

FRANCIS JORDAN  
CATHOLIC SCHOOL



**PARENT**

**HANDBOOK**

## **TABLE OF CONTENTS**

AREA	PAGE
Principal's Welcome	3
Mission Statement	3
Vision Statement	4
Values	4
Beliefs	4
School Profile	5
General Aims	6
Code of Conduct	7
Administration	8
Religious Education (R.E.)	8
School Prayer	8
Student Enrolment	9 - 10
School Hours	10
Parent-School Communication	10 - 11
Student Assessment & Reporting	11 - 12
Parent Consent Forms	12
Concerns	12
Absences	12 - 13
Supervision of Students	13
Homework	13 - 14
Student Management	14 - 17
School Rules	17 - 19
School Uniform & Personal Grooming	19 - 21
Library	21
Sacramental Programmes	22
School Masses	22
Class Masses	22
Parish	22
Curriculum Programmes	23 - 24
School Fees	24
FJCS School Board	24 - 25
P & F Association	25
Parking	25 - 26
General Information	26 - 29
Health Policy	29 - 31
Contacting the School	31

## **PRINCIPAL'S WELCOME**

Welcome to the Francis Jordan Catholic School community.

It is my pleasure to welcome you to the Francis Jordan Catholic School community. Our school is a family orientated, Catholic Parish community-based school, centred on the person of Jesus and the teachings of the Catholic Church where children thrive. It is the intention of all involved in the school to provide an environment where the students feel, loved, safe, nurtured and valued. It is a place where each student is challenged to excel. Families are encouraged to be as involved in the life of the school as they can be. The school is a more complete community when this occurs. Respect for the dignity of each person underpins all actions and relationships in the school. The school is a learning community, where students are developed into young people who think clearly, act with integrity, generosity and humility, are sensitive to the needs of others, have a desire to serve the community and adopt a global perspective. Finally, our school is a place where prayer and liturgical celebrations provide a central focus for a Catholic Christian community.

I look forward to working with each family.

Mrs Wendy Manners  
Principal

## **MISSION STATEMENT**

Francis Jordan Catholic School prepares students for a lifelong journey by nurturing a passion for learning and excellence while remaining centred on Jesus and His teachings.

**PASSION**

**JOURNEY**

**JESUS**

**EXCELLENCE**



## **VISION STATEMENT**

Our school strives to promote a safe, creative, dynamic community that nurtures and educates the whole child (spiritual, moral, intellectual, social, emotional, and physical) to be life-long learners and problem solvers, providing the skills necessary to succeed in a changing society. Furthermore, we aim to provide foundations in the Catholic faith that will enable our students to value and live their faith throughout their lives.

## **VALUES**

**Respect:** 'Respect each other and our environment'. Respect involves taking responsibility for each other. Respect is speaking to and interacting with others in a courteous manner.

**Integrity:** 'Be yourself. Be true to yourself'. Integrity means being honest, reliable and trustworthy, living by strong moral principles.

**Trust:** 'I believe in you.' Trust is the firm belief in the reliability, truth or ability of someone.

## **BELIEFS**

### **Learning**

We believe all children can learn and have the right to a quality education.  
We believe learning is fundamental in the pursuit of happiness and the quality of learning today will affect the quality of life tomorrow.

### **Engagement**

We believe the quality of teaching (school and home) affects the quality of learning.  
Parents and the larger community are important in education.

### **Accountability**

School decisions will always be made in the best interests of the children.

### **Discipleship**

We believe we should provide foundations in the Catholic faith that will enable our families to value and live their faith throughout their lives.

## **SCHOOL PROFILE**

Francis Jordan Catholic School is situated north of Ocean Reef, in the North Western Region of Perth. It first opened its doors to students in January 1995 as Currambine Catholic Primary School. In 2012 Archbishop Hickey gave approval for the school to change its name to Francis Jordan Catholic School as of 1 January 2013. Due to the delay in settling the land purchase, the 120 students from Pre-Primary to Year 2, together with staff began school in demountable classrooms at St Simon Peter School in Ocean Reef. It was not until the 4<sup>th</sup> term, in October 1995 that the school moved to Peterborough Drive where it is now situated. Currambine falls within the Parish of St Simon Peter, Ocean Reef, along with St Simon Peter Primary, (a 3 stream Primary School) and Prendiville Catholic Secondary College.

Francis Jordan Catholic School grew rapidly under the leadership of Foundation Principal, Mrs Sue Groves. Today there are 550 students in 2 streams from Kindergarten to Year 6. The first 2 Stages of Currambine Catholic Primary were officially blessed by Archbishop Hickey and opened by Mrs Therese Temby, Director of Catholic Education, in November 1997 and the latter two stages were blessed by Bishop Healy and opened by Mrs Temby in November 2001.

A new school hall and library were opened in 2010 with the former library being converted into a computer laboratory and other teaching spaces to support the school's curriculum.

The school now enrolls students from Pre Kindergarten (where students must have turned three years of age before being accepted for enrolment) to Year 6.

The school vision is for children to thrive by nurturing a passion for learning and excellence. This is achieved, not only through a strong academic and Religious Education program, but also through comprehensive extra curricula programs where all talents are valued and nurtured. The school community developed together a very detailed Information Technology Plan, which has come to fruition with the help of State Government funding and P & F contributions. Library & Technology lessons are used in tandem from Pre-Primary classes to Year 6, in order to develop student's research skills. Other specialist programmes operating throughout the school include- Indonesian, Physical Education, Learning Support, Academic Extension Education and Music.

Francis Jordan Catholic School is well known throughout the community for its Music programme which features instrumental music (both individual and ensembles), two concert bands, a recorder group and choirs. Liturgical movement and dance groups complete the performing arts offerings at the school. The school is involved in the Catholic Schools Performing Arts Festival each year and has won a number of awards in recent years.

Liturgical celebrations form a critical component of the school's prayer life.

## **GENERAL AIMS**

### **General Aims To Be Achieved By The School Are:**

1. To provide an atmosphere of a Christian Catholic community, where children, teachers and parents are genuinely concerned for one another.
2. To build on the Christian foundation of faith laid in each home. To help in deepening and making more personal, the child's knowledge and love of God and the Church, in an atmosphere of practical faith.
3. To provide opportunities for the child to participate in the life of the Church and to assist parents in preparing children for the reception of the Sacraments.
4. To develop the child's potential in basic skills, and assist in his/her personal motivation in learning. To provide sound educational methods to meet the needs of the child and to foster an appreciation of the arts.
5. To develop self-understanding of the child's place in society and the knowledge, responsibilities and appreciation of sound citizenship.
6. To develop the child's physical skills which will contribute to health and social development and to develop personal initiative and responsibility.
7. To provide adequate opportunities for parents and teachers to meet in the interest of the children. . To provide communication and interaction between other sectors of the community and other schools.
8. To provide an avenue for parents to be more fully involved in the life of the school.

## **CODE OF CONDUCT**

All Catholic Schools in Western Australia are bound by a Code of Conduct. The Code has 12 guiding principles listed below. These principles direct the conduct of all staff, parents, students, volunteers and visitors. For a full copy of the Code of Conduct, please enquire at the front office.

1. You act safely and competently.
2. You give priority to students' safety and well-being in all your behaviour and decision making.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. You respect the dignity, culture, values and beliefs of each member of the school community.
6. You treat personal information about members of the school community as private and confidential.
7. You give impartial, honest and accurate information about the education, safety and well-being of students.
8. You support all members of the school community in making informed decisions about students.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. You act reflectively and ethically.
12. You allow students to have a voice in their education, safety and well-being.

## **ADMINISTRATION**

Francis Jordan Catholic School is one of approximately 160 Catholic schools in four dioceses in the State - Perth, Bunbury, Geraldton and Broome. It is located in the Perth Archdiocese and is responsible to the Catholic Education Commission of Western Australia, which acts on behalf of the Bishops of Western Australia. As such it follows the guidelines and policies of the Commission.

In accordance with guidelines issued by the Commission, the Principal is responsible for the internal operation of the school including the curriculum, staff appointments, student enrolments and school facilities. The school has a shared leadership model where two Assistant Principals (Curriculum and Administration and Religious Education) assist the Principal in carrying out the above responsibilities.

## **RELIGIOUS EDUCATION (R.E.)**

Parents are the prime educators of their children and the school's Religious Education program is only as effective as parental example and support in the home environment. Family prayer and attendance at Sunday Mass and other Parish liturgies do much to help the child in their faith development.

Being a Catholic School, Religious Education is central to the whole curriculum. The school's R.E. program is a systemic and sequenced program of helping children relate the Catholic faith with their daily lives.

The Religious Education Guidelines were devised by the staff of the Catholic Education Office in consultation with school staffs and issued by the Archbishop.

**Each class spends approximately 30 minutes per day on formal religious education lessons and teachers will integrate much of what is taught in all subject areas**

## **SCHOOL PRAYER**

**Dear Father in Heaven**

**We are Francis Jordan Catholic School,**

**Help us to learn and obey every rule.**

**Teach us to be a friend to all we see,**

**And always to remember,**

**The Truth Will Set Us Free.**



## **STUDENT ENROLMENT**

The first year of enrolment into the school is Kindergarten. Students must turn four years of age to be eligible for enrolment. A formal Application for Enrolment must be completed for each child before enrolment can be considered. This is available from the school or can be found on its website.

### **Criteria**

While an offer of a position is at the discretion of the Principal, the following criteria are taken into consideration:

- Priority is given to applicants whose parents have demonstrated a concern for the religious development of their child.
- Priority is given to applicants who, in the estimation of the Principal, are likely to benefit most from enrolment at the school.

After consideration has been given to the criteria above, priority is accorded to applicants in the following order:

- Catholic students from the parish - with a Parish Priest reference
- Catholic students from other parishes – with a Parish Priest reference
- Siblings of non-Catholic students
- Other Catholic students
- Non-Catholic students from other Christian denominations
- Other non-Catholic students

Please also note that the date of actual application may also be a consideration within the student enrolment process.

No correspondence will be entered into regarding the school's decision to offer places.

### **Process**

1. Parents are required to complete an 'Application for Enrolment' form for each child and provide copies of the Birth Certificate, Baptism Certificate, Immunisation records and most recent School Report (if applicable), together with the non-refundable Application Fee. A parish Priest Reference is also required.
2. Parents will be contacted for an interview as an enrolment vacancy arises.

3. Interviews Kindergarten places are usually held by June each year in the year preceding commencement.
4. Interviews for other places will occur as a vacancy arises.
5. Pre Kindergarten vacancies are advertised in July of each year.

### **General Information**

1. Enrolment at Francis Jordan Catholic School will only be offered when the requisite resourcing is available to respond to the specific needs of the student.
2. Each application for enrolment will be considered individually. No Catholic child will be declined a place on the basis of the family's inability to pay fees and charges.
3. Application forms include all disclaimers, statements and declarations as outlined in the CECWA policy statement 'Student Enrolment'
4. Parents must make a separate enrolment application for enrolment into a secondary school.

### **SCHOOL HOURS**

Bell Times:	8.10 am	Supervision commences
	8.30 am	School commences
	8.30 am to 10.30 am	First Session
	10.30 am to 10.50 am	Morning Recess
	10.50 am to 12.30 pm	Second Session
	12.30 pm to 12.50 pm	Lunch Play
	12.50 pm to 1.05 pm	Students Eat Lunch
	1.05 pm to 2.40 pm	Third Session
	2.40 pm	Dismissal
	3.00 pm	Supervision finishes

### **PARENT-SCHOOL COMMUNICATION**

The School Newsletter is posted digitally to parents each Wednesday evening. This newsletter contains items of news, coming events, community notices, etc. Notices are also periodically sent out to keep parents in touch with Sporting, Canteen and P & F Association news.

A Term Calendar is also published at the beginning of each term, which informs parents of important dates during this period. Families are asked to refer to this document as the need arises.

Formal opportunities for communication between the School and Parents exist with Interviews (Beginning of Year and Mid-Year), Curriculum Information Nights and various “Special Events” (e.g. Parent Workshops, Sacrament Information Nights etc).

Should an appointment between Parent and Teacher (and/or Principal) be required, then contact should be made through the School Office so that a mutually convenient time can be arranged.

## **STUDENT ASSESSMENT & REPORTING**

The Francis Jordan Catholic School Reporting Policy reflects three important interdependent views. The first is that there ought to be a proper balance between the basic skills on the one hand and more general learning on the other hand, if academic performance is to be of the highest possible standard. Secondly, that the school in co-operation with parents, ought to help students develop proper work habits and study skills with the aim of making the individual more accountable for their own performance. Thirdly, that the school together with the home ought to help develop in the student those personal qualities that are conducive to living a Christian life, for their own benefit and the community within the context of their family, their school, their Church and their Community.

Generally speaking, several means of assessing a student’s performance are used:

- Formal Reports
- Standardised Tests
- Continuous Assessment
- Teacher’s Personal Knowledge of the Child

### **Formal Reports**

These are issued at the conclusion of each semester. This report is the end result of information gathered on a student and allows for a judgement about the achievement of outcomes.

### **Standardised Tests**

These tests are conducted by an outside agency and are designed to give an indication of a child’s general ability. Since the scores obtained in these tests are based on statewide results, the statistical information can be most useful in determining the effectiveness of the school programmes and can indicate areas where the programme needs adjustment.

Students in Years 3 and 5 also participate in a range of state and national assessments.

### **Continuous Assessment**

These include weekly tests, tests taken after units have been completed and marks given for assignments, activities, etc. Such cumulative results minimise the disadvantages caused to students by nervousness, illness, sleeplessness or upsets.

### **Parent/Teacher Interviews**

Parents are formally invited to take advantage of such an interview on two occasions during the year. Within the first month of each school year, parents are requested to meet with the relevant teacher to provide background information on that child (academic, social, medical, etc). There is also a second interview after mid-year reports are issued at the end of Semester 1 for Years 1 to 6 students. Parents of Kindergarten and Pre-Primary students are also invited to an interview to discuss their child's progress.

## **PARENT CONSENT FORMS**

On enrolment parents (or guardians) will be asked to complete and sign a form giving consent for their child to attend school excursions and functions. The form also gives permission for the school to seek and authorise medical treatment for a child while in the custody of the school. The school will make every effort to contact the parent/guardian (or emergency contact) before administering medical treatment if a child is ill or injured.

## **CONCERNS**

Where parents (or guardians) have a query or concern regarding their child or other matters, they are asked to please contact the relevant teacher in the first instance. Any serious concern about an aspect of school life should be made to the Principal or Assistant Principal.

## **ABSENCES**

Attendance at school each day is compulsory. A written note must be produced for all absences. Where long term sickness occurs, a medical certificate must be forwarded on request.

Children may not leave the school premises before 2.40 pm without permission from the Principal. Parents need to complete a 'pink form' advising that they are taking their child/children from the school during the day.

Medical appointments must be made wherever possible in the child's own time after school.

By law, parents must obtain the permission of the Principal to absent a child from school, to go on holiday during the school term. Therefore a 'yellow form' needs to be completed prior to the actual holiday.

## **SUPERVISION OF STUDENTS**

Parents should note the following details concerning the hours during which the school is conducted each day and for which period normal supervision is provided:

Lessons commence each morning at **8.30am** and conclude at **2.40pm** Monday to Friday. Year 1 to 6 classrooms are opened at 8.10am and the school grounds are supervised until 3.00pm each afternoon.

Therefore, while normal supervision of pupils by the school will be undertaken between **8.10am and 3.00pm** on Monday to Friday, no supervision will be provided other than between those hours and no responsibility will be taken by the school for any consequences of the activities of pupils outside those hours.

Parents are asked to assist the school in the interest of the safety of students by ensuring that a child does not attend or remain in the school grounds outside the hours of **8.10am to 3.00pm** on Monday to Friday. Special arrangements will be made in relation to authorised school activities, which require attendance of students at the school outside these hours, such as sports afternoons, certain excursions etc. Supervision will be provided on these occasions until and no later than 4.00pm

## **HOMEWORK**

### **Rationale**

Homework is a valuable way for students to consolidate knowledge, skills and understandings taught at school. It assists students to establish a routine that supports the development of sound study habits. It can also encourage students to take responsibility for learning outside the classroom and to take responsibility for completing unfinished tasks set during school time.

### **Principles**

1. Homework expectations will be reasonable, consistent and appropriate as students progress through school.
2. Children should have acquired the knowledge, skills and resources necessary to complete assigned homework.

## **Procedures**

1. Homework tasks will be clearly defined in writing.
2. Students in Years 3 – 6 will have a school diary in which they will be responsible for writing their homework requirements. Teachers will set the standards and guidelines for diary use.
3. Completed homework will be checked and signed by parents.
4. Should a child be unable to complete the homework task in the maximum time allocated after working in a diligent manner, then a short note from the parent to the teacher should accompany the homework. This note should explain that the child worked in a reasonable manner but did not complete the expected amount of homework.
5. Homework will be monitored and marked by the teacher assigning it.
6. Major homework components include:
  - Written homework – eg. review of class work, unfinished schoolwork
  - Home lessons – eg. spelling, number facts.
  - Personal reading – both oral and reading for pleasure to develop a literary sense as well as knowledge.
7. The following time allocations per night apply:
  - Years 1 to 4 - up to 30 minutes
  - Years 5 & 6 - up to 60 minutesIn addition, students should spend some additional time each night in reading for pleasure.
8. Where a parent/guardian has a query regarding homework, then the query should be directed to the staff member setting the homework.

## **STUDENT MANAGEMENT**

### **Rationale**

The Catholic school strives to create an inclusive Christian community where each person is treated with dignity and respect in a safe and secure environment.

### **Principles**

1. Francis Jordan Catholic School aims to develop within each child:
  - An acceptance of responsibility for actions towards themselves and others;
  - An adherence to school and class rules;
  - A respect for themselves, other students and staff;
  - A respect for both their own and other people's property
  - A sense of safety and security; and

- A willingness to demonstrate responsibility and respect in the community.
2. Students who meet the aims of the Student Management Policy will be rewarded with positive consequences.
  3. Students whose actions demonstrate an unwillingness or inability to meet the aims of the Student Management Policy will be made aware of their inappropriate behavior in accordance with the negative consequences.

## **Definitions**

Severe Clause: where a student exhibits violent or dangerous behaviour which causes or may cause serious injury to self or others.

This includes but is not limited to

- Violent - deliberate hurt to others or property (kicking, punching, fighting, graffiti)
- Dangerous - an action which puts the student or others in danger (throwing stones, blatant disobedience, going out of bounds etc.)
- Use of inappropriate language, wilful disobedience

Positive consequences

- Merit certificate at whole school merit assembly
- Principal Award certificates at an assembly
- Letters of Commendation from the Principal
- Gold slip
- Praise from teachers and students
- Individual class reward systems
- Intrinsic rewards

Negative Consequences

- White Slip
- Blue Slip
- Detention
- Exclusion from specific activities
- Suspension

## **Severe Clause**

Where a student exhibits violent or dangerous behaviour which causes or may cause serious injury to self or others.

This includes but is not limited to

- Violent - deliberate hurting others or property (kicking, punching, fighting, graffiti)
- Dangerous - an action which puts the student or others in danger (throwing stones, blatant disobedience, going out of bounds, etc.)
- Use of inappropriate language, wilful disobedience

## **Procedures**

### 1. Gold Slip

A gold slip will be awarded to a student who demonstrates desirable behaviour in the classroom and/or playground.

- A gold slip will be recorded on the Pastoral Care section of SEQTA. An email will be sent to the parents using SEQTA.

Each month, one student will be presented with an award based on the Gold Slips received during that month. This award is known as the Lighthouse Award, to signify the symbolism represented in the school logo.

### 2. White Slip

A White slip is administered when a student fails to comply with general classroom rules and expectations including but not limited to;

- Disruptive behavior
  - Failure to complete work to a satisfactory standard
  - Forgetting to bring equipment to class repeatedly
  - Unacceptable manners
  - Failure to complete homework
- White slips will be placed by the teacher into the box located at the door leading to the staff room next to the vests and files.
  - The Assistant Principal will contact the parent on receipt of the white slip in the box.
  - The information contained on the white slip will be kept on the Pastoral Care section of SEQTA.

### 3. Blue Slip

A Blue Slip is administered

- after three White Slips are received in one term
- when the Severe Clause is reached either in the classroom or playground or on an activity outside the school (eg excursion)



- Blue Slips are then taken to the Principal or an Assistant Principal, by the offending student, for verification.
- The Blue Slip will be taken home for a parent signature, returned to the Principal and kept on record.
- If a student is issued with a second Blue Slip then they may be required to attend an after school detention. This will take place on an afternoon between 2.45 – 3.30pm and will be supervised by the Principal. Parents will be notified in writing well in advance of such a situation and will be responsible for collecting their child at 3.30pm. Detention afternoons are not flexible and parental support is expected. A round table conference with the student, teacher, parent/s and/or carer and the Principal will also be required..
- Repeated breaches of the Severe Clause may result in exclusion from activities including but not limited to camps, excursions, carnivals and interschool sport.
- A further Blue Slip may result in an in-school suspension and subsequently a home suspension.

### **PLAYGROUND DUTY**

Duty teachers will collect a file, which contains sheets on which to record those students exhibiting undesirable behaviour.

### **SCHOOL RULES**

Children should show respect and courtesy to teachers, parents, visitors in the school and fellow students at all times.

- We should always be truthful and honest
- We show respect to all by speaking politely and with correct manners

Unacceptable behaviours are:

- Teasing
- Bad Language
- Rude signs
- Aggression
- Fighting

### **BICYCLES**

- Do not ride bicycles in the school grounds.
- All students must dismount at the school boundary footpath.
- Bicycles are to be placed neatly in racks in area provided.
- Bicycles should not be lent to other children, in order to avoid misunderstandings.
- Protective helmets or stack hats must be worn when cycling. Students adhere to this rule at all times (no exceptions)

### **TOILETS**

- Students are expected to keep the toilets clean. No food is to be taken in. Toilet paper is not to be thrown about. Games must not be played inside toilets.
- Hands should be washed with soap after visiting the toilet. Do not splash water about in the toilets or drinking areas.

### **GENERAL RULES**

#### **Playground**

- Ball games are played in appropriate areas such as the oval, basketball courts
- Trees and bushes are out of bounds
- Throwing of sticks, stones or sand is never allowed
- When the siren sounds, **WALK** quietly to class lines

- Children should notify the duty teacher if a ball is thrown or kicked out of the school grounds
- Children injured in the playground should first seek assistance from the duty teacher.

### **Canteen**

- Children must not enter the Canteen unless asked to by a teacher or Canteen Manager
- Canteen lines should be quiet and orderly
- Children who wish to buy goods at the Canteen must join the end of the line

## **SCHOOL UNIFORM AND PERSONAL GROOMING**

The following is meant to clarify both the uniform requirements and personal grooming that is required of all students at Currambine Catholic Primary School.

### **School Uniform – General**

- Children should wear their school uniform correctly, with a note of explanation if the correct uniform is unavailable.
- Hair standards are set for the students' safety, the enhancement of their appearance and avoiding "excessive" display. Hair should be neatly combed or brushed, kept off the face and cut regularly. **Extreme hairstyles, tints or hair gel are not permitted.**
- Girls with hair longer than collar length must have it tied back at all times.
- Boys are required to have hair that is short and tidy at all times.
- If girls are using ribbons, headbands or elastic ties/scrunchies for hair, they must be dark green. Black bobby pins or dark green clips are acceptable.
- Shirts are to be tucked in before coming to line.
- School hats are to be at school at all times.
- Nail polish is never allowed.
- A watch and / or single stud / sleeper earrings are the only jewellery permitted. Studs or sleepers must be gold or silver in colour

## **SCHOOL UNIFORM**

### **SUMMER**

#### **Girls**

Cotton Check dress  
Black school shoes (not sneakers)  
OR Brown sandals  
Short green striped socks  
Green school tracksuit top  
Green school hat

#### **Boys**

Dark green rugger shorts  
Mint green short sleeve Midford shirt  
Black school shoes (not sneakers)  
OR Brown sandals  
Short green striped socks  
Green school tracksuit top  
Green school hat

### **WINTER**

#### **Girls**

Winter tartan pinafore  
Mint green Midford long sleeve shirt  
Short green striped socks  
OR green tights  
School tie  
School jumper

#### **Boys**

Grey winter trousers (optional)  
OR Rugger shorts  
Mint green long sleeve Midford shirt  
Short green striped socks  
School tie  
School jumper

In winter, students participating in any public performance will be required to wear the following:

#### **Girls**

Green tights.

#### **Boys**

Long grey winter trousers.

## **SPORT UNIFORM**

### **GIRLS & BOYS**

Faction shirt  
Dark green knit shirt  
Black Quick Dry shorts  
WHITE sandshoes or joggers, including laces (NOT BOOTS)  
Short white striped socks  
Green school tracksuit  
Green school hat – PLEASE NOTE that a school hat is required throughout the year.

### **OTHER ITEMS**

Tracksuit – dark green colour. A tracksuit is not compulsory, however, if one is worn, then it must be the school tracksuit. **NO OTHER IS PERMITTED.**

## **SCHOOL BAG**

Children are required to use the Francis Jordan Catholic School school bag, which can only be purchased through the school.

## **VARIATIONS**

1. Some people are not able to wear wool next to bare skin. For this reason the tracksuit top may be worn with the summer uniform.
2. IF IT IS VERY COLD, THE SCHOOL TRACKSUIT TOP MAY BE WORN WITH THE WINTER UNIFORM PROVIDED A SCHOOL JUMPER IS WORN UNDERNEATH IT.
3. The school tracksuit top may be worn with the summer uniform without the jumper underneath.
4. The Rain Jacket sold by the Uniform Shop is the only rain jacket to be worn as part of the school uniform. It must not be worn as a substitute for the school jumper or tracksuit. It can be worn to and from school and at recess or lunch but not during class.

Where students do not abide by the requirements of the school uniform, a letter will be sent to parents, pointing out the area to be rectified. This includes students requiring haircuts. Parents will be asked to acknowledge receipt of the letter and that action will be taken to attend to the situation.

## **LIBRARY**

Please encourage your children to use the Library regularly. The child, who is interested in reading, has a learning advantage. Children must have a library bag in order to borrow books, CDs and cassettes. Parents must be prepared to meet the replacement cost of books or equipment lost or damaged. Children who do not return books on time may be fined.

## **SACRAMENTAL PROGRAMMES**

Reconciliation      Year 3  
First Communion    Year 4  
Confirmation        Year 6

Dates and meeting dates for these are printed in the newsletter. We are here to assist parents in preparing their children for Sacramental programs run through the school and the Parish. However, education in faith is primarily the parents' responsibility. Therefore, it is essential that parents commit themselves fully to this task.

## **SCHOOL MASSES**

These are usually held once a term. On special Feast days there is a Mass for the school community. Times for these Masses are published in the newsletter.

## **CLASS MASSES**

Year 4 to 6 classes have a special Mass at the Salvatorian House chapel once a year. Year 1 to 3 classes have a Prayer Service once a year conducted in the Sue Groves Hall. Parents are most welcome to attend all Masses and religious ceremonies arranged by the school.

## **PARISH**

As stated in the introduction, Francis Jordan Catholic School is in the St Simon Peter Parish and families in the Parish are encouraged to be practicing members of the Parish Community. The Parish Priest can be contacted on 9300 4885.

The Mass times are:

Saturday	6.30pm
Sunday	8.00am, 10.00am & 6.00pm
Children's liturgy	6.30pm Saturday, 10.00am Sunday
Weekday Masses	8.30am Monday – Friday 7.00pm Tuesday, Thursday & Friday
Reconciliation	Saturdays – after 8.30am Mass & 5.30pm Tuesdays & Friday – 6.30pm

## **CURRICULUM PROGRAMMES**

The Curriculum Programme at Francis Jordan Catholic School aims at the growth and development of the total person. The school includes in its goals not only the development of knowledge but also the physical and intellectual skills and values necessary for participation and leadership in a rapidly changing world.

Francis Jordan Catholic Primary School provides an integrated curriculum for all students with Religious Education as the focus. The integrated curriculum draws together the concepts, knowledge, skills, attitudes and values from the nine identified key learning areas of Religious Education, English, Mathematics, Science, Society and Environment, Technology and Enterprise, Health and Physical Education, the Arts and Languages other than English in

developing the competencies of expressing, investigating, communicating, creating and reflecting.

All curriculum programmes are based on syllabus documents approved by the Catholic Education Commission of Western Australia and the West Australian Department of Education. All programmes provide for a range of teaching styles in an effort to promote cognitive, social, personal and equitable opportunities for all students.

A range of Teaching Specialists are also involved in a number of programmes, these include:

- Physical Education/Sport
- Library
- Learning Support
- Music
- Information Technology
- Indonesian
- Social Work

Specific 'specialist' education programmes are also conducted in:

- Academic Extension,
- Friendly Schools (Resiliency)
- Seasons for Growth (Grief/Loss)
- Instrumental Music Tuition
- Reading Recovery
- Motor Skills Development
- Smart Words (Spelling)
- Interschool Sport (including weekend Netball Club)
- Dance (After School)

- Social Skills
- Outdoor Education (Year 6)
- Aboriginal Education
- Maths Interchange (Years 4-7)
- Performing Arts
- Learn to Swim
- Speech and Occupational Therapy Screening
- Sport/Physical Education – during and before/after school

## **SCHOOL FEES**

The regular payment of school fees is essential for the good running of our school; it is also a practical sign of our commitment to the ideals of the Catholic School.

There are three categories of fees - **SCHOOL FEES, FAMILY FEES (Building, P&F levy,etc.) and CURRICULUM CHARGES (excursions, swimming, resources ,etc.)**. Accounts are sent out at the beginning of the first three terms of each year and must be paid within the following 4-week period, unless other arrangements have been made to pay fortnightly, monthly, etc.

Please note that the school has the following provision for the payment of fees & charges – cash, cheque, credit/debit card, pay or direct debit.

All information relating to School Fees is available from the School Office. Please note fees are payable to the **Francis Jordan Catholic School**.

If there is an inability to pay school fees, contact should be made with the Principal, so that a reassessment can be made. However, parents must understand that school fees should receive a high degree of priority in their expenditures.

## **FRANCIS JORDAN CATHOLIC SCHOOL BOARD**

The School Board provides an opportunity for greater involvement of the local community in the school. Involvement in the School Board is voluntary and provides an opportunity for parents to exercise their talents and skills for the educational good of the pupils and for the management and planning of the school.

The Board is responsible for the efficient financial management of the school and also advises on broad policy matters concerning the curriculum and



management of the school. The Board meets on a monthly basis with its Annual General Meeting being held in November of each year. At that particular meeting, a report by the Board Chairperson is presented as well as the provisional budget for the ensuing year. Also at that time, the election of members to the Board for the following year is held.

## **PARENTS AND FRIENDS ASSOCIATION**

The Association primarily consists of all parents and guardians of pupils enrolled at Francis Jordan Catholic School. The Association, through its activities, aims to:

- promote the aims of Catholic Education in the school community
- liaise and co-operate with the School Board
- assist in promoting cultural, social and sporting activities for the school's students
- foster a spirit of co-operation and friendship amongst members of the Association

An Executive Committee manages the business affairs of the Association, which consists of a President, Vice President, Secretary and Treasurer.

The Annual General Meeting of the Association is held each November. General Meetings are also held each month at which activities of the Association are outlined and discussed with parents. These meetings are held in the Library and are advertised, along with the Association's activities in the school newsletter.

## **PARKING**

We urge parents to exercise great care and patience when delivering or collecting children to and from school. Please observe the following:

1. Parents may use the council lay by on the school side of Peterborough Drive only to drop off and pick up children from school.
2. The school road enters at Peterborough Drive and exits onto Caledonia Way.
3. Children may not be dropped off or picked up on the school road, at any time. Parents must pull into a parking bay before allowing children to alight from the car.

4. Please DO NOT obstruct the entrance to the school or park on any footpath. The yellow parking lines must be observed. Do not obstruct the neighbours' driveways or the loading zone for the nearby shop.
5. DO NOT PARK IN THE DISABLED BAYS UNLESS YOU HAVE AN ACROD STICKER.
6. The car park near the Pre-Primary is reserved for parents of Kindergarten and Pre Primary students only.
7. Parents are expected to observe the rules of the 'Kiss & Drive' in the mornings. In the afternoons the children are collected from the teachers on duty, at the main gate and the junior primary playground gate near the main car park. This car-park area is a 5 minute STANDING AREA ONLY. Please observe the rule and leave quickly once your children are picked up.
8. DO NOT STOP ON THE ROAD AND BECKON YOUR CHILDREN TO HOP IN THE CAR. CHILDREN MUST CROSS AT THE CROSS WALK ONLY. The Cross Walk Attendants are there for everyone's safety.

***PLEASE USE COMMON SENSE AND PATIENCE IN THE CAR PARK AND ON THE ROAD. THE CHILDREN'S SAFETY IS OUR PRIME CONCERN***

## **GENERAL INFORMATION**

### **School Office Hours**

8.00am – 3.15pm Monday to Friday. The School Office is open in the week prior to the commencement of the school year.

### **Canteen**

'Our Daily Bread' Canteen operates each day of the school week apart from Tuesdays. Purchases can be made during Recess and Lunch breaks on these days. Information regarding canteen operations is communicated in the School Newsletter on a regular basis.

## **Allergy Aware School**

Francis Jordan Catholic School is an Allergy Aware School. We ask that student's do not bring **NUTS OR NUT PRODUCTS** to school. Nuts are the most common trigger for Anaphylactic reactions and are also the easiest food for our school to avoid.

## **Lost Property**

All lost property is stored in the 'tunnel area' (adjacent to the Junior Toilets). All items of clothing should be clearly marked with the child's name.

## **Assembly**

School Assemblies are held in the Sue Groves Hall commencing at 8.30 am on designated Fridays (as advised in the School Newsletter). Student Councillors coordinate the assembly with the School Prayer, Acknowledgement of Country and the National Anthem to open proceedings. Assemblies will either be class performances and merit award presentations. Parents are most welcome to attend.

## **Insurance**

All children attending Francis Jordan Catholic School are covered by a Student's Personal Accident and Disability Insurance policy. All details are available from the School Office. The premium for this insurance is included in all school fee accounts.

## **Birthdays**

Teachers will recognise student birthdays in class. Invitations to private birthday parties may be distributed at school only if all children in the class are invited. Parents who would like their child's birthday recognised with a treat must make arrangements with the teacher in advance. The treat must be in accord with Student Health policies.

## **Custody**

The parents of a child of a marriage are, under Family Law, both guardians and custodians of their child. This gives both parents' equal rights and responsibilities in respect of a child of a marriage.

Where the marriage has ended, but there is no court order in respect to the child, both parents remain guardians and custodians of their child, though in reality the child may only be living with one of the parents. Where there is an operative court order, there may be separate guardianship and custodial roles for the parents.

Where there is no court order, by law both parents are guardians (where the child is a child of the marriage) and have equal rights in respect of the child.

### **Change of Family Details**

The school is obliged and needs to keep accurate records of all pupils. Therefore any change of address, telephone number etc. needs to be notified to the School Office immediately. Parents' work telephone numbers should be kept up to date. Please ensure that we have the name and address of someone other than the parent, should they be needed in case of an emergency.

If your child is to be left with a friend in your absence, a contact address and telephone number should be left with the School Office.

Where access of any party to a child attending school is limited in any way, contact should be made with the Principal so that appropriate measures can be taken.

### **Booklists**

Each year the booklists for each Year Level are compiled and sent home prior to the conclusion of the school year.

The booklist includes the required textbooks and other stationery materials. The booklists are supplied courtesy of commercial stationers and these requisites will be sold from the School in late January each year.

### **Uniform Shop**

The Uniform Shop is operated on a weekly basis by volunteer parents. New and second hand school uniform items are available for sale. Details regarding hours of operation, price lists, etc are available from the School Office.

## **Out of School Hours Care**

### **Lost Property**

All items that are found around the school are located in the cupboard opposite the Junior Primary toilets. Parents are welcome to check this for lost items. At the end of each term, items are put out on display at the final assembly. Unclaimed items are eventually donated to a charitable organisation after a reasonable amount of time. In order to reduce the number of lost items stored, we would appreciate if student's belongings are clearly labelled.

### **Photographs**

The school arranges for individual and class photographs for students with a professional photographer. Parents have the option to purchase these photographs. The official school photographs will be taken throughout the day on two days designated in Term Two.

Parents may refuse permission for images to be published outside of the school. For example, images may be sent to CEWA publications, local newspapers, etc. Parents must complete a sheet on enrolment giving permission to the school to publish images in the manner described above.

### **Security**

Safety and security is high on the Francis Jordan Catholic school priority list. Security programs operate at a number of levels. We hold regular practice evacuations and lockdowns.

All visitors are to report to the Administration Office for registration.

## **HEALTH POLICY**

- Immunisation status of each child will be checked by an examination of immunisation cards during the enrolment process.
- Immunisation, either initial or boosters against Diphtheria / Tetanus / Whooping Cough, Measles / Mumps / Rubella and Poliomyelitis (Years 1 & 7) are given free by the City of Joondalup Health Department. Details are forwarded to parents prior to school visits by the Medical team.

- Sudden sickness or minor accidents are normally attended to at school. In more serious cases, every endeavour is made to contact parents for children to be taken home. In extreme emergencies, medical attention may be sought before parents are notified.
- Details of any treatment provided to students in the Sick Bay is noted as part of school records.
- If a child is off colour or unwell, he/she should not be sent to school. Facilities in the Sick Bay are only adequate for emergencies.
- In the event of a child suffering from the following, he/she must be excluded from the school for the period stated below:

**Pediculosis (Head Lice)** - exclude until the day after treatment has commenced.

**Chicken Pox** – exclude for at least 5 days after the rash appears and until all vesicles have formed crusts.

**Measles (Notifiable disease)** – exclude for 4 days after the onset of rash.

**Rubella (Notifiable disease)** – exclude for 4 days after the onset of rash.

**Mumps (Notifiable disease)** – exclude for 9 days after onset of symptoms.

**Ringworm** – exclude until person has received antibiotic treatment for 24 hours.

**Impetigo (School Sores)** – Exclude for 24 hours after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.

## Medications

Staff are under no obligation to administer medicine or other forms of medical treatment. Should a student require medication to be administered it is preferable this be done outside school hours or by the parent during school hours. In some circumstances the school may agree to administer medication, this will need to be approved by the Principal and Class Teacher. The following documentation will need to be completed.

a) Student Medication Request/Record (Appendix 1) form is to be completed by the parent for the school to administer **over-the-counter medication and prescribed medication.**

b) Medication Instructions from Prescribing Doctor (Appendix 2) form is to be completed by the Doctor for the school to administer **prescribed medication.**

Note: It must be recognised that there is a limit to the level of responsibility the school can provide regarding medical care and supervision. Staff are not expected to administer prescribed medication or treatments, which require specialist training.

### **Anaphylaxis (severe allergies requiring epipen)**

If a student has been prescribed an epipen then the following documentation and medication needs to be supplied **before** the student can attend school.

- Anaphylaxis Action Plan supplied annually.
- 2 epipens and a personal bum-bag.

Additional requirements

- Anaphylaxis Health Care Plan supplied annually.
- Red cross badges sewn onto all collars and hat.
- Privacy letter to be signed by parent.

## **CONTACTING THE SCHOOL**

Francis Jordan Catholic School

Peterborough Drive

Currambine WA 6028

Phone: 9404 2400

Fax: 9404 \_\_\_\_ \_

Email : [admin@fjcs.wa.edu.au](mailto:admin@fjcs.wa.edu.au)

Website: \_\_\_\_\_