

*St Lawrence's  
Primary School Bluff Point*



*General  
Information  
Book  
2017*

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## *Principal's Welcome St Lawrence's Primary School, Bluff Point*

My name is Therese Asplin and along with the staff, I am delighted to welcome you to St Lawrence's Primary School, Geraldton.

At St Lawrence's we are proud to offer an education that is embedded in the values and traditions of the Catholic Church within the charisms of the religious orders who have come before us – the Presentation Sisters and the Sisters of Nazareth. With our motto 'Love and Serve the Lord', we work to ensure that each person is supported in their endeavours to show love to all through service in, and around our community.

Our vision statement, 'With Christ as our model, we seek to nurture our community in an environment that enables all to grow' gives voice to our yearning for justice, compassion and inclusivity.

At the heart of our school ethos is the Fruit of the Spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Galatians 5:22-23).

Building upon the work of so many before us, we acknowledge that St Lawrence's is recognised as a place of quality teaching and learning with a strong school and community spirit. We are driven by the belief that every person is capable of success and we value an emphasis on religious and spiritual growth, rigorous educational and physical programmes, restorative student management strategies, open and honest communication, and authentic and compassionate interactions.

Our core work of education is informed by our belief that all children have the right to a well rounded and robust education underpinned by positive relationships and the knowledge of God's presence in our daily lives.

St. Lawrence's School endeavours to create a safe, friendly learning environment that is developmentally appropriate and child centred. Children are encouraged and skilled to take responsibility for their own behaviour and learning. Our learning programmes focus on what the children are expected to know and how they can apply and use this knowledge and skills. Learning experiences that involve team work, sharing ideas and applying learning, give children the opportunities to acquire lifelong learning skills, such as social and group skills, complex thinking skills, and multiple ways of knowing.

In accepting a place for their child at St. Lawrence's, parents agree to support the policies, goals and rules of the school and to actively participate in the various school events.



### **LEARNING**



*We place emphasis on the education of the whole person and aspire to create learning environments where each person is supported and encouraged to be actively engaged to reach their potential.*

### **ENGAGEMENT**



*At St Lawrence's we endeavour to engage all members of the community in achieving our school vision and goals valuing respectful relationships and facilitating clear communication.*

### **ACCOUNTABILITY**



*All assessment is carried out for authentic purposes, providing data that informs learning and models effective feedback strategies throughout the school where each person is encouraged and supported to take responsibility for their own learning.*

### **DISCIPLESHIP**



*Our school community gives daily Christian witness through nurturing the 'Fruit of the Spirit' and our school motto, 'Love and Serve the Lord' provides a model where Pastoral Care is provided for all.*

## **ST LAWRENCE'S MISSION STATEMENT**

At St Lawrence's we endeavour to engage all members of the community in achieving our school vision and goals. We value respectful relationships using clear communication.

We value Religious Education as our highest priority being a fundamental part of our curriculum where staff model positive interactions in the school, the parish and the wider community.

We place emphasis on the education of the whole person balancing intellectual, emotional, social, spiritual and physical dimensions. We aspire to create learning environments where each person is supported and encouraged to be actively engaged to reach their potential.

The Key Learning Behaviours underline all our teaching practice. Setting Goals, Communicating with Clarity, Accepting Challenges, Actively Listening, Persisting, Risk Taking, Being Reflective, Self Regulating, Being Accountable and Learning from Mistakes are integrated in our teaching and learning.

All assessment is carried out for authentic purposes, providing data that is relevant and informs learning. Effective feedback strategies are modelled and taught throughout the school and each person is encouraged and supported to take responsibility for their own learning. We develop this reflective practice throughout the school using formal and informal feedback.

We continue to be a school community that makes a positive difference in the lives of all, by providing each child with a Catholic education based on the values and teachings of Christ. Our school community gives daily Christian witness through nurturing the 'Fruit of the Spirit'. The school motto, 'Love and Serve the Lord' provides a model where Pastoral Care is provided for all.

## **SCHOOL PRAYER**

Jesus, you had things to learn when you were young.

Whatever we do each day, help us always to do our best.

We thank you for our school, all the staff, children, parents and everyone who helps us.

St Lawrence was thoughtful and kind. May we learn to be like him.

We ask you to help us live our school motto,

“Love and Serve the Lord.”

Amen

### **OUR EMBLEM AND MOTTO**

The cross stands for Jesus Christ who calls us to follow him.

The flame and the grille represent St Lawrence.

The sun reminds us of Jesus, the light and centre of our world. It also signifies Geraldton, known as Sun City.

The motto “Love and serve the Lord” states simply what is the ideal for those at St Lawrence’s.



### **WHO WAS ST LAWRENCE?**

St. Lawrence who was born in Spain in the third century became one of the seven deacons of Rome and eventually archdeacon to Pope St Sixtus II. He was the distributor of alms, and “keeper of the treasures of the church” in a time when Christianity was outlawed. After Pope St Sixtus II was condemned to death, he predicted that St Lawrence would be martyred three days after him.

The Pope and the other six deacons were beheaded, leaving St Lawrence as the ranking Church official in Rome. In preparation, of his death St Lawrence sold many of the Church’s possession and donated the money to the poor.



When the prefect of Rome heard of this, he demanded from St Lawrence all the treasures of the church.

St Lawrence presented to the prefect all the blind, crippled, poor and orphans and said, “Here are the true treasures of the Church; they convert our alms into imperishable treasure for us. “ Furious, the prefect sentenced, St Lawrence to be tied to a red hot griddle and burned to death. St Lawrence not only bore the agony, but in the middle of his torment instructed the executioner to turn him over, as he was grilled enough on the one side.

It is said that when the remains of St Stephen the Protomartyr were moved to the tomb of St Lawrence, St Lawrence’s lifeless body moved aside and extended a hand of welcome to the body of St Stephen.

St Lawrence's Feast Day is 10 August.

### **A BRIEF HISTORY OF ST LAWRENCE'S SCHOOL BLUFF POINT**

- 1940 (19 May)– St Lawrence's Bluff point was blessed and opened by the Bishop James O'Collins, Bishop of Geraldton
- 1940 (20 May) – Presentation Sisters started the school with 30 children
- 1966 – Sisters of Nazareth took over the teaching duties with 108 enrolments
- 1976 – Enrolment 264
- 1984 – Enrolment 320
- 1990 – Jubilee celebrations – 50 years
- 1999 – Kindy renamed Larmenier after the foundress of Sisters of Nazareth, Victoire Larmenier
- 2008 – Sr Marie Arts Centre opened
- 2010 – First lay principal appointed
- 2012 – First kindy intake as a triple stream
- 2014 – Sr Monica passed away. She was the last teaching Sister of Nazareth in WA
- 2015 – 75<sup>th</sup> anniversary celebration
- 2017 – Enrolment 555

### **LEADERSHIP TEAM**

All Catholic schools in WA have a leadership team which works collaboratively to ensure the efficient running of the school. In Catholic primary schools such as ours, the leadership team is comprised of the principal and two assistant principals.

Our assistant principals are Mr David Tunchon and Mrs Donna Kempton. David's core role includes administration duties, pastoral care and behaviour management. Donna's core role includes religious education, pastoral care and students with special learning needs.

### **SCHOOL HOURS**

Office Hours 8.00am – 4.00pm

Teacher supervision starts at 8.10am.

Classrooms are opened at 8.30am with classes starting promptly at 8.45am.

Recess 10.45am—11.05am.

Lunch 12.45pm—1.25pm.

School concludes at 3.10pm with teacher supervision until 3.25pm.

### **CODE OF CONDUCT**

All staff, students and families are expected to read, understand and sign off on the schools Code of Conduct when first entering the school. The code is available at enrolment time and can be found on the school webpage.

### **RELIGIOUS EDUCATION**

Religious Education lessons are taught every day at St Lawrence's from Kindy to Year 6 as well as

class prayer time and liturgical singing weekly. Classes are also rostered on for prayer services, class masses, celebration of the word, whole school masses and family masses.

Students prepare for Sacraments as members of St Lawrence's Parish Bluff Point (including lessons, commitment masses and retreat days). Inclass preparation is completed in the following year groups:

- Penance (Reconciliation) - Year 3
- Eucharist – Year 4
- Confirmation – Year 6

### **SPECIALIST CLASSES**

Health/Physical Education

The Arts including - Visual Arts, Media Arts, Drama, Music, Dance

LOTE - French

### **PROCEDURES FOR ISSUES/CONCERNS**

1. The first point of call when dealing with issues and concerns for your child is always with the class teacher. Please email the class teacher or call the school to make an appointment.
2. If the issue is not resolved, please contact the office to make an appointment to speak to one of the assistant principals.
3. If further clarification is needed, please book an appointment with the principal through the front office.

### **BEFORE AND AFTER SCHOOL CARE**

Kids Hub is a licensed out of school hours care onsite at St Lawrence's in the old undercover area.

Hours of operation are:

Before School 7.00am – 8.45am

After School 3.00pm – 6.00pm

Holidays/Pupil Free Days 7.00am – 6.00pm

### **ICT USAGE AND SOCIAL MEDIA**

Students at St Lawrence's may access the school network and the Internet via the CEWA portal after they have discussed the policy with a parent and had a parent sign it. This document is available at enrolment and can be found on the school webpage.

### **ABSENTEES**

It is a legal requirement that all student absence from school requires a written explanation. This can be by a letter or email to the school or via the school website under the tab 'Contact Us' by 8.45am. If a student is recorded as absent and the school has not been contacted, an SMS will be sent to the parent/guardian at 9.00am.

### **ACCIDENTS AND ILLNESS AND OUT OF SCHOOL APPOINTMENTS**

It is imperative that the school has an address or telephone number to contact in the case of accidents or emergencies. Please ensure that changes of email and street address and telephone numbers are given to the school.



Medical appointments should be made out of school hours. When this is not possible, children should attend school for as much of the school day as possible before and after the appointment. Children attending the School Dental Clinic must be taken by a parent or adult. When leaving or arriving at school between bell times, parents must tag children in and out from the iPad kiosk in the front office.

### **PARKING**

In the interest of safety, parents are asked to drop off and pick up children in the car park via Davies Street, off Chapman Road. There is also an off-road parking/drive-through facility at Fitzgerald Hall, which may be used by the School. Parents are asked to park in a bay if collecting children there. In the interest of safety, parents are asked not to use the staff car park or the area in front of the office as a drop off/pick up point for their children. Besides on street parking, there is parking available below the bottle shop and under the trees at the bottom of the school. **A kiss and drop system works before and after school in front of the church for students in Years 1-6.**

### **USE OF STUDENT IMAGES**

As part of the school's publicity, situations arise whereby the school, Catholic Education Western Australia (CEWA) or local media will need to take photographs and /or video footage of children for publication in newspapers, school documents, CEWA documents, training videos and/or the school/CEWA website. If your situation on this has changed since last year, please let the office know.

### **SCHOOL NEWS**

The school newsletter is made available to families via the school website, weekly on a Thursday by a text message alert. Families may request a hard copy but need to do so at the school office.

### **SCHOOL REPORTS**

Parents are supplied with a semester report that provides a summary of the children's learning over each semester. When separate reports are required, please request this in writing at the beginning of each year. Parents are urged to contact the school if they have any queries about their child's progress. Please pre-arrange an appointment with the class teacher to ensure that the time is mutually convenient.

### **PHYSICAL EDUCATION**

We aim at providing a variety of sports for the children so that they may experience different types of games and be encouraged to take part in a sport of their choice when outside of school. Sport and swimming are part of the school curriculum and a note from a doctor is required for exemption. All children attend swimming classes during the year.

### **LOST PROPERTY**

Articles of clothing will be put in a lost property table which is in the large undercover area. Please ensure all clothing is clearly labelled.

### **PARENTS AND FRIENDS' ASSOCIATION**

St Lawrence's Parents and Friends' Association meets on a Monday once a month. All parents are invited to attend and support this very worthwhile organisation.

### **SCHOOL POLICIES**

Current school policies are able to be viewed on the school website  
[www.stlps.wa.edu.au](http://www.stlps.wa.edu.au)

### **CANTEEN**

Lunches are available at the canteen **MONDAY, WEDNESDAY, FRIDAY**.  
Price lists and menus are available on the school website. All parents are asked to volunteer to be on the roster for canteen duty or cake duty.

### **SCHOOL UNIFORMS**

The school uniform is available for purchase from Total Uniforms commencing in Term 4 2017. It must be worn at all times. If for any reason, a child is not in full uniform a note must be sent to his/her teacher. Enrolments are accepted on the understanding that parents and children fully support our school policy. School uniform is an important part of this policy.

*ALL UNIFORMS AND BELONGINGS MUST BE CLEARLY LABELLED.*

### **LARMENIER (Kindergarten)**

Free choice Sun Smart clothing  
Sun Smart Hat  
Shoes that can be taken off independently

### **PRE-PRIMARY (2017)**

#### **SUMMER**

School sports top, shorts  
Plain black sandshoes with white school socks or brown sandals  
School hat

#### **WINTER**

School sports shirt and shorts or plain black tracksuit pants  
Plain black sandshoes with white school socks  
School hat

On designated sports day plain black sandshoes with white school socks must be worn

### **YEAR 1 – YEAR 6**

#### **BOYS – SUMMER**

School grey shirt with school emblem on pocket and grey shorts  
Plain all black school shoes or dark brown sandals  
School hat

**BOYS - WINTER**

School grey shirt and shorts or trousers  
Plain all black school shoes and grey school socks  
School jumper  
School hat

**GIRLS - SUMMER**

School dress with emblem  
Plain all black school shoes with white school socks or dark brown sandals  
School hat

**GIRLS - WINTER**

School dress with emblem  
Plain all black school shoes with white school socks or green school tights  
School jumper

**SPORT UNIFORM**

**SUMMER**

School sports top and sports shorts  
Plain all black sandshoes with white school socks

**WINTER**

School sports top and sports shorts or plain black tracksuit pants  
School sports jumper  
Plain all black sandshoes with white school socks

**FACTION SPORTS UNIFORM**

Plain sun smart polo shirt in faction colour and sports shorts  
School sports jumper or plain black tracksuit pants can be worn in winter  
School hat

Coloured ribbons, posters, coloured wigs, coloured hairspray and mascots are permitted on sports carnival day.

Coloured zinc, face paint, streamers, pom poms, horns and noise devices are not permitted.

**YEAR 6 LEAVERS SHIRT**

Year 6 students are permitted to wear their leavers shirt on their designated class sports days from the beginning of term 3.

**HAIR**

Gold, white or dark green hair ties or school scrunchie

Hair touching the collar is to be tied back  
 Hair should be of a natural colour  
 No extreme cuts or designs

### **JEWELLERY**

One plain ring may be worn  
 A plain chain with a religious symbol may be worn under the uniform  
 A watch may be worn

### **EARRINGS**

One pair of plain sleepers or studs can be worn  
 Boys are permitted to wear one single earring



# Nut Aware School

Please note, that due to the prevalence of nut allergies in our community, St Lawrence's is a **nut aware** school. Therefore we ask that you:

- \* Refrain from sending foods containing nuts for your child's morning tea and lunch.
- \* Ensure any foods sent in to be shared for birthdays or other celebrations do not contain nuts

Foods that may contain peanuts and tree nuts include:

- \* Peanut butter
- \* Nutella
- \* Nut bars
- \* Muesli Bars
- \* Biscuits

## SCHEDULE OF FEES AND CHARGES 2017 – KINDERGARTEN TO YEAR SIX

*Fee accounts are sent home at the beginning of each year. Fees can be paid in one payment or four equal payments each term. Reminders will be sent out at the beginning of each term. Direct Debit and direct deductions from Centrelink payments (Centrepay) can also be offered. Forms are available from the office.*

<b>TUITION FEES</b>	Larmenier (Kindergarten)	\$565.00
	Pre Primary to Year Six	\$930.00
<b>DISCOUNTS FROM TUITION FEES</b>	Health Care Card -Maximum payable is	\$230.00 pa
	Second child: 20% Third child: 40% Fourth child: 100%	
	<i>Holders of a means-tested Health Care Card and certain Pensioner Concession Card holders are eligible for an automatic discount. Forms and Details for this Scheme are available from the office or our website. Health Care Card holders and certain Pensioner Concession Card holders are eligible for the sibling discounts in addition to their reduced fees.</i>	
<b>OTHER STUDENT FEES (per child)</b>	Resource Fee: Primary (Yr1 to Yr6)	\$50.00
	<i>Includes items such as text books, iMaths, Handwriting, exercise books, diaries and subscriptions.</i>	
	Amenity Fee: Larmenier to Year 6	\$105.00
	<i>Includes items such as photocopying, paper levy, art supplies, music, classroom resources and consumables, sports equipment, library resources and any other items that are supplies as part of the regular curriculum.</i>	
	Swimming Fee: Pre Primary to Year 6	\$45.00
	Incursion/Excursion Fee: Larmenier to Year 6	\$30.00
	Leavers Shirt: Year 5	\$35.00
	Compulsory Year 6 Camp	\$450.00
	CCI Insurance: Larmenier to Year 6	\$5.00
	Booklist KG (includes \$15.00 Library Bag)	\$30.00
	Booklist Pre Primary - Year 1	\$40.00
<b>FAMILY LEVIES (per family)</b>	Building Levy: Larmenier to Year 6	\$184.00
	ICT Levy: Larmenier to Year 6	\$80.00
	P & F Subs: Pre Primary to Year 6	\$15.00

**HEALTH CARE CARD TUITION FEE DISCOUNT SCHEME**

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 2017 will be as follows:

\$230 per year for kindergarten students

\$230 per year for primary students (PP – 6)

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 prior to the end February 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 discounts to continue.

**PAYMENT OPTIONS**

- 1) At the front office in Person - CASH / CHEQUE / EFTPOS
  
- 2) Fill in and sign an authority form for regular payments via  
DIRECT DEBIT
  
- 3) Telephone and Internet Banking - BPAY