



**St Raphael's School**  
P A R K S I D E

# Welcome Handbook

Greetings, and a heartfelt welcome to St Raphael's School! We are thrilled to embark on this exciting educational journey ahead with you.

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ST. RAPHAEL'S  
PARKSIDE



# Empowering Supportive Accessible

## Empowering Your Child's Growth

This Welcome Handbook is a quick guide designed to assist you as you navigate your child's primary school experience. At St Raphael's school, we take a child-centered approach, where every aspect of our endeavours revolves around nurturing the academic, emotional, and social wellbeing of our students.

## Supportive Community

We understand that raising and educating a child is a collaborative effort, and we are here to support you every step of the way. Our dedicated team is committed to providing the necessary guidance and resources to ensure your child's holistic development.

## Accessible Information

For more detailed information, we encourage you to explore our school's website, where you can utilise the convenient 'search' function to find answers to your queries. However, please remember that our doors are always open, and we welcome your enquiries. Feel free to reach out to us by phone at 8274 4900 or via email at [info@raph.catholic.edu.au](mailto:info@raph.catholic.edu.au). We look forward to working closely with you and your family, fostering an environment where your child can thrive and reach their full potential.









# DATES & BELLS

## **School bell times for play, rest, nourishment and dismissal.**

School starts at 8:30am. Students who need to be dropped off before this time are to be booked into Out of School Hours Care (OSHC). The morning bell rings at 8:50am. Please ensure all students arrive at school ready for the start of classes at 8:50am. It is important that all children arrive on time to prevent disruption to the class routine. Recess is at 11:10am, and lunch is at 12:30pm. School dismissal is at 3:10pm, and supervision ends at 3:30pm. Any child remaining after 3:30pm will be taken to OSHC, where fees will apply.

## **Front Office Hours**

Please note our front office is open from 8:30am to 4:00pm during school terms.

## **Health and safety of your children**

If your child is unwell or has a medical appointment and will be absent or late to school, we ask you to please notify the school before 9am by calling 8274 4900, emailing [absent@raph.catholic.edu.au](mailto:absent@raph.catholic.edu.au) If your child arrives after 8:50am, they need to report to the front office with you (the parent/caregiver), and you will need to electronically sign them in. If your child needs to leave school early, they must obtain parental permission first, then you (the parent/caregiver) must sign them out electronically at the front office. To ensure we can reach you in the event of an emergency, please keep your contact details up-to-date throughout the year. We appreciate your cooperation in following these procedures as your child's safety is our top priority.

## **Term dates 2025**

Term 1 - 28 January to 11 April

Term 2 - 28 April to 4 July

Term 3 - 21 July to 26 September

Term 4 - 13 October to 12 December











# DROP OFF AND PICK UP

## **Parking Information**

Parking is available on the streets surrounding the school, and we ask that you read the parking signs before leaving your car. The carpark at the front of the school is priority parking for staff.

## **Kiss and Drop Area**

Our kiss and drop area on Macklin Street was created to allow a smooth and safe process of stopping to let your child out of the car. Parents are reminded that this is not a parking zone, and if your child is not able to exit or enter the car by themselves, we ask that you park on the surrounding streets and walk up to the school to drop them off or pick them up.



# NEED TO KNOW

## **Cybersafety**

We advise a strict no device policy on school grounds, including iPhones, Smart Phones or Smart watches. If your child has any devices at school, for safety reasons they must be handed in to the class teacher in the morning and collected at the end of the day.

## **Bullying**

We have a zero-tolerance policy for all instances of bullying or harassment. Fostering a respectful environment is of utmost importance to us. We encourage open conversations and proactive conflict resolution through healthy dialogue. Our aim is to instill restorative practices that build a community grounded in mutual respect for one another.



## **Allergy**

St Raphael's School is a NUT-FREE SCHOOL (of most importance is no peanuts or peanut based products at all on school grounds).

## **Sun Smart School**

To keep children safe from harmful UV Rays, we adhere to a 'no hat no play' policy between August 1 and April 30. We ensure that sunscreen is available to apply sunscreen at home before coming to school.







## Homework

Homework is a key part of the learning journey. It allows students to practice what they've learned in class and build those awesome study habits. Each teacher will share their homework approach with you. We understand that families have busy schedules, so students will have plenty of time to complete their assignments. If homework ever feels too challenging for your student, just reach out to their teacher. We're here to support you and make homework a positive experience!

## Is everything labelled?

Things do get misplaced or left behind by students, and our experience shows that if something is labeled, it will invariably reach its owner in due course.

## Assessment and Reporting

Educators constantly evaluate pupils' advancement through oral, written assessments and observations, developing a comprehensive understanding of each learner's progress. Scheduled parent-teacher interviews occur in Terms 1 and 3, while formal written reports are distributed in Terms 2 and 4. Parents can arrange additional conferences with their child's teacher at any time.

## It's included

As part of the comprehensive school fees, we take care of all your child's stationery requirements. Our inclusive approach ensures that your child has access to all the necessary stationery items. We've got you covered!









# YOU ARE INVITED



We extend a heartfelt invitation to families to join us for all events and celebrations. We take immense pride in our inclusive and diverse community. We firmly believe that diversity enriches our learning environment, fostering a culture of mutual respect and understanding, with our doors wide open for families to attend events as we embrace our community.

## **Community Prayer**

Each class hosts this special coming together of our wider school community, with a theme relevant to the liturgical calendar they are learning about in their Religious Studies. Happens on most Thursdays.

## **Assemblies**

Each class hosts this celebration of school life, which includes an opportunity for them to share and reflect on their learnings. Happens on most Fridays.

## **Liturgies and Masses**

Following the liturgical calendar our school comes together to celebrate and acknowledge important times in religious history. These gatherings take place in our school Hall, at St Raphael's Church on Young St and at The Monastery on Cross Rd.

Join us in our journey of learning, growth, and celebration, where every family is welcomed with open arms and every voice is heard and respected.









# INVOLVEMENT

Your involvement enriches our school community and helps our students achieve their full potential. We are grateful for the generous support of our parent volunteers.

## **There are many ways you can lend a hand**

- Provide classroom support
- Assist on excursions
- Share a special skill or hobby
- Give a parent talk
- Help with cooking or craft activities
- Lend a hand with Sports Day practice
- Coach a sporting team
- Join the Parent and Friends Committee
- Join the School Board



## **Getting Started**

To volunteer you'll need to complete some safety checks including supplying us with a Working with Children Police Clearance. For an induction pack, please call our friendly front office staff. We look forward to welcoming you as a parent volunteer!

## **Parents and Friends Committee**

Our P&F meets once a term to organise school fundraising and community enhancing activities for our school. We have many families who are part of the volunteering section of our P&F with a smaller core group who attend the meetings. We encourage all families to get involved.

## **School Board**

The School Board is the governing body of the school. It meets once per month and deals with matters such as policy development, master planning, facilities and finances. Members are elected to the Board from the parent body at an AGM held in March each year.

## **Sports Team Coaches**

Parent coaches are a key part of our offering. In taking on this role you will run weekly team practices to develop sporting skills and team building.



# BOOK CLUB PLAYGROUP

We invite you to help develop your child's love and understanding of learning each Wednesday morning. Based on the chosen book for each week, children will take part in craft activities, creative play, singing, and 'a discussing the book session' with lots of time for free play.







# OSHC + VAC CARE

With a strong emphasis on play-based learning, we encourage creativity, skill development, and a love for exploration. From arts and crafts to sports and games, our programs offer a well-rounded blend of fun and educational opportunities. All bookings can be made via the FullyBooked system or [oshc@raph.catholic.edu.au](mailto:oshc@raph.catholic.edu.au) 8274 4900 or 0428 498 558



# CANTEEN



## Ice Blocks

Be sure to send your child to school on Thursday's or Friday's with a \$1 coin to purchase an ice block. This is not compulsory but is always a winner in the heat of Summer.

## Canteen

Lunch orders are available through our QRK! App [please use the QR code to the right to find out how to download and use this app for purchases.] These orders then are outsourced to a fantastic local cafe supplying delicious and nutritious food and beverages for our students.



## Special Days

We like to have fun at St Raphael's School and so we often support 'special food days' such as National Donut Day, International Sushi Day, Show Your Colours Day, our annual Shrove Tuesday Pancake breakfast and Tim Tam Day [although this is more for our staff]. For families we often have our coffee and tea cart serving with offerings of biscuits on the side to accompany your beverage.



# COMMUNICATE

## SEESAW

Invitations, announcements and reminders. Sharing learning, assessment tasks, rubrics and photos.



## WEBSITE

Comprehensive events calendar and details about the school.



## LETTERS

For excursions, data collection, legal and consent forms.



## EMAILS

Matters of a more sensitive nature regarding social interactions, behaviour or learning. Plus last-minute reminders.



## Qkr!

Payments for all school-related matters.



## CLASS NEWSLETTER

All information for the upcoming term from class teacher.



## PHONE CALLS

Used in cases of time sensitive matters.



## NEWSLETTER

Subscription newsletter sent three times a term. Contains in depth school news.



## POSTER BOARD

Upcoming whole school events, located at kiss and drop.



## FACEBOOK INSTAGRAM

Share newsworthy items, learning and events.



## FACE TO FACE

Discussing student progress and any concern with learning, social interactions or behaviour.



# SCHOOL UNIFORM

The wearing of a school uniform is an expectation. It helps develop a sense of belonging and pride. The uniform is an active style and can be purchased from Belgravia using the QR code or by visiting their shop at 4/378 Goodwood Rd, Cumberland Park.



## Additional Items

- Navy bucket or slouch hat monogrammed (worn 1 Aug to 30 Apr)
- Navy monogrammed school bag (medium or large, no brand backpacks)
- Navy monogrammed communication folders

## Grooming Guidelines

- No nail polish
- Hair longer than collar length must be tied back
- No makeup
- Minimal jewelry allowed (plain studs, religious pendants, neutral watches)
- Predominately white or predominately black sports shoes

Please ensure you label all uniform items and property.





# Let's Stay Connected



## Contact Us

[info@raph.catholic.edu.au](mailto:info@raph.catholic.edu.au)

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