



**ST FRANCIS
XAVIER'S**
CATHOLIC SCHOOL



2020

PARENT HANDBOOK

St Francis Xavier's Catholic School

2020 Calendar Dates

AUGUST

15 th – 23 rd Aug	National Science Week Keep Australia Beautiful Week
Mon 17 th Aug	Year 3 Nature Play Incursion
Fri 21 st Aug	TTG District Netball Carnival
Thurs 27 th Aug	Reception Incursion Community Prayer, Room 10 (students only)
Fri 28 th Aug	Assembly (students only)

SEPTEMBER

Tues 1 st Sept	SFX Finance Committee Mtg, 5pm
Thurs 3 rd Sept	Father's Day Stall TTG District SAPSASA Girls Football Carnival
Fri 4 th Sept	Year 5 Excursion – Migration Museum House Challenges Reconciliation, St John XXIII, 7pm
Tues 8 th Sept	SFX School Board Mtg, 6pm
Wed 9 th Sept	Year 2 Excursion - Zoo
Thurs 10 th Sept	RUOK Day Young Performers Concert (students only)
Fri 11 th Sept	SFX PCC Fun Run
Mon 14 th Sept	Year 4 STEM Incursion
Thurs 17 th Sept	Community Prayer, Room 15 (students only) School Tour, 4.30pm – 5.30pm Year 4 Outdoor Activities Day
Fri 18 th Sept	Year 4 Outdoor Activities Day
Tues 22 nd Sept	Confirmation and First Holy Communion, St John XXIII, 7pm Catholic Schools Music Festival Filming of Performance
Wed 23 rd Sept	Year 6 Musical
Thurs 24 th Sept	Year 6 Musical
Fri 25 th Sept	Assembly (students only) School discos (Casual day) End of Term 3 Students dismissed at 3.15pm

OCTOBER

Mon 12 th Oct	First day of Term 4
Fri 16 th Oct	TTG District SAPSASA Athletics Carnival
17 th – 23 rd Oct	Book Week
Mon 19 th Oct	Book Week Parade, 9.15am
Tues 20 th Oct	SFX Finance Committee Mtg, 5pm
Wed 21 st Oct	School Photo day
21 st – 27 th Oct	Enviro Week

OCTOBER (Cont'd)

Thurs 22 nd Oct	Year 5 Outdoor Education Day
Fri 23 rd Oct	Year 5 Outdoor Education Day T20 Blast Cricket
Sat 24 th Oct	Confirmation and First Holy Communion, St David's, 11am
Tues 27 th Oct	SFX School Board Mtg, 6pm
Fri 30 th Oct	Sports Day

NOVEMBER

Tues 3 rd Nov	Reception Excursion – Little Sprouts, Room 5
Thurs 5 th Nov	Reception Excursion – Little Sprouts, Room 1, Room 6 Outdoor Classroom Day
Fri 6 th Nov	School Tour, 9.30am – 10.30am Catholic Athletics Carnival
9 th – 15 th Nov	National Recycling Week
Wed 11 th Nov	Remembrance Day Liturgy, 10.45am
Tues 17 th Nov	SFX Finance Committee Mtg, 5pm Term 1 Reception intake – Parent Information Evening, 6.30pm
Wed 18 th Nov	Year 6 Camp
Thurs 19 th Nov	Year 6 Camp
Fri 20 th Nov	Year 6 Camp
Tues 24 th Nov	Term 1 Reception intake – Orientation Morning SFX School Board Mtg, 6pm TTG District SAPSASA Tennis Carnival
Wed 25 th Nov	Twilight Music Night (TBC)
Thurs 26 th Nov	Year 3 Excursion – Beach Safety Day
Mon 30 th Nov	

DECEMBER

Tues 1 st Dec	Term 1 Reception intake – Orientation Morning
Thurs 3 rd Dec	St Francis Xavier's Feast Day
Mon 7 th Dec	Year 6 Graduation, 6pm
Wed 9 th Dec	End of Year Mass, 9.15am Year 6 Disco Year 6 last day of school Students dismissed at 3.15pm
Thurs 10 th Dec	End of Term 4 (Rec – Yr 5) Students dismissed at 3.15pm
Fri 11 th Dec	Pupil Free Day

Please note that all calendar dates are subject to change.

You will find the latest edition of our calendar dates in our Parent Information Handbook:

<https://www.sfx.catholic.edu.au/community/parent-handbook>

From our Leadership Team

Dear Families,

Welcome to the St Francis Xavier's Catholic School (SFX) community for 2020. For those new to the school, we extend a very special welcome as your child commences their learning journey with us.

We look forward to working in partnership with you, as we challenge students to aim for their highest possible level of achievement in all areas of their school life: academic, spiritual, cultural and sporting.

By **Inspiring** a Community of **Innovators**, we hope that our students will question and search, explore and discover as they become self-motivated learners who will view with critical eyes the society in which they live. This process, we trust, will allow them to contribute to the growth of a more just, peaceful and forgiving society.



In this Parent Handbook you will find valuable information specific to our school, which we trust will answer many of those questions that our families have each year.

On behalf of the Leadership Team, best wishes for 2020.

Kind regards,

A handwritten signature in black ink that reads "Jason Mittiga". The signature is written in a cursive, flowing style.

Jason Mittiga,
Principal.



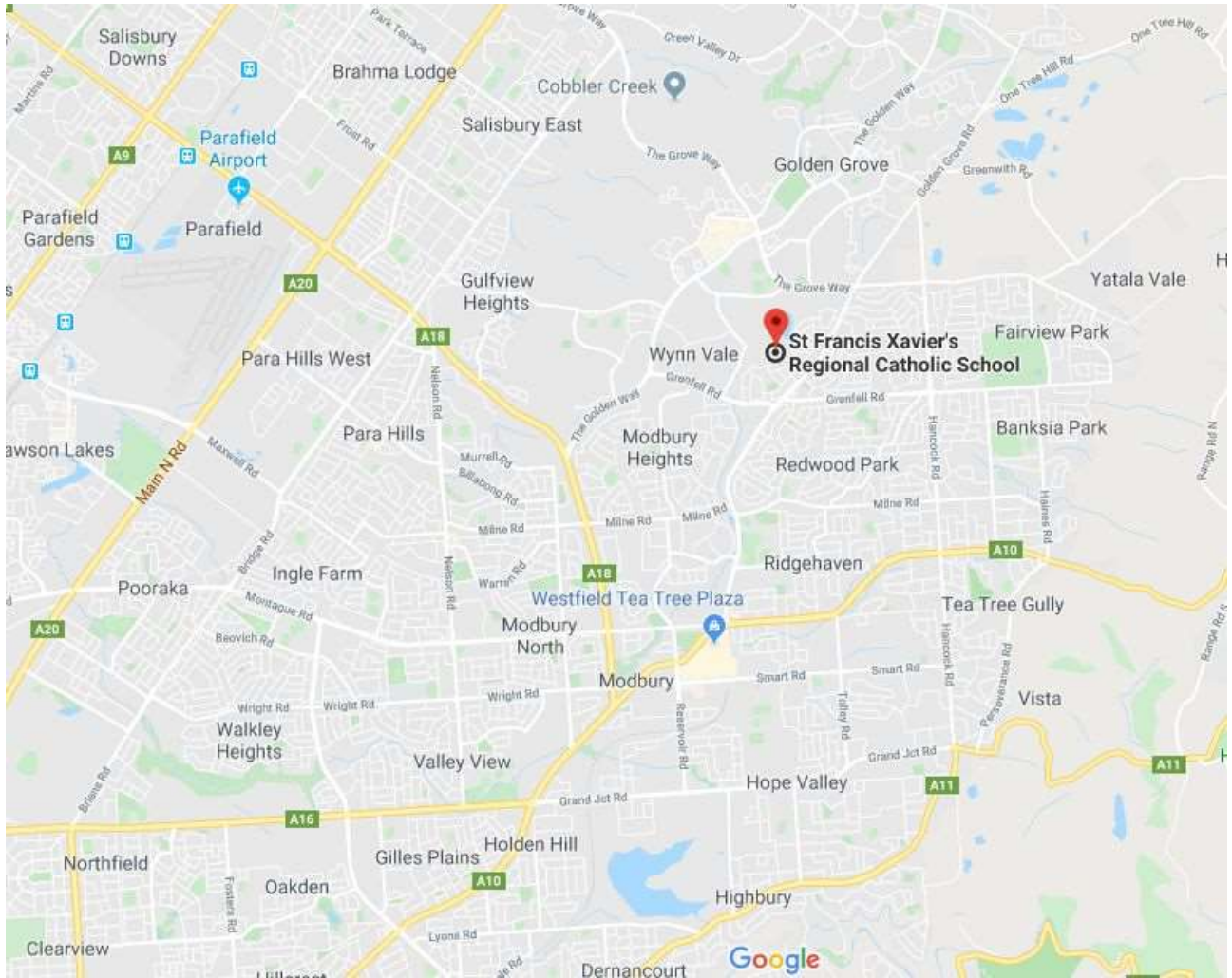
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Please note that all information included in the Parent Handbook was correct at the time of publication, but may be subject to change. Any changes to dates will be advised via the School Newsletter.



Google Maps

St Francis Xavier's Catholic School

4 Carignane Street, Wynn Vale SA 5127

Telephone: 08 8251 9500

Facsimile: 08 8251 9599

Email: office@sfx.catholic.edu.au

Website: www.sfx.catholic.edu.au

Useful Links

St Francis Xavier's Catholic School Website

SFX Facebook

SFX Instagram

SFX Twitter

SFX App

Catholic Education South Australia

Child Care Benefit information

The Federation of Catholic School Parent Communities

Qkr! App

www.sfx.catholic.edu.au

www.facebook.com/sfxcatholicsschool/

[stfrancisxaviercatholic](https://www.instagram.com/stfrancisxaviercatholic/)

[@sfxcatholic](https://twitter.com/sfxcatholic)

<http://cms.yourphoneapp.com.au/promo/stfranci>

www.cesa.catholic.edu.au

www.humanservices.gov.au

www.parentfederation.catholic.edu.au

<https://www.sfx.catholic.edu.au/files/d/7079/QKR.pdf>

Key Contact Emails

General Information	office@sfx.catholic.edu.au
Absences	office@sfx.catholic.edu.au
After School Sport	tkrawczy@sfx.catholic.edu.au
Appointments with Leadership Team or Counsellor	scarroll@sfx.catholic.edu.au
Enrolments	scarroll@sfx.catholic.edu.au
Finance	caistroke@sfx.catholic.edu.au
ICT	cwhalan@sfx.catholic.edu.au
Music Tutoring	jdavis@sfx.catholic.edu.au
Out of School Hours Care & Vacation Care	oshc@sfx.catholic.edu.au
Uniform Shop	uniform@sfx.catholic.edu.au
Workplace Health & Safety	ndnistri@sfx.catholic.edu.au

Mission Statement

***St Francis Xavier's
is a child-centred,
future-focussed and dynamic Catholic school.
In partnership with the community and our unique environment,
we flourish in a culture of learning.***

- We believe that children learn best in a caring, accepting environment.
- We believe that when children are encouraged and supported they will experience success.
- We believe that all children have a natural curiosity and desire to learn and that this should be nurtured.
- We believe that education should be directed toward preparing children for the future so they can effectively contribute and constructively change the society in which they live.

Our school values success and relationships that are based on trust, respect and cooperation.

Our Logo

Our school logo complements the school vision - Inspiring a Community of Innovators.

- The colour green represents our environment and how we strongly value our link to nature in all we do.
- The blue signifies our Catholic tradition and is also a link to our past logo.
- The white symbols have been interpreted in many ways, but originally the linked lines indicate the symbol of three -the Triune God - Father, Son and Holy Spirit.
- As well, the symbol of three represents our community - child, parent and staff, with the child at the centre.

Our Vision

Inspiring a Community of Innovators

Our Vision leads SFX into the future by inviting all our community – child, parent, staff to dream and wonder of new ideas for learning and living into the future.

We wish to inspire and encourage our children not to be afraid of mastering new skills.
See a future that none of us can imagine!

Catholic Identity

Catholic Identity means inviting children into a deeper understanding of God's presence in their lives. Each year our community embraces an inspired message through a number of initiatives including staff formation, liturgical celebration, social justice and immersion programs, community connections and opportunities to share in the life of the Church.

A Partnership Between School and Home

At SFX, we believe that a strong partnership between home and school is the key to success. We recognise that as parents and caregivers you play a vital role in both your child's education and our school community.



The House System

At SFX, all students and staff belong to a House. House challenges are a regular occurrence, and these challenges are a wonderful way of building relationships, teamwork and cooperation, as well as instilling a sense of House pride amongst our students. There are 4 Houses:

Xavier (Blue) - St Francis Xavier was a Jesuit missionary. Xavier travelled far and wide and worked side by side within other cultures to spread the word of Jesus. He is the patron of the Archdiocese of Adelaide.

Chisholm (Red) - Caroline Chisholm worked tirelessly to help others. She found work and shelter for many families and new arrivals to Australia. She stood up against early social conventions and was an imposing woman in colonial Australia.

De Mazenod (Gold) - Eugene De Mazenod and his family were forced to flee their wealthy home during the French revolution. Eugene developed a strong faith and love of the Church and was a positive advocate for the messages of Jesus.

MacKillop (Green) - St Mary of the Cross Mackillop is our first Australian Saint. She founded the Sisters of Saint Joseph and worked for the community helping the poor and neglected. Mary never saw a need without doing something about it.

2020 Classroom Structure

We commenced 2020 with 19 classes (see below), with a further intake of Reception students in Term 3.

3 x Reception
3 x Year 1
3 x Year 2
3 x Year 3
3 x Year 4
2 x Year 5
2 x Year 6

2020 Term Dates 2020

The following term dates have been approved by the South Australian Commission for Catholic Schools (SACCS).

Term 1	28 th January to 9 th April	Term 3	20 th July to 25 th September
Term 2	27 th April to 3 rd July	Term 4	12 th October to 11 th December

2020 Staff Professional Learning Days (Pupil Free)

Term 2	18 th May, 22 nd June
Term 3	20 th July
Term 4	11 th December

2020 Public Holidays

1 st January	New Year's Day
27 th January	Australia Day
9 th March	Adelaide Cup Day
10 th April	Good Friday
13 th April	Easter Monday
8 th June	Queen's Birthday
5 th October	Labour Day

2020 School Tours and Open Morning

Saturday, 22nd February	9.30am – 10.30am
Wednesday, 18th March	4.30pm – 5.30pm
Tuesday, 5th May	9.30am – 10.30am
Saturday, 25th July	9.30am – 10.30am
Wednesday, 12th August	9.30am – 11am (Open Morning)
Thursday, 17th September	4.30pm – 5.30pm
Friday, 6th November	9.30am – 10.30am

Bookings are essential, and can be made via the school website: <https://www.sfx.catholic.edu.au/school-tour-dates>



School Hours

8.30am	Morning Yard Supervision commences (designated areas)
8.50am	School lessons commence
11.05am – 11.35am	Lunch 1
1.10pm – 1.40pm	Lunch 2
3.15pm	Dismissal
3.35pm	Afternoon Supervision ceases (designated pick up zones)

No children are to be on the school grounds outside of these hours, unless at a school organised function eg sporting practice or Out of School Hours Care.

Parents wishing to contact their children during school hours are able to contact the Front Office who will pass on the message (8251 9500).

Office Hours at the school are 8am until 4pm, Monday – Friday.

Being Involved and Volunteering

We strongly value the support and connections we make with our families. There are so many ways that you can assist at the school, and this involvement helps to create and strengthen our community and build a culture of collaboration and shared commitment.

All contributions make a difference, and here are just a few of the ways that people contribute: Sports coaching; School excursions, incursions, events; Classroom reading; School camps.

To ensure the safety and wellbeing of all students in our care, **all volunteers are required** to hold a current Working with Children Check (Police Clearance). These can be easily obtained through the school, and are mandatory to be involved in any activities at the school. There is no cost involved for you to obtain a Clearance.

As Clearances can take a lengthy period to be processed, we recommend you apply as soon as possible. Please visit the Front Office to obtain all relevant paperwork. For any enquiries, please contact our WHS Coordinator on 8251 9557.

Please note that at any time you are entering the school grounds to assist, **you must** sign in and out electronically at the Front Office.

Booklists/Stationery

Booklists are distributed in Term 4, and ordering is completed online.

Camps

School camps are aimed at providing students with the opportunity to experience learning in an outdoor/away-from-home environment that places emphasis on independence and cooperative learning skills that **are part of the curriculum**.

School camps occur from Years 4 – 6. Years 4 and 5 are involved in an overnight experience at the school, whilst Year 6 children attend a two night camp offsite.

School camps are charged separately to school fees.

Canteen

Our canteen is run by Rory's School Lunches, and is available each school day. The menu is available on the school's website. The method of ordering is online through the QKR app. For more information, please visit: <https://www.sfx.catholic.edu.au/our-school/facilities/canteen>

Classroom Cleaning

You may receive communication from your child's class teacher regarding assistance with classroom cleaning. The police checks for volunteers process provides the opportunity for parents and caregivers to volunteer on 7 occasions per year without the requirement for a Police Clearance (where the volunteering does not include directly working with children). Classroom Cleaning is considered one of these occasions.

You will need to sign in and out electronically at the Front Office if assisting with Classroom Cleaning.

Co-Curricular

Co-Curricular opportunities are available for students in both Music and Sport. For further information on what your child is able to access, please contact:

Music: jdavis@sfx.catholic.edu.au
08 8251 9536

Sport: tkrawczy@sfx.catholic.edu.au
08 8251 9531

Communication

We use a number of different methods to communicate with families, such as email, handouts sent home in satchels, phone calls, as well as an app called 'Seesaw' and Social Media (Facebook, Instagram, Twitter).

Seesaw is an app which enables us to share learning and experiences with families, and at the commencement of each year, you will be sent an email invitation from your child's teacher, containing a link to join Seesaw. In order to use the Seesaw app, we require your signed "Photo/Video Consent Form" permission to be returned.

Important information is disseminated to the school community frequently, and where appropriate, a copy of this is accessible via our school website.

Mornings are a very busy time in classrooms, and in fairness to the children, teachers and parents, we ask that if you have an issue you wish to discuss, you make a mutually convenient appointment time to do this. This will ensure that the teacher has the space and optimal environment to listen, and we thank you for your understanding.

Electronic Communication Devices

SFX recognizes the need for some students to have access to a mobile phone at times, however, between 8.50am and 3.15pm, students are not permitted to use their phones. Phones must be kept in their school bag during school hours. Mobile phones will be confiscated if students breach this rule.

This rule also applies to other electronic devices such as smart watches, etc.

Excursions/Incursions

School excursions/incursions are part of a student's education and development. These experiences are an opportunity to extend learning beyond the classroom, and therefore, it is expected that all children will attend.

No student will be allowed to participate in an excursion unless the appropriate Consent Form is signed by the parent and returned to school.

The funding of excursions/incursions forms part of the classroom budget, and therefore, families are not required to pay for these as they occur.

First Aid

All staff are able to administer basic first aid treatment, however, Senior First Aid officers are located in the school's Front Office.

Children receiving First Aid treatment in the Front Office are issued with a pink slip, which they are asked to take home for the information of parents/caregivers.

Food Allergies

SFX is an allergy aware environment.

We have a number of students with severe allergies, therefore, no sharing of food applies to all students. You will be notified of class celebration days so that children's needs can be accommodated if allergies present a problem.

General Permissions

Upon commencement at SFX, we require a General Permissions Form to be signed by families.

The General Permission Form covers permission for Medical Emergency, the Privacy Policy and Local Excursions.

Home Learning (Homework)

At SFX, we know learning happens in many situations, both at school and at home. Often students will be asked to complete tasks to practice basic knowledge and skills at home to support their learning. This home learning relies on the partnership between families and schools to support student achievement.

We believe that reading skills are important in connecting learners with the world around them, and we encourage students to engage in daily reading at home, both independently and with families. We also encourage the achievement of students' individual learning goals by asking students to either finish incomplete classroom tasks at home, or complete activities that support classroom program.

We believe that successful learning requires students to develop positive self-management and organisational skills in collaboration with school and families. To achieve this, we continue to work together with families to ensure students are supported in their learning.

ICT Usage and Bring Your Own Device (BYOD)

Information/Communication technologies provide a valuable source of learning and communication.

Students have the responsibility to use the computers and iPads as an educational tool, not for recreational purposes, or in ways that do not respect the dignity and rights of others. Upon commencement at the school, students and parents are asked to sign a "Student and Parent ICT Agreement", which parents are encouraged to discuss with their children.

Students are permitted to bring their own laptops, and further details regarding specifications are available by contacting our ICT Network Administrator: 8251 9566.

Inclusive Education Program

The Inclusive Education Program aims to adapt areas of the curriculum, curriculum materials, teaching methodologies and classroom practices to meet the needs of students to improve individual learning outcomes. This is achieved through a consultation between the Deputy Principal, Class Teacher, Parents and Student.

Inclement Weather Policy

When the weather is 36 degrees or above, or deemed unsuitably wet for outdoor play, students remain indoors at break times.

Information Forms and Change of Details

Should there be any changes to family details, eg email, address, phone number, please ensure that these details are **communicated to the Front Office and not the class teacher**. Annually in Term 4, families receive a Student Information Check, which we require you to check, update if necessary, and return to the school. This ensures that all details, including emergency contacts and medical information are up to date in readiness for the academic year.

Learning/Curriculum

As a school we work with families to live out Catholic Education's Living Learning Leading Framework. We desire to see each student flourish as a thriving person, capable learner and a leader for the world God desires.

Our pedagogy for learning is based on the belief that students actively shape and give personal meaning to knowledge based on current and past understandings. We encourage students to construct their own learning in a safe and flexible learning environment. Teaching and learning at SFX is meaningful and relevant for all students.

Learning Principles

Our Learning Principles were designed by staff to identify our core commitments to student learning, guiding us to ensure we are producing the best possible outcomes for the child/ren in our care. These four Principles drive our learning. #connections #collaboration #creativity #inquiry

Curriculum Areas

- Religious Education
- English
- Mathematics
- Science
- Humanities and Social Science (HASS)
- Languages - Italian (Reception – Year 3); Chinese (Years 4 – 6)
- The Arts – Music
- Physical Education
- Health
- Technologies
- Health and Physical Education



Library/Resource Centre

The Library/Resource Centre is an integral part of the school's daily life. It is an accessible learning environment where students, staff and the wider community are welcomed, valued and assisted with their information needs. For further information, please contact Lynda or Jan on 8251 9532 or:

ireiss@sfx.catholic.edu.au – jwedmid@sfx.catholic.edu.au

The Library Resource Centre is open:

- Before School from 8.30am
- Lunch 1 closed
- Lunch 2 1.10pm – 1.40pm
- After School until 4pm

Families are encouraged to organise their own library borrowing card, and this can be arranged with our Library staff.

Lost Property

There are two lost property boxes, one in the Front Office, and another in Xavier Hall. All lost property will be cleaned out at the end of each term.

Medical Information and Administering of Medication

Families are required to keep the Front Office up to date with regards to students' medical information, including Medical Action Plans.

Please note that we are unable to administer medication without the appropriate permission forms being completed. Further information regarding the process is available from the Front Office.

Out of School Hours Care

Our Out of School Hours Care program provides children with a safe and engaging environment, where they are supervised by qualified and experienced staff.

Before School Care begins at 7.15am each day, and After School Care closes at 6pm. The service is also open on Student Free days, and is accessible to children aged 4-13 years.

Vacation Care is open in the school holidays, with the exception of the two-week period over Christmas/New Year. A variety of experiences including incursions and excursions are offered.

For further details regarding enrolling and the booking process, please contact OSHC direct on 8251 9560.

Parking

Due to ongoing building works, we ask that you please refer to the latest email advice for parking information. For everyone's safety, when parking on site, please ensure you park in a marked park and follow car park speed restrictions (10km).

When utilising the Kiss & Drop zone, please note that this area is to be used for pick up and drop off of students between 8.30am - 8.50am and 3.15pm – 3.35pm. Cars are not to stand in this area for lengthy periods, and this will be monitored by staff. Drivers are not permitted to leave the vehicle.

Parents are asked to actively encourage children to use the marked walking paths and not cut through the carpark.

Photo/Video Consent Form

Upon commencement at SFX, we require a Photo/Video Consent Form to be signed by families. The Photo/Video Consent form enables children's photos/videos to be taken and included in welcome and graduation presentations, the school newsletter, promotional material, Seesaw, etc.

Policies

The following school policies can be found on our website: <https://www.sfx.catholic.edu.au/our-school/policies#8363>

- Behaviour Education and Personal Responsibility Policy
- Prevention and Management of Bullying Policy
- Communication Network Use Policy
- Home Learning and Communication
- Catholic Schools and Catholic Education Office Archdiocese of Adelaide Privacy Policy and Privacy Statement

School Uniform

SFX students are expected to take pride at all times with their grooming and presentation. It is essential that parents support their child/children in the correct wearing of the school uniform.

The SFX uniform is designed to:

- Identify our school as Catholic
- Exclude competition
- Provide equality of dress
- Instil a sense of pride in our school
- Ensure cost effectiveness
- Ensure practicality for various activities
- Maintain a neat and attractive appearance

General

- The uniform must be worn correctly at all times.
- Summer Uniform is worn in Terms 1 and 4, and Winter in Terms 2 and 3.
- Should there be weather extremes throughout the year, children are permitted to wear their alternative uniform, however, it must be worn **in full**. ie Summer and Winter uniform cannot be mixed together.
- PE uniform must only be worn on days when students are timetabled to have PE, or when requested to do so by their class teacher. This advice will be communicated by your child's class teacher.
- The PE uniform is to be accompanied by predominately white sneakers, with white laces only, and socks are to be plain white.

- All students must wear their school hat when playing outside. There are occasions when the UV rating is low and children are not required to wear their hats, however, class teachers will inform students around this. A no hat, no play policy applies.

Jewellery

The ONLY jewellery permitted is:

- Wrist watch
- Earrings – sleepers or studs – gold or silver in colour
- One chain with religious symbol, to be worn under clothing

Makeup

- No makeup
- No coloured nail polish.

Hair

Hairstyle is also a part of the school uniform:

- Shoulder length hair or longer is to be tied back. Accessories are to be minimal, and navy or white in colour.
- Hair is to be tidy and away from the face.
- Any change to hair colour should be in natural toning only. Highlights are permitted, but should not be excessive.
- Hairstyles are to be moderate and not extreme – no lines or patterns cut into the hair.

Consequences

Parents will be informed if their child is not complying with the school uniform.

Lost Property

To ensure that all lost property can be easily identified and returned to its rightful owner, all uniform items are to be clearly named. The school is unable to take responsibility for student's belongings. There are two lost property boxes, one in the Front Office, and another in Xavier Hall. All lost property will be cleaned out at the end of each term.

Second hand Uniforms

The school does not sell second hand uniforms, however, there is a Facebook group attached to the school's Facebook page, where parents can buy and sell items.



Student Absences

If your child is not going to be at school due to illness, or will be late due to an appointment, the parent must inform the school by 9am via:

- SMS: 0407 641 153
- Absentee Line: 8251 9500
- Email: office@sfx.catholic.edu.au
- School App

Absences are to be advised by 9am, as parents will be contacted by SMS if students are marked on the class roll as unexplained. Please ensure that when advising the school of the absence, you include the reason – eg illness, holiday, medical/dental appointment.

When collecting a child for an early pick-up (prior to 3pm), it is necessary to present at the Front Office to sign out electronically before collecting them from the classroom.

Student Accident Insurance

SFX has accident insurance with Catholic Church Insurances Limited. This policy covers students whilst travelling to and from school, at school, and on any school organised excursions or activities. Further information if required, is available from the Front Office. We also have ambulance cover for students following an accident only.

Supervision of Students

Children are supervised in designated areas in the yard before school from 8.30am – 8.50am, and after school from 3.15pm – 3.35pm.

Students who are onsite, unsupervised by their parents outside of these hours, will be placed in Out of School Hours Care. This service is paid for by parents.

Playgrounds **are not** supervised by staff before or after school, and are **out of bounds at all times before school**. Children may only be on the playground after school with parent supervision.

Uniform Shop

Our Uniform Shop is located onsite, and is open during school terms only (see below). Uniform orders can also be placed via the Qkr! App: https://www.sfx.catholic.edu.au/_files/d/7079/QKR.pdf

Tuesday: 8.30am – 10am

Thursday: 2.30pm – 4pm

For all uniform enquiries, please contact our Uniform Shop Coordinators: Tania Krawczyk and Kathy Abbott

Telephone: 08 8251 9570

Email: uniform@sfx.catholic.edu.au

Toys/Games/Electronic Devices

Please do not send toys to school with your child. Bringing toys from home often causes unnecessary problems, eg being broken, lost or stolen.

Water and Brain Food

Water hydrates the brain and body, and gives substance for optimal learning. Children are encouraged to keep a water bottle (containing water only) in the classroom, and to drink at their leisure throughout the day. Similarly, brain research informs us that there are specific foods that improve brain function (ie fresh fruit/vegetables), and children are asked to bring along some “brain food” (**fresh fruit/vegetables only**), each day, to eat in the classroom.

Reception Specific Information

Literacy

In the first few weeks, the focus of our Reception teachers is on getting to know your child and your family. We work hard to develop positive relationships between home and school.

In Week 6 of the Reception students first term at school, a Literacy Workshop is conducted for parents/caregivers, which we strongly encourage families to attend. In the Workshop you learn more about oral language, reading and writing, and practical strategies to help your child.

Information regarding the Workshop date will be sent via Seesaw.

Show and Share

Show and Share is valued as an important tool in development children’s oral language, listening skills and confidence. Family assistance in preparing children for this experience is greatly appreciated. Where appropriate, families may email photos pertinent to their child’s topic, which can be used as a visual to assist.

Show and Share commences in Week 3, and a roster will be distributed via Seesaw.

Morning Routine

Children are encouraged to come into their classroom and organise themselves for the day:

- **Drink bottles** placed in designated area in the classroom
- **Lunch boxes** placed in designated area in the classroom
- **Blue Satchel** in basket
- Any **notes, banking, library books** etc put away in their storage containers in the classroom

Children will experience the classroom setting at their Orientation visits, and will commence learning where items are placed.

After children have organised themselves, they then take part in **Play during Week 1**. As Early Childhood Educators, our teachers are passionate about providing your child with a Play Based Curriculum. Play based learning will be the focus, and further information will be shared in our Reception Learning Team newsletters.

From Week 2 onwards, Play will take place at a different time throughout the day, and mornings will begin with reading. Children will start the day by choosing a book/text to read with a partner or parent/caregiver before beginning their Literacy Block.

As you can appreciate, it takes some time to establish our routine, so we ask for your patience and support with your child attempting to get organised **independently**. You can support your child by prompting them to do one step at a time, and praising them for their effort and persistence shown.

Independence Day

To encourage independence and organisation, our Early Years classes have an 'Independence Day' on **Wednesdays**. Independence Day is a day where children come into the classroom on their own and manage their own morning routine.

An "**Independence Day**" looks like this:

What: Children bring themselves into the school or class and are responsible for their own belongings - drink bottles, library books, notes, etc. On this day parents either drop their child outside the classroom, or at the kiss and drop, so that children enter the classroom on their own. In effect it will be a "**Parent/Caregiver Free**" day.

Why: To increase children's independence in classroom routines to help develop self-responsibility, confidence, risk taking, organisational skills and initiative within a safe and supportive environment.

Independence Day will commence mid-term, or when children are ready.



Checklist

For your reference, here is a simple checklist to ensure that the lead up to your child's commencement at SFX is as easy as possible:

- Uniform purchased
- Books/Stationery ordered
- Medical Information Forms and/or Medicine organised with the Front Office
- Photo/Video Consent Form completed and returned to the Front Office
- General Permissions Form completed and returned to the Front Office
- Acceptable Use of ICT's Form completed and returned to the Front Office
- Provided any other reports to the school about your child's learning needs
- Provided previous school reports to Admissions (for children commencing in Years 1 – 6)
- Provided most recent NAPLAN results to Admissions (for children commencing in Years 1 – 6)