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Fremantle Primary School

Handbook 2019

Year One – Year Six

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# **GENERAL INFORMATION**

# **Office Hours and Contact Details**

## **Office Hours**

Monday – Friday (during term)

8.15am – 3.30 pm

## **Address**

1 Brennan Street

Fremantle WA

6160

## **Phone** (08) 9335 3647

## **Fax** (08) 9430 6387

## **Email** [Fremantle.PS@education.wa.edu.au](mailto:Fremantle.PS@education.wa.edu.au)

## **Website** [www.fremantleps.wa.edu.au](http://www.fremantleps.wa.edu.au)

# **Term Dates 2019**

**Term 1**

Monday 04 February – Friday 12 April

**Term 2**

Monday 29 April – Friday 05 July

**Term 3**

Monday 22 July – 27 September

**Term 4**

Monday 14 October – Thursday 19 December

# **GENERAL INFORMATION**

# **Keeping you Informed**

Fremantle Primary School communicates via a variety of mediums including;

**Online Resources**

We encourage parents to visit the Fremantle Primary School website at [www.fremantleps.wa.edu.au](http://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.

# **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**

# **Our Staff**

|  |  |
| --- | --- |
| **Administration** |  |
| Principal | David Sachse |
| Deputy Principal | Nikki Rooke |
| Manager Corporate Services | Leesa Franey |
| School Officer | Jodie Ferris/Robyn Bothwell |
|  |  |
| **Classroom Teachers** |  |
| Teacher - Kindy | Alana Correia/Pieterke Nicholls |
| Teacher – PP  Teacher - PP | Jen O’Neill  Edith Scrafton-Savage |
| Teacher – 1 | Chris Covich |
| Teacher – 1/2 | Lauren Murgia |
| Teachers – 2 | Amy Goodrick |
| Teachers - 3 | Heather Fordham/Bronwen Bolas |
| Teachers - 4 | Madeline Ellis/Rachel Bhatt |
| Teacher – 4/5 | Annie Wittenoom |
| Teacher – 5/6  Teacher – 5/6 | Steven DaSilva  Leigh Jones/Heather Fordham |
|  |  |
| **Specialist Teachers** |  |
| Science  Art | Nikki Rooke  Tarita Atkinson |
| LOTE - Italian | Antonella Blanchard |
| Music | Matt Ryder |
| Physical Education  HASS (Humanities & Social Sciences)  Auslan  **Additional Support**  Learning Support Co-ordinator  Junior Primary Support | Glenn Pozzi  Sue Boyle  Rebecca Cant  Kristy Manfredi  Pieterke Nicholls |
|  |  |

|  |  |
| --- | --- |
| **Our Staff (cont.)** **Classroom Assistants** |  |
| Education Assistants Angela Harper | Kiera Joseman |
| Gillian Lonsdale | Rita Stearne |
| Education Assistant Jane Sachse | Maddy Sidery |
| Wendy Fox | Jennifer Wong |
| Education Assistant - Auslan  Christy Filipich | Trish Townsend  Billie Radomiljac |
|  |  |
|  |  |
| **Other School Staff** |  |
| Cleaner in Charge | Aline Barbosa |
| Cleaner | Christina Pereira |
| Chaplain | Shayne Weller |
| Gardener | James Lake |
| School Nurse | Karen Penny |
| School Psychologist | Terry Young |

# **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, endeavour, 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**](#_Toc423080503)

# **Daily Timetable**

**Start of School Day** 8.50am

**Recess** 11.00am – 11.20am

**Lunch** 1.20pm – 2.00pm

**End of School Day** 3.00pm

***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 - Batavia**

**Red - Leeuwin**

**Gold - Challenger**

***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.

The school uses a system called MSGU which automatically generates a text message to parents when a child is marked absent. Parents are encouraged to reply to this message with a reason for your child’s absence.

Parents are also welcome to call, email or use the skoolbag mobile app to explain their child’s absence.

# [**DAILY LIFE**](#_Toc423080503)

***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](http://www.campaustralia.com.au/) and enter *Fremantle Primary School* in the school finder.

# **[DAILY LIFE](#_Toc423080503)**

# **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.



# [**DAILY LIFE**](#_Toc423080503)

***Uniform Price List***

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Cost** |  |  |
| Surf Shirt  (Round Neck) | $20.00 |  |  |
| Polo Shirt  (Collar) | $22.00 |  |  |
| Long Sleeve Polo | $25.00 |  |  |
| Tracksuit pants  Jazz pants | $15.00  $18.00 |  |  |
| Skort | $20.00 |  |  |
| Dress | $20.00 |  |  |
| Rugby Shorts | $15.00 |  |  |
| Broad Brim Hat | $15.00 |  |  |
| Hoodie | $30.00 |  |  |
|  |  |  |  |
|  |  |  |  |

\*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.

# **[DAILY LIFE](#_Toc423080503)**

# **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 open on Mondays, Thursdays and Fridays.

Recess 11.00am – 11.20am

Lunch 1.20pm – 2.00pm

# **Canteen**

Fremantle Primary School has an outstanding canteen, called The Happy Lunch Box that runs three days a week. 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.

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

Online ordering is also available at [www.onlinecanteen.com.au](http://www.onlinecanteen.com.au)

For Canteen Menu please visit the school website.

# **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.

# **Library**

We have a well-equipped library resource centre. 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 behaviourally. The Student Services Coordinator supports staff to develop Individual Education Plans for these students, organise meetings with parents and coordinate support programs

# **Encouraging Excellence**

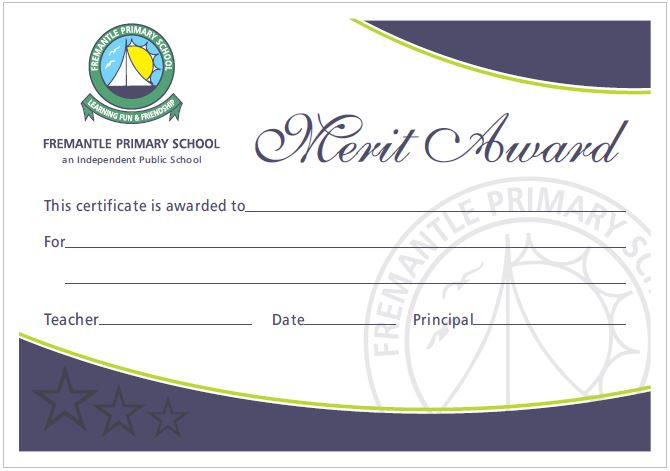
To acknowledge and encourage students to do their best an award system is in place at Fremantle Primary School.

**Merit Awards**

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

**Value Awards**

Value 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. 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. Parents will be contacted and advised their child has head lice. Students must be treated before they return to school. Notes will be sent home to the entire 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.

# **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.

# **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 two 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.

# **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**](#_Toc423088131)

**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 6 study Italian as the school’s Language other than English.

**Auslan**

All students study Auslan, the sign language of the Australian Deaf community.

**Music**

Students in Years 1 to 6 are actively engaged and exposed to a variety of musical instruments.

**Student Instrumental Music**

Years 6 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 2019 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**](#_Toc423088132)

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**

# **Parents and Citizens Association (P&C)**

The Fremantle Primary School P&C 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 committees that undertake the various areas of tasks. Currently these committees are:

* Events
* Uniform Shop
* Groundwork
* Corporate Sponsorship

The P&C currently consists of the following members:

**Executive Committee**

**President:** Lynne Kudus

**Vice President**: Lisa Barnes

**Secretary**: Gloria Karageorge

**Treasurer**: Elena Andriushchenkova

**Executive Members**

Paul Mier, Helena Everkrans-Smith, Brigid Marciano, Melinda Omari

Future members are warmly welcome to join. 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](mailto:freoprimarypandc@gmail.com)

# **PARENT INFORMATION**

# **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** | David Sachse |
| **Deputy Principal** | Dave Sachse |
| **Parent Representatives** | Katie Carter |
|  | Henry Jackson |
|  | Laura Pengelly |
|  | Nina Rovis-Hermann |
|  | Jo Ryan |
|  | Katrina Sachse |
|  | Cate Turk |
| **Staff Representatives** | Nicola Rooke |
|  | Jen O’Neill |
|  |  |
| **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**

|  |  |  |
| --- | --- | --- |
| **Child** | **Cost** | |
| One child | $45.00 | |
| Library Fund | $15.00 | |
|  |  |

Detailed information on how we use your contributions can be found on the school website.

**Charges for extra cost optional items**

Charges are estimated and included in a letter of proposed contributions and charges sent out to parents in term 4 each year. Charges are an accurate estimate of the maximum likely cost to be paid for various activities during the year, e.g. Swimming lessons, Edudance. Fremantle Primary School prefers that parents pay for their school charges with a one-off Bulk payment at the beginning of the year. Detailed information on maximum charges for each activity can be found on the school website.

**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 for anticipated costs.

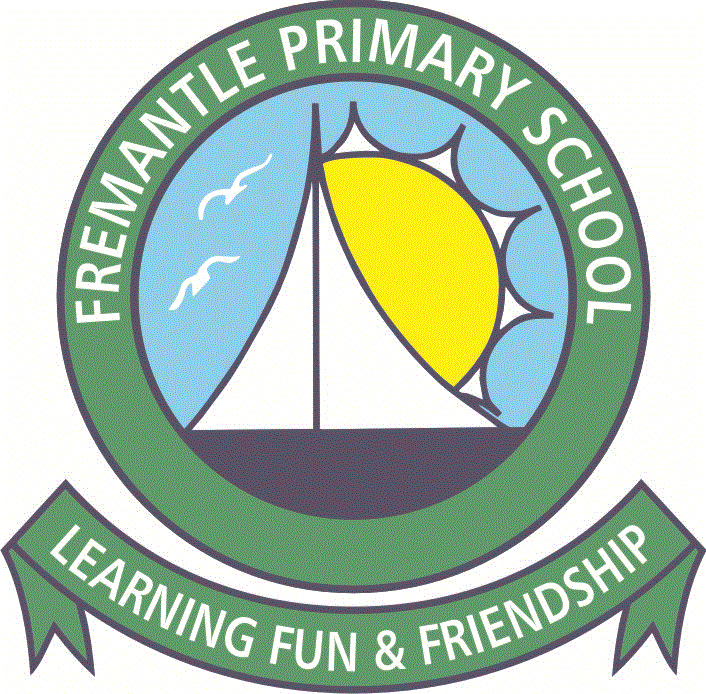
# **PARENT INFORMATION**

# **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

Facsimile: (08) 9430 6387

Email: [Fremantle.PS@education.wa.edu.au](mailto:Fremantle.PS@education.wa.edu.au)

[www.fremantleps.wa.edu.au](http://www.fremantleps.wa.edu.au)

https://www.facebook.com/FremantlePS