

## ASSUMPTION CATHOLIC PRIMARY SCHOOL

**Address:**

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MANDURAH WA 6210

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**Principal**

Ms Miranda Swann

**Parish Served**

Our Lady's Assumption Mandurah  
in the Diocese of Bunbury

**The Parish is administered by:**

Fr Johny Arattukulam

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## **WELCOME**

The staff of Assumption Catholic Primary School welcome each family and student to our school. A special welcome is extended to our new students - we are very happy to be working with you.

## **SCHOOL PROFILE**

### **HISTORY OF ASSUMPTION**

Prior to the foundation of Assumption Catholic Primary School there had been two attempts made by the Presentation Sisters to establish a Catholic School in Mandurah. In 1955 two sisters started a school in the Parish Church. This continued until 1959 when, due to the drowning of three Presentation Sisters in a boating accident, the sisters were forced to close the school.

In 1962, just three years later, the Presentation Sisters again opened a Catholic School in Mandurah - this time in a small cottage on land adjoining the present site of the Presentation Convent. Due to declining numbers of students and extreme financial hardship without Government assistance, the sisters were again forced to close the school.

Assumption Catholic Primary School is the third and most successful establishment of a Catholic School in Mandurah. It was planned by the Catholic Education Commission that a new Catholic systemic school would be developed in stages. It was to be under the Principalship of a Presentation Sister.

In 1982, the school opened with 91 children from Years One to Six. The following year, the enrolments increased to 150 with the addition of a Year Seven class. An on-going building programme over the next 9 years saw the school develop to a two streamed Year's One - Seven school, with further facilities in the form of Library, Administration, Multi-Purpose Area and Pre-Primary classes. In 2012 Assumption was fortunate to receive government funding through the Building Education Revolution, an Australian Government initiative, allowing the completion of The Presentation Centre and new staffroom and workroom adjacent to the Library.

From 2014 the school offers a primary education from Pre-Kindy to Year Six, with the graduating Year Seven class of 2013 historically being the last group of Year Sevens to attend Assumption before this year group was taken up at secondary level.

The Primary School is situated on a four-hectare site in Gordon Road, Mandurah. Students are mainly drawn from the Mandurah area.

## **FACILITIES**

Assumption Catholic Primary School is a modern, well equipped school set in expansive grounds with a wide range of play equipment, including a nature playground, catering for all ages. Facilities include the Nano Nagle Library, large Undercover Area, Multi-Purpose Room, a designated Art, Science and Music Area, Sensory Room, Presentation Centre. All airconditioned classrooms have computers that are networked.

A Canteen provides a wide range of nutritious food and drinks and is open for three days of the week. Closed on Mondays and Tuesdays.

## **SCHOOLS ADVISORY COUNCIL**

Responsibility for the overall Financial Management of Assumption Catholic Primary School is entrusted by the Catholic Education Office to a Schools Advisory Council. The Schools Advisory Council includes parents and other community members and is responsible for the financial running of the school.

All matters relating to the curriculum, discipline and the running of Assumption is the responsibility of the Principal. The school has a shared Leadership Model with two Assistant Principals working with the Principal in organising the internal operations of the school.

In the absence of the Principal, the Assistant Principals assume the role of Acting Principal.

- Schools Advisory Council meetings are held on the second Tuesday of the month.
- An Annual General Meeting is held in November. Nominations are accepted for committee positions.
- Schools Advisory Council Chairperson: 2022: Mrs Marie Sikora.

## **PARENTS & FRIENDS ASSOCIATION (P & F)**

The P & F play a very important role in the life of the school. It promotes the Catholic ethos of the school through all in which it is involved. The Association raises funds for school resources, arranges guest speakers related to family and educational issues organises social events for the School Community and organises busy bees.

All parents are encouraged to become members of the Association and are expected to support its many activities.

P&F President 2023: Mrs Natarsha James

## **P & F MEETINGS**

- An Annual General Meeting is held in November. Nominations are accepted for committee positions.

## SCHOOL HOURS

<b>PRE- KINDERGARTEN</b>	Tuesday, 9.00 am - 2.50pm
<b>KINDERGARTEN</b>	8.40 am - 2.55 pm
<b>PRE-PRIMARY</b>	8.40 am - 3.05 pm
<b>PRIMARY</b>	8.40 am - 3.05 pm
<b>EARLY CLOSE</b> month)	2.30 pm (On the last Tuesday of each

## CURRICULUM

### RELIGIOUS EDUCATION

Religious Education is central to the whole Curriculum. The school's R.E. Programme is a systematic and sequenced programme, of helping children relate the Catholic Faith to their daily lives. School and Class Liturgies are celebrated regularly. Students engage in various creative activities in Religious Education, based on the Western Australian Religious Education Units of Work, for a minimum of half an hour each day.

Retreat and Reflection opportunities are provided for all students. The Catholic school is seen to be part of the parish and the broader church. Our Parish Priest actively participates in the faith life of our school.

**Sacraments** - The Sacraments are Parish based, family and school supported.: Reconciliation in Year Three, the Eucharist in Year Four and Confirmation in Year Six.

Parents are the prime educators of their children and the school's Religion Program is only as effective as parental examples and support in the home environment. Family prayer and attendance at Sunday Mass do much to help the child integrate the faith into their daily lives.

**Pastoral Care** - The school recognises and respects the individuality of each child, and each staff member is charged with a Pastoral Role. Religious Education lessons, a caring environment, school assemblies, and rewards to encourage students to be considerate and thoughtful of others help promote and maintain a positive self-esteem among children.

### POSITIVE BEHAVIOUR PROCEDURE

A Positive Behaviour Procedure operates in every classroom. This minimizes discipline problems by using positive re-enforcement and systematic consequences. This positive programme operates on a daily basis and each day marks a new start for the pupil.

## **ACADEMIC SUBJECTS**

An emphasis is placed on communication skills, literacy and numeracy skills, physical education, science, history, social sciences, health, technology, and cultural development.

- Aboriginal and Multicultural studies are integrated throughout all subject areas.

The School's curriculum is based on The West Australian Curriculum aligned to the Australian Curriculum.

- School based testing is carried out annually in Maths and Literacy to determine the needs of the child and the school.

## **ENGLISH**

The English Program involves Reading, Speaking, Viewing, Listening and Writing. Each of these is integrated into other subject areas.

## **MATHEMATICS**

Our Mathematics Program focuses on the use of developmental activities in all grades. The strands of Number, Space, Chance and Data, Thinking Mathematically and Measurement are an integral part of the program and are integrated into other subject areas.

## **HASS – Humanities and Social Sciences**

These subjects focus on peoples' wellbeing, their interaction with each other, the environment and technology. The children are encouraged to develop a respect for cultural heritage and a commitment to social justice.

## **PHYSICAL EDUCATION/HEALTH**

Our Physical Education Program gives the children the opportunity to develop enthusiasm for physical activities and skills, confidence and co-ordination in the use of equipment. Students take part in Interschool Sports Competitions, and Interm Swimming is arranged each year.

## **DIGITAL LITERACY & TECHNOLOGY**

At Assumption Catholic Primary School, the use of Digital Technologies is integrated across all learning areas. In the Digital Technologies learning area, students from Pre-Primary to Year 6 learn the technology skills required for them to be able to be learners in the twenty first century. In Years 4 to 6 each student is required to provide an iPad for them to use in the classroom on a daily basis. When students are accessing the online platforms, we emphasise the need to 'Make Jesus Real' online as well as in reality.

## **L.O.T.E. (Language other than English)**

Italian studies from Pre-Primary to Year Six focus on the spoken language and cultural aspects.

## **THE ARTS (MUSIC and ART)**

The school has a specialist Art and Music teacher. The children learn art skills and techniques in an environment focussed on creativity.

## **SCHOOL CHOIR**

The school choir is made up from students from Year 4-6. Students have regular choir practice for School Liturgies and Family Masses. Opportunities are available for students to perform in festivals, school assemblies and productions.

## **LIBRARY**

The school has a well-stocked, fully automated Library and all year levels are timetabled each week to learn the skills required to use it effectively.

All children are to use a Library Bag to protect the books borrowed. If books are damaged, parents are expected to pay for the repair or replacement of the book.

The library fosters a love of literature within the children through activities such as Book Week and Book Fair.

## **CAMPS/EXCURSIONS**

Camps and Excursions are part of the curriculum and are designed to enhance the child's learning and social development.

Each class organises excursions relating to a study topic. Year Six students take part in an annual camp. Permission notes are required for camps and all excursions from school.

## **GIFTED & TALENTED PROGRAM**

An opportunity is provided for students to extend their talents in a variety of learning areas. Selection for this program is based on school based testing and academic excellence. The programme operates from Years 1-6 during school time.

## **HOMEWORK**

Regular and meaningful homework is an essential part of the school curriculum. At Assumption, the focus of homework is:

- Reading and being read to
- A variety of afterschool activities including home tasks, recreation, and relaxation
- Reflection, journaling and reviewing class work

The amount of homework set, and the expected time allocation will progress from year to year. Guidelines are discussed at the Parent/Teacher evening at the beginning of the school year.

# KINDERGARTEN & PRE-PRIMARY EDUCATION

Kindergarten and Pre-Primary Education is a combination of play-based and explicit learning program, based on the Early Years Learning Framework, which encourages:

1. The development of positive attitudes towards learning.
2. Promotes socialisation skills.
3. Develops the child's self-confidence and independence and gives them a sense of achievement in everything they do.
4. Encourages creativity and self-expression.
5. Provides opportunities for children to help each other, share with others and respects others' rights and property.

The Pre-Primary learning environment in a Catholic School offers opportunities which encourage and facilitate the growth of the whole child, spiritually, physically, emotionally, intellectually, and cognitively.

The Assumption School Community recognises parents as the prime educators of their children and sees its efforts as a complement to the Catholic home in endeavouring to develop the faith of the children.

The program is planned around Self, My Family, Community, and the Environment. Maths, Language, Music, Science, Physical Movement and Co-ordination Programmes.

In Religious Education, we try to help the child grow spiritually and develop a loving relationship with God, Our Father. Spontaneous prayers are encouraged, as formal prayer is part of the Primary School Program.

## **ATTENDANCE TIMES:**

### **Kindergarten Day/Timetable:**

Sessions: 8.40am to 2.55pm

- Kindergarten students attend a staggered start in the first week of school. This is to facilitate a smooth transition into the school environment. A letter is forwarded to parents prior to the commencement of the year advising them of the session times in Week One and what the child is required to bring.
- From Week Two onwards, children attend three full day sessions.
  - Kindy Red: Tuesday, Wednesday and Thursday
  - Kindy Blue: Wednesday, Thursday and Friday

## **PRE-PRIMARY**

Attendance at Pre-Primary level is compulsory.

**Pre-Primary Day:** The Pre-Primary operates full days from 8.40 am to 3.05 pm.



## ARRIVALS AND DEPARTURES

Pre-Primary and Kindergarten children need to be supervised by parents until these centres open and collected promptly at the end of each day. Children become distressed if parents are late. Should you be unavoidably detained a phone call to school is necessary. If another person is collecting your child, a written note or prior written consent on the enrolment card or update sheet is required. Please do not allow your children to play on the playground equipment before or after school.

## PRE-PRIMARY SCHOOL UNIFORM

Pre-Primary students are to wear the sports uniform as listed in the Uniform Policy.

## KINDERGARTEN CLOTHING

Kindergarten clothing information is listed in the Uniform Policy.

*Older clothes, suitable for indoor and outdoor play, are suggested, sandals or shoes are preferred footwear.*

An Assumption Kindy polo shirt is available from Perm-a-Pleat schoolwear, however, this is optional.



## EXPECTATIONS OF STUDENTS AND PARENTS

### SCHOOL LIFE

There is an expectation that parents will support the following areas:

- The faith education of their children (practice)
- All formal school activities and incursions
- The school's regulations, procedures, and codes of conduct
- The fostering of a spirit of co-operation and community between parents, staff, and students.

### PARENT/TEACHER INVOLVEMENT – PRIMARY

The close co-operation of Assumption parents and teachers is of vital importance in the life of the school. If we at school are to attempt to fulfil our aims of working towards the total development of the child, then there is a need for us to pool our resources. The parent and teacher involvement should be seen as supporting each other and working in partnership towards the best

interests of the child. Parents can play a very valuable role in the classroom - helping with reading, art and craft, physical education skills program, library work, computer, making educational aides and games, canteen, uniform shop, busy bees, excursions and sporting carnivals.

Here at Assumption, we are very fortunate to have a Class Parent Co-ordinator to assist each class teacher. Teachers are encouraged to use their services.

## **PARENT/TEACHER INVOLVEMENT - PRE-PRIMARY/KINDERGARTEN**

Parent involvement is essential in a child's education. We would like to invite parents to visit the Pre-Primary and Kindy throughout the year, so that they can be a part of their child's learning experiences, through a Parent Roster System. This roster will be posted on the Parents' Notice Board at the beginning of each term. We would ideally like every parent to come once or twice a term and would really love to have some Dads on the roster too. Help is required each morning for roster.

Parental duties on roster include:

- Preparing fruit and drinks, washing dishes, and helping tidy up the classroom.
- Assisting children with puzzles, sport activities, reading or supervising the use of scissors in small groups.

## **SPECIAL TALENTS**

Parents, if you have any skills, talents, and interests, please mention them. If possible, they will be included in the programme.



# PARENT ↔ TEACHER COMMUNICATION

Assumption CPS endeavours to communicate with parents using a variety of communication platforms: Newsletters, Text Messaging, Emails, See-Saw, Facebook, Twitter, Instagram, Term Planner, Parent Teacher interviews, Learning Journey, Parent Meetings, Semester Reports and phone calls.

## **TERM 1**

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

Teacher/parent interviews are conducted at mid-way in Term One. These interviews are a crucial time for forward planning in relation to your child and the rest of the year.

## **TERM 2**

Mid-year reports are mailed to parents at the end of Term Two.

## **TERM 3**

Parents are also encouraged to make an appointment with the class teacher to further discuss any concerns over the report

## **TERM 4**

At the end of the year a detailed report is mailed to parents.  
Evidence folders sent home.

## **NEWSLETTER**

A newsletter is emailed to families on the last Thursday of the month and the Assumption Happenings on the other weeks; this is the main line of communication between school and home. The newsletter and Assumption Happenings inform parents of approaching events and any recent decisions regarding you and the school. A term planner of school events is sent to each family at the beginning of each term. Newsletters and term planners are available on our website.

## **ASSEMBLIES**

Morning Briefings are held on Monday mornings at 8.50am over the PA and assemblies are held on Thursday afternoon at 2.30pm in the Presentation Centre. Parents are given advance notice of class assembly items via the Term Planner and School App.

## **Parent to Staff Communication**

The classroom teacher/specialist teacher is the first point of contact for all matters related to your child's achievement or wellbeing. The class teacher is the person most knowledgeable in regard to the student. Parents who call the office to discuss an issue related to their child will be directed to meet with the classroom teacher in the first instance. If a concern or issue remains unresolved, it will be directed to an Assistant Principal for follow up.

- Parents must access Seesaw for all classroom communication.
- Parents may email classroom teachers to arrange an appointment to discuss concerns in person or over the phone. Parents must include a brief description of their concerns to allow staff adequate time to collect pertinent information.
- Parents/caregivers should allow 48 hours (Monday to Friday) for a reply to any communication. Parents/caregivers should appreciate sometimes a delay in reply may be experienced, due to staff absences or illness. Allowances also need to be made for staff that work part time.
- Staff will respond to emails between the hours of 8.00am and 4.00pm, Monday to Friday. No emails will be sent over the weekend or during school holidays.
- All matters regarding afterschool pickup should be directed to the school administration.
- Staff will record actions that have been agreed to as part of a meeting or conversation and these will be followed up with as agreed.
- A record of any important telephone calls/meetings must be recorded by staff on SEQTA.
- The time between 8.25am - 8.45am is not an appropriate time to discuss matters other than general housekeeping, due to the teacher's duty of care requirements.

The teacher and parent/caregiver know the student best and can partner to resolve most concerns in a timely manner, however, sometimes specialist teachers, the school psychologist, administration or other professionals will be accessed for their expertise.

## **CODE OF CONDUCT**

The purpose of the Assumption Catholic Primary School Code of Conduct is to describe the minimum standards of conduct in all behaviour and decision making to ensure the safety and wellbeing of the students.

The Code applies to all within our school community including staff, students, volunteers, parents, and guardians as applicable.

## Conduct Statements

1. You act safely and competently.
2. You give priority to students' safety and well-being in all your behaviour and decision making.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. You respect the dignity, culture, values and beliefs of each member of the school community.
6. You treat personal information about members of the school community as private and confidential.
7. You give impartial, honest, and accurate information about the education, safety and well-being of students.
8. You support all members of the school community in making informed decisions about students.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. You act reflectively and ethically.
12. You allow students to have a voice in their education, safety, and well-being.

Further information can be found on the school website.

Should you wish to lodge a breach, please visit the school website.

## GENERAL INFORMATION



**Assumption is a Smoke Free Zone, therefore, no one is permitted to smoke in the school grounds**

### BANKING

School banking operates through the Catholic Development Fund, the Chancery Office in Bunbury (CDF). They offer a 31 Day Mission Student Saver Account. This online savings account is for pre-school, primary and secondary school students. Please call 1800 016 702 or visit [www.cdfcommunityfund.org.au](http://www.cdfcommunityfund.org.au) for further information.

### BUS CHILDREN

Strict supervision is given regarding buses.

***Pupils are not permitted to leave the school grounds without prior written notification.***

### CANTEEN ORDERING

Our school canteen operates on a daily basis and is organised by a Canteen Co-ordinators who are assisted by volunteer parents. Menus and prices are

available from our canteen or the school website. Please note that the Canteen is closed on mONDAY and Tuesdays.

Lunch orders can be placed online via the school website (8:30am cut off time), look for the CDF Pay logo on the home page. At lunchtime, orders are sent to each classroom in lunch baskets.

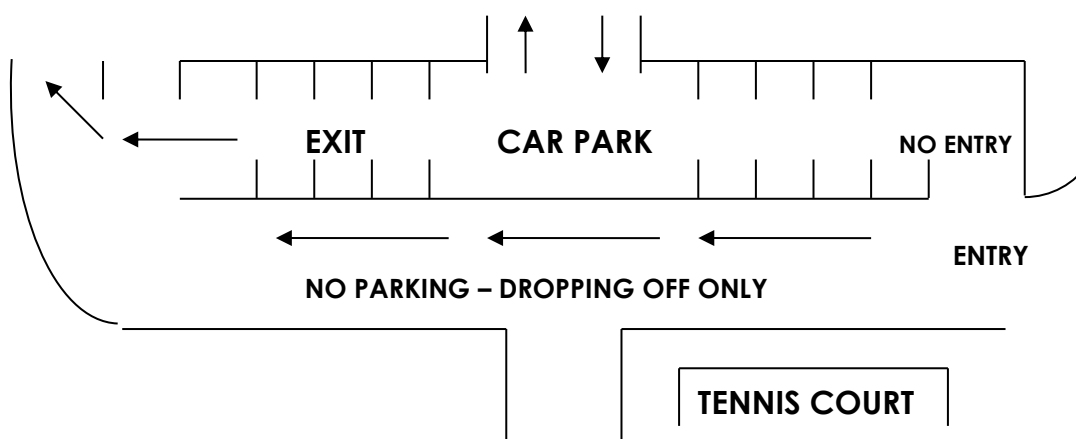
## **CAR PARKING**

### **Staff Car Park**

The staff car park, located at the front of the school on Gordon Road, **is strictly for the use of staff and visitors only.** Parents are urged not to use this area as a drop off or pick up area, to ensure the safety of the students.

### **Parents' Car Park**

Children are to be dropped off and picked up from the Oakmont Avenue carpark. This is located at the rear of the school, with the entrance via Seminole Avenue and two exit points on Oakmont Avenue. **Do not park vehicles in the area designated for dropping off and picking up students as marked on the diagram below. Please observe the signs and watch for children.**



**NB:** Please reverse park in the parent's carpark in the afternoons for the children's safety.

### **Bus Parking – Seminole Ave**

**PRE-PRIMARY AND KINDERGARTEN PARENTS PLEASE NOTE  
NO PARKING IN THE BUS BAYS  
BAYS MUST BE KEPT CLEAR AT ALL TIMES**

## **CHANGE OF ADDRESS**

Please inform the School Office immediately of any change of details, i.e. address, telephone number and the Principal of any change in family circumstances.

## **CLASS REQUIREMENTS**

At the end of November, a book list for the following year is given out to each grade. Arrangements have been made with an educational supplier to supply the items.

## **CELEBRATING YOUR CHILD'S BIRTHDAY**

The staff acknowledge and value the celebration of a child's birthday. Our school actively supports and encourages good nutrition and healthy options for foods and drinks. There are students who have, or may develop, an allergy to food. Assumption is an 'Allergy Friendly' and **Nut Free** school. Nuts and nut products are not permitted in the school.

## **DOGS**

Parents are advised that dogs are not permitted into the school at any time during the school day, including before and after school.

## **INSURANCE**

All students enrolled at Assumption Catholic Primary School are automatically covered by child insurance with Catholic Church Insurances. This coverage is for when your child is at school or participating in any school related activities. Should your child be injured during school time, the school office can assist parents with the process of making a claim.

## **PRAYER: Assumption Catholic Primary School Prayer:**

Jesus

We come before you as the Assumption School family. Bless the bonds of friendship that unite us together and to you. Through love received and given, may we grow to be the people you created us to be. As Mary your Mother learnt to listen to you, may she also help us to hear what you are saying in the things that happen every day. By our actions may you be more known and loved. Amen.



## **LATE/EARLY PASS**

Children who arrive late for school must sign in at the school office. Parents wishing to take their child from class during school hours must sign them out in the office.

## **ABSENCES**

If your child/children have been ill overnight, please **DO NOT SEND** them to school the next day. Sick children should be kept at home and given time to recuperate. If a child becomes ill during the day, parents will be notified and asked to care for the child. When a student is absent from school an absent note is required. An absent note can also be lodged on our website or via an email. Alternatively, a note will be sent home via the class basket on the Monday following the absence.

## **ATTENDANCE**

As per Department of Education requirements, students are required to attend school during school terms except in the case of illness or special circumstances which do not include family holidays. If you are planning an extended family holiday prior written notification is required, addressed to the Principal. Please

endeavour to ensure your children attend school in accordance with State Government requirements.

## **STUDENT BICYCLES**

Students are permitted to bring their bicycles to school as a means of transport. The school cannot take responsibility for bicycles and they are not covered under school insurance. It is strongly recommended that students lock their bicycles to the 'bike racks' provided. Bicycles are not to be ridden anywhere in the school grounds.

## **SUPERVISION**

Primary children are supervised from 8.15 am - 3.30 pm.

## **CDF PAY**

CDF Pay is a cash free solution for ordering Canteen items and other school event payments online via the Assumption website.

## **SCHOOL FEES**

An Annual Statement is sent out at the beginning of the school year. Fees can be paid in a variety of ways:

- |   |                     |   |               |
|---|---------------------|---|---------------|
| * | <b>Cash</b>         | * | <b>Cheque</b> |
| * | <b>Direct Debit</b> | * | <b>BPay</b>   |
| * | <b>EFTPOS</b>       |   |               |

Fees can be paid at the school office any day of the week. School fee payments are made by arrangement through the school office if not paying in two instalments.

## **UNIFORM SHOP**

School uniform items can be purchased from Perm-a-Pleat Schoolwear, located at Unit 2 / 76 Reserve Drive, Mandurah

**Opening hours are:**

Tuesday	9am – 5pm
Wednesday	9am – 5pm
Thursday	10am – 6pm
Friday	9am – 5pm
Saturday	9am to 1pm

## **EXCLUSION PERIODS FOR A NUMBER OF DISEASES AND INFECTIONS**

*Taken from "Communicable Disease Guidelines" by the Department of Health, Government of Western Australia – 2013 Edition*

Please inform the School Office should your child contract one of the following or any infectious diseases.



## **CHICKEN POX**

Exclude until well and for at least 5 days after the rash appears and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.

## **CONJUNCTIVITIS**

Exclude until discharge from eyes has ceased or until 3 days after beginning antibiotic treatment.

## **HEAD LICE**

Exclude until the day after treatment has commenced.

## **IMPETIGO (School Sores)**

Exclude for 24 hours after antibiotic treatment commences. Lesions on exposed skin surfaces should be covered with a waterproof dressing.

## **HEPATITIS**

- |               |  |
|---------------|--|
| <b>A</b>      | Exclude for 14 days after onset of illness or 7 days after jaundice appears. |
| <b>B or C</b> | Do not exclude.  |

## **HERPES SIMPLEX (Cold Sores)**

Young children unable to comply with good oral hygiene practices should be excluded while lesions are uncovered and weeping.

## **MEASLES**

Exclude for 4 days after the onset of the rash.

## **MUMPS**

Exclude for 9 days after onset of symptoms.

## **RINGWORM**

Exclude until 24 hours after treatment has commenced.

## **RUBELLA (German Measles)**

Exclude for 4 days after onset of rash.

## **SCABIES**

Exclude until the day after treatment has commenced.

## **WHOOPING COUGH**

Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment.

## **COVID**

Exclude as per WA Health Department recommendations.

Additional exclusions may apply, please refer any communicable diseases to the WA Health Department for further information and advice.

## **SCHOOL HEALTH NURSE**

The school nurse visits Assumption regularly and makes the following examinations:

**(If you wish to be present at these examinations, please notify us).**

**Kindy:** Children in Kindy have their vision and hearing screened after parental consent is obtained. A copy of this appraisal is sent home to the parents to keep with the child's records.

Assessments at other year levels are done on request by parent or teacher, with parental consent.

## **DENTAL THERAPY CLINIC**

The Dental Therapy Clinic is situated at, Meadow Springs Dental Therapy, Meadow Springs Primary School 9584 2478 and caters for all Primary School children. Dentists visit our school annually to carry out 'jaw growth and development' checks of children in Pre-Primary and Year 4.

Forms will be distributed to all parents of Pre-Primary students and children new to the school.

The Dental Therapy Clinic is open between the hours of 8.15am and 4.30pm. Any out of hours and Christmas holiday emergencies are referred to the Oral Health Centre of WA – 9346 4400.

## **POSITIVE BEHAVIOUR PROCEDURE**

### **PRINCIPLES**

At Assumption, we aim to create an atmosphere which protects the rights of each individual and group within our community. Fairness and responsibility for one's actions is encouraged through the development of self-discipline and self-management. Behaviour management in a Catholic school is a natural extension of the evangelical ministry of the church. It is the responsibility of all, requires cooperation and permeates every aspect of school life; it is based on Catholic values and affirms the dignity and worth of each person.

This procedure aims to develop a comprehensive, whole-school response to behaviour management to ensure all children, parents and staff feel respected, safe and valued.

- To promote awareness and consistency Assumption will be following the principles of the whole school program 1,2,3, Magic.

- Copies of the behaviour consequences will be posted in all areas of the school, for example, classrooms, canteen, library to support staff and student understanding of the processes.
- Whilst it is important that the rules are consistent throughout the school, on occasion an individual student may need to be managed in accordance with their individual needs, which may differ from the whole school approach; in which case an individual behaviour plan will be implemented by a teacher in collaboration with the school leadership and parents.
- It is important to note that these rules apply to every member of the school community. It is through the correct modelling of our school rules by staff and parents alike, that the children will learn best.

### **School Rules (Behaviour Norms)**

1. Show respect for self, others, property and the environment.
2. Always follow directions from staff.
3. Be kind and courteous at all times.
4. Wear the school uniform correctly.
5. Walk on all paved areas.

The behaviour norms are those behaviours that we expect all students at Assumption to demonstrate in and out of the classroom so that staff are able to maximise the learning opportunities for all students in their classroom. These must be explicitly taught to students and revised regularly. Staff will follow the principles of 1, 2, 3 Magic in their classrooms.

### **INSIDE THE CLASSROOM BEHAVIOUR MANAGEMENT PROCEDURES**

#### **Positive Reinforcement**

All teachers strive to create a positive, rewarding and enriching learning environment. Each teacher will use strategies identified from the low variance behaviours list below to create a consistent approach across the school towards the behaviour management of students;

- Non volunteer strategies (popsticks)
- Visual timetable for the day
- Behaviour warning recording on teacher's desk. (No name and shame)
- Strategic seating plan
- Consistent transitions
- Brain breaks
- Calm down area
- Consistent boundaries
- Provide two choices only – this OR this Consequences
- Merit certificate, stamps and stickers

#### **Consequences**

As per Positive Behaviour Procedure (See school website for full procedure)

## **OUTSIDE THE CLASSROOM BEHAVIOUR MANAGEMENT PROCEDURES**

### **Positive Reinforcement**

- **Westie Raffle Tickets** - are given to students behaving well at recess times. These tickets are handed to the class teacher at the conclusion of lunch time and collected on a Friday by Year Six leaders.
- **Virtuous Class Of The Week” certificate** given to class with most raffle tickets, is presented at Monday morning briefing.

### **Minor Unproductive Behaviours**

AS per Positive Behaviour Procedure (See school website for full procedure)

If there are consistent infractions of that nature, **the classroom teacher will arrange a meeting with the parent and the child.**

### **Major Unproductive Behaviours**

Students will be taken immediately to the front office with the duty teacher where the situation will be managed by an Assistant Principal.

Consequences for serious incidents will be at the discretion of the Leadership Team and may involve any one or a combination of the following consequences.

- Class teacher and parents informed
- Meeting with teacher
- Implementation of an Action Plan (i.e. referral to Social Worker, individual contract, extra support)
- In-school suspension with different recess and lunch arrangements for 1 - 3 days
- Out of School suspension or other appropriate action.
- Exclusion

(See the school website for full procedure)

## **COLLECTION OF PERSONAL INFORMATION**

1. The School collects personal information, including sensitive information about 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 collected. These include Public Health and if appropriate, 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 if appropriate, 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.

9. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. 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.

## ENROLMENT PROCEDURE

### INTRODUCTION:

Assumption Catholic Primary School's primary purpose is to provide a quality Catholic education for families in Mandurah and surrounds.

### PRINCIPLES

#### **Assumption catholic Primary School:**

- Recognizes the uniqueness of each student.
- Promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
- Aligns its enrolment policies and practices with the Disability Discrimination Act 1992 (DDA) and the Disability Standards for Education 2005 (DSE), and therefore is required to consider the rights and protection this legislation affords prospective students, their parents/guardians as well as their own schools (Part 4 Standard for Enrolments).
- Financial grounds must never be the reason for the non-enrolment in, or exclusion of, any child from a CEWA school.

- Fulfils their mission in partnership with parents, who are the first educators of their children.
- Catholic students will be given enrolment preference wherever possible and practicable.
- Aboriginal students must be given enrolment preference wherever possible and practicable.
- Participation in programs run by a Assumption Catholic Primary School (e.g., three-year-old programs, out of school hours care) does not guarantee enrolment in Kindergarten or other year levels.

### **ENROLMENT PRIORITIES FOR APPLICANTS IN THE FOLLOWING ORDER**

- 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.

Please note that Assumption does not encourage enrolments from students already enrolled in a Peel Catholic School. These students are not considered a priority as they are already receiving a Catholic education.

It is the responsibility of the parent/guardian to advise the principal of any special needs the child may have.

### **PROCEDURE FOR APPLICATION**

Complete an online Application for Enrolment Form located on the school website.

A non-refundable application fee (\$40) per child applies when lodging the Application for Enrolment Form. The acceptance of the Application for Enrolment Form does not guarantee an enrolment interview or offer of enrolment.

The following documentation is required:

- Copy of Birth Certificate
- Baptism Certificate and any other sacraments received (if applicable)
- Immunisation Verification
- Parish Reference
- If you have recently arrived from overseas, we require a copy of visa (entry number)
- Copy of the applicant's last two school reports and NAPLAN results

### **IMMUNISATION REQUIREMENTS**

Two requirements were introduced in 2019. The first requires schools to record the immunisation status of every new enrollee; the second prevents schools enrolling any students into Pre-Kindergarten or Kindergarten unless the student's immunisation status is up-to-date, or the student is exempt.

*Immunisation status:* This is the status for having been immunised against (or having acquired immunity by infection from) all or specified vaccine preventable notifiable infectious diseases, or not. Each student's immunisation status is as recorded on his or her current immunisation history statement.

From 1 January 2019, an immunisation history statement must be provided to the school by each new student's parent/guardian. The statement must be current - that is, no older than two months before being sighted by the school. The statement can be obtained from the Australian Immunisation Register. The Register staff will require the student's consent to release the statement if the student is over 14.

The enrolment register must record that the new student's immunisation status is either 'up-to-date' or 'not up-to-date'. If a statement is not provided, the immunisation status must be recorded as 'not up-to-date' [School Education Act, s.16(3)].

The requirement to record immunisation status does not apply to students who were already enrolled at the school on 1 January 2019. It will apply to them if they change schools.

**From 22 July 2019, children seeking to enrol in Pre-Kindergarten must either be up to date with their immunisation or exempt. If not, the child cannot be enrolled [Public Health Act 2016, s.141D].**

It is the Principal's responsibility to decide whether a child is exempt [Public Health Act, s.141D(2)(e)].

## **INTERVIEW PROCESS**

Interviews are a requirement of the Enrolment process.

All applicants will be requested to complete a **Pre-Interview Form** prior to interview.

The following documentation is to be provided at this stage:

- A copy of any Parenting, Restraint / Court Order that applies to the prospective student.
- Any other applicable documentation

## **ENROLMENT OFFER**

When a position is offered an **Acceptance of Enrolment** is required to be completed. This form is an extension of the original Application for Enrolment and acts as the binding contract between parents, students and the College.

At this stage a non-refundable Enrolment Deposit is payable. The deposit is deducted from the first year's enrolment.

## **NOTICE OF WITHDRAWAL**

The principal must be given a full term's notice in writing prior to the withdrawal of a student from the school or the annual school fee (1 full term) will be charged in lieu of notice.

# SCHOOL SETTING AND FEE COLLECTION

## **RATIONALE:**

Assumption Catholic Primary school supports the Catholic Education Commission of Western Australia (CECWA) has a responsibility to make a Catholic education available to all Catholic students whose parents seek a Catholic education for them, insofar as this is possible, while embodying the Church's preferential option for the poor and disadvantaged (Mandate page 50). Schools have a responsibility to communicate the financial constraints under which they operate to parents enrolling their children in Catholic schools. Parents are required to make a commitment to support Catholic education financially by paying fees.

The Bishops of Western Australia have approved the collection of school fees from parents as a necessary contribution to the costs of delivering a Catholic education.

## **DEFINITION**

**1.1** For the purpose of this policy statement School Fees shall be considered to be tuition fees, levies and other charges (e.g., excursions, camp fees, amenities, book hire)

**1.2** Application for Enrolment Fee:

- the fee associated with processing an application for student enrolment into a school.

**1.3** Acceptance of Enrolment Fee:

- the fee associated with securing a student enrolment into a school after an offer of enrolment has been made by the school.

## **SCOPE**

This policy applies to Assumption Catholic Primary School, Mandurah

## **PRINCIPLES**

**1.1** The collection of school fees shall be approached in the spirit of Christian charity and justice.

**1.2** Financial grounds shall never be the reason for the non-enrolment or exclusion of any child from a Catholic school.

**1.3** The CECWA shall ensure the financial viability of group funded schools.

**1.4** The School Board, has the responsibility for the financial management of the school and, consequently, is responsible for the collection of school fees.

**1.5** Schools shall ensure that school fees reflect the socio-economic status of the school community.



- 1.6 Families with limited capacity to pay school fees have an entitlement to claim a fee concession. Requests for fee concessions shall be treated with dignity, fairness, compassion and confidentiality.
- 1.7 Families with eligible means tested family concession cards have an automatic entitlement to tuition fee concessions.
- 1.8 The withholding of access to students of normal pastoral and curriculum provision shall not be used as a fee collection strategy.
- 1.9 Every effort shall be made to protect the confidentiality of all information pertaining to parents and/or guardians and the payment of school fees.
- 1.10 Where parents and/or guardians have the capacity to pay fees, the collection of school fees shall be actively pursued.

## **PROCEDURES**

### **1. Setting of Annual Fees**

The School Annual fees and charges including maximum increases shall be set by the School Board using guidelines in accordance with advice provided by the CECWA. The School Board will set annual fees and charges including maximum increases during the budget process each year.

### **2. Application Fee**

On application for enrolment parents will be provided with the school's fee policy. This includes details of any additional charges and information relating to the school's fee concession policy. (Any clarification needed by the parents about the school's fee policy can be given at the initial enrolment interview).

### **3. Discounts**

The School Board shall determine the level of sibling discounts. The following discount levels apply:

- 1st child 0%
- 2nd child 20%
- 3rd child 40%
- 4th child & beyond 100%

The CECWA decision regarding automatic tuition fees discounts for the holders of eligible means tested family concession cards shall be implemented. The fee level shall be that which is communicated to schools by the Catholic Education Office during the budget process each year.

Discounts only apply to Tuition fees. They do not apply to any other component of the school fee account e.g. Building Levy, Amenities, etc.

### **4. Kindergarten Fees**

Four Year Old Kindergarten fees shall be charged at 60% of a first child fee rate (based on 20% per day of program offered.) The normal discounts apply to second, third and fourth child fees.

CECWA policy states Kindergarten fees shall be charged as a proportion (e.g., 0.6FTE) of the respective first child full time fee. Sibling discounts apply to kindergarten students.

Three Year Old Kindergarten Fees are charged on the basis of "User Pays" as no funding is received to provide this program. Income must cover the cost of staff salaries and some resources. Fees are paid on account on a term by term basis. Children may enrol in the program from the day they turn three. Mid term enrolments will be calculated on a day by day possible attendance basis, and a modified account will be issued. Family discounts do not apply for Three Year Old Kindergarten students.

## **5. The Composition of the School fees:**

Annual fees charged can be found on the schedule that is announced at the Annual General Meeting in November. Fees comprise the following:

### **a) Tuition Fees:**

Tuition fees are allocated to the various Learning Areas to support the teaching and learning programs provided by the school.

### **b) Building Levy:**

The Building Levy is charged on a per family basis. Payments to the school building fund are used for the purpose of debt servicing loans and providing for the future capital development of the school. All schools in the Catholic Education system pay into a central co-responsibility fund to assist in the ongoing development of all schools.

### **c) P & F Levy:**

This levy is collected by the P & F via the school fee account to limit fundraising during the course of the year. In co-operation with the Principal, the P & F develops a set of priorities for the year, and these are funded according to need. Matters will be referred to the School Board on a needs basis.

### **d) Amenities Fee:**

The Amenities Fee is charged per child. The money is used to purchase and maintain a wide range of textbooks, stationery, art and craft materials and other sundry items including IT (Information Technology) and associated costs utilised by the children during the course of the year.

### **e) Application for Enrolment Fee:**

A \$40 (GST inc) Application Fee is charged to ensure places sought are bona fide. If the place available is not accepted the Application Fee is not refundable in order to cover costs of printed materials associated with an application.

### **f) Acceptance of Enrolment Fee:**

A \$200 fee is charged to secure places which will then be deducted from the first semester's tuition fees for the year. This fee is not refundable once the position has been accepted.

### **g) Sacramental:**

This will be charged to the school fee account and contribute to the cost of medallions, certificates and a retreat.

### **h) Swimming:**

Swimming will be charged to the school fee account for PP – Yr Six students.

### **i) Excursions:**

Excursions are charged to the school fee account as a part of the Amenities Fee.

**j) Camp Fees:**

Year Six camp fees will be invoiced separately.

**k) Annual Levy:**

An Annual levy will be charged to the school fee account for Yrs PP – Y6. This fee covers the supply of school Yearbook, exercise books, Making Jesus Real books and other items from time to time.

**COLLECTION OF FEES**

- 1) Initial fee invoices, stating the annual fees payable, are to be sent to parent/guardian during Week Two, Term One in Semester One.
- 2) A breakdown of component amounts and their due dates is to be incorporated into this annual statement.
- 3) The second fee invoice, stating the balance of annual fees owing and the due date, are to be sent to the parent/guardian during Week Three, Term Three in Semester Two to families who have not maintained their payment plans. Notices are placed in the Newsletter and The Happenings to remind families of payment dates.
- 4) Fees must be paid within 21 days of their due dates.
- 5) Parents/Guardians who have not paid their fees within 21 days of the due date will be issued with an "Overdue Notice". This notice will show the amounts overdue together with a reminder that Variations are available and that an appointment can be arranged to discuss them.
- 6) If fees are still not paid within 21 days of the "Overdue Notice" and no agreement regarding Variations has been made, then a "Final Demand" will be sent. The "Final Demand" notice must again detail the amounts overdue, the fact that Variations are available and the involvement of a collection agency if fees are not paid within a further 21 days.
- 7) If fees are still not paid and no attempt has been made by the parent/guardian to discuss the situation, then the debt is to be handed over to a Collection Agency.
- 8) The final decision to involve a Collection Agency is at the sole discretion of the Principal.
- 9) Once the debt is handed over to a collection agency, the school will have no further involvement in the collection process.
- 10) During all stages of the process, proper and accurate documentation shall be kept on each attempt to resolve the problems of outstanding fees by the School Administration Staff.
- 11) The Principal can, at any time, request the services of the School Board Treasurer or Chairperson to assist in the collection process.
- 12) A summons can be issued by the appropriate school authority and judgement entered against the parent/guardian; however, before

proceedings are taken, such as a Warrant of Execution, Order of Commitment, Garnishee Order, Judgement Summons etc., approval must be obtained from the Executive Director of Catholic Education.

- 13) Any fees not paid in one year will accumulate onto the next year's fee account. This can only be waived at the discretion of the School Principal.
- 14) Approval of write offs, discounts and rebates: Discounts, rebates, exemptions, and the write-off of debts in relation to School fees and levies should be approved by the School Board, or the Principal on delegated authority.
  - a. The Principal has the delegated authority from The Assumption CPS School Board to 'Write Off' a bad debt to a maximum of \$1500, without consultation with the School Board. These Write Off will be presented to the Finance Committee.
  - b. The Finance Committee will present the School Board an Annual Report listing: Write offs, rebates, discounts and exemptions.

## **VARIATIONS TO THE FEE COLLECTION POLICY**

Recognition exists of the Church's preferential option for the poor and disadvantaged and it is also a belief that every family can contribute to fee payments. With this in mind, variations to the Fee Collection Policy are made by mutual agreement between the parent/guardian and the Principal.

The school's fee collection will also be in accordance with:

- a) The discounts applicable to the Catholic Education Policy regarding Health Care Card holders and Pensioner Concession Card holders.
- b) The discounts applicable in the tuition fee for multiple family enrolments from pre-primary to Year Six. A copy of the current fee structure is presented to families at the time of enrolment, at the Annual General Meeting of the school Board each year or as requested by a family.
- c) The inclusion of a year-level levy for educational costs that are consistently incurred by parents throughout each year and are of a compulsory nature. A schedule showing the nature and amounts of each educational cost are forwarded to parents when they receive their initial fee invoice for the year.
- d) As from 2018, the family fee discount will apply for families attending Mandurah Catholic College Secondary school and Assumption Catholic Primary School. This discount will be calculated across the two schools. The cost of this discount will be shared across the two schools.
- e) If a family has students attending multiple Catholic Schools in the Peel Region: MCC, St Damien's CPS, St Joseph's Pinjarra and St Joseph's Waroona; the same family discount will be applied across the schools. The cost of this discount will be shared across the applicable schools.

Any variation must be documented in writing and be signed by both the parent/guardian and the Principal. It is the School's responsibility to monitor and follow up on all variations.

Any variations given are applicable only for the current school year; they do not automatically carry forward to the next school year.

Failure to adhere to the terms of the variation will result in the variation becoming Null and Void. The result is that all outstanding fees will become immediately payable and that the normal fee collection policy will apply.

## **ATTENDANCE PROCEDURE**

### **INTRODUCTION:**

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

At Assumption Catholic Primary School, attendance records of students will be taken at the commencement of each day before 9.00 am (to cater for the morning session) and 12.00 pm (to cater for the afternoon session). Attendance is marked in half day increments. These increments being before and after 12.30 pm.

Attendance events must be recorded using the online Attendance Portal provided through the CEWA Ltd preferred method through SEQTA.

### **RATIONALE**

In Catholic education, Christ is the foundation. All members of the Assumption Catholic Primary School community are committed to providing each child with the desire and opportunity to reach his/her highest potential: spiritually, emotionally, intellectually, and physically, in an environment which reflects strong Christian values.

Regular attendance at school is fundamental to student learning. Low school attendance has been linked with many negative outcomes for students. Persistent non-attendance requires additional resources to re-engage students in schooling and to catch up on missed learning. Truancy can place a student in unsafe situations and impact on their future employability and life choices.

The School Education Act 1999 requires compulsory aged students to attend school or participate in an educational program of a school. Each parent of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse. Principals are to record/monitor student attendance and use strategies to restore attendance if needed. Assumption Catholic Primary School monitors and manages student attendance in order to maximise the opportunities of all students to learn.

To access the full curriculum, and give children the best chance of success, Catholic Education WA recommends the rate of 90% - 100% 'Regular Attendance'. When attendance falls below this level it indicates a student may be at risk of not reaching their full potential. The chart below summarises the impact of low attendance on student learning.

<b>Period of Absence (Years 1 – 10)</b>	<b>Rate of Attendance</b>	<b>Equivalent School Missed</b>	<b>Level of Educational Risk</b>
Average of 5 days per term	90%	1 year	Classified as regular attendance
1 day per week	80%	2 years	Indicated At-Risk
1.5 days per week	70%	3 years	Moderate Risk
2 days per week	60%	4 years	Moderate Risk
3 days per week	50%	5 years	Severe Risk
5 weeks per term	50%	6 years	Severe Risk

## **PRINCIPLES**

The principal will:

- ensure accurate records are kept for every student enrolled at the school for both morning and afternoon sessions including Kindergarten students.
- ensure a student's absence was authorised or unauthorised.
- ensure all attendance records are maintained and archived by the school.

The school will:

- request a reason for a student's absence be provided to the principal's satisfaction.
- investigate when a student's attendance is below 90%.
- organise a parent/teacher meeting at the earliest opportunity to identify issues concerning the student's absence; plan improvement strategies; and include identified attendance improvement strategies in a documented plan.

## **ACCEPTED FORMS OF RESOLVED NON-ATTENDANCE REASONING**

The following methods of non-attendance reasoning will be accepted by the Attendance Officer at Assumption Catholic Primary School.

1. An email sent to the Attendance Officer through the email address: [admin@assumption.wa.edu.au](mailto:admin@assumption.wa.edu.au) This must contain the writer's full name, the name of the student who is absent, the duration of the absence and the reason for the absence.
2. Online absentee form via the school website. (THIS IS THE PREFERRED METHOD)
3. A 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.

## **TEACHERS' RESPONSIBILITY**

Teachers have the responsibility of completing the Attendance Register each day at two different intervals within the day. Educational Assistants will take responsibility for completing this information when the teacher deems it necessary.

Teachers are required to follow up with parents or guardians on the reasons for student absence according to the Accepted Forms listed above. The inability of

parents to provide a suitable reason for absence must be noted for future reference and accountability of the teacher.

Students who arrive late to school must be processed through the front office, (signed in through the dedicated student in/out iPad) where any amendments to the class roll will be made. The student will receive a Late Note, which is proof that the student has been processed through the front office. Late Notes must be collected by the teacher and handed in with the absentee notes at the end of each term. If a child is consistently late, the teacher will contact the parent to discuss the issue.

Teachers can resolve absences once written contact has been made by a parent or legal guardian through the classroom. A note outlining reasons for a child's absence sent to school by a parent or legal guardian is to be initialled and dated by the classroom teacher and kept until the end of the term, when all hard copy absentee notes will be handed in to the Assistant Principal Administration for archiving.

Teachers can contact the Attendance Officer if they wish to resolve an absence which is greater than 5 days. This is due to the restrictive nature of permissions provided to the teacher through the software. A note by a parent or guardian must still be presented to the classroom teacher, however, the multiple days resolution can be communicated to the Attendance officers through direct contact or email which includes all relevant information.

The Attendance Officer will run the incomplete roll report every fortnight and notify teachers.

Assistant Principal, at least once a term, will evaluate attendance registers have been completed and absences resolved. The principal will be advised of teachers not maintaining their register.

Teachers must inform the Assistant Principal Administration when a student's attendance rate is below 90%. The assistant principal will investigate the reasons for the absence and send home an attendance note. The Assistant Principal will monitor attendance. Should the attendance not improve, a further meeting will be organised between the Principal and the parent.

## **RELIEF TEACHER PROCEDURE**

The Assistant Principal oversees organising relief in collaboration with the Teacher and is to ensure that a hard copy of the class list is made available to the relief teacher for attendance purposes. There will also be a class list located in the relief files that are in each class. The class attendance is to be checked by the relief teacher and is to be sent to the office by 9.00 am indicating attendance for the class. The classlist will be sent to the office in the class tray. This list is processed through the front office immediately and returned to the class for the teacher to provide the afternoon attendance.

## **ATTENDANCE OFFICER RESPONSIBILITY**

Assumption Catholic Primary School has appointed its Administration Officers as Attendance Officers. Changes to online class attendance records will be made by the Attendance Officers based upon parent or guardian contact at the front office. Communication with teachers on information received will be made when deemed necessary.

Attendance Officers will monitor the completion of the Attendance Roll for the two time periods during each day. Contact will be made with classes who have not complied with the school requirements.

## **ASSUMPTION CATHOLIC PRIMARY SCHOOL NON ATTENDANCE PROCEDURES**

- Absentee reports printed and then absences followed up by the teacher, weekly. (emails, phone messages and signed notes etc)
- Where absence has not been resolved in writing, absentee follow-up letters are printed weekly and sent home to parents.
- If no reason for absence, an SMS is sent to parents notifying them that their child has an unexplained absence daily.
- If the class teacher notices a pattern of absence for any student, the teacher contacts the parent to discuss and documents the discussion on SEQTA. This includes an attendance rate of less than 90%. If the pattern continues, the teacher notifies Administration.
- Each term a Statistical Report on Student Attendance is sent to the Assistant Principal, who then sends a letter to the parents of any students with an attendance of under 90% requesting a reason for the child's poor attendance.

## **LONG TERM ABSENTEEISM**

Assumption Catholic Primary School will ensure that where the school has been unable to locate a student within 20 days of the start of an absence and the parent/s cannot be contacted, the Principal will regard the student as missing and contact the Student Tracking Coordinator at the Department of Education Western Australia.

## **SCHOOL UNIFORM GUIDELINES**

### **PURPOSE**

Assumption's uniform is tangible evidence of the standards expected of students and plays an important role in promoting a positive image of the school. The uniform supports all students to participate fully in school life and helps create a sense of identity and school culture.

Wearing the school uniform is compulsory. Parents indicate their support of the school uniform on their child's enrolment form.

### **GUIDELINES**

The school uniform must be worn appropriately and with pride by students during school hours, travelling to and from school, out in the community such as shopping centres and as directed for school functions.



## **SCHOOL UNIFORM**

### **Girls and Boys Summer Sport Uniform**

Blue school polo shirt and faction shirt for House events with school crest.  
Blue school shorts with ACPS embroidered on short leg  
White school socks with coloured bands  
Sport shoes, predominantly white (White laces only)

### **Girls and Boys Winter Sport Uniform**

School track pant and zip up jacket with school crest  
Blue school sport shirt and faction shirt for House events with school crest  
White school socks with coloured bands  
Sport shoes predominantly white (White laces only)

### **Girls Summer Uniform**

School dress (knee length) OR  
Assumption school shirt with crest and navy Assumption shorts  
White school socks with bands  
Black leather polished shoes

### **Boys Summer Uniform**

Grey Assumption shorts, worn on waist  
Assumption school shirt with crest  
Grey school socks  
Black leather polished shoes

### **Girls Winter Uniform**

Assumption school shirt with crest and tie  
Check winter dress (knee length) OR navy Assumption pants  
School jumper with crest  
School rain jacket (Can be worn to and from school and not as a substitute for the jumper)  
White school socks or grey school tights  
Black leather polished shoes

### **Boys Winter Uniform**

Grey long trousers worn at the waist  
Grey school socks  
Assumption school shirt with school crest and school tie  
School rain jacket (Can be worn to and from school and not as a substitute for the jumper)  
School jumper with crest  
Black leather polished shoes

## **GENERAL**

- School hats are compulsory except in the months starting with J (June and July) in accordance with the Cancer Council guidelines
- School backpacks are compulsory for Pre Primary to Year Six
- Pre Kindy and Kindy students can wear a school t – shirt worn with school shorts if they wish
- Pre Primary children wear the sports uniform all year around
- Year Six students may wear Graduation jackets; if ordered
- On 'Free Dress Days', clothes and footwear need to be appropriate to the occasion and hair must be tied up and off the face

- Black sneakers are not acceptable footwear
- The fleece vest with school logo and navy blue scarf is optional
- School navy blue bathers with blue inset (optional)

## **GROOMING**

Students are expected to show pride in themselves and their school by paying attention to their personal appearance.

- Clothing should be clean and in a good state of repair
- Nail polish and makeup is not permitted
- Clear lip balm/gloss may be worn

## **Hair**

- Shoulder length or longer hair is to be tied back
- Hair is to be tidy and away from the face
- Hair accessories must be in school colours
- When wearing the faction coloured shirt, hair accessories can match the colour of the faction shirt. (Block colours only)
- Any change in hair colour should be a natural toning
- Hairstyles are to be moderate and not extreme. Only haircuts in number 2 or above are permitted. (Number one haircuts or chiselled pattern hair styles are considered extreme. Unacceptable hairstyles include undercuts, dreadlocks, cut outs, mohawks, rats tails, mullet)
- No hair wraps and or bead/coloured braiding. (Unless culturally appropriate)

## **Jewellery**

The only jewellery permitted is

- Wristwatch (Smartwatches are not to be used as per iPad code of conduct.)
- Earrings: Small sleepers or plain studs – one only in the lobe of each ear
- One chain with a religious symbol, to be worn under clothing
- Rings, bracelets, wristbands, loombands and the like are not permitted

The Leadership Team reserves the right to determine the suitability of an individual's grooming.

**All uniforms, except shoes, are to be purchased through Perm A Pleat at 2/76 Reserve Drive, Mandurah.**

**Second hand purchases must have the school crest and adhere to the same guidelines as stipulated in the policy above.**

**Please note:** Permission to vary from the uniform stipulation must be sought from the Principal. If these guidelines are not followed, parents will be sent an email or Seesaw message from the classroom teacher through SEQTA. If a student receives three messages within a term, parents will be called in for a meeting. The Principal reserves the right to send a student home to rectify their uniform.

## DISPUTE & COMPLAINTS RESOLUTION

Assumption Catholic Primary School is committed to handling complaints effectively and efficiently. To manage complaints effectively, we have established a Complaints Management System in line with:

- Principles 6 and 9 of the *National Principles for Child Safe Organisations*;
- The international complaints handling standard (*ISO 10002:2018 Quality Management – Customer satisfaction – Guidelines for complaints handling in organisations*); and
- The Australian/New Zealand complaints handling standard (*AS/NZS 10002:2014 Guidelines for complaint management in organisations*).

Our school supports the rights of parents/guardians, students and staff to have their complaints taken seriously, and responded to promptly and thoroughly.

Our complaints management system allows us to effectively capture, manage and report on complaints. We commit to regular analysis of complaints received and the implementation of any actions to rectify any deficiencies identified.

We commit to making our complaints management procedures accessible and transparent. We will ensure our school community are aware of the school's process for dealing with disputes and complaints. We commit to communicate findings of complaint investigations to the school community where applicable, e.g. where a school-based procedure or practice changes as a result of a complaint investigation.

### Definitions

**Complaint** means an expression of dissatisfaction with our school services, decisions, actions or those of its staff, or about the complaint management process itself.

**Dispute** means a conflict regarding a right, claim, or demand on one side, met by contrary claims or allegations on the other.

The rules of **procedural fairness** require:

- (a) a hearing appropriate to the circumstances;
- (b) lack of bias;
- (c) evidence to support a decision; and
- (d) inquiry into matters in dispute.

**Students** are defined as children and young people enrolled in Assumption.

### Informal complaints resolution

The majority of issues causing concern can be handled quickly and in an informal manner. In most cases these issues can be resolved through informal discussions with appropriate staff members.

Our school welcomes suggestions and comments from parents and takes all concerns, disputes and complaints seriously. A concern will be treated as a less serious matter that may be resolved with a more informal approach.

A dispute or complaint will be treated as something that requires the formal process detailed below to be followed.

We encourage all members of our school community to first treat their issue as a concern when approaching the school, and then lodge a formal complaint if this is not handled to their satisfaction. However, in unique circumstances or where a matter involves **an immediate risk to the health, safety or wellbeing of a student**, the matter should be referred directly to the principal.

### **Roles and responsibilities of staff in resolving complaints and disputes**

School staff and the school leadership are responsible for recording, investigating and resolving complaints and analysing them to identify causes and inform continuous improvement.

Principal	<p>The principal is accountable for ensuring that appropriate and relevant procedures are developed, implemented and reviewed on a regular basis and relevant reporting is completed.</p> <p>They are also responsible for ensuring all staff are educated about the school's complaints management procedures, and maintaining accurate records in the school's complaints register.</p> <p>The Principal and Assistant Principals are authorized to record, investigate and manage complaints. They are required to maintain accurate records in the complaints register and liaise with parties to a dispute or complaint.</p>
Staff members	<p>All staff are authorised to deal with informal complaints. They are to record the resolution of informal matters in SEQTA. Where a person makes a formal complaint, staff must refer them to their Line Manager (Assistant Principal).</p>

### **How to make a formal complaint**

We ask that, where appropriate, you first raise the matter directly with the relevant staff member. If that is not appropriate or the issue was not addressed to your satisfaction or you simply wish to make a formal complaint you can do so by any of the following means:

1. Contact our school on (08) 9583 8500 or send an email to [miranda.swann@cewa.edu.au](mailto:miranda.swann@cewa.edu.au)
2. Write a letter to the Principal (at P.O. Box 3130, Mandurah East WA 6210;)or
3. Telephone the school administration and request to speak to the Principal's Secretary.

The complainant must clearly indicate either verbally or in writing that they are making a formal complaint. Where a dispute or complaint is about the principal and there is no likelihood that it can be resolved directly with the principal, the immediate parties may refer the dispute or complaint to the Executive Director of Catholic Education Western Australia Limited (CEWA Ltd).

### **Anonymous complaints**

It is preferable that the complaint is verifiable, however if a complaint or any other information of unknown origin (i.e. anonymous) provides information that would cause the principal concern, it should be considered by the principal so that they can determine the appropriate course of action.

The dispute or complaint submitted in writing shall be promptly acknowledged in writing, unless the complainant is anonymous and cannot be identified.

The parties to the dispute or complaint shall be notified of the finding(s) of the dispute or complaint, including the basis of the finding(s). There is no duty to notify an anonymous complainant.

### **Withdrawal of a complaint**

Anyone may withdraw a complaint or dispute at any stage of the resolution process. If a complaint is withdrawn, the matter will be deemed to be closed, unless we, at our discretion and in all the circumstances, wish to continue to address a matter raised.

### **Internal formal resolution procedure**

#### **Step 1 – Receiving and recording the complaint**

All formal complaints are logged on the complains register by the Principal or Assistant Principals.

#### **Step 2 – Acknowledge the complaint**

All complaints will be acknowledged in writing by the Principal or Assistant Principal at the time of receipt or as soon as possible afterwards. The Principal or Assistant Principal will allocate complaints a target resolution date.

#### **Step 3 – Assess the complaint and address immediate risks**

The principal will conduct an investigation into the issues raised, following the principles of procedural fairness, and make a determination.

Where there is an appropriate:

- CEWA Ltd policy or directive that provides a specific mechanism for addressing the dispute or complaint; or
- binding legislative or regulator mechanism (including an Enterprise Bargaining Agreement) that addresses the issue raised in the dispute or complaint,

that will be followed.

Parties may involve a support person(s) to assist them in resolving the dispute or complaint.

#### **Step 4 – Resolving complaints**

Following the determination, if appropriate, the principal will formulate a resolution and provide a written response to the complainant. The matter will be closed if this response is accepted.

#### **Step 5 – Further investigation**

If the proposed outcome is not accepted, the complainant must respond in writing to the principal and the matter will be reviewed internally by the principal or the principal's delegate, who may seek additional information or submissions from the relevant parties. The principal or their delegate seek to resolve all disputes within 14 days from the date that the review process is initiated.

The principal may request external assistance and expertise (including mediation), including the involvement of the CEWA Ltd Employment and Community Relations Team to assist in the resolution of a dispute or complaint.

The matter will be closed if the response of the principal, or their delegate, is accepted.

#### **Step 6 – Continuous improvement**

All complaints received will be entered into the school's complaints register and, where appropriate, a corrective action request will be made to address any underlying processes which the complaints investigation revealed may require improvement.

#### **Step 7 – External resolution**

If the matter remains unresolved, the parties may seek external resolution alternatives – see **Reviews and appeals**.

### **Reviews and appeals**

Should a complainant be dissatisfied with the outcome of an informal complaint with the involvement of the immediate parties, or if there are unique circumstances, the matter can be referred to the next level by the complainant.

Once a decision has been made, parties may request a review of the decision in accordance with Procedures, including escalating the dispute or complaint to the Executive Director of CEWA Ltd. The Executive Director will investigate the complaint and/or areas of disputation in accordance with the rules of procedural fairness.

#### *The role of the Director General*

The Director General of the Department of Education is responsible for ensuring that the school observes the registration standards, including the standard about its complaints handling system. Any student, parent or community member is entitled to contact the Director General with concerns about how the school has dealt with a complaint. Information is available on the Department of Education website. While the Director General may consider whether the school has breached the registration standards, the Director

General does not have power to intervene in a complaint or override the school's decision.

## **Confidentiality**

Confidentiality applies with respect to both information relating to the person making the complaint, and if relevant, to a person against whom a complaint is made. Our school is committed to maintaining the confidentiality of information throughout the complaints process.

Personally identifiable information about a complainant will only be made available for the purpose of addressing the complaint and (unless the complainant consents) will be actively protected from disclosure.

Children and young people have the same right to privacy, anonymity and confidentiality as adults. Children and young people may waive their right to privacy and confidentiality if they decide to involve somebody else in the complaints process, e.g. to access support.

If a complainant chooses to make a complaint without disclosing their identity, this will limit the options for proper and thorough investigation and resolution. It also raises issues in relation of procedural fairness for those who have a complaint made against them as they have the right to know of the particulars of the complaint and to respond. The school therefore cannot guarantee that anonymous complaints can or will be dealt with as effectively. Complainants are always encouraged to identify themselves.

As far as possible and appropriate, due discretion will be respected and maintained by all parties throughout the resolution process, save where persons are required to be informed on a 'need to know' basis or where investigative, statutory or legal requirements stipulate that matters be disclosed, reported or discussed. Therefore, there can be no overriding legal obligation or right with respect to confidentiality.

Where complaints are made in circumstances where an alleged crime may have been committed or the matter falls under the *CEWA Child Protection Procedures*, the WA Police and CEWA Ltd will be contacted and formally advised.

## **Record keeping**

The principal shall maintain appropriate records of the relevant particulars used to make a decision in response to any formal dispute or complaint. Where applicable this will include any statements made by the parties involved.

## **Child friendly complaints**

The principles that apply to complaints also are applied to complaints and concerns raised by students. Our school is committed to improving the visibility, accessibility and responsiveness of the complaints process for our students.

Students are encouraged to report complaints by:

- Talking to someone in the school they feel comfortable with, whether it

is a mentor, classroom teacher, an education assistant, a member of the support staff, Assistant Principal, Principal or the School Educational Psychologist. (See Student Flow of Concerns)

Students can make a complaint in different ways:

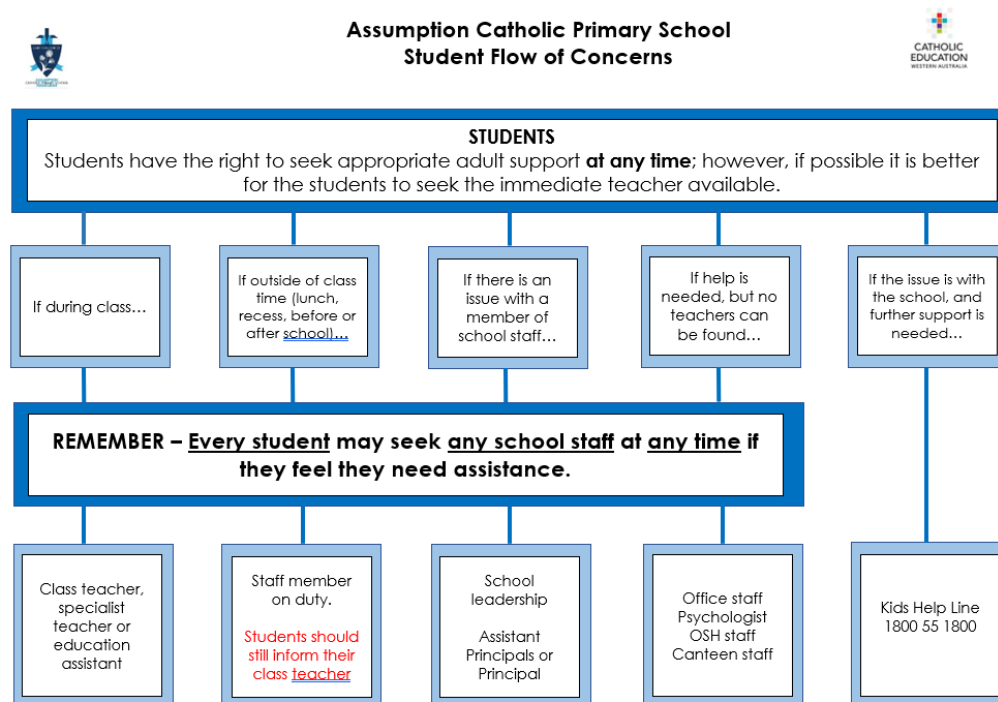
- Face to face
- By telephone: (08) 9583 8500
- In writing (letter, email): [admin@assumption.wa.edu.au](mailto:admin@assumption.wa.edu.au) / P.O. Box 3130, Mandurah East WA 6210

Complaints should be acknowledged at the time of receipt or as soon as possible afterwards. Children and young people are often wary about making a complaint and want to be assured they are being listened to straight away.

Complaints that appear trivial still need to be handled seriously. Young people may test the complaints procedures on relatively minor issues before finding the confidence to raise something painful such as bullying.

If the issue is a painful one, or if exploration of it is taking time, a student may need support from another student or from an adult. Our students are encouraged to choose a person with whom they feel comfortable to provide support.

**In circumstances involving an allegation or complaint in relation to grooming, child abuse and breaches of the Code of Conduct the school will follow the CEWA Child Protection Procedures (Mandatory Reporting), and the matter is reported promptly to the responsible government authorities.**





# ASSUMPTION CATHOLIC PRIMARY SCHOOL MANDURAH

## FAITH

At Assumption we believe that Faith is a gift from God. It fosters reflective practice and nurtures the understanding of key Gospel principles. It enables the growth of a personal and harmonious relationship with God.

RESPECT  
FORGIVENESS  
LOVE  
UNDERSTANDING

## COMMUNITY

At Assumption we believe that Community is vital in the development of positive and enriched relationships. It promotes acceptance, embraces diversity and celebrates togetherness; thus allowing members to live in harmony with others.

FAITH



UNITED IN CHRIST



EXCELLENCE  
ENTHUSIASM  
PERSEVERANCE  
CREATIVITY

LEARNING

COMMUNITY

FRIENDLINESS  
UNITY  
COOPERATION  
LOYALTY

## LEARNING

At Assumption we believe Learning is an ability to marvel at the created world. It promotes a desire to seek understanding, to express creatively and to maximise one's own individual gifts and talents. It is through learning that we can live in harmony with God.

SERVICE

KINDNESS  
RESPONSIBILITY  
JUSTICE  
COMPASSION

## SERVICE

At Assumption we believe that Service is the notion of giving to others and wanting to make a profound difference in another individual's life. It promotes the selfless acts of Jesus and helps us to become more like him in order to live harmoniously.