



# Parent Information Handbook



## Principal's Message

Thank you for choosing Christ the King School to begin your child's education journey.

Our Vision for the Early Years of Learning and beyond embraces the identity of our Good Samaritan tradition and history. The virtues and values of the good Samaritan and caring for others are an integral part of all student's learning.

It is our vision that all the learning experiences that your child has will be filled with a sense of respect and listening in all its capacities. We respect each child and embrace each child's potential and treasure their diversity and abilities. We embrace childhood and learning and believe that childhood requires the attention and the time to be nurtured.

At Christ the King School, every face has a place to flourish and grow.

Thanks and Blessings

**Matt Perry**

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# School Office

## Monday to Friday

8:20am to 3:30pm during school terms

Phone: 08 8198 3100

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

## Student Absentees

Families are kindly asked to contact the school office before 9.30am if your child will be absent or late.

To notify us of a student being absent:

- Phone 8198 3100
- Select option 1 for absentee line
- Please leave the student's name, class and the reason for the student's absence.

If an absence is unexplained an automatic SMS message will be sent to parents requesting confirmation of an absence.

## Late arrivals and early departures

All students who arrive at school after the 8.45am bell must sign in at the Front Office. Students who need to leave school before the 3.10pm dismissal time must be signed out in the Front Office by an adult.

Communication with the classroom teacher is required when a student:

- Is going to arrive at school late, due to a pre-arrangement
- Needs to leave before dismissal time
- Is going on a family holiday. For extended holiday's (7 days or more) an application for exemption from school must be completed and submitted to the Principal. Forms are available from the Front Office.
- Any other pre-arranged absence.

# The school day

Children are expected to arrive no later than 8:45am.

The overall structure of each school day is:

## **8:20am**

School gates open

## **8:45am**

School gates are locked and lessons start

## **10:55am to 11:20am**

Recess

## **12:50pm to 1:00pm**

Lunch — 10 minutes allocated eating time

## **1:00pm to 1:30pm**

Lunch — playtime

## **3:10pm**

Home/Pick up time

Please pick up your child using our side or back gates. Both gates open at 3pm.

## **3:30pm**

School gates are locked

Any child on the school grounds who arrives earlier than 8:20am or is still on school grounds after 3:30pm will be placed in the Out of School Hours Care program and the parents billed accordingly.

# Outside School Hours Care - OSHC

## Your OSHC - Camp Australia

We are proud to partner with Camp Australia to provide our outside school hours care program. Camp Australia operate both before and after school hours care as well as public holiday care.

To find out more about the program at our school, including hours of operation, fees and how to register, please visit the Camp Australia website and search for Christ the King School, Warradale.

# School communications

## Seesaw App – Student-Teacher-Parent Communications

Seesaw is an app which is used primarily for teachers to showcase what students are learning in the classroom. Their classroom teacher will use the app to post images, videos and information about students to their families.

Each student will have their own Seesaw portfolio profile which is set up by their classroom teacher. Families can download the app and follow the simple set up instructions to start following their child's portfolio. This information will be provided to parents at the beginning of the school year.

## Audiri App – Whole school updates and information

The free Audiri school app (formally know as Skoolbag app) offers parents a convenient way to stay up-to-date with the school calendar, sign and submit school forms, read school newsletters, receive whole school updates and complete absentee forms. For more information on downloading these apps and how to create an account, please visit our website.

## School newsletter

Every fortnight, our school publishes an online newsletter with key term dates, updates from our principal and assistant principal, updates from the classroom or from our extra-curricular activities. The newsletter link is emailed to parents when each edition is published. This link can also be accessed via the school website.

## School website

On our website you can see an overview of what is on offer to students and families at Christ the King School. Important information and forms about school fees, our student absentee line and our school newsletter can be accessed through our website.

# School communications

## Class teacher email

Parents will be given the email address of their child's teacher and are encouraged to use this as the first point of communication regarding their child's learning and well-being. Our teachers will appropriately respond to emails in a timely manner.

## Assessment and student feedback

### Learning Conversations

An opportunity for teachers to share evidence on where each student is at and for parents to ask questions and receive feedback. These conversations will occur at the end of Term 1 and at the beginning of Term 3 after the mid year report. Parents are always welcome to make a meeting time outside these dates to discuss their child's progress.

### Written Reports

Reports will go home at the end of Term 2 and Term 4. This will provide parents with assigned subject grades as well as an overall comment. Assigned A-E grades commence from Year 1.

### 3-way Conversations

These conversations happen prior to the commencement of Term 1. More information about these conversations are provided by the school closer to the time.

## Student medications

If your child requires medication to be administered during the day then a parent must inform our front office staff and fill out the relevant forms.

## Allergy aware School

Christ the King School is an allergy aware school. As an allergy aware school we endeavour to:

- Educate staff, students and families at Christ the King School about how certain products can cause an allergic reaction for some people.
- Build awareness about how students and families can ensure a safe environment at school for students with allergies.

In the interest of our students welfare we are seeking your support and cooperation with the following:

- Please do not send/bring in any nuts or nut products (eg. peanut butter or nutella) to school – please check labels.
- Remind your child NOT to share any food with any other students.
- Consult with your child's classroom teacher regarding appropriate birthday treats.
- When sending food for class parties it is desirable that the ingredients are labelled. Please do not send anything that may contain nuts for sharing.

If you have any queries regarding this matter, please contact your child's class teacher or the school office.

## School lunch boxes

We promote healthy eating at our school and encourage all parents to include items that are packaged in reusable containers to reduce landfill. Students should also be able to open their lunchboxes and containers independently. Please clearly label all containers, lunchboxes and drink bottles with your child's name and year level.

### Crunch and Sip

At around 10am each day, students can snack on a piece of fruit or vegetables and some water before recess. We call this time Crunch and Sip. Younger students will often read a story during this time and older students may eat as they work.

### Lunch Orders

Bayside Bakery provide the school with lunch orders every Wednesday. There is a large menu of lunch, snack and drink items. All lunch orders can be made through the QKR! app and orders must be placed by 9am on Wednesday morning. There are gluten free options available but the items are not guaranteed to be Coeliac Safe.



# School uniform

It is a condition of enrolment that all students wear the correct school uniform at all times when at school or when representing the school. For the first two weeks of Terms 2 and 4, students have the flexibility to wear either summer or winter uniforms, depending on the weather.

## Term 1 and 4 – Summer Uniform

- Short sleeve shirt
- Dark grey shorts
- Grey socks
- Summer dress
- White socks
- Black school shoes

## Sports Uniform

- Short sleeve sports polo
- Rugby top
- Sports short
- Track pants
- Sport socks
- White sports shoes

## Uniform shop

Every Wednesday during school terms

- Morning: 8:30am - 10:00am
- Afternoon: 2:30pm - 4:00pm

## Online Ordering

Delivery information is on the online shop home page. AfterPay is available. Online ordering available via Belgravia Apparel Schools website.

For enquires, please contact:

Renaë Beer

Coordinator

Phone: 0425 368 848

Email: [rbeer@belgraviaapparel.com](mailto:rbeer@belgraviaapparel.com)

## 2024 uniform update and secondhand options

In Term 4 2024, we will be phasing in a new school uniform. We understand the significant impact this can have on the journey of starting school. We would like to highlight that discounted secondhand uniform options are available through the Belgravia Apparel Schools website.

# School Assemblies

We hold Assemblies once a fortnight in the school hall. Reminders are announced in the school newsletter prior to the assembly. Each class will lead an Assembly during each term to showcase their learning throughout the year.

At Assembly, we also acknowledge:

- Student birthdays
- Class awards
- Principal's awards

# Masses and Prayer

Mass is celebrated in the Samaritan Hall on the first Friday of each month during school terms at 9:00am. Students and staff are involved in planning – reading, procession, singing and reflection.

Families and parishioners are invited to participate in masses and prayer services across the year. Families are welcome to gather after the service for coffee and a catch up.

Prayer at Christ the King extends beyond mass. Prayer takes place within classrooms, staff room, assemblies and camp. More formal Prayer Services take place at certain times of the year e.g. Holy Week, Lent, Harmony Day, Book Week, End of Year Graduation, Grandfriends Day, Advent.

# School payments

## Tuition and Fees

CTK offers a two-tier fee structure to enable equity within its fee billing. The tuition fee includes all tuition, stationery, IT and support, including use of iPads and laptops.

Term 3 Reception intake fees are NIL for Terms 3 & 4 if your child is completing 6 terms of Reception.

Costs not covered include:

- Uniforms
- After School Sports
- Private Music Tuition
- Out of School Hours Care (OSHC)

School fees are invoiced in full at the beginning of each school year, with statements posted out by the end of Week 2, Term 1. Subsequent statements are issued at the beginning of each term thereafter.

## Payment

The preferred method of payment is via a Payment Plan through direct debit or credit card. Other options include BPay or EFT.

Information about fee schedules and tuition discounts are available through our website or school front office.

## QKR! App

Our school uses the QKR! App to process simple payments for various school-based events or activities.

You can pay for the following using QKR! App:

- School Lunch Orders
- After School Sports fees
- P&F special lunch days
- School events eg. School Concert

A QKR! How To Guide is available online via our website or through the front office.

# Parent Engagement

## P&F

The Parents and Friends Group play a vital role in the encouraging and life-giving culture we create here at Christ the King School.

Our Parents & Friends group comprises of enthusiastic and committed adults who meet regularly to:

- build and strengthen community
- support families in their faith journey
- build school enthusiasm and pride
- promote effective communication between home, school and community
- strive for ongoing positive learning and life outcomes for our children
- fund raise for continuous school improvement transparently and in line with school policy

The P&F meet once a term and all parents are welcome to join.

## Friday Coffee Mornings

Each Friday morning, parents are invited to join other parents for a coffee in our cafe area. These coffee mornings are an great way for parents to chat with each other and build relationships in our school community.

## Volunteers

We welcome parent or family volunteers across a variety of areas. Below are a few places our volunteers have joined us:

- School activities
- Sporting events
- Excursions

To become a volunteer, the front office will need to site copies of the following:

- Working with Children Check (WWCC) also know as a Police Clearance
- Online Responding to Risks of Harm, Abuse and Neglect (RRHAN) training
- Complete an onsite induction at the school

Volunteer Packs are available from the front office with more information.

# Parent Engagement

## Catholic School Parents Association South Australia (CSPSA)

CSPSA is an advocate for the families, parents and carers of children in Catholic schools, Catholic early learning centres and pre-schools.

For support from the CSPSA, please contact:

**Trish Jarvis**

08 8301 6600

[trish.jarvis@cspsa.catholic.edu.au](mailto:trish.jarvis@cspsa.catholic.edu.au)

### **Playgroup – CTK Kids**

Playgroup is held every Monday morning in our school hall from 9am - 11am.

Our Playgroup is a Supported Playgroup in Catholic Education (SPICE). The trained Playgroup Educator sets up a range of activities for children to choose from. CTK Kids supports families with the resources that inspire them to play with their child/ren. We welcome any family members who come and join in as well.

We aim to keep the Christ the King Playgroup fees to a minimum to ensure that families are able to enjoy the benefits. Fees can be paid by term or per visit. Money collected goes towards the replenishment of craft supplies and upgrading of toys throughout the year.

**Term Fee – \$30**

**Per Visit – \$5**

Payment can be made at our front office on the day. Cash and card are both accepted.

## **Key contacts**

Mr Matt Perry  
**Principal**

Mrs Teresa Pascoe  
**Assistant Principal - Religious Identity and Mission**

Mrs Emma Heinrich  
**Leader of Learning**

Front Office  
**Phone: 08 8198 3100**  
Email: [info@christking.catholic.edu.au](mailto:info@christking.catholic.edu.au)

## **Specialist subject contacts**

Mr Matt Young  
**Physical Education**

Sensei Nobue Phillips  
**Japanese**

# Extra-curricular contacts

## Instrumental Music Lessons - Learning through Music

Phone: 0401 398 120

Email: [admin@LTMusic.com.au](mailto:admin@LTMusic.com.au)

## Chessmates Chess Club

Thursday mornings, 8am - 8:45am in the hall

To book, email the front office on [info@christking.catholic.edu.au](mailto:info@christking.catholic.edu.au)

## After School Sports

Students can join one of our sports clinics out of school hours. Each term, a type of sport is chosen. Registrations open at the beginning of each term. All teams are coached by our After School Sports Coordinator and/or parent volunteers. A small additional fee applies to attend clinics.



Christ the King  
SCHOOL

**126 Dunrobin Road  
Warradale SA 5046  
08 8198 3100  
[info@christking.catholic.edu.au](mailto:info@christking.catholic.edu.au)**