



St Paul's
Mount Lawley

2026

Parent Handbook

St Paul's Primary School Prayer

We come together as St Paul's School community
to ask your help in our progress through school.
Help us to learn about You and your son, Jesus.
Help us to work well with our classmates and our teachers
and to do our very best at all times, in work and play.
We thank you for our families and our teachers.
Please help us to care for each other.
May we be like our Patron, St Paul,
and grow out of the darkness into the light of your Grace.
AMEN

St Paul's School Song

We stand as one community, a sign of strength to all.
In God we place our trust and hope in answer to the call.
And through the years that lie ahead we'll strive for truth and right.
As friends together let us walk from darkness into light

St. Paul's, our guide and family
St. Paul's, our peace and unity
St. Paul's, our life, our victory
through many years to come.

In everything we do our best, in work and play and prayer.
To every person whom we meet we show our love and care.
And as we join to celebrate our school with joy and pride.
Let's look towards the future now with Jesus at our side.

St Paul's Primary School

Founded in 1929 by the Sisters of Our Lady of the Missions, St Paul's has a long and proud history of Catholic education, serving generations of families within the local community. The school was originally established with a Montessori approach, reflecting an early commitment to child-centred learning and the development of the whole child, principles that continue to influence our educational philosophy today.

As a co-educational Catholic primary school, St Paul's is enriched by a strong and enduring partnership with St Paul's Parish, fostering an authentic, faith-filled and supportive learning environment. We provide a holistic education that nurtures students' spiritual, intellectual, physical, social and emotional growth, valuing both relationships and learning.

School Motto

Our school motto, "From darkness to light," reminds us that we are called to live as people of hope, faith and love. Guided by the words of Scripture, we strive to reflect Christ's light in all that we do.

From darkness to light comes from 1 Peter 2:9: *But you are a chosen race, a royal priesthood, a holy nation, a people for God's own possession, so that you may proclaim the praises of Him who has called you out of darkness into His marvellous light.* St Paul echoes this theme in Ephesians 5:8: *You were formerly darkness, but now you are Light in the Lord; walk as children of Light.*

As a school community, we focus on 'the light' by supporting our students to make positive choices, act justly and walk as children of the Light in their daily lives, within our school and wider community.

Vision Statement

St Paul's Catholic Primary School is committed to a Christ-centred education, inspired by the vision of the Sisters of Our Lady of the Missions and the teachings of St Paul, empowering us to seek the truth and grow in knowledge from darkness into the light of Christ.

Our Values are EPIC

EPIC is our acronym for the values that St Paul's students strive to achieve. Each letter stands for a particular value and is an important part of who we are and what we are trying to achieve here at St Paul's Catholic Primary School.

Each day the students of St Paul's strive to be EPIC in everything that they do.



EXCELLENCE – PERSEVERANCE – INTEGRITY – CHRIST-CENTRED

Where can you see EPIC students around our school?

Absentees / Attendance

Regular attendance is essential for supporting students' learning and wellbeing. Regular attendance also promotes positive routines, confidence and a sense of belonging within the school community. We understand that absences due to illness or unforeseen circumstances are sometimes unavoidable. When this occurs, we ask families to communicate with the school. Parents are asked to notify the school by **9:00 am** if a student will be absent or late.

This can be done using the [Online Absence Form](#) on the school website or by phone/email to the front office, to ensure absences are recorded correctly. It is a legal requirement that the school receives a signed note for all student absences, therefore, if an email has not been sent, we will require a note upon your child's return to school. Where no communication has been received, the school is required to send a letter home at the end of the term requesting a reason for the absence.

Any student arriving **after 8.40am** must come to the office with an accompanying adult to sign in before going to class. If the school has not been contacted by 9.30am an SMS will be sent to your mobile number requesting you to contact the school to explain the absence.

Behaviour Policy

At St Paul's, we use the **Levels of Behaviour** framework as part of our positive behaviour approach. This strategy helps teachers and students build safe, supportive and respectful classrooms with clear expectations, where learning can flourish.

Teachers work with their classes to develop a class purpose statement, which outlines shared goals for learning and behaviour. Together, students and teachers identify the helpful behaviours that contribute to achieving this purpose, as well as unhelpful behaviours that make learning more challenging. These are displayed in a visual Levels of Behaviour chart, making expectations clear and age appropriate.

By using this approach, St Paul's supports students to develop self-regulation, respect for others and positive behaviour habits, while maintaining a calm and consistent learning environment aligned with our Catholic values.

Bell Times (Before & After School)

8:15 am: Morning supervision begins on courts

8:30 am: Classroom doors open

8:40 am: Classes begin

10:40 am – 11:00 am: Recess

12:40 pm – 1:20 pm: Lunch

2:45 pm: Pre-Kindy & Kindy finish

3:00 pm: Pre-Primary to Year 6 finish

Before school, students are supervised in the courts area from the commencement of staff duty at 8.15am. Families are asked to ensure children who are dropped off prior to this time are sitting on the benches outside the office and do not access the playground or equipment before school.

After school, the playground and play equipment is also out of bounds to students unless they are enrolled in the out-of-school-hours Extend Program. As part of their contractual agreement with the school, Extend has full access to the playground facilities during their operating hours and provides supervision in line with their duty of care requirements. Families not attending Extend are asked to leave the school grounds promptly at the end of the school day to support student safety, minimise risk, and allow the out-of-school-hours staff to manage their program effectively.

We thank families for their cooperation in supporting safe practices and ensuring our school remains a secure and welcoming environment for all.

Birthdays

Birthdays are an important milestone, and we value recognising each child's special day. Birthdays are acknowledged in the classroom and at school assemblies. Please note that birthday cakes are not permitted at school. Should your child wish to bring in a small treat, they will be distributed at the end of the day by an adult and taken home.

In addition, the organisation and distribution of birthday invitations are the responsibility of parents. Families are asked to use the class contact list, available through the Class Representatives, to arrange parties or celebrations. Birthday invitations are not to be distributed at school.

Book Lists

Each year group has its own booklist to prepare for learning in the year ahead. These are available from the school website's [Booklists page](#).

Canteen

The school canteen operates on **Mondays, Wednesdays and Fridays**. To ensure orders are prepared accurately and delivered on time, all canteen orders must be placed by **8:00am** on the day of service. Families are encouraged to place orders early and to check that their child knows when they have a canteen order.

The school canteen operates using [School Lunch Online](#), allowing parents to order lunches conveniently for students. Details and ordering instructions are available on the website.

Change of Details

Please notify the school promptly of any change of address, phone number, emergency contact or medical information so records are up-to-date and we can contact you quickly if needed. Details can be updated most effectively through communication with the front office.

Code of Conduct

Did you know that St Paul's has a Code of Conduct for the safety and wellbeing of everyone in our community?

As a Catholic school community, St Paul's expects respectful, supportive and Christ-centred behaviour from students, staff and families. This includes positive interactions, language and engagement with learning and community life. All Catholic schools in Western Australia must abide by the Catholic Education Western Australia (CEWA) Code of Conduct which establishes minimum standards of conduct in all behaviour and decision-making to ensure the safety and wellbeing of all members within the CEWA community. The Code is applicable to every person connected with a school, whether they are staff, students, parents, volunteers or visitors.

The Code of Conduct also shows us how, as a community our behaviours build social justice into the life of our schools. Pope Francis insists that "true social justice is impossible if the human person is not the centre of concern".

Communication

Seesaw and email will be the main avenues of communication between your child's class teacher and home.

Parent-Teacher Meetings We value strong partnerships between families and teachers to support each child's learning and wellbeing. Parent-teacher conferences are held in Term 1, and Individual Education Plan (IEP) meetings are held twice a year. Parents are welcome to make an appointment to discuss their child's education with the classroom teacher. If you would like to meet, please email the teacher and give a brief outline of the topics you wish to discuss. To ensure discussions are thoughtful, focused and respectful, we kindly ask that meetings be booked in advance. This allows teachers to give parents' concerns the attention they deserve, rather than being approached in classrooms or during duty of care, when they may be supervising students or attending other commitments.

Seesaw St Paul's uses Seesaw as a digital platform to share student learning with families. Through Seesaw, parents can view photos, videos and work samples of their child's learning and receive class announcements and important updates. Whole class or whole school parent communication will be sent through Seesaw Messages as an announcement. This includes general information from teachers (e.g. term overviews and excursion form links).

Emails Email communication with staff is expected to be respectful and constructive. Please note that emails may not be responded to immediately, as teachers' primary responsibility during the school day is teaching and supervising students. Emails sent outside school hours will be addressed during school hours, and families can expect a response within two working days. If a matter is complex or requires discussion, we kindly ask that a meeting be requested rather than using lengthy email correspondence.

Parent Group Chats (e.g. WhatsApp) Many classes use parent group chats for coordinating playdates, volunteers, reminders of events etc. These are parent-organised and not official school communications. Please note that, while parent group chats can be a great way to connect with other families, all communication should remain respectful of teachers and students. All concerns or questions regarding a child's learning or wellbeing should be communicated to the classroom teacher and not discussed in group chats.

Throughout the year a variety of methods will be used to communicate between student, parents and staff:

Newsletter	Fortnightly (Friday)	K – Yr 6
Term Overview	Beginning of each Term	K – Yr 6
Seesaw Updates	Regularly	K – Yr 6
Parent Information Evening	Beginning of Term 1	PP - Yr 6
Parent Teacher Interviews	End of Term 1	K - Yr 6
Academic Reports	End of Term 2 & 4	PP – Yr 6
Open Evening	Term 3	K – Yr 6

Please Note: Any questions or concerns should first be discussed with your child's teacher prior to booking a meeting with the Assistant Principal or Principal. Education Assistants are unable to discuss school matters with parents. We kindly ask that parents do not approach them for information.

Crunch & Sip

Students are encouraged to bring a piece of fresh fruit or vegetables for Crunch & Sip. Students can enjoy an extra serve of raw and unprocessed fruit or vegetables and sip of plain water during the morning block. This supports good health, enhances learning and concentration and encourages the development of healthy daily habits.

Crunch & Sip does not replace recess or lunch.

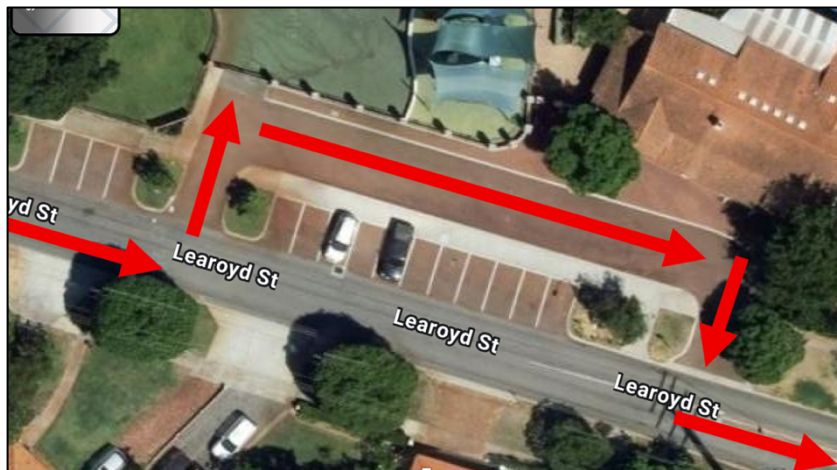
Drive-Through 'The St Paul's Way'

The school operates a safe pick-up and drop-off zone to support efficient and orderly movement at the start and end of the day. 'The St Paul's Way' initiative was developed in partnership with the City of Stirling and aims to ensure our children get home safely, while promoting safe driving habits and reducing traffic congestion at peak times. Please ensure this information is shared with all adults who may collect your child(ren), including relatives, grandparents, nannies and au pairs, and that they understand and commit to driving safely 'The St Paul's Way'.

These simple guidelines need to be followed by all members of our school community to ensure the safety of everyone.

'The St Paul's Way'

Parents are asked to use the roads around the school block as a **ONE-WAY system** during pick-up and drop-off times to ease traffic flow and allow easy access to parking bays. Drivers should keep the school on their **LEFT** at all times, so that the traffic flows:



Map of correct flow of cars during pick up procedure

Rules of Drop off / Pick Up Zone:

- Enter the drive-through from the **LEFT** at 5km/hr using 'The St Paul's Way'.
- Move into the drive-through as far as possible.
- Children must enter/exit the car from the **LEFT** (passenger) side.
- Children buckle in before you leave drive-through.
- Exit the drive-through turning **LEFT** only into Learoyd St.

Do NOT:

- try to pass a car in the drive-through that has stopped to pick up a child.
- park in drive-through at any time as this blocks other cars needing to drive through.
- queue in Learoyd St and obstruct parking bays along Learoyd St.
- park on neighbours' driveways, verges or lawns, or block access to bins or driveways.

If you enter the drive-through area and your child is not there, do not stop and wait for them. Instead, continue through the drive-through and turn left into Learoyd St and proceed around the block.

Electronic Devices

Mobile phones must be switched off during the school day and handed to the class teacher for collection in the morning. The school does not accept responsibility for phones that are lost, stolen or damaged, and they are brought to school at the students' own risk.

Smart watches can be worn during the school day if communication capabilities and notification alerts have been switched off (aeroplane, school mode or similar).

Excursions

Excursions and incursions are planned throughout the year to enrich learning and complement classroom programs. Permission forms are sent home as a link to an online Microsoft Form, usually via Seesaw, and must be returned by the due date.

Extend Before and After School Care

On-site before and after school care is provided by **Extend**, which is a popular initiative with many families. The qualified and professional Extend staff provide a creative and fun-filled program for the children with a focus on quality, safety and respect.

This service is designed to support families with busy schedules, offering a reliable solution for parents who require early morning drop-off or are unable to pick up their child by 3:20pm.

For further information, visit Extend Before and After School Care [here](#).

Email: enquiries@extend.com.au

Homework

At St Paul's we believe homework is an important part of learning at home. It can be utilised as a positive learning tool that develops, consolidates and reinforces skills and understandings presented in class. Teachers will communicate homework expectations at the beginning of the year and through class communication, however, homework is the responsibility of the home.

The purpose of homework is for students to:

- practise and reinforce what has been learned in class.
- develop sound study and work habits.
- Increase independence with organisational and time management skills.

The amount of time to be spent on homework will increase as children progress from Year 1 to Year 6. At the end of the allocated time limit per evening, children are encouraged to stop.

Illness

Parents are encouraged to keep their children home if they appear sick prior to leaving home for school. As germs spread very quickly within a school environment, all parents are asked to cooperate in helping to minimise the spread of illness. This is particularly important in protecting members of our school community who may be more vulnerable to illness. If needed, details regarding the duration of the absence from school for infectious diseases can be obtained from the school office or by clicking on the [PUBLIC HEALTH](#) link.

Lost Property

Lost property items are stored in a large container outside the Office. Families are encouraged to remind children to check this location when an item is missing.

Please ensure all uniform items, water bottles and lunchboxes are clearly labelled.

Medical Information

Parents and carers are required to advise the school of any medical conditions, allergies, or health needs that may affect their child while at school. This is particularly important for students with conditions such as anaphylaxis, asthma, diabetes, or allergies that require emergency treatment.

If your child has:

- **Anaphylaxis**, you must provide an EpiPen and a copy of the most recent Action Plan from a medical practitioner to the school office.
- **Asthma**, you must provide the relevant inhaler and a copy of the most recent Asthma Action Plan to the school office.

A register of students with special medical needs is maintained by the school to ensure staff are aware and able to respond appropriately.

Any medication required to be administered to students during the school day must:

- Be supplied in an approved Webster Pak.
- Be clearly labelled.
- Be accompanied by a completed Student Medication Request Form.
- Be discussed with the Classroom Teacher and the Principal or Assistant Principal.

This documentation ensures the safety of all students and allows staff to administer medication accurately and in line with school and health guidelines.

Parents are responsible for ensuring the school is kept up to date with any changes to their child's medical condition, treatment, or Action Plans. Maintaining current information helps staff provide a safe and supportive environment for all students.

Parents And Friends (P&F)

St Paul's is fortunate to have a friendly, welcoming and enthusiastic Parents & Friends (P&F) community. The P&F plays an important role in bringing families together and supporting the life of the school through a range of social events, community activities and fundraising initiatives. Many of our special school events are coordinated and supported by the P&F, providing wonderful opportunities for families to connect, build friendships and strengthen our sense of community.

We warmly invite all families to participate in our vibrant P&F community.

Parent Volunteers

Parents are always welcome in the school and parent helpers in the classroom are invited, where appropriate. This provides an opportunity for parents to be involved in their child's education and enables them to see their child in a class environment.

Parents must sign in at the front office before entering classrooms. Teachers will provide clear guidance to parents who are rostered to assist with specific activities (e.g. questions to ask, group work outcomes, step-by-step instructions for tasks, listening to reading or supporting small groups). When the rostered time concludes, parents are required to sign out at the front office.

Other ways for parents to assist at school include:

- Running Club
- Library
- Chess Club and Competitions
- Book Fair
- Feast Day Celebrations
- Father's Day Breakfast
- Mother's Day Breakfast
- Cross Country, Swimming and Athletics Carnivals
- Classroom Reps

All parent volunteers are required to sign the **Parent Volunteer Confidentiality Agreement**, which includes the Parent Code of Conduct Agreement. Due to the nature of schools and the sensitivity of certain information, there is a need for confidentiality when dealing with both children and teachers.

Before commencing with any assistance in any classroom, or if attending excursions, a briefing will be conducted. In addition, parents who are attending a camp for an overnight stay, must hold a current Working with Children Card (WWC).

Religious Education and Sacramental Program

Parents are the prime educators of their children and the school's Religious Education program is most effective through example and support in the home environment. Family prayer and attendance at Sunday Mass and other Parish liturgies help children in their faith development.

At St Paul's, whole-school and class liturgies occur throughout the school term. The Rosary, class prayer and other Catholic traditions are also celebrated during the school year.

As a Catholic school, Religious Education is our first learning area and underpins all curriculum content. The school's Religious Education program is a systematic and sequenced program that helps children relate the Catholic faith with their daily lives. The Religious Education Units of Work are mandated by the Archbishop and religious instruction occurs daily in accordance with the content of the Units of Work.

Liturgies and Masses

- **Whole School Masses** are held on the first and last Friday of each term, where possible.
- **Class Prayers** are on rostered Tuesdays at 9am in the classrooms.
- **Upper Primary Masses** are on scheduled Fridays at 9am (Years 4-6 attend).

Sacramental Program

The Archdiocese model for the Sacraments is parish-based, school-supported, family-focused. Each year, the parish and school organise interactive workshops and reflective retreats for sacramental candidates and their parents. These include:

- Parent information nights (Parents only)
- Parent & candidate workshop (Parents and Candidates)
- Retreat day (Candidates only)

Details on preparation for Reconciliation, First Communion and Confirmation are provided by the parish and fees/costs are handled through the parish.

Reporting & Assessment

All students receive a school Mid-Year report in Term 2 and End of Year report in Term 4, which provide a comprehensive overview of their learning, achievement and progress across all curriculum areas. Reports, together with assessment information, help parents and teachers identify strengths, goals and next steps for each child.

St Paul's uses a range of assessments to support student learning. The **Religious Education Assessment (REA)** for Years 3 and 5 measures students' knowledge of the Religious Education curriculum, including Jesus, the Bible, Sacraments, Prayer and the Church. It does not assess personal faith. Results are shared in individual and class reports to support teaching and learning.

The **National Assessment Program – Literacy and Numeracy (NAPLAN)** assessment for Years 3 and 5 provides information about literacy and numeracy progress compared with national standards. NAPLAN is one part of the school's assessment program and complements ongoing teacher observations and classroom assessments.

Other assessments are completed by the classroom teacher and are aligned with our school assessment schedule. Additionally, teachers are regularly monitoring student understanding during lessons, including listening to contributions to class discussions, examining explanations during investigations, marking book work and observing group work.

School Fees

School tuition and levies are set yearly. The school fee schedule, including the P&F Levy, is available on the [School Fees](#) page. For specific fee amounts, payment options or financial assistance details, please contact the Finance Office.

Uniform

The school has a defined uniform policy. Uniforms can be purchased through the Jenny Franklin Enterprises (JFE) or via the second-hand Facebook page.

Your child's teacher will confirm uniform days for your child. The school hat must be worn every day. **Please ensure all items of clothing are clearly labelled.** Please also ensure that hair past shoulder length is always tied back with plain or blue hair accessories (may wear faction colours on their physical education lesson day).

The only jewellery permitted to be worn includes:

- Plain round stud or plain sleeper earrings, and only one per ear lobe.
- A simple strap watch.
- A small necklace of a religious significance e.g. a cross, crucifix or medallion, worn under uniform.