

2026

PARENT HANDBOOK



Our Lady of
Fatima School



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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 Handbook* 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.

Matthew 7:12

In everything, do to others as you would have them do to you; for this is the law and the prophets.



- **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.

Ephesians 4:32

Be kind to one another, tender-hearted, forgiving one another, as God in Christ has forgiven you.

- **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.

Colossians 3:12

As God's chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness, and patience.

- **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.

Colossians 3:16-17

With gratitude in your hearts sing psalms, hymns, and spiritual songs to God. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

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.

The framework includes these 9 key elements:



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



1.4 STUDENT CODE OF CONDUCT



Our Lady of Fatima School

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, our 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 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, making everyone feel like an important part of our community.

Code of Conduct Statement 4:

In order to feel ENGAGED, we will actively participate with our learning. We will come to school ready to learn and enjoy the 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 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.

To self-notify or report a breach of the Code of Conduct, there are links off our school website:

<https://www.olof.wa.edu.au/contact/>.

2.0 SCHOOL HISTORY

Learn more about us here:

Our History: <https://www.olof.wa.edu.au/our-school/our-history/>

The Story of Our Lady of Fatima: <https://www.olof.wa.edu.au/our-school/the-story-of-our-lady-of-fatima/>

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. Find out more about our Catholic Identity here: <https://www.olof.wa.edu.au/our-learning/religious-education-and-faith-formation/>

Our school faction houses are named after key religious people. Find out more here: <https://www.olof.wa.edu.au/our-school/charism-motto-vision-mission-and-values/>

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 onsite, as this provides the children with a real sense of belonging to the wider Catholic community. Our Parish Priest is Father Benedict Lee and he plays a vital role in the spiritual life of our school. Find out more here: <https://www.olof.wa.edu.au/our-community/our-parish/>

4.0 GROUPS IN OUR SCHOOL

4.1 STAFF 2026

Please find our 2026 staff list here: <https://www.olof.wa.edu.au/our-school/our-staff/>

4.2 CATHOLIC SCHOOL ADVISORY COUNCIL

The Catholic School 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.
- 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 the Annual Community Meeting, and you are encouraged to consider serving on the School Advisory Council as a way of supporting the school.



Find out more about the Catholic School Advisory Council here: <https://www.olof.wa.edu.au/our-community/our-school-advisory-council/>

4.3 PARENTS AND FRIENDS

The Parents and Friends (P&F) Group at Our Lady of Fatima School plays a vital role in supporting the Principal in leading the school's mission across the key domains of Catholic Identity, Education, Community, and Stewardship. In alignment with Catholic Education Western Australia's (CEWA) vision to be Christ-centred and child-focused, the P&F fosters a spirit of collaboration and partnership within our school community. The P&F also plays an essential role in supporting Quality Catholic Education (QCE) Element 3.2 – Parents and Caregivers, which recognises parents as the first educators of their children. Through active engagement, the P&F strengthens the home-school connection, enriching the educational journey of every student.

Some of the functions of the P&F in relation to the Terms of Reference include:

- Collaborating with the Principal to plan, organise and promote social, sporting, cultural, educational and faith formation activities for the interaction of parents, school staff, parish and students and in doing so provide opportunities for community engagement, where relevant.
- Supporting the Principal in the facilitation of fundraising events for the benefit of the students.
- Encouraging parental participation in school programs, particularly those related to parent engagement in learning.
- Organising guest speakers for the P&F members on current and suggested educational programs, faith development and other matters of interest.

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. Find out more here: <https://www.olof.wa.edu.au/our-community/our-parents-and-friends-group/>

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 (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

Pre-Primary to Year 6 (our school meets the instruction requirement of at least 25 hours and 50 minutes per week):

- 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://www.olof.wa.edu.au/our-parents/calendar/>

TERM DATES 2026

- Term 1 Monday 2 February- Thursday 2 April.
- Term 2 Tuesday 21 April- Thursday 2 July.
- Term 3 Tuesday 21 July- Friday 25 September.
- Term 4 Tuesday 13 October- Friday 11 December.

Pupil free days are:

- Friday 27 February.
- Monday 20 April.
- Friday 3 July.
- Monday 20 July (Catholic Day for staff and students).
- Monday 12 October

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

- Labour Day – Monday 2 March.
- Easter (Good Friday to Easter Monday inclusive, during school holidays in 2026) – Friday 3 April to Monday 6 April.
- ANZAC Day– Monday 27 April.



- Western Australia Day – Monday 1 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://www.olof.wa.edu.au/our-school/policies-compliance/>. School procedures and guidelines to support these policies are available on the school website: <https://www.olof.wa.edu.au/our-parents/procedures/>

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. Please find out more here:

<https://www.olof.wa.edu.au/enrol-with-us/school-fees/>

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. Find out more here: <https://www.olof.wa.edu.au/our-learning/religious-education-and-faith-formation/>

5.6 THE EARLY YEARS LEARNING FRAMEWORK

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*, available here: <https://k10outline.scsa.wa.edu.au/home/teaching/early-years/early-years-learning-framework>

The Pre-Kindergarten and Kindergarten teachers use this document as the basis for planning, teaching and assessing. This document also informs Pre-Primary to Year 2 teachers in their planning, teaching and assessment.



5.7 WESTERN AUSTRALIAN CURRICULUM

All Pre-Primary to Year 6 teachers use the Western Australian Curriculum (approved by the School Curriculum and Standards Authority) for planning, teaching and assessing, which is available here: <https://k10outline.scsa.wa.edu.au/>. 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

5.8 SPECIALIST LEARNING AREAS

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

- Visual Arts
- Performing Arts
- Physical Education
- Science
- Digital Technologies
- Italian

5.9 SPORTS CARNIVALS

Every child is a member of one of four faction 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.

5.10 ASSESSMENT AND REPORTING

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, please see the assessment and reporting procedures available on the school website: <https://www.olof.wa.edu.au/our-parents/procedures/>

5.11 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 guidelines available on the school website: <https://www.olof.wa.edu.au/our-parents/procedures/>



5.12 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.

5.13 SCHOOL CAMPS

At Our Lady of Fatima School, we offer a rotating camp program for students in Years 5 and 6, which provides students with unique and memorable experiences. One year, students participate in a combined Adventure Camp, designed to build teamwork, resilience, and independence. The following year, they enjoy a Surf Camp, which fosters grit and tenacity, encouraging personal growth and confidence, while continuing a long-standing tradition that is deeply valued within our school community. This two-year rotation allows us to continue offering high-quality, enriching experiences that are a valued part of the Fatima journey.

5.14 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.

5.15 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.

5.16 OTHER ACHIEVEMENTS

Individual, class or group achievements are recognised throughout the year in many ways. If your child has achieved something special external to the school, please let us know so that we can acknowledge it in our school newsletter.

Our school encourages all students to strive to achieve their personal best in all they participate in, both inside and outside the school. Students demonstrating behaviours consistent with the student code of conduct are recognised with a *Fatima Way* certificate. Students are also acknowledged at morning gatherings for demonstrating our school focus value for the semester (Semester 1: Compassion; Semester 2: Forgiveness).

5.17 LUNCH ORDERS

Lunch orders are available on Monday, Thursday and Friday. Online lunch orders can be made at the website www.schoolsnoonline.com.au. Please ensure that you update your child's year level each year to ensure it is delivered to the correct classroom. For more information, please go to:

<https://www.olof.wa.edu.au/our-parents/canteen-services/>



5.18 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.

5.19 PETS ON SCHOOL GROUNDS

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

5.20 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: <https://www.olof.wa.edu.au/our-parents/procedures/>

5.21 LIBRARY

We have a well-equipped library with library technician, Mrs Lorraine Szeftczyk, 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.

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 and on the school website:

<https://www.olof.wa.edu.au/our-parents/absenteesandmedication/>. 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 antihistamines 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.

6.5 ONSITE THERAPY

Parents may seek to engage with external service providers when their child requires additional health, therapy, or wellbeing support. For this to occur on the school site, the services offered by the provider must align with or complement the reasonable adjustments the school provides to facilitate the student's access to education. Please find out more here: <https://www.olof.wa.edu.au/our-parents/therapists-in-school/>.



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:

<https://www.olof.wa.edu.au/our-parents/procedures/>

7.2 STUDENT DRESS CODE

Students need to wear the correct school uniform unless there is a Free Dress or Theme Day. Read our school uniform procedures here: <https://www.olof.wa.edu.au/our-parents/procedures/>

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

All Fatima school uniform items (other than shoes) can be purchased from <https://www.spartanschoolworld.com.au/collections/our-lady-of-fatima>.

Please find the uniform requirements here: <https://www.olof.wa.edu.au/our-parents/uniform/>

Class teachers will advise parents/ carers of what day students are required to wear their faction polo/ sports shirt at the start of Term 1.



7.3 LOST PROPERTY

There is a lost property basket located in the old uniform shop/ administration. **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/ MOBILE PHONES/ SMART WATCHES

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/ scooters must be locked while on school premises.

Students are not permitted to have mobile phones in their possession during the school day. 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 at school and needs to be collected before they go home. All communication between parents and students, during school hours, **MUST** occur via Admin.

Students will only be permitted to use Smart watches for the purpose of a normal watch. Smart watches must be placed into aeroplane mode from the commencement of the school day until the conclusion at 3:00pm. If a student attends Camp Australia before or after school, the service has requested that aeroplane mode is extended when they are there as well.

Any breaches of this will be responded to in line with our behaviour engagement procedures.

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://www.olof.wa.edu.au/contact/>
- 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: <https://www.olof.wa.edu.au/our-parents/procedures/>.

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 (odd weeks). The newsletter can also be accessed on the school website: <https://www.olof.wa.edu.au/our-parents/newsletters/>. 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 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 call (9333 7900) or email the Administration Officer (admin@olof.wa.edu.au) to state



the dates and reason for the absence as early as possible. Administration staff will contact parents if no explanation is received by the morning on the day of absence.

Please note that attendance below 90% is considered as educational risk. Extended absences during school term must be emailed to the Principal: principal@olof.wa.edu.au.

8.7 SIGN IN AND SIGN OUT IPAD

Should you need to take your child out of school during school hours (before 3pm) 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 (after 8:40am), please come through administration and sign your child in via 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 2 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. Students in Pre-Primary need to be dropped off and picked up from the classrooms by a parent/carer. Students in Year 1 are dropped to their class in the mornings at 8:30am. They may play on the oval from 8:15am WITH parent supervision and then must be taken to class. Students may be collected from the classrooms OR the drive through (unless going to Camp Australia)- please clearly communicate this clearly with your child so that they understand where to go!

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 Years 2, 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 that children need to remain near you and only play on the grass before and after school. For safety reasons, it is important that children do not use the equipment or play ball sports before or after school. 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. It is the responsibility of the Principal to ensure that all volunteers hold a valid Working with Children Check, unless they are covered by a parent exemption or another exemption as outlined by the Working with Children Screening Unit WA. The Principal must ensure that all volunteers, including those covered by an exemption, complete and return the form Working with Children Check Volunteer Declaration, before



engagement or involvement in the school. More information is available here:

<https://www.olof.wa.edu.au/our-parents/volunteering-in-school/>

9.0 TRANSPORT AND PARKING

Our school has approximately 150 families and most students are dropped off and picked up by car. Our Lady of Fatima School is committed to the safety of our children.

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 5kms. 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 Street and leave the school turning left into Hammad Street.

If parking on the courts, please remember that you must collect your child/ren from the drive through area- they must cross the carpark with an adult.

There is perimeter parking around the school, with Harris Street being reserved for the Pre-Kindergarten/Kindergarten/ Pre-Primary families of the school. A disabled parking bay is available on Harris Street. A reserved bay is dedicated to an individual family and should not be used by other members of the school community.

Please do not park on the verges of local streets, which is contrary to local parking laws, available here: <https://www.melvillecity.com.au/our-city/about-our-city/parking-and-getting-around/local-laws-relating-to-parking>. Please be aware that residents can contact local rangers to report vehicles that they identify parking on their verges without their permission.

We seek your support in ensuring that you only park in marked bays on Harris and Hammad Streets, or alternatively, parking on the basketball courts next to the parish. We ask that you please convey this to any grandparents or friends who might drop or pick up students from school.

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 WALKING TO SCHOOL/ 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. Please also be mindful of having a contingency plan for your child/ren if the crossing guard is not present at the Canning Highway/ Harris Street crossing.