

North Fremantle Primary School

A Small School with Big Ideas



PARENT INFORMATION HANDBOOK 2022



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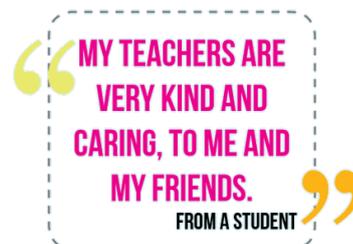


WELCOME

We extend a warm welcome to you and hope that your association with North Fremantle Primary School will be a long and fruitful one. North Fremantle Primary School seeks and promotes active parent and community involvement. There are many interesting activities occurring within our school, which we encourage you to be involved in. North Fremantle Primary School is an Independent Public School. The School Business Plan 2021-2024 is available on the school website.

OFFICE STAFF

PRINCIPAL	Linda Chandler
DEPUTY PRINCIPAL	Pamela Wilmott
MANAGER CORPORATE SERVICES	Katy Elphinstone
SCHOOL OFFICER	Tia Marks

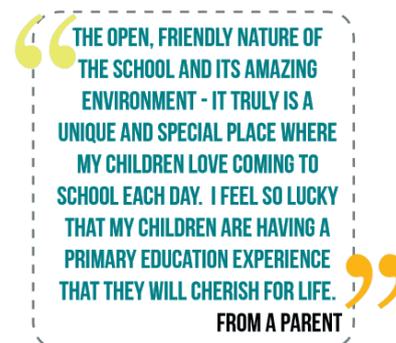


TERM DATES 2022

TERM 1	Monday 31 st January	Friday 8 th April
TERM 2	Tuesday 26 th April	Friday 1 st July
TERM 3	Tuesday 19 th July	Friday 23 rd September
TERM 4	Wednesday 12 th October	Thursday 15 th December

SCHOOL DEVELOPMENT DAYS 2022

TERM 1	Thursday 27 th January Friday 28 th January
TERM 3	Monday 18 th July
TERM 4	Monday 10 th October and Tuesday 11 th October Friday 16 th December



PUBLIC HOLIDAYS AND SCHOOL CLOSURE DATES

TERM 1	Monday 7 th March	Labour Day
TERM 2	Monday 25 th April	Anzac Day
TERM 2	Monday 6 th June	Western Australia Day
TERM 3	Monday 8 th August	Three Way Conferences (TBC)

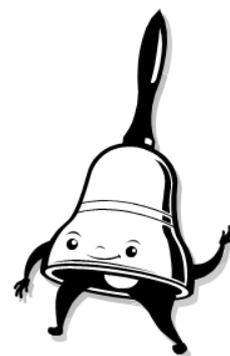
(school closes at 11.00am to facilitate conferences with students, parents and teachers)

CONTACT DETAILS AND IMPORTANT NUMBERS

North Fremantle Primary School	30 John Street, North Fremantle, WA 6159
School Telephone	9432 1300
Dental Therapy Centre (Beaconsfield)	9335 8758
Education Department Security	9264 4771
Web Address:	www.northfremantle.ps.wa.edu.au
School Email:	northfremantle.ps@education.wa.edu.au

SCHOOL HOURS

Classrooms Open	8.30am
School Commences	8.45am
School Dismisses	3.05pm
Early Close (Monday)	2.30pm
Morning Recess	10.40 – 11.00am
Lunch	12.40 – 1.20pm
Office Hours	8.00am – 4.00pm



ARRIVAL OF CHILDREN AT SCHOOL

Children should not arrive at school prior to 8.30am as full supervision of children will not be provided before this time. Should a student arrive prior to 8.30am, they are to assemble on the top balcony outside Rooms 4 and 5. Students may enter the classroom from 8.30am to prepare for their day prior to the school bell at 8.45am. Being on time, preparing for the school day and being part of class discussions is important for all students to settle into their school day. Our educational program begins at 8.45am.

COLLECTION OF STUDENTS AT THE END OF THE DAY

Students are to be picked up by parents or an approved person promptly at 3.05pm (2.30pm every Monday). The school will contact alternate emergency contacts should a student not be collected on time. Parents/Carers need to be on school grounds accompanying and supervising students after school hours to ensure their safety. Before and after school care is available on the school site (enrolment forms for After School Care are available at the front office).

*Please note there may be some changes to drop off and pick up due to COVID-19 restrictions.

EARLY CLOSE

Every Monday the school closes at 2.30pm to facilitate teacher meetings.

ATTENDANCE

Teachers at North Fremantle Primary School plan sequenced and tailored programs that build skills, understandings and concepts for each child. Students who attend school regularly and are on time are assured quality learning experiences. Research shows that students who miss 10% (or one day a fortnight) or more of their schooling increasingly interrupts their education. These students may become at educational risk. It is for this reason that:

- All absences must be explained by the parent/guardian.
- At risk attendance (less than 90%), unexplained or unreasonable absences and frequent lateness will be followed up by Teachers. In some circumstances by administration.
- Taking vacation leave during school terms is discouraged. Families intending to book vacations during school must advise the Principal in writing.
- Students arriving after 8:45am are required to get a late pass from the office and this will be logged in the school system.
- All students are expected to be prompt in their return to classrooms after recess and lunch.



ABSENTEES

On the day following an absence from school, Department of Education regulations require a written or verbal explanation from the child's parent/guardian. Parents can utilise the school website ("Contact US") to notify the school of absentees. This evidence is retained and must coincide with absences marked on the class roll. The teacher will follow up all unexplained absences. Any continual unexplained absences will be referred to the school administration.

Permission to leave the school grounds will not be granted unless parent advice has been received. Parents are asked to sign a school register whenever children leave school early. Children who arrive late will also be required to report to the office and provide a reason which will be noted by the office. Parents who sign children in late or leave early are not required to write an additional note.

We are here to support you with your child's attendance. Please contact us if you require any further assistance in helping your child to improve their attendance so that they can optimise their learning opportunities.

Period of Absence (Years 1 – 10)	Rate of Attendance	Equivalent School Missed
Average of 5 Days per Term	90%	1 Year
1 Day per Week	80%	2 Years
2 Days per Week	60%	4 Years
3 Days per Week	40%	6 Years

Removing a student from school during the school term for a family holiday overseas is not considered an acceptable absence. If a student is removed for additional family holidays during the school term you are required to advise the Principal in writing.

COMMUNICATION

Communication between school and home is vital to the smooth operation of our school. There are various forms of communication including newsletters, Connect messages, emails and interviews.

School email: northfremantle.ps@education.wa.edu.au

Web page: www.northfremantle.ps.wa.edu.au

Connect web page: <https://connect.det.wa.edu.au> (requires login and password details)

NEWSLETTER

Our school newsletter comes out every 2 weeks starting Week 2 of each term. A hard copy is available at the school front office or from your class teacher. An electronic copy is sent to all parents via Connect.

CONNECT

Connect is an integrated online environment developed by the Department of Education. Connect can be accessed online or through an app that can be downloaded onto mobile devices. This tool requires secure login details, a P-number and a password which will be set up for you when you enrol your child. Please contact the office if you are experiencing any difficulties with the method of communication. Through the app, you will receive all newsletters, whole school notices and classroom specific messages. The online version of this program will also allow you to see and access class work, and provide electronic storage of documents along with your child's Student Achievement Reports and monitor student attendance.



PARENT/TEACHER COMMUNICATION

Parents concerned about any aspect of their child/ren's progress should take the opportunity of discussing the matter with the classroom teacher. Please make an appointment with the teacher by phoning the school office or contact by email. The school has a communication policy available on the school website. Formal class meetings will be held at the beginning of Term 1 and Three-Way Conferences take place in Term 3.

ASSEMBLIES

During the year, assemblies are held at 8.45am on Thursday mornings during scheduled weeks of the term in the undercover area. Parents are advised by newsletter of each term's assemblies. During the assembly, class items, reports, Merit Awards, the Regis Reading Award and Aussie of the Month certificates are presented to various children for their efforts and contributions in class. All parents are welcome and encouraged to attend.

ASSESSMENT AND REPORTING

Talking with your child everyday gives a great insight into their learning. During the year children will also take home a variety of work samples and test results to help give you an indication of what they are learning and how they are progressing. Written reports are issued at the end of each semester. We invite parents to discuss these reports with the teachers if necessary.

Early in Term 3 students, parents and teachers are invited to engage in Three Way Conference meetings. These meetings are an opportunity for everyone to celebrate achievements, identify growth areas and plan goals for future learning.

Year 3 and 5 students will undertake NAPLAN (National Assessment Program Literacy and Numeracy) testing. This is an annual national assessment that all students are expected to participate in.

The On-Entry Assessment is a Department of Education state-wide program that is available for children from Pre Primary to Year 2. Teachers collect information on the essential literacy and numeracy skills and understandings of each child in their class. This will assist your child's teacher to develop informed and intentional teaching programs, designed to reflect the individual needs of your child.

STUDENT ENROLMENT INFORMATION

Parents are asked to keep their child's details up to date by notifying the school of any changes. A note to the teacher/office concerning change of address and telephone number is desirable. It is important that you can be contacted during the day in case of emergency. If in an emergency, you or your emergency contact person are unable to be reached and it is considered necessary, your child will be taken to a hospital. If necessary, an ambulance will be called and any accounts will be forwarded to you.

It is also important that the school be aware of any medical or physical problem your child may have. A student health form must be completed on enrolment and kept up to date.

Custody arrangements and access rights within school hours should be clearly stated on the back of the Admission Form and discussed with the Principal if any clarifications need to be made. If it is necessary for the school to have copies of custody orders these will be held securely and confidentially by the school.

IMMUNISATION

Parents are required to provide an Australian Immunisation Register Immunisation History Statement when enrolling their child/ren. Please notify the office with updates as appropriate.

DENTAL THERAPY UNIT

A preventative dentistry clinic operates out of Beaconsfield Primary School 9335 8758.

HEALTH AND WELL-BEING

Head Lice

Long hair must be tied back. Head lice infestations do occur from time to time and this is one way of helping to alleviate the problem. Parents will be advised should their child be found to have head lice during the day. Children may return to school once treatment has occurred and there are no remaining live lice or eggs. Upon return to school, parents are required to provide evidence of the treatment used to either the front office staff or class teacher. If an outbreak occurs, all parents with children in the class will be notified allowing preventative action to be taken.

Allergies

Please inform the class teacher and Admin office of any allergies in order for them to be monitored.

Medication

In accordance with Department of Education policy, parents requiring medication to be administered to their child at school need to complete the necessary forms at the office. In the situation where prescribed medication is required on a short term basis the signature of the prescribing doctor must be obtained. Any changes to medication, requires alteration to these forms as they are legal instruction to those taking the responsibility for administration. Children may not bring any medication or herbal preparations to school to self-administer from their bag. The only medication approved to be kept in bags is puffers for asthma.

Infectious Diseases

Medical Certificates are required before children who have suffered from certain diseases may be re-admitted to the school. In some cases, a fixed period of absence is necessary. Please consult your doctor regarding school exclusion for the following illnesses:

- Chicken Pox
- Hepatitis A
- Impetigo (School Sores)
- Measles
- Mumps
- Ringworm
- Rubella
- Scabies
- Whooping Cough

Student Health Care

On enrolment you will be required to complete a Student Health Care Summary form which provides an overview of your child's health care needs and information for use in a medical emergency. For specific medical conditions the following forms are also available from the school office:

- Severe allergy/anaphylaxis
- Minor and moderate allergies
- Diabetes
- Seizure
- Asthma
- Activity of daily living
- Emergency response plan
- Administration of medication (as described above)

Illness and injury

If your child is unwell before arriving at school, it is recommended they be kept home. Should your child become ill or injured at school, they will be taken to the front office for basic first aid and parents will be contacted. A parent/guardian will always be contacted in the case of a head/neck or eye injury.

Allergy Aware Not Nut-Free

In communicating our school's strategies, it is important to promote that we are 'allergy aware'. Minimising the allergen is one of several strategies that can be implemented to reduce risk. Whilst schools are advised not to claim to be 'nut-free', minimising exposure to particular foods such as peanuts and tree nuts can reduce the level of risk. This can include doing our best to remove nut spreads and products containing nuts from school, but does not include removing products that 'may contain traces' of peanuts or tree nuts.

Student Services

The school has access to support from external agencies including a part time school psychologist. Our student services are coordinated by the Deputy Principal.

PERSONAL ITEMS LISTS (Booklists)

Personal Items Lists are distributed to parents/carers in Term 4 prior to the start of the new school year. Additional copies will also be available from the school office. These items may be purchased from our preferred supplier - Ziggies or a retailer of your choice and the quantities indicated are a guide only. Your child will need to have the listed materials each school day so it may be necessary to replace some items during the course of the year. Numerous items may be retained from the previous year.

SCHOOL PAYMENTS

All payments to the school can be made through to the school office (cash or cheque) or paid directly into the school account:

North Fremantle Primary School bank details:
BSB 016-008 Account – 340 948 375
(please note your child's full name when making a payment)

SCHOOL ACTIVITY CHARGES

Throughout the school year there are many incursions and excursions available to support and enrich the education program we offer at the school (eg dance, museum visit). These activities are in addition to the regular school program and participation is based upon the cost of the activity being paid for by parents/carers. Children will only incur costs when they are involved in a particular activity.

Details of our contributions and charges are distributed to parents/carers in Term 4 prior to the start of the new school year. You are encouraged to pay for your child's activities for the year in advance at the start of Term 1 which will save time paying different amounts of money throughout the year. Any credit remaining on your child's account can be transferred to a sibling, carried forward into the following year or refunded at the end of the year (or when your child leaves the school). Charges will be deducted automatically as your child participates in an activity unless instructed otherwise. Throughout the year your child may have the opportunity to participate in other optional programs. If you experience any difficulty with paying your child's activity charges, please contact the office immediately and we can discuss a payment plan.

SCHOOL VOLUNTARY CONTRIBUTIONS

In our school, in accordance with Departmental policy, we request that parents/carers contribute **\$60.00*** per student per year. These voluntary funds are used to **supplement school expenditure** on curriculum resources and consumable items for:

- English
- Mathematics
- The Arts (Music and Visual Arts)
- Science
- HASS
- Health and PE
- Languages (French)
- Technologies

We offer parents a number of options to assist with making your contribution. The contribution can be paid via Ziggies with your booklist order or can be submitted directly to the school office (cash or cheque) or paid into the school account. We would appreciate if these contributions could be paid at the start of Term 1. **Please note that the contribution of \$60 per child equates to just \$1.50 per week over the school year** (see bank details above). **Families commencing at the school from Semester 2 onwards will be asked to contribute \$40 per student.*

PARENTS AND CITIZENS (P&C) VOLUNTARY CONTRIBUTIONS

The North Fremantle Primary P&C request that parents/caregivers contribute **\$30.00** per student. The P&C works tirelessly to raise funds annually to contribute towards improving the school environment, providing new and exciting resources for students and help to offset costs for all families. The contribution can be paid with your Personal Items List (Booklist) order or can be submitted directly to the school office (cash or cheque) or paid directly into the school account (see bank details above).

SWIMMING

A series of swimming lessons are provided for children in Years PP – 6 as part of the Interm Swimming Program. These lessons are held at the Fremantle Leisure Centre pool. The Department of Education does not provide beach lessons for in-school swimming lessons in our metropolitan area.

EXCURSIONS

Excursions and outings to enhance the educational program are planned by teachers throughout the year. Advance notice of such events (including details and costs) is provided and permission for children to attend must be signed by parents. Teachers will call for parent volunteers to assist with excursions and to comply with appropriate adult/student ratios.

PARENT HELPERS

Parent assistance in classrooms with school activities is always very welcome. Teachers contact parents on a regular basis asking for assistance with class activities and events. Contact your child's classroom teacher or watch for notes in the school newsletter or on Connect asking for assistance with special school events.

Parents working with children in the classroom are required to complete a Department of Education Confidential Declaration, which is available from your teacher or the school office. In some cases, there may be a need to obtain a Working with Children card. Information on these requirements is also available from the school office.

POSITIVE STUDENT BEHAVIOUR

The management of student behaviour is a staff, parent and student concern. Children are expected to follow the Positive Student Behaviour Management Policy of the school which has been formulated by staff in consultation with parents and the school community. We aim to promote restorative practice and support students to regulate behaviours.

LIBRARY/RESOURCE CENTRE

Children should have library bags to protect school or library books from damage or loss.

LUNCH

Children should bring a packed lunch, preferably including fruit for morning break. Lunches can be ordered in the morning from “The Black Truffle” on Wednesday and Fridays by completing a lunch order bag with correct money and placed in the lunch order box outside the office. Lunch is prepared by The Black Truffle following the Department of Education Healthy Food Policy. The order bags and price lists are available at the front office. The lunch order box is located on the trolley in the corridor outside the office.

CRUNCH & SIP

Our School is committed to improving children’s health through education and by supporting the Crunch&Sip® initiative. Crunch&Sip® is a set break for students to eat salad vegetables or fruit and drink water in the classroom. We invite you to support your child to participate in Crunch&Sip® by providing a clean water bottle to sit on the desk and vegetables or fruit each day. Research has shown that drinking water and eating fruit and vegetables is essential for good health and can help concentration throughout the day. Please remember to send suitable vegetables or fruit and a small clear plastic water bottle. More information is available at: www.crunchandsip.com.au

SCHOOL UNIFORM

Students are encouraged to wear the school uniform at all times, including school excursions.

Purpose of school uniform

At North Fremantle Primary School, we have a strong belief that a dress code is necessary because it:

- Fosters and enhances the public image of the school
- Provides students with a sense of belonging
- Instils and promotes pride and team spirit in students
- Encourages equity among the students
- Ensures that students are dressed safely for school activities and the environment
- Prepares students for work, as many places have dress and safety codes

Restricted Clothing

The following are specifically banned from school for various reasons, including for safety and restriction of movement:

- Any denim (as per Department of Education Policy)
- Thongs
- Dangling earrings or excessive jewellery
- Body Piercing
- Wearable devices, eg Apple Watch

Parents are asked at the time of enrolment to ensure that their child is able to start school in full school uniform. Please mark all hats, jumpers and footwear with your child’s name. Shoes and sandals are recommended for everyday use. Uniforms are available from the uniform shop on Thursdays 8.30am to 9am.

SUN SMART SCHOOL

Children are required to wear a wide brim school hat at school whenever they go outside to play in the sun. The North Fremantle school hat is encouraged to be worn as part of the school uniform. Children without hats are directed to remain in shaded areas. This policy is enforced throughout the year as North Fremantle Primary is a Sun Smart school.



SCHOOL EQUIPMENT

Students are encouraged to borrow regularly from our school library and use a wide range of resources to support the teaching and learning of the curriculum. Costs associated with damaged or lost books and personal equipment of other students will be recouped from parents.

CHILDREN’S BELONGINGS

Children are not permitted to bring personal items such as: radios, electronic games, expensive watches, mobile phones, jewellery, toys or an excessive amount of money to school. Problems occur when these items are lost, stolen or broken. The school cannot take responsibility for such occurrences. If a child brings a mobile phone to school, arrangements must be made with the classroom teacher or admin for the storage of the phone during the day.

LOST PROPERTY

Unclaimed items of clothing and personal possessions are placed in the lost property box. Any unclaimed articles are disposed of at the end of each term. Parents may inspect the lost property box at any time. Items of clothing should be clearly marked with your child’s name.

ACCESS TO THE COMMUNITY

Short walks in the community provide authentic opportunities and a wider range of resources to support learning. Children walk across the road under the supervision of a teacher and attend activities at the local Gil Fraser oval and hall. They also walk around the corner, under the supervision of a teacher, to visit Regis Aged Care at 23 Harvest Road.

SCHOOL SECURITY – VANDALISM

Parents and nearby residents are requested to contact the Education Department Security Section or Police Communications if they notice anyone damaging school property. Contact may be made on the following numbers:

Education Department Security 9264 4771

Fremantle Police 9430 1222

DOGS ON SCHOOL PREMISES

Dogs are not permitted in the school buildings or on school grounds between 8.30am and 3.30pm due to health and safety reasons. If you exercise your dog after school, please pick up after it.

BICYCLES AND SCOOTERS

We encourage students to walk and cycle to school but they must wear a helmet. We recommend students under ten years do not ride to school unsupervised. Bicycles and scooters must be walked through the school grounds. Bike racks are available and students are encouraged to lock their bikes to the racks. As a safety measure we ask all students to 'Walk Your Wheels', especially around buildings and on school paths.

SCHOOL EMERGENCY RESPONSE PLAN

The school has an emergency response plan in the case of danger, fire, earthquake or bomb threat. This plan includes lock down and evacuation procedures. Plans are displayed across the school. It is important that all parents working in the school during the day sign in at the front office so that we can monitor and support all students, staff and parents in an emergency.

SCHOOL BOARD

North Fremantle Primary School became an Independent Public School at the commencement of 2015. As an Independent Public School, the school operates under a School Board consisting of parents, staff and community members. Board members are elected for a maximum of 3 years and community members are appointed. The School Board operates separately to the P&C which has representation within the Board itself. The role of the School Board is one of setting the long term future for the school and providing additional expertise to help the school achieve the best outcome for every student. The School Board meets twice a term. Additional meetings may be called as required. Copies of the minutes of meetings are available at the school office or will be emailed upon request to: northfremantle.ps@education.wa.edu.au

PARENTS AND CITIZENS (P&C) ASSOCIATION

The North Fremantle Primary P&C is an integral part of our school and has greatly assisted our students over a number of years. It is comprised of parents interested in the best possible education for all children. Dates of meetings will appear in the newsletter. Meetings are usually twice per term and are advertised on the term planner and through Connect notices. New members always welcome.

PARENT LIAISON REPRESENTATIVES

Parents nominate themselves as the class representative to liaise between the classroom teacher/principal and parents of a specific class. Representatives are often a conduit of information supporting the distribution of information, welcoming new families, encouraging involvement and coordinating class events.

OUTDOOR COMMUNITY CLASSROOM

The Outdoor Community Classroom is an important space in our school that provides authentic learning experiences for our students. Everyday play, general care and planned learning experiences provide rich opportunities for intentional and exploratory teaching and learning across the curriculum. Stay connected for Busy Bee opportunities advertised by our P&C to help maintain and develop this special space.

“THE SCHOOL FEELS LIKE A REAL PART OF THE COMMUNITY AND A COMMUNITY IN ITSELF. I LOVE THAT KIDS OF ALL AGES KNOW EACH OTHER AND ARE ENCOURAGED TO INTERACT. I THINK THE BIG KIDS ARE ENCOURAGED TO LOOK OUT FOR AND PROVIDE GOOD EXAMPLES TO THE LITTLE KIDS.”

FROM A PARENT

I enjoy being part of this school because everyone looks out for each other.
-Alessandra Yr6

I like that my school is across the road from the swan river and sometimes we go for a river walk and talk about indigianess Australians and how they owned this place.
-Sally Yr 4

I LOVE HOW OUR SCHOOL COMMUNITY INCLUDES EVERYONE. I LOVE HOW WE ORGANISE FUNDRAISERS AND EVENTS FOR OUR SCHOOL AND THE NORTH FREMANTLE COMMUNITY.

FROM A STUDENT

“BEING PART OF A TEAM OF EDUCATORS WHO VALUE AND WORK TOWARDS THE VERY BEST OUTCOMES EDUCATIONALLY, EMOTIONALLY AND SOCIALLY FOR ALL THEIR STUDENTS. AS WELL AS A COMMUNITY WHO SUPPORT THE IMPORTANCE OF EDUCATION. ALSO, A GROUP OF AMAZING KIDS WHO MAKE ME SMILE AND LAUGH EACH AND EVERY DAY.”

FROM A STAFF MEMBER

I love this school because it has a great sense of community.
-Tessa Yr 6

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