



URSULA FRAYNE  
CATHOLIC COLLEGE

*PARENT  
HANDBOOK  
2023*

**Year 3**

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We would like to take this opportunity to welcome you and your child to Year 3 and to the Junior School. This booklet has been written to inform parents of the classroom procedures for the year.

## **AIMS FOR YEAR THREE**

In Year 3, it is our aim to:

- help every child feel safe, happy and relaxed
- enhance the intellectual, social, physical, emotional, moral, spiritual and creative development of each child
- foster exploration, independence, organisation and resilience
- instill in each child a love of learning
- develop each child's decision-making ability, inquiry and problem-solving skills
- embed the Catholic Christian faith as part of their daily lives
- develop a feeling of self-worth in each child as well as a sense of responsibility and consideration for others

## **IMPORTANT ROUTINES AND PROCEDURES**

### **School Hours**

The first bell of the morning will go at 8.30am, and classroom doors are open from 8:25am. Any student not present in class by 8.35am must report to the front office to sign in. Students should NOT be on school grounds before a duty teacher begins at 8:15am, unless for a music appointment.

School concludes at 3.15pm except for Thursdays when it finishes at 2.25pm. Students must be collected within 15 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 from school, 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 him or her on the day he/she 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.

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

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 / Liturgical Singing</b> .....	Christian Tang
<b>Physical Education</b> .....	Son Nguy
<b>History (HASS)</b> .....	Cathy Armstrong
<b>Education Support</b> .....	David Smoult (Coordinator)/ Amy Lander / Louise Law
.....	Monika Costello/ Mardi Simpson/ Alphonse Chui
<b>Literacy Support Coordinator</b> .....	Amy Cunningham
<b>Library Assistants</b> .....	Anneli Shorter/Leanne Gardner/Ebony Beckwith
<b>Languages</b> .....	Lydia Guerrini/Saida Cataldo-Nikolic (Italian)
.....	Tomoko McLean (Japanese)
<b>School Counsellor</b> .....	tbc
<b>Campus Minister</b> .....	Sarah Quinn
<b>Campus Chaplain</b> .....	Fr Nicholas

## REPORTING

Year Three students will upload completed assessments to Seesaw. You are encouraged to write a constructive comment as this gives your child valuable feedback to assist with further learning. Assessment Folders (hard copy) will be sent home at the end of each semester.

Information about Parent Teacher interviews will be released later in the term by the Head of School.

A summative report will also be sent home at the end of each semester.

## NATIONAL ASSESSMENT PROGRAM – Literacy and Numeracy (NAPLAN)

Students in Years 3, 5, 7 and 9 across Australia will sit the national tests in literacy and numeracy in March 2023. Testing will take place over four days during the allotted two-week period commencing Wednesday 15 March 2023. During this period a catch-up day will also be organised for children absent on the initial testing date. NAPLAN will assess:

- Reading
- Writing
- Language Conventions (including spelling, grammar and punctuation)
- Numeracy

Results are released to parents later in the year.

## BISHOP’S RELIGIOUS LITERACY ASSESSMENT

The intended purpose of this assessment is to determine students’ ability to recall content about the Catholic religion, it does not measure students’ faith. This is a curriculum-based assessment which reflects and supports the progressive nature of the K-12 Religious Education Units.

**Date:** 2 August 2023 (Term 3, week 3)

## LIBRARY

All students require a library bag to borrow books from the school library. Library loans are for the duration of a week, although the book may be renewed for an additional week in consultation with library staff.

Your child’s library day during Semester One is:

CLASS	LIBRARY BORROWING DAY
3 White	Wednesday
3 Red	Thursday



Please discuss with your child the importance of taking care of library books and returning them on time.

## SACRAMENTAL PROGRAMS

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 (towards the end of Term Two), the Year 3 parents will receive confirmation that their child is ready to receive the Sacrament.

It is important that parents contact their own 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.

## HOMEWORK

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

- The homework area should be clear of distractions.
- Ensure that stationery supplies are available.
- 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, correct and discuss their child's homework, ensuring that it is completed to a high standard.
- The class teachers will sight the completed homework only.

## BEHAVIOUR MANAGEMENT

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 respond to students in ways that maximise compliance.

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

Conduct in each classroom is upheld using a range of behaviour management strategies that are chosen according to the needs of the classroom and individual child.

In the case of a serious breach of College expectations, students will be removed from the classroom and Head/Assistant Head of Junior School will be notified. In some situations, a Letter of Concern will be distributed. This is essentially a means of informing parents of a serious breach of the behaviour code of the school. In the event that a Letter of Concern is sent home, parents are required to contact the teacher concerned within 24 hours.

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

## **MEETING WITH THE TEACHER**

If you would like to meet with the class teacher, please make contact via email. Every attempt will be made to schedule the meeting at a convenient time.

## **JUNIOR SCHOOL ASSEMBLIES AND MASSES**

Assembly and Mass schedule will be released via the UFCC newsletter (FRAYNE NEWS).

Year 3 Red Assembly 27 July (Term 3 Week 2)

Year 3 White Assembly 1 June (Term 2 Week 6)

Year 3 Masses 4 May (Term 2 Week 2) and 26 October (Term 4 week 3)

## **MEDICATION**

Wherever possible, medication needs to be self-administered by the child. Children administering medication to themselves at school must have a Medical Authorisation form completed by their parent/s at the beginning of the year or when the medication is commenced. Any medication must be kept at front reception and not in the child's school bag.

If your child requires a Ventolin puffer at school, please complete a Medical Plan. The forms are available at the front office. Your child should keep the puffer with him or her during the day (if required) and must not lend it to another child.

Thank you for taking the time to read this booklet. We look forward to a happy and successful year and we thank you in anticipation of your support.

***Mrs Brooke Cornish (3R) and Mrs Anabel Sampedro (3W)***