

OUR LADY OF FATIMA SCHOOL



PARENT HANDBOOK

2022

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1.0 INTRODUCTION

1.1. PRINCIPAL'S ADDRESS

Welcome to all families!

At Our Lady of Fatima School, we honour the role of parents as the first educators of your children and strive to develop strong parent partnerships, so that all members of our community feel a sense of belonging and ownership. This *Parent Information Booklet* is designed to support all parents and carers to be informed about school practices and procedures, with the aim of fostering positive and collaborative relationships between home and school.

I trust that you will find this information useful and that it assists you as a valued member of the Our Lady of Fatima School community.

Jacinta Petersen
Principal

1.2 MOTTO, VISION, MISSION AND VALUES

School Motto: Peace

Vision: Nurturing lifelong learners who live out Jesus' message of love and peace.

Mission: At Our Lady of Fatima School, we:

- Provide a holistic Catholic education where the teachings of Christ are lived, valued and promoted.
- Strive for excellence and through contemporary pedagogies, support the resilience, curiosity, creativity and social and emotional wellbeing of each child.
- Foster a sense of community through meaningful relationships with students, staff, parents, parish and wider community.
- Maintain an innovative learning environment, embracing sustainable practices.

Values:

- RESPECT

We show respect by speaking and acting with courtesy, accepting people for who they are. We treat others with dignity and honour the rules of our family, school and country. Respect helps us to build trust in our relationships.

- FORGIVENESS

Forgiveness is knowing that everyone makes mistakes and everyone deserves a second chance. It means letting go of anger or sadness if someone does something

that hurts you. Forgiving yourself or others like Jesus did can lead you to stronger feelings of love and peace.

- COMPASSION

Compassion is showing understanding, care, kindness and friendship for others when they need it the most. It means to empathise with someone who might be struggling and trying to do things to help them feel better.

- GRATITUDE

Gratitude is actively noticing all of the good things we have in our lives and being thankful. Being grateful for the generosity of others leads us to a sense of fulfilment and can help us to be more generous. We are thankful every day for all that God has given us.

1.3 CHILD SAFETY

All children have the right to a good education. Catholic Education Western Australia (CEWA) schools are Christ-centred and child-focused learning communities that support each child to develop to their full God-given potential. Key to this is ensuring the learning environment is engaging, safe and supportive.

The *Child Safe Framework* has been designed to support schools in maintaining such an environment. The framework outlines the policies, practices and behaviours found in our school that underpin a culture prioritising the best interests of children and young people.

All members of our Catholic school community share the responsibility for this healthy culture. Our school relies on strong partnerships with you – as parents and carers – to provide your child with the best possible learning and development opportunities. Working together, we can ensure all children and young people flourish in a safe, healthy environment.

The framework is based upon the following key concepts:

Situational prevention

Evaluating various elements within our school – including physical and online environments, staffing, governance, behaviours, and culture with an aim to eliminate or mitigate situations that present risk for children and young people.

Extended guardianship

When our leaders, staff and wider school community share a collective responsibility to actively support an environment that is engaging, supportive and safe. At a basic level this involves talking about behaviours that don't contribute to engaging supportive and safe environments.

Healthy and respectful relationships

Pope Francis says in AMORIS LAETITIA, as an essential requirement of love, “every human being is bound to live agreeably with those around him”. Modelling healthy and respectful relationships creates an engaging, safe and supportive environment. It also equips children and young people with the understanding of how they should be treated.

More information is available here: <https://childdsafe.cewa.edu.au/>.

1.4 STUDENT CODE OF CONDUCT

At Our Lady of Fatima School, we want to feel SAFE, SUPPORTED, INCLUDED, ENGAGED and PEACEFUL.

Code of Conduct Statement 1:

In order to feel SAFE we will trust and protect each other, our peers, teachers, and school community. We will feel comfortable at school to be truthful and be able to ask any questions.

Code of Conduct Statement 2:

In order to feel SUPPORTED we will be encouraging towards our peers and others to try their best and to ask for help when needed. We will feel listened to by our teachers and encouraged to do our best.

Code of Conduct Statement 3:

In order to feel INCLUDED we will be welcoming to all and acknowledge the value in everyone. We will include others in conversations and games, ensuring to value our peers.

Code of Conduct Statement 4:

In order to feel ENGAGED we will contribute to and interact with our learning. We will come to school ready to learn and enjoy our learning tasks at hand.

Code of Conduct Statement 5:

In order to feel PEACEFUL we will be content and ready to learn. We will be kind and thoughtful to our peers. We will demonstrate mindfulness when we are feeling stressed or under pressure.

When we are not feeling this way, we can stand up for ourselves and others, we can be reminded to be kind to each other and trust each other, we can encourage our peers to do the right thing and can tell a trusted adult and ask for help.

Our Code of Conduct at Our Lady of Fatima School prohibits bullying, harassment and other forms of peer-to-peer abuse and we require respect for the privacy and human dignity of other students.

1.5 CODE OF CONDUCT

The purpose of the Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students.

The Code applies to staff, volunteers, parents and guardians as applicable.

The Code of Conduct determines appropriate behaviour in accordance with the following principles:

1. You act safely and competently.
2. You give priority to students' safety and well-being in all your behaviour and decision making.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. You respect the dignity, culture, values and beliefs of each member of the school community.
6. You treat personal information about members of the school community as private and confidential.
7. You give impartial, honest and accurate information about the education, safety and well-being of students.
8. You support all members of the school community in making informed decisions about students.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. You act reflectively and ethically.
12. You allow students to have a voice in their education, safety and well-being.

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 13 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 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 order Our Lady of the Missions travelled by tram from East Fremantle to Carrington Street. They then walked along a bush track to 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 Gerard's to Our Lady of Fatima in the early 1950's. A strong devotion to Our Lady is evident to this day.

The school was run by the Sisters until 1974 and 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.

The school is now a modern single 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 has dedicated staff who provide a quality 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.

3.0 CATHOLIC IDENTITY

As part of the Catholic Church, Our Lady of Fatima School is Christ-centred and has a strong Catholic identity, which has been forged throughout the history of the school. As a community, we come together for prayer, liturgies, the celebration of sacraments and in our support for those in need through our charity approach. Our Catholic identity helps to guide all members of the community in how we interact with one another.

Catholic students are involved in the sacraments of Reconciliation (Year 3), Eucharist (Year 4) and Confirmation (Year 6). Parents can support their child's faith development by attending Sunday Eucharist regularly.

3.1 OUR PARISH

Our Lady of Fatima School 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. The Mass times are:

Monday, Thursday & Saturday - Mass	9.00am
Tuesday – Communion Service	9.00am
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

Prayer groups, a choir and many other groups are active in this community. The 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 contact the parish.

At the 9.45am Sunday Mass, children aged three to ten are invited to attend the 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.

4.0 GROUPS IN OUR SCHOOL

4.1 STAFF 2022

Principal: Jacinta Petersen

Assistant Principal: Alison Romagnolo

Administration Officer: Gaynor Cook

Finance Officer: Amy Sheridan

Pre-Kindergarten	Teacher: Ria Fernando Education Assistant: Rita Crooks
Kindergarten	Teacher: Ria Fernando Education Assistants: Rita Crooks and Jane Dorey
Pre-Primary	Teacher: Sandra Leavy Education Assistants: Tara Duckworth (Monday-Thursday morning), Jane Dorey (Thursday afternoon-Friday)
Year 1	Teacher: Katie Closey
Year 2	Teacher: Jacinta Vasile (Monday-Tuesday) and Nicole Wright (Wednesday-Friday)
Year 3	Teacher: Dianne Law
Education Assistants	Year 1: Lorraine Szefczyk Years 2 and 3: Deborah Young and Jane Dorey Special Needs: Jemma Cook
Year 4	Teachers: Katrina Phelan (Monday-Wednesday) and Stephanie Lioni (Thursday-Friday)
Year 5	Teacher: Kiera More
Year 6	Teachers: Jane Ahern (Monday-Wednesday) and Osvaldo Celenza (Thursday-Friday)
Junior Support Years 1-4	Lisa McCarthy

Upper Support Years 5-6	Alison Romagnolo
Enrichment Years 1-6	Denise Plain
PE Pre-Primary- Year 6	Oswaldo Celenza
Italian Pre-Primary- Year 6	Oswaldo Celenza
Visual Arts Pre-Primary- Year 6	Amanda Bennetts
STEM Pre-Primary- Year 6	Denise Plain
Science Pre-Primary- Year 6	Lara Gleeson
Performing Arts Pre-Primary- Year 6	Alyce Basilio
Library	Lorraine Szefczyk

4.2 SCHOOL ADVISORY COUNCIL

The Advisory Council is established to support the Principal to fulfil their responsibilities in leading the Catholic Identity, Education, Community and Stewardship functions of the Catholic school in pursuit of CEWA's vision to be Christ-centred and child-focused.

The Advisory Council must carry out the following functions:

- support planning for the present and future operation of the Catholic school;
- provide membership, at the principal's request, on selection panels for the employment of staff to the Catholic school in accordance with the relevant CECWA Policies and Executive Directives;
- provide membership on the panel that recommends the appointment of a Principal in accordance with the relevant CECWA Policy and Executive Directives;
- in consultation with the Principal, communicate about the Catholic school and about Catholic education to persons and organisations in the School Community;
- endorse the Catholic school's annual budget before submission to CECWA for approval; and
- advise the Principal on school financial matters such as performance against budget, sustainability, and capital and recurrent planning.

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 Community Meeting. All parents and interested community members are

welcome to attend this meeting and you are encouraged to consider serving on the School Advisory Council as a way of supporting the school.

2022 School Advisory Council:

Principal:	Jacinta Petersen
Parish Priest:	Fr Francis Ughanze
Chair:	Rob Haddrill
Vice Chair:	John McNally
Treasurer:	Lucy Backhouse
Secretary:	Luisa Marrows
Member:	Lyndelle Stingemore
Member:	Mads Jensen
Parish representative:	Carl Carcione
P&F representative:	Alysia Ross

4.3 PARENTS AND FRIENDS ASSOCIATION

Every parent of Our Lady of Fatima is a member of the Parents and Friends Association (P&F). The P&F makes an important contribution to the development of our school's community spirit, as well as providing essential moral and financial support to our school.

The objectives of the P&F Association are:

- To develop community
- 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 school's Annual Community Meeting. You do not need to be one of the elected committee to attend meetings or assist with activities held throughout the school year.

2022 P&F Committee:

President:	Zanda Cameron
Vice President:	Emma Jensen
Treasurer:	Clare Gendron
Secretary:	Felicity Barr

4.4 UNIFORM SHOP

The Uniform shop is open each Thursday morning from 8.15am to 9.00am. Parent volunteers run the uniform shop; please help them by placing large uniform orders early to allow for delivery. Our Uniform Shop Co-ordinators for 2022 are Melissa Olivari-Brown and Sharon Grubb.

4.5 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 from Kindergarten to Year Six. Every class has a specific library day and your children will be told which day this is early in Term One. On these days, they will need to bring their library bag, because otherwise 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.

5.0 KEY INFORMATION

5.1 SCHOOL CALENDAR AND TIMES

Pre-Kindergarten:

- 8:40am Classrooms open
- 8:50am School begins
- 10-11am Morning tea and outdoor play
- 11am-12pm Lessons resume
- 12-1pm Lunch and outdoor play
- 1pm Lessons resume
- 2:50pm School ends

Kindergarten:

- 8:30am Classrooms open
- 8:50am School begins
- 10:30-11:30am Morning tea and outdoor play
- 11:30am-12:30pm Lessons resume
- 12:30-1:30pm Lunch and outdoor play
- 1:30pm Lessons resume
- 2:50pm School ends

Pre-Primary to Year 6:

- 8:30am Classrooms open
- 8:40am School begins and lessons commence
- 10:30-10:50 am Recess
- 10:50am-12:30pm Lessons resume
- 12:30-1:10pm Lunch
- 1:10pm Lessons resume
- 3:00pm School end and students are dismissed from class

The school calendar is available for parents on the school website:
<https://olof.wa.edu.au/calendar.html>

Term Dates 2022:

- Term 1 Monday 31 January- Thursday 7 April (Friday 8 April pupil free day)

- Term 2 Wednesday 27 April (Tuesday 26 April pupil free day)- Friday 1 July. Please note that Friday 3 June is Catholic Day for Our Lady of Fatima School.
- Term 3 Tuesday 19 July (Monday 18 July pupil free day)- Thursday 22 September (Friday 23 September pupil free day)
- Term 4 Monday 10 October- Friday 9 December (to be confirmed)

2022 Public holidays during the school year (schools are closed):

- Labour Day – Monday 7 March
- Easter (Good Friday to Easter Monday inclusive, during the school holidays) – Friday 15 April to Monday 18 April
- ANZAC Day – Monday 25 April
- Western Australia Day – Monday 6 June

5.2 POLICIES

As part of Catholic Education Western Australia, the school follows the directions and procedures of the system policies. These policies are organised as key Executive Directives under the areas of Catholic Identity, Education, Community and Stewardship. These are available on the school website: <https://olof.wa.edu.au/CEWA-Policies.html>. School procedures to support these policies are available on the school website.

5.3 SCHOOL FEES

The school fee schedule and fee collection procedures are available on the school website. All information pertaining to the payment of school fees will be treated as confidential. Direct debit and EFTPOS are available for payment of fees and accounts are sent home at the commencement of each term. Discounts of tuition fees can apply to Health Care Card holders and further information can be obtained by contacting the administration. Any parents experiencing difficulty with the payment of school fees should contact the Principal to discuss this further.

5.4 STUDENT INSURANCE

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

5.5 RELIGIOUS EDUCATION

The first learning area in a Catholic school is Religious Education. All teachers use the Religious Education curriculum developed by Catholic Education Western Australia to plan, teach and assess the required content.

5.6 WESTERN AUSTRALIAN CURRICULUM

All teachers use the Western Australian Curriculum for planning, teaching and assessing. This curriculum sets out, through content descriptions and achievement

standards, what students should be taught and achieve as they progress through school. The Western Australian Curriculum includes learning areas, general capabilities and cross-curriculum priorities that together support 21st century learning.

The 8 learning areas of the WA Curriculum are:

- English
- Mathematics
- Science
- Humanities and Social Sciences
- Technologies
- Health and Physical Education
- The Arts
- Languages other than English

For students from Pre-Kindergarten to Year 6, Our Lady of Fatima School uses the *Keeping Safe: Child Protection Curriculum*, which is developed around two main themes:

- We all have the right to be safe
- We can help ourselves to be safe by talking to people we trust

5.7 SPECIALIST LEARNING AREAS

The following specialist learning areas are offered to students in Pre-Primary to Year 6 at Our Lady of Fatima School in 2022 to support the holistic development of all students:

- Visual Arts
- Performing Arts
- Physical Education
- Science
- Science, Technology, Engineering and Mathematics (STEM)
- Italian

5.8 SPORTS CARNIVALS

Every child is a member of one of four Houses: Kolbe (Red), Green (Genevieve), Francisco (Blue) and LaSalle (Gold). Each 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.

In Term 1, Our Lady of Fatima School holds a swimming carnival for students in Years 4 to 6. Once a year, we also have an athletics carnival and students from Pre-Primary to Year 6 take part in team and individual events. An interschool swimming and athletics carnival are also held every year for the Catholic schools of the local area for students in Years 4 to 6.

Students in Years 5 and 6 also have the opportunity to participate in interschool carnivals throughout the year in a range of different sports.

5.9 ASSESSMENT AND REPORTING

In 2022, reporting procedures for students in Pre-Primary to Year 6 includes:

- At the conclusion of **Term 1**, a parent interview will take place.
- A formal report will be distributed to parents at the conclusion of **Terms 2 and 4**.
- An Open Afternoon where parents can view student's work occurs in **Term 3**.
- Parents have access to Seesaw, a digital portfolio, to view their child's **ongoing progress**.

Seesaw digital portfolios are an assessment and reporting tool used by Pre-Kindergarten to Year Six teachers. Parents download the Seesaw app and receive a QR code to access their child's portfolio. Class teachers will provide parents with access to Seesaw.

Feedback about a student's achievement and learning progress should be ongoing. Parents are encouraged to make an appointment with the class teacher at any time if they are concerned about their child's progress. For more information about this, please see the assessment and reporting procedures available on the school website.

5.10 HOMEWORK

Our Lady of Fatima School approaches homework from a developmental perspective, recognising that excessive homework can place pressure on parents and children. The school values the role of parents as the first educators of their children and recognises that quality family time is critical to each child's wellbeing and learning.

As reading is an integral part of family life, it should be part of a nightly routine in all families. The school encourages parents to listen to their child's reading to support their fluency and comprehension. All students in Years 1 to 6 will also complete spelling as part of their daily homework and students in Years 3 to 5 may also reinforce times tables at home.

Year 6 students will receive a slightly larger quantity of homework to support their transition to high school, beyond the spelling and reading allocated in other years. This work will be directly related to their in-class work and may include finishing or continuing activities that have happened in class. The class teachers will outline when these tasks are due and students will record their homework in their school diaries.

For more information about homework, please see the homework guidelines available on the school website.

5.11 EXCURSIONS

The students will be involved in excursions throughout the year, as they are used to enhance the classroom program. Parents will be notified of the details of excursions via Seesaw. As excursions are part of Our Lady of Fatima School's educational program, permission slips are not required. If you have any questions about the excursion planned for your child, please contact your class teacher.

5.12 SCHOOL CAMPS

A 3-day leadership/self-esteem camp is offered to all Year 6 students.

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

5.13 PERFORMING ARTS FESTIVAL

This is an annual festival for Catholic school students organised by Catholic Education Western Australia held during Term 3. Information about the school's involvement in this festival will be provided closer to the date.

5.14 MERIT CERTIFICATES

During the school year, the staff reward students for their efforts. Certificates are given to students or classes at scheduled assemblies in recognition of outstanding effort on their part in any area of their school life.

5.15 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.

5.16 LUNCH ORDERS

Lunch orders are available on Monday, Thursday and Friday. Online lunch orders can be made at the website www.schoollunchonline.com.au. They need to be completed by 8:30am the day of order. If you miss this cut off time, please contact School Lunch Online on 1300 787 939. All food is prepared by Il Sorriso and delivered to school for lunch. Please ensure that you update your child's year level each year to ensure it is delivered to the correct classroom.

5.17 BIRTHDAYS

Families are welcome to send in a small treat (freddos etc) to celebrate their child's birthday. For parents of children with allergies, you might like to send through some suitable treats that can be stored at school and given to your child for other children's birthdays.

5.18 PETS ON SCHOOL GROUNDS

To ensure the safety of all members of our community, pets should not be brought onto school grounds.

5.19 BEHAVIOUR ENGAGEMENT

Student behaviour at Our Lady of Fatima School is guided by the school motto of *PEACE* and vision- *Nurturing lifelong learners who live out Jesus' message of love and peace*. School staff aim to support positively support students through the student code of conduct and school values. For more information, please see the behaviour engagement procedures available on the school website.

6.0 MEDICAL

6.1 MEDICATION

If a child needs to have medicine administered (antibiotics, ear drops etc), please complete a *Request to Administer Medication Form* available in the school administration, on the school website and at the end of this document. This includes the student's name, type of medicine, dosage and time. Parents are required to drop the medicine and form to administration. Students are not able to transport the medicine themselves. Medicine needs to remain in its original bottle or container. A member of staff will administer medication to the students at the allocated time. For more information, please see the medication and first aid procedures available on the school website.

6.2 MEDICAL CONDITIONS

School personnel need to know about any medical condition that a child has that may require medication or emergency treatment. These conditions could include diabetes, epilepsy, asthma, allergies (such as bee stings, intolerance to food products), or anything that you feel that staff need to be aware of. If circumstances change during the year, parents must inform the school. Your child's name and photograph will be added to the Medical Alert Board.

6.2.1 ANAPHYLAXIS

Parents need to provide medication and a current Action Plan for Allergy/Anaphylaxis containing instructions for action to be taken if their child has an allergic/anaphylactic reaction. In-date anti-histamines or Epipens need to be provided with the action plan to the school.

6.2.2 ASTHMA

All parents of students with asthma must provide the school with a current Asthma Action Plan containing written instructions for action to be taken should they suffer a serious attack at school. Asthma medication must be provided with the action plan to the school. The child, where possible, should self-administer asthma medication.

6.3 CHILDREN WHO ARE ILL

When a child is ill, please keep them at home. If you have any queries about exclusion periods for illness, please contact the school administration.

6.4 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. The Dental Unit is located at Palmyra Primary School. Appointment cards are sent home with your child advising of the date and time with approximately one to two weeks' notice. It is your responsibility to take your child to these appointments if you wish to take advantage of this service. Should dental treatment be required, the unit will treat your child free of charge.

6.5 COMMUNITY NURSE

The school nurse does a School Entry Health Assessment in Kindergarten or in Pre-Primary if a student missed out in Kindergarten.

7.0 SCHOOL UNIFORM - DRESS CODE

7.1 NO HAT – PLAY IN THE SHADE

Sunsmart Procedures are actively promoted at Our Lady of Fatima. All children are required to wear the wide brimmed school hat during all outdoor activities. Parents are strongly advised to supervise the application of sunscreen each morning as recommended by the Cancer Council. Sunscreen is also available in each classroom. If a child does not have their school hat, they will be required to play in the shade. For more information, please see the sunsmart procedures available on the school website.

7.2 STUDENT DRESS CODE

Students need to wear the correct school uniform unless there is a Free Dress or Theme Day. 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.

7.2.1 APPEARANCE

We ask parents to check that the children leave home in the morning neatly dressed and properly groomed. Small stud earrings or sleepers, a watch or medic-alert bracelet and a necklace with a cross or crucifix are the only jewellery items to be worn. No other jewellery is permitted. Nail polish is not appropriate for school days. We ask parents to ensure that their children's haircut is neat, tidy and appropriate for school. Shaved sides, mullets or long hair over the face is considered

inappropriate. Hair below the collar needs to be tied up with a hair tie, ribbon or hair scrunchy in the school colours, white and blue.

7.2.2 OUR LADY OF FATIMA UNIFORM

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

Pre-Primary, Year 1 and Year 2 students wear the school sports uniform throughout the year. Teachers will advise the days students need to wear their light blue or faction shirts. As the school is transitioning to full-time sports uniform in Years 1 and 2, it is permissible for students to wear their summer/winter uniform on non-sports/performing arts day in 2022.

All students in Years 3 to 6 are required to wear their summer/winter uniform every day except sports/ performing arts days. Teachers will advise the days students need to wear their light blue or faction shirts. The summer uniform is worn in Terms 1 and 4 and the winter uniform is worn in Terms 2 and 3.

As part of the sports uniform, running sneakers or cross trainers need to be worn. Whilst sneakers can be any colour, they need to be affordable, offer good support and be appropriate for play. High-top shoes and basketball shoes (such as Jordans) are not appropriate.

STUDENTS YEARS 3-6

Girls Winter:

Blue check winter pinafore/skirt
Pale blue shirt – short or long sleeved
Grey school tie
Blue school jumper
Grey school socks or Grey Tights (optional)
Black leather/leather look school shoes
Blue tracksuit
White or blue ribbons



Girls Summer

Blue check tunic
Grey school socks
Brown sandals/black leather/leather look school shoes
White or blue ribbons



Girls Sport

Royal blue shorts
Pale blue polo shirt
Faction polo shirt
White ankle school socks

Boys Winter

Grey school trousers or grey school shorts
Pale blue shirt – short or long sleeved
Grey school tie

Boys Summer
Blue school jumper
Grey school socks
Black leather/leather look school shoes
Blue tracksuit
Grey school shorts
Pale blue shirt
Brown school sandals/black leather/leather look shoes

Boys Sports
Royal blue shorts
Pale blue polo shirt
Faction polo shirt
White ankle school socks
Sneakers

7.3 LOST PROPERTY

There is a lost property basket located in the uniform shop. **PLEASE LABEL ALL ITEMS OF UNIFORM AND PERSONAL PROPERTY**, which makes it more likely to be returned or identified in the lost property. Thoroughly check the lost property before deciding lost items are gone for good.

7.4 PERSONAL PROPERTY

All personal property needs to be clearly labelled. However, the following items should not be brought to school: smart watches, toys or games, unless advised by a teacher. The school takes no responsibility for items that should not be at school. All bikes must be locked while on school premises.

If an older student requires a mobile phone to support them independently going to and from school, this should be left with the teacher when the student arrives and collected before they go home.

8.0 COMMUNICATION

8.1 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 in person or speak via the phone. This will allow both of you to give your full attention to the discussion. Teachers will respond to parent communication during work hours on Monday to Friday.

8.2 DISPUTES AND COMPLAINTS

At Our Lady of Fatima School, we value the feedback of students, parents, carers, staff and community members.

Our Lady of Fatima School is committed to handling complaints effectively and efficiently. Our school supports the rights of parents/carers, students and staff to

have their complaints taken seriously, and responded to promptly and thoroughly. Our school welcomes suggestions and comments from parents and takes all concerns, disputes and complaints seriously. A concern will be treated as a less serious matter that may be resolved with a more informal approach. We encourage all members of our school community to first treat their issue as a concern when approaching the school, and then lodge a formal complaint if this is not handled to their satisfaction. However, in unique circumstances or where a matter involves an immediate risk to the health, safety or wellbeing of a student, the matter should be referred directly to the Principal.

A student, parent/carer or community member can make a complaint in the following ways:

- Lodging a complaint via the school's website: <https://olof.wa.edu.au> or <https://forms.office.com/r/D65GU0M8Kh>.
- Telephoning the school administration on (08) 9333 7900 and requesting to speak to the Complaints Officer (Alison Romagnolo).
- Emailing the Complaints Officer: feedback@olof.wa.edu.au.
- Write a letter to the Principal: principal@olof.wa.edu.au/ 3 Harris Street, Palmyra WA 6157.

More information can be found in the disputes and complaints procedures available on the school website.

8.3 PARENT – TEACHER INFORMATION NIGHTS

A parent information meeting for each class is held early in first term, except for Pre-Kindergarten and Kindergarten, which occur the previous year.

8.4 NEWSLETTER

The school newsletter is emailed home to each family every second Friday. The newsletter can also be accessed on the school website. It is important to take time to read the newsletter, as this is a key form of communication between school and home.

8.5 ASSEMBLIES

Our formal assemblies are held on Friday mornings in the school hall at 8.50am and are shown on the parent calendar. The assembly is facilitated by our Year 6 leadership committees and is where the presentation of merit certificates takes place. Different year levels will present some of their key learning.

8.6 ABSENTEE NOTES AND ATTENDANCE

Parents/guardians must provide an explanation for any absence their child has and work in partnership with the school to support attendance. The parent/guardian of the student is required to:

- Ensure the child attends school at all times when the school is open for instruction, unless there is a reasonable explanation for a student's absence.
- Provide an explanation for any absence their child has within three days.

It is a legal requirement that the school receive communication from parents if a child is away from school. Please email Gaynor Cook (admin@olof.wa.edu.au) and classroom teachers before 9:15am to state the dates and reason for the absence. Please do not use Seesaw messenger to notify classroom teachers. Administration staff will contact parents if no explanation is received by 9:15 am on the day of absence.

When a planned holiday or other period of absence falls during term time, submit an *Extended Absence Form* (available on the school website, from the school administration or at the end of this document) to the administration prior to the absence. This is required for any absence of five days or longer. If the dates change it is up to the parent/carer to provide written notification to the school. More information can be found in the attendance procedures available on the school website.

8.7 SIGN IN AND SIGN OUT IPAD

Should you need to take your child out of school during school hours for an appointment, you are required to tag your child out using the "sign in and sign out iPad" at administration. If you return your child to school, you will need to tag the student back in.

Similarly, if your child arrives late to school, administration will need to be notified and your child will need to be tagged in on the "sign in and sign out iPad".

If parents/adults are on site for any reason outside of drop off/pick up hours, you need to sign in at the office. Please be vigilant to sign out when you leave.

8.8 BEFORE/ AFTER SCHOOL PROTOCOL

Students in Years 1 to 6 should arrive at school no earlier than 8.15am, unless they are attending Camp Australia. Duty teachers are rostered on the upper primary oval before school from 8:15am. Only when a teacher is on duty are students allowed to play. The gallery will be open to students after the classroom teachers have opened their classroom doors at 8.30am. All students are asked to enter the school premises through their classrooms, except for Year 5 and 6 students who enter through the glass doors near the student toilets.

Students need to be picked up before 3:15pm, unless they are attending Camp Australia. A gentle reminder to parents collecting children from the Kindy, Pre-Primary, Year 1 and 2 classrooms, children need to remain in close proximity to you and need to only play on the grass before and after school. For safety reasons, it is

important that children do not use the equipment. Thank you for your support with this.

8.9 PARENT INVOLVEMENT

There are many opportunities for parents to assist in classrooms and in the school community. Please see your child's classroom teacher if you can assist and fill out any help rosters that may come home.

9.0 TRANSPORT AND PARKING

Our school has approximately 150 families and the majority of students are dropped off and picked up by car. Our Lady of Fatima 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 procedures

9.1 CAR ACCESS

Cars may enter the basketball courts from Foss Street at the beginning and conclusion of each day to drop off and collect children. There are designated bays for parking with a speed limit of 5 kms. Parents of students in Years 1 to 6 are encouraged to use the school 'drive through' that operates between 8:15 and 8:40am and 3.00pm and 3.15pm. The 'drive through' operates smoothly when parents stagger their drop off and pick up times, that is, not all parents arrive at 3pm. The students will be supervised until 3.15pm and remaining students will be taken to the administration for collection. 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.

There is perimeter parking around the school, with Harris Road being reserved for the Pre-Kindergarten/Kindergarten families of the school. A disabled parking bay is available on Harris St. A reserved bay is dedicated to an individual family and should not be used by other members of the school community. Please be vigilant of students who walk/ride to school when you are arriving or leaving the school and remember to follow all speed restrictions in the area.

Please observe courtesy and patience during pick up and drop off time for the safety of all.

9.2 BICYCLE, SCOOTER & SKATEBOARD RULES

Students who ride to school must wear a helmet and have a chain and lock to secure their bicycle to the bicycle rack. Bicycle and skateboard riders are not permitted to ride in the school grounds and must walk their bicycles/skateboards out of the grounds.

If your child walks or rides to school, please constantly revise safety expectations, particularly when crossing busy roads such as Canning Highway or Stock Road.

10.0 SCHOOL CONTACT NUMBERS AND ADDRESSES

Principal	Mrs Jacinta Petersen
School Address	3 Harris Road Palmyra WA 6157
School Phone	(08) 9333 7900
Email Address	admin@olof.wa.edu.au
Web Address	www.olof.wa.edu.au



REQUEST TO ADMINISTER MEDICATION

(To be completed by parent/guardian for any medication to be given to their child)

Where possible, student medication should be administered by parents at home at times other than during school hours.

No medication will be administered in school hours except by prior written agreement. It is the responsibility of parents to ensure that all prescribed medications are contained in properly labelled containers showing the name of the medication, student's name, student's class, dosage, frequency and the expiry date and to ensure that all medications are kept up to date.

The school will store medications securely.

Action plans for conditions such as asthma and anaphylaxis must be signed by your doctor as required.

Please ensure writing below is legible.

Name of parent/guardian:	
Name of student:	Class:
Date of birth:	Name of medical practitioner:
Medical practice details:	
Medical condition being treated:	
Name of medication:	Expiry:
Dose:	Time(s) to be taken:
Other information relevant when administering (i.e., must be taken with food):	
Commencement date (i.e., current date):	
Conclusion date (e.g., date or "until further notice"):	

IMPORTANT

A new request/record agreement will be required if:

- the dose or medication type is altered;
- the regime is re-started/continues following the expiration of this request;
- at the beginning of each new calendar year.

It is the responsibility of parents/guardians to provide the correct drug properly labelled. Improperly labelled drugs will not be administered. It is also the responsibility of the parent/guardian to ensure medication is replaced before the expiry date, as staff cannot administer medications which are past their expiry date.

Parent/guardian signature:

Date:

Principal signature:

Date:



EXTENDED ABSENCE FORM

Dear Parent/Carer,

It is understood that no family intends to cause any disruption to their child's learning or school life when extra holidays are planned. The purpose of this letter is to provide some information for families so the school's position can be considered.

It is important that families consider the following issues when arranging holidays to be taken outside of school holiday times.

- Students may miss out on important learning programmes that may affect future education. The school cannot accept responsibility for learning that is missed during extended leave taken.
- Teachers are not to be asked to set work while extended leave is taken for holiday purposes.
- If important assessments are missed, then some areas of your child's report may be left incomplete.
- Extended absences cause extra organisational concerns for in-class and co-curricular activities including sports days, assemblies, camps, Sacramental programmes and so forth. Your child's involvement in these activities cannot be guaranteed if essential preparation has not been undertaken or they are absent when activities are planned.
- Although every effort is made to set a school calendar of events in advance, due to exceptional circumstances, these dates may need to be changed during a school year.
- Students can find it difficult to learn school routines and develop social groups depending on when extended leave is taken.

Parents need to be aware of the "Attendance" requirements of the School Education Act 1999, in particular, Section 23. It is important that the Student Extended Leave form be completed and returned to the school administration.

Kind regards,

Jacinta Petersen
Principal



EXTENDED ABSENCE FORM

All sections are to be completed before the form is submitted to the administration

Parent/Caregiver Full Name: _____

Student Name	Class	Teacher's Signature Indicates absence has been discussed with the class teacher

Commencing Leave on: Day _____ Date _____

Returning to School on: Day _____ Date _____

Total School Days Absent: _____

Please state the reason for the absence:

Parent/Caregiver Signature: _____ Date: _____

Please submit this form to the administration once all sections above have been completed, including teacher signature/s.

Office Use Only Date Received: _____

Principal's Signature: _____ Date: _____