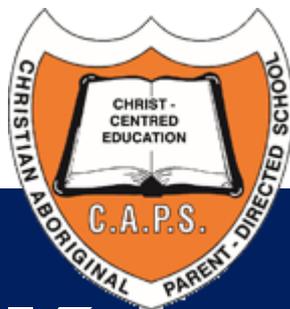
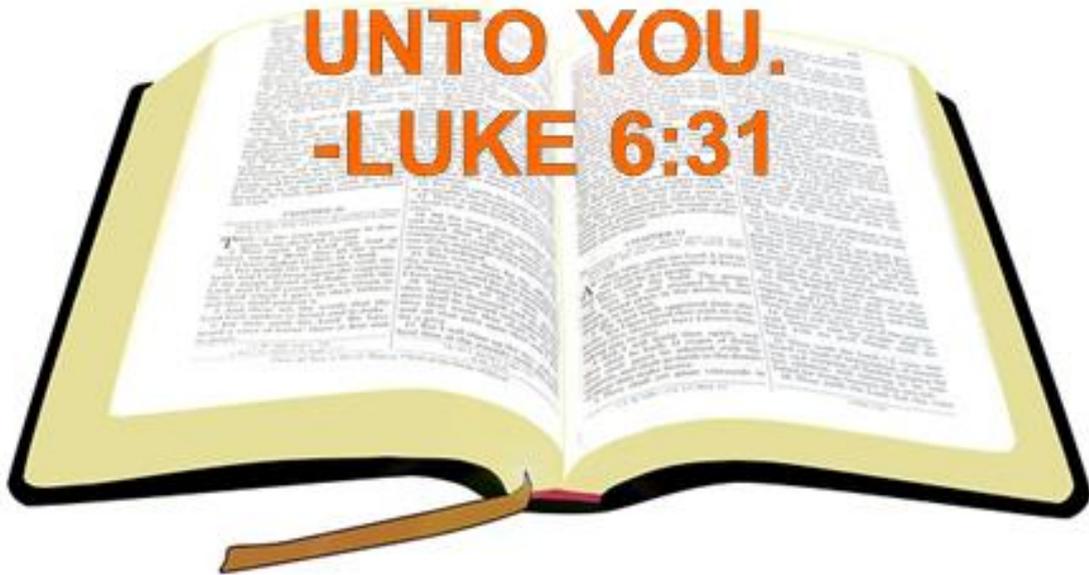


**DO UNTO OTHERS AS YOU
WOULD HAVE THEM DO
UNTO YOU.
-LUKE 6:31**



CAPS Kurrawang Parent Handbook 2021

Extending God's Grace

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1. Our Vision

- “CAPS is a Christian organisation recognised for excellence in education and training of Aboriginal students”

Ethos

At CAPS we will:

- Equip students to be confident Christian leaders
- Provide a safe, positive and inspiring learning community for students, staff and families
- Actively engage families and communities in the students’ education
- Operate with integrity, transparency and accountability

OUR MOTTO AND VERSE

*“Extending
God’s Grace”*

“Do unto others as you
would have them do
unto you”

Luke 6:31

2. Curriculum

The academic program is based on the WA Curriculum and Assessment Outline, as well as embracing Christian Values and Aboriginal Wongatha Culture. Students are grouped according to their academic ability and are encouraged to confidently inform the teachers when they are having difficulty, allowing them to have ownership of their learning. Our ambition is to equip all students to become responsible citizens enabling them to serve the wider community.

The literacy program used is ***LEM Phonics, SHARP Reading, STARS Comprehension and Talk 4 Writing***

The numeracy program used is ***Prime Australia Maths and Think Mentals***

3. Home-School Communication

Reports

All students receive a written report at the end of each semester.

Parent-Teacher Interviews

First Term: Parent-Teacher interviews are held 4 weeks into first term. This is to give parents and teachers the opportunity to meet, become acquainted and for parents to inform teachers about their child

Third Term: Interviews are held in term 3 following the issue of first semester reports. These allow for discussion of the report and the student's progress.

Parents may also request an interview during the year by contacting the office and making an appointment to see the class teacher.

Please remember that teachers are busy people. They attend staff meetings, curriculum planning meetings after school, and have their own personal and family commitments too. Please request an interview; do not expect a teacher to be freely available before or after school. The teacher's first priority before school is to organise the children for the day's activities; they cannot conduct an interview unless it has been arranged.

Parents are encouraged to contact the school whenever difficulties arise. Please do so in writing or phone the office and request the relevant staff member to return the call.

4. Child Protection Policy

CAPS Kurrawang is passionate about ensuring every child has the right to be safe and the curriculum used is **Keeping Safe Child Protection**, Therefore we teach all children, in an appropriate way to:

- Recognise abuse and tell a trusted adult about it
- Understand what is appropriate and inappropriate touching
- Understand ways of keeping themselves safe

5. Rules and Accountability

“Jesus said unto them, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it. Thou shalt love thy neighbour as thyself.” Matthew 22:37-39 (KJV)

The school rules are based on respect for God, respect for yourself and respect for others (including property).

We believe that children need

- To be actively involved in the writing and review of the **Student Code of Conduct** each year
- Clear, simple rules (expressed positively if possible)
- Training in appropriate behaviours
- Encouragement for appropriate behaviour, and
- Consequences for breaking rules, which are applied consistently and fairly. Set out by the students in the **Student Code of Conduct**

Students are encouraged, but not forced, to publicly acknowledge and apologise for their inappropriate behaviour, if they genuinely feel remorse for their behaviour.

Students need to take responsibility for their behaviour by being accountable for their actions and are encouraged not to justify their behaviour. **“And as it is appointed unto men once to die, but after this judgement:”** Hebrews 9:27 (KJV)

6. Homework

Home work is an extension of the classroom teaching program and does not include reading of 20 minutes per night. Homework will be automatically included, if your child has trouble completing homework, or takes longer than the specified time, please discuss the situation with the class teacher, or write a note/email the teacher.

When possible, homework will be issued on Monday for the week. This enables families to adjust their routines and accommodate after school activities.

Homework Time Allocation

Year	Total Time Per Night
1	10 minutes – 4 night per week
2	15 minutes – 4 night per week
3	20 minutes – 4 night per week
4	25 minutes – 4 night per week
5	30 minutes – 4 night per week
6	35 minutes – 4 night per week

7. Concerns Regarding Children’s Learning

If parents are concerned about their child’s progress, they are encouraged to make an appointment to discuss the matter with their Child/rens class teacher, who may organise an appropriate assessment, teaching program or referral.

8. School Fees

School fees cover any incursions and excursion fees (including school camps), as well as additional learning resources throughout the year. To allow your child to be included in these activities’ fees need to be paid by week 4 of each term, otherwise they will not be able to participate. A separate invoice will be issued stating cost of activity for those families who have not paid.

9. School Hours

CAPS Kurrawang commences classes on;

- Monday to Thursday 8.30am to 3.20pm
- Friday 8.30 to 1.20pm

It is expected that children be in class by 8.30am, ready for the commencement of lessons.

Morning Break – 10.40am – 11.00am

Lunch break – 1.00pm – 1.30pm

In the event of Extreme Weather Conditions the school is subject to close at short notice.

- **Catastrophic Fire Danger**
- **Bushfires**

10. Class Placements

Ideally we would like the students to be learning in their four classes – Early Childhood: Kindy – Pre-Primary Primary: Years 1-2, Years 3-4 and Year 5-6. However due to staffing arrangements this may not be possible.

If there is low teacher numbers, then students will be merged into other classes and the students are grouped into their ability groups for English and Maths, and they rotate through learning stations. At present the maximum number of students the school can cater for is 60.

We recognise that for other learning areas the students need to have separate classes, therefore the afternoon session the students are separated into different groups.

- Kindy – Pre Primary
- Year 1 – Year 2
- Year 3 - Year 4
- Year 5 – Year 6

Please note: This may change dependent upon teacher numbers and student needs

11. Attendance

Parents have a legal obligation to ensure their children attend school every day and for the entirety of the day.

To encourage attendance:

- Students who have 100% attendance will receive a special award of \$150. The school will allow **5 days with a medical certificate**, to still qualify for the attendance award.

12. Awards

The school gives a number of different awards to students for their performance throughout the year. These awards are judged upon attendance, the student's work ethic and behaviour.

13. Absences

If a child is absent for any reasons, parents are responsible to contact the school by phone before 9.00am. Messages should include the student's name and reason for the absence.

All verbal absences must be followed in writing when the student next attends school and any medical certificates.

Please note:

- If an absence/s is not notified within 2 days, the school will notify the student education officer of the absence/s.
- After 20 days of a student being absent, the school will inform the Education Department of every day the student is absent thereafter.
- If no notification is received after 5 weeks of being absent a student's enrolment will be cancelled and the Education Department will be notified

14. Notification of student absences

The school will notify parents and caregivers on their contact numbers if students are absent or late to school without reason. This occurs each day starting at approximately 10.00am. It is the caregiver's responsibility at all times to provide correct mobile numbers to the school. If a reply has not been received, the school will then ring other contact numbers to ensure the student's absence/lateness is followed up.

15. Arriving Late

Children arriving late are to report to the school office to be marked present and the time of arrival recorded. Habitual lateness is unacceptable and will be addressed in a meeting with the Principal.

16. Leaving Early

Children leaving School early due to ill health or to attend an appointment are to be collected at the school office. Parents/caregivers are asked to **'sign'** the child out. This is a safety procedure. In the event of an emergency at school we need accurate records of the students in attendance.

If a child needs to leave school early to attend a prearranged appointment, parents are to notify the class teacher in writing before the event. This is forwarded to the school office and ensures that the class teacher and receptionist know that the child is to leave the school early.

Parents and care givers are encouraged to arrange appointments after school or on Friday, when school finishes early.

17. Withdrawal

Occasionally families choose to withdraw students from school during term time due to family circumstances. Parents are to notify the Principal in writing if this occurs. These absences will be recorded as "Parental Permission". Parents sometimes request that teachers provide schoolwork for these occasions. This is not practical, as most schoolwork requires direct teacher

instruction, schoolbooks and/or equipment. If the family is travelling, the children are encouraged to keep a journal and logbook.

18. Dress code (uniform)

All students are expected to wear the school uniform, school polo shirt and either black pants, Mid-thigh length shorts or skirt.

During winter students may wear a long sleeve shirt under the polo shirt and the school hoodie or jacket.

- Girls with shoulder length hair, must have their hair tied back.
- Nail polish is not permitted.
- The correct school hat must be worn when outside.
- No jewellery other than a watch and one pair of earrings is to be worn. No long or dangling earrings to be worn for safety purposes.

19. Lost Property

Please ensure that all your children's school items are labelled as this will assist with the speedy return of property.

Items must be labelled with the owner's full name, clearly written in permanent ink in a place where the label cannot be removed. Initials only are not acceptable.

Name tags should be checked regularly as they fade with washing.

Lost property is taken to reception.

20. Medical Support

CAPS Kurrawang is able to support students with a range of medical requirements. The school does not have a school nurse onsite, but the Coolgardie Health Clinic offers support when required.

We are currently trying to secure Dental Health Check-ups for students aged between 5- 12 Years. Parents will be notified of arrangements.

The EARBUS make regular visits to our school throughout each term; they provide regular checks for all students and prescribe scripts for medicine when needed. They will also write referrals to the Ear, Nose and Throat (ENT) Doctor if needed, and will schedule the ENT Doctor to visit the school to see the students and assess their needs.

21. Medication at School

The medication should be in the original packet with the pharmacist's label indicating the name of the student, dosage, frequency of the medication and the use by date. Prescription medication must also have the name of the doctor prescribing it. The medication should be delivered to the office. Records of the administration of the medication are kept in sickbay. Unused medication will be returned to parents. Children with asthma will keep their puffers with them or give it to their class teacher. Parents of children with asthma are required to complete an Asthma medication form at the commencement of each school year.

22. Sickness or Accident at School

If your child is sick or injured at school, every attempt will be made to contact you and the emergency contact people you have specified. Therefore it is the responsibility of the parent to ensure you are contactable. However, should staff be unable to reach you and deem medical attention necessary, the appropriate measures will be taken. The school has a number of fully qualified First Aid Officers.

The school will not hesitate to call the ambulance should it be deemed necessary. Our first concern is always for the children's safety and well-being. Please DO NOT send your children to school if they are sick, we do not have the facilities or staff to care for them.

Sickbay is available for short term care only (up to 1.00pm only). Staff are able to provide first aid only and are not qualified to diagnose illnesses.

A list of exclusion times for various diseases is displayed in sickbay and a copy can be obtained at the school office.

23. Infectious Diseases

Children with infectious diseases should not attend school until treatment has been completed and the necessary exclusion period has elapsed.

If it is suspected that your child has a contagious condition you will be contacted immediately to take your child home.

24. Christian Studies

All students will participate in Christian Studies at this school. Devotions are offered four times per week at the beginning of everyday and explicitly for an hour during the week.

25. Pastoral Care

At CAPS Kurrawang we attempt to ensure that a very supportive environment surrounds students as they progress through the school. A range of strategies are in place to assist students to be confident and comfortable in a safe environment. Some of these strategies include; regular check-ins with the Principal, a buddy program, regular devotions, rewards programs and a clear discipline program.

With all teachers taking a pastoral role for the students in their care the learning environment is overwhelmingly positive.

26. Parent Helpers in the Classroom

Parent help in the classroom is beneficial to the teacher, children and parents. Children like to know that their parents are interested in their education, parents learn about outreaching program and children's development, and teachers are able to plan a variety if they have parent help.

We ask parent helpers to:

- Be mindful of the safety, privacy and child protection policies.
- Refer children displaying inappropriate behaviours or not following instructions, to the class teacher.
- Discuss any concerns they may have with the classroom teacher.
- Remember that each child is unique and will develop in different ways and at different rates. Whatever a parent helper observes about an individual child's progress or behaviour, must be kept confidential.

Parents are asked to make arrangements for younger siblings so they may focus on supervising the children in their group. If child-minding arrangements for your other child/ren fall through, please inform the school that you will not be able to attend that day.

It is also important to note that it is not always possible for a child to be in their parents' group. If a child finds this distressing, the class teacher may request that the parent does not assist in the classroom; there are other ways parents may help.

27. Parents on Excursions, Camp, Sports Days

Parents are an essential part of our school community and without their help it would be difficult to run carnivals, excursions or camps.

The children are taught to treat all adults at the school and school functions with the same respect due to school staff.

If a parent has a problem with a student in their care on an excursion, camp or sport activity the parent needs to:

- 1 Remind the child of the appropriate behaviour.
- 2 Warn the child that if the behaviour continues, he/she will be reported to the teachers in charge and principal.
- 3 Ensure that the principal is informed if the behaviour continues.
- 4 Keep any problems **confidential**.

28. Parent Concerns

If parents, students or the community have any concerns regarding the staff or processes of CAPS Kurrawang, please read our ***Parent, Student and Community Concerns or Complaints Policy***.

This policy outlines the steps you need to take to raise your concerns with the school or staff member. Below is a brief outline of the steps taken to place and address any concerns

1. Collect a Complaint form from reception and return at your earliest convenience
2. Meeting with the Principal
3. Written outcome from meeting
4. If the decision is unresolved a second meeting with Principal
5. Mediation if required
6. Refusal for mediation or fails to resolve issue
7. Principal will submit complaint to the Board
8. Board to advise decision in writing
9. Appeal Board decision
10. Mediation

29. Conflict Resolution

From time to time, a child or parent may experience difficulties or misunderstandings with a member of staff, another parent or student. Our goal in conflict resolution is to maintain mutual understanding and respect or restore the relationship between parties. The school encourages the following approach:

- If your child has a problem with another child inform the class teacher. Disagreements between children, if left unresolved, can escalate. Staff members need to know if a problem exists. Parents are advised not to approach the family of the other child as this can increase the problem, but to inform the school if your child has disclosed the information to you so the school can handle the matter appropriately and quickly to avoid escalation of the issue.
- If you or your child have a problem with a member of staff, approach that person with a view to resolving the difference. Discuss the matter respectfully and privately. Remember, there are always two sides to any issue.

- If you are not satisfied that the situation has been resolved or if you prefer to discuss the matter with the Principal please make an appointment.

Please remember:

- A problem left unresolved will not disappear – it may well grow out of all proportion to the original problem.
- There are two sides/perspectives or points of view on any issue.
- We are often offended by jumping to conclusions or reading a motive into a person's actions, which were simply not intended.
- Discussing the issue with other parties rather than the person who offended or upset you will not resolve the problem, it leads to rumours and gossip which is harmful to all concerned.
- A child's perspective is just that...a child's perspective. Their feelings are valid, but their understanding is a child's understanding.

Please Note:

- **If conflicts are not resolved in respectful manner by parents and or carers your child/ren's enrolment may be terminated.**

30. Boundaries

The school boundaries are identified by the fence. Students are not allowed to leave the school grounds unless supervised by teaching staff. It is imperative that your children realise it is unacceptable for them to leave the school grounds for any reason their safety.

31. Assemblies & Events

Assemblies are held once per term, these are conducted by the students and each class is assigned an assembly to perform an item. Other Events may arise during each term to which a notice will be included in our fortnightly newsletter and permission slips sent out when needed.

Parents are most welcome to attend these celebrations and dates. All school events are detailed on the school website, noticeboard and via text.

32. Bus (School vehicles)

In the interest of convenience, our School provides a bus service to ensure easy access for students. Our transport runs from Kalgoorlie and Coolgardie. The bus service is not an entitlement and all who use the bus are expected to adhere to rules for the safety of all passengers, including the driver.

The school encourages parents to reinforce the following;

- Students are to be ready and waiting prior to their pick up time. The bus will not be able to return.

- Seatbelts are to be worn and clicked in at all times while the engine is running.
- Students are not to stand or kneel on the seats. They are to remain seated until they are given permission to stand.
- Students are expected to exit in an orderly fashion starting at the front of the bus working towards the rear of the bus.
- Students are to be respectful to the bus driver.

A camera is installed in the bus and it records automatically when the bus is moving.

Please note:

The school does its best to assist parents if a different address is required. The school is to be notified of a change of address by calling the office or contacting the principal. This is a service we offer parents, if it is abused and/or taken for granted we will no longer offer it.

33. Canteen

The School currently operates lunch through the canteen on Monday through Thursday, which is available to all students. A standard menu is planned for the term and one meal is offered on each day. Currently the cost is \$3 per student per meal. This may change depending on ingredient prices and you will be notified prior to the change.

Parents/Students are to purchase lunch prior to the first morning bell on the day, as credit is not offered or accepted. Parents can pay in advance for the week, fortnight or term.

The school is encouraging students to eat healthy; therefore fast foods and soft drinks are not accepted as lunch items. Please refrain from bringing these items onto school grounds.

The student Friday cooking classes operates to provide recess to students. Please see website and noticeboard for current menu.

34. Pets at School

Children may bring pets into school for talks or show and tell with the prior permission for the Lower primary students but must be taken home by the Parent after the talk or show has been completed. However, parents are asked not to bring pets into the school grounds at other times, such as when bringing the children to school or collecting them after school. Dogs are not permitted on the school grounds.