

## *Santa Clara School*

*Blessed with God's Truth,  
growing in love,  
preaching through prayer and action.*

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# **Parent Handbook**

# **KINDERGARTEN**



## ***Welcome to Santa Clara School***

It is my pleasure to welcome you to Santa Clara School, a vibrant Catholic primary school with over 70 years of history in educating young minds and hearts. Inspired by the Dominican tradition and guided by Veritas; God's truth and love, we prioritise every child's well-being in a safe, supportive environment where all feel respected and valued.

Our school values; creativity, caring, resilience, courage, and truth, shape our Christ-centred approach to learning and community. We offer innovative programs in STEM, Music, Auslan, Physical Education, alongside a range of extracurricular activities, ensuring every child has opportunities to discover and develop their unique gifts.

We value strong partnerships with families and work together to support each child's faith, academic growth, and personal development. To assist busy families, we provide Out-of-School Hours Care and Vacation Care programs (OSHC handbook on school's website).

At Santa Clara School, we are blessed in God's truth, growing in love, and committed to making a difference through prayer and action. We look forward to sharing this journey with you.

**Julie Southwell**  
**Principal**

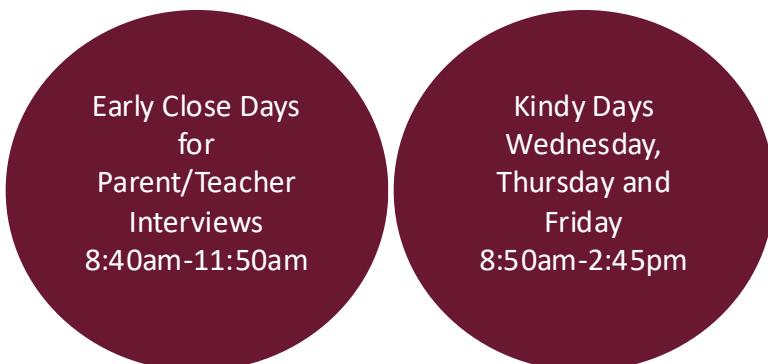


## Contact Information

Mode	Contact Information
	Telephone 9251 0400
	Email <a href="mailto:admin@santaclara.wa.edu.au">admin@santaclara.wa.edu.au</a>
	Website <a href="http://www.santaclara.wa.edu.au">www.santaclara.wa.edu.au</a>
	Facebook @santaclaraschool
	Instagram @santaclaraschoolstjames

## School Times

PRE-PRIMARY TO YEAR 6	
8.25 am - 8.40 am	Before school drop off supervision (oval)
8.40 am -10.30 am	Session One (Crunch & Sip in class)
10.30 am -10.50 am	Recess
10.50 am -12.50 pm	Session Two
12.50 pm-1.30 pm	Lunch
1.30 pm - 3.00 pm	Session Three
3.00 pm	End of school day
3:20pm	Afterschool pick-up closed
3:20pm	OSHC access playground





## *School Prayer*

Father in heaven  
As a member of the Santa Clara  
School community  
I honour you today.

Thank you for all the gifts  
we have received from you.

Help us to develop our talents  
and grow daily more like Your Son,  
Jesus.

Stay with us in all that we do  
and help us in our work.

St Clare and St Dominic pray for us.



# Meet the Staff

## SANTA CLARA SCHOOL STAFFING 2026

Principal	Mrs Julie Southwell	
Assistant Principal	Ms Denise Grech	
Assistant Principal	Mr Andrew Gaudoin	
YEAR GROUP	CLASSROOM TEACHER	
Kindy	Ms Petra Donald	
Pre-Primary	Mrs Clarice Lim	
Year 1	Miss Tanya Pavlovic	Ms Denise Grech (Mon)
Year 2	Mrs Alyssa Adams	
Year 3	Mrs Caitlin Caruso	
Year 4	Miss Sarah Malaxos	
Year 5	Miss Sabrina Serra	Mr Andrew Gaudoin (Mon)
Year 6	Miss Jaymie Caboz	Mrs Carla Klomp (Fri am)
SUBJECT	SPECIALIST TEACHER (PP-6)	
Sport and PE	Miss Ellen Fitzpatrick	
STEM	Ms Petra Donald (PP-2 Tues)	Mr Aran Speldewinde (3-6 Wed)
Language	Mrs Carroll Kowald (Mon/Tue)	
Music	Mr Christian Tang (Tue/Thurs)	
ADMINISTRATION		
Bursar	Mrs Jac Wilson	
Administration Officer & Enrolments	Mrs Claudine Zealander	
Administration Assistant & Marketing	Mrs Michelle Kinsman	
SUPPORT STAFF		
Kindergarten Education Assistants	Mrs Chris Wilson and Mrs Chris Nunn	
Pre-Primary Education Assistants	Mrs Jenny Dunham and Miss Melissa Araya	
Year 1 Education Assistants	Miss Heidi Welsh (Mon & Tues)	Mrs Ratna Santoso (Wed, Thurs, Fri)
Year 4 Education Assistant	Mrs Sonia Raschella (Mon-Thurs)	Miss Shanelle Jones (Fri)
Year 5 Education Assistant	Mrs Cheryl Rebello (Mon-Thurs)	Miss Shanelle Jones (Fri)
Yr 1-3 Support Education Assistant	Mrs Michelle Kinsman (Mon-Wed)	
Yr 3-6 Support Education Assistant	Miss Micaela Palmela	
Canteen	Mrs Sonia Thiel (Mon/Fri)	
Uniform Shop	Mrs Sonia Thiel (Wed am)	
OSC Supervisor	Miss Tahlya Perez 7am-10:30am; 2:00pm-6:00pm	
OSC 2IC	Miss Daniela Cisternas 7am-10:30am; 2:00pm-6:00pm	
OSC Educators	Mrs Rebecca Boxell, Miss Tatum Grech, Miss Breanna Kinsman, Miss Maeve Thiel	
Caretaker	Mr Jos Welsh	
Cleaners	Blanche Cleaning Solutions	
Landscaping	Green Acres Landscaping and Gardeners	
Maintenance	Mr Theunis Terblanché	



# Santa Clara School 2026 Calendar Dates

Term 1	Term 2	Term 3	Term 4
<b>Start: Monday 2nd February Finish: Thursday 2nd April</b>	<b>Start: Monday 20th April Finish: Friday 3rd July</b>	<b>Start: Monday 21st July Finish: Friday 25th September</b>	<b>Start: Monday 12th October Finish: Friday 11th December (Students) 18th December (Staff)</b>
<b>Public Holidays</b> Monday 2nd March (Labour Day) Friday 3rd April (Good Friday) <b>Student Free Day</b> <b>OSHC Open</b> Tuesday 3rd March	<b>Public Holidays</b> Monday 27th April (ANZAC DAY) Monday 1st June (WA DAY) <b>Student Free Day</b> <b>OSHC Open</b> Friday 29th May Tuesday 2nd June	<b>Student Free Day</b> <b>OSHC Closed</b> Friday 21st August	<b>Student Free Day</b> <b>OSHC Open</b> Monday 9th November
<b>Parent interviews</b> <b>Early Close</b> 25th March @11:50am	<b>Mid Year Written Reports</b>	<b>Dance Conert/Open Classrooms Evening</b> Wednesday 23rd September	<b>End of Year Written Reports</b> Parent requested Teacher Interviews 14th December (optional)



# Strategic Directions Summary

Our Strategic Plan for 2025-2028 is built on four key pillars that guide our mission and vision for the future. These directions ensure that we remain committed to faith, excellence, community, and growth.

## 1. Formation for Mission

We aim to nurture a vibrant Catholic culture rich in faith, trust, and mission. Our focus is on strengthening identity and building strong partnerships within the Parish and the broader Catholic community.

### Key Priorities:

- Enhance faith formation opportunities for all.
- Deepen understanding of our Catholic identity.
- Build faith leadership across the school.

## 2. Excellence for Success

We strive for high-quality teaching and learning that is responsive, inclusive, and evidence-based. Our goal is to improve measurable academic growth and foster professional collaboration.

### Key Priorities:

- Strengthen knowledge in teaching practices.
- Promote data-informed teaching.
- Support differentiation to meet diverse learning needs.

## 3. Witness for Impact

We seek to create a school culture where every family is valued and respected, and where dignity, safety, and wellbeing are upheld for all students. Community engagement is central to our mission.

### Key Priorities:

- Strengthen community partnerships.
- Uphold the dignity, safety, and wellbeing of all students.
- Support family engagement in student learning.

## 4. Growth for Access

We are committed to maintaining a strong school identity and reputation while ensuring equitable access to quality education. This includes planning for future growth and sustainability.

### Key Priorities:

- Strengthen the school's identity and reputation.
- Provide opportunities for professional learning for staff to address student needs.
- Grow and sustain enrolments through strategic planning and improving school facilities.

## Our Vision

To provide a faith-filled, inclusive, and future-focused learning environment where every child is supported to thrive academically, spiritually, and socially.



## ***Our Vision For Learning***

Guided by Veritas, we are committed to a Vision for Learning that fosters strong academic growth while cultivating the skills and dispositions our students need to flourish in an ever-changing world.

We empower our learners to:

- Collaborate with compassion
- Think critically and creatively
- Communicate with confidence
- Innovate with curiosity
- Act with integrity and purpose

Centred in Christ, enriched by community, and inspired by a love of learning, our students are prepared to make a meaningful difference in the world..

### **Enabling Success Through:**

Strong Academic Skills, Learner Agency and Lifelong Capabilities for Learning

#### **Key Focus Areas:**

##### **Quality Relationships**

- Christ-like relationships
- Belonging
- Inclusivity
- Partnerships with families

##### **Learning Design**

- Deep curriculum knowledge
- Lesson planning and sequence
- Differentiation
- Formative assessment and feedback

##### **Instructional Range**

- Explicit Teaching
- Metacognition
- Collaborative learning
- Inquiry learning

##### **Engagement**

- Psychological and physical safety
- High expectations
- Active engagement
- Active learning

##### **Place, Space and Technology**

- Belonging and connection
- Inclusive learning environments
- Digital capabilities
- Intentional technologies



# Student Code of Conduct



## STUDENT CODE OF CONDUCT

The student code of conduct is a set of expectations written by the students that outline the behaviour and conduct expected from students at Santa Clara School.

BLESSED WITH GOD'S TRUTH, WE, THE STUDENTS OF SANTA CLARA SCHOOL, ARE GROWING IN LOVE AND PREACHING THROUGH OUR PRAYERS AND ACTIONS.



### TOGETHER AS ONE!

- We help others feel welcome and happy at school.
- We use kind words and friendly voices.
- We include others in our games and activities.

### SAFE AND SOUND!

- We follow rules to protect ourselves and others.
- We use things the right way and play safely.
- We tell an adult if something feels wrong or unsafe.



### RESPECT RULES!

- We treat others the way we want to be treated.
- We use gentle hands and beautiful manners.
- We take care of our school and things.

### CREATE AND CELEBRATE!

- We share our ideas and listen to others.
- We use our imagination in learning and play.
- We smile, laugh, and enjoy learning together.



### BE BRAVE, BE YOU!

- We own up to our actions and learn from them.
- We stand up for what's right, even when it's hard.
- We keep going, even when we make mistakes.

When others are not following the Student Code of Conduct, we will be a Friendship Ninja!

- N - Notice when others are not doing the right thing  
I - Influence by showing good behaviour  
N - Navigate problems by trying to help solve them  
J - Just speak up respectfully for yourself and others  
A - Ask a trusted adult for help when needed



# Parent Code of Conduct

## Purpose

At Santa Clara School, we believe that the best learning happens when home and schoolwork together in a spirit of respect, trust, and kindness.

*This Code of Conduct outlines how parents, caregivers, and families can help create a safe, welcoming, and faith-filled community for all.*

## 1. Living our Faith and Values

Parents support the mission and values of our school by:

- Encouraging your child to live out our values: Creativity, Caring, Resilience, Courage, Truth.
- Showing care, patience, and respect in all interactions.
- Being positive role models who reflect the example of Jesus.
- Supporting staff in their efforts to nurture every child's learning and wellbeing.
- Speaking respectfully about the school, staff, and families, both in person and online.

## 2. Respect for All

We are a community built on dignity and respect. Parents are asked to:

- Treat all staff, students, and other families with kindness and courtesy.
- Use calm, respectful language and tone at all times.
- Allow staff to manage student behaviour and classroom matters.
- Raise concerns in the right way and at the right time. (See 5. Raising Concerns)

## 3. Positive Communication

We value open, respectful, and timely communication. Parents can support this by:

- Contacting teachers or staff through school channels (email, phone, or appointments).
- Allowing up to two school days for a response.
- Using social media responsibly and avoiding posts that may harm others or the school's reputation.

## 4. Safety First

The safety of every child, parent, and staff member is our shared responsibility. Please:

- Drive slowly and carefully around the school — our children's safety comes first.
- Follow all traffic signs, road rules, and directions from staff or crossing attendants.
- Use designated pick-up and drop-off zones respectfully and keep traffic flowing.
- Avoid using mobile phones while driving through school zones.
- Model patience and courtesy to others during busy times.
- Always supervise younger children and ensure students enter and exit cars safely.

## 4. While on School Grounds or at Events

Parents and visitors are expected to:

- Sign in at the office when visiting during school hours.
- Follow staff directions and all safety guidelines.
- Model good sportsmanship and courtesy at all school events.
- Care for school property and respect the environment.
- No nicotine products, drugs, or inappropriate language at any school function.
- No alcohol is to be consumed at any functions where children are present.

## 5. Raising Concerns

We recognise that sometimes parents have questions or concerns. Please raise them respectfully and through the correct channels:

1. Start by speaking with your child's teacher.
2. If the matter is not resolved, contact a member of the Leadership Team.
3. Serious concerns can be directed to the Principal.

We are committed to listening carefully and working together for the good of all students.

## Breaches of the Code

If a parent's actions or communication do not reflect our shared values, the Principal may:

- Ask that communication pauses or is redirected through a specific staff member.
- Request that the behaviour stop immediately.
- Restrict access to the school site or events for a period of time.
- In very serious cases, review a student's enrolment or refer matters to authorities if required.



# Kindergarten Information

Mode	Contact Information
	Telephone 9251 0412
	Administration Office 9251 0400

## KINDERGARTEN TIMES

8.50 am	Doors open
8.50 am -10.30 am	Session One (Crunch & Sip in class)
10.30 am -10.50 am	Recess
10.50 am -12.50 pm	Session Two
12.50 pm -1.30 pm	Lunch
1.30 pm - 2.45 pm	Session Three
2.45 pm	End of school day

### Arrival and Departure

- Children must be accompanied by a parent or caregiver at all times until the commencement of Kindergarten at 8:50am.
- If you are running late or dropping your child off after 9:00am, you must sign your child in at the front office (Coolgardie Street entrance).
- If you are collecting your child early, before 2:45pm, you must sign your child out at the front office and present a printed slip to the classroom teacher.
- Kindergarten parent helpers must report to front office and sign in as a visitor. When you leave you must sign out.
- When another adult other than the primary caregiver/s is picking up your child. Parents are required to provide written permission of the person who is picking up their child. This can be sent to either the class teacher via email or the Seesaw App or our school admin email [admin@santaclara.wa.edu.au](mailto:admin@santaclara.wa.edu.au)

**Children are not to play in the Kindy/Pre-primary playground before or afterschool.  
Before school play is on the main oval.**

### Absentee/ Late Arrival

If you drop your child to school after 9.10am or need to pick them up before 2.45pm, please sign them in/out at the school office.

If your child will be away for any reason, please email our administration office, [admin@santaclara.wa.edu.au](mailto:admin@santaclara.wa.edu.au) . For children absent for longer than five consecutive days, parents are to request a Leave of Absence Form

# Kindergarten Information

## Medication at School

- Medication which is to be taken at school requires a medical authorisation form to be completed. The medication should be clearly labelled with the child's name and dosage. This form is available at the front office. Once completed the medication is to be delivered along with a copy of the form to the Kindy teacher.
- Children on Medical Action Plans, such as Anaphylaxis or Asthma Plans, updated plans are to be handed into office at the beginning of each year. The Action Plan is to be These plans are completed by the family doctor.

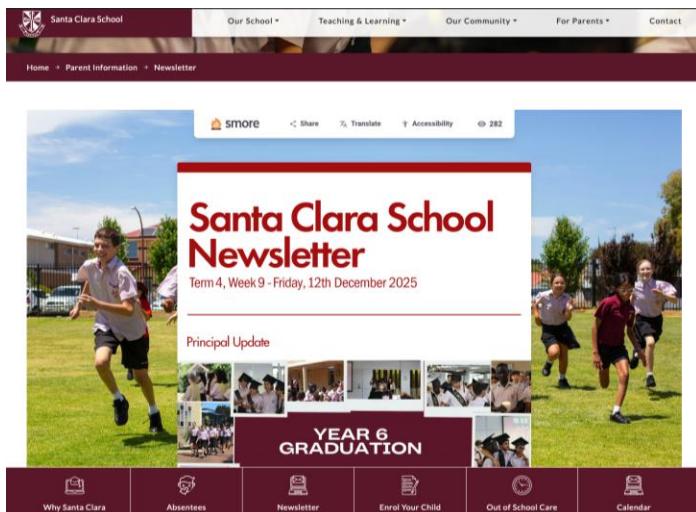
## Illness

We encourage children to attend kindergarten on a regular basis. However, in the consideration of the health and well-being of other children and staff, we request unwell children be kept home. In the case of infectious diseases, please notify the teacher and keep your child home for the length of time specified by the doctor. We ask that you please notified the school in writing if your child is absent.

## Communication/learning information

Good communication between home and school is vital.

- If you have any queries, concerns or would like to discuss your child's progress, please make an appointment with your class teacher via email or the Seesaw App.
- During your child's first week of Kindergarten, you will receive a QR code with information on the Seesaw app and how to register.
- Seesaw App Digital Portfolio: Seesaw provides a platform for communication between teachers and parents/carers. Important class notes/information will be posted by the teacher through the app.
- Seesaw will be used to capture your learning moments and school experiences. Each child has their own journal where photos, videos and work will be shared.
- The school newsletter is published each fortnight. Parents will be sent an email link to the newsletter. The newsletter captures what has been happening across the whole school and include up and coming information relating to events.
- The newsletter can also be accessed via the school website. The newsletter can be translated into many languages by clicking the translation button.



The screenshot shows the Santa Clara School website. At the top, there is a dark navigation bar with links for 'Home', 'Parent Information', and 'Newsletter'. The main content area features a large image of children running on a grassy field. Overlaid on this image is a red box containing the text 'Santa Clara School Newsletter' and 'Term 4, Week 9 - Friday, 12th December 2025'. Below this, there is a 'Principal Update' section with several small thumbnail images. At the bottom of the newsletter section, there is a banner for 'YEAR 6 GRADUATION' with more small images. At the very bottom of the page, there is a dark footer bar with links for 'Why Santa Clara', 'Absentees', 'Newsletter', 'Enrol Your Child', 'Out of School Care', and 'Calendar'.



# Kindergarten Information

## RECESS AND LUNCH

- Children wash their hands before sitting outside on mats to eat.
- Pack healthy food your child enjoys and can eat independently
- Place food in simple containers that your child can open. Practice unwrapping food and using containers

## CANTEEN ~ Friday

- Students can order their recess and/or lunch from the canteen on Friday.
- This can be done at the canteen with Sonia Thiel or online.

## WHAT TO PACK

- Recess: A serve of Fresh fruit and/or vegetables and a snack.
- Lunch: Wholegrain sandwich or wrap
- Crackers and salad
- Yoghurt and Fruit



No Lollipops

## BIRTHDAYS

Birthdays are a special occasion, and we welcome the celebration of your child's special day. You are welcome to bring in cupcakes or something similar individually wrapped. E.g. Freddo Frogs. Your child will then have the opportunity to share these things with the class either at break time or when going home.

If your child has food allergies, you are welcome to bring in some special cupcakes for us to freeze or another favourite treat. Please do not bring in lollipops or similar treats and we ask if you are unsure to please speak with the teacher to discuss allergies. **No peanut or other nut ingredients are to come onto school site.**

## WHAT YOUR CHILD SHOULD BRING

- **School Bag** large enough to fit your child's lunch box, hat, spare clothes. The best bag for kindy is a shopping bag as they can independently put items away
- **Library Bag**
- **Change of clothes** please label all items
- **Hat** a wide-brim hat is required – we are a SunSmart School – No Hat, play in the shade! (remember to label your child's hat)
- **Healthy morning tea and lunch** please send lunch in an insulated lunch box with a frozen block in summer, there are no heating or storage facilities for children's lunch
- **Please do not** pack lollies and nuts or nut-based spreads
- **Drink bottle** (water only)

**Please ensure that all of your child's items are clearly labelled with their full name**



# Kindergarten Program

## OUR KINDERGARTEN PROGRAM

At Santa Clara, we recognise play as the primary way in which young children learn and explore the world around them. Play based learning experiences enable children to develop social, emotional, cognitive and physical skills.

In the classroom, play is purposefully designed to be open-ended, child directed and scaffolded by the educators who observe, facilitate, and extend the children's learning through intentional interactions and provocations.

While play is central in our approach, we also recognise the importance of explicit instruction. During the morning session our focus is on literacy with an explicit focus using a synthetic phonics program PreLit that follows on in pre-primary to year 2.

## MOURNING ROUTINE

- Children hang their bags on their named hook. Bags are a simple shopping bag for easy access by the children.
- Children place their water bottle on the drinks trolley
- Remain with your child until the kindergarten class door opens at 8:50am. I
- Children enter the classroom. Parents/Carers may leave when your child is settled if before the bell is rung. The class teacher will indicate when it is time for all parents to leave so the day can begin.
- Children are **not permitted** to play in the early years playground before school or after school. We appreciate your cooperation with this rule for the safety of your children as there is no supervision during these times.

## WHAT YOUR CHILD SHOULD WEAR : Labelled with Child's name.

- Kindy shirt (available at the uniform shop) or similar T-shirt
- Leggings or shorts. Please ensure children can pull down and up their chosen bottoms.
- Appropriate footwear: No thongs
- Santa Clara wide brim school hat (available at the uniform shop)
- **Hats are required every day!**
- **Sun Safety. No hat, play in the shade only!** There will be sunscreen available for children to apply to themselves in the classroom. This is a skill they will learn over the first term.



# What To Expect

The first few weeks of kindergarten is a time for excitement and new beginnings. The children will engage in a variety of activities to explore and settle into school life. Teachers focus on creating a positive and welcoming atmosphere where our focus is on every child feeling safe, valued and welcome. It is normal for children to feel tired at first as kindergarten is a full day of learning, play and social interactions. Many children will come home exhausted during the first few weeks.

## ADJUSTING TO THE SCHOOL ROUTINE

Every child's journey is unique. Some adapt quickly, while others may take a little longer. Teachers and staff provide reassurance, emotional support and social opportunities to help children feel secure.

Parents play an important role by:

- Maintaining open communication with teachers
- Offering encouragement and consistency at home
- Establish routines early, consistent morning and evening routines help children feel calm and prepared
- Starting kindergarten is exciting for both children and parents. It is completely normal to feel a mix of pride, excitement and a little anxiety as your child takes this big step
- Maintain open communication with your child's teacher, together you form a strong support team.

## HANDY HINTS FOR YOUR CHILD

- Be cheerful when you leave your child each morning; don't linger too long
- Avoid prolonged good-byes
- Be on time when dropping children to school and collecting your child at the end of the day. They get upset if you are late.
- It is a good idea to offer your child a healthy snack at the end of the school day. They are often hungry after school.
- Children are often very tired after school, especially in the first few months, so dinner and bedtime should be early.

***At Santa Clara, we believe that building community connection is vital in ensuring our students are happy and confident learners.***

Our Parents Association (P&F) offers a wonderful way for families to become involved in school life and to contribute to our warm, welcoming community.

Throughout the year the P&F helps to foster this spirit through a range of community events. These events provide an opportunity to connect, share, and build lasting relationships.

