MANY GIFTS, ONE SPIRIT

GOOD SHEPHERD
CATHOLIC SCHOOL

PARENT INFORMATION HANDBOOK

214 Morley Drive, Lockridge
www.gsl.wa.edu.au
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WELCOME

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.

To read about our History, Mission and Values please visit our website

www.gsl.wa.edu.au

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PARENTS/GUARDIANS AS PARTNERS

Parents/guardians 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/guardians approve of and support the aims and programs of the school.

PARENT INVOLVEMENT

We encourage all parents/guardians 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 always needed in the Canteen on a roster basis, flexible to suit in your family life.

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 parents/guardians. These activities reduce cost and build community spirit among us.

PARENT TEACHER CONTACT

The staff are readily available to discuss your child'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.

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GUIDELINES FOR HELPERS

Parent/guardian and family member help is greatly appreciated during various times throughout the school year. All visitors to the school are required to sign in and out at the Administration Office. An identification sticker will be issued and required to be worn while on school grounds.

Working With Children (WWCC) cards are to be provided to the school by anyone over the age of 18 who is not a parent/guardian of a student and is volunteering at school.

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 Council Meeting in November. All parents/guardians 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. The P&F collaborate with the Principal to plan, organise and promote social, sporting, cultural, educational and faith formation activities for the interaction of parents/guardians, school staff, parish and students and in doing so provide opportunities for community engagement, where relevant. They meet once a month and parents/guardians are encouraged to attend.

FAMILY DETAILS

The School needs to be able to contact parents/guardians at all times but particularly if the child is sick or in times of emergency. Therefore it is a condition of enrolment at Good Shepherd Catholic School that parents/guardians maintain current contact details with the school at all times.

The contact details required are the current email and residential address, telephone numbers, other contact numbers and place of work. The information may be provided to the school via a letter or by email.

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PRIVACY COLLECTION FORM

1. Good Shepherd Catholic School collects personal information, including sensitive information about pupils and parents/guardians or guardians 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 that is collected is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

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ROUTINES & PROCEDURES

SCHOOL HOURS

ADMIN OFFICE 8:15am until 3.30pm

School gates open at 8:20am for children to sit in the undercover area.

Classroom doors open at 8:30am for all students.

Class Times

KINDERGARTEN Monday, Tuesday & Wednesday

8:40am until 2:40pm

PRE-PRIMARY to 6 Monday – Friday

8:40am until 2:50pm

Recess 10:40am – 11:00am

Lunch 12:30pm -1:10pm

SUPERVISION

- Parents/guardians should note that supervision of school grounds begins at 8.20am and concludes at 3.05pm.
- During recess and lunch, the children are actively supervised by the staff whilst they are in and around the playground.
- Parents/guardians of children being collected or dropped off during school hours must go through the front office and sign students in and out on the Kiosk app on the ipad and children hand receipts to class teachers on arrival to class.
- Kindy students must be handed over to a classroom staff member by their supervising adult. They must also be collected by a supervising adult at the end of the school day.
- Pre-Primary students may be dropped off using the kiss and drive or dropped off in the undercover area. They must also be collected by a supervising adult at the end of the school day.

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ATTENDANCE

The School Education Act 1999 (WA) mandates that all children of compulsory school age (from Pre-primary) must attend school or participate in an approved educational program on all days the school is open. Parents/guardians must provide written justification for any absence, with non-attendance only permitted for reasonable cause, such as sickness, or approved alternative arrangements.

Absences:

- If a student is to be absent or arriving late to school, parents/guardians are to notify the school by 8:30am via absentee form on our website or email admin@gsl.wa.edu.au
- Parents/guardians will receive an SMS from 9am if a student is marked as absent without explanation.
- Parents/guardians are to provide a written, signed and dated explanation when a child is absent or after an appointment to the class teacher.
- Although Kindergarten is not compulsory in Western Australia, once a child is enrolled we expect regular and consistent attendance to support learning, routine, and social development. Families are asked to notify the school of any absences, just as they would in compulsory year levels.

For further information regarding Attendance please see our School Attendance Procedures located on our website under the following section

Guidelines & Procedures – Good Shepherd Primary School

SICKNESS

If illness occurs at school, parents/guardians 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.

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SIGNING IN AND OUT

Parents/guardians collecting or returning children during the school day, for example for appointments, must sign their child in/out using the Kiosk app on the ipad located in the front office. A ticket will be printed and required to be given to the teacher by the student when they return to class.

Students in Years 1 to 6 will be called to the front office to meet parents/guardians there if they are to be collected during the day. Students in Kindy to Pre Primary will be collected from the classrooms.

ASSEMBLIES

School assemblies are rostered at 8:40am on Fridays.

The Assemblies are a celebration of the work the children are completing in the classroom and are not intended to be a performance or concert.

Parents/guardians are invited to attend our assemblies in the School Hall. Please see the school calendar for Assembly dates.

EMERGENCY PROCEDURES

Our school has clearly documented emergency procedures to enact and follow when required. Staff are aware of these and drills occur throughout the school year to ensure staff and students know what to do in the event of an emergency. If you are on school grounds when an emergency siren sounds, please follow the instructions of staff members.

REPORTING TO PARENTS

Parent Information nights are held for Kindy to Year 6 students at the beginning of the year. At least one parent from each family is asked to attend.

Parent interviews are held at the end of term one and one parent representative for each student is expected to attend to discuss their child's progress.

Formal reports are sent home at the end of Term 2 and Term 4.

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OPERATIONAL INFORMATION

DISPUTES AND COMPLAINTS

The Catholic Education Western Australia (CEWA), Dispute and Complaint Resolution policy 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 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.

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PROFESSIONAL DEVELOPMENT & PUPIL FREE DAYS

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.

SCHOOL FEES

The annual fees are issued early in term one. 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 fortnightly or monthly
- Eligible Concession Card holders may be eligible for the discount scheme

For more information on the School Fees and Charges please visit

https://www.gsl.wa.edu.au/our-families/school-fees-and-charges/

CROSSWALK

A crosswalk attendant is provided on Altone Road and Morley Drive. For safety reasons children must cross at the crosswalks provided

PARKING

Parking around Good Shepherd relies on the community to be courteous and patient to ensure the safety of students and families.

Parking is not permitted in the 'Kiss & Drive' zone. Do not leave your vehicle unattended in this zone.

TRAFFIC

The School speed limit is 5km/h. This is for the safety of all children. Please pay attention to signs and staff guiding traffic flow.

Bicycles and scooters are not to be ridden on the school site as they pose a risk to the children and rider. All person's entering our school site do so by agreeing to comply with the speed limit and Parking Procedures.

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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.

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 prescription 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 in its original packaging 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/guardians are required to inform the school about medical needs that affect their child on enrolment and as part of regular health updates.

Parents/guardians 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.

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School first aid procedure

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

SCHOOL NURSE

A community Nurse visits the school throughout the year. Parents/guardians will be informed of these visits and Routine School Health Screenings which are carried out in Kindy and Pre-Primary.

DENTAL CLINIC

Students from Pre-Primary to Year 6 are eligible for free general dental care. More information will be provided about this during the school year.

CANTEEN

This operates on Monday, Wednesday and Fridays for recess and lunch. Helpers are always appreciated on a roster basis. Online recess and lunch orders can be made via www.quickcliq.com.au

Drinks and ice-creams are available for purchase at lunch.

The School Canteen relies on volunteers on these days to assist the Canteen Manager and we welcome all parents/guardians who are able to volunteer their time.

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ALLERGY AWARE

Good Shepherd is an allergy aware school, so we encourage parents/guardians to send in nut free products to keep our children with allergies safe at school.

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.

TELEPHONE CALLS BY STUDENTS

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

UNIFORMS

Please see the Uniform Guidelines for more information.

The Uniform shop is on site and opening hours are:
Tuesday 8:15am – 9:15am
Wednesday 2:15pm - 3:15pm

CLOTHING

All clothing should be clearly marked for easy identification.

LOST PROPERTY

Articles found will be sent to the lost property boxes located at the Uniform Shop. Please ensure ALL items are clearly labelled as unmarked items cannot be traced.

BOOKLISTS

Booklists are compiled by teachers and passed onto families in Term 4 for the following school year. Children must begin the school year with all requirements. For more information please visit

https://www.gsl.wa.edu.au/our-families/booklists/

MOBILE PHONE AND SMART WATCHES

Please see our guidelines on our school website. Guidelines & Procedures – Good Shepherd Primary School

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COMMUNICATION

To ensure we build and maintain positive relationships between school and home, we communicate through a number of means:

CALENDAR	Available on the school website. This is live and updated to provide current information on upcoming events	www.gsl.wa.edu.au
EMAIL	Used to communicate school based information. Point of call for all parents/guardians to contact the school for general matters including absentees Staff may contact parents/guardians when necessary	admin@gsl.wa.edu.au To email teachers First.surname@cewa.edu.au
FORMS/NOTES	Online Forms may be sent home online to obtain information from parents/guardians. Occasionally hard copies of notes may be sent home	Links will be sent home to families for online Forms
NEWSLETTER	Available online, provides updates on recent events, upcoming events and school news	www.gsl.wa.edu.au
PHONE	Used to contact families for sickness/injury, to relay important information about your child	6278 9500 Admin office hours are 8:15am – 3:30pm
SEESAW	Online platform to communicate student's learning and work samples. Students use this to create and record work in their digital journal. Used to share class notices, announcements and reminders. Administration will also communicate to families through this means. Families can directly contact teachers through the messaging service in this platform.	Parents/guardians will be required to create an account and receive a QR code to link their child's journal to their profile.
SOCIAL MEDIA	School Facebook and Instagram accounts are used to celebrate all the exciting adventures at Good Shepherd	Good Shepherd Catholic School Lockridge
WEBSITE	Information on our school including guidelines, links to parent handbook etc	www.gsl.wa.edu.au

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STUDENT INFORMATION

HOUSES

Children are allocated to houses for sporting competitions and school responsibilities. 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

HOMEWORK

Regular homework is given to practice skills learnt 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.

CRUNCH & SIP

Crunch & Sip provides a time during class for students to eat an extra serve of vegetables or fruit and sip on water to support good health, help with learning and concentration in the classroom and encourage building healthy habits into the daily routine. Crunch&Sip is an in-class break and does not replace recess or lunch. Pack your favourite vegetables and fruits, and don't forget your clean bottle of water each day.

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SUN SAFETY

No hat no play in the sun is reinforced all year round. Students are required to wear their Good Shepherd hats during outdoor activities and play times. Children without a hat will be required to play in shaded or undercover areas.

Children are encouraged to use sunscreen during the day as part of our sun safety approach. All classrooms have sunscreen for the children to access.

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.

For all information regarding Student Code of Conduct, behaviour, school rules please visit our Guidelines and Procedures on our school website.

Guidelines & Procedures – Good Shepherd Primary School

YEAR 6 LEADERSHIP PROGRAM

All our Year 6 students are involved in our Leadership Program in Year 6. To read more about this please click on the link Leadership Program – Good Shepherd Primary School

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RELIGIOUS EDUCATION

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

In partnership with parents/guardians 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 CEWA. Regular opportunities are provided for children to participate in Masses, Assemblies and class prayers.

SACRAMENTS

Children continually prepare for the Sacraments of Reconciliation, Eucharist and Confirmation.

The Sacrament of Reconciliation takes place in Year 3.

The Sacrament of Eucharist in Year 4.

The Sacrament of Confirmation in Year 6.

Parents/guardians are asked to help prepare their children for these Sacraments, through our Parish based programs and participate in workshops with their child. Retreat days are held at school for candidates for some of the Sacraments.

LITURGIES & MASSES

Whole school masses are held on certain dates and religious days of obligation throughout the year. Generally, they are held on Fridays at 11:10am.

Liturgies are held for children in Pre-Primary to Year 2 in the school hall on Friday afternoons at 2pm. Parents/guardians are welcome to stay following the liturgy for afternoon tea with the children and are asked to bring along a plate to share with the class.

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CURRICULUM

Information regarding our Learning Area and Specialist classes can be found on our website. Curriculum – Good Shepherd Primary School

Below are some of the additional programs implemented across our school for the benefit of our students.

KSCP: Keeping Safe Child Protection Curriculum

It is a requirement that all students receive a protective behaviours and sexual abuse prevention education which is developed by experts in child abuse prevention, is age and developmental stage appropriate, is culturally appropriate, is integrated into the curriculum of the school and make relevant subject matter links, includes e-safety education and builds practice self-protective skills and strategies. The KSCPC teaches children and young people to recognise abuse, tell a trusted adult, understand what is ok and not ok touching and ways of keeping themselves safe.

The curriculum is based on two main theme which are presented through topics and activities
· Theme 1: We all have the right to be safe
· Theme 2: We can help ourselves to be safe by talking to people we trust

The two themes are explored through four Focus Areas, which are examined in growing complexity in accordance with the age of the learners.
1. The right to be safe
2. Relationships
3. Recognising and reporting abuse
4. Protective strategies

Further information can be found at : Keeping Safe Parent information

URSTRONG

URSTRONG is all about helping kids develop strong friendship skills! URSTRONG is a proven, skills-based program that teaches kid-friendly concepts, strategies, and language to help children build and nurture healthy friendships. Research shows that whole-school approaches are the most effective, and URSTRONG fosters a shared language of friendship among kids, teachers, and

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parents/guardians. Kids love learning and repeating the 4 Friendship Facts, which help them understand what to expect from their friendships. The Friend-o-Meter is a helpful tool that lets kids assess how they feel about their friendships and figure out ways to improve them. The Friend-o-Cycle teaches kids how to handle and resolve Friendship Fires, strengthening and deepening their friendships. URSTRONG also empowers kids to stand up for themselves in a kind and respectful way, helping them recognise when conflicts are a Friendship Fire or something mean on purpose.

For Parents | URSTRONG

EXTRA-CURRICULAR ACTIVITIES

We have a number of extra-curricular activities that encourage children to participate in other opportunities at school. This will be advertised throughout the year and include some of the following:

Games and Chess Clubs

Instrumental Programs and School Band

Performing Arts Festival

Sporting –run club

Dance – end of year concert performances

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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

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