



St Francis School

School Booklet



458 Henley Beach Road, Lockleys
info@sflockleys.catholic.edu.au
(08) 8150 2400

Welcome!

TERM DATES

Term One

Tuesday 28 January-Friday 11 April

Term Two

Monday 28 April-Friday 4 July

Term Three

Monday 21 July-Friday 26 September

Term Four

Monday 13 October-Wednesday 10 December

PUPIL FREE DAYS

(OSHC available)

Term one

7/3/25

Term two

Not yet scheduled

Term three

Not yet scheduled

Term four

11/12/2025

12/12/2025

Administration Office Hours

Term Dates

Open 8:00am to 4:00pm

info@sflockleys.catholic.edu.au



BELL TIMES

8.55 am	School day commences
9.00 am	Lesson 1
9.45 am	Lesson 2
10.30 am	Lesson 3
11.15 am	1st Lunch
11.45 am	Lesson 4
12.30 pm	Lesson 5
1.15 pm	2nd Lunch
1.45 pm	Lesson 6
2.30 pm	Lesson 7
3.15 pm	Dismissal



ACCESS

The primary school access is Arcoona Avenue. Gates open at 8.30am each day, and are locked at 9.00am. Gates are reopened at 3pm each day, and locked at 3.35pm. To gain access to the office at other times please use the Henley Beach Road access.

SUPERVISION OF STUDENTS

The safety and wellbeing of our students is our priority. Students are supervised in the yard from 8.30-8.55am and after school between 3.15-3.35pm. Outside of these times, students are taken to Out of School Hours Care (OSHC), with the service paid for by parents/caregivers. We encourage parents to ask their child to wait on school grounds to be collected.

For the safety of our students, gates are locked during the school day. Students are not permitted to leave during school hours without an adult. All visitors must sign in at the Front Office upon arrival.

COLLECTING STUDENTS DURING SCHOOL TIMES

We encourage families, where possible, to make appointments out of school hours. If you need to collect your child early, please ensure you:

- Tell your child what time they need to be collected from the Office (with or without school bag)
- Inform the teacher via email / Seesaw

Advise the Front Office either via the “Absentee & Late Arrivals/Early Collections” tab on SZapp or by contacting the office via phone/email.

- Enter the school via the Front Office and sign your child out on the dedicated iPad

STUDENT ABSENTEEISM

Advising the school of absences.

Families must contact the school if your child will be absent for the day. You can do so by completing the Absentee & Late Arrivals/Early Collections form on SZapp. Staff will contact parents/caregivers if we have not been notified of your child's absence before 10am.

Absences of more than two consecutive days (planned in advance) must have an exemption request submitted to the Principal, at least one week prior. This form is available to download from SZapp Absentee & Late arrivals tile, downloaded from our website, or obtain a hard copy from the Front Office.

Late Arrivals

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 10am onwards needs to be accompanied by a parent/guardian to sign them in.

STUDENT DROP OFF AND PICK-UP

We appreciate all our families adhering to the local council traffic regulations.

- Arcoona Avenue – Kiss and Drop Zone along with a monitored Emu Crossing for safe access. Please observe parking signs, do not park or leave your car unattended when stopping in the Kiss and Drop zone.
- An alternative Kiss and Drop Zone is 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.
- Parking is not available on the school grounds, unless attending an appointment or collecting a student from the office.



ALLERGY AWARENESS

As the school has students attending with life threatening allergies, we request the following items are not sent to school: nuts of any variety, any products containing traces of nuts including peanut paste.

STUDENTS WITH MEDICAL CONDITIONS

If your child has a medical condition please speak with a member of administration to discuss the required forms regarding the treatment and administering of medication.

Parents / Caregivers are required to provide all required documents/ medications prior to the students' commencement at school.

Note: The school Ambulance Insurance covers for accidental injury only, pre-existing medical conditions are not covered.

CLASSROOM COMMUNICATION

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

- On-going general classroom information will be forwarded home via the Seesaw platform.
- Parents are asked to communicate with their child's teacher via Seesaw platform or email.
- If an extended conversation is required, you are encouraged to make an appointment with the teacher, so that sufficient time can be given.
- Should parents wish to discuss general school matters, they are invited to make a time to speak with the Principal or the Deputy Principal.

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 activities their child has been doing at school. Permissions are given to allow access to your child's folder. Seesaw is not a social media forum open to the wider internet community. From time to time teachers may post a group photo; when small groups have collaborated on a task, performed a play or presentation. This image would then appear in the folder of all students featured.

NEWSLETTER

The school newsletter is published 3 times per term and is available via the SZApp and school website. The newsletter contains information about upcoming school events, important dates and general school information. Parents are asked to review to ensure they remain informed with general school news and events.

MOBILE PHONES AND SMART DEVICES

All mobile phones are to be handed into the class teacher at the beginning of the school day and will be handed back at the end. Smart watches should either be set to school mode, or if it isn't possible to do so, then they will need to be switched off, or handed in, along with mobile phones.

SCHOOL APPS

SZAPP is the schools primary platform for whole school communications.

Notifications include Communication from Principal, school excursion details, sporting events, building updates. The tiles on the home page include access to school forms and the 'feed' will contain notifications sent to the school community. When registering for the app, ensure to use the same email address as the email registered with the school, this is to ensure you receive notification when communications are sent directly to you regarding.

QKR

The QKR app is an easy way for families to make payments for items, including lunch orders, uniform purchase, payment of school fees etc. Instructions to download are available from the office.



UNIFORM

Our Uniform Shop is situated in the office.

The shop is open every Thursday from 8:30-9.15am and from 2:45-3:30pm, or by appointment.

Families can purchase the uniform via the QKR app or an order form can be emailed to: uniform@sflockleys.catholic.edu.au.

On completion of the order, items will be sent home with your child.

If you need to exchange an item due to sizing issues, please return with the label still attached.

All students are expected to wear the correct school uniform.

- Predominantly white sneakers are to be worn
- Hair is to be clean, neat and tidy, out of eyes.
- Accessories must be the uniform colors, hair that is longer than shoulder length is to be secured and tied back.
- Jewelry is to be kept to a minimum- Single stud or sleeper earrings only
- Nail polish and make up are not permitted
- St Francis encourages families to label all items to prevent items being misplaced

Special occasions and school events, such as photo day, students must wear the St Francis School polo top with St Francis track pants, shorts, or skorts. Items like rugby jumpers, beanies, and rain jackets are not permitted. Students will be informed of these dress code requirements ahead of each event.

Hat Policy

At St Francis School, we prioritise students' health and safety by requiring hats to be worn year-round. This policy helps protect against sun damage and ensures that all students are safeguarded from harmful UV rays throughout the school year.



OSHC / Vacation Care

We offer OSHC to all enrolled students who are currently attending St Francis School. Our OSHC program is designed in alignment with the 'My Time Our Place' learning framework and our aim is to provide a variety of play, learning and recreational activities to meet the needs and interest of all children.

We provide Before & After School Care, along with care on Pupil Free Days and Vacation Care.

Bookings are essential and can be made via the SPIKE App with an active OSHC enrolment.

OSHC Opening Times:

Before School Care 07:00– 08:30am
(Reception & Year 1 students until 08:45am)

After School Care 03:15– 06:00pm
(Reception & Year 1 students are collected from classrooms)

Pupil Free Days 07:00am – 06:00pm
*times may vary on Pupil Free Days

Vacation Care 07:00am – 06:00pm
*times may vary on Vacation Care days

Students are supervised in the school yard from 8:30am each day and until 3:35pm. If your child/ren will be arriving prior to the supervised time or after, they will need to be booked into OSHC.

The Child Care Subsidy (CCS) applies to eligible families who use our service.

OSHC and Vacation Care information is available on our school website.

www.sflockleys.catholic.edu.au/community/oshc

OSHC Contact Details:

General Enquiries–
oshcbookings@sflockleys.catholic.edu.au
Ph: 08 8150 2400 (Extn 2) Mob. 0418 800 419

OSHC Director – Alexandra Curtis
acurtis@sflockleys.catholic.edu.au
Ph: 08 8150 2400 (Extn 2) Mob. 0418 800 419



Volunteers

St Francis welcomes volunteers to assist with the successful running of excursions, events and fundraising days.

Volunteers are required to have the following prior to commencing:

- Working with Children Clearance: Dept. Human Services
- Responding to Risk of Harm and Abuse-Educational Care
- Volunteer Application Form
- Do Food Safely Certificate
- Induction to St Francis

If you would like to volunteer in school excursions / school events, please ensure you commence the process early. Application processes can vary in time we recommend allowing at least 3 months, to allow for any delays.

All information and links for becoming a Volunteer is available on the Szapp under Volunteer Hub tab.

Music Lessons

The following private music lessons are available at St Francis:

Guitar, Ukulele, Violin, Piano/Keyboard,
Percussion/Drums, Trumpet,
Singing & Voice training.

Brochures regarding lessons are available from the office, SZApp or on the school website.

St Francis is always looking at opportunities to expand the range of instrumental lessons available. If your child would like to learn an instrument not currently available, please email the Arts teacher below your request and the school will try to secure an instructor.

The Arts teacher is available to be contacted by
Phone: (08) 8150 2400

Email: artscoord@sflockleys.catholic.edu.au

