



Fremantle Primary School

Handbook

Year One – Year Six



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GENERAL INFORMATION

Office Hours and Contact Details

Office Hours

Monday – Friday (during term)

8.30am – 3.30 pm

Address

1 Brennan Street

Fremantle WA

6160

Phone (08) 9432 1400

Email Fremantle.PS@education.wa.edu.au

Website www.fremantleps.wa.edu.au

Term Dates 2021

Term 1

Monday 1 February – Thursday 1 April

Term 2

Monday 19 April – Friday 2 July

Term 3

Tuesday 20 July – Thursday 24 September

Term 4

Monday 11 October – Thursday 16 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. 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>.

School Newsletter

The school newsletter is produced fortnightly and distributed via Connect to families.

Semester Reports

A formal report will be uploaded on Connect 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, email address or family circumstances.

GENERAL INFORMATION

Our Staff

Administration

Principal

Deputy Principal

Manager Corporate Services

School Officer

Adriano Truscott

Dave Sachse

Leesa Franey

Jodie Ferris/Sue Perejmibida

Classroom Teachers

To be confirmed

Specialist Teachers

To be confirmed

Our Staff (cont.)

Classroom Assistants

Education Assistant

Angela Harper
Gillian Lonsdale
Jane Sachse
Wendy Fox
Evonne Bosso
Trish McLagan

Kiera Anderson
Rita Stearne
Maddy Sidery
Jennifer Wong
Kate Easton
Anna Dodd

Education Assistant - Auslan

Trish Townsend
Karlene Quijano
Brooke Buise
Lien Wong
Christy Filipich
Anne Burrough
Tenna Kozuh

Other School Staff

Cleaner in Charge

Cleaner

Chaplain

Gardener

School Nurse

School Psychologist

Liz Jose

Christina Pereira

Shayne Weller

James Lake

Sabrina Honschooten

Terri Young

GENERAL INFORMATION

School Vision

Fremantle Primary School is an exemplary student-focused school that values the character and excellence of our people, programs and learning environment.

Our Beliefs

- All children deserve to be inspired and supported
- All children deserve the chance to excel
- All children deserve nurturing and enthusiastic teachers
- All children deserve a challenging and comprehensive curriculum
- All children deserve to be treated with kindness and respect
- All children deserve a safe, secure and well-maintained learning environment
- All children deserve the benefits that come from strong partnerships between the school and community

Values

- Care
- Diversity
- Excellence

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

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 an 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 Department of Education uses a system called MGM Outreach+ 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 Connect to explain their child's absence.

DAILY LIFE

Before and After School

Before School

At the beginning of the day students should not be on the school grounds before 8:35am. Please see roster on classroom doors to see which teacher is on duty to supervise early arrivals. At 8:35am 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. 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 Wanslea, 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.

Wanslea is open both before and after school.

Before school care – 6.45am – 8.50am

After school care – 2.50pm – 6.00pm

For further information and current fees and out of pocket expenses please contact Wanslea at fremantle@wanslea.asn.au

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. Please check the website for current opening time.

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

Uniform Price List

Item	Cost
Surf Shirt (Round Neck)	\$20.00
Polo Shirt (Collar)	\$22.00
Long Sleeve Polo	\$25.00
Tracksuit pants	\$15.00
Jazz pants	\$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

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.

Recess 11.00am – 11.20am

Lunch 1.20pm – 2.00pm

Canteen

Fremantle Primary School has an outstanding canteen, called The Happy Lunch Box. 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

For Canteen Menu and operating days 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 Learning Support Coordinator assists 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 school's values of Care, Diversity and Excellence.



FREMANTLE PRIMARY SCHOOL
an Independent Public School

Merit Award

This certificate is awarded to _____

For _____

Teacher _____ Date _____ Principal _____



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-Bullying 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.

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

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 3 to 6 study Italian as the school's Language other than English.

Music

All Students 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. The lessons are held at Fremantle College during the school day. 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

Swimming lessons are held at the Fremantle Leisure Centre. Students will be notified about swimming lesson dates at the start of each 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

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:	Sharon Bell
Vice President:	Sally Porter
Secretary:	Kate Easton
Treasurer:	Jillian Mitchell

Executive Members

Brigid Marciano, Amanda Rowe, Helena Everkrans-Smith, Courtney Farrell, Zoe Schmidt, Martin Forsey and Chris Morlidge

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

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 Laura Pengelly

Principal Adriano Truscott

Deputy Principal Dave Sachse

Parent Representatives Ariel Bastian
Martin Forsey
Josie Hodgetts
Henry Jackson
Zoe Schmidt

Staff Representatives Janet Bain

Steven Da Silva

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. 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 - 2021

Child	Cost
One child	\$60.00
Library Fund DGR	\$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 and distributed Term 4 for the following year. This 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
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www.fremantleps.wa.edu.au
<https://www.facebook.com/FremantlePS>