

SPECIALIST PROGRAMS

Science, Music, Art, Physical Education and Japanese.

STUDENTS LEAVING THE SCHOOL DURING SCHOOL HOURS

If a parent collects their child from school between 8.40am and 2.50pm they are required to arrive at reception and receive a yellow AUTHORISATION SLIP. This is a security measure set up by the school in the best interest of child safety.

If you arrange for your child to be collected by someone other than yourself please make sure you telephone the school, and remind the person they may be asked to present proof of identity (driver's licence). *No student will be released from class unless the person collecting them is identified and authorised* and in possession of an authorisation slip.

SCHOOL CONTACT

As staff have many duties to perform, it is preferable to telephone the school, in advance, to arrange appointments.

SCHOOL BOARD

The Falcon School Board consists of parent and staff representatives who assist the Principal with planning, monitoring and reviewing school priorities and policies. The Board plays an active role in school decision making. The Terms of Reference is available on the school's website explaining the roles, responsibilities and functions of the Board.

SCHOOL PSYCHOLOGIST

Mrs Aimee Purser is employed by the school as School Psychologist. Mrs Purser is available on Tuesday, Wednesday and Thursday with referrals made through reception.

SCHOOL BEFORE AND AFTER CARE - TheirCare provides before and after care for students on site. This facility operates from 6.00am to 8.45am and 3.00pm to 6.30pm. **For information and bookings contact 1300 072 410 or enrol via TheirCare website: www.theircare.com.au and click 'Book Now'.**

SICK STUDENTS

Students who are sick should **not** be sent to school. The parent of a child who falls ill or is injured at school will be contacted and asked to take them home. Students should remain home until well. Please arrange an emergency contact willing to look after your child if you are unavailable. In an emergency situation, an ambulance may be called. Please make sure all contact details are updated and current as well as ambulance cover!

STUDENT DRESS CODE

Students are expected to wear:

- Jade and blue school polo shirt or Graduation shirt (with school logo).
- Royal blue shorts/air flow shorts, sports skirt, pants, skirt or school dress (available from uniform shop).
- Falcon windcheater or jumper, Graduation jumper.
- Low heeled footwear - sneakers, shoes, enclosed sandals (closed shoes for Physical Education/Science).
- Blue hat or cap – available from the uniform shop.
- Hair to be worn neat, clean and off the face (long hair tied back for girls and boys). NO COLOURED hair.

Small stud earrings or sleepers in ears, watch, medic-alert bracelet/necklace acceptable.

SWIMMING LESSONS*

Swimming lessons are an integral part of each child's physical education program. In-Term lessons for students in Pre Primary to Year 2 are held at the Mandurah Aquatic and Recreation Centre and students in Years 3 to 6 at Avalon Beach. Parents will be advised of times during the year. It is essential that all students participate in swimming lessons. Swimming lesson charges are calculated for pool entry and bus fare only (P-2 only). ***Subject to change.**

TERM CALENDAR

Term Calendars are updated on Compass at the commencement of each year.

UNIFORMS

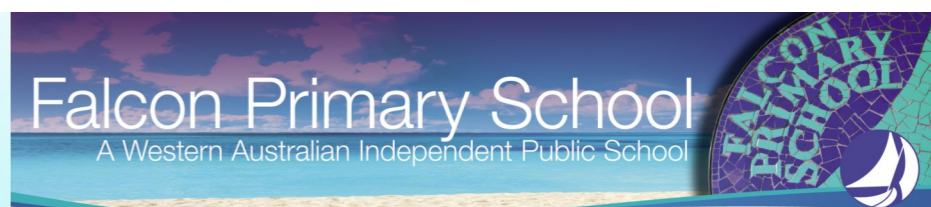
Uniforms area available to purchase from Perm-a-Pleat, Unit 2/76 Reserve Drive, Mandurah. Telephone 9500 3036. Hats can be purchased from the office.

VOLUNTARY CONTRIBUTIONS

The School Board endorses voluntary contributions of \$60.00 per child. Parents may use any of the following payment options

(Account Details: **BSB 016 205 Account 408401369**—Please use students surname and initial):

- Pay full amount of \$60 per student
- Pay \$15 per student per Term



2024 Information Brochure

Important Dates 2024

- Term 1:** Wednesday 31 January to Thursday 28 March
- Term 2:** Monday 15 April to Friday 28 June
- Term 3:** Monday 15 July to Friday 20 September
- Term 4:** Monday 7 October to Thursday 12 December

Student Free Days and Public Holidays

SCHOOL DEVELOPMENT DAYS PUBLIC HOLIDAYS

- | | |
|--|--|
| Term 1: Monday 29 January
Tuesday 30 January
Tuesday 5 March | Monday 4 March (Labour Day)
Friday 29 March (Good Friday) |
| Term 2: Friday 26 April | Thursday 25 April (ANZAC Day)
Monday 3 June (WA Day) |
| Term 3: Friday 13 September | |
| Term 4: Please note Friday 13 December students do not attend, however the office will be open from 8am to 4pm. | |

School Hours - Classrooms open from 8.25am

Start:	8.40am
Lunch:	11.10am to 11.50am
Afternoon Recess:	1.35pm to 1.55 pm
Close:	Students: 2.50pm Office: 4.00pm

Leadership

Principal:	Jacque Abbiss
Assistant Principal:	Tiffany Hennessey Kindy - Year 2
Assistant Principal:	Ryan Kenny Year 3 - Year 6
Manager Corporate Services:	Robyn Brady



ATTENDANCE

The *School Education Act* requires all school age children (Pre Primary to Year 6) attend school each day of the school year. Parents are asked to inform the school via Compass each morning before 9.30am if their child is absent from school. At 9.45am notification will be sent out to parents of students absent without explanation. Your child's attendance will be monitored and you will be contacted if it is considered at risk (below 90%). **Attendance of students enrolled in Pre Primary to Year 6 is compulsory.**

ANNUAL SCHOOL REPORT

The *Annual School Report* is the key vehicle for providing the community with information about the performance of students and the school as a whole. It can be accessed on the school website www.falconps.wa.edu.au **at the end of term one each year.**

BEHAVIOUR MANAGEMENT: PBS & 123 Magic

Falcon PS uses the Positive Behaviour Schools (PBS) approach to encouraging positive behaviour. PBS points are given for students demonstrating positive behaviour. We have four focus areas: Show Respect, Own Responsibility, Act Safely and Rise with Resilience.

1, 2, 3 Magic is the behaviour management approach used to provide students the opportunity to interrupt 'stop' behaviours enabling them to think about and respond appropriately. By providing students the chance to 'catch' themselves through the use of the 1,2,3 process, we are essentially interrupting the behaviour and encouraging them to refocus, and to positively reinforce 'start' behaviours, which are those behaviours we would like to encourage. Teachers use Smart Ignoring, Emotion coaching and Counting behaviour when using 1, 2, 3 Magic.

BICYCLES (scooters/skateboards)

Students who use scooters, skateboards and bicycles to get to school must wear helmets. Bicycles should be left locked in the bicycle racks located at the front and rear of the school. Scooters and skateboards are kept in the enclosure next to the assembly area. ***The school takes no responsibility for theft or damage.***

Students must walk bicycles, scooters and skateboards on school grounds.

BUSINESS PLAN

This document articulates the school vision, priority areas and targets over a 3 year time period. Operational plans complement the business plan and are prepared annually.

The *Business Plan* for the school is endorsed by the School Board.

CAR PARK

For safety reasons, children are not permitted in any school car park area unless supervised by an adult. Parents are asked to exercise **strict** control of their children when crossing the car park areas. Please read all signs carefully and follow these to ensure safety and minimum congestion. Parents are asked to observe the KISS and DRIVE facility and are discouraged from parking in this area. Exit from ECE carpark is **LEFT TURN ONLY**. Additional angled parking is available on Ferguson Street. Parents cannot stop to pick up or drop children behind these bays or in no standing zones. Parking rangers regularly enforce parking laws around the school.

CHAPLAIN

The school has accessed a Chaplain through Youth Care. Mrs Jaclyn Greene is available on Wednesdays and Thursdays.

COMPASS

Compass is an online school management system that provides easy access to information relevant to your child such as attendance, up-coming events, Term Calendar, parent circulars plus parent to teacher communication. Each family will receive their personal login details via email on enrolment. Please ensure your email address is up-to-date on the data base.

CONCERNS

Queries or concerns regarding your child's academic progress, general behaviour, homework, attendance should be directed first to your child's teacher. Contact the Assistant Principal if you weren't able to achieve a satisfactory resolution with the teacher. Please request a copy of our Complaint Management Procedure should you wish to make a complaint.

EARLY ARRIVALS

Students are supervised in the undercover area if they arrive prior to 8:25am. Classrooms open at 8.25am.

EXCURSIONS AND CAMPS

During the year teachers organise various excursions. These excursions are usually linked to their educational program.

Parents are informed about the number of excursions and associated costs at the commencement of the school year so they can budget ahead.

EXTRA CURRICULAR: Choir

ESSENTIAL FORMS FOR COMPLETION

Parents are asked to update the following forms each year.

- *Medical Summary form* (useful for camps/excursions)
- *Health Authorisation Form* (for students with a medical condition)
- *Third Party Online Internet Usage Parent Consent (online)*
- *Image Use Form* (permission for photographs to be taken and used for promotion of school)

HEAD LICE

Parents are asked to regularly check their child's hair for eggs (nits) or live lice and treat accordingly. Should a child be identified with live lice at school, parents will be contacted and the child sent home for treatment. Once treated, the child may return to school.

HEALTH CARE

The administration of all medication is coordinated by the Assistant Principals. A *Health Care Authorisation* needs to be completed by parents and medication taken to the office before school and stored in the medical room. No medication, except **asthma puffers** can be kept in school bags or classrooms unless discussed and authorised by the Principal. Medication should be in its original container and must clearly identify the child, type of medication, exact dosage and time medication is required. If medication is prescribed for longer periods, the *Health Care Authorisation* will need to be completed and signed by the prescribing doctor and returned to school.

Prescribed short term medication that is end dated such as antibiotics do not require a doctor's signature.

MOBILE PHONES & ELECTRONIC DEVICES (INCLUDING SMART WATCH)

Students must submit mobile phones, or any other electronic device brought to school, to their teacher each morning and collect these each afternoon. Parents and visitors attending assemblies are asked to make sure their mobile phone is switched to silent as a matter of courtesy.

NUT AWARE SCHOOL ENVIRONMENT

Falcon Primary School promotes a nut-aware environment as several students suffer from severe nut allergies. Parents are asked to please support the school by excluding nuts or foods with traces of nuts from their child's lunchbox. This decision is supported and endorsed by the School Board as a matter of safety.

PARENTS AND CITIZEN'S ASSOCIATION

The Falcon P&C Association is a parent forum for fundraising and general concerns.

Meetings are held at the school twice per term. Parents are encouraged to join our P&C.

PARENT ASSEMBLY

Parent Assemblies are held three times each term on a Friday morning commencing at 9am. Please check term planner for exact dates. Parent Assemblies involve class items and the presentation of Merit Certificates, Principal's Awards and Attendance Rewards.

PARENT PARTICIPATION & INVOLVEMENT

Parents are encouraged to become involved in their children's schooling. They are relied upon to help in running various programs in the school. *Ways in which parents can help are:* P&C Representatives, Book Covering, Library, listening to Oral Reading, Classroom help, School Board, Camps and/or Excursions and Sports days. Volunteers are to complete and lodge a Confidential Declaration with the school if they are assisting teachers. A Working with Children Check is required if you plan to assist and attend an overnight camp. Applications can be made through Australia Post or online.

Parents are expected to arrive through reception and sign in at the kiosk at a site visitor.

PERSONAL ITEMS LIST (STUDENTS)

Please ensure your child is adequately prepared for school by providing each item specified on their booklist items list. Copies of lists for new families are available on enrolment, the school website, Compass and from our preferred supplier.

REPORTING TO PARENTS

Regular and relevant information is provided by teachers to parents on student progress and achievement on both a formal and informal level. This includes two written reports using a prescribed system template in each semester and interviews with parents for teachers to inform on progress.