



**UNITING CHURCH IN AUSTRALIA
ST STEPHEN'S SCHOOL**
Founded 1984

PARENT INFORMATION HANDBOOK 2009

DUNCRAIG CAMPUS

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Mission Statement: Working together as a Christian community in the Uniting Church tradition to inspire learning that transforms and empowers lives

Core Values: Learning, Faith, Care, Service & Community

Welcome to St Stephen's School for 2009

Our School's Vision states that:

'We, the people of St Stephen's School, work together as a Christian community in the Uniting church tradition, to inspire learning that transforms and empowers lives.'

Thus as a staff, we are committed to providing the best education for all our students with the available resources.

This Handbook contains important information about the school for all our families. Please read it carefully. Any queries you may have at any time can always be directed to a staff member.

We look forward to sharing this year with you as we work together to build a mutually beneficial community.

Caryl Roberts
Principal
Carramar and Duncraig campuses

ACCESSING THE ST STEPHEN'S SCHOOL POLICIES HANDBOOK ONLINE

For on-line access to school policies and procedures, go to:

<http://www.ststephens.wa.edu.au/handbook/>

The user name and password as follows:

Username: parents

Password: tco99

If you do not have access to the internet, please contact the school for a copy of a specific policy or ask to access the policy using a computer at school.

USEFUL TELEPHONE NUMBERS

Absentees	92432 409
Canteen	92432 104
Dean of Alethea	92432 129
Dean of Carana	92432 120
Dean of Timae	92432 122
Head of Care	92432 135
Head of Learning and Curriculum	92432 154
Enrolments	92432 152
Head of Secondary School	92432 140
Library Secondary School	92432 448
Library Primary School	92432 148
Main Administration	94471 111
Music Department	92432 118
Personal Assistant to Principal, Administrator	92432 110
Personal Assistant to Head of Secondary	92432 410
Primary School	92463 466
Primary School Reception	92432 127
School Fees and Payments	92432 407
Secondary School Reception	92432 109
Uniform Shop	92432 133

HEADS OF LEARNING AREAS AND COORDINATORS

Careers Adviser	92432 116
Career Development	92432 429
Director of Sports	92432 425
English	92432 191
Faith and Values	92432 160
Health and Physical Education	92432 121
Information Communications Technology Manager	92432 427
INSPIRE Centre	92432 401
Librarian	92432 413
LOTE	92432 197
Mathematics	92432 162
Music	92432 411
Science	92432 406
Society & Environment	92432 119
Subject /Timetable Advice	92432 183
The Arts	92432 144

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THE SCHOOL – Founded in 1984

ST STEPHEN'S SCHOOL COUNCIL 2009

School Visitor	Rev Ken Williams Moderator of the Uniting Church in Australia
Chairperson	Michael van Drunen
School Principal	Caryl Roberts
Secretary of Council	Neil Campbell
Synod Appointments	Fred Blackmore Tony Burton Michael Charteris Brian Cobb Sue Dickson Tony Errington Jennifer Green Eric Hughes Maggie Johns Trina MacAdam Frederick Marcoux Rick Williams David York
Parent Representatives	
Duncaig	Hawkan Wihlborg
Carramar	Steven Graham
Staff Representatives	
Duncaig	Phil May
Carramar	Julie Budworth

SCHOOL AIMS

The following aims have been adopted by the School Council and approved by the Uniting Church in Australia, Synod of Western Australia, in October in 1981 and are incorporated in the School's Constitution:

- To be part of the Christian witness of the Church in the community.
- To provide a caring Christian community within which the development towards a student's full potential (intellectual, emotional, physical, spiritual, cultural, social) can take place.
- To develop numeracy and communication skills and to nurture attitudes and skills necessary for continued learning and personal growth throughout life.
- To encourage an awareness of, an interest in and a valuing of the environment, ranging from local through global to universal, and to develop in students the skill and knowledge necessary to enable them to adopt responsible roles.
- To provide opportunities for developing respect for others and their right to differing points of view, the ability to work cooperatively towards a common goal, and a sense of responsibility expressed in caring service to others.
- To equip students with an appreciation of their own worth and the value of others; to develop in students the capacity and confidence to make decisions about all aspects of life, including their vocations and to help them to deal creatively with economic and social realities.

CHRISTIAN EMPHASIS OF THE SCHOOL

St Stephen's School is fully integrated into the life of the Uniting Church. In keeping with that church's commitment to an ecumenical expression of the Christian faith, the school does not restrict its enrolments on denominational grounds. The school welcomes and supports children and their parents who are members of sister churches, and the wider community.

The school's Christian emphasis is reflected in:

- A loving, caring community of faith which clearly presents the Christian message. It provides an understanding and supportive framework for the individual's exploration of the relationship between man and God in his quest for a personal faith. Each individual should be ultimately free to choose his own belief system. The choice the students make during these critical years is of deep concern to the school.
- A commitment by each staff member to the Christian aims and objectives of the school.
- The school expresses the Christian interpretation of life through its whole program. This is expressed in the relating of studies, where appropriate, to Christianity and in the attitude of staff and students to each other, the total school community and the wider society. There is a consistent and genuine relationship between religious beliefs and daily living.

The school community participating together in the worship of God.

A copy of the full doctrinal emphasis of the School is available on request.

SCHOOL CREST



Incorporating the symbols of The Uniting Church in Australia, the School Crest illustrates the commitment to be part of the witness of the Church in the community and to provide a caring Christian community.

THE FLAMES of Pentecostal fire indicate the active presence of the Holy Spirit in the life of the Church and the School.

THE DOVE speaks of peace and reconciliation with God.

THE CROSS speaks of Christ's sacrifice that bears witness to the limitless love of God for each of us.

THE BOWL speaks of service to the world as part of the Church.

THE THORNS of St Stephen, the thorns of our Lord, are the thorns of martyrdom, mockery and derision. "Let your bearing towards one another arise out of your life in Christ Jesus. For the divine nature was His from the first, yet He did not think to snatch at equality with God but made Himself nothing, assuming the nature of a slave. Bearing the human likeness, revealed in human shape, He humbled Himself, and in obedience accepted even death – death on a cross". (Phil 2:5-8)

THE SUNRISE speaks of the resurrection. “Therefore God raised him to the heights that every tongue should confess ‘Jesus Christ is Lord to the glory of God the Father’.(Phil 2:9- 11,parts)

THE MOTTO: Serve God. Serve One Another.

MISSION STATEMENT: Working together as a Christian community in the Uniting Church tradition to inspire learning that transforms and empowers lives.

CORE VALUES: Learning, Faith, Care, Service and Community.

HOUSES

The house system was established to assist students’ welfare, pastoral care and discipline. All students and staff are allocated to a house and each house is led by a Dean, Dean’s Assistant and student house leaders.

Secondary students are allocated to a homeroom within their house, which in this sense refers to both an allegiance and a building. Primary students are also allocated to a house. Students are encouraged in many ways to identify with their house. Siblings are placed in the same house, and all students stay in their house throughout their time at the school.

The Deans are available to students, staff and parents to encourage, counsel, assist and discipline, as appropriate.

Alethea

House name means Truth

House colour – Red

Dean: Mrs Robyn Hammond

(NB House names originate from New Testament Greek.)

Timae

House name means Honour

House colour – Blue

Dean: Mr Phil Timms

Carana

House name means Joy

House colour – Gold

Dean: Mr Justin Beckett

PRIMARY SCHOOL INFORMATION

STAFF

Principal	Caryl Roberts MEdMan BEd DipT(Prim)DipRSA MACE
Administrator	Neil Campbell
Head of Primary	Christine Benson CertEd(UK) BEd MACE
Deputy Head of Primary	Richard Lane BScGradDip Ed

SUPPORT STAFF

Primary Reception	Kate Mann
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TEACHING STAFF

Amanda Boughton BEd	Richard Lane BSc GradDip Ed
Jennie Boughton DipT	Vern Lloyd DipEd BA
Diana Brown BEd	Ronan Philpott BEd
Shirley Carr CertT	Julie Ridden BEd BA(EarlyChildhood)
Patricia Davidson BEd DipT DipRE	Matthew Richmond BA(Hons)Social Sc DipHESportRec Studies
Sofia Fazzalari BEd	Sally Smith DipEd(Rhodesia) BEd
Jennifer Haigh BEd	Gary Stapleton BEd TC
Kate Hilder BEd	Susan Stopher DipT(Prim) DipAppSc(Teacher)Librarianship) MACE
Shirley Houston MScSpEdBA DipEd DipRSA	Jeanette Teh BMusEd
Stephen Kaufman BTh DipTh DipEd	Lesley Powell PhD BEd BA

LEARNING ASSISTANTS

Mary Artonovic BComm TACert	Cathie Kros BEd
Yvonne Burton Dip TA	Sally McAlpine BEd
Anne Elliott DipT	Margaret Pownall TACert3
Debbie Hartley	Michelle Pethick Cert 3TA
Gaye Hindes TACert	Brenda Winstanley DipTA
	Carole Williams BA(Hons)

LIBRARY ASSISTANTS

Sue Kilgallon
Belinda Bastion
Bernadette Matera–Stacey

ART TECHNICIAN

Alyce Tilley

DAILY ROUTINE

PRIMARY

Students must be at school by 8:40 am, but are provided for from 8:30 am. The daily schedule is as follows:

8:30am -	8:40am	“Daystart” - individual self-directed learning by students. Teachers are available to supervise, but not for interviews.
8:45am -		Formal beginning of the School day
10:35am -	10:55am	Morning tea/recess
1:00 -	1:40	Lunch
	3:10pm	End of school day

Children in the Pre–Primary year go home at lunch time for the first 3 weeks of Term 1.

SUPERVISION

We do not provide supervision for students at school before 8:10am. Playground equipment is out of bounds before 8:10am. The Primary Library is open before school. It is only available after school for homework research.

ASSEMBLIES

Primary School assemblies are held twice per week. A worship assembly is held each Monday. These assemblies are led by staff, and provide a special time of fellowship, praise and worship and a time to reinforce school values. Each Friday in the afternoon at 2:40–3:10pm, an assembly is organised by a class, or the Student Leadership team.

Parents are welcome at the Friday afternoon assembly.

CANTEEN

We provide a Healthy Schools Canteen, healthy lunches are available each school day. Our aim is to provide students with a solid foundation for a healthy lifestyle in conjunction with other health and lifestyle programs within our school. Our canteen is nut free for more information refer to the School Policies Handbook

<http://www.ststephens.dun.wa.edu.au>

Primary students order lunches before school by writing their order on a bag or envelope and placing it, with money, in a class lunch basket. Before lunch, baskets are collected by students and taken to classrooms. Primary students, do not have direct access to the Canteen for purchasing.

CURRICULUM

PRIMARY

The curriculum is consistent with the Curriculum Framework. Although subject areas provide a useful framework for planning by teachers, integration within the classrooms is encouraged.

- Art, Physical Education, Music, French and Information Literacy are taught with the assistance of specialist teachers.

INSPIRE (Individually Negotiated Support Providing Inclusive Relevant Education)

The Primary School support program provides assistance for students experiencing difficulties with their learning and to challenge able students beyond the scope of the regular curriculum. In the primary years academic extension is offered to individual students within the classroom as well as on a class withdrawal basis. The groups vary with the subject area.

BOOKLISTS

Booklists are issued in October. They can be returned to school for filling by Wooldridges A&M, Scarborough Beach Rd, Osborne Park or by ordering online with home delivery. The orders are ready for collection before the end of the school year. They can be purchased privately.

DIARY

Students have a Student Diary. This is used for recording home activities and reminders, and for brief communications between parents and teachers. It is designed to train students in organisation and planning skills, and to aid communication between the home and school. Parents should ensure that the Diary is signed at least once per week, and checked regularly. Student workbooks should be seen fortnightly.

REPORTS

The Primary School issues an Interim Report in Term 1 and a report each semester. Staff are available at scheduled times for parent-teacher interviews, in Term 1 and following the first semester report, and of course, as a need arises. Teachers are only available by appointment, not after 8:30am.

MUSIC

Instruments are a part of the Music Education program.

- P– 6 use percussion instruments
- Year 3 learn to play a violin or cello for six months and recorder for six months.
- Year 4/5 learn to play the recorder – students are charged for a recorder if required.

Children already learning an instrument have the opportunity to continue individual or small group tuition at the school if desired. Children wishing to learn a new instrument can do so.

Lessons are paid for by parents. The conditions of the Instrumental Tuition Program are detailed on page 17. Children also have the opportunity to participate in bands and choirs.

The school has a number of choral and instrumental groups, such as:

- Primary Singers – (an auditioned choir)
- High School Orchestra
- Middle School Ensemble
- Middle School Orchestra
- Wind Ensemble
- Primary Percussion Ensemble

SPORT EVENTS

House and interschool sporting events are designed to:

- Encourage house and school identification and loyalty.
- Teach students to compete in the right spirit.
- Provide an opportunity for skilled athletes to excel.
- Enable students to put into practice the skills learned in the Physical Education program.
- Enable students to enjoy sporting leisure activities.

Currently, there are three House carnivals held each year:

- The Wet Carnival takes place in a pool, and so consists of not only swimming, but a variety of activities based in the water.
- The Dry Carnival consists of not only athletics, but a variety of "dry land" activities based on the skills used in a variety of sports.
- The Cross Country Carnival involves running longer distances.

SWIMMING LESSONS

In-term swimming lessons are provided giving children in Years 1-5 an opportunity to learn to swim.

Exemptions are granted only, at parent request, to students with medical problems. Students in Year 6 learn surf awareness in Term 1.

The House Wet Carnival, combining participation, enjoyment and competition, is held in Term 1 leading up to the Inter-School Swimming Carnival.

CAMPS

Full details of our camping policy appear in the School Policies Handbook.

Pre Primary

Year 1/2 Camp – Overnight

This is a sleep-over and sausage sizzle at the school, designed to develop personal confidence. (Pre-Primary students stay until after dinner).

Venue At school
Date Friday 23 October–Saturday morning

Year 3 Camp – Overnight

Children participate in a sleep-over at school in tents, to develop confidence and to learn about shelter and protection.

Venue At school
Date Group 1 Friday 20 March – Saturday morning
Group 2 Friday 27 March – Saturday morning

Year 4 Camp - 3 Days

At a farm based camp children are introduced to the life and activities of farm life with a particular focus on personal responsibility (looking after own things), nutrition and cooking.

Venue Springhills, Williams
Dates Group 1 Monday 31 August- Wednesday 2 September
Group 2 Wednesday 2 September-Friday 4 September

Year 5 Camp- 3 days

Children learn about making friends and accepting others, as well as develop an ecological awareness.

Venue Lake Leschenaultia
Dates Wednesday 1 April-Friday 3 April

Year 6 Camp - 3 Days

Group responsibility, leadership and living in a community are the important focal points of this camp.

Venue Manjedal Scout Activity Centre, Byford
Dates Group 1 Monday 14-Wednesday 16 September
Group 2 Wednesday 16 September-Friday 18 September

EXCURSIONS

All excursions are part of the curriculum, so participation is compulsory. Costs are covered by the events fee.

UNIFORM STANDARDS

Full details of Uniform standards appear in the General Information section. Infringements are issued for students not complying with the uniform standard.

On the days students have PE, they may come to school in sports uniform as there are no change rooms. PE uniform is not to be worn on excursions. All students from P-6 will wear the PE uniform.

PRIMARY GIRLS UNIFORM

Culottes Navy.
Shirt White polo with school crest.
Socks P-2 white with red and navy stripe sports style.
3-6 white ankle length.
Shoes See general information section.
Hat St Stephen's legionnaire cap or either of the cloth brimmed hats.
Jumper Red St Stephen's.
Trousers Long trousers-optional winter.
School Bag School Back Pack is compulsory.

PRIMARY BOYS UNIFORM

Shorts Navy, worn above the knee.
Shirt White polo with school crest.
Socks P-2 white with red and navy stripe sports style.
3-6 St Stephen's short navy with red and white stripe.
Shoes See general information section.
Hat: St Stephen's legionnaire cap or either of the cloth brimmed hats.

Jumper	Red St Stephen's.
Trousers	Long trousers-optional-winter.
School Bag	School Back Pack is compulsory.

PRIMARY SPORTS UNIFORM

Shorts	Navy sports (girls and boys).
Shirt	House t-shirt. (white polo with school crest used for inter-school events.)
Socks	White with red and navy stripe sports style.
Shoes	Sports style.
Rugby Top & Pants	St Stephen's rugby top and track pants, for warmth (Red jumper is not to be worn with sports uniform).

SECONDARY SCHOOL INFORMATION

STAFF

Principal	Caryl Roberts MEdMan BEd DipT(Prim)DipRSA MACE
Administrator	Neil Campbell CD
Head of Secondary School	Bruce Titlestad BA(Hons) MA DipEd DipBus MACE
Deputy Head of Secondary - Care	Glenn Chinen MEd BEd
Deputy Head of Secondary - Learning and Curriculum	Dawn Clements BA DipEd (UWA)

DEANS

Alethea House	Robyn Hammond BSc(Ag)(Hons) DipEd
Carana House	Justin Beckett MA BA GradDipEd
Timae House	Phil Timms BEd Dipt B DivinityCertMusJazz

HEADS OF LEARNING AREAS AND COORDINATORS

Careers Adviser	Sondra Turner BEd DipT
Career Development	Sheevaun Darby BSc DipEd MCareerDev
Director's of Music	Andrea Stimson MMusBMusEd
	Marion Jamison BMus LRAM DipEd
Director of Sport	Sue Libbis BEd
English	Phillip Taylor BEd BArts(Hons)
Faith and Values	Hollis Wilson MScMDiv
Health & Physical Education	Nerina Cordner BEd
Information Communications Technology Manager	Ian Mackay – Scollay PostGradDipComputing Grad DipEd BSc
INSPIRE Centre	Debbie Davies BEd(Hons) MEd(Special Needs)
Librarian	Lise Legg DipEd GradDipInfoSc
LOTE	Michelle Rainer DipT
Mathematics	Phil May BSc GradDipEd
Science	Charles Biddle BSc DipEd DipLabTech
Society & Environment	Bernadette Lhota DipT BEd
Technologies and Enterprise	Frank Dawes–Smith LTh DipElectEng BScMMis
The Arts	Carol Wohlneck BA DipEd

TEACHING STAFF

Chelsea Anderson BAEd BEd	Janelle Hogben BSc BEd
Thomas Beebe BSc DipEd	Rohan Hotchkin BEd
Frank Bell BEd	Andrew Jenkins BSc DipED
Paul Bell BSc BEd	Louise Judge DipEd BCom
Jaime Blake DipEd BSc	Jeskiran Kaur BA(Hons)History, BA/Ed
Andre Bourgault BMusGradDipEd	Ben Kingwell BEng(Hons) GradDipEd
Daniel Brownlie MAppEc. BSc DipEd	Elizabeth Kirby BSc Dip Ed
Susan Carrick BA DipEd	Nicola Kirby BSc Dip Ed
Nicole Crewe BArts GradDipEd	John Lickfold BPE DipEd GradCertSAportManagement
Desiree Cunninghame BA(Ed)	Justin Lawson BEd
Chris D'souza BSc PostGradSpEd	Elizabeth McIlveen BSc Dip Ed
Maureen Devereux	Barbara Marshall DipT DipAppChem DipAppPhysics AssocAppPhysics

Patricia Dodd BEd BBus PostGradSecEd	Ben Mettam BA(Ed)
Mark Downsborough BSc PostGradDipSc	Suzu Mettam BA(Social Science)DipEd
Damon Eaton BArts GradDipEd	Dee Naumoff BSc GradDipEd
Jacqueline Franconi BEn DipEd	Anneline Neethling DipEd
Sasha Frost BArts GradDipEd	Aoife O'Shea BSc GradDipEd
Jessica Gazia BEd	Rita Perry BA DipEd
Gary Grafton BEdBiology	Nigel Phillips BSc DipEd
Pamela Grant DipEd BA	Patrick Robinson BSc GradDipEd

Sandra Hall DipT MSc DipEd
Jasmine Head BA DipEd
Penny Herd BA DipAppSc(HomeEc)
Boyd Herewini DipT
Matthew Hildebrandt BEd

Bronwyn Schultz BEd DipT
Michael Starr BSc(Hons) PhD DipEd THC
Cathy Trethowen BArts Teachers College Cert(NZ) DipT(NZ)
Mirella Trimboli BArts(Hons) GradDipEd)
John West PhD BSc PostGradDipEdBEd(Hons)
Wendy Williams BA DipEd)

SUPPORT STAFF

Assistant Administrator
Assistant Administrator/Office Manager
Accountant
Human Resources

David Jessup
Nigel Ahsing
Helen Connor
Leanne Mizen/Coralie Hunter

Personal Assistant to Principal, Administrator
Personal Assistant to Head of Secondary
Office

Jill Smith
Dianne Loan
Edyta Brodzinski
Erica Day
Mae Golding
Flora Hughes
Anna Nielsen
Nancy Seckington–Baker
Moya Thompson
Jennie Townsend
Janelle Wotherspoon

Publications Officer
Network Administrator
Database Manager
Desktop Support
Desktop Support
Library AV Technician
Library AV Technician
Library Assistant
Library Assistant
Library Assistant
Learning Assistant

Vida Corbett
Thomas Gardiner
Glenn Welsh
Jaci Ryan
John Paul Spadaccini
Sandra Wilson
Suzanne Wiles
Pam Benness
Jenni Seddon
Susan Durrant
Kerry Hesse
Wendy Lewis
Yvonne Mayor
Sue Morris

Art Technician
Science Laboratory Assistant
Home Economics Aide
Book Hire Coordinator
School Nurse

Claire Davenport
Kate Bilton
Sharyn Lituri
Cathy Trethowen
Alice Fern
Kylie Knuckey
David Mariott
Jim Palmisano
Luke Bentley
Charlie Watt
Paul Hartley
David Conduit
Peter Richardson
Sheryn Aubrey
Narelle Atkin
Jane Brown
Heather Croker
Heather Hamblin

Design & Technology Technician
Safety, Security & Service Manager
Maintenance Manager
Maintenance Staff
Grounds Manager
Grounds Staff

Canteen Manageress
Assistant
Assistant
Uniform Shop Manageress
Assistant

DAILY ROUTINE

8:20 -		Warning Bell
8:25 -	8:45	Home Room
8:45 -	9:40	Period 1
9:40 -	10:35	Period 2
10:55 -		Warning Bell
11:00 -	11:50	Period 3
11:50 -	12:40	Period 4
12:40 -	1:20	Lunch
1:20 -		Warning Bell
1:25 -	2:20	Period 5
2:20 -	3:15	Period 6
	3:10	Finish Time Year 7
	3:15	End of School Day

SUPERVISION

We do not provide supervision for students at school before 8:10am and do not roster teachers on supervision after school.

ASSEMBLIES

Secondary School assemblies are held during Period 2 Tuesday week B of the cycle. These may be School, House or Year level assemblies.

CANTEEN

We provide a Healthy Schools Canteen, healthy lunches are available each school day. Our aim is to provide students with a solid foundation for a healthy lifestyle in conjunction with other health and lifestyle programs within our school. Our canteen is nut free please refer to <http://www.ststephens.wa.edu.au/handbook> Anaphylaxis Action Plan and then the Anaphylaxis Guidelines, Students are encouraged to order lunch before school or at recess, please refer to our Menu at <http://extranet.dun.ststephens.wa.edu.au>

COURSE OUTLINE 2009

The curriculum is consistent with the Curriculum Framework. Subjects are taught over a 10 day cycle. Academic extension classes operate in Years 8-10 in English, Mathematics, Society & Environment and Music. All other classes are main stream. Mathematics offers a lower ability course in Years 8-10. Our policy of inclusive education means that lower ability students are part of mainstream classes but are supported by our INSPIRE Department and work through Individual Education Programs.

Year 7

English and Society and Environment	18 periods
Mathematics and Science	18 periods
French	5 periods
Music	2 periods
F&V (Faith and Values) and Worship	3 periods
Drama	2 periods
Art	2 period
Technology and Enterprise	4 Periods
Physical Education	5 periods
Assembly	1 period

Year 8

English	8 + 1 English Computing
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Society and Environment	period
8sMates (at the conclusion of this program, S & E return to nine periods)	8
F&V Health Education	1
Science	2
Mathematics	8 periods
	8 periods + 1
	Mathematics computing
	period
LOTE Students study French in Year 8	5 periods
Physical Education	5 periods
Music, Media, Drama, Art [Year 8 Arts Rotation]	6 periods
(Additional instruction is available in a range of musical instruments from visiting tutors and music extension students will study 2 periods of music every fortnight as part of the Arts rotation)	
Technology, Industrial Arts, Home	6 periods
Economics, [Year 8 Technology Rotation]	
Assembly	1 period

Year 9 – 12 see Curriculum Handbook for further details.

(<http://extranet.dun.ststephens.wa.edu.au>) (User name: parents password: tco99)

Year 9

English	9 periods
Mathematics	9 periods
Science	9 periods
Society and Environment	9 periods
Physical Education	5 periods
F&V (Faith and Values)	3 periods
Assembly	1 period

Electives: Students may select electives in Arts, Technology & Enterprise, LOTE or Physical Education to a total of 15 elective periods. Electives are **five** periods each.

Year 10

English	9 periods
Mathematics	9 periods
Society and Environment	9 periods
Science	9 periods
Physical Education	5 periods
F&V (Faith and Values)	3 periods
Career Education	3 periods
Assembly	1 period

Electives: Students may select electives in Arts to a total of 12 elective periods. Electives are either **six** periods each in Arts, Technology & Enterprise, LOTE or Physical Education.

Year 11/12

A range of TEE, NCOS, and Vocational courses are offered. Students may choose from these courses to form a curriculum that will lead to University, TAFE or the workplace. For Workplace Learning (formerly SWL) students choose **five** other subjects in addition to Workplace Learning which is their sixth choice.

Students must study **six** subjects in Year 11 and can choose **five** or **six** subjects in Year 12. (See Upper school Curriculum Hand Book on-line for full details).

All Year 11 students will do **three** periods F&V, 1 period assembly and **two** periods compulsory Physical Education.

All Year 12 students will do **three** periods F&V, 1 period assembly and **two** periods of Independent study.

HOMEWORK

Full details of our homework policy appears in the Student Work Record or <http://www.ststephens.wa.edu.au/handbook>

MUSIC

Enquiries to the Music Department on 9243 2118 or www.ststephens.wa.edu.au/subject/music

The school has a number of choral and instrumental groups including

High School Choir Years (7-12)
St Stephen's Singers (Years 9-12)
Girls' Chorale
Male Vocal Ensemble
Concert Band
Wind Ensemble
Swing Band
Jazz Ensemble
Middle School Ensemble (Years 5-9)
String Orchestra
Classical Guitar Ensembles – Middle School Orchestra (Years 5-9)
Various chamber music ensembles – percussion, woodwind, strings, recorders.

All students are welcome to join High School Choir.
Auditions are held for all other ensembles.

ACADEMIC EXTENSION

Academic extension classes are intended to challenge able students beyond the scope of the regular curriculum. In the secondary school, academic extension classes are provided in English, Mathematics, Science and Society and Environment learning areas in Years 8-10. Music also offers an academic stream. Both INSPIRE and Gifted support will be available for Year 7s.

INSPIRE (Individually Negotiated Support Providing Inclusive Relevant Education)

The program provides learning support for students in Years 8-12 who

- have a documented specific learning disability
- have a documented funded disability
- have less than adequate literacy/numeracy skills based on standardised testing results
- have been identified as gifted (top 2%)
- Students at academic risk or identified as academically talented (top 10%)

The program aims to empower students with the motivation and skills to learn in the schooling environment and beyond, and to help them cope with the pressures of high school.

INFORMATION AND COMMUNICATIONS TECHNOLOGY

All secondary students are required to sign a computer use agreement. This is in the Student Work Record issued to all students at the start of the school year. It outlines their responsibilities when using computers at St Stephen's School. Guidelines for use of computers; software and the internet are clearly displayed in the computing areas.

Printer Credits

In order to help students be sensible in the use of Print Credits, at the start of each term every student (Years 7-12) has the option, at no cost, of printing up to 50 pages on black and white laser printers anywhere in the school or 25 pages on a colour laser printer or a combination of the above. This equates to a nominal amount of money (\$5.00). This is called 'Printer Credits'.

Students enrolled in specific ICT related subjects are provided with an option of printing more pages than students not studying ICT subjects.

Students are provided with a visual 'counter' (on their windows desktop – bottom right of the screen) of how many pages (nominal amount of money) they have remaining.

If students exhausts all his/her printing allowance, then they can increase their printing allowance by purchasing additional 'Printer Credits' from the Front Office who will receive money from students and add the appropriate allowance to the student's network account.

STUDENT WORK RECORD

All secondary students are issued with a Student Work Record. This is used for recording homework activities and reminders, and for brief communications between parents and teachers. Parents should ensure that the Student Work Record is signed weekly. Daily homework and records of assessments due are listed in the Student Work Record.

The school information contained in the Student Work Record should be read and understood by students.

SECONDARY ASSISTANCE SCHEME

To be eligible for this government initiative, applicants must hold one of the following cards; Centrelink Pension Concession Card, **Centrelink** Family Health Care Card or the Department of Veterans' Affairs Pensioner Concession card who have student/s in Year 8-12 up to and including the year the student turns 18 years of age. These cards must be current in first term of the school year. Application forms are available from main administration Ave.) Closing date is 9 April 2009.

BOOKLISTS

Booklists are issued in December and are also on-line <http://extranet.dun.ststephens.wa.edu.au>

All supplies will be available for purchase from Wooldridges A&M Bookshop at 424 Scarborough Beach Road, Osborne Park or 10 Clarke Crescent Joondalup Telephone, 9443 0955.

BOOKHIRE

Under the Book Hire Scheme the school will provide the majority of text books required for Year 7 –12. Students will be charged for damaged or lost books.

Books are issued to Year 11–12 students prior to the commencement of the school year, and to younger secondary groups on the first day of school.

Books will be available at the Book Hire Room in the Library Courtyard. Charges will be raised on accounts, where applicable, for approved text books.

REPORTS AND STAFF– PARENT COMMUNICATION

Secondary Students are issued the following reports

- An interim report at the end of Term 1 for Years 7-12.
- A full written report each semester for Years 7-11.
- A full written report in Semester 1 and a Statement of Results report Term 4 for Year 11/12 students.

Any communication between parents and teachers regarding work, other activities, pastoral concerns, etc, can be written into the Student Work Record.

It is the responsibility of students to show staff and parents any notes written to them. Parents are asked to check the Student Work Record regularly and sign it weekly.

CAMPS

The costs of camps and excursions will vary and be charged separately. The School will endeavour to keep costs of camps as low as possible and the costs will be advised in writing prior to the event. In the event a student does not attend a camp or excursion a proportion of the cost will still be charged to cover those expenses the school incurs regardless of the student attending or not.

Full details of our camping policy appear in the School Policies Handbook available on-line or on request.
<http://www.ststephens.wa.edu.au/handbook/>

Year 7 Camp – 3 Days

Venue Camp Simon
Dates Wednesday 4 March–Friday 6 March

Year 8 Camp – 3 Days

This is an activity oriented camp designed to introduce students to community life. The emphasis upon activities enables leaders to focus upon cooperation and the essentials of community living that can be transferred to school life.

Venue Camp Simon
Dates Wednesday 25 February–Friday 27 February

Year 9 Recreational days

Dates Wednesday 1 July–Friday 3 July

Year 10 Camp – 3 Days

Leadership is the theme of this camp. Year 10s are in the unique position of being leaders of the Lower School and preparing for leadership of House and School as senior students.

Venue Nanga Bush Camp
Dates Monday 23 November–Friday 27 November

Year 11 Retreat – 3 Days

The community focus in Upper School is upon our spiritual growth and development.

The Retreat Program is designed to encourage students to reflect upon their beliefs and values and their commitment to a particular lifestyle that incorporates servant leadership and the Christian faith.

Venue Harvey
Dates Wednesday 1 July–Friday 3 July

Year 12 Retreat – 3 Days

This three day Retreat follows mid-year exams and is designed to build upon the program from Year 11 Retreat.

Venue Muresk Camp
Dates Tuesday 30 June after school–Friday 3 July

Uniform

Year 7 – Girls Uniform

Culottes Navy.
Trousers Long navy - optional winter.
Shirt White Year 7 polo with school crest.
Socks White ankle with navy trim.
Hat Bucket – red, white or blue.
Jumper Red St Stephen's.
Shoes See general information section.

Year 7 Girls Physical Education Uniform

Shirt Blue and red polo with School crest.(secondary school style)

Shorts	Navy with school insignia.(secondary school style)
Shoes:	Well supporting sports shoes, no Dunlop volleys, skate or leisure type shoes.
Socks	White with navy trim.
Tracksuit pants:	Navy with school insignia.
Tracksuit jacket	Navy and red with School crest.

Year 7 – Boys Uniform

Shorts	Navy
Trousers	Long grey – optional winter.
Shirt	White Year 7 polo with school crest.
Socks	Blue socks with red and navy.
Hat	Bucket – red, white or blue.
Jumper	Red St Stephen's.
Shoes	See general information section.

Year 7 Boys Physical Education Uniform

Shirt	Blue and red polo with School crest. (secondary school style)
Shorts	Navy with school insignia. (secondary school style)
Shoes:	Well supporting sports shoes, no Dunlop volleys, skate or leisure type shoes
Socks	White with navy trim.
Tracksuit pants:	Navy with school insignia.
Tracksuit jacket	Navy and red with School crest.

Year 8 - 12 Girls Summer Uniform

Dress	Navy length no more than 10 cm above knee, when kneeling.
Hat	See general information section.
Socks	Ankle-length white socks with navy trim. (stockings are not to be worn with summer uniform.)
Jumper	See general information section. Year 11 and 12 students–navy jumper compulsory
Shoes	See general information section.

Secondary Girls Winter Uniform

Skirts	Navy with length up to 10 cm above knee, when kneeling (required by all girls.)
Shirts	White crested, short sleeved. To be tucked in at all times, except for overblouse. Articles worn under winter uniform shirts (tee Shirts/underwear) should be white with no writing or colour. Sleeves of tee shirts should not be visible.
Jumper	See general information. Year 11 and 12 students navy jumper compulsory.
Tie	St Stephen's, worn with top button done up, and the tie correctly in place. Year 12–red tie compulsory.
Blazer	School blazer. The blazers are worn to and from school in winter months (exemption for bike riders).
Slacks	Navy style, available from the uniform shop as an optional winter uniform. However, formal wear still requires the skirt.
Stockings	40 denier stockings (purchased through the uniform shop only).
Socks	white socks with navy trim may be worn as an alternative to stockings with the skirt.
Shoes	See general information.

Secondary Girls Physical Education Uniform

Physical Education uniform may be worn to and from school on any day that students have Physical Education classes. Students who use this opportunity to wear Physical Education uniform on non–Physical Education days will be dealt with firmly.

Shirt	Blue and red polo with School crest.
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Shorts	Navy shorts with school insignia.
Shoes	Well supporting sports shoes, no dunlop volleys, skate or leisure type shoes permitted.
Socks	Ankle length white with navy trim.
Tracksuit pants	Navy blue with school insignia.
Tracksuit jacket	Navy blue and red with school crest.
Hat	See general information section.

Secondary Boys Summer Uniform

Shorts	Navy or
Trousers	Long grey, may be worn, with black belt, but with grey socks and tie (to be purchased from the uniform shop.)
Shirts	White crested, short sleeved—to be tucked in at all times.
Socks	St Stephen's short navy socks with shorts, grey socks with long trousers.
Hat	See general information section.
Jumper	See general information. Year 11 and 12 students – navy jumper compulsory.
Shoes	See general information.

Secondary Boys Winter Uniform

Trousers	Long grey (to be purchased from uniform shop).
Belt	Black.
Socks	Grey.
Shoes	See general information.
Shirts	White crested—short sleeves to be tucked in at all times. Articles worn under winter uniform shirts (tee shirts) should be white with no writing or colour. Sleeves of tee shirts should not be visible.
Jumper	See general information. Year 11 and 12 students—navy jumper compulsory.
Tie	St Stephen's, worn with top button done up, and tie correctly in place. Year 12—Red tie compulsory.
Blazer	School blazer. School blazer. The blazers are worn to and from school in winter months (exemption for bike riders).

Secondary Boy Physical Education Uniform

Physical Education uniform may be worn to and from school on any day that students have Physical Education classes. Students who use this opportunity to wear Physical Education uniform on non-Physical Education days will be dealt with firmly.

Shirt	Blue and red polo with School crest.
Shorts	Navy shorts with school insignia.
Shoes	Correct sports shoes, no dunlop volleys or skate shoes permitted
Socks	White with navy trim (no ankle socks).
Tracksuit pants	Navy blue with school insignia.
Tracksuit jacket	Navy blue and red with school crest.
Hat	See general information section.

UNIFORM CHANGEOVER DATE FOR SECONDARY STUDENTS

From the beginning of Week 3, Term 2 until the end of Week 8, Term 3, winter uniform (including the blazer) must be worn. At all other times, students may choose to wear winter or summer uniform, when the blazer does not need to be worn. Students should not mix summer and winter uniform. Girls may choose to wear the winter uniform during Terms 1 and 4, but without the blazer being required. Socks may be worn instead of stockings in this case.

HATS

In the summer months (ie when summer uniform may be worn), secondary students are required to wear school hats at recess and lunch, in Physical Education classes and whenever outdoors for an extended period. Hats are not required only when under the shade of a building. In the winter months (ie when winter uniform is compulsory), secondary students are required to wear school hats in Physical education classes and whenever outdoors for an extended period and are strongly advised to wear school hats at recess and lunch.

General Information

NEWSLETTERS

Information of interest or importance to parents is published in the school newsletter, *Dove Tales*. This is emailed to parents on Friday fortnightly. It is also available on line www.ststephens.wa.edu.au *Dove Tales* will be mailed to parents who do not have email access. Please read *Dove Tales* regularly, it is the chief way in which the school communicates with parents. *Dove* is a more comprehensive publication and is issued three times a year.

Family Commitment System

It is a requirement that each family completes a minimum of 10 hours of Family Commitment (FCS) in the school each year. Copies of the Family Commitment Record Sheets are available on the School Website: <http://www.2.ststephens.wa.edu.au/parents-friends/> or from Main Administration.

Parents and Friends' Association

p&f-duncraig@ststephens.wa.edu.au

The following are the Office Bearers and Committee for 2008.

President

Vice Presidents

Secretary

Treasurer

Joy Ford

John Flint

9307 4992

0407 757 755

General Committee

Nicholas Ager

Michael Carrigg

Wilf Heinz

Donna McFetridge

Melinda Mosenthal

Bruce Russell

Danny O'Donoghue

0401 687 198

0437 283 326

0408 866 210

0419 905 587

9401 6819

0418 954 359

9448 9428

General Committee – Acting School Principal

Caryl Roberts

9447 1111

School Staff Representative

TBC

School Council Representatives

Hawkan Wihlborg

9309 9181

STUDENT LEADERSHIP

All students are encouraged to aspire to the position of School Captain (two per House) or to the position of Assistant School Captain (four per House) during Year 12. Each Semester, Year 6 students are elected as Primary House Captains (two per House).

The six School Captains meet regularly with their Dean and occasionally with the Head of Care and Principal. House Council comprising student representatives and School Captains meet to lead the House in student matters.

Sixteen of Year 11 students from each House perform a vital role as 8sMates, meeting regularly with small groups of Year 8s in a planned and regularly monitored program. A similar number of Year 11 students are selected as PriMates, with special responsibility to primary students. These activities are crucial to the pastoral care emphasis of our school.

STUDENT AFFAIRS COMMITTEE

This committee is a representative body of approximately 24 students and staff comprising of Secondary School and Primary School representatives. The committee meets regularly and discusses issues relating to student discipline, pastoral care, uniform, and community service. The committee is convened by the Deputy of Care.

ABSENCES

Anticipated absences should be notified through the Work Record or by a special note or phone message to Main Administration Office 9243 2409.

Parents are requested to phone the office 9243 2409 and leave a message on the morning of an unexpected absence. A note is required from a parent or guardian to explain any absence of a day or longer, on the day the student returns to school.

If for any reason a student has to leave the school during the day a note in the Secondary Work Record or Primary Student Diary is required. Secondary students must follow the following procedure:

- Notes are to be shown to the homeroom teacher in morning homeroom. If the note is to explain an early departure from the school, the note will be signed by the homeroom teacher, shown to the teacher of the class they are leaving and shown at the Main Administration Office as the student leaves the school.
- Parents are then requested to collect students only from the Main Administration Office. When students return to school after a temporary absence, they must enter through the Main Administration area to advise office staff of their return.
- If secondary students are late to school they must enter through the Main Administration Office with a written explanation for their lateness. Students will be issued with a late slip for entry into class.

Parents are advised that the withdrawal of their child/children from school during normal term time may result in:

- failure to complete a course of study and/or
- requirement to repeat a subject, unit of study or year and or/
- interview by the Principal, Head of Secondary or Head of Primary and/or
- jeopardise their enrolment at the school

School Council understands that some situations such as family emergencies, important family events at distant venues or a pressing medical issue may require occasional student absences. In this situation a letter addressed to the Head of Secondary or Head of Primary informing the school of the situation is required prior to the absence. Teaching staff have been advised that they should not provide work for students absent from school, except in the case of an absence which is the result of a medical issue eg operation. Any assessments given during an absence will be graded as zero except again for an absence due to a medical issue.

Students will be held responsible for any work missed during their absence from school.

Student attendance has a direct correlation to academic performance and we value your support in this matter.

BOUNDARIES

Students are not permitted to leave the school premises between 8:30am and 3:15pm unless they have permission (see Absences). There are no separated areas in the grounds for primary and secondary students.

At recess and lunchtime the following areas are out of bounds:

- Technology building, the area behind science and Alethea
- Service road on the eastern side of the school
- Maintenance shed
- Bicycle racks
- Paved area outside the front office entrance doors
- Veranda area including steps outside the Administrator's and Principal's offices
- Grassed area (sloping section only) just outside the Administrator's office
- Area between the school driveway and the footy oval
- Areas beyond Hamer Oval and the southern and western boundaries beyond the grassed surface

At recess, the school and hockey ovals are out of bounds to secondary students. The remainder of the grounds are available to all students in the school except Pre-Primary students. In these areas, students are not allowed to run.

CLEARANCE CERTIFICATE

Any student leaving the school, either for an approved extended period or permanently, must complete a Clearance Certificate, which is available to the student **only** after a letter of intention to withdraw the student has been provided to the Principal by the parent. Clearance certificates are available from the Main Administration Office.

One full term's notice of withdrawal from the school is required in writing to the Principal. In the event of failure to give such notice, a term's fee is payable in lieu.

PARENTAL GRIEVANCE PROCEDURE

From time to time issues will arise in the life of the school when parents may feel especially concerned or aggrieved about a particular matter. At the point of contact a parent is encouraged to indicate the nature of the matter they wish to raise as this can facilitate the process of whom to address the issue in the first instance.

To assist the legitimate concerns of parents being heard and addressed, the following steps are provided.

- For classroom concerns such as academic progress or classroom behaviour management, the subject teacher should be the first point of contact.
- For a broad-ranging, major concern about the life of their child in the school (personal care, well-being), a parent should speak, firstly, to their child's Homeroom Teacher.

For diagram of these processes see on-line School Handbook document titled "FLOW CHART INDICATING COMMUNICATION PROTOCOL FOR PARENTS/STUDENTS".

- The Principal is always available to speak to any parent but will normally require that parents have used the above procedures. Having met with a parent, the Principal will investigate any matter requiring attention and ensure that the appropriate actions are taken.
- Should a complaint made to the Principal be about a member of staff, that member of staff will be involved in the resolution of the problem in accordance with procedures included in our Human Resources policy.
- Throughout the process the Principal will ensure that all of the parties concerned are kept informed of the progress of the matter and its final outcome.
- Should a parent be dissatisfied with the manner in which their grievance has been processed, or with its outcome, they may contact the Chairperson of the School Council to seek opportunity to present their case. The Chairperson of Council will review the matter and take any action they deem appropriate.
- Matters which are of a particularly serious nature, which have been pursued in this manner, and the outcome remains the subject of significant dissatisfaction, can be further pursued by addressing the complaint in writing to the Moderator of the Uniting Church (WA).

FEES & CHARGES 2009

The School Council reserves the right to alter Fees & Charges when and as circumstances require.

St Stephen's School is a non-profit organisation which exists to provide a low-fee, independent education. Although the school receives State and Commonwealth Government Recurrent Grants it has to operate under financial constraints. Therefore it is imperative that all fees are paid within 14 days of receipt of the account. Failure to pay on time places the school in an overdraft situation which penalises all families in the school. A separate Fees & Charges sheet is circulated.

MUSIC

INSTRUMENTAL TUITION PROGRAM

The Instrumental Tuition Program is run as a co-curricular activity during school time using school facilities.

The minimum number of lessons per term is eight. The 2009 rate for lessons is \$50.00 per hour. This rate is subject to annual review. Younger students will require 30 minute lessons, while more advanced students will require 45-60 minute lessons.

Visiting Music Tutors will invoice parents directly at the beginning of each term, with payment due in Week Three each term. Any accounts not paid by the due dates will incur a late fee of \$50.00.

Students will attend one lesson per week. Lessons are rotated each week so that students do not always miss the same subject. It is the responsibility of the student and parent to **let the tutor know directly** if the student will be absent from a lesson. Please **do not** ring either Administration in the Primary or High School or the Music Office with messages for Instrumental Tutors. **Prior to cancellation of lessons, a full term's notice in writing must be given.** Instrumental Tuition requires **long-term commitment.** Priority for lessons at recess, lunch or before school is given to Year 12 students. Primary School students will not normally have lessons at those times.

Application forms for the Instrumental Tuition Program are available from the Primary Administration, Main Administration and Music Office, or can be downloaded from the website, which contains extensive information on all aspects of the music program.

Address: www.ststephens.wa.edu.au/subject/music

A limited number of instruments are available for hire from the school for a period of **one year.** The charge for hiring a school instrument is \$175.00 per year and the hire charges are normally added to Term 4 accounts. Students are required to become a member of a school ensemble when they have reached a suitable level. If a student is not a member of a school ensemble, GST will be added to the instrument hire charge shown above.

TRAVEL

Buses

Please inform the Main Administration Office if there are problems with transport to and from school. The school has tried to adopt school hours which fit with public transport used by as large a proportion of the school population as possible, but recognises that not everybody will find travel to and from school easy with public transport.

Students are identified with the school when in uniform on public transport or in a public place. The highest standards of behaviour and courtesy are expected.

In the event of a bus strike starting while the students are at school, the school will endeavour to assist students to make contact with their parents by telephone, but cannot accept responsibility for transport home.

Bus Routes – Duncraig – Subject to alteration by Path Transit Phone 9300 9866.

<i>Departs</i>	<i>Route</i>
3:30pm	St Stephen's School displaying route number 1 Doveridge Dve L Glengarry Dve L Warwick Rd R Davallia Rd L Beach Rd to Warwick Bus Station.
3:30pm Bus tickets available from driver.	St Stephen's School displaying route number 2 R Doveridge Dve L Glengarry Dve R Guron Rd L Lilburne Rd R Warwick Rd L Chessell Dve L Beach Rd R Duffy Rd R North Beach Rd L Milverton Ave L into Karrinyup Rd ending the journey at Karrinyup Shopping Centre.

Students' vehicles

Students who wish to drive vehicles to school should collect the appropriate permission form from the Main Administration Office. A parking sticker is issued on approval which must be displayed inside the windscreen. Student cars are parked on the western verge at the front of the school. Students may not go to their car during the day without a Dean's or a member of the Leadership Teams consent.

“L” Plate Drivers

Learner drivers are not to drive on school property including the car parks on Doveridge Drive, with either parents or driver instructors.

Bikes

Bikes are all parked together in one area – primary and secondary. Students are not permitted near the bikes during the school day. For security reasons it is the students responsibility to lock their bike in the bike rack. It is recommended that you cover the cost of such in your household insurance. The school cannot reimburse the cost of student’s personal equipment if stolen.

Wearing bike helmets is compulsory. They can be taken to the classroom during the day, but it is probably easier if they can be locked onto the bike during the day.

Only children in Year 4 or older may ride bikes to school, except under special circumstances negotiated between the parents and the school.

Access to the School – Note The Changes

Please look at the Duncraig campus map on page 27 and carefully and follow the directions listed below.

Please keep in mind that these changes have been implemented for the safety and well being of your child.

Buses

Path Transit buses have been moved from the Doveridge Drive entry to the Hepburn Avenue entry. This is the afternoon bus run that occurs and therefore parents will not be able to pick up in this area between the times of 3:00pm to 3:40pm.

Outside of these times, parents are able to use Hepburn Avenue entry as a pick up/drop off point. **Please note**, you will be asked to move on if you are parked there during this time.

Primary School Kiss and Drive – Main Entry Doveridge Drive

The Primary kiss-and-drive has been reversed and access to this kiss-and-drive area will be via the turning circle. The reason for this is twofold. Two incidents in the car park have highlighted how dangerous it is to have students exiting cars on the left hand side into traffic flow, hence the reversal of the traffic flow. The other reason is increase in the rate in which cars can move through the pick and drop off points.

To access the Primary kiss-and-drive, you will be required to proceed around the turning circle in the secondary school and down into the Primary kiss-and-drive. Please see map for entry. Parents will **not** be able to turn right into the Primary kiss-and-drive as this will interfere with traffic flow.

Please note this does **NOT** mean at a higher speed but a more organised and regimented traffic flow.

In conjunction with this if your child is not ready for collection as you drive in you are asked to proceed though the kiss-and-drive and out of the school around the block and then re-enter the school. Much of the traffic flow becomes congested due to cars being parked and others not being able to move through.

Secondary Pick up

Secondary school pick up now occurs in the turning circle and, like the Primary kiss-and-drive, if your child is not ready for pick up as you get there you will be asked to proceed though the kiss-and-drive, out of the school around the block and then re-enter the school for pick up. Much of the traffic flow becomes congested due to cars being parked and others not being able to move through.

Entry and Exit Points to the School

All entry into the school will now be handled via the main entrance on Doveridge Drive for parents picking up students whether they are High School or Primary School students and access to these areas is shown on the map.

Exit points from the School are out through the main entrance and out through the Primary kiss-and-drive. Upon exiting it is a **LEFT** turn only so as to eliminate cars turning across traffic which is where congestion occurs.

Staff Car Park

The staff car park is out of bounds for anyone who is not staff of the school. We ask that any volunteers/parent helpers park at the bottom of the school.

The reason for this is also twofold. Firstly, with construction of the new building the School is losing the lower section of the staff car park and, as such, the school will be approximately 15 car bays short for staff. Secondly, the top car park will be a two way entry/exit due to the loss of the lower section. Therefore we need less traffic in the staff car park.

Parking

If you need to park to pick-up your child from school please **DO NOT** enter the grounds but park down at the bottom of the school on Doveridge Drive and either walk in or have your child walk down to you.

Doveridge Drive Verge

Parents are discouraged from dropping their child or picking up from the front verge.

There are double lines on Doveridge Drive. Do not U-turn, and do not stop on the road surface, as this will force following cars to stop, or to cross the double lines.

Please do **not** stop on the south side of Doveridge Drive. Not only does this cause children to cross a busy road, but also creates traffic problems, and irritation to our neighbours. It is also signposted as **no standing** at the beginning and end of the school day.

Hepburn Avenue – see clause re restrictions due to buses

There is a left turn into the school from Hepburn Avenue if travelling west. Students are deposited in the area designated and cars proceed to turning circle and back to Hepburn Avenue with a left turn out only to continue west along Hepburn Avenue. Parents are discouraged from stopping in Hepburn Avenue either way to drop off or pick up students.

Pedestrians have right of way on all raised crossings within the school grounds.

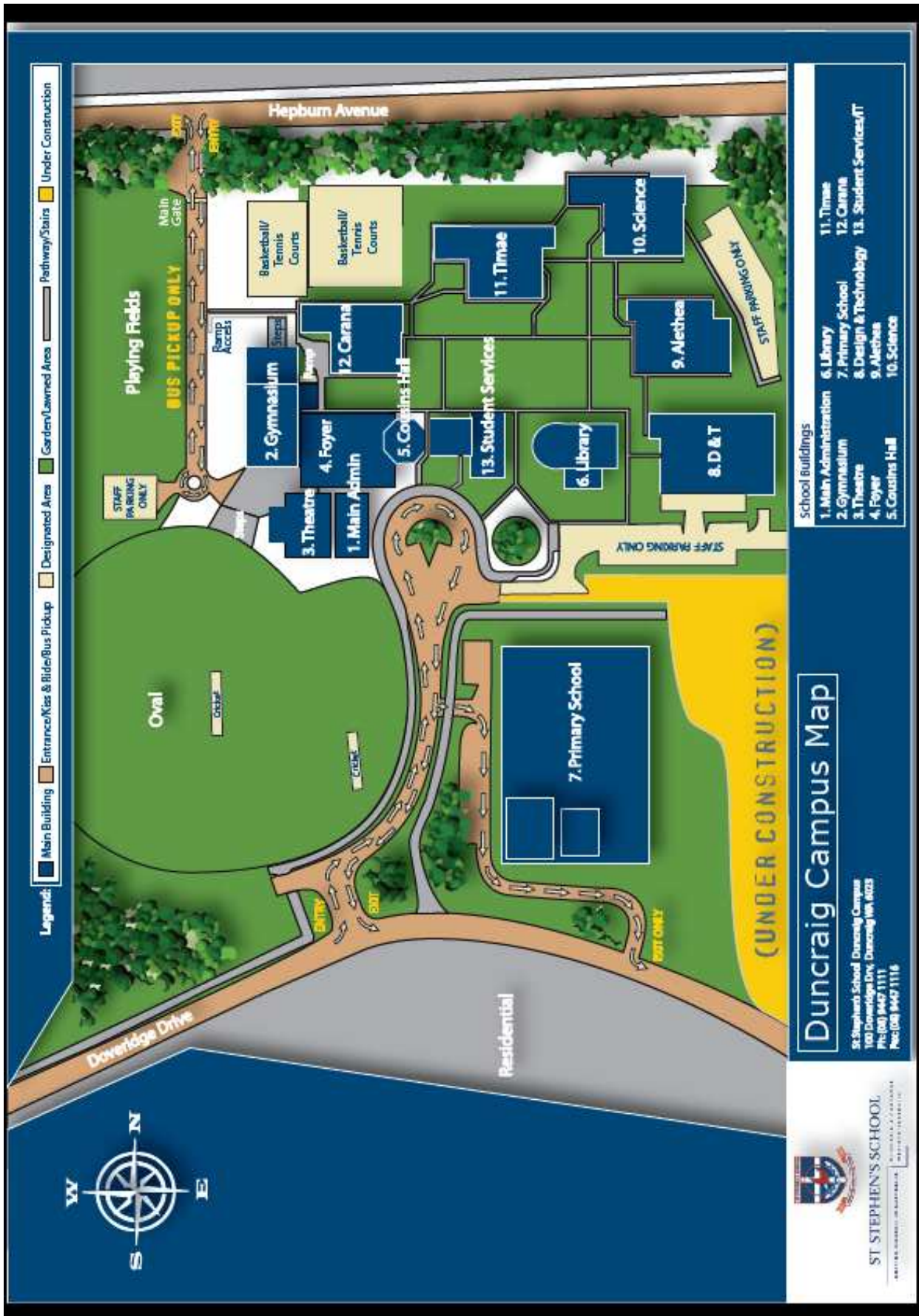
There is a 10 kph speed limit within the school grounds, and a 40 kph limit in neighbouring streets.

On foot

Students can enter the school via the main footpath, or at a number of points along the front of the school. (Or through the gate by the bike racks, if coming from the other direction.) They should not walk along the main or Primary driveways. These are for vehicles only.

By bike

Bikes must all enter via the bike path along the freeway fence.



UNIFORM

Wearing of school uniform

The wearing of school uniform has always been part of life at St Stephen's School and will continue to be so. High standards of uniform wear and grooming are important in the school as this makes an important statement to the wider community about the school and the way it sees itself.

Parents have a responsibility to ensure their child(ren) leave home each day correctly attired and that their grooming is of an acceptable standard. Staff will supervise this at school.

UNIFORM

Uniform Standards

Hair	To be clean and neatly groomed. Fringes to be above eyebrows. If hair is touching the collar, hair must be tied back. Obvious unnatural and two tone colouring of hair is unacceptable. Accessories of school colours (solid red or navy or white only, not patterned.) (Final interpretation of acceptability of hair style rests with the Deans and Deputy of Care).
Facial Hair	Boys will be clean shaven.
Make-Up	The wearing of makeup is discouraged at St Stephen's School. The School recognises the need for some students to wear a minimum of makeup for reasons of self worth. Therefore, only a light covering of foundation and no other apparent make-up will be allowed. If the application of foundation is deemed excessive, the student concerned will be required to remove the makeup to a more discreet level. The level of application is at the discretion of teachers and ultimately the School Leadership Team. None
Jewellery	A watch plus two pieces of plain jewellery may be worn. Necklaces/Bracelets must not be 'chunky', and the ornaments must be small and inconspicuous. Ear rings must be sleepers or studs only, and worn only in the ear lobe, two per ear. (A single earring or a pair counts as one piece of jewellery). An additional discrete clear stud may be worn on the ear if there is need for it.
Body Piercing	No visible body piercing including tongue/tattoo piercing.
Jumpers	Years P-10 Red St Stephen's. Years 11 and 12 compulsory navy. Must fit appropriately, ie sleeves not worn over the hand, or jumper over-stretched in any way.
Shoes	Black college-type lace-up shoes, clean and polished. Boots are not to be worn. Fashion higher heeled shoes more than 3cm are not to be worn. P-2 Black velcro fastening shoes optional – available from Betts.
Hat	St Stephen's cloth bucket hat in red, navy or white. See Hat Policy in School Handbook http://www.ststephens.wa.edu/handbook/
School Bags	School bags, back packs and sports bags are available from the Uniform Shop. The St Stephen's School back pack or school bag is compulsory. Year 12s whose bags have worn out will not be required to replace them.

NON - UNIFORM DAY

The Monday of the last week of each term is a non-uniform day. Although students need not wear uniform for the day, suitable dress standard is expected. Primary and secondary students contribute \$1:00 to the house charity project.

NON - UNIFORM DAY DRESS STANDARD

No offensive messages/words on any clothing.

No midriff's should be showing.

No overly brief shorts or skirts.

No low cut tops.

Closed shoes must be worn for safety issues.

Correct Physical Education uniform must be brought for Physical Education lessons

UNIFORM PRIMARY – see primary school information. (page 12)

UNIFORM SECONDARY – see secondary school information. (page 20–22)

UNIFORM SHOP

Uniform should be purchased at the school uniform shop to preserve uniformity in the articles worn by all students. The Duncraig shop is open between 8:00am and 11:00am every Tuesday and 12:40pm and 4:00pm every Thursday during term time and at other times by special notice.

CAMPS

Full details of our camping policy appears in the School Handbook <http://www.ststephens.wa.edu.au/handbook/> (User name parents Password: tco99)

Costs of camps and sleepovers vary and actual costs will be advised in writing prior to the event. In the event a student does not attend a camp a proportion of the cost of the camp will still be charged to cover those expenses that the school incurs regardless of the student attending or not.

CAMPS PRIMARY – see primary school information. (page 11-12)

CAMPS SECONDARY – see secondary school information. (page 19)

SPORT

The emphasis in the Health and Physical Education program is on fitness, health and learning a variety of skills relevant to a range of sporting and recreational pursuits, to enable participation in a wide variety of leisure-time activities.

If a student is to be exempted from a Health and Physical Education class, the class teacher must be presented with a note from the parent indicating medical or other complications that prevent physical participation.

A medical certificate must be shown if a student is to be excluded from physical activities for more than one week. Parents can request that their child perform light exercise only if their illness or injury is only mild, rather than being completely exempted from physical activities.

House and interschool athletics and swimming carnivals are held annually.

Attendance at all house sport carnivals is compulsory. Attendance at interschool carnivals is compulsory for all members of designated year groups.

MISCELLANEOUS (alphabetical listing)

ALLERGIES - FOODS AT SCHOOL

St Stephen's has a Policy for Anaphylaxis which can be viewed on the school's website. Please note a number of students at St Stephen's are severely allergic to peanuts and/or other nuts. Please avoid sending any food containing peanuts (including peanut paste) to school. For further information on please refer to <http://www.ststephens.wa.edu.au/handbook/> (User name parents Password: tco99) Anaphylaxis Action Plan and then the Anaphylaxis Guidelines.

AEROSOL CANS

Aerosol cans, unless required for specific subject work, are not to be brought to school or school events.

BEQUESTS

Bequests and Bursaries are made to St Stephen's School from time to time. Should there be further information required in this regard, please contact the Principal or Administrator.

BULLYING

Students are encouraged to report any incident or bullying on-line at; www.bullysstoppers.com or talk to your homeroom teacher or Dean or any staff member.

The bullysstoppers site contains links to a number of useful information for students and parents.

CHEWING GUM

No chewing gum is to be brought to school.

COLLINSON COLLABORATIVE LEARNING CENTRE (LIBRARY)

The Collinson Collaborative Learning Centre is open from 8:15am each morning, at lunchtime, and until 4:15pm each afternoon. It is closed at recess. Library resources are available to all in the school and they should be looked after. Students may be asked to pay for lost or damaged resources.

CORRECTION FLUID AND PERMANENT MARKERS

No liquid correction fluid or permanent markers are to be brought to school.

DONATIONS TO BUILDING AND LIBRARY FUNDS

Parents are invited at any time to make voluntary donations to the School's Building and or Library Fund. These donations are fully tax deductible. However please note that the Building Fund Levy is compulsory for all students and is therefore **not** tax deductible.

EMERGENCY PROCEDURE

Continuous chiming of the bell or siren indicates a state of emergency. All students must move swiftly, but in an orderly manner as directed by staff to designated areas and assemble in classroom groups (primary) and class groups (secondary).

INSURANCE

It is strongly recommended that parents check their health and general insurance policies to ensure adequate and current medical, personal property and liability insurance cover is in place.

The school will not accept responsibility for medical expenses arising from accident or illness, loss of or damage to personal effects and property or liability incurred by students for bodily injury or property damage. Should an ambulance be required, parents will be informed and the cost of such will be the parents' responsibility.

LOCKERS

Lockers are allocated to all secondary students. They are secured by a combination lock provided by the school. It is clearly in the interests of everyone that students make sure only they have access to their lockers. This means keeping the combination private.

LUNCH AND RECESS

Whenever possible students are encouraged to go outside during breaks. Sports equipment may be made available by arrangement. Classrooms will not be open during lunch. Parents delivering lunches for students who have left their lunch at home are asked to do so via the Canteen.

METAL RULERS

No metal ruler is to be brought to school.

MOBILE PHONES

Due to the potential disruption associated with the use of mobile phones at school, students must not have them turned on or in their possession at any time during the school day. If students have mobile phones for safety or security reasons it is their responsibility to look after the phone and keep it secure in their locker. It is recommended that parents cover the cost of such in your household insurance. The school cannot reimburse the cost of students personal equipment if stolen. Students who have their phone turned on during the school day will have it confiscated until the end of the next school day and will receive a student behaviour report. If a phone is confiscated on a Friday, it will be the student's responsibility to collect their phone on Monday.

MP3s – iPods

These tools are allowed to be used in certain classrooms for educational purposes only at the discretion of the teacher (ie for the completion of projects/assignments) and under the strict supervision of the class teacher. These tools are not allowed to be used during recess or lunch times.

STAFFROOM

Students may seek teachers at the staff rooms. However, if possible, they should leave messages for staff members in a written form, or see a staff member on duty in the grounds.

STATIONERY

The stationery list is provided as a guideline as to what students are likely to need. It is the student's responsibility to be fully equipped for class. Parents of primary students will be notified by a teacher when items need to be replaced.

TELEPHONE

Public telephones are located in the foyer of Main Administration Office and in the foyer of the Student Services Building. The purpose is to provide for students who need to telephone to make travel arrangements or organise appointments. It should not be used for casual calls, and is out of bounds while classes are in progress.

THANKSGIVING SERVICE

This is held in the second half of the school year, and is an exciting night as the school celebrates the year's achievements. Tickets are advertised prior to the event at no charge to families. This is a P – 12 event and parents of all year levels are encouraged to attend this school event.

WITHDRAWAL FROM THE SCHOOL

It is essential that the school is notified as early as possible of families intending to withdraw students. One full term's notice is required in writing to the Principal prior to the withdrawal of a student from the School.

Clearance Certificate – see in General Information section.