



# St Clare's School Handbook 2017



St Clare's School

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### ***St Clare's Prayer***

Occasionally upon the earth  
you find a special place.  
A place that's warm and welcoming,  
that accepts all and that's safe.  
Where everyone is respected  
despite their creed or race.  
Where what you say is important  
and learning takes place.  
Long ago Good Shepherd Sisters  
sailed across the seas.  
And worked hard to help young girls  
who'd lost hope to achieve.  
And I thank my God  
wherever He may be,  
that St Clare's becomes a haven  
for the likes of you and me

*Anonymous*

### **History of St Clare's**

St Clare's is an agency of the work of the Good Shepherd Sisters whose mission is to assist women and girls in need and to work with them to help them gain an understanding of their innate dignity and worth. St Clare's school was established in 1957 by the Sisters and the link between the school and the Sisters has remained strong. St Clare's has dual accountability to Catholic Education Office and The Good Shepherd Sisters.

St Clare's school works to encourage students to accept responsibility for their actions and their education so that they will become active and productive members of their community and agents of change in their own lives.

## **Mission Statement**

Following the example of Christ, the Good Shepherd, St Clare's School recognises the value and dignity of each student and provides a supportive educational environment for girls whose previous school environment has become unsuited to their needs.

As a Catholic school, St Clare's forms part of the reconciling and welfare work of the Church. As an apostolic work of the Sisters of the Good Shepherd, the community of St Clare's carries forward the spirit and traditions of the Sisters of The Good Shepherd.

St Clare's School is committed to bringing to the wider community a greater understanding of the demands of social justice and compassion for those persons disadvantaged by injustice. St Clare's strives to bring about that reconciliation which is at the heart of the Gospel message.

## **St Clare's Values**

The St Clare's values help to support our mission and guide us in our daily school life:

**C**—We CARE about ourselves and others

**A**—We AIM high in our ACADEMIC WORK—we can ACHIEVE

**R**—We value RESPONSIBILITY and RESPECT

**E**—We are ENGAGED positively in school life

## **Introduction**

This handbook informs parents/caregivers and students about St Clare's and how they can support and be involved in the life of the school. It also informs everyone of relevant policies and procedures that will facilitate cooperation between home and school so that we can work together as a positive community to ensure the best possible outcomes for our students.

## **201 CURRICULUM AT ST CLARE'S**

The curriculum of the Catholic school provides for the total growth of the student and so offers a variety of experiences, which will give the students a holistic educational grounding.

St Clare's also offers practical, relevant and motivational lessons and activities which promote personal development and academic skills.

The Compass Literacy and Numeracy test is conducted at the start of each year and for new students to determine the most appropriate lessons level and where required appropriate educational support is offered to the students. QuickSmart Numeracy one-to-one tutoring is conducted to where intensive support is required. Literacy lessons also form part of the curriculum. The students are prepared for NAPLAN and OLNA testing as part of their English and Mathematics lessons. With the participation of students, parents and teachers Individual Education Plans are created for each student to ensure the most appropriate learning strategies and study pathway.

### **YEAR EIGHT, NINE AND TEN**

St Clare's offers the Western Australian Curriculum in Years Eight, Nine and Ten and the lessons contain a variety of learning activities to engage our students in interesting and practical ways.

The subjects offered in Years Eight, Nine and Ten for 2017 include:

English	Health	Certificate I Business
Mathematics	Careers	Psychology
Humanities & Social Sciences	Girls With a Purpose	Practical 1 Art
Science	Literacy	Practical 2 Café
Religious Education	Information Technology	

The students have the benefit of regular guest speakers as part of the weekly Student Meeting and life skills lessons and self-esteem activities are also offered weekly.

### **YEAR ELEVEN AND TWELVE**

Comprehensive source counselling is undertaken with the students and their parents to determine the most appropriate study pathway for each girl.






Courses and Certificate Courses are offered in Years 11-12 to prepare students for WACE Graduation and the Certificate of Attainment. In 2016 girls who wish to take ATAR English in Year Eleven and Twelve can do so at St Clare's, however other ATAR Courses are undertaken through the Schools of Isolated and Distance Education (SIDE) Students studying at SIDE will also take at least one Course of Study or Certificate Course through St Clare's.

The Certificate Courses and General Courses prepare students for TAFE, for bridging courses to university or for the workplace.

Year Eleven	Year Twelve
Religious Education (St Clare's)	Religious Education (St Clare's)
English General & ATAR	English General & ATAR
Mathematics Essential	Mathematics Essential
Children Family and the Community General	Children Family and the Community General
Health Studies General	Health Studies General
Food Science & Technology General	Food Science & Technology General
Psychology General	Psychology General
Human Biology General	Certificate I ICT
Certificate II Business	Certificate II Business
Certificate II Community Services (Children's Services)	Certificate II Community Services (Children's Services)
Work Place Learning	Work Place Learning
Careers	Careers
Health	Health

## BEYOND SCHOOL

In 2016 students will be offered the chance to participating in MAPing their future. MAP – My Action Plan will be a comprehensive transition plan for the students as they prepare for independent living and will include:

-  Enhancing employability skills
-  Partnerships with local organisations for supported work experience
-  Familiarisation visits to institutions e.g. Bank, Medicare etc.
-  Creating plans and goals
-  Driver education and lessons

The education offered at St Clare's is designed to prepare each student for options for further education, employment and for life.

On acceptance into St Clare's all students and parents/ caregivers understand that following the CARE Values and the school expectations and standards are essential for us to create an effective learning environment.

We expect parent/caregivers to become partners in the education of the girls – working together we can ensure the best possible outcomes.

## **Enrolment Process**

Once an initial enquiry has been made the enrolment process consists of two interview sessions and depends on the following criteria:

- The outcome of the interviews
- The current situation of the applicant
- The composition of the current student year group
- The availability of a place

Students may be asked to attend a 'guest' enrolment period before full enrolment is undertaken. This enables prospective students and the school to assess the suitability of St Clare's as the most appropriate school for their particular needs. At the commencement of 'guest' enrolment the St Clare's Care Values are discussed and each student undertakes to commit to these values.

## **St Clare's Care Values Program**

Each student is encouraged to display positive personal development in the following areas:

The St Clare's CARE values are an important guide:

- C**—We CARE about ourselves and others
- A**—We AIM high in our ACADEMIC WORK—we can ACHIEVE
- R**—We value RESPONSIBILITY and RESPECT
- E**—We are ENGAGED positively in school life

There are four levels (Bronze, Silver, Gold and Platinum) in each area and when a particular value is demonstrated a staff member can place a stamp under the appropriate area. When the required number of stamps in each area are achieved the girls graduate to the next level, receive a certificate and the opportunity to choose from the prize box. We are proud of the way the girls strive to progress through each level and so develop their personal skills and values.

## **Psychologist and Student Support Team**

The school provides the services of a psychologist and students are interviewed on arrival and during Review time to create and update their Care/Risk Management and Educational Plans. The Psychologist coordinates the Student Support Team which consists of the youth worker and two teacher assistants/student support workers. The Student Support Team uses a proactive approach to pastoral care and works with the girls individually and also in groups. The Student Support Team monitors Attendance/Care Values and works closely with parents and caregivers on the social and emotional needs of the girls.

## **Attendance Program**

At St Clare's we understand the value of consistent, regular and punctual attendance in relation to academic achievement. The attendance program has been designed to encourage the girls to take responsibility for their own school attendance and punctuality. Before the start of the first lesson of the day each girl receives a stamp in their attendance calendar. At the end of year term each girl who has achieved 85% attendance can choose from a variety of store cards.

## **Uniform**

The uniform at St Clare's is a blue polo t-shirt and hoodie jumper in winter with the St Clare's crest. Shirts and jumpers can be purchased from the office. Clean, neat and 'school appropriate' jeans/pants/shorts or skirts can be worn with the St Clare's uniform. While at school the girls must wear shoes or sandals with straps for OHS (occupational health and safety) reasons. Joggers and shorts/track pants are required for sport on Fridays with the St Clare's sport shirt being provided.

## **School Bus**

The St Clare's school bus is able to pick up and drop off a small number of students who find transport difficult and who live in and around the area. If transport is a concern please check with the Principal for available options.

## **School Fees**

The school fees at St Clare's are extremely affordable and parents/guardians are billed each semester. There are a variety of payment methods and payment plans available. Payment can be made by direct debit, cash, cheque or credit. Please contact the office for more information if needed or make an appointment with the Principal if there are any concerns.

## **School Hours, attendance and absences**

The lessons commence at 9.15am and finish at 2.35pm. There are seven 40 minute periods a day. Recess is from 10.35am until 10.50am, and lunch break is 12.50 until 1.15pm. A parent/caregiver must contact the school by 9am, (or 8.15am if the student is being picked up by the school bus), to inform of an absence. There is a study group for one hour after school on nominated days every week. An explanatory note from the parent/caregiver is required for every absence. A medical certificate required for any absences longer than two consecutive days.

## **Late to school**

Punctuality is really important to ensure a good start to the day. However, if a student arrives late to school they may be allocated to a separate area until the commencement of their next lesson. When dropping a child off late or picking her up early, a parent or caregiver will need to sign in at the office or provide a note. All students who arrive late or leave early must sign at the front desk.

## **Mobiles Phones - no access during school hours.**

Students are free to bring their mobile phone to school with them however they are to be signed in at the start of lesson time . This also applies to any electronic devices with internet access features. Mibile phones will be returned at the end of the day.

If a student is found with a mobile phone or internet accessing device on them it may be confiscated and collected by a parent/caregiver at the end of the day. No responsibility will be taken for mobiles and devices which are lost or missing.

Any unauthorised photo taking at the school is prohibited. Misuse or unauthorised use of mobiles/ iPods/cameras/ MPs and other similar technology will result in confiscation for the day and if the problem continues parents may be asked to come to school to collect the device.

## **Lockers**

Students are requested to keep all valuables, bags and personal items in their locker. OHS rules determine that bags cannot be brought into the classroom. Combination locks are provided to every student. Only safe and legal items may be brought into school. Locker searches may be conducted to ensure the safety of all staff and students.

## **Nutrition and Wellbeing – St Clare’s is NUT FREE SCHOOL.**

At St Clare’s we support wellbeing and good nutrition. We support a healthy environment and students learn about healthy eating and lifestyle practices. To ensure the safety of all students St Clare’s is a NUT FREE SCHOOL. If food is brought into the school please ensure it is free of nuts.

- ❖ A healthy lunch is provided every day at a cost of \$2.00 (\$10 per week)
- ❖ Water bottle and cold water provided
- ❖ Hot chocolate for breakfast in winter and toast and fruit for morning tea is provided.
- ❖ No high sugar or caffeine drinks are allowed at school
- ❖ All girls particiapte in a sport or walking activity



## **Parent/School Partnership**

Parents/Caregivers are important members of a positive partnership with the school. It is vital each girl is provided with encouragement to attend school regularly and participate positively. Please let the school know of any issues and concerns that may impact on behaviour, emotional wellbeing or progress at school. The active support of parents and caregivers is welcomed and appreciated.

The jurisdiction of the school applies at all official school-associated or school-sanctioned activities both on school premises and in the community. Students in school uniform represent our school, and accordingly we expect a high standard of behaviour at all times. Issues which occur out of school but affect students learning and/or behaviour in school will be dealt with as school issues.

Student Review meetings occur in Term Two and as required. Parents and caregivers will be notified when the Student Review meetings are scheduled and the expectation is that they will be an important part of the discussion on the student's progress.

St Clare's celebrates Good Shepherd & Feast Days, cultural and social justice events and the achievements of the girls. Parents are welcomed on many occasions to join the students and staff in these events.

## **Reports**

School reports will be produced and mailed three times a year. The Interim report will give a brief description of progress and provide a basis for discussion at the Student Review Meeting. The Semester Reports will be mailed out in July and December.

## **Court Orders and Other Legal Matters**

If any type of court order or parenting order is in place a copy should be supplied to the school. The school cannot accept verbal agreements concerning residence/contact of children.

## **Board**

St Clare's School Board is the body responsible for the financial management and planning of the school. The Board consists of the board chair, principal, a representative from the Catholic Education Office, a secretary, a treasurer, and other members who have a connection with the school or a dedicated interest. The guidance and support of the Board is important in the strategic and day to day running the school.

## **Medication/Emergency Contact**

Students must give any medication to the officer as they are not permitted to carry or store medication with them throughout the day. All parent/caregivers are required to complete a consent form in the front office for the administration of medication during the day. Parents /care givers will be notified if students are too ill to remain at school and they will be sent home.

It is vital that all details on the Medical Emergency sheets are kept up to date. If at any time addresses, phone numbers or emergency contact numbers are changed, *please notify the school immediately*. We ask that a contact number other than the parent/carer also be included.

Paracetamol tablets will only be given if written permission is recorded. Certain sicknesses or infectious diseases prevent student attendance at school. Please see your family doctor or ring the school for exclusion advice. There is an advice site at [www.public.health.wa.gov.au](http://www.public.health.wa.gov.au) under infectious diseases.

## **Newsletter and Yearbook**

The St Clare's Connection Newsletter comes out every month with articles and photos the activities and events of the school. Newsletters will be distributed to the girls and also posted home.

The St Clare's Year Book is produced annually and distributed to all families. It is a wonderful collection of photos and articles of all the lessons, activities, celebrations and work of the school for the year.

## **Drugs and Illegal/dangerous/inappropriate items or substances**

Our school is committed to maintaining a safe, secure and supportive environment for its community. Items such as weapons, spray cans, alcohol, tobacco, or any unlawful substances are not permitted at school. This list is not exclusive. Items that the community would generally agree are dangerous are also not to be brought to school.

Our community is aware that drugs, both legal and illegal, pose a significant threat to emotional and physical health. The school takes action to educate students on the dangers of drug use. The use, possession and/or distribution of illegal drugs and the unsanctioned use and distribution of drugs such as alcohol, tobacco and medication is strictly prohibited. Students suspected of being under the influence will be sent home immediately and parents will be informed.

**Locker searches may be conducted during the year.** If a student is found in possession of illegal substances/implements parents or caregivers will be notified and the the school is required by law to notify the police.

## **Out of Bounds**

Students must not enter staff areas or classrooms unless accompanied by a staff member. Once a student has entered the school building they may not leave the building during school hours unless permission is given.

## **Resolving problems**

St Clare's staff all aspire to build relationships with our students. We seek to approach an issue in a low key way, to communicate with students and explore resolution options. We also value communication with parents/ caregivers as we seek solutions to issues.

Consequences for actions are a part of the discipline process and may differ according to the situation. Students are encouraged to identify who has been harmed by their actions and to put right the wrong. By recognizing the effects of their behaviour, students can then receive support to change or improve.

At all times, the needs and rights of each individual member of the St Clare's community must be considered so that all students and staff can work in an pleasant and caring environment that encourages effective learning.

## **Bullying**

Bullying, teasing or intimidating other students physically or verbally on or off the campus is not tolerated. St Clare's strives to provide a safe, secure and respectful learning environment for all students. Bullying can have harmful social, physical, psychological and academic consequences on all involved. Bullying is deliberate or intentional behaviour using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behaviour and involves an imbalance of power.

- ❖ Bullying behaviour can be, but is not limited to:
- ❖ Physical (e.g. assault, hitting or punching, kicking, theft).
- ❖ Verbal (e.g. threatening or intimidating language, teasing or racist remarks)
- ❖ Indirect (e.g. spreading cruel rumours, intimidation through gestures, social exclusion and sending insulting messages - cyber-bullying).

A message for bystanders: If you see bullying you should not stand by and watch or encourage. Please assist or report it to a teacher as soon as you can.

## **Cyber-bullying – Information Communication Technologies (ICT)**

Cyber-bullying is the use ICT to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others, create a hostile school environment and/or threaten their well-being. ICT used in cyber-bullying include but are not limited to e-mail, mobile phone and social media. Examples of cyber-bullying may include but are not limited to:

- ❖ Posting slurs on websites social media
- ❖ Sending or posting nasty or threatening messages
- ❖ Using camera facilities to take and/or post embarrassing photographs of students
- ❖ Using social medial to circulate gossip and rumours

Cyber-bullying is prohibited while students are on school premises, on school-owned or school-operated vehicles, while attending or engaged in school-sponsored activities, or while away from school grounds if the misconduct results in disruption of the educational environment. Students and if necessary parents will be asked to take part in a meeting or counselling sessions to resolve issues which may arise as a result of cyber-bullying.

### **School Environment**

The St Clare’s Values guide for the school community to ensure all staff, students and parents work together for the best possible educational outcomes.

**C**—We CARE about ourselves and others

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