

Good Shepherd Catholic Primary School



PARENT INFORMATION BOOKLET

Arbuthnot Street, Kelmscott WA 6111

Telephone: 9496 9200

E-mail: admin@gsk.wa.edu.au

Website: www.gsk.wa.edu.au



School Administration

Introduction

In the following pages you will find information to assist you in learning about our Catholic Primary School.

Please keep it for future reference. If you have any queries or concerns, please feel free to call the School Office on 9496 9200 where the staff will direct you to the most appropriate person to answer your query.

Administration

<i>Principal</i>	<i>Mr Paul Hansen</i>
<i>Assistant Principals</i>	<i>Mrs Diana Newman Mrs Deborah Glorie</i>
<i>Administration</i>	<i>Mrs Rose Bridges</i>
<i>Finance Officer</i>	<i>Mrs Jenny Marion-Clark</i>
<i>Chairperson of School Advisory Board</i>	<i>TBC</i>
<i>Parish Priest</i>	<i>Father Pavol Herda</i>



Vision Statement

With the Good Shepherd as our guide, working together to nurture and develop the whole child.

Good Shepherd Catholic Primary School has, as one of its specific responsibilities, the formation of its students in Christian virtue and conscience.

Our school needs first of all to be an effective school and must begin from the principle that our educational programme is intentionally directed to the growth of the whole person:

*Spiritually
Emotionally
Intellectually
Physically
Socially*

As a community working in partnership, we need to be ever mindful of our changing society and the world we live in. We must ensure that we prepare our students for a full and positive contribution to society.

In looking to the future, it is important to remember our past, our history and our heritage. We must acknowledge our shortcomings and celebrate our achievements and build on these to best prepare us for what is to come.



Mission Statement

*Learning through
Faith, Love and Laughter*

Values

Respect

Respect for self, others, property and environment.

Responsibility

*Responsibility for own learning and actions
and acceptance of consequences.*

Compassion

Compassion for all the circumstances and needs of others.

Excellence

Excellence in all we do.

SCHOOL PROFILE

Good Shepherd Catholic Primary School is situated on 6 hectares of foothills bushland within walking distance of Albany Highway, Kelmscott. Founded by the Loreto Sisters, the Principal is now a lay member of the community. The school is closely linked with the Parish of Good Shepherd, serving as its only primary school.

As an integral part of the Kelmscott Parish, Good Shepherd Catholic Primary School aspires to be a Catholic faith community which guides its students to develop to their fullest potential. The school is focused on effective student-centred teaching and learning. Of paramount importance is the establishment of meaningful relationships as together we pursue excellence.

In partnership with parents, who are their children's prime educators, our staff aim to encourage children in their acquisition of the highest possible degree of self-esteem and respect for others, as modelled by Christ in the Gospels. Qualities such as compassion, love, honesty, sincerity and others equally desirable will develop only if respect for self and fellow human beings is firmly established.

The development of this mutual respect will enable our children to come to value deeply their environment, other people and their cultures and to appreciate fully the wonder of God's creations.

In the wider context we plan to develop strong links with the community, fulfilling our intention to provide a challenging and stimulating program of studies that will meet many of the intellectual, spiritual, physical, emotional and social needs of students, families and staff.

It is by focusing on Christ's way of life that Good Shepherd Catholic Primary School will help build children whose hearts will be open and whose goals will be high; who will master themselves before they seek to lead others; and who will reach into the future, yet never forget the past.

STAFF

TEACHING

Mrs Sabrina Roberts *Miss Georgia Franco*
Miss Lauren de Souza *Mrs Brittany Smith*
Mr Keiron Throssell *Mrs Nicola Burns*
Mr Ethan Dias *Miss Sarah Cooper*
Miss Renee Guazzelli *Mrs Hollie Johnson*
Mrs Diana Newman *Mrs Kristy Maher*
Mrs Deborah Glorie

SPECIALISTS

Mrs Deborah Glorie *K-2 Cluster/Support/Curriculum*
Mrs Barbara Stone *Gifted and Talented*
Mrs Diana Newman *3-6 Cluster/Music*
Mr Brent Johnson *Physical Education*
Mrs Kristy Maher *Science Specialist*
Mrs Penelope O'Brien *Italian Teacher*
Mrs Hollie Johnson *3YO Program*

SOCIAL WORKER

Mrs Kate Vandamme

LIBRARY OFFICER

Mrs Carrie Archibald

EDUCATION ASSISTANTS

Mrs Jenny Marion-Clark, Mrs Gail Player
Miss Susan Deckert, Miss Georgia Curulli,
Mrs Renae Mills, Miss Hannah Lake

CANTEEN MANAGER

Mrs Wendy Lazzari

UNIFORM SHOP

Mrs Linda Aldworth

GROUND'S MANAGER

Mr Clayton Rickman

Academic Year (TBC)

2024

Semester 1

Term 1 *Wednesday, 31 January*

to *Thursday, 28 March*

Term 2 *Tuesday, 16 April*

to *Friday, 28 June*

Semester 2

Term 3 *Tuesday, 16 July*

to *Friday, 20 September*

Term 4 *Tuesday, 7 October*

to *Friday, 6 December (Students)*
Friday, 13 December (Staff)

School Hours

Session Times

Three Year Old Pre-Kindy Program

Thursday: 8.45 – 14.45am

Kindergarten

Monday: 8.45am - 14.45pm

Tuesday: No Kindy Session

Wednesday: 8.45am - 14.45pm

Thursday: No Kindy Session

Friday: 8.45am - 14.45pm

Students must be walked to the class by an adult.

Students must be picked up by an adult from the classroom.

Pre-Primary

Monday to Friday 8:40am - 15.00pm

Students must be picked up by an adult from the classroom.

Years 1 – 6

Lessons commence at 8.40am and conclude at 15.00pm

Recess 10.45am to 11.05am

Lunch 12.40pm to 13.15pm

Students must be picked up from school by 15.15pm.

RELIGIOUS EDUCATION

The aims of the Religious Education program at Good Shepherd Catholic Primary School are based on the Perth Archdiocese Religious Education Curriculum. Our own school-based program encompasses the following three points:

- Children developing a personal vision of how they can reflect God.*
- Raising in children their awareness of how they develop as fully integrated human beings.*
- How God helps them to become the vision and to develop a 'faith relationship' with Christ.*

Children participate in Sacramental programs in Year 3 (Reconciliation), Year 4 (Eucharist) and Year 6 (Confirmation). Parents are an integral part of this preparation and are encouraged to assist the class teacher in any way they can. Parent information sessions are held as part of the preparation for each sacrament and parents are required to attend. More information regarding the R.E. program is available at the school. Enquiries are welcomed.

PASTORAL CARE POLICY

Pastoral care permeates the total climate of relationships within the community of Good Shepherd Catholic Primary School. It has the individual as its focus, and reflects the support, the encouragement and the tender care shown and experienced in the ethos of Gospel-based communities. With its life-giving focus it should enable all to grow, to be affirmed in their dignity and worth as persons, to appreciate themselves and to develop skills in building personal relationships.

The Pastoral Care programme is the responsibility of each member of the school community. Our staff are committed to ensuring:

- the development of quality relationships between staff, students, parents, parish and community.*
- that every member of the school community experiences a sense of belonging to a caring Christian community.*
- that the spiritual, emotional, creative, social, intellectual and physical development of each person in the school is integrated.*
- experiences of the wider community for our children to become aware of the communal nature of being a person in our world are provided.*
- the provision of an effective care network for the school community.*
- the encouragement of student conduct based on reconciliation and problem-solving.*
- that all school members contribute to the pastoral dimension in appropriate ways according to their roles and responsibilities.*
- the development and nurturing of staff and their relationships with one another, both at the school and in the outside community.*

STUDENT CONDUCT

The school has a pastoral approach that uses restorative practice as a whole school teaching and learning approach that encourages behaviour that is supportive and respectful. The staff show genuine care and concern for the students in the school, and this is demonstrated in the relationships between staff and students. In the classrooms, two broad principles are applied. Firstly, each student has the right to learn, and no other person can deny the student this right. This extends to the student himself/herself in that they are to be focused on their tasks and exercising their right to obtain a quality education. Secondly, teachers have a right, as well as a duty, to teach without distraction or disruption and no person can deny the teacher this right. Teachers and parents work closely together in this aspect of the student's development.

Behaviour Management Procedure:

<https://tinyurl.com/vhfny83b>

STUDENT CARE

Students are to be collected from their classroom or the designated set-down and pick-up areas in the school or car park.

If you require to take your child from school for part of the day there is a sign-out and sign-in book in the front office which needs to be completed on leaving and on return and a blue card presented to the class teacher.

ACADEMIC CURRICULUM

Teachers at Good Shepherd plan their teaching and student learning guided by the School Curriculum and Standards Authority for Kindergarten to Year 12 Education in Western Australia. There is provision for learning in the Arts, English, Health and Physical Education, Languages other than English (Italian), Mathematics, Science, Society and Environment, as well as Technology and Enterprise.

The Arts

Students create, interpret, explore and communicate ideas in and through the art forms of dance, drama, media, music and visual arts and combinations of those forms. Classrooms endeavour to address these aspects and at Good Shepherd we have a Music Specialist who works with students.

Music

Music is an integral element of the school program with all students from Kindergarten to Year 6 being actively involved. Music concepts are taught using a number of methods including the Kodaly method which is an effective sequential learning process, and the Orff approach which encourages the use of percussion instruments within an active music classroom.

The Choral Music Program at Good Shepherd is particularly strong with students from Years 3 to 6 being given the opportunity to participate. Our choirs are very successful in the Performing Arts Festival and also perform at outside venues.

An instrumental teaching program is coordinated with Lumen Christi College. Students have the opportunity to learn a musical instrument with qualified specialist tutors who visit the school each week. The School Band provides these students with an opportunity to play in an ensemble situation.

Art and Craft

Art programs allow the children opportunities to express their ideas and feelings through techniques of drawing, painting, colouring, printmaking, collage, papercraft, textiles, weaving, 3D activities and ceramics.

ENGLISH

The acquisition of language is a developmental process.

At Good Shepherd we aim to develop children as language users. They are fully immersed in language in all its forms and for all its purposes. We provide whole language programs which integrate reading, writing, spelling and listening within a relevant and meaningful context.

Children are encouraged to share responsibility for their own personal progress, to think, to question and to evaluate their own performance within the process of language learning. Creative thinking, individual viewpoints and risk-taking are encouraged within a success-oriented framework of strategies and experiences integrated across all areas of the curriculum.

HEALTH AND PHYSICAL EDUCATION

The main aim of this area is for students to develop knowledge and values and learn skills which contribute to the development of a healthy lifestyle.

At Good Shepherd Catholic Primary School, we have a Specialist Physical Education Teacher who co-ordinates and teaches Physical Education Kindy to Year 6.

SPORT

The sport program is based on students learning the skills used to play 'Aussie Sports' including push hockey, soccer, netball, softball, football.

The whole school participates in a swimming program and a school swimming carnival is organised once a year.

This is complemented by a Daily Fitness Program which is planned for the first 20 minutes of each day.

The school athletics and cross-country programs are exposed to all students with extra after-school training and clinics organised as a lead-up to the school and interschool carnivals.

Inter-school sport: Some students may be selected to represent the school in swimming, lightning (football, soccer, netball), cross-country and athletics carnivals throughout the year.

MATHEMATICS

Our approach to teaching mathematics is based on developing positive attitudes to maths understandings, skills, knowledge and other intellectual abilities. Maths lessons could involve either written or mental activities. The element of discovery learning often seen as play is of paramount importance in developing the above outlined aims. The meanings of mathematical terms are learned by usage and not by rote.

Mathematical knowledge and skills are acquired by the children in the course of practical activities involving pupil interaction with concrete materials. The chief aims of teaching activity-based mathematics are to: set children free to think for themselves, provide experiences to discover the order, pattern and relationships of mathematics and to give children mathematical skills.

The calculator is used as a tool to assist learning in Years One to Six. Calculator activities will be based on familiarisation, games, development of self-checking skills and application to the four processes at the level of each child after concrete understanding of the processes involved.

SCIENCE

We believe that science should provide the primary school child with a means of learning about themselves and their environment through as many practical firsthand experiences as possible. Science should develop in the child attitudes of curiosity, perseverance and enjoyment.

Thematic approaches enable some areas of science to be integrated across other curriculum areas such as, environmental studies, health, social studies, language, religion etc.

We use programs in Science which emphasise a problem solving approach through inquiry and discovery. The children are guided to observe, measure, describe and think creatively and responsibly about themselves and their environment through a variety of science related experiences.

LOTE

Italian is taught at Good Shepherd. Our qualified Italian teacher teaches specific language knowledge and skills and well as cultural and geographical information about Italy. Students begin studying Italian once a week in Pre-Primary and continue to do so throughout primary school. They are introduced to the language through songs, games and storytelling, with the focus being on learning greetings, basic conversation, numbers, colours and animal names.

SOCIETY AND ENVIRONMENT

Our aim in studying Society and Environment is to develop in the children the concepts, knowledge, attitudes and values that will enable them to live in their society and environment as responsible Christians.

ACTIVE LEARNING: Excursions

At Good Shepherd we seek to provide children with maximum opportunities to be active learners in the environment in which they live. To this end, opportunities for learning outside the classroom are provided by visiting farms, art galleries, museums, factories, shopping centres, etc. These excursions give children the opportunity to develop concepts about their world in a way that connects life with school based learning.

TECHNOLOGY AND ENTERPRISE

This area involves applying knowledge, skills and resources to satisfy human needs and wants, extending capabilities and realising opportunities.

Technology uses resources, tools and machines, knowledge skills and experiences, as well as investment of time, energy and money.

KEEPING SAFE: CHILD PROTECTION CURRICULUM (KSCPC)

The KSCPC is an evidence based, best practice curriculum developed collaboratively with child protection experts, teachers, educational leaders and other professionals.

The KSCPC is divided into five documents specific to the age and year level of the student. There are an additional three documents for educators working with students:

- *from Aboriginal and Torres Straight Islander backgrounds*
- *from cultural or linguistically diverse backgrounds*
- *with disability and additional needs*

The KSCPC is predicted on two main themes which are presented through topics and activities of increasing complexity. The two themes are:

- *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 students. The four focus areas are:

- *Focus Area 1: The right to be safe*
- *Focus Area 2: Relationships*
- *Focus Area 3: Recognising and reporting abuse*
- *Focus Area 4: Protective strategies*

More information can be found on the Department for Education and Child Development KSCPC site <https://kscpc.sa.edu.au>

SPECIAL NEEDS

The school is committed to meeting the needs of all students and provides programs to support those with identified disabilities.

INTERVENTION PROGRAMS

Students identified 'at risk' are able to access specialised support programs that focus on Literacy and Numeracy development. These programs are classroom based and are designed to assist students at their point of need. Further information about these programs are available from class teachers and support staff.

HOMEWORK GUIDELINES

The school is committed to setting homework. The school recognises the increasing pressures of family life and the demands on parents' time. For this reason, homework schedules (see below) are to be closely observed and the homework policy reviewed in relation to rapidly changing lifestyles.

Recommended Homework times:

<i>Years 1 and 2</i>	<i>15 - 25 minutes</i>
<i>Years 3 to 5</i>	<i>20 - 30 minutes</i>
<i>Year 6</i>	<i>40 - 45 minutes</i>

REPORTS

The staff is reviewing the process of reporting and are making changes in this area. We are looking to develop a set of guidelines that include all the very best practices in Reporting and Assessment.

Samples of annotated work are collected on a regular basis from across the curriculum. These are sent home for parents to view at the end of each semester. Parents are also given the opportunity to meet with teachers to discuss their child's progress on a regular basis.

ENROLMENT PROCEDURE

An application form needs to be completed for each child seeking a place at Good Shepherd. A non-refundable \$50 Application fee is charged. Parents are required to attend an interview with the Principal before a place is offered.

Places are offered 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.*

A copy of the child's Baptismal Certificate, Birth Certificate and Immunisation details are required at interview. For older children seeking a place, a copy of the child's most recent report is required.

Interviews for Kindergarten places will normally be held in Term 2. Families will be contacted to arrange an interview time.

SCHOOL FEES

No Catholic student is excluded from this school because of the inability of his or her parents to pay the full annual fee. However, parents are expected to contribute to the best of their ability.

The following fee assistance may apply:

- **CONCESSIONS:** The School Advisory Board is sympathetic towards parents with genuine needs who require financial assistance. Parents seeking a concession should contact the Bursar. All concessions are re-negotiated on an annual basis.
- **HEALTH CARE CARD:** In accordance with Catholic Education Commission policy the school provides considerable assistance with fees. A current Health Care Card must be presented to the school for this to apply. This applies to new HCC holders as well as existing cardholders.
- **SIBLING DISCOUNT:**
20% per year for the second child (tuition fee)
40% per year for the third child (tuition fee)
Note: Where four children are enrolled from the same family, NO tuition fee will apply to the fourth child.

GENERAL INFORMATION

CANTEEN

The school canteen operates Wednesday and Friday. It is staffed by a Manager who is supported by parent volunteers.

Canteen orders can be made and paid for online by 9.00am at www.quickcliq.com.au.

PARENT HELP

Parents are welcome in the school and are encouraged to help out in classes. Many teachers are very keen to enlist the support of parents to help with small group work, photocopying, sport, etc. There are a number of other ways in which parents can help out, including assisting in the library, and volunteering for canteen duty.

SCHOOL LIFE

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

- *the faith education of their children;*
- *all school activities;*
- *the school's regulations and codes of conduct and dress, and;*
- *the fostering of a spirit of co-operation and community between parents, staff and students.*

SCHOOL SPIRIT

Parents are asked to support the school by encouraging children to develop a sense of responsibility towards their school and each other and to show respect and friendship by their manner and dress.

Children are expected to greet visitors to the school politely, cheerfully welcoming them to the school.

Complaints and Disputes

A brochure outlining how to deal with a dispute or complaint in a catholic school is available from the CEWA website at the address below.

<https://policy.cewa.edu.au/executive-directive/dispute-and-complaint-resolution/>

ABSENCES

If a student is going to be away or late for school, parents are to contact the school before 8.30am in one of the following ways:

1. Online form on the school website
2. Email: admin@gsk.wa.edu.au or attendance@gsk.wa.edu.au
3. Phone: 9496 9200 (option 1), and followed up with a note or email
4. Call into the office and fill out an absence form

All absences must be followed up with a signed note from the parent/guardian.

Please note, if using the email option, that the 'from' address is not sufficient as it does not necessarily contain the full name of the person sending it. A full parent/guardian name must be typed at the end of the message. Seesaw is not accepted as a form of absence notification.

A sick note / email should contain the following information:

- the name of the student
- the class/roll group of the student
- the reason for the absence
- the full name of the parent/guardian at the end of the message

LATE STUDENTS

Any student who arrive after 8.40am **MUST** be signed in by their **parent/guardian** at the school office before going to class and a blue card taken to the teacher.

EARLY PICK-UP

Any Students who need to leave early for appointments, sickness etc **MUST** be signed out at the office first and a blue card taken to the class teacher.

PARENTS & FRIENDS GROUP

Each term there are two meetings for the Good Shepherd Parent & Friends Association. The P&F has executive roles with a President, Vice President, Treasurer and Secretary. All parents are a part of the P&F and are welcome to attend all meetings.

Class Representatives are an integral part of the communication between the P&F and the general parent community.

The roles are not intended to be onerous and we know many hands make light work!

SECONDARY SCHOOLS

On leaving Good Shepherd Catholic Primary School the majority of children go on to Lumen Christi College, Martin. Generally, the remainder enrol at Mazenod College, Lesmurdie, St Brigid's College, Lesmurdie and Kelmscott Senior High School. Parents are encouraged to register their children's names at the high school of their choice at their earliest convenience because places are often in demand.