VISION STATEMENT

The school is Catholic and therefore its vision is based on the Gospel Values. Our motto is SPIRIT, PEACE & WISDOM and we try to encompass this in all that we do.

ST VINCENT’S WILL STRIVE TO:

- provide a welcoming atmosphere and sense of security through order and discipline.
- recognise individuality and provide all with the opportunity to achieve success.
- provide a sound holistic education.
- have high expectations and encourage children to develop pride in their school.
- work collaboratively with parents, the parish and the wider community.
- continue to develop an effective use of new technologies.

(Derived from parent night and staff meetings 1996; with updates and changes from further staff meetings in 1998 and 2000.)
PROFILE

St Vincent’s School was opened in Medina (corner of Pace Road and Gilmore Avenue) in 1956 by Sisters of the Order of St Joseph of the Apparition. The School relocated to a new site in Parmelia for the commencement of the 2004 school year. The school staff consists of the Principal, two Assistant Principals, Classroom teachers, Librarian, Phys Education, Information Technology teacher, Junior and Upper Primary Support, Music Teacher, Social Worker, Teacher Assistants, Finance Officer, Secretary, Administration Assistants, Canteen / Uniform Shop Manager and a Grounds person.

St Vincent’s School Four Year Old Kindergarten Programme runs 15 hours per week – 3 days. An information booklet about the Kindergarten is available from the School Office.

The School provides Primary Education from Kindy to Year Six for both boys and girls. Children, who will turn 4 years of age prior to 30 June, in the year they will enter are eligible to enrol in Kindy. All applications for enrolment are reviewed subject to the enrolment policy.

Classes in Italian are offered to children from Kindy to Year Six. This service is provided by the Italo-Australian Welfare & Cultural Centre Inc.

The main emphasis of the School Curriculum is Literacy and Numeracy. The School Information Technology Plan has facilitated the placement of at least eight computers in each block of classrooms and a bank of thirty-two computers in the multipurpose room and the application of interactive technology in the classrooms.

The school enjoys a close relationship with the Parish Community and all members of the School Community are expected to participate in the life of the School and Parish for the benefit of all. Community involvement in the School is via the School Board and the Parents and Friends’ Association. These groups work in a co-operative, Christian atmosphere, encouraging educational advancement. Parents can also be involved in the School by assisting in the Canteen, the Uniform “Shop” or helping with sport or the Perceptual Motor Programme.

The method of school management used is that which takes its authority and guidelines from the Catholic Education Office of Western Australia.
1.0 ENROLMENT POLICY

1.1 Children (Kindergarten to Year Six) are accepted into the School, according to the Enrolment Criteria, following an interview with the Principal.

1.2 Children accepted at Kindergarten will not be expected to give way to incoming children.

1.3 Children starting school in Pre Primary should apply for enrolment 18 months ahead.

1.4 Children starting school in Year One should apply for enrolment at least 2 years ahead.

1.5 No applicant will be excluded because of financial difficulties, whether Catholic or otherwise.

1.6 Parents wishing to enrol their child(ren) at St Vincent’s are expected to support the philosophy and policies of the School.

1.7 The minimum age requirement for enrolment into Kindergarten will be that the child turns 4 years of age by 30 June in the year of commencing Kindy. Children enrolling in Kindy will be enrolling in the School, i.e. there will be no re-enrolment for Pre Primary.

1.8 The administration retains the right to reconsider these guidelines, should it feel that it is warranted.

2.0 ENROLMENT PRIORITY

2.1 Siblings of Catholic students from the parish with a Parish Priest reference.

2.2 Catholic students from within the Parish with a Parish Priest reference.

2.3 Catholic students from outside the Parish with a Parish Priest reference.

2.4 Other Catholic students.

2.5. Siblings of non- Catholic Students.

2.6 Other Non- Catholic students from Christian denominations.

2.7 Other Non- Catholic Students.

3.0 INTERPRETATION OF THE POLICY

3.1 The Principal is responsible for the interpretation of the Enrolment Policy.
GENERAL INFORMATION

NEW ADMISSIONS
Any person wishing to enrol a child in St Vincent’s School, should obtain an Enrolment Form from the School Office or the school website. This form should be completed and returned to the school as soon as possible. Enrolment policy can be discussed with the School Principal by appointment. Kindy (4 year old) Interviews will be carried out in Term Two, Pre Primary (5 year old) and other interviews will be carried out in Term Three (or as vacancies arise) of the year preceding entry into the School. At least one parent/guardian; along with the student are to attend an interview with the Principal.

SCHOOL TIMES
School commences - 8:40am (Kindy to Year Six)
Recess - 10:40am
Lunch - 1.00pm
School finishes - 3:00pm (Kindy and Pre Primary see below)

SCHOOL SUPERVISION AND RESPONSIBILITY FOR CHILDREN
The School will supervise and be responsible for children from 8:20am until 3:10pm, on all school days. If children arrive at school prior to 8:20am, parents are completely and solely responsible for their child(ren)’s actions and well-being. The school is not accountable nor responsible for their safety and welfare and will not accept responsibility for children prior to 8:20am nor after 3:10pm.

PRE PRIMARY CHILDREN must be delivered to the door of the Pre Primary at 8:30am. Children must be collected by a parent or designated adult, from the classroom, undercover area or via drive through at the school pickup area at the front of the school.

KINDERGARTEN CHILDREN must be delivered to the door of the Kindy at 8:30am and be picked up from the door at 2.45pm on Tuesday, Wednesday and Thursday.

HOLIDAYS AND STAFF DEVELOPMENT DAYS are published in the School Newsletter, on the school website and in the yearly Parent Information Handout with as much advance notice as possible and reminders just prior to the date.

STAFF MEETINGS (which are held after school hours) are a valuable factor in the educational growth and smooth running of the School. Three Professional Development Days (Pupil Free Days) occur during the year. On these days students do not attend school. Staff in Catholic Schools are given a “Catholic Day” in recognition of the many after hours duties and events they support and take part in as members of a Catholic School.

ALL STUDENT ABSENCES from school must be covered by either a note from parent or guardian, or a medical certificate. Students are not permitted to leave the School Grounds during the school day without notification to the School from parent or guardian. Parents and or guardians must notify the school by phone if their child is going to be absent on the day (if the class teacher has not had prior notification). Parents are required to phone the school by 9am if their child/ren will be absent. Parents who have not notified the school will receive an SMS.
THE SCHOOL NEWSLETTER is sent home with the eldest child in each family on Thursday of each week. It is important to make sure your child gives you the Newsletter and that you take the time to read it, as this is our primary means of informing parents about activities within the School, holidays, closing times etc.

SCHOOL EXCURSIONS AND YEAR SIX CAMP are considered a valuable part of the educational programme and all students are expected to participate. The School will undertake to give parents full details of any excursion or camp well before the event takes place.

THE SCHOOL CANTEEN is open three days per week (MONDAY, WEDNESDAY AND FRIDAY ONLY - THESE DAYS DO NOT VARY REGARDLESS OF LONG WEEKENDS OR OTHER HOLIDAYS). Details regarding the Canteen menu are given out to students at the start of each new year and as necessary during the year. The Canteen is staffed by a Manager, who is assisted by volunteer help. All parents are expected to help in the Canteen on a roster basis.

LOST PROPERTY Parents are requested to ensure that all clothing is clearly marked with the student’s name. Parents or students trying to locate lost property should check the office for lost items of clothing, or enquire of the child’s class teacher. All property not claimed after a reasonable period will be donated to the School’s Second-hand Uniform Pool, if in good condition.

PARENTS - SCHOOL CONTACT [REPORTS] St Vincent’s School presents parents with a report at the end of each Semester. These reports are drawn up by School Staff in an effort to give parents an accurate and useful description of the child(ren)’s progress. The reports are complemented by portfolios in Term One, Parent Interviews in Term Two and the Learning Journey in Term Three.

A close liaison between the School and the home enhances the development and overall education of the child. Parents are most welcome to make contact with the School at any time. Teachers will advise parents of classroom procedures at the commencement of each school year. This is done through a parent information evening.

Parent/Teacher Interviews are conducted in early Term Two and have two main aims:-

1. To describe your child(ren)’s progress

2. To ensure that there is time given for teachers and parents to meet and talk about the progress of your child(ren).

Parents are encouraged to meet with their child(ren)’s teacher(s), if they are concerned, in any way, regarding their child(ren)’s education.
PARENTAL PARTICIPATION in the life of the School is mainly via two groups. The SCHOOL BOARD and the PARENTS AND FRIENDS’ ASSOCIATION.

THE SCHOOL BOARD is the body, which provides advice and support for the Principal, in areas of finance and employment of staff. The Board consists of the Parish Priest, the School Principal, a representative of the Parish Council, a representative of the P & F Association and six other elected persons.

PARENTS AND FRIENDS’ ASSOCIATION This group provides valuable support to the School by helping to improve school facilities and coordinating social functions within the School Community. Parents are encouraged to attend the meetings of this organisation.

FINANCIAL COMMITMENT 2015 Parents are obligated to a number of financial commitments, which are vital to the economic running of the school.

SCHOOL FEE FOR ONE CHILD is $820.00 per year.
SCHOOL FEE FOR TWO CHILDREN is $1476.00 per year.
SCHOOL FEE FOR THREE (or more) CHILDREN is $1968.00 per year.
SCHOOL FEE FOR A KINDY CHILD is $615.00 per year (two fifths of first child fee).

FOR EACH CHILD (KINDY TO YEAR SIX) there is an AMENITIES FEE of $155.00 per year. This Fee covers the cost of all consumable materials i.e. photocopier paper, art paper, paints etc.

FOR EACH CHILD (YEARS KINDY TO SIX) there is a TECHNOLOGY FEE of $40.00 per year. This covers the cost of computer consumables.

SWIMMING FEE $90.00 PER CHILD (Years PP to 6) payable over the year.

AN INSURANCE CHARGE of $10.00 per child (Pre Primary to Year Six) and $5.00 per child (Kindy) is payable with Term One School Fee Accounts. This covers insurance costs associated with school activities authorised by the Principal and under the control of the school.

A BUILDING LEVY of $165.00 per year applies to all families, including Kindy families. This is a compulsory payment and is not tax deductible.

THE PARENTS AND FRIENDS’ ASSOCIATION LEVY is set at $40.00 per family (including Kindy families) per year. Payment of this levy is encouraged, as income from this source is used to complement other fundraising ventures, undertaken by the P & F, to assist the School.

The fees stated are for a full year. Total Fee Accounts are sent out during the first two weeks of Term 1 with statements issued at the beginning of subsequent terms. To make payment of fees easier, fees may be paid off by instalments during the year. All accounts are issued by the School Office and payment may be made at any time during school hours. Cheques should be marked “NOT NEGOTIABLE” and made payable to “ST VINCENT’S SCHOOL”. 
A DIRECT DEBIT SYSTEM OPERATES THROUGH THE CATHOLIC DEVELOPMENT FUND AND INFORMATION WILL BE ENCLOSED WITH THE FIRST SCHOOL FEE ACCOUNTS FOR EACH YEAR.

BPAY, EFT, AND EFTPOS ARE ALSO AVAILABLE FOR ALL PAYMENTS
Banking and payment details will be on invoice and statements

A non-refundable fee of $35 is payable on enrolment application, for new families.
A non-refundable enrolment fee of $50 per child (which will be deducted from the first school fee account) will be charged for children of families new to St Vincent’s School.

HEALTH CARE CARD TUITION FEE DISCOUNT SCHEME
From 2005, parents/guardians who are responsible for the payment of school fees and hold a current means tested family Health Care Card or Pensioner Concession Card with the code “PPS”, will be entitled to a discount on tuition fees.

The discounted tuition fee per student for 2016 will be as follows:
   - $230 per year for kindergarten students
   - $230 per year for primary students (PP to Year 6)

The discounted tuition fee does not cover additional charges such as camps, excursions, swimming, amenities, book hire, insurance, P & F Levy (non compulsory) the compulsory Building Levy, Music Fees, Uniform. The full rate applies to all these charges.

To access the Health Care Card Tuition Fee Discount Scheme parents/guardians will need to show a valid Health Care Card or Pensioner Concession Card (code PPS) and complete a simple form in Term 1 of each year. Holders of cards that are due to expire prior to the end of Term 3 will need to show their new card once issued for the discount to continue.

More information on the Health Care Card Tuition Fee Discount Scheme is available on the Catholic Education Office website www.ceo.wa.edu.au under “Health Care Card”.
ARCHDIOCESAN POLICY
FOR THE PROPER PREPARATION OF CHILDREN
FOR THE RECEPTION FOR THE FIRST TIME
OF THE SACRAMENTS OF PENANCE AND EUCHARIST

The Archdiocese of Perth strongly recommends:

*that the sacrament of Penance be received upon the completion of proper preparation and received again before first Holy Communion; and that first Holy Communion, with proper preparation, be received in the following year.*

The responsibility for this preparation belongs firstly with the parents and also with the Parish Priest (Archdiocesan Policy)

St Vincent’s Parish offers classes for the preparation of children for the first reception of the Sacraments of Penance and Eucharist. In the senior school, children will prepare for the Sacrament of Confirmation. Therefore, children attending St Vincent’s School need to enrol in the parish Sacramental Programme to prepare them to receive the Sacraments of:

**SACRAMENT OF PENANCE/RECONCILIATION**
for Catholic children, who have been baptised and are in Year Three and above.

**SACRAMENT OF THE EUCHARIST (First Communion)**
for Catholic children, who have been baptised, have received the Sacrament of Reconciliation and are in Year Four and above.

**SACRAMENT OF CONFIRMATION**
for Catholic children/adults, who have been baptised, have received the Sacraments of Reconciliation and the Eucharist and are in Year Six and above.

The classes consist of an eight (8) week programme, preceded by an Enrolment Commitment Mass. In addition, parents are required to attend a parent information meeting and the Family Workshop with their child on the Sacrament.

The classes for the Sacraments of Eucharist, Penance and Confirmation are held on Tuesday afternoons from 3:30 to 4:30pm in the Year level classroom.

These programmes are organised by the Parish Sacramental Co-ordinator and Assistant Principal.

All enquiries should be directed to the Parish Sacramental Co-ordinator Helene Iriks and/or through the School Office on 9419 2631.
SCHOOL UNIFORM / GROOMING / DRESS POLICY

All parents who enrol their child (ren) in St Vincent's School, agree to dress their child (ren) in the recognised school uniform. As a Catholic School, there is a certain code or standard of dress to be maintained. This code does not always agree with current standards in the broader community or society in general. It does not always agree with fads or changeable, "fashionable" trends. Parents who enrol their children at St Vincent's are usually aware of these factors, and their support and efforts in maintaining their children in clean, well-fitting uniforms and correct footwear are basic to the continued high standard of dress we wish to keep.

At the commencement of 2000 a new School Uniform was adopted, after lengthy discussions involving the Uniform Committee, the School Board, the P & F, the School Staff and students. It was decided to introduce a more practical uniform that both girls and boys could wear and that greatly decreased the number of items to be purchased and worn.

The school uniform consists of:
- Micron sports shorts with “St Vincent's” on the leg.
- Sports shirt
- School hat
- Green rugby top (with St Vincent’s logo) and tracksuit pants.
- **Predominantly white** sand shoe and white sports socks.
- (Plain brown sandals may be worn during summer months.)
- St Vincent's School Bag
- Rain jacket (optional)

Any child out of uniform (any component) will be given a notice to take home. This notice is to be signed by a parent. If the uniform infringement is repeated, the parents will be asked to see the Principal.

From the beginning of 2004 the School "Uniform Shop", will be run by a co-ordinator, employed by the school, who will be assisted by volunteer helpers. The “shop”, which will operate from an area adjacent to the Canteen, will be open each Monday morning from 8:30 to 9:30am and Wednesday between 2.30 and 3.15pm. Price lists/order forms are available from the School Office at any time. Orders may also be left at the office for collection from the “Uniform Shop” at the next opening time. Payment is via cash or EFTPOS (debit or credit).

**GROOMING** (including adornment)
Students with hair below the collar of their uniform must tie it up neatly. **School colour** - bottle green or gold hair restrainers (clips, ribbons, bobbles etc.) ONLY, may be worn. **Plain studs or sleepers may be worn; one per ear lobe.** A religious medal/cross may be worn around the neck ONLY. Students may also wear a watch.

**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 are definitely unacceptable.

VISITOR / PARKING

VISITORS TO THE SCHOOL ARE ASKED TO REPORT TO THE OFFICE, TO COLLECT A VISITOR’S BADGE, BEFORE PROCEEDING TO YOUR DESTINATION WITHIN THE SCHOOL. FOR THE SAFETY OF THE CHILDREN WE NEED TO KNOW WHO IS IN THE SCHOOL AT ALL TIMES.

PARKING  To avoid problems with car parking before, during and after school, would you please consider the safety and rights of others when parking or driving in the car park. Do not park in the pick up or drop off zone or handicapped parking bays unless you are authorized to do so. **Above all consider the safety of the children**, impatience and a lack of courtesy rarely achieves more than a bad reputation!

THE PARKING BAY FOR DISABLED IS RESERVED FOR STUDENTS WITH DISABILITIES ie parents setting down or picking up students with disabilities. ACCESS TO THIS BAY MUST BE KEPT CLEAR AT ALL TIMES.
The cooperation of all will ensure that our children are safe.

PRIVACY POLICY

Your Privacy Is Important

*What kind of personal information does St Vincent's School collect and how do we collect it?*

The type of information St Vincent's ['the School'] collects and holds includes (but is not limited to) personal information, including sensitive information, about:
- pupils and parents and/or guardians ['Parents'] before, during and after the course of a pupil's enrolment at the school;
- job applicants, staff members, volunteers and contractors; and other people who come into contact with the School.

*Personal Information you provide:* The School will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions people other than Parents and pupils provide personal information.

*Personal Information provided by other people:* In some circumstances the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

*Exception in relation to employee records:* Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and employee.

*How will St Vincent's School use the personal information you provide?*

The School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Pupils and Parents: In relation to personal information of pupils and Parents, the School's primary purpose of collection is to enable the School to provide schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the School.

The purposes for which the School uses personal information of pupils and parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social, spiritual and medical well being;
- seeking donations and marketing for the school;
- to satisfy the CEO's and the School's legal obligations and allow the School to discharge its duty of care.
In some cases where the School requests personal information about a pupil or Parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the pupil.
**Job applicants, staff members and contractors:** In relation to personal information of job applicants, staff members and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the School uses personal information of job applicants, staff members and contractors include:
- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the School;
- to satisfy the CEO's and the School's legal obligations, for example, in relation to child protection legislation.

**Volunteers:** The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as alumni associations, to enable the School and the volunteers to work together.

**Marketing and fundraising:** The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment, in which both pupils and staff thrive. Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising, for example, the School's Foundation or alumni organisation. Parents, staff, contractors and other members of the wider School Community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

**Exception in relation to related schools:** The Privacy Act allows each school, being legally related to each of the other schools conducted by the CEO to share personal (but not sensitive) information with other schools conducted by the CEO. Other CEO schools may then only use this personal information for the purpose for which it was originally collected by the CEO. This allows schools to transfer information between them, for example, when a pupil transfers from a CEO school to another school conducted by the CEO.

**Who might the School disclose personal information to?**
The School may disclose personal information, including sensitive information, held about an individual to:
- another school;
- government departments;
- your local parish;
- medical practitioners;
- people providing services to the school, including specialist visiting teachers and sports coaches;
- recipients of school publications, like newsletters and magazines;
- Parents; and anyone you authorise the school to disclose information to.

**Sending information overseas:** The School will not send personal information about an individual outside Australia without:
- obtaining the consent of the individual (in some cases this consent will be implied);
- or otherwise complying with the National Privacy Principles.
How does the School treat sensitive information?

In referring to 'sensitive information', the School means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual. Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The CEO's and the School's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals. The School has in place steps to protect the personal information the School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

Updating personal information

The School endeavours to ensure that the personal information it holds is accurate, complete and up- to-date. A person may seek to update their personal information held by the School by contacting the [Secretary] of the school at any time. The National Privacy Principles require the School not to store personal information longer than necessary.

You have the right to check what personal information the School holds about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the CEO or the school holds about them and to advise the CEO or the school of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves. To make a request to access any information the CEO or the school holds about you or your child, please contact the Principal in writing. The school may require you to verify your identity and specify what information you require. The school may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance.

Consent and rights of access to the personal information of pupils

The CEO respects every Parent's right to make decisions concerning their child's education. Generally, the school will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. The school will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil. Parents may seek access to personal information held by the school or the CEO about them or their child by contacting the Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the pupil. The school may, at its discretion, on the request of a pupil grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.