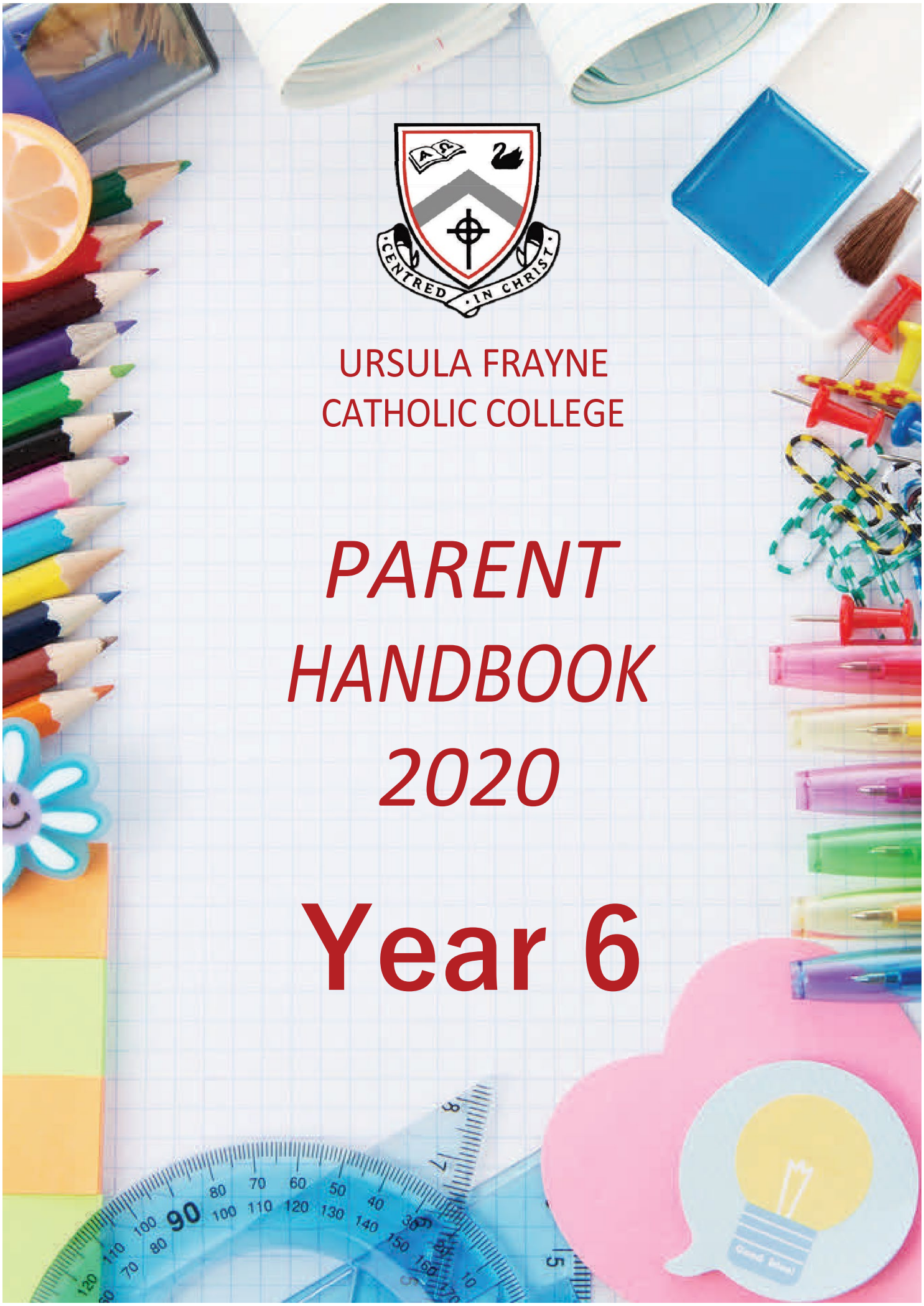

URSULA FRAYNE
CATHOLIC COLLEGE

PARENT HANDBOOK 2020

Year 6

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PARENT INFORMATION

We would like to take this opportunity to welcome you and your child to Year 6. Year 6 is an important year of primary school that sees students undertake a key leadership role within the school. In this final year, students are encouraged to strive for personal excellence and to develop their independence by assuming responsibility for their learning. Support from teachers, peers and family is fundamental in assisting students achieve these goals. The following information has been provided so you are able to familiarise yourself with the routines and events that occur in Year 6.

AIMS FOR YEAR SIX

In Year 6, it is our aim to:

- Provide a caring, supportive, positive and fair environment that fosters a love of learning and allows each child to develop to their full potential academically, socially, physically, emotionally and spiritually.
- Develop each child's decision-making ability, inquiry and problem-solving and to foster independence and organisation.
- Develop each child's self-esteem, creating in them a sense of responsibility and consideration for others.
- Foster co-operative relationships with students which are built on trust and mutual respect.
- Provide an interesting and balanced instructional program that successfully caters for the various learning styles, goals, interests and abilities within each classroom.

Ultimately, we aim to equip students with the foundational skills, knowledge and understandings that will assist them to be lifelong learners. We look forward to working with you.

IMPORTANT ROUTINES AND PROCEDURES

School Hours

All students should be at school by 8.25am and be ready to begin the day by 8.40am. This means that all bags are unpacked and all lunch orders placed in the class lunch basket. The first bell of the morning will go at 8.35am. Any student not present in class by 8.40am must report to the Front Office to get a late note.

School concludes at 3.15pm except for Thursdays when it finishes at 2.25pm. Students are not permitted to play on the school equipment after school and 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 school email – absenteesprimary@ufcc.wa.edu.au. This is easily accessed via the College website's home page. Alternatively, a note must accompany him or her on the day s/he returns to school. These notes can be found in the school diary.

Newsletters

School newsletters are emailed to parents on a Friday but can also be accessed from the College website: www.ufcc.wa.edu.au/newsletter/

Uniform

Children are to wear their full school uniform three days of the week and their correct sport uniform for two.

Class	School Uniform	Sports Uniform
6 Red	Tuesday to Friday	Monday
6 White	Monday to Thursday	Friday
6 Grey	Monday to Thursday	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 assessment in all learning areas either by the classroom teacher or specialist teacher.

Library

All students require a library bag to borrow books from the school library. It is important that all books are returned on the class library day. If you child would like the book renewed, it must still be brought to the library for processing.

Class	Library Borrowing Day
6 Red, White, Grey	Tuesday

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.

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.
- Generally, homework will be issued on Monday and due on the Friday of each week.

Each child is taught how to plan his or her workload when the homework is issued. The diary must be signed each evening by a parent/guardian after the child has completed the work.

Your child will be asked to spend no more than 45 minutes a night completing homework. Some of this time should be spent revising skills and content learned in class. Students are required to read every night and complete various tasks linked to the classroom program.

It is expected that students complete their homework to an acceptable standard. Incomplete homework will involve the child completing the activity during a time out session or at home. It is important that the child develops a regular routine for their homework. Should a child require an extension on their homework, s/he needs to provide the classroom teacher with a signed note, co-signed by the parent, by the Thursday of that week.

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 Tuesdays. Assemblies are held in the school hall at 8:55am and Junior School Masses are held in Our Lady Help of Christians Church at 9.00am.

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 who are having difficulty with their literacy or numeracy may receive additional assistance from our support teachers.

Parental Involvement

Parents are encouraged and welcomed to assist with excursions and school activities. Notes will be sent home as the need arises.

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 Focus, Parish Based and Catholic School supported approach to the preparation and celebration of the sacrament.

The teachers in Year 6 will teach the Religious Education program relating to the sacrament of Confirmation. At the conclusion of the program, the Catholic students are presented with 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 preparation for the sacrament in that parish.

- Our Lady Help of Christians (East Victoria Park) Confirmation will be held: TBC
- St Joachim's (Victoria Park) Confirmation will be held: TBC

Completion Of Junior School – Liturgies

A morning Mass and an evening Blessing Ritual will be held on Thursday 6 December. The completion of their time in the Junior School is an important milestone and it is expected that all students will be present for the ceremonies.

Specialist Timetable For Semester One

Specialist Class	Class 6 Red	Class 6 White	Class 6 Grey
Sport	Monday	Friday	Friday
Languages	Monday, Friday	Monday, Friday	Monday, Friday
Music	Monday	Monday, Friday	Monday, Friday
Library	Tuesday	Tuesday	Tuesday
HASS	Friday	Friday	Friday
Band	(TBC)	(TBC)	(TBC)
Junior School Choir	Thursday (1.45-2.25pm)	Thursday (1.45-2.25pm)	Thursday (1.45-2.25pm)

Behaviour 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. The way it is achieved in Year 6 is through the implementation of a positive reinforcement program in conjunction with sanctions for inappropriate behaviour.

It is our aim to instil in all children a sense of self-discipline and responsibility. To achieve this aim, the Behaviour Management Plan is based on demonstrating to the children the rewards and consequences of appropriate and inappropriate behaviour. Please see the Year 6 Behaviour Management Plan below.

Year 6 Specific Behaviour Management Plan

The Class Rules

After the students and teacher discussed appropriate and inappropriate behaviours for the classroom, the following rules were established and a contract was signed.

In Year 6, I will…

- Raise my hand to speak.
- Respect other people's property.
- Respect others' differences.
- Use my manners.
- Always walk in the classroom.

Positive Acknowledgements

Students who follow these rules and make our classroom a safe and happy environment are provided with praise and a variety of rewards including stickers, free time and special prizes. Students may also be recognised for their efforts and achievements through Merit Certificates presented at the Junior School Assemblies.

Consequences for Breaches of the Classroom Rules – Traffic Light System

Students have been advised to pick up on the non-verbal cues the teacher will give if they are acting inappropriately. If they choose to ignore these then:

1. They will be given a verbal warning.
2. If the behaviour continues, the student will have their name written on the board.
3. If the behaviour continues further, a strike will be given.
4. Finally, the student will receive a time out (buddy room or within the classroom) and they will need to complete a behaviour reflection sheet and consider the alternative choices they could have made. Behaviour is recorded and parents are notified.

Severe Clause

Students are removed from the classroom and Head of Junior School or Assistant Head of Junior School is 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 Junior 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.

In the case of a serious breach of the behaviour code of the College, some intermediate consequences will be omitted.

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

OTHER TEACHING AND SUPPORT STAFF

Head of Junior School ..... *Andy Dalton*
Assistant Head of Junior School ..... *Cathy Armstrong*
Music / Liturgical Singing/ Choir..... *Christian Tang*
Physical Education…. ..... *Son Nguy*
Band ..... *Ashley Baker*
History (HASS) ..... *Amanda Nenke*
..... *Cathy Armstrong*
Education Support .....*Sally Matthews / Gerri Vanpraag / Olivia Vallis*
.....*Pola Rymarczyk / Kate Gannaway / Shauna Taylor*
Library Assistants.....*Jean Redfern / Alison Rutherford / Anneli Shorter / Leanne Gardner*
Languages .....*Saida Cataldo-Nikolic (Italian) & Tomoko McLean (Japanese)*
Psychologist..... *Chantelle Bubalo*
Campus Minister..... *Sarah Quin*
Campus Chaplain ..... *To Be Confirmed*

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

Miss Elena Santalucia (6W), Miss Emma Moynihan (6R) and Mr Des Naughton (6G)