



# 2019 PARENT HANDBOOK

*East Fremantle Primary School*

**An Independent Public School**





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## Administration

**Phone:** (08) 9432 1200  
**Email:** [eastfremantle.ps@education.wa.edu.au](mailto:eastfremantle.ps@education.wa.edu.au)  
**School Website:** [www.eastfremantleps.wa.edu.au](http://www.eastfremantleps.wa.edu.au)  
**P & C Website:** [www.efpspc.com](http://www.efpspc.com)

Pre-Primary 1/Kindy C – Room 13 Phone: (08) 9432 1214  
Pre-Primary 2 – Room 14 Phone: (08) 9432 1215

**Kindergarten A & B Phone:** (08) 9432 1216  
Located Cnr of Hubble & George St

## School Executive

Mrs Jenni Chittick  
Mr Geordie Robertson

*Principal*  
*Deputy Principal*

Sonya Gilmore

*Deputy Principal*

Ms Tracey-Anne Simpson  
Ms Rachel Wieser  
Ms Joanna Bowden

*Manager Corporate Services*  
*School Officer*  
*School Officer*

## First Semester 2019

<b>Term 1</b>	<i>Pupil Free Days/Staff Development Day</i>	<i>31 January &amp; 1 February</i>
	Children Resume:	Monday 4 February
	End of Term 1:	Friday 12 April

<b>Term 2</b>	Children Resume:	Monday 29 April
	<i>Pupil Free Days/Staff Development Day</i>	<i>Friday 31 May</i>
	End of Term 2:	Friday 5 July

## Second Semester 2019

<b>Term 3</b>	<i>Pupil Free Days/Staff Development Day</i>	<i>Monday 22 July</i>
	Children Resume:	Tuesday 23 July
	End of Term 3:	Friday 27 September

<b>Term 4</b>	<i>Pupil Free Days/Staff Development Day</i>	<i>Monday 14 October</i>
	Children Resume:	Tuesday 15 October
	End of Term 4	Thursday 19 December



## Welcome

We welcome you to the school year at East Fremantle Primary School. The school was established in 1898, is located 2 kms east of the Fremantle CBD and caters for 435 students aged 4-12 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 120 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 Park 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 – Please see back page for Kindy and Pre-Primary times

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.

## 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.



## 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.

## Visitors during School Time

All visitors to the school must sign in to at the Admin Office 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, Mathematics, Science, Society & Environment, Technology and Enterprise.

Music, Visual Arts (Years PP-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.

## 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.

## Kindergarten & Pre-Primary Classes

Two **Pre-Primary** classrooms 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**. In 2019 we have a new **Kindy/Pre-Primary** class located in the Pre-Primary 1 building. **Kindy C** will run during these same hours on Thursday and Friday in Semester 1, and on Wednesday, Thursday Friday during Semester 2.

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 for **Kindy A & B** 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 and Pre-Primary Handbook available.

## 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.

## 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.

## 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.





## School Assembly

Parents and friends are invited to full school assemblies. They are conducted approximately every second 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. Some assemblies will fall on a Wednesday throughout the year. Be sure to check with the school Calendar.

## 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.eastfremantleps.edu.au](http://www.eastfremantleps.edu.au) or a hard copy can be collected from the front office.

## 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.

## 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.

## 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 go to and from the pool by bus with their classroom teacher.

## School Factions

Students are allocated to one of three factions:

Forrest	<b>Green</b>
O'Connor	<b>Gold</b>
Stirling	<b>Red</b>

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.

Please see the table below outlining all Fees and Contributions for East Fremantle Primary School for 2019.



## 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 occasional 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 closed in shoes (in winter) is required.

## Student Stationery Requirements

- Stationery requirements are supplied in Term 4 for the following year.
- Our stationery is supplied through Ziggies however parents may purchase from any other outlet.
- Orders can be placed online through Ziggies or via the school.
- Please have your child's name marked on all stationery items (excluding Kindy and Pre Primary) 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.

## 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
- 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. <https://quickcliq.com.au/default.aspx>

Ordering of lunches can be done up to one week beforehand and must be lodged prior to 9am on the day. Please ensure you receive an email to confirm your order has been placed successfully.

## 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 or 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, located at Palmyra Primary School – 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.

Please do not allow students to store medication in their bag, all medication must be stored in the school office.

## 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/Kindy students are asked to bring toys or equipment for special reasons, e.g. class themes, student presentation.

## 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.



## 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.

## 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

## 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.

## Bicycles and Skateboards

- If your child rides a bicycle to school, please ensure they have a lock and a helmet. Bicycles and scooters 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.

## 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.

## Before and After School Care - Weybridge

Situated on the school grounds, the "Weybridge" facility is administered by Wanslea Early Learning and Development. 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](http://www.wanslea.asn.au)

## Child Care

### Little People Daycare

193 Canning Highway, East Fremantle Phone: 9319 1176

### Foundation Early Learning Centre

62 Stevens Street, Fremantle Phone: 9335 3001



## Quick Reference Guide

**Main School** (08) 9432 1200

**Email:** [eastfremantle.ps@education.wa.edu.au](mailto:eastfremantle.ps@education.wa.edu.au)

**Website:** [www.eastfremantleps.wa.edu.au](http://www.eastfremantleps.wa.edu.au)

Pre-Primary 1/Kindy C – Room 13 Phone: (08) 9432 1214

Pre-Primary 2 – Room 14 Phone: (08) 9432 1215

Kindergarten A & B Phone: (08) 9432 1216

Located Cnr of Hubble & George St

School Dentist (08) 9339 4868

**P&C Website:** [www.efpspc.com](http://www.efpspc.com)

**School Lunch Orders:** <https://quickcliq.com.au/default.aspx>

**Before & After school Care** [www.wanslea.asn.au](http://www.wanslea.asn.au)

## Department of Education

Future Term Dates: <https://www.education.wa.edu.au/future-term-dates>

John Curtin <https://www.jc.wa.edu.au/>

Fremantle College <https://fremantlecollege.wa.edu.au/>

Melville Senior High School <https://www.melville.wa.edu.au/>