



# Parent Handbook

## **The Past**

In 2003, Mrs Ann Nolan was appointed as Foundation Principal of Brighton Catholic Primary School in the Northern Suburbs of Butler. Approximately 35kms north of Perth, the school developed from humble beginnings. Originally, during site construction, Ann worked out of Sacred Heart in Thornlie, later moving to the high school next door, Irene McCormack Catholic College to share an office during the construction of Brighton Catholic Primary School (BCPS).

The first year of BCPS began in 2004, with 75 children, 4 teachers, 1 admin assistant and 1 admin staff. As the school underwent construction, the suburb of Butler was in its infancy. In 2006 the introduction of more transportables complimented the construction of the new buildings as both staff and students grew significantly to move to a single stream Catholic Primary School.

Between the years of 2007-2011 the school continued to grow with more students, staff and further stages in the build completed. It was in 2011 that Ann Nolan announced her retirement from Catholic education. By 2012, Mr James Danaher was the new Principal of a burgeoning Catholic Primary School along the growing north coastal suburb of Butler.

From 2012 – 2019, under the leadership of James Danaher, BCPS has continued to evolve into the innovative, state of the art beacon for Catholic Schools in the far northern suburbs. This period saw the introduction of new facilities, but just as importantly, the continued focus on excellence in teaching and learning. Success has been achieved in many varieties of pursuits, including the Performing Arts and Athletics. The introduction of a partnership with Camp Australia has enabled parents to access a before and after school care facility on site, exclusively for BCPS. Along with a continued relationship with the neighbouring Irene McCormack Catholic College, the school rose to a double stream primary school, with enrolments exceeding 450 children.

## **The Present**

The school continues to cater for 450 primary children from Kindergarten to Year 6 and over the past 18 months has continued its reputation as a contemporary educational facility, providing quality Christ-centred learning. The rebuild of the School Hall was officially completed in 2018, along with the introduction of three new nature playgrounds, catering for children across the school.

At present, a range of academic, sporting and arts opportunities await the children attending BCPS as we move into the next phase of our school story. In 2019, the final phase of building was completed in the extension of the Administration Office, reflecting the quality and standard of education provided here. Recently, the drive and passion to align more closely with a chosen Saint, was reflected in the community consultation process around a proposed name change to begin 2020.

## **The Future – St Francis of Assisi**

With the building stages completed, the school will undergo a change in name to more closely reflect the charism of our chosen Saint. Beginning the school year in 2020, BCPS will be known as ***St Francis of Assisi Catholic Primary School***.

We will continue to provide a welcoming school atmosphere, with a child-friendly, Christ-centred environment, where students learn through play and quality teaching and learning. The school song and prayer will be developed, and the charism of St Francis of Assisi will be on display through the many initiatives to enhance the guiding work undertaken by both Ann Nolan and James Danaher, and the legacies they have left our wonderful community.

## **St Francis of Assisi**

Saint Francis of Assisi was a Catholic friar who gave up a life of wealth to live a life of poverty. He established the Franciscan Order of friars and the women's Order of the Poor Ladies.



*Saint Francis of Assisi*

### **Early Life**

Francis was born in Assisi, Italy in 1182. He grew up leading a privileged life as the son of a wealthy cloth merchant. Francis loved to learn and sing songs as a boy. His father wanted him to become a businessman and taught him about the French culture.

### **Visions from God**

Over the next few years Francis began to see visions from God that changed his life. The first vision was when he was sick with a high fever. At first he thought that God had called him to fight in the Crusades. However, he had another vision that told him to help the sick. Finally, when praying in a church, Francis heard God tell him to "repair my church, which is falling in ruins." Francis gave all his money to the church. His father became very angry with him. Francis then left his father's home and took a vow of poverty.

### **The Franciscan Order**

As Francis lived his life of poverty and preached to people about the life of Jesus Christ, people began to follow him. By 1209, he had around 11 followers. He had one basic rule which was "To follow the teachings of our Lord Jesus Christ and to walk in his footsteps". Francis was a devoted follower of the Catholic Church. He and his followers travelled to Rome to get the approval for their religious Order from the Pope. At first the Pope was reluctant. These men were dirty, poor, and smelled bad. However, eventually he understood their vow of poverty and blessed the Order.

### **Love for Nature**

Francis was known for his love of nature and animals. There are many stories about Saint Francis and his preaching to animals. It is said that one day he was talking to some birds when they began to sing together. Then they flew into the sky and formed the sign of a cross. It was also said that Francis could tame wild animals. One story tells of a vicious wolf in the town of Gubbio that was killing people and sheep. The people of the town were frightened and didn't know what to do. Francis went to the town to confront the wolf. At first the wolf growled at Francis and prepared to attack him. However, Francis made the sign of the cross and told the wolf not to hurt anyone else. The wolf then became tame and the town was safe. He is the patron saint of animals and the environment.

## **His Feast Day is the 4th October**

### School Crest and Motto

The sun setting over the sea locates St Francis Catholic Primary School in its Australian coastal community in the locality of Butler. The children holding hands represents the vision of the school as a community, where all are friends and each person cares for each other. The cross, the most recognizable sign of Christianity, represents Christ at the heart of the community.



**The motto:** 'Be faithful', reminds us that God is always faithful to his promises and calls us to be true to all that is important, both in the sacred and secular terms; faithful to God, His message, Church, family, friends, school, community and country. St Francis demonstrated his faithfulness to God, through his vow of poverty and desire to give away his wealth to rebuild the church, knowing his relationship with God would provide riches more valuable than money. This commitment is exemplary of our motto, Be Faithful, and our desire to develop children who are faithful to the teachings of Christ.

### Vision Statement

Brighton Catholic Primary School aspires to be a community where each individual is respected as a uniquely gifted creation of God, and where all are encouraged to grow in faith, love, knowledge and service to others in the light of the Gospels.

### St Francis of Assisi Prayer

Lord, make me an instrument of your peace:  
where there is hatred, let me sow love;  
where there is injury, pardon;  
where there is doubt, faith;  
where there is despair, hope;  
where there is darkness, light;  
where there is sadness, joy.

O divine Master, grant that I may not so much seek  
to be consoled as to console,  
to be understood as to understand,  
to be loved as to love.  
For it is in giving that we receive,  
it is in pardoning that we are pardoned,  
and it is in dying that we are born to eternal life.  
Amen.

## **Our Values**

Our Values underpin everything we instil in our children and reflect the nature of our chosen saint, St Francis of Assisi. Our current Pope, Francis, draws inspiration from St. Francis, whose example was that care for the environment goes hand in hand with reverence for all human beings, describing Francis as “the man of poverty, the man of peace, the man who loves and protects creation”. These qualities are synonymous with our school motto, ‘Be Faithful’. He believed that nature itself was the mirror of God and treated all creatures as his brothers and sisters. He created the first Christmas Nativity.

## **Honesty**

At Brighton Catholic Primary School, we value honesty by being truthful to self and others in what we say and do. We say what we mean, we mean what we say and are not mean in how we say it.

(John 8:32) You will know the truth and the truth will set you free.

Christ’s **‘honesty’** is embraced by Francis.

Living our vocation to be protectors of God’s handiwork is essential to a life of virtue – our ‘responsibility’ (Laudato Si 216)

## **Respect**

At Brighton Catholic Primary School, we value respect and commit to offering it to each other through our words and actions. At all times, we reach out to each other with courtesy and acceptance of individual differences.

(Matthew 7:12) In everything, do to others what you would have them do to you.

St. Francis of Assisi practiced true equality by showing honour, **‘respect’** and love to every person whether they beggar or pope.

## **Responsibility**

At Brighton Catholic Primary School, we value the ability to make our own decisions guided by our conscience. We must think about how our choices will affect ourselves and others.

(2 Corinthians 8:21) We aim at what is honourable, not only in the Lord's sight but also in the sight of all.

It is inconsistent to be concerned about nature without also showing concern for people, especially the poorest and most vulnerable among us, including unborn children – we have a **‘responsibility’** (Laudato Si 216)

## School Times (PP - 6)

Doors Open	8.20am
Day begins	8:25am
Recess	10.40am – 11.05am
Lunch	1.10pm – 1.45pm
School Finishes	2.45pm

<b>Kindy</b> Tues, Wed, Fri 8.35am–2.45pm
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## School Office

Office Hours: 8:00 – 3:45pm

Late – children who arrive after 8:30am will be considered 'late' and will need to sign in at the office.

Any child who leaves the school grounds during the day must be "signed out" by an adult. If they return during the school day, they are to be signed "in". This is done via the Administration block. Please remember to inform the office staff of changes of address or telephone number as this is important, especially in an emergency. A lost property box is located in the Administration block behind the front desk.

## Specialist Staff and Classes

Each week the students participate in Music, Drama (K-2), Italian (3-6), Physical Education and Science. A Gifted & Talented Program is also provided, along with support for children in the areas of literacy and numeracy. Structured support programs include Reading Recovery, MiniLit (Literacy Support) and EMU (Extending Mathematical Understanding).

## Social Worker

A school Social Worker is available to parents and children on Monday, Tuesday and Thursday. Appointments may also be made with the school office or by seeing the social worker personally.

*Social Worker – Julie Ford*

*Available – Mon, Tues, Thurs*

[Julie.ford@cewa.edu.au](mailto:Julie.ford@cewa.edu.au)

## After School Sport

A number of before and after school sports are offered to children and parents. These are run by outside agencies and also parent groups. Please see the timetable provided via the newsletter each term for a selection of activities.

## Uniform Shop

The Uniform Shop runs from the transportable at the rear of the school. Opening times are every Thursday morning from 8.35am – 9.15am or by appointment. EFTPOS facilities are available to purchase items. Further information, including a current price list is contained on the "Uniform" tab on the website.

## Discipline

The students of St Francis of Assisi Catholic Primary School 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 and values. 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. Should we have a link to the school discipline policy

## **School Board**

St Francis of Assisi 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 Francis of Assisi Catholic Primary School are members of the Parents and Friends. Briefly, the P & F raises much needed funds for the School which helps maintain our present facilities, and 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 and all meetings are open to parents and attendance is strongly encouraged. Every term on the last day, a shared lunch is organised by the P&F for parents and children to enjoy.

## **School Fees**

Please complete an enrolment form and return it to the school with a non-refundable enrolment fee of \$70.00. The form may be obtained by ringing the school and having it posted out, collecting it from school or emailing the office staff with your contact details. It is also available via the school website. This form is an application only and does not guarantee a placement. A copy of the current school fees schedule can be found on the school website, along with the St Francis of Assisi Catholic Primary School Enrolment Policy.

## **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 one-day school sleepover is held in Year 5, and a four-day camp is held in Year 6.

## **Assemblies/Masses**

Assemblies are held on a Friday morning in the Hall each alternate week, starting at 8.45am, where merit awards are distributed. All classes perform once a year in front of the whole school. Every other week, a class Mass is celebrated by our local Parish Priest, from the St Andrews Parish. Each term starts and concludes with a whole school mass and parents are always encouraged and welcomed to attend.

## **Parish & Sacraments**

St Francis of Assisi is a member of St Andrew's Parish, Clarkson. Whilst children are given many opportunities to express their faith at school, all families are strongly encouraged to become part of the St Andrews Parish. Students receive the Sacrament of Reconciliation in Year 3, Eucharist in Year 4 and Confirmation in Year 6. These are parish-based, school-supported Sacraments celebrated in conjunction with St Andrew's CPS and Catechist class children. Information regarding the Sacraments is provided by teachers of those year levels.

## **Homework**

Homework time allocations are as follows: Years 1-3 (15 minutes), Years 4-6 (no more than 30mins). Homework is usually given between Monday – Thursday and consists of Reading, Spelling and Maths. Please refer to individual year levels for Homework requirements.

### **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 e.g 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 concerns. 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.

### **Academic & Social Reports**

In Term 1, a 'Social' report is provided for parents which outlines the child's progress in class routines, expectations and behaviours. At the conclusion of each Semester, a formal academic report is provided in line with ACARA (Australian Curriculum, Assessment and Reporting Authority) to notify parents of their child's academic progress. Parents are encouraged to read these reports in conjunction with regular meetings with teachers and viewing of class work. Teachers are available for appointments to discuss academic or social progress on request.

### **School Colours**

Kindy to Year Six classes are labelled 'B' and 'W'. The classroom closest to the ocean is the W (West) classroom.

### **Mobile Phones**

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. Your child must hand the mobile phone into the front office at the beginning of the school day. It will be kept securely for entirety of the day. The phone can be collected at the conclusion of school.
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. School electronic gates are opened at the following times:

7:55am – 8:55am

2:30pm – 3:30pm

For access outside of these hours, parents need to pull up at the gate, then alert the office from the pedestrian gate. An office staff member will then provide access by opening the vehicle gate. We ask that during Kiss N Drive, parents **DO NOT** exit their vehicle and instead, allow staff to place children in cars. 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 do not begin queuing in the pick-up lines until the gate access time as you may run the risk of being fined by the City of Wanneroo. Please see Appendix A for parking procedures.

### **Crunch N Sip**

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. Should parents wish to provide a treat for children in the class, we ask that you liaise with the class teacher and be mindful of any of other children, especially NUTS.

### **Communication**

The main written form of communication between school and home is through SeeSaw. Class teachers may elect to set up email communication with parents of children in the class. Please see the 'Communication Policy' on the school website for protocols relating to parent/school communication.

The school uses a fortnightly newsletter, Facebook ([www.facebook.com/stfrancisbutler](http://www.facebook.com/stfrancisbutler)) and SMS to communicate whole school important information. All the events can be found on the live calendar at [www.stfrancisbutler.wa.edu.au/communitycalendar](http://www.stfrancisbutler.wa.edu.au/communitycalendar)

### **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 taking their children on holidays during regular term time do so on the understanding that the school will NOT provide homework, or class work that is missed. Children may keep a written journal and photos to share with the class on their return. Teachers will not set any homework or tasks for children during their absence.*

**SMS Message**

Should your child be absent, an SMS will be sent to parents to notify them that their child is not at school. This is in line with our Attendance Policy which can be accessed via our school website.

## ST FRANCIS SCHOOL KISS N DRIVE MAP

