

Pre-Primary – Year 6 Parent Information



Learn, Love and Serve

Leadership Team

Kerry Hewitson

Principal



Kristy Graffin

Assistant Principal
Pre-Kindy – Year 2



Sarah Williams

Assistant Principal
Year 3 – Year 6



School Prayer

*Let all of us here at St Luke's
Strive to grow in faith and trust in God and each other.*

*Help us to follow the values and teachings of Christ
And our patron, St Luke.*

*May we, in our acceptance of one another,
Spread the joy of new life.*

In 1986 the Catholic Education Office (CEO) approached the Principal and School Board of Liwara Catholic Primary School to provide classrooms and teaching staff for Year One and Year Two, for children from the new suburbs of Kingsley and Woodvale. This undertaking was given by Liwara and the 'future school' began operating in February 1987.

In conjunction with the Archdiocese, purchased land for a proposed school. The original site for the school was a quarry and traces of this can still be seen in the topography of the land. The large tree outside the school office, which has been dated to being older than European settlement in Western Australia, was used to hold electrical wiring, which can still be seen on its west side.

In 1987 Archbishop Foley instituted the new parish of Kingsley/Woodvale and appointed Fr Nicholas McSweeney as Parish Priest. During 1988, members of the Interim School Board proposed Sister Mary O'Connor as Foundation Principal. St Luke's was the chosen name which was ratified by Archbishop Foley in December 1988.

By 1989 the buildings were ready to accommodate Pre-Primary to Year Three classes and teachers were appointed. The buildings were blessed and St Luke's officially opened on 2 April 1989.

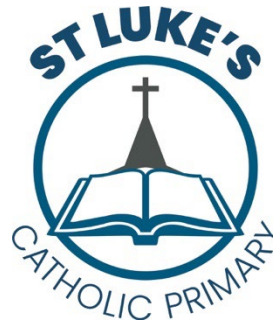
Originally the Liturgies were celebrated in the gymnasium at Woodvale Senior High School. They were later held in the school library until April 1997 when the church was built.

Sister Mary O'Connor retired at the end of 2000 after a long and successful career in Catholic education. The library was named in her honour. The Arts Centre was named after the foundation staff member, Mrs Jenny Garswood, who sadly passed away from Motor Neurone Disease.

School Crest and Motto

Members of the School Board, assisted by Iris Rossen, met to decide on a Crest and Motto, and this was ratified by the Interim School Board in February 1989. The motto 'A people ever made new by the death and resurrection of Jesus and prepared to bring the Good News – at any cost – to the ends of the earth' is reflected in the crest taken from the Gospel of Luke. The arrows going out from the centre depict this mission as does the motto 'New People, New Life'.

In 2022, the school community was looking for a way to bring St Luke's into the future and connect the school with the parish and wider community. A new crest was designed that depicts the Gospel of St Luke, the steeple of the Woodvale parish and the circle of community being part of our Catholic identity. The motto of 'Learn, Love and Serve' reflects the values that each of us, in the St Luke's community, strive to achieve in the mission of Catholic education.



St Luke

'Patron Saint of artists, physicians, bachelors, surgeons, students, and butchers'

Who was St Luke? Luke, the writer of the Gospel and the Acts of the Apostles, has been identified as 'Luke, the beloved physician'. It is believed that Luke was born a Greek and a Gentile. In our day, it would be easy to assume that someone who was a doctor was rich, but people have argued that Luke might have been born a slave. It was not uncommon for families to educate slaves in medicine so that they would have a resident family physician.

Luke is the loyal friend who stays with Paul when he is imprisoned in Rome. Luke's unique perspective on Jesus can be seen in the six miracles and eighteen parables not found in the other gospels. Luke's is the Gospel of the poor and of social justice. He is the one who tells the story of Lazarus and the rich man who ignored him.

Luke also has a special connection with the women in Jesus' life, especially Mary. It is only in Luke's Gospel that we hear the story of the Annunciation, Mary's visit to Elizabeth including the Magnificat, the Presentation, and the story of Jesus' disappearance in Jerusalem. It is Luke that we have to thank for the Scriptural parts of the Hail Mary: 'Hail Mary full of grace' spoken at the Annunciation, and 'Blessed are you and blessed is the fruit of your womb Jesus', spoken by Mary's cousin Elizabeth.

Forgiveness and God's mercy to sinners is also of great importance to Luke. Only in Luke do we hear the story of the Prodigal Son welcomed back by the overjoyed father and the story of the forgiven woman disrupting the feast by washing Jesus' feet with her tears. Throughout Luke's Gospel, Jesus takes the side of the sinner who wants to return to God's mercy.

When Reading Luke's Gospel, one gets an insight into the humanity of Luke; one who loved the poor, who wanted the door to God's kingdom opened to all, who respected women, and saw hope in God's mercy for everyone. We ask that St Luke continues to watch over our community and that he helps us to share in the work of spreading the Good News to all people.

In Luke, the living hospitality of Jesus and his followers is striking. We hope that our own school, too, is a place of welcoming and acceptance for all people.



(Image;<https://www.istockphoto.com/photo/vienna-saint-luke-the-evangelist-in-carmelites-church-gm483046303-37320582>)

The Sisters of Mercy

Sr Mary O'Connor, the first principal, brought to St Luke's the principles of the Sisters of Mercy, whose order was founded by Catherine McAuley in Dublin, Ireland.

Catherine McAuley's original intention was simply 'to make some lasting effort for the relief of the suffering and instruction of the ignorant.' Practical and creative, she began an employment agency for young women, a commercial laundry, an adult education program, a school for the poor and a small shop to sell the handiwork of young women associated with her House of Mercy. Perhaps her greatest contribution to the church, is the spirituality that enlivened her mission of mercy – a fresh and fertile blending of the contemplative spirit and the compassionate heart (*taken from Praying with Catherine McAuley by H Burns and S Carney*).

The first Mercy foundation in Australia began in January 1846, in Perth. The sisters, led by Ursula Frayne, came with a mission to minister to the 'poor Catholics' of the Swan River Colony and to the Aboriginal and Torres Strait Islander Peoples, who were described to them as being 'without the benefits of Christianity or European civilisation.'

These were the earliest religious women to set foot on the western shore of Australia. They were women going beyond the conventional spheres and they challenged the submissive gender roles society and church expected them to play.

Sisters of Mercy in Australia are best known for their work in education, welfare and health care. The Institute of the Sisters of Mercy of Australia, formed in 1981, was the first such fully nationalised body of Sisters of Mercy anywhere in the world.

Their vowed commitment to Christ is for life so that both young and old share in prayer, discernment, and the support of each other in life and ministry. The institute of the Sisters of Mercy of Australia and Papua New Guinea was established on 12 December 2011.



(Image: <https://mercyschools.org.nz/mercy-story/history-of-catherine-mcauley/>)

Vision Statement

St Luke's Catholic Primary is a vibrant and inclusive Catholic community where students are provided opportunities to grow and become unique individuals. The school proudly follows the example of St Luke, the patron saint of students, and his call to embrace people and life. In doing so we aspire to be a place where,

... **challenges each child to learn, play, love, and serve, to be the best version of themselves.**

To bring about our Vision requires action, and this occurs through our Rainbow values. Our school motto Learn, Love and Serve was instituted in 2022.

Rainbow Values – Our Covenant

First articulated in 2004, these have been taken from the Gospel of St Luke. In this community, our actions and policies are guided by the seven principles outlined below. Since the most adequate word we have for God is 'Love', we acknowledge this as the Great Value from which these seven derive. We see these values as a spectrum – each one overlapping and contributing to the next like the colours of the rainbow. Just as a rainbow's colours are dispersed through a prism, these aspects of God's great love for us are most clearly seen through the prism of community. As a Christian community founded in his name, we draw inspiration from the writings of Luke the Evangelist, and we name these values as our own.

INCLUSIVENESS

'EVERYONE BELONGS'

'When you give a feast, invite the poor, the crippled, the lame, the blind; and you will be blessed, because they are not able to pay you back.' **(Lk 14: 13,14 ; Acts 10: 44-48)**

FORGIVENESS

'EVERYONE MAKES MISTAKES'

'Do not judge others, and God will not judge you; do not condemn others, and God will not condemn you; forgive others, and God will forgive you.' **(Lk 6: 37-39; Lk 15)**

SERVICE

'USE YOUR POWER WELL'

'Who is greater, the one who sits down to eat or the one who serves? The one who sits down, of course. But I am among you as one who serves.' **(Lk 22; Lk 13: 30)**

ATTENTIVENESS

'SEE GOD IN EVERY MOMENT'

'And some seeds fell in good soil; the plants grew and bore grain, a hundred grains each....Listen then, if you have ears!' **(Lk 8: 8; Lk 12: 35-40)**

COURAGE

'STAND UP FOR WHAT IS RIGHT'

'...allow us, your servants, to speak your message with boldness.' **(Acts 4: 29)**

LOYALTY

'SPEAK WELL OF OTHERS'

'Every tree is known by the fruit it bears....A good person brings good out of the treasure of good things in his heart; a bad person brings bad out of his treasure of bad things. For the mouth speak what the heart is full of.' **(Lk 6: 44,45; Lk 11: 33-36)**

PERSONAL BEST

'LET YOUR LIGHT SHINE'

'No one after lighting a lamp hides it under a jar, or puts it under a bed, but puts it on a lamp stand, so that those who enter may see the light!' **(Lk 8: 16)**

Parent & Caregiver Information

School Times (Years PP-6)

First Bell	8:25 am
Class commences	8:35 am
Recess	11:10 am – 11:30 am
Lunch	1:10 pm – 1:50 pm
School Finishes	2:55 pm

Pre-Kindy
Thursday - Friday 8:35-2:30pm

Kindy
Mon, Tues & Wed 8:35am-2:30pm

Address:	17 Duffy Terrace Woodvale 6026
Telephone:	9306 6600
Email:	admin@stlukeswoodvale.wa.edu.au
Website:	http://stlukeswoodvale.wa.edu.au

Administration

Office hours are from 8 am – 3:30 pm. Please ensure you keep the school up to date of any changes to your contact details such as mobile phone number, business contact number, emails, and addresses.

Should you be required to collect your child during the day, please attend school administration to sign your child out using the student iPad. Alternatively, should your child be late or returning to school throughout the day, your child will be required to sign in through the student iPad.

The school newsletter is distributed on the second Thursday of each month. We encourage all parents to take the time to read this communication to keep informed of upcoming calendar events and important school news.

Should you need to contact your child's teacher during the day for any urgent matter please notify the administration staff who will forward any message. Alternatively, contact your child's teacher via their email addresses. The teacher will respond to you at their earliest convenience.

The term calendar can be located on the school's website and is updated regularly.

Annual School Photographs

Our current provider for school photographs is 3P Photography. A photo envelope will be sent home with your child closer to the scheduled time.

Assemblies

Details of merit award assemblies and class/special assemblies are in the school calendar.

Attendance

It is important you let us know if your child is unwell or if they will be away from school for an extended period. You will need to provide a reason for your child's absence.

- Via our website - www.stlukeswoodvale.wa.edu.au
- Email the office - admin@stlukeswoodvale.wa.edu.au
- Call – 9306 6600 between 8 am – 3:30 pm and follow the prompts.

Regular school attendance is not only a government requirement but also proven to be a significant factor in maintaining strong student progress.

If parents wish to take their children out of school for an extended period that is not medically based, permission must be sought through the principal. You can access the "Application for Leave" form on our website.

Behaviour Support

The students at St Luke's are expected to show respect to others in the school. At St Luke's we follow the Behaviour Tonics 1-2-3 Magic Emotional Coaching program, which is a whole school approach to ensure a positive learning environment for all students. This program will be outlined by the class teacher at the beginning of each year. The school has a clear policy dealing with bullying that can be accessed on our website.

Birthday Celebrations

Children's birthdays are special occasions which the school acknowledges in a variety of ways. Your child's teacher will advise you at the beginning of the year of any details related to birthdays.

Booklist

School stationery and supplies will be purchased as a bulk order so that all children have the required items at the beginning of the school year. The cost of this will be outlined in your school fee account. Parents will be notified if any additional items are required.

Code of Conduct

Catholic Education Western Australia has developed a Code of Conduct.

The Code of Conduct establishes minimum standards of conduct to ensure the safety and wellbeing of all members within the CEWA community.

The Code of Conduct applies to all staff, parents, students, and volunteers connected to a school. All members of the St Luke's community are expected to commit to the Code of Conduct. To view the Code of Conduct policy please visit our [website](#).

Communication

Seesaw

Seesaw is a simple way for teachers to communicate and share what is happening in the classroom. You will receive a link at the beginning of the school year for you to join.

(Image: <https://icon-library.com/icon/seesaw-app-icon-20.html>)



SEQTA Engage

If you are new to the school, you will receive a SEQTA Engage Welcome email at the beginning of the year. This will be the main access to your child's semester reports. Please be aware that when your child leaves St Luke's you will no longer have access to SEQTA Engage. It is recommended that you download copies of your child's reports as you may require these in the future. A fee may apply if you require a copy after leaving the school. If you need a password reset, please email admin@stlukeswoodvale.wa.edu.au

(Image: https://play.google.com/store/apps/details?id=com.seqta.android.engage&hl=en_US&gl=US)



Conflict Resolution

Please contact your teacher if you have any questions or concerns.

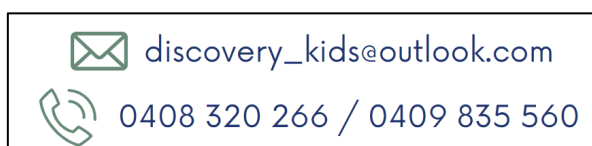
Crunch 'N' Sip

The practice of giving children time during the day to sip water from their water bottle and crunch on fruit or raw vegetables is at the discretion of your child's class teacher and will be explained at the beginning of the year.

Discovery Kids (Out of Hours School Care Provider)

Discovery Kids is a Catholic Out of School Hours Care Provider who are owned and run by qualified and experienced Catholic Primary School Educators.

Please refer to their website for more information: <https://www.discoverykidsoshc.com/>



Excursions/Incursions/Camp

All excursions and incursion costs are collected as part of the school fees. A day camp is held in Year Five and a three-day camp in Year Six.

Faction Houses

We have 4 Faction Houses.

Laurence – Green

MacKillop – Yellow

McSweeney – Red

O'Connor – Blue

Siblings are nominated to the same faction House. All new students to the school community will be allocated a faction at the beginning of the year.

Homework

Homework time allocations are approximately as follows: Years 1-3 (15 – 30 minutes), Years 4-5 (30 – 45 minutes) and Year 6 (30 – 60 minutes). Homework is usually given between Monday and Friday. Details are explained by classroom teachers at the beginning of the school year.

Illness/Medication

If your child is unwell in the morning, please do not send them to school. Childhood illnesses spread very quickly in the school environment. Please be considerate of other children and staff by adhering to this to avoid us having to call you during the day.

Please inform the school if your child has an infectious condition (e.g. chicken pox or measles). You will be contacted and asked to collect your child should they be deemed unfit to remain at school.

Medical Conditions

Ongoing

It is important to notify the school if your child suffers from any ongoing medical conditions (e.g., Asthma, Anaphylaxis or Allergies). Please refer to our website to obtain Medical Action Plans or contact the office. Once complete please return it to the office along with any required medication (e.g., Ventolin, EpiPen). Please keep note of the expiry date.

Short Term

Should your child be required to take short term medication such as Antibiotics you will need to complete the 'Request for School Person to Administer Medication Form' and supply the medication in a webster pack containing the correct dosage.

Under no circumstances should medication be left in your child's school bag or lunch container.

Kangaroo Café

Please read newsletters and school information for details of when the canteen will be open. Students have the option of ordering lunch from Locavora - <https://schools.locavora.com.au/> Lunch orders are delivered to the school.

Parent volunteers distribute the lunches to the classrooms. Orders need to be in prior to 8:30am Thursday morning. www.schools.locavora.com.au

Lost Property

Please ensure all clothing and items are clearly labelled so that they can be returned to the child/family.

Mobile Phones & Smart Watches

At St Luke's School, we understand that mobile phones fill a need for some families, especially in relation to the occasional issues that arise with before or after-school safety and communication. There are several issues associated with mobile phones at school. These include security, interruptions to class programs, and inappropriate use or overuse. Due to these issues, we prefer that students do not bring mobile phones to school.

If, however, you do require your child to have a mobile phone at school the following procedures apply:

1. Your child must keep the mobile phone in his/her locker or bag at all times or it may be handed in to the front office or class teacher where it will be kept securely for the school day.
2. Students who breach this requirement will be subject to our normal Student Behaviour Management consequences.
3. Any phone calls, that students need to make, must be made through the front office. Should you need to get in contact with your child, then this should be done through the front office and the message will be delivered to your child.
4. While loss or damage to a phone is extremely unlikely, it is a possibility, and such loss is not covered by the school's insurance policy.

We hope parents appreciate the stance the school takes on mobile phone use and support the above school procedures.

Music Lessons

Christian Lombardi

Mr Lombardi has been teaching drums and running ensemble workshops since 2014 and offers varied tutors in piano, guitar and bass. To contact Christian please call 0451 422 769 or email cjlombardi@hotmail.com

Parents and Friends (P&F)

All parents of St Luke's are members of the P&F. The P&F organises many functions and fundraisers throughout the year to encourage community spirit throughout the school and parish.

The P&F meets once a month in the school library. All meetings are open to parents and attendance is strongly encouraged. Virtual attendance is possible via zoom.

A monthly newsletter is issued to keep parents up to date, these may also be accessed on the P&F page of the website.

P&F Class Representatives

The P&F liaison person for your year group may also ask if you would like to be on the group distribution list and class Facebook Groups. Code of conduct applies to these groups. Adding your name and email address to the list is strictly voluntary. All P&F generated email

communication must be checked by the principal, or in their absence, the Assistant Principals before distribution.

Parking, Drop Off, and Pick Up

The safety of children is of utmost importance, and we ask that all parents and caregivers please follow the drop-off and pick-up guidelines below:

- Read the attached maps for directions of drop-off and pick-up procedures.
- Remember to never leave your car unattended unless it is parked in a marked park bay.
- Display your name tag in front windscreen for staff to identify vehicles quickly.
- Be courteous of others and stay patient while waiting for cars to move in the line.
- Remain in your car and wait for a staff member to guide your child/children to your vehicle, rather than calling children to the car through the car park.
- Remember that our Code of Conduct applies to the pick-up area.
- Drive slowly and merge safely when required.

Parish

Please refer to the newsletter or calendar for the dates of whole school Masses and Liturgies. Parents are always welcome to attend. Students receive the Sacrament of Reconciliation in Year 3, Eucharist in Year 4, and Confirmation in Year 6. Our Parish Priest is Fr Stan Bendkowski. The Archdiocese model for the Sacraments is Parish Based, family centred, school supported. Information about the Parish is on the website.

<https://www.stlukeswoodvale.org.au/>

Personal Belongings

Students are discouraged from bringing personal belongings to school. The school does not accept responsibility for loss or damage to personal items.

Policy and Executive Directives

The policy statements are aligned under the four the pillars of Quality Catholic Education: Catholic Identity, Education, Community and Stewardship, they outline the guiding principles that inform the Executive Directives.

Executive Directives are aligned under the policy statements, they have the legal force of CECWA Policies. They direct all staff on what must and should be done to ensure compliance with legislation and registration standards and inform ongoing improvement.

To view CEWA Policy and Directives please visit our website under Policies & Handbooks. Our Code of Conduct can also be found on our website.

School Advisory Council

The Advisory Council supports the Principal in accordance with the Terms of Reference and CEWA's Delegations of Authority and meets monthly. The Advisory Council is not involved in the daily operations of the school.

School Classes

Pre-Kindy to Year Six classes are named 'Blue' and 'White', which are the colours of the school uniform. The classroom closest to the ocean is the Blue classroom. There is a Green 'bubble class' that will be in Year two in 2024 and move up through the school each year until graduating in 2028.

School Fees

A copy of the current school fees can be located on our website. School fee statements are emailed twice a year. Arranging a direct debit is encouraged at the beginning of the year for convenience.

If you are the holder of a Health Care Card issued by Centrelink, please make sure you supply a copy to administration at the beginning of the year.

To view the school fee policy outlined by CEWA please visit our website.

SHINE

It is our goal at St Luke's to cater for the individual needs of all students. We are proud of the rich learning experiences we offer all students and the wide opportunities that our learning programs provide. To cater for our students, we offer extensive opportunities for them to be engaged, challenged and extended in their learning. As well as our differentiated classroom practices, we have a dedicated specialised extension programme (SHINE) for students from Year 4-6.

St Luke's also provides opportunities for our students to participate in a wide range of competitions and events that challenge and inspire them.

Specialist Staff, Support Agencies and Classes

Each week the students participate in Library, AUSLAN, Physical Education, Visual Arts, Dance and Science classes. The Government appointed School Nurse currently provides screening, beginning in Kindy. For other year levels, parental consent for testing must be obtained.

Specialist Support

Specialist Support Teachers and staff provide extra help for students in reading, through MiniLit & MacqLit small group lessons. Those children who require Mathematics support may be eligible to participate in the Extending Mathematical Understanding (EMU) program.

Supervision of Students

Students are supervised from 8.10am to 3.10pm by duty teachers who are on roster before and after official school hours. We request that parents do not arrange to meet their child on the opposite side of the school oval. We understand that this can be more convenient however, staff are not on duty in this area to ensure their safety and wellbeing.

Student Reports, Parent Interviews and Workbooks

Formal reports are written at the end of each semester showing progress in the classroom. Reports are made available electronically through the SEQTA Engage portal available to parents. Usernames and passwords are available through the school office. Teachers are available to meet with parents throughout the year. Please contact your child's teacher if you would like to request a meeting.

Social Worker

Our Social Worker, Ann Peart, is currently available two days per week (Monday and Thursday). For your child to see the Social Worker please talk with your child's teacher for a referral.

SunSmart School

We are a SunSmart School and follow protocols and guidelines to support the health and safety of children in warm conditions. Children need to always wear their school hat and sunscreen. In extreme heat conditions outdoor play areas will be restricted.

Telethon Speech and Hearing Unit

St Luke's has a Telethon Speech and Hearing Unit situated on site. The unit focuses on developing the speech, language, cognitive, social, and auditory functioning for students with impaired hearing. In class support is also offered where necessary. Speech Therapists, Psychologists and Audiologists, are also available through the Telethon Speech and Hearing Centre.

Therapist & Tuition visits

Parents wishing to provide their child with the opportunity of extra tuition should try to arrange for after school hours. Some children may benefit from services such as Occupational/Speech Therapy. At St Luke's some services are available on site.

Should you wish for your child to have sessions, by your own provider. Please contact the school. This will be subject to the availability of rooms. They will also be required to complete a Therapist Agreement with the school. Approval by the Principal must be sought before regular appointments within school time are made.

Uniform Policy

Students are expected to wear their school uniform to and from school. Parents are asked to ensure that their child wears the correct uniform as described on the school website. Our uniform provider is Tudor Uniforms.

Wellness Dog- “Lulu”

At St Luke’s, we have a wellness dog named “Lulu”. There are many benefits of a Wellness Dog. These include reducing student stress, anxiety and encouraging school attendance. Lulu also helps students to gain confidence and enhance relationships with others.

As our students’ safety and wellbeing is our highest priority, if you have any concerns, please notify your child’s classroom teacher. Practices have been implemented to help alleviate any risk to students. Due to this, we ask that parents do not bring pets onto the school grounds unless invited by teachers under special circumstances. Parents who walk their pets to and from school should prearrange a collection point just outside the school grounds.



St Luke's School Song

Words and Music by Ms Fiona Rea

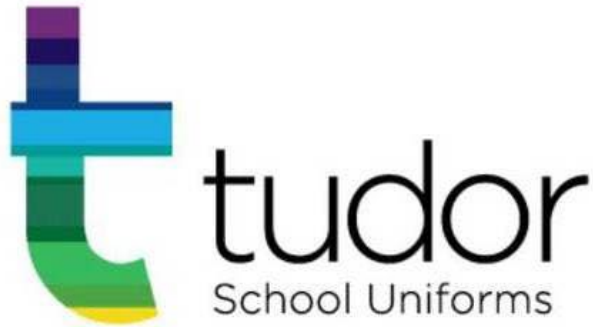
**Saint Luke's Primary
We're one big family
We learn and play together
Through all kinds of weather
We belong to this community
God's magic is in this place
And every shining face
In the birds and the bees
And the flowers and the trees
Because Jesus is in this place**

**Saint Luke's,
Saint Luke's
Saint La la la la Luke's
We're letting our light shine at Saint Luke's**

**We use our power for good
Speak well of others like we should
And when we make mistakes
Courage is all it takes
To forgive as Jesus would**

**Saint Luke's,
Saint Luke's
Saint La la la la Luke's
We're letting our light shine at Saint Luke's**





SHOWROOM LOCATION MAP

Unit 1/75 Excellence Drive, Wangara

T: 9408 2666

