

St Francis Xavier Primary School Geraldton WA



Parent Information Handbook Year 1-6

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St Francis Xavier Patron of Australia

Born April 7, 1506 at Castle Xavier near Pamplona, Navarre in Spain.

Francis studied and taught at the University of Paris 1526-33. During that time he met Ignatius Layola and became one of the founding members of the Jesuits. As a missionary Francis worked in Goa, South East Asia and Japan where he was effective in enabling Christian communities to survive after he left them.

He died December 3, 1552 on the Island of Shanchawn en route from Goa to China.



*A wish to bring souls to the Heart of Jesus;
A heroic obedience;
A great spirit of sacrifice.*

Today I will ask myself what I can do for the missions.

Francis was canonized in 1662; In 1927, together with Saint Therese de Lisieux, he was declared the Patron of all Missions and of Australia.

"A Man's conscience can tell him his situation better than seven watchmen in a lofty tower." *Sirach 31:13*

Welcome

St. Francis Xavier Primary School is a double stream primary school, operating classes from 3 year old Kindergarten to Year 6, with a leadership team of Principal, Mr Ben Doyle, Judi Hollands Assistant Principal and Mr Murray Gardiner Assistant Principal. The St. Francis Xavier Catholic School Board has responsibility for the financial, building and grounds management of the school.

School Vision Statement

St Francis Xavier Catholic Primary School seeks to provide a welcoming environment wherein the development of each person and the education offered reflects gospel values.

Code of Conduct

Students, staff and parents strive for excellence for ourselves, others and the community by following Christ's example in the Gospels.

Compassion Honesty Respect Inclusivity Self control

The School Crest

Our school motto is 'Christus Lux Mea' - Latin for 'Christ My Light'.

The motto is incorporated in the school crest. The crest also shows the crucifix, the symbol of Christ, showering light on St. Francis Xavier Cathedral - representing the Parish community of which our school is an integral part.

Items of scholastic and recreation activity complete the crest, which aims to show how our Catholic school is committed to the development of the whole person.

In 'Christ our Light', all human values will find fulfilment and unity.

Curriculum

St Francis Xavier has developed its curriculum in nine learning areas (including Religious Education) in line with the Australian Curriculum, Curriculum Framework and the Bishops of WA, under the direction of the Catholic Education Office. Documents from the Archdiocese of Perth are followed in Religious Education.

The Spiritual Life

Our Catholicity pervades all areas of the curriculum so that while formal lessons are taken each day, the Catholic ethos forms the basis for all other learning areas and activities. Children attend Mass or take part in a class liturgy each term. Reconciliation is available on a regular basis throughout the year. Parents are invited to attend these celebrations. Each year level also leads a Family Mass on a Saturday evening in the Cathedral, once a year.

Children are prepared for, and receive, Reconciliation in Year 3, Eucharist in Year 4 and Confirmation in Year 6.

Parent Involvement

The school recognises the importance of parents as the prime educators of their children and the need to effectively involve them in school programmes. When parents enrol their children at St Francis Xavier, it implies approval and support for the aims, objectives and programmes of the school, and full involvement, particularly in the Sacramental Programmes.

Parents are welcome to visit the school and are encouraged to volunteer their skills and time whenever a need might arise. Their attendance is particularly welcome at assemblies as well as any other school functions.

School Organisations

The school provides an opportunity for parents to be involved in the education of their child, both directly and indirectly. Through these opportunities, parents assist in the work of the school as well as getting to know other parents. The avenues for involvement include:-

School Board (Management), Parents & Friends, School canteen, classroom assistance, excursions and library.

Parent participation in the school through these activities is expected and encouraged. The benefits of such assistance will help the school to provide the best for each child. Other school activities in which parents are asked for full support and co-operation are:

- a) Attendance at parent/teacher nights
- b) Attendance at parent/teacher interviews
- c) Full participation in the Sacramental Programmes for the preparation of Penance, Eucharist and Confirmation
- d) Class Assemblies
- e) Busy Bees
- f) School/Class Masses and Liturgies
- g) Participation in functions organised by the school, the P&F and the School Board
- h) Attendance at swimming, athletics and other sporting carnivals
- i) Where needed to assist with class reading, library work, sporting activities or crafts such as cooking.

Canteen

The canteen is open Tuesday, Thursday and Friday at recess and lunch. Lunch orders are to be placed at the canteen prior to the commencement of school each morning. Menus are sent home each term and are available on the school website.

Banking – Catholic Development Fund (CDF)

Application forms and information are available from the Bishop's House.

Parents & Friends' Association

The P&F provides a forum for parents to meet together. The P&F's main functions involve arranging social functions for the parents and children, and fund-raising for school purposes.

The P&F Association meets on the third Tuesday of each month at 7.30pm in the staff lounge at the school. The Annual General Meeting for the election of office bearers is held in November.

School Board

The School Board is an elected group which manages the buildings and finances of the school. Elections for the School Board occur at the Annual General Meeting in November, with nominations called prior to this date. Details of this meeting are published in the newsletter.

SCHOOL HOURS

Office Hours:	8.00am to 4.00pm
School commences:	8.45am
Recess:	10.45-11.05am
Lunch:	12.40-1.20pm
School concludes:	3.00pm

EXCURSIONS

Excursions are undertaken as part of the normal school curriculum and children are expected to attend. Parents are notified of any planned excursions and must provide confirmation if their child is to take part. The school's student insurance provides coverage for all these events.

LIBRARY

The school library is available to students five days a week. Classes are given regular library periods in order to:-

- 1) change library books
- 2) learn the skills of using a library

REPORTING TO PARENTS

Class teachers hold parent welcome evening early in term one. They send an information package home that outlines class procedures. Teachers will hold interviews with all their parents on an individual basis by the end of term one.

Reports go out in the last week of each semester to allow parents the opportunity for a follow up interview to discuss their child's progress, if required.

EXTENSION/SUPPORT CLASSES

Extension and support are offered for all classes with a Gifted and Talented programme running throughout the school.

CLASS PLACEMENTS

As there are two classes of each grade, class groupings are organised at the end of each year. Class placements are determined by the classroom teacher, after consultation with members of the Leadership team.

FACTIONS

On enrolment every child in Years 1-6 is placed in a school faction (Red-Xavier, Blue-Thomas, Green-Nagle, Gold-Griffin) for sporting and various relationship building activities. Children of the same family are placed in the same faction. The major sporting events for factions are the athletics and swimming carnivals.

Faction teams are named after Bishop Thomas - Bishop of Geraldton when the school was opened; Xavier after St Francis Xavier; Griffin after Sr. Agnes Griffin, foundation Principal of St. Francis Xavier; Nagle - Nano Nagle, foundress of the Presentation Sisters.

HOMEWORK

Homework is set to:-

- a) develop efficient study habits
- b) practise and consolidate skills and concepts

Children must complete homework whenever set. Parental supervision is necessary for a child to develop good study habits. Consistent failure to complete homework will necessitate contact between school and parents.

Suggested maximum time allocation:-

Years 1-3 10 minutes

Years 4 & 5 20 minutes

Year 6 30 minutes

Year 4 - 6 make use of a homework diary.

STUDENT LEADERSHIP

A Head Boy, Head Girl and Team Captains are elected by staff and Year 5 & 6 students within the first month of school each year. Their roles include various duties and responsibilities within the school, at sporting events and in the broader community.

SCHOOL FEES AND CHARGES

School fees are set by the School Board under guidelines from the Catholic Education Office. Fees are to be paid as early as possible each term to assist the financial operation of the school. Any financial difficulties are to be discussed with the Principal so that satisfactory

arrangements can be made. This information is treated confidentially. The Tuition Discount Scheme allows those who hold specific concession cards to be given a discount on tuition fees on presentation of the card. The discount allows for a maximum fee of \$230.00 per annum to be paid per child. Concession cards must be presented to the Finance Officer each year. **Application forms available on line or from the front office. FAQ's available at the end of this booklet**

Fee accounts are sent home at the beginning of each term. Term One fees have all fees and charges that are charged annually. The Tuition Fee is charged each term. Fees can be paid annually or each term.

Tuition Fees
(Charged each term)

Kindergarten \$1050 per annum
Pre Primary to Year Six \$1090 per annum
Holders of a means-tested Health Care Card and certain Pensioner Concession Card holders are eligible for an automatic discount. Forms and Details for this scheme are available from the office or our website.

Discounts from Tuition Fees

Health Care Card: Maximum payable is \$230 pa
Second child: 20%
Third child: 40%
Fourth child: 100%
Health Care Card holders and certain Pensioner Concession Card holders are eligible for the sibling discounts in addition to their reduced fees. (MUST BE APPLIED FOR EACH YEAR).
See Appendix 1 for FAQ's.

Other Student Fees
(Charged annually)

Resource Fee: Pre Primary to Year Six \$70
Kindergarten \$40
Amenity Fee: Kindergarten to Year Six \$110
Camp Fee: Year Six \$455
Swimming: Pre Primary to Year Six \$44
Leavers Top: Year Six only \$43
Insurance: Kindergarten to Year Six \$5pa
Book List Fee: Kindergarten \$30
Pre Primary \$56
Yr1-6 \$120

Student Levies
(Charged annually)

ICT Levy: Pre Primary to Year Six \$100
Kindergarten \$55

Family Levies
(Charged annually)

Building Levy \$218 pa
P&F Levy \$35 pa

Library Bags Available from the school canteen \$12

NEWSLETTER & FACEBOOK

St Francis Xavier Primary school has its own official Facebook page. The page is managed by administration officers and the school leadership team. There are a number of reasons why we set it up:

- a. It is a fast and modern way of getting our message out to parents
- b. As Facebook is consuming more and more of people's time, and thanks to mobile

- devices, it is always accessible
- c. It allows us to communicate on a less formal level, discussing news items, upcoming events as well as answering queries
 - d. It is the sustainable form of communication, reducing the need for paper, especially for our Newsletter.

Continuing with a sustainability theme, from 2015 we will be putting the Newsletter on our webpage and using a link on our Facebook page to direct you to our SFX website for the Newsletter rather than using huge amounts of time, paper and ink cartridges printing it out. It makes no sense to use old technology ie: photocopied sheets to produce a newsletter when most people prefer the electronic, sustainable method of getting news out. If you would like to receive a hard copy, you will need to collect one from the school office.

TERM PLANNER

A plan of school events is sent home with the oldest child in the first week of each term. This is also available on the school web site.

STAFF MEETINGS/PROFESSIONAL LEARNING COMMUNITIES

Staff meetings/PLC meetings are held every Tuesday at 3.15pm on an alternating basis.

UNIFORM

The correct school uniform is to be worn at all times. All uniform requirements for both boys and girls can be obtained from Total Uniforms (including shoes). Girls' hair must be tied back with elastics in green, white or black or green and gold with Sports Uniform. Scrunchies in uniform material are also allowed with the school uniform.

The school has a "No Hat - No Play" policy for the full school year. The school green hat is part of the uniform and is worn for all outdoor activities.

Jewellery must not be worn to school with the exception of a watch and studs or sleepers for pierced ears, a signet ring and a cross on a chain. Decorative jewellery, for safety reasons, is not permitted. 'Radical' hair styles and colours are not allowed. Nail Polish is not to be worn to school.

Responsibility for jewellery and other personal belongings, eg games, toys, sporting equipment, cannot be accepted by the school so please don't send them to school. Pre-Primary and Kindergarten children do not wear school uniform but the "No Hat - No Play" rule applies.

DRESS CODE REQUIREMENTS (as per Uniform Policy)

Summer Uniform:

- | | |
|------------------------|--|
| Boys: | Shorts: Grey shorts – long leg prestalene
Shirt: Grey shirt with embroidered logo. The shirt can be worn out.
Socks: Short grey with school stripes. |
| Girls: | Dress: Green/white checked school dress with concealed zip front
Socks: Plain white sock with black & green stripe to be worn above the ankle |
| Boys and Girls: | Shoes: Black leather shoes: no Mary Jane styles.
Brown buckled sandal
Hat: Adjustable wide brim hat with embroidered school crest |

Winter Uniform:

Boys: The summer uniform can be worn with the addition or option of the following:
Trousers: Long grey trousers.
Jumper: Green knit jumper with school crest.

Girls: The summer uniform can be worn with the addition of the following:
Jumper: Green knit jumper with school crest.
Tights: Bottle green tights.

Sports Uniform:

Boys and Girls: Summer

Shirt: Gold sports polo shirt with striped collar/cuff and embroidered crest, worn out.

Shorts: Black microfiber sports shorts with gold and green stripe to left leg.

Socks: White sports socks with black and green stripes.

Shoes: All black leather sports shoe.

Winter

The summer uniform is worn with the addition or option of the following:

Jacket: Black microfiber jacket with gold trim and embroidered crest.

Track Pants: Black microfiber track pants with crest.

Jewellery

Due to safety reasons the following is the only jewellery permitted to be worn by students:

Girls: One pair of stud or sleeper earrings to be worn in the lobe of each ear.
One watch.
One signet ring.

A chain with a crucifix is the only type of necklace allowed and must be concealed beneath the uniform.

Boys: One watch

A chain with a crucifix is the only type of necklace allowed and must be concealed beneath the uniform.

Note: Due to safety reasons no earrings are to be worn.

Hair: Students are to present themselves well groomed at all times. This shows pride in their own appearance and in their school uniform. Therefore:

Extreme hair styles are not permitted. These include: Mohawks, rat tails, Shaved or number 1 cuts, and colouring of hair.

Hair is to be brushed or combed neatly when attending school.

For safety reasons and to minimise the spread of head lice:

Hair below collar length must be tied back at all times.

Hair that falls across the face or eyes must be tied or clipped back at all times.

Hair Accessories: The only hair accessories permitted to be worn in the hair are scrunchies, elastic hair ties, small hair clips, hair bands and short ribbons. All hair accessories are to be in the school colours of:

Black or Gold with Sports Uniform

Black or Green with school uniform.

Make – Up: Make – Up, including nail polish is not permitted

SECONDHAND UNIFORM SHOP

The P&F runs a second-hand uniform shop from the Multi-Purpose storeroom. Details of opening times are published in the school newsletter or are available by contacting the school office.

ASSEMBLIES

Full school assemblies are held 4 times per term on a Friday at 2.30pm in the Undercover Area. Each Pre-primary to Year 6 class presents one assembly each year. The assemblies include a summary of class events and the presentation of Merit Certificates. Dates are advertised in the Term Planner and the newsletter. A warm invitation is extended to all parents and friends to attend.

Children assemble at 1.25pm. At this assembly we pray together and messages, birthday gifts and minor presentations occur.

ABSENCES

Children in Years PP - 6 are required by law to attend school every day. In the case of an absence, the school must be notified. On return to school, a **written note** must be given to the teacher, giving reasons for the absence.

Parents will receive an SMS text message or a phone call from the school when students are absent. We will ask parents to contact the school to confirm that their child is definitely absent. This will ensure that all students are accounted for.

Whilst Kindergarten is a non-compulsory year of schooling it is still expected that you provide a note to explain your child's absence.

Children in Years PP-6 arriving at school after the bell at 8.45am must collect a 'late slip' from the office prior to attending their class.

EXTENDED ABSENCE FROM SCHOOL

Students who are going to be absent from school for an extended planned period of time, i.e. on holiday, **Parents must make an appointment with the Principal so that the absence is discussed.** Teachers are not obliged to provide work for these absences and it is expected that for extended periods of time, the child is enrolled with the Education Department for distance education.

Under normal circumstances, places cannot be held for more than one term.

All school fees must be paid while the child is away.

BUS TRANSPORT

Rural and town buses service St Francis Xavier School in both the morning and afternoon. Rural buses drop off and pick up in Maitland Street. Information, on these services, is available from the Mid-West Education Office.

Town buses drop off and pick up in Cathedral Avenue. These services are coordinated by the BusWest, Geraldton 9923 2225.

Teachers provide afternoon supervision for both bus services.

LOST PROPERTY

All articles of clothing or equipment are to be clearly marked with a name.

No attempt will be made to find the owner of articles of clothing, which are not clearly marked with a name. These items will be placed in the Lost Property Box and if unclaimed, articles are given to the St. Vincent de Paul Society or the Second-hand Uniform shop.

BICYCLES

Racks are provided within the grounds for students' bicycles and scooters. Children are encouraged to lock their bikes and scooters. Children are not permitted to ride bicycles or scooters in the school grounds.

COLLECTION OF MONIES FROM CHILDREN

In the event of children bringing money to school for fees and other costs, it is essential that such money be placed securely in an envelope, labelled with the child's name, class and the amount enclosed, and placed in the classroom message box provided in each classroom.

SUPERVISION

The school does not accept responsibility for children who are on school grounds before 8.15am in the morning or after 3.30pm in the afternoon, as supervision is not available at these times.

Children who are at school before 8.30am or after 3.00pm are required to sit quietly in the Undercover Area. Children waiting after 3.15pm are required to wait inside the school grounds unless written permission is provided by parents/guardians.

INJURIES

Minor injuries will be treated at school, by a staff member. Most staff have a current Senior First Aid certificate. In the event of major injury, if parents cannot be contacted quickly, the school will attempt to act as it considers a parent would act. All children are covered by a Student Accident Insurance Policy taken out with Catholic Church Insurances to safeguard against the cost of injury. The cost for this is included in the school fees account.

HEALTH SERVICE

Dental Care - Children receive free dental care from the Geraldton Dental Clinic located at Allendale Primary School (9921 4218).

Head Lice - Head lice can cause problems in all schools. Children's hair needs to be regularly examined for head lice or eggs. Longer hair should be tied back at all times. Treatment is available from chemists and should commence as soon as the infection is discovered. The school should be informed and children kept at home until treatment is completed. The school has an information video, which is available to parents.

PARKING

The following areas are available to parents:

- a) A pick-up/drop-off lane is provided near the Pre-primary steps in the SVDP car park.
- b) Angled street parking on Maitland Street.
- c) Catholic Centre parking area.
- d) QEII CENTRE CARPARK PARKING AREA:

The City of Greater Geraldton is pleased to advise that the City has in place an agreement with St Francis Xavier Primary School in relation to parking at the QEII Centre. The agreement allows for the 'drop off and pick up' parking for parents within the first two rows between 8:15am – 9:15am and 2:30pm – 3:30pm, adjacent to Maitland Street. Unfortunately, there have been incidents where parents have remained parked in the area for longer than the agreed time, causing disadvantage to senior citizens utilizing the facility.

The City looks forward to continuing to support St Francis Xavier Primary School whilst ensuring facilities are available and utilized by all members of the Geraldton community.

Parking is not permitted in the staff car park. For anyone who has the appropriate sticker, there is a Disabled parking bay at the entrance to the staff carpark. Cars are

not to be driven into the school drive way unless on school business. There is NO parking at the Bishop's House back carpark.

MOBILE PHONES

All students who bring mobile phones or other electronic equipment to school must hand them into the office each morning and collect them at the end of the school day. Mobile phones must be switched off.

Appendix 1

HEALTH CARE CARD TUITION FEE DISCOUNT SCHEME FREQUENTLY ASKED QUESTIONS

1. When was the HCC Tuition Fee Discount Scheme introduced?

- 2005

2. How long will the Scheme operate?

- It is expected the Scheme will continue to operate for the length of the child's enrolment at the school whilst a valid family Health Care Card or Pensioner Concession Card is held.

3. Who can access the Scheme?

- For the purposes of this Scheme, references to a means tested Health Care Card (HCC) holder include:
 - Centrelink Pensioner Concession Card. Centrelink Family Health Care Card:
 - Card holders must be Parent/Guardian using a family card only. Claims cannot be made by a parent using a student's card (ie. student may hold a card for disability purposes) or by a parent quoting a student's card number.
 - Department of Veterans' Affairs Pensioner Concession Card (Blue card only).
- The Scheme will apply to: Catholic and non-Catholic families, new and current students.

4. Which Concession Cards are not eligible under this Scheme?

- Centrelink issues a number of cards for a variety of reasons. For some cards the income test requirements are stringent whilst for other cards it is more generous or non-existent. The aim of the Scheme is to assist families with limited financial resources and therefore, only cards with the lower income test requirements are automatically eligible.
- The Scheme does **not** apply to:
 - ABSTUDY students who can access alternative government support;
 - Holders of the Mobility Allowance Health Care Card, Department of Veterans Affairs TPI and Gold Pensioner Concession Cards.

5. What if I have the "wrong" card or no card?

- If you currently hold a concession card other than the ones listed as eligible and have limited financial resources, you should apply for fee assistance through the school Principal, as has always been the case. You will be asked to provide information to assist the school in assessing your individual claim for assistance. You should obtain an Income Statement from Centrelink. (This can be obtained via the internet, by telephone or from a Centrelink office). If you do not have a Centrelink card and wish to apply for the discount you should apply in person through the school Principal.

6. How much will I have to pay?

- This year the discounted HCC tuition fees will be:
 - \$230 p.a. for kindergarten students;
 - \$230 p.a. for primary students (PP-6 and Year 7 on Primary site)

- \$1400 p.a. for Year 7 students on Secondary sites; and
- \$1400 p.a. for secondary students (Year 8-12).

7. What about the State Government Educational Program Allowance under the Secondary Assistance Scheme for eligible Secondary students?

- The State Government Educational Program Allowance (EPA) (currently \$235) is paid to schools. In effect the fee for eligible secondary students will be \$1,635, less the \$235 EPA, leaving eligible parents to pay \$1,400. Where schools issue a book voucher for this amount, parents will be invoiced for this amount.

8. What does the discounted fee cover?

- The discounted fee covers **tuition fees only**. It does **not** cover additional charges such as camps, book hire, building levy, insurance, subject levies; however, parents can apply to the Principal to have these additional charges discounted, as has always been the case.

9. What if I have more than one child at the school?

- The school's normal sibling discounts will continue to apply to the already discounted amount.

10. What do I need to do to access this Scheme?

- You will need to go through the school's normal enrolment procedures in order to access a place for your child at the school;
- Once a position has been confirmed, you will be informed that HCC discounts are available; and
- To access the discount, parents/guardians will need to show a valid card and complete a simple Application Form. (A second check may be requested later in the year after the card expires to ensure you are still eligible.)

11. How will this affect the custodial/non-custodial HCC holder?

- The discount is available if the person responsible for the payment of fees is the HCC holder. If the person responsible for the payment of fees is not a valid HCC holder and has limited financial resources, then an application for fee discounts should be made to the school Principal. If there is joint responsibility for payment of the fees, the discounted rate applies only to the eligible card holder.

12. Will this Scheme result in an increase in fees to non-HCC holders?

- No. Fee increases will remain within the normal Catholic Education Commission of Western Australia (CECWA) approved "recommended maximum fee increase" levels.

13. Are HCC holders guaranteed a position at the school of their choice or will they be prevented from gaining a place because they are not paying full fees?

- Normal enrolment procedures will apply as per the CECWA Student Enrolment Policy with the following enrolment priorities:
 - **Primary**
 - Catholic students from the Parish with a Parish Priest reference
 - Catholic students from outside the Parish with a Parish Priest reference

- Other Catholic students
- Siblings of non-Catholic students
- Non-Catholic students from other Christian denominations
- Other non-Catholic students

14. What happens if I receive a HCC during the school year but after Term 1?

- The reduced fee will apply on a prorata basis. For example, if you receive the card in June you will be charged two terms at the full rate and two terms at the reduced rate.

15. What happens if I pay the tuition fee for the whole year and my card is no longer valid or is not renewed?

- You should inform the school immediately once the card is no longer valid. A new account will be issued and the additional amount charged.

16. If I am receiving the HCC tuition fee discount, does this mean my child will not be able to take part in school activities, trips and excursions?

- No. Providing your child meets the school's requirements for all students, your child will not be prevented from taking part because they are receiving a fee discount. However, you may be required to pay for activities which require additional payment.

17. What happens when my child turns 16 and gets their own card?

- When a student turns 16 their name no longer appears on the family card but those students are still covered by the family card. A card in the name of the student is not eligible.

18. Where can I get more details on Health Care Cards?

- HCCs are issued through Centrelink. For more information on HCCs, you can contact Centrelink on 132 468 (local call charge except for mobiles which will be charged at mobile rates) or you can log onto:

www.humanservices.gov.au

