



2026

KINDERGARTEN HANDBOOK



Our Lady of
Fatima School



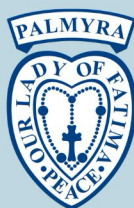
PRINCIPAL'S ADDRESS

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 *Kindy 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



Our Lady of Fatima School

EARLY YEARS PHILOSOPHY

At Our Lady Of Fatima School, we believe each child is unique and a precious gift from God. We are committed to providing an environment in which children feel safe and secure. We nurture the holistic development of each child's spiritual, social, emotional, physical and cognitive growth.

The health and wellbeing of each child is prioritised as we foster self-confidence and a love of learning through intentional teaching and play based programmes. We empower children to make choices and encourage them to take responsibility for their own learning, which in turn develops the children as critical thinkers and problem solvers.

We acknowledge that parents are children's first educators. We support parents through the provision of rich experiences that nurture and develop each child's sense of wonder and awe. We invite parent participation and recognise the importance of this partnership for building strong family connections and successful learners.

We believe in the importance of play in teaching life skills that promote self-confidence, curiosity, independence and resilience. Our practices reflect quality early childhood principles and practices mandated through The Western Australian Curriculum, The Kindergarten Curriculum Guidelines, The National Quality Standard and the Early Years Learning Framework.

Our staff is committed to continually updating their professional development to ensure a research-based best practice pedagogy. Our staff work closely to provide a pastoral community environment in which each child feels connected and develops to their full potential.

KINDERGARTEN INFORMATION

At Our Lady of Fatima Kindergarten, we aim to create a warm, caring and supportive environment for all children. We acknowledge that building safe and secure relationships is important for successful learning. We want your children to get the most from their Kindergarten experience and to grow up as happy, kind and independent people. An important objective for the year is to build your child's self-confidence and esteem. In order for them to develop and grow, they need to feel good about themselves and feel confident enough to attempt and experience new and different situations. Our educational objectives compliment the most important, our Catholic ethos of love and peace.

Kindergarten endeavours to help children develop in the following ways:

- Socially

Children will develop so that they can interact with their peers and adults in a confident and respectful way. They will also come to an understanding of the community and the world in which they live.

- Physically

Children will develop their large and small movements to help them use their bodies to their full potential and to assist them in control needed for 'formal' education next year.

- Emotionally

Children will become secure in their Kindergarten environment and become independent members of the group.

- Intellectually

Kindergarten is an ideal environment for the stimulation of your child's language and thinking processes. We hope to increase your child's auditory, visual & problem-solving skills.

- Experience

Life is made up of experiences and the more you have the better you are able to cope with life and its joys and problems. Your child's ability to learn to express him/herself both in oral and written areas is determined to some extent by the variety of experiences he or she has both before and during formal education. Kindergarten gives children the chance to try a large variety of experiences, in the company of children the same age and at similar stages of development.

THE EARLY YEARS LEARNING FRAMEWORK

The Kindergarten Educational Program is guided by the national *Early Years Learning Framework*, which is mandated by the Australian Government and sets out key ideas about the ways in which we work with young children in our care. Fundamental to the Framework is the view that children's lives are characterised by three important ideas, that of *Belonging*, *Being* and *Becoming*.

- *Belonging* is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.
- *Being* is about here and now. Childhood is a special time in life and children need time to just "be" - time to play, try new things and have fun.
- *Becoming* is about the learning and development that young children experience.

At Our Lady of Fatima School, curriculum for students in Pre-Kindergarten and Kindergarten is consistent with the principles, practices and learning outcomes of *Belonging, Being and Becoming- The Early Years Learning Framework*.

NATIONAL QUALITY STANDARD

Our Lady of Fatima School strives to meet the *National Quality Standard*, which have been identified by

research as being the most important to ensure that the safety, health, well-being and educational and developmental outcomes of children can be met.

The quality areas of the *National Quality Standard* are:

1. Education Program and Practice
2. Children's Health and Safety
3. Physical Environment
4. Staffing Arrangements
5. Relationships with Children
6. Collaborative Partnerships with Families and Communities
7. Leadership and Service Management

ABOUT THE PROGRAM

The Kindergarten program consists of a blend of intentional and unstructured play based on the needs, interests, culture and abilities of the children. Learning experiences are both child and teacher initiated and take place in an exploratory way through children participating in a wide range of hands-on activities. Children are encouraged to learn through doing, listening, making mistakes, experiencing, and trying again.

In our program, there is a predictable routine to the day that provides the children with a sense of security. There are certain materials that are always available for the children to choose such as playdough, books, paints, blocks and equipment for imaginative play. In addition to these set materials, there are organised teaching experiences planned to challenge and stimulate children to become effective learners.

Early numeracy and literacy skills are targeted in our Kindergarten program; a focus learning area is used to enhance the children's interests and develop key concepts and skills that are appropriate to the children's age and readiness.

Our Lady of Fatima Kindergarten program aims to:

- Provide a smooth transition from home to school
- Create a happy, secure and motivating environment
- Develop the child's ability to experience wonder and awe and reflect on God
- Help each child develop a positive self-image
- Encourage children to become self-reliant and to be able to make choices
- Encourage parent interest and participation.

PLAY

The Kindergarten program endeavours to provide a playful and educational experience that is concerned with the development of each child as a whole person. It is planned and flexible and takes into consideration the children's prior experiences and builds on their current knowledge. It recognises that learning can occur at any moment and so fosters an environment in which all interaction, experiences, routines and events, planned and unplanned are utilised to promote children's learning and development.

Play features prominently in the Kindergarten environment at Our Lady of Fatima School and is of significant value for the child. Play is the vehicle through which learning takes place and serves to develop a range of skills. Play provides the opportunity for children to explore and learn to understand the world

around them as they come to communicate, discover, imagine and create. Play enables the teacher to observe what a child can do, their social interaction, their way of thinking and their language development and, provides the opportunity for the educator to scaffold children's learning and growth. A variety of play opportunities are provided in a variety of learning centres inside and outside.

Types of play evident in the Kindergarten environment include:

sensory, construction/deconstruction, dramatic, exploratory, manipulative, physically active and creative.

SESSION TIMES

Kindergarten is run on Mondays, Tuesdays and Wednesdays each week.

The first day of Kindergarten in 2026 will be **Monday 2 February**.

Times are (our school meets the instruction requirement of 15 hours per week):

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

The school calendar is available for parents on the school website.

- Children should be delivered and collected by an adult at all times. We do not allow older siblings to collect children from Kindergarten.
- Arrival 8:40am - Children should arrive at Kindy prior to the stated starting time. Parents and children should assemble outside the external Kindy door, accessed from Harris St. While waiting outside the classroom, we expect that your children will wait quietly with you. All outdoor equipment is out of bounds before and after school as teacher supervision is required. Please be punctual in delivering your child to Kindy. It can be distressing for children to miss out on the initial mat session outlining the day's activities and it is disruptive if children arrive during mat time.
- Dismissal 2:50pm - At the conclusion of our Kindy day, a member of the Kindy staff will stand at the door while the children sit on the mat until they are called. We will not dismiss children to unauthorised persons. If your child is to be collected by someone other than yourself, we ask that you write the necessary information in the "Class Pick Up Authorisation" book located just inside the entrance of the kindy room. Parents are requested to pick up their child from the classroom promptly at the end of the session as it can be very stressful for a child who is left behind waiting to be collected. If you are unexpectedly detained, please notify the school office ASAP regarding the necessary arrangement for your child. Thank you for your cooperation.
- Separation anxiety is the distressed reaction children have when parted from their parents or guardians. It's common and a completely normal part of Early Childhood development. It can start as early as 6 months of age and continue throughout the Early Childhood years when a child is introduced to new environments. This behaviour should stop once your child has developed a sense of security, formed bonds with educators and developed an understanding that you will be

returning to collect them. If at any time you have any concerns in this area please do not hesitate to speak to of our staff, as they have many years of experience and knowledge within the Early Childhood profession.

Morning Routine:

- Ask your child to put their bag on their named hook (if your child does this themselves it is easier for them to find their bag later when needed).
- Water bottles go on the drink trolley inside.
- Wide-brimmed hats should come in on the first day of school and are left in the student's labelled cubby hole - Please do not take them home (we will send them home each term to be laundered).
- Your child needs to bring their lunch box into the classroom and put it in their cubby hole.
- Model and encourage your child to say hello to the staff.
- Help your child find their name badge.
- Settle your child with an activity.
- The bell will ring to signal that it is time to pack away and meet on the mat. Give your child a cuddle and leave quickly. We ask that all parents leave at this time. Please do not linger as this delays the separation.
- If children cry, it is usually only for a short time. Please hand the child over to the teacher or education assistant as they are trained to manage these situations. If your child is distressed, we will phone you and discuss strategies to help.

WHAT TO BRING AND WEAR

Daily Requirements- each day your child needs to bring:

- A school bag that is large and roomy and can fit more than their lunch box inside.
- A wide brimmed hat
- A healthy lunch box
- A water bottle
- A labelled change of clothes, including underwear in a plastic bag (to be kept in school bag – please change these according to season and growth!)
- Please apply sunscreen to your child before school. Please bring a labelled bottle of special sunscreen if your child requires it or has sensitivities.
- Satchel and library bag: <https://www.spartanschoolworld.com.au/collections/our-lady-of-fatima>

Please label all personal items including: bag, hat, clothing, water bottle, lunch box, fruit containers etc.

Packed Lunches:

- Morning Tea: please provide a piece of fruit/vegetable that your child is able to eat on their own or cut for easy access. Please do not send lollies, chips or too many packaged foods.
- Lunch: Please pack a sandwich, a wrap or substantial finger food and a piece of fruit.
- Please only send water in your child's drink bottle each day.

Allergy Aware

- *We are an "Allergy Aware" school. Please do not send in ANY nut-based products in your child's lunch box such as Nutella, nut-based muesli bars or peanut butter.*

- *Additionally, we kindly ask if you could please avoid packing foods containing nuts, sesame, and whole eggs in lunchboxes due to life threatening allergies.*

Personal toys:

- Personal toys are to be left at home as the loss or accidental damage to them can be upsetting for the child. They can also prove to be a distraction in class. There may be opportunities in the year when the children will be asked to bring in an item and talk about it to the class. Your co-operation in this matter is important.

Dress:

- It is important that children feel comfortable and free to play so appropriate 'play clothes' are recommended. Clothing will need to be suitable for "messy play" (sand pit, play dough, painting) and climbing activities.
- A Kindy shirt is available from the online uniform shop and is optional.
- Clothes should be manageable for the child to go to the toilet without adult assistance.
- Please have spare clothing (including underwear) available in your child's bag.
- We will place any clothes that are wet from water play in a plastic bag within your child's school bag. Please check their schoolbag each day to see if they have used their spare clothes to ensure they are replaced.
- We will inform you if they have a toileting accident and have needed to use their spare clothes for this reason.
- Self-managed footwear is recommended. Please choose according to the season (sandals summer, sneakers/gumboots in winter).

CURRICULUM

- *Let the Little Children Come to Me* is a play-based program designed to raise religious and spiritual awareness.
- *Highway Heroes* teaches 33 essential TOOLS for self-management, social skills and building resilience at home, in the playground and in the classroom.
- 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
- In 2023, we introduced the PLD synthetic phonics program for literacy. In Kindy, the children are explicitly taught about syllabification, rhyming and alphabet sounds. This knowledge is consolidated through games and song.
- Mat Sessions- this is a time when routines are practised, good listening and speaking skills are reinforced, new concepts are introduced, literacy and numeracy skills are developed through discussion and activities, group participation is encouraged, stories are read, and children are involved in music and movement activities.
- Indoor activities include intentional experiences, blocks, manipulative materials, imaginative play (dress up and home corner), reading area, drawing, colouring, cutting, pasting, collage work, box construction, painting (using a variety of mediums) modelling with play dough, sorting, threading, puppets, puzzles, games and use of technology.
- Outdoor activities include opportunities to develop gross motor skills through the use of the playground/climbing equipment, sand and water play, ball skills and games.

- Do not always expect your child to bring work home from Kindergarten. Socialising with peers through play is even more important. Some of the work produced will be placed on Seesaw or sent home.

PARTNERSHIP BETWEEN HOME AND SCHOOL

As Kindergarten is often the first big step away from home all day for a child, it is very important that there are strong communication links between parent and the Kindergarten staff.

You can make a positive contribution to your child's Kindergarten year by:

- Encouraging independence – over the Christmas holidays, practise putting on shoes and socks, dressing themselves, opening their own lunchbox & drink bottle, open their own food wrappers, toileting independently, pack and carry their own bag.
- Help teach life skills – learning to play fair, accepting disappointments, responding in an appropriate way and waiting their turn. As your child is now part of a much larger social network, individual needs of the child remain important; however, there are also rights of the group to consider.
- Encourage daily courtesies – morning greetings, using individual's name.
- Encourage your child to recite poems or sing songs that have been learnt at Kindergarten.
- Ensuring you are punctual in collecting and delivering your child to Kindergarten each day.
- Helping in rostered duties is an opportunity for you to spend some time in the class with your child and their peers and emphasises to your child that school is important. We recommend that younger siblings do not attend roster if possible. It is important to remember that your time at Kindergarten is for the benefit of the child attending. Anything seen or heard in the Kindergarten regarding other children must remain confidential- please refer to the Code of Conduct.
- Taking an active interest in Kindergarten activities. Try and spend some time with your child after his/her day at Kindergarten and if possible, display some of your child's work at home.
- Children at this age can be very literal and take everything as 'word' and sometimes misunderstandings can occur. If this is happening and you are unsure about any matter, please see the teacher directly.
- Kindergarten children often come home with lots of stories about their day. Please encourage your child to share their experiences. If you find your child speaking about another child, please ensure it is always in a positive light.

PARENT-TEACHER COMMUNICATION

There are opportunities for an informal chat with the classroom teacher before and after the Kindergarten sessions. If you have any concerns or questions regarding your child and would like to have a more in-depth conversation, please make an appointment with your class teacher. The teaching staff are unavailable for discussions and meetings on Tuesday afternoons due to meeting commitments.

We acknowledge that parents know their children best. Please keep the staff informed of matters concerning your child's health, well-being and changes at home that could affect his/her participation. As Kindergarten is often the first big step away from home for a child is very important that there is a strong communication link between parents and the school. If we reciprocate in keeping communications open and up to date, then we can ensure Kindergarten is a positive experience for your child.

Seesaw is an electronic portfolio of your child's work and play that will keep you informed of your child's development across all learning areas.

COMMUNITY NURSE

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

SPEECH SCREENING

Speech Screening will be held during third term. *Fremantle Speech Pathology* will be coordinating the screening. Speech reports will be available for parents towards the end of term three. If your child is already accessing Speech Therapy, please inform us.

CAN YOU HELP?

We need a variety of everyday materials, which the children can use and turn into creative masterpieces. Any recyclable item has a use.

cardboard boxes (small)
ice cream/yoghurt containers coloured
cardboard cylinders
wrapping paper
magazines

bottle tops/corks
wrapping paper
greeting cards
buttons
wool

GENERAL SCHOOL INFORMATION

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.

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/>

STUDENT CODE OF CONDUCT

Our student code of conduct is located here: <https://www.olof.wa.edu.au/our-school/code-of-conduct/>

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.

UNIFORM SHOP

The Spartan uniform website is accessible at

<https://www.spartanschoolworld.com.au/collections/our-lady-of-fatima>. A sizing kit is accessible in the administration if you wish to come in and check your child's size for different items and a Spartan representative will be at the Kindy play date on Friday 28 November 2025 from 9:00-10:00am to assist with sizing.

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.

SCHOOL FEES

The school fee schedule and fee collection procedures will be available on the school website from the start of 2026. 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.

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.

LUNCH ORDERS

Lunch orders are available on Mondays for Kindy students. Online lunch orders can be made at the website www.schoollunchonline.com.au. They need to be completed by 8am 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.

BIRTHDAYS

Families are welcome to send in a small treat (freddos, a cupcake 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. Please notify the classroom teacher prior to the beginning of the year of what treats your child can eat.

ALLERGY AWARE

Anaphylaxis is a severe allergic reaction that is potentially life-threatening. The most common causes of anaphylaxis in schools are food and insect allergies. The only way to prevent allergic reactions is to avoid being exposed to the allergen.

Food allergy is now common in school aged children. Children can be allergic to any food, and it is not possible to completely remove all foods from our school. To help manage food allergies, our school is following the *National Allergy Strategy Best Practice Guidelines* (2021) which do not recommend banning foods as this is difficult to enforce and can bring a false sense of safety. However, we do request that parents consider not sending nuts to school, particularly for students in the younger years.

As we educate our school community to help with the management of food allergy and anaphylaxis, the parents of the student with food allergy will continue to educate their child on self-management at a developmentally appropriate level.

For more information, go to <https://www.allergyaware.org.au>

PETS ON SCHOOL GROUNDS

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

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.

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 or on the school website. 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.

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.

- **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.

- **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.

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.

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.

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.

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 9:15am on the day of absence.

When a planned holiday or other period of absence falls during term time, please email the Principal (principal@olof.wa.edu.au) 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.

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.

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.

There is perimeter parking around the school, with Harris Street 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.