

**STAR OF THE SEA
CATHOLIC PRIMARY
SCHOOL**

PARENT HANDBOOK

SCHOOL INFORMATION

Star of the Sea Catholic Primary School is a Catholic school catering for students in Years Pre-Kindergarten to Year 6. It is situated in Swinestone Street, Rockingham and serves the city and outlying suburbs.

PRINCIPAL: Mr Mauricio Da Silva

ADDRESS: Swinestone Street, Rockingham WA 6168

POSTAL ADDRESS: PO Box 5189, Rockingham Beach WA
6969

TELEPHONE: (08) 9553 9500

FAX: (08) 9553 9531

EMAIL: admin@starofthesea.wa.edu.au

WEB PAGE: www.starofthesea.wa.edu.au

OUR LADY OF LOURDES PARISH

PARISH PRIEST: Father Pierluigi (Pier) Vajra

Email: secretary@ololrockingham.org.au

Website: www.ololrockingham.org.au

PARISH OFFICE TIMES: Tues – Fri 9.30am – 2.30pm

PHONE: 9527 1605

MASS TIMES: Friday 7.30am
Saturday 6.00pm (vigil)
Sunday 7.30am, 9.30am, 6.00pm

VISION STATEMENT

We at Star of the Sea Catholic Primary School value;

- The teachings of Jesus
- The richness and promise of each person
- Learning as a life-long process, wholly dependent on a partnership between parents, teachers, students and the wider community

We believe;

- In the teachings of Jesus and the doctrine of the Catholic Church
- That a safe environment promotes learning
- That we should respect and value the differences of all

We promote;

- Collaborative learning
- The practice of students taking responsibility for their actions

We celebrate;

- The achievement and successes of all our students
- The gifts of the students and teachers
- Our relationship with God through the gift of prayer, Sacraments and encountering Jesus through the Eucharist at Mass.

SCHOOL ETHOS

At Star of the Sea Catholic Primary School, students and staff work together to develop:

- Our Catholic tradition where Christ is the centre of the school life
- A caring place where learning is a joy & individual needs and abilities are catered for
- Self-esteem, initiative, respect and self-discipline
- A comprehensive program of work ministering to the 'whole person'
- A sense of belonging within a Catholic community and the wider community
- An understanding and concern for the environment
- Compassion for those in need and a sense of social justice and morality
- An understanding and appreciation of Indigenous culture and its special place within the history of Australia
- An understanding and appreciation of cultures other than one's own

SCHOOL PRAYER

God our Father, guide our school in the way of truth and goodness
and give us the courage and strength to always do what is right so that we bring honour
to ourselves, our parents and our school.

Our Lady Star of the Sea, Pray for us

SCHOOL LOGO

SCHOOL MOTTO - Lead Us, Guide Us

SCHOOL CREST

Mary – Our Lady Mother of Jesus

Star – Guidance

Sea – Symbol of Rockingham being located on the coast

Mrs Karen Daughenbaugh designed the initial logo in 1979. Karen was previously a teacher at Star of the Sea Catholic Primary School.



CORE VALUES

Star of the Sea Catholic Primary School is a Christ-centred and child focused community actively living the Gospel through the values of:

- **Respect** – is an attitude of loving and caring about people, all living things and our environment. We are respectful by treating others as we want to be treated. Respect includes honouring the rules of God, our family, our school and our community.

Respect Yourself
Respect Others
Respect Your Family, Faith and Culture
Respect Your School and Your Community
Respect the Environment

- **Service** – is giving your love to others and wanting to make a difference in their lives. Service is being able to identify a need and doing something about it. We display the Spirit of Jesus when we work with the spirit of service by giving any action our best effort. People who want to be of service can change the world.

Service to God
Service to Yourself
Service to Your Family, School and Community
Service to the Poor, Marginalised and Minorities
Service to the Environment and the World

- **Excellence** - Excellence is recognising your God given gifts and talents and using them to benefit yourself and others. Excellence is effort guided by an honourable purpose.

Excellence in Yourself
Excellence in Whatever you do
Excellence in your Relationships with Others

CODE OF CONDUCT

The purpose of the Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students, staff and parents. Code of Conduct can be found [here](#).

HISTORY OF THE SCHOOL

In the year of 1948, the sisters of Our Lady of the Missions arrived from Busselton to Peron House in Rockingham. Peron House consisted of 44 acres and was purchased for the sisters by his Grace the Archbishop Most Reverend Dr Prendiville. It was originally a turtle-canning factory. Turtles were penned at the factory from the North West for meat and soup at the beginning of the 1900s. The enterprise fell through and Peron House was abandoned and used as a guest house prior to the sisters moving there. From 1928-1948, the Turtle Factory became a visitors' guest house.

In May of 1948, Peron House opened with the celebration of Holy Mass at the parish church by Reverend Father Holohan. The first pupils of Star of the Sea attended school in July. The students at Peron House or the Turtle Factory, as it was locally known, used to swim in the water on the waterfront at Point Peron during lunch and often after school. The school was only 50 yards from the water. Railway tracks, which were used at the Turtle Factory, were left at Star of the Sea and Peron House as part of the decor.

In 1972, the convent at Point Peron became too small for the use of a school and the new Star of the Sea School was built in Swinestone Street. Three sisters went to live in a house in Hillman and continued teaching at Star of the Sea School. It was blessed by Archbishop Goody and the first Principal was Sr Catherine Brabender.

The first teachers were:

- Year 1 : Sr Margaret Mary Doherty
- Year 2 : Mrs Jackie Thomson
- Year 3 : Mrs Emily Mull
- Year 4 : Sr Catherine Brabender
- Year 5 : Sr Mary O'Sullivan
- Year 6 : Mrs Lyn Levien
- Year 7 : Mrs Lyn Levien

Mrs Bee was the remedial teacher who taught one day per week.

Mrs Wendy Dobra taught on a part time basis per week.

There was a very small population of boys in the upper class. Boys from Year 4 left to go to Christian Brothers College in Fremantle. There were no male teachers. Stage One of the school was built purely with parish money and with no government help. As Our Lady of Lourdes Church wasn't built on the current site until 1978, school Masses were held in the existing Year 5 classrooms.

When Star of the Sea School was built in 1972 a bank loan was raised and all available parish funds were used to help with repayments. The school provided for a total of 210 pupils with 30 children in each grade. Class size was increased to 35 pupils to accommodate enrolments. The staff was small and there were open learning areas for

the children in single stream classes. There was no security needed and worksheets were duplicated on a Gestetner machine.

Parents cleaned the windows and the floors. Confirmation was celebrated in the school library. Bingo was held in the school each Wednesday and funding from this event greatly benefitted the school. It was the only Catholic school in the Rockingham Shire. The children at Star of the Sea were deprived of a lot of aids due to the number of students attending the school.

A new Administration block and Special Ed Unit was blessed and opened on 17th September 1989. In 1993, the Pre- Primary section was blessed and opened for the children of Rockingham. In 2005 the Administration Block was extended and refurbished. On 10th November 2011, the new Pre-Primary and Year 1 classrooms, refurbished Year 6 classrooms and Library were officially opened and blessed.

In 2021 the new 21 classrooms were officially opened. They include Yr2 – 6 Classrooms, A New Specialised Learning Area (SLA), Music Room, Science Lab and 2 Multi-purpose Rooms.

It is in thanksgiving for the dedication and the missionary spirit that teachers both lay and missionary have given to the education of the Catholic children of Rockingham.

SCHOOL HOUSES / FACTIONS

The school has four House Factions and acknowledges the richness and promise of each person.

- **Brady** (Red Faction) named after Bishop John Brady, first Bishop of Perth in May 1845. Bishop Brady helped to establish Catholic education in Perth.
- **Lourdes** (Blue Faction) named after Mary, Our Lady of Lourdes. Mary appeared many times to a young girl named Bernadette at a grotto in Lourdes in Southern France.
- **John Paul** (Gold Faction) named after His Holiness John Paul II, elected Pope in October 1978. Pope John Paul II dedicated his life to the service of the Catholic Church.
- **Walsh** (Green Faction) named after Father Finbarr Walsh, appointed Parish Priest of Rockingham in May 1976. Father Walsh was responsible for the building of Our Lady of Lourdes Church.

Students from Kindergarten to Year 6 are allocated a faction and they remain in the same faction throughout Primary School. Siblings are placed together in the same faction.

Students in each faction come together at various times of the year to participate in activities.

PROCEDURES FOR ENROLMENT

The Principal or designated personnel will interview all new students with their parents. (It is essential for the student to be present). All information regarding your child must be shared at enrolment. An additional meeting may be required for children with special needs.

Parents are required to read, complete and sign all of the Star of the Sea Catholic Primary School enrolment documentation, before their child will be offered a position in the school.

All students from Year 1 to Year 6 must be in full school uniform. All students in Kindergarten and Pre-Primary may only wear the school sport uniform.

Star of the Sea Catholic Primary School uniform is compulsory. Parents agree to abide by this procedure when enrolling their child into the school.

SCHOOL FEES

A copy of the Fee Structure will be included with your application package. Fees may change from year to year. The payment of these fees is essential for the provision of resources and consumable goods that are an integral part of the overall education programme for our students.

School fee accounts will be issued once a year in February. These will be sent with the eldest child. Reminder statements will be emailed at the beginning of each Term.

Payment options are:

Option 1

Pay the full amount of school fees by 4th March 2022 and receive a 5% discount. (Discount only applied to tuition fees and not applicable to HC Card Holders)

Option 2

Fees payable in four equal instalments, the first payment being due 4th March 2022, the second instalment will be due 27th May 2022, third instalment due 12th August 2022 and the final instalment due 31st October 2022.

Option 3

Pay the full amount in regular instalments via Direct Debit between February and October. The instalments that are paid will need to pay off the full amount of fees no later than 31st October 2022.

Please note that school fees need to be paid in regular instalments as per the option above. You will receive overdue school fee statements if instalment amounts have not been met by the due date.

EDUCATION PACKS

A component of your Annual School Fee invoice, is your child's Education Pack. This pack includes many necessary aspects which will enable your child's teacher to deliver a full and comprehensive curriculum. Stationery items will be made into Book Packs and will be distributed by the classroom teacher.

The Education Pack also includes the cost of photocopying for the year, as well as specialised programmes and testing procedures that take place throughout the year (Mathletics, ACER testing, Extension Program testing etc).

CHANGE OF SCHOOLS—NOTICE OF WITHDRAWAL

If you intend leaving Star of the Sea Catholic Primary School, you need to contact the Principal and give as much notice as possible. Parents are required to give 10 weeks notice in writing if they wish to withdraw their child from the school during the course of the school year. If a student is withdrawn without notice during a term, the full fees for that term plus 10 weeks fees will be charged.

PASTORAL CARE

Star of the Sea Catholic Primary School recognises the importance of pastoral care. As Christ sought truth and justice for all, we will model ourselves on His example, by fulfilling His command to "Love One Another".

In keeping with our Catholic school aims of educating the whole child, our Pastoral Care and Behaviour Management Policies (1-2-3 Magic and Emotion Coaching) work together to develop a sense of Christian self-responsibility and community in the children.

PARENT INVOLVEMENT

At Star of the Sea Catholic Primary School, we aim to work with parents on all matters concerning their child's education. Parents are actively encouraged to assist in the school and help us to achieve quality education for each individual child.

At Star of the Sea Catholic Primary School we recognise that education is a three-way process dependent on an effective partnership between parents, students and teachers. Parents are the first educators of their children, especially as the teachers of religious beliefs, values and attitudes

The partnership between parents and staff is vital to the achievement of Star of the Sea Catholic Primary School's aims. The primary education role of the Catholic school is to support the parents in the formation of their children's faith. The school has close links to the parish and regularly organises functions together. Parents are always welcome to attend whole school and class Masses.

Parents are involved in the following ways at Star of the Sea Catholic Primary School.

PARENT HELPERS

Parents can play a valuable role in the classroom in extending the children's experiences and in extra curricular activities. The active, developmental style of learning we endeavour to provide at Star of the Sea Catholic Primary School, utilises parent support. We truly value and welcome the assistance parents and carers can provide in the classroom. All parent helpers are expected to report to the front office on arrival and sign in. Once finished in the classroom, helpers are expected to return to the office to sign out. Please see your child's teacher for how you can help, or be involved in a class roster.

SCHOOL ADVISORY COUNCIL

It is a requirement of all schools operating under the guidance of the Catholic Education Commission WA, that they have a correctly constituted School Advisory Council.

In addition to this, the ongoing capital development of Star of the Sea Catholic Primary School and the associated complexity in the area of finance, makes it imperative that the school has access to expertise from within the broader community.

The Star of the Sea Catholic Primary School Advisory Council has been constituted under the Western Australian Catholic Board Constitution and it is accountable to the Catholic Education Commission of Western Australia.

The Principal of Star of the Sea Catholic Primary School is employed by the Archbishop of Perth and, as such, is accountable to him, through the Catholic Education Commission.

The School Advisory Council comprises members of our school/parish community who are responsible to assist the Principal with financial management, recruitment of staff, policy development and building programmes of the school.

PARENTS AND FRIENDS' COMMITTEE

The Parents and Friends' Committee is a strong and active group within the school community. The Parents and Friends' Committee for Star of the Sea Catholic Primary School will hold its AGM late in the school year. The Association provides an opportunity for the expression of parental opinion and also creates an opportunity for parents to become involved in the daily activities of the school. The Association is the official parent body of the school.

The principal objectives of the Association are the promotion of the interests of Star of the Sea Catholic Primary School and the students attending it. The Principal, along with all members of the teaching staff and all parents of students attending the school, are ex-officio members. Other friends and supporters of the school may be admitted as members. Any parent is welcome to attend meetings and offer support in a positive manner.

Each class is required to provide two parent representatives for the P&F. At least one of the representatives should attend the monthly meeting and disseminate any necessary information to the parents in their class.

THE THREE MAIN ROLES OF THE P&F ARE:

- Educating Parents
- Building Community
- Fundraising

PARENT/TEACHER COMMUNICATION

Through good communication with your child's teacher, home and school can complement each other in encouraging the development of the whole child.

It is essential that channels of communication are established and maintained between the school and parents. In this way, students and teachers are supported in their efforts in the classroom.

AVENUES OF COMMUNICATION WITHIN THE SCHOOL INCLUDE:

- The Fortnightly Newsletter
Available on the school website. Parents are notified via email that the latest newsletter is available online. Please ensure that your email address is forwarded to the office. A hard copy is also available at the office for those who do not have electronic access.
- Student Diary
This comes home each night with children from Years 3 – 6 and should be checked by parents and teachers daily.
- Parent/Teacher Meetings
Please make an appointment with your child's teacher to discuss their progress and any concerns or issues you may have during the year.
Parent /Teacher meetings are held in Term 2 & Term 4, school will close at 12pm on this day. Dates are advertised in the school newsletter and on the calendar. Bookings are made through the PTO online system. It is an expectation that parents attend the Term 2 & 4 Parent / Teacher meeting.
Students on an Individual Adjustment Plan will require additional meetings throughout the year. These meetings are organized by class teachers. It is an expectation that parents attend.
- Parent / Teacher Information Night
Information is presented early in the new school year to explain the year's program and expectations of each class.

- Sacramental Parent Meetings
These are scheduled throughout the year as necessary. Parental involvement in the preparation of their children for the Sacraments of Reconciliation, Eucharist and Confirmation is essential.

- Reporting
Reporting and evaluation is provided for parents throughout the year. They include:
 - Interim report at the end of Term 1
 - First Semester reports at the end of Term 2
 - Second Semester reports at the end of Term 4
 - Individual Adjustment Plans—mid Term 1, 2 and 4 (or as required)
 - CAT—Common Assessment Tasks - Books (weekly)

SCHOOL ASSEMBLIES

Pre Primary to Year 6 class assemblies take place on Fridays in the Undercover Area. A notice is placed in the school calendar to inform parents which class is presenting the assembly. Assemblies commence promptly at 8:50am.

Classes are rostered to present at the Friday assemblies and show us some of the things they

are learning in class. Individual awards are also presented. Parents are informed if their child is receiving a Merit Certificate, Our Lady Star of the Sea Award or Making Jesus Real Award.

All parents, relatives and friends are welcome to join us for our assemblies.

ROUTINES AND PROCEDURES

SCHOOL HOURS

Children are not permitted to be on premises prior to 8:00am. It is not safe for students to wait in the car park. Supervision of students commences at 8:00am. All students should assemble in the Undercover Area.

8:30am	Doors open for Kindy-Year 6
8:45am	Warning Bell
8:50am – 11:00am	First Teaching Block. School officially starts at 8.50
11:00am – 11:25am	Recess
11:25am – 1:10pm	Second Teaching Block
1:10pm – 1:45pm	Lunch
1:45pm – 3:00pm	Final Teaching Block
3:00pm	School concludes for all students

Parents are asked to ensure that their children arrive at school between 8:30 and 8:45am. Lessons commence at 8:50am

UNIFORM

Please follow the link [here](#) for Star of the Sea's Uniform Procedure.

HEALTHY EATING PROCEDURE

Please follow the [link](#) here for Star of the Sea's Healthy Eating Procedure.

BIRTHDAY CELEBRATIONS

Classes do their own class simple celebration of birthdays that is consistent for all children and doesn't impact on our Healthy Eating Procedure or disrupt the learning program.

Please do not feel you need to do anything in addition to this at school. Only fruit muffins or a fruit platter is permitted. Please, do not bring in or distribute cakes, lollies, novelty gifts etc. to other children before, during or after school.

SCHOOL ATTENDANCE PROCEDURE

Correct recording of student attendance is a legal requirement for teachers in schools in Western Australia.

At Star of the Sea Catholic Primary School, attendance records of students will be taken at the commencement of each day before 9.15am (to cater for the morning session) and 1.45pm (to cater for the afternoon session). Attendance is marked in half day increments. These increments being before and after 12.45pm.

The following methods of non-attendance reasoning will be accepted by the Front Office.

1. An email sent to Admin through the email address: admin@starofthesea.wa.edu.au. This must contain the parent's and child's full name (THIS IS THE PREFERRED METHOD).
2. Online absentee form via school website.
3. Note sent to school signed by a parent or legal guardian.
4. Direct contact from a parent or legal guardian, however, this must be followed up with a note signed by a parent or legal guardian.

LOST PROPERTY

All lost property is kept at Reception and put out on display (when possible). Property that is clearly labelled with a name and class is promptly put into class message boxes. Other unlabelled or illegible labelled items are held for a short period of time and if not collected will be donated to families or sent to the Uniform Shop to be sold second hand.

EARLY LEARNING CENTRE

All children attending the Early Learning Centre to Pre Primary must be accompanied into the classroom at the commencement of the school day by either a parent/guardian or nominated adult.

This responsibility cannot be placed on siblings at the school. Students in Kindy and Pre-Primary enrolled at the Out of School Hours Care facility (OSHC) are accompanied into the classroom by a carer from the centre.

Kindergarten doors open at 8:30am allowing for students to settle. These classes officially commence at 8:45 am. Kindergarten day ends at 2:50pm. Kindergarten lunch and play times may vary.

Please ensure that children leave the school grounds immediately after school. Supervision at the Farris St exit ceases at 3:20pm. Supervision on the front lawn ceases at 3:30pm.

Children from Kindergarten to Pre Primary must also be collected by their parent/guardian or another nominated adult at the completion of the school day. Students enrolled at the Out of School Hours Care facility are also collected by a carer from the centre.

Written permission is required for someone other than the parent/guardian to collect a child from the classroom.

Long term changes to arrangements to collect children, can be made by providing a written note to the classroom teacher. Short term changes must be documented in the morning through the class communication book in the Early Childhood Classes.

Children in Kindergarten and Pre Primary accessing the Out of School Hours Care facility are collected by an Out of School Hours Care staff member. This staff member identifies themselves to the classroom teacher, or assistant, by either their uniform, or badge and if requested, produces the relevant documentation to the classroom teacher or assistant. Please be aware that if the school has not been informed of alternative arrangements for your child to be collected, your child will not be released. Your co-operation is necessary to avoid confusion and frustration for your child at home time.

Parents/guardians and others nominated to collect children from the classroom should be prepared to show appropriate identification, particularly in the case when both the regular classroom teacher and assistant are absent and are replaced by relief staff. The care and safety of your children is of utmost importance. Your understanding and co-operation is appreciated.

YEARS ONE TO SIX STUDENTS

A pick-up/set down area for those parents not accompanying their children into the school is located directly in front of the Administration Building on Swinestone Street. This is a strictly no parking area. For maximum usage drive your car as far forward as possible to allow other users to pull in behind you. If you intend to vacate your vehicle, it must be parked in the main school car park.

Please be aware that students may also arrive on bicycles or on foot so the utmost care should be exercised at these peak times. Please also note that no child should be in the car park area, unsupervised.

Children must wait to be collected within the school compound in front of the Administration building. All children must be collected by 3:30pm as staff supervision ceases at this time. Students being picked up from the Farris Street exit must be collected from inside the school grounds by their parent / guardian.

EARLY DROP OFF / LATE PICK UP

At Star of the Sea Catholic Primary School we take the duty of care of our students very seriously. Our duty of care commences at 8:00am and ceases at 3:30pm. Please consider using our OSHC Centre before and after school to ensure your child is being suitably supervised.

OUT OF SCHOOL HOURS CARE (OSHC)

An Out of School Hours Care (OSHC) Centre operates from the Parish Hall (between the School and the Church).

The following services are provided for children from Kindergarten to Year 6.

Before School Care Mon – Fri 6:00am till 8:30am

After School Care Mon – Fri 3:00pm till 6:00pm

Vacation Care 6:00am till 6:00pm

Child Care Subsidy is available to eligible families. Families are asked to speak with the Centre in relation to fees and current pricing.

Enquiries about care can be made by phone or email.

Phone: 9553 9540

Email: oshc@sots.wa.edu.au

OSHC enrolment forms and online links are available on the school's website. Other information such as newsletters and vacation planners are also available on the website. Please see the Care Centre Parent Handbook for more information.

EARLY LEARNING CENTRE (ELC)

An Early Learning Centre (ELC) operates within the school grounds and consists of 2 classrooms which is used for our 3 Year Old Early Learning Program and our 4 Year Old Extension Program.

3 YEAR OLD EARLY LEARNING PROGRAM

3 Year Old ELC Mon – Fri 6:00am till 6:00pm including VacationCare

4 YEAR OLD KINDERGARTEN EXTENSION PROGRAM

4 Year Old Extension Thurs – Fri 6:00am till 6:00pm term time only

Child Care Subsidy is available to eligible families. Families are asked to speak with the Centre in relation to fees and current pricing.

Enquiries about care can be made by phone or email.

Phone: 9553 9519

Email: elc@sots.wa.edu.au

ELC enrolment forms and online links are available on the school's website. Other information such as newsletters and vacation planners are also available on the website. Please see the Care Centre Parent Handbook for more information.

