



2020

Information Booklet

Years 1 to 6

Our School Values



RESPECT RESPONSIBILITY HONESTY
SELF-ESTEEM SELF-MOTIVATION TEAM WORK

VICTORIA PARK PRIMARY SCHOOL

1 Cargill Street
Victoria Park WA 6100

Telephone: 08 6216 4900

E-mail: victoriapark.ps@education.wa.edu.au

Website: <http://www.vicparkps.wa.edu.au>

Principal: Mrs Pam Pollard

Deputy Principals: Mrs Deb Eke
Ms Julie Belohlawek

Manager Corporate Services: Mrs Sue Pereira

School Officers: Mrs Sharon Cockroft
Mrs Claudia Davison
Mrs Emma-lee Wratten

Bell Times – Cargill Street

8:50am	Morning Bell
8:50am	Daily Fitness
9:00am	Class Begins
11:00am	Lunch
11:45am	Classes Resume
1:45pm	Recess
2:05pm	Classes Resume
3:05pm	Dismissal

Bell Times – Planet Street

8:45am	Morning Bell
12:00pm	Lunch
1:00pm	Classes Resume
3:00pm	Dismissal

Dear Parents

Welcome to Victoria Park Primary School for the 2020 Academic Year.

Victoria Park Primary School is an Independent Public School and was awarded exemplary school status in 2012.

Our aim is to provide as many interesting and positive learning situations for your child as possible. We pride ourselves in making a difference for children.

The purpose of this document is to provide parents, whose children are enrolled in the school, with information relating to many standard procedures adopted within the school.

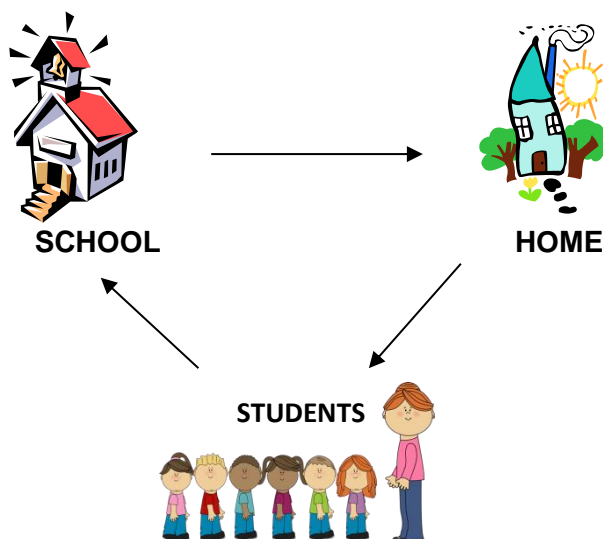
Uniformity of procedure and a basic understanding of school organisation is essential if the school and home are to work together in order to provide the best possible educational opportunity for our students.

It is generally agreed that the best forms of learning take place in a secure and caring environment. This relates both to the home and school situations. The triangle of home, school and student working together in co-operation provides the best platform on which a sound education can be developed. One important aspect of this triangle is communication.

If you have any problems or concerns relating to school organisation and/or your child's progress please contact the office for an appointment to discuss your concerns with the class teacher. **The classroom teacher is the first port of call for any discussion regarding your child.**

Remember: Your child's future and success depends, in part, upon your involvement and support of the teaching programs offered at our school during 2020.

THE EDUCATIONAL TRIANGLE



Our school and your home are four walls that surround the future and we aim to make a difference for your child.

Parents see the future in their children's eyes. (Will Anderson)

Vision

“We promote high expectations and strong values for our students to grow into successful and resilient global citizens”.

As you can see it captures the spirit of our school values and is very achievable. The task now is for us all to make this the focus of all we do for the students, staff and parents of Victoria Park Primary School.

Teaching and Learning Beliefs

We believe that all students are successful when:

1. The whole child is nurtured in a safe, positive and supportive learning environment where social and emotional well-being is respected and catered for
2. Development is enriched through opportunities to collaborate and grow together in a learning community
3. Embedded values drive motivated and engaged learning, and social responsibilities
4. All components of the technologies learning area are integrated into authentic learning contexts
5. Play, and inquiry practices, are essential to our educational programs
6. Knowledge of all cultures and the needs of our planet, empower our students to build a more cohesive and sustainable society
7. Problem solving and critical thinking are explicitly taught through purposeful and real world programs
8. They are encouraged to learn and reflect in a cooperative and supportive environment that fosters resilience
9. Learning is visible and higher order thinking, reflection and feedback is valued
10. High academic and behavioural expectations are set and communicated.

School Values

We have developed a set of school values agreed to by the school community. During 2008 the nine National Values, as described by the Australian Government, were incorporated with our school values as follows:

Students at Victoria Park focus on each of the values in turn throughout the school year. They are recognised at assembly when they are nominated for a Values Award by their teacher.

<i>Care and Compassion</i>	Care for self and others
<i>Honesty</i>	Be truthful, accountable, reliable and admit your mistakes.
<i>Respect</i>	Treat others with consideration and regard, respect another person's point of view and differences.
<i>Responsibility</i>	Take responsibility for your actions and think of the consequences your actions have on you and others.
<i>Self-Motivation</i>	Motivated to do or achieve something because of one's own enthusiasm or interest, without needing pressure from others.
<i>Team Work</i>	The ability to work well together as a member of a group of people

School Priorities – 2020

English – Writing and Reading

Mathematics – Measurement and Geometry, Problem Solving and Mathematical Language

Values – Explicit teaching of Values

Inquiry Learning

Digital Literacy

Behaviour Management

Our Mission

To ensure that our students develop the understanding, skills and attitudes relevant to individual needs, thereby enabling them to fulfil their potential and contribute to the development of our society.

EDUCATION DEPARTMENT TERM DATES 2020

TERM 1:

Teachers resume Thursday 30 January and Friday 31 January
Students resume Monday 3 February
Term ends Thursday 9 April

HOLIDAYS: *FRIDAY 10 APRIL – MONDAY 27 APRIL*

TERM 2:

Teachers resume Tuesday 27 April
Students resume Wednesday 29 April
Term ends Friday 3 July

HOLIDAYS: *SATURDAY 4 JULY – SUNDAY 19 JULY*

TERM 3:

Teachers resume Monday 20 July
Students resume Tuesday 21 July
Term ends Friday 25 September

HOLIDAYS: *SATURDAY 26 SEPTEMBER – SUNDAY 11 OCTOBER*

TERM 4:

Teachers resume Monday 12 October
Students resume Tuesday 13 October
Term ends:
Students Thursday 17 December
Teachers Friday 18 December

HOLIDAYS: *FRIDAY 18 DECEMBER 2019 – SUNDAY 31 JANUARY 2021*

SCHOOL DEVELOPMENT DAYS – STUDENTS DO NOT ATTEND

Term 1 – Thursday 30 January and Friday 31 January
Term 2 – Monday 28 April
Term 3 – Monday 20 July
Term 4 – Monday 12 October and Friday 18 December

Absence

Department of Education regulations require a student of compulsory age to regularly attend a registered school or an approved educational program. Parents are asked to contact the school in the morning and let us know if your child will be absent from school for the day. All Absences require an explanation and/or a dated note or medical certificate to cover a child's absence from school.

Accidents/Illness at School

Minor playground injuries will be dealt with at school. However, if your child has an accident or becomes sick at school, every effort will be made to contact parents/guardians to arrange medical attention. For this reason, it is essential that the school has the most up-to-date contact details for you including phone numbers, email address and an additional emergency contact.

Allergy Friendly School

Victoria Park Primary School has a number of children with severe allergies to a variety of substances including food and insect bites. With this in mind Victoria Park Primary School is a Nut Aware School and it is vital that children DO NOT bring food items which contain nuts including Peanut butter, Nutella, Nut bars etc.

After and Before School Care

Doors open 15 minutes before the 8:50am official bell sounds. Supervision is available in the undercover area prior to the doors opening for Years 1 – 6. If required, there are a number of Out of School care providers which exist in the area. Please see the office for further information if required.

Assemblies

School assemblies are usually held at 8:50am and generally every second Friday. Parents are invited to attend. Notice will be given in newsletters and on the term planners.

Behaviour Management

Our Behaviour Management plan is developed around rewarding and encouraging positive behaviours. We have established classroom plans, a values education program, a bully prevention program as well as incentives for good behaviour in the playground. Victoria Park Primary Schools' Behaviour Management policy is available on our website or through our front office.

Bikes/Scooters and Skateboards

Walk, Ride, Skate to School Wednesdays was implemented at Victoria Park Primary School in 2011. Wearing a helmet is compulsory if students are cycling, riding or skating to and from school. Students' bicycles/scooters/skateboards must not be ridden in the school grounds and they must be wheeled to the bicycle rack area. It is advisable to lock up bikes, scooters and skateboards.

Bookclub

Bookclub is run by parent volunteers. All orders are to be placed and paid for (by credit card) via the Scholastic Bookclub website - Loop. When the books arrive, the volunteer parents will deliver them to the children's classroom.

Bullying

Bullying will not be tolerated at Victoria Park Primary School. Reporting bullying in the playground is vital, as duty teachers rotate throughout duty areas and the 'pattern' of bullying is not always evident immediately. If you have any concerns about bullying, please make an appointment with your child's teacher first before meeting with the Deputy Principal or Principal.

Classroom Visits

Parents are asked **NOT TO** enter classrooms unless the teacher is present. This situation should only occur before school commences. Unauthorised entry to classrooms has created some problems in the past and in order to avoid any future misunderstanding; please adhere to this request.

Communication

Newsletters are an important way to communicate with parents/carers, as it provides up to date information on what's happening within the school and P & C activities. Newsletters are emailed to parents fortnightly on a Tuesday. It is very important that parents advise the school of changes to email addresses. Paper copies of the newsletter are available from the front office.

Victoria Park Primary School also utilises the app Flexibuzz to communicate with parents. Flexibuzz is a free app available to download via Playstore or iTunes. You are able to receive push notifications regarding important information from the school.

Concerns and Complaints

Parents are encouraged to raise any concerns or issues that they have with the school to ensure that they are addressed in a timely manner. If the concern/issue is in regard to the classroom, please speak to your child's teacher. If you have a concerns regarding the school processes, please arrange a time to speak with a Deputy Principal or Principal. An appointment can be set up via the front office.

Crunch and Sip

Crunch and Sip is a whole school initiative which involves students eating fresh fruit and vegetables and drinking water. Each child will need to bring their own pieces of fruit or vegetables in **two separate named containers**, one for the morning and the other for the afternoon. Some children find eating a whole apple or orange difficult. It is a good idea to cut fruit and vegetable into manageable pieces. Please only pack what is reasonable for them to eat in 5-10 minutes.

Custody

Parents who have custody papers or court orders **should** provide copies to the school. The class teacher and school administration need be made aware of any custody issues so we can follow the orders.

Dentist

Upon enrolment, each student is offered inclusion in the school dental service. This service operates at the **Mt Henry Dental Clinic (Phone 9313 1622)**. All children's dental arrangements are made between the Dental Therapy Centre and the parents. The school has **NO** involvement apart from the class teacher being informed of any appointments.

Extension Programs – PEAC

The PEAC Program provides part time extension and enrichment for exceptionally able students in Years 5 and 6. PEAC offers a range of courses that provide identified students with work that is intellectually challenging. These courses are run during normal school hours.

All students in Year 4 will sit the PEAC test in Term 3 to determine their suitability for the PEAC Program.

Factions

We have 4 Factions in Victoria Park Primary School. Pre-primary to Year 6 students are placed into a faction upon enrolment. Siblings are placed in the same faction. Faction shirts are available via the online Uniform shop at www.matrixuniforms.com.au or you can buy direct or click and collect from the showroom at 1 Hasler Drive, Osborne Park and is open from 8:30am – 4:00pm Monday to Friday.

Our Factions are:

Swan Red – Derbal Yerrigan

Canning Gold –Djarl Karobilir

Avon Green – Kokoolkar

Helena Blue - Muntoon

Gates

The gates surrounding the school site will be locked between 9.15am – 9.30am and remain locked until 2.45pm. All visitors, including late students must enter via the Front Office.

The Pre-primary has been fitted with a coded entry lock. All Kindy and Pre-primary parents will be given access to the code.

Head lice

Head lice are spread from direct head-to-head contact with another person who has head lice. They are unable to jump or fly. If your child has head lice, please keep them home until their hair has been treated and their head is free from eggs and lice.

To minimise the risk of spreading headlice, ensure shoulder length hair is tied up and loose hair is clipped back.

Homework

Homework is at the discretion of the classroom teacher. If you have any questions in relation to homework, please arrange a time to speak to your child's teacher.

Honour/Merit Certificates

Merit Certificates are handed out at each assembly. You will be notified prior to the assembly if your child is receiving an award.

Lost Property

We recommend all garments, school bags, lunch boxes, hats and personal items are clearly marked. Lost Property is kept outside Room 3 and parents/students are welcome to inspect them anytime to look for lost items. ***Please help return lost articles to their rightful owner by ensuring all 'removable' articles are clearly named.***

Lunches

The school does not have a canteen and lunches can be ordered through a local shop Boxx To Go, telephone No. 9472 4781. Students may order their lunch using the paper bags kept in the front office. These should be filled out, contain the correct money and placed in the lunch box in the foyer before school. Lunch menus are available from the front office. **LATE ORDERS CANNOT BE ACCEPTED.**

Lunch orders will not be available for Kindy and Pre-primary students.

Medical

The Department of Education policy requires the school to be aware of students affected by illnesses such as Asthma, Diabetes, or Allergies that require treatment.

If medication is to be administered, the office and teacher need to be notified, and then will seek clarification from the Principal. Permission notes for teachers and other staff members issuing medication need to be completed by parents and a doctor.

If a child is ill – they should not be at school.

Medical – Communicable Diseases

Information on the exclusion periods for communicable diseases are provided by the Health Department and are available on the school website.

Parents/carers are asked to notify the school immediately if their doctor has confirmed a diagnosis of the following:

- Chicken Pox – exclude until all blisters have crusted. Usually about 5 days
- Conjunctivitis - exclude until discharge from eyes has stopped
- Measles – exclude for 4 days after the onset of the rash.
- Mumps – exclude 5 days after swollen glands
- School Sores – exclude until after antibiotic treatment has commenced.
- Head Lice/Nits – exclude until hair is treated and head is free from eggs and lice
- Rubella – return to school once symptoms have subsided, usually at least 4 days after start of rash
- Whooping Cough – exclude for 5 days after an appropriate antibiotic treatment or for 21 days from the onset of coughing

Mobile Phones

As mobile phones are banned from schools from 2020 onwards. If students must bring their phones to school for safety reasons when travelling to and from school then they are required to leave their mobile phones at the front office, where they are stored securely throughout the day. Students are able to collect their phones at the end of each day. This ensures that the phones are safely kept and there is no misuse by students.

Money

Students should not bring unnecessary money to school. If students are required to bring money into the school for excursions or other school activities, it is requested that you put it in an envelope with the permission slip and their name clearly marked on the outside. Please ensure that you have the correct money.

P & C Association

Victoria Park Primary School P&C is a school based organisation whose membership consists of parents, teachers and interested citizens. They have two main roles within the school community. Firstly to promote the interest of the school by bringing parents, students, citizens and teaching staff into close co-operation and secondly, to assist in providing resources, facilities and equipment to the school through fundraising.

Any member of the Victoria Park Primary School community can become a member of the P&C. The P&C meets twice each term on Monday nights at 7.00pm on Weeks 3 and 8. Our Annual General Meeting is held on the first meeting of the year and at this meeting all positions on the P&C are declared vacant. For P & C members please refer to <http://www.vicparkps.wa.edu.au/committee-members/>

Parking

There are Set Down/Pick Up Zones located on both Cargill Street and Geddes Street, directly in front of and behind the school. There is no parking during peak school times and parents are to remain in their cars whilst in these designated areas. It is the responsibility of parents bringing children to school and collecting them after school to abide by the traffic regulations, such as not to double park, not to park across drive ways, not to park on the footpath and not to park in the clearly marked designated bus parking bay. The Town of Victoria Park is very vigilant with parking surrounding the school and the Ranger is known to often patrol the area.

Personal Information

All personal information is stored safely and securely within the school. It is essential that parents keep all information up to date and notify the office staff of any changes to contact details, addresses, emergency contacts, medical details etc. An update on the information on the Admission Card is collected early in the year to ensure that the information we have is still correct.

Personal Items List (Booklist)

These are items staff require parents to purchase for their children to participate effectively in the learning programs. All stationery items should be clearly named and books covered, where appropriate. You may be asked to replace some items throughout the year.

Policies

Most of our policies that are implemented at Victoria Park Primary School are set out and mandated by the Department of Education. However, the school does have a number of key policies that are specific to our needs. Our policies are reviewed on a regular basis to ensure that they kept up date and are still relevant. All policies are available via our website and front office.

Reports

Parents will be informed about their child's progress via workbooks, interviews, parent night and formal reports. If you are concerned about your child's progress at any time, please contact the class teacher/or the office to make an appointment.

Formal reports are sent home at the end of each semester.

School Board

The School Board is involved in reviewing the School Vision, School Performance and Allocation as identified in the Business Plan.

The board comprises nine members in total – 4 parents, 3 staff and 2 community members. They meet twice each term. Members of the School Board are listed on our website <http://www.vicparkps.wa.edu.au/school-board-profiles/>.

School Carpark

The carpark is provided for staff cars **ONLY** and so we ask parents not to use it to drop children at school or when picking them up, particularly when it is raining. Extra cars moving around and children running as they do when it rains, makes for a very dangerous situation. The carpark is also not to be used as a walkway into or out of the school. Please stick to the pathways when entering and exiting the school grounds.

School Health Nurse

The Community Health Department provides the services of a Community Nurse one day per fortnight (or equivalent).

The nurse covers many health promotion activities at the school, including:-

- Screening students for health problems
- Backup and support of the school health education program.

Children identified are given regular follow-up checks. The nurse will see a child that either the teacher or parents are concerned about.

School Psychologist

The School Psychologist attends the school three days a fortnight. The School Psychologist is available to assist students identified by the class teacher.

School Uniform

Victoria Park Primary has a dress code that has been endorsed by the School Board and uniforms can be purchased through www.matrixunforms.com.au .

All students are encouraged to show pride by wearing the official uniform with school logos. This enhances the image of the school and establishes school spirit and teamwork.

Victoria Park Primary School has contracted Matrix Uniforms to stock and supply the required school uniform:

- School Sky Blue Polo Shirt & Navy Shorts or Girls Skort with school logos.
- Faction polo shirt and Reversible Hat in red, royal, green or gold, with school logos.
- Girls checked Dress with school logo.
- Winter Navy/sky fleece Jacket, Navy fleece Trackpant or Leggings.
- School backpack, homework folder and excursion bag with school logos.

Parents can conveniently [order online](#) 24/7 and have items delivered to their home address for a small cost. Alternatively, they can buy direct or click and collect from the showroom at **1 Hasler Drive, Osborne Park** and is open from 8:30am – 4:00pm Monday to Friday.

We encourage children to be proud of the school and to identify with it by wearing the uniform. The Dress Code applies to students from Year 1 and above. Denim and Jeans are not permitted. A copy of our Dress Code policy is available on our website and at our front office.

Staff Meetings

These are held out of school hours up to 5 times a term. Meetings are held on either a Tuesday or Thursday afternoon. Dates of the meetings are included on each of the term planners.

Specialist Areas

Music

The general music program enables all students in Years 1 to 6 to experience music through vocal, instrumental and aural activities. The school also has a strong instrumental music program which offers students in Years 3 to 6 the opportunity to learn the trumpet. The school choir performs at a number of events throughout the year.

Languages

Japanese is the language offered at VPPS to students from Year 3 to Year 6. It is one of the eight learning areas and the course follows the National Curriculum

Health and Physical Education

Health and physical wellbeing is a priority in our school. As part of the Health and Physical Education Program there is an emphasis on the development of life skills to encourage resilience, respect and confidence, to allow students to reach their full potential. The Physical Education Program encourages all students to enjoy and participate fully in all physical activity.

Students at Educational Risk (SAER)

Students at educational risk are those who have been identified, through a range of diagnostic tools and assessment data, as not meeting the expected standards.

Individual behaviour programs and individual, or group, education programs are prepared for SAER students. SAER students, with the appropriate diagnoses, may receive an allocation of teacher assistant time through funding provided by the Disability Resource Funding system.

Sun Safe

Students are encouraged to wear sunscreen and bucket/or wide brimmed hats during lunch, recess breaks and sports sessions. If a student does not have a hat at lunch or recess they must play in the undercover area or go to the library.

Valuables and Toys

Valuables and toys are not to be brought into school as staff cannot accept responsibility for loss or damage.

Visitors

All visitors to the school grounds **must** sign in at the front office and obtain a Visitor sticker. This includes all parent helpers.

Volunteers

Parents and carers form an essential part in the successful functioning of any school. Our staff welcomes and seeks parental assistance in many areas of school life. Individual class teachers may also seek parental support during a variety of educational programmes.

Volunteer help may be needed when students attend excursions or when we have special events at school.

Voluntary Contributions

Victoria Park Primary School requests a voluntary payment of \$60.00 per child per year. This money compliments the school's funding which is provided by The Department of Education.

Details on the Charges and Contributions are available on our website and via the front office.

NOTES