# St Pius X Catholic Primary School

Parent Information Handbook

# Contact Details

| | |
|---|---|
| **Principal** | Miss Melissa Vranjes |
| **Assistant Principal** | Mrs Natasha Gregory |
| **School Office** | Mrs Margaret Tatasciore<br>Mrs Marni Nichol |
| **Phone** | (08) 9416 5600 |
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# St Pius X School History

St Pius X Catholic Primary School was founded in 1957 by the Sisters of St Joseph of the Sacred Heart (fondly known as the Brown Joeys).

When the School opened in February 1957 there were 76 students. Sister Casimir and Sister Angela were the first Sisters to teach at the school. In the first year it catered for Grades 1 to 4; over the next three years this grew to Grade 7. Boys were enrolled to Grade 3 (later Grade 4) after which they moved onto Aquinas. The Sisters travelled by taxi from South Perth and the expenses were met by Father Carmody. In 1964 a small bus was purchased to ferry the Sisters and the cost was shared by Holy Cross, Kensington, Holy Family, Como and St Pius X. The Sisters of St Joseph travelled daily to the three schools. A wonderful spirit existed between these schools and shared many events together.

Until 1964 when the present Church was built, Mass was celebrated in the school each Sunday. Rosters were drawn up for men to shift desks out on to the verandas, the folding doors between the three classrooms were opened and chairs were placed in specially marked rows.

Lay teachers started at St Pius X in 1969, prior to that all the staff were Sisters. The parishioners cleaned the school, cared for the gardens and did all the maintenance. The P & F Association was formed in 1963-64 and they worked tirelessly to raise funds for the school.

Father Thomas Ahern was the first Parish Priest of St Pius X and he was followed by Father Patrick Carmody who arrived in 1958 and continued until his passing in 1981. He was the longest serving priest at our Parish and we have named one of our Houses after him. During his time he worked very hard in establishing the school, building extra classrooms as required and looking after the Sisters. Father McGrath followed Fr Carmody and he was instrumental in the school purchasing the house next to the school in 1988 where the oval now sits.

Brendan Spillane became our first Lay Principal in 1995.

Up until recently the Sisters of St Joseph of the Sacred Heart have had a presence at our School.

## St Pius X Catholic Primary School Vision

***"Learn to Love and Love to Learn"***

At St Pius X Catholic Primary School, the values lived by Jesus Christ are the foundation for everything we do.

Our School Motto -***Faith and Friendship-*** inspires us to celebrate our faith in the spirit of service to others. Relationships of mutual respect, support and trust exist between students, parents and staff. We commit ourselves to our school actively and generously.

Our learning environments are challenging and contemporary. We encourage personal excellence with authentic ways of defining and recognising success. Students learn the value and skills of effective collaboration. Within a genuinely pastoral environment, the wellbeing of all students is monitored and enhanced.

As a community, we SEARCH for ways to provide the best educational opportunities and resources for our students. Our decision-making processes keep our students at the forefront. At St Pius X we work with courage and compassion.

As a place of joy, we take time to celebrate life together.

St Pius X is a community of hope. We believe in the future of our children.

**School Prayer**

**We the members of St Pius X family,**
**ask you Lord to strengthen and guide us**
**as we strive each day to grow closer to you.**

**Help us to live by our Patron's motto:**
**"To restore all things in Christ,**
**so that Christ may be in all that we do"**
**and**
**"To love God and lead good Christian lives".**

**Through Faith and Friendship**
**help us to respect each other.**
**Bless everyone in our school community.**
**Amen**

## St Pius X Values

***Each person is created in the image of and called to communion with God.***

**SERVICE**

In all things I have shown you that by working hard in this way we must help the weak and remember the words of the Lord Jesus, how he himself said, 'It is more blessed to give than to receive.' (Acts 20:35)

**With Jesus as our guide we are called to be of service to others, inspiring and enriching our school and community.**

**EXCELLENCE**

But as you excel in everything—in faith, in speech, in knowledge, in all earnestness, and in our love for you—see that you excel in this act of grace also. (2 Corinthians 8:7)

**With Jesus as our guide we use our gifts and talents to strive for excellence in all that we do.**

**AUTHENTICITY**

For I have not spoken on my own authority, but the Father who sent me has himself given me a commandment—what to say and what to speak. (John 12:49)

**With Jesus as our guide we are strengthened to act with integrity and live genuinely.**

**RELATIONSHIP**

For where two or three are gathered in my name, there am I among them. (Matthew 18:20)

**With Jesus as our guide we foster a sense of community and belonging, inspired by Christian love and compassion.**

**COURAGE**

I can do all things through him who strengthens me. (Philippians 4:13)

**With Jesus as our guide we stand up for our beliefs by meeting life's challenges, persevering in the face of adversity, with strength of heart.**

**HOPE**

May the God of hope fill you with all joy and peace in believing, so that by the power of the Holy Spirit you may abound in hope. (Romans 15:13)

**With Jesus as our guide we share a spirit of optimism and joy sustained by faith.**

# Principal's Message

Welcome to the St Pius X Catholic School website.

St Pius X is a co-educational Catholic primary school which caters for students from Pre-Kindergarten (3 Year Old Kindy) to Year 6. With Christ and our students at the centre, our school community works collaboratively to educate and develop the whole child – emotionally, spiritually, socially, cognitively and physically. We strive to ensure that each student's individual giftedness is recognised and celebrated, and that each child is supported to reach their full potential. Our school motto 'Faith and Friendship' inspires us to foster an environment where each child feels they belong, are safe, valued and respected; it compels us to work together to nurture our students to become active, faith filled, responsible individuals.

Our enthusiastic, dedicated staff are committed to employing current evidence-based teaching practices to ensure the needs of all students are met in a supportive, engaging learning environment. Explicit learning intentions coupled with detailed success criteria and immediate, specific teacher feedback are consistently utilised in order to empower students to take ownership of their own learning. Twenty first century learning skills such as critical thinking, problem solving, collaboration, communication, creativity and Christian service are embedded in the diverse learning experiences provided here at St Pius X. Students regularly participate in inquiry-based STEM projects and have access to a wide range of resources including robotics kits, iPads, Apple computers, virtual reality goggles and Maker-Space materials.

At St Pius X Catholic School, students participate in specialist classes including Science, STEM, Music, Physical Education and Italian. Everyday learning opportunities are enhanced with the provision of an extension program, literacy support through the MiniLit program, instrumental programs through external providers, student leadership, swimming lessons, camp and sustainability projects.

Here at St Pius X, we enjoy a close, supportive relationship with our parent and parish community. We view parents as partners and active contributors to the growth and development of their children and our school. Our staff, parent and parish community constantly engage in open, honest, respectful dialogue to ensure that the gospel values permeate every aspect of curriculum and life in the school, that the needs of all students are met in a vibrant, engaging, faith filled atmosphere and that all students are gently challenged to be the best they can be.

As principal, I look forward to journeying with you and your children; sharing in your children's achievements, struggles and successes.

Melissa Vranjes
**Principal**

## New Admissions

Enrolment Application Forms are available from the School Office or our website. Applications need to be completed and returned to the office together with a copy of the Birth Certificate and Baptism Certificate if the child is baptised. Enrolment interviews are carried out in Term 2 two years before the child is due to commence Kindy. New admissions for children in PP –Year 6 occur when vacancies arise.
A $50 enrolment application fee is to be forwarded with the application form. Application fees are not refundable.

## Enrolment Policy

**Objective**
The Executive Directive – Enrolment outlines the directives for enrolment of students at Catholic Education Western Austral Ltd ( CEWA), in accordance with the School Education Act 1999 (WA) and the Bishops' Mandate.

The link below will direct to the CEWA Executive Directive – Enrolments
https://policy.cewa.edu.au/executive-directive/enrolment/

**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:

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

Following consultation with the Director, the Principal may vary the above priorities to suit particular 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 or a member of the Leadership Team.

The Catholic/non-Catholic Enrolment percentage parameters approved by the Bishops of Western Australia is referred to when enrolling students.

Before offering enrolment to students requiring specific educational needs:

1. 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.
2. 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 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 Pius X School will follow the Catholic Education WA Policy and guidelines on the enrolment of overseas students

The acceptance of an 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 $150 is asked of new 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 1 to 6**

| | |
|---|---|
| School open | 8.30am |
| School commences | 8.45am |
| Recess | 10.40-11.00am |
| Lunch (Yrs 1-3) | 12.30-1.10pm |
| Lunch (Yrs 4-6) | 1.00-1.40pm |
| Dismissal | 3.05pm |

Children are not supervised prior to 8.30am as the school is not open and are discouraged from arriving at school before this time. Teachers finish their duty at 3.25pm.
Between 8.30am-8.45am is preparation time for all students.

**Pre-Primary** Monday to Friday 8.45am-3.05pm
(Doors open at 8.30am and at 3.05pm)

**Kindergarten** Tuesday, Wednesday and Thursday 8.50am-2.55pm

**Pre-Kindergarten** Monday 8:50am – 2:55pm

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

Parents and students are reminded that the two pickup points are Cloister Ave (near play equipment) and Ley St entrance. Students must not wait to be collected by parents anywhere else in the school.

Parents are advised that the gates on Cloister Ave and Ley St entrances will be padlocked before 9am each day and opened at 3pm. Parents and visitors to the school are asked to use the single gate at Administration on Cloister Ave between 9am-3pm.

Children at school after 3.30pm 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 Pius X School. This will be in effect each day from **8:45am –3.05pm.**

### Late Arrivals

If a child is running late for school **the parent must call into the office** to sign in using the SEQTA Kiosk and a printed slip will be given to your child to take to the class teacher. Children are NOT to be dropped off at the gate and make their own way to class if they are late. If you do this 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 and your child will be bought to the office.

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 and collect a slip for your child to take to the class/specialist teacher.

### 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, where reasonable, is punctual, to avoid rigmarole and any inconvenience to you.

**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.

Staff will be directed to ask parents to return to the office and collect these cards. This will take time to get used to so please allow sufficient time to do so.

## Parking

For safety reasons, parents are requested not to park in the driveways, nor drive into the school grounds. Rangers do frequent the school and issue infringements for incorrect parking.

## Curriculum

Religious Education is taught for thirty minutes 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 Curriculum Framework 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 a number of specialist teachers in the school to support the classroom teacher in the following:

- Physical Education
- Music Teacher
- Italian Teacher
- Library Assistant
- Language Support
- Gifted and Talented
- Science

Instrumental Music Lessons are options carried out by private companies external to the school. These lessons are not included in the school fees.

Children are encouraged to participate in a range of sports and there are many opportunities to participate in interschool sport throughout the year.

All classrooms have access to the Internet and computers. There is also a bank of computers in the library for the children to use. The Library is fully automated and uses the Functional Solutions Library Software Package.

## Gifted and Talented Program

At St. Pius X, we celebrate the diversity and achievements of all students and encourage them to discover and perform at their potential in every domain. Exceptionally able students are supported through an approach that recognises learner needs and provides depth and complexity through stimulating, flexible, differentiated learning environments.

A 'Gifted and Talented' program is currently being run at the school. Small groups of students from Years 3-6 participate in weekly sessions. These sessions are designed to challenge our gifted students and to develop their creativity and higher-order thinking skills. Students are selected for the program through specialised gifted and talented testing, in combination with input from classroom teachers.

## One-to-One iPad Program

The school has a One-to-One iPad Program for students in Years 3-6. A bank of iPads is used for K-2. Technology is an ever evolving tool for students to learn from and is treated as such at St Pius X. Information regarding this program can be obtained from the office.

## Assessment Schedule

St Pius X has a comprehensive Assessment Schedule that outlines the whole year of informal and formal assessments. This schedule can be found on our website or speak to the class teacher for further information.

## Sacramental Program

Children are prepared for each of the following Sacraments through their daily Religious Education lessons. There is an eight-week preparation leading into the Sacraments. There is, however, the need for parents to be active in their support for their children as they prepare for each of the Sacraments. Parents will be required to attend information evenings, enrolment ceremonies,

organisational meetings and student / parent workshops for each of the sacraments.

**Reconciliation** is prepared when the children are in Year 3
**Eucharist** is prepared in Year 4 and
**Confirmation** in Year 6.

## Catholic Parish of Manning

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 Pius X Parish**

| | |
|---|---|
| Saturday Vigil | 6.00pm |
| Sunday | 7.30am, 9.00am, Chinese Mass 11am |

During term time there will be either a Whole School or Class Participation Masses and these will commence at 9.00am and communicated through the Term Calendar.

## 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.

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.

**Student Progress Files** are sent home at the end of each term.

**A School Newsletter** is sent each Wednesday via email providing parents with important information.

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

## Contact with the Principal

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

## Homework Policy

A copy of the school's Homework Policy is available on request and will be sent out at the commencement of each year.
Children from Year 4-6 have a Homework Diary. Parents may also use this to communicate messages to the teacher.

## Term Dates 2023

| | |
|---|---|
| Term 1 | Wednesday 1 February to Thursday 6 April |
| Term 2 | Monday 24 April to Friday 30 June |
| Term 3 | Monday 17 July to Friday 22 September |
| Term 4 | Monday 9 October to Friday 8 December (for students) |

## Staff Professional Development

In **2023** the following days will be taken by staff as Professional Development Days: These dates will be advised via the school calendar in February 2022.

Friday 3rd March
Monday 24th April
Friday 18th August – Catholic Day
Monday 21nd August
Monday 9th October

These dates could change and parents will be notified in advance via the school newsletter.

**Public Holidays during term time for 2023**

| | | |
|---|---|---|
| Monday | 6 March | Labour Day |
| Tuesday | 25 April | ANZAC Day |
| Monday | 5 June | WA Day |

## School Fees – 2023

| Summary of School Fees & Charges | Kindy | PP-6 |
|---|---|---|
| Tuition | 2 064 | 2737 |
| Amenities | 120 | 100 |
| IT Levy | 110 | 110 |
| Mathletics | | 30 |
| Incursions/Excursions | 50 | 70 |
| **Total School Fees per student per annum** | **2 344** | **3047** |

| **Family Levies** | | |
|---|---|---|
| Building Levy | 413 | 548 |
| P & F Levy | 100 | 100 |
| **Total Family Levies per family per annum** | **513** | **648** |

**Extras:**

| | Class | Cost per student | |
|---|---|---|---|
| Kindy Screening | K | 80 | |
| EduDance | PP-6 | 35 | |
| Sacramental Program | Yr 3 | 40 | |
| Sacramental Program | Yr 4 | 55 | |
| Sacramental Program | Yr 6 | 55 | |
| Year 6 Leadership Fee Becoming Man/Woman and Life Saving Course | Yr 6 | 30 | |
| Special Activity in place of Camp | Yr 5/6 | 120 | |
| End of Year Concert Levy | K-6 | 10 | |
| End of Year Activity | K-6 | 10 | |
| Swimming Program | 3-6 | 150 | |
| Booklist levy | K | 50 | |
| Booklist levy | PP | 85 | |
| Booklist levy for text books | 2, 3 | 15 | |
| Booklist levy for text books | 1, 4, 5, 6 | 25 | |
| IT Levy - iPad JAMF licence | 3 | 10 | |

School diaries, display folders, chair bags will also be charged as required

***The following discount structure applies to Tuition Fees***

Second child 20% discount
Third child 40% discount
Fourth child Free

| Based on 2023 Tuition Fees | Kindy | PP-6 |
|---|---|---|
| 2nd child | 1 651 | 2 190 |
| 3rd Child | 1 238 | 1 643 |
| 4th Child | Free | Free |

Parents with Health Care Cards or Pensioner Concession Cards will need to pay $300 per annum for Tuition Fees plus cost of incursions/excursions, camps, dancing lessons and other fees as applicable. IT Levy and Amenities will not be charged to holders of these cards. Building Levy for families on these cards will be $90 per annum.

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.

**3 Year Old Pre-Kindy Program – cost is $75 per session – no discounts apply**

Fees can be paid by:

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

## 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**.

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.

## St Pius X Uniform Policy

The parents and staff at St Pius X 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 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. Uniform Concepts Super Store in Willetton is extremely well equipped with all uniform items. All uniforms must be purchased from the super store. Shoes are the only items not sold but are easily obtained from many outlets.

**Exceptions to school uniform rules**

1. 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.
2. At the start of Term Two and Term Four there will be a two weeks only transition period for students to change over uniforms if the weather is warm/cool.

## Uniform Requirements

**Girls Uniform**

| |
|---|
| • Grey school skirt/skort with crest and/or |
| • Grey school shorts with crest and/or |
| • Grey school pants with crest |
| • White short sleeve shirt with school crest |
| • Maroon school jumper with crest |
| • Brown sandals (no Velcro) with no socks **OR** |
| • Black leather shoes (laced) with short white turnover socks (Term 2 and 3 – Black stockings with skirt/skort |
| • School Hat |

**Boys Uniform**

| Summer Uniform - Boys | Winter Uniform - Boys |
|---|---|
| • Grey school shorts. | • Optional to wear grey school shorts or long grey school trousers. |
| • White school short sleeve shirt with crest. | • White long sleeve or short sleeve shirt with school crest. |
| • Black school shoes (laced) with grey school socks. | • Maroon school jumper with crest |
| • School hat. | • Black school shoes (laced) with grey school socks. |
| | • School hat. |

**Sport Uniform**

**Boys and Girls -** to be worn on Tuesdays and Thursdays

- Black taslan shorts with crest.
- Maroon sport shirt with crest.
- Maroon school tracksuit with crest.
- White sports socks with school name.
- All black lace up sport shoes (Junior Primary may have Velcro instead of laces).
- School hat.

**School Shoes**

Pre-Primary children will wear the Sports Uniform from Monday to Friday.

For Children in Kindy there are Red and Blue T-shirts available from the Uniform Shop for those who wish to purchase them.

## Uniform Concepts

Uniform Concepts Super Store in Willetton manage our school uniform requirements. They 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. Ordering will also be available soon via the website: www.nellgray.com.au

The store is open 6 days a week providing greater accessibility to the uniform and convenience to the school community.

- Monday, Tuesday, Wednesday & Friday 9am-5pm
- Thursday 9am–6pm
- Saturday 9am-1pm

**Uniform Concepts**
30 Kembla Way, Willetton
Telephone: 9270 4669 Email: willetton@uc.nellgray.com.au

## Grooming Requirements

The following conditions reflect:

- The school communities concern for safety, health and the whole development of the child.
- The promotion of our Vision Statement.

1. Wearing of full school uniform is compulsory from Years 1 to 6.
2. School shoes are to be polished and sport shoes kept clean.
3. A watch: a chain with a small religious symbol and one sleeper (plain) or stud (plain) in each ear lobe are the only items of jewellery permitted.
4. No make-up, nail polish or tattoos.
5. Longer than collar length hair is to be tied back using maroon or green elastics, ribbon or scrunchies.
6. No fad haircuts.
7. No shaved heads.
8. The school hat is to be worn in all terms for all outdoor activities.
9. The Principal reserves the right to determine the suitability of an individual's grooming.

Hairstyles for both boys and girls should be neat and tidy and reflect accepted standards. Shoulder length hair or longer is to be tied up. Boys' hair length should not be longer than the shirt collar or shorter than a Number 4. The Principal reserves the right to decide the acceptability of hairstyles. Parents are requested to refrain from allowing children to dye their hair during school terms.

## Hair Accessories

In keeping with the school uniform, shoulder length or longer hair should be tied back with green or maroon hair ties, scrunchies, ribbons or hairclips. These are available from the Uniform Shop.

## Hats

School regulation hats are compulsory. A 'NO HAT NO PLAY' rule is enforced throughout the year. Children not wearing the school hat must remain undercover during breaks. Children will be excluded from sport if no hat is worn. Children will be issued with a note to inform parents when they have been excluded from the lesson. ALL school hats should be clearly labelled with your child's name and class. To reduce the incidents of head lice, each child needs to wear his/her own hat. (no lending or borrowing.)

## School Bags

The St Pius X school bag is available for purchase, however, is not compulsory.

## Library Bags

The St Pius X library bag is available for purchase, however, is not compulsory.

## Lost Property

There is a lost property basket outside the staffroom. If you have lost an item of clothing please check the basket.

## School Excursions and Camp

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

## Excursions

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.

## House / Faction

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.

**SARTO** – named after Bishop Joseph Sarto who later became Pope Pius X. GOLD would be the attributed colour with the Vatican flag being Yellow and White. Symbol to be a gold chalice signifying Bishop Sarto's unwavering commitment and dedication to the Sacrament of Holy Communion.

**MacKILLOP** – named after St Mary MacKillop of the Cross, first Australian Saint and founder of the Josephite schools, of which St Pius X is one. BLUE would be the attributed colour in keeping with the sacredness of Australia's first Saint and blue colours significance being one of heavenly love.
Symbol to be a blue Latin cross of which Mary always carried with her.

**JOSEPHITE** – named after the Josephite Sisters as a whole organisation. The Sisters were responsible for beginning our school and many others throughout Australia.
RED colour to be the attributed one which symbolises the commitment and love they fostered.
Symbol to be a red Josephite emblem with the A and M intertwined (which stands for Ave Maria) with the three 'J''s attached recognising Joseph, Jesus and John the Baptist as the important people in the Josephite community.

**CARMODY** – named after Father Patrick Carmody, St Pius X Parish Priest who served in this role from 1957 until his passing in 1981; an amazing 24 years. With the school beginning in February 1957 and Father Carmody beginning in his role in June 1957, the school developed greatly under his direction. GREEN to be the colour attributed, recognising the fact that Fr Carmody came to Australia from Ireland (Tralee in County Kerry) in 1937; the year of his ordination.
Symbol to be a green shamrock, recognising his Irish ancestry.

## Catholic School Advisory Council

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

## Parents and Friends' Association

The P & F have meetings in the school library 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.

The P & F is largely responsible for the fund-raising and social activities of the school.

## School Canteen

The canteen is open on Wednesday and Friday. The Menu varies each term and orders must be placed at the canteen prior to commencement of class on these days.

## Absences and Illness

Parents must inform the school/class teachers prior to the child being absent if it involves a previously arranged appointment. If parents have forgotten to do so they must inform the school via the office before 9.30am on the day—this can be done by emailing admin@stpiusx.wa.edu.au

Teachers will call the attendance 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 general 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 don't bring items from home to school unless required by the teacher. This includes sporting equipment, playing cards such as Footy/Pokémon and also '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).

## Allergies

St Pius X 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.

## Birthdays

The children's birthdays are well celebrated at school and parents should not feel pressured to send in treats. However, if parents still choose to send something in, we ask that only pre-packaged treats are brought in to school such as a Freddo Frog or even a small gift (i.e. pencil, eraser). Please be aware anything that has been baked at home will no longer be allowed due to the precautions we are now taking.

## Emergency Information

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.

## 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 the teacher 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.

## Permission Notes

At the commencement of the school year, students will be given a Permission Note which needs to be signed by parents. These are simply giving general permission to attend the normal range of extra-curricular activities. You will always be notified of particular excursions in advance by the class teacher. These will require a separate permission note.

## Social Worker

The Social Worker will visit the school one day per week during term time. This role involves:

- Working with classes and teachers.
- Providing individual sessions for students. Referral is generally by the Teacher or School.
- Assisting Parents of the school community.

## 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 Non-Government 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.

## Dispute 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 first, followed by the Assistant Principals and then Principal if there are ongoing concerns. Please refer to the school website for Incident Protocol under Policy section.

## Tennis Lessons

Tennis lessons are provided by Marshall's Tennis Academy and fees should be paid directly to the instructor. These lessons are available to children in Years 3-6 and take place before school.

## 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.stpiusx.wa.edu.au for all the latest events, school policies, term calendar, class activities and photos.

## Privacy Act Collection Notice

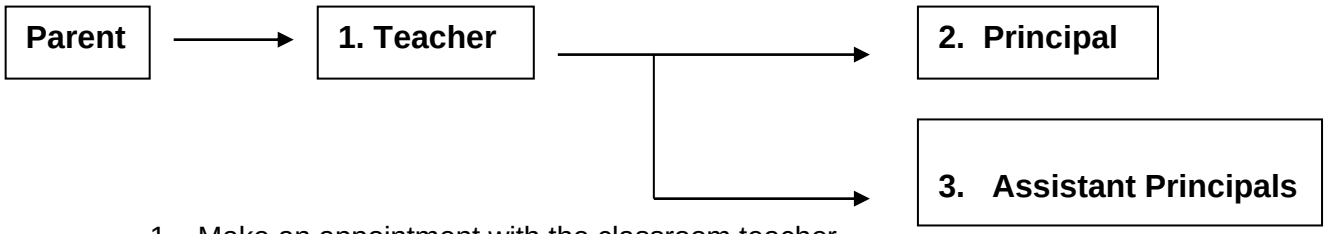
Please go to our website www.stpiusx.wa.edu.au and be informed of this.

## Dealing With Class/Playground Incidents
### Involving Your Child and the Class Teacher or Other Student/s.

We encourage at all times 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 open 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/CEWA website including School Facebook page.

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.

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I_____
(Please print name)

Parent/Guardian of _____
(Please print name)

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

Signed: _____Date: _____