



2024 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
 School Website: www.eastfremantleps.wa.edu.au
 P & C Website: www.efpspc.com

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

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

Kindergarten A & B Phone: (08) 9432 1216 or 0436 649 095

Located Cnr of Hubble & George St

Outside Hours Security: (08) 9264 4632

School Executive

Mrs Jenni Chittick	<i>Principal</i>
Mrs Sonya Roberts	<i>Deputy Principal</i>
Mr Chris Dawson	<i>Deputy Principal</i>
Mrs Tracey-Anne Simpson	<i>Manager Corporate Services</i>
Mrs Joanna Bowden	<i>School Officer</i>
Mrs Sue Perejmibida	<i>School Officer</i>

Semester 1 - 2024

Term 1	<i>Office Opens:</i>	Monday 29 January
	<i>Staff Professional Development Days</i>	Mon/Tues 29/30 Jan
	Children Resume:	Wednesday 31 January
	End of Term 1:	Thursday 28 March

Term 2	Children Resume:	Monday 15 April
	<i>Pupil Free Days/Staff Development Day</i>	Friday 26 April
	<i>Pupil Free Days/Staff Development Day</i>	Friday 31 May
	End of Term 2:	Friday 28 June

Semester 2 - 2024

Term 3	Children Resume:	Tuesday 15 July
	End of Term 3:	Friday 20 September

Term 4	Children Resume:	Monday 7 October
	<i>Pupil Free Days/Staff Development Day</i>	Friday 8 November
	End of Term 4	Thursday 12 December

Welcome

Below is a range of information covering our school's operations 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
11:00am	Recess
11:20am	Lessons recommence
12:20pm	Lunch
12:57pm	First bell
1:00pm	Lessons recommence
3:00pm	Close

It is recommended not to send children to school before 8:15am. Students who arrive between 8:15am and 8:30am will be supervised in the undercover by a teacher.

Connect

Connect is a learning, support and communications platform developed by the Department of Education WA for staff, students and parents in public schools. Connect is East Fremantle Primary School's primary parent communication platform. It is used for both distributing class specific and school wide information, notifying the school of student absences as well as providing access to school reports. Information is sent regularly to parents via Connect.

Check out the short video clip on Connect at

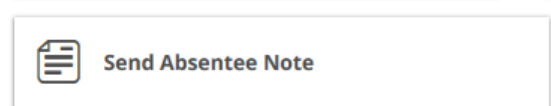
<https://connect.det.wa.edu.au/documents/20128/0/A/156222d0-2dd1-6629-502c-cd76b07051d1>

How do parents access Connect?

After enrolment, each parent will be given their own secure login to Connect. Connect is totally free and, because it is provided by the Department of Education, very safe. As well as being able to log into Connect on any internet-connected device, you may also receive notices from Connect that will be sent to you as either an email or a notification on your phone. A free app called *Connect Now* can be downloaded from Google Play or the Apple App Store and will let you receive Connect notices as push notifications.

Student Absentees

Student absences must be notified to the school in writing. At East Fremantle, we would like you to advise us via Connect. To access this function, you are required to log-in on a desktop/laptop or on your phone via the web browser connect.det.wa.edu.au. *Please note the Absentee function is currently not available on the phone app.* Once logged in with your P Number and password, click on the 'Send Absentee Note' button. This will notify the school office directly.



Please send the absence notification at your earliest convenience. Where absences are due to a medical condition, we would encourage you to supply a medical certificate for absences greater than 3 days.

Partial Absence during School Hours

If your child has to attend an appointment during school time, the class teacher should be informed beforehand. Email addresses for all staff can be found on the school website at:

<http://www.eastfremantleps.wa.edu.au/parent-information/teacher-contact-details/>

You must first sign your child out electronically in the office. Duty of care requirements do not allow students to be dismissed to wait outside for parents to pick up.

Upon return to school, you electronically record your child's return to school at the office before returning them to their teacher.

Morning Routine

We ask that parents drop students at the school gate in the morning to encourage independence and resilience.

Visitors during School Time

All visitors to the school must sign in at the Admin Office where they can collect a Visitor's badge. This is for risk management and also site 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), Physical Education and Italian (Years 3-6) are taken by specialist teachers. The remainder of the program is taken by the classroom teacher.

Students from Years 1-6 learn about growing, harvesting and preparation of healthy food through our Kitchen Garden program.

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. All reports are distributed to parents via the Connect platform.

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 where there are too many students for a single year class.
3. The criteria for student placement in these classes are: 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 through the gate 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 five days per fortnight 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. If you are unable to speak with the teacher directly before or after class, you can e-mail them via Connect to arrange a time. All teachers will offer an individual meeting with parents in first term. Teacher emails are also available on our website <https://www.eastfremantleps.wa.edu.au/parent-information/teacher-contact-details/>

Chaplain

The school engages the services of a Chaplain two days a week. The Chaplain is a non-denominational support figure to the entire school, whose focus is to see students thrive in all areas of life. Support is provided through classroom visits, participating in school excursions, camps and any formal school activities. Appointments can be through the student's class teachers or by calling the office.

School Psychologist

A School Psychologist services the school. Their role is to assist teachers in planning strategies to help the children overcome any 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 the person bullied.
 - to have the person/s doing the bullying understand the unacceptable nature of their actions and the need to change their behaviour in the future.

School Assembly

Parents and friends are invited to full school assemblies. They are conducted several times per term, usually on a 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. Be sure to check for upcoming assembly dates on the Term Calendars at: <https://www.eastfremantleps.wa.edu.au/parent-information/term-calendar/>

Mobile Phones and Smart Watches

The Department of Education does not permit student use of mobile phones in public schools. Mobile phones and smart watches must be switched off once the student enters the school ground and handed to their teacher who will place them in a locked box in the classroom for the day. The policy of "Off and away all day" includes before school and at break times. All communication between parents and students, during school hours will occur via the school's administration office.

School Dance Programme

During Term 4 all students from Pre-primary to Year 6 undertake a series of dance lessons which are held at school. This culminates in an end of term concert 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:

- Kooboolong **Green**
- Djidi Djidi **Gold**
- Kwenda **Red**

Family groups are allocated to the same faction. Faction competitions run throughout the year to reinforce positive conduct and healthy sporting competition. Students wear their faction t-shirts on the competition days and every Friday – “Faction T-shirt Friday”. Faction t-shirts can be purchased in the students faction colour from the P&C uniform shop online <https://efpspc.com/shop/>



Voluntary Contribution and Charges

Please see the table below outlining all Voluntary Contributions and charges for East Fremantle Primary School for 2024.

VOLUNTARY CONTRIBUTIONS		CHARGES - Extra										*OPTIONAL COST
PP - Year 6 Curriculum Area	Estimated	ITEM	K	P	1	2	3	4	5	6		
The Arts - Music/Art	\$10.00	Excursions/Incursions	\$80.00	\$80.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00		
English/Library	\$10.00	In Term Swimming		\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00		
Mathematics	\$10.00	Interscholar Sports							\$30.00	\$30.00		*Selected Students
Society & Environment	\$5.00	Winter Sports							\$50.00	\$50.00		*Selected Year 5 Students
Science	\$5.00	Year 6 Camp								\$400.00		*Maximum Cost
Technology	\$10.00	Graduation Dinner Dance								\$35.00		All Year 6 Students
Physical Education/Health	\$10.00	Year 6 Graduation Shirts								\$25.00		*Order via Uniform Shop
Total per student PP - Year 6	\$60.00	Year 6 Adventure World								\$45.00		*End of year function
Kindy Voluntary Contribution (for consumables/resources)	\$60.00	Instrumental Music					\$120.00	\$120.00	\$120.00	\$120.00		*Yr 3,4,5&6 extra curricula
Voluntary Approved Requests Grounds K - Yr 6	\$10.00	Multit Program			\$20.00	\$20.00	\$20.00					Selected students only
		Dance Program		\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00		All students to Attend
		PEAC							\$300.00	\$300.00		*Year 5/6 extra curricula
		Kitchen Garden Yr 1 - 6			\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00		Students years 1-6
			\$80.00	\$175.00	\$255.00	\$255.00	\$375.00	\$355.00	\$735.00	\$1,240.00		*Maximum Possible
		Charges and voluntary contributions have been approved by School Board										
Additional Voluntary Approved Funding Requests		Totals represent the maximum amount any parent will have to pay.										
P&C Contribution per student	\$50.00	Total payable by April 2024										
*Maximum \$150 for families with 4 children or more.												
TOTAL PAYABLE YEAR Yr K-6	\$120.00											

Personal Items - see Campion Educational Supplies Personal Items List. Package collection at school on: Monday 29/1/2024 11.00 - 12.00PM in SCHOOL HALL

Lunch Arrangements/Nut Aware

- Students can bring their lunch to school or order it online (see 'Lunch Orders') from the John Curtin 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.
- Please adhere to our 'Nut Aware' school policy and do not send lunch items containing nuts or derived from nuts.
- 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 P&C.

Lunch Orders

The school has an arrangement with John Curtin College of the Arts canteen to supply school lunches. The canteen observes the healthy food and drink standards. Due to logistics, this facility is **not available to Kindergarten and Pre-primary students**.

Lunches are ordered online at <https://app.spriggyschools.com.au/login>

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 the confirmation email that 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.
- Please provide the office with 3 current 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 an ongoing medical condition, all necessary paperwork must be updated each year. Condition specific plans can be collected from the office to be completed, authorised by your GP and returned to us to allow school staff to administer medication.

If your child is required to take medication during the school day on a short-term basis 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. The School Board comprises of the Principal, School Board Chair, 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 meets 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

The East Fremantle Primary School Parents and Citizens Association typically meets twice per term on Tuesday 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.

For all matters P&C related go to the website <https://efpspc.com/>

Class Parent Representative

At the start of the school year a parent is asked to be a representative for each class to act as a liaison between the school and the class parent body. The parent representative will liaise with the P&C Class Representative Co-ordinator regarding social events and fundraising initiatives. The Parent Representative is responsible for creation of a class parent contact list which will be used to make your details available to your fellow class parents should you wish.

Lost Property

- This is retained at the school until the end of each term.
- The lost property area 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 clearly with your child's name.

Bicycles and Skateboards

- If your child rides a bicycle to school, please ensure they have a helmet. In the interests of safety, bicycles and scooters are not to be ridden and must be wheeled within the school grounds.
- The bike shed is located under the tree at the edge of the Pre-primary playground. It is locked during school hours.
- 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 at all times. The Kiss and Drive bays on Marmion St are strictly for drop off and pick up. Please do not leave your vehicle.

Before and After School Care – Camp Australia

Situated on the school grounds, the “Weybridge” Outside School Hours facility is operated and administered (independently of EFPS) by Camp Australia. If you require more information on Weybridge, please contact Camp Australia’s Customer Care Team on 1300 105 343. Alternatively, information can be found on their website

<https://www.campaustralia.com.au/schools/details/C945>

Dogs on School Grounds

In the interests of student safety and school cleanliness, we ask that you leave your dog secured **OUTSIDE** the school grounds at all times.

Quick Reference Guide

Main School (08) 9432 1200

Email: eastfremantle.ps@education.wa.edu.au

Website: www.eastfremantleps.wa.edu.au

Pre-Primary 1 - Room 13 Phone: (08) 9432 1214

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

Kindergarten A & B Phone: (08) 9432 1216 or 0436 649 095

Located Cnr of Hubble & George St

School Dentist (Palmyra Dental Clinic) (08) 9339 4868

P&C Website: www.efpspc.com

School Lunch Orders: <https://app.spriggyschools.com.au/login>

Before & After school Care <https://www.campaustralia.com.au/schools/details/C945>

Department of Education

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