



2020 School Booklet



St Francis School
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Lockleys SA 5032
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Welcome to the 2020 School Year

Tuesday 21st January Uniform Sales

Uniform Shop, which is located in the main administration building, will be open from 9.00 am until 2.00 pm

School Books – The book packs for 2020 need to be ordered online by parents, a letter was sent home with the instructions. The student book packs will be delivered directly to your home address. If no one is home to receive the parcels a card will be left with pick up instructions.

Book packs for the new Reception students will be given during their visit in Week 1 for their PIPS testing. (Performance indicators in Primary Schools)

Term One **Tuesday 28 January – Thursday 9 April**
Year 1 to Year 7 student

Monday 3 February until Thursday 9 April
Reception students

Term Two **Tuesday 28 April until Thursday 2 July**

Term Three **Tuesday 21 July until Friday 25 September**

Term Four **Tuesday 13 October until Thursday 10 December**

Student Free Day **One additional day will occur at a date to be confirmed**

School Procedures

Students leaving during the day

We strongly discourage students from being picked up early purely for the convenience of parents. Our forms of communication with classes are for emergency situations and constant use of the PA system disrupts student learning.

Taking this into consideration we encourage families, where possible, to make appointments out of school hours. If parents do need to collect their child, they are requested to inform the teacher by a note in their diary. Parents are asked to tell their child what time they need to be at the office to be picked up for their appointment. When collecting students during the day, the parent/guardian needs to come to the front office and sign them out. If an item needs to be given to a student during the day, parents/guardians need to bring it to the office; staff will then ensure the student receives it.

Student absences

In order to keep our students safe, absences need to be verified by a telephone call to the school. Please contact the school, prior to 9 am, on the day your child is going to be absent (messages can also be left on the school telephone out of office hours). Staff will contact parents or guardians if they have not been notified of your child's absence before 10.00 am. Teachers keep an accurate record of student's attendance. A student arriving at school after the bell has gone is required to sign in at the office and receive a late slip prior to attending class. A student arriving from 10.00 am onwards need to be accompanied by a parent/guardian to sign them in at the front office.

Allergy Aware School

Because we have students with life threatening allergies to nuts, we request the following items are not sent to school: nuts of any variety, peanut paste and any products containing traces of nuts. We are sure you will support us in this matter to ensure a safe environment for these students.

Uniforms and Grooming

All students are expected to wear correct school uniform. All uniform requirements, except shoes, are available for purchase from the school uniform shop. Students need to wear predominantly **white** trainers. All items of the school uniform should be named. Grooming is an important component in the wearing of the school uniform. Hair accessories should be in keeping with uniform colours. Jewelry should be kept to a minimum. Acceptable items to wear are: a medic alert chain or bracelet, a chain with a small cross, a watch, a single sleeper or stud in each ear lobe only.

The uniform shop is located in the main administration building and open during school terms every Tuesday from 8.30am until 10.00am and from 2.45pm until 3.45pm.

The school uniform price list can be viewed on our website at the below address:

<http://www.sflockleys.catholic.edu.au/enrolment-inquiries/uniform>

Bell Times -

8.55 am	School day commences
9.00 am	Lessons commence
11.00 am	First Lunch - supervised eating time
11.05 am	Play time
11.35 am	Lessons recommence
1.35 pm	Second Lunch - supervised eating time
1:40 pm	Play time
2.10 pm	Lessons recommence
3:10 pm	Administration time
3.15 pm	Dismissal

Gates are open at 8.30 am each morning.

Students will be supervised whilst on the school grounds between 8:30 am and until 3:35 pm. Outside of this time they will be taken to Out of School Hours Care. In the interests of student safety we encourage parents to ask their child to wait to be collected on the school grounds.

School Visitors

All visitors to the school need to report to the front office and sign in.

Extended leave

If your child will be away for more than two consecutive days, a leave of absence form will need to be completed and lodged at the school for the Principal to approve.

School Access

Gates on Arcoona Avenue will be opened at 8.30 am each day and closed at 9.30 am. Gates will be reopened at 3 pm each day and locked at 4 pm. On nights where sport is played the gates will be locked after 4.30 pm. To provide access for those attending Play Group on Tuesday the gates will be closed later. To gain access to the office at other times please use the Henley Beach Road access.

Volunteers

All volunteers are required to hold a current Catholic Police Clearance, Working with Children Check and have completed the induction and referee process. If you would like to attend excursions or assist in the classroom or school, please ensure you complete this process prior. More information regarding Police clearances is available from the school office. Clearances are valid for five years.

Sun Protection Policy

The school promotes 'sun smart' behaviour. Hats are a compulsory part of the school uniform, when outdoors throughout the year except during Term 2 if the UV rating is below 3. Students are encouraged to apply sun block prior to going outdoors. Sunblock is available in every classroom.

Student's Medication & First Aid

The following procedures are followed in the event of a student requiring first aid:

- Students are sent to the office accompanied by another student. In the event of a more serious situation a teacher/staff member accompanies the student to the office or they will be treated on site if required.
- An ESO, who has a Senior/First Aid Certificate, assesses the student in the First Aid room
- Students are treated accordingly, all details are recorded and a text sent home to notify parents of their child's First Aid room visit.
- Parents/Guardians are contacted if a Senior First Aid Officer assesses that the student requires medical attention, needs to be collected from school or in the event of a head injury and/or administration of asthma medication.
- The student's teacher is informed if the student is going home or if they are having a prolonged stay in the first aid room.
- If a student is sent home the parent/guardian signs them out at the office.

Students with significant medical conditions

- If your child has a medical condition, forms are available from the office regarding the administering of medication and treatment.
- Students with significant medical conditions have their details, action plans and photographs displayed in the first aid room and staff work room. Details are also available in the Relief Teachers folders for each class.
- Teachers are given a class list that contains information regarding any health issues or medical requirements.
- Please contact the front office for further details.

Emergency First Aid Situations

In the event of a situation being deemed a medical emergency, staff members follow these procedures:

- 000 is called to summon an ambulance.
- At least two staff members are with the student/person at all times.
- The parents/guardians are contacted as soon as possible.
- A First Aid Officer will accompany the student/person in the ambulance if a family member is not present to do so.
- Other siblings at the school are kept informed and reassured.
- Please note the school insurance covers ambulance transport for accidental injury only, not pre-existing medical conditions.

Hot Weather / Wet Weather

As each classroom has cooling and heating facilities, the school does not close due to extremes in weather conditions.

Communication

At the beginning of the term you will receive information about communication and class procedures directly from your child's teacher.

There will also be important school information in the fortnightly newsletter

- On-going general classroom information will be forwarded home in the form of class notes or placed on Seesaw, when the need arises.
- From Primary to the Middle Years the school diary will be used as a communication device between school and home. Parents and caregivers are asked to use the diaries to inform teachers of absences, medical appointments and requests for appointments with the teacher.
- Parents are asked to send confidential information in a sealed envelope marked with the name of the person for whom it is intended.
- An open invitation is extended to parents and caregivers to come into the classroom before or after school, outside of teaching and learning activity time, that is prior to 8:55 am and after 3:15 pm. This provides an opportunity to speak informally with the class teacher and / or to peruse student's work and classroom displays.
- If an extended conversation is required, you are asked to make an appointment with the teacher, so that sufficient time can be given.
- Parents are invited to make a time to speak with the Principal or the Deputy Principal regarding their child or general school matters they wish to discuss or clarify.

Seesaw is a digital platform for keeping parents in touch with the day to day achievements of their child. Parents will be able to see and comment on the things their child has been doing at school. You will only have access to your child's folder and will not be able to view or comment on the work of another child. It is not a social media forum open to the wider internet community. From time to time we may post a group photo; when small groups have collaborated on a task, performed a play or presented etc. This image would then appear in the folder of all students featured.

Newsletter

The school newsletter will be emailed or a printed copy given to each family every Thursday fortnight. The newsletter contains detailed information about school events. Parents are asked to read it each fortnight. The newsletter can also be accessed online <http://www.sflockleys.catholic.edu.au>

Money

All money sent to school needs to be in an envelope, clearly marked with the student's name, class, correct amount and the purpose for it being sent. No change is available from the office. In most instances students or parents will make these payments directly to the school office, once money is accepted a receipt will be issued.

Parking Restrictions

This is a reminder to all our families to assist us in maintaining a safe environment for our students and their families; we recommend people adhere to the following, as the council regularly serves fines to offenders.

- Henley Beach Road – a bicycle lane operates on Henley Beach Road – this is a dedicated lane for cyclists. Please be aware that drivers must not park or stop in a bicycle lane. Look for signs that indicate the times the bicycle lane restrictions apply.
- Arcoona Avenue – a Kiss and Drop Zone is located on Arcoona Avenue along with an Emu Crossing to allow students to cross the road safely. Please observe parking signs and do not park or leave your car unattended when stopping in the drop off/pick up zone.
- A Kiss and Drop Zone is also located at the front of the church on Henley Beach Road. Parents must approach the Kiss and Drop Zone from the western entrance and exit from the eastern driveway.
- **No Parking is available on the school grounds during the school day, as it is for staff parking only.**

Out of School Hours Care

To contact OSHC please call the School Office on **8356 6404**. There is a facility to leave messages after hours on the same number.

The Child Care Benefit and Childcare Rebates apply to families who use this service.

- Before School 7.00 am until 8.30 am a flat rate applies.
Students are supervised in the schoolyard from 8.30 am each day. If your child attends prior to that time they will need to attend OSHC.
- After School 3.15 pm until 6.00 pm a flat rate applies (afternoon snack included).
- Care is also available on School Closure Days and End of Term Days from 7.00 am to 6.00 pm.
- OSHC Information packs, along with the current fees and charges, will be available from OSHC and the front office in 2020.

Music Lessons

Currently, the following private music lessons are taught at St Francis: guitar, ukulele, violin, piano/keyboard, percussion/drums, trumpet, singing & voice training. A brochure with detailed information regarding the lessons is available from the front office or on our school website.

We are keen to expand the range of instruments on offer at St Francis School. If your child would like to learn an instrument not currently available, we will try to arrange this.

The Arts teacher Loretta De Palma can be contacted by phone on 8356 6404 or email artscoord@sflockleys.catholic.edu.au.

Students who learn a musical instrument, either at school or after school hours will also have the opportunity to participate in the school ensembles.

Emergency Procedures

EVACUATION

1. In the event of an evacuation, a continuous loud bell will sound.
2. Teachers are to evacuate the students and take the daily roll call sheet if practicable. Everyone is to proceed to the oval (assembly area), by the safest route and line up in an orderly manner.
3. Emergency Evacuation Plans are displayed in all school rooms. Close doors but leave unlocked.
4. Specialist / Support Teachers must proceed to the oval area with the students, students then report to their class teacher.
5. Volunteers, contractors, visitors and parents must follow Emergency Procedures and proceed to the oval area.
6. Teachers check students present and unaccounted for and inform the Principal.
7. Everyone is to remain at the assembly area until the all clear has been given.
8. If required debriefing / counselling will be arranged for people involved.

LOCK IN PROCEDURE

1. In the event of a Lock In a wailing siren will sound and continue for the duration of the Lock In.
2. If you are outside go immediately to the closest classroom, administration area or specialist area where a teacher/staff member is present and follow their instruction.
3. Staff are to lock doors and windows to make the room secure, turn off lights, air conditioning and close blinds. Students are directed to move away from windows and out of sight, sitting on the floor under tables if practical.
4. Volunteers, contractors, visitors and parents must follow Lock In Procedures as directed by Staff.
5. During the Lock In for **emergencies only ring 239** (Office) or Principal's mobile: 0418 800 982. Do not ring 200 (Receptionist).
6. When necessary announcements will be made over the PA system or phones during Lock In.
7. Remain indoors until the wailing siren stops and the all clear has been given.
8. If required debriefing / counselling will be arranged for those involved.

Dental Clinic

All students are able to visit the Marlestone Community Dental Clinic. The clinic can be contacted on 7501 6700. Dental care is provided by dental teams comprising of dentists, dental therapists and dental assistants – fees may apply. It is the parent's responsibility to transport their child to the clinic. This year the school will be involved in the Dental for Schools program conducted by the State Government in March and August.