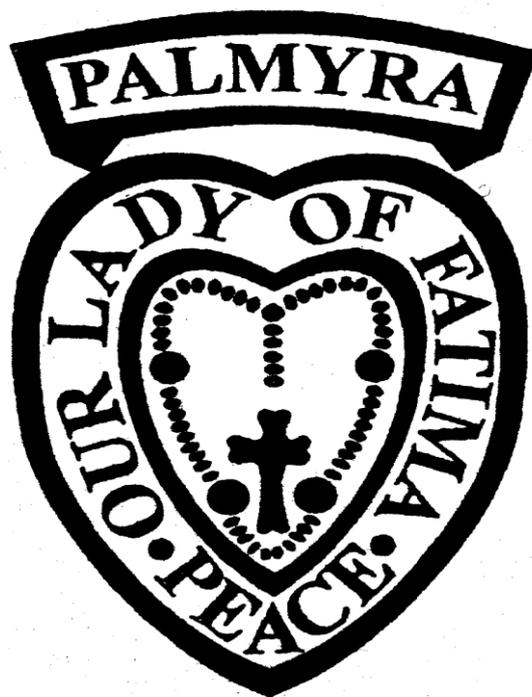


# OUR LADY OF FATIMA SCHOOL



## PARENTS HANDBOOK

# **CONTENTS**

## **1.0 INTRODUCTION**

- 1.1 PRINCIPAL'S ADDRESS
- 1.2 VISION STATEMENT
- 1.3 SCHOOL'S GOALS

## **2.0 SCHOOL HISTORY**

## **3.0 RELIGIOUS EDUCATION**

- 3.1 Our Parish
  - 3.1.1 Children's Liturgy

## **4.0 GROUPS IN OUR SCHOOL**

- 4.1 STAFF
- 4.2 SCHOOL BOARD
- 4.3 PARENTS AND FRIENDS ASSOCIATION
- 4.4 UNIFORM SHOP
- 4.5 SCHOOL CANTEEN
- 4.6 LIBRARY

## **5.0 SCHOOL FRAMEWORK**

- 5.1 Enrolment Policy
- 5.2 School Fees
- 5.3 Student Insurance
- 5.4 Curriculum Framework
- 5.5 Curriculum: Learning Areas
  - 5.5.1 Religious Education
  - 5.5.2 English
  - 5.5.4 Mathematics
  - 5.5.5 Physical Education/Health
  - 5.5.6 Technology and Enterprise
- 5.6 Assessment and Reporting
- 5.7 Homework
  
- 5.8 Excursions

## **6.0 EXTRA CURRICULAR ACTIVITIES**

- 6.1 Camps
- 6.2 Performing Arts Festival

## **7.0 AWARDS**

- 7.1 Merit Certificates
- 7.2 Other Achievements

## **8.0 MEDICAL**

- 8.1 Medicine/medication
- 8.2 Medical Conditions
- 8.3 First Aid, Accidents & Student Illness
  - 8.3.1 First Aid
  - 8.3.2 Bee Stings
  - 8.3.3 Asthma
- 8.4 Request to Administer Medication Form
- 8.5 Children who are Ill
- 8.6 Dental Check
- 8.7 Community Nurse

## **9.0 SCHOOL UNIFORM DRESS CODE**

- 9.1 No Hat No Play
- 9.2 Student Dress Code
  - 9.2.1 Our Lady of Fatima School Uniform
- 9.3 Dress on Excursions
- 9.4 Lost Property
- 9.5 Personal Property

## **10.0 COMMUNIUCATION**

- 10.1 Parent-Teacher Communication
- 10.2 Parent-Teacher Information Nights
- 10.3 Newsletter
- 10.4 Assemblies
- 10.5 Staff Meetings
- 10.6 Absentee Notes
- 10.7 Sign In and Sign Out Book
- 10.8 Parent Involvement
- 10.9 Classroom Help

## **11.0 TRANSPORT AND PARKING**

- 11.1 Car Access

## **12.0 COMMON OLF EXPRESSIONS**

## **13.0 TERM DATES AND HOURS FOR 2016**

## **14.0 SCHOOL CONTACT NUMBERS AND ADDRESSES**

# **1.0 INTRODUCTION**

## **1.1 PRINCIPAL'S ADDRESS**

Welcome to New Families,

This information booklet is an initiative of the Our Lady of Fatima Parents and Friends Association and has been produced to help familiarise new families with important aspects of the school culture unique to Our Lady of Fatima.

The handbook provides you with a summary of key policies and procedures. You are asked to read it carefully and use it as a reference when you have queries concerning the day-to-day operation of the School.

I trust your association with Our Lady of Fatima School will be a happy and rewarding one.

Paul Hansen  
Principal

## **1.2 VISION STATEMENT**

Our Lady of Fatima, Palmyra is a Catholic School that aspires to provide a respectful, secure and caring learning environment where our community is committed to following the teachings of Jesus.

## **1.3 SCHOOL'S GOALS**

At Our Lady of Fatima we strive as a community to:

- Provide a Catholic Education where the teachings of Christ are witnessed, lived and valued;
- Foster a sense of belonging between staff, students, parents and parishioners;
- Assist children to develop sensitivity and respect for self and others in an open and just environment;
- Develop the whole child to realise their full potential – spiritually, academically, socially, emotionally, and physically;
- Encourage cooperation between parents, teachers and students in the education process;

- Provide opportunities for children to develop the knowledge, skills and positive attitudes necessary to confidently lead their lives in a changing society.
- Encourage responsible management and usage of all natural resources.

## **2.0 SCHOOL HISTORY**

In the early 1920's there was no church or parish in Palmyra. Father Kearen came from Kalgoorlie to form a parish in the area. A wooden hall in Tamar Street was hired for five shillings a week and on April 13th 1923, Palm Sunday, the first Mass was celebrated in the Tamar Street Hall.

After six weeks a building committee was established to plan the construction of a church. The church was to cater for a parish, which would extend from Petra Street to the Canning Bridge. It also extended to Point Walter Road and included Spearwood. A large part of the area was bushland.

The nearest Catholic School in the area was in King Street, East Fremantle. It was decided to begin a school in the Tamar Street Hall. Sisters from the Our Lady of the Missions order travelled by tram from East Fremantle to Carrington Street. They then walked along a bush track to the Tamar Street, in order to teach the children.

In 1925 a building was constructed on the present Foss Street site, which served as a church on Sundays, as a school for the children during the week and a hall for social functions.

In later years a presbytery and school were built. The name of the school and parish was changed from St Gerards to Our Lady of Fatima in the early 1950's. A strong devotion to Our Lady is evident to this day.

Sister M. Camillus retired as Head Mistress in 1974. Since then lay Principals have administered the school. The school is indebted to the Sisters of Our Lady of the Missions for their selfless efforts in establishing and developing the school. It continues to stress the value of Service, a tradition established by the sisters.

The school is now a modern one-stream school catering for 250 children from Pre-Kindergarten to Year Six. A beautiful church is situated on site and enables the school to participate in liturgical celebrations.

Our Lady of Fatima School provides a Catholic Education for the children of Palmyra and East Fremantle Parishes.

Families are actively involved in the life of the school, supporting it in a variety of ways. The dedicated staff is committed to providing a sound Catholic education based on the school's education policy.

## **3.0 RELIGIOUS EDUCATION**

Our Catholic School's Religious Education programme is a systematic and sequenced programme of helping children to integrate our Catholic Faith with their daily lives. Religious Education units of work are issued by the Diocesan Bishop, the teachers use the guidelines to guide the students in their faith formation and develop knowledge and skills in this area.

Students are involved in the sacraments of Reconciliation, Eucharist and Confirmation as well as prayer assemblies and liturgies. Please support your child's faith development by attending Sunday Eucharist regularly.

### **3.1 OUR PARISH**

Our Lady of Fatima is the school that serves the Parish of Our Lady of Fatima Palmyra. We are fortunate to have a church so close as this provides the children with a real sense of belonging to the wider Catholic community. Our Parish Priest is Father Francis Ughanze and he plays a vital role in the spiritual life of our school.

Families and children are encouraged to participate in the parish in a variety of ways. The most important of which is the celebration of the Eucharist together. Our Mass times are:

Monday, Thursday & Saturday - Mass	9.00am
Tuesday – Communion Service	9.00am
Wednesday & Friday – Mass	7.00am
Saturday – Vigil Mass of Sunday	6.30pm
Sunday – Morning Mass	7.30am & 9.45am
Sunday -Evening Mass	6.30pm
Reconciliation – Saturday evening	By appointment
Baptisms:	By appointment

Prayers groups, a choir and many other groups are active in this community. Our parish could always use help with reading, commentating, church cleaning and several other activities. If you would like to join or assist in any of these activities please see your P & F Class Representative for information.

#### **3.1.1. CHILDRENS LITURGY**

At the 9.45am Sunday Mass, children aged 3yrs to 10yrs are invited to attend our children's liturgy group. Families come to the church together and after the introduction prayer, Father blesses the children who gather at the altar and catechists take the children to the Parish Centre. The gospel of the day is read and the children partake in a discussion and activity. They return to the church and join the offertory

procession to be welcomed back by Father. The children enjoy being together and parents can obtain a greater benefit from the mass.

The Christmas Eve vigil mass is a Children's mass. Children who attend the Sunday liturgy group will perform a short Nativity play at this mass. We encourage all families to attend and support these children.

## **4.0 GROUPS IN OUR SCHOOL**

### **4.1 STAFF FOR 2015**

<b>Principal</b>	Mr Paul Hansen
<b>Assistant Principal</b>	Mrs Sharon Law-Davis
<b>Assistant Principal</b>	Mr Rob La Roche
<b>Bursar</b>	Mrs Megan Anderson
<b>Administration</b>	Mrs Tracy Fic
Pre-Kindergarten	Mrs Sharon Law-Davis
Teacher Assistant	Mrs Rita Crooks
Kindergarten	Mrs Lisa McCarthy
Teacher Assistants	Mrs Rita Crooks Mrs Tara Duckworth
Pre-Primary	Miss Skye Short
Year One	Mrs Brooke Fraser-Dewar Mrs Pip Nimmo
Year Two	Miss Di Mckenna
Year Three	Mrs Jane Ahern and Mrs Sabrina Reardon
Year Four	Mr Justin Miller
Year Five	Mr Rob La Roche/Mrs Denise Plain (Admin Relief)
Year Six	Miss Stephanie Correia
Admin. Relief	Mrs Denise Plain
Support/Extension	Mr Osvaldo Celenza (Yrs 3 – 6)
Support/Extension	Mrs Pauline Burwood (PP – Yr 3)
Support/Extension	Mrs Sharon Law-Davis
Phys.Ed	Mr Osvaldo Celenza
Science	Mrs Lara Gleeson
Learning Technology	Mrs Denise Plain
Library Technician	Mrs Lorraine Szefczyk
LOTE Japanese	Mrs Michelle Renton
Music	Mrs Pip Nimmo
Teacher Assistants	Mrs Deborah Young Mrs Lorraine Szefczyk Mrs Kath Pratley Mrs Peta Brandis

Mrs Marianne Goncalves (Crack)

Canteen  
Maintenance/Gardener  
& Bus Driver

Mrs Silvana Pirozzi  
Mr Ray Walters

## 4.2 SCHOOL BOARD

The School Board is responsible for the financial management of the school and meets once a month. Members are elected at the November Annual General Meeting. Our Board is entrusted with the duty of planning, with school staff and the Principal, to meet the present and future needs of students. In representing the Catholic School community, our Board is to actively promote and support the Catholic ethos of the school.

Our Board has no authority in the internal operation of the school. It is however, available as an advisory service to the Principal and staff. It is also required to be an effective liaison agent between the school and the parent community.

Its members are mostly elected parent volunteers. When a position becomes vacant nominations are called for from the school community and members are elected at the Annual General Meeting. All parents and interested community members are welcome to attend this meeting and you are encouraged to consider serving on the Board as a way of supporting the school.

Our current Board members are:	Chairperson	Mr Clory Carrello
	Vice Chairman	Mr Peter Canterbury
	Treasurer	Mr Chris Cowan
	Secretary	TBC
	Board Members	Kate Wittenoom
		Steve Gauci
		Chris Johnston
		Deirdre Westerhout
		Fr Francis (Parish Rep)
		Paul Hansen (Principal)
		Parish Rep - TBC
		P & F Rep - TBC

## 4.3 PARENTS AND FRIENDS ASSOCIATION

Every parent of Our Lady of Fatima is a member of the Parents and Friends Association (P&F). Students, through their student ministries, and interested community members are also encouraged to be part of this organisation. It makes an important contribution to the development of our school's community spirit, as well as providing essential morale and financial support to our school.

The P & F is our fund raising body and its sub committees run the Tuckshop, Uniform Shop, Sporting Clubs and organises social events.

The objectives of the P & F Association are:

- To develop community within the school;
- To promote closer liaison between the school and community;
- To foster community interest in education
- To assist in the provision of school amenities.

Our P&F activities are organised by a core group of volunteers nominated at the schools Annual General meeting. You do not need to be one of the elected committee to attend any meetings or assist with any of the activities held throughout the school year.

Our Current P & F Committee is:

<b>President</b>	Natasha Shepherd and Rikki Foss – Shared role
<b>Vice President</b>	
<b>Treasurer</b>	Rob De Sousa
<b>Secretary</b>	Michelle Reeves
<b>Committee Members</b>	Deidre Westerhout, Clare Gauci, Danielle Woods, Jody Barkla, Emma Spackman, Alena Gault and Rebecca Dreverman

## **4.4 UNIFORM SHOP**

The Uniform Shop is open each Thursday morning in the school hall from 8.15am to 9.00am.

For Pre-Primary parents special order forms will be sent home in term 3 or 4 in readiness for Year One and fittings times will be arranged.

Parent volunteers run the uniform shop; please help them by placing large uniform orders early to allow for delivery. Be patient if the item you need is not available, our school is small and we cannot have large numbers of every size in stock.

Our Uniform Shop Co-ordinator helpers for 2016 are: Clare Gauci, Jody Barkla and Sue Secker.

## **4.5 SCHOOL CANTEEN**

The school canteen operates two days each week (Monday and Thursday), for the children to order recess and lunch. Mrs Silvana Pirozzi manages the canteen and ensures that our children are offered a variety of good foods to eat. Menus for summer (Terms 1 and 4) and winter (Terms 2 and 3) are sent home. Parents are asked to support the Tuckshop by being available for roster duty and by making donations of cakes and/or salads.

Encourage your older children to order their own lunch and recess. Pop in yourself and order for the younger ones. Lunch order bags can be obtained from the canteen and taken home to avoid that morning rush period. Orders need to be placed in the Year level basket at the canteen before school.

## **4.6 LIBRARY**

We have a well-equipped library with library technician Mrs Lorraine Szefczyk, available to assist our students and staff. Library time and borrowing facilities are given to students in Pre-Primary to Year 6. The class teacher teaches the library lessons where our children learn to use the library, and conduct research as part of their regular studies.

Every class has a specific library day, your children will be told which day this is early in Term One. On these days they will need to bring their library bag, without which they will not be able to borrow books. It is important that we encourage our children to take care of the books, as they are expensive to replace. Many families and students have, over the years donated books to our library. These have special labels on the inside cover. It is often interesting to read who gave us the book and why.

## **5.0 SCHOOL FRAMEWORK**

### **5.1 ENROLMENT POLICY**

Our Lady of Fatima exists for the primary purpose of providing Catholic children from the parish of Palmyra/East Fremantle with a Catholic Education.

Thus the priority for enrolment is;

1. Catholic Students from the Parish
2. Catholic Students from outside the Parish
3. Siblings of Non-Catholic Students.
4. Non Catholic Students from other Christian Denominations
5. Other Non-Catholic Students.

### **5.2 SCHOOL FEES**

The provision of Catholic education to all is made with an awareness of the constraints imposed by financial considerations affecting the function of the Catholic school. Our School Board has the responsibility for the financial management of the school and consequently is responsible for the collection of school fees. As parents we are therefore asked to make a commitment to support the school by paying fees on time. Discounts of tuition fees apply to Health Care Card holders and further information can be obtained by contacting the front office. Direct debit and EFTPOS are also available for payment of fees.

Accounts are sent home at the commencement of the first 3 Terms, and can be paid either annually or on a term by term basis. Other more flexible payment arrangements can be made by negotiation with the Principal. Any parents experiencing difficulty with the payment of school fees can apply through the Principal to the School Board for a concession.

The inability to pay school fees shall never be the reason for the exclusion of any child from Our Lady of Fatima. All information pertaining to the payment of school fees will be treated as confidential.

To ensure this confidentiality, members of the Board are not advised of individual family names.

Fees when leaving the school:

Families leaving the school must give one term's notice to the office or a full term's fee will be charged.

### **5.3 STUDENT INSURANCE**

Included in our school fees is an insurance payment per child. The policy covers our students during school hours, covering accidents that occur during those hours. Should your child have an accident and you wish to make an inquiry regarding your policy please contact the school office.

### **5.4 AUSTRALIAN CURRICULUM**

In 2016 we will be implementing the Australian Curriculum with a continued focus on Problem Solving in Mathematics. All teachers will use the Australian Curriculum for planning and assessing. The Australian Curriculum sets consistent national standards to improve learning outcomes for all young Australians. It sets out, through content descriptions and achievement standards, what students should be taught and achieve, as they progress through school. It is the base for future learning, growth and active participation in the Australian community. ACARA develops the Australian Curriculum through rigorous, consultative national processes. The Australian Curriculum includes learning areas, general capabilities and cross-curriculum priorities that together support 21st century learning.

### **5.5 CURRICULUM:**

The first learning area is Religious Education. Our Lady of Fatima offers a broad-based curriculum with emphasis given to the care and development of the child as an individual and a contributing member of the community. We recognise the vital place of Faith in the lives of the students and are concerned with the awakening, nourishing and developing of the Faith within a sound education.

#### **5.5.1 RELIGIOUS EDUCATION**

Our Religious Education program is based upon the Perth Archdiocesan Guidelines as set down by the Catholic Education Office (C.E.O). At Our Lady of Fatima we are committed to fostering a total Faith and Life development, showing tolerance and respect, where children will grow to their full potential and recognise their self worth. This program:

- Is developmental.
- Is based on sharing faith through life experience.
- Is Christ-centred.
- Focuses on the unconditional love of God.
- Makes religious education living in the daily lives of the children.
- Emphasises the importance of a vital, caring and loving atmosphere where children can become the people God wants them to be.

- Stresses the place of the Eucharist and the whole sacramental life of the Church.

School mass is celebrated every term as well as on other 'special' occasions. Children are encouraged to actively participate by singing, preparing church decorations, reading, carrying the offertory gifts or altar serving. All family members and the community are encouraged to attend.

The Sacrament of Reconciliation (Confession) is offered in Year 3. First Holy Communion is made in Year 4. Confirmation (receiving the Holy Spirit) is made in Year 6. These are wonderful and memorable occasions for your children and you are encouraged to participate in all aspects of these celebrations.

## 5.5.2 ENGLISH

The study of English is central to the learning and development of all young Australians. It helps create confident communicators, imaginative thinkers and informed citizens. It is through the study of English that individuals learn to analyse, understand, communicate with and build relationships with others and with the world around them. The classroom program is based on the Australian Curriculum: English.

The Australian Curriculum: English aims to ensure that students:

- learn to listen to, read, view, speak, write, create and reflect on increasingly complex and sophisticated spoken, written and multimodal texts across a growing range of contexts with accuracy, fluency and purpose.
- appreciate, enjoy and use the English language in all its variations and develop a sense of its richness and power to evoke feelings, convey information, form ideas, facilitate interaction with others, entertain, persuade and argue.
- understand how Standard Australian English works in its spoken and written forms and in combination with nonlinguistic forms of communication to create meaning.
- develop interest and skills in inquiring into the aesthetic aspects of texts, and
- develop an informed appreciation of literature.

Students in Years Three and Five will take part in the NAPLAN administered by the Education Department. This is designed to measure overall Literacy (and Numeracy) skills. Your child's results will be included with the School's end of year report. Please keep in mind that this form of testing is just one of the many assessment tools used by our school to evaluate children's progress. Please make an appointment with the class teacher if you have any concerns regarding your child's progress.

## 5.5.4 MATHEMATICS

The classroom program is based on the Australian Curriculum: Mathematics. The proficiency strands **Understanding, Fluency, Problem Solving and Reasoning** are an integral part of mathematics content across the three content strands: **Number and Algebra, Measurement and Geometry, and Statistics and**

**Probability.** The proficiencies reinforce the significance of working mathematically within the content and describe how the content is explored or developed. They provide the language to build in the developmental aspects of the learning of mathematics.

Mathletics is an on-line computer program that students from Year 3-6 have access to at school and at home to support the classroom program. Students will be given logon details at the start of each year.

## **5.5.5 PHYSICAL EDUCATION/HEALTH**

Children from Year 1 to Year 6 receive weekly lessons, from our specialist Physical Education teacher, which focuses primarily on the development of sports skills. You will be notified of the day/s your child's class has sport. On these days students are required to wear the school sport uniform with white joggers and white school socks. The program also includes a school sports carnival and inter-school sports carnival.

### **HOUSE AND SPORTS CARNIVALS**

Every child is a member of one of our four Houses: Kolbe (Red), Green (Genevieve), Francisco (Blue) and LaSalle (Gold). Your child will be placed in a house when they are in Pre-Primary. All children from the same family will be placed in the same house.

Once a year we have a School House Carnival. Each class group takes part in team and individual events. Points are awarded for all places and the faction with the highest combined total wins the shield for the year. An Inter-School carnival is also held every year for the schools of the local area. Our school team is made up of the children who do well in the school faction carnival and attend training sessions. Once every 4 to 5 years our school has the task of organising this event.

Your family is invited to attend sports carnival days, many bring a picnic lunch, dress in faction colours and generally get involved in the carnival spirit. This is an event that needs a lot of people to run well. If you could spare the time to be a marshal, place judge, scorer or anything else, please volunteer. A request will be made in the newsletter prior to the day.

Sun Smart Policy is in place at the school. Your child is required to wear a wide brimmed hat during outdoor activities. Parents are strongly advised to supervise the application of sunscreen each morning as recommended by the Cancer Council. Sun screen is available in each classroom, supplied by the P&F.

## **5.5.6 TECHNOLOGY AND ENTERPRISE**

In the Australian Curriculum, Information Technology is part of the general capabilities that encompass the knowledge, skills, behaviours and dispositions that, together with curriculum content in each learning area and the cross-curriculum

priorities, will assist students to live and work successfully in the twenty-first century. Our school Information and Technology programs are organised by our Learning Technology Specialist teacher and all classroom teachers and support all learning areas of the Australian Curriculum. The school has a well-equipped computer lab which classes visit on a weekly basis and 2 banks of iPads. Early in Term One, students will be advised of their computer lab timeslot. Classes have access to borrowing digital cameras and video cameras as part of their lessons. iPads were purchased in 2012 and are currently used in all classes from Kindy to Year 6.

A particular emphasis will be the My Classes Web Page which will operate in all classrooms further enhancing the communication between school and home.

## **5.6 ASSESSMENT AND REPORTING**

The reporting mechanism for 2016 includes:

At the conclusion of Term 1, a parent interview will take place;  
A checklist report will be distributed to parents at the conclusion of terms 2 and 4.

A work sample book will be distributed to parents at the conclusion of terms 2 and 4.

An "Open Afternoon" where parents can view student's work occurs twice a year, late in Term 1 and Term 3.

Parents are encouraged to make an appointment with the class teacher at any time if they are concerned about their child's progress.

## **5.7 HOMEWORK**

Each year level has homework set regularly. The quantity of homework varies according to individual year levels. Generally, homework will not be set for the weekend.

Your child's class teacher will issue homework guidelines at the beginning of each year. If these instructions are not received, please contact the class teacher. Parents can support the teachers by ensuring that the set homework is completed. Please contact the class teacher if any work is unclear, as the methods used these days are quite different from when we were at school. Please let teachers know if there are any difficulties with homework.

## **5.8 EXCURSIONS**

The children will be involved in excursions throughout the year. Excursions are used to enhance the classroom program. Parents will be notified of the details of excursions via the newsletter or a special class note. Permission must be given each time children leave the school. As parents we can help by returning the permission slip as quickly as possible and by being a volunteer to help on such excursions. Please return all permission slips to the class teachers.

## **6.0 EXTRA CURRICULAR ACTIVITIES**

### **6.1 SCHOOL CAMPS**

A 4-day leadership/self-esteem camp is offered to all Year 6 students.

A 3-day "Making Jesus Real" respect and confidence building surf camp is offered to all Year 5 students.

### **6.2 PERFORMING ARTS FESTIVAL**

This is an annual festival for Catholic School students in WA, organised by the Catholic Education Office and run by volunteers. Our students participate in this festival in various ways. Performances are given in many areas such as instrumental, speech, singing, plays and dance. These can be performed either individually or as part of a class group. Individual nominations are called for in the school newsletter and class nominations are at teacher discretion.

## **7.0 AWARDS**

### **7.1 MERIT CERTIFICATES**

During the school year the staff reward students for their efforts. Small certificates are given to students or classes in recognition for outstanding effort on their part in any area of their school life. Winners of merit certificates are published in the newsletter. Parents are most welcome to attend Friday assembly if they wish.

### **7.2 OTHER ACHIEVEMENTS**

Individual, class or group achievements are recognised throughout the year in many ways. Our school encourages all students to strive to achieve their personal best in all they participate in, both inside and outside the school.

The Fatima Hero Award is awarded to members of the school community who display the Christian values encouraged at Our Lady of Fatima school.

## 8.0 MEDICAL

### 8.1 MEDICINE/Medication

If a child requires medicine for any reason (eg antibiotics, ear drops etc.) please ensure that it is handed into the office and not kept in the child's bag. A '**Request to Administer Medication Form**' can be obtained from the front office and must be filled out and handed in with any medication. Staff members are not responsible for the administering of medication, but will access the medication and assist your child to follow the instructions you have provided.

### 8.2 MEDICAL CONDITIONS

The school personnel need to know about any medical condition that a child has which may require medication or emergency treatment. These conditions could include Diabetes, Asthma, Allergies (such as bee stings, intolerance to food products), or anything that you feel that staff need to be aware of. A **Student Medical Information Form** is provided at the commencement of the school year. Please complete and return to the office as soon as possible. If circumstances change during the year, we request that a new form be completed.

If this condition should be life threatening, please complete an '**Emergency Health Care Plan**' form; copies are available from the office. Your child's name and photograph will be added to the Medic Alert Board located in the staff room. This will mean all staff will be aware of the appropriate action or treatment.

### 8.3 FIRST AID, ACCIDENT AND STUDENT ILLNESS

#### 8.3.1. First Aid

- Basic first aid treatment is provided for students. Staff will deal with minor injuries/accidents that occur at school.
- First Aid materials are kept in the school office storeroom.
- A Basic First Aid Box is available in each classroom for minor injuries.
- All serious injuries should be reported to the Principal or an assistant. The teacher witnessing or having the accident reported to them should fill out the Catholic Church Insurances Accident Report Form available from the office. Parents will be notified.
- In emergency and/or if the parents cannot be contacted, an ambulance may be called, or the child transported to a doctor or hospital by a staff member.

- Parents collecting sick children should report to the office to collect the child and sign the Attendance book.
- Staff attending to injuries involving blood should wear gloves. Supplies of gloves will be available in all first aid boxes.
- A staff member attending a sick or injured child should ensure basic common sense and Duty of Care is applied to the situation. It is within the limits of personal expertise that proper attention is given to ensure the wellbeing of any child.
- It is advisable to have Ambulance cover for your children. A visit to hospital without insurance can be expensive (approx. \$800).

### **8.3.2 Bee Stings**

- A list of children with allergies to Bee Stings will be compiled from the Medical Information forms and displayed in the First Aid Room.
- Parents will need to provide medication and instructions for action to be taken if their child is likely to have a serious reaction to a bee sting.

### **8.3.3 Asthma**

- A list of children with Asthma will be compiled from the Medical Information forms and displayed in the First Aid Room.
- The child, where possible, should administer asthma medication.
- The school should be informed of any child who will be self-administering Asthma medication, and in this instance the medication may stay with the child.
- In the case of children with severe asthma, parents must provide written instructions for action to be taken should the child suffer a serious attack at school. An action plan can be prepared by your doctor.



Date: \_\_\_\_\_

## **8.5 CHILDREN WHO ARE ILL**

When your child is ill, please keep them at home or arrange care for them, school can be a lonely place when you don't feel well. When your child returns to school please send in an absentee note.

There are many illnesses that are common in primary schools (especially lower primary) and spread quickly. Chicken Pox, Measles and Mumps are just a few. Most families are affected at some point and keeping your ill child at home may prevent others catching the illness.

Cold sores and lice are two common problems faced in schools. Nearly every child will bring home one or both of these at some time, as they love to be close to each other and are constantly touching everything as they learn. When your child does suffer either situation they must remain at home until the weeping in cold sores ceases or the treatment has cleared the problem.

Cold sores are a virus and appear as areas of small blisters often around the nose and mouth, this can be more serious if children then touch their eyes and spread the virus there. Lice are small animals that lay their eggs on the hair shaft near the scalp. It is said that they prefer clean hair and just normal washing is not enough to prevent your child catching them. Offer to brush your child's hair regularly so you can make a discreet check, this is most important in older children as we don't often need to be doing their hair. Treatment is available from the chemist for both conditions and should be used as soon as you notice the problem.

If you have any queries about exclusion periods for illness please contact the school office.

## **8.6 DENTAL CHECK**

Each student is provided with a free annual dental check; this is provided by the Health Department and is not compulsory if you would prefer to use your own Dentist. Our Dental Unit is located at Palmyra Primary School. Appointment cards are sent home with your child advising of date and time with approximately one to two weeks' notice. It is your responsibility to take our children to these appointments, if we wish to take advantage of this service. Should dental treatment be required the unit will treat your child free of charge. Alternatively you may consult your family dentist.

## **8.7 COMMUNITY NURSE**

The school nurse does a School Entry Health Assessment in Kindy or in PP if they missed out in Kindy.

## **9.0 SCHOOL UNIFORM - DRESS CODE**

### **9.1 NO HAT – PLAY IN THE SHADE**

- The Sun Protection Policy (actively promoted at Our Lady of Fatima) meets the requirements of students and staff with respect to skin damage, which can occur during outdoor activities.
- Students are required to wear the School hat for Physical Education and sporting activities and for recess and lunch breaks for the entire year.
- Sunscreen is provided in every classroom and children will be encouraged to use it. Sunscreen will also be taken on all outdoor excursions and sporting activities.

It is important to note:

- Sharing of hats is not recommended due to the possibility of spreading head lice.
- Sunburn and skin damage can occur on overcast days.

### **9.2 STUDENT DRESS CODE**

It is the policy of Our Lady of Fatima School for students to wear correct school uniform unless there is a Free Dress or Theme Day. Blue shirts are to be tucked in. Polo shirts may be worn out during sport and play. The Principal must approve any deviation from uniform.

Pre-Kindy and Kindy students do not wear school uniform. A casual colourful t-shirt with the school name on it can be ordered from the uniform shop.

Pre-Primary students wear the school sports uniform throughout the year.

The uniform is not meant to establish uniformity or to deny individuality. Rather it is a symbol of the school and will help our children identify with the school and develop a sense of belonging. Wearing the uniform encourages a sense of pride in appearance. The school will insist that full uniform be worn and that parents will support the school in this matter.

As your children will soon learn, there is a **NO HAT – PLAY IN THE SHADE** rule; this means students without a hat will be asked to remain in the shaded area under the Library during recess and lunch.

## **APPEARANCE**

We ask parents to check that the children leave home in the morning neatly dressed and properly groomed. Fashionable extremes, as determined by the school, are not permitted and for safety reasons pendant earrings are **NOT** allowed, studs are the only earrings to be worn. Nail Polish is not appropriate for school days. Long hair is to be worn tied back with a white or blue ribbon or alternatively with a hair scrunchy in school colours (available from the uniform shop). A watch or medi alert are the only items to be worn. No other jewellery is permitted.

### **9.2.1 OUR LADY OF FATIMA UNIFORM**

All students in Years 1 to 6 are required to wear their standard uniform every day except sports day. The summer uniform is worn in Terms One and Four, and the winter uniform is worn in Terms Two and Three.

#### **Girls Winter**

Blue check winter pinafore (from school)  
Pale blue shirt – short or long (from school)  
Grey school tie (from school)  
Blue school jumper (from school)  
Grey school socks (from school) Grey Tights (optional)  
Black school shoes  
Blue Tracksuit (from school)  
White or blue ribbons (10mm or less)  
(No hard headband or scarfs)

#### **Girls Summer**

Blue check tunic (from school)  
Brown school sandals/black shoes  
School Hat  
White or blue ribbons (10mm or less)  
(No hard headband or scarfs)

#### **Girls Sport**

Royal blue shorts (from school)  
Pale blue polo shirt (from school)  
Faction polo shirt  
White ankle school socks (from school)  
White sneakers

#### **Boys Winter**

Grey school trousers or Winter dress shorts (from school)  
Pale blue shirt – short or long (from school)  
Grey school tie (from school)  
Blue school jumper (from school)  
Grey school socks (from school)  
Black school shoes  
Blue tracksuit (from school)

#### **Boys Summer**

Grey school shorts (from school)  
Pale blue shirt (from school)  
Brown school sandals/black shoes  
School hat

#### **Boys Sports**

Royal blue shorts (from school)  
Pale blue polo shirt (from school)  
Faction Polo Shirt  
White ankle school socks (from school)

White sneakers

NB: Tracksuit top may be worn for extra warmth but not in place of the school jumper.

Hats are to be worn when children are in the sun.

Bike helmets are **compulsory** for all bike riders.

### **9.3 DRESS ON EXCURSIONS**

For the many excursions or performances that our children will attend, full standard uniform is required, unless the class teacher informs you otherwise.

### **9.4 LOST PROPERTY**

There is a lost property basket in the gallery area; it is usually full of various pieces of uniform. **PLEASE LABEL ALL ITEMS OF UNIFORM AND PERSONAL PROPERTY**, as this will make it more likely to be returned or identified in the lost property. Our children are encouraged to hand into the office anything they find. Thoroughly check the lost property before deciding lost items are gone for good. It is a good idea to check that names have not been washed off, using laundry pens are recommended.

### **9.5 PERSONAL PROPERTY**

All personal property needs to be clearly identified. No child has the right to interfere with another's property, children are **NOT** to bring toys and games to school. The school will take no responsibility for items that should not be at school.

## **10.0 COMMUNICATION**

Should problems arise, you are advised to make an appointment to speak with the child's teacher in the first instance and then the Principal. An appointment can be made through the school office.

**Parents are asked not to take teachers' time first thing in the morning or after school without an appointment.**

### **10.1 PARENT-TEACHER COMMUNICATION**

Ongoing communication between parents and teachers is essential in providing the best education for our children. If there is any matter that you feel needs clarification you are strongly urged to contact the class teacher to arrange a convenient time to

meet. This will allow both of you to give your full attention to the discussion. The school Principal is also available for meetings with parents to discuss any issues.

## **10.2 PARENT –TEACHER INFORMATION NIGHTS**

A Parent – Teacher meeting for each class is held early in the first term except for Pre-Kindy and Kindy which happen the previous year. Class teachers explain classroom policies, practices and procedures at these meetings. All parents are requested to attend these meetings. If you are unable to attend, please arrange an alternative meeting time, with the class teacher.

## **10.3 NEWSLETTER**

Our newsletter is emailed home to each family every second Wednesday. Hard copies of the newsletter are available in the office for those that do not have access to the internet. It is important that we all take time to read the newsletter, as this is the main form of communication between school and home. If you would like to place a notice in the newsletter please contact staff in the office or your P & F class representative by Tuesday lunchtime.

## **10.4 ASSEMBLIES**

Our formal Assemblies are held on Friday mornings in the School Hall or Church at 8.50am. The assembly is facilitated by our Year 6 leadership committees and the presentation of merit certificates takes place. A Monday morning briefing takes place at 8.50am which is a brief gathering to discuss activities /events taking place in the week. This is a gathering of 10mins where general information is disseminated.

## **10.5 STAFF MEETINGS**

Staff meetings are held weekly on a Monday afternoon immediately after school to develop policies, discuss curriculum issues, plan school activities and deal with school administrative matters. If parents need to see the class teacher, please avoid Tuesdays and try to make an appointment for another day.

## **10.6 ABSENTEE NOTES**

If your child is ill or absent from school for any reason, please provide a note of explanation the day they return to school. Write the note to the class teacher. Not much detail is required; simply give the date(s) they were away and why; eg, due to chicken pox or due to specialist's appointment etc.

## **10.7 SIGN IN AND SIGN OUT BOOK**

In the case of an emergency or school evacuation it is important for the staff to have the correct information as to who is on the school grounds.

Therefore should you need to take your child out of school during school hours, your signature is required in the "Sign in and Sign out book" at Reception/ Office. If you return your child to school, you will need to sign the student back in.

There are always days when we will be late getting our children to school. If you are late, the office will need to be notified and the book signed. In the case of older children they can advise the office themselves. Children often feel embarrassed entering a class when it is settled and continual lateness should be avoided. If you feel your child is uncomfortable or embarrassed, please accompany them to their classroom.

## **10.8 BEFORE SCHOOL PROTOCOL**

Students should arrive at school no earlier than 8.15am, unless they are going to the Before and After School programme. Those who arrive earlier must sit on a bench and wait for a teacher to arrive on duty at 8.20am. Duty teachers are rostered on in the upper primary areas before. Only when a teacher is on duty are students allowed to play. No children are to play on the equipment before or after school. At 8.30am all students are expected to be in their classrooms getting organised for the day's activities.

At 8.30am the doors will be opened in the Primary school classrooms. Pre-Primary and Kindy open the doors at 8.40am and 8.50am respectively.

At no time before school are parents or students allowed in the gallery. This is due to there being no supervision and respecting the rights of the staff to conduct their affairs before the day begins. The gallery will be open to parents and students after the classroom teachers have opened their classroom doors at 8.30am. All students and parents are asked to enter the school premises through the classrooms.

If adults are on site for any reason they need to book in at the office and take a visitor's badge. Remind them to sign out when they leave.

## **10.9 PARENT INVOLVEMENT**

Your input is necessary and your support is vital to be sure that our children receive the best. By being involved, we know you will learn a great deal about your children's friends and their families. We will also learn from you about the things that are important to you as the parents of our students.

Your help and interest are most welcome, particularly in the following ways:

**P & F class representative.** Please remember that our Principal should always be the first point of contact when there are issues that may be of concern to you within the school, relating to staff, students or school policy. As a parent group the P & F welcome suggestions and guidance on how we can actively support and improve our school. Please add your items to our agenda early; we can then collect the necessary information, or invite the appropriate people, so you will receive the quickest response possible.

**Nominate yourself to serve on the P & F Committee.** Being part of the P&F is a rewarding way to support our school. These nominations will be accepted at the school's Annual General Meeting held in November. The Executive positions (President, Vice-President, Secretary and Treasurer) are filled at the P & F meeting following the AGM, usually in November.

From time to time, it may be necessary to call on people with specific expertise to assist in different projects. You can help us to help your children. **A parent register of talents, interests** and areas of expertise is being compiled. Please be sure to register your preferred area of assistance – a form is included with this handbook. Your involvement will enable many friendships to develop and will help all concerned to provide a better place for your children to be educated; it is a rewarding way to support your school.

Regular Social Events include:

Children's disco  
Sausage sizzles  
Fathers Day breakfast  
Wine & Cheese nights  
Walkathon

Regular Fundraising involves:

Mothers Day stall  
Fathers Day stall  
Quiz nights  
Raffles

**SCHOOL BOARD** The School Board consists of the Parish Priest, the Principal, and a Parish council representative, a Parents and Friends Association representative and seven representatives elected from the school community.

You can support the school by offering assistance to the School Board when asked, or by nominating yourself or another parent you think may be suitable for service on the Board. Elections are conducted annually at the AGM held in November. Induction is provided for all new board members.

**TUCKSHOP** If you are able to help on a Monday or Thursday, please contact our Tuckshop Manager. If sufficient helpers are gathered you will only have to help at most twice a term. The work is not demanding, just assisting the Tuckshop Manager to prepare lunches and serve at recess and lunch. This is a great way to get to know the children and put faces to names, especially for those in classes different to your children.

## **10.10 CLASSROOM HELP**

There are many opportunities for parents to assist in classrooms – through art and craft activities, process writing, research helpers in the Library, Kindergarten and Pre-Parents Handbook

Primary rosters, hearing children read, assisting with excursions or other class activities. Please see your child's classroom teacher if you can assist, and fill out any help rosters that may come home.

## **11.0 TRANSPORT AND PARKING**

Our school has 150 families and the majority of students are dropped off and picked up by car. It's understandable that we experience congestion and child/car conflicts. Our Lady of Fatima Primary School is committed to the safety of our children. To this end; the school in conjunction with Road Wise and The City of Melville has developed the following road safety and parking policy.

### **11.1 CAR ACCESS**

- Cars may enter the basketball courts at the beginning and conclusion of each day to drop and collect their children. There are designated bays for parking with a speed limit of 5 kms
- There is perimeter parking around the school, with Harris Rd being reserved for the PK/Kindergarten families of the school.
- Parents are encouraged to use the school 'Drive Through' which operates between 3.00pm and 3.20pm. The 'Drive Through' operates smoothly when parents stagger their pick up times. (not all parents arrive at 3pm) The students will be supervised until 3.20pm.
- When entering the car park, it is best to turn left onto the school property from Foss St and leave the school turning left into Hammad St. Although it may add one minute to your travel time, it really does help traffic flow around the school.
- Parking is still available on the south and western side of the car park.
- It must be remembered that all schools are very busy places for these ten minutes per day, courtesy and patience is requested.

## **12.0 COMMON OLOF EXPRESSIONS**

1. **AGM** – Annual General Meeting
2. **C.E.O** – Catholic Education Office
3. **P & F** – Parents and Friends Association
4. **NO HAT PLAY IN THE SHADE**– Being aware of the need for sun protection for our children, the school insists that all children must wear their school hat while playing during recess and lunch, and also while participating in outdoor Physical Education classes.

5. **RETURN SLIP/ PERMISSION SLIP** – There are occasions through the year that will require you to return information to the school i.e. sausage sizzle orders help with events and excursions. In most cases a “return slip” or “permission slip” is printed in the newsletter for your convenience.
6. **PUPIL FREE DAYS** – There pupil free days each year set aside for teacher development. On these days children do not attend school. Dates are advised in the newsletter well in advance.
7. **THE MISSIONS** – Missions are project run to assist communities in need both in Australia and overseas. At Our Lady of Fatima we support several different Catholic missions. This is a commitment to Social Justice in our community, country and the world.
8. **A MISSIONS APPEAL** – Throughout the year the students will be asked to make donations to the missions. This could be in the way of a gold coin donation for the privilege of wearing casual clothes (free dress). Details will be placed in the newsletter.
9. **FREE DRESS** - When the school has a free dress day this means that our children do not have to wear their uniforms. Neat and tidy appearance is still expected, and be sure that your children have suitable footwear for playing.
10. **LIBRARY BAG** – When your child has their library day they will need to take a cloth bag to carry the book(s) home. These are not included on the book list, however you can make your own or purchase from the Uniform Shop.

## **13.0 TERM DATES AND HOURS FOR 2016**

### **TERM DATES 2016 FROM CEO WEBSITE**

#### SEMESTER 1

##### Term 1

Students: Monday 1 February - Friday 8 April

Teachers: Thursday 28 January - Friday 8 April

Mid semester break: Saturday 9 April - Monday 25 April

##### Term 2

Students: Tuesday 26 April - Friday 1 July

Teachers: Tuesday 26 April - Friday 1 July

Semester break: Saturday 2 July - Sunday 17 July

#### SEMESTER 2

##### Term 3

Students: Monday 18 July - Friday 23 September

Teachers: Monday 18 July - Friday 23 September

Mid semester break: Saturday 24 September - Sunday 9 October

##### Term 4

Students: Monday 10 October - Friday 9 December

Teachers: Monday 10 October - Friday 16 December

### **SACRAMENTAL DATES**

First Communion - Saturday 30th July at 6.30pm/Sunday 31<sup>st</sup> July at 9.45am

Confirmation - Saturday 14<sup>th</sup> May at 6.30pm/Sunday 15<sup>th</sup> May at 9.45am

Reconciliation - Saturday 3rd September at 10am/Saturday 10<sup>th</sup> September at 10am/Saturday 17<sup>th</sup> September at 10am

### **SCHOOL HOURS**

Class Times

Years 1-6 8.40am – 3.00pm

Morning recess 10.30am - 10.50am

Lunch 12.30pm - 1.10pm

Pre-Primary 8.40am – 2.50pm

Kindergarten Hours Monday & Wednesday

8.40am – 2.50pm

Thursday

12.15pm – 2.50pm

Pre-Kindy Hours Tuesday and Thursday

8.40am - 11.30am

## **14.0 SCHOOL CONTACT NUMBERS AND ADDRESSES**

### **PRINCIPAL**

Mr Paul Hansen

### **SCHOOL ADDRESS**

3 Harris Road  
Palmyra WA 6157

### **SCHOOL PHONE**

(08) 9333 7900

### **SCHOOL FAX**

(08) 9339 4951

### **EMAIL ADDRESS**

[admin@olof.wa.edu.au](mailto:admin@olof.wa.edu.au)

### **WEB PAGE ADDRESS**

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

The parent portal can be accessed from the website. This is the login:

User name: [olof@olof.wa.edu.au](mailto:olof@olof.wa.edu.au)

Password: OLOFparents

## Parent/Guardian Register 2016

**PLEASE COMPLETE THE FORM FOLLOWING AND RETURN IT TO THE SCHOOL OFFICE**

This register allows us to update information that we have received when you first enrolled at the School. For some parents this is quite recent, for others this information is very out of date. Your assistance with this would be appreciated, as Our Staff, Our Board and Our P & F would like to be able to call on parents for their assistance on occasions during the year.

### Parent/Guardian Register 2016

	FATHER	MOTHER
NAME:		
ADDRESS:		
TELEPHONE:		
MOBILE:		
EMAIL ADDRESS:		
FAX:		
OCCUPATION:		
STUDENT(S) IN YEAR(S):		

1. Would you like to assist with any sporting activities? (faction or Inter-school Sports days, PMP etc)

---



---



---

2. Could you share your trade, occupational expertise, or personal interests with the students of Our Lady of Fatima? (Making things, cooking, art, class visits to your place of work etc)

---



---



---

3. Do you have any resources that Our Lady of Fatima could use for busy-bees or other events? (Eg. Truck, bobcat, cooking equipment etc)

---



---



---

4. When the school is having Special Occasions, would you care to assist in any way? (Eg. Cater, compare, arrange flowers, sew etc)

---



---



---

5. Have we forgotten anything? It's time to have your say.

---



---



---

RETURN TO:  
Our Lady of Fatima School  
3 Harris Road  
Palmyra WA 6157