

ST DOMINIC'S SCHOOL INTRODUCTION

St Dominic's Catholic Primary School occupies a significant place in the life of Catholic families living in Innaloo and the surrounding suburbs. It is a single stream primary school enrolling children from Kindergarten to Year 6.

The core of St Dominic's Primary School is the Catholic Faith and all policies are developed and based on Gospel values. Parents and teachers work together to ensure that each child grows spiritually, intellectually, emotionally, socially and physically.

Children from Kindergarten to Year 6 are offered a comprehensive, stimulating and challenging curriculum. Students are encouraged to become confident, independent, collaborative learners who develop at their own rate.

HISTORY

Being a parish school, the history of St Dominic's is closely tied to that of its church. On Sunday, 30 September, 1954. Father Fintan Campbell O.P. celebrated the first official Mass for the new parish in the state school that stood at the corner of Odin and Scarborough Beach Roads. The Innaloo Parish was officially inaugurated on 1 November, 1954. In that year the school/church was built at the corner of Beatrice Street and Phillips Grove at a cost of 9,800 pounds. On Sunday, 6 February 1955, St Dominic's School, with the church sharing the same building, was opened and blessed by His Grace, Archbishop Prendiville.

St Dominic's School was opened on 8 February 1955, with 96 students in Grades One, Two and Three. Sr. Francis Huntsman was the foundation Principal. In June of that year, Sister Dominica Davis was appointed Headmistress. The superintendent's report in December stated, "The school can be validly declared to be an efficient school and may be listed as approved. Teachers in the school are to be complimented on their enthusiasm and their success in stimulating the interest of a promising parent group."

The following year the student enrolment went to 157 (grades 1-4) and in 1958 the school enrolled 222 children in all primary grades. The school was used as the church for twelve years until St Dominic's Church was opened on 14 December 1966. Father George O'Leary was appointed parish priest on 2 April, 1964. The school originally consisted of the building, which extends alongside the present church. In the following few years two classrooms and an office were built parallel to Beatrice Street. Further extensions, two classrooms and an office, were completed in 1976 and 1980.

Since the completion of the classrooms, two major developments have occurred. In 1982 the School Board bought the house adjacent to the school in Beatrice Street and converted it to a pre-primary. This fulfilled a great demand in the local community and since 1983, when it first opened, the pre-primary has not been able to cater for the number of enrolments sought. The full pre-primary classes have also ensured steady numbers into the primary school. Then in 1983, the School Board saw the need to upgrade the old toilet block but this plan developed into a major refurbishment and extension of the whole school. By the end of 1987 the school had a new administration and staff block, classroom, multi-purpose room, canteen, toilets and a refurbished library. Kindergarten classes commenced in 1997.

During 1997 and 1998 there was a major upgrade of the school grounds, also a covered assembly area, canteen and administration block were erected. New pre-primary and kindergarten centres were built in 2000. This finalised the school's current Capital Development Plan. Like most Catholic primary schools in Western Australia, St Dominic's was founded by a religious order of Sisters. The Dominican Order came to WA from New Zealand in 1899. Six sisters came to Greenough in the newly created Geraldton diocese on 7 June, 1899. In 1902 they moved to Dongara where they established a boarding school for girls. The Sisters also founded convents at Cue, Day Dawn, Leonora, Meekatharra and Yalgoo.

The Sisters first came to the Perth Archdiocese in 1940 when they established a convent at Bedford Park and opened St Peter's Primary School. They opened St Thomas Aquinas secondary school in 1955. St John's School in Scarborough opened in 1950 and Santa Clara in Bentley began in 1953. St Dominic's opened in 1955 when the Dominican Fathers began their work in Perth. Holy Rosary opened in 1959 and Sienna High School for girls opened in 1962. The Sisters also conducted a Motor Mission in the Geraldton Diocese and a school in Morawa. Due to decreasing numbers in the Order, however, these have had to close. Today the Sisters work in one primary school, one secondary college, and in adult education and pastoral work. There are houses at Scarborough and Geraldton, and a convent in Doubleview. The Dominican Sisters ceased administering St Dominic's School in 1987. It is now a diocesan school with a lay principal.

GOALS

We strive to

- Create in all community members a firm foundation of the Catholic Ethos so that all may develop a loving and meaningful relationship with God.
- Acknowledge, appreciate and develop the spiritual, intellectual, physical, emotional and social potential of each child.
- Prepare children to approach the future with confidence and optimism while being aware of their responsibilities in our changing world.
- Promote an awareness of the need to respect and care for all of creation.
- Foster a trusting environment so that the children can grow as confident and independent learners.
- Provide a caring school community which nurtures Christian values in an atmosphere of love.

THE SCHOOL CREST



The motto of the school is VERITAS meaning TRUTH. This virtue was reflected in the life of St Dominic (Dominic Guzman) the founder of the Dominican Order (O.P.) who believed that the noblest thing mankind could do was to know more about God in order to love and serve him more. We hope to instil this virtue in all the children.

ADMINISTRATION

St Dominic's is a Perth Diocesan school responsible to the Catholic Education Commission of WA, which acts on behalf of the Bishops of Western Australia. As such it follows the guidelines and policies laid down by the Commission. In accordance with guidelines issued by the Commission, the Principal is responsible for the internal operation of the school including the curriculum, staff appointments and development, student enrolments and school facilities. The school has a shared leadership model where two Assistant Principals assist the Principal in carrying out the above responsibilities.

SCHOOL BOARD

The School Board is established to plan for the present and future operation of the school, to manage all the finances associated with the school and to advise the Principal with respect to school policy that has any financial implications.

The School Board is comprised of the Principal and Parish Priest (ex-officio members), four elected persons from the school community, one person nominated by the Parish Council, one person nominated by the Parents and Friends Association (P & F) and as many as two persons co-opted by the Board.

PARENTS & FRIENDS ASSOCIATION (P & F)

The P & F plays a very important role in the life of the school. It promotes the Catholic ethos of the school through all its activities. It raises funds for school resources and organizes social events for the school community. All parents are encouraged to become members of the association and are expected to support its many activities. The Annual General Meeting is held towards the end of the school year and committee meetings are held each month. News of P & F activities is regularly reported through the school newsletter.

SCHOOL CANTEEN

This is overseen by the School Board which appoints a Manageress to run the canteen with voluntary assistance from parents. It operates Monday to Friday and menus are sent home each term. Every effort is made to maintain prices at a minimum and to promote healthy eating habits.

ST DOMINIC'S SCHOOL ENROLMENT POLICY

1. Interested parents are requested to complete and forward to the school office an “**Application for Admission**” form. (Completing this form **does not** guarantee an interview or enrolment into the school).
2. Applications for enrolment can be submitted at any time / age but should not be submitted later than the 28th February of the year preceding anticipated entry into the school. (Applications may be considered in order of receipt).
3. Each application for enrolment will be considered individually.
4. The Principal reserves the right to enrol those students he selects, without giving reasons for selecting one applicant ahead of another.
5. Preference is given to the children of practising Catholic Families. Enrolment priorities are as follows:
 - Catholic students from the Parish
 - Catholic students from outside the Parish
 - Siblings of non- Catholic students
 - Non -Catholic students from other Christian denominations
 - Other Non -Catholic students.
6. Special consideration is given to applicants who are younger brothers and sisters of students already enrolled at St. Dominic's, but no guarantee of automatic placement is given to these applicants.
7. The Catholic / Non Catholic “Enrolment Percentage Parameters” approved by the Bishops of Western Australia will be referred to when enrolling students.

ST DOMINIC'S SCHOOL ENROLMENT POLICY (CONT....)

8. Parents of a selected applicant will be requested to bring their child to an enrolment interview with the Principal. At least one parent **and the child** will be expected to attend the interview. (Attending the interview does not guarantee enrolment).
9. Parents are requested to bring to the enrolment interview the child's Birth Certificate, Baptism Certificate, immunization records and any relevant reports from previous schools / agencies. A copy of any Court Orders must also be sighted.
10. Parents of students seeking enrolment are expected to fully support the Catholic policies and practices of the school. They must show an interest in the Christian Values of the school and work with the teachers in helping their children achieve these values. All children are expected to take part in all of the Religious Education of the school.
11. Parents are expected to support the school financially by paying fees and amenities and also by becoming involved in the Parents and Friends Association and other school activities. (A copy of the school fees for the year accompanies the enrolment form).
12. All parents must sign an Enrolment Agreement and if the child is in Year 3 or older.
13. All children are admitted on a trial basis. Their continued enrolment at the school depends upon satisfactory behaviour.
14. Enrolment is secured only by the payment and acceptance of an Enrolment Fee. This will become the students Amenities Levy for the following year. This money is non - refundable.
15. A breach of enrolment may occur if the parent / guardian knowingly withheld information relevant to the application / enrolment process.
16. A child who is withdrawn during a school year or at the conclusion of a school year must provide a full term's notice in writing to the Principal advising of this withdrawal or they may be required to pay a full term's fee.

Note: Enrolment in Kindergarten **does not** guarantee enrolment into Pre-Primary.

SCHOOL FEES AND LEVIES

The School Board in accordance with CECWA advice sets annual fees and charges including maximum increases. Accounts are sent home at the beginning of each term. School Fees and levies are payable in advance and at the school office and a discount is offered if this option is exercised. **School fees can also be direct debited at no charge.** Parents also have the option of paying their school account / fees in weekly / fortnightly instalments. This needs to be discussed with the Principal and a payment plan established. Accounts consist of fees and levies as listed on the separate fee schedule sheet. Health Care Card *Concessions on school fees* only are available after relevant documentation is provided and an interview with the Principal. Please obtain a Health Care Card Concession Application Form from the office before the interview. (Levies are not discounted).

Usually in fourth term, the Amenities Levy is charged for the following years schooling. This confirms the enrolment of your child at St. Dominic's School for the following year. The Levy will not be charged at the commencement of the next year's schooling, if it has already been paid. Otherwise it must be paid by the end of Term I.

PAYMENT OPTIONS

Payment can be made by cash, cheque, credit card, EFTPOS or Direct Debit from your bank account.

Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy, a debt collection agency or solicitor will be engaged to recover outstanding fees. The parents will also be responsible for all fees payable to the collection agency or solicitor. (Summons may also be issued if appropriate). Parents are always encouraged to communicate with the Principal with respect to all concerns with fees.

Any clarification required with respect to school fees and accounts can be obtained at the initial enrolment interview.

PREPARING YOUR CHILD FOR SCHOOL - THE FIRST DAY

Talk about school with your child as a pleasant experience to look forward to. Discuss the teachers' names and some of the things that the children will be doing. See that your child has the correct equipment needed. It is important for your child to feel that they have the same as everyone else.

On the first day try to make the break from home to school as gentle as possible. Stay for awhile until your child has settled. Once settled, leave with a cheerful good-bye and say when you will be back and try to be there on time.

SCHOOL HOURS

Children are supervised from 8.30am to 3.15pm each day. If children are dropped off or picked up outside these hours then supervision cannot be guaranteed.

First Bell - 8.45am

Morning Recess - 10.45am – 11.05am

Lunch - 12.35pm - 1.15pm

Classes Dismissed - 3.00pm

Children are not to leave the school grounds during school hours without written permission from their parents.

STAFF MEETINGS

The school staff meet to discuss curriculum and policy issues every Tuesday afternoon from 3.15 to 5.15pm.

PICKING UP YOUR CHILD

Please be prompt and remember to inform the office by note or telephone, if there is any variation to the normal arrangements for collecting your child. We would expect to see your child going home with an adult.

EARLY CHILDHOOD EDUCATION

During this critically important phase of the children's learning and development our school programs allow for the holistic development of each individual.

PLAYGROUP

A St. Dominic's School Playgroup operates one morning per week. A separate letter is included within the enrolment package with all of the details. Further details can also be obtained by calling the School office. (9446 1929)

KINDERGARTEN FROM 2013

Kindergarten hours will be as follows:

Monday, Tuesday and Thursday: 9.00am – 2.45pm

Children must be picked up by their parents/carer from the Kindy door at 2.45pm.

The Kindergarten program is staffed by a specialist Early Childhood teacher and two teaching assistants.

Whilst a school uniform is not compulsory at Kindy, parents have the option of purchasing a Kindy polo shirt from the Uniform Shop.

PRE-PRIMARY

Our full-time Pre-Primary program builds on the child's Kindergarten experience. Making the transition even smoother is the fact that the two programs are physically linked and work closely together.

Whilst a school uniform is not compulsory at Pre Primary, parents have the option of purchasing a St Dominic's School polo shirt from the Uniform Shop.

STANDARDS OF BEHAVIOUR & DRESS

All children are expected to conform to certain standards of behaviour and dress. It is expected that each child will:

- Be courteous and well-mannered.
- Play - in the correct areas.
 - safely and co-operatively.
 - within the rules.
- Be neat, tidy and wear the correct uniform at all times.
- Obey the bell and line up quickly and quietly.
- Walk on the verandahs. Put all rubbish in the bins and keep the playground tidy.
- Use all school equipment responsibly.

It is felt that the development of self-discipline in these areas is particularly important for all children.

SCHOOL UNIFORMS

Correct school uniform is compulsory and should be kept neat and clean. All articles of school clothing should be clearly marked with the child's name. Absolutely no responsibility will be taken for unmarked items. All of the school uniforms are available from **the School Uniform Shop**.

SCHOOL UNIFORM

GIRLS' UNIFORM

SUMMER

- Regulation school dress.
- Black shoes and fawn socks or tan 'school' sandals
- Maroon school pullover

WINTER

- Regulation skirt
- Fawn blouse.
- Maroon school pullover
- School tie
- Black shoes and fawn socks or tights.

BOYS' UNIFORM

SUMMER

- Grey shorts
- Grey shirt
- Maroon school pullover
- Black shoes and grey socks or tan 'school' sandals

WINTER

- Grey shorts or grey long trousers
- Grey shirt
- Maroon school pullover
- Black shoes and grey school socks
- School tie

SCHOOL HATS

School hats are to be worn by all children throughout the year. The school operates a "no school hat - no play" policy.

SPORTS UNIFORM

GIRLS'

- Maroon rugby shorts
- Cream school T-shirt with crest
- Sports shoes (not high top boots)
- White short socks (may include coloured band at the top)
- School Bathers are compulsory for children in Years 3 – 6

BOYS'

- Maroon shorts (regular or rugby style)
- Cream school T-shirt with crest.
- Sports shoes (not high top boots)
- White short socks (may include coloured band at the top)
- School Bathers are compulsory for children in Years 3 – 6

N.B.

- In cooler weather the school maroon track suit may be worn over the sports uniform.
- School Bathers are compulsory for children in Years 3 – 6.
- Maroon school caps are compulsory.
- Long hair should be tied back with maroon or black ribbons.
- All items of clothing are to be clearly marked with your child's name.

JEWELLERY

Students may wear a watch and a chain with cross or religious medal around the neck. For safety reasons students may wear only plain studs or sleeper earrings. Only one in each ear.

School Uniforms are **strictly** enforced. Any deviation from the uniform **must** be with the Principal's consent and in writing.

Alternative hair - styles and fashion trends are not recommended and should be approved **before** the cut takes place.

If you are unsure of the uniform, contact the Principal, **prior to purchase.**

CURRICULUM

The teaching staff attend professional development courses in all learning areas and are therefore well informed on current educational thinking.

MODERN EDUCATIONAL THEORY AND PRACTICE

As one of our chief values at St. Dominic's is to prepare our children, the best we can, for the future. We have made many changes to the structure and goals of our educational program.

We emphasize the development of all areas of life skills and teaching children how to learn. The Primary years involve a process of steady growth, a time of exciting discovery and a time to have fun. The children will be free to observe, question, experiment and explore. Each one should learn independence, self confidence and a sense of consideration and respect for others, and develop skills and knowledge that will allow for a creative, flexible approach to living, working and coping with change as it occurs.

We also follow the principles of outcomes education.

NATIONAL CURRICULUM

Along with most schools in the State the National Curriculum and The Western Australian Curriculum and Assessment Outline provides the philosophy, pedagogy and learning outcomes on which the school operates. It also operates under the umbrella of the National Curriculum which is due to be implemented in phases. An outcomes approach means identifying what our students should achieve and need to achieve for continued improvement and focusing on ensuring they do achieve. We have moved away from an emphasis on what is to be taught to an emphasis on what is actually learnt by each student. Such is our focus on improving our students' performance that St Dominic's became a foundation member of the Raising Achievement in Schools program (RAISe). This school-wide initiative is based on data-driven instruction that addresses the learning needs of each individual student at its core. The current focus is literacy but this will spread to other Learning Areas in future years.

LITERACY AND NUMERACY AT ST DOMINIC'S

The St Dominic's Staff have been involved in the development of a Literacy and Numeracy Plan for the school. The staff have met on numerous occasions to plan and implement strategies to enhance the Literacy and Numeracy at St Dominic's School. A strategic plan has been developed for the next few years to ensure that there was a structured, co-ordinated and developmental approach from Kindergarten to Year 6.

The allocation of dedicated literacy and numeracy time and support staff involved within the classroom during these times also occurs at St Dominic's School. Large numbers of resources are bought annually to enhance the Literacy and Numeracy at St Dominic's School. Teachers are always available to discuss the students progress in any learning area.

RELIGIOUS EDUCATION

Children's Religious Education begins at home. Parents are educating their children in all sorts of ways, long before they come to school. The Faith experience children have come from the time that they are born forms the foundation and content of their Religious Education Program at school. Parents and teachers need to be partners in the Religious Education of children.

A Catholic School's Religious Education program is a systematic and sequenced program of helping children to relate our Catholic Faith with their daily lives. It has been developed by school staff, drawing upon Religious Education Guidelines issued by the Diocesan Bishop.

The Religious life of the school is integrated into all aspects of its life and curriculum. The following are minimum time allocations for primary children.

Pre- Primary and Year 1 15 minutes per day

Years 2 to 6 30 minutes per day.

The school Religious Education Program helps the children appreciate what God is offering them through each Sacrament. The children are taught how to celebrate the Sacraments and how to draw upon their gifts for their lives.

In Year 3 the children are prepared for the Sacrament of Penance (First Reconciliation), Year 4 the Eucharist (First Holy Communion) and Year 6 Confirmation. The Sacramental Program is Parish based with activities, which need to be completed at home with both parents and children.

Reconciliation, Class Masses, Paraliturgies and Whole School Masses are timetabled throughout the term / year and advised to parents through the newsletter.

PASTORAL CARE

Central to life at St. Dominic's School is the belief that each individual is important. The Parish Priest plays an active and central role in the school life with regular informal visits as well as leading reconciliations, class paraliturgies and school masses.

We encourage the parents to liaise with the school on any matters, which may be influencing their child's behaviour or performance. Specialised help is available through the Non Government Schools Psychology Service.

The school is included in the Schools Policing Program in an effort to build positive relations with police and in the local Safety House Program.

SPECIALIST TEACHERS AND SUPPORT STAFF

A number of Support staff work in the school for the benefit of the children. They include; Literacy and Numeracy Support Teacher, Librarian, Music Teacher, Music Instrument Teachers, Sports Specialist Teacher, Italian Teacher, Special Needs Assistant, Kindergarten Teacher, Kindergarten Assistant, School Psychologist, Administration Support Teacher, Learning Area Specialist Teacher's and a Teacher Assistant.

SCHOOL DISCIPLINE - A TEAM EFFORT

Disciplinary action will be taken when and where we consider it necessary. We expect that, with parental support, and co-operation, we can maintain a strong and consistent level of discipline. A list of school rules is listed at the back of this handbook. Children will be given a written warning in the first instance, which the parent must also sign. For serious breaches of discipline, after parents have been notified, the child will be given a one hour after school detention. A Saturday morning detention may also be given. If breaches continue to occur then suspension may be considered after which the child being asked to continue their education at another school.

Parents will be contacted if any serious problems arise so they, and the teachers, can work as a team to help the child involved.

INFORMATION ON YOUR CHILD

It is important to notify the school of any change of address, telephone number or emergency contact number (a vital piece of information). If your child has a medical condition or any other concerns, please do not hesitate to contact us. This also includes allergies to foods, etc. as we have Birthday Parties and cooking activities. All medical considerations for your child must be identified on the official School Medication Form.

COMMUNICATION

EMAIL

Parents should ensure that a current e-mail address, mobile telephone number and contact details are always sent to the school office.

CONTACTING THE PRINCIPAL

An appointment is essential if you wish to see the Principal and this can be done by contacting the school Administrative Assistant.

CONTACTING A TEACHER

Parents are encouraged to communicate frequently with the teachers but an appointment must be made if you want to discuss any matter at length. A suitable time either before or after school can be arranged by contacting the class teacher.

A Parent / Teacher meeting is held in the first weeks of school, each year, to enable the parents to meet the teachers and for teachers to outline work and discuss expectations for the coming year. It is **expected that all parents attend this meeting**. Another meeting is also held mid year to discuss reports and progress.

Parents can contact teachers via email. The teacher's email address needs to be used solely for business purposes and can be obtained at the Parent Information evenings.

PARENT INFORMATION EVENINGS

These are held early in Term One. There is a meeting for each level and class teachers will outline the curriculum, explain the class timetable, class policies and answer any queries.

The school believes that full and honest reporting of student performance is a vital part of the home-school partnership. To this end a comprehensive raft of reporting strategies has been developed and implemented.

NEWSLETTERS

A school newsletter will be **sent home every Wednesday**. It is important that this document is read as it contains vital information about the school and what is currently happening. We have a very strong commitment to keep parents fully informed of school happenings. Newsletters are emailed to all families. Parents should ensure that a current email address is sent to the school office.

SCHOOL ASSEMBLIES

These are held throughout the year and take place in the school hall. Each assembly is conducted by a class and that class presents their work to the school. Parents will be notified of class assemblies at the commencement of each term and through the newsletter. Parents are invited to attend.

MERIT AWARDS

Positive reinforcement is given daily to the children by teachers and the Principal for good work, behaviour and attitude. However, a special Merit Award is presented to children at the School Assembly when they have achieved particular goals as set by the class / teacher. It is important that these awards are earned rather than simply received on any regular basis.

POSITIVE ENCOURAGEMENT

To encourage the children, merit certificates and awards are given regularly at school assemblies. 'Happy Interviews' are also encouraged by the Principal.

REPORTING CHILDREN'S PROGRESS

The child's progress is monitored and parents informed if any problems arise. Work is evaluated as it is completed. Specific tests may be given but not usually on the basis of a weekly test.

TERM ONE

All parents if they have a concern, should arrange an interview with the Class Teacher by the end of First Term to discuss their child's progress. One form of reporting will be used at the completion of Term One. These may be one of the following: observational reports, interviews, books home or similar.

TERM TWO AND FOUR

The form of the **report** depends upon the age of the children. Children receive reports at the end of terms 2 and 4. Parents have an opportunity for an interview with the class teacher at the end of term 2 but it is *expected that all parents would have had some contact with the class teacher prior to this date*. Teachers are also available at most times for special interviews, if the need arises.

Parents receive comprehensive feedback on their child's performance on the student outcomes mandated by the Curriculum Framework in addition to further feedback on work habits and social skills.

TERM THREE

The school has developed a **Parent – Child – Teacher Partnership Program**. (Yrs 1 – 6) During Catholic Education Week an Open Night is held. The children's work-books are set out on the children's desk. Parents are requested to examine their child's work-books and discuss them with their child. They are also requested to examine the work displayed around the classroom.

This Open Night gives parents and students a further chance to celebrate the child's progress and set goals for the future.

PUPIL ABSENCES

Students who are away from school are required, by law, to bring a note from their parents or guardian explaining the absence. If a medical certificate has been obtained this should also be presented to the classroom teacher. A proforma school absence note is available for parents to use if they wish.

PUPIL FREE DAYS

Allocated Pupil Free Days are taken throughout the year. Parents will be advised of the dates involved as early as possible through the school newsletter.

STAFF MEETINGS

It is absolutely necessary for staff to meet regularly to discuss school policy and curriculum requirements with the Principal. Tuesdays, straight after school is Staff Meeting Day.

STAFF PRAYER

Staff Prayer is held every Tuesday morning before school commences. There is never any disruption to the normal school day.

FACTIONS

All children are placed in a faction: gold, green, red or blue. We endeavour to place all children in one family in the same faction. Sports T - shirts are expected to be worn on sports days and can be purchased from the school.

HOMEWORK

Homework is an essential part of the school curriculum as it:

- reinforces work done in class.
- establishes good study habits.
- promotes a relationship between school and home.

Homework varies from year to year and class teachers will inform you of what is required. The following times are an approximate guide for each year level per night (except weekends).

Year 1 - 5/10 minutes, Year 2 - 15 minutes, Year 3 - 20 minutes
Year 4 - 25 minutes, Year 5 - 30/35 minutes, Year 6 - 40/60 minutes

In order to develop sound study habits it is necessary to allocate a specific time and place for your child to do homework without distractions (eg. TV). Please supervise and assist where possible and contact the class teacher if there are problems. Year Six students should not only do assigned work but “study” or “revise” as well. This is an important practice in preparation for secondary school.

If your child is having trouble with their homework or the amount of time needed to complete it, please see the classroom teacher.

BOOKLISTS

Booklists are sent out at the end of each year (October) in preparation for the following year. Lists are available from the school office and the prepared booklists can be collected from the supplier during designated times. The dates are advertised in the newsletter and on the booklist itself. Specific details are also published in the newsletter to help parents with this procedure.

CHILDREN LEAVING AND RETURNING TO THE SCHOOL GROUNDS

Children are not allowed to leave the school site without permission from the school Principal and parent. Should a parent wish a child to go home, a note will be necessary to cover the absence. This note should be forwarded to the classroom teacher *before* the absence.

Parents, upon arrival at the school, must first **sign out** the child at the office and **then** collect the child from the classroom, informing the classroom teacher. There is no deviation from this policy as we are required to know where the children are at all times.

All of the school gates, with the exception of the front office gate, are locked during normal school hours.

PARKING AND PICKING UP / SETTING DOWN CHILDREN

Increasingly, parents are driving their children to and from school each day. One result of this is that the front of the school becomes very hazardous before school in the morning and after school in the afternoon.

Please drop off your children where you do not have to reverse your car. The Kiss and Drop Zone, which is located outside of the front of the Church is recommended.

Please observe the 40km speed limit around our school.

Remember that the front of the school car park is not to be used as a pick up or set down point for the children. (This is the staff car park).

All parking restriction signs must be obeyed.

SUPPORT AND EXTENSION PROGRAMS

- **SPEECH THERAPY**

In 2005 the school began a program of screening all incoming Kindergarten level children for speech therapy needs. Both the screening and the decision of subsequent therapy programs are done by a qualified Speech Pathologist. The short daily therapy sessions are conducted by one of the school's trained teacher assistants.

Where necessary, children right through to junior primary will be involved in this program which is provided at no cost to parents.

- **PERFORMANCE INDICATORS IN PRIMARY SCHOOLS (PIPS)**

At Pre Primary we use PIPS On-Entry Baseline Assessment to assess the progress of the students in literacy, numeracy and phonological awareness: to diagnose individual student's needs and then plan to address those needs. This program is overseen by Murdoch University and is firmly based on research across the world.

- **THE THIRD WAVE**

For those students not fully catered for through classroom teaching and Reading Recovery, we have a "third wave" of support involving Individual Education Plans (IEPs) and extra teacher support. These students would typically have Specific Learning Disabilities or be in need of ongoing support.

- **EXTENSION PROGRAM**

Children are given the opportunity for extension in a number of ways. The school operates a very effective individualized reading program which enables the children to participate at their own level and at their own pace. (Known as Lexiles). This program operates from Year 2.

The children in Years 3 to 6 are given the opportunity to participate in the University of New South Wales Educational Assessments each Year in the learning areas of English and Math's. Competitions are held in Term 3 of each year. A small cost to parents is involved for children to participate in these competitions.

The classroom teachers also offer extension to the children within their classes on a daily basis depending upon the concept being taught and the performance of the individual child.

Extension in other learning areas such as The Arts, Music etc is offered during the year to students who are interested.

A separate extension program operates for children in Years 3-6. Please speak to your child's classroom teacher about this program.

EXTRA CURRICULA ACTIVITIES

The students are invited to compete in a number of special extra curricula activities that are held throughout the year.

As a school we encourage this level of competition in order to develop and refine the special talents that so many of our students have.

SPORT

A Sports Uniform is compulsory at St. Dominic's.

Sporting activities are an integral part of St. Dominic's School. A specialist Support Teacher provides each class with specific skills lessons. Physical Education is taught by all teachers from Pre-Primary to Year 6, with a program that ensures continuity and gradual skill development from year to year. The school has one major carnival - an athletics carnival that is held in Term 3. The school also participates in an Interschool Athletic Carnival, Winter Sports Carnival, Swimming Carnival and Cross Country Running where competition is against eight other Catholic Primary Schools of similar size.

Events in the schools own carnival are designed so that all students can participate and the emphasis is always on participation. Netball, basketball, soccer, football, tennis, hockey, cricket, tee ball and volleyball are seasonal games which are played and the school is always well represented in local teams in weekend competition. More details can be obtained from the School Secretary or newsletter throughout the year.

A fitness program is part of the school curriculum and all students actively participate. All children are expected to participate in this program.

Swimming is usually held in first term. Times and dates are detailed to parents at the commencement of each school year and levies are payable on the first school fee account.

COMPUTERS

There is a modern, well-equipped Computer Laboratory to give the children valuable hands-on experience. The Laboratory contains 30, IBM Compatible CD ROM Computers. Classes are allotted times throughout the day / week to work in the lab. Programs assist the students to develop particular skills and enhance the concepts taught within the classroom. Computers are also in every classroom for use at all times within the day. The school has also implemented a Mac Book Program for the Year 6 students as well as 30+ Ipads for use within the other grades.

The school also employs a teacher whose specific role is the teaching and development of computing skills. Children in Years 4 – 6, who use the internet for work, will be required to sign a 'School Internet Usage Policy.'

MUSIC

In addition to a specialist teacher teaching music to all of the children in the school, the children sing together in a school choir for Masses and special events. The school also offers specialist teachers in the following areas – Piano, Keyboard and Guitar. These lessons are taken during school time and fees are paid directly to the music tutor. (For further details see the Music Tutors Policy).

PARENT INVOLVEMENT

Co-operation between families and teachers is essential if we are to provide the best possible program for the children. There will be opportunities for you to be involved in these at different levels.

1. Assistance within the classroom in areas such as language, maths, art and craft, etc.
2. Sharing with us a skill or a hobby such as music, Languages Other Than English, cooking.
3. Helping us maintain and repair equipment.
4. Keeping in touch by reading newsletters, attending meetings, and other social functions.
5. Helping by offering your assistance, on a regular basis, in the Library.
6. Being on roster in the canteen / library / classroom.
7. Fully supporting the Sacramental Program.
8. Supplying resources such as computer paper, boxes, cartons, etc. upon request.
9. Respecting the confidentiality of what you see and hear in the classroom.
10. Attending the AGM of the School Board and Parents & Friends Association. Nominating for membership of these committees.
11. Positively promoting the school within the entire community.

However, the most important way that you can help is by your constant interest in your child's activities. Regular communication with your classroom teacher is essential.

LIBRARY

Students from Kindergarten to Year 6 use the Library for specific skills lessons. A qualified librarian takes these lessons. The child that reads regularly has a learning advantage. All children borrow books weekly. Your child can be helped in the following ways:

1. Provide a library bag. This is compulsory to ensure the care of books. No child may borrow a book without a bag. Library bags are available from the school Uniform shop.
2. Children should return books weekly at their regular library lesson.
3. If books are lost or overdue a fine will be incurred.
4. If a book is accidentally damaged, a note should accompany it and returned to the library for repairs.
5. Volunteer your time to help in the library on a regular basis.

Note: The library is also open some lunchtimes to allow students the time to do further research or study. 4 CD computers are used for information retrieval education experience with interactive software.

CANTEEN

The canteen is operated by a Canteen Manageress and run by volunteer parents. Operating times and menus are advised at the beginning of each school year. These may alter, from time to time, if we do not have enough parent help or a price rise is necessary. The canteen is open for recess and lunch and a variety of items may be purchased.

Ordering lunches: Children should bring along their lunch orders in a lunch bag with their name and the order clearly written on the front. These bags are available from the Canteen, directly.

Lunchtime: There is a compulsory lunch period of the first fifteen minutes of lunch-time where all children must sit down and eat their lunch. This happens in the Undercover Area.

VISITORS TO THE SCHOOL

Access to the school, during normal school hours is limited to the office gates. All other gates around the school grounds are locked. All visitors to the school need to report to the school office, register their arrival in the visitors book and wear an identification badge while on the premises.

GENERAL INFORMATION

FUNDRAISING

Please be aware of and fully support all fundraising efforts.

EXCURSIONS / INCURSIONS

Each teacher is responsible for planning excursions / incursions that complement or extend the work covered within the classroom. Excursions are viewed as an important part of the curriculum. Prior to each excursion, a note is sent home giving details of whereabouts, dates, times, and parental assistance needed. Children **will not be able to ring home** if a permission slip or money has been forgotten. Parents will receive a note with the cost for the excursion / incursion which should be paid directly to the child's classroom teacher.

At the ***commencement of the school year a travel consent form is sent home*** and parents need to sign this form. This form is intended to provide permission for the children to attend the school outings for the school year.

CAMPS

Camps are planned annually for the children in Year 6. The choice of the campsite is organised at the beginning of the school year to complement the themes studied in the curriculum. The date and cost of the camp will be advised to parents as soon as a booking is made. (Information is normally provided at the parent teacher meeting in early February.)

TOYS

All toys are prohibited unless a class teacher requests them for a special purpose. Expensive items, CDs, etc. must never be brought to school as we cannot be responsible if such articles are lost or broken.

MONEY

Large amounts of money should not be brought to school.

BIKES / SCOOTERS

There is a bike rack provided for children who ride to school. However, the police have advised us that children under ten years of age should not be riding bikes in the streets unless accompanied by an adult. All students must wear an approved helmet.

MOBILE PHONES

Students are not permitted to bring mobile phones to school unless they have permission from the Principal. When permission is granted the mobile phone will remain in the school administration during the day and it is the student's responsibility to collect the phone after school has concluded.

INSURANCE COVER

Insurance cover for students is available from Catholic Church Insurance. Forms are available through the school office. Students are covered by the school's insurance policy while at school, on excursions and at camp.

DISPUTES AND COMPLAINTS IN CATHOLIC SCHOOLS

Parents who have a dispute or complaint are welcome to collect a brochure from the school office, which sets out a procedure to follow. Alternatively they are more than welcome to discuss any issue with the school Principal, initially.

L.O.T.E. – LANGUAGES OTHER THAN ENGLISH – ITALIAN CLASSES

The children in Pre-Primary to Year 6 will be involved in Italian language classes, twice a week. The main aim of these lessons is to develop a love for another language and culture.

SECONDARY SCHOOL

It is the parent's responsibility to enrol their children into the secondary school of their choice and to confirm this enrolment.

It is also advised to all parents/ families that should enrol into the Secondary School of their choice as early as possible in primary school as some Secondary Schools also include, as an enrolment criteria, the date in which the application is received by the secondary school.

(Attending any Catholic School does not guarantee enrolment into another Catholic School)

GUIDANCE SERVICES

Children with difficulties may, with parent approval, be assessed by the Non Government Schools Guidance Office. Full details will be conveyed to parents before the referral and after the assessment has been made.

HEALTH NURSE

The school nurse pays regular visits to the school to deal with routine matters as well as special referrals.

Under normal circumstances your child will receive three health checks during primary schooling unless some specific complaint is detected which requires continual follow-up. In all cases parents will be advised of any problems.

DENTAL THERAPY CENTRE

The centre is supervised by a dental officer of the Public Health Service, and is staffed by Dental Therapists. This is a free service and is situated at a local Primary School. Its purpose is to provide a continuous preventative dental service for each enrolled child. Forms are sent home to parents before examinations are completed. Parents have the right to refuse this service.

HEALTH POLICY

Immunization status of each child will be checked when the child is enrolled into the school at any age / grade.

Minor accidents are normally attended to at school. In more serious cases, every endeavour is made to contact parents for children to be taken home. In emergencies, medical attention may be sought before parents are notified.

If a child is unwell or off colour he/she **must not be sent to school**. Facilities at school are only adequate for minor accidents.

Parents with children who have serious illness **must contact the classroom teacher** each year so as the most up to date information can be passed on to the school. (It is also advised that the parent contact the school office with these details as well but not exclusively).

ADMINISTERING PRESCRIBED MEDICINES

If a student is required to carry and self - administer prescribed medicines while at school, parents must advise the Principal, School Secretary and Classroom Teacher of all relevant details. E.g., what form the medication takes; the dose associated with misuse/over use, as indicated by the treating doctor.

Teachers are under no obligation to administer medicine or other forms of medical treatment on behalf of parents, where the teacher has not entered into a written agreement with the parent to administer medication to their child. However, if a teacher wishes to assist the parents by administering dosages of some medication prescribed for a child, discussions between the principal, teacher and parents should take place to attend to the following details.

- a) parents to provide **written authority** for the teacher concerned to administer the prescribed medication. (Forms are available from the school office);
- b) Parents to submit, in writing, any requirements of the student for medication including details from the medical practitioner of the circumstances for appropriate use and application of the medication. (A form is available from the Office).

NOTE: It must be recognised that there is a limit to the level of responsibility that the school can provide regarding medical care and supervision. Teachers are not expected to administer prescribed medication or treatments, which require specialist training.

It is the parent's responsibility to provide the school with adequate information regarding details of their child's medical condition that may require specific action and/or treatment under emergency conditions. Failure to do so may terminate enrolment.

COMMUNICABLE DISEASES (for your information)

The danger from the presence at school of children suffering from an infectious disease, arises chiefly from their attendance at two periods:-

- a) Whilst suffering from early systems;
- b) When convalescing from the disease but still retaining infection in their person or apparel.

Class teachers are familiar with both the first and second, but many parents do not know the exclusion period, the details are set out below.

Chicken Pox Exclude from school – where no Medical Certificate of recovery is available, re-admit seven days from appearance of spots – if well. (Contacts not excluded).

Mumps As for Measles (contacts not excluded). Fourteen days exclusion.

Rubella Exclude from school. Re-admit on Medical Certificate of recovery is available, re-admit on subsidence of symptoms. (Sore throat and rash). (Contacts not excluded).

Scarlet Fever Exclude from school. Re-admit on Medical Certificate of recovery not less than ten days from onset. (Contacts excluded).

Ringworm Exclude from school. Re-admit on Medical Certificate of recovery that the child is no longer likely to convey infection. (Contacts not excluded).

Scabies Intensely itchy rash – exclude from school until cured.

Head Lice & Nits Exclude until hair is completely clean i.e. when all lice and nits have been removed. For treatment refer to school office.

Impetigo School Sores – exclude from school while medical treatment is being undertaken, will be re-admitted on medical certificate stating that child is no longer likely to convey infection.

A.I.D.S. It is the policy of the Catholic Education Office that NO child is to be excluded from school through A.I.D.S.

SCHOOL RULES

- 1. Children will address others in a courteous, polite manner at all times. (Staff Members, Adults and other children.)**
- 2. All behaviour is based on “The Golden Rule” You must treat others the way you want them to treat you.**
- 3. No playing with sports equipment on the verandah, in the classroom or before or after school.**
- 4. Walking is essential on the verandahs and breezeways.**
- 5. No hat, No play! School hats only must be worn at all times. Children without a hat must sit on the bench outside their classroom.**
- 6. No children in the classroom without a teacher.**
- 7. Only school equipment is to be used on the school grounds. Sports equipment can only be used if permission is given by a teacher.**
- 8. Chewing gum is not permitted on the grounds.**
- 9. Correct uniform is to be worn at all times.**
- 10. Children must sit and eat all food. (First 15 minutes of lunch)**
- 11. Children are not to ring home for forgotten items.**
- 12. Children must be ready to begin class work at 8:45am.**

ST DOMINIC'S SCHOOL – PRIVACY POLICY

1. The School collects personal information, including sensitive information on pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is recollection. These include Public Health and Child Protection* laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish*, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.

ST DOMINIC'S SCHOOL – PRIVACY POLICY (Cont....)

9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organizations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

* If appropriate

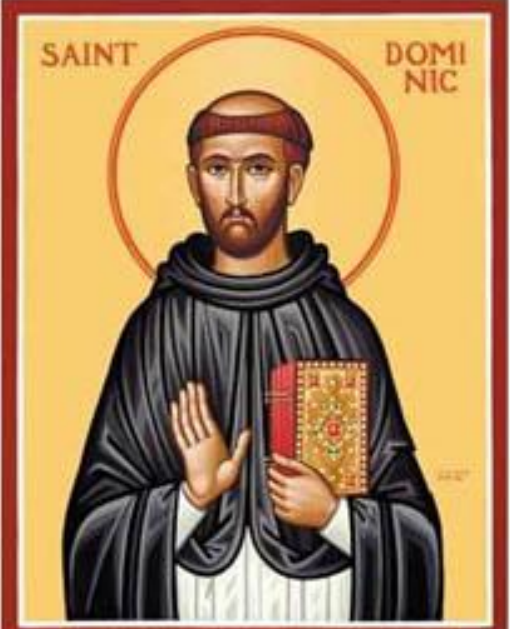
SCHOOL PRAYER

O God in heaven, help us each day,
To be loyal to our school and truthful we pray.
To do our best in work and play,
To think of others, please show us the way.

STAFF PRAYER

We gather together as Catholic Teachers,
committed to doing your work here on earth.
Help us to remember that we gather in your name
so that your Will, will be done.

Help us to realise the importance of our call to serve you;
the St. Dominic's School Community and especially
the children that we care for and teach in your name.

 <p>St. Dominic</p>	<p>Prayer of St. Dominic</p> <p>May God the Father who made us bless us. May God the Son send his healing among us. May God the Holy Spirit move within us and give us eyes to see with, ears to hear with, and hands that your work might be done. May we walk and preach the word of God to all. May the angel of peace watch over us and lead us at last by God's grace to the Kingdom. Amen.</p> <p><small>Design: Building Images, Inc. • www.BuildingImages.com • Printed in Canada • © Necessary Tools</small></p>
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