunSmart Schools program supports St Denis School in creating sun safe environments and promoting sun protection behaviours to students, staff and families.



# GENERAL INFORMATION

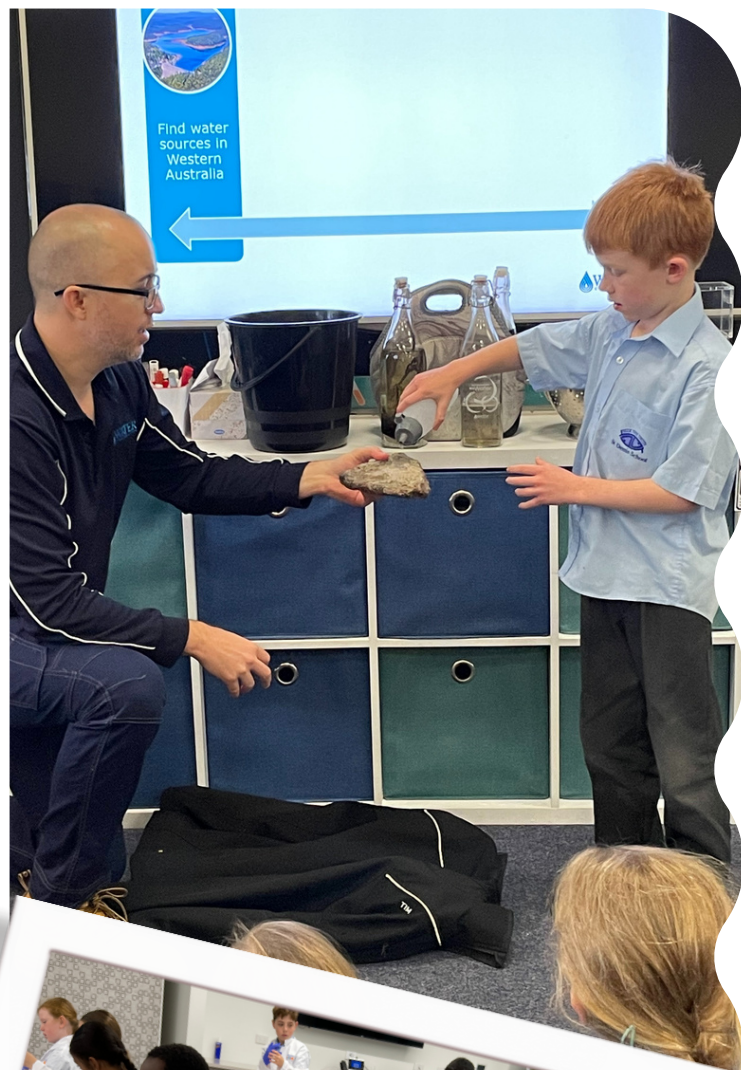


## PRIVACY

- 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
- Some of the information collected is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care
- 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
- 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
- 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
- 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
- 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
- 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

# EXCURSIONS, INCURSIONS & CARNIVAL

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.



# PICK-UP AND DROP-OFF



## MORNING DROP-OFF

- Parents are encouraged to use the Kiss-and-Drive for drop-off each morning. Staff will be present on Orchid Street to assist students out of vehicles from 8:15am - 8:45am
- We ask that parents remain in their vehicle at ALL TIMES and allow the St Denis staff to assist your child from exiting the vehicle
- Parents are more than welcome to walk their child onto the school grounds. Please ensure you park in the adjacent streets, walk your child into the school and follow any Health WA mandates that may be in place



## AFTER SCHOOL PICK-UP

- The Kiss-and-Drive will be utilised for student pick-up
- Staff members will be available on Orchid Street to assist students with bags and entering the vehicle
- If your child is unable to put their own seatbelt on, please ensure you park in an adjacent street and collect your child from the school gate
- Parents are to remain in their vehicle at ALL TIMES!
- Staff members are available to assist should you wish to collect your child from the front gate



# BIRTHDAY CELEBRATIONS

## St Denis School Birthday Procedure

As a school community, we wish to be more proactive in promoting healthy eating for our students.

We wish to change the practice of giving food, in particular unhealthy choices, as a reward. Sugary treats (given in particular for birthday celebrations) and icy-poles given on hot days will no longer be distributed. We realise that some unhealthy choices have also been provided to children by the school itself, this will only occur on special occasions i.e., St Denis Feast Day, school camp and end of year functions.

At St Denis, we are also concerned about our students with allergies and diabetes, and the time constraints in our classroom when accommodating birthday celebrations. Birthday treats and/or gifts will not be allowed to be brought to school or icy poles to be given. Children's birthdays will continue to be acknowledged at Monday gatherings and birthdays will be celebrated by the child's class singing 'Happy Birthday'. The Principal will also present a small token to each child on their birthday.

This decision has been made with your children's best interest at heart and in keeping with research showing healthy choices have a positive impact on students' learning.



2022



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