



Francis Jordan Catholic School

Our Vision

Francis Jordan Catholic School prepares students for a lifelong journey by nurturing a passion for learning and excellence while remaining centred on Jesus and His teaching's.

25 Peterborough Drive,
Currambine, WA 6028

Contact us at

9404 2400

www.fjcs.edu.au

news letter

Dear Parents and Caregivers

Last night we had our AGM of the School Advisory Council and the Parents and Friends. Both groups do a huge amount of work for the school that goes mostly unnoticed. This year we had two positions vacant on the School Advisory Council and three nominations. I would like to congratulate Mrs Erin Peacham and Mrs Kate Fitzsimons who were voted onto the Council for 2022.

The P&F have had a very successful year and announced that they will be donating to both the junior primary playground refurbishment and the frog bog project early next year. After the donations they will still have a healthy balance to continue to provide and cater for the usual events such as the Mother's Day stall, Father's Day stall and the Family Fun night next year. A huge thank you to Catherine Howarth and her hard-working committee this year.

At the AGM the interim staffing allocation was announced. This may change before the end of the year as we are never certain until the start of the year. A huge farewell to Mrs Giannasi who retires at the end of the year with over 25 years' service to the school. A special farewell and thank you to Miss Steer who took on the role of Year 6 teachers after Mrs Lee took maternity leave earlier in the year. Miss Steer has been an asset to the school and for someone so young and just starting her teaching journey she has done a wonderful job with 6W. Mrs Tania Hall is also completing her years contract in Kindy as Mrs Collins replacement. Tania has been a wonderful asset to the Kindy team and will be missed. Mrs Brown will be taking a long service break next year from the classroom; however, she will continue her role as our school councillor.

- ◆ **Principal** – Chris Dunning
- ◆ **AP RE** – Damian Purcell
- ◆ **AP Curr** – Gloria Ward
- ◆ **Office** – Geri Nagy, Claire Henderson & Anna Admans

COMING EVENTS

TERM 4

Wednesday 1 December

**Kindy Christmas Concert -
starting at 1.45pm in the Hall.**

Friday 3 December

Runing Club 8.10-8.20am

Prize Giving Assembly

8.30am in the Hall

Tuesday 7 December

Thanksgiving Mass—11am

Wednesday 8 December

**Year 6 Excursion to The
Maze**

Thursday 9 December

**Pre-Primary Christmas Con-
cert 8.30am in the Hall**

Friday 10 December

**LAST DAY OF SCHOOL FOR
STUDENTS**

TUESDAY 1 FEBRUARY

Students commence Term 1

2022



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- ◆ **Year 6** – Damian Purcell / Deanne Walker & Caris McElroy
- ◆ **Year 5** – Nadine Andrews & Kate Moffatt
- ◆ **Year 4** – Lisa Parker & Rachel Martin
- ◆ **Year 3** – Jackie Dunne & Chris Giannasi
- ◆ **Year 2** – Megan Frichot & Treasa Young
- ◆ **Year 1** – Tash Calautti & Jenna Crosby
- ◆ **Prep - Primary** – Carolyn Ince / Ida McQueen & Lauren Franchina
- ◆ **Kindy Staff** - Rebecca Baran & Sofia Fordam
- ◆ **Pre- Kindy** – Ella Redding
- ◆ **Music** – Erica Royle
- ◆ **Physical Education** – Peter Elk
- ◆ **Science** – Deanne Walker
- ◆ **STEM** – Peter Elek & Gloria Ward
- ◆ **Learning Support** – Lindy Mc Queen
- ◆ **LOTE** – Natalie Belcastro
- ◆ **Grounds** – Maurice and Shaun Seamans
- ◆ **Canteen** – Anna Admans & Sinead Humphries
- ◆ **Education Assistants** Gill Bardsley, Anita Woodall, Clare Johnson, Elizabeth Wilson/ Mandy Brooks, PP Caroline Sullivan & Janine White, K - Teresa Sutton & Jo Collins, PK - Danita James, Library - Ros De Mamial
- ◆ **Staff Leaving us this year** – Margret Brown (Long Service Leave), Suzie Giannasi (Retirement) Tania Hall (contract completion) Miss Steer (contract completion)

Regards

Chris Dunning
Principal

REMINDER

PLEASE NOTE: Absentee/Late notices must be sent to the email address as per previous requests. Please **also respond to** absentee sms's to this email – absent@fjcs.wa.edu.au and do not hit/press reply, as it doesn't automatically come back to absent@fjcs.wa.edu.au you have to actually type in the absent email address with:
students name, class, date, reason and parent's name.

This email address was set up specifically for this purpose as teachers, are busy teaching and your notification may not get picked up if sent to any other email address.

If the absence is not for medical/sickness, and even if it is only for 1 day, a LEAVE OF ABSENCE REQUEST FORM is required to be filled and returned to School Office. These are available from the Front Office or if you contact us, we can email it to you.

Thanking you in anticipation of your co-operation also thank you to the Parents who are already using this address to advise of any Late/Absent notices.



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From Code of Conduct Policy Dispute and Complaint Resolution

Objective

The Executive Directive – Dispute and Complaint Resolution provides the directives to ensure that disputes and complaints across Catholic Education Western Australia Ltd (CEWA) are dealt with fairly, objectively and in a timely manner. The processes used are child friendly, culturally safe, respect the dignity of the human person, and guide leaders in the principles of participation, co-responsibility and subsidiarity as they apply to the management of disputes and complaints.

Sources of authority

Catholic Education Commission Western Australia Education Policy – Effective 22 February 2021.

Principles

1. Conduct which breaches the Code of Conduct or contravenes Catholic values is not tolerated.
2. A dispute or complaint made in accordance with this directive is a dispute or complaint made with reasonable grounds for concern about Catholic schools, notwithstanding the naming of any staff member in a dispute or complaint. Vexatious, trivial or previously finalised issues will not be considered.
3. Any person may complain orally or in writing about any matter arising from the operations of Catholic schools.
4. A complainant has the right to make a complaint while remaining anonymous.
5. Complainants are personally responsible and liable for the content of their complaints.
6. All directives to respond to complaints and concerns are designed to be respectful, child focused, child friendly and culturally safe.
7. All directives must be regularly reviewed to ensure constant improvement.
8. As appropriate, additional support must be provided to support the complaint disclosure and management directives for particular community groups, for example, Aboriginal people, those living in remote and regional areas, those with a disability and those from culturally and linguistically diverse backgrounds.
9. All complaints will be taken seriously, whether or not they are made anonymously or are verifiable and will be addressed promptly and thoroughly, according to relevant directives.
10. All decisions are to reflect the paramount importance of the student(s).
11. Disputes and complaints will be addressed in a timely manner; the urgency of the matter must be given due consideration when prioritising individual cases.
12. Disputes and complaints will be managed fairly, objectively and in an unbiased manner, according to the rules of procedural fairness, both for complainants and any individual mentioned in the dispute or complaint raised.
13. All conflicts of interests must be declared by any person who receives or is asked to respond to a complaint.
14. Disputes and complaints will be managed in accordance with the Principle of Subsidiarity.
15. Complaints, concerns, disputes, disclosures and related incidents will be reviewed to identify causes and systemic failures, opportunities to minimise the potential for a repeat incident and to promote a culture of continuous improvement.
16. Privacy and record keeping legal obligations must be met.
17. As may be required by law, complaints, concerns and disclosures will be reported to the relevant authorities or law-enforcement agencies.
18. Once a decision has been made, parties may request a review of the decision or any remedy provided in accordance with directives, including escalating the dispute or complaint to the Executive Director of CEWA and/or Congregational Leader or Governing Authority.
19. The process for review of the management of a dispute or complaint will be based on the rules of procedural fairness.



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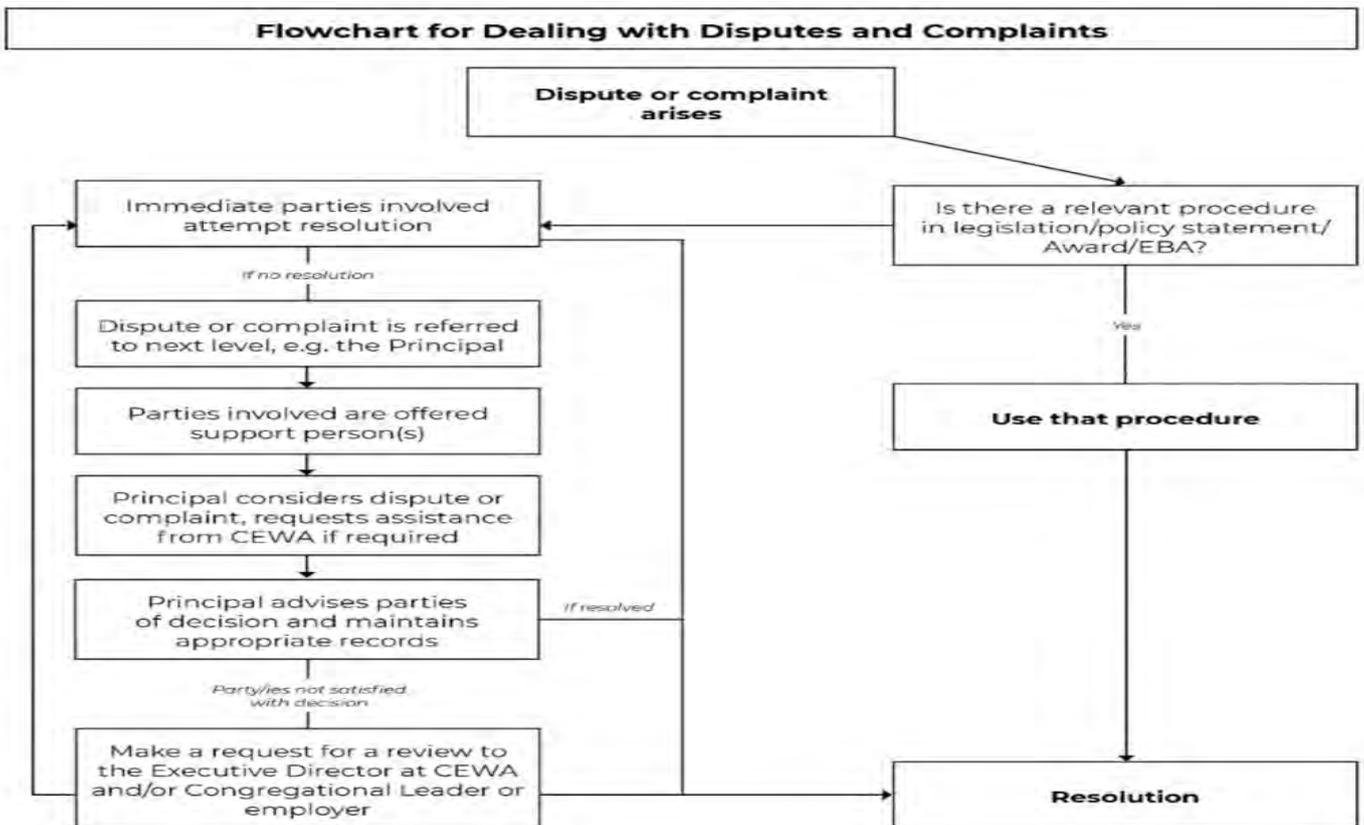
20. An individual must use the CECWA Policies and Executive Directives to address an issue or concern, unless an individual wishes to report a disclosable matter anonymously and/or with appropriate protections in place, in which case this Whistleblower Protection Framework should be used.

Directives

1. The principal must follow the processes and guides in this directive:

1. Flowchart for Dealing with Disputes and Complaints
2. Disputes and Complaints covered under this Executive Directive
3. Availability of Information
4. Resolution by the Immediate Parties
5. Resolution by Principal or Line Manager
6. Resolution by or Escalation of the Complaint to the Executive Director of CEWA and/or Congregational Leader or Governing Authority
7. Recording Disputes and Complaints
8. Publish the Role of the Director General in the Complaint Process

2. Schools are required to publish information about the role of the Director General and the following is recommended: "The Director General of the Department of Education is responsible for ensuring that the school observes the registration standards, including the standard about its complaints handling system. Any student, parent or community member is entitled to contact the Director General with concerns about how the school has dealt with a complaint. Information is available on the Department of Education website. While the Director General may consider whether the school has breached the registration standards, she does not have power





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Whistleblower

Protection

Framework

Disputes and Complaints covered under this Executive Directive

Where there is an appropriate executive directive that provides a specific mechanism for addressing the dispute or complaint, the appropriate procedure must be followed.

Where there is a binding legislative or regulatory mechanism (including an Award or Enterprise Bargaining Agreement (EBA) that addresses the issue raised in the dispute or complaint, that legislative or regulatory mechanism must be followed. This executive directive is intended to cover disputes and complaints that are not covered in existing legislation, another executive directive, Award or EBA.

Availability of Information

Information about the process for dealing with disputes and complaints from parents regarding a school-based issue must be made readily available.

Resolution by the Immediate Parties

When a dispute or complaint arises, the immediate parties involved should attempt to resolve the issue in the first instance.

Parties may involve a support person(s) to assist them in resolving the dispute or complaint.

Resolution by Principal or Line Manager

Should a complainant be dissatisfied with the resolution as a result of involvement of the immediate parties, or if there are unique circumstances, the matter can be referred to the next level by the complainant, for example, to the principal or line manager.

It is preferable that complaints are made in writing to the principal or line manager in the first instance. However, provision must be made for complaints to be made orally. In both situations, a record of the complaint that is as detailed as possible should be made at the earliest opportunity and, wherever possible, the complainant should verify the accuracy of that record.

It is preferable that a complainant identifies him or herself as well as the subject or subjects of the complaint. However, a complainant has the right to make an anonymous complaint, in all cases the information should be assessed and duly considered.

The principal or line manager is responsible for the resolution of disputes or complaints within the school referred to them by the immediate parties, in accordance with the rules of procedural fairness.

A principal or line manager must be mindful of managing the wider effects that a dispute or complaint may have on the workplace beyond its resolution.

The principal or line manager may request assistance and expertise (including mediation), including the involvement of the School Improvement Advisor or CEWA Employment Relations Team to assist in the resolution of a dispute or complaint.

The principal or line manager must inform the complainant (unless s/he has chosen to remain anonymous) and relevant parties of the outcome of their decision. If a complaint is upheld, the complainant must be provided with redress to remedy the situation; any remedy must be fair, reasonable and appropriate to the nature of the complaint. Remedies that may be offered to complainants include but are not limited to: providing an apology, changing a directive, practice or behaviour, reconsidering a decision, retracting a public statement, providing non-financial assistance, or providing financial compensation for any loss.

The principal or line manager must maintain appropriate records of the relevant particulars used to make a decision in response to any formal dispute or complaint. Where applicable, this will include any statements made by the parties involved.



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Any party may request a review of the principal or line manager's decision, in writing, to the Executive Director of CEWA.

Where the Executive Director of CEWA receives a written dispute or complaint related to an order or other accountable school, the Executive Director of CEWA must notify the School Governing Bodies.

The School Governing Bodies of the order or other accountable school will review the dispute or complaint, or may request through the Executive Director of CEWA that CEWA undertake the review.

The dispute or complaint must be promptly acknowledged in writing unless the complainant is anonymous and cannot be identified.

The Executive Director of CEWA must ensure a formal examination and investigation of the complaint and/or areas of disputation.

The parties to the dispute or complaint must be notified of the finding(s) of the dispute or complaint, including the basis of the finding(s). There is no duty to notify an anonymous complainant.

CEWA must maintain appropriate records of the relevant particulars used to make a decision in response to any formal dispute or complaint. Where applicable, these will include any statements made by the parties involved.

An individual has the right to make an appeal to the Minister for Education with regard to a dispute or complaint (School Education Act 1999). An appeal will only be heard on a breach in process and will not be a re-examination of the merits of the case. It should be noted that the Director General of the Department of Education does not have power to intervene in, mediate, resolve or determine the outcome of a complaint made to or about a non-government school. The Non-Government School Regulation Directorate of the Department of Education can be contacted about a complaint or concern but does not have a role in the resolution of complaints. The Directorate monitors compliance with the standards and requirements for non-government schools. Further information is available on the Department of Education [website](#).

A person may make a complaint to an external body or tribunal at any time. The relevant person (i.e. the principal, line manager, Executive Director, School Governing Bodies) may choose to suspend addressing the complaint until the external body or tribunal rules on the complaint, or the external complaint is directed back to CEWA for resolution.

Recording Disputes and Complaints

All disputes and complaints must be recorded on a school or office complaints register, or centrally on any system-wide complaints register.

The complaints register must have the capacity to record the following information:

- Date of complaint
- Name of complainant and relationship to the school
- Subject matter of the complaint, including the name of any person complained about and his or her relationship to the school
- Complaint investigator and position or role at the school
- Date investigation completed
- Whether complaint upheld
- Resolution agreed with or offered to the complainant
- Date of referral for review (for example by the governing body)
- Complaint reviewer and relationship to the school
- Date review finalised; and
- Review resolution agreed with or offered to the complainant.



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School's Out, Fun's In

Get ready for the Ultimate Playdate with your chance to WIN!

Leave the playdate to us and take it easy these summer holidays by knowing your kids are happy and having an amazing time!

Getting together and playing with friends has never been more important for our kids after months of disruptions and uncertainty.

Each week at OSHClub is jam-packed with fun activities guaranteed to keep your little ones engaged all holidays! Club-based days, incursions and adventures outside to exciting destinations, our team is working overtime to provide the best summer holiday experience yet!

Each service creates a unique program designed specifically to the interests of the children who attend, but one thing they all have in common is that we are taking advantage of the warm weather to get active and enjoy the fresh air.

To make things even more exciting these school holidays, book your kids into your local OSHClub Holiday Program for a chance to WIN one of three \$1,000 Luxury Escapes Gift Cards!



WIN!

1 of 3

\$1,000 Travel Vouchers

Every individual day that your child attends count towards one entry into the competition, so that means more chances to win with every day attended! To be in the draw, you need to book your child/ren in for any Summer Holiday Program date before 14th of January (note – the number of days attended adds up right to the end of the Holiday Program).

If you would like to learn more, you can [visit our website here](#).

If that isn't enough to convince you to join us these school holidays, remember that your family may be eligible for up to 85% Childcare Subsidy which is credited straight to your account (no additional out of pocket costs!).

To give you peace of mind, we enter every holiday program with a tried and tested COVIDsafe plan. We are experts at adapting to whatever gets thrown our way, so rest assured no fun will be sacrificed these holidays!

We have limited spots available so book in today!

Find us on Facebook

 OSHClubChildCare

OSHClub 

T&Cs apply. Bookings must be made between 18 November 2021 to 14 January 2022. No entries will be accepted outside this time. A single child attendance at any Junior Adventures Group service will count for an entry until the end of the school holiday period. There are no maximum entries. Participants will be eligible to win one of three Luxury Escape gift cards valued at \$1,000 (Luxury Escape T&C's apply). Entry to the Promotion and recipient of the prize is open to Australian residents, in all eligible states/territories, who fulfil the method of entry requirements and are 18 years of age or older. Prize draw will begin 10:00AM AEST on 15 February 2022 and winners will be notified via Email & phone no later than 17 February 2022.



BREAD TAGS FOR WHEELCHAIRS



Please save your bread tags – they will be recycled to fund wheelchairs in South Africa.



Bread Tags for Wheelchairs has been recycling bread tags in South Africa since 2006. They currently collect about 500kg/month, which funds 2-3 wheelchairs. Now we are collecting in Australia too!



What can I do?

It's easy save your bread tags for a while and then drop them off at one of our collection points. Ask your family, friends, school and local café to help.



Visit our website for signage, to find your nearest collection point, or to host a collection point.

aussiebreadtags@gmail.com

ozbreadtagsforwheelchairs.org.au

[@aussiebreadtags](https://www.facebook.com/aussiebreadtags)

Local Contact:

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