



# STARTING SCHOOL AT ST FRANCIS OF ASSISI

## A Quick Guide



### Absent, Late to School and Early Departures

If your child is absent from school a written note or email must be sent to the Administration email address or handed to the class teacher.

Email: [admin@stfrancisbutler.edu.au](mailto:admin@stfrancisbutler.edu.au)

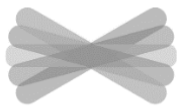
Phone: (08) 9562 9500



### School Calendar and Newsletter

An electronic copy of the school calendar and newsletter is available on the school website under 'Our Community' Tab.

**The newsletter and calendar outline important dates, pupil free days and school holidays dates.**



### Seesaw

The Seesaw digital portfolio is the foundation of staying connected to St Francis. Weekly news will be sent to parents each week outlining the learning, notices, and events happening in your child's classroom. Seesaw also serves as a digital portfolio where students upload work so you can see their progress firsthand. Teachers will send information on how to connect to your child's class.



### SEQTA

This platform will allow parents to view school reports electronically. Login details for parents will be sent by email. **If you need any assistance with accessing Seqta Engage please email [ithelp@stfrancisbutler.wa.edu.au](mailto:ithelp@stfrancisbutler.wa.edu.au)**



### Parent Teacher Contact

This is essential for enhancing the school's strong partnership with parents in the education of your child. Contact can be made through **Seesaw** (Direct message), email, phone or face-to-face. Staff will make every effort to reply to all contact in an appropriate timeframe but please be aware that messages aren't read before 8am, or after 4pm. Teachers are teaching throughout the day and will reply when available in non-teaching time. **Please see the 'Communication Policy' on our school website for more details.**



### Policies

The School's policies are available on the school website under the policies tab. Here you will find school policies (uniform and enrolment), pastoral care (student expectations and sun safety) and Administration policies (Extended Leave of absence and Code of Conduct Agreements).



### Facebook and Instagram

At St Francis of Assisi we have our own Facebook and Instagram pages. Here you can keep up to date on school information as well as viewing the fantastic things we do at St Francis.

**Facebook:** [www.facebook.com/stfrancisbutler](https://www.facebook.com/stfrancisbutler)

**Instagram:** @stfrancisbutler



### Uniform

The school uniform is to be worn with pride by St Francis' students. Normal uniform shop hours are Monday from 2:00-3:00. Families can order via a form on the school website and the uniform can be picked up from the office. Any queries can be directed to [sales@jfe.net.au](mailto:sales@jfe.net.au).

**For more information about uniform, please contact JFE 9204 1701 or check the Uniform Policy, under policies on our website.**



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### Faction Shirt Fridays

Every Friday is faction shirt Friday. Students must wear their faction shirt with their school sport uniform (PP-6).



### Mobile Phones

Students may bring mobile phones to school. A permission form needs to be signed and the phones are to be kept in the school office between the hours 8:25 and 2:45.



### 3yo & Playgroup

We are proud to offer a 3yo Program in 2024 and continue offering our Playgroup for existing siblings and prospective families.

- Our 3yo program runs on Thursdays each week and is fully subscribed for 2024.
- SFOA Playgroup is a Playgroup WA Affiliate member and runs on Mondays between 8:30- 10:15 in the Kindy rooms in Week 2 – 9 of each term.

To enquire about the 3yo please contact [admin@stfrancisbutler.wa.edu.au](mailto:admin@stfrancisbutler.wa.edu.au)

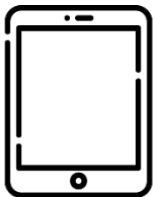
To register for playgroup, please contact [playgroup@stfrancisbutler.wa.edu.au](mailto:playgroup@stfrancisbutler.wa.edu.au)



### Camp Australia

We are a proud partner with Camp Australia to provide our outside school hours care program.

The Outside School Hours Care program at St Francis of Assisi Catholic Primary School provides time for homework, time to relax, educational activities and a healthy snack. To enrol or for more information contact <https://campaustralia.com.au/>



### 1:1 iPad Program

At St Francis of Assisi Catholic Primary School, we have access to 1:1 iPads across the school from Year 1 through to Year 6.

In Years 1-3 iPads are accessed only at school and the device is provided by the school and cost attached to the fees. In Year 4&5 there is a BYOD Program and children are expected to provide their own iPad with minimum requirements and the device is used at school and home. Please visit the website for further information. In year 6 iPads are school owned and used at school.

For more information about our program please see our **ICT Acceptable Use and Code of Conduct Agreement** under the **Digital Technologies** tab on our website.



### P&F

Our school Parents and Friends Association (P&F) is made up of a group of committed parents whose aim is to support our school community with both social and fundraising events. Meetings are held on the 2nd Tuesday of every month at 8:45am in the Board Room and all parents are invited to attend and contribute their ideas.

Contact the P&F at the following email address: [pandf@stfrancisbutler.wa.edu.au](mailto:pandf@stfrancisbutler.wa.edu.au)



### Lunch Orders

There are no canteen facilities at school. However, we have partnered with Locavora Lunchbox in West Perth. Children can order lunch from Monday – Thursday every week. To place an order, please see the instructions from Locavora.