



ST THOMAS' PRIMARY SCHOOL

EDUCATING THE WHOLE CHILD

Excellence

Inclusivity

Truth

Compassion

Community



2021 Parent Handbook





“Educating the Whole Child”

- Innovative Curriculum
- 1:1 iPad Programme Years 3- 6
- Oracy/debating
- Innovative curriculum and pedagogy
- Apple TVs in classrooms
- Learning centres in all classrooms
- Flexible Learning Spaces
- Literacy and Numeracy Focus
- Specific teaching, enhancing individual and collaborative learning styles
- Early Intervention Programmes
- Enrichment and Extension classes
- Makerspace
- Full-Time Pre-Primary
- 3-Year-Old Kindergarten – 1 whole day session per week
- 4-Year-Old Kindergarten – 3 days per week
- Information & Communication Technology Centre
- Classroom Computers, iPads and Digital learning devices
- Library
- Chinese – Years 3-6
- Science
- Music
- Instrumental Music - Choral Singing
- Physical Education
- Dancing ~ Edu dance
- Swimming
- Athletics
- Team Sports
- Drama
- Visual Arts
- Robotics



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WELCOME TO THE ST THOMAS' SCHOOL COMMUNITY

St Thomas' Primary School, Claremont, is a Catholic School, established in 1909 by the Presentation Sisters. Today, St Thomas' is a vibrant, single stream co-educational primary school catering for the families of St Thomas' Parish and surrounding areas for students from Pre Kindergarten to Year Six. Our progressive culture reflects the spirit of the founding sisters.



The school is part of a strong and nurturing community. It has an excellent reputation for providing a welcoming, involved and academically diverse environment for its students. The whole child is being nurtured at St Thomas', not only through the Religious Education and strong academic programs, but also through extra-curricular programs where all talents are valued.

The school facilities have been maintained and upgraded over the years and thus, the school has an excellent infrastructure.

A whole school approach and commitment to collaborative processes for the purposes of school improvement ensures that St Thomas' continues to thrive. Whilst the school learns from the past, our focus is very much on educating for the future.

The school thrives with the excellent good-will and support of the Parish Priest, School Board and Parents and Friends Association.



Our Mission, Motto, Vision and Values

MISSION STATEMENT 'EDUCATING THE WHOLE CHILD'

St Thomas' Primary School is part of a faith community centred on the life of Jesus, as expressed in our **Motto**,

'TOGETHER IN CHRIST'

Our **Vision** is to 'Educate the Whole Child' and empower learners as global citizens, to be curious, collaborative, creative and critical thinkers, inspired by Christ.

Our **School Values** are visible throughout the school and our students, staff and parents strive to live these out in their daily

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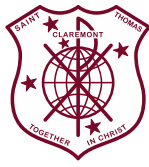




St Thomas' focuses on improving outcomes in literacy and numeracy for all children K-6. Literacy and numeracy programs draw heavily on current research. All classrooms are equipped with an Apple TV, computers and iPads. St Thomas' participates in all regional sporting fixtures and coaching in various team sports form some of the extracurricular activities of the school.

At St Thomas' School we offer:

- A religious education programme where prayer and liturgy provide a central focus for our Catholic community.
- A 1:1 iPad programme for Years 3 – 6
- An enrichment program for academically gifted and talented children in Years 4 to 6.
- An early intervention program for children experiencing learning difficulties in the junior levels and learning support-teachers work with children who require extra assistance throughout upper year levels as required.
- Visual Arts classes for Pre-Primary to Year 6.
- Chinese lessons from Years 3-6
- Physical Education, Swimming, Edu-dance, Choral Singing, Debating, Drama and Music within the curricula.
- Piano, guitar, drums, singing and other instrumental lessons are available.
- St Thomas' participates in all regional sporting fixtures and coaching in various team sports form some of the extra-curricular activities of the school.
- Dove Occupational Therapy and Communication Speech Pathology access.



SCHOOL TERM DATES 2021

Term 1	Monday 01 February – Thursday 01 April
Term 2	Tuesday 20 April – Friday 02 July
Term 3	Monday 20 July – Thursday 23 September
Term 4	Tuesday 12 October – Friday 10 December

A calendar of events is available on our website <http://web.stthomas.wa.edu.au/>. Please note this is an online calendar which is updated weekly and therefore subject to change.

STUDENT FREE DAYS IN 2020 ARE:

Monday 19 April

Friday 4 June

Friday 24 September

Monday 19 July

Monday 11 October

SCHOOL TIMES

Day / Times

Pre- Kindergarten:

Monday / Friday 8:45 am – 2:45 pm

Kindergarten

Tuesday 8:45 am – 3:00 pm

Wednesday 8:45 am – 3:00 pm

Thursday 8:45 am – 3:00 pm

Pre-Primary to

Year Six:

FULL TIME 8:45 am – 3:00 pm



BEFORE SCHOOL SUPERVISION

Supervision is provided for students from Pre-Primary to Year 6 before school from 8.15am and after school until 3.15pm. If arriving at school before 8.15am, children are requested to sit in the central courtyard area until teacher supervision commences. No supervision is available for children before 8.15am and children who have not been collected from school by 3.15pm must be collected from the school office. Parents/guardians of children who are repeatedly left at school after 3.15pm will be contacted by the school and required to make alternative afterschool care arrangements for their children.

Parents with children in Pre-Kindergarten, Pre-Primary and Kindergarten are required to accompany their child to the classroom in the morning and collect the child from the class teacher at the end of the school day.

All school play equipment is out of bounds to children and toddlers before and after school.

BEFORE-SCHOOL SET-DOWN / AFTER SCHOOL PICK-UP

Drivers who wish to park their vehicles outside the school grounds before and after school are asked to take the children to the undercover area in the mornings and collect them from the same area after school. In terms of safety, pedestrians must use the paved pathways in the school grounds and stay off the basketball court.

Please read road signs carefully when choosing where to park. Town of Claremont Rangers are diligent in their duties.

Before and after school: all drivers are asked to use College Road from one direction only – i.e. approaching from Warden Street. This facilitates a continuous flow of left-turning vehicles from College Road into the set-down/pick-up area. Children both leave and board vehicles from the left-side doors near the paved or undercover areas, and drivers can then proceed through the exit gates, turn left into College Road, and proceed towards Melville Street. Traffic flow therefore moves safely in an anti-clockwise direction around the school at these peak times.

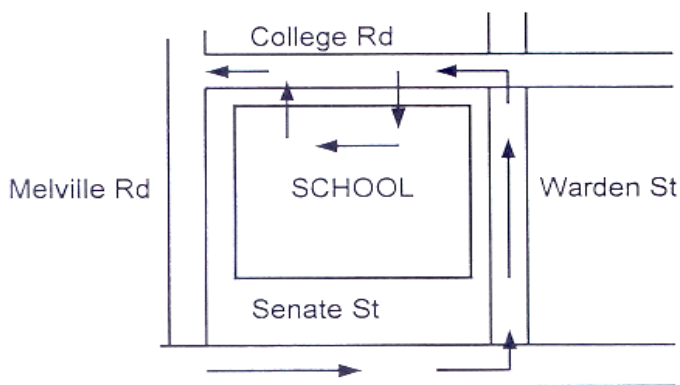


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In accordance with the Education Act 1999, children in Pre-Kindergarten, Kindergarten and Pre-Primary are to be dropped off and collected from their class by an adult.



NEWSLETTERS

Newsletters are available on the school website. A link is emailed to families each fortnight on a Thursday. If you are not receiving your email link please notify the office. Families are requested to read the newsletter each fortnight as it is an important form of communication and link between home and school.

ASSEMBLIES

General assemblies are held, according to the term calendar published at the commencement of each term – usually on **Fridays at 8.50am** in the School Hall. Parents and friends are encouraged to attend.

EUCHARIST

Class Masses, liturgies and whole-school Eucharistic celebrations are held throughout the year. Dates will be advised via the Newsletter. Parents are welcome to attend all celebrations to celebrate with the children and their teachers.

RELIGIOUS EDUCATION

The Sacramental Program usually involves children in Year 3 (**Reconciliation**), Year 4 (**Eucharist**) and Year 6 (**Confirmation**). Dates for the celebration of these Parish based sacraments are planned at the beginning of the year. The programs involve some parental participation.

During times of preparation for the sacraments children in all grades study the sacraments. This is by way of deepening their understanding of the sacraments at their level, as well as being a way of supporting children in the sacramental program.

Religious Education is taught daily in all classes, and the school follows the Perth Archdiocesan Units of Work for Religious Education.



PARENT/TEACHER MEETINGS

A Kindy Parent meeting and Student Orientation is held at the end of the year preceding the year of enrolment.

A parent/teacher information evening is held at the beginning of each year.

At the end of Term One, individual parent/teacher meetings will be conducted.

Throughout the year parents are encouraged to contact their child's class teacher to discuss any concerns.

DUTY OF CARE

All visitors (including parents) to the school during school hours must firstly report their presence to the School Office. Any access either to children or to children's properties (e.g. school bags) must be through the office. Children taken out of school during the day must be signed out, if returning they must be signed in **by a parent**. Any visitors to the school must report to the office and sign in/out and collect a visitor's lanyard. This is a matter of safety and a duty of care for all children at St Thomas'.

ARRIVING LATE OR LEAVING EARLY

Classes begin at 8.45am each morning for all children from Pre-Primary to Year 6. Children who arrive at school after 9.00am must be signed in at the front office by their parent/guardian. If you are collecting your child earlier than 3pm finish they **must** be signed out at the front office prior to leaving the school grounds.

The school assumes duty of care for each student from the time recorded at the front office. Children in Pre-Primary and Kindergarten classes who arrive late for school are to be taken to the classroom by their accompanying adult.

In Kindergarten and Pre-Primary classes, a book system will operate so that parents can register essential messages to the teachers.



UNIFORMS

Boys' Summer Uniform (Terms 1 & 4) Blue shorts, white shirt and grey school socks.	Girls Summer Uniform (Terms 1 & 4) Blue tartan school skirt, white shirt and white socks.
Boys' Winter Uniform (Terms 2 & 3) Blue shorts, white shirt, school tie and grey school socks. Maroon school jumper is worn as part of the winter uniform.	Girls Winter Uniform (Terms 2 & 3) Blue tartan school skirt, white shirt and tie. Maroon school jumper is worn as part of the winter uniform. Navy tights can be worn instead of white socks.
Boys' Sports Uniform Blue rugby knit school sport shorts white polo school sport shirt, school sports socks and sandshoes. Maroon tracksuit can also be worn.	Girls' Sports Uniform Blue rugby knit school sport shorts white polo school sport shirt, school sports socks and white sandshoes. Maroon tracksuit can also be worn.
Kindergarten (Optional) St Thomas' Primary Pre School t-shirts are available to order at the beginning of each school year.	Kindergarten (Optional) St Thomas' Primary Pre School t-shirts are available to order at the beginning of each school year.
Pre-Primary Sports Uniform & School Bag	Pre-Primary Sports Uniform & School Bag

All clothing is to be clearly marked with your child's name. No jewellery is allowed except for sleepers or studs in the ears (one per lobe). It is our policy that all children wear hats whilst in the sun.

Sports uniforms are to be worn on days of Physical Education lessons and Sports sessions.

All uniforms are purchased online from Perm-A-Pleat School wear with the choice of collecting your order from the school reception or having it delivered to your preferred address for a flat rate of \$10 inc GST. A link to Perm-A-Pleat is available on the schools website : <https://www.stthomas.wa.edu.au/uniform-shop-canteen/>



HAIR

Hair should be neat, tidy, clean and brushed. It must be an even cut (blended and not two lengths). Hair should not be tucked behind the ears, fall over the collar, eyes or ears. If hair is falling across face or anywhere else, it is simply too long and requires cutting.

Shirts (Sizes 6-16)	37.00	Track Suit Pants (Sizes 4-16)	46.50
Girls Skirt (Sizes 4-16)	62.00	Jumpers (Sizes 6-16)	71.00
Boys Shorts (Sizes 4-20)	41.00	School Bags (one size - new)	60.00
Grey & White Socks	9.30	Ties (regular or elastic) (107cmx117cm) 22-24	70

UNIFORM PRICE LIST

(Prices are subject to variation)

(Shoe size 9-12, 13-3, 2-8)

Sport Socks (Shoe size 9-12, 13-3, 2-8)	8.80	School Hat (small/medium/large)	23.70
Sport Shirts (Sizes 6-16) from	28.00	Library Bag	14.50
Sport Shorts (Sizes 4-16)	27.00	Satchel	15.00
Track Suit Top (Sizes 4-16)	51.00	House Sports Polo	34.00

SHOES

Black lace up school shoes for both boys and girls are to be worn with dress uniform. Girls can also wear black Mary Jane school shoes.

Boys wear grey socks, available from the Uniform Shop and girls wear white ankle socks or navy tights available from retail outlets.

Navy sandals may be worn in summer. White ankle school sport socks with sport shoes are to be worn with sports uniform. Sport shoes can be of any colour, however, they must not have lights or attachments.

ILLNESS AT SCHOOL

Here at St Thomas' Primary we follow the Health Departments Communicable Disease Guidelines and we will always ring parents and/or caregivers if we believe your child is not well enough to be at school and ask you to collect them from the office. The Health Departments guidelines can be viewed on this link:

https://ww2.health.wa.gov.au/~/_/media/Files/Corporate/general%20documents/communicable%20diseases/PDF/2101-communicable-disease-guidelines.pdf

We encourage our parents in keeping their children at home until they are completely recovered. Children who have been diagnosed with any illness which the Health Department guidelines requires to be excluded can only return once a doctor's certificate stating they are fit to return to school has been issued. If your child is diagnosed with any communicable disease, we ask that you notify the school office as soon as possible. An



email or SMS will be sent to the school community, giving notice to other parents and the opportunity to take precautions. At no stage is your child, child's year or family identified. We thank you for your assistance in this matter.

NUT AWARE SCHOOL

Our aim is to provide a safe learning environment for all people in our school Community. To support this, St Thomas' Catholic Primary School is a '**Nut Aware School**'. This policy aims to increase our community awareness in order to minimise the risk of children with documented allergies to nut products. Our school has developed and will maintain a whole-school action and implementation plan when dealing with students who have critically life-threatening allergies.

All parents are asked to support the Nut Aware Policy by:

- Being sensitive and supportive to the needs of students with a history of Anaphylaxis
- Providing children with healthy food options that do not contain nuts
- Encouraging children to wash their hands before and after eating
- Considering the Nut Aware Policy when sending food to school for shared functions.

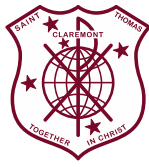
BEFORE & AFTER SCHOOL CARE:

Before & After School Care is provided by Extend Before & After School Care at St Thomas' Primary to all students who are enrolled from Kindergarten to Year 6. Full details available at: www.lookedafter.com

CODE OF CONDUCT:

There are strict guidelines set out in the St Thomas' Code of Conduct for all staff, students, volunteers, parents and guardians. When you join 'our school' – you are 'the school'. You need to comply with the St Thomas' Code of Conduct to be at our school.

Please read the complete Code of Conduct Policy which is available on our school website: www.stthomas.wa.edu.au/code-of-conduct



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8 Warden Street, CLAREMONT WA 6010

Tel: (08) 9286 9500

Email: admin@stthomas.wa.edu.au

Website: <http://web.stthomas.wa.edu.au/>

ABN: 86 980 465 900



Parish Details

St Thomas the Apostle Parish

Parish Priest: Fr Wayne Davis

2 College Road, CLAREMONT, WA 6010

Phone/Fax: 9384 0598

Email: claremont@perthcatholic.org.au

Website: www.claremont.perthcatholic.org.au