



**ST. JEROME'S**  
**PRIMARY SCHOOL**

**St Jerome's Primary School**  
**Munster**

**Prospectus**



## ST. JEROME'S PRIMARY SCHOOL

### **School Profile**

St Jerome's is a Catholic Primary School catering for nearly 700 students from 3 Year Old Kindergarten to Year 6. The school is an integral part of the St Jerome's Parish and there is a very close relationship between the school and Parish.

The school is situated within the Cockburn City Council, which is the fastest growing district in the Perth metropolitan area. St Jerome's is highly regarded by school and parish families and many of the students are second-generation students of the school. The community has a wide diversity of cultural backgrounds.

St Jerome's school was established in 1935 and was originally located next to the old St Jerome's Church located at the Corner of Rockingham Road and Edeline Street Spearwood. The first classes were conducted in the church until 1955 when the first school was built. In 1978, the school was relocated to its present site on the corner of Troode and Rockingham Road, Munster to cater to the fast growing community. St Jerome's has continued to grow rapidly and is now a three-stream school catering for children from 3 Year Old Kindergarten through to Year 6.

There are over 700 children attending the school with a staff of 60, comprising 45 teachers (full-time and part-time) and 15 non-teaching staff. The staff is hard working and committed to providing a high level of pastoral care and quality education for their students. The school's Management Team consists of Principal, Assistant Principal (RE), Assistant Principal (Curriculum and Administration) and two cluster leaders (Y3 Year Old Kindergarten – Year 2 and Years 3 – 6).

There are specialist programs in the area of Music/Performing Arts, LOTE (Italian), Physical Education, Science, Health and Library. The school is well resourced in all areas and has the advantage of being able to use the parish hall as an additional facility.

The contribution of parents in the school is strongly encouraged and is a feature of the school. Parents assist teachers regularly in classrooms and a specific group known as Making A Difference (MAD) are trained to work with children who have special needs. There is a School Board whose duty it is to oversee the financial management of the school and the Parents and Friends Association is the body through which parents can make a more formal contribution to the life of the school.

Each year the school develops a set of priorities that focus on the following areas:

- School vision and goal related tasks
- Curriculum delivery
- Professional Development
- Financial Management
- Community partnerships
- Personnel Management and,
- Capital/Grounds Development.

All members of the school community contribute to the formulation of the annual priorities and periodic reviews are held to monitor the progress towards the achievement of the established priorities.

The school community embraces the following Vision Statement.

### Vision Statement

St Jerome's Catholic School accepts the challenge to be a place where the climate and curriculum are illuminated by faith, and where both are permeated by the Gospel spirit of love and freedom.

In this light, our school community seeks to develop the potential of its members, whilst respecting their dignity and uniqueness.

## Religious Education

The aims of the Religious Education programme at St Jerome's School are based on the Perth Archdiocese R.E. Units. Our own school-based programme encompasses the following three points:

- Children developing a personal vision of how they can reflect God.
- Raising in children their awareness of how they develop as fully integrated human beings.
- How God helps them to become the vision and to develop a '*faith relationship*' with Christ.

Children participate in Sacramental programmes in Year 3 (Reconciliation), Year 4 (Eucharist) and Year 6 (Confirmation). Parents are an integral part of this preparation and are encouraged to assist the class teacher in any way they can. Several parent information sessions are held as part of the preparation for each sacrament and parents are strongly encouraged to attend. More information regarding the R.E. programme is available at the school. Enquiries are welcomed.

## 3 Year Old Kindergarten

St Jerome's currently runs a 3 Year Old Kindergarten Programme, designed to give three year old children an opportunity to participate in a Kindergarten style programme in readiness for the four year old Kindergarten the following year.

The school offers two half day sessions per class. Our 3 Year Old Kindergarten Programme will run every Thursday and Friday. Commencing Term 3 the class will be a full day session. The programme will be run by a qualified Early Childhood Teacher and a qualified Education Assistant.

The maximum class size is 20 and once each session has reached its capacity there will be no more places available. Children must have already turned three before commencing and preferably be fully toilet trained. Children that turn three later in the year can be placed on a waiting list and will be notified when a place becomes available once they have turned three.

Parents please be aware that enrolment into our 3 Year Old Kindergarten Programme **does not guarantee** your child a place for Kindergarten for the following year. You will still need to go through the normal enrolment process for Kindergarten.

## **Kindergarten**

There are clear and definite links between the Kindergarten programme (4 year olds) and the Pre-Primary programme (5 year olds). There is a balance between supervised group activities and play. Each class is staffed by a Teacher and a Teacher Assistant.

Children attend three full day sessions each week.

Full day session times are: 8.45am – 2.45pm

The Catholic Education Office has advised that children attending kindergarten must turn four years of age before 30<sup>th</sup> June in the relevant year. There are no exceptions to this entry age.

The Kindergarten programme is well resourced. Children are always supervised whether they are indoors or outdoors.

## **Pre-Primary**

At St Jerome's we provide full-time Pre-Primary classes. The Pre-Primary has excellent facilities with each of our classes staffed by a teacher and an assistant. As from 2013 Pre-Primary is compulsory.

## **Special Learning Needs**

A teacher is employed to provide support for children who have special needs due to physical, intellectual, social or emotional disabilities. The Commonwealth Government funds the programme and very specific criteria must be met in order for children to be included in the programme. In general, children who have been included are taught in their mainstream class, but may be withdrawn for parts of the programme.

## **Academic Curriculum**

Teachers at St Jerome's plan their classroom programmes using the Australian Curriculum as adopted by SCASA (School Curriculum and Standards Authority) of WA in English, Mathematics, Science, History and Geography and the Curriculum Framework document in all other areas. There is provision for tuition in Religious Education, Mathematics, the Arts, English, Science, Physical Education, Health, Studies of History and Geography, a language other than English (Italian) and Technology and Enterprise.

## Pastoral Care Program

Pastoral care is the school's expression of the love of Christ for each individual and the school community as a whole, within an environment of faith and hope. It is the school's concern for the development of all individuals in its community and its ongoing response to their various needs and it involves an holistic approach centred on the human person as made in the image of God.

### Pastoral Care

- is an approach to education based on the development of the individual as made in the image of God.
- is founded on the vision of humanity as shown through the person and teachings of Jesus.
- implies a concern for the needs of all members of the school community, ie. students, staff and parents.
- is an expression of the living faith of the school community as evidenced in relationships, structures, policies and day to day experiences.
- is a dynamic process which requires ongoing evaluation.

## Pastoral Care / Discipline

The school has a pastoral approach to discipline that fosters self-discipline. The staff shows genuine care and concern for the students in the school and this is demonstrated in the relationships between staff and students. In the **classrooms**, two broad principles are applied. Firstly, each student has the right to learn and no other person can deny the student this right. This extends to the student himself/herself in that they are to be focused on their tasks and exercising their right to obtain a quality education. Secondly, teachers have a right, as well as a duty, to teach without distraction or disruption and no person can deny the teacher this right. Positive consequences exist for students who make appropriate choices and negative consequences are applied where students make inappropriate choices. Teachers and parents work closely together in this aspect of the student's development.

In the **playground**, it is acknowledged that every child has the right to play safely and to be respected and respect others. Positive incentives and negative consequences managed by staff support this right. These mechanisms are designed to develop responsible decisions by individuals about their behaviour.

## **Communication**

### **School to Parents**

- Fortnightly Newsletter (Fridays).
- Term planner (issued at the commencement of each term).
- School Website ([www.stjeromes.wa.edu.au](http://www.stjeromes.wa.edu.au))

### **Teacher to Parents**

- SEQTA – class splash pages
- Permission notes for excursions and camps.
- Notes informing parents about class activities (Online through the SEQTA splash page).
- Homework diary where relevant.
- Parent Information Night held in Term 1.
- Parent/teacher interviews arranged at end of Term 1 and 3.

Parents wishing to discuss children's problems or progress should make an appointment with the teacher first. This can be arranged by sending a note or email to the class teacher requesting a time to be organised convenient to both parties.

Parents are welcome to contact the Assistant Principal's and then the Principal to discuss any school matters. Classroom related issues are best discussed with teachers first because invariably solutions to difficulties are found there. Parents wishing to take the matter further should then contact the appropriate AP. An appointment with the Principal can be arranged if the matter has still not been resolved.

## **Homework Policy**

The school is committed to setting homework. The school recognises the increasing pressures of family life and the demands on parents' time. For this reason, homework schedules (see below) are to be closely observed and the homework policy reviewed in relation to rapidly changing lifestyles.

### **Recommended Homework times:**

<b>Years 1</b>	<b>15-20 minutes</b>
<b>Years 2</b>	<b>20 minutes</b>
<b>Years 3 and 4</b>	<b>30 minutes</b>
<b>Years 5 and 6</b>	<b>45 minutes</b>

## **Reports**

Reports are available at the following times:

- At the end of Term 2 a full written report which outlines progress and development of the student throughout Terms 1 and 2. Parent/teacher discussions are to be arranged as necessary.
- End of Term 4 a full and final written report, which outlines progress and development of the student throughout Terms 3 and 4.

## **Parent Help**

Parents are welcome in the school and are encouraged to help out in classes. Many teachers are very keen to enlist the support of parents to help with small group work, sport, etc. There are a number of other ways in which parents can help out, including attending 'working bees,' and volunteering for canteen duty.

The P & F Association holds a number of fundraising functions during the year and invariably there are a lot of jobs to be done to see those through to a successful conclusion. Your help would be greatly appreciated.

## **Parents & Friends Association**

The P & F Association is an integral part of the school's operation. Participation in the activities of the P & F Association is an opportunity for parents to show commitment to their own school as well as to the whole system of Catholic Education in W.A. The P & F Association, as well as assisting in the provision of material needs for the school, can be a valuable means of co-ordinating the spiritual and educational forces of the home and school. The P & F Association is affiliated with the P & F Federation of WA, which represents local associations at a state and national level and approaches governments and educational authorities on their behalf. Meetings are held on a monthly basis and all families are encouraged to attend. The annual general meeting is held in conjunction with the School Board A.G.M. in November.

## **Canteen**

The school canteen is open every day and is staffed by a Manager and Assistants who are supported by parent volunteers. The canteen has a policy of providing healthy foods



## **School Board**

In general terms the Board's function is to plan for the present and future operation of the school. It meets on a monthly basis to review the school's financial position, review capital development planning, consider reports from representatives of the P & F Association, Parish Council and the Principal. The Board holds its annual general meeting in conjunction with the P & F school's annual community meeting in November. Membership of the school Board is an opportunity for parents to be involved in the organisation and management of the school. The School Board is accountable to the Catholic Education Office of Western Australia.

## **School Life**

There is an expectation that parents will support the following areas of school life:

- the faith education of their children;
- all school activities;
- the school's regulations and codes of conduct and dress, and;
- the fostering of a spirit of co-operation and community between parents, staff and students.

## **School Spirit**

Parents are asked to support the school by encouraging children to develop a sense of responsibility towards their school and each other and to show respect and friendship by their manner and dress.

Children are expected to greet visitors to the school politely and cheerfully welcome them to the school.

## **Uniform**

The school uniform is compulsory for all students from Pre-Primary to Year 6. Students are expected to be well groomed and have a sense of pride in their appearance. All uniform items can be purchased from the School Uniform Shop. The Uniform Shop is located on the school premises and is open for business at the following times:

Monday	8.15am - 3.30pm
Thursday	8.15am - 3.30pm

Any changes to these times will be advertised in the school newsletter.

## **Fees**

The School Board determines the school fees on an annual basis. Parents can expect an increase each year in line with the CPI (Consumer Price Index). The School Board operates within guidelines set by the Catholic Education Office.

Fees are payable by the date specified on the statement issued to families. This is normally within 14 days of the date of issue.

## **Enrolment Policy**

Places are offered in the following order:

- Catholic children attending St Jerome's Parish
- Siblings of Catholic children
- Catholic children attending other parishes
- Other Christian children when places can be offered

An application form needs to be completed for each child seeking a place at St Jerome's. A non-refundable \$35 Application Fee is charged for Kindergarten to Year 6 and \$50 for the 3 Year Old Kindergarten program to ensure places sought are bona fide. Parents and children are required to attend an interview with the Principal before a place is offered. Enrolment into our three-year-old program does not guarantee your child a place for Kindergarten. A separate enrolment process is required.

A copy of the child's Birth Certificate, Baptismal Certificate, Immunisation details and application fee are required on submission of the Application. For older children seeking a place, a copy of the child's most recent report is required.

Interviews for 3 Year Old Kindergarten and Kindergarten will normally be held in Semester 1. Families will be contacted to arrange an interview time.

## **Secondary Schools**

On leaving St Jerome's Primary School the majority of children go to Emmanuel Catholic College, Beeliar, Christian Brothers College, Fremantle, Iona Presentation College, Mosman Park or Seton Catholic College, Samson. Parents are encouraged to register their children's names at the high school of their choice at their earliest convenience because places are often in demand.



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*All correspondence should be addressed to:*

**The Principal**  
**St Jerome's Catholic Primary School**  
**38 Troode Street**  
**MUNSTER WA 6166**

**Telephone: (08) 9499 9500**

**Fax: (08) 9434 1132**

**Email: [admin@stjermes.wa.edu.au](mailto:admin@stjermes.wa.edu.au)**

**Website: [www.stjermes.wa.edu.au](http://www.stjermes.wa.edu.au)**