

# STAR OF THE SEA CATHOLIC PRIMARY SCHOOL



# PARENT HANDBOOK

## SCHOOL INFORMATION

Star of the Sea primary school is a catholic school where the staff, parents, children and members of the wider community, work together to achieve the total development of each child in a harmonious environment.

Our school places importance on the development of such qualities and attitudes as honesty, kindness, tolerance, resilience, responsibility, fair play, initiative, reverence and respect, as modelled by Jesus.

Star of the sea primary school extends to you and your family a sincere welcome. The following information will assist you and your family to become familiar with our school. if you have any questions, we will be only too pleased to help you.

PRINCIPAL:	Mr Mauricio Da Silva
ADDRESS:	Swinstone Street, Rockingham WA 6168
POSTAL ADDRESS: 6969	PO Box 5189, Rockingham Beach WA
TELEPHONE:	(08) 9553 9500
EMAIL:	<a href="mailto:admin@starofthesea.wa.edu.au">admin@starofthesea.wa.edu.au</a>
WEBSITE:	<a href="http://www.starofthesea.wa.edu.au">www.starofthesea.wa.edu.au</a>

### OUR LADY OF LOURDES PARISH

PARISH PRIEST:	Father Pierluigi (Pier) Vajra Email: <a href="mailto:secretary@ololrockingham.org.au">secretary@ololrockingham.org.au</a> Website: <a href="http://www.ololrockingham.org.au">www.ololrockingham.org.au</a>
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 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 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

## **POLICIES**

Catholic Education Western Australia Limited (CEWA Ltd) has a policy structure that exists to enact the vision to be a Christ-centred and student-focused community of engaged learning environments, inspiring all to actively live the Gospel.

The CEWA Ltd Policies and Executive Directives respond to accountabilities to the Bishops of Western Australia, the State Minister for Education and all legislative and regulatory requirements.

The CECWA Policy Structure provides direction and clarity on the directives, processes and procedures which govern all Catholic schools in Western Australia.

Star of the Sea's procedures are informed by CEWA's Executive Directives. These policies can be found on our school website [here](#)

## **CODE OF CONDUCT FOR PARENTS & VISITORS ON SCHOOL GROUNDS**

All schools are required to adhere to the Code of Conduct.

The purpose is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of children, staff and parents.

The Code of Conduct defines healthy relationships between students and adults.

A handout with the 12 required Conduct Statements and descriptors is given to all families at the time of enrolment.

Please ensure you read this document carefully as it applies to all staff, students, volunteers, parents, guardians and school visitors and adherence to it is a condition of entry onto school grounds.

A copy of the document 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 17<sup>th</sup> 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 10<sup>th</sup> 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 3<sup>rd</sup> March 2023 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 3<sup>rd</sup> March 2023, the second instalment will be due 26<sup>th</sup> May 2023, third instalment due 11<sup>th</sup> August 2023 and the final instalment due 30<sup>th</sup> October 2023.

### ***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 30<sup>th</sup> 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 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 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 Procedures (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 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.

Please note; all volunteers, including parent volunteers, will be required to complete specific documentation before becoming involved in any capacity within the school. This process is designed to ensure compliance with CEWA guidelines and to uphold the safety and well-being of our school community.

For further details regarding the required documents and the engagement process, we encourage you to reach out to the front office. Our staff will be more than happy to provide you with the necessary information and answer any questions you may have.

We appreciate your cooperation and understanding as we implement these important measures to enhance the quality and security of our school environment.

## **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 Primary School will hold its ACM 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 principle objectives of the Association are the promotion of the interests of Star of the Sea 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.

## **THE TWO MAJOR ROLES OF THE P&F ARE:**

- Educating Parents
- Building Community

## **PARENT/FRIEND CLASS REPRESENTATIVES**

The P& F would like each class to provide at least one parent representative for the P&F.

The representative would attend the meetings and disseminate any necessary information to the parents in their class.

## **ROLE OF THE P&F CLASS REPRESENTATIVE**

Central point of communication between families, P&F Committee, teachers and Leadership Team.

Support families of the class with any relevant information regarding events, meetings and news.

Welcome new families in the class.

Work with P&F Executive and Leadership Team.

Support the class teacher with distributing relevant information.

If you are interested please give your name and email address to the front office, this will be passed on to the P&F.

## **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:

Effective communication builds understanding and trust. Successful communication is key to establishing and maintaining positive partnerships with parents and carers. Please note the following avenues of communication within the school:

### Email

- Principal Messages
- School Fees

### Seesaw

- Teacher and Parent Communication
- Celebration of Children's work
- Whole school notes will also be posted on school website for easy access
- Whole school assemblies e.g concerts etc
- Class Assembly items

### Website

- Parent Information
- School Information
- Calendar
- Whole School Notes
- Absences

### Teacher Meetings

- Parent Information Evening Term 1
- Parent Teacher Meetings (PTO) Term 2 and 4
- Individual Adjustment Plan (IAP) Meetings if required
- Additional Meetings Upon Request

### Reports

- Interim Reports 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)

### Social Media

- The Life of Star of the Sea e.g. photos, video, special events and sporting carnivals
- Advertising

### Calendar

- School Events

### Newsletter

- Beginning of the year followed by one at the end of each Term

### SMS

- Emergency only
- Absences
- Important information approved by the Principal

## **SCHOOL ASSEMBLIES**

Pre Primary to Year 6 class assemblies take place on Fridays in the Undercover Area. Assemblies commence promptly at 8:50am.

Individual awards are 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**

#### **PRE-PRIMARY – YEAR 6**

The school day is broken up as follows:

8.00am - 8.30am	Students supervised in the Undercover Area
8.30am	Doors open for PP-Year 6
8.45am	Warning Bell
8.50am – 9:15am	School officially starts/Spelling Mastery Yr2-6-Mon,Tue,Wed
9.20am – 10.10am	Specialists Session 1
10.10am – 11.00am	Specialists Session 2
11.00am – 11.10am	Guided Reflection eating time in class
11.10am – 11.30am	Recess – <i>Play (20min)</i>
11.30am – 12.20pm	Specialists Session 3
12.20pm – 1.10pm	Specialists Session 4
1.10pm – 1:20pm	Guided Reflection eating time in class
1.20pm – 1:45pm	Lunch – <i>Play (25 min)</i>
1:45pm – 1:50pm	Transition and wellbeing checks
1.50pm – 2.40pm	Specialists Session 5 ( <i>Wed 1.50-2.15pm Spelling Mastery</i> )Y2-6
2.40pm – 3.00pm	Learning time
3.00pm	School concludes for all students



## KINDERGARTEN

The school day is broken up as follows:

8.15am - 8.30am	Before school supervision (as per directions)
8.30am	Doors open
8.45am	Warning Bell
8.50am	School officially starts
8.50am – 10.00am	Learning Session 1
10.00am – 10.30am	Outdoor Play
10.30am – 11.00am	Eating in Classroom
11.00am – 12.00pm	Learning Session 2
12.00pm – 12.30pm	Outdoor Play
12.30pm – 1.00pm	Eating in Classroom
1.00pm – 2.50pm	Learning Session 3
2.50pm	School concludes for all Kindergarten students

Students should not arrive at school before 8:00am.

Parents are asked to ensure that their children arrive at school between 8:25 and 8:45am. Lessons commence at 8:50am. Students are classified as late if they are not at school by 8.50am. Students from PP-Yr 6 must report to the Office to receive a Late Slip.

A generic Late to School letter is provided for teachers to send home when a child is consistently late to school. Where punctuality is not resolved, the matter will be brought to the attention of the Assistant Principal.

After school supervision on the front lawn ceases at 3:30pm. Students who are not collected by 3.30pm will be sent to the office so their parents can be called. A generic 'Late for Collection' letter will be sent home by the Office when a child is consistently left at school beyond the pick-up time.

## **UNIFORM**

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

## **BIRTHDAY CELEBRATIONS**

Classes do their own class simple celebration of birthdays that is consistent for all children and doesn't impact on the learning program. Please do not feel you need to do anything in addition to this at 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: [absences@starofthesea.wa.edu.au](mailto:absences@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.

## **LIBRARY BAGS**

Students are required to have a waterproof bag that closes in order to borrow books from the Library e.g drawstring, zip up or school homework folder. Plastic supermarket bags are not accepted.

## **KEEPING SAFE: CHILD PROTECTION CURRICULUM MANDATORY CURRICULUM**

There are 2 main themes:

Theme 1: We all have the right to be safe

Theme 2: We can help ourselves to be safe by talking to people we trust

There are 4 focus areas within each theme:

The right to be safe

Relationships

Recognising and reporting abuse

Protective strategies

This curriculum covers sensitive subject areas. Please seek further information, if needed, from your child's classroom teacher to assist you in supporting your child at home in developing protective behaviours. More information can be found [here](#)

## **EARLY LEARNING CENTRE**

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](mailto: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.

All children attending the Early Learning Centre 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 AND PRE-PRIMARY**

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.

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.

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 Swinstone 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. Students will not be released to walk to a vehicle unaccompanied.

## **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](mailto: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.

### **SWIM AND SURVIVE (IN-TERM SWIMMING FOR Pre-Primary – Year 6)**

The school aims to ensure that all students can swim by the end of primary school and all students from Pre-Primary – Year 6 are expected to attend. In order to mark their progress through the various stages of swimming proficiency, certificates are awarded to students when they reach the appropriate level. Fees for swimming lessons are included in school fees. This is an integral and compulsory component of every student's education programme at Star of the Sea Primary School. Only students with a medical certificate will be excused from participating in the swimming programme.

### **NO SMOKING**

Star of the Sea Primary School maintains a smoke free environment at all times. No smoking is permitted within any school building, grounds or vehicle either during or outside school hours. This prohibition applies to staff, students, parents and visitors to the school and includes all forms of smoking such as cigarettes, cigars, pipes, e-cigarettes and vapour devices.

