



# Pre-Primary – Year 6 Parent Handbook 2023

# Leadership Team

**Andrew Kelly**  
Principal

**Sabrina Reardon**  
Assistant Principal

## About Christ the King School

As far back as 1888, His Lordship, Bishop Gibney expressed his wish to have a Convent School erected in Beaconsfield, that might serve as a Chapel on Sundays, with an accompanying residence for the three teaching nuns who would staff the school on weekdays.

For a time, the immense work involved with building the new church of St Patrick at Fremantle, prevented his dream from becoming a reality. Over a period of four years the Catholic people of Beaconsfield worked together with the Oblate Fathers to raise funds necessary for the establishment of their own Church/School. They knew the task would be a long and difficult one, as the cost of the building alone would be six hundred pounds, not taking into account the costs for furnishings, equipment, an altar and so on.

After many months of preparation, they began a series of highly successful Bazaars and Concerts at the Fremantle Town Hall. The results exceeded all expectations, and with additional contributions from various sources, work commenced on the construction of a weatherboard building on the corner of Lefroy Road and Livingstone Street.

On a hot January day in 1903, two Sisters from the religious order of St Joseph of the Apparition, Sister Camillus and Sister Alacoque, walked from Fremantle, along a dusty road to Beaconsfield, to set up classes in the new weatherboard building. They had an enrolment of 75 students.

Within a few weeks, this number had grown to 150. The original group of four sisters of the order of St Joseph of the Apparition had arrived in Fremantle in 1855, to take up education and missionary work. This was just one year before the death of their Foundress, Emilie de Vialar. In those early years they took up teaching positions in Parry Street, Fremantle and Victoria Avenue, North Fremantle.

From 1903 through to 1934 the weatherboard building in Beaconsfield served as a school on weekdays, and as a Church on Sundays. The main building ran from West to East, with a verandah on the North side. At one end was a Sanctuary, equipped with an altar, which was separated from the school by a curtain. At the other end was a raised platform, which was used for concerts and public displays. A folding partition divided the Infants School from the Mixed School. There were twenty-six wooden desks, long and solid, made especially at Glendalough Industrial School.

Running at right angles to the building was the Convent, with suitable accommodation for the small group of teaching sisters.

When Father John Ryan was given charge of the Beaconsfield District, the site for a new Church was levelled and work was started on the building. The completed Church, costing four thousand pounds was blessed and opened by Archbishop Prendiville on January 3<sup>rd</sup> 1937.

The people of Beaconsfield were justifiably proud of their new Church, dedicated to Christ the King. The site, once a quarry, was a truly superb one. The graceful lines of the Church could be seen far out to sea. The building was worthy of such a commanding site, and the high purpose to which it was intended.

There was no doubt that this building was the culmination of much sacrifice and generosity on the part of the people of Beaconsfield, the Oblate Fathers and of course, Father Ryan, whose combined efforts helped to bring this task to completion.

In November 1953, the first section of our brick/tile school, as we knew it, was blessed and opened by Archbishop Prendiville. There were three classrooms. By 1969, enrolment had grown to 265 students, and there were four teaching nuns, with an additional lay teacher, Mrs Olga Drane.

That same year, Father Edward Donovan, SMA, was appointed Parish Priest and continued until his retirement after his Golden Jubilee in 1994. Father Liam Keating, SMA, joined us in 1981 and is now Parish Priest. Father Michael Evans, SMA, assists him. Both Father Keating and Father Evans play a vital part in the religious life of the school.

Today, from that day in January 1903, we can proudly say we've been part of Catholic Education in this State for a very large part of the time since it first started in W.A.

Throughout its history, Christ the King School has provided a positive educational and spiritual environment in which children have developed their academic and physical potential, as well as a loving relationship with God and their fellow students.

In April 1997, the school relocated from the Lefroy Road site to York Street Beaconsfield, and from 1999 has encompassed a Learning Centre for children with Special Needs.

## **Vision Statement**

At Christ the King School we recognise the strength that comes from being a unified Christian community where everyone is focused on the needs of each individual child. As such, our Vision is to be a place where, every student is challenged and supported to be their best in an environment of hope, love and trust.

# Parent & Caregiver Information

## School Times (Pre Primary - 6)

<b>First Bell</b>	<b>8.30am</b>
<b>Class commences</b>	<b>8.40am</b>
<b>Recess</b>	<b>10.30am – 10.50am</b>
<b>Lunch</b>	<b>12.30pm – 1.10pm</b>
<b>School Finishes</b>	<b>3.00pm</b>

<b>Tuesday</b>	<u>Pre-Kindy</u> 8.450-2.45pm
<b>Mon, Wed, Thurs</b>	<u>Kindy</u> 8.40am–2.45pm
<b>Mon to Fri</b>	<u>Pre-Primary</u> 8.40am – 3.00pm

**Address:** 87 York Street, Beaconsfield 6162  
**Telephone:** 9487 9900  
**Email:**  
**Website:** <https://www.ctk.wa.edu.au/>

## Administration

Office hours are from 8am – 3.30pm. Please ensure you keep the school up to date of any changes to your contact details such as mobile phone number, business contact number, emails and addresses.

Should you be required to collect your child during day, please attend school administration to sign your child out using the student iPad. You will be given a pass to collect your child from class. Alternatively, should your child be late or returning to school, your child will be required to sign in through student iPad.

The school newsletter is distributed fortnightly on a Thursday. We encourage all parents to take the time to read this communication to keep informed of upcoming calendar events and important school news.

Should you need to talk with the teacher during the day this may not always be possible as they are in class. If the matter is urgent, please notify the administration staff who will pass forward any messages deemed urgent. Alternatively contact your child's teacher via their email addresses. The teacher will respond to you at their earliest convenience.

The term calendar can be located on the school's website and is updated regularly.

## Annual School Photographs

Our current provider for school photographs is Hendrix Photography. A photo envelope will be sent home with your child closer to the scheduled time.

## Assemblies

Assemblies are held on a Wednesday afternoon in the Hall starting at 2:15pm, where merit awards are distributed. All classes perform once a year in front of the whole school.

## Attendance

From time to time your child may be sick and unable to come to school. You must notify the school should your child not be attending.

There are several ways to advise the school of your child's absence;

- Quicklinks tab via our Website - [www.ctk.wa.edu.au](http://www.ctk.wa.edu.au)
- Email the office – [admin@ctk.wa.edu.au](mailto:admin@ctk.wa.edu.au)
- Call – 9487 9900 follow the prompts



Upon return a note should be supplied regarding your child's absence from school. Regular school attendance is not only a government requirement but also proven to be a significant factor in maintaining strong student progress in learning.

If parents wish to take their children out of school for an extended period of time (longer than a day) that is not medically based, permission must be sought through the principal. Please contact the office to obtain the "Application for Leave" form.

## Behaviour Support

The students of Christ the King are required at all times to show respect to others in the school. Students who regularly disrupt others will be reminded of the school rules. Each class operates under a clearly articulated policy. This policy will be outlined by the class teacher at the beginning of each year. The school has a clear policy dealing with bullying that can be accessed on our website.

## Birthday Celebrations

Children's birthdays are special occasions with the school acknowledging them through the school newsletter. We encourage parents to celebrate their child's birthday outside of school hours.

## Booklist

We don't use booklists anymore as we purchase stock in bulk orders.

## Code of Conduct

Code of Conduct establishes minimum standards of conduct in all behaviour and decision making to ensure the safety and wellbeing of all members within the CEWA community. The Code of Conduct also shows us how as a community our behaviours are a collective work that each day builds social justice into the life of our schools.

Catholic Education Western Australia has developed the Code of Conduct for the Catholic system.

The Code of Conduct applies to all staff, parents, students, and volunteers connected to a school. All members of the Christ the King School community are

expected to commit to the Code of Conduct and observe its principles. To view the Code of Conduct policy please visit our website.

## Communication

### Seesaw

Seesaw is a simple way for teachers to communicate and share what is happening in the classroom. You will be sent a link at the beginning of the school year for you to join.



### SEQTA Engage

If you are new to the school you will be sent a SEQTA Engage Welcome pack to your email at the beginning of the year. This will be the main access to your child's semester reports. Please be aware, once you complete your time at Christ the King you will no longer have access to SEQTA Engage. It is recommended that you download your copies should you require these in the future. Should you require a copy after leaving a \$25 charge applies.



Should you require a password reset, please email [admin@ctk.wa.edu.au](mailto:admin@ctk.wa.edu.au)

## Conflict Resolution

Should a problem arise between students at school, it is appropriate for staff to handle the situation. If a parent is dissatisfied with the outcome, their recourse is firstly with the class teacher and then to one of the Assistant Principals or the Principal. For additional information please refer to our Dispute and Complaint Resolution Policy which is located on our website or contact the front office or with your application package.

## Crunch 'N' Sip

The practice of allowing children a time during the day to sip water from their water bottle and crunch on fruit or raw vegetables is at the discretion of your child's class teacher and will generally be made clear by your child's teacher at the beginning of the year.

## Smileys (Out of Hours School Care Provider)

Smileys is the Out of School Hours Care Provider who are owned and run by qualified and experienced educators who have an understanding of Catholic Schools.

## Excursions/Incursions/Camp

All excursions and incursions costs are collected as part of the school fees. A three-day camp is held in Year Six.

## Faction Houses and Mottos

We have 4 Faction Houses.

### DE VIALAR

### RED

### CHARITY

Be inflamed by the fire of love.

Red for courage shown by St Emilie de Vialar, the foundress of the Sisters of St Joseph of the Apparition. Sisters from the order established Christ the King School in 1903.

- Fleur-de-lis
- Fire
- Passion

### MCTAVISH

### BLUE

### TRUTH

Let truth and thoughtfulness be our guide.

Blue for the colour of the Scottish flag and its heritage for Mr John McTavish, the first lay Principal of Christ the King School.

- The Cross and a Book
- Blessing and Thoughtfulness
- To take on the role of Principal and to continued to carry the cross for Christ the King School

### DONOVAN

### GREEN

### FAITH

Strong in heart, mind and body.

Green as the link to Ireland the homeland of Father Donovan who belonged to the Society of African Missions. Fr Donovan had a long-standing and supportive relationship with the whole school community.

- Comfort
- Faith in Hearts
- Missionary
- Water

### MILNE

### GOLD

### HOPE

Shine the light of hope and faith.

Gold for the brilliance of the Australian Sun. A reflection of the ongoing work by the Sisters of St Joseph of the Apparition. Sister Zoe Milne was the last religious Principal of Christ the King School.

- Being symbolic of yellow
- New Country
- New Hope
- Circle
- Sun

Siblings are kept in the same faction House. All new students to the school community will have their factions appointed to them at the beginning of the year.

## **Homework**

Homework time allocations are as follows: Years 1-3 (15 – 30 minutes), Years 4-5 (30 – 45 minutes) and Year 6 (30 – 60 minutes). Homework is usually given between Monday and Friday.

## **Illness/Medication**

If your child is unwell in the morning, please do not send them to school. Childhood illnesses spread very quickly amongst in the school environment, please be considerate of other children and staff by adhering to this to avoid us having to call you during the day.

Please inform the school if your child has an infectious condition (eg chicken pox or measles). You will be contacted and asked to collect your child should they be deemed unfit to remain at school by staff.

## **Short term medication**

Should your child be required to take medicine during the day, please complete the "Request for school person to administer medication" form and return it to the office with the required medicine. For ease when administering liquid medication please supply the dose required in a syringe. This form can be obtained from our website or the front office

Where possible student medication should be administered at home by the parent.

## **Ongoing Medication**

If your child has an ongoing medical condition, please advise the office staff and your child's class teacher. You will be required to have your child's treating Doctor complete a Medical Action Plan annually and supply in date medication to the office to be registered. Please keep a track of your child's medication expiry date. Where possible the school will contact you via SMS when the medication is expired however the responsibility falls to the parent/carer to ensure the medication is in date.

## **Canteen**

Every Friday throughout the year, students have the option of purchasing food from the school canteen for recess and lunch.

## **Lost Property**

Every effort is made to return lost items to students however, this is only possible where all clothing items, lunch boxes & containers and drink bottles are clearly labelled.

## **Dental Clinic**

Children have the opportunity of free dental service from the Beaconsfield Dental Therapy Centre. Consent forms will come home with new children during first term. Appointments are made by the Centre for children to attend with a parent. Parents are asked to make direct enquiries or appointments to the Clinic on 9335 8758. Please note, children are not permitted to attend dental appointments when unaccompanied by a parent/guardian.



## **Mobile Phones (Should this include other devices (iPhone watches))**

At Christ the King School we understand that mobile phones fill a need for some families, especially in relation to the occasional issues that arise with before or after school safety and communication. There are a number of issues associated with mobile phones at school. These include security, interruptions to class programs, inappropriate use or overuse. Due to these issues, we prefer that students do not bring mobile phones to school.

If, however, you do require your child to have a mobile phone at school the following procedures apply:

1. Your child must keep the mobile phone in his/her school bag at all times while at school or, alternatively, it may be handed in to the front office where it will be kept securely for the school day. The phone can be collected at the end of the school day.
2. Students who breach this requirement will be subject to our normal Student Behaviour Management consequences.
3. Any phone calls, which students need to make, must be made through the Front Office. Should you need to get in contact with your child, then this should be done through the Front Office. One of our Front Office staff will get the message to your child.
4. While loss or damage to a phone is extremely unlikely, it is a possibility, and such loss is not covered by the school's insurance policy.

We hope parents appreciate the stance the school has to take on mobile phone use and actively support the above school procedures.

## **Music Lessons**

Private Music Tuition happens during school hours. For more details please contact the school office.

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

All parents of Christ the King are members of the P&F. The P&F raises much needed funds for the School which helps obtain the little "extras" sooner and helps maintain our present facilities, disperses funds, when available, amongst the many different activities that are offered to the children. The aim is to help cover some of the cost to the parents. They organise many functions throughout the year to encourage a greater community spirit throughout the school and parish. Some of these functions are fund-raisers and some are purely a social occasion.

The P&F meets once a month in the school Hall and on Zoom for those who can't attend in person. All meetings are open to parents and attendance is strongly encouraged.

## **Parking, Drop Off and Pick Up**

Please remember to never leave your car unattended unless it is parked in a marked park bay.

## **PARKING PERMITS**

Permits are required for Three Year Old Kindy, Kindy, Pre-Primary and Learning Centre parents for parking. These are distributed to families at the beginning of the school year.

ONLY VEHICLES DISPLAYING PERMITS WILL BE PERMITTED TO USE THE EARLY CHILDHOOD CENTRE CAR PARKS.

## **EARLY CHILDHOOD CENTRE CAR PARK**

- Only parents of children in Kindergarten and Preprimary and those with special permission are permitted to park in the Kindergarten/Preprimary Car Park, on the school grounds.
- Children in Kindergarten and Pre-Primary must be collected from their classrooms by parents.

## **THE LOOP IN THE MORNING**

- Drive in the entry point to the loop, situated next to the staff car park.
- Drive through to the exit end (oval side), pulling into the marked bays, DO NOT turn off the engine or get out of the car
- Drop off your child/children on the left side. They will enter the closest oval gate and proceed straight to the Quadrangle.
- Pull out and exit the loop into Annie Street.
- The entry side and car bays are for families of children with SPECIAL NEEDS DROP OFF ONLY.

## **IN THE AFTERNOON**

- The children will be at the exit gate on the oval side of the loop, waiting for their parents.
- Parents drive in via the entry.
- Drive through to the pull-in bays, DO NOT turn off engine or get out of the car.
- The child/children will be called by the teacher to enter the loop and go directly to the car.
- Children enter passenger side only.
- The car pulls out and exits into Annie Street.
- Cars in the loop wait until they can enter the bays on the oval side of loop.
- No children will be permitted to enter a car unless it is in the oval side bays.
- The entry car bays are for families with children with SPECIAL NEEDS PICKUP ONLY.

PLEASE FOLLOW ANY DIRECTIONS AND ADVICE FROM THE STAFF ON DUTY. THE SAFETY OF ALL CHILDREN IS OUR MAJOR CONCERN.

## **Parish**

Please refer to the newsletter or calendar for the dates of whole school Masses. Students receive the Sacrament of Reconciliation in Year 3, Eucharist in Year 4 and Confirmation in Year 6. **Our Parish Priest is Father Liam Keating. Our Sacraments are now Parish based.**

## **Personal Belongings**

Students are discouraged from bringing personal belongings to school. The school does not accept responsibility for loss or damage to personal items.

## **Privacy Policy**

To view CEWA Statutory Privacy Policy please visit our website under Policies.

## **School Advisory Council**

The Advisory Council supports the Principal in accordance with a Terms of Reference and CEWA's Delegations of Authority and meets monthly. The Advisory Council supports and advises the Principal on school financial matters such as financial performance. The Advisory Council is not involved in the daily operations of the school.

## **School Classes**

Pre-Kindy to Year Six classes are named 'Red' and 'Gold', which are the colours of the school uniform.

## **School Fees**

A copy of the current school fees can be located on our website.

School Fee Statements are distributed via email twice a year. It is encouraged you select a Direct Debit option at the beginning of the year for convenience. If you are the holder of an in-date Health Care Card issued by Centrelink, please make sure you supply a copy to the officer at the beginning of the year.

If for any reason parents withdraw their child/ren from enrolment at Christ the King School, a term's notice is required or fees for that term will be charged.

To view the School Fee policy outlined by CEWA please visit our website under communication, policies and handbooks.

## **Challenge Program (Gifted & Talented)**

It is our goal at Christ the King is to cater for the individual needs of all students. This includes students that are performing above the expected level. We are proud of the rich learning experiences we offer all students and the wide opportunities that our learning programs provide. To cater for our many highly able students we offer extensive opportunities to them to be engaged, challenged and extended in their learning.

As well as our differentiated classroom practices, we have a dedicated specialised extension programme for students from Year 4-6.

CtK also provide opportunities for our students to participate in a wide range of competitions and events that challenge and inspire them.

## **Specialist Staff, Support Agencies and Classes**

Each week the students participate in Library, Languages, Physical Education, Visual Arts, Music, Dance and Science classes.

The Government appointed School Nurse currently provides screening, beginning in Pre-Primary. For other year levels, parental consent for testing must be obtained. Kindy children are Speech Screened by a Speech Pathologist from Fremantle Speech.

### **Specialist Support**

A specialist Support Teacher provides extra help for students, through Mini-Lit, Mac-Lit, EMU and small group lessons.

### **Supervision of Students**

Students are supervised from 8.20am in the undercover and up to 3.10pm in the afternoon for collection.

### **Student Reports, Parent Interviews and Workbooks**

Students will have formal reports written at the end of each semester showing their progress in the classroom. Parents are made available electronically through the SEQTA Engage portal available to parents. Usernames and passwords are available through the school office. Parent Teacher interviews will be held formally in the last week of Term One. Teachers and Parents will need to stay in contact with each other over the course of Terms Two - Four regarding individual student progress. Parent Teacher interviews will be offered after the Semester One and Two reports are sent home.

### **SunSmart School**

We are a SunSmart School where we follow protocols and guidelines to support the health and safety of children in warm conditions. Children need to be reminded to wear their school hat at all times, where sunscreen then wash their hands before eating. In heat 35 degrees or higher, there will be no play as students will need to remain in the library and or classroom.

### **Special Needs Learning Support Centre**

#### **Therapist & Tuition visits**

Parents wishing to provide their child with the opportunity of extra tuition should arrange to do so outside of school hours. Some children may benefit from services such as Occupational/Speech therapy. Parents should also try to arrange such sessions outside school hours where possible.

Should you wish to have your child seen during the school day your provider must contact the school to make arrangements. This will be subject to the availability of Therapy/Tutor rooms. They will also be required to complete a Therapist/Tutor Agreement with the school. Approval by the principal must be sought before regular appointments within school time are made in special circumstances.

### **Uniform Policy**

Students are expected to wear their school uniform to and from school. Parents are asked to ensure that their child wears the correct uniform as described on the school website.

To view our Uniform Policy please visit our website.



## Differentiated Curriculum Statement to Parents

At Christ the King, we understand that differentiation is not a curriculum. It is a way of thinking about learning. Differentiation is synonymous with good teaching.

Being an inclusive community of learners, we feel that children benefit from learning with their peers, not isolated from their peers. We believe that all children have a right to learn at their level of academic development within their class group.

Staff members at Christ the King are committed to the development of a high-quality curriculum for all students, one that promotes excellence and equity in education. All students are entitled to rigorous, relevant and engaging learning programs drawn from a challenging curriculum that addresses their individual learning needs.

Teachers use the Western Australian Curriculum to develop teaching and learning programs that build on students' interests, strengths, goals and learning needs, and address the cognitive, affective, physical, social and aesthetic needs of all students.

At Christ the King, we strive to make the curriculum accessible to all students through differentiation. We hope to achieve this by coming to know our students through a continuous cycle of assessment, teaching and learning, and assessment, including reporting to parents.

Through discovering what our students already know and are interested in learning about, we are able build a learning profile and plan learning tasks that cater for all children. In understanding our students' preferred intelligences, we can unlock new ways for students to demonstrate their learning.

Both creative and critical thinking are vital skills for our young people if they are to become productive problem solvers and mindful decision makers, as they shape their world.

At Christ the King we use BLOOM's Taxonomy when planning for all aspects of the school curriculum. This direction came from our work with Teacher Designed Schools and a year of research. Data collected by John Hattie and his meta-analysis of what strategies have the best impact on improving student results in education provided a starting point for the staff to research best practice in teaching. BLOOM's Taxonomy is our reference for all questioning and activities.

Differentiation does not mean that children are working on outcomes outside of those being covered in class. It means that we adjust the activities to be more or less challenging to suit our students' needs, while still presenting all children with WA Curriculum outcomes. Differentiation means that we adjust the process and the product expectation and extend the lesson content when required to do so.

We encourage children to use meta-cognitive skills and become learners who think about their thinking and reason about the mysteries of our world. By doing this, we prepare them for an ever changing world.

Differentiating the curriculum, to include thinking skills and levels of questioning, creates a learning environment that produces successful learners, confident individuals and responsible citizens of the future.

Thank you for supporting us at Christ the King School

Andrew Kelly

**Principal**