



St Luke's Catholic Primary School



Parent Handbook

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School Prayer

*Let all of us here at St Luke's
Strive to grow in faith and trust in God and each other.*

*Help us to follow the values and teachings of Christ
And our patron, St Luke.*

*May we, in our acceptance of one another,
Spread the joy of new life.*

Amen

The Past

In 1986 the Catholic Education Office approached the Principal and School Board of Liwara Catholic Primary School to provide classrooms and teaching staff for Year One and Year Two, for children from the new suburbs of Kingsley and Woodvale. This undertaking was given by Liwara and the 'future school' began operating in February 1987.

The CEO, in conjunction with the Archdiocese, purchased land for a proposed school. The original site for the school was a quarry and traces of this can still be seen in the topography of the land. The large tree outside the school office, which has been dated to being older than European settlement in Western Australia, was used to hold electrical wiring, which can still be seen on its west side.

In 1987 Archbishop Foley instituted the new parish of Kingsley/Woodvale and appointed Fr Nicholas McSweeney (affectionately known as Fr Nick) as Parish Priest. During 1988, members of the Interim School Board were part of a panel that proposed Sister Mary O'Connor as Foundation Principal. St Luke's was the chosen name which was ratified by Archbishop Foley in December 1988.

By 1989 the buildings were ready – two PrePrimary, two Year Ones, one Year Two, one Year Three and teachers were appointed. They were blessed and officially opened on 2nd April 1989.

Originally the liturgies were celebrated in the gymnasium of the Woodvale Senior High School. They were later held in the school library until April 1997 when a church was built.

Sister Mary O'Connor retired at the end of 2000 after a long and successful career in Catholic education. The library was named in her honour. The Arts Centre was named after the foundation staff member, Mrs Jenny Garswood, who sadly died from Motor Neurone Disease.

The Present

The school is situated on a coastal plain, 7 kilometres from the Indian Ocean and 17 kilometres north of the City of Perth. The school is next to St Luke's Church and directly opposite Yellagonga Regional Park, a large section of bush land that is still home to several groups of wallabies. Yellagonga was the leader of the Mooro people who inhabited the region north of the Swan River at the time of colonial invasion. This area continues to be of significance to the Nyoongar people today, forming part of their Dreaming. The park also has a diverse history of use by Europeans since colonial invasion. Most of the land surrounding it was extensively cleared for farming and pasture, and later by market gardeners and viticulturists.

Today, St Luke's is a double stream Catholic Primary School catering for children from Years K – 6. The current principal is Mr David Hunter.

The Future

With the building stages completed, the future capital development for St Luke's will involve enhancement of the physical environment of the school. Areas that have traditionally been linear and functional will have the opportunity to be updated and revised. A welcoming school atmosphere, with a child-friendly environment where students learn through play, is the new direction of the school.

The Environmental Concept Plan envisages a school environment that is a creative and inspiring place in which to grow up. A predominant theme in the concept is the use of trees, rocks and native water-wise plants to create a natural Australian landscape setting.

Rocks, stones and trees have been used as important symbols in the cultural development of society. They have created sacred spaces and marked special events. Recycled materials, showing new light and new characters, symbolise our modern world while creating child-centred spaces in the school.

A 'Life Line' - a snaky, wiggly line – finds its way onto the walls of the school representing a child's chaotic and random free drawing. It also binds together the building and landscape elements. It will highlight parts of the building and create frames for work. It could also disappear into the ground, re-emerging further along the path.

Crosses that are situated on walls around the school will be highlighted in gold. They will therefore shine down on the school like Christ's wisdom.

With these creatively envisaged spaces, innovative and inspiring teaching and learning will be encouraged.

St Luke

Who was St Luke? Luke, the writer of the Gospel and the Acts of the Apostles, has been identified with St Paul's "Luke, the beloved physician". It is believed that Luke was born a Greek and a Gentile. In our day, it would be easy to assume that someone who was a doctor was rich, but people have argued that Luke might have been born a slave. It was not uncommon for families to educate slaves in medicine so that they would have a resident family physician.

Luke is the loyal friend who stays with Paul when he is imprisoned in Rome. Luke's unique perspective on Jesus can be seen in the six miracles and eighteen parables not found in the other gospels. Luke's is the gospel of the poor and of social justice. He is the one who tells the story of Lazarus and the rich man who ignored him.

Luke also has a special connection with the women in Jesus' life, especially Mary. It is only in Luke's gospel that we hear the story of the Annunciation, Mary's visit to Elizabeth including the Magnificat, the Presentation, and the story of Jesus' disappearance in Jerusalem. It is Luke that we have to thank for the Scriptural parts of the Hail Mary: "Hail Mary full of grace" spoken at the Annunciation and "Blessed are you and blessed is the fruit of your womb Jesus" spoken by her cousin Elizabeth.

Forgiveness and God's mercy to sinners is also of first importance to Luke. Only in Luke do we hear the story of the Prodigal Son welcomed back by the overjoyed father. Only in Luke do we hear the story of the forgiven woman disrupting the feast by washing Jesus' feet with her tears. Throughout Luke's gospel, Jesus takes the side of the sinner who wants to return to God's mercy.

Reading Luke's gospel gives a good idea of his character as one who loved the poor, who wanted the door to God's kingdom opened to all, who respected women, and who saw hope in God's mercy for everyone. We ask that St Luke continues to watch over our community and that he helps us to share in the work of spreading the Good News to all people.

In Luke, the living hospitality of Jesus and his followers is striking. We hope that our own school, too, is a place of welcoming and acceptance for all people.

School Crest and Motto

Members of the School Board, assisted by Iris Rossen, met to decide on a Crest and Motto, and this was ratified by the Interim School Board in February 1989. The motto 'A people ever made new by the death and resurrection of Jesus, and prepared to bring the Good News – at any cost – to the ends of the earth' is reflected in our crest taken from the Gospel of Luke. It deals with the life of Jesus and the Acts of the Apostles which is an account of the Church carrying out this mission. Our crest with the arrows going out from the centre depicts this mission as does our motto of 'New People, New Life'.



Vision Statement

St Luke's is a Catholic community dedicated to learning. Here you will find an optimistic, vibrant and inclusive school. We value the gifts and contributions of students, staff and parents. All people here are treated with respect. Each member of the St Luke's school community has an important part in bringing our vision to reality. We live by values drawn from the writings of St Luke and through them we are an expression in the world of God's redeeming love. In our time here we remain attentive to the sacredness of the present moment.

This is a place of courage where everyone can give voice to their aspirations and concerns. Our relationships are marked by empathy and trust. The adults here are strong and conscious role models. In this place power is always at the service of the people. We take risks and so sometimes we make mistakes. We learn their lessons and move on stronger. Laughter is heard here often and we celebrate our success. People here are passionate in their advocacy of depth in learning and in the pursuit of a more just world. We know that the dignity of our work is that we touch the future through and for our children and that tomorrow is being built today.

Our physical environments reflect the strength and vibrancy of our people and relationships. Like us they are colourful and active and often surprising. We value balance in our lives and this is respected in our expectations of others. We seek opportunities for personal and professional development in the knowledge that what we do for our growth, we do also for our students.

Our students are encouraged to be active learners. They are taught to reflect critically and to be creatively engaged in their own learning. Thinking skills are explicitly taught in all classes. Our learning experiences are rich and diverse, with emphasis put on worthwhile processes and products. Students are supported in their learning by appropriate technology and challenged to engage with the world beyond our immediate boundaries. We research the best educational practice in order to enhance our teaching.

The school belongs to all of us. Everyone is called to leadership here and to be involved in decisions making. Together we create a dynamic and integrated learning environment aimed at the formation of the whole child. We aim to inspire, to dream and to build the confidence of all members of the St Luke's community. We are a place of living witness to the power and truth of our Christian faith.

The Sisters of Mercy

Sr Mary O'Connor, the first principal, brought to St Luke's the principles of the Sisters of Mercy whose founder was Catherine McAuley.

Catherine McAuley's original intention was simply "to make some lasting effort for the relief of the suffering and instruction of the ignorant." Practical and creative, she began an employment agency for young women, a commercial laundry, an adult education program, a poor school, and a small shop to sell the handiwork of young women associated with her House of Mercy. Perhaps her greatest contribution to the church, however, is the spirituality that enlivened her mission of mercy – a fresh and fertile blending of the contemplative spirit and the compassionate heart (*taken from Praying with Catherine McAuley by H Burns and S Carney*). All fundraising efforts in Term Three are devoted to the Mercy Missions.

The first Mercy foundation in Australia began in January, 1846, in Perth. The sisters, led by Ursula Frayne, came with a mission to minister to the "poor Catholics" of the Swan River Colony and to the Aborigines, who were described to them as being "without the benefits of Christianity or European civilisation."

These were the earliest religious women to set foot on the western edge of Australia. They were women going beyond the conventional spheres and they challenged the submissive gender roles society and church expected them to play.

Sisters of Mercy in Australia are best known for their work in education, welfare and health care. The Institute of the Sisters of Mercy of Australia, formed in 1981, was the first such fully nationalised body of Sisters of Mercy anywhere in the world.

Their vowed commitment to Christ is for life so that both young and old share in prayer, discernment and the support of each other in life and ministry.

School Song

St Luke's Song

Words and Music by Ms Fiona Rea

Saint Luke's Primary
We're one big family
We learn and play together
Through all kinds of weather
We belong to this community
God's magic is in this place
And every shining face
In the birds and the bees
And the flowers and the trees
Because Jesus is in this place

Saint Luke's,
Saint Luke's
Saint La la la la Luke's
We're letting our light shine at Saint Luke's

We use our power for good
Speak well of others like we should
And when we make mistakes
Courage is all it takes
To forgive as Jesus would

Saint Luke's,
Saint Luke's
Saint La la la la Luke's
We're letting our light shine at Saint Luke's
We're letting our light shine at Saint Luke's



First articulated in 2004, these have been taken from the Gospel of St Luke. In this community, our actions and our policies will be guided by the seven principles outlined below. Since the most adequate word we have for God is ‘Love’, we acknowledge this as the Great Value from which these seven derive. We see these values as a spectrum - each one overlapping and contributing to the next like the colours of the rainbow. Just as a rainbow’s colours are dispersed through a prism, these aspects of God’s great love for us are most clearly seen through the prism of community. As a Christian community founded in his name, we draw particular inspiration from the writings of Luke the Evangelist, and we name these values as our own.

INCLUSIVENESS **‘EVERYONE BELONGS’**

‘When you give a feast, invite the poor, the crippled, the lame, the blind; and you will be blessed, because they are not able to pay you back.’ (Lk 14: 13,14 See also Acts 10: 44-48)

FORGIVENESS **‘EVERYONE MAKES MISTAKES’**

‘Do not judge others, and God will not judge you; do not condemn others, and God will not condemn you; forgive others, and God will forgive you! (Lk 6: 37-39 See also Lk 15)

SERVICE **‘USE YOUR POWER WELL’**

‘Who is greater, the one who sits down to eat or the one who serves? The one who sits down, of course. But I am among you as one who serves.’ (Lk 22 See also Lk 13: 30)

ATTENTIVENESS **‘SEE GOD IN EVERY MOMENT’**

‘And some seeds fell in good soil; the plants grew and bore grain, a hundred grains each....Listen then, if you have ears!’ (Lk 8: 8) (See also Lk 12: 35-40)

COURAGE **‘STAND UP FOR WHAT IS RIGHT’**

‘....allow us, your servants, to speak your message with boldness’ (Acts 4: 29)

LOYALTY **‘SPEAK WELL OF OTHERS’**

‘Every tree is known by the fruit it bears....A good person brings good out of the treasure of good things in his heart; a bad person brings bad out of his treasure of bad things. For the mouth speak what the heart is full of.’ (Lk 6: 44,45) (See also Lk 11: 33-36)

PERSONAL BEST **‘LET YOUR LIGHT SHINE’**

‘No one after lighting a lamp hides it under a jar, or puts it under a bed, but puts it on a lamp stand, so that those who enter may see the light! (Lk 8: 16)

School Times (Years 1 - 6)

School commences	8.35am
Recess	10.40am – 11.00am
Lunch	1.00pm – 1.40pm
School Finishes	2.55pm

<u>Kindy</u>	
Mon, Tues	8.35am–2.40pm
Wed	8.35am-1.00pm
<u>Pre-Primary</u>	
Mon to Fri	8.35am – 2.40pm

School Office

Any child who leaves the school grounds must be “signed out” by an adult. If they return during the school day, they are to be signed “in”. The book is located on the front desk in the office. Please remember to inform the office staff of changes of address or telephone number as this is important, especially in an emergency. A weekly newsletter is distributed every Wednesday to families via email (copies are placed on the school’s website). The term calendar is also placed on the school’s website and is updated regularly. Banking is every Wednesday. A lost property box is located in the compactus room in the school office.

Specialist Staff and Classes

Each week the students participate in Library, Italian, Physical Education, Visual Arts, Music and Dance classes. The School Nurse currently provides screening, beginning in Pre-Primary. For other year levels, parental consent for testing must be obtained. St Luke’s Social Worker is currently available two days per week (Thursday and Friday). Appointments may be made with the school secretary or by seeing the social worker personally. There is a private Music Tutoring programme in which students can be involved. A specialist Support Teacher provides extra help for students, through Reading Recovery and small group lessons.

Uniform Shop

The Uniform Shop is provided by the school with assistance from parents on a voluntary basis. Volunteers are rostered on and a note in the newsletter will indicate when help is needed. Please use patience and respect when dealing with the manageress and her volunteers. The shop is located next door to the Year Six classroom. Opening times are every Thursday morning from 8.00am – 10.00am. If this time is not suitable, orders may be placed through class note bags or through the office. Further information, including a current price list is contained on the “Information” and “Uniform” tab on this website.

Discipline

The students of St Luke’s are required at all times to show respect to others in the school. Students who regularly disrupt others will be reminded of the school rules. Each class operates under a clearly articulated policy. This policy will be outlined by the class teacher at the beginning of each year. The school has a clear policy dealing with bullying that can be accessed on our website.

Telethon Speech and Hearing Unit

There is a Telethon Speech and Hearing Unit situated within the school. The main focus of the unit is to develop the speech, language, cognitive, social and auditory functioning for students with impaired hearing. The unit provides a teacher for the hearing impaired. In-class support is offered where necessary. Other support e.g. Speech Therapist, Psychologist and Audiologist, is also available through the Telethon Speech and Hearing Centre.

School Board

St Luke's School Board is constituted to help the school fulfil its educational responsibilities in accordance with the policies and practices prescribed or recommended by the Catholic Education Commission of WA (CECWA), and in accordance with Diocesan guidelines and prescriptions for the religious education program. The Board meets once a month.

Parents and Friends (P & F)

All parents of St Luke's are members of the P & F. Briefly, the P & F raises much needed funds for the School which helps obtain the little "extras" sooner and helps maintain our present facilities, disperses funds, when available, amongst the many different activities that are offered to the children. The aim is to help cover some of the cost to the parents. They organise many functions throughout the year to encourage a greater community spirit throughout the school and parish. Some of these functions are fund-raisers and some are purely a social occasion. The P & F meets once a month in the school library. All meetings are open to parents and attendance is strongly encouraged. Every week a newsletter is issued to keep parents up to date, these may also be accessed on the P & F page of the website. Every week in Terms 2 and 3 on a Wednesday, students have the option of purchasing a pie, pastie or sausage roll for lunch. Each week the volunteers cater to those students who order. The prices will be advertised in the School newsletter when Pie Days are about to commence and also by the P&F on our school website. Students need to have their orders in the day before and the hot food is prepared in the Parish kitchen and then delivered to the classrooms.

School Fees

Please complete an enrolment form and return it to the school with a non-refundable enrolment fee of \$22.00. The form may be obtained by ringing the school and having it posted out, collecting it from school or emailing the office staff here with your contact details. This form is an application only and does not mean automatic acceptance. A copy of the current school fees schedule can be found on the school website under the tabs, "Parent Information" or "Enrolment"

Excursions/Incursions/Camp

All excursions and incursions costs are collected as part of the school fees. Permission forms need to be signed giving students permission to attend these functions and often parent help is needed. A four day camp is held in Year Six.

Assemblies

Assemblies are held on a Friday morning in the covered area starting at 8.35am, where merit awards are distributed. All classes perform once a year in front of the whole school.

Parish

Please refer to the newsletter or calendar for the dates of whole school Masses. When celebrated, they are usually on a Wednesday at 9am in the Church and parents are always welcome to attend. Students receive the Sacrament of Reconciliation in Year 3, Eucharist in Year 4 and Confirmation in Year 6.

Homework

Homework time allocations are as follows: Years 1-3 (15 – 30 minutes), Years 4-5 (30 – 45 minutes) and Year 6 (30 – 60 minutes). Homework is usually given between Monday and Friday.

Prescribed Medication

The parents/guardians of students who are required to self administer prescribed medication are to notify the principal of this requirement and all relevant details eg reason for medication, what form the medication takes, dosage, side effects, symptoms of misuse and the prescribing doctor. An emergency action plan must be developed for students with medical problems. The development of an emergency plan should be devised at the school level after consultation with the principal, parents/guardians and associated school staff. All students with special medical needs need to have a 'Medical Care Alert' form completed yearly.

Reports and Work Books

Students will have formal reports written at the end of each semester showing their progress in the classroom. Parents are made available electronically through the seqta engage portal available to parents. Usernames and passwords are available through the school office.

School Colours

Kindy to Year Six classes are labelled 'Blue' and 'White', which are the colours of the school uniform. The classroom closest to the ocean is the Blue classroom.

Mobile Phones

At St Luke's School we understand that mobile phones fill a need for some families, especially in relation to the occasional issues that arise with before or after school safety and communication. There are a number of issues associated with mobile phones at school. These include security, interruptions to class programs, inappropriate use or overuse. Due to these issues, we prefer that students do not bring mobile phones to school.

If, however, you do require your child to have a mobile phone at school the following procedures apply:

1. You child must keep the mobile phone in his/her school bag at all times while at school or, alternatively, it may be handed in to the front office where it will be signed in and kept securely for the school day. The phone can be collected at the end of the school day.
2. Students who breach this requirement will be subject to our normal Student Behaviour Management consequences.
3. Any phone calls, which students need to make, must be made through the Front Office. Should you need to get in contact with your child, then this should be done through the Front Office. One of our Front Office staff will get the message to your child.
4. While loss or damage to a phone is extremely unlikely, it is a possibility and such loss is not

covered by the school's insurance policy.

We hope parents appreciate the stance the school has to take on mobile phone use and actively support the above school procedures.

Pets

Due to Health and Safety Regulations, we ask that parents do not bring pets into the school grounds unless invited by teachers under special circumstances. Parents who walk their pets to and from school should prearrange with their child a meeting place just outside the school grounds.

Parking, Drop Off and Pick Up

Please remember to never leave your car unattended unless it is parked in a marked park bay. Please park legally in Duffy Terrace and Parkside Ramble. Do not block the Kingsley entrance lane to the school or traffic passing on Duffy Terrace and Parkside Ramble. Children should not be dropped off or picked up in the delivery area and staff car park at any time. When picking up students after school the lane closest to the Church (Woodvale car park) and Lane 2 (Kingsley Car Park) are the Pre-Primary lanes until 3:10pm. There is to be no parking on the School side of Kingsley car park between 2 pm and 3:30pm. Please move up to the blue line to enable more cars to line up inside the car park. Please do not call your children to your car as a staff member will usher them to your car when you get to the appropriate area. After 3:10pm please move up and use both lanes. The entrance/exit at the Whitfords end of the Duffy Terrace is only one way between 3:05 and 3:30pm. Alternatively children can be picked up outside their classrooms, however cars should then be parked and not left in the pick-up drive throughs. Please refer to the map on page 13 for the pick-up plan.

Please do not begin queuing in the pick-up lines until your child's finish time (i.e. 2.40pm for Pre-Primary children and 2.55pm for Years 1-6)

Sip n Crunch

The practice of allowing children a time during the day to sip water from their water bottle and crunch on fruit or raw vegetables is at the discretion of your child's class teacher and will generally be made clear by your child's teacher at the beginning of the year.

Birthday Celebrations

Children's birthdays are special occasions with the school acknowledging them through the school newsletter. We encourage parents to celebrate their child's birthday outside of school hours. Your child's teacher will advise you at the beginning of the year if any other special acknowledgements or celebrations are permissible at school.

Communication

The main written form of communication between school and home is through Seqta engage. Class teachers may elect to set up email communication with parents of children in the class. The P&F liaison person for your year group may also ask if you would like to be on the group distribution list for P&F communication. Adding your name and email address to the list is strictly voluntary. All P&F generated email communication should be checked by the principal before sending.

Absences From School

From time to time your child may be sick and unable to come to school. Parents may wish to advise the school by telephone that their child is unwell. It is important that when your child returns to school a note or email is given/sent to the class teacher explaining the absence and its duration. Regular school attendance is not only a government requirement but also proven to be a significant factor in maintaining strong student progress in learning. If parents are wishing to take their children out of school for an extended period of time (longer than a day) that is not medically based, permission must be sought through the principal. A Leave of Absence form may be downloaded from the school website and forwarded to the school for approval at least a week before the planned absence. **Parents wishing to provide their child with the opportunity of extra tuition should arrange to do so outside of school hours. Some children may benefit from services such as Occupational/Speech therapy. Parents should also try to arrange such sessions outside school hours where possible. Approval by the principal must be sought before regular appointments within school time are made in special circumstances.**

Differentiated Curriculum Statement to Parents

At St Luke's, we understand that differentiation is not a curriculum. It is a way of thinking about learning. Differentiation is synonymous with good teaching.

Being an inclusive community of learners, we feel that children benefit from learning with their peers, not isolated from their peers. We believe that all children have a right to learn at their level of academic development within their class group.

Staff members at St Luke's are committed to the development of a high-quality curriculum for all students, one that promotes excellence and equity in education. All students are entitled to rigorous, relevant and engaging learning programs drawn from a challenging curriculum that addresses their individual learning needs.

Teachers use the Western Australian Curriculum to develop teaching and learning programs that build on students' interests, strengths, goals and learning needs, and address the cognitive, affective, physical, social and aesthetic needs of all students.

At St Luke's, we strive to make the curriculum accessible to all students through differentiation. We hope to achieve this by coming to know our students through a continuous cycle of assessment, teaching and learning, and assessment, including reporting to parents.

Through discovering what our students already know and are interested in learning about, we are able to build a learning profile and plan learning tasks that cater for all children. In understanding our students' preferred intelligences, we can unlock new ways for students to demonstrate their learning.

Both creative and critical thinking are vital skills for our young people if they are to become productive problem solvers and mindful decision makers, as they shape their world.

At St Luke's we use BLOOM's Taxonomy when planning for all aspects of the school curriculum. This direction came from our work with Teacher Designed Schools and a year of research. Data collected by John Hattie and his meta-analysis of what strategies have the best impact on improving student results in education provided a starting point for the staff to research best practice in teaching. BLOOM's Taxonomy is our reference for all questioning and activities.

Differentiation does not mean that children are working on outcomes outside of those being covered in class. It means that we adjust the activities to be more or less challenging to suit our students' needs, while still presenting all children with WA Curriculum outcomes. Differentiation means that we adjust the process and the product expectation and extend the lesson content when required to do so.

We encourage children to use meta-cognitive skills and become learners who think about their thinking and reason about the mysteries of our world. By doing this, we prepare them for an ever changing world.

Differentiating the curriculum, to include thinking skills and levels of questioning, creates a learning environment that produces successful learners, confident individuals and responsible citizens of the future.

St Luke's Afternoon Pick Up Plan 2:40 – 3:10pm

