



## *Good Shepherd Catholic School*

**PRINCIPAL: Mr Jim Di Carlo**  
**ADDRESS: 215 Morley Drive**  
**Lockridge WA 6054**  
**PHONE: 08 6278 9500**  
**FAX: 08 6278 9540**  
**EMAIL: [admin@gsl.wa.edu.au](mailto:admin@gsl.wa.edu.au)**

## *Good Shepherd Catholic Parish*

**PARISH PRIEST: Fr Aloysius Leong**  
**ADDRESS: 215 Morley Drive**  
**Lockridge WA 6054**  
**PHONE: 9279 8119**

# *Good Shepherd Catholic School*

Good Shepherd Catholic School, Lockridge, welcomes you and your children into our school community. The information in this book is designed to assist you and your family to become familiar with our school.

Please read the contents carefully and if you have any questions or suggestions, the Principal and Staff will be happy to assist you.

## **VISION STATEMENT**

Good Shepherd Catholic School is an inclusive community growing together in faith by living our Catholic values and beliefs. We are guided by the Gospel teachings of Jesus Christ, in partnership with parents, caregivers, parish and the wider community. Our school is dedicated to fostering life-long learning through educational excellence encapsulating the spiritual, cognitive, emotional, social and physical development of the child.

## **GOALS**

We strive to:

- Through the power of the 'Word of God' and the Sacramental Life of the Church empower the children of our school to live their Christian Baptism in all its fullness;
- Encourage respect for the dignity of self and others;
- Foster a love of learning in an environment which is stimulating and supportive;
- Meet each child's needs and help them to achieve their personal best;
- Develop in each child: self esteem, responsibility, consideration for and acceptance of others.

## SCHOOL HISTORY

In response to a request from members of Lockridge Catholic Parish of the Good Shepherd, the Catholic Education Commission of Western Australia approved the establishment of the school.

The school opened in February 1983 with Pre-Primary and Years 1 – 4.

In 1985 two additional classrooms were added and in 1987, the administration block and library were opened.

In 1989 two streams of pupils commenced in Pre-Primary and continued through the school to Year 6. In 1999 a four-year-old kindergarten program commenced.

Building development was made possible by funds from the Commonwealth Government, interest subsidies and low interest loans from the State Government, the Co-Responsibility Building fund, and the Lockridge Parish.

Parents assisted in the initial development of the grounds, clearing, reticulating and planting lawns and trees.

The Sisters of the Infant Jesus who lived and worked in the Parish, assigned one of their Sisters Ita Noonan to teach at the school, until 1989.

The Presentation Sisters moved to the Parish in 1990, and Sister Petra Littikhan taught here for two years until moving to Thailand. The Presentation Sisters have continued to work in the Parish.

On the 9 April 1997, having completed all the building stages, the school was officially blessed and opened by Monsignor McCrann and Mr. Richard Evans representing the Government.

In 2011 the most recent Capital Development Plan (CDP) was completed through the Australian Commonwealth Government initiative Building the Educational Revolution. The CDP saw the construction of a fabulous Hall and Meeting Room area, renovated Library and Under Covered Area.

## COMMUNITY GROUPS

### 1. SCHOOL BOARD

The School Board is responsible for the financial management and planning of the school.

It consists of the Principal, the Parish Priest, P&F Nominee, and a representative of the Parish Council. Another six members are elected each year at the Annual General Meeting in November.

All parents interested in assisting the school are encouraged to nominate for these positions. The School Board meets each month.

### 2. PARENTS AND FRIENDS ASSOCIATION INC

The P&F Association aims to promote and further the interests of the school and children attending.

This is presently achieved through parent information meetings and fund raising activities. The P&F also meet once a month and parents are encouraged to attend.

## PARENT INVOLVEMENT

We encourage all parents to maintain close contact with class teachers regarding children's progress.

Parent/Teacher interviews, display nights, education information nights and inservice courses provide such opportunities. As part of the school community each family is expected to support school activities in addition to the payment of school fees. Parent assistance is needed in the Canteen and Library on a roster basis, about once each term.

Classroom help with our very successful Learning Assistance Program (L.A.P), reading, sport, excursions, and covering books is always very welcome and appreciated. Occasional fund raising activities and Busy Bees require the support of all parents. These activities reduce cost and build community spirit among us.

## RELIGIOUS EDUCATION

The Religious Education program is a fundamental part of the school's effort to help pupils towards a conscious choice of living a responsible way of life.

It AIMS in partnership with parents:

1. to encourage a commitment to the values of Christ.
2. to foster spiritual growth and conscious contact with God.
3. to overcome self-centredness
4. to serve God in others.

Religious education is a regular part of each class program, based on the Perth Archdiocese Religious Education Units which are approved by the Catholic Education Office of WA.

Regular opportunities are provided for children to participate in Masses, liturgies and class prayers.

## SACRAMENTS

The Archdiocesan Religious Education Units that are implemented in our classes mean that children continually prepare for the Sacraments of Reconciliation, Eucharist and Confirmation. Students then receive regular follow-ups after these Sacraments.

The Sacrament of Reconciliation receives special attention and takes place in Year 3 and the Sacrament of Eucharist in Year 4.

The Sacrament of Confirmation takes place in Year 6. Parents are assisted to help prepare their children for these Sacraments, through a Parish based program.

## SUPERVISION

- During recess and lunch, the children are actively supervised by the staff whilst they are in and around the playground.
- Parents should note that supervision of school grounds begins at 8.30am and concludes at 3.20pm.
- Parents of children being collected during school hours are requested to go to the office and register their child's name in the sign out book.

## ABSENCES

The Education Act of Western Australia requires a note to class teachers on the child's return after a short absence and notice in writing prior to departure for extended holidays.

If absence is to be for several days, telephone advice and a note on return is preferred.

## SICKNESS

If illness occurs at school, parents or emergency contacts are notified to collect the child. If contact is not possible, medical attention will be sought if necessary.

In case of infectious diseases, children are required to be absent according to Health Department regulations. A doctor's certificate should indicate clearance.

## FAMILY DETAILS

**Please notify the school of change of address, telephone numbers, place of work and other contact numbers in case of emergencies.** These details are kept with the strictest of confidentiality.

## TELEPHONE CALLS BY STUDENTS

Telephone calls by the children are not permitted.

## MONEY

Large amounts of money should not be kept by children during the day but can be left at the school office.

## TOYS

Parents are asked to discourage children from bringing to school expensive toys or sports equipment that may be damaged or mislaid causing distress to the child.

## ASSEMBLIES

School assemblies are each Friday at 8:50am. Parents are more than welcome and are encouraged to attend.

## SCHOOL HOURS

KINDERGARTEN:	TERM 1 – 4	
Kindy Group B:	Monday and Tuesday	8:40am until 2:50pm
	Wednesday	8:40am until 11:30am
Kindy Group W:	Wednesday	12:00pm until 2:50pm
	Thursday and Friday	8:40am until 2:50pm
PRE-PRIMARY:	TERM 1 - 4	8:40am until 2.50pm
PRIMARY:	TERM 1 – 4	8.40am until 3:00pm

## CANTEEN

This operates on Monday, Wednesday and Fridays for recess and lunch. Helpers are always appreciated on a roster basis.

## LIBRARY

Classes have regular library periods to learn the skills of using the library. Care of books is urged and books may only be borrowed if the students have a library bag.

## PARENTS AND THE SCHOOL

Parents are recognised as the prime educators of their children. The school continues the valuable work begun in the home. The need for cooperation and mutual support is essential. When children are enrolled, it is understood that parents approve of and support the aims and programs of the school.

## PARENT / TEACHER CONTACT

The Principal and staff are readily available to discuss your children's progress. Appointments are to be made with class teachers either before or after school to alleviate disrupting the classes.

Early in Term 1, a Parent/Teacher meeting is held to outline classroom procedures and to meet each other.

A Portfolio of children's work along with an overview is issued at the end of Term 2 and 4. A 3 way conference (child/parent/teacher) is held at the end of second term.

Pre-Primary parent interviews are held during the first two weeks of the year.

**Staff meetings are held every Wednesday afternoon.**

## HOW TO DEAL WITH A COMPLAINT

The Catholic Education Commission of Western Australia (CECWA), Dispute and Complaint Resolution policy was implemented in first term 2002 and provides a process that must be followed by all Catholic schools when addressing issues of dispute or complaint.

The Dispute and Complaint Resolution policy has been developed on the following basis:

- The principles of the policy are based on the Church's social teachings and the principles of natural justice eg the right to be heard and the right of response etc.
- The need to resolve the dispute or complaint initially at the school level before involving the Director of Catholic Education.

## OVERVIEW OF PROCEDURES

1. All issues of dispute or complaint must be addressed in the first instance at the school level.
2. Where the parties are having difficulty achieving a resolution at the school level they may request the assistance of the Director of Catholic Education or Congregational Leader.
3. Any party may appeal the Principal's decision to the Director of Catholic Education who will then in turn review the decision.
4. Any party may appeal the Director of Catholic Education's decision to the Minister for Education. The Minister for Education will review the process utilized to resolve the dispute or complaint but will not review the merits of the matter.

## STAFF IN-SERVICE

Teachers regularly attend Professional Development programs to maintain high standards in all aspects of school life and are included during the year. The children will not attend school on these days. Ample prior notice of these days will be given.

## MUSIC

Music is an integral part of the school curriculum because it is considered to be part of the total education of children.

The music programme used is conducted by a Music Specialist. Classes from Pre-Primary to Year 6 are actively involved. The programme aims to create an atmosphere where children can develop appreciation and enjoyment of music through: — singing, movement, composition, listening, instrumentation, reading and writing, musical appreciation, together with exploring and creating sounds.

## FEES

Accounts are sent out each semester and any difficulties with the payment of school fees should be raised with the Principal who is more than happy to make alternative arrangements.

- Direct debits can be arranged
- BPay facility available

## **CODE OF BEHAVIOUR FOR THE STUDENTS AT GOOD SHEPHERD CATHOLIC SCHOOL**

A school is like a big family. If its members are going to be safe, happy and things are going to get done, there must be some rules for everyone to follow.

Rules do three things:

1. They tell people what they can do.
2. They tell people what they can't do.
3. They make it possible for people to live and work together.

## **CHILDREN'S RIGHTS**

A right is something to which you are entitled.

## **HERE ARE YOUR RIGHTS**

1. You have the right to be an individual at school: This means you should not be treated unfairly because you are tall or short, boy or girl, or because it takes you a little longer to get the answer.
2. You have the right to be respected and treated with kindness at school: This means that others should not laugh at you, make fun of you, or hurt your feelings. No one is to embarrass you in front of the class.
3. You have the right to express yourself: This means that you may talk freely about your ideas and feelings when appropriate.
4. You have the right to tell your side of the story: This means that you have a right to present your case in a reasonable manner during any enquiry.

Your classmates and teachers have rights too.

## CHILDREN'S RESPONSIBILITY

There are some things you should do without needing to be told. Some of these things you do for others and some of these things you do for yourself.

### HERE ARE YOUR IMPORTANT RESPONSIBILITIES

1. You have a responsibility to allow others to work without being bothered: This means that you quietly make good use of your time and do not bother others.
2. You have a responsibility to complete your classroom assignments: This means that you do your best with your class work.
3. You have a responsibility to help make school a good place to be: This means being thoughtful, respectful and courteous to others.
4. You have a responsibility to take care of property: This means that you take care of your own and school property and respect the property of others.
5. You have a responsibility to come to school: This means that you come to school every day on time, unless you are sick or have a special reason to be absent.
6. You have a responsibility to obey school rules: This means observing all safety playground and classroom rules.
7. You have a responsibility to practise good personal cleanliness: This means that you come to school clean, dressed in correct uniform and practise good health habits at school.
8. You have a responsibility to take messages home: This means that it is important to take all school messages **such** as the weekly newsletter or important notices about excursions etc. home to your parents.
9. You have a responsibility to keep your desk and class room tidy.

## SCHOOL RULES

### ***CHILDREN MUST NOT:***

- Stay in the class without a teacher's permission
- Leave the school ground's without permission
- Use the asphalt area as a ball kicking area
- Play in or around the toilet blocks
- Throw sticks, stones, sand, honkey nuts and or other dangerous objects.
- Bounce or kick balls against school walls or on the roof.
- Wear jewellery or make up.
- Ride bicycles in the school grounds.
- Drop litter.
- Chew gum.

## SPORT

Each class participates in Physical Education activities for general fitness and weekly sport lessons. Senior children compete against other schools with Lightning Carnivals, Cross Country events, athletics and swimming carnivals.

## FACTIONS

Children are allocated to factions for sporting competitions, and school responsibilities such as maintaining tidy grounds. Younger siblings will be allocated to the same faction as an older brother or sister.

## UNIFORMS

### **SUMMER UNIFORM FOR GIRLS:**

Blue school dress worn with brown sandals or black leather lace up shoes and white ankle socks.

### **SUMMER UNIFORM FOR BOYS:**

Blue school shirt; grey shorts, brown sandals or black leather lace up shoes with grey socks.

### **WINTER UNIFORM FOR GIRLS:**

Blue school dress with school jumper, navy tights with black leather lace up shoes, or white ankle socks and black leather lace up shoes.

### **WINTER UNIFORM FOR BOYS:**

Blue school shirt, school jumper and grey trousers with black leather lace up shoes and grey socks.

### **SPORT UNIFORM FOR GIRLS:**

School sport polo shirt, rugby knit shorts, white joggers and white socks. Tracksuit may be worn in winter.

### **SPORT UNIFORM FOR BOYS:**

School sport polo shirt, blue rugby knit shorts, white joggers and white socks. Tracksuit may be worn in winter.

## UNIFORM SHOP

All the above items, (excluding shoes) can be purchased from the Uniform shop that is situated between the administration building and the Staff room. Shop hours are shown on the notice board outside the uniform shop.

## HAIRSTYLES

Extreme hairstyles are not permitted. Hair that is touching the collar must be tied back using blue ribbons or scrunchies only.

## JEWELLERY

Jewellery is discouraged because of possible injury, damage or loss while playing. A neck chain with Christian symbol; watch; medic alert bracelet may be worn. Students may also wear one pair of sleepers or studs for pierced ears, but this practice is not encouraged. Make up is not permitted.

## CLOTHING

All clothing should be clearly marked for easy identification. Printed nametags are recommended.

## LOST PROPERTY

Articles found will be kept in the administration office until the end of the term, and then sent to the second hand uniform shop. Unmarked items cannot be traced.

## TRANSPORT

Transperth provide a school bus service daily of an afternoon to transport children. The bus serves the Lockridge Beechboro areas. Timetables are available from the office. After school care is not available at Good Shepherd but the phone numbers for various family day care centres can be obtained from the school office.

## STUDENT CROSSING

A crosswalk attendant is provided on Altone Road and Morley Drive. For safety reasons children must cross at the crosswalks provided. Bicycles must be walked and not ridden across.

## TRAFFIC

The School speed limit is 15km/h. This is for the safety of all children.

## HOMEWORK

Regular homework is given to practise skills learnt that day in class and to allow for independent work.

### MONDAY TO THURSDAY

- YEAR 1. Reading and occasional activity sheet.  
15 minutes.
- YEAR 2. Reading, maths, phonics activities.  
20 minutes.
- YEAR 3. Reading, tables, worksheets, spelling.  
35 minutes.
- YEAR 4. Reading, spelling, maths.  
30 minutes.
- YEAR 5. Reading, maths, spelling.  
35 minutes.
- YEAR 6. Reading, maths, spelling  
40 minutes.

The above times are a general guide, but may vary according to children's needs and interests.

*“HOW A CHILD GROWS”*

*If a child lives with criticism he learns to condemn.  
If a child lives with hostility he learns to fight.  
If a child lives with fear he learns to be apprehensive.  
If a child lives with pity he learn to be sorry for himself.  
If a child lives with ridicule he learns to be shy.  
If a child lives with jealousy he learns to feel guilty.  
If a child lives with encouragement he learns to be confident.  
If a child lives with tolerance he learns to be patient.  
If a child lives with praise he learns to be appreciative.  
If a child lives with acceptance he learns to love.  
If a child lives with approval he learns to be himself.  
If a child lives with recognition he learns it is good to have a goal.  
If a child lives with fairness he learns what justice is.  
If a child lives with honesty he learns what truth is.  
If a child lives with security he leans to have faith in  
himself and those about him.  
If a child lives with friendliness he learns that the world  
is a good place in which to live.*