



# St Munchin's Catholic School, Gosnells

## Parent Information



CLARKE



LIMERICK



CARMODY



CANNING



# 2024



## *Welcome to St Munchin's Catholic School Community*

*We* believe the time your child will spend in primary education is a most significant time in your child's life and in the life of your family.

*We* recognise the unique contribution made by parents to the life of the school and to the learning of your children. Education today demands parents are seen as partners and active contributors in the task of enabling children to reach their full potential. When Parish, home and school share a common vision and work together, there is likelihood of achieving success.

*We* are a community of faith, with Jesus as our model.

*We* celebrate the relationships that exist between all members of our school community and recognise the contribution made by all groups.

*We* hope that as you read our Parent Handbook, you will gain an insight into the very special place that is St Munchin's Catholic School.

## *Acknowledgement of Country*

St Munchin's Catholic School acknowledges the Whadjuk people of the Noongar Nation, the Traditional Custodians of the Land on which our school stands.

We pay our deepest respect to elders both past and present and those who will become elders for future generations.

We wish to acknowledge and recognise the strength and resilience and capacity of the Noongar people and the cultural significance and contributions Aboriginal and Torres Strait Islanders bring to our society.



# Celebrating 70 Years

Our school community was founded with one building and a Presbytery for Fr Carmody in 1952, and was officially blessed by His Lordship, the Auxiliary Bishop, Dr L J Goody on 25 January 1953. Father Carmody (Parish Priest), Sisters Julian Clarke and (Marcella) Gabrielle Blake, of the Sisters of Mercy, ran the school and 59 children were enrolled.

In 1992, the school was extended to include Pre Primary classes and in 1999 a Kindergarten was opened to cater for four-year olds. In 2022, Pre Kindergarten for three-year olds was re-introduced and the success of this programme has flowed through to 2023.

Seventy years on, our community continues to grow and enjoys the fruits of education in a Christian Faith setting and Pastoral Care based on Gospel Values.

- ❖ Spacious oval and a variety of sporting facilities and equipment.
- ❖ Certified Asthma Friendly, Waste Wise, Water Wise, Sun Smart and Safe School.
- ❖ Three Year Old Kindergarten
- ❖ Music programme including Choirs
- ❖ Literacy and Numeracy Support Programmes – MiniLit, Reading Recovery, Levelled Literacy Intervention (LLI) Extending Mathematical Understanding (EMU)
- ❖ Science
- ❖ Language Other Than English (LOTE) - Italian
- ❖ A collaborative working relationship with the Parish
- ❖ CEWA Psychologist and Students with Disabilities Consultant – support teachers with assessments and strategies
- ❖ School Social Worker – 2 days per week
- ❖ A focus on student and staff wellbeing (Wellness Week)
- ❖ Highway Heroes – Social and Emotional Learning Program
- ❖ Extra Curricular Clubs (After School)
- ❖ Participation in Interschool Sporting Events and the Catholic Performing Arts Festival
- ❖ Rainbows Program – Supporting students who have experienced trauma
- ❖ Enrichment – Gifted Education Programs (Stretch Crew)
- ❖ Canteen and Uniform Shop (Face-to-Face and Online)
- ❖ Mini Munchins Playgroup – established in 2022

COMPASSION

JUSTICE

MERCY

EXCELLENCE

SERVICE

*St Munchin (the man) was actually the Abbot of a great monastery and school at Mungret in Ballynanty, Limerick where, it is told, he ruled over a community of 1500 monks. The name 'Munchin' has apparently derived from the Gaelic 'mainchin', (mon-cheen), which means 'little monk'.*





# Routines We Rely On

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8:20am	Supervision Commences
8:40am	Doors Open
8:45am	Learning Begins
11:00am	Recess
11:25am	Learning Resumes
1:00pm	Lunch
1:40pm	Learning Resumes
3:05pm	End of Day
3:20pm	Supervision Concludes

## Arrival and Departure

We encourage you to be on time at both the start of the day, and the end of the day.

Staff commence duty at 8.20am and conclude at 3.20pm to both supervise your children and attend to any need arising. To assist with this, unsupervised care will be available from 8.00am and parents are required to deliver (not drop and go) their child to the seats outside the office.

We understand that at times parents/caregivers may need to drop children at school at an earlier time or collect them at a later time. However, this should be the exception to the rule and a request made to the office in advance.

Please understand that this is a benefit that we provide to help support those families who occasionally require this assistance, this should not be relied upon as a standard arrangement.

If your child requires regular before and after school care (OSHClub), then this service is available, or an alternative arrangement should be made.

By choosing to enrol your child at our school you agreed to cooperate with me and the staff in all matters pertaining to the safety and wellbeing of the students, including ensuring that we all comply with school procedures and the code of conduct.

## Crunch and Sip

As morning recess starts at 11:00am, students are given the opportunity to drink water and eat vegetables or fruit during morning class time.

## Lunch

The first lunch bell is called at 1:00pm, and all students eat their lunch. The second bell is called at 1:10pm as the signal for play.

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## Our Mission

*In the tradition of Eucharistic sharing, St Munchin's Catholic School community aims to reflect the life and love of Christ for His people. The school community works together to provide pastoral care for each person and to nurture the development of the whole child.*



# Routines We Rely On

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**Prayer** is an integral part of school life. Each day commences with our school prayer, and is part of the daily classroom routine.

## **Assembly**

Our **Assembly** is a gathering of all students from Pre Primary to Year 6, and the assembly is led by our Student Leaders.

- ❖ Morning Assemblies are held Mondays and Fridays commencing at 8.45am. All students from Pre Primary to Year 6, (Year 1 – 6 on Monday) attend.
- ❖ We encourage parents and caregivers to attend their child's Year Level Assembly which is held on a Friday morning in the School Hall. The dates for these assemblies are advertised in the school's calendar, school newsletters, and term letter.

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# Code of Conduct

The purpose of the Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students at St Munchin's Catholic School. The Code applies to staff, students, volunteers, parents and guardians as applicable. The term 'parents' includes guardians.

We acknowledge the inherent vulnerability of the students in our care. We recognise that the safety and well-being of students depends upon the vigilance and diligence of all adults.

The Code does not give us detailed professional advice on specific behaviour. Rather, it describes the minimum requirements expected of us. The Guidelines are illustrative and not an exhaustive list of the behaviours covered by the Code. If our behaviour varies from the standards described in this Code and Guidelines, we should be prepared to explain and justify our decisions and actions. While mandatory language such as 'must', 'shall' and 'will' is not used throughout the Code, there is a presumption the conduct described is mandatory and therefore not discretionary.

The Principal expects us to conduct ourselves personally and professionally in a way that maintains public trust and confidence in our school and the Church. We have a responsibility to students and their families, other members of the school community and the wider community to provide and support safe and competent education and care of students. We will do our best to support other members of the school community to comply with the Code. In cases of conflict between parts of the Code, between the Code and other school policies, or in any decision making choices, we give priority to the outcome that will be in the best interests of the safety and well-being of the child.

## Conduct Statements

1. We act safely and competently.
2. We give priority to students' safety and well-being in all our behaviour and decision making.
3. We act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. We conduct ourselves in accordance with laws, agreements, policies and standards relevant to our relationship with the school community.
5. We respect the dignity, culture, values and beliefs of each member of the school community.
6. We treat personal information about members of the school community as private and confidential.
7. We support all members of the school community in making informed decisions about students.
8. We promote and preserve the trust and privilege inherent in our relationship with all members of the school community.
9. We maintain and build on the community's trust and confidence in Catholic schools and the Church.
10. We act reflectively and ethically.

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# Communications

We value the link between home and school, and invite parents to share in school celebrations and activities such as parent help in the classroom, attendance at Masses and Liturgies, Assemblies, Sporting Events, Excursions and Parent Information Evenings. These events are posted on the school's website calendar, fortnightly newsletter and Seesaw. Please be mindful that from time to time, an event has to be changed due to circumstances beyond our control. Any change to an event is communicated via an email or Seesaw as soon as the change is known. Please let us know of any changes to your contact information as you may miss valuable information.

Your child's class teacher is always the first person to approach about your child. Please make an appointment for a suitable time. Every effort is made to maintain an open line of communication for all our parents. Our teaching staff will do their best to respond to emails and Seesaw between the hours of 8:00am and 5:00pm. If you need to speak to a staff member urgently please call 9234 7555 or email [admin@stmunchins.wa.edu.au](mailto:admin@stmunchins.wa.edu.au) and we will do our best to assist.

Cultural diversity is embraced at St Munchin's and we make every effort to celebrate and converse with all members of our community. We are blessed to have a member of staff who can speak Tamil and Myanmar, and we have also included on our website, a translator, to encourage information to be shared in different languages.

## Newsletters

A newsletter is published every fortnight and emailed to all parents. A paper copy can be available by request. Please call 9234 7555 or email [admin@stmunchins.wa.edu.au](mailto:admin@stmunchins.wa.edu.au)

## Parent Information Evenings

At the beginning of the school year, each year level will hold a Parent Information Evening. These are conducted Face-to-Face and Virtually on Seesaw. We encourage at least one parent / guardian to attend.

## Teacher and Parent Interviews

Formal opportunities for communication between the school and parents exist throughout the year. The Principal and your child's class teacher are available to answer any queries regarding your child's education, but we ask that you make an appointment through the office so that a mutually convenient time can be arranged.

## Formal Reporting

Term 2	Semester 1 Report
Term 3	Learning Journey
Term 4	Semester 2 Report

Throughout the year, your child's class teacher will endeavour to keep you informed of your child's progress through portfolios, student outcomes, interviews, Independent Education Plans (IEPs) and reports. Each student from Pre Primary to Year 6 will receive reports for Semester 1 and 2 which details academic achievement for the semester. Our Kindergarten students receive a report at the end of the year to recognise their achievements.

## Keeping Us Informed

Please let us know changes to your contact details as soon as possible so that our communications to you will be seamless.





## ST MUNCHIN'S CATHOLIC SCHOOL

### *VISION FOR LEARNING*

WE ASPIRE TO REFLECT THE LIFE AND LOVE OF CHRIST FOR HIS PEOPLE

### EDUCATION

We aim for a year's growth for a year's learning for each of our students. We hope to develop a community of critical thinkers and life-long learners

### RESPECTFUL RELATIONSHIPS

We believe students learn best when there are positive and respectful relationships between staff, students and parents. We encourage all students to grow in COMPASSION and MERCY and develop empathy and care in all their relationships

### COLLABORATION

We value unique perspectives through communication, negotiation and debate where independent and creative thinking are encouraged in an inclusive environment

### SAFE

We provide a safe and welcoming environment which fosters tolerance, respect and SERVICE to others

### CHRIST CENTRED CHILD FOCUSED

We believe in JUSTICE where all students are given opportunities to achieve EXCELLENCE and contribute to our world in a Christ centred environment

### CONTEMPORARY

We inspire students in an engaging and contemporary learning environment. We empower learners to use technology as a tool to problem-solve and enhance learning

### ENGAGEMENT

We create engaging learning spaces where students are supported and challenged to reach their full potential through curiosity, optimism and motivation

### CATHOLIC IDENTITY

We work with families and the Parish Community to nurture and enrich the faith formation of our students through prayer, the sacraments and modelling of Christlike attributes to form our students into positive contributors to our world.

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## ST MUNCHIN'S CATHOLIC SCHOOL

EARLY YEARS LEARNING PHILOSOPHY - PRE K TO YEAR 2  
WE ASPIRE TO REFLECT THE LIFE AND LOVE OF CHRIST FOR HIS PEOPLE

### EDUCATION

We are guided by the Early Years Learning Framework and the National Quality Framework. We assist in the development of the whole child, and we encourage each child's individual growth and progress. We believe children learn through play and engaging with their environment. As 21st Century educators, we use Reflective Practice to inform our teaching and to improve student outcomes. We strive to allow children to construct their own learning opportunities

### COLLABORATION

We value communication and creative thinking. We provide carefully designed and intentional opportunities for collaborative play. We work in partnership with all stakeholders to achieve the best outcomes for children

### CONTEMPORARY

We use a variety of 21st Century approaches to teaching and learning to foster children's creativity, critical thinking and inquiry skills. We integrate the use of technology to build children's knowledge and skills for their future

### RESPECTFUL RELATIONSHIPS

We believe parents are children's first educators and we work in partnership with families. We believe that it is important for children to experience belonging, and we celebrate every child's culture

### CHRIST CENTRED CHILD FOCUSED

We believe in JUSTICE where all students are given opportunities to achieve EXCELLENCE and contribute to our world in a Christ centred environment

### SAFE

We know that when students feel safe, they can meet the challenges of everyday life. We provide a secure and welcoming environment where children feel safe to take risks

### ENGAGEMENT

We encourage all children to make choices and direct their own learning, giving them their own agency. We provide a range of experiences including scaffolded play and intentional teaching to guide each child's growth

### CATHOLIC IDENTITY

We work with families and the Parish Community to nurture and enrich the faith formation of our students through prayer and modelling of Christlike attributes to form our students into positive contributors to our world



# Important Information

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## **Absence**

Your child's class teacher marks the attendance roll at the start of school, and again after lunch. If your child is absent, please advise the office by 9:30am by calling 9234 7555, emailing [admin@stmunchins.wa.edu.au](mailto:admin@stmunchins.wa.edu.au) or by completing the online absentee form on our website. It is our duty of care to know why your child is absent, and we will contact you if no advice has been received. Please be aware that an absence of two days or more, requires a medical certificate, and that all absences advised by phone will still need to be covered with a written note or email.

## **Contact Details**

Please let us know if your contact details change so that we can continue to communicate information to you efficiently. It is also important to be able to contact you quickly should your child become unwell.

## **Birthdays**

Birthdays Certificates are presented at our Friday Assembly. Sweet treats and cakes for celebrations are not brought or handed out at school.

## **Illness and Injuries**

Our staff will contact you if your child is sick. Minor injuries sustained by your child will be attended to. However, if the injury is severe, you will be contacted. We encourage you to keep your child at home if they are sick with an illness that is infectious / contagious.

## **Administration of Medication to Students**

Parent approval is required for school staff to administer medication or supervise the administration of medication by students. It is our duty of care to safely store all medication.

## **Uniforms and Canteen**

St Munchin's is a QuickCliq school which provides parents with the opportunity and convenience of ordering uniforms from our Uniform Shop and lunches from the Canteen online. It's easy to sign up and register via [QuickCliq.com.au](http://QuickCliq.com.au)

Our Canteen is open three days a week on Monday, Wednesday and Friday and offers a [Summer Menu](#) in Terms 1 and 4, and a Winter Menu for Terms 2 and 3.

Our Uniform Shop is open on Wednesday from 2:30 to 3:30pm and Thursday from 8:30 to 10:30am of every week of the school term.

## **St Munchin's is a Sun Smart School**

We are a Sun Smart School so that all students and staff are protected from skin damage caused by the harmful UV radiation from the sun. We encourage and role model wearing a broad-brimmed hat and the application of sunscreen at all times. During the summer months if an extreme temperature is reached, students and staff will be advised to stay indoors.

## **Lost Property**

From time to time, uniform items and personal belongings are misplaced. The item can be easily returned if your child's name is clearly written.



# Important Information

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## Support Services and Programmes

### ❖ **Dental Care**

St Munchin's is serviced by the Wirrabirra Dental Therapy Centre located within the Wirrabirra Primary School (corner of Corfield and Jenkinson Streets).

### ❖ **School Nurse**

A community nurse visits St Munchin's regularly. Parents wishing to make an appointment need to fill out a referral form held in the administration building.

### ❖ **Social Worker**

An important part of our Pastoral Care is access to our Social Worker who provides support for children experiencing social or emotional difficulties. All you need to do is complete a form which is available on our website, or at the office. Currently, our Social Worker is Mrs Nicola Brown who is available to the students on a Monday, Tuesday and every second Wednesday.

### ❖ **Speech and Occupational Therapy**

All Kindergarten students will participate in a screening assessment on site with Wize Therapy.

### ❖ **Rainbows Program**

The Rainbows Programme is designed as a grief-support, harm prevention programme for young children. The program gives them the opportunity to compare, discuss and share feelings in a group, work through reactions and discuss skills relating to their handling of their own life experience.

### ❖ **Highway Heroes**

The Highway Heroes Program is a clinically proven methodology for teaching children safe social and emotional learning skills. It teaches essential tools for self-management and building resilience at home, in the playground and in the classroom.

### ❖ **Keeping Safe: Child Protection Curriculum**

The Keeping Safe : Child Protection Curriculum is a child safety and respectful relationships curriculum providing age and developmentally appropriate activities for children and young people from age 3 to Year 12 (17+). It helps children and young people:

- ❖ Recognise abuse and tell a trusted adult
- ❖ Understand what is appropriate and inappropriate touching
- ❖ Understand ways to keep themselves safe





# Keeping Safe

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## **Pick-Up and Drop Off**

St Munchin's is ideally located with access from Corfield Street and Isdell Place. Parents and caregivers using the 'Kiss and Drive' in the *Corfield Street* car park must not remain parked in the zone for long periods of time. If your child is late in coming out, please drive around until your child arrives or alternatively you can park in the designated parking bays. Parents and caregivers using the *Isdell Place* car park are asked to park in a designated car bay. Please do not hold up traffic by stopping to pick up children.

In order to provide the highest possible standard of care for such young children, Kindy and Pre Primary children must be accompanied to and from the classroom door by a responsible adult. Please wait with your child outside your child's classroom until their Kindy or Pre Primary class begins.

Kindy and Pre Primary children will not be permitted to leave until a parent or adult comes to the door. If your child is accompanied or picked-up by someone other than yourself, please let the teacher know. If another adult regularly picks up your child, we require a signed note by the parent.

All children in the main school must sit on the benches outside the Year One, Two, Three and Four classrooms or in the undercover area before school begins. For safety reasons, children are not permitted to run around or play games before the bell.

**10kph is the speed limit in our car parks  
Watch out for children!**

## **Student Welfare and Safety**

Students are supervised by school staff from 8:30am to 3:20pm. Please ensure your child does not attend or remain within the school grounds outside of these hours. All school playground equipment is out of bounds to students and toddlers before and after school.

## **Playground Equipment**

The playground equipment is not to be used before and after school as the equipment is to be used with teacher supervision only. Please help your children to understand and follow this important rule.

## **All Our Children have the Right to Feel Safe at School**

There may be times when you feel that the actions of another child have infringed the rights of your own child. Please approach the class teacher or the Principal to seek their intervention in bringing about an equitable and peaceful solution to the situation.

**Bullying has No Place Within Our Community** and will not be tolerated. This is as true for adult-to-adult interaction as it is for child-to-child. Instances of bullying must be quickly brought to the attention of the school staff so that justice may be achieved for all involved in the conflict.



# A Journey of Faith

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We embrace a *journey of faith* at St Munchin's and we endeavour to deepen the faith of all our students.

Prayer is part of school life. Our community gatherings always begin with a prayer. This includes morning assemblies as well as meetings, and is part of the daily classroom routine.

Religious education is part of the daily curriculum for all students. The formal religious education lessons are based on the Western Australian Religious Education units of work produced by the Catholic Education Western Australia. Topics covered for each year level include Baptism, Eucharist, Penance, Confirmation, Prayer, Bible, Church, Jesus, Lent/Easter and Advent/Christmas. Notices are sent home to parents informing them of the particular unit that is being taught to their child/children. This provides background knowledge and some information as to how they can help their child/children with the concepts. Religious Education is included as a learning area in Catholic Schools and the knowledge component is assessed and included in the portfolio samples and semester reports.

Parents are invited to attend the various masses, liturgies and prayer services which are an integral part of life in a Catholic school. School and class masses and special liturgical celebrations are communicated through our fortnightly newsletter, Seesaw and included on the website calendar.

The school and the parish support parents in the sacramental and faith development of the children through the Parish Sacramental Programs. Children are prepared for the Sacrament of Penance (Reconciliation) in Year Three, Eucharist in Year Four and Confirmation in Year Six. All candidates wishing to receive a Sacrament, must attend a Commitment Mass at Our Lady of the Most Blessed Sacrament. Children will prepare for the Sacraments in class and parent support and attendance at scheduled meetings is expected.



# Highway Hero Award

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The Highway Hero Award is awarded to students who display the characteristics of a Highway Hero (in line with the Highway Heroes program).

A highway hero is a student who....

- Socially – knows how to be friendly, makes and keeps friends, resolves friendship issues, knows when and how to stick up for themselves.
- Emotionally – understands their feelings and the impact on thinking and behaviour, calms down quickly, and asks for help when overwhelmed.
- Supports their learning behaviours through planning and organising their time and resources, persists through tough and boring work requirements, becomes, and stays motivated, and is able to identify, and avoids distractions.

Each term the teachers will nominate the students they feel are demonstrating these characteristics. There will be two awards at the end of each term – one for a student in Kindy to Year 2, and another award for a student from Year 3 to 6.





# Be the One

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## Be the One to Become Involved

We invite parents to be involved:

- ❖ as parent helpers in the classroom, particularly in areas such as language activities, art and craft and physical education.
- ❖ as volunteer helpers for various activities such as canteen, library, uniform committee, busy bees, or helpers on excursions.
- ❖ as members of the school community they elect and may be elected as members of the School Advisory Council.
- ❖ as members of the Parents and Friends Association with a choice to serve on the Executive Committee each year
- ❖ by supporting various social functions and fundraising activities held throughout the school year.

### **Catholic School Advisory Council (CSAC)**

The School Advisory Council is responsible for the financial management and future planning of the school. The Catholic School Advisory Council oversees the administration of all the finances associated with the school and is responsible to the Catholic Education Western Australia (CEWA). Financial items for consideration consist of parent paid fees, levies, State and Commonwealth Government Grants and Parish contributions.

### **Parents and Friends Association (P&F)**

The P&F Association consists primarily of all parents and guardians of pupils enrolled at St. Munchin's Catholic Primary School. It forms an integral part of the life of the school.

An executive committee manages the business affairs of the association. The committee includes the President, a Secretary and a Treasurer. Meetings are held on the fourth Tuesday of the month. These meetings are held on the school premises and are advertised, along with the association's activities, in the school newsletter.

Dear Jesus,

Bless our school community.

Help us to make good choices, following the example you set for us.

At St Munchin's, people are welcome to share their gifts.

We strive to be helpful, patient and forgiving.

Please keep us healthy and safe. Help us to have faith in you.

Thank you, Jesus, for showing us the way.

Amen

