St Matthew's School

9 Glyde Street
(PO Box 456)
Narrogin WA 6312
Ph (08) 9853 9500
Email: admin@matthews.wa.edu.au
Website: www.matthews.wa.edu.au

Dear Parents and Carers,

This Handbook contains information that will give you a summary of key policies and information related to your child's schooling.

I hope you will refer to it as an easy reference concerning the day-to-day operation of the school.

If there are questions you require more information about, please contact the classroom teachers in the first instance. They are always keen to meet with you, and they will listen and work with you to answer your questions or ease your concerns.

The success the school enjoys is, in large part, due to the interest and involvement of you, the parents, in the many varied activities and experiences organised for the children. Your presence is always a valuable addition. Please continue this by your frequent contact, engagement in school life and by communicating your concerns and praise whenever appropriate.

The staff and I look forward to working and walking with you as you commence your child/children's Catholic educational journey with us here at St Matthew's School.

Yours sincerely,

Susan Milton
Principal

1.0 ST MATTHEW'S SCHOOL PROFILE

1.1 Tradition

St Matthew's School has been proudly serving the community of Narrogin for over 100 years.

Founded in 1918 by the Sisters of Our Lady of the Missions, the school was staffed solely by these Sisters, who lived in what is now the C.Y. O'Connor TAFE building. During the period of its existence the school has served the changing needs of the Narrogin and wider district.

At one time the school accepted students through to Year 10 and also catered for pupils within a boarding school known as St Philomena's Convent. During World War Two, students from the Sacred Heart schools in Perth, run by the Sisters of Our Lady of the Missions, were evacuated to St Matthew's School in Narrogin because there was fear of a Japanese attack from the sea. For this period, St Matthew's School was also commonly known as Sacred Heart School.

After the war, the school accepted large numbers of Polish migrants who helped shape its character even further. Currently, our students come primarily from the local town and its surrounding farming communities.

Today, St Matthew's is staffed by dedicated lay teachers who endeavour to mirror the commitment of those pioneering sisters, including the Sisters of the Servite Order who supported our teaching role from 1998 to 2021 inclusive. The Servite Sisters also assisted Father Jayan and previous parish priests in pastoral outreach work in the parish.

1.2 School Ethos

St Matthew's is a Catholic school and as such, aims to develop the whole child: ***SPIRITUALLY, INTELLECTUALLY, EMOTIONALLY and PHYSICALLY.***

Our school aims to provide a Catholic environment of learning, growth and worship, while recognising **parents** as the first and primary educators of **children,** both in the Catholic faith as well as other areas of their learning and development.

We are here to serve you in the education of your children, in a Catholic context.

St Matthew's School motto ***"CONCERN"*** embraces the school ethos.

2.0 FAITH DEVELOPMENT

At St Matthew's we are committed to fostering a total Faith and Life development, showing tolerance and respect, where children will grow to their full potential and recognise their self-worth.
Students are involved in Prayer Services and Masses (the Liturgy). Parents can support their child's faith development by attending Sunday Mass regularly.

2.1 Parish

Presbytery
Father Abraham Chukwu
Earl Street NARROGIN 6312
TELEPHONE NO: (08) 9881 1153

Parish Masses
1st Sunday of month
10:15am Sun
2nd, 3rd, 4th, 5th Sundays: 9:30am
Tues, Wed, Thurs 9:30am
Fri: 5:15pm
RECONCILIATION By Appointment

2.2 Sacramental Program

The following sacraments are conferred on the baptised Catholic students from the school and parish –

Year 3 Reconciliation
Year 4 Eucharist (First Holy Communion)
Year 6 Confirmation

2.3 Children's Liturgy

St Matthew's School supports the parish by coordinating Children's Liturgy.

Children's Liturgy sessions take place at St Matthew's Church. Children's Liturgy is for children aged 4 – 9 years and takes place every second and fourth Sunday of the month during 9.30am Masses. Children are led through a reading of the day's Gospel and then partake in conversations and short, fun activities relevant to the weekly readings. Children's Liturgy is run by volunteers from the parish who hold a Working with Children Card. If you would like to be involved in the classes, please contact Susan Milton at susan.milton@cewa.edu.au. No experience is necessary, and the weekly lesson is provided for you.

3.0 SCHOOL COMMUNITY

3.1 Staff

Please see www.matthews.wa.edu.au regarding details of our staff members.

3.2 The Principal and Staff

The Principal, together and in partnership with the staff, is responsible for the daily operation of the school and for establishing and implementing the educational policies of St Matthew's School.

Specific problems relating to individual children's learning difficulties should be addressed to the teacher concerned, prior to making an appointment with the Principal.

The Parish Priest is the Bishop's representative and, as such, he supports the school and maintains very close contact and communication.

3.3 St Matthew's School Advisory Council

The St Matthew's School Advisory Council meets monthly to liaise closely with the Principal on decision-making matters in order to meet the present and future needs of students, while actively promoting and supporting the Catholic ethos of the school.

Our "Annual Community Meeting" is held in February. At this meeting, a report on the School Advisory Council's activities and the next year's budget are presented and the election of council members takes place. All parents and interested community members are invited to attend this meeting, and you are encouraged to consider serving on the council as a way of supporting the school.

School Advisory Council Members

Please see www.matthews.wa.edu.au for details of our School Advisory Council Members.

3.4 Parents and Friends' Association

Every parent of St Matthew's School is a member of the Parents and Friends'' Association. The P&F makes an important contribution to the development of St Matthew's community spirit, as well as providing essential morale and financial support to our school.

The P&F is our fundraising body, and, in addition to fund raising, they organise social events for students and parents. Meetings are currently held twice a term, with the

upcoming meeting time and date being advertised in the weekly newsletter and through the school app.

The objectives of the P&F Association are:

- To develop community within the school
- To promote closer liaison between the school and community
- To foster community interest in education
- To assist in the provision of school amenities
- To work closely with the school Principal to achieve common goals.

Our P&F activities are organised by a core group of volunteers nominated at the Annual Community Meeting in February each year. You do not need to be one of the elected members to attend any meetings or assist with any activities held throughout the school year.

P&F Executive:

Please see www.matthews.wa.edu.au for details of our P&F executives.

MANY HANDS MAKE LIGHT WORK!!

P&F Class Representatives:

A Class Rep is a parent from a particular class who assists the P&F to communicate effectively with families and the classroom teacher. A Class Rep is entrusted to be a positive role model around the school, by communicating respectfully to parents in your class, keeping them informed of what is going on at a P&F level, motivating them to support P&F initiatives, getting them involved in social gatherings with fellow class parents, and so on.

Parents will be informed at the beginning of every school year as to who has been elected to be their Class Rep.

3.5 Uniforms

St Matthew's School has a long history in Narrogin, and we, as the current custodians of this school, wish to continue the proud traditions already entrenched. The school uniform is a symbol, to us and to the public, of all that we represent, and, as such, we believe that a high standard of presentation is important.

Why do we wear a school uniform?

- To encourage a sense of pride in 'self'
- To instil recognition of being an integral part of the school community and therefore, develop pride and loyalty to our school and its vision
- To provide consistency and equality for all students in the light of the shared gospel.

Values

- To provide clothing that is cost effective and practical for our school environment
- To focus on the real purpose of schooling; that is, the development of an individuality of intellect, imagination and personality
- To maintain and enhance the positive image of the school in the community

Please see page 24 for more information

3.6 Uniform Shop

The school office staff co-ordinate the sale of our new uniforms, and the P&F co-ordinates our second-hand uniforms. Uniforms are available for purchase during school office hours.
Please refer to www.matthews.wa.edu.au for further details.

3.7 Canteen

Students may place a lunch order on Mondays, Tuesdays, Thursdays and Fridays online through "QuickCliq" prior to 8am of that morning. (Brochures regarding this process are available at St Matthew's School office.) These lunch orders are provided externally by Narrogin Primary School.

3.8 Library

We have a well-equipped library. Class teachers assist the students to develop their library skills and Mrs Jenny Ong assists with book borrowing. Library time and borrowing facilities are given to all students. On their library day, students need to bring a library bag – without this they will not be permitted to borrow books. The books are issued for one week, so the children need to return them at their next library session. It is important that you encourage your children to take care of the books, as they are expensive to replace.

3.9 Student Leadership

All Year 6 students take on the important role of leadership within the school community with the support and encouragement of their classroom teachers, parents and school staff. It is important to ensure that our students understand that they have a shared responsibility to lead others; that every student has the right to develop their own leadership qualities; and that they are aware that leadership is based on service to others.

3.10 Four Year Old Kindergarten

Our Four Year Old Kindergarten program is the first year of our school, and, as such, the child once enrolled at St Matthew's, will be able to complete his/her primary education within our school. Kindergarten is three full days per week.

3.11 Classes

Due to our current enrolment trends and sound educational theory, St Matthew's will, from time to time, structure its class groupings in both straight age and multi-age (composite) groupings.

The responsibility for determining the class groupings will remain the responsibility of the school Leadership Team, upon consultation with both the teaching staff and the School Advisory Council.

4.0 SCHOOL OPERATION

4.1 Enrolment Policy

St Matthew's School Advisory Council, in accordance with the Catholic Education Commission of WA Policy, has the following enrolment policy:

Applications for enrolments from Kindergarten to Year 6 will be accepted in the following order:

1. Catholic students from St Matthew's Parish.
2. Catholic students from other parishes.
3. Siblings of non-Catholic students already enrolled.
4. Non-Catholic students from other Christian denominations.
5. Other non-Catholic students.

Each year the school will advertise in the school newsletter, parish bulletin and, if necessary, the local paper, for enrolments. However, this process will occur only if the waiting list does not exceed twenty-five, based on points 1 and 2 of the above.

Names may be submitted to the school administration at any time for enrolment, and will be entered onto the waiting list if no place is currently available.

Enrolment for year levels other than Kindergarten will be on application by the parent to the Principal who will determine eligibility for entry to our school, provided that a position is available for a new student in the appropriate year level, in accordance with the priorities stated above.

Parents who choose to apply to enrol a child at St Matthew's School accept:

1. That they will abide by the policies and practices established and developed by CEWA and the School Leadership Team while their child/children are enrolled in St Matthew's School. If you are unsure of any policies or practices, please consult the Principal.

2. That they are fully supportive of the Parents and Friends' Association. A more detailed policy can be found on www.matthews.wa.edu.au

4.2 Enrolment/Admission Information

It is vital that this information is regularly updated, as there have been several occasions where it has been found to have changed.

This form required:
(a) information for daytime contact should accidents occur (In these cases, we attempt to first contact parents, then the EMERGENCY CONTACT number.)
(b) permission to act on the parent's behalf if contact cannot be made

4.3 School Fees

St Matthew's School strives to keep fees as low as possible whilst maintaining the highest quality educational experience for your child.

St Matthew's School – School Fees Policy
Although Catholic Schools receive both Commonwealth and State funding, fees constitute a necessary and substantial part of the school's income. Without school fees and other non-financial support from parents, Catholic Schools would not be able to operate.

St Matthew's School is committed to providing excellence in Catholic Education for students from a variety of backgrounds. St Matthew's endeavours to set fees at a level that encourages parents to enrol their children, without having to suffer undue financial hardship.

Should families experience any difficulty with the payment of fees, they need to make an appointment with the Principal to discuss the matter in confidence.

Annual Fees
Please see www.matthews.wa.edu.au for fee details.
Additional Fees & Levies
Amenities Fee
An annual fee per child (Kindy – Year 6) – $161.00
This covers items such as Art/Craft materials, work sample files, incursions, excursions & transport costs around the Narrogin town site.

IT/Book Levy
Annual Book Hire Fee (PP – Year 6) – $135
This fee covers the cost of all IT and manual resources used in the classrooms
A book list will be sent home at the end of the year for you to order requisites for your child. This does not form part of the school fees and is an extra independent cost to parents/guardians.

Building Levy
Annual Building Levy – per family (Includes Kindy) – $208
A building fee is charged annually and is to help service the capital debts on our school buildings.

P & F Levy (Not included in Annual Fee)
Annual Voluntary Fee – per family – $80.00

Accounts
Accounts are issued at the beginning of each year. Fees may be paid via EFT, BPay, cheque or cash (correct money please). Payment plans may also be set up and paid via Direct Debit; please see the Finance Officer if you wish to pay your fee account this way.

All money sent to school should be placed in a sealed envelope with the child's name, amount and purpose of the payment noted; e.g. fees, swimming etc. This should be given to the class teacher to place in the class office bag at the beginning of the day.

Scholarships
St Matthew's School offers families in the community an opportunity to enrol at our school through a Scholarship Program that provides substantial financial benefit to

support families who desire a Catholic Education for their children.

These scholarships are either full or partial scholarships open for current and prospective students. Please contact the Principal or Finance Officer to arrange an application form.

Health Care/Pension Card Discounts
Parents/guardians who are responsible for the payment of school fees and have a current means tested family Health Care Card or Pensioner Concession Card will be entitled to a significant discount on tuition fees. Please contact the Finance Officer to arrange an application form.

Special Fee Payment Arrangements
St Matthew's School recognises that circumstances may arise that require families to seek changes to how fees are going to be paid. We encourage any family who finds itself in this situation to contact our Finance Officer to discuss alternative payment options.

Financial Support
Any parent/guardian in genuine financial hardship is encouraged to contact our Principal to discuss the options available to them for fee relief. The granting of special arrangements is at the discretion of the Principal and is dealt with in the strictest confidence.

Fees Not Paid
While St Matthew's is supportive of families who find themselves in difficult circumstances, the School rigorously follows up on all overdue accounts. The School reserves the right to appoint a debt collection agency or to take legal action for the recovery of fees not paid. This will be done where reminder notices are persistently ignored, or arrangements are not made with the School to pay overdue accounts. This is done to ensure fairness to families who do pay fees in accordance with the School's Fee & Charges Schedule. All expenses, costs and disbursements incurred by the School in recovering any outstanding monies, including agency fees and solicitor costs shall be charged to the family account. The signed Enrolment Form accepting a place at the School is a binding legal agreement with the School to pay these expenses, costs and disbursements to the School, and indemnifying the School in relation to such monies is a condition of a student's enrolment.

Notice of Withdrawal
In accordance with St Matthew's School Enrolment Policy, if your child has already commenced at the school or accepted a place offered, one full term's notice is required for withdrawal. This notice must be in writing and addressed to the Principal. Failure to do so incurs a penalty of one term's tuition fees.

4.4 Behaviour Management Plan

The Behaviour Management and Bullying Plan at St Matthew's is based on the premise that all members of our community have the right to be treated with respect and courtesy. This emerges from our school motto, 'Concern': concern for self, others, environment and for our relationship with God. Gospel values such as honesty, justice, integrity, compassion and love must be apparent in all situations where behaviour issues are concerned.

Classroom expectations:
1. Let others learn
2. The teacher has the right to teach
3. Respect your own and others' property
4. Walk inside
5. Keep hands, feet and objects to yourself

Playground Expectations
1. Respect for self and others
2. Include all students
3. Respect the school environment
4. Share and use equipment appropriately
5. Keep hands, feet and objects to yourself

The school has developed a behaviour management plan in order to ensure the establishment and maintenance of positive relationships between staff and students, and to foster a learning environment that facilitates the development of the whole child. Behaviour Management is discussed at all Staff Meetings.

4.5 Pastoral Statement – Bullying

Bullying is when one person behaves in a way that deliberately hurts others and makes them feel powerless; this may be ongoing. At St Matthew's, this type of behaviour is unacceptable. No one deserves to be bullied.

Examples of bullying:
- Name calling, teasing, threatening another person, hitting, punching, sending hurtful notes, deliberately ignoring others, deliberately damaging another person's property.

Steps children can take:
- Respond to bullies in an assertive, positive way
- Walk away

- Speak up and offer support to the victim when you see him/her being bullied - for example, picking up the victim's books and handing them to him/her.
- Seek immediate help from an adult/teacher - if they do not listen, TELL someone else
- Support those being hurt, with words of kindness or sympathy
- Express disapproval of bullying behaviour by not joining in the laughter, teasing, or spreading of rumours or gossip
- Attempt to defuse problem situations either single-handedly or in a group – for example, by taking the bully aside and asking him/her to cool it
- REMEMBER – if you do not report incidents of bullying, then you are assisting the bully and contributing to the problem

Positive reinforcements will be given in the following ways:
- Honour Certificates
- Class rewards
- Individual rewards

4.6 West Australian Curriculum

The West Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities important for all West Australian students. It describes the learning entitlement of students as a foundation for their future learning, growth and active participation in the Australian community. It makes clear what all young West Australians should learn as they progress through schooling. It is the foundation for high quality teaching to meet the needs of all students.

Each year teachers will plan, implement, assess and report against the West Australian Curriculum.

There are 9 Learning Areas in the curriculum of Catholic schools in WA. The first Learning Area is Religious Education. St Matthew's offers a broad-based curriculum with emphasis given to the care and development of the child as an individual. We recognise the vital place of faith in the lives of the students, and are concerned with the awakening, nourishing and developing of this faith within a sound education. The nine learning areas are:

1. **Religious Education**

Our Religious Education program is based upon the Religious Education Units of Work as set down by the Catholic Education Office Western Australia (CEWA). At St Matthew's we are committed to fostering a total Faith and Life development, showing tolerance and respect, where children will grow to their full potential and recognise their self-worth.

This program:

- Is developmental
- Is based on sharing faith through life experience
- Is Christ-centred
- Focuses on the unconditional love of God
- Makes religious education part of the daily lives of the children
- Emphasises the importance of a vital, caring and loving atmosphere where children can become the people God wants them to be
- Stresses the place of the Eucharist and the whole sacramental life of the Church

School Mass is celebrated regularly throughout the year. Children are encouraged to actively participate by singing, reading, carrying the offertory gifts or serving. All family members and the community are encouraged to attend.

The Sacrament of (First) Reconciliation (Confession) is offered in Year 3, First Holy Communion (Eucharist) in Year 4 and Confirmation (receiving the Holy Spirit) in Year 6. These are wonderful and memorable occasions for your child, and you are encouraged to participate in all aspects of these celebrations. The Sacrament of Reconciliation (ongoing) is available to Year 4 – 6 throughout the year.

2. English

The English program within the school focuses on Reading, Writing, Viewing, Listening and Speaking. It is based on both the focus teaching of skills and an integrated approach where skills are used in real situations. The program is based on the beliefs that:

- English instruction is meaningful, enjoyable and affirming
- Children make steady progress when strategies and activities appropriate to their level of development and their cultural and experiential background are used
- Every child has equal opportunities to be challenged and to reach their potential
- Explicit teaching is necessary for the acquisition of good oral and written language skills

A broad range of assessment and monitoring strategies is used to track students' literacy attainment. An individual literacy program will be written to focus on areas of need for those children identified with difficulties.

St Matthew's has literacy support staff who work within the classrooms or the Support Classroom to assist teachers in developing sound literacy practices within the school. We provide MiniLit, Reading Tutor, Spelling Mastery and Rainbow Reading to support students experiencing difficulties in Literacy.

Students in Years Three and Five will take part in the National Assessment Program for Literacy and Numeracy (NAPLAN). This is designed to measure overall literacy and numeracy skills. The 'On Entry' Early Assessment testing in Pre-Primary and the EYLND in Year One, Two and Three are also conducted.

MiniLit, MacqLit & Rainbow Reading

MiniLit is a balanced reading program that, across carefully structured and sequenced lessons, covers sight words, letter–sound correspondence, blending and segmenting (phonics skills), and reading connected text. Level 1 teaches children basic letter/sound knowledge and decoding skills for CVC words, with Level 2 extending their word attack knowledge by teaching commonly used digraphs and longer words.

MacqLit is an explicit and systematic reading intervention program for small groups of older low-progress readers. It provides teachers with a comprehensive sequence of lessons that includes all the key components necessary for effective reading instruction: phonemic awareness, phonics, fluency, vocabulary and comprehension.

The Rainbow Reading Program has been shown to effectively support struggling readers and English language learners to significantly improve their reading fluency and accuracy, word recognition, writing fluency, spelling and oral language.

The intensive, systematic and progressive nature of all programs, along with the variety of short, sharp and targeted activities that reinforce every teaching concept, engages the children, keeps them on-task and reinforces learning.

3. Mathematics

The Mathematics programme is based on the premise that all students will become numerate. Being numerate is about having the disposition and confidence to use mathematics in a variety of ways, such as solving practical problems outside the classroom. It is about becoming a more informed citizen, thinking, reasoning, patterning, verifying, and applying, collecting and analysing data.

The Mathematics Learning Area contains Number and Algebra, Measurement and Geometry, Statistics and Probabilities. These major learning areas are further broken down into sub-strands.

4. Health and Physical Education

Health Education covers personal, social and community health, movement and physical activity. Student will participate in the Keeping Safe curriculum which covers rights, relationships, responsibilities and ethical behaviour. This curriculum will be covered by the class teacher.

Students from Kindy to Year 6 receive weekly lessons from our specialist Physical Education teacher that focus primarily on the development of sports skills. The Phys Ed programme also includes school sports carnivals, interschool sports carnivals and other interschool team events. A number of teams, throughout the year, represent St Matthew's in various interschool programmes. These are coordinated by our Sport Coordinator. There are annual swimming and athletics carnivals as well as interactive afternoons with neighbouring schools.

The focus of the sports programme is on participation and skill development, rather than competition.

All students must wear the school sports uniform on the day indicated in the school newsletter, unless a note accompanies your child giving reasons for this not being the case. Children must wear the correct school uniform when representing the school, ie. red polo shirt for all interschool carnivals and sporting events; the green, blue or gold polo shirt is encouraged for all faction carnivals and sporting events. For weekly sports days, the faction polo shirt may be worn. The red polo shirt will be worn every Friday.

5. The Arts

Our Music Specialist provides opportunities for students to explore a wide variety of content in The Arts learning area. Students take part in singing, dancing, and playing a variety of musical instruments. Children in Years 4-6 have the opportunity to audition for the school rock band. Auditions for the High School Music Program take place in Year 5. Every two years we perform the School Production at the Narrogin Town Hall. There is also an opportunity for children to join the school choir.

6. Technologies

School Information and Technology programmes are organised by all classroom teachers, and are based on the Western Australian Curriculum. All classrooms have computers, iPads and an Apple TV installed, which students are able to access during class time.

7. Science

Science plays a major role in all aspects of our lives. Students are led on investigations to answer questions about our natural and technological world. Knowledge of science enables them to make better decisions across a range of contexts in daily life and take responsibility for the natural resources of our unique planet.

8. Humanities and Social Sciences (HASS)

Students develop understandings of how and why individuals and groups live together, interact with and within their environment, manage resources and create institutions and systems. Students further understand that over time these relationships and interactions may change to varying degrees.

9. Languages

Language learning and cultural understandings are a key focus, and, where possible, they are integrated across the curriculum. Our Language is Indonesian from Year 4 – 6. In PP, Languages will focus on fostering an understanding of culture with their students, while developing their knowledge of contemporary and traditional life in a variety of countries across the world. Students in Years 1 & 2 are also introduced to the Auslan language.

4.7 Developmental Learning

People are different. They look different, sound different and behave differently. Despite this, there is a common pattern of growth and development that can be traced through life. Parents know and expect that their babies will achieve a range of developmental milestones such as crawling and walking. Each milestone is a positive sign of growth and development. Some children do everything according to "the book". Some take longer than others and some miss a milestone here or there; for instance, some children never crawl. Overall, however, the pattern of development follows a fairly predictable course.

4.8 The Philosophy and Basic Principles of Learning

The philosophy and basic principles of learning within St Matthew's School are reflected in the following:

- Each child must accept responsibility for his/her decisions.
- All children can be successful learners.
- Children are active learners who learn through solving problems as they strive to reach goals that they have identified as being important to them.
- Teachers can assist them to make progress towards these goals by helping them use appropriate strategies.
- Children make steady progress when strategies and activities appropriate to their level of development and their cultural and experiential backgrounds are used.
- Children learn effectively as they interact with adults, peers and their environment.

4.9 Raising Student Performance

St Matthew's School continues to adhere strongly to a set of beliefs and values about raising student performance across the school.

All students can reach their full potential given sufficient time and support.

Our focus begins where the students are, and then we equip teachers with a repertoire of teaching strategies that enable them to be sensitive to student needs and plan for

instruction. At the heart of this initiative are structured learning times that allow teachers to put these teaching strategies in place.

The students and their needs should drive curriculum, and therefore curriculum innovation begins in the classroom.
Curriculum implementation holds true to this belief by starting where the students are and then looking at classroom organization that supports the student. Teachers can be guided to an understanding of current educational theories and trends through a direct link to their day-to-day classroom teaching. Our structures and strategies are linked directly to current research and theory.

Data must drive instruction. System and school initiatives must be driven by data.
Program choice must be linked directly to its effect on a particular population, with data to back its adoption. Our teachers draw heavily on current national and international research projects aimed at both school improvement and student achievement.

The curriculum should be student centred.
The West Australian Curriculum is a student-centred curriculum. Our teaching and learning cycle focus heavily on student needs, and our professional development is geared towards assisting teachers to make day-to-day decisions based on student needs. Student observation and variety of instructional groupings feature highly in our professional development.

Collaborative environments are essential for learning.
Our professional learning culture can be identified by effective professional communities working and planning together, proactively delivering instructional programs for students across the school. Teachers take responsibility for all students across and within year levels, and, as a school, we will activate structures based upon what is best for the total school population.

4.10 Assessment and Reporting

Staff at St Matthew's are committed to providing quality information to students and parents, and using assessments as a means to inform their teaching/learning programmes. Parents are always welcome in the classrooms to discuss progress and view students work and workbooks. The reporting schedule includes:

Kindy and Pre-Primary

Term 1	Term 2	Term 3	Term 4
Pre-Primary Parent Interviews	Semester One Report Work Sample Files	Open Classroom	Semester Two Report Work Sample Files
Kindergarten and Pre-Primary teachers are available to meet with parents informally and formally throughout the year as required.			

Year 1 – Year 6

Term 1	Term 2	Term 3	Term 4
Compulsory Parent Interviews Test Books Sent Home	Semester One Report Test Books Sent Home	Parent Interviews (Optional) Test Books Sent Home Open Classroom or Learning Journey	Semester Two Report Test Books Sent Home Work Sample Files

4.11 Homework Policy

Homework is an integral part of a child's education. It promotes a relationship that helps maintain communication between school and home on the child's academic growth, and reinforces basic skills and concepts that have been taught in class. It also helps establish good study habits in the child. Homework varies from year to year, and class teachers will inform parents of what is required.

Practices

At St Matthew's School, homework will be set on Mondays with the expectation that it will be completed by Friday, unless otherwise stated. This allows for children to structure their time to allow for other afternoon/evening commitments (e.g. sport, clubs, and family commitments). The reading and working time periods need not be completed sequentially but may be completed at totally separate times. For example, the student might complete his/her working time before dinner and his/her reading time just before bed.

Kindergarten – Pre-Primary

Children in Kindergarten and Pre-Primary should spend time talking about their school day, enjoying reading and being read to.

Year 1 – Year 2

Children in Year 1 and Year 2 should spend time talking about their school day, enjoying reading and being read to, completing simple literacy tasks and revising basic number facts and spelling. This should be for 10 – 20 minutes daily (maximum 20 minutes) - approximately 10 minutes reading and 10 minutes working. The time period needed to complete the set tasks will gradually increase from the minimum (10 minutes) to the maximum (20 minutes).

Year 3 – Year 4

Children in Year 3 should spend time talking about their school day, enjoying reading and being read to, completing simple literacy tasks and revising basic number facts and spelling. This should be for up to 30 minutes daily (maximum 30 minutes) - approximately 15 minutes reading and 15 minutes working. Children in Year 4 may be given a small amount of written work to consolidate concepts taught in class. The practice of basic literacy and numeracy skills will continue. This should be for a maximum of 40 minutes daily - 20 minutes reading (silent or oral) and 20 minutes working.

Year 5 – Year 6

Children in Years 5 and 6 may be given a small amount of written work to consolidate concepts taught in class. The practice of basic literacy and numeracy skills will continue.

The recommended time for nightly homework is a maximum of 30 minutes reading (silent or oral) and a maximum of 30 minutes working. The time period needed to complete the set tasks will gradually increase from the beginning of Year 5 to the completion of Year 6.

NOTE: Teachers' discretion will be used as to time allocated for homework. The individual needs of students are paramount in the setting of homework. All tasks should be set at the ability level of the child. Parents may set their own extension homework; the teacher can discuss the format of this with parents, if required. Parents are invited to contact the teacher of their child if they have any queries.

Research Tasks / Presentations

During Years 3 and 4, children will be introduced to the requirements of research tasks/presentations. Please see the St Matthew's School Homework Policy for more information concerning Research Tasks/Presentations.

5.0 EXTRA CURRICULAR ACTIVITIES

5.1 Camps

Camps provide unique and valuable educational opportunities for the children. Students in Year 6 will participate in a three-day camp experience. Every second year, students in Years 4 & 5 will participate in a one-night camp experience.

5.2 Cultural Events and Incursions

Parents are advised that up to 2 cultural events/visits are organised each year. The cost for these will be met by the school.

5.3 Excursion Permission Forms

An excursion permission form will be forwarded to each family at the commencement of the school year. This consent form enables your child/children to attend excursions/outings organised by the school. It is very important that this form is completed and returned by the due date to the class teacher.
The form signifies your approval and permission for your child/children to attend the functions appropriate to your child/children's education as determined by the school. You will be kept informed of these functions/outings through the weekly newsletter or letters from the class teacher. This form also seeks permission for the students to walk to local Narrogin recreational centres; e.g. Town Oval, Town Hall etc.

6.0 SAFETY AND HEALTH

6.1 Medical Conditions

The school staff need to know about any medical conditions a child has that may require emergency medication or treatment. Examples of these conditions include Diabetes, Asthma and Allergies (bee stings, nut and other food intolerances). Please complete the relevant Medication Form, which is available from the office. Your child's name and photograph will then be added to the Medic Alert Board located in the First Aid Room. This will mean all staff will be aware of the appropriate action or treatment. This information is crucial for staff to carry out fast and proficient first aid when necessary.

6.2 Medication

In keeping with CEWA and Education Department Policy, we do **NOT** give **ANY** medication to students without the written permission of Parents/Guardians.

6.3 First Aid, Accident and Student Illness

If children are not well, they should not be sent to school. In the case of a serious accident or illness at school, you will be contacted to collect your child.

Teachers will attend to minor, superficial injuries at school. In the event of the teacher considering it necessary, the child will be transported by car to Narrogin Regional Hospital for treatment. In cases of suspected serious injury, an ambulance will be called, with parents being liable for the costs incurred.

IT IS IMPERATIVE THAT WE HAVE AN ACCURATE RECORD OF YOUR HOME ADDRESS, PHONE NUMBERS, DOCTOR AND EMERGENCY CONTACTS.

If any of these change during the school year, you are requested to notify the office through one of the following means:

(A) phone call
(B) personal visit to the office
(C) in writing per your child

6.4 Head Lice

Head Lice are a common problem faced in schools. Nearly every child will bring these home at some time, as children love to be close to each other and are constantly touching everything as they learn. Lice are small animals that lay their eggs on the hair shaft near the scalp. Offer to brush your child's hair regularly so you can make a discreet check, particularly in the middle and upper primary years.
Treatment is available from the chemist for this condition and should be used as soon as you notice the problem. Your support, and above all, **patience,** is important in this area.

6.5 Communicable and Infectious Diseases

Several regulations have been drawn up by the Health Department on the premise that children who have been ill with an infectious disease will not return to school until they have fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced. The regulations covering Communicable and Infectious Diseases as published by the Public Health Department of WA are as follows:

Disease	Exclusion	Infectious Periods
Acute febrile respiratory illness	Exclude until afebrile	Usually for duration of symptoms
Campylobactor sp	Until asymptomatic	2-3 days treated 2-3 weeks untreated
Chicken Pox	Exclude from at least 5 days after rash appears and until vesicles have formed crusts. Crusted lesions alone do not warrant exclusion	2 days before rash until all vesicles have formed crusts
Conjunctivitis	Exclude until discharge from eyes has ceased	Whilst eye discharge is present
Cryptosporidiosis	Exclude until 24 hours after diarrhoea has ceased	2-4 weeks
Diarrhoea	Exclude until 24 hours after diarrhoea has ceased	Days to weeks
Glandular fever	Do not exclude	Months
Hand, foot and mouth disease	Exclude until vesicles have formed crusts	As long as there is fluid in the vesicles. Faeces remain infectious for several weeks
Head lice	Exclude until after treatment has commenced and live lice removed	Until lice and eggs are killed
Haemophilus influenzae Type B	Exclude until antibiotic treatment finished usually 48 hours	Infectious until treated with antibiotics
Hepatitis A	For 14 days after onset of illness if not jaundiced or 7 days after jaundice appears	2 weeks before onset of symptoms to 7 days after jaundice appears

Disease	Exclusion	Infectious Periods
Hepatitis B	Do not exclude	Weeks before to months after the onset. Carriers may be infectious for life
Hepatitis C	Do not exclude	Weeks before to months after the onset. Carriers may be infectious for life
Herpes Simplex I and II	Young children unable to comply with good oral care hygiene practices should be excluded until dry. Sores should be covered with a dressing where possible	2-7 weeks
HIV	Do not exclude	As long as HIV infection persists
Human Herpes virus 6	Do not exclude	Unknown
Impetigo	Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with waterproof dressing. Young children unable to comply with good hygiene practices should be excluded until the sores are dry	As long as there is discharge from untreated lesions
Influenza	Do not exclude	Usually 1 day before onset of symptoms until 7 days after
Measles	Exclude for 4 days after onset of rash. Unvaccinated contacts should be excluded until 14 days after onset of rash of the last case	4 days before to 4 days after rash appears.
Meningococcal Disease	Exclude for 24 hours after antibiotic commenced. Contacts will be managed by WA Public Health	Until bacteria are no longer present in nose and throat secretions
Molluscum Contagiosum	Do not exclude	As long as lesions persist
Mumps	Exclude for 5 days after onset of symptoms	2 days prior to 5 days after parotitis (swollen salivary glands)
Parainfluenza	Until asymptomatic	4 days to 3 weeks
Parvovirus B19 (Slapped Cheek Syndrome)	Do not exclude	Not infectious after rash appears
Pertussis	Exclude for 21 days from onset of cough, or 5 days after starting antibiotic treatment. Contacts will be managed by WA Public Health	From onset of runny nose to 3 weeks after onset of cough.
Pin Worm	Do not exclude	As long as eggs are excreted. Eggs remain infective for up to 2 weeks
Pneumococcal disease	Exclude until 24 hours after commencement of antibiotics	Until Streptococcus pneumoniae are no longer present in nose and throat secretions
Ring worm	Exclude until 24 hours after treatment has commenced	As long as lesions are present
Rotavirus	Until asymptomatic	10 days
Rubella	Exclude for 4 days after onset of rash	From 7 days before to at least 4 days after onset of rash
RSV (Respiratory Syncytial Virus)	Until asymptomatic	3 days to 4 weeks.
Scabies	Exclude until the day after treatment has commenced	Until mites and eggs are destroyed

Disease	Exclusion	Infectious Periods
Shigella	Until asymptomatic	4 weeks
Shingles	Do not exclude unless rash is uncovered and weeping	Up to 1 week after appearance of the lesions
Tuberculosis	Exclude until medical certificate of recovery is obtained. Contact management by WA Public Health	As long as bacteria are present in respiratory secretions
Typhoid	Discussion exclusion with your local public health staff as clearance testing may be required	Infectious as long as Salmonella typhi are present in faeces or urine
Warts	Do not exclude	As long as the wart remains

For further information please see link below:

https://www.health.gov.au/health-topics?f%5B0%5D=type%3Acondition_or_disease

6.6 School Dental Service

Our school is serviced during school hours by the Dental Health Clinic, which is located at the Narrogin Primary School. All students at St Matthew's School automatically receive this service, and appointment cards will be sent home from time to time through the school office. The Clinic's phone number is 0428 984 100. Children are to be accompanied by a parent or responsible adult, or an older brother or sister.

6.7 School Nurse

A school nurse visits St Matthew's School on a regular basis.

7.0 SCHOOL UNIFORM – DRESS CODE

7.1 Wearing the Uniform

- Formal uniform shirts are always to be tucked in.
- The tie (Years 4-6) is to sit closely and neatly to the collar – this applies to winter terms.
- Shoes are to be in good repair and in a polished condition.
- Girls' formal navy socks are to sit approximately 4cm above the ankle bone – these can be folded to this position, but not rolled. (Anklets and cut-away socks are not acceptable.)
- Boys' grey school socks must be worn as for girls' length or higher.
- Sports uniform shirts are to be worn untucked.
- The top buttons on sports uniform shirts and blue uniform shirts (in summer) can be left undone.

- Long school uniform pants must be of a length such that socks do not show during the child's normal gait.
- Girls are encouraged to wear navy blue (short legged) 'bike shorts' underneath uniform dresses (so modesty is not compromised). These shorts must not show during the child's normal gait and no other colour/type of shorts may be worn.
- All uniform items should fit the child reasonably well. (Please note: if shirts will not remain tucked in because they are too short, parents will be asked to purchase a larger size.)
- No Long-sleeved garments are to be worn under short-sleeved school shirts.
- Leggings are not to be under skirts/dresses, only navy tights.

7.2 Jewellery

The wearing of jewellery is not encouraged. This is in keeping with the school philosophy of reducing the importance of material goods and the risk of injury. However, the following items are acceptable:

- A small, plain, inexpensive watch. No smartwatches are allowed.
- Small, plain metal earring studs/sleepers. A stud containing a small birthstone is also acceptable.
- A small chain with Christian medallion or Cross/Crucifix
- Medical bracelets/necklaces are permitted (eg. Medic Alert bracelet/necklace); however, the school must be notified of the child's medical condition.
- If a child wears inappropriate jewellery to school, the item/s will be required to be removed and will be sent home with the child.

7.3 Nails

Nails must be kept in a short and clean condition. Only clear nail polish is acceptable**.** If a student is wearing any coloured nail polish, he/she will be asked to use nail polisher remover to remove it under staff supervision.

7.4 Hair

- Hair must be clean, neat and tidy.
- Shoulder length hair (and longer) needs to be tied back using simple, plain hair ties, scrunchies, head bands or ribbons colour matched to hair colour or to colours in the current uniform being worn.
- Other hair accessories (such as hair slides) must obey the same colour rules.
- Small head scarves (triangle style) are acceptable but are limited to plain colours matching the school uniform colours.

- Shorter than shoulder length hair still needs to be clear of eyes when child is in 'working at desk' posture.
- Fringes must be no longer than the top of eyebrows, otherwise they are to be tied or clipped back.
- Hairstyles should not attract undue attention or be deemed by the school Leadership Team to be too extreme; this includes mohawks and tracks (patterns shaved into hair).

7.5 Uniform Breaches

- When a child is unable to wear the correct uniform, a parent/carer is required to send a note to the class teacher (with the child on that day) explaining the reason for the deviation and the period for which this will occur. Alternatively, the parent/carer may speak to the teacher in person or by telephone. (Parents/carers are also asked to provide 'replacement' uniform items in colours and styles as close as possible to the original item.)
- When a note does not accompany the child on the day (even if a verbal explanation has been given from the child) the child will receive an 'out of uniform' note to be completed by the parent/carer and returned.
- If the Return Slip at the bottom of this is not returned, another reminder note will be sent home.
- If this is not returned, a member of the Leadership Team will directly contact the parent to ascertain the problem.
- For any further problems regarding uniform, the Principal will request a meeting with the parent/carer/s.
- For 'out of uniform' items of a more minor nature (such as incorrect hair slide colours) the teacher or Leadership Team may give the child a verbal reminder – if this problem reoccurs in the short term, the child may be given the 'out of uniform' letter.

N.B. Teachers and the Leadership Team reserve the right to give an 'out of uniform' letter for any breach of uniform at any time, given the possible uncertainty of whether a child has already been given a verbal warning.

7.6 'No Hat No Play in the Sun' Policy

To safeguard the children from the harmful effects of solar radiation and in keeping with our "Sun Smart School" status, we have a "no hat, no play in the sun" policy throughout the year (Terms 1, 2, 3 and 4). Children are restricted from playing or participating in any outdoor activity that does not take place in a shaded area, if they are not wearing suitable hats.

UNIFORM REQUIREMENTS

Only items purchased from the School Uniform Shop are acceptable

YEARS 1-6

FORMAL UNIFORM (Mon & Wed)

GIRLS

- Navy skort or navy pants with blue shirt, OR Formal Dress
- Formal School Jumper
- Navy Hat
- Navy Tie (Year 4-6 – Term 2 & 3 only)

Footwear:

- Black leather "dress" school shoes, black leather sports shoes OR plain style 'Mary Jane' black shoes (i.e. no embellishments such as studs or ribbons)
- Navy blue ankle socks or tights
- Brown or black school sandals

BOYS

- Grey school shorts, or grey college trousers
- Blue shirt
- Formal School Jumper
- Navy Hat
- Navy Tie (Year 4-6 – Winter only)

Footwear:

- Black leather "dress" school shoes or black leather sports shoes (not boots)
- Grey socks
- Brown or black school sandals

Please Note: Formal socks are to sit approx.. 4cm above the ankle bone – these can be folded into this position, but **NOT** rolled. (Anklets or cut-away socks are **NOT** to be worn)

SPORTS UNIFORM – UNISEX (Tues, Thurs, Fri)

- Navy unisex sport shorts or navy tracksuit pants
- **Faction shirt or Year 6 Leavers shirt (worn on Tuesday and Thursday)**
- **Red sports shirt or Year 6 Leavers shirt (worn on Friday)**
- Navy sports jacket with logo
- Navy Hat

Footwear:

- Sports Shoes - Conservative colours are preferred, fluoro embellishments are acceptable, but skater and high-top styles are ***not*** acceptable (Please note: All shoes must have low heels)
- Socks - plain white sports socks (not anklets or 'cut-aways')

PRE-PRIMARY

- Navy unisex sport shorts or navy tracksuit pants
- Red polo shirt
- Navy sports jacket with logo
- Navy Hat

Footwear:

- Sports Shoes - Conservative colours are preferred, fluoro embellishments are acceptable, but skater and high-top styles are ***not*** acceptable (Please note: All shoes must have low heels)
- Socks - plain white sports

KINDY

There is no uniform requirement for Kindy; however, if you would like your child to wear a uniform, the Pre-Primary one (as above) is available to purchase.

8.0 COMMUNICATION

8.1 Parent-Teacher Communication

Ongoing communication between parents and teachers is essential in providing the best education for your children. If there is any matter that you feel needs clarification, you are strongly urged to contact the class teacher to arrange a mutually convenient time to meet. This will allow both of you to give your full attention to the discussion. The School Principal is also available for meetings with parents to discuss any issues.

8.2 Parent-Teacher Information Sessions

A parent-teacher meeting for each class is held early in first term. All parents are requested to attend as important information such as classroom policies, practices and procedures is explained. If you are unable to attend, please arrange an alternative meeting time with the class teacher.

8.2 Newsletter

Our newsletter is sent out to each family every second Monday via email. It is also on our school's website: www.matthews.wa.edu.au.
It is important that parents take the time to read the newsletter, as this is one of the main forms of communication between home and school.

8.3 Facebook

The official school Facebook page seeks to positively promote school events and activities. Visit us at: St Matthew's School, Narrogin.

8.4 School App

We advise all families to download the school app via. The app may be used for submitting online absentees, accessing the newsletter and reading announcements.

8.6 Assemblies

Our formal assemblies are held on several Friday mornings throughout the term in the Sr Isabel Hall at 9am. Assemblies are facilitated by our Year 6 students; different year levels may present an item and the presentation of Honour Certificates usually take place. General information to the school community is also disseminated. Please see the online calendar for the schedule. This is available on the school website and the school app.

8.7 Meeting Times for Staff

Each Monday morning at 8.15am, staff meet to pray together and for a briefing on the week's activities. Staff meetings are held approximately once a week from 3.30pm to 4.30pm to develop policies, plan school activities and deal with administrative matters. Staff members are not available to meet with parents at these times.

8.8 Absence From school

Please follow these procedures if your child is to be absent from school:

1. Please submit a written note of absence via the school app or email before 9.00am on the day of absence.
2. Parents who have failed to contact the office will receive a phone call or SMS to notify them of their child's absence.
3. Students who are late or leaving early must call into the office to complete the necessary paperwork.

A child will be permitted to leave the school during school hours only when a parent makes a written request or calls personally for the child. Parents must call into the school office to sign the child out.

Any child leaving the school during school hours must be collected from the office by an adult - a parent/guardian or their appointed representative - as they will not be permitted to wait on the roadside.

You are requested to notify the school immediately it is known that a child's absence is likely to exceed one week.

The *School Education Act 1999* and the *School Education Regulations 2000* requires that compulsory-aged students attend school, or participate in an educational program, on the days on which the school program is open for instruction. Removing children for early holidays is very disruptive to the child's learning and is NOT endorsed by the school. A long-term planned absence should be referred to the Principal at the earliest possible opportunity. A leave form is available from the school office for families seeking Principal approval for a student's extended leave from school.

9.0 GENERAL MATTERS

9.1 CEWA Guideline for Procedures to be Implemented in Schools During Periods of Prolonged High Temperatures

Prolonged high temperature is defined as follows:

The maximum temperature at an official weather centre in the immediate vicinity of the school exceeds 40 degrees Celsius for two consecutive days and it is forecast by the Bureau of Meteorology that the temperature in the vicinity of the school will exceed 40 degrees Celsius the next day.

The procedures to be followed in times of prolonged high temperatures are:

1. You can keep students at home, advise the school office before 9am and provide a note when students return to school.

2. You can come to the school and collect your child/children during lunch time.

The school will NOT be closed in periods of prolonged high temperature. Instead, classroom activities will be modified to suit the weather conditions.

9.2 Book Club

The Scholastic Book Club order forms will be sent home, and children may buy any of these books via Online ordering. Books will be distributed following delivery to the school.

A small percentage of sales are returned to the school in the form of book donations, which enlarges our library collection.

9.3 Parent Participation in the Life of the School

The school recognises the importance of all parents and carers as the prime educators of their child/children. St Matthew's is committed to exploring many and varied ways to engage parents/carers in all aspects of school life.

You are encouraged to volunteer your skills and time whenever the opportunity arises. It is hoped that you will participate in at least some of the following areas:

* Attending school-related Masses
* Classroom help
* Excursions
* Fundraising
* P&F Meetings
* Mentors' Program
* Nominating for the School Advisory Council
* Library
* Busy Bees
* Social functions
* Sports Coaching
* Parent/teacher Meetings
* Constructing Resources

9.4 Mobile Phones and Smartwatches

St Matthew's School has in place appropriate methods, through the Office, for parents to contact students and vice versa. It is preferred that students do not have mobile phones or smartwatches at school. Students should only require a mobile phone if they walk, ride a bike or catch a bus to school. When students do bring them, the following procedures apply:

• Students shall not use a mobile phone or a smartwatch at school. This includes, but is not limited to, showing and/or sending text, images or recordings to other students, filming of students, playing music.

• On arrival at school, mobile phones and smartwatches must be switched off and handed to the classroom teacher. The phone shall be collected from the classroom teacher at the end of the school day.

• Mobile phones and smartwatches should not have images, text or recordings on them which may be deemed to be offensive to others.

• The school accepts no responsibility for mobile phones that are brought to school. It is the responsibility of the student to safeguard against misplacement, loss or theft.

• Use of a phone in school hours will result in the phone being confiscated by the teacher and placed at the office. A letter will be sent to the student's parents from the Principal asking them to contact the school to arrange collection.

• Use of mobile phones during out of school functions arranged by the school including excursions, camps, and retreats will not be permitted. Arrangements are in place for communication with a staff member in the case of an emergency.

If the procedures are not followed, then:

1.The mobile phone/smartwatch will be confiscated from the child and must be collected from the Office by a parent/caregiver.

2. Any reoccurrence will result in an in-school reflection.

3. For serious breaches, students may be excluded from bringing a mobile phone to school and/or lose access to the school's ICT for an extended period in line with the school's Information and Communications Technology Policy.

9.5 Term Dates

These dates are available on the school app or school website
www.matthews.wa.edu.au

9.6 School Hours

School commences	8:40am	(Classroom Preparation Bell)
Classes commence	8.55am	
Morning Recess	10.45am	11.05am
Lunch	12.45pm	1.20pm
Dismissal	3.00pm	
Supervision Ends	3.20pm	

A morning 'Crunch and Sip' time occurs each day in all classes.

Teacher supervision will begin at 8.30am and conclude at 3.20pm. Children should not be on the school premises outside these hours without the approval of the Principal.

Parents should ensure that children arrive at school in good time, so that morning prayers and roll call are not interrupted.

9.7 Contact Numbers

OFFICE HOURS:	Monday - Friday, 8.15am - 3:30pm
PRINCIPAL:	Mrs Susan Milton
SCHOOL ADDRESS:	9 Glyde Street (PO Box 456)
	Narrogin 6312
TELEPHONE NO:	(08) 9853 9500
WEBSITE:	www.matthews.wa.edu.au
EMAIL:	admin@matthews.wa.edu.au