



Good Shepherd Catholic School

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Good Shepherd Catholic Parish

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GOOD SHEPHERD CATHOLIC SCHOOL

Good Shepherd Catholic School, Lockridge, welcomes you and your children into our school community. The information in this book is designed to assist you and your family to become familiar with our school.

Please read the contents carefully and if you have any questions or suggestions, the Principal and Staff will be happy to assist you.

GOALS

We strive to:

- Empower the children of our school to live their Christian Baptism in all its fullness through the power of the 'Word of God' and the Sacramental Life of the Church;
- Encourage respect for the dignity of self and others;
- Foster a love of learning in an environment which is stimulating and supportive;
- Meet each child's needs and help them to achieve their personal best;
- Develop in each child: self-esteem, responsibility, consideration for and acceptance of others.

VISION STATEMENT

Good Shepherd Catholic School is an inclusive community growing together in faith by living our Catholic values and beliefs. We are guided by the Gospel teachings of Jesus Christ, in partnership with parents, caregivers, parish and the wider community. Our school is dedicated to fostering life-long learning through educational excellence encapsulating the spiritual, cognitive, emotional, social and physical development of the child.

MISSION STATEMENT

By living our Catholic values and beliefs in partnership with parents, caregivers, parish and wider community we strive for educational excellence encapsulating the spiritual, cognitive, emotional, social and physical development of the child.

SCHOOL VALUES

Our Catholic Values underpin all of our school values.

- RESPECT** We value ourselves, our faith, others, their property and the environment.
- COMMUNITY** We encourage strong partnerships with families to help foster children development.
- DIVERSITY** We celebrate diversity by accepting the uniqueness of individuals through their multi-cultural heritage, their varying abilities and many gifts.
- EXCELLENCE** We actively strive for excellence by providing opportunities for children to develop positive work ethics in order to achieve their personal best.

SCHOOL HISTORY

In response to a request from members of Lockridge Catholic Parish of the Good Shepherd, the Catholic Education Commission of Western Australia approved the establishment of the school.

The school opened in February 1983 with Pre-Primary and Years 1 – 4.

In 1985 two additional classrooms were added and in 1987, the administration block and library were opened.

In 1989 two streams of pupils commenced in Pre-Primary and continued through the school to Year 6. In 1999 a four-year-old kindergarten program commenced.

Building development was made possible by funds from the Commonwealth Government, interest subsidies and low interest loans from the State Government, the

Co-Responsibility Building fund, and the Lockridge Parish. Parents assisted in the initial development of the grounds, clearing, reticulating and planting lawns and trees.

The Sisters of the Infant Jesus who lived and worked in the Parish, assigned one of their Sisters Ita Noonan to teach at the school, until 1989. The Presentation Sisters moved to the Parish in 1990, and Sister Petra Littikhan taught here for two years until moving to Thailand. The Presentation Sisters have continued to work in the Parish.

On the 9 April 1997, having completed all the building stages, the school was officially blessed and opened by Monsignor McCrann and Mr. Richard Evans representing the Government.

In 2011 the most recent Capital Development Plan (CDP) was completed through the Australian Commonwealth Government initiative Building the Educational Revolution. The CDP saw the construction of a fabulous Hall and Meeting Room area, renovated Library and Under Covered Area.

COMMUNITY GROUPS

SCHOOL ADVISORY COUNCIL

The School Advisory Council is responsible for the financial management and planning of the school. It consists of the Principal, the Parish Priest, P&F Nominee, and a representative of the Parish Council. Another six members are elected each year at the Annual General Meeting in November. All parents interested in assisting the school are encouraged to nominate for these positions. The School Advisory Council meets each month.

CATHOLIC SCHOOL PARENTS WA

The P&F Association aims to promote and further the interests of the school and children attending. This is presently achieved through parent information meetings and fund-raising activities. The P&F also meet once a month and parents are encouraged to attend.

PARENT INVOLVEMENT

We encourage all parents to maintain close contact with class teachers regarding children's progress.

Parent / Teacher interviews, education information nights and in service courses provide such opportunities. As part of the school community each family is expected to support school activities in addition to the payment of school fees. Parent assistance is needed in the Canteen on a roster basis, about once each term.

Classroom help with reading, sport, excursions, and covering books is always very welcome and appreciated. Occasional fund raising activities and Busy Bees require the support of all parents. These activities reduce cost and build community spirit among us.

RELIGIOUS EDUCATION

The Religious Education program is a fundamental part of the school's effort to help pupils towards a conscious choice of living a responsible way of life.

In partnership with parents it aims to:

- 1) Encourage a commitment to the values of Christ.
- 2) Foster spiritual growth and conscious contact with God.
- 3) Overcome self-centeredness
- 4) Serve God in others.

Religious education is a regular part of each class program, based on the Perth Archdiocese Religious Education Units which are approved by the Catholic Education Office of WA.

Regular opportunities are provided for children to participate in Masses, Assemblies and class prayers.

SACRAMENTS

The Archdiocesan Religious Education Units that are implemented in our classes mean that children continually prepare for the Sacraments of Reconciliation, Eucharist and Confirmation. Students then receive regular follow-ups after these Sacraments.

The Sacrament of Reconciliation receives special attention and takes place in Year 3 and the Sacrament of Eucharist in Year 4. The Sacrament of Confirmation takes place in Year 6.

Parents are assisted to help prepare their children for these Sacraments, through a Parish based program.

SUPERVISION

- During recess and lunch, the children are actively supervised by the staff whilst they are in and around the playground.
- Parents should note that supervision of school grounds begins at 8.30am and concludes at 3.15pm.
- Parents of children being collected or dropped off during school hours are requested to go to the office and register their child's name in the sign in / out book.

ABSENCES

The Education Act of Western Australia requires a note to class teachers on the child's return after a short absence and notice in writing prior to departure for extended leave. Any absence from school can be submitted via the Absentee tab on the Good Shepherd School Website.

SICKNESS

If illness occurs at school, parents or emergency contacts are notified to collect the child. If contact is not possible, medical attention will be sought if necessary. In case of infectious diseases, children are required to be absent according to Health Department regulations. A doctor's certificate should indicate clearance.

FAMILY DETAILS

Please notify the school of change of address, email, telephone numbers, place of work and other contact numbers in case of emergencies. These details are kept with the strictest of confidentiality.

TELEPHONE CALLS BY STUDENTS

Telephone calls by the children are not permitted during school hours.

MONEY

Large amounts of money of \$10 or greater should not be kept by children during the day but can be left at the school office if required.

ASSEMBLIES

School assemblies are rostered at 8:50am on Friday's. Please check the term calendar for class assemblies. Parents are more than welcome and are encouraged to attend.

SCHOOL HOURS

KINDERGARTEN

<i>Kindy Blue</i>	Monday and Tuesday	8:50am until 2:50pm
	Every 2 nd Wednesday (Odd School Week)	8:50am until 2:50pm
<i>Kindy White</i>	Every 2 nd Wednesday (Even School Week)	8:50am until 2:50pm
	Thursday and Friday	8:50am until 2:50pm

Pre Primary

8:50am until 2.50pm

Primary Years 1 - 6

8.50am until 3:00pm

CANTEEN

This operates on Monday, Wednesday and Fridays for recess and lunch. Helpers are always appreciated on a roster basis.

LIBRARY

Classes have regular library periods to learn the skills of using the library. Care of books is urged and books may only be borrowed if the students have a library bag.

PARENTS AND THE SCHOOL

Parents are recognised as the primary educators of their children. The school continues the valuable work begun in the home. The need for cooperation and mutual support is essential. When children are enrolled, it is understood that parents approve of and support the aims and programs of the school.

PARENT / TEACHER CONTACT

The staff are readily available to discuss your children's progress. Appointments are to be made with class teachers first, either before or after school to alleviate disrupting the class time. Early in Term 1, a Parent Night is held to outline classroom procedures and to meet each other. At the end of Term 1, a parent / teacher meeting is held to discuss your child's progress so far.

A sample of children's work is posted on SeeSaw frequently throughout the year. School Reports are issued at the end of Term 2 and Term 4.

Staff meetings are held every Wednesday afternoon so parent / teacher meetings are to be avoided at this time.

DISPUTES AND COMPLAINTS

The Catholic Education Commission of Western Australia (CECWA), Dispute and Complaint Resolution policy was implemented in first term 2002 and provides a process that must be followed by all Catholic schools when addressing issues of dispute or complaint. The Dispute and Complaint Resolution policy has been developed on the following basis:

- The principles of the policy are based on the Church's social teachings and the principles of natural justice e.g. the right to be heard and the right of response etc.
- The need to resolve the dispute or complaint initially at the school level before involving the Director of Catholic Education.

If the need arises to make a formal complaint this can be lodged using this QR code via the FORM which will go directly to the school Complaints Officer.



OVERVIEW OF PROCEDURES

1. All issues of dispute or complaint must be addressed in the first instance at the school level.
2. Where the parties are having difficulty achieving a resolution at the school level they may request the assistance of the Director of Catholic Education or Congregational Leader.
3. Any party may appeal the Principal's decision to the Director of Catholic Education who will then in turn review the decision.
4. Any party may appeal the Director of Catholic Education's decision to the Minister for Education. The Minister for Education will review the process utilized to resolve the dispute or complaint but will not review the merits of the matter.

STAFF IN-SERVICE

Staff have regular Professional Development programs to maintain high standards in all aspects of school life and are included during the year. These are pupil free days and ample prior notice of these days will be given.

MUSIC

Music is an integral part of the school curriculum because it is considered to be part of the total education of children. The music programme used is conducted by a Music Specialist. Classes from Kindy to Year 6 are actively involved. The programme aims to create an atmosphere where children can develop appreciation and enjoyment of music through: singing, movement, composition, listening, instrumentation, reading and writing, musical appreciation, together with exploring and creating sounds.

Music tuition is also available to children on an individual basis on a number of musical instruments.

FEES

The annual fees are payable by one annual payment or per semester. Families experiencing difficulties with the payment of school fees should make a time to see the Principal as soon as the annual fees are issued.

- Direct debits can be arranged
- Eligible Centrelink card holders may apply for the Health Care Card discount

STUDENT CODE OF BEHAVIOUR

A school is like a big family. If its members are going to be safe, happy and things are going to get done, there must be some rules for everyone to follow.

Rules do three things:

1. They tell people what they can do.
2. They tell people what they can't do.
3. They make it possible for people to live and work together.

CHILDREN'S RIGHTS

A right is something to which you are entitled.

1. You have the right to be an individual at school:

This means you should not be treated unfairly because you are tall or short, boy or girl, or because it takes you a little longer to get the answer.

2. You have the right to be respected and treated with kindness at school:

This means that others should not laugh at you, make fun of you, or hurt your feelings. No one is to embarrass you in front of the class.

3. You have the right to express yourself:

This means that you may talk freely about your ideas and feelings when appropriate.

4. You have the right to tell your side of the story:

This means that you have a right to present your case in a reasonable manner during any enquiry.

Your classmates and teachers have rights too.

CHILDREN'S RESPONSIBILITY

There are some things you should do without needing to be told. Some of these things you do for others and some of these things you do for yourself.

1. You have a responsibility to allow others to work without being bothered: This means that you quietly make good use of your time and do not bother others.
2. You have a responsibility to complete your classroom assignments: This means that you do your best with your class work.
3. You have a responsibility to help make school a good place to be: This means being thoughtful, respectful and courteous to others.
4. You have a responsibility to take care of property: This means that you take care of your own and school property and respect the property of others.
5. You have a responsibility to come to school: This means that you come to school every day on time, unless you are sick or have a special reason.
6. You have a responsibility to obey school rules: This means observing all safety playground and classroom rules.
7. You have a responsibility to practice good personal cleanliness: This means that you come to school clean, dressed in correct uniform and practice good health habits at school.
8. You have a responsibility to take messages home: This means that it is important to take all school messages home to your parents.
9. You have a responsibility to keep your desk and class room tidy.

SCHOOL RULES

CHILDREN MUST NOT:

- Stay in the class without a teacher's permission
- Leave the school ground's without permission
- Play in or around the toilet blocks
- Throw sticks, stones, sand, honkey nuts and or other dangerous objects.
- Bounce or kick balls against school walls or on the roof.
- Wear jewellery (other than a neck chain with Christian symbol, a watch, a medic alert bracelet or one pair of sleepers or studs for pierced ears) or make up, or nail polish.
- Ride bicycles in the school grounds.
- Drop litter.
- Bring chewing gum to school.

PROCEDURES FOR NON-COMPLIANCE

The consequences will be determined by the staff member dealing with the incident, following an appropriate investigation, and may include consequences such as:

- Verbal Warnings
- Being assigned a “Behaviour Slip” to sit on the bench away from peers at recess and/or lunchtime or be sent to another class. (Appendix B)
- Completion of a “Think Sheet” (Appendix C)
- “Failure to Complete Work” Note will be sent home to parents asking for a reason why their child is not completing the assigned work that was given by the teacher. (Appendix D)
- Parents being notified

Parents are partners in the education of their children and where possible will be notified of serious breaches of this policy and where appropriate consulted regarding suitable consequences.

The consequences for repeated or serious misbehaviour may result in consequences including, but not limited to:

- Being sent to the Principal, or their delegate
- A letter to parents
- Parental meeting with the Principal, or their delegate
- In-school suspension / detention, where the child remains in the School Office block for a set number of days to complete their schoolwork
- Suspension from attending school for a set period

Each incident and disciplinary consequence will be determined by the merits of the case and in accordance with processes outlined in this policy. A copy of the completed Think Sheet will be forwarded to School Secretary who will maintain the school's Discipline File as The Principal’s delegate.

SPORT

Each class participates in Physical Education activities for general fitness and weekly sport lessons. Senior children compete against other schools with Lightning Carnivals, Cross Country events, Athletics and Swimming Carnivals.

FACTIONS / HOUSES

Children are allocated to factions / houses for sporting competitions, and school responsibilities such as maintaining tidy grounds. Younger siblings will be allocated to the same faction as an older brother or sister. The school has the following four House Factions;

Francis	-	Red
Foley	-	Green
Maali	-	Gold
Noonan	-	Blue

UNIFORMS

Kindergarten students are not required to wear the School Uniform.

Parents should be mindful of the learning environment when dressing the child, the School Uniform is not recommended. Parents should dress the children in clothing appropriate to their learning environment.

Pre Primary students are required to wear the following School Uniform:

Girls and Boys

- Royal Blue rugby shorts with logo
- Sky blue Polo T Shirt with logo
- Faction T shirt with house logo (sports faction colour)
- School Jumper with Logo
- School Zip Jackets with Logo (sports days)
- Sports School socks
- Royal Blue track suit pants (for winter)
- Royal Blue school hat with logo
- Joggers predominately white

Year 1 - 6 Uniform:

The correct Uniform is to be worn each day or letter of explanation shall be provided to the Principal via the class teacher.

SUMMER: to be worn during Terms 1 & 4

Girls

- Good Shepherd Catholic School blue checked uniform (dress) - Compulsory
- Black sandals or lace up low heel black school shoes. Black sneakers, boots or shoes with a high heel are not appropriate
- White school socks
- School jumper with logo
- Royal blue school hat with logo

Optional: Navy blue skort with sky blue short sleeve shirt with school logo on pocket

Boys

- Mycron grey shorts
- Sky blue short sleeve shirt with school logo on pocket
- Brown sandals or lace up black school shoes. Black sneakers, boots or shoes with a high heel are not appropriate
- Grey school socks
- School jumper with logo
- Royal blue school hat with logo

WINTER: to be worn during terms 2 & 3

Girls

- Good Shepherd Catholic School blue checked uniform (dress) - Compulsory
- Lace up black school shoes. Black sneakers, boots or shoes with a high heel are not appropriate
- White school socks
- School jumper with logo

Optional:

- Tights – navy blue
- Navy blue skort with sky blue short sleeve shirt with school logo on pocket

Boys

- Micron grey shorts or regulation dark grey long trousers
- Sky blue short sleeve shirt with school logo on pocket
- Grey school socks
- Lace up black school shoes. Black sneakers, boots or shoes with a high heel are not appropriate
- School jumper with logo

SPORTS UNIFORM: On Designated Days

Girls

- Royal blue rugby shorts
- School's sky blue polo t-shirt with logo
- Faction t-shirt (Sports faction colour with house logo)
- Joggers predominately white
- Sport school socks
- Royal blue track suit pant (for winter)
- School zip jacket with logo (sports days)

Boys

- Royal blue rugby shorts
- School's sky blue polo t-shirt with logo
- Faction t-shirt (Sports faction colour with house logo)
- Joggers predominately white
- Sport school socks
- Royal blue track suit pant (for winter)
- School zip jacket with logo (sports days)

School's sky blue polo t-shirt with logo will be worn for interschool athletics training/carnival and swimming carnival.

Optional: Year 6 Leavers T Shirt is an option available for Year 6 students.

COMPULSORY FOR PRE-PRIMARY TO YEAR 6

- Royal blue school bag with logo
- Library bag with school logo
- Desk mats from year 1 - 6

UNIFORM SHOP

All the above items, (excluding shoes) can be purchased from the Uniform shop. Please ask the office for the uniform shop opening hours.

CLOTHING

All clothing should be clearly marked for easy identification. Printed nametags are recommended.

LOST PROPERTY

Articles found will be kept in front of the canteen on canteen days until the end of the term, and then sent to the second-hand uniform shop. Unmarked items cannot be traced.

HAIRSTYLES

Extreme hairstyles are not permitted. Hair that is touching the collar must be tied back using blue ribbons only.

JEWELRY

Jewelry is discouraged because of possible injury, damage or loss while playing. A neck chain with Christian symbol; watch; medic alert bracelet may be worn. Students may also wear one pair of sleepers or studs for pierced ears, but this practice is not encouraged. Make up and nail polish is not permitted.

TRANSPORT

Transperth provide a school bus service daily near the school. The bus serves the Lockridge / Beechboro areas. After school care is available at Good Shepherd through Camp Australia. Please see the school office for more information.

STUDENT CROSSING

A crosswalk attendant is provided on Altone Road and Morley Drive. For safety reasons children must cross at the crosswalks provided. Bicycles must be walked and not ridden across.

TRAFFIC

The School speed limit is 8km/h. This is for the safety of all children.

HOMWORK

Regular homework is given to practise skills learnt that day in class and to allow for independent work. Monday to Thursday

Class	Homework	Times
Years	1 - 3	20 mins
Years	4 - 5	30 mins
Year	6	45 mins

The above times are a general guide but may vary according to children's needs and interests.

ADMINISTRATION OF MEDICATION

Parents/guardians are responsible for advising the Principal, in writing, of any specific requirements for school staff when supervising the administration of medication. This should include details from the medical practitioner regarding the circumstances for use. Parents/guardians must provide written authority for school staff to supervise the administration of prescribed medication. A school proforma is available for documentation.

School staff are only to supervise the administration of medication in accordance with the medical practitioner's instructions. Children may not self-administer medication without supervision. Staff will administer medication from the Administration Office to students from Year 1 through Year Six. Kindy and Pre Primary may be administered in the Early childhood Block.

The medication will be stored in the sick room or in the case of Kindy or Pre-Primary children, in the classrooms, and access will be restricted to authorised personnel. All medication must be appropriately packaged and clearly show the name of the medication, student's name, dosage and frequency of the dosage. It is the parent's/guardian's responsibility to ensure that all medication is labelled correctly, is not out of date, and sufficient quantities are supplied for the student's needs.

FIRST AID PROCEDURES

Parents are required to inform the school about medical needs that affect their child on enrolment and as part of regular health updates.

Parents must ensure that they supply the school with a Student Medication Request form, or an up-to-date action plan completed by the student's doctor or nurse practitioner.

Medication will be Safely stored medication with Student Medication Request form or action plan in the medical cupboard. Access is restricted to staff only.

School first aid procedure

- o If an incident occurs, the staff member assesses any injuries and sends child to the administration.
- o First aider assesses the student and determines if further treatment/parent contact is required.
- o Parents/carers will be notified by phone if the injury is more than a simple graze or knock. Parents/carers will be notified if students have sustained any head/eye injury.

Contagious Diseases

In the interest of the health of all children, there are some diseases which require that affected children are excluded from school. In none of these common diseases is it necessary for contacts (e.g. brothers, sisters, playmates, etc) to be excluded from school unless they show signs of the disease. Any doubt should be referred to the school principal.

Further information can be located at WA Department of Health's website: [Control of Communicable Disease Manual](#)

"HOW A CHILD GROWS"

If a child lives with criticism he learns to condemn.

If a child lives with hostility he learns to fight.

If a child lives with fear he learns to be apprehensive.

If a child lives with pity he learn to be sorry for himself.

If a child lives with ridicule he learns to be shy.

If a child lives with jealousy he learns to feel guilty.

If a child lives with encouragement he learns to be confident.

If a child lives with tolerance he learns to be patient.

If a child lives with praise he learns to be appreciative.

If a child lives with acceptance he learns to love.

If a child lives with approval he learns to be himself.

If a child lives with recognition he learns it is good to have a goal.

If a child lives with fairness he learns what justice is.

If a child lives with honesty he learns what truth is.

*If a child lives with security he leans to have faith in
himself and those about him.*

*If a child lives with friendliness he learns that the world
is a good place in which to live.*

Good Shepherd School Prayer

Lord Jesus,
You are our Good Shepherd.
We thank you for our school,
our families and our friends.

May our school be a place of wonder,
where we love to learn and learn to love.

Where the lessons of today prepare
us for the challenges of tomorrow.

Help us to grow in faith
always showing respect for others.

May we be always united through
Many Gifts, One Spirit.

Jesus, the Good Shepherd,
Your Spirit is in our hearts forever.

Amen

