



Christ
Our
Light



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St Patrick's Primary School

2018 Information for Parents

School Profile

St Patrick's Primary School, Fremantle, a Catholic school under the care of the Oblate Community, is a vibrant, co-educational, single-stream primary school, catering for students from Pre-Kindergarten to Year Six.

The charism of our school is derived from our patron, St Patrick, and also Saints Ursula, Eugene de Mazenod and Emily de Vialar, who have all provided inspiration through our historical associations with the respective religious orders.

Throughout all year levels, the model of schooling offered by St Patrick's is underpinned by the Gospel values and encourages students to strive to do their best in all facets of school life.

Our newly refurbished Early Childhood Centre caters for 3 Year Old Pre Kindergarten, 4 Year Old Kindergarten and Pre Primary students. The programmes are all "play-based" and children are encouraged to explore using a "hands on" approach to encourage their curiosity and develop creativity.

In 2015, the school community celebrated the opening of a brand new facility for our senior classes (Years 5 and 6), along with a new canteen and undercover play and assembly area.

Other classrooms were redesigned to take on board the philosophy behind Twenty First Century learning, which helps to facilitate: collaborative learning and personal reflection; catering to different styles of learning; and the use of digital technology across all learning areas.

The school has strong links to the Fremantle community and makes wide use of local facilities and opportunities through affiliations with the University of Notre Dame Australia and the City of Fremantle.

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What Sets St Patrick's Apart?

Apple Distinguished School—St Patrick's is an Apple Distinguished school. This means that we are recognised by Apple for our innovation, leadership and educational excellence in our use of technology in the classroom.

BYOD—Our "Bring Your Own Device Program" for Years Four to Six has been operating successfully since 2015 and is firmly entrenched within our curriculum.

Christian Meditation—All of our classes practise Christian Meditation and, in 2017, we were the proud recipients of the Catholic Education WA LEAD award for Discipleship for this initiative.

Year Six Leadership—Senior students are given opportunities to grow as future leaders through the St Patrick's student leaders program, the Year Six adventure camp, and dedicated leadership days. All Year Six students are expected to embrace their role as leaders of the younger students, modelling behaviours and characteristics to which the younger students can aspire.

We strive to educate for excellence in a creative and challenging learning environment.

Mission Statement

St Patrick's Catholic Primary School is a compassionate community living the Gospel values. We strive to educate for excellence in a creative and challenging learning environment.

We celebrate our history, embrace the present and continue to nurture the future generations by 'walking in the light of Christ.'

Specialist Learning Areas

The following subjects are taught at St Patrick's by a specialist teacher:

- **Italian**—Two lessons of Italian are taught each week to all students from Years One to Six.
- **Science**—The Primary Connections science program, which links science with literacy, is used from Years One to Six.
- **Physical Education**—A specialist Physical Education teacher provides PE lessons once a week and the classroom teacher also provides a weekly sport session with their own students. At various times of the year children are involved in a range of sporting clinics through external providers.
- **Music**—All students from Years One to Six participate in a classroom music program with a specialist teacher for two terms. An individual music program comprising lessons in piano or guitar is available to those who are interested in learning an instrument. These lessons are provided either during class time or after school via *Jump Music*.
- **Drama**—For the two terms of the year when students are not taught music they have Drama classes instead.
- **Academic Extension**—Selected students from Years Four to Six are invited to participate in an enrichment program that focuses on extending thinking skills whilst incorporating ICT.
- **Academic Support**—St Patrick's uses an intervention program called "Mini Lit" to meet individual student needs.



Parent-School Communication

The staff at St Patrick's value a strong communication link between the school and parents. This is facilitated electronically by email (admin@stpatsfremantle.wa.edu.au) and the St Patrick's Primary School website (www.stpatsfremantle.wa.edu.au). Other updates on school activities or student progress are delivered via:

Parent-Teacher Information Nights—These are held at the beginning of each year by the individual class teachers and provide an overview of how each classroom is run.

Seesaw App—Each student has a digital portfolio using the Seesaw App. Seesaw gives families an immediate and personalised window into their child's school day, and makes communication with teachers seamless.

Assessment and Reporting—At the end of Term One, the opportunity to discuss student progress is provided at individual Parent/Teacher meetings. At the end of Term Two, Semester One reports are issued. Work samples are sent home at the conclusion of each term, and at the end of Term Four, Semester Two reports are issued.

Newsletters—The school newsletter is produced once a fortnight on Thursdays (weeks 2, 4, 6, 8 and 10) and is uploaded to the school website. A reminder to view the newsletter is emailed to parents. Hard copies of the newsletter are available from the school office.

Your child's class teacher is the first person that you should contact if you have any concerns about your child. Teachers are always willing to arrange to meet with parents, either before or after school, at a mutually convenient time.

School Hours

- School for **Years One to Six** commences at 8.30am and finishes at 3.00pm. The earliest time for children to arrive at school is 8.00am. Students arriving prior to this will be directed to our Camp Australia before school program in the undercover area until school begins at 8.30am. Camp Australia will then charge for the service.
- **Pre Kindergarten** is run on Thursdays 8.45am to 12.00pm (morning session only) or 8.45am to 2.30pm (all day session). Children can be delivered to class from 8.30am.
- **Kindergarten** is run on Monday, Tuesday and Wednesday from 8.30am to 2.45pm. In 2018, an additional day (Thursday) is being offered to parents of Kindergarten students. This extra day will be charged at Pre Kindergarten rates .
- **Pre Primary** is Monday to Friday from 8.30am to 2.45pm. Children can be collected from 3.05pm from the drive through if they have older siblings.

Younger Years Drop Off and Pick Up

3 Year Old Pre Kindergarten—

The morning session begins at 8.45am (the classroom door opens at 8.30am). Parents will need to park their car and escort their children to the classroom. Parents are welcome to stay and settle their child until approximately 9.15am when a special Pre Kindergarten bell will ring to remind parents to depart. Pre Kindergarten students need to be collected from the classroom at either 12.00pm at the end of the morning session, or 2.30pm at the end of the full day session. Those children using the Camp Australia Out of School Hours Care will wait with the teacher until 3.00pm, when they will be taken across to OSHC.

Kindergarten—The start time is 8.30am and children must be delivered to the classroom by a parent or guardian. Similarly, at the end of the Kindergarten day at 2.45pm, children must be collected from the classroom by a parent or guardian.

Pre Primary—The start time is 8.30am and children must be delivered to the classroom by a parent or guardian. Siblings will not be permitted to drop Pre Primary children off as a matter of our duty of care. The finish time for Pre Primary is 2.45pm and parents can either park and collect their child from the classroom at this time or, if they have an older sibling, they can wait in the drive through with their sibling for collection from 3.05pm onwards.

Notification of Student Absences

If your child is going to be absent from school, we ask that you advise Administration prior to 9.30am on 9335 5215. When your child returns to school after the absence, they need to present their teacher with a signed absentee note indicating the child's name and year level, the date/s of absence, and reason for the absence.

An email sent to the Administration email address at admin@stpatsfremantle.wa.edu.au with the above details will suffice. The parent sending the email must sign off with their full name as the origin of the email is often not indicated in the originating email address.

Late Arrivals—If your child arrives at school after 8.30am the adult dropping them off is required to come into the Office to sign them in as late.



Out of Hours School Care

St Patrick's Primary School engaged the services of Camp Australia to provide a before and after school care service for working parents.

Before school care is available from 7.00am to 8.30am. After school care runs from 3.00pm to 6.00pm. Please contact Camp Australia for more information (see the Camp Australia link on the home page of our school website).

Canteen

St Patrick's Canteen is open for business every Wednesday and Friday for snacks at recess and meals for lunch.

The canteen adheres to the principles of the Star Choice Policy and the Traffic Light System. These guidelines are the minimum standards introduced through the State Government. The Catholic Education Commission has also issued a Healthy Food and Drink Policy that all Catholic Schools must adhere to.

At St Patrick's we use the QuickCliq online system for ordering. Please go to the website www.QuickCliq.com.au to set up an account.

The canteen cannot run without our fantastic volunteers. Please contact School Administration if you can volunteer your time to help in the canteen on a Wednesday or Friday. Any number of days that you can assist is appreciated, even if just once or twice a term.

For the most recent canteen menu, go to the St Patrick's website at: <http://web.stpatsfremantle.wa.edu.au/parentinfo.html>

School Terms 2018

Term One	Wed 31st January	to	Thurs 12th April
Term Two	Tues 1st May	to	Fri 29th June
Term Three	Tues 17th July	to	Thurs 20th September
Term Four	Tues 9th October	to	Fri 7th December (Students finish) Thurs 13th December (Staff finish)



Before school care is available from 7.00am and after school care runs from 3.00pm until 6.00pm.

Enrolment Information

St Patrick's Primary School will accept all applications for enrolment. The acceptance of an application form does not guarantee an enrolment interview or an offer of a place.

As per Catholic Education WA policy, our enrolment priority adheres to the following order:

1. Catholic students from the Parish with a Parish Priest reference and siblings who are Catholic;
2. Catholic students from outside the parish with a Parish Priest reference;
3. Other Catholic students;
4. Siblings from non-Catholic families; and
5. Non-Catholic students.

Parents seeking enrolment for Pre Kindergarten should note that acceptance into Pre Kindergarten relates to participation in the program and not enrolment into the school. Formal enrolment into St Patrick's Primary School occurs via an application at the time of seeking enrolment into Kindergarten (4 Year Olds) or

subsequent year levels.

When submitting an application for Pre Kindergarten or any other year level, please complete the relevant application form and forward to the school with a copy of your child's birth certificate, Baptism certificate (if Catholic) and immunisation record. A \$55 non-refundable fee applies to all 4 Year Old Kindergarten applications and those seeking enrolment into upper years.

It is important to note that the enrolment process for 4 Year Old Kindergarten takes place in Term One of the year before that in which entry is being sought. Pre Kindergarten enrolment processing takes place in Term Two of the previous year. Applications can be submitted any time prior to this and they are held on file until the relevant time.

Children who are of Catholic families can enhance their prospects of enrolment by providing a reference from their Parish Priest. Forms for this purpose are available from the School website or by request from Administration.

VISA HOLDERS—Some visa subclass holders can only be enrolled in Catholic schools as full fee paying students. For 2017, these fees ranged from \$4,237 for Kindergarten students to \$10,309 for students from Pre Primary to Year Six, in addition to the regular school fees. More information is available from Administration staff.



Uniform Prices

Summer

Girls Dress	\$60 (4-8)
	\$65 (10-16)
Boys Shorts	\$22
Short Sleeve Shirt	\$28 (6-8)
	\$29 (10-16)

Winter

Skirt	\$50 (6-8)
	\$54 (10-16)
Girls' White Shirt	\$24 (6-16)
	\$26 (18)
Boys' Trousers	\$33 (6-9)
	\$35 (10-16)
Jumper	\$55 (6-10)
	\$60 (12-16)
School Tie	\$12

Sports

Tracksuit Jacket	\$40
Tracksuit Pants	\$32
Yellow Polo Top	\$22
Sport Shorts	\$22
Faction Top	\$22

Accessories

Boys Ankle Socks	\$12
School Hat	\$14
School Bag	\$50
Classroom Satchel	\$12
Rain Jacket	\$30

When placing an order, payment can be made by cash, cheque or EFTPOS.

School Uniform Policy

Members of staff, particularly class teachers are required to check children's school uniform on a daily basis. Incorrect uniform is unacceptable and a standardised note is sent home with the child and brought back signed by the parent. This includes not only wearing the correct items, but wearing them with pride and as directed (e.g. boys shorts worn on the hips, rather than on the waist).

Girls' Summer

Green short sleeve emblem dress, brown sandals (no socks) or black shoes, white ankle socks, bottle green hat.

Boys' Summer

Mint green short sleeve shirt, bottle green shorts, brown sandals (no socks) or black shoes, green/gold band grey ankle length socks, bottle green hat.

Girls' Winter

White long sleeve shirt, green/gold tie, green jumper with emblem, green tartan skirt, white ankle socks or green tights, black shoes.

Boys' Winter

Mint green long sleeve or short sleeve shirt, green/gold tie, green jumper with emblem, grey trousers, grey school socks, black shoes.

Girls and Boys Sports Uniform

Lemon shirt or coloured faction shirt, bottle green sport shorts, bottle green tracksuit, white ankle socks, predominantly white sandshoes/joggers.

Grooming (including adornment)

Students with hair below the collar of their uniform must tie it up neatly. Only school colour—bottle green or gold—hair restrainers (clips, ribbons, bobbles etc.) may be worn. Plain studs or sleepers only to be worn; one per ear lobe. A chain and religious medal/cross may be worn around the neck. One signet ring or plain ring may be worn. Bracelets, bangles and ankle chains are not permitted.

Nail polish may not be worn to school. Please make sure it is removed at home before school begins.

"Fad" haircuts, eg. mohawks, zigzag stripes, shaved patches, coloured strips, rats' tails, etc. are unacceptable.

Comments

Uniforms are available for purchase from the school office during office hours.

All uniform items that are removable - e.g. jumper, hat, tracksuits, shoes, sandals - must be marked with the child's name.

The school has a policy of "No Hat No Play".



School Fee Schedule 2018

School Fees & Charges	Kindy	Pre Primary	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Tuition Fees	1366-00	1752-00	1752-60	1752-60	1752-60	1752-60	1752-60	1752-60
Amenity Fee	400-00	400-00	126-00	126-00	126-00	126-00	126-00	126-00
Literacy & ICT Levy	—	—	136-50	136-50	136-50	136-50	136-50	136-50
Swimming Carnival Pool Entry	—	—	2-60	2-60	2-60	2-60	2-60	2-60
St Pat's Day Excursion	—	5-00	5-00	5-00	5-00	5-00	5-00	5-00
Edu Dance	26-00	26-00	26-00	26-00	26-00	26-00	26-00	26-00
Camp	—	—	—	—	—	—	—	400-00
Total School Fees per Student	1792-00	2183-60	2048-70	2048-70	2048-70	2048-70	2048-70	2448-70

Family Levies	Kindy	Pre Prim	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Building Levy (per family)	350-50	350-50	350-50	350-50	350-50	350-50	350-50	350-50
P & F Levy (per family)	80-00	80-00	80-00	80-00	80-00	80-00	80-00	80-00
Total Family Levies	430-50	430-50	430-50	430-50	430-50	430-50	430-50	430-50

Health Care Card Holders	Pre Kindy	Application & Enrolment Fees
Tuition Fee (sibling discount applies)	300-00	Per Half Day 45-00 Per Full Day 75-00
Building Levy—per family	90-00	Application Fee 55-00 Enrolment Fee 150-00
Plus per student charges below		
Edu Dance Kindy to Year 6	26-00	No other family levies or charges apply. NB: Sibling discounts apply to the Tuition Fee for students in Kindergarten to Year 6, including Health Care Card Holders. The 1st child pays the full tuition fee, 2nd child 20% discount on tuition, 3rd child 40% discount on tuition, 4th and subsequent children 100% discount on the tuition fee. Sacramental charges will be charged directly to parents through the Parish
Swimming Pool Entry Yr1-6	2-60	
St Patrick's Day Excursion PP-6	5-00	
Year 6 Camp	400-00	

St Patrick's School Prayer

Dear Lord,

Together we pray as St Patrick's School community.

We thank you for all the blessings you give us and for the opportunity to grow in your image and likeness.

As St Patrick shared your "Light" with those he met, may we also be the bearers of the "Light of Christ".

Help us to follow Mary's example and listen carefully to what you have to say.

Let us show love towards others, as God wants us to do.

Amen



School Fee Payment Options

We have many different payment options available for parents:

Direct Debit	Into the St Patrick's Catholic School Board Account with the NAB. BSB: 086 006 Account: 54424 2534 Please use your child's surname as a reference if using this method and forward the lodgement receipt to the school office or by email to admin@stpatsfremantle.wa.edu.au
Credit Card	Please fill in the required form available from the Office and return it to the Finance Manager.
Cash/EFTPOS	Payment can be made at the school office.
Cheque	Cheques should be made payable to St Patrick's Catholic School

We encourage payment plans, which can be set up using Direct Debit or Credit Card. This is a great way to manage school fees throughout the year as annual fees are broken down into smaller weekly, fortnightly or monthly payments.

Please do not hesitate to contact the Finance Manager on (08) 9335 5215 or by email at admin@stpatsfremantle.wa.edu.au if you have any questions regarding School Fees.

School Fee Setting and Collection Policy

RATIONALE

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, while embodying the Church's preferential option for the poor and disadvantaged, insofar as this is possible.

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 as a necessary contribution to the costs of delivering a Catholic education.

DEFINITION

For the purpose of this policy statement, School Fees shall include the total cost of educating a child and comprises: tuition fees, levies (IT and book levies) and other charges (e.g. excursions, camp fees, amenities, book hire, insurance).

ROLE OF SCHOOL BOARDS

In diocesan accountable schools, Boards are responsible for the financial management of the school, including the setting and collecting of school fees in accordance with the policies and guidelines of the CECWA. In Order accountable schools, Boards or Councils may only have an advisory role with regard to the setting and collection of school fees.

School Fee Collection Policy (continued)

PRINCIPLES

1. Schools shall ensure that school fees reflect the socio-economic status of the school community, in the context of the policy rationale.
2. Financial grounds shall never be the reason for the non-enrolment or exclusion of any child from a Catholic school.
3. The collection of school fees shall be approached in the spirit of Christian charity and justice.
4. The withholding of access to students of normal pastoral and curriculum provision shall not be used as a fee collection strategy.
5. Families with limited capacity to pay school fees have an entitlement to claim a school fee concession. Requests for fee concessions shall be treated with dignity, fairness, compassion and confidentiality.
6. Families with eligible means tested family concession cards (Health Care Card or Pensioner Concession Card) have an automatic entitlement to school fee concessions.
7. The confidentiality of all information pertaining to parents and/or guardians and the payment of school fees shall be maintained, as mandated in legislation.
8. Where parents and/or guardians have the capacity to pay fees, the collection of school fees shall be actively pursued.

PROCEDURES

1. Annual fees and charges including maximum increases shall be set by the School Board in accordance with CECWA advice provided during the budget process and put to the Annual General School Meeting. If there is a need to exceed the maximum increase in school fees and charges, the school shall gain approval of the Director of Catholic Education.
2. On application for admission, parents and/or guardians will be provided with a Handbook outlining the school fee charges and policy, and details of any additional charges and information relating to the school fee concession policy. The School Fee Policy will be posted on the School Website.
3. A non-refundable Application Fee of \$55 must be paid when submitting an application to attend St Patrick's Primary School. Once offered a place, an Enrolment Fee of \$150 must be paid to confirm acceptance of a place. This Enrolment Fee will be refunded on the first fee statement; however, it is non-refundable should the position be accepted and then later declined.
4. Fees still apply to students on holiday or absent from school. Pre-Kindy sessions also require payment for non attendance.
5. A place will not be held for longer than six months unless approved by the Principal. Requests must be made in writing to the Principal.



Years One to Six Drop Off

Street side parking is available and is FREE until 9.00am. This is on :

- Point St
- Parry St
- Ellen St

After 9.00am parking becomes ticketed.

Parking is also usually available in the Parish car park for drop off and pick up times only.

We encourage parents to use the drop off zone or kiss and drive in the morning. This is accessed via Adelaide Street driving past the loading bay of what used to be Woolworths. This is not a parking zone but strictly a drive through zone only. We ask that parents remain in their cars at this drop off point.

Please do not park in the angled car park bays near the kiss and drive. This is permit parking for St Patrick's staff during school hours. Wilsons Parking has a list of numberplates of cars that are eligible to be parked in this area and they will fine or wheel clamp those that are not listed.

As the official entry to the school is on Ellen St adjacent to the administration office, parents have also used that area as a kiss and drive. They drive to the gates on Ellen Street, the children exit the car and enter the gates near the school office.

After 8.35am, the only entry to the school is via Ellen St. This is our duty of care to make sure all other exits of the school are locked and to ensure the Administration staff can see who enters the school.

School Fee Collection Policy (continued)

6. Families that are holders of an eligible means-tested family concession card are required to provide evidence that their card is valid for the duration of the academic year and complete a Health Care Card Tuition Fee Discount Scheme form, to be eligible for discounted school fees as per CECWA Health Care Card Discount Scheme, with the addition of a discounted Family Building Levy charge and specific additional charges associated with excursions, camps, dance lessons and activities with direct user pays costs.

7. St Patrick's Primary School offers sibling discounts for families with siblings enrolled in Kindergarten through to Year 6, as per CECWA suggested sibling discount levels.

8. Family discounts will be offered for Special Education Students whether siblings attend the same Catholic school or a number of Catholic schools.

9. Payment plans will be set up upon request from parents, to give the opportunity for smaller more regular payments as opposed to term payments.

10. If parents are experiencing financial difficulty paying the fee account, then an appointment must be made with the Principal to discuss method of payment, concessions and remissions if required. The Principal may, from time to time, request financial information from families to support applications for fee concessions or any other concessions.

11. A timeline for adjusted payments will be set up for those parents who are having difficulty paying fees and have had a meeting with the Principal with financial documentation as requested.

12. School Fee Accounts will be sent out at the beginning of the year and a Statement/Reminder issued in Term 2, 3 and 4. Fees are due by the date given on the fee account and before the end of each term

13. When St Patrick's Primary School office is notified parents have split/separated, the child's fee account and contact/emergency details will be updated to reflect the situation. Responsibility for the Fee Account will be split evenly between the people who have signed the Confirmation of Enrolment Form, unless otherwise advised in writing by both parents.

FEE COLLECTION

1. If a term's fees have not been paid by the end of the term or the due date on the account, a written communication shall be sent to the parents, bringing promptly to their attention the outstanding balance.

2. Should there be no response within 14 days, the Principal or Finance Manager shall approach the parents on a personal basis, in a sensitive, discreet and confidential manner.

3. If the personal approach cannot be made, or no action results from it within another 14 days, a formal registered letter from the school Principal will be sent to remind parents of their financial obligations. This letter will include an invitation to discuss the matter with the school and a specified timeframe for a response, as per CECWA Sample Letter 1: *Fee Obligations* in the *Supporting Guidelines* Document.

4. Should there be no response or action within 14 days of the letter, the school Principal shall send a formal registered letter with a final notice, seeking payment and outlining the possible outcomes, including legal action, which could occur if payment is not received within the specified timeframe, as per CECWA Sample Letter 2: *Fee Obligations* in the *Supporting Guidelines* Document.

School Fee Collection Policy (continued)

5. If, despite this last letter, there is no response or action from the parent and/or guardian to resolve the payment of school fees, the Finance Manager will present to School Board, all documentation showing the attempts to collect the school fees (with names removed) and ask for the Board approval to engage the services of a debt collection agency or a solicitor to recover outstanding fees and any additional costs incurred in the recovery of the outstanding debt.

6. In the event that debt collection agent is not successful in contacting the parents or in establishing a debt repayment plan, schools may consider initiating court proceedings, by following the CECWA School Fees: Setting and Collection policy.



In the afternoon, parents of children in Years One to Six are welcome to drive through the school to collect their children, whilst adhering to the Drive Through procedure.

Years One to Six Afternoon Pick Up and Wet Weather Pick Up

Paid parking is again available on Point, Parry and Ellen Streets, and parking is also available in the Parish car park just prior to 3.00pm.

In the afternoon, parents are also welcome to “Drive Through” the school to collect their children. At 3.00pm the Parry Street gates are opened for the collection of students in Years 1 to 3. These children will be seated in the covered area outside the Early Learning Centre. The older students will be waiting under cover outside the Year 5 and 6 building. Older students with younger siblings wait on the side with the younger siblings.



We would like the older students (Years 4 to 6) to be collected at 3.10pm. This staggers pick up to ensure that we do not block Parry Street for other traffic nor contravene any road rules.

To reiterate, we open the gates for the collection of students in Years 1 to 3 at 3.00pm and children should be waiting by the time you drive through. Should your child not be ready you must proceed through the grounds and do a ‘round the block’ routine. Being able to drive through the grounds safely is a privilege, but it could be taken away.

WET WEATHER PROCEDURE IN THE AFTERNOON

The same procedure applies as the above. Please do not arrive early as your children will be kept dry and safe.