



Carmel School Parent Handbook

Our Mission and Values

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)

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General Information

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:

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).

2. About Carmel School

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.

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.

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

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 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.

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

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.

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.

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

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 callin

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.

The 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

(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

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

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.

The School Board requires at least one parent from each family to offer their service

Students in Years 7, 8, 9 and 10 are required to participate in and attend the Interschool ACC

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.

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

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.

- Represent the School well in the wider community

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

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

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 Unif

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.



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 be 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 Keshet 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