Fremantle Primary School

Handbook 2016

Year One – Year Six
CONTENTS

GENERAL INFORMATION .................................................................4
Office Hours and Contact Details .....................................................4
Term Dates 2015 .............................................................................4
Change of Parent Contact Details ....................................................5
Keeping you Informed .....................................................................5
Vision ............................................................................................6
Mission ..........................................................................................6
Values ............................................................................................6
School Creed ..................................................................................7
DAILY LIFE .....................................................................................8
Daily Timetable ................................................................................8
After School Care ............................................................................9
School Uniform/ Dress Code ...........................................................10
Summer Uniform ............................................................................11
Winter Uniform ..............................................................................11
Footwear ........................................................................................12
Jewellery .........................................................................................12
Recess and Lunch ...........................................................................12
Canteen ..........................................................................................12
ACADEMIC ....................................................................................13
Communicating Student Progress ..................................................13
Homework Guidelines ....................................................................13
Library ............................................................................................13
Academic Support ..........................................................................14
Encouraging Excellence .................................................................14
HEALTH AND WELLBEING ..........................................................15
General Health Care .......................................................................15
Psychological Services ....................................................................16
Anti-Bullying Policy ........................................................................16
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Nurse</td>
<td>16</td>
</tr>
<tr>
<td>School Chaplain</td>
<td>16</td>
</tr>
<tr>
<td>Dental Care</td>
<td>16</td>
</tr>
<tr>
<td>Allergy Aware</td>
<td>16</td>
</tr>
<tr>
<td>Sunsmart Guidelines</td>
<td>16</td>
</tr>
<tr>
<td>ACTIVITIES AND EVENTS</td>
<td>17</td>
</tr>
<tr>
<td>Co-Curricular</td>
<td>17</td>
</tr>
<tr>
<td>Excursions / Incursions</td>
<td>18</td>
</tr>
<tr>
<td>PARENT INFORMATION</td>
<td>19</td>
</tr>
<tr>
<td>Contact Lists</td>
<td>19</td>
</tr>
<tr>
<td>Class Parent Representatives</td>
<td>19</td>
</tr>
<tr>
<td>Parents and Citizens Association</td>
<td>19</td>
</tr>
<tr>
<td>School Board</td>
<td>20</td>
</tr>
<tr>
<td>Disputes, Complaints and Other Issues</td>
<td>21</td>
</tr>
<tr>
<td>School Charges &amp; Contributions</td>
<td>21</td>
</tr>
<tr>
<td>Parking</td>
<td>22</td>
</tr>
<tr>
<td>Birthdays</td>
<td>22</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

Office Hours and Contact Details

Office Hours
Monday – Friday (during term)
8.30am – 4:00 pm

Address
1 Brennan Street
Fremantle WA
6160

Phone       (08) 9335 3647
Fax          (08) 9430 6387
Email    Fremantle.PS@education.wa.edu.au
Website  www.fremantleps.wa.edu.au

Term Dates 2016

Term 1
Monday 1 February – Friday 8 April

Term 2
Tuesday 26 April - Friday 1 July

Term 3
Monday 18 July - Friday 23 September

Term 4
Monday 10 October - Thursday 15 December
GENERAL INFORMATION

Keeping you Informed

Fremantle Primary School communicates via a variety mediums including;

Online Resources

We encourage parents to visit the Fremantle Primary School website at www.fremantleps.wa.edu.au. The website contains important information regarding school news and upcoming events. We also encourage parents and friends to “like” us on Facebook at https://www.facebook.com/FremantlePS. Furthermore we also have a “skoolbag” app that is available from the App Store – just search Fremantle Primary and follow the prompts.

School Newsletter

The school newsletter will be produced fortnightly and distributed via email to families. Please subscribe to our newsletter via the school website.

Semester Reports

A formal written report will be sent home at the end of each semester (Terms 2 and 4). There will be opportunities throughout the year to view work and be involved in class activities.

Annual Report

The Department of Education requires that schools publish an annual School Report that describes the school’s performance.

The School Annual Report is intended to give parents and other members of the community a clear and accurate sense of how students in our school are progressing and what is being done to maximize student achievement.

Please visit our school website to view the Annual reports or click here.

Change of Parent Contact Details

To ensure your family receives all important school news & information please ensure you inform the office administration immediately if you change your address / phone number or family circumstances.
GENERAL INFORMATION

Vision

Fremantle Primary School is a contemporary learning community which empowers students to be active and engaged citizens.

Mission

- **Inclusivity**
  Creating a safe inclusive place where individuals can take risks and have a go, with the opportunity to shine.

- **Excellence**
  Teaching and learning that enables individual excellence.

- **Connectedness**
  Developing a sense of place in our community and our world.

- **Sustainability**
  Respecting our past and taking responsibility for our future.

Values

- **Integrity**
  Honesty, trustworthiness, responsibility, accountability

- **Care**
  Empathy, tolerance, kindness, inclusivity

- **Respect**
  Self, others and place

- **Perseverance**
  Determination, resilience, endeavor, achievement

- **Curiosity**
  Eagerness, thirst for knowledge, challenge, innovation, creativity
GENERAL INFORMATION

School Creed

This is our school
Let peace dwell here
Let the rooms be full of contentment
Let love abide here
Love of one another
Love of humankind
And love of life itself
Let us remember
As many hands make a house
So many hearts make a school
# Daily Life

## Daily Timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of School Day</td>
<td>8.50am</td>
</tr>
<tr>
<td>Recess</td>
<td>10.30am – 10.50am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.20pm – 1.00pm</td>
</tr>
<tr>
<td>End of School Day</td>
<td>3.00pm</td>
</tr>
</tbody>
</table>

## Factions

Upon enrolment at Fremantle Primary School, all students are assigned to a faction. Internal faction competitions include a variety of sporting events. The factions at our school are:

- Blue
- Red
- Gold

## Student Absences

The Department of Education regulations require that a written explanation of absence be provided for all enrolled students. If at any time a child is required to leave the school during the day, (e.g. dentist, doctor) the parents are asked to sign out at the office.

Parents are also welcomed to call, email or use the “skoobag” mobile app to explain their child’s absence.
Before And After School

Before School

At the beginning of the day students should not be on the school grounds before 8:30am. There are no teachers on duty in the morning. Students who arrive before 8:30am will need to go to the school library. At 8:30am students may wait in or outside classrooms, get a drink, and get organised for the day, but they may not play on the oval or playground equipment. Students are not supervised in these areas at these times. You can support your child in this by making sure they do not come to school too early.

After School

After school, students who walk or ride home should do so immediately. Students are free to use the school grounds but only if they have a parent supervising them. We have informed students that if their parents are late in picking them up they need to wait in the school office. If you are late to pick your child up, please expect them to be in the office, not waiting for you on the oval.

After School Care

After school care promotes a healthy and active lifestyle, encourages friendships and supports children to develop new skills – all while having fun.

Fremantle Primary School has partnered with Camp Australia, a leading provider of before and after school care in Australia. The program combines active games with planned and unplanned play, quiet time, homework time and a healthy snack.

The Camp Australia room is open both before and after school.

Before school care – 6.45am – 8.45am

After school care – 2.45pm – 6.00pm

For further information and current fees and out of pocket expenses visit www.campaustralia.com.au and enter Fremantle Primary School in the school finder.
DAILY LIFE

School Uniform/ Dress Code

Fremantle Primary School encourages the wearing of school uniform as an expression of pride in the school. Other dress guidelines in this policy relate to health and safety issues.

Parents can purchase school uniforms through the P&C. The Uniform Shop will be open on Monday mornings between 8.50am and 9.30am and on Friday afternoons from 2.45pm to 3.30pm.

Students are required to be in uniform when leaving the school grounds for excursions. The Fremantle Primary School Dress Code & Personal Item Policy can be found on the school website or by clicking here.


**Uniform Price List**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surf Shirt (Round Neck)</td>
<td>$16.00</td>
</tr>
<tr>
<td>Polo Shirt (Collar)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Long Sleeve Polo</td>
<td>$22.00</td>
</tr>
<tr>
<td>Skirt</td>
<td>$20.00</td>
</tr>
<tr>
<td>Skort</td>
<td>$20.00</td>
</tr>
<tr>
<td>Dress</td>
<td>$20.00</td>
</tr>
<tr>
<td>Rugby Shorts</td>
<td>$14.00</td>
</tr>
<tr>
<td>Broad Brim Hat</td>
<td>$15.00</td>
</tr>
<tr>
<td>Hoodie</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

*Selected Discounted uniforms are available until sold out

**Summer Uniform**

- **Shorts**: Navy shorts
- **Skort**: Navy skort
- **Dress**: Navy blue/green dress or navy sports skirt
- **Polo**: Bright green polo T-shirt or surf shirt

**Winter Uniform**

- **Pants**: Navy pants
- **Jumper**: Navy jumper, zip jacket or hoodie
- **T-Shirt**: Bright green T-shirt

The Uniform Price List can be found on the school website or by clicking [here](#).
DAILY LIFE

Footwear

For safety reasons, children are required to have suitable footwear at all times. Suitable footwear includes joggers, lace up shoes or sandals. Thongs or slip on shoes are not appropriate footwear.

Jewellery

Students are only allowed to wear basic jewellery so as to prevent loss of expensive items and to reduce injury caused by tearing or catching.

Recess and Lunch

All students are required to bring a packed lunch, including a drink, to school each day. Please be aware, the school Canteen is only open on Wednesdays and Fridays.

Recess 10.30am – 10.50am
Lunch 12.20pm – 1.00pm

Canteen

Fremantle Primary School has an outstanding canteen that runs on Wednesdays and Fridays. Menu items are coded “Green” or “Amber” to indicate compliance with the WA Department of Education and Training’s policy and standards for Healthy Food and Drink Choices. All choices are made from the Star Choice Registered Products catalogue 2011.

Lunch orders are to be placed in the box outside the Admin office between 8.30am and 9.00am. Please endeavor to place correct money inside the bag as the office cannot provide change. Sandy our canteen manager will place any change due inside the ordered lunch on pickup at lunchtime.

For Canteen Menu please visit the school website or click here
ACADEMIC

Communicating Student Progress

Informal Reporting

Parents will be kept informed by class teachers regarding any issues about a child’s progress and behaviour as the need arises. Feel free to make an appointment to meet with your child’s teacher if you have any concerns or questions about their educational program.

Work Samples

Work samples are sent home with students at least twice each term. Work samples provide parents with an ongoing snapshot of their child’s progress throughout the year.

Homework Guidelines

It is important that our school has a documented approach to homework that takes into account the needs of the students and the phase of their development, and reflects the context of the school.

Homework can be an effective supplementary learning strategy. It might be set for work completion, reinforcement and practice and the development of good work and study habits. The Fremantle Primary School Homework Policy can be found on our school website or by clicking here.

Library

We have a well-equipped library resource center. A bank of computers in the library allows access to the Internet for research purposes or for teaching in a group instruction situation. Students also have access to iPads. To ensure we are as careful with books as we can be, students must have a library bag to be able to borrow books.
ACADEMIC

Academic Support

Students may be considered at risk if they are underachieving for their potential academically, socially and, or behaviorally. The Student Services Coordinator supports staff to develop Individual Education Plans for these students, organise meetings with parents and coordinate support programs.

Encouraging Excellence

To acknowledge and encourage students to do their best an award system is in place at Fremantle Primary School.

Merit Awards

Merit Awards are presented fortnightly at assembly to acknowledge students who demonstrate their ability to try their best.

Virtue Awards

Virtue Awards are presented fortnightly at assembly to acknowledge students who demonstrate the schools values of Integrity, Care, Respect, and Perseverance & Curiosity.
HEALTH AND WELLBEING

General Health Care

Health Care Plans

Please inform the school if your child has a severe allergy, or other health care needs that may require a special Health Care plan. These plans will be developed in conjunction with parents to ensure all students are safe at school.

Medications

Appropriate authorization is required before any medication is administered. The teacher for the junior students may keep asthma puffers and ventilators in the classroom. Senior students may keep them with them, or have them kept in a safe place by the teacher. Please speak to a member of administration for further information.

Illness

Parents are informed straight away of a student’s illness. If they are unavailable, then the emergency contact is used. Students who become sick during the school day will be sent home. We ask that you inform us of any changes to home phone numbers or emergency contacts, as it can be distressing if we are unable to contact a parent on the student’s behalf.

Accidents

Minor accidents such as bumps, cuts and abrasions are treated by the school staff. Parents are informed immediately of more serious accidents. The school has a Critical Incident Plan for serious accidents.

Head Lice

The school has a policy on head lice. We will contact the parents of students who have head lice to collect their child. Students must be treated before they return to school. Notes will be sent home to the rest of the class so that parents can check their child. Parents can help immensely with this common issue if they regularly check their children. The Department of Health – Head Lice Parent fact sheet can be found on the school website or by clicking here.
HEALTH AND WELLBEING

Psychological Services
The South Metropolitan Education Regional Office provides the ancillary support services of a Psychologist, who can coordinate other support services as necessary. Access is via the Principal.

Anti –Bullying Policy
A safe environment for students - The Fremantle Primary School community believes that the school environment for students and staff should be safe and free from violence, harassment and bullying of any kind. The School Anti-Bulling Policy can be found on the school website or by clicking here.

School Nurse
A School Nurse is also attached to the school from the Health Department of Western Australia (Hilton Community Health Centre).

School Chaplain
A School Chaplain supports the students, staff and community one and a half days a week. She can be contacted via the front office and has a referral box located in the front foyer.

Dental Care
The Beaconsfield Dental Centre provides services to all children from Fremantle Primary School. Contact telephone No: 9335 8758.

Allergy Aware
Fremantle Primary School is committed to providing a safe environment that meets the special needs of our students Fremantle Primary School has developed an allergy friendly policy in line with the Department of Education Duty of Care Policy. The Fremantle Primary School Food Allergy Policy can be found on the School Website or by clicking here.

Sunsmart Guidelines
Our school has a “No Hat No Play” policy to ensure protection from the sun. Students are expected to wear a broad brimmed hat when outdoors or on class excursions. The uniform shop has a supply of suitable wide brimmed hats for sale.
ACTIVITIES AND EVENTS

Co-Curricular

Art
Our school has a specialist Art teacher and classroom space devoted to this learning area. The students engage in activities relating to many different art forms over the year.

Italian
Students from years 1 to 7 study Italian as the school’s Language other than English.

Music
Students in Years 1 to 7 actively engage in this aspect of our Arts program. Students are actively engaged and exposed to a variety of musical instruments.

Student Instrumental Music
Years 6 and 7 students have the opportunity to study a variety of instruments. All Year 5 students are tested for their suitability for this program. Parents are responsible for organising transportation to and from lessons.

Physical Education
We have one teacher who specialises in physical education across the school. This person also coordinates our Sports Program. It assists this program vastly if students wear appropriate footwear and clothing to school.

Swimming
In 2016 swimming lessons will be at the Fremantle Leisure Centre. Students will be notified about swimming dates at the start of the year. Vacation swimming classes are held in the January holidays. Enrolment forms for these classes are distributed by the school in September.
ACTIVITIES AND EVENTS

Excursions / Incursions

Class or school excursions and incursions are an integral part of the curriculum at our school. They are generally used to either introduce a topic of study, as a fact-finding exercise during a topic or at the completion of a topic. In addition to these, children attend sporting carnivals, camps and cultural activities. In order for any child to participate in a school outing permission must be given by the child’s parent or guardian, and the school uniform worn.

It helps planning if parents respond quickly to requests from the school when advised that their child/children will be participating in a school excursion. This will generally mean the completion of documentation that provides medical information, gives permission for their child’s participation and acknowledges the school’s intention in relation to the excursion.
**PARENT INFORMATION**

**Class Parent Representatives**
Each year, a Parent Representative is selected for each class group. Parent representatives act as a liaison between parents and the school. If you are interested in becoming a Parent Representative please contact the school P&C for information on duties and responsibilities.

**Contact Lists**
For parent contact details please speak to your class Parent Representative.

**Parents and Citizens Association**
The Fremantle Primary School P&C (Parents and Citizens) Committee is a vibrant team of dedicated and inspired parents, who give of their time to organise and generate extra-curricular activities and infrastructure for the whole school community.

Within the P&C are various committees that undertake the various areas of tasks. Currently these committees are:

- Events
- Canteen
- Uniform Shop
- Groundwork
- Corporate Sponsorship

The P&C currently consists of the following members:

**Executive Committee**

President: Natalie Pearson  
Vice President: Damian Denyer  
Secretary: Liz Jones  
Treasurer: Mark Quartermaine

**Executive Members**

Iain Kirkham, Katrina Sachse & Carlene Kastropil.
PARENT INFORMATION

Future members are warmly welcomed to join, and any potential members or even just interested on-lookers, are always welcome to come to a meeting. Meetings are held twice a term, usually in the evening, in the school library.

All email contact for the P&C: freoprimarypandc@gmail.com

School Board

The School Board functions include reviewing the school’s objectives, priorities and general policy development, planning the financial arrangements necessary to fund school priorities, and assisting in evaluating the school’s performance. It also assists in the formulation of the school’s dress codes, student code of conduct, endorses school charges, determines advertising and sponsorship agreements, promotes the school in the community and formulates policy on religious education.

Our Board consists of eight parents, five staff members and a co-opted community member from Notre Dame University. School Board meetings are open to the public and are held at least twice a term. Meeting dates are mentioned in newsletters.

Board Chair
Emma Herrick

Principal
Hayden O’Mara

Deputy Principal
Dave Sachse

Parent Representatives
Seisha Fogarty – Prior
Tamsin Reid
Jennifer Jackson
Katrina Sachse
Genevieve Moran
Nicole O’Connor
Blair Douglas

Staff Representatives
Kathy Brierty
Edwina Allen
Amy Goodrick

Community Representative
Serena Davie (University of Notre Dame)
PARENT INFORMATION

Disputes, Complaints and Other Issues

Parents are free to inquire about the provision of education or the conduct of any school employee verbally or in writing any time. Generally parents should approach their class teacher initially, and then make an appointment with the Principal if necessary.

School Charges & Contributions

Schools must outline all contributions and charges that parents will incur each year.

Voluntary Contributions

<table>
<thead>
<tr>
<th>Child</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>One child</td>
<td>$60.00</td>
</tr>
<tr>
<td>Two children</td>
<td>$110.00</td>
</tr>
<tr>
<td>Three or more children</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Detailed information on how we use your contributions can be found on the school website or by clicking here.

Charges for extra cost optional items

Cost varies per child, these amounts vary from year to year. Students will only incur costs when they are involved in a particular activity. Detailed information on maximum charges for each activity can be found on the school website or by clicking here.

Personal Items

Cost varies depending on year level. A personal items list is prepared by the class teachers prior to the beginning of the school year. There is a list of all the items your child will need for their personal use in class, including workbooks.

Optional Costs

Cost varies per child. These include uniforms, graduation activities and many social or other events your child may participate in that may not directly relate to a class or school educational program. Please visit the school website or click here for anticipated costs.
PARENT INFORMATION

Parking

Limited street parking is available on the streets surrounding Fremantle Primary School. Please ensure you read all relevant parking signs as heavy penalties are enforced by local council for parking infringements.

Birthdays

Birthdays are a very exciting time for students and your child is welcome to bring in cake/cupcakes to celebrate their special day. Please ensure allergy guidelines are adhered to and cake is divided for students.
1 Brennan Street, Fremantle, WA 6160
Telephone: (08) 9335 3647
Fascimile: (08) 9430 6387
Email: Fremantle.PS@education.wa.edu.au
www.fremantleps.wa.edu.au
https://www.facebook.com/FremantlePS