














St Francis of Assisi Catholic School

Quick Links for Parents

If any of the links on this page are not active, your school doesn't have the topic/s.

I want to find out about...	Key policies and procedures
Alcohol and drugs	<ul style="list-style-type: none"> ✓ Alcohol/Drugs and Other Harmful Substances and also Breaches of the Alcohol/Drugs Policy.
Attendance	<ul style="list-style-type: none"> ✓ Student Attendance – Parents must let school know if their child will be absent. The school follows up ongoing attendance issues.
Before and After School Supervision	<ul style="list-style-type: none"> ✓ Before and After School Supervision – This topic sets out the time students can be on school grounds, and what time they are expected to be ready for class.
Behaviour (students)	<ul style="list-style-type: none"> ✓ Behaviour Management – If you have concerns about an incident at school, please contact the school and the school will deal with the concern. Harassment and Bullying – Harassment and bullying behaviour by anyone is not tolerated at our school.
Cellphones	<ul style="list-style-type: none"> ✓ Cellphones – This topic states the school's policy on cellphones at school.
Closing the school in an emergency	<ul style="list-style-type: none"> ✓ School Closure – If the school needs to close in the event of extreme weather or a local emergency, it informs parents through its available communication options.
Complaints	<ul style="list-style-type: none"> ✓ Complaints <ul style="list-style-type: none"> • We encourage open communication and prefer that parents come to us to talk through a problem. • Most complaints can be resolved informally by discussing the issue with the people concerned. • If informal processes don't resolve your concern or complaint, you can make a formal complaint.
Conduct (school community and visitors) Also see Visitors and Volunteering at school (below).	<ul style="list-style-type: none"> ✓ Community Conduct Expectations – Parents, caregivers, and visitors to the school are expected to contribute to the health and safety of the school community. Unsuitable conduct is not tolerated at school.
Contacting the School (communication)	<ul style="list-style-type: none"> ✓ Communicating with Parents – This comprehensive topic contains information about how the school communicates with parents.
Digital Technology and Cybersafety	<ul style="list-style-type: none"> ✓ Digital Technology and Cybersafety – This topic outlines the issues and challenges associated with our students being competent and confident users of digital technology, and focuses on the safety of students.
Donations and Fundraising	<ul style="list-style-type: none"> ✓ School Donations/Attendance Dues – This topic links you to further topics that explain how our school sources additional funds, e.g. student activity donations, sponsorship, etc.
EOTC (Education Outside the Classroom)	<ul style="list-style-type: none"> ✓ EOTC Communicating with Parents – This topic contains important information about parental consent, risk disclosure, health information, and parent help. ✓ EOTC Parent Help <ul style="list-style-type: none"> • Many EOTC activities could not take place without the help of parent volunteers. • The school's policies, such as privacy, child protection, smokefree, apply to parents helping with school events. • This topic provides general guidelines for parent helpers, and notes our school's position on police vetting.
Head lice	<ul style="list-style-type: none"> ✓ • Head lice – The school regularly reminds parents about checking for head lice (nits) and provides information about treating the problem.
Health	<ul style="list-style-type: none"> ✓ • Allergies – We aim to provide a safe environment for students with allergies. Parents advise the school of any allergies their child has, and provide an action plan as necessary.

- **Asthma** – Parents should inform the school of their child's condition, update this information as necessary, and provide the necessary medication.
- **Illness** – Students must stay away from school when they are unwell to stop illness from spreading. How long they should be home depends on their illness. *Remember to let school know the student will be absent.*
- **Medicines** – The school has a responsibility to ensure that if students are taking **medication**, procedures are followed to ensure that it is kept securely, and taken appropriately.
- **Notifying Parents** – We contact parents if their child has received a moderate or notifiable injury, or any head or spinal injury in an **accident at school**.
- Parents will need to **collect their child** if they require attention from a doctor, or extended rest. If parents cannot be contacted, a member of school staff may need to take the student to a doctor/medical centre.

Home Learning	 Home Learning
Learning Support	 Learning Support – The topics in this section explain how we support your child's learning needs, and who provides this support.
Privacy	 Privacy <ul style="list-style-type: none"> • Parents and the Privacy Act • Publishing Student Information • Sharing Images of Students • St Francis of Assisi Catholic School Student Information Consent Form
Recognition of Personal Identity	 Recognition of Personal Identity – This is an optional topic containing guidelines for schools with students who strongly identify with a gender other than the one they were assigned at birth.
Religious Instruction	 Religious Instruction
Separated parents, guardians, and care arrangements	 Separated Parents, Day to Day Care, and Guardianship <ul style="list-style-type: none"> • Parents are responsible for informing the school of the day-to-day care, pick-up, and contact arrangements in place for their child, whether agreed informally, recorded in an agreement, or provided for in court orders. • Parents and guardians have rights in relation to their child's education. • Any parent, guardian, or other person wishing to have contact with a student during school hours must follow the school's Visitors policy. • Our school uses the student's surname as provided at enrolment, unless advised otherwise.
Smoking	 Smokefree Schools – Our school is smokefree, all the time, no exceptions!
Sun policy	 Sun Protection – This topic outlines when our sun protection policy applies, and what this involves.
Vetting	 EOTC Parent Help, Parent Involvement
Visitors	 Visitors – This topic lets you know our expectations for when you visit school during school hours. We expect parents to use common sense and limit disruption to teaching and learning by only making contact or visits during breaks and lunchtime if possible.
Volunteering at school	 Parent Involvement – This topic contains guidelines for those wanting to help with school activities.

*Last **scheduled review***

*Last **internal review** Term 3, 2018*

***Topic type** Customised*
