



ST STEPHEN'S SCHOOL

UNITING CHURCH IN AUSTRALIA

DUNCRAIG & CARRAMAR,
WESTERN AUSTRALIA

PARENT INFORMATION HANDBOOK 2009

CARRAMAR CAMPUS

Telephone: Secondary School (08) 9306 7100
Facsimile: Secondary School (08) 9306 7101

Telephone: Primary School (08) 9306 7111
Facsimile: Primary School (08) 9206 1066

PO Box 246 JOONDALUP WA 6919
E-mail: admicarramar@ststephens.wa.edu.au
Website: www.ststephens.wa.edu.au

*Working together as a Christian community in the Uniting Church tradition
to inspire learning that transforms and empowers lives.*

Core Values: *Learning, Faith, Care, Service, Community.*

Welcome to St Stephen's School for 2009

Our School's Vision states that:

'We, the people of St Stephen's School, work together as a Christian community in the Uniting church tradition, to inspire learning that transforms and empowers lives.'
Thus as a staff, we are committed to providing the best education for all our students with the available resources.

This Handbook contains important information about the school for all our families. Please read it carefully. Any queries you may have at any time can always be directed to a staff member.

We look forward to sharing this year with you as we work together to build a mutually beneficial community.

Caryl Roberts
Acting Principal.
Carramar and Duncraig campuses.

ACCESSING THE ST STEPHEN'S SCHOOL POLICIES HANDBOOK ONLINE

For online access to school policies and procedures, go to:
<http://www.ststephens.wa.edu.au/handbook/>

The user name and password as follows:

User name: parents

Password: tco99

If you do not have access to the internet, please contact the school for a copy of a specific policy or ask to access the policy using a computer at school.

USEFUL TELEPHONE NUMBERS

Absentees Primary	9306 7111
Absentees Secondary	9306 7100
Canteen	9306 7132
Dean of Charis	9306 7190
Dean of Makaria	9306 7190
Dean of Parresia	9306 7190
Deputy Heads of the Primary School	9306 7112
Deputy Head of the Secondary (Care)	9306 7363
Deputy Head of the Secondary (Learning and Curriculum)	9306 7148
Enrolments	9243 2152
Head of the Primary School	9306 7112
Head of the Secondary School	9306 7177
Library	9306 7128
Main Administration	9306 7100
Nurse	9306 7147
Personal Assistant to the Principal, Administrator and Head of the Secondary School	9306 7177
Personal Assistant to the Head of the Primary School	9306 7112
Primary	9306 7111
School Fees and Payments	9243 2407
Secondary School Reception	9306 7100
Uniform Shop	9306 7181

HEAD OF LEARNING AREAS AND COORDINATORS

Careers Adviser	9306 7195
Director of Music	9306 7342
English	9306 7340
Faith & Values Education	9306 7317
Health & Physical Education	9306 7378
INSPIRE Centre	9306 7150
Librarian	9306 7138
LOTE	9306 7319
Manager Information Communications Technology	9306 7176
Mathematics	9306 7301
Science	9306 7309
Society & Environment	9306 7318
Technology & Enterprise	9306 7173
The Arts (Music, Art, Drama)	9306 7192

CONTENTS	page
Accessing St Stephen's Policies Handbook online	3
Useful Phone numbers	3
THE SCHOOL	6
St Stephen's School Council 2009	6
School Aims	6
Christian Emphasis of the School	7
School Crest	7
The Motto	8
Mission Statement	8
Core Values	8
Houses	8
PRIMARY SCHOOL INFORMATION	9
Staff	9
<i>Dove Tales</i>	10
Daily Routine	10
Out of School Care	10
Assemblies	10
Academic Festival	10
Arts Festival	10
Canteen	10
Curriculum	10
Learning Support	11
Gifted and Talented	11
Booklists	11
Student Diary	11
Reports and Staff-Parent Communication	11
Music	12
Sport Events	12
Camps	12
Excursions	14
Uniform	14
Uniform Shop	16
Hats	16
SECONDARY SCHOOL INFORMATION	17
Staff	17
Daily Routine	19
Supervision	19
Assemblies	19
Canteen	19
Course Outline 2009	19
Homework	20
Music	20
Gifted and Talented	20
INSPIRE	21
Information and Communications Technology	21
Student Work Record	21
Booklists	21

Bookhire	21
Secondary Assistance Scheme	22
Reports and Staff-Parent Communication	22
Camps	22
School Ball	23
Uniform	23
Uniform Free Day	26
Uniform Shop	27
Lockers	27
GENERAL INFORMATION	28
Newsletters	28
Parents and Friends' Association	28
Family Commitment Scheme	28
Student Leadership	29
Student Affairs Committee	29
Absences	29
Boundaries	30
Clearance Certificate	30
Parental Grievance Procedure	31
Fees & Charges 2009	32
Music	32
Travel	33
Bus Routes	33
Uniform Shop	35
Camps	36
Sport	36
Peanuts	36
MISCELLANEOUS INFORMATION	37
Aerosol Cans	37
Allergies – Foods at School	37
Bequests	37
Bullying	37
Chewing Gum	38
Correction Fluid	38
Donations	38
Emergency Procedure	38
Insurance	39
Library	39
Lunches and Recesses	39
Mobile Phones	39
Staffroom	39
Stationery	39
Telephone	40
Thanksgiving Service	40
Walkmans, MP3's, iPods	40
Withdrawal from the School	40
ALPHABETICAL INDEX	41

ST STEPHEN'S SCHOOL COUNCIL 2009

School Visitor	Rev Ken Williams Moderator of the Uniting Church in Australia
Chairperson	Michael van Drunen
School Principal (Acting)	Caryl Roberts
Secretary of the Council	Neil Campbell
Synod Appointments	Fred Blackmore Tony Burton Michael Charteris Brian Cobb Sue Dickson Tony Errington Jennifer Green Eric Hughes Maggie Johns Trina MacAdam Frederick Marcoux Rick Williams David York
Parent Representatives	
Duncraig	Hawkan Wihlborg
Carramar	Steven Graham
Staff Representatives	
Duncraig	Phil May
Carramar	Julie Budworth

SCHOOL AIMS

- To provide a caring Christian community which is part of the Christian witness of the Uniting Church.
- To provide an environment in which inspirational teaching and learning transforms and empowers lives.
- To develop in students values for life which honour God, others and themselves.
- To strengthen the long term viability of the school and its capacity to accommodate and to ensure continued growth.

CHRISTIAN EMPHASIS OF THE SCHOOL

St Stephen's School is fully integrated into the life of the Uniting Church. In keeping with the church's commitment to an ecumenical expression of the Christian faith, the school does not restrict its enrolments on denominational grounds. The school welcomes and supports children and their parents who are members of sister churches, and the wider community.

The school's Christian emphasis is reflected in:

- A loving, caring community of faith which clearly presents the Christian message. It provides an understanding and supportive framework for the individual's exploration of the relationship between man and God in his quest for a personal faith. Each individual should be ultimately free to choose his own belief system. The choice the students make during these critical years is of deep concern to the school.
- A commitment by each staff member to the Christian aims and objectives of the school.
- The school expresses the Christian interpretation of life through its whole program. This is expressed in the relating of studies, where appropriate, to Christianity and in the attitude of staff and students to each other, the total school community and the wider society. There is a consistent and genuine relationship between religious beliefs and daily living.
- The school community participating together in the worship of God.

A copy of the full doctrinal emphasis of the School is available on request.

SCHOOL CREST



Incorporating the symbols of The Uniting Church in Australia, the School Crest illustrates the commitment to be part of the witness of the Church in the community and to provide a caring Christian

THE FLAMES of Pentecostal fire indicate the active presence of the Holy Spirit in the life of the Church and the School.

THE DOVE speaks of peace and reconciliation with God.

THE CROSS speaks of Christ's sacrifice that bears witness to the limitless love of God for each of us.

THE BOWL speaks of service to the world as part of the Church.

THE THORNS of St Stephen, the thorns of our Lord, are the thorns of martyrdom, mockery and derision. “Let your bearing towards one another arise out of your life in Christ Jesus. For the divine nature was His from the first, yet He did not think to snatch at equality with God but made Himself nothing, assuming the nature of a slave. Bearing the human likeness, revealed in human shape, He humbled Himself, and in obedience accepted even death – death on a cross”. (Phil 2:5-8)

THE SUNRISE speaks of the resurrection. “Therefore God raised him to the heights that every tongue should confess ‘Jesus Christ is Lord to the glory of God the Father’. (Phil 2:9-11 parts)

THE MOTTO: Serve God. Serve One Another

Working together as a Christian community in the Uniting Church tradition to inspire learning that transforms and empowers lives.

CORE VALUES: Learning, Faith, Care, Service, Community

HOUSES

The house system was established to assist student’s welfare, pastoral care and discipline. All students and staff are allocated to a house and each house is led by a Dean, Dean’s Assistant and student house leaders.

Secondary students are allocated to a homeroom within their house, which in this sense refers to both an allegiance and a building. Primary students are also allocated to a house. Students are encouraged in many ways to identify with their house. Siblings are placed in the same house, and all students stay in their house throughout their time at the school.

The Deans, Head of Primary School and Head of Secondary School are available to students, staff and parents to encourage, counsel, assist and discipline, as appropriate.

CHARIS

House name means
Grace

House colour - Maroon

Dean: Mr Mark Fielding

MAKARIA

House name means
Happiness

House colour - Green

Dean: Mrs Darnelle Pretorius

PARRESIA

House name means
Boldness

House colour – Blue

Dean: Mr Stephen Meagher

(NB House names originate from New Testament Greek.)

PRIMARY SCHOOL INFORMATION

STAFF

Principal (Acting)	Caryl Roberts MEdMan BEd DipT(Prim) DipRSA MACE
Administrator Head of the Primary School	Neil Campbell CD Phillip Ridden EdD MEd BEd THC FACEL(WA) MACE
Deputy Heads of the Primary School	Julie Penn BA (Ed) MACE Roderick Wood DipT BEd MACE
Information Communications Technology Manager	Ian Mackay-Scollay BSc DipEd Post Grad Dip Computing

SUPPORT STAFF

Personal Assistant to Head of the Primary School	Anne van Drunen
Primary Reception	Tracey Hazelden

TEACHING STAFF

Simone Armstrong BMusEd	Louise Loxton BEd DipT
Sharon Baird BEd (Hons)	Wendy Manning BEd (Spec Ed)
Julie Budworth BA BEd	Tanya Mullaley BSc DipEd(Prim)
Louise Buma BEd (EC)	Erin Palmer BEd(K-7)
Kathy Carlton BEd	Susan Oliver DipT
Felicity Clay BEd (K-7)	Debbie Pattison BA(Hons)
Ruth Charles BEd DipEd	Nathaniel Pestell BEd
Justine Coleman BTextileD&T DipEd	Amanda Robinson BEd (K-7)
Helen Coombs DipT Prim Cert A (Vic)	Matthew Sloan BSc BSocWk DipEd
Celeste de Villiers MEd CertEd	Claudia Thaug BEd
DipT(LearningDifficulties) HDipEd(SA)	Christine Tolefe BA(Hons)SocSc DipEd
Suzanne Holland BEd (Hons)	Jo-Anne Urquhart DipT
Amie Hort BEd	Linley Wilkinson DipT
Trent Jackaman BSc DipEd	Ingrid Winkler BEd Post Grad.Cert Early Childhd

LEARNING ASSISTANTS

Sharon Burnett TA Cert 3	Jenny Mallis TA Cert 3 & 4
Lorna Crabb	Lesley Pollard TA Cert 3
Karina Chappell	Kathy Pitel TA Cert 3
Fiona Ellson BA(LegalStudies) TA Cert 3	Sharyn Rogers TA Cert.3
Samantha Hondris DipEd Assist	Christine Smith DipEd
Maria Lynch TA Cert 3	Jessica Taylor BA

LIBRARY ASSISTANT

Shirley Abbey
Tracey Burbidge

NURSE

Angela Gordon RN BA (Nursing)
Claire Franklin

DOVE TALES

All important information is communicated through *Dove Tales*. It is sent as an email or can be posted to you if required. It is essential reading. The school assumes that information provided in *Dove Tales* has been received and read.

DAILY ROUTINE

Students must be at Primary school by 8:45am, but are provided for from 8.25am. The daily schedule is as follows:

8:25am - 8:45am	“Daystart” - individual self-directed learning by students. Teachers are available to supervise, but not for interviews.
8:45am	Formal beginning of the School day
0.55am – 11:20am	Morning tea/recess
2:40pm – 1:20pm	Lunch
3:20pm	End of school day

OUT OF SCHOOL CARE

We do not provide supervision for students at school before 8:10am and do not roster teachers on supervision after school.

ASSEMBLIES

Primary School assemblies are held twice per week. A worship assembly is held each Friday at 2.55pm. These assemblies are led by staff, and provide a special time of fellowship, praise and worship and a time to reinforce school values.

Each Wednesday afternoon at 2.55pm an assembly is led by a class, or the Student Leadership team. Parents are welcome at assemblies.

ACADEMIC FESTIVAL

An annual Academic Festival is held, when students may choose to enter competitions in various learning areas and earn points for their House.

ARTS FESTIVAL

An annual Arts Festival is held when students can earn points for their House in Visual Art, Dance, Music and Drama.

CANTEEN

Lunches can be ordered each day. Details of food and prices are on-line and will be updated from time to time. Primary students order lunches before school by writing their order on a bag or envelope and placing it, with money, in a class lunch basket. Before lunch, baskets are collected by students and taken to classrooms. Primary students do not have direct access to the Canteen for purchasing.

CURRICULUM

The curriculum is consistent with the Curriculum Framework.

Special curriculum features include the following:

- Art, Physical Education, Music, and French are taught with the aid of specialist teachers.
- Provision is made to support students with disabilities, learning difficulties, and those who are high achievers, who can benefit from focused assistance.

LEARNING SUPPORT

The Primary School support program provides assistance for students experiencing difficulty with their learning. In particular, the school is committed to assisting students at educational risk through developmental delays or other difficulties. We do this by identifying such students as early as possible, and using all the resources of the school, plus external consultants, to define the cause and develop effective programs to assist the students.

GIFTED AND TALENTED

Gifted and Talented classes are intended to challenge able students beyond the scope of the regular curriculum. In the primary years academic extension is offered to individual students within the classroom as well as on a class withdrawal basis. The groups vary with the subject area.

BOOKLISTS

Booklists are issued in November. They can be returned to school for filling by Wooldridges A&M, Joondalup, 10 Clarke Crescent (behind Harvey Norman) or can be purchased privately.

STUDENT DIARY

All Primary students have a Student Diary. This is used for recording home activities and reminders, and for brief communications between parents and teachers. It is designed to train students in organisation and planning skills, and to aid communication between the home and school. Parents should ensure that the Diary is signed at least once per week, and checked regularly.

REPORTS

The Primary School issues a report each semester. Staff are available at scheduled times for parent-teacher interviews in Terms 1 and 3. Students are often involved in these interviews also. Of course, teachers are also available to meet with parents as a need arises.

MUSIC

Instruments are a part of the Music Education program.

- PP – Year 2 use percussion instruments.
- Year 3 learn to play a violin or cello.
- Year 4 - 6 learn to play the recorder - Year 4 students are charged for a recorder provided (new) by the School.

Children already learning an instrument have the opportunity to continue individual or small group tuition at the school if desired. Children wishing to learn a new instrument can do so. Lessons are paid for by parents. The conditions of the Instrumental Tuition Program are detailed in the General Information section.

Children also have the option to participate in bands and choirs. The following groups are currently available:

- St Stephen's auditioned choir (The Sing Thing)
- Junior Choir (Year 4 – Year 5)
- Primary Choir (Year 6)
- String Ensemble

SPORT EVENTS

House and interschool sporting events are designed to:

- Encourage house and school identification and loyalty.
- Teach students to compete in the right spirit.
- Provide an opportunity for skilled athletes to excel.
- Enable students to put into practice the skills learned in the Physical Education program.
- Enable students to enjoy sporting leisure activities.

Currently, there are three House Carnivals held each year:

- The Dry Carnival consists of not only athletics, but a variety of "dry land" activities based on the skills used in a variety of sports.
- The Wet Carnival takes place in a pool, and so consists of not only swimming, but a variety of activities based in the water.
- The Cross Country Carnival involves running longer distances.

Selected students also participate in interschool Athletics, Swimming & Cross Country events and a Lightning Carnival.

CAMPS

School camps are an important part of our curriculum and school life. Each camp has a different venue and focus. In the Primary School, these are as follows:

Year 1 and 2: Sleepover at the school.

Key purposes:

- Enjoy the experience of camp.
- Learn to live in community - being understanding of difference, being supportive of one another, sharing the work of preparing and cleaning up, etc.
- Build independence and self-confidence - coping with sleeping away from family and home, eating food prepared by someone other than family, cleaning teeth, dressing for bed, finding clothes and dressing in the morning, etc.

Year 3: Sleepover in tents, at school.

Key purposes: Within a familiar environment,

- Enjoy the experience of camp, and, for many, the new experience of sleeping in a tent.
- Learn to live in community - being understanding of difference, being supportive of one another, sharing the work of setting up tents, cleaning up, sharing a small tent with others, etc.
- Develop confidence - sleeping outdoors, in a tent, away from family.

Year 4: Farm camp experience at Spring Hills (near Williams).

Key purposes:

- Enjoy the experience of camp, and, for many, the new experience of a farm.
- Learn about farming.
- Learn to live in community - being understanding of difference, being supportive of one another, sharing the responsibilities of community, encouraging friends who might be homesick, keeping areas clean, making beds, etc.
- Develop confidence - being a considerable distance from home, dealing with an unfamiliar environment and expectations.
- Look after one's own clothes and belongings, ensure clothing is planned for three days, and not lost.

Year 5: Beachside camp at Point Peron.

Key purposes:

- Enjoy the experience of camp, and, for some, new experiences with the water (eg raft making).
- Learn about the animals and plants which live on the rocks and beach.
- Learn to live in community - being understanding of difference, supportive of one another, sharing the responsibilities of community, encouraging friends who might be homesick, keeping areas clean, making beds, etc.
- Develop confidence - dealing with dormitory type accommodation, and coping away from home.
- Look after one's own clothes and belongings, ensure clothing is planned for three days, and not lost, hanging out wet swim wear to dry, etc.

Year 6: Adventure camp at Manjedal (near Byford).

Key purposes:

- Enjoy the experience of camp, and, for some, new experiences with the hills forest environment, and the physical and mental challenges of the adventure camp.
- Learn to live in community - being understanding of difference, supportive of one another, sharing the responsibilities of community, keeping areas clean, making beds, encouraging friends who struggle mentally or physically with the challenges of the activities, etc.
- Develop confidence - dealing with dormitory type accommodation, and coping away from home. Attempting the aerial runway, tunnels, obstacles, ropes, etc.
- Look after one's own clothes and belongings, ensure clothing is planned for three days, and not lost, etc.
- Look after one's own safety and health (e.g. don't race around on slippery gravel).

In secondary years, students go to other venues, each with a different program.

EXCURSIONS

All excursions are part of the curriculum, so participation is compulsory. Costs are covered by the Events Fee.

UNIFORM

Wearing of school uniform

The wearing of school uniform has always been part of life at St Stephen's School and will continue to be so. High standards of uniform wear and grooming are important in the school as this makes an important statement to the wider community about the school and the way it sees itself.

Parents have a responsibility to ensure their children leave home each day correctly attired and that their grooming is of an acceptable standard. Staff will supervise this at school.

Primary School Uniform

GIRLS:

Culottes:	Navy, worn above the knee.
Shirt:	White polo with School crest.
Socks:	PP –Year 2 St Stephen's sports sock – white with red & navy stripe. Year 3 - 6 white ankle length.
Shoes:	See General Information.
Hat:	See General Information.
Jumper:	See General Information.
Trousers:	Winter – Navy long trousers optional.
Top/pants:	St Stephen's rugby top and track pants, optional for extra warmth. (not to be worn in place of the jumper).

BOYS:

Shorts:	Navy, worn above the knee.
Shirt:	White polo with School crest.
Socks:	PP-Year 2 St Stephen's sports sock – white with red and navy stripe.
	Year 3-6 St Stephen's short blue with red and white stripe.
Shoes:	See General Information
Hat:	See General Information
Jumper:	See General Information
Trousers:	Winter – Navy long trousers optional.
Top/pants:	St Stephen's rugby top and track pants, optional for extra warmth. (not to be worn in place of the jumper).

SPORTS:

Years PP – Year 2 Optional. Students need to have sports footwear. If students wear the sports uniform, they must wear the full sports uniform as described below.

Years 3 - 6

Skirts:	Optional for girls, with sports brief.
Shorts:	Blue rugby (girls and boys).
Shirt:	House T-shirt.
Socks:	White sports style – white with red and navy stripe
Shoes:	Sports style.
Hat:	See General Information
Top/Pants	St Stephen's rugby top and track pants.

On PE days, students may wear their PE uniform all day, or may change during the breaks. The red jumper is not to be worn with the sports uniform.

General:

Hair: Clean and neatly groomed. Fringes above the eyebrows, held back off the face and, if long enough, tied back. Head may not be shaved. No obvious unnatural colouring. Accessories in school colours of solid red or navy blue or white only, not patterned.

(Final interpretation of acceptability of hair style rests with senior staff).

Make-Up: None (including nail varnish).

Jewellery: A watch.
Up to two other pieces of plain jewellery; e.g. earrings plus necklace.
Note: Only one pair of earrings may be worn at a time. Studs or sleepers only. Worn in earlobe only. No dangling earrings.
Necklace chains to be thin silver or gold. Ornaments small and inconspicuous. No leather or other chunky necklaces or bracelets.
No other visible body piercing.

- Jumper:** Red St Stephens's jumper - optional
Must fit appropriately; i.e. sleeves not worn over the hand, or jumper over-stretched in any way. Not to be worn tied around waist or with sleeves pushed up.
- Shoes:** Black college-type lace-up shoes clean and polished. Boots are not to be worn, nor fashion high heels. PP-2 may wear black Velcro fastening shoes available from Betts and Betts.
- Hat:** St Stephen's bucket style hat, in red, white or blue. Must be worn whenever the student is outside.
Optional wide brimmed hat for PP – 2.
- Bag:** St Stephen's School backpack is compulsory from Year 1.

The uniform is to be worn neatly and correctly whenever it is worn – including in the street, shopping centre, etc. This includes shirt tucked in, shorts pulled up, etc.

Optional Accessories from the Uniform Shop

- Library Bags:** Waterproof: red, navy, light blue.
Paint Shirts: Waterproof: red, navy, yellow.
Sunglasses: Can be purchased from "Bright Eyes". See uniform staff for details.

UNIFORM SHOP

Uniforms should be purchased at the School Uniform Shop to preserve uniformity in the articles worn by all students.

The **Carramar shop** is open between 12.30pm and 4pm every Tuesday and 8am and 11am every Thursday and at other times as advised in the Dove Tales.

The **Duncraig shop** is open between 8am and 11am every Tuesday and 12:40pm and 4pm every Thursday.

HATS

The Primary School has a "no hat, no play" policy. Students are expected to wear a hat for any outdoor activity all year round.

SECONDARY SCHOOL INFORMATION

STAFF

Principal	Caryl Roberts MEdMan BEd DipT(Prim) DipRSA MACE
Administrator	Neil Campbell CD
Head of Secondary	Donella Beare BA DipEd MACE ACEL
Deputy Head of Secondary (Learning and Curriculum)	Brett Roberts BA DipEd DipPerfArts
Deputy Head of Secondary (Care)	Brian Plowman BEd MACE ACEL

DEANS

Charis House	Mark Fielding BA DipEd BEd (Hons) THC MACE
Parresia House	Stephen Meagher BSc (Hons) DipEd
Makaria House	Darnelle Pretorius BA HDipEd MEd

HEADS OF LEARNING AREAS & CO-ORDINATORS

Careers Adviser	Anna Johnson BMarketMedia Grad Cert Careers
Director of Music	Shannon de Bie BEd BPerforming Arts
English	Karen Keegan BA DipEd
Faith & Values Education	Warren Hays BEd DipT
Health & Physical Education	Russell Gilchrist BSc DipEd
INSPIRE Centre	Russell Isaacs Higher DipEd
Librarian	Claire Bentley DipT DipAppSc
LOTE	Isabelle Pilote BEd
Information Communications Technology Manager	Ian Mackay-Scollay BSc DipEd Post Grad Dip Computing
Mathematics	Stephen Corcoran BEd DipT
Science	Gerry Simpson BSc(Hons) DipEd MRelEd MEdLeadership
Society & Environment	Mark Batten BA BEd
Technology & Enterprise	Tim Drake BEd DipT
The Arts	Jodie Taylor BA BEd
VET Coordinator	Nicola Gibson Dip Dom Sc DipT

TEACHING STAFF SECONDARY

David Adeline BSc Post Grad Ed	Katie Greenwood BEd
Judith Bartels HDipEd	Alison Grey BA(Hons) DipEd
Tia Benincasa BA DipEd	Rita Grigsby BHealthPhysEd
Rob Blair BSc BTeach	Miranda Halikis BEd
Rebecca Bloor BArts(Edu)/BArts	Rachael Holt BHealthSc Grad DipEd
Michael Bolan BEd	Olivia Johnston BA BEd
Wendy Brown BSc DipEd DipT	Jennifer Key BSc (Hons)
Stuart Bremner DipTeaching	Matthew Kirby BEd
Regina Buswell BSc DipEd	Jonathon Langley BA(Hons) Grad Cert Ed
Emily Chater BSc(Hons) DipEd	Francoise Leighton BA (Fine Arts)(Hons) HDE
Pamela Chee BA DipEd	Peter Lynch BEd DipT MIAME
Anneliese Cheetham BSc DipEd	Kate McCaffrey BA DipEd
Samantha Chin BSc DipEd	Janelle Morris PhD BSc(Hons) DipEd
Jack Clarke-O'Reilly BA(Hons) DipEd	Jennifer Phillips BA(Hons) DipEd
David Coles BSc DipEd	Sarah Phillips BA (Hons) Dip Ed

Paul Coxhead MSc BSc GDITE DipTeach	Stefan Piruk BSc DipEd
Robin Crewe BA DipEd	Glen Prideaux BSc DipEd
Sara Crow BSc(Hons) DipEd	Joan Rice BA HDE
Bridie Davis BEd (Mus)	Amanda Roberts BEd DipT
Lesley Dillon BSc DipEd	Emma Robinson BSc DipEd
Sara Dougall BA(Hons) DipEd	Simone Robinson BAsianSt DipEd
Elizabeth Drieberg BA(Hons) DipEd	Heather Saunders BA HDipEd
Adam Dwyer BEd	Jethro Sobejko BSc BioMedical
Donette Firkins BA DipEd DipSpecNds	Catherine Stanley PGCE SecSchMaths (UK)
Kate Flowers BAppSc (LibSt) DipEd	Simone Stephens BEd BA DipInfSc
Emma Leadon BEd GradCert Middle Schooling	Amanda Stock BEd(Hons)
Stuart Gale BPhysEd DipEd	Jennifer Strydom BSocSc(Hons)
	Tania Thomas BA DipEd
	Simon Weaver BEd

LEARNING ASSISTANT

Danny Baron
 Jacqueline Daws
 Yvette Doust
 Donette Firkins BA DipEd DipSpecEd
 Sheila Harrison
 Donna Lund DipProfCounselling Cert 3EdAssist
 Therapist in ABA
 Leanne McTigue DipTraining the Handicapped
 Vicki O'Connor TA Cert 3

LIBRARY ASSISTANT

Shirley Abbey
 Tracey Burbidge
 Karen Notley

NURSE

Angela Gordon RN BA (Nursing)
 Claire Franklin

SUPPORT STAFF

Assistant Administrator	David Jessup CPA
Assistant Administrator /Office Manager	Nigel Ahsing
Accountant	Helen Connor ACIS
Human Resources	Coralie Hunter / Leanne Mizen
Personal Assistant to the Principal, Administrator and Head of Secondary	Michell Titlestad
Personal Assistant to the Deputy Head for Care	Margaret Jones
Personal Assistant to the Deputy Head for Learning/Curriculum	Kim Dorney
Receptionist	Pam Doust
Student Records Officer	Lindyn Brooks-Crew
Safety Security & Services Manager	Jim Palmisano
Publications Officer	Vida Corbett BSc (Maths & Econs) GradDipComp CertElecPub
Assistant Publications Officer	James Horgan BComm

Network Administrator	Thomas Gardiner BInfoTec (pending)
IT Support Coordinator	Liam Hartfield BSc (Com/IT)
IT Support Officer	Aaren Kanther Cert 3 InfoTec
AV Technician	James Horgan BComm
Purchasing/Clearing Officer	Jenny Townsend
Careers Adviser Assistant	Alex Wakefield
Art Technician	Caroline Powney
Science Laboratory Technician	Jill Stack BSc
Design Technology Technician	Greg De Luca TAA04 Metal Con's/Welding
Home Economics Aide	Maxine Park/Judy Saxon
Book Hire Coordinator	Judy Saxon
Caretaker/Buildings Manager	Dexter Carr
Maintenance	Donald Paterson
Grounds Manager	Paul Hartley
Ground Staff	Mervyn Judd DipHort CertHortPractice CertTurfGrassPrac.
	Zoe Kissane Cert II Horticulture
Cleaning Supervisor	Lyn Floyd
Canteen Manager	Helen Mandeville
Canteen Assistant Manager	Debi Marten
	Lisa Love
Uniform Shop Manager	Kerry Rao
Uniform Shop Assistant Manager	Anette Sentow

DAILY ROUTINE

Carramar

8:25am -	8:50am	Homeroom
8:50am -	10:10am	Period 1
10:10am –	10:35am	Recess
10:35am –	11:55am	Period 2
11:55am –	1:15pm	Period 3
1:15pm –	2:00pm	Lunch
2:00pm –	3:20pm	Period 4

SUPERVISION

We do not provide supervision for students at school before 8:10am and do not roster teachers on supervision after school.

ASSEMBLIES

Secondary School assemblies are held as needed. These may be School, House or Year level assemblies.

CANTEEN

A canteen service operates, and lunches are available each day. Details of the menu and food prices are available online and from time to time updated. Students are encouraged to order lunch before school to guarantee their choice.

COURSE OUTLINE 2009

The School seeks to provide for both personal and relational development of students in mixed ability Homeroom situations. Through a broad continuing education, challenging and encouraging activities are offered in academic, physical, social and vocational areas.

The curriculum is consistent with the Curriculum Framework. Subjects are taught over two five day weeks (Week A and Week B).

The **Year 7** students will be following a similar curriculum to the Secondary school in their transition program that follows Secondary guidelines.

Year 8, 9 and 10

English,	6 periods
Society & Environment	6 periods
Science	6 periods
Mathematics	6 periods
Physical Education & Health	3 periods
Faith and Values	2 periods

Year 8

French	3 periods
Design / Technology / Home Economics	3 periods
Music / Art / Drama	3 periods
(Additional instruction is available in a range of musical instruments from visiting teachers.)	
Life Skills – mentoring, study & thinking skills	1 period

Year 9 and 10

Majors (Art / Drama / Materials / Music / French etc)	4 periods each
Minors (Energy / Outdoor Ed / Specialised Phys Ed etc)	2 periods each
Life Skills – mentoring, study & thinking skills	1 period

See online the Year 9 & Year 10 Curriculum Handbook for full details.

Year 11 and Year 12

A range of TEE and Vocational, Education and Training (VET) courses are offered. In Year 11 and 12 all students must choose 5/6 subjects of 6 periods each. Physical Education and Recreation and Faith and Values make up three periods in total.

See online the Upper School Curriculum Handbook for full details.

HOMEWORK

Full details of our homework policy are available in the Student Work Record.

MUSIC

The school has a number of choral and instrumental groups such as choirs and ensembles. Enquiries to the Music Department.

GIFTED AND TALENTED

Gifted and Talented classes are intended to challenge able students beyond the scope of the regular curriculum. In the secondary school, academic extension is provided in a variety of ways, in English, Mathematics, Science and Society and Environment learning areas.

The students within the extension classes are changed from time to time enabling flexibility in the number of students able to enjoy the benefit of extension work.

INSPIRE (Individually Negotiated Support Providing Inclusive Relevant Education)

The INSPIRE program is open to students at a number of different levels in the secondary school. For those students invited to be part of the INSPIRE program these levels correspond to the level of need of the student and the level of assistance they can expect to receive.

The program provides support for students in Year 8 – 12 who:

- have a documented (funded) disability (level 4)
- have a diagnosed learning disability (level 3)
- have been identified as gifted (top 2%) (level 3)
- are at academic risk (level 2)
- have been identified as academically talented (top 10%) (level 2)

The program aims to empower students with the motivation and skills to learn in the schooling environment and beyond.

INFORMATION AND COMMUNICATIONS TECHNOLOGY

All secondary students are required to sign a computer use agreement. This is in the Work Record issued to all students at the start of the school year. It outlines their responsibilities when using computers at St Stephen's School.

Guidelines for use of computers; software and the internet are clearly displayed in the computing areas.

STUDENT WORK RECORD

All secondary students are issued with a Student Work Record. This is used for recording homework activities and reminders, and for brief communications between parents and teachers. Parents should ensure that the Work Record is signed weekly for students of all years. Daily homework and records of assessments due are listed in the Student Work Record

The school information contained in the Student Work Record should be read and understood by students.

BOOKLISTS

Wooldridges A&M Bookshop will be the supplier of booklist items for 2009. All supplies will be available direct from Wooldridges A&M, Joondalup, 10 Clarke Crescent (behind Harvey Norman). Booklists are available online via the school website:

www.ststephens.wa.edu.au/

BOOKHIRE

Under the Book Hire Scheme the school will provide the majority of textbooks required for Years 8 – 12. Students will be charged for damaged or lost books.

Books are issued to Year 11-12 students prior to the commencement of the school year, and to Years 8-10 students on the first day of school. Books will be available at the Book Hire Room in the Library. Charges will be raised on accounts for bookhire.

SECONDARY ASSISTANCE SCHEME

To be eligible for this government initiative, applicants must hold one of the following cards; Centrelink Pensioner Concession Card, Centrelink Family Health Care Card or the Department of Veterans' Affairs Pensioner Concession Card who have student/s in Year 8 – 12 up to and including the year the student turns 18 years of age. These cards must be current in first term of the school year. Application forms are available from main administration (off Harrington Ave). Closing date is 9 April 2009.

REPORTS AND STAFF-PARENT COMMUNICATION

Secondary Students are issued the following reports:

- An interim report at the end of Term 1 for Years 8 - 12.
- A full written report each semester for Years 8 - 11.
- A full written report in Semester 1 and a Statement of Results report in Term 4 for Year 12 students.

Any communication between parents and teachers regarding work, other activities, pastoral concerns, etc, can be written into the Student Work Record.

It is the responsibility of students to show staff and parents any notes written to them. Parents are asked to check the Student Work Record regularly and sign it weekly.

CAMPS

Full details of our camping policy appears in the School Policies Handbook available online or on request.

Further details distributed closer to dates.

Year 8 Camp - 3 Days

Year 9 Camp - 2 Days

Year 10 Camp - 4 Days

Year 11 Retreat - 3 Days

Year 12 Retreat – 3 Days

YEAR 12 SCHOOL BALL – Saturday, 7 February 2009.

UNIFORM

Wearing of school uniform

The wearing of school uniform has always been part of life at St Stephen's School and will continue to be so. High standards of uniform wear and grooming are important in the school as this makes an important statement to the wider community about the school and the way it sees itself.

Parents have a responsibility to ensure their children leave home each day correctly attired and that their grooming is of an acceptable standard. Students are responsible for their uniform whilst at school and staff will assist in this task. Students not meeting uniform and grooming standards may be denied entry to classes, and can be collected by their parents.

Physical Education Uniform

Physical Education uniform may be worn to and from school on any day that students have Physical Education classes. Students are expected to do PE during the entire year and will therefore at times perform in wet weather. It is an expectation that all students bring a change of clothes to school on days where there is the possibility of wet weather. Students who do not have the correct Physical Education uniform are to come to school in uniform, get changed into their sports clothes and have a note to explain why they are not wearing the correct Physical Education uniform. Students who use this opportunity to wear Physical Education uniform on non-Physical Education days will be issued with a Friday after school detention.

Year 7 Girls

Shirt:	Year 7 polo shirt
Culottes:	Navy
Socks:	High School girls white ankle with navy strip
Shoes, Hat, Jumper:	General Information – page 25
Trousers:	Winter: High School navy
Sport:	Winter: Zip Jacket, microfiber track pants, Summer: High School polo shirt, Microfibre navy shorts Socks – as above

Year 7 Boys

Shirt:	Year 7 polo shirt
Shorts:	Navy High School, belted
Socks:	Navy with red and white rim
Shoes, Hat, Jumper:	General Information – page 25
Shorts:	Navy belted
Trousers:	Winter: Grey High School
Sport:	Winter: Zip Jacket, microfiber track pants, socks white with navy trim. Summer: High School polo shirt, microfiber navy shorts Socks – white with navy stripe

Secondary Girls

Summer Uniform

Dress:	Navy – max. 10 cm from ground when kneeling which should bring it to top of knee when standing.
Hat:	St Stephen's cloth bucket hat in red, navy or white.
Socks:	Uniform shop ankle-length white socks with navy stripe. (stockings are not to be worn with summer uniform.)
Jumper:	Red St Stephen's for Year 8 – 10. Navy St Stephen's for Year 11 & 12. Must fit appropriately, i.e. sleeves not worn over the hand, or jumper over-stretched in any way.
Shoes:	Black college-type leather lace-up shoes, clean and polished, heels no higher than 3cm. Boots are not to be worn.

Winter Uniform

Skirts:	Navy – max 10 cm from ground when kneeling which should bring it to top of knee when standing.
Shirt/Overblouse	White crested, short sleeved. To be tucked in at all times, except for overblouse. Articles worn under winter uniform shirts (tee shirts/underwear) should be white with no writing or colour. Sleeves of tee shirts should not be visible.
Tie:	Navy St Stephen's, worn with top button done up, and the tie correctly in place.
Blazer:	The blazers are worn to and from school in and up to recess, optional after recess. (exemption for bike riders, but the blazer must be worn to and from the bicycle racks).
Slacks:	Navy style, available from the uniform shop as an optional winter uniform.
Stockings:	40 denier stockings (purchased through the uniform shop only).
Socks:	White ankle socks may be worn as an alternative to stockings but not together.
Jumper:	Red St Stephen's for Year 8 – 10. Navy St Stephen's for Year 11 & 12. Must fit appropriately, i.e. sleeves not worn over the hand, or jumper over-stretched in any way.
Shoes:	Black college-type leather lace-up shoes, clean and polished, heels no higher than 3cm. Boots are not to be worn.

Year 12 only

Red school tie

Sports Uniform

Shirt:	Navy and white polo sport shirt with School crest
Shorts:	Navy microfibre.
Socks:	White with navy stripe same as everyday sock.
Shoes:	Well supporting sport shoes – running or x training shoe <i>not</i> skate shoes etc
Hat:	St Stephen's cloth bucket hat in red, navy or white.

Winter

Top/Pants	St Stephen's zip jacket and microfibre track pants compulsory
-----------	---

Secondary Boys

Summer Uniform

- Shorts: Navy belted high school shorts.
- Trousers: Long grey, may be worn, with black belt, but with grey socks and tie (to be purchased from uniform shop).
- Shirts: White crested, short sleeved - to be tucked in at all times.
- Socks: St Stephen's short navy sock with red and white stripe.
- Hat: St Stephen's cloth bucket hat in red, navy or white.
- Jumper: Red St Stephen's for Year 8 – 10. Navy St Stephen's for Year 11 & 12. Must fit appropriately, i.e. sleeves not worn over the hand, or jumper over-stretched in any way.
- Shoes: Black college-type leather lace-up shoes, clean and polished. Boots are not to be worn.

Winter Uniform

- Trousers: Long grey (to be purchased from uniform shop).
- Belt: Black.
- Socks: Grey.
- Shoes: Black college-type leather lace-up shoes, clean and polished. Boots are not to be worn
- Shirts: White crested - short sleeves - to be tucked in at all times. Articles worn under winter uniform shirts (tee shirts) should be white with no writing or colour. Sleeves of tee shirts should not be visible.
- Jumper: Red St Stephen's for Year 8 – 10. Navy St Stephen's for Year 11 & 12. Must fit appropriately, i.e. sleeves not worn over the hand, or jumper over-stretched in any way.
- Tie: Navy St Stephen's, worn with top button done up, and tie correctly in place.
- Blazer: School blazer. The blazers are worn to and from school and up to recess, optional after recess (exemption bike riders, but the blazer must be worn from the bicycle racks).

Year 12 only Red school tie

Sports Uniform

- Shirt: Navy and white polo sport shirt with school crest.
- Shorts: Navy microfibre.
- Socks: White with navy stripe.
- Shoes: Well supporting sports shoes – running or x training shoe *not* skate shoes etc
- Hat: St Stephen's cloth bucket hat in red, navy or white.

Winter

- Top/Pants St Stephen's zip top and microfibre track pants compulsory

General

- Hair: To be clean and neatly groomed. Fringes to be above eyebrows. Must be held back off the face. If long enough, must be tied back. No shaven heads nor obvious unnatural colouring of hair. Hair accessories in school colours of solid red, navy blue or white only, not patterned. (Final interpretation of acceptability of hairstyle rests with senior staff).

Make Up: None (including nail varnish and false nails).

Jewellery: A watch plus up to three other pieces of plain jewellery, e.g. two pairs of ear studs/sleepers plus necklace. Necklaces must consist of simple silver or gold, not leather or other 'chunky' forms, with ornaments small and inconspicuous. Ear rings must be sleepers or studs only, and worn only in the ear lobe, maximum two per ear. No other visible body piercing. This includes tongue piercing.

The uniform is to be worn neatly and correctly whenever it is worn – including in the street, shopping centre, etc. Parents are asked to help supervise after hours school uniform wear.

School bags

St Stephen's School bags and backpacks are compulsory. Sports duffel bags are optional.

Hats

In the summer months (i.e. when summer uniform may be worn), secondary students are required to wear school hats at recess and lunch, in Physical Education classes and whenever outdoors for an extended period. In the winter months (i.e. when winter uniform is compulsory), secondary students are required to wear school hats in Physical Education classes and whenever outdoors for an extended period and are strongly advised to wear school hats at recess and lunch.

Uniform changeover date for Secondary Students

From the beginning of Week 3, Term 2 until the end of Week 8, Term 3, winter uniform (including the blazer) must be worn. At all other times, students may choose to wear winter or summer uniform, when the blazer does not need to be worn. Students should not mix summer, winter or phys ed. uniform. Girls may choose to wear the winter uniform during Terms 1 and 4, but without the blazer being required. Socks may be worn instead of stockings in this case. Ties must always be worn with the winter uniform.

UNIFORM FREE DAY

The Monday of the last week of each term is usually a uniform free day in the Secondary School. Although students need not wear uniform for the day, suitable dress standard is expected. Secondary students contribute \$2.00 to the house charity project. On that day, standards include:

No offensive messages/words on any clothing.

No bare shoulders.

No midriffs showing.

No overly brief shorts or skirts.

No low cut tops.

Closed shoes must be worn for safety issues.

Jewellery standards still stand.

Correct Physical Education uniform must be brought for Physical Education lessons.

Grooming and jewellery standards remain the same for Uniform Free Day.

UNIFORM SHOP

Uniforms should be purchased at the School Uniform Shop to preserve uniformity in the articles worn by all students.

The **Carramar shop** is open between 12.30pm and 4pm every Tuesday and 8am and 11am every Thursday and at other times as advised.

The **Duncraig shop** is open between 8am and 11am every Tuesday and 12:40pm and 4pm every Thursday.

LOCKERS

Lockers are allocated to all secondary students on a yearly basis. They are secured by a combination lock provided by the school. The same lock is held by the student for the duration of their schooling at St Stephen's. It is clearly in the interests of everyone that students make sure only they have access to their lockers. This means keeping the combination private. At the end of each year, lockers are to be cleared of all items.

GENERAL INFORMATION

NEWSLETTERS

Information of interest or importance to parents is published in the school newsletter, *Dove Tales*. This is emailed to parents on Friday fortnightly. It is also available online. *Dove Tales* will be mailed to parents who do not have email access. Please read *Dove Tales* regularly, it is the chief way in which the school communicates with parents. *Dove* is a more comprehensive publication and is issued three times a year.

PARENTS AND FRIENDS' ASSOCIATION CARRAMAR CAMPUS

The following are the Office Bearers and Committee for 2009.

President	Lee Morton		9404 6262	0439 940 362
Vice President	Steve Chaplyn	wk	9242 3333	0406 382 960
Vice President	Dani Meinema		9246 4695	0409 649 439
Secretary	Janine Moses		9405 1857	0439 992 880
Treasurer	Pam Blackmore		9405 7085	0421 967 629
Newsletter Coordinator	Rini Stobbe		9300 3517	0422 144 438
Healthy Schools	Kathy King		9306 1112	0409 477 815
Healthy Schools	Lisa Love			0438 461 885
Fundraising	Marianne Pratt		9307 9459	0430 088 418
	Deborah Molster		9206 3004	0400 090 695
School Council Representative	Steven Graham		9306 3090	0411 490 857
Road Safety	Ian Carlisle			0419 997 654
Family Commitment	Ian Carlisle			0419 997 654
Grounds Co-ordinator	Vacant			
Community Coordinator	Rosi Kusel		9305 3931	0407 309 111
General Committee	Karen De Lucia			
	Margo Campbell			
	Carla Hudson			
	Louise Gibson			
	Georgette Forlani			
	Danielle West			
	Karen Smith			

Nine meetings are held during the year, every second Tuesday of the month, except January, July and December, in the Primary School using the Primary Forum area. Committee members meet at 7.00pm with the general meeting commencing at 7.30pm.

FAMILY COMMITMENT SCHEME

It is a requirement that each family completes a minimum of 10 hours of Family Commitment (FCS) in the school each year. Opportunity to volunteer within in the school is varied and FCS can be completed at home.

Suggestions: library, uniform shop, canteen, window cleaning, book covering, sporting events, attendance at P&F meetings, school fete, excursions, etc.

For more details please contact Family Commitment coordinator.

STUDENT LEADERSHIP

All students are encouraged to aspire to the position of School Captain (two per House) or to the position of House Captain (up to four per House) during Year 12. Each Semester, Year 6 students are elected as Primary Captains (two per House).

The six School Captains in 2009 will meet with the Head of Secondary and occasionally with the Principal. On the other weeks, the House Councils meet, when representatives from Homerooms and Assistant School Captains meet to discuss student matters. Primary Captains meet weekly with the Head of the Primary School.

Selected Year 10 students perform a vital role as 8s-Mates, meeting regularly with small groups of Year 8s in a planned and regularly monitored program. Some Year 10 students are selected as Pri-Mates, with special responsibility to primary students. These activities are crucial to the pastoral care emphasis of our school.

Approximately 26 Year 6 students serve each semester as Peer Mediators, Sport Assistants, A/V Roadies, and Library Assistants.

STUDENT AFFAIRS COMMITTEE

The committee is a representative body of 30 students, teaching staff and the nurse. The committee meets every other week and is broken into sub committees of Environment, Teaching & Learning, Healthy School, Uniform & Discipline. The committee is convened by the Secondary Deputy of Care.

ABSENCES

Anticipated absences should be notified through the Secondary Work Record, Primary Student Diary or by a special note or phone message to Main Administration 9306 7100 (Secondary School) or 9306 7111 (Primary School).

Parents are requested to phone the office and leave a message on the morning of an unexpected absence. A note is required from a parent or guardian to explain any absence of a day or longer, on the day the student returns to school.

If for any reason a student has to leave the school during the day a note in the Secondary Work Record or Primary Student Diary is required.

Secondary students must follow the following procedure:

- Notes are to be shown to the homeroom teacher in morning homeroom. If the note is to explain an early departure from the school, the note will be signed by the homeroom teacher, shown to the teacher of the class they are leaving and shown at the Main Administration Office as the student leaves the school.
- Parents are then requested to collect students only from the Main Administration Office. When students return to school after a temporary absence, they must enter through the Main Administration area to advise office staff of their return.

- If secondary students are late to school they must enter through the Main Administration Office with a written explanation for their lateness. Students will be issued with a late slip for entry into class.
- Parents should note that absences for school carnivals, excursions, etc. are allowed for sickness only. Doctor's certificate will be required if those special events are missed.

Parents are advised that the withdrawal of their child/children from school during normal term time may result in:

- * failure to complete a course of study
- and/or* requirement to repeat a subject, unit of study or year
- and/or* interview by the Principal, Head of Secondary or Head of Primary
- and/or* jeopardise their enrolment at the school

School Council understands that some situations such as family emergencies, important family events at distant venues or a pressing medical issue may require occasional student absences. In this situation a letter addressed to the Head of Secondary or Head of Primary informing the school of the situation is required **prior** to the absence.

Teaching staff have been advised that they should not provide work for students absent from school, except in the case of an absence which is the result of a medical issue e.g. operation. Any assessments given during an absence will be graded as zero except again for an absence due to a medical issue.

Students will be held responsible for any work missed during their absence from school.

Student attendance has a direct correlation to academic performance and we value your support in this matter.

BOUNDARIES

Students are not permitted to leave the school premises between 8.25am and 3.20pm unless they have permission. All leavers are required to check in and out of the school through the front office. (see Absences). There are no separated areas in the grounds for primary and secondary students.

CLEARANCE CERTIFICATE

Any student leaving the school, either for an approved extended period or permanently, must complete a Clearance Certificate, which is available to the student **only** after a letter of intention to withdraw the student has been provided to the Principal by the parent. Clearance certificates are available from the Main Administration Office.

One full term's notice of withdrawal from the school is required in writing to the Principal. In the event of failure to give such notice, a term's fee is payable in lieu.

PARENTAL GRIEVANCE PROCEDURE

From time to time issues will arise in the life of the school when parents may feel especially concerned or aggrieved about a particular matter. At the point of contact a parent is encouraged to indicate the nature of the matter they wish to raise as this can facilitate the process of whom to address the issue in the first instance.

To assist the legitimate concerns of parents being heard and addressed, the following steps are provided:

- ♦ In the Primary School, issues should first be addressed with the appropriate teacher. If the matter is not satisfactorily resolved, the matter should be referred to the Head of the Primary School
- ♦ In the Secondary School for classroom concerns such as academic progress or classroom behaviour management, the subject teacher should be the first point of contact.
- ♦ For a broad-ranging, major concern about the life of their child in the Secondary School (personal care, well-being), a parent should speak, firstly, to their child's Homeroom Teacher.

For diagram of these processes see online Handbook document titled:
"FLOW CHART INDICATING COMMUNICATION PROTOCOL
FOR SECONDARY PARENTS/STUDENTS".

- ♦ The Principal is always available to speak to any parent but will normally require that parents have used the above procedures. Having met with a parent, the Principal will investigate any matter requiring attention and ensure that the appropriate actions are taken.
- ♦ Should a complaint made to the Principal be about a member of staff, that member of staff will be involved in the resolution of the problem in accordance with procedures included in our Human Resources policy.
- ♦ Throughout the process the Principal will ensure that all of the parties concerned are kept informed of the progress of the matter and its final outcome.
- ♦ Should a parent be dissatisfied with the manner in which their grievance has been processed, or with its outcome, they may contact the Chairperson of the School Council to seek opportunity to present their case. The Chairperson of Council will review the matter and take any action they deem appropriate.
- ♦ Matters which are of a particularly serious nature, which have been pursued in this manner, and the outcome remains the subject of significant dissatisfaction, can be further pursued by addressing the complaint in writing to the Moderator of the Uniting Church (WA).

FEES & CHARGES 2009

The School Council reserves the right to alter Fees & Charges when and as circumstances require.

St Stephen's School is a non-profit organization which exists to provide a low-fee, independent education. Although the school receives State and Commonwealth Government Recurrent Grants it has to operate under financial constraints. Therefore it is imperative that all fees are paid within 14 days of receipt of the account. Failure to pay on time places the school in an overdraft situation that penalises all families in the school. A separate Fees & Charges sheet will be circulated and is available from the web site.

MUSIC

Instrumental Tuition Program

The Instrumental Tuition Program is run as a co-curricular activity, both during school time and out of school hours using school facilities.

Visiting tutors are qualified music teachers either through a recognised institution such as Edith Cowan University, The Academy of Performing Arts, University of WA, or are Diploma recipients of the Australian Music Examinations Board or are accredited with the West Australian Music Teachers Association.

Visiting music tutors will invoice parents directly in the middle of each term. The minimum number of lessons per term is eight. No more than ten lessons per term will be given unless by prior arrangement. Please pay invoices promptly and directly to the tutor.

Students will attend one lesson per week at a set time, usually during school time. In the Primary School, lessons are arranged in consultation with the class teacher. It is the responsibility of the student and parent to **let the tutor** know directly if the student will be absent from their lesson. Otherwise the normal fee will apply. **Prior to cancellation of lessons, a term's notice in writing must be given.**

A limited number of instruments are available for hire from the school. Preference will be given to new music students. The charge for hiring a school instrument is \$175.00 per year and the hire charge is normally added to Term 4 accounts.

If the student is not a member of a school band then GST will be added to the instrument hire charge shown above.

Application forms for the Instrumental Tuition Program are available from the Primary and Secondary School Offices or from the Music Department. Discussion regarding your child's involvement in the program is invited. Please contact the primary or secondary teacher of Music.

TRAVEL

General

Buses

Please inform the Main Administration Office if there are problems with transport to and from school. The school has tried to adopt school hours that fit with public transport.

Students are identified with the school when in uniform on public transport or in a public place. The highest standards of behaviour and courtesy are expected.

In the event of a bus strike starting while the students are at school, the school will endeavour to assist students to make contact with their parents by telephone, but cannot accept responsibility for transport home.

Bus Routes – Carramar

Collection/Arrival Times	Route
Coastal Run 7.20am start 8.14am arrive 3.35pm depart 4.25pm final drop	Hillarys – Kallaroo – Mullaloo – Heathridge – Ocean Reef – Iluka – Currambine – Kinross - Carramar
Inland Run 7.20am start 8.12am arrive 3.35pm depart 4.21pm final drop	Kingsley – Woodvale – Edgewater – Wanneroo - Carramar
Express Run 7.45am start 8.20am arrive 3.35pm depart 4.08pm arrive	Duncraig (St Stephen's School) – Connolly - Currambine - Joondalup – Carramar
Two Rocks Run 7.30am start Yanchep 7.37am 7.46am St Andrews 7.54am Healy's Garage Neerabup 8.05am 8.15am arrive Return 3.30pm depart Neerabup 3.40pm Healy's Garage 3.51pm St Andrews 3.57pm Yanchep 4.06pm Two Rocks 4.14pm	Two Rocks Shopping centre – right Sovereign Dr – right Lisford Ave – Two Rocks Rd - left Yanchep Beach Road Right Wilkie St – right Wilkie Ave – left Brazier Rd – left Lagoon Dr – right Yanchep Beach Rd Right Wanneroo Rd Left Flynn Dr – right Tranquil Dr – left Inverell Green – left Golflinks Rd – right Cheriton Dr – left Joondalup Dr – right Waldburg Dr – right St Stephen's Cres – school St Stephen's Cres – right Joondalup Dr – left Houghton Dr – left Golflinks Rd – then reverse of morning run

Bus tickets available from Primary and Secondary Administration.

Students' vehicles

Students who wish to drive vehicles to school must collect the appropriate permission form from the Main Administration Office. A parking sticker is issued on approval which must be displayed inside the windscreen. Students may not go to their car during the day without a Dean's consent. Student cars are parked behind Parresia House in the upper (western) car bys only.

"L" Plate Drivers

Learner drivers are not to drive on school property including any of the car parks with either parents or driver instructors.

Bikes

A "Cycle 2 School" registration form must be completed if cycles are ridden to school. Bikes are all parked together in one area (located near the hard courts next to the Technology Building) – primary and secondary. Students are not permitted near the bikes during the school day. For security reasons it is the students responsibility to lock their bike in the bike rack. It is recommended that you cover the cost of such in your household insurance. The school cannot reimburse the cost of a student's personal equipment if stolen.

Wearing bike helmets is compulsory. They can be taken to the classroom during the day, but it is probably easier if they can be locked onto the bike during the day.

Only children in Year 4 or older should ride bikes to school, except under special circumstances negotiated between the parents and the school.

Cars

Because of the large volume of traffic at the beginning and end of each day, we encourage parents to use vehicles only if necessary. To maintain the goodwill of our neighbours, please do not park or stop on the local verges. For the safety of children, please ensure that students alight on the school side of the road, so that they do not have to cross between traffic.

ACCESS

By car

St Stephens Crescent, Harrington St and Clarkson Avenue

Voluntary One-way - Enter Clarkson Ave, proceed into Harrington St and turn into St Stephens Crescent. Clarkson Ave remains a two-way street.

Children should be dropped and collected in the designated bays along St Stephens Crescent and Clarkson Avenue.

If parents need to park any longer than 2 – 5 minutes, please use the Primary School car park or the bays in the Charis car park. When parking in the Charis car park, please keep bays near Clarkson Avenue free for Sports Buses.

There is strictly no collection or dropping off of children in the Main Administration car park unless the student is being delivered late or collected for an early departure.

The Primary Staff car park and the Makaria car park are for staff only.

Verge Collection

Parents who park on the verges on Clarkson Avenue, Harrington Drive, and St Stephen's Crescent must remember that it is illegal to be parked on curbs/verges against the traffic flow or too close to junctions. Please ensure that students do not walk through car parks to get to the car. Pavements and grassed areas can be used.

On foot

Students may enter the school from all sides, avoiding car park areas. However, students must not walk through the Maintenance area located behind the Technology Building.

By bike

Students should not ride their bikes through the school. Entrance to the bike enclosure is from St Stephens Crescent only.

Primary Uniform – see primary school information. (page 14 - 16)

Year 7 Uniform – see secondary school information (page 23)

Secondary Uniform – see secondary school information. (page 23 - 26)

UNIFORM SHOP

Uniform should be purchased at the school uniform shop to preserve uniformity in the articles worn by all students.

The Carramar shop is open during term time between:

12:30pm to 4:00pm every Tuesday,

8:00am to 11:00am every Thursday

The shop is open during some school holidays and these dates are published in the *Dove Tales* fortnightly newsletter.

CAMPS

Full details of our camping policy appear in the School Policies Handbook available online.

Costs of camps and sleepovers vary and actual costs will be advised, in writing, prior to the event. In the event a student does not attend a camp a proportion of the cost of the camp will still be charged to cover those expenses that the school incurs regardless of the student attending or not.

Primary camps – see primary school information. (page 12)

Secondary camps – see secondary school information. (page 22)

SPORT

The emphasis in the Physical Education (PE) program is on participation, fitness, health and learning a variety of skills relevant to a range of sporting and recreational pursuits. Our aim is for students to become involved in a wide variety of leisure-time activities.

If a student is to be exempted from a PE class, the PE teacher must be presented with a note from the parent indicating medical or other complications that prevent physical participation. A medical certificate must be shown if a student is to be excluded from PE for more than one week. Parents can request that their child perform light exercise only if their illness or injury is mild, rather than being completely exempted from PE.

Various House and interschool carnivals are held annually. Attendance at all house sport carnivals is compulsory. Attendance at secondary interschool carnivals is compulsory for all members of designated year groups.

PEANUTS see *Allergies* in Miscellaneous (page 37)

MISCELLANEOUS (alphabetical listing)

AEROSOL CANS

Aerosol cans, unless required for specific subject work, are not to be brought to school or school events.

ALLERGIES – FOODS AT SCHOOL

St Stephen's has a Policy for Anaphylaxis which can be viewed on the school's website. Please note a number of students at St Stephen's are severely allergic to peanuts and/or other nuts. Please avoid sending any food containing peanuts (including peanut paste) to school. For further information please refer to www.ststephens.wa.edu.au Anaphylaxis Action Plan and then the Anaphylaxis Guidelines.

BEQUESTS

Bequests and bursaries are made to St Stephen's School from time to time. Should there be further information required in this regard, please contact the Principal or Administrator.

BULLYING **online address:** www.bullysstoppers.com

St Stephen's School students and staff have the right to a safe and caring environment which promotes learning, personal growth and positive self esteem. Being bullied or harassed means that any member of the school community is subjected to behaviour which is hurtful, threatening or frightening. Usually a bully repeats this act.

Bullying can take many forms:

- Physical Bullying: Including fighting, pushing, shoving, gestures or invasion of personal space.
- Verbal Bullying: Including name calling, offensive language, putting people down for differences in age, physical attributes and picking on people for any reason.
- Visually offensive material: Including offensive notes or material, graffiti, or damaging school or other people's possessions.
- Victimisation: Including stand-over tactics, picking on others, threats to 'get' people, extortion, repeated exclusion.
- Sexual Bullying: Including touching or brushing against others in a sexual manner; sexually oriented jokes; drawings of, or writing about someone's body; using rude names or commenting about someone's morals; unwanted invitations of a sexual nature; asking questions about someone's private life.
- Discrimination: Including race, gender, religion, creed, physical differences, age, and achievement.
- Cyber bullying – Cyber-relational aggression – bullying which is carried out through an internet service such as email, chat room, discussion group or instant messaging. It can also include bullying through mobile phone

technologies such as teasing and being made fun of; spreading of rumours online; sending unwanted messages or images and defamation.

Bullying is when things happen again and again to someone and it is hard for the student being bullied to stop these things from happening:

- * Being ignored, left out on purpose, or not allowed to join in;
- * Being made fun of and teased in a mean and hurtful way;
- * Lying or telling nasty stories about someone to make other children not like them;
- * Being made afraid of getting hurt;
- * Staring or giving someone mean looks or gestures;
- * Forcing someone to do things they don't want to;
- * Being hit, kicked or pushed around.

Bullying is used by a more powerful person to cause fear, distress and/or harm against a less powerful person unable to stop the bullying from happening.

Incidents of bullying, depending on the situation, will become home and school issues. Parents will be informed about serious bullying situations.

If you would like to report a bullying incident you can do so online at www.bullysstoppers.com or by talking to your child's homeroom or classroom teacher, Dean or Primary Deputy Heads.

The bullysstoppers site contains links to lots of related useful information for students and parents.

St Stephen's School will use restorative practice conferences in dealing with bullying issues.

CHEWING GUM

No chewing gum is to be brought to school.

CLEARANCE CERTIFICATE - see in General Information Section.

CORRECTION FLUID AND PERMANENT MARKERS

No liquid correction fluid or permanent markers are to be brought to school.

DONATIONS TO BUILDING AND LIBRARY FUND

Parents are invited at any time to make voluntary donations to the School's Building and/or Library Fund. These donations are fully tax deductible. However please note that the Building Fund Levy is compulsory for all students and is therefore not tax deductible.

EMERGENCY PROCEDURE

Continuous chiming of the bell or siren indicates a state of emergency. All students must move swiftly, but in an orderly manner as directed by staff to designated areas and assemble in classroom (primary) and class groups (secondary).

INSURANCE

It is strongly recommended that parents check their health and general insurance policies to ensure adequate and current medical, personal property and liability insurance cover is in place.

The school will not accept responsibility for medical expenses arising from accident or illness, loss of or damage to personal effects and property or liability incurred by students for bodily injury or property damage. Should an ambulance be required, parents will be informed and the cost of such will be the parent's responsibility.

LIBRARY

The Library is open from 8.15am each morning, at lunchtime, and until 4.15pm each afternoon. It is closed at recess. Library resources are available to all members of the school community. We have both a primary and secondary parent library. Items should be looked after; lost or damaged resources will incur charges for replacement.

LUNCHES AND RECESSES

Whenever possible students are encouraged to go outside during breaks. Sports equipment may be made available by arrangement. Classrooms will not be open during lunch. Parents delivering lunches for students who have left their lunch at home are asked to do so for secondary students via the Canteen, and primary students via the Primary Office.

MOBILE PHONES

Due to the potential disruption associated with the use of mobile phones at school, students must not have them turned on during the day. Students should keep mobile phones secure in their lockers and it is their responsibility to do so. It is recommended that parents consider insurance for this item as the school cannot reimburse the cost of stolen property.

Use of mobile phones at inappropriate times will see the phone confiscated and held in the administration area and the student will receive an SBR. Generally, mobile phones and a MP3 player are not allowing in class.

MP3's IPODS

These tools are allowed to be used in the classroom for learning purposes only (i.e., the completion of projects/assignments) and under the strict supervision and permission of the class teacher. Mobile phones with an MP3 facility cannot be used for this purpose – only dedicated MP3s or iPods. They are not to be used outside the class room and kept under lock and key.

STAFFROOM

Students may seek teachers at the staffrooms. However, if possible, they should leave messages for staff members in a written form, or see a staff member on duty in the grounds.

STATIONERY

The stationery list is provided as a guideline as to what students are likely to need. It is the student's responsibility to be fully equipped for class. Parents of primary students will be notified by a teacher when items need to be replaced.

TELEPHONE

A public telephone is located in the foyer of the Main Administration Office. The purpose is to provide for students who need to telephone to make travel arrangements or organise appointments. It should not be used for casual calls, and is out of bounds while classes are in progress.

THANKSGIVING SERVICE

A Thanksgiving Service is held every year to celebrate the year's achievements and is an important event on the school's calendar. More information is distributed closer to the date and all members of the school community are invited.

WITHDRAWAL FROM THE SCHOOL

Full details of withdrawal from the school appear in the School Handbook available online. It is essential that the school is notified as early as possible of families intending to withdraw students. Clearance Certificates – see in General Information Section.

CHANGES: The school reserves the right to amend any of the contents of this Parent Information Handbook at any time throughout the year. Any significant changes will be advised in the *Dove Tales*.

INDEX

Absences	29
Academic Festival - primary	10
Access by bike	34,35
Access by car	34
Access on foot	35
Aerosol cans	37
Allergies – Foods at School	37
Arts Festival	10
Assemblies - primary	10
Assemblies - secondary	19
Bequests	37
Bags - primary	16
Bags - secondary	26
Bikes	34
Book hire - secondary	22
Booklists - primary	11
Booklists - secondary	22
Boundaries	30
Bullying	37
Buses	33
Bus routes	33
Camps	36
Camps - primary	13
Camps – secondary	22
Canteen - primary school	11
Canteen – secondary school	19
Carramar Campus Houses	8
Cars	34
Chewing gum	38
Christian emphasis of the school	7
Clearance certificate	30
Core Values	8
Correction fluid	38
Course outline 2009 – Secondary	20
Course outline Year 8	20
Course outline Year 9	20
Course outline Year 10	20
Course outline Year 11	20
Course outline Year 12	20
Curriculum - primary	11
Daily routine - primary	10
Daily routine– secondary	19
Diary – Secondary Student Work Record	21
Donations to Building and Library Fund	38
<i>Dove Tales</i> - primary	10
Emergency procedure	39
Excursions - primary	14
Family commitment scheme	28
Fees & charges 2009	32

General Information	28
Gifted and Talented - primary	11
Gifted and Talented – secondary	21
Handbook online	3
Hats – primary students	16
Hats – secondary students	26
Heads of Learning Areas & Coordinators – phone numbers	3
Heads of Learning Areas & Coordinators	17
Homework – secondary	20
Houses	8
Information and Communications Technology	21
Instrumental tuition program	32
Insurance	39
“L” plate drivers	34
Learning Assistants – primary	9
Learning Assistants – secondary	18
Learning Support - primary	11
INSPIRE - secondary	21
iPods MP's	40
Library	39
Library Assistants - primary	10
Lockers	27
Lunches and recess	39
Major concerns	31
Miscellaneous (alphabetical listing)	37
Mission Statement	8
Mobile phones	39
Motto	8
MP's iPods	40
Music	32
Music - primary	12
Music - secondary	21
Newsletters	28
Out of school care - primary	10
Parental Grievance Procedure	31
Parents and Friends' Association	28
Peanuts	36
Permanent markers	38
Primary Booklists	11
Primary Curriculum	11
Primary boys uniform	15
Primary girls uniform	14
Primary school bags	15
Primary school information	9
Primary sports uniform	15
Reports and staff-parent communication - primary	12
Reports and staff-parent communication– secondary	22
School Aims	6
School Bags – primary	16
School Bags – secondary	26
School Ball	23
School Council	6

School Crest	7
School Policies online	3
Secondary Assistance Scheme	22
Secondary boys sports uniform	23, 23,
Secondary boys summer uniform	25
Secondary boys winter uniform	25
Secondary girls sports uniform	23, 24
Secondary girls summer uniform	24
Secondary girls winter uniform	24
Secondary school information	17
Sport	36
Sport events -- primary	12
Sports uniform – secondary boys	23, 25
Sports uniform – secondary girls	23, 24
St Stephens's School Council 2009	6
Staff - primary	9
Staff - secondary	17
Staffroom	40
Stationery	40
Student Affairs Committee	29
Student Diary - primary	11
Student leadership	29
Students' vehicles	34
Student Work Record - secondary	21
Subject enquiries	3
Supervision – out of school care - primary	10
Supervision – secondary	19
Support staff - primary	9
Support staff - secondary	18
Teaching staff - primary	9
Teaching staff - secondary	17
Telephone	40
The School	6
Thanksgiving Service	40
Travel	33
Uniform changeover date for secondary students	26
Uniform free day	26
Uniform - primary	14 - 16
Uniform - secondary	23 - 26
Uniform - Year 7	23
Uniform shop	16. 27. 35
Useful telephone numbers	3
Verge Collection	35
Voluntary One-Way road system	34
Withdrawal from the school	40