



**ST LAWRENCE'S  
PRIMARY SCHOOL  
BLUFF POINT**

*Love and Serve the Lord*

# General Information Book

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## Principal's Welcome

### St Lawrence's Primary School, Bluff Point

My name is David Tunchon and along with the staff, I am delighted to welcome you to St Lawrence's Primary School, Geraldton.

At St Lawrence's we are proud to offer an education that is embedded in the values and traditions of the Catholic Church within the charisms of the religious orders who have come before us – the Presentation Sisters and the Sisters of Nazareth. With our motto 'Love and Serve the Lord', we work to ensure that each person is supported in their endeavours to show love to all through service in, and around our community.

Our vision statement, 'With Christ as our model, we seek to nurture our community in an environment that enables all to grow' gives voice to our yearning for justice, compassion, and inclusivity.

At the heart of our school ethos is the Fruit of the Spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Galatians 5:22-23).

Building upon the work of so many before us, we acknowledge that St Lawrence's is recognised as a place of quality teaching and learning with a strong school and community spirit. We are driven by the belief that every person is capable of success and we value an emphasis on religious and spiritual growth, rigorous educational and physical programmes, restorative student management strategies, open and honest communication, and authentic and compassionate interactions.

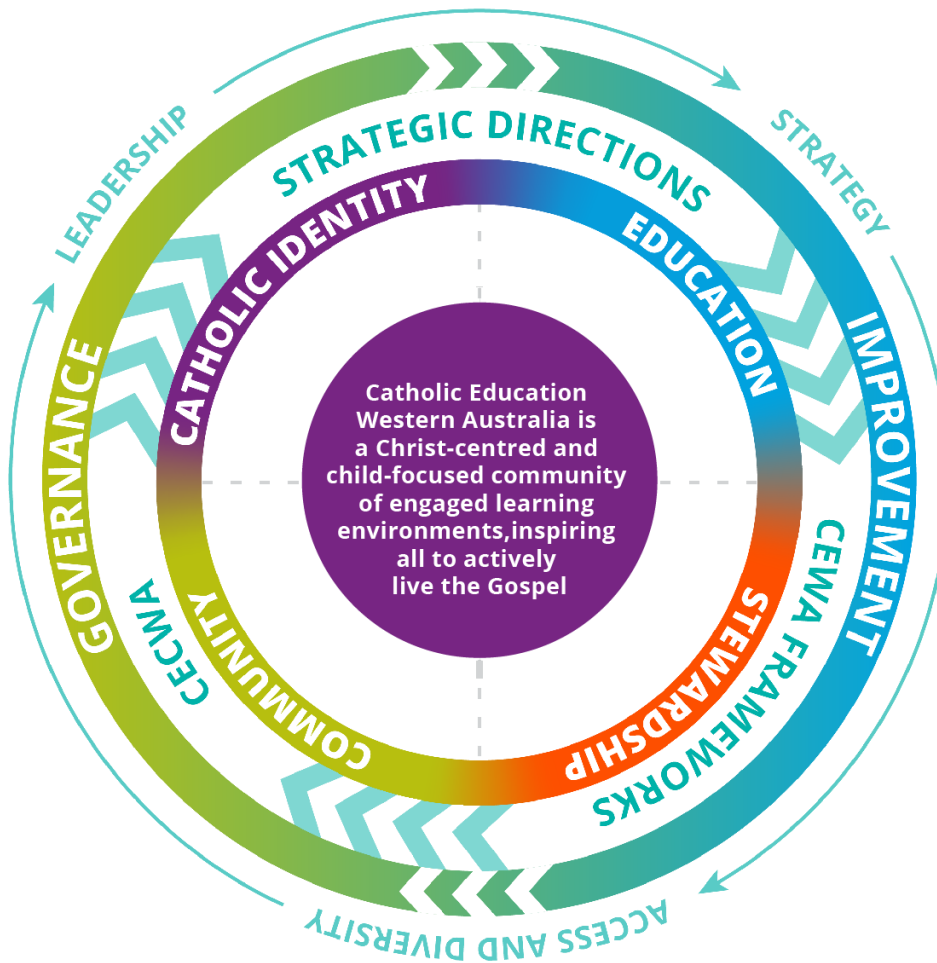
Our core work of education is informed by our belief that all children have the right to a well-rounded and robust education underpinned by positive relationships and the knowledge of God's presence in our daily lives.

St. Lawrence's School endeavours to create a safe, friendly learning environment that is developmentally appropriate, and child centred. Children are encouraged and skilled to take responsibility for their own behaviour and learning. Our learning programmes focus on what the children are expected to know and how they can apply and use this knowledge and skills. Learning experiences that involve team work, sharing ideas and applying learning, give children the opportunities to acquire lifelong learning skills, such as social and group skills, complex thinking skills, and multiple ways of knowing.

In accepting a place for their child at St. Lawrence's, parents agree to support the policies, goals, and rules of the school and to actively participate in the various school events. To view the Code of Conduct, please visit the Policy section of the school's website at: [www.stlps.wa.edu.au](http://www.stlps.wa.edu.au)

## ■ Quality Catholic Education

*A conceptual framework for whole CEWA system improvement*



## ■ Code of Ethical Conduct 'our way of being'

Christian Ethical Conduct requires a striving to develop and live out relationships in a manner that is based on Gospel values.

It calls upon all to act in a manner that is:

- Based on Christian ethics
- Professional
- Timely
- Contextually appropriate

## ST LAWRENCE'S MISSION STATEMENT

At St Lawrence's we endeavour to engage all members of the community in achieving our school vision and goals. We value respectful relationships using clear communication.

We value Religious Education as our highest priority as being a fundamental part of our curriculum where staff model positive interactions in the school, the parish and the wider community.

We place emphasis on the education of the whole person balancing intellectual, emotional, social, spiritual and physical dimensions. We aspire to create learning environments where each person is supported and encouraged to be actively engaged to reach their potential.

The Key Learning Behaviours underline all our teaching practice. Setting Goals, Communicating with Clarity, Accepting Challenges, Actively Listening, Persisting, Risk Taking, Being Reflective, Self-Regulating, Being Accountable and Learning from Mistakes are integrated in our teaching and learning.

All assessment is carried out for authentic purposes, providing data that is relevant and informs learning. Effective feedback strategies are modelled and taught throughout the school and each person is encouraged and supported to take responsibility for their own learning. We develop this reflective practice throughout the school using formal and informal feedback.

We continue to be a school community that makes a positive difference in the lives of all, by providing each child with a Catholic education based on the values and teachings of Christ. Our school community gives daily Christian witness through nurturing the 'Fruit of the Spirit'. The school motto, 'Love and Serve the Lord' provides a model where Pastoral Care is provided for all.

## SCHOOL PRAYER

*Jesus, you had things to learn when you were young.*

*Whatever we do each day, help us always to do our best.*

*We thank you for our school, all the staff, children, parents and everyone who helps us.*

*St Lawrence was thoughtful and kind. May we learn to be like him.*

*We ask you to help us live our school motto,*

*"Love and Serve the Lord."*

*Amen*

## OUR EMBLEM AND MOTTO

The cross stands for Jesus Christ who calls us to follow him.

The flame and the grille represent St Lawrence.

The sun reminds us of Jesus, the light and centre of our world. It also signifies Geraldton, previously known as Sun City.

The motto “Love and serve the Lord” states simply what is the ideal for those at St Lawrence’s.



## WHO WAS ST LAWRENCE?

St Lawrence who was born in Spain in the third century became one of the seven deacons of Rome and eventually archdeacon to Pope St Sixtus II. He was the distributor of alms, and “keeper of the treasures of the church” in a time when Christianity was outlawed. After Pope St Sixtus II was condemned to death, he predicted that St Lawrence would be martyred three days after him.

The Pope and the other six deacons were beheaded, leaving St Lawrence as the ranking Church official in Rome. In preparation for his death St Lawrence sold many of the Church’s possessions and donated the money to the poor.

When the prefect of Rome heard this, he demanded from St Lawrence all the treasures of the church.



St Lawrence presented to the prefect all the blind, crippled, poor and orphans and said, “Here are the true treasures of the Church; they convert our alms into imperishable treasure for us.” Furious, the prefect sentenced St Lawrence to be tied to a red hot griddle and burned to death. St Lawrence not only bore the agony, but in the middle of his torment instructed the executioner to turn him over, as he was grilled enough on the one side.

It is said that when the remains of St Stephen the Protomartyr were moved to the tomb of St Lawrence, St Lawrence’s lifeless body moved aside and extended a hand of welcome to the body of St Stephen. St Lawrence’s Feast Day is 10 August.

## A BRIEF HISTORY OF ST LAWRENCE'S SCHOOL BLUFF POINT

- 1940 (19 May) St Lawrence's Bluff Point was blessed and opened by the Bishop James O'Collins, Bishop of Geraldton
- 1940 (20 May) Presentation Sisters started the school with 30 children
- 1966 Sisters of Nazareth took over teaching duties with 108 enrolments
- 1976 Enrolments 264
- 1984 Enrolments 320
- 1990 Jubilee Celebrations – 50 years
- 1999 Kindy renamed Larmenier after the foundress of Sisters of Nazareth, Victoire Larmenier
- 2008 Sr Marie Arts Centre opened
- 2010 First lay principal appointed
- 2012 First Larmenier intake as a triple stream
- 2014 Sr Monica passed away. She was the last teaching Sister of Nazareth in WA
- 2015 75<sup>th</sup> Anniversary Celebration
- 2020 Office Refurbishment
- 2022 Enrolments > 600

## LEADERSHIP TEAM

All Catholic schools in WA have a leadership team which works collaboratively to ensure the efficient running of the school. In Catholic primary schools such as ours, the leadership team is comprised of the principal, two assistant principals and an office manager.

Our Assistant Principals are Mrs Donna Kempton and Mr Damien O'Malley. Damien's core role includes administration duties, pastoral care, behaviour management and line management for Years 3 - 6. Donna's core role includes religious education, pastoral care, students with special learning needs and line management for students in Kindergarten – Year 2.

## SCHOOL HOURS

Office Hours are 8.00am – 4.00pm

Teacher supervision starts at 8.15am.

Classrooms are opened at 8.30am with classes starting promptly at 8.45am.

Recess 10.45am—11.05am.

Lunch 12.45pm—1.20pm.

School concludes at 3.00pm with teacher supervision until 3.25pm.

## CODE OF CONDUCT

All staff, students and families are expected to read, understand and sign off on the school's Code of Conduct when first entering the school. The code is available at enrolment time and can be found on the school website.

## RELIGIOUS EDUCATION

Religious Education lessons are taught every day at St Lawrence's from 3 Year Old Kindy to Year 6 as well as class prayer time and liturgical singing weekly. Classes are also rostered on for prayer services, class masses, whole school masses and family masses.

Students prepare for Sacraments as members of St Lawrence's Parish Bluff Point (including lessons, commitment masses and retreat days). In class preparation is completed in the following year groups:

- Penance (Reconciliation) - Year 3
- Eucharist – Year 4
- Confirmation – Year 6

### **SPECIALIST CLASSES**

Health

Physical Education

The Arts including - Visual Arts, Drama, Music, Dance

LOTE - French

### **PROCEDURES FOR ISSUES/CONCERNS**

1. The first point of call when dealing with issues and concerns for your child is always with the class teacher. Please email the class teacher or call the school to make an appointment.
2. If the issue is not resolved, please contact the office to make an appointment to speak to one of the assistant principals.
3. If further clarification is needed, please book an appointment with the principal through the front office.

### **BEFORE AND AFTER SCHOOL CARE**

Kids Hub is a licensed out of school hours care onsite.

Hours of operation are:

Before School 7.00am – 8.45am

After School 3.00pm – 6.00pm

Holidays/Pupil Free Days 7.00am – 6.00pm

### **ICT USAGE AND SOCIAL MEDIA**

Students at St Lawrence's may access the school network and the Internet via the CEWA portal as per the ICT policy, subject to the school Code of Conduct.

### **ABSENTEES**

It is a legal requirement that all student absence from school requires a written explanation. This can be by a letter or email to the school or via the school website under the tab 'Contact Us' by 8.45am. If a student is recorded as absent and the school has not been contacted, an SMS will be sent to the parent/guardian at 9.00am.

### **ACCIDENTS AND ILLNESS AND OUT OF SCHOOL APPOINTMENTS**

It is imperative that the school has an address or telephone number to contact in the case of accidents or emergencies. Please ensure that changes of email and street address and telephone numbers are given to the school.

Medical appointments should be made out of school hours. When this is not possible, children should attend school for as much of the school day as possible before and after the appointment. Children attending the School Dental Clinic must be taken by a parent or adult. When leaving or arriving at school between bell times, parents must tag children in and out from the iPad kiosk in the front office.




## **PARKING**

In the interest of safety, parents are asked to drop off and pick up children in the car park via Davis Street, off Chapman Road. There is also an off-road parking/drive-through facility at Fitzgerald Hall, which may be used by the school. Parents are asked to park in a bay if collecting children there. In the interest of safety, parents are asked not to use the staff car park or the area in front of the office as a drop off/pick up point for their children. Besides on street parking, there is parking available below the bottle shop. **Two kiss and drop systems works before and after school in front of the church and on Railway St for students in Years 1-6.**

## **USE OF STUDENT IMAGES**

As part of the school's publicity, situations arise whereby the school, Catholic Education Western Australia (CEWA) or local media will take photographs and /or video footage of children for publication in newspapers, school documents, CEWA documents, training videos and/or the school/CEWA website. If your situation has changed since last year, please let the office know.

## **SCHOOL NEWS**

The school newsletter is published fortnightly and is made available to families via Schoolzine, download the SZapp on your phone  (code 2733) or access via website. A link to the newsletter will also be accessible on Seesaw and Facebook.

## **SCHOOL REPORTS**

Parents are supplied with a semester report that provides a summary of the child's learning over each semester via the SEQTA Engage parent portal. A link to setup a SEQTA account will be emailed to new families in Term 2 and Term 4.

Parents are urged to arrange an appointment with the class teacher if they have any queries about their child's progress.

## **PHYSICAL EDUCATION**

We aim at providing a variety of sports for the children so that they may experience different types of games and be encouraged to take part in a sport of their choice when outside of school. Sport and swimming are part of the school curriculum and a note from a doctor is required for exemption. All children attend swimming classes during the year.

## **LOST PROPERTY**

Articles of clothing will be put in a lost property table which is in the old undercover area. Please ensure all clothing is clearly labelled.

## **PARENTS AND FRIENDS' ASSOCIATION**

St Lawrence's Parents and Friends' Association meets on a Monday once a month. All parents are invited to attend and support this very worthwhile organisation.

## **SCHOOL POLICIES**

Current school policies and procedures can be viewed on the school website or on the CEWA Policy Hub at <https://policy.cewa.edu.au/>

## CANTEEN

The canteen is open on Monday, Wednesday, and Friday. Price lists and menus are available on the school website, and parents are encouraged to use Quickcliq, our online canteen ordering system which can be setup at <https://quickcliq.com.au/>

## SCHOOL UNIFORMS

School uniform is compulsory for years 1 to 6 and must be worn at all times. **All students will be required to transition fully to our new uniforms by Semester 2 2023.** Uniforms are available for purchase from Total Uniforms. If for any reason, a child is not in full uniform a note should be sent to his/her teacher. Enrolments are accepted on the understanding that parents and children fully support our school policy. School uniform is an important part of this policy. School bags and library bags are available to purchase from the office.

*ALL UNIFORMS AND BELONGINGS MUST BE CLEARLY LABELLED.*

### 3 YEAR OLD KINDY, KINDERGARTEN and PRE-PRIMARY

Free choice Sun Smart clothing

Sun Smart Hat

Shoes that can be taken off independently

Optional – T Shirt – Little Lawries (available at Total Uniforms)

### YEAR 1 – YEAR 6

#### BOYS (every day options)

- Grey shirt & Grey shorts (until Semester 2,2023)
- New teal polo shirt & Black sports shorts
- Faction sports polo & Black sports shorts
- Previous teal sports polo & Black teal stripe sports shorts (until Semester 2,2023)
- Black sneakers with black school socks
- Sandals (black or brown)
- School Black Jacket

#### GIRLS (every day)

- Dress (until Semester 2)
- New teal polo shirt & Black sports shorts
- Faction sports polo & Black sports shorts
- Previous teal sports polo & Black teal stripe sports shorts (until Semester 2,2023)
- Black sneakers with black school socks
- Sandals (black or brown)
- School Black Jacket

### FACTION SPORTS UNIFORM

School faction sports polo and black shorts

School black jacket or plain black tracksuit pants can be worn in winter

School hat

Coloured ribbons, posters, coloured wigs, coloured hairspray and mascots are permitted on sports carnival day. **Coloured zinc, face paint, streamers, pom poms, horns and noise devices are not permitted.**

### YEAR 6 LEAVERS SHIRT

Year 6 students are permitted to wear their leavers shirt on their designated class sports days.

### HAIR

Teal or black hair ties/scrunchies/ribbons

Hair touching the collar is to be tied back

Hair should be of a natural colour

No extreme cuts or designs

### JEWELLERY

One plain ring may be worn

A plain chain with a religious symbol may be worn under the uniform

A watch may be worn

### EARRINGS

One pair of plain sleepers or studs can be worn

Boys are permitted to wear one single earring



# Nut Aware School

Please note, that due to the prevalence of nut allergies in our community, St Lawrence's is a **nut aware** school. Therefore we ask that you:

- ✓ Refrain from sending foods containing nuts in your child's morning tea and lunch.
- ✓ Ensure any foods sent in to be shared for birthdays or other celebrations do not contain nuts

Foods that may contain peanuts and tree nuts include:

- ✗ Peanut butter
- ✗ Nutella
- ✗ Nut bars
- ✗ Muesli Bars
- ✗ Biscuits

# ST LAWRENCE'S SCHOOL BLUFF POINT

*Love and Serve the Lord*



## SCHOOL FEE SCHEDULE 2023

**DISCOUNTS FROM TUITION FEES FOR SIBLINGS - 2ND CHILD 20%; 3RD CHILD 40%;  
4TH & SUBSEQUENT CHILDREN 100%**

### SUMMARY OF FEES & CHARGES

<b>3YO KINDY</b>	<b>\$2,000</b>
\$50 per day pr rata No other discounts apply	
<b>KINDERGARTEN</b>	<b>\$716</b>
Tuition	497
Amenities and Levies (includes shared booklist, insurance)	219
<b>PRE PRIMARY - YR1</b>	<b>\$1,360</b>
Tuition	993
Amenities and Levies (includes shared booklist, swimming lessons, insurance)	367
<b>YEAR 2 - YEAR 5</b>	<b>\$1,300</b>
Tuition	993
Amenities and Levies (includes swimming lessons, insurance)	307
<b>YEAR 6</b>	<b>\$1,763</b>
Tuition	993
Amenities and Levies (includes swimming lessons, insurance, compulsory camp)	770
<b>FAMILY FEES</b>	<b>\$310</b>
Includes Building, ICT & P&F Levies Kindy only student	211

### DISCOUNTED FEES & CHARGES FOR ELIGIBLE CONCESSION CARDS

<b>3YO KINDY</b>	<b>\$2,000</b>
\$50 per day pr rata No other discounts apply	
<b>KINDERGARTEN</b>	<b>\$330</b>
Tuition	300
Amenities and Levies (includes shared booklist, insurance)	30
<b>PRE PRIMARY - YR1</b>	<b>\$406</b>
Tuition	300
Amenities and Levies (includes shared booklist, swimming lessons, insurance)	106
<b>YEAR 2 - YEAR 5</b>	<b>\$346</b>
Tuition	300
Amenities and Levies (includes swimming lessons, insurance)	46
<b>YEAR 6</b>	<b>\$809</b>
Tuition	300
Amenities and Levies (includes swimming lessons, insurance, compulsory camp)	509
<b>FAMILY FEES</b>	<b>\$120</b>
Includes Building, ICT & P&F Levies	

### SCHOOL FEES

School fees are issued in February each year. A payment option form is included which is required to be completed and returned by the due date. Families may choose from a number of payment options including Cash/EFTPOS/Direct Debit/Centrepay and BPAY, and can choose a payment plan to suit individual circumstances.

### HEALTH CARE CARD TUITION FEE DISCOUNT SCHEME

Parents/guardians who are responsible for the payment of school fees and hold a current means-tested family Health Care Card or Pensioner Concession Card with the code "PPS", will be entitled to a discount on tuition fees.

To access the Health Care Card Tuition Fee Discount Scheme parents/guardians will need to show a valid Health Care Card or Pensioner Concession Card (code PPS) and complete a simple form prior to the end February each year. Holders of cards that are due to expire prior to the end of Term 3, will need to show their new card, once issued, for the discounts to continue.