



URSULA FRAYNE  
CATHOLIC COLLEGE

# Parent Handbook 2023

# Year 4

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We would like to take this opportunity to welcome you and your child to Year 4. This booklet has been written to inform parents of the classroom procedures for the year.

## AIMS FOR YEAR FOUR

In Year 4, it is our aim to:

- ❑ Foster the intellectual, social, physical, emotional, moral, spiritual and creative development of each child
- ❑ Provide innovative and ever changing learning experiences so as to ensure that each child fulfils their potential
- ❑ Develop each child’s decision-making ability, problem solving and inquiry skills
- ❑ Model the College values so that the students develop feelings of self-worth, responsibility and consideration of others
- ❑ Provide a positive classroom environment that promotes a love of learning in each child

## IMPORTANT ROUTINES AND PROCEDURES

### School Hours

All students should be at school by 8.25am and be ready to begin the day by 8.35am. Please note the first bell of the morning will go at 8.30am. Any student not present in class by 8.35am must report to the front office to get a late note. Students should NOT be on school grounds before the Duty Teacher begins at 8:15am, unless for a musical appointment.

School concludes at 3.15pm except for Thursdays when it finishes at 2.25pm. Students must be collected within 20 minutes of school finishing. If students need to leave earlier than this or for any part of the day, a parent or guardian must collect the correct documentation from the school office and hand it to the teacher before collecting their child.

### Absences

If your child is absent, the school must be contacted first thing in the morning via the school email – [absenteesprimary@ufcc.wa.edu.au](mailto:absenteesprimary@ufcc.wa.edu.au). Alternatively, a note must accompany her or him on the day s/he returns to school.

### Newsletters

School newsletters are emailed to parents on a Friday, but can also be accessed from the College website.

### Uniform

Children are to wear their full school uniform on the days that they don’t have Sport or Fitness. In Semester One the Sport uniform will be worn on:

CLASS	SCHOOL UNIFORM	SPORTS UNIFORM
4 Red	Monday, Tuesday and Wednesday	Thursday and Friday
4 White	Monday, Tuesday and Wednesday	Thursday and Friday

The school hat must be worn every day. The school has a **‘No Hat No Play’** policy that applies to outdoor activities. Please ensure all items of clothing are labelled clearly.

## **LEARNING AREAS**

The children will be involved in activities in the following learning areas:

- Religious Education • Mathematics • English • Science • Humanities and Social Sciences •
- Technologies • Languages • The Arts • Health and Physical Education •

There will be assessments in all learning areas either by the classroom teacher or specialist teacher.

## **OTHER TEACHING AND SUPPORT STAFF**

<b>Music / Choir</b> .....	Christian Tang
<b>Band</b> .....	Ashley Baker
<b>Physical Education</b> .....	Son Nguy
<b>Education Support</b> .....	Andy Dalton / David Smoult / Alphonsus Chui
.....	Amy Lander / Mardi Simpson / Cate Semini / Louise Law
<b>HASS History</b> .....	Cathy Armstrong
<b>Languages</b> .....	Saida Cataldo-Nikolic (Italian)
.....	Tomoko McLean (Japanese)
<b>Counsellor</b> .....	TBC
<b>Campus Minister</b> .....	Sarah Quin
<b>Campus Chaplain</b> .....	Fr Nicholas

## **LIBRARY**

All students require a library bag to borrow books from the school library. It is important that all books are returned on the allocated library day if students have finished reading them. If your child would like the book renewed, it must still be brought to the library in order for it to be processed or done online through Oliver. Your child’s library day is:

CLASS	LIBRARY BORROWING DAY
4 Red	Tuesday
4 White	Thursday



Each year books from the library are damaged or lost. Please discuss with your child the importance of taking care of library books and returning them on time.

## **MEETING WITH THE TEACHER**

All parents are formally invited to meet with the class teacher in Term Two and Three. Parents are very welcome to come in and discuss their child’s education with the class teacher at other times during the school year. If you would like to meet with the class teacher, please make contact either in person, or via email. Every attempt will be made to schedule the meeting at a time convenient to you that is in line with the current covid protocols.

## **HOMEWORK**

Homework is an important part of a child’s education and parents can help by implementing the following tips:

- The homework area should be clear of distractions.
- Ensure that stationery supplies are available.
- Homework should ideally be completed at a set time each day.
- Encourage and praise your child’s efforts and achievement.
- When helping your child, help with the process but try to avoid giving direct answers.
- Parents should check and discuss their child’s homework, ensuring that it is completed to a high standard.

Homework is given to students on the Monday of each school week and completed by Friday. We encourage the students to read every day.

Students will need access to the internet to complete homework on occasion. If you have difficulties with this arrangement, please let the classroom teacher know.

## **MEDICATION**

Wherever possible, medication needs to be self-administered by the child. Children administering medication to themselves at school (with or without teacher support) must have a Medical Authorisation form completed by their parent/s at the beginning of the year or when the medication is commenced. Medication must be kept by the teacher and not kept in the child's school bag.

Should your child be on temporary medication, a note needs to be given to the class teacher explaining what the medication is for, what it is and the details regarding its administration.

If your child requires a Ventolin puffer at school, a note should be written to the class teacher at the beginning of the year. Your child should keep the puffer with him or her during the day and must not lend it to another child.

## **JUNIOR SCHOOL ASSEMBLIES AND MASSES**

Junior School assemblies and Masses are usually held on alternating Thursdays. Assemblies are held in the school hall at 8:45am and Junior School Masses are held in Our Lady Help of Christians Church at 8.45am. The teacher will confirm the details of class masses closer to the event.

Please check the school calendar for the dates of all assemblies and Masses. Details regarding the dates of class Masses and assemblies are published in the College newsletter early in Term One.

## **ACADEMIC SUPPORT**

Students will have access to support staff where additional assistance is required.

## **PARENTAL INVOLVEMENT**

Parents are encouraged and welcomed to assist with student's learning through a variety of school activities including excursions. Notes will be sent home as the need arises.

## **SACRAMENTAL PROGRAM (First Eucharist)**



Year 4 is a very important year as it marks the third stage in your child's Sacramental journey. The First Eucharist Program is taught throughout Term Two. His Grace, the Archbishop of Perth, has expressed a desire for parents to take a more active role in the preparation of the Sacraments. Consequently, the College aims to meet his desire and has embraced the Family Focused, Parish Based and Catholic School supported approach to the preparation and celebration of the Sacraments.

The teachers in Year 3 (Penance), Year 4 (Eucharist) and Year 6 (Confirmation) teach the Religious Education program relating to the sacrament. At the conclusion of the program, the Catholic students have access to a letter to take to their own Parish Priest advising him that the child is ready to receive the sacrament. It is important that parents contact their Parish Priest at the beginning of the year to arrange for their child to receive the sacrament. This ensures that the child is able to participate in the activities involved in the preparation for the sacrament in that parish.

## **CLASSROOM MANAGEMENT PLAN**

It is the right of every child to feel safe, secure and respected in their classroom. It is through this security that a positive and productive learning environment is established. We endeavour to clearly and firmly communicate needs and requirements to students, follow these words with appropriate actions and to respond to students in ways that maximise compliance but in no way violates the best interest of the students.

It is our aim to instil in all children a sense of self-discipline and responsibility. To achieve this aim, the classroom management plan is based on demonstrating to the children the rewards and consequences of good and bad behaviour.

The rules of the classroom are discussed with the students on the first day.

## **CLASS RULES**

1. Do your best at all times and stay on task
2. Raise your hand when you wish to speak
3. Listen to directions given by teachers and other staff
4. Respect the personal space and property of others
5. Be polite and helpful towards others

### **Sanctions**

A common policy is followed in both classes. The following steps are put into action should inappropriate behaviour occur.

- ❑ **First warning:** Verbal warning
- ❑ **Second warning:** Name moved on the behaviour chart.
- ❑ **Third warning:** Time out and a behaviour reflection will be completed by the student and parents will be notified.
- ❑ **Severe Clause:** Students removed from the classroom and Head of Junior School (Andy Dalton) or Assistant Head of Junior School (Cathy Armstrong) are notified.
- ❑ **Letter of Concern:** This is essentially a means of informing parents of a serious breach of the behaviour code of the school. A Letter of Concern is given by the Head/Assistant Head of School in consultation with the teacher. In the event that a Letter of Concern is sent home, parents need to contact the teacher concerned within 24 hours.

- ❑ **If necessary**, behaviour modification plans will be devised for particular students. The student, parent and teacher will devise the plan collaboratively.

**At the beginning of each day, each child begins with a clean slate.**

**Positive Acknowledgements**

Students' who demonstrate positive behaviour will have this behaviour recognised through a variety of ways.

**Individual rewards:** These may be in the form of points, raffle tickets, progress rewards, notes, stickers, awards etc as well as positive verbal reinforcement.

**Group rewards:** The students will be seated in different groups throughout the year. Points are awarded to groups to encourage students to learn to work as a team.

***Mrs Michelle Broadbent (4R) & Miss Olivia Paterson (4W)***