



Year 1 - 6
Information Booklet 2023

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WELCOME TO VICTORIA PARK PRIMARY SCHOOL

At Victoria Park Primary School, we seek to form positive working relationships with our parent community.

Communication within the school community is very important, and this booklet is one way we can inform parents and carers of matters relating to the school in your child's education. We trust you find this booklet, informative and helpful, and we encourage you to refer to it throughout 2023.

If the information you seek is not in this booklet, please do not hesitate to ask at the office or visit our website. Our school office staff are always happy to assist. You will also receive a parent newsletter fortnightly. I encourage you to read this as it will keep you informed of school events, as well as P&C (Parents and Citizens), School Board and local community news. The school newsletter is sent through School Stream so please ensure you have downloaded the app. A term planner containing school special events and dates will also be attached to the newsletter each term. Both newsletter and term planner can also be found on the website.

There are many opportunities for parents and carers to become involved in our school community. I would encourage you to attend the P&C meetings and hear how the parent community is working to support our school. The P&C meetings and events provide a forum and opportunity for parents and their families to get to know one another.

As an independent public school, we have parent representation on our School Board. Parents are invited to 'open meetings' and encouraged to consider nominating for a position on the School Board when there is a vacancy. The role of the School Board is to oversee school governance and endorse decisions made by the school.

The teaching staff at Victoria Park Primary School are aware of the importance of regular communication with parents and carers. There will be formal opportunity throughout the school year for parents to attend the school and speak with teachers; however, teachers will communicate directly with parents and carers should they have any concerns.

Parents are asked to make contact with the class teachers should they wish to discuss any matters relating to their child's academic achievement, social development or behaviour. Please contact the class teacher directly or leave a message at the office. The class teacher is the first person to contact if you have concerns about your child's progress or matters relating to the classroom but I wish to assure you that my door is always open and I am happy to speak with you. I value your feedback, involvement and interest in our school.

Travis Miller
PRINCIPAL

SCHOOL DETAILS

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>

2022 OFFICE ADMINISTRATION

Principal: Travis Miller
Deputy Principal: Deb Eke
Deputy Principal: Nadene Coupar
Manager Corporate Services: Sue Pereira
School Officers: Sharon Cockroft, Rebecca Doak, Amanda Fisher, Deb Baker

OFFICE HOURS

Office is open between 8:00am to 4:00pm daily

TERM DATES

Term 1 Wednesday 1 February to Thursday 6 April
Term 2 Wednesday 26 April to Friday 30 June
Term 3 Tuesday 17 July to Friday 22 September
Term 4 Tuesday 10 October to Thursday 14 December

School Professional Development Days

Students are not required to attend school on the following dates:

Monday 24 June

Monday 16 July

Monday 9 October

Public Holidays (during the school term)

Labour Day 6 March

Good Friday 7 April

Anzac Day 25 April

WA Day 5 June

P&C DETAILS

Carolyn Ellis - P&C President

president.vicparkpandc@gmail.com

Bell Times

8:35am	Doors Open
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

Every day at school is important!

Our Mission

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

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.

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.

Physical Education

Health and physical wellbeing is a priority in our school. The Physical Education Program encourages all students to enjoy and participate fully in all physical activity.

Health

Our Health program is an emphasis on the development of life skills to encourage resilience, respect and confidence, to allow students to reach their full potential.

Our Physical Education and Health Program are entwined and integral to the full development of the child.

School Priorities – 2023

English – Writing and Reading
Mathematics – Number, Problem Solving and
Mathematical Language
Values – Explicit teaching of Values
Inquiry Learning
Digital Literacy
Health and Wellbeing

Our School Values

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.

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



General Information

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.

Average Period of Absence (Years PP-10)	Rate of Attendance	Equivalent School Missed	Level of Education Risk
2.5 days per term	95%	6 Months	Regular attendance
5 days per term	90%	1 Year	Regular attendance - Monitor
1 day per week	80%	2 Years	Indicated at-Risk
1.5 days per week	70%	3 Years	Moderate Risk
2 days per week	60%	4 Years	Moderate Risk
2.5 days per week	50%	5 Years	Severe Risk
3 days per week	40%	6 Years	Severe Risk

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 to 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. For more information regarding our policy on Bullying, please refer to our website "Policies".

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

Victoria Park Primary School utilises the app School Stream to communicate with parents. School Stream is a free app available to download via Playstore or the App store. You are able to receive push notifications regarding important whole school information from the school. Parents can also use the app to notify the school of their child's absence.

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 circulated via School Stream fortnightly on a Tuesday. Paper copies of the newsletter are available from the front office.

Communication protocols are located on our website under 'School Communication'.

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 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.

For details in regards to the concerns and complaints process, please refer to the 'Talking with my school' publication located on our website under 'School Communication'.

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.

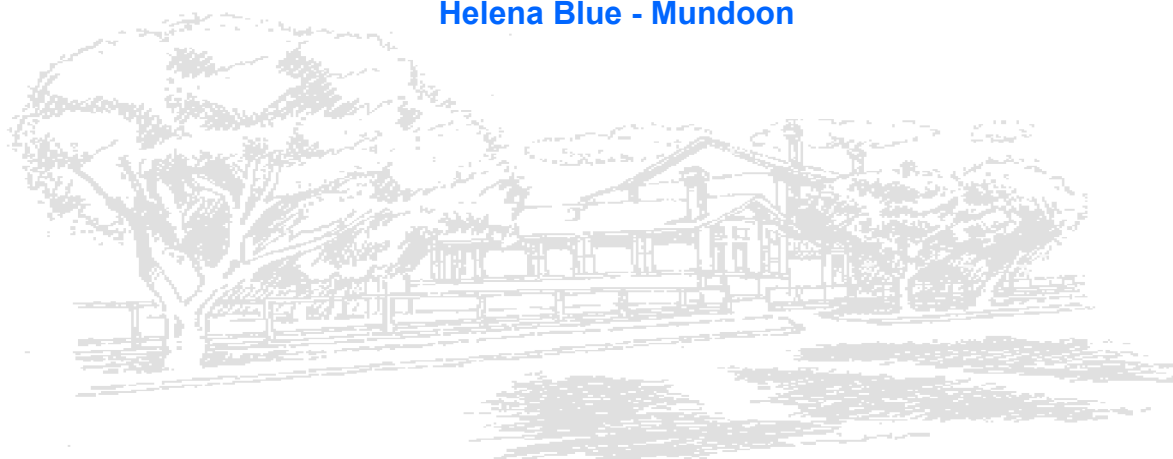
Our Factions are:

Swan Red – Derbal Yerrigan

Canning Gold –Djarl Karobilir

Avon Green – Kokoolkar

Helena Blue - Mundoon



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.

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 2 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.**

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

Mobile phones have been banned since 2020. 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.

Smart watches must be placed in 'Aeroplane Mode' during school hours so phone calls and messages can be sent or received during the day.

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 Tuesday nights at 7:00pm on Weeks 3 and 8. The 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 Form is collected during 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 are 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 will be emailed 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 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.matrixuniforms.com.au.

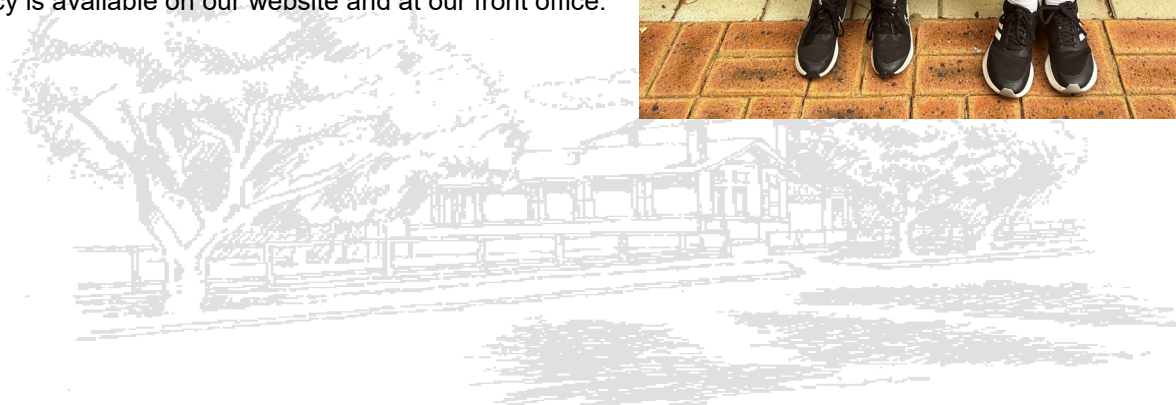
All students are encouraged to show pride by wearing the official uniform with school logos. This enhances the image of the school and establishes school spirit and teamwork.

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

- School Sky Blue Polo Shirt & Navy Shorts or Skort with school logos.
- Faction polo shirt and Reversible Hat in red, royal blue, green or gold, with school logos.
- 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**. The store 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.



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.

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.

