



# St Kieran Catholic Primary School



## St Kieran Parent Information Handbook

# Contact Details

Principal	Mr Daine Burnett
Assistant Principals	Mrs Sacha Doepel Mrs Sally Hart
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Social Media



## Principal's Message

My name is Daine Burnett and it is my privilege to welcome you to our school. I was fortunate enough to be appointed as the Principal at St Kieran Catholic School in 2021. Previous to this position, I was involved in leadership roles within Catholic Education Western Australia for over twenty years. These positions have been in the metropolitan and regional areas.

St Kieran Catholic School caters for girls and boys from 3 Year Old Kindergarten through to Year 6, in a unique environment, which offers opportunities for each child to develop emotionally, spiritually, socially, physically and cognitively. This is achieved by providing and coordinating educational activities through a whole school approach that develops an awareness and understanding of concepts necessary for life and educational experience within the Catholic faith.

We strive to develop each child's full potential by recognising their individual giftedness as part of God's creation. Learning is facilitated through a developmental approach that promotes cooperative and inquiry-based learning, which are strengthened by the use of current technology. We provide a relevant, comprehensive, and varied curriculum to suit a wide range of student needs, interests, and abilities. All these processes can only assist each child, to be the best that they can be.

Striving for personal EXCELLENCE and taking RESPONSIBILITY for our actions. Living as Jesus would want with a commitment to JUSTICE and COMPASSION. Creating a community where RESPECT and BELONGING are experienced by all is all part of our daily interactions at St Kieran.

We are very fortunate at St Kieran to have a very talented group of staff members, who see their roles in educating the children at St Kieran as their vocation. The time energy, effort and expertise given to the children is second to none and while we are well resourced, the greatest resource we have is our wonderful staff.

At St Kieran, we believe that each child is a precious gift from God, created as an individual with special gifts, talent, and abilities. We encourage parents to enter a partnership with the school and pray that together we will support the children to grow and develop into the people Jesus intended them to be. We are very proud of the harmonious relationship shared by our diverse cultures and celebrate our Gospel values through our motto of 'Constant and Faithful.'

St Kieran is a strong community that works together as one with parents, students, teachers and the parish to foster an environment that can enable us all to reach our fullest potential.

I look forward to seeing you in the future and hope that you will take the time to journey with us and see life at St Kieran Catholic School.

Warm regards

***Daine Burnett***  
**Principal**



## School History

St Kieran Catholic Primary School was established in 1920 by the Sisters of Mercy to support the Catholic families in the Parish to pass on the faith and to provide a quality Catholic education.

The School was staffed by two Sisters of Mercy from West Perth. The sisters had to be driven to school for the first fortnight in a sully. Later they made the journey by tram, "The Rattler" each day along Main Street.

There were 16 pupils on the first day, 60 by Easter, and 100 by December.

In August 1934, a new school was built on Cape Street, this had three teachers, two sisters and Miss Flanagan.

In 1938 Sr Vianney was appointed Principal with three Assistant Teachers to help her.

The Church bought a house opposite the school in 1939 and this was opened and blessed as a Convent, Sr M. Vianney being the first appointed local Superior.

St Kieran at this time had 107 pupils. It remained a Primary School until 1945, after that post-primary children attended.

Girls were taken up to Year 10, boys to Year 4 only. The boys then moved next door to St Phillip's School, which was later renamed "Servite College".

Sr Vianney was transferred in 1947 and Sr Bernard became Principal. During the time that she was Principal, until 1952, a new school was built facing Morgan's Street. There were three large classrooms, a Tuckshop and toilets with sewerage!

During 1953 Sr Vianney returned to the school and two additional larger classrooms were built thanks to the voluntary labour of the parishioners. Among those who gave their services were Mr Mick Berry, Mr Des Doherty, Mr Gerard Russell, Mr Hardy and Mr Leo Van Vugt.

In 1969 Sr Celestine was appointed Principal and the School Board was formed.

In 1976 Ms Elizabeth McKenna became the first lay Principal of St Kieran.

Three Sisters of Mercy remained on staff until 1979. In 1981 Sr Noreen Cahill offered her services as a teacher of piano and guitar and provided a religious presence in our school. Unfortunately, the personal link with the Order was broken in 1994 when Sr Noreen retired from music tuition.

In 1980 a Pre-Primary Centre was built next to the Presbytery in Waterloo Street. It linked with the main school by the Adventure Playground which is on the corner of Cape Street and Tyler Street. This area, which is a great favourite with the children, was built mainly by parent effort.

In 1987 Mr David Heath was appointed Principal on secondment from the Catholic Education Office.

In 1988 Mr John Borserio was appointed Principal.

In 1995 we celebrated the 75th Anniversary of the foundation of St Kieran Catholic Primary School. In a year of thanksgiving and celebration, we launched a history of our school entitled "BUILT-IN FAITH – A History of St Kieran School" (Copies are available from the office for purchase.) In 1996 Mrs Fran Italiano was appointed Principal.

In 1997 Kindergarten classes began at St Kieran for 4 year old children.

During 1998 a Capital Development Plan was approved by the Catholic Education Office. This enabled St Kieran to become two-stream in kindergarten and in the year 2000 two streams in Pre-Primary. Therefore, from the year 2000 St Kieran became a two-stream school from Kindergarten to Year 7.

During 2000 the first stage of our Capital Development Plan was completed. This stage included the building of two Pre-Primary Classes and two new classrooms. Our Special Education Centre was refurbished as well as two other classrooms.

In 2002 the second stage of our Capital Development Plan was completed. This stage included the building of a new Administration Block and the refurbishment of 5 classrooms.

In 2005 Mr Red Berson was appointed Principal. In that same year, the Opening and Blessing of Stages 3 and 4 occurred and the development of a Strategic Plan for the next 4 years began.

In 2006 it was decided to incorporate into our environment the history that went before us through the Mercy Sisters and the first Parish Priest. The main playground, facing Cape Street, was redeveloped and named the "Langmead Playground" and the various areas of the school were named "Cullen Wing" "Berchmans Deane Administration Centre" "McMahon Block" "Reilly Pre Primary Centre". This was followed in 2007 with the creation of a reflective area developed near the Library and named "Magdalen Gardens".

In 2007 we commenced our 3 Year Old Kindy program.

In 2009 the Special Education Centre was relocated to be closer to Tyler Street and was blessed as the Vianney Learning Centre with the adjacent Genovese Gardens.

In 2014 Mr Peter Cutrona was appointed Principal.

In 2015 the school undertook a major refresh of the school buildings changing the colour scheme of the school and putting into place an ongoing maintenance plan that led to the full refurbishment of the toilet block at the end of the 2016 school year.

In 2016 the gardens at the front of the school were replaced with a new hedge and a rose garden dedicated to the Mercy order in celebration of their 170th year of service to the people of Western Australia.

In 2018/19 a major refurbishment to the original school building was undertaken. Stage 7 saw the canteen area converted to a classroom and all rooms on the southern side of the original building renovated to provide modern light-filled classrooms.

In 2020 Mr Daine Burnett was appointed Principal.

# St Kieran Catholic Primary School Vision

## OUR MISSION

*The St Kieran CPS mission declares our core purpose as a school and guides our planning and decisions. In the footsteps of our founders, the Sisters of Mercy, our mission is to inspire a love of learning, personal excellence and a constant and faith filled commitment to justice.*

## OUR VISION

*At St Kieran CPS we celebrate childhood and the importance of family. We recognise our role in supporting parents as the first educators of their children and as such believe strong and constant connection between parents, school and parish will enable the school to fulfill its mission. Our aspiration therefore is to be a strong and connected community where every student is known, safe and challenged to reach their personal best.*



## St Kieran Values

### OUR CORE VALUES

*As a learning community centred on the example of Christ, the following core values underpin our approach;*

*Striving for personal **EXCELLENCE** & taking **RESPONSIBILITY** for our actions*

*Living as Jesus would want with a commitment to **JUSTICE** and **COMPASSION***

*Creating a community where **RESPECT** and **BELONGING** are experienced by all*

## ST KIERAN SCHOOL PRAYER AND SONG

### SCHOOL PRAYER

Heavenly Father, Bless our school.

Jesus' watch over our community.

Mother Mary please keep us safe.

St Kieran guide our learning as we pray and play together.

We ask this through Christ our Lord.

Amen

### ST KIERAN SCHOOL SONG

*Music and lyrics by Carmel Charlton*

#### **Chorus**

Growing together, learning forever, reaching for a star  
Sharing our talents with each other, proud of who we are.

There are smiles to greet us

Friends to meet us

We are family

When it is time to be moving on, we will remember St Kieran Primary.

No matter where our steps may lead us

As we sail through the years

The values that we are learning now will stay we'll uphold our motto, be the best that we can be Constant and Faithful, that's our creed.

#### **Chorus**

Growing together, learning forever, reaching for a star.

Sharing our talents with each other, proud of who we are.

There are smiles to greet us.

Friends to meet us.

We are family.

When it is time to be moving on,

We will remember St Kieran Primary.

Jesus is our special friend and walks with us each day, we can always turn to him in prayer.

As children who respect the Earth.

We will live in harmony.

With God's creation in a beautiful land.

#### **Chorus**

Growing together, learning forever, reaching for a star.

Sharing our talents with each other, proud of who we are.

There are smiles to greet us.

Friends to meet us.

We are family.

When it is time to be moving on, we will remember St Kieran Primary.

## NEW ADMISSIONS

Enrolment Application Forms are available from the School Office or the St Kieran Website.  
<https://www.stkieran.wa.edu.au/enrolment-st-kieran>

Applications need to be completed and returned to the office together:

- Birth certificate
- Medicare immunisation statement (Purple book not accepted)
- Parish priest reference
- Baptism certificate
- Visa or passport
- Plus, a \$50.00 application fee, application fees are not refundable.

Enrolment interviews are conducted in Term 1 one year before the child is due to commence Kindy.

New admissions for children in PP –Year 6 occur when vacancies arise.

## ENROLMENT POLICY

### Rationale

Catholic Schools exist to further the Mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia to make Catholic school education available to all Catholic children, as far as resources allow.

Parents are the prime educators of their children and the role of the school is one of support.

### The following priorities are given to enrolment applications:

- Catholic students from the parish with a Parish Priest reference.
- Catholic students from outside the parish with a Parish Priest reference.
- Other Catholic students.
- Siblings of non-Catholic students.
- Non-Catholic students from other Christian denominations.
- Other Non-Catholic students.

Following consultation with the Executive Director, the Principal may vary the above priorities to suit local circumstances prevailing at the time.

Parents must provide a completed Parish Priest Reference.

Before an offer of a place is made prospective students and their parent(s) / guardian(s) shall be interviewed by the Principal/Assistant Principal.

### Before offering enrolment to students requiring specific educational needs:

- The Principal shall ascertain whether the student has any special educational needs which will require differential resourcing if schooling is to achieve educational outcomes appropriate to the student's learning needs.
- Where the student has a disabling condition, disorder or significant health care needs, the Principal shall consult with the Students with Disabilities Team at Catholic Education WA to ensure that the school has the capacity to make adequate provision for the student's specific educational needs. If the Principal determines that the school, after appropriate consultation as in 10.1 and 10.2 above, does not have the resources to respond to the student's educational needs, then the parent(s) or guardian(s) may be referred to one of the Students with Disabilities Centres located in certain Catholic Schools.

## OVERSEAS STUDENTS

St Kieran School will follow the Catholic Education WA Executive Directives on the enrolment of overseas students.

The acceptance of an enrolment application form does not guarantee an enrolment interview or offer of enrolment.

If you are successful in your application for a position, you will be sent a letter offering you a place. A deposit of \$250 is asked of families to the school to confirm your acceptance. This is a non-refundable fee that will be deducted from your first term fees.

## SCHOOL HOURS

### Years Pre-Primary to Year 6 - Monday - Friday

School open	8.20am
School Commences	8.35am
Recess	10.40-11.00am
Lunch (Yrs1-3)	12.00-12.40pm
Lunch (Yrs4-6)	1.00-1.40pm
Dismissal	3.00pm

Children are not supervised prior to 8.10am as the school is not open and are discouraged from arriving at school before this time.

Teachers finish their duty at 3.20pm.

Between 8.20am-8.35am is preparation time for all students.

Children in Pre-Primary need to be delivered to class in the morning but are eligible for drive through pick up in the afternoon.

### 3 Year Kindergarten - Tuesday Only

School Commences	9.15am
Recess	10.40-11.00am
Lunch	12.15-12.45pm
Dismissal	2.15pm

### Kindergarten - Wednesday, Thursday, and Friday

School Commences	8.35am
Recess	10.30 - 11.00am
Lunch	12.30 - 1.30pm
Dismissal	2.45pm

## Pick up/Drop Off

Children in Kindergarten and Pre- Kindergarten need to be delivered to and picked up from the door by an authorised adult.

### Year 1 to Year 6

Parents and students are reminded that the two pickup points, the undercover area, walk through Tyler Street. Drive through pick up on Morgans Street. Morgans Street is not a Pedestrian access.

Students must not wait to be collected by parents anywhere else in the school.

Parents are advised that the gates on Morgans Street and Tyler Street entrances will be padlocked before 8.10am each day and opened at 3pm. Parents and visitors to the school are asked to sign in at Berchmans Deane Administration on 116 Tyler Street between 9am-3.00pm.

Children at school after 3.20pm for afterschool activities are the responsibility of the parents.

Parents permitting their children to participate in these activities need to do so with this in mind.



## SIGNING IN/OUT/VISITORS

The following procedure for Signing In and Signing Out will apply at St Kieran School. This will be in effect each day from 8:35am –3.00pm.

### Late Arrivals

If a child is running late for school the parent must come into the office to sign in using the SEQTA Kiosk.

Children are NOT to be dropped off at the gate and make their own way to class if they are late. If this is done, we will have to contact you to come back to sign in.

### Leaving/Returning to School

If you are collecting your child during the day for appointments or personal reasons you must first call into the office to sign your child out using the SEQTA Kiosk.

If you are returning during the day, you again need to call into the office and sign your child back in using the SEQTA Kiosk.

### Collection of Students

If you are requiring someone other than yourself to collect your child during the day, we must have this in writing. Kindy and Pre-Primary have a book, where parents currently indicate and sign granting permission to nominated persons for collection, all other grades please ensure we have something in writing/email.

Kindy and Pre-Primary students - the teachers should be advised at drop off if someone other than yourself is collecting your child. Please try to avoid phoning in with change of pickups during the day as often teachers do not get a chance to access their emails during the day and will not see the message that has been sent to them from the office. It is very important to follow the above procedure in keeping with the school's legal requirements and the safety of all concerned. We can't stress enough, the importance of ensuring your child's school attendance is punctual.

### Visitors

Any visitors to our site at any time must sign in and get a Visitor's Badge. While we understand that people are just 'popping in' it is critically important that parents and friends do so.

## PARKING

For safety reasons, parents are requested not to park in our neighbours' areas nor drive into the school grounds. Rangers do frequent the school and issue infringements for incorrect parking. This is not a school responsibility.

Please refrain from using the parking bays on Tyler Street in front of the school, these parking bays are reserved for our students with disabilities.

## SCHOOL NEWSLETTER

St Kieran Newsletter goes out weekly on a Friday with upcoming news and events.

Please subscribe <http://www.stkieran.wa.edu.au/subscribe>

Teachers will also inform parents on the many ways they can be involved in the classroom over the year.

## ST KIERAN SCHOOL APP

To install the "Schoolzine App"

Go to the app store on your smart phone, search "Schoolzine" and follow the prompts. Type in our school's name "St Kieran Catholic Primary School" Install it on your smart phone.

### Additional School/Parent Apps

#### Matific

Matific is provided to children from Pre-Primary through to Year Six. Matific is a collection of online Mathematics activities that teach students problem solving and critical thinking through discovery.

The program allows teachers to set tasks for children to complete both at school and home. It allows the teacher to design individual programs for children to best cater for the needs and development of the students in their class.

### **Reading Eggs**

Reading Eggs is provided to children from Pre-Primary to Year Four. It is an amazing resource that supports a children learn to read journey with carefully designed online reading games and activities that are self-paced, and highly engaging.

The program allows class teachers to consolidate and extend the learning that takes place in the classroom. It allows children to develop at a pace that is suitable for them.

## **CURRICULUM**

Religious Education is taught each day and is based on units set by the Archdiocese of Perth. There is regular contact with the Parish Priest and special children's liturgies are celebrated throughout the school year.

The Western Australian Curriculum has been implemented into the school and the Learning Areas have been developed along these lines with the focus on child centred learning.

There are several specialist teachers in the school to support the classroom teacher in the following:

- Physical Education
- Drama/Arts Teacher
- Italian Teacher
- Science
- Enrichment/Support

### **Physical Education**

The Physical Education program at St Kieran Catholic Primary School aims inspire our students and families to live healthy active lives. We aim to provide students with the necessary skills to confidently participate in sport and recreational activities.

Students spend one 60-minute session per week with a specialised teacher. The program aims to establish a sound base in fundamental movement skills and physical fitness. It allows students to explore the rules and strategies of games, sports and the importance of teamwork and sportsmanship. Students are typically exposed to traditional and non-traditional sports to broaden their experiences.

The goal of the program is that students will feel empowered to continue this skill development at a community sporting club.

Students also spend an additional 60 minutes per week engaged in physical activity with their class teacher.

Students in Pre-Primary and Year 1 have a focus on skill development. Breaking down the skills into key teaching points (KTP's) and participating in partner, small group, and modified games to develop these.

In Years 2 and 3 as well as a focus on the KTP's the skills are introduced in modified and small sided games based on the major team sports. Students can then start implementing the skills in game situations.

Year 4 - 6 students focus is on taking the skills learnt in the younger years and applying them to a range of sports. Outcomes such as tactics and offensive and defensive strategies are also starting to be introduced in these year levels. The sports covered in recent years have included T-Ball, Softball, Baseball, Cricket, Tennis, Soccer, Football, Netball, Basketball and Volleyball.

### **Faction Sports events**

There are several occasions throughout the year when students participate in faction sports competitions. School based carnivals are competitive, but participation and enjoyment are the priority for the whole student population.

These include:

- |                 |                    |
|-----------------|--------------------|
| Swimming –      | Years 4, 5 and 6   |
| Cross Country – | Year 3, 4, 5 and 6 |
| Athletics –     | Whole School       |

### **Catholic Primary School Sport Association (CPSSA)**

Our school is one of 16 schools who are part of the CPSSA.

The CPSSA members meet once a term to plan and review the inter school sporting events that occur throughout the year.

These include:

Swimming – Years 4, 5 and 6.

Winter Sports (soccer, football and netball) – Year 6.

Cross Country – Years 3, 4, 5 and 6.

Athletics – Years 3, 4, 5 and 6.

Summer Sports (cricket, frisbee and tennis) – Year 5.

### **Other sporting opportunities**

Our school aims to provide several additional opportunities for our students to participate in sporting activities. These activities may be during school time as well as before and after school. Most of these activities involve no extra cost to families.

An example of some of these activities include:

- Before school basketball clinics.
- After school sports clubs delivered by school staff.
- In class and after school clinics delivered by outside coaches.
- Transition day for Year 6 students at Servite College which includes a basketball competition.
- Soccer, Netball and Football competition day for year 5 and 6 students.

### **Performance Arts**

The Arts have the capacity to engage, inspire and enrich all students, exciting the imagination and encouraging them to reach their creative and expressive potential. The Western Australian curriculum is written on the basis that all students will study at least two Arts subjects. It is a requirement that students experience a performance subject and a visual subject. Performance Arts comprises three areas: Dance, Drama and Music. At St Kieran Catholic Primary School, students from Pre-Primary to Year 6 work with a specialist teacher for one hour a week studying both Dance and Drama. Kindy students are engaged in a 30-minute lesson every week.

We strive to provide engaging learning tasks where all students at St Kieran's can participate in Dance and Drama in a fun and safe environment. They practise teacher instructed routines to build their self-confidence and broaden their repertoire of movements. Lessons include opportunities for students to create their own dance sequences and contribute to group performances. A primary focus is to be active and develop gross motor skills and coordination. Our students benefit from opportunities to practise fundamental locomotor and non-locomotor skills in the lower years and progress to more complex combinations of movements in the upper years. Activities are tailored to suit developmental needs and incorporate body and spatial awareness, improving strength, balance, and control. We promote healthy habits that encompass physical, intellectual, emotional, and spiritual wellbeing.

Our students learn that Performance Arts have a purpose to entertain, inform, challenge, and encourage responses. Learning activities are designed to facilitate reflection, discussion, and explanation of both their own and others' performances. Students across all year levels explore the meaning of dance and drama as creators, performers, and audience members. They develop their capacity to take direction, demonstrate leadership and think flexibly to complete tasks and work as part of cooperative teams. These lessons also require concentration, memory, recall and persistence – all valuable life skills which extend far beyond performing on a stage.

The inclusive nature of Performance Arts is a characteristic we hold in high regard at St Kieran Catholic Primary School. We believe all our students benefit from participating with their peers, being active and moving their bodies while experiencing Dance and Drama as a creative outlet for their ideas and energy. This learning area is integral in building confidence and resilience in our students at St Kieran's, while also fuelling their imaginations and providing them with opportunities for self-expression.

## **Italian**

At St Kieran Catholic Primary School students from 4 Year Old Kindy to Year 6 have the opportunity to learn Italian as a second language.

Lessons are conducted once a week and are in line with SCSA Australian Curriculum requirements.

Our students enjoy learning Italian through stories, videos, role play, modelling and the use of technology to exchange information about themselves and others.

The following themes in each year level allow for scaffolding of language learning from Kindy/Pre-Primary through to Year 6.

Kindy/Pre Primary: Mi piace l'Italiano! (I like Italian!)

Students are introduced to language learning in a fun and engaging way through stories, songs, and games.

Year 1: Chi sono? (Who am I?)

Students use modelled language and gestures to convey information about themselves including their name, age and simple adjectives to describe themselves.

Year 2: Tutto sui di me! (All about me!)

Students use modelled expressive language and gestures to convey information about themselves including expressing how they are feeling and celebrating their special events throughout the year.

Year 3: La mia famiglia e i miei amici (My Family and friends)

Students use modelled expressive language and gestures to create, convey and write about family members, pets and friends including adjectives and 1<sup>st</sup> and 3<sup>rd</sup> person verbs.

Year 4: Le mie routine quotidiane (My daily routines)

Students use modelled expressive language and gestures to create, convey and write about their daily routines at school and at home.

Year 5: Dove abito e la mia comunità (Where I live and my community)

Students use modelled expressive language and gestures to create, convey and write about where they live, their house and their community.

Year 6: I miei amici, i passatempi e il tempo libero (My friends, hobbies and free time)

Students use modelled expressive language to create, convey and write about what they like to do with their friends, their hobbies and how they spend their free time.

## **Science**

Science learning at St Kieran Catholic Primary School aimed at inspiring young minds to explore the amazing world of Science through 'hands on' play, investigation and critical thinking. The program encourages curiosity and a willingness to explore, ask questions about and speculate on the changing world in which students live.

Students from Pre-Primary to Year 6 engage in one lesson per week for 60 minutes, developing an understanding of science concepts from the areas of Biology, Chemistry, Physics and Earth/Space Sciences.

Scientific skills are developed across year levels to support scientific practices through the use of science enquiry methods including questioning; planning and conducting experiments and investigations based on ethical principles; collecting and analysing data; evaluating results; and drawing critical, evidence-based conclusions.

Science Week is celebrated annually, with a range of fun activities and competitions. Community members working in scientific fields are invited to share their work with our students and Servite College high school students and teachers often provide impressive demonstrations to thrill our students.

The Science Room is always a 'hive of activity' with challenges and investigations in process and a variety of fascinating plants and animals to observe.

### **Science Club**

Science Club gives students an opportunity to further discover the 'Wonderful World of Science' and extend their investigative skills in a relaxed and fun environment. From making parachutes to 'potent potions' and trialling their skills as a solar car mechanic! Working with students across year levels to collaboratively share ideas and try out theories.

Science Club is fun for all ages - Tuesday afternoons in Term 4

### **Enrichment Program**

The Enrichment program endeavours to provide units of work that allow for the development and understanding of how gifts grow into talents. The activities undertaken in this program involve the further development of a variety of skills including:

- independent working skills
- higher order thinking skills
- research skills
- self-regulation
- problem solving skills
- self-confidence
- intrinsic motivation

#### *Enrichment Selection Process*

Students are identified using the following data sources:

- PAT-R
- PAT-M
- AGAT
- Teacher recommendation and judgement

All students in Years Two to Five complete the AGAT (ACER General Ability Test) in Term Four of the previous school year. Students who are new to the school complete the assessment within two weeks of starting at St Kieran Catholic Primary School. All students in Years Three to Six complete the PAT-R and PAT-M tests within the first three weeks of the school year.

For Enrichment selection purposes in Term One, PAT assessment results are compared to students' previous year levels and given a stanine. For Enrichment selection purposes in Terms Two to Four, assessment results are compared to students' current year levels and given a stanine. At all times, AGAT assessments are compared to students' current year levels and given a stanine. Students scoring a stanine seven or above in any of the assessments are considered for inclusion in the Enrichment program.

Teachers complete the Enrichment checklist for their class in Term Four of the previous year. This form, along with assessment results and discussion between teachers and the Enrichment teacher form the basis for inclusion in the Enrichment program.

Enrichment groups will initially be formed at the beginning of Term One and revised at the conclusion of each term. Following Semester One report writing, classroom teachers will review the children in their class who they believe may be eligible for Enrichment. Identified students will re-sit the appropriate PAT and AGAT tests by the end of Week 3 of Term 3.

#### *Enrichment Participation*

Students selected for Enrichment will receive a letter of offer that is to be read and signed by both the student and their parent/s and returned to school. The letter gives a brief outline of the Enrichment program and the responsibilities that participating students must agree and adhere to

### **One-to-One iPad Program**

One-to-One iPad Program for students in Years 3-6. Technology is an ever involving tool for students to learn from and is treated as such at St Kieran. Information regarding this program can be obtained from the office or on our website - <https://www.stkieran.wa.edu.au/1-1-device-handbook>.

All classrooms have access to the Internet and devices.

### **MiniLit**

MiniLit is a special teaching program with carefully structured and sequenced lessons. The program is designed for students in the junior years who are experiencing difficulty learning to read. MiniLit is offered in small groups and aims to help students to catch up to their peers. The program runs across several terms, depending on the needs of the students.

Each lesson has 3 main components:

- Sounds and Words Activities: This is where students learn to pay attention to different sounds in words and to associate them with the letters of the alphabet
- Text Reading: This provides students with the chance to practise their new reading skills with support.
- Shared Story Book Reading: This involves the teacher reading and discussing a story book with the students, focusing on building vocabulary, comprehension and reading behaviours.

### **MacqLit**

MacqLit is a special program designed for students in Year 3 and above who are in need of support with their reading. MacqLit is offered to small groups of students and follows a sequence of carefully structured lessons. The aim of the program is to help students who are struggling with their reading to catch up to their peers. MacqLit runs across several terms, depending on the needs of the students.

MacqLit students will:

- Practise reading with 1:1 support
- Focus on learning how to read and spell words using appropriate and explicit strategies
- Have regular support to develop greater independence when reading and to improve their reading accuracy, fluency and comprehension.

### **EMU**

**Emu** is a research-based intervention program developed by Dr Ann Gervasoni of Monash University. It has been shown to improve children's knowledge and confidence with mathematics. The program offers intensive learning opportunities for students who are having trouble in learning mathematics in the early years and beyond. It is designed for those children who are not gaining as much as they need from a classroom program. It is a comprehension and strategic approach to mathematics learning for those children in the early years.

- Importantly it provides professional learning that offers individual or groups of teachers' expertise and leadership in mathematical learning.

### **Talk for Writing program**

At St Kieran Catholic Primary School, we have embedded the Talk for Writing program from Kindergarten to Year 6. This writing approach brings fun and enjoyment to the writing process and builds students language skills. It provides clear and engaging strategies to suit all students needs and abilities. It assist's students with their oral language and helps them to read and write independently with greater confidence, fluency, creativity and accuracy.

The students start by learning and internalising a model text. They orally rehearse the text daily and learn new vocabulary, explore grammar, patterns of language and sentence structure. These tasks aim to improve writing abilities by giving students an understanding of the structure and elements of written language.

After hands on learning and short burst writing activities students move onto the innovation stage of writing. This is where they use their new knowledge of grammar concepts, ideas, vocabulary and structures of writing to co-construct a new version of the modelled text with their teacher. This stage allows the teacher and students to be involved in shared and guided writing sessions.

The final stage of Talk for Writing is the Invention Stage. This is where the students are given the opportunity to independently create an original text, with teacher guidance where necessary. This allows the students to move from being dependent writers to more independent writers.

## **St Kieran Library**

The library is fully automated and uses the Oliver Library Software Package.

The St Kieran Library has an ever-growing selection of fiction and non-fiction materials for students and staff to borrow and use. The collection includes new material like the latest graphic novels, award winning picture books for Kindergarten and Pre-Primary groups, Australian fiction novels by Paul Jennings and Morris Gleitzman and modern-day classics by David Walliams.

The non-fiction materials cover a wide range of topics including popular subjects like Space and Dinosaurs, encyclopaedias on dangerous and ugly animals, Australian history books and many non-fiction picture books for younger classes. Year groups borrow library books once a week and also use the space for whole class learning and small group work.

The Scholastic Book Club runs twice a term and allows families to purchase a range of items to read and use at home. To join the Book Club, click the link and click register. Create an account, selecting St Kieran Catholic Primary School and you can start ordering from the latest issue.

<https://mybookclubs.scholastic.com.au/Parent/Login.aspx>

## **Religious Education**

*“As the primary educators of their children, parents have special responsibilities regarding Catholic schools. Chief among them is to help ensure that the school’s life and practices are consistent with a distinctively Catholic environment.”*

*(Mandate Letter, Catholic Education Commission of Western Australia, para. 57)*

An important part of our school curriculum is Religious Education. Learning about religion promotes the holistic development of the students with an emphasis on the spiritual, moral, intellectual, social, emotional, and aesthetic dimensions of life. It can help students, whatever their individual religious beliefs and backgrounds, to develop their knowledge, understanding, values and skills thereby assisting them to participate effectively in Australian society. The Religious Education Units of Work mandated by the Bishops of Western Australia give our students the opportunities to understand, explain and justify the Christian message as it is handed on by the Catholic Church to those who follow Christ in today’s world. The content and processes of this learning area are intended to ensure that students learn the teachings of the Gospels and understand what it means to be a Christian and how Christians live their lives.

At St Kieran Catholic Primary School, we believe that the values and beliefs component of Religious Education is of crucial importance to the achievement of success, especially in terms of confidence, getting along with others and positive attitude. These virtues and values form a constant benchmark that permeate throughout everything we do at St Kieran and are apparent and visible in the day to day life of each and every learner.

Learners are encouraged to; develop a positive attitude towards Religious Education, work co-operatively with others, value the contribution of others, gain confidence in the application of RE concepts to practical situations as well as knowing when and where to seek assistance, persist when faced with difficulty and develop the awareness that creativity and initiative are encouraged and valued. We believe that these programs truly allow us to “bring home” the gospel values for the learner of today.

Religious Education lessons are taught daily. In Pre Kindy and Kindergarten Religious Education is woven throughout the day in the form of prayer, God talk and biblical storytelling. The aim of the Religious Education program at this level is to introduce students to the person of Jesus and some of the basic teachings of the Church (e.g., how to make the Sign of the Cross, to love one another).

In all other year levels, the prescribed time allocations are as follows:

- Pre-Primary – Year 1: A minimum of 15 minutes per day
- Year 2 – 6: Up to 30 minutes per day.

The Religious Education Program also includes class and Whole School Masses and Whole School Prayer services, to which the school community, parents and friends are invited to attend. The school community regularly attends Liturgical Singing practice, and all classes have a class visit with the Parish Priest.

### **Sacramental Program**

Students in Years 3, 4 and 6 have the opportunity to prepare for, and receive, the Sacrament of Reconciliation (Year 3), First Holy Communion (Year 4) and Confirmation (Year 6). The sacramental program is run jointly by the St Kieran Parish Sacramental Team, with the units of work taught by the class teacher.

### **Bishops' Religious Literacy Assessment**

Students in Years 3 and 5 complete the Bishops' Religious Literacy Assessment. This is a curriculum-based assessment which reflects and supports the progressive nature of the Religious Education Units of work. It focuses on students' ability to recall content about the Catholic religion and to assess students' knowledge and understanding of Religious Education. It does not measure students' faith.

### **St Kieran Parish and Catholic Church**

St Kieran Catholic Primary School and All Saints Catholic Church have a strong relationship in supporting the children's and families' faith and Religious Education knowledge. We are fortunate to have regular class visits with our Parish Priest and classes prepare whole school Masses and prayer services to be conducted in the Parish.

### **Instrumental Music Lessons**

This is an option carried out by private companies external to the school. These lessons are not included in the school fees.

### **Assessment Schedule**

St Kieran has a comprehensive Assessment Schedule that outlines the whole year of informal and formal assessments.

## **HOMEWORK GUIDELINES**

A copy of the school's Homework Policy is available on our website.

In 2018, we determined that homework should not be given without a clear and useful purpose. This means that worksheets or repetitive tasks with no real purpose will no longer be an acceptable homework activity.

- We as a school believe that homework itself is about setting aside a regular time each day for children to focus on regular and purposeful work that is relevant to their learning. Reading is an activity that needs to occur daily and as a minimum, we expect as a school that children should be completing this nightly. We also understand that some parents may want their children to complete other set work and to allow for this we have continued to have set activities in Reading Eggs and Matific that can be utilised in this situation.
- Each class teacher will articulate their expectations regarding practice and work at home that will reinforce classroom learning at the beginning of the school year.

## **PARENT TEACHER INTERACTION**

Parents are encouraged to meet with teachers on a regular basis to discuss aspects of their child's development.

If after discussing an issue with the teacher, the parent remains unsatisfied they should then make an appointment to see the Principal or Assistant Principal.

An Information night will be held at the commencement of each year where the teachers will go through the procedures and class expectations.

Reports are sent home at the end of each semester. Parents will have the opportunity to have an interview at the end of the first term to discuss their child's progress.

## **CONTACT WITH THE ASSISTANT PRINCIPAL/PRINCIPAL**

The Teachers are the first port of call; however, parents are encouraged to contact the Principal/Assistant Principal on any matter of concern that needs further clarification. Please make an appointment with the School Office.



## ST KIERAN CATHOLIC PRIMARY SCHOOL PHILOSOPHY

*At St Kieran Catholic Primary School, we strive to continuously improve upon and deliver high quality education and care to our students.*

### PLAY

#### **We believe that:**

- we discover God's presence in the people and the world around us
- through play children learn resilience, develop independence and become competent and confident to take safe risks.
- child and adult directed play provide learning opportunities to help children develop creative and inquiring minds.
- learning areas must include intentional play opportunities (Years K-2) and meaningful and engaging learning experiences that meet the needs of the children (Years K-6)
- spontaneous teaching moments arise through play.
- planned and spontaneous play provide children with opportunities to practice the skills that have been explicitly taught.
- play settings provide educators with valuable information.
- we purposefully engage with students during play.

### RELATIONSHIPS

#### **We believe that:**

- Jesus is a living example of how we interact with others and build positive relationships.
- the connection between home, school and parish needs to be respected and supported.
- positive relationships need to be developed between staff, parents and children.
- each child is encouraged to act and communicate constructively with others in all situations.
- positive relationships between students reduces conflict and assists them in being ready for learning.
- a fair and positive approach to guiding behaviour builds children's confidence and self-esteem.

### FAMILIES

#### **We believe in:**

- acknowledging families as the first educators of our children and using the model of Christ and the Gospel values at the core of all our interactions
- recognising, valuing, and affirming the diversity of families
- creating an environment where children and families feel valued, respected, and safe.
- creating effective partnerships with families by welcoming and encouraging their involvement.
- establishing positive and regular communication with families.

### LEARNING AREAS

#### **We believe in:**

- the teachings of Christ that they are at the forefront of all that we do.
- delivering high quality education by selecting and implementing the best practices available for our St Kieran school children.
- accommodating different learning styles.
- differentiating the curriculum to extend each child's potential.
- including digital technologies to enhance learning.
- making our assessments and reflections an integral part of the planning cycle which direct the future learning of individuals in a class.
- using the following to direct our planning for learning:
  - the interests, strengths and needs of the children.
  - Catholic Education Religious Education Units of Work.
  - Making Jesus Real Program.
  - Early Years Learning Framework.
  - Kindergarten Curriculum Guidelines for WA.
  - Western Australian Curriculum.
  - ABLE WA Curriculum (Abilities Based Learning, Education Western Australia).
  - Keeping Safe Child Protection Curriculum .

### ENVIRONMENT

#### **We believe in:**

- appreciating others and the natural environment as gifts from God and interacting with them in respectful and meaningful ways.

- promoting children's wellbeing by creating environments that encourage positive outcomes and where children feel that they belong and are safe.
- creating aesthetically pleasing and productive learning environments where the children experience personal success.
- creating environments which foster spontaneity, creativity, flexibility, inventiveness and a love for learning.
- providing indoor and outdoor environments which consider the needs and abilities of the children.
- creating environments that consist of open-ended activities and engaging materials that encourage children to become intrinsically motivated learners.
- acknowledging that both the outdoor and indoor environments are classrooms that work together to support planning, teaching, and learning.
- helping children to develop a sense of agency by welcoming and responding thoughtfully to their questions and ideas where possible.
- providing thoughtfully planned indoor and outdoor environments which consider the interests, needs and abilities of the children.
- encouraging sustainable practices.
- creating environments that include clean, safe and well-maintained equipment.
- ensuring that children are always supervised appropriately.

## **STUDENTS WITH DISABILITIES**

At St Kieran we value the diversity of each of our students and strive to meet the individual needs at all levels. We value inclusivity for all students. To make this real for our students with Disabilities we run a fluid programme to try and meet the needs of every child.

From Year One all children are part of a mainstream class. Each classroom with a SWD child will have an educational assistant to work in the room assisting where needed.

During the day, at different times, children will leave their mainstream class to work in a small group with a Students with Disabilities Teacher and educational assistants on their individualised program. The composition of these classes changes each year to meet the need of the children. Children are generally part of all specialist classes with their mainstream class.

We pride ourselves on always putting the children first and working to help each and every one meets their potential.

## **1-2-3 MAGIC AND EMOTION COACHING**

At St Kieran we use 1-2-3 Magic and Emotion Coaching to manage and modify students unwanted and disruptive behaviour while at the same time encouraging desirable behaviour.

It is a whole school approach that provides students with consistent language and behaviour expectations. Students are taught the difference between STOP and START behaviours and are encouraged to make positive behavioural choices.

**Watch this video to learn about 123 Magic & Emotion Coaching in the Classroom and hear about the outcomes it has achieved in 3 very different schools.**

This behaviour management approach trains teachers how to set limits while helping the students to develop self-regulation, it also leaves teachers with more time for teaching and lessens the stress in the classroom.

<https://timelinemedia.wistia.com/medias/11qtisljt3>

## **CATHOLIC PARISH OF OSBORNE PARK**

Our school is an integral part of the Parish and both groups work closely together to enhance the Spiritual life of the community.

**Weekend Mass Times at St Kieran Parish**

Tuesday	8:00 am – Mass
Wednesday	8:00 am – Mass
Thursday	8:00 am – Mass
Friday	8:00 am – Mass
Saturday Vigil	8.00am 6.30pm 8:00pm (longer Liturgy of the Word)
Sunday	08:00am (English) 09:00am (English) 10:15am (Italian) 2nd Sunday 11:15am (Brazilian)

**Parish Centre**

For bookings & enquiries only: (08) 9444 9590 or 0403882246  
122 Waterloo Street, Tuart Hill WA 6060 (Corner of Tyler & Cape Streets)



## PICK UP/DROP OFF

### Kindy Drop Off

- In the morning - PLEASE DO NOT ENTER THE KINDY / PP OUTSIDE AREA BEFORE 8.20AM. This area becomes congested, and staff need to set up outdoor activities for the day. If you are at school earlier, please wait in the undercover area.
- Kindy families can enter the school grounds via the Cape Street gates from 8.35am.

### Kindy Pick Up

- Students need to be collected from the classroom at 2.45pm by a parent/guardian or authorised person.
- Drive through pick up is NOT an option for Kindy students.
- Students who attend Mulberry Tree or Tuart Hill Day Care will be collected from the classroom by day-care staff and walked to the undercover area / assembly area, where they wait for other students to be dismissed at 3pm.

### Pre-Primary Drop Off

- In the morning - PLEASE DO NOT ENTER THE KINDY / PP OUTSIDE AREA BEFORE 8.20am. This area becomes congested, and staff need to set up outdoor activities for the day. If you are at school earlier, please wait in the undercover area.
- Pre-Primary families are to enter the school grounds via the Tyler Street gates and wait in the undercover area until 8.20am.

### Pre-Primary Pick Up

- Students can be collected from the classroom at 3pm.
- Students who need to be collected from the drive through on Morgans Street, will be walked to the pickup area at 3pm by an Education Assistant and left in the care of duty teachers. If you wish for this to occur a written note or email must be provided to the school.
- Students who attend Mulberry Tree or Tuart Hill Day Care will be collected from the classroom by day-care staff and walked to the undercover area, where they wait for other students to be dismissed at 3pm.

### Year 1 - 6 Drop Off

In the morning - families can enter the school grounds via the Tyler Street gates and wait in the undercover area until 8.20am.  
Alternatively students can be dropped off in the drive through on Morgans Street from 8.10am and students then wait in the undercover area.

### Year 1 - 6 Pick Up

- Students can be collected from the undercover area - not out in front of the classrooms.
- Spaces outside of the classrooms can be very congested, so please decide to meet your child in the undercover area. Supervision is provided in this area until the gates close at 3.20pm • Students can be collected from the drive through on Morgans Street.
- If you wish for your child to walk with an older sibling and meet you at the church carpark, a written note or email must be provided to the school. Families who choose this option must be aware that St Kieran Staff will not be supervising your child at the church, and they must walk over Cape Street with the Crosswalk Attendant.

***Servite Students are expected to pick up younger siblings from the undercover area. Servite students need to enter and exit through Tyler Street gates.***

## TERM DATES 2021

Term 1	Monday 1 February to Thursday 1 April
Term 2	Tuesday 20 April to Friday 2 July
Term 3	Tuesday 20 July to Friday 24 September
Term 4	Tuesday 12 October to Friday 10 December

### Public Holidays during term time for 2021

Monday	1 March 2021
Friday	2 April 2021
Monday	7 June

### Professional Development Days:

These dates will be advised via the school calendar in February 2021.

Monday	19 April	Friday	20 August
Friday	4 June	Monday	11 October
Monday	19 July		

## 2021 Fee Schedule

Full Fees	4 Year Old Kindy	PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Tuition Fees (Per Student)	940.00	1443.00	1443.00	1443.00	1443.00	1443.00	1443.00	1443.00
Contribution to Programs (Per Student)	333.00	511.00	511.00	511.00	786.00	786.00	786.00	1096.00
Family Levies (Per Family)	337.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00
<b>Total Fees (1st Child)</b>	<b>1610.00</b>	<b>2474.00</b>	<b>2474.00</b>	<b>2474.00</b>	<b>2749.00</b>	<b>2749.00</b>	<b>2749.00</b>	<b>3059.00</b>
<b>Sibling Discounted Fee Schedule</b>								
1st Child	1273.00	2007.00	2007.00	2007.00	2282.00	2282.00	2282.00	2539.00
2nd Child	1085.00	1718.40	1718.40	1718.40	1993.40	1993.40	1993.40	2250.40
3rd Child	897.00	1429.80	1429.80	1429.80	1704.80	1704.80	1704.80	1961.80
4th Child	333.00	564.00	564.00	564.00	839.00	839.00	839.00	1096.00
Family Fees	337.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00
<b>Contribution to Programs Per Student</b>								
Amenities - Resources	102.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00
Amenities - Insurance	11.00	17.00	17.00	17.00	17.00	17.00	17.00	17.00
Amenities - Excursions	72.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00
Amenities - Booklist	68.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00
Amenities - Copyright		29.00	29.00	29.00	29.00	29.00	29.00	29.00
Amenities - Speech Screening	80.00							
iPad Rental					275.00	275.00	275.00	275.00
Swimming Lessons		60.00	60.00	60.00	60.00	60.00	60.00	
Year 6 Camp								370.00
<b>Family Levies</b>								
Building Levy	192.00	289.00	289.00	289.00	289.00	289.00	289.00	289.00
IT Levy	97.00	151.00	151.00	151.00	151.00	151.00	151.00	151.00
P&F Levy	48.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00
<b>Full Fee Paying Overseas Student (per Student)</b>	<b>4370.00</b>	<b>11946.00</b>	<b>11946.00</b>	<b>11946.00</b>	<b>11946.00</b>	<b>11946.00</b>	<b>11946.00</b>	<b>11946.00</b>
<b>Year Old Kindy</b>	<b>2964.00 for a full year, prorata for start data</b>							
<b>Health Care Card Holders</b>								
Tuition Fees (Per Student)	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00
Contribution to Programs (Per Student)	0.00	113.00	113.00	113.00	388.00	388.00	388.00	645.00
Family Levies (Per Family)	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00
<b>Total Fees (1st Child)</b>	<b>390.00</b>	<b>503.00</b>	<b>503.00</b>	<b>503.00</b>	<b>778.00</b>	<b>778.00</b>	<b>778.00</b>	<b>1035.00</b>
<b>Sibling Discounted Fee Schedule</b>								
1st Child	300.00	413.00	413.00	413.00	688.00	688.00	688.00	945.00
2nd Child	240.00	353.00	353.00	353.00	628.00	628.00	628.00	885.00
3rd Child	180.00	293.00	293.00	293.00	568.00	568.00	568.00	825.00
4th Child	0.00	113.00	113.00	113.00	388.00	388.00	388.00	645.00
Family Fees	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00
<b>Contribution to Programs Per Student</b>								
Amenities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
iPad Rental					275.00	275.00	275.00	275.00
Swimming Lessons		60.00	60.00	60.00	60.00	60.00	60.00	
Year 6 Camp								370.00
<b>Family Levies</b>								
Building Levy	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00
IT Levy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P&F Levy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Students with Special Needs, with siblings in other Catholic schools, will have an automatic concession of a family discount.

Statement for Fees will be sent home at the beginning of the year (in February) and should be paid for as follows: Four equal instalments (25% of total fees) to be paid by: end of February; end of May; end of August; end of October unless you have made other payment arrangements with the Principal.

You are welcome to pay Fees in full in February if you wish but are under no obligation to do so.

### Fees can be paid by:

BPAY Telephone and Internet Banking  
Cash/Visa Call into the School Office during school hours

Please direct any fee queries to the School Office.

Note: School Fees are subject to annual change and are directed by Catholic Education WA in conjunction with the School Board.

### WITHDRAWAL OF STUDENTS

The Principal must be given a full term's notice in writing prior to the student's withdrawal. Without such notice, the school reserves the right to charge a term's fees in lieu of notice.

## ST KIERAN UNIFORM GUIDELINE

**Summer uniform is to be worn in Terms 1 and 4.**

**Winter uniform is to be worn in Terms 2 and 3.**

The parents and staff at St Kieran School expect a high standard of dress to be maintained by all children. Our uniform is a sign of our School Community, and all are expected to support the Uniform/ Grooming Policy.

Wearing the correct uniform encourages a sense of pride in self and school and provides consistency and equality for all students. Parents are asked to vigilantly ensure that uniform and grooming requirements are adhered to, as many valuable teaching hours can be lost during the year ensuring the children follow these requirements. Notes will be sent home for breaches of Uniform Policy.

All children are expected to wear the correct school and sport uniform on the appropriate days. There should be no mixing of the regulation uniform and sports uniform. On excursions and attendance at out-of-school functions where students represent the school regular uniform will be worn.

Parents and children are asked to adhere to school uniform expectations when purchasing items. This prevents added expense of re-purchase or children and staff needing to address breaches of uniform expectations.

**3 Year Kindy** do not require a uniform.

**4 Year Kindy** have opportunity at the start of the year to purchase a non-compulsory Kindy T-shirt. The following guidelines are intended to assist parents with appropriate Kindergarten clothing choices.

Kindergarten students are not required to wear the uniform but must be dressed in clothing that is sun safe and practical for climbing and playing.

The "I'm a St Kieran Kid" T-shirt is available as a uniform type of option if desired but is not compulsory. Velcro sports shoes or sandals are preferred so that the child can put them on and take them off independently.

No dress-up costumes.

Bucket hats only.

Clothing that both you and the child are comfortable with getting dirty.

**Pre-Primary** only wear sports uniform.

Shoes are the only items not sold but are easily obtained from many outlets.

### **Year 1 – Year 6 Girls Summer Uniform**

Blue check dress OR

Short-sleeved sky-blue shirt with navy skort

Black school shoes/ Black school sandals – leather or vinyl sandals with school socks

Navy bucket hat

### **Year 1 – Year 6 Girls Winter Uniform**

Navy tartan tunic with long/short sleeve sky-blue shirt

OR

Long/short sleeve sky-blue shirt with navy blue bootleg pants

Blue V neck wool jumper

Black school shoes/ Black school sandals – leather or vinyl with school socks or navy tights

Navy bucket hat

### **Year 1 – Year 6 Boys Summer Uniform**

Navy shorts

long/short sleeve sky-blue shirt

Black school shoes/ Black school sandals – leather or vinyl with school socks

Navy bucket hat

### **Boys Winter Uniform**

Navy trousers

long/short sleeve sky-blue shirt

Blue V neck wool jumper

Black school shoes/ Black school sandals – leather or vinyl with school socks

Navy bucket ha

### **Exceptions to school uniform rules:**

If a product or item has been brought into the uniform there will be a phase in and phase out period e.g., new tracksuits – an allowance of two years will be given to allow students to outgrow their current uniform and replace with a new style one. For items \$15 and under a phase in period of one year will be given e.g., new sport socks.

At the start of Term Two and Term Four there will be a two week only transition period for students to change over uniforms if the weather is warm/cool.

### **Boys and Girls Sports Uniform (Pre-Primary-year 6)**

Navy sports shorts with faction polo - on sports lesson days

Navy sports shorts with navy polo shirt - on class fitness days

Sports jacket

Navy sports tracksuit pants – winter months

Sneakers are to be predominantly one colour (white, grey, black or navy)– no fluoro

White school sport socks.

Navy bucket hat.

### **Four School Factions**

Your child will be allocated one of the four factions and will be expected to wear their specified coloured shirt on their allocated sports days. Siblings will be in the same faction. (Please see page 17 for more information on our factions)

The **St Kieran School bag** is available for purchase, however, is not compulsory.

The **St Kieran Library bag** is available for purchase, however, is not compulsory. A waterproof bag is compulsory to obtain a weekly library book.

### **Lost Property**

There is a lost property basket in the undercover area. If you have lost an item of clothing, please check the basket.

At the end of each term, unclaimed items will be donated to the Uniform Shop.

### **Parents will be contacted if their child is in breach of the Uniform policy.**

The following stipulations always apply for all students.

### **Hair**

Hair, for both health reasons and appearance, is to be neat and tidy.

Shoulder length hair is to be tied back.

Fringes are to be above the eyebrows or clipped back.

Hair colour is to be kept natural (no tints, streaks, tips etc.)

Hairstyles should be of a conservative nature (no tracks, hawks, undercuts, tails, mullets, partly shaved/close-cut hair etc.)

Hair should be no shorter than number 3 cut.

Minimal hair product/gel may be used.

Hair ties, clips, scrunchies and ribbons and plain headbands must all be white, navy blue or light blue in colour.

### **Jewellery**

For safety and security reasons, it is recommended that no jewellery be worn. The school accepts no responsibility for loss or damage of jewellery.

Children are permitted to wear a watch.

A maximum of one earring in each ear must be worn in the lobe, sleepers, or discrete studs only.

A gold/silver necklace with a small Christian religious medallion or cross, kept tucked in shirt/dress (no leather or neoprene bands, etc.) A Medic Alert bracelet.

Smart Watches - If your child has a smart watch that they wear to school please ensure they are aware of this responsibility.

### **Other**

Nail polish and make-up are not permitted.

If some accident or problem prevents children from wearing their full uniform on any day, parents need to send a note or email of explanation.

Hats are a part of the uniform and need to be worn every day while the children are on the school premises – including before and after school – **NO HAT, NO PLAY.**

The St Kieran school bag is the preferred option for children in Years 1-6. If choosing to use another bag, it must be no larger than the official school bag.

### **Free Dress Guidelines**

Occasionally a free dress day is held. The following guidelines are intended to assist students and parents to make appropriate choices on these days.

All clothing must be suitable for normal class and playground activities.

Shoes/sandals with flat heels must be worn.

Skirts/shorts must be of a modest length.

Tops must cover the shoulders, back and midriff.

Clothing with inappropriate logos, images, wording must not be worn.

Hair must be tied up.

School hats are to be worn.

These guidelines reinforce the values of our school community and ensure that no unnecessary attention is drawn to the student.

### **LOWES**

Our supplier is Lowes Shop 43, 43 Yirrigan Drive, Mirrabooka 6061. Lowes has the list of all uniform specifications from Pre-Primary to Year 6 and will assist you with your requirements. Please subscribe yourself to Lowes, as they have offers throughout the year.

Lowes provide a professional retail environment to include spacious fitting rooms, a fully air-conditioned show room with a comfortable waiting area for parents. Their fully trained staff will be happy to advise and assist you on all uniform requirements. Purchases can be made on the day of your visit and payment can be made by either cash or credit card.

Online ordering will also be available soon via the website: [www.Lowes.com.au](http://www.Lowes.com.au).

The store is open 7 days a week providing greater accessibility to the uniform and convenience to the school community.

Monday - Wednesday	9am - 5.30pm
Thursday	9am - 7pm
Friday	9am - 5.30pm
Saturday	9am - 5.00pm
Sunday	11am - 3.45pm

### **FACTIONS**

All children in the school are placed into one of the four factions. Children of the same family are placed together in the same faction. The factions have been named after figures significant to the life of the school.

Yellow MACKILLOP - after Mary Mackillop, Australia's first Saint.

Green MERCY – after the Sisters of Mercy who founded the school.

Blue FRAYNE – after Ursula Frayne who was one of the first Sisters of Mercy to arrive in WA and who established the first Catholic schools in Perth.

Red FRANCIS – after St Francis of Assisi.

### **PERMISSION NOTES - EXCURSION/INCURSION**

At the commencement of your child's school life at St Kieran, you will be given a Permission Note at the which needs to be signed by parents. These are simply giving general permission to attend the normal range of extra-curricular. Full school uniform appropriate to the season should be worn on all school excursions to maintain a good image for our school. Should the nature of the excursion require the wearing of the sport uniform, this will be specified at the time activities. You will always be notified of excursions in advance by the class teacher.



## ST KIERAN CATHOLIC ADVISORY COUNCIL

St Kieran School is under the financial management of the St Kieran Catholic Advisory Council. Members of the School Advisory Council are elected from the school/parish at the Annual School Community Meeting held each November. The Constitution is available on our website.

### KIERAN CONNECT

Kieran Connect is the peak body of parents in our school and under the direction of Catholic School Parents WA, Kieran Connect help nurture our children to develop and grow in a loving and supportive environment. St Kieran Connect will be to harness that spirit and to welcome and encourage all to become active members in our school community.

Kieran Connect have meetings in the school on Tuesday evenings on dates determined at the commencement of the school year.

All parents of children attending the school are encouraged to attend these meetings.

Kieran Connect is largely responsible for the fund-raising and social activities of the school.

<b>Kieran Connect Executive Members 2021</b>	
President	Mr Simon Carabetta
Vice President	Mr Eduardo Gallardo
Secretary	Mrs Carla Malecki
Treasurer	Mrs Di Atkinson
Kieran Connect Representative of the Council	Mrs Samantha Fiore

### SCHOOL CANTEEN - MONTELLO ON MAIN

The canteen is open on Monday - Friday.

Only Available Pre-Primary – Year 6.

Our canteen is run by an offsite business Montello on Main.

Ordering from the online canteen menu is preferred and can be done several days in advance. Please see below regarding how this system works. You can place your orders on the day before 9am.

[www.relieflist.com.au](http://www.relieflist.com.au)

Click on "New Accounts"

Click on "Parent Account Application Form"

Fill in the Application form

Once you have done this, you will receive an email which will guide you through the next steps.

### STUDENT ABSENTEE

If your child is late or sick please ensure you let the front office know.

- Call the Absentee line 63832619 and leave your Child's name, Roll group and a brief explanation.
- Schoolzine App - Absentee option
- Email [admin@stkieran.wa.edu.au](mailto:admin@stkieran.wa.edu.au)
- Long extended leave please see the office.

Teachers will take the role each day and if they do not have an explanation for absence or lateness, they will inform the office and the office will then contact parents to confirm the reason for the student's absence.

If your child is absent for half a day or more an Absentee Note must be completed and given to the class teachers on the child's return. These are available from our website or the school office. It is important that we establish this routine immediately and continue to maintain it each day whilst at school. It has always been important for children to arrive to school on time but even more so now.

### PERSONAL ITEMS/TOYS/EQUIPMENT

As a rule the school doesn't allow students to bring personal items and or toys from home to school. There have been many a times that when broken or lost it causes distress to the child and takes away valuable teaching time. Please ensure that your children do not bring items from home to school unless required by the teacher.

This includes sporting equipment, playing cards such as Footy/Pokémon and 'fad' toys such as Fidget Spinners.

## **MEDICAL**

If children are unwell, they should not be sent to school. If a child becomes ill during school hours and is unable to continue at school, parents are contacted to collect their child. Please ensure that contact information is always up to date to alleviate difficulties.

Staff are not authorised to administer medication to students and should not be asked to do so. Where possible, medication should be administered by parents outside of school hours. If this is not possible the School Principal should be contacted, and a Medical Authorisation Form needs to be completed.

When an accident occurs, parents will be contacted immediately. In cases of extreme emergency an ambulance will be called when parents or the emergency contact are unavailable. (Any associated costs would be the responsibility of the parents).

If your child suffers from Anaphylaxis and requires an EpiPen or has Asthma and requires a Ventolin puffer we need you to fill in either an Asthma or Anaphylaxis plan with your GP prior to your child commencing at St Kieran. Your GP has these forms.

All medication needs to come in its original packaging i.e., if it has a prescription label as well as the blister pack the medication comes in. Please ensure that you have an up-to-date photo of your child attached. These needs to be redone at the beginning of each school year.

## **ALLERGIES**

St Kieran is an Allergy Aware School and parents are encouraged NOT to send products containing nuts with their children to school. We also discourage other items that may cause reactions of which are communicated to parents. It is vital that all details on the Enrolment Form are kept up to date. If at any time your address, phone number, work number or emergency contact number is changed, please notify the office and class teacher immediately.

## **SOCIAL WORKER**

Social Workers are all professionally qualified with a degree that includes the study of counselling, group work and behaviour. To be employed in a school they need to be experienced Social Workers and eligible to belong to the Australian Association of Social Workers and adhere to their standards and ethics.

Gill Ford (known as Miss Gill to the students) is the St Kieran's Social Worker and provides the following services:

- ⇒ Assists students to learn by helping to work through problems at home or school that impact on learning.
- ⇒ Works closely with school staff but also respects families' and students' privacy.
- ⇒ Provides counselling to students and families.
- ⇒ Is available to families and students where there is concern about social or emotional issues that are affecting a student.
- ⇒ Can provide information and support on parenting issues.
- ⇒ Can provide information about community resources.
- ⇒ Will refer students/families to outside counsellors/social workers/psychologist or community agencies, as necessary.
- ⇒ Supports the values and vision of the Catholic Faith.
- ⇒ Supports teachers with programs and resources for developing social skills in our students.
- ⇒ Running group programs such as Seasons for Growth for children who have experienced loss or change in families.

### **Common reasons for counselling:**

- ⇒ Behavioural problems at school or home
- ⇒ Building resilience and self esteem
- ⇒ Issues related to learning
- ⇒ Dealing with anxieties and fears
- ⇒ Anger management
- ⇒ Family separation and change
- ⇒ Grief and loss
- ⇒ Friendship problems
- ⇒ Parenting concerns
- ⇒ Crisis

Miss Gill's days are Tuesday, Wednesday, Friday, and alternate Mondays. To engage with Miss Gill please email your class teacher or the principal.

## **SCHOOL PSYCHOLOGIST**

A School Psychologist is available to assist students, teachers, parents, and the school community to solve a range of educational and psychological problems. The Nongovernment Schools' Psychology service is managed by Catholic Education WA on behalf of all Non-Government Schools. Referrals are via the Teacher and then supported by Principal/Assistant Principal

## **STUDENT MOBILE PHONES**

If for any reason your child must have a mobile phone at school you are asked to write to the Principal stating reasons and request permission. If permission is granted the mobile phone will be given to administration at the start of the day and collected at the end of each teaching day.

At no time will mobile phones be permitted outside this.

## **YEAR 6 CAMP**

These are considered a valuable part of the educational process and all students are expected to participate. The school will give parents full details of any excursion or camp well before the event takes place.

## **OUT OF SCHOOL CARE**

### **Mulberry Tree**

Located: 118 Waterloo street, Tuart Hill WA 6060  
Email: [tuarhill.kidsclub@mulberrytree.com.au](mailto:tuarhill.kidsclub@mulberrytree.com.au)  
Phone: 9345 2211

### **A Club for Kids**

Located: 386 Albert Street, Balcatta WA 6021  
Email: [aclubforkids1@gmail.com](mailto:aclubforkids1@gmail.com)  
Phone: 0401739629

### **Tuart Hill Out of School Care**

Email: [thbcc@aapt.net.au](mailto:thbcc@aapt.net.au)  
Phone: 0414838928 – 0408888778

## **DOGS**

We ask that parents or relatives don't bring dogs to school events or onto the school grounds. If you are walking to or from school please keep the dog away from the entrance, so children especially, can get out through the gates.

## **SCHOOL WEBSITE**

Please visit our school website at [www.stkieran.wa.edu.au](http://www.stkieran.wa.edu.au) for all the latest events, school policies, term calendar, class activities and photos.

## **PRIVACY ACT COLLECTION NOTICE**

Please go to our website [www.stkieran.wa.edu.au](http://www.stkieran.wa.edu.au) and be informed of this.

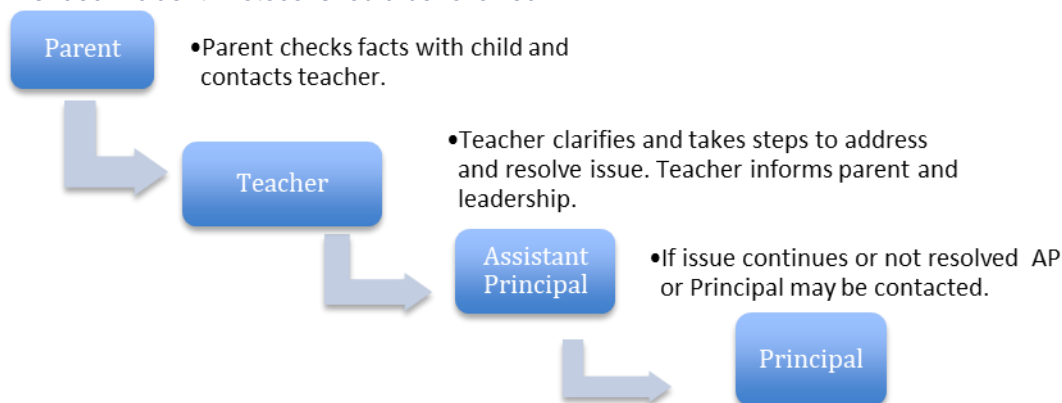
## **CONFLICT RESOLUTION**

We would like parents to use the school's procedure for dealing with any issues that arise between children. For obvious reasons, parents are asked not to confront other parents or their children regarding problems that have occurred in school. Minor problems that could be sorted out quickly can easily be blown out of proportion by such an approach. Please see the class teacher or the Principal/Assistant if there are ongoing concerns.

Please refer to the school website for Incident Protocol under Policy section.

## DEALING WITH CLASS/PLAYGROUND INCIDENTS INVOLVING YOUR CHILD AND THE CLASS TEACHER OR OTHER STUDENT/S

We always encourage that the first person of contact for your child when an incident at school takes place is that your child speaks to his/her teacher to report the incident or seek clarification of any misunderstandings. In the event an incident takes place with your child and has not been reported to or resolved by the teacher the following recommended Incident Protocol should be followed.



### Incident Protocol

1. Make an appointment with the classroom teacher.
2. If you are not happy with the outcome of the meeting with the teacher, notify the teacher and make an appointment to see the Principal.
3. In the absence of the Principal make an appointment to see the Assistant Principals.

### When your child relays the incident to you, I would recommend that you consider the following:

- Listen carefully to what your child is telling you. Ask questions for clarification purposes.
- Try very hard to remain calm and objective. Do not make negative comments about the other party.
- Determine whether this adverse situation can be a learning experience for your child. Can they work this problem out for themselves?
- If necessary, explain to your child that you will make an appointment to speak to the teacher so that you can obtain their point of view on the incident.
- Do not call other parents to see what their child knows about the incident –this causes a great deal of confusion and is breaking confidentiality.
- Make an appointment through the correct channels –through the office or via a sealed note to the teacher involved.
- Avoid approaching the teacher first thing in the morning and expecting an appointment on the spot.
- We are here to help so try to stay calm and avoid approaching the teacher on the defensive.
- Most situations are better dealt with after some ‘cooling off time.’
- Be prepared to listen to the teacher and be opened to discuss the situation- there is always two sides to a story.
- If you are not satisfied with the outcome of the meeting with the teacher, let the teacher know that you are taking the matter to the Leadership Team or the Principal.
- Always respect the dignity of all parties involved and DO NOT DISCUSS THE MATTER IN THE GENERAL SCHOOL COMMUNITY.
- All matters concerning all individuals are of a confidential nature and should remain so under all circumstances.
- Teacher Assistants must only be consulted with the presence and recommendation of the teacher.
- At all times remember that you are in partnership with the school and most decisions are made with the best intentions and interest of your child.

## USE OF PHOTOS

Please see below the Standard Collection Notice regarding the use of children's photos. If you do not want your child/ren to feature in such publicity, please complete the form below and return it to the School Office as soon as possible.

### STANDARD COLLECTION NOTICE

Publicity and the Use of Student Images As part of the school's publicity activities there may, on occasion, arise the situation whereby the school, Catholic Education of Western Australia (CEWA) or local media will need to take photographs and/or video footage of your child/ren for publication in newspapers, school documents, CEWA and Catholic agency documents (Caritas, CDF, LifeLink, etc), training videos and/or the school/CEOWA website. I have discussed this with my child/ren, and he/she has agreed to have his/her photos on the school website and related media as mentioned above.

I \_\_\_\_\_ (Print Parent/Guardian name)

\_\_\_\_\_ (Print students name)

Do not give permission for the use of my son's/daughter's photo/video image in school publicity activities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_