



2018 PARENT HANDBOOK

East Fremantle Primary School

An Independent Public School





Table of Contents

Administration	3
Welcome	4
School Hours	4
Vacating Classes	4
Absence during School Time	5
Visitors during School Time	5
Curriculum.....	5
Pupil Assessment and Testing.....	5
The Reporting System	5
Interm Swimming.....	5
School Dance Programme.....	6
Lunch Arrangements.....	6
Lunch Orders.....	6
Financial Contribution.....	6
Formation of Classes	6
Class Parent Representative	7
School Factions	7
School Assembly	8
Newsletter.....	8
Parent / Teacher Contact	8
Behaviour Management	8
Managing Student Behaviour	8
Preventing and Managing Bullying	9
Mobile Phones	9
Student Stationery Requirements	9
Toys, Games, Sports Equipment	9
Parents and Citizens Association	9
School Uniform	10
Lost Property.....	10
Bicycles and Skateboards.....	10
School Psychologist.....	10
School Board	11
Student Illness.....	11
Dental Services.....	11
Medication	11
After School Care	12
Kindergarten & Pre-Primary Classes	12
Parking	12
Child Care	12



Administration

Phone: (08) 9335 6136 Fax: (08) 9430 5186
Email: eastfremantle.ps@education.wa.edu
Website: www.efps.com.au

Pre-Primary 1 – Room 13 Phone: (08) 9431 7301

Pre-Primary 2 – Room 14 Phone: (08) 9335 2204

Kindergarten Phone: (08) 9319 1442

Located Cnr of Hubble & George St

School Executive

Mrs Jenni Chittick

Principal

Mr Geordie Robertson

Deputy Principal

Mrs Teresa O'Connell

Deputy Principal

Mrs Amanda Bloomfield

Manager Corporate Services

Mrs Rachel Wieser

School Officer

Mrs Katy Elphinstone

School Officer

First Semester 2018

Term 1 Children Resume: Wednesday 31st January
End of Term 1: Friday 13th April

Term 2 Children Resume: Monday 30th April
End of Term 2: Friday 29th June

Second Semester 2018

Term 3: Children Resume: Monday 16th July
End of Term 3: Friday 21st September

Term 4: - Children Resume: Monday 8th October
End of Term 4: Thursday 13th December



Welcome

We welcome you to the school year at East Fremantle Primary School. The school was established in 1898, is located 2 kms west of the Fremantle CBD and caters for 420 students aged 4-11 years.

Our school is nestled in the historic suburbs surrounding the City of Fremantle. We sit at a vantage point with views down to the working port, harbour and out to Rottnest from our playgrounds and buildings. Our school is over 100 years old and our buildings are quaint and traditional yet function well as a modern school.

Many of our kids walk to and from school. Our school is a hive of activity before, during and after school with high levels of parent participation in classrooms and support programs. The teachers encourage parental involvement in their child's education and this is a key feature of our school. We overflow with parents at assemblies and school carnivals.

Academically, East Fremantle performs very well in national testing. Our parents demand a robust academic program for their students and whole school approaches, particularly in literacy and numeracy, provide this. The vast majority of our students gain entry into the gifted and talented, specialist music and arts programs at JCCA, Shenton and Perth Modern School.

Our school, values and community are inherently linked. Our vision is that our school provides a stimulating, innovative and safe learning environment that nurtures high standards of achievement, self awareness, compassion and understanding in every student.

Below is a range of information covering our school's functions which we will hope will be of assistance to you.

School Hours

8:30am	Classroom doors open
8:50am	First bell
8:55am	Lessons commence
10:30am	Recess
10:50am	Lessons commence
12:20pm	Lunch
12:57pm	First bell
1:00pm	Lessons commence
3:00pm	Close

It is advisable not to send children to school before 8:30am. Students who arrive before 8:30am are to sit in the Assembly area until classrooms are opened.

Vacating Classes

When dropping students off at classrooms in the morning, we ask that you vacate the room as soon as the siren sounds to commence lessons.



Absence during School Time

If your child has to attend an appointment during school time, the class teacher should be informed beforehand.

Your child must be picked up from the classroom. Duty of care requirements do not allow students to be dismissed to wait outside for parents to pick up.

You must sign them in/out at the office before collecting your child from the classroom.

Visitors during School Time

All visitors to the school must sign in the visitors' book and collect a Visitor's badge from the office. This is for risk management and also security reasons.

Curriculum

Students from Kindergarten to Year 6 undertake learning programs in the following Learning Areas: Arts, English, Health & Physical Education, Languages Other Than English (Italian), Mathematics, Science, Society & Environment, Technology and Enterprise.

Music, Visual Arts (Years 1-6) and Italian (Years 3-6) are taken by specialist teachers. The remainder of the program is taken by the classroom teacher.

Pupil Assessment and Testing

Communication regarding evaluation of student performance will be done on a regular basis and will provide parents with feedback regarding their child's progress.

The Reporting System

Reporting at end of Semester 1 and 2 is via a summative written report. For Years 3 and 5 students, a copy of the National Assessment Program in Literacy and Numeracy (NAPLAN) will be issued during Term 3.

Interm Swimming

All students from Pre-primary to Year 6 undertake swimming lessons during the school year. These are held at the Fremantle Leisure Centre.

The lessons run each day for a two week period. The students walk to and from the school to the pool with their classroom teacher.



School Dance Programme

All students from Pre-primary to Year 6 undertake dance lessons once a week, which are held at school during Term 4. This culminates in an end of term showcase where all students perform for the school.

Lunch Arrangements

- Our school recommends healthy eating. Students can bring their lunch to school, or order it (see 'Lunch Orders') from the canteen.
- Students eat lunch between 12:20pm and 12:35pm. Once the lunch duty teacher is satisfied that all lunches have been eaten and the area is clean and tidy, students will be allowed to play.
- Students must bring their recess from home
- Students are not to purchase lunch from anywhere other than the canteen.
- Parents and grandparents volunteer to collect the lunches from John Curtin for the children and deliver them to our school. If you are interested in volunteering and contributing to our school community, please contact the office.

Lunch Orders

The school has an arrangement with John Curtin College of the Arts canteen to supply school lunches. The canteen adheres to the healthy food and drink standards.

(Due to logistics, this is **not available** to Kindergarten children).

Online ordering of lunches is available. www.ouronlinecanteen.com.au

Ordering of lunches can be done up to one week beforehand and must be lodged prior to 9am on the day.

Formation of Classes

The principles employed in the formation of classes are:

1. Students are placed into classes which have a range of academic ability and interests.
2. Composite classes (i.e.: 2 or more year levels) are formed only where there are too many students for a single year class.
3. The criteria for student placement in these classes are: special needs of students; social relationships; gender balance; work habits and a range of academic abilities across each class.

Financial Contribution

Please see the table below outlining all Fees and Contributions for East Fremantle Primary School.

East Fremantle Primary School 2018 School Education Act 1999																	
Determination of charges or contributions for materials, services and facilities in relation to educational programs																	
Section 100 Maximum charges for extra cost optional items per annum																	
Year Level	Vol Cont	Voluntary Requests						Charges for Extra Cost Optional Items									
		P&C Contribution	Grounds	Kitchen Garden	Swim Pool Entry	Dance	Bulk Exfoliating	Instrumental Music Program	Mobility Program	Mindful Program	School Choir	Young Writers Programme	Winter Sports	Interscholarship	GRIP Student Leadership Conference	Year 6 Graduation Sluts	Year 6 School Camp
K	\$60	\$10	\$10				\$50										
P	\$60	\$10	\$10		\$25	\$25	\$80										
1	\$60	\$10	\$10	\$30	\$25	\$25	\$90			\$25							
2	\$60	\$10	\$10	\$30	\$25	\$25	\$90		\$20								
3	\$60	\$10	\$10	\$30	\$25	\$25	\$90		\$20					\$50			
4	\$60	\$10	\$10	\$30	\$25	\$25	\$90	\$120	\$20		\$28			\$50			
5	\$60	\$10	\$10	\$30	\$25	\$25	\$90	\$120			\$28		\$35	\$50			
6	\$60	\$10	\$10	\$30	\$25	\$25	\$70	\$120			\$28	\$120	\$35	\$50	\$37	\$25	\$320
																\$30	\$300

Section 99 - Voluntary Contributions
A limit of \$60 per child exists in the Regulations –
Contributions: Kindergarten – Yr 6: \$60 per child
These voluntary funds are used towards the cost of materials, services and facilities used by students in their educational program and includes:
Library/Science/English/Maths/Art/T&E
The contribution can be paid through Campion with the booklists or at the start of the year at the School Office, in full or by instalments.

Voluntary Requests
Kitchen Garden voluntary request of \$20 per child is to assist the Stephanie Alexander Kitchen Garden Program we run at our School to purchase supplies for the kitchen.
Grounds maintenance voluntary request of \$10 per child is used to replace sand in all of the School playgrounds.
Swimming and Dance form part of the physical education school programme.
P & C Contribution - The P & C requests a voluntary contribution of \$20.00 per child.

Charges for Extra Cost Optional Items
These charges only relate to students who participate in individual optional items and are payable directly to the East Fremantle Primary School office and not through the School Booklists.

PEAC
If your child is part of the PEAC program the projected course expenditure for 2018 will be \$300 maximum per year, however if the student chose Aviation, then this may incur a higher cost.

Optional cost for other school activities or services provided through the school
(These costs are for services or purposes which are not part of the educational program of the school, and they are purchased at the choice of the parent)
School photographs, Student fundraising, Book Club

Class Parent Representative

At the start of the school year a parent will be asked to be a representative for the class to act as a messenger for information from the school to each parent. It is not compulsory but you may wish to include your contact details on a parent list

School Factions

Students are allocated to one of three factions:

Forrest	Green
O'Connor	Gold
Stirling	Red

Family groups are allocated to the same faction. Faction competitions run throughout the year to reinforce positive conduct and sporting competition. Students wear their faction t-shirts on the competition days. Faction t-shirts can be purchased in the students faction colour from Target or similar.



School Assembly

Parents and friends are invited to full school assemblies. They are conducted approximately every third Friday at 9:00am in the assembly area. Each class from Pre-Primary to Year 6 will host an assembly. Parents are requested to ensure that any younger siblings are closely supervised during the assembly.

Newsletter

A newsletter is published fortnightly and emailed on a Wednesday. It provides details of any relevant school activities. To save paper, the school prefers to email parents. Each newsletter is also uploaded on our website www.efps.com.au or a hard copy can be collected from the front office.

Parent / Teacher Contact

The education of your child is a partnership between you and your child's teacher.

You are encouraged to contact your child's teacher on any issue to do with your child's schooling. We do ask that you make an appointment for any such contact.

Behaviour Management

Managing Student Behaviour

All classes operate within the guidelines of the School Behaviour Management Policy – copies of which are available on our website. The emphasis is on students taking responsibility for their own behaviour. Staff implement preventative programs and processes that contribute to students establishing socially acceptable behaviour.

This involves:

- Maximising academic engagement and success by adapting learning programs to accommodate individual student differences.
- Each class collaboratively establishing classroom rules, rewards and sanctions.
- Teachers consistently rewarding examples of good behaviour.
- Teachers consistently reinforcing class and school rules.

For a minority of students who do not respond to the preventative processes, the policy outlines a hierarchy of actions aimed at students realising the consequences of their actions and affecting positive changes to their behaviour.



Preventing and Managing Bullying

Bullying is not tolerated. The school policy on Preventing and Managing Bullying is based firstly on preventative strategies and secondly on management of bullying incidents.

1. *Preventative Strategies.* These are carried out through the curriculum, the school organisation and the shared understanding and support of parents.
2. *Management of Bullying Incidents.* The two aims of the management process are:
 - to support and rebuild the person bullied.
 - to have the person doing the bullying understand the unacceptable nature of their actions and the need to change his/her behaviour in the future.

Mobile Phones

Students bring these to school at their own risk. Mobile phones must be switched off once the student enters the school ground and kept in their school bag for the day.

Student Stationery Requirements

- Stationery requirements are supplied in Term 4 for the following year.
- Our stationery is supplied through Campion however parents may purchase from any other outlet.
- Orders can be placed online through Campion or via the school.
- Please have your child's name marked on all stationery items and cover where appropriate to ensure cleanliness is maintained.
- It is the responsibility of students to ensure that each day they have the necessary materials.
- We encourage parents to recycle items from previous years if they are still in a reasonable condition.

Toys, Games, Sports Equipment

- Students are not to bring their own toys, games or sports equipment to school, as they can be damaged, misplaced or stolen.
- An exception is where Pre Primary students are asked to bring toys or equipment for special reasons, e.g.: class themes, student presentation.

Parents and Citizens Association

- This group meets twice per term on Thursday nights in the School Library. Meetings run from 7:30pm to 9:00pm and are usually held in weeks 3 and 7 of each term. The P & C provides valuable financial and advisory assistance to the school and is a social focus for parents. This is the sole fundraising body for the school.



School Uniform

- School uniforms are part of our Dress Code Policy and are supported by the school community (Apart from Kindergarten students)
- Two volunteer parents run our uniform shop through the P&C.
- Students should not wear jewellery (especially earrings), make-up or nail polish to school. Jewellery can be dangerous, particularly during play, sport and physical education activities.
- On all visits and excursions, students are expected to wear school uniforms.
- Sale of uniforms is carried out on assembly days during the term and on Wednesday afternoons.
- The shop also carries a selection of second hand uniforms for sale.
- All clothing must be labelled with your child's given name and family name.
- Hats – The wearing of broad brimmed hats, for all outdoor activities, is compulsory for all years.
- To prevent foot injuries, the wearing of sandals (in summer) and shoes (in winter) is required.

Lost Property

- This is retained at the school until the end of each term.
- The lost property box is located in the alcove in the Junior school hall, near the disabled toilet.
- Please ensure that all items of clothing and all articles brought to school such as lunch boxes, drink containers, pencil cases, etc. are marked with your child's name.
- Jumpers can be registered with RagTagd to help.

Bicycles and Skateboards

- If your child rides a bicycle to school, please ensure they have a lock and a helmet. Bicycles must be wheeled within the school grounds.
- Due to the danger they present, skateboards, roller blades and roller-skates are not permitted on school grounds.
- All children riding scooters and bicycles to school must walk them when crossing the road with the crossing attendant.

School Psychologist

- A School Psychologist services the school. Their role is to assist parents and teachers in planning strategies to help the children overcome any perceived social, emotional and/or learning difficulties which affect their schooling. Access to this service is via a referral from the class teacher through the Students at Educational Risk Coordinator.



School Board

- With the inception of our status as Independent Public School in 2015 the School Board was created. A School Board comprises of the Principal, School Board Chair, 2 staff members, and a community representative and up to 5 parent representatives. The School Board plays a strategic role in determining the direction of the school but plays no part in the day to day operation of the school or in the employment of teaching and support staff. Should a Principal position arise then a Board representative sits on the selection panel.
- The Board will meet regularly and there is a possibility that meetings with sub-committees will need to be facilitated as issues arise. There is also a requirement that board members play a role in the three year review of our school with the external assessors. Training for board members is provided.

Student Illness

Parents are informed immediately of a student's illness. If parents are unavailable the emergency contact is used. Students who fall ill during the school day will be sent home as we have very limited facilities and proper care cannot be provided. It is therefore essential that all home and work contact numbers are up to date.

Please note the following points:

- A sick child should **not** be sent to school in the hope that they may improve.
- Minor injuries or slight illness developed while at school will be attended to by designated staff.
- For any serious injury or illness the parents or the emergency contact will be notified so that the child can be collected for treatment.
- In extreme emergencies, the child will be taken directly to Hospital by ambulance.
- If your child is going to be away from school, please notify the office via email, Skoolbag app, phone call or verbally tell the teacher the reason for absence when the student returns.
- Please provide the office with 3 emergency contacts

Dental Services

If you wish to access the State Dental Service for your child, you may do so by calling the Palmyra Dental Therapy Centre – 9339 4868

Medication

If your child suffers from a medical condition, all necessary paperwork must be updated each year.

If your child is required to take medication during the school day an administration of medicine form must be completed in the school office.



After School Care

Situated on the school grounds, the “Weybridge” facility is administered by the City of Fremantle. If you require more information, please phone 6365 4834, or call Wanslea on 9245 2441. Alternatively, information can be found on the Wanslea website www.wanslea.asn.au

Kindergarten & Pre-Primary Classes

Two **Pre-Primary** classes are located at the western end of the grounds, with entry off the Forrest Street cul-de-sac. Children attend Pre Primary five full days a week from **8:50am to 3:00pm**.

Our **Kindergarten**, which is located on the corner of George and Hubble Streets, operates two classes. Children attend for two full days with one class attending on Mondays and Tuesdays, and the other class attending on Thursdays and Fridays (with alternate Wednesdays between the groups). Class times are **8:45am to 2:45pm**.

All Kindergarten and Pre-Primary classes have an ongoing Parent Helper Roster. You are invited to participate at least twice during the year. Information specific to each class will be issued to parents early in Term 1 by the class teacher.

There is a separate Kindergarten Handbook available.

Parking

As there is limited parking around the school, we encourage families to walk, cycle or car pool if possible. We ask that parents do not park in the disabled bay unless you are in possession of a valid ACROD sticker. We also ask that you keep the school driveway clear.

Child Care

Little People Daycare
193 Canning Highway, East Fremantle Phone: 9319 1176

Foundation Early Learning Centre
62 Stevens Street, Fremantle Phone: 9335 3001