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, Science, Phys Education, Junior and Upper Primary Support, Music & Performing Arts, Social Worker, Teacher & Library 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 Pre Primary 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 many technological devices in the classrooms such as Ipads, laptops and LED televisions. The school has commenced its ‘Bring Your Own Device’ (BYOD) Programme in 2017 for Year 4 students.

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.
ENROLMENT POLICY

Originally Released 1978
Revised 2005
Revised 2010
Reviewed 2012

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 3:20pm, 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 3:20pm.

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 using the online absentee form found on the school’s website if their child is going to be absent on the day (if the class teacher has not had prior notification). Parents who have not notified the school will receive an SMS.
THE SCHOOL NEWSLETTER is sent home digitally each fortnight on a Thursday. It is important to make sure you take the time to read the Newsletter, 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. Parent Interviews take place 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 2017 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 $840.00 per year.
SCHOOL FEE FOR TWO CHILDREN is $1512.00 per year.
SCHOOL FEE FOR THREE (or more) CHILDREN is $2016.00 per year.
SCHOOL FEE FOR A KINDY CHILD is $625.00 per year (two fifths of first child fee).

FOR EACH CHILD (KINDY TO YEAR SIX) there is an AMENITIES FEE of $160.00 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 (Kindy to Year Six) 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. Please use B-Pay, details on the invoice. Direct debit from Credit Card option is available.
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 2017 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”.
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.