



Carmel School Parent Handbook

Our Mission and Values

Our vision is to enable Jewish continuity, through the knowledge, identification and connectedness that is taught and modelled in the school. We uphold the vision of Am Yisrael Chai; the eternal nation and Jewish continuity.

Carmel School aims to educate its youth in traditions of modern Orthodox Judaism and Zionism, and to provide a high quality secular educational program.

- (a) The Jewish ethos of the School is respected and enhanced.
- (b) The teaching shows the relevance of the content and stimulates student interest.
- (c) The curriculum content and its level of sophistication are appropriate to the abilities and levels of knowledge of the students. Provision is made for students with special needs.
- (d) The progression of students towards independence as learners is fostered. Students are encouraged to accept responsibility for their own educational progress.
- (e) Student progress is carefully monitored. Weaknesses are systematically identified and remedied.
- (f) Classroom behaviour management is firm but fair. Students are respectful, not fearful. The dignity of the individual is respected at all times. Student self-esteem is promoted.

This is our motto, faith and knowledge, in practice.

We are guided by:

- a belief in Hashem and a love of learning of Hashem's world and everything within it;
- a commitment to Torah values and Talmud Torah (learning of Torah);
- a commitment to K'lal Yisrael; and
- respect for all Hashem's creations and the desire for the advancement of all of humanity and the environment.

Consistently with and in the context of those guiding principles we are further guided by the following more specific set of values:

- **Connectedness** - Developing a sense of community through friendship, care, compassion, co-operation, acceptance, belonging and sharing.
- **Resilience** - Recognising strengths and maximising potential, developing self-management, self-confidence and self-respect, and nurturing optimism, perseverance and well-being.
- **Achievement** - Attaining personal success in a range of human endeavours, pursuing individual excellence and displaying pride and satisfaction in personal achievement
- **Creativity** - Valuing original ideas, demonstrating enterprise and innovation, and engaging with and responding to the aesthetic qualities of the natural and constructed world.

- **Integrity** - Acting honestly, ethically and consistently.
- **Responsibility** - Accepting both individual and collective responsibility, and contributing to sustainable community development.
- **Equity** - Developing tolerance and a commitment to social justice, acknowledging diversity, respecting difference and encouraging distinctiveness.

We share the purpose of ensuring our students are:

- Learning to relate, participate and care;
- Learning to live full, healthy lives;
- Learning to create purposeful futures;
- Learning to act ethically;
- Learning to learn;
- Learning to think, know and understand;
- Learning to identify with their Jewish heritage.

Carmel School aims to provide a high quality education to all of its students, free from discrimination based on gender, sexual orientation, health, disability, race and socio-economic background and that is underpinned by respectful relationships between all members of the school community.

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General Information

1.1 School Hours:

Primary School

Kindergarten	8:15am - 12:15pm	(half day session)
Kindergarten	Varied Programs	(1/2 day sessions Monday and Friday Full day sessions Tues–Thurs)
Kindergarten	8:15am - 3:00pm	(full day sessions)
Prep	8:15am - 3:00pm	
Years 1 – 6	8:20am - 3:15pm	
Recess	10:00am - 10:20am	
Lunch	12:20pm - 1:00pm	

High School

Years 7 - 12	8:00am - 3:15pm
Mentor Group	8:30am - 8:50am
Recess	10:40am - 11:10am
Lunch	1:35pm - 2:05pm

The School assumes responsibility for students between 7:45am and 3:30pm in the Primary and High School (Years 1-12). Gates will be opened at 7:45am in the Primary and High School to allow students to enter.

1.2 Term Dates and School Calendar

Term Dates are published on our website.

A copy of the School calendar is found under the School Documents section of SEQTA Engage.

1.3 Contact numbers for School Staff:

Primary Office:	9276 1900
High School Office:	9375 4301
Accounts:	9375 4308
Principal's Office:	9375 4303

At Carmel, our service commitment is to respond to emails within 24 hours (1 working day). Responses may be in the form of an email reply, a phone call or a face-to-face discussion. Please make it clear at the time of your issue if you require a written response from the School.

In order to get your query attended to, efficiently and directly, it is best to contact the most appropriate person, with the right knowledge and access to the necessary information to help resolve the grievance.

The following is a summary of the correct feedback channel for each campus:

ELC and Primary School

- For all matters, your first port of call is your child's classroom teacher (unless the matter pertains to teaching and learning within the Jewish Studies context).
- If your classroom teacher is unable to assist, please email [Mrs. Debbie Bolton](#), Head of Primary.
- If your query relates to Jewish studies or Hebrew, first email your child's Jewish Studies or Hebrew teacher. If they are unable to assist, please email [Mrs. Debbi Benn](#), Head of Jewish Studies and Hebrew in the Primary School.
- If your query relates to 'The Hangout' (our OSHC provider), please email [Alison](#) or [Renee](#).
- If you are unsure of who to approach, please email [Mrs. Jacqui Osrin](#) who will guide you appropriately.

Secondary School

- For day to day administrative matters (notices, to explain absences etc), please contact your child's mentor teacher. Names and email addresses of all mentors (and teachers) can be accessed via SEQTA on your child's timetable.
- For matters relating to your child's learning in a particular subject, please start by emailing your child's teacher. If they are unable to assist, please contact the relevant Head of Learning Area.
 - [Mr. Stephen George](#) (Mathematics)
 - [Ms. Nicola Dunn](#) (Science)
 - [Mr. Jonathan O'Brien](#) (English)
 - [Mr. Michael Duthie](#) (VAPA)
 - [Mr. Simon Lawrence](#) (Jewish Studies and Hebrew)

- [Mr. Chris Quelch](#) (HPE)
- [Mrs. Cherie Russell](#) (HASS)
- For matters relating to your child's pastoral care, please contact the Dean of Students.
 - [Mrs. Shohan Taub](#) (Years 7, 9, and 11)
- If you require further assistance, please contact [Mr. Dean Shadgett](#), Head of Secondary.
- If you are unsure of who to approach, please contact [Mrs. Zuszi Shuhandler](#) who will guide you appropriately.

Whole School Queries

- For queries relating to school fees or any other area of finance, please contact [Mrs Louise Barnett](#).
- If you would like to make an appointment to see the Principal, [Dr. Julie Harris](#), please contact [Mrs. Janine Myers](#). If you need to inform the Principal of an urgent matter, please email directly.
- If you would like to leave feedback, give suggestions or inform us of anything at all, you can always email our general enquires line at shalom@carmel.wa.edu.au

1.4 Carmel School Board

A Board of Management is elected annually. This Board consists of the President, Immediate Past-President, two Vice Presidents, the Honorary Secretary, the Honorary Treasurer and four other members. The Board represents the membership of the School, and as such establishes the general policies of the School (such as religious standards, eligibility for enrolment, budgeting requirements and those aspects of education and administration deemed necessary from time to time). The Board is also responsible for the School's planning and building programmes.

Governors are appointed from Life Members for a period of three years.

President	Mr. Mark Majzner
Vice Presidents	Mr. Rael Bricker Mr. Jonathan Schneider
Immediate Past President	Mrs Debbie Silbert
Treasurer	Mr Gary Louis
Honorary Secretary	Mr Simon Moen
Members	Dr Stephanie Chetrit, Ms Alana Delchano, Ms Jessica Barrett, Ms Hadassah London
Governor	Rabbi Marcus Solomon

1.4 Carmel School Leadership

Principal	Dr. Julie Harris
Director of Jewish Studies	Mr. Simon Lawrence
Head of Primary	Mrs. Debbie Bolton
Head of Secondary	Mr. Dean Shadgett
Head of Hebrew and Jewish Studies (Primary)	Mrs. Debbi Benn
Chief Financial Officer	Mrs. Louise Barnett
Head of Marketing, Communications and Development	Ms. Susanna Wills-Johnson

2. About Carmel School

2.1 Assessment and Reporting

A primary purpose of assessment is to enhance learning. Another purpose is to enable the reporting of students' achievement.

Assessment practices have a powerful impact on learning and teaching. Assessment information should enable judgements to be made about students' progress towards the desired outcomes in a way that is fair and contributes to continue learning. Fair assessment is based on criteria, which are valid and transparent and applied with consistency and without discrimination. These in turn require an assessment regime based upon multiple kinds and sources of evidence.

Assessment is likely to enhance learning when the criteria are valid and explicit and when the assessment activities are themselves educative.

At Carmel School the progress of students is assessed and reported on in a number of ways, comprising a combination of the following:

- Three-way interviews (i.e. parent, teacher and student)
- Parent Interviews
- Tests and examinations
- Self-reflection and evaluation
- Student portfolios
- Reports
- External Benchmark Testing (e.g. NAPLAN)

Students are issued with a detailed assessment policy at the beginning of each year and the rules and deadlines must be understood and followed. A copy of the assessment policy is in the School Documents section of SEQTA Engage.

Procedure for Areas of Concern

The following procedure should be followed in the Primary and High School if there are areas of concern:

- (a) First consult the class, subject or Mentor teacher;
- (b) If necessary, meet with the Head of Primary, Heads of Departments or the Director of Jewish Studies;
- (c) If necessary, meet with the Head of Secondary making an appointment via the PA to the Head of Secondary;
- (d) If necessary, meet with the Principal making an appointment via the PA to the Principal.

Appointments with teachers and Heads can be made by e-mailing the teacher or Head directly, and appointments with Senior School management can be made with the appropriate PA.

Teacher/parent meetings are organised on a regular basis but parents are encouraged to liaise with staff at other times as well. If parents are unable to attend scheduled three-way interviews, alternative arrangements can be made and are encouraged.

2.2 Book and Stationary Supplies

Every student of the School must be in possession of all required textbooks and stationery. Booklists are provided in Term 4 for the following year. Parents are responsible for purchasing the required books from the stockists as indicated on the booklists, and replenishing consumables as needed.

We use [Campion](#) to supply our General studies textbooks and stationery. Orders are made directly through them.

Jewish Studies booklists are organised through Primary and High School reception.

2.3 Camps

Camps are an integral part of the School curriculum and all students are expected to attend the camp for their appropriate year level unless unable for medical reasons.

Year 6: Zionist Camp (1 night)

Year 7: Bar/ Bat Mitzvah Camp, Zionist Camp

Year 8: Cape-to-Cape, Zionist Camp

Year 9: Rottnest Camp, Zionist Camp

Year 10: Shorashim, Zionist Camp

Year 11: Zionist Camp

Year 12: Zionist Camp

(Other: Students studying WACE Visual Arts, or WACE Hebrew may also attend a camp)

2.4 Canteen

A variety of food is available from the School Canteen. The canteen is a privately operated business called 'Sababa'.

The canteen is open during recess and lunch break for both Primary and High School students. High and Primary School canteen orders must be placed via Flexischools on the Schoolstream app before school with collection at lunchtime from the Canteen.

The canteen menu can be found [here](#).

Please note that Credit is not available for students.

2.5 Careers Counselling

The focus of careers counselling at Carmel School is on ascertaining individual student career and pathways requirements. Particular emphasis occurs during the transition from Year 10 into WACE and from Year 12 into tertiary destinations and beyond. All students in Years 10 and 12 have a consultation with the careers counsellor during the course of the year. Year 10 students also undertake the Morrisby Career Guidance Profile testing and attend careers expos to assist them with their subject choices for WACE.

Our professional careers counsellor, Mrs Zsuzsi Shuhandler, provides up-to-date, high quality guidance and information to students and parents.

2.6 Changes to Parent or Student contact or medical details

Parents will be asked to confirm their contact and student medical details at the start of each year.

Changes to contact details should be emailed to the [Primary](#) or [High School](#) office.

If there is a change in a medical plan for students (anaphylaxis, for example), please ensure that **this change is emailed to reception in order to maintain up to date records.**

2.7 Class Placement

We value information and input from parents regarding class placement, however, the final decision will be made by the School.

Students will be placed in the year level corresponding to the age requirements outlined by the Department of Education. Repeating or advancing a year will be an infrequent occurrence following comprehensive (diagnostic) testing, discussion and consultation with parents, teachers, senior staff and counsellors where necessary.

We do not entertain requests for particular teachers.

Placement decisions about multiple births and cousins will be made according to the situation of each family and after discussion with parents.

2.8 Fees and Accounts

School accounts are sent out prior to the commencement of each school term. The annual tuition fees are payable in four instalments each instalment being one quarter of the annual fees. Fee instalments are due and payable within 14 days of the first day of each term. Parents who enrol or re-enrol a child at the School shall jointly and severally bear the responsibility to pay all school fees and charges as decided by the School Board from time to time. It shall be no excuse from such liability that one or other of such parents is unable for any reason to pay such fees and charges.

Notice of Withdrawal

Notice in writing at least one full term in advance must be given prior to the removal of a student from Carmel School. In default of such notice, one quarter of the annual fee is payable.

Fee Assistance

Carmel School is an Independent school. The school's fees and charges are detailed in the Fees and Charges brochure, and are payable accordingly. In certain circumstances, however, limited and conditional assistance with tuition fees may be available to enable children who are Jewish according to Orthodox Law (Halachah) to obtain a Jewish education at Carmel School.

Applications for such assistance are confidential and will be handled with due regard to the sensitivities and legitimate concerns of both those who feel that they must apply for assistance and those who carry the burden of paying full fees. The School asks, however, that all parents look properly and fairly at their own priorities where fees are concerned. Applicants for fees assistance should direct their enquiries to the Chief Financial Officer.

2.9 Fundraising

Like other Independent schools, Carmel School relies on fundraising to provide many of the resources and facilities that our children enjoy, as fee revenue does not cover all of these expenses. Funds are raised in a number of ways including:

- ◆ P & F Association events and fundraising drives
- ◆ Carmel School Annual Giving Appeal
- ◆ Capital Appeals for specific capital projects
- ◆ Jewish Education Foundation

Parents are asked to support these initiatives as much as possible.

2.10 Health Care

Both Primary School and High School have a first aid facility.

All teachers hold a Level 2 First Aid Certificate and have yearly training in anaphylaxis management and CPR.

If students are feeling unwell they should, with the permission of their teacher, report to reception. Staff at reception will determine if parents should be called.

Staff will not give any medication to students without obtaining parental permission.

If a student requires an EpiPen, it is the responsibility of the parent to provide an EpiPen to the school and ensure the EpiPen is not out of date.

2.11 Homework

The School recognises the rationale for homework and the vital place it occupies in the educational process. The assistance of parents is requested to ensure that all homework is completed according to the School's guidelines and expectations. Parents will be informed in the event of homework not being completed.

Primary School teachers outline their expectations at the Parent Information evenings, which are held at the beginning of each school year. If students are taking significantly longer to complete homework, classroom teachers should be notified. Please note that homework for Primary students may take different and varied forms, i.e. formal written work, sticking in and colouring or reading. Formal written homework may commence at Year 3 level at the teacher's discretion.

The recommended weekly homework commitment for High school students is as follows

- | | |
|------------|--|
| Year 7-8 | up to 1.5 hour per day, four days a week |
| Year 9-10 | up to 2.5 hours per day, five days a week |
| Year 11-12 | upwards of 3 hours per day, five days a week |

If students are taking significantly longer than these times, classroom teachers should be notified.

2.12 Judaism and Carmel School

Carmel School is a co-educational Modern Orthodox Zionist Jewish Day School. The schools purpose will have full meaning for the child when the basic values of the home, school and community are in harmony.

In line with these beliefs, the School fosters and develops ethical behaviour derived from an understanding and appreciation of the Jewish moral and spiritual heritage. All School activities conform to Orthodox Jewish principles, teaching and practice. The conduct and religious instruction for all activities under the auspices of the School shall be in accordance with the standards of Orthodox Judaism (as set by the Chief Rabbi of the British Commonwealth).

The School recognises that it caters for students from a wide variety of Jewish backgrounds, including students from very committed homes and students who come to the School with very limited Jewish knowledge and towards the end of their school career. In consideration of this fact, it is the objective of the School that every student, regardless of background, should receive a meaningful, satisfying and relevant Jewish education.

In keeping with the aim of developing a strong sense of Jewish identity and where appropriate, students will be:

- * encouraged to participate in Jewish communal activities - be they of a religious, sporting, Zionist or cultural nature; and
- * required to participate in services and other aspects of the religious programme at the School.

Parents are encouraged to be supportive of the Jewish ethos of the School in order to maximise the attainment of a meaningful and satisfying Jewish education.

Kippot

All boys require a kippah which must be worn on the School premises and when representing the School. Jewish male visitors to the School are requested to wear a kippah. Carmel School uniform kippot must be worn in the Primary School.

Kashrut

Only dairy or pareve foods can be brought to the School. No meat, food derived from meat products or shellfish may be brought onto the premises of the School or eaten at school or at school-sponsored functions with the exception of kosher-catered functions. At all meals students are expected to observe the necessary religious precepts.

At all school-sponsored functions to which students, staff, or parents are invited, any food served is prepared strictly in accordance with the laws of kashrut.

Prayers and Religious Services

As an Orthodox school, Tefillah is an integral part of the Carmel School curriculum and all students are required to participate. Students should take an active role during davening and inappropriate talking is not permitted.

All students above Year 1 must have a copy of the designated Siddur. All boys who have had their Barmitzvah must wear their tefillin where appropriate. The wearing of tallit is optional.

Observance of Jewish Values

The School's programme stresses observance of Jewish values. Parents are asked to support the promotion of Jewish values by not scheduling parties on Shabbat or Jewish Festivals. Such events, even if inadvertently planned, are a source of embarrassment and exclusion to those who have been invited but who will not violate the Shabbat or Festival.

These events also undermine the respect that children should have toward the School in general, and more specifically, the teachers.

Parents are also urged to refrain from holding class parties at venues where the sensitivities of children who observe Kashrut are violated. By respecting the principles of these individuals, even of a single individual, you are supporting the Jewish ethos of the School.

Please ensure that students wearing school uniform do not patronise fast food outlets.

2.13 Lost Property

The surest way of reclaiming items is by attaching a label or tag marked with details of the student's name and year level with a permanent marker. Every effort is made to retrieve lost items, but the School can only be effective if the items are passed in when found and are identifiable.

Lost property is kept near the teacher staff room in the Primary Campus and at reception at the High School campus.

It is the student's responsibility to remove their own lock and empty their locker of all belongings on the last day of lessons at the end of their own academic year. Items left in lockers or in classrooms after that date will be deemed ownerless.

2.14 Mobile Phones

Philosophical underpinning

Carmel School acknowledges the value technology can play in the teaching and learning program and to this end students are provided with a laptop and filtered internet access which is sufficient in the vast majority of circumstances. This level of constant connectivity can also provide distractions that remove the focus from the learning program. This policy aims to focus and foster the use of technology for its intended purpose whilst at school.

In addition, students are encouraged to deal with daily circumstances and situations including problem solving whilst at school, at School functions or on camps or excursions. The School aims to teach students life skills that include the ability to face and solve problems and difficulties independently. Seeking premature help for solving routine problems or challenges may have the adverse effect of undermining or weakening the individual student's ability to develop resilience, maturity and independence.

We encourage students to seek the help of their Mentor, Dean of Students, and staff members where appropriate, rather than calling in assistance from family and friends outside of School during the school day. Mobile phones in these particular circumstances may be a hindrance rather than a benefit. Students have access to School phones for urgent calls and for calls approved by a staff member.

Expectations and Understandings

- Whilst the School recognises the convenience of mobile phones, students and parents should know no responsibility will be taken for any loss or damage to mobile phones.
- If a mobile phone is brought to school, it must be stored in the student's locker during the school day, including recess and lunch breaks. This extends to all co-curricular activities where the phone may be deemed to detract from involvement in the activity.
- On occasion, mobile phones may be used during class time with the express permission of a teacher for educational purposes. Staff will advise students when this will occur.
- Where mobile phones are visible, they will be confiscated until the end of the day. The student will need to collect the phone from the Head of Secondary.
- Second and subsequent infractions will see the mobile phone held by the Head of Secondary for up to a week and the parents may be asked to collect the phone from the School.
- Repetitive disregard for the School's policy will result in further consequences.
- Students who use mobile phones at school for sending text messages, instant messages, photos or making or taking calls and messages during tests and examinations will be deemed to have cheated and will have a zero recorded for that particular test or examination paper.
- No phone is to be used to capture or record staff, students or anyone else without the express permission of the staff member or student and for educational purposes only. Unauthorised photos, audio or video taken and/or sent using a mobile phone at school, on camps, excursions or at School functions are not allowed as this infringes the privacy provisions of all members of the School community. Any such use of a mobile phone may have serious consequences.

2.15 Parent Communication

The *Kesher Carmel*

Parents are kept informed of school activities through our fortnightly *Kesher Carmel* available to download from the website. Please ensure that you read the *Kesher* as it often contains important notices and dates including updates and variations.

SEQTA Engage

Parents are kept informed of their child's academic progress through SEQTA Engage. Please contact Primary or High School reception to ensure you have a login.

School Stream App

The Primary School also uses *School Stream* to notify you of events. To find out how to download the app and to get the passcode, please contact Primary or High School reception.

Website

The *Kesher Carmel*, photos, policies and other items of interest are available on the School's website, www.carmel.wa.edu.au and are regularly updated.

Parent Teacher Interviews

These take place twice a year. Appointments are made using Edval. For your Edval login, please contact Zsuzsi Shuhandler in the High School.

Carmel School Year Book

Our comprehensive Year Book is distributed to each family at the end of the School year. There is no charge for this publication.

Communicating with Separated Parents

It is important that parents advise us of any changes to the family, particularly in the event of separation or divorce, which could impact their communication preferences.

If parenting or other court orders are issued, then both parents should forward a copy, along with any subsequent updated or replacement orders, to enrolments@carmel.wa.edu.au for dispersal to relevant staff. All communication will be directed to parents in line with those orders. This includes, but is not limited to, order relating to contact with children, payment of tuition fees, or attendance at school premises or events.

If no court orders are received then the School will presume both parents share joint responsibility and will communicate with both parents accordingly.

2.16 Old Collegians – Dorot Carmel

Dorot Carmel is a Carmel Alumni group on Facebook that allows individuals who are past students of the school to keep in contact and share information. Please visit Dorot and 'like' the group. If you have any news or old photos that you would like to share please contact our Development Officers on 9375 4306 or shalom@carmel.wa.edu.au.

2.17 Parents and Friends Association

The **Parents and Friends Association** is an organisation made up of parents and friends of existing and past pupils. The P&F welcomes newcomers to the School, promotes social interaction among parents and offers parent education programmes as well as undertaking various fund-raising activities which make a significant contribution to the acquisition of "extras" for the benefit of our children. New members are always welcome.

If you would like to be involved in the P&F, please email P&F@carmel.wa.edu.au

2.18 Privacy

- **CARMEL SCHOOL** (the School) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
- Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- Certain laws governing or relating to the operation of schools require that certain information is collected. These include the Education Act, Public Health and Child Protection laws etc.
- Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
- The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and contracted service providers and volunteers.
- If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
- Parents may seek access to personal information collected about them and their son/daughter, subject to the requirements of the Privacy Act. There are some exceptions to this right set out in the Act Pupils will generally have access to their personal information through their parents. Requests for access to information should be directed to the School Principal in writing.
- As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, photographs, pupil activities and other news is published in newspapers, School newsletters, magazines, on our website and on, staff controlled, social media. If you do not agree to this you must advise us in writing now.
- We may include your contact details in a class list and school directory. If you do not agree to this you must advise us in writing now.
- When you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.

2.19 Safety and Security

Carmel School is committed to providing a safe and secure environment for its students and staff.

Vigilance

Everyone using the School – students, staff, parents and others – is asked to maintain a sense of vigilance regarding safety and security. All visitors to the School are required to register at the front reception upon entry to the School and are issued with a “Visitor” badge. Any suspicious individuals, objects or incidents in or near the School should be reported immediately to the school office or to the Security Officer.

Parent Patrol Roster

The School Board requires at least one parent from each family to offer their services for the School’s Parent Patrol.

A Parent Patrol Roster is implemented for every school day. Two parents are rostered at the Primary School and two at the High School each morning and afternoon while children are entering and leaving the school grounds. It is necessary for each family to participate in the roster. Where possible, families are only rostered once each term, but there may be occasions where they are rostered twice.

The Community Security Group (CSG) implements and distributes the roster. To contact CSG Telephone: 1300 000 274 during business hours, or email parentpatrol@csgwa.com.au. The website is www.csgwa.com.au.

The Parent Patrol schedule is distributed to parents from the CSG before each school term, and is available on the School’s website. Preferences for days and sessions are recorded by completing the preference sheet sent out at the start of each school year. Parents are required to find their own substitutes if they cannot fulfil their assignment (telephone numbers are on the delivered schedule).

Car Park and Street protocol

Car parking is available in the Maccabi car park and the Breckler Park car park. The School cannot accept responsibility for the security or supervision of students' cars. The School is not obliged to provide parking for students' cars. High School students are not permitted to park their cars on Cresswell Road, but must park in the Breckler Park or Maccabi car parks.

The Cresswell Road embayment and the Primary School drive-through are designated drop-off and pick-up zones only. It is not permitted to double-park or to leave your cars in these areas during drop-off or pick-up times. Students must use the designated crosswalks in the Primary School drop-off zone and on Cresswell Road when crossing. Students and parents must obey the instructions of the car park and crosswalk attendants.

For the safety of our students it is vital that common sense is used and traffic rules are obeyed in the car parks and along Woodrow Avenue and Cresswell Road at all times. Parking difficulties can be overcome by displaying patience and consideration. Your cooperation is essential to avoid serious accidents.

Illness and Injury

Parents should call the School reception on 9276 1644 (High School) or 9276 1900 (Primary School) between 7:50am and 8:20am to inform the School of their child's absence. Parents are asked to refrain from sending ill children to school. Students who become ill or who are injured during school hours must notify their class teacher, the teacher on duty or go to Reception immediately. Where necessary, staff will be called to examine the student and appropriate action (e.g. medication, notification of parents) will subsequently be taken.

Evacuation Procedures

Evacuation instructions are posted in every room and regular evacuation drills are held.

2.20 Sport

Sports activities are an integral part of the School's curriculum and all students in Years 1-10 are required to participate. Participation is encouraged in Years 11 and 12 but is not compulsory. In order to participate, students must wear the appropriate designated school sports uniform. Students are offered a wide variety of sporting activities and we are fortunate to have the services of specialised Physical Education teachers in both Primary and High Schools.

Medical certificates must be presented if a student is to be exempted from sport. Consideration will be given to students who are unwell.

Students in Years 7, 8, 9 and 10 are required to participate in and attend the Interschool ACC Sporting fixtures and carnivals. These involve fixtures after school hours and parents are reminded to consider them when scheduling after school appointments and extracurricular activities. Years 7 and 8 – Tuesday, Years 9 and 10 – Wednesday.

After-school activities for Years 11 and 12 are voluntary, but if a student chooses to be involved at the start of the season they are expected to attend all sessions thereafter.

Inter-house swimming carnivals are held yearly in both the Primary and Secondary Schools. The Primary School carnival involves all students from Years 4 to 6. Participation in the High School Swimming Carnival is voluntary but all students must attend unless an exemption is granted for religious reasons. Students granted such exemptions are required to remain on the High School campus.

Yearly inter-house Athletics carnivals are also held for both the Primary (K-6) and High Schools. All students are required to attend.

2.21 Sports Houses

In the Primary School all pupils are allocated to one of four houses:

Moriah (**Red**)

Sinai (**Blue**)

Tavor (**Green**)

Nevoh (**Gold**)

In the Primary School an Inter-House merit points competition recognises good deeds, behaviour and some sporting achievements.

In the High School all pupils are allocated to one of four houses:

Be'er Sheva (**Red**)

Teveria (**Blue**)

Yerushalayim (**Gold**)

Zfat (**Green**)

In the Senior School, the Houses vie for the House Shield. This incorporates Academic, Sporting and Cultural pursuits and is awarded to the winning House at the completion of the School year.

2.23 Student Attendance and Absences

Carmel School demands regular attendance at school. Students are expected to be at school and in classes on time and to be prepared for all classes and scheduled activities.

Punctuality

Students who arrive late for school must have either a note, email or phone call from parents on the day explaining the reasons for lateness.

Primary School students must give this note to their class teacher.

High School students are required to bring the note to the Administration Office and sign in before attending class. Students who arrive late for Davening must report to the duty teacher and at the discretion of the duty teacher will be assigned a lunchtime duty. Students who arrive late for a lesson must get a late slip from Reception.

Regular lateness will attract an appropriate sanction.

2.22 Absence from School

Parents are expected to ring the School receptionist on 9276 1644 (High School) or 9276 1900 (Primary School) before 9:00 am if a child will be absent from school. Alternatively, you can fill in a student absentee form on Schoolstream, or for high school, send an email to your child's mentor and to reception@carmel.wa.edu.au. The receptionist will sms or phone parents of students who are absent after this time if the school has not been notified.

Students with two or more day's absence due to illness should supply a Medical Certificate to the school to substantiate the absence.

High School students are expected to attend school on special days such as festival celebrations and sports carnivals and any other day where the normal curriculum does not run. Commitment to all aspects of school life is viewed as an expectation of being a student at Carmel School.

For absences during tests and examinations – please refer to the *Assessment Policy* available on Seqta Engage.

Leaving School during school hours

If there is a legitimate reason for a student to leave during the School day parents must provide a written note or email signed and dated, or make a phone call, to the School on the day.

In the Primary School, written notification via a note in the student's diary should be given to the class teacher.

High School students should present the note from their parents, initialled by their Mentor, at the High School reception when signing out to leave. Alternatively these notes can be emailed to the mentor teacher who will pass them on to reception.

Parents please note that dental, medical and other appointments should be scheduled where possible outside school hours.

Extended Absence

The laws of Western Australia require that students attend school until the end of the year in which they turn 16 years of age from 2006 and 17 years of age from 2008.

Where students will be absent from school for an extended period, parents are expected to give written notification of this to the Principal. Please bear in mind that staff will not teach students course material which was covered during their absence but notes, handouts and course outlines will be made available via SEQTA Learn.

Please also be aware that postponements of tests and examinations will not be offered to students who have extended absences in Years 8-10. Any assessments or assignments, which are missed or are not submitted, will be given a mark of zero. Grades on reports will be a reflection of term assessments completed only.

If a student is ill then the staff will do their very best to ensure that the learning of the student is assisted in every way possible. Where a student has an extended illness, special arrangements will be considered.

Any work missed due to absence can be found online via SEQTA - Learn.

Parents who wish to seek permission for special leave for their children should write to the Principal, Head of Secondary or Head of Primary. Where a parent has sought permission from the School well in advance for a student to be absent for special circumstances (e.g. representing the state in a sporting competition, batmitzvah being held overseas, long service leave travel), it is the student's responsibility, with assistance from their Mentor/Class teacher to find out what work will be missed and how best to complete it.

Where a family simply decides to take a long weekend or a holiday in school time without prior permission, there is no obligation by the staff to make up lost teaching time or assessment.

2.23 Student Behaviour

Students are expected to follow our 'Be a Mensch' policy at all times. This policy can be found on our website.

The most important rule is that students exercise common sense at all times and show concern for others.

Students are expected to:

- Be punctual at all times
- Take pride in their appearance by being well groomed and wearing their uniforms well (see uniform guidelines)
- Show respect for others and their property
- Be courteous to others at all times
- Respect each others' differences and everyone's right to learn
- Take pride in the School environment

- Represent the School well in the wider community

2.24 Student Leadership

We encourage leadership, independence and responsibility in all our students throughout their School life. This applies to regular classroom activities, routines and broader responsibilities.

Primary School

Year 6 Primary School Managers are appointed each year in the areas of:

- Administration and Special Events
- Environment and Sustainability
- Judaica
- Student Care and Wellbeing

High School

The Student Representative Council (SRC) is made up of the following student and staff elected positions from Year 12

- Head Boy
- Head Girl
- Heads of Judaica
- Heads of House (Beer Sheva, Teveria, Yerushalayim, Zfat)

Elections take place in Term 3 of Year 11 for positions to commence in Term 4 of Year 11.

The Senior Management Team reserves the right to veto candidates deemed unsuitable for leadership positions at the School.

2.25 Uniform

School Uniform

Summer uniform is worn in Terms 1 and 4. Winter uniform is worn in Terms 2 and 3. Sports Uniform may only be worn under the instruction of staff. Please see the list below for exact uniform requirements. Uniforms can be purchased through the Uniform Shop and Second-hand Store. For opening times and order forms please visit the School website.

Children (Primary and High) who attend School functions must always be dressed in full Carmel School Uniform. For students in Year 11 and Year 12 this means the winter uniform, including a School Blazer.

Students participating in interschool events can only do so if they are attired in correct School Uniforms. This includes interschool sports events.

Please note:

- Black leather school shoes are the only acceptable footwear for students in the High School. Sandals may be worn in the Primary School. Shoes are to be polished regularly.
- Blazers are compulsory for Year 11 and Year 12 students in the High School and should be worn for all formal assemblies and official functions, for photographs and whenever a student represents the School.
- It is important all Year 12s have full School Uniform, including the School Blazer until their graduation.
- Shirts are to be tucked in at all times.
- Shorts, trousers, skirts and dresses should be of reasonable length closer to knee than mid-thigh.
- Students are required to have a Carmel School Bag. This is for security reasons.

For full Uniform Requirements please visit the school's website. www.carmel.wa.edu.au

Expectations

The Dress Code is designed to reflect Carmel School's ethos as a Modern Orthodox Jewish Day School. All students are required to be well groomed, neat and tidy and in full Carmel School Uniform. Any child not dressed correctly must bring a note with a satisfactory explanation signed by their parent. Boys must wear kippot at all times, except when participating in sporting activities.

It is impossible to provide a complete list of acceptable/unacceptable dress requirements and presentation. However, at the discretion of staff, any student who's standard of presentation does not meet expectations will be asked to report to the School Office and may incur a sanction.

Hair

Hair must be neat and tidy and off the face. Long hair past the collar must be worn up, in a neat style. Hair accessories should be black, blue or white in colour. Hair should be of a natural colour.

Novelty haircuts, such as mullets or undercuts, are not permitted. In matters of hairstyle, the school remains the final arbiter and students may be directed to restyle hair if necessary.

Boys must be clean-shaven at all times. Boys seeking exemption on religious ground must discuss the matter with the Director of Jewish Studies.

Jewellery

Jewellery, other than the items listed below, must not be worn at any time. No responsibility can be accepted for the loss or damage of any personal items that a student may bring to school.

1. a wrist-watch may be worn, but students are encouraged to wear an inexpensive, serviceable one in case of damage or loss. (if students choose to wear a smartwatch, which is not recommended, it must be on airplane mode while at school).
2. a Magen David or Jewish themed pendant is permissible, providing it is not obtrusive or too large to be a hazard in sport and in the classroom;
3. A maximum of one plain stud or sleeper is permitted in each ear.
4. no other piercings are to be displayed. Taping over a piercing and the use of clear studs is also unacceptable.

Make-up

No noticeable make-up or coloured nail polish is to be worn.

Free Dress Code

The Free Dress Code is designed to reflect Carmel School's ethos as an Orthodox Jewish Day School.

Neat, clean, casual dress is to be worn.

Please note:

- ❖ The current school policies regarding make-up, nail polish and jewellery are to be upheld.
- ❖ Concern for safety requires **closed-in** footwear to be worn i.e. no thongs or sandals.
- ❖ Clothing needs to be sensible, appropriate and modest. Singlet and strapless tops, very short skirts, revealing necklines, exposed midriffs and visible underwear are unacceptable.
- ❖ Only inoffensive slogans may appear on clothing items.
- ❖ Hair colour and hairstyles are to be in keeping with currently acceptable regulations. Hair should be tied back as during the normal school day.

This is a guideline only. It is impossible to provide a complete list of acceptable/unacceptable dress requirements; however, at the discretion of Mentors and other staff, any student dressed inappropriately will be asked to report to the School Office. Choose to dress sensibly, comfortably and appropriately so that you have an enjoyable day.

2.26 Uniform Shop

Opening Hours	
Monday	8:00am - 9:00am
Thursday	8:00am - 9:00am &
Thursday	2:15pm - 3:45pm

The Uniform Shop is located next to the canteen in the Primary School. New uniform items are available for purchase from the shop. As an additional service to parents, new uniform items can also be ordered by completing an order form, which is available on the website, and handing it in to Reception. The items will be returned to your child via their mentor or class teacher.

The Uniform Shop is often opened during school holidays and peak times (changeovers) for parents' convenience. These extra opening times are advertised in the Keshar Carmel and on the website.

Second-hand uniforms are available through Upcycle Uniforms, which is located at the Menora Charity Shop, and is open every Tuesday morning from 8.15-9.30am or by appointment with Celeste on 0430 126 113, or at celeste1@me.com.

3. Carmel School Policies

Please see our [website](#) for the following policies

- 3.1 Be a Mensch
- 3.2 Bullying
- 3.3 Enrolment
- 3.4 Mandatory Reporting Requirement and Procedures
- 3.5 Parent and Guardian Grievance
- 3.6 Parent and Guardian Code of Conduct
- 3.7 Student Grievance Policy

The School Document section of SEQTA Engage has the following policies:

1. Assessment Policy
2. School Uniform Requirements
3. ICT Acceptable Use Policy
4. Be a Mensch
5. Bullying Policy
6. Awards Criteria
7. Carmel School Constitution
8. Drug Policy
9. Primary School Assessment Policy
10. Absentee Protocol
11. Anaphylaxis Policy
12. High School Intervention Flowchart