



Victoria Park
Primary School

2026 Parent Information

Early Childhood

Our School Makes a **Difference**

Contents

Welcome to Victoria Park Primary School	3
School Details.....	4
2026 Office Administration	4
Office Hours	4
P&C Details.....	4
Term Dates	5
Bell Times.....	5
School Professional Development Days.....	5
Public Holidays (During the School term)	5
Every day at school is important!.....	6
Purposeful play	6
ECE Daily Program.....	6
What to bring.....	7
Literacy.....	8
Numeracy.....	8
Social Skills	8
The Learning Environment.....	8
General Information.....	9
Attendance and Punctuality.....	9
School Operations and Access	9
Communication and Contact	10
Health Safety and Wellness.....	11
Resources and Supplies.....	13
Volunteers and Parent Involvement	14
School Policies, Procedures and Governance	14
Supporting your child as they transition into school	15
What can you expect on the first day	15
Hints for stress-free early days.....	15
Daily Routine	15

Welcome to Victoria Park Primary School

Early Childhood is an exciting and important stage in your child's learning journey. It provides opportunities for children to build friendships, develop confidence, and learn through play in a safe and supportive environment. Our Early Childhood programs focus on social, emotional, and academic growth through engaging, play-based experiences that nurture curiosity and a love of learning.

At Victoria Park Primary School, we value strong partnerships between home and school. Open and positive communication with our families is very important to us. This booklet has been designed to provide you with key information about our school and your child's learning. We encourage you to refer to it throughout the year, and if there's anything you can't find here, please don't hesitate to contact our friendly office staff or visit our school website.

You will also receive our fortnightly school newsletter, which keeps families up to date with school events, P&C activities, and community news.

When families and educators work together, children thrive. We warmly encourage parents and carers to be involved in their child's education — whether by helping in the classroom, joining the Parents & Citizens Association, or nominating for a position on the School Board when vacancies arise.

We look forward to partnering with you to ensure your child has the best possible start to their schooling journey.

Warm regards,

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>



2026 Office Administration

Principal:	Travis Miller
Deputy Principal:	April Shaw (Curriculum)
Deputy Principal:	Abby Kerr (Student Services)
Manager Corporate Services:	Sue Pereira
School Officers:	Sharon Cockroft, Amanda Fisher, Marnie Morris, Jo Lee, Jose Smith

Office Hours

The school office is open for enquiries between 8:00am and 3:30pm daily.

P&C Details

Siobhan Wiersma - P&C President

president.vicparkpandc@gmail.com



Term Dates

Term 1	Monday 2 February to Thursday 2 April
Term 2	Monday 20 April to Friday 3 July
Term 3	Monday 20 July to Friday 25 September
Term 4	Monday 12 October to Thursday 17 December

Bell Times

8:35am	Doors Open
8:50am	Morning Bell
11:15am	Lunch start
11:45am	Lunch end
1:45pm	Recess start
2:05pm	Recess end
3:05pm	Dismissal

School Professional Development Days

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

- Tuesday 3 March
- Tuesday 2 June
- Friday 6 November

Public Holidays (During the School term)

- Labour Day - 2 March
- Good Friday - 3 April
- WA Day - 1 June



Every day at school is important!

The *Early Years Learning Framework* (EYLF) is Australia's national framework that guides early childhood educators in providing high-quality teaching and learning experiences. It ensures that all children in early learning settings have opportunities to grow, learn, and thrive through meaningful play and engagement.

The EYLF describes early childhood as a time of **belonging, being, and becoming**:

- **Belonging** – Recognising the importance of relationships and connections with family, community, culture, and place. Belonging shapes who children are and influences who they will become.
- **Being** – Valuing the here and now in children's lives. The early years are not only about preparing for the future but also about enjoying and learning from the present.
- **Becoming** – Reflecting the ongoing process of growth and change as children develop their knowledge, skills, confidence, and relationships.

The EYLF places a strong emphasis on **play-based learning**, acknowledging the vital role of communication, language, early literacy, numeracy, and social and emotional development in each child's learning journey.

In Western Australia, the Kindergarten Curriculum Guidelines build on the EYLF, connecting its principles and outcomes with the *Western Australian Curriculum* to ensure a smooth transition into formal schooling.

Purposeful play

Purposeful play is a powerful way for children to learn and make sense of their world. In the early years, play does more than entertain — it helps shape the developing brain and lays the foundation for future learning.

Through play, children explore, create, and problem-solve while developing social skills, confidence, and a love of learning. Educators support this by offering a variety of engaging activities and materials, and by using intentional teaching to extend and deepen each child's learning.



ECE Daily Program

The main aim of our Early Childhood program is to ensure your child's first experience of school is happy, positive, and rewarding — helping to build a lifelong love of learning. We focus on developing confidence, concentration, social skills, imagination, creativity, and self-esteem.

Our Kindergarten and Pre-primary programs combine teacher-directed activities with rich, play-based learning experiences. Young children learn best through hands-on exploration, using all their senses to make sense of the world. Our carefully planned play opportunities are designed to spark curiosity, inspire thinking, and build on each child's interests and questions.

Through play, children learn to make choices, solve problems, and take ownership of their learning. Play is also a key foundation of the *Early Years Learning Framework*, as it helps children show what they know, what they're curious about, and how they understand their world.

We provide a warm, supportive, and engaging environment where every child feels valued and encouraged to learn at their own pace. By observing and responding to each child's needs, our educators create opportunities for growth in a calm, caring, and purposeful setting.



What to bring

Please label everything with your child's name.

- A child's carry bag or backpack, one that they can manage and is large enough to accommodate their belongings.
- A bucket hat or wide brimmed hat, with their name on it. No caps please. We are a Sun Smart school. The school policy is "NO HAT - NO PLAY", therefore children without hats will only be permitted to play in shaded areas. Please put sunscreen on your child before they come to school.
- Lunch - Please provide a healthy, nutritious lunch in an easy to open lunch box that has the student's name on the outside.
- A water bottle with your child's name on the outside filled with water only.
- A change of clothes in case of accidents/ water play

	Hat
	Drink Bottle
	Lunchbox
	Crunch and Sip
	Change of clothes

Literacy

At Victoria Park Primary School, our literacy program builds strong foundations in reading and writing through engaging play-based experiences and a structured phonics approach. We focus on oral language skills — blending, segmenting, and sound manipulation — to support confident readers and writers.

Families are encouraged to read with their children every day, helping to nurture a love of books, language, and lifelong learning.

Numeracy

Mathematics helps children make sense of their world by encouraging logical thinking, problem-solving, and pattern recognition. At Victoria Park Primary School, students explore maths through hands-on, engaging activities that make learning meaningful and fun, fostering curiosity and confidence along the way.

Social Skills

In Kindergarten and Pre-primary, developing social skills is an important focus. Children learn to negotiate, share, solve problems, and consider the needs of others — skills that will continue to grow throughout their school years.

School is often a child's first experience in a large group of peers. During this time, they also begin to build independence by managing their own routines and belongings, such as bags and lunchboxes. These experiences help children develop confidence, self-reliance, and a strong sense of belonging.

The Learning Environment

At Victoria Park Primary School, we believe learning happens everywhere — both inside and outside the classroom. Children engage in a mix of planned and spontaneous learning experiences that support their cognitive, physical, and social-emotional development.

Our indoor and outdoor spaces are thoughtfully designed to spark curiosity, encourage independence, and promote positive social interaction through structured tasks and purposeful play.



General Information

Attendance and Punctuality

Prompt arrival and pick-up are very important for young children, as lateness can cause concern, especially in the early days when routines are being established. We recommend dropping older siblings at the primary school before bringing your youngest child. School finishes at 3:05 pm, and if you are delayed, please notify the school by phone.

Regular attendance is essential for your child's learning and helps establish good habits for the future. Children should only be absent if unwell, and holidays during school time must be authorised by the Principal.

School Operations and Access

School Gates

The gates surrounding the school site will be locked at 8:50am sharp and remain locked until 3:00pm. All visitors, including late students must enter via the Front Office.

Early Childhood Gates

The gates providing access to the **Early Childhood area** will open at **8:35 am** and close at **3:25 pm** each day.

Authorisation for The Collection of Your Child

Early Childhood students must be escorted to and from class by a parent or a known adult. If someone else will be picking up your child, please inform the classroom teacher. Children will not be released to any adult without parental consent, which may also be provided by phone.

Siblings and under-aged children are not permitted to collect Early Childhood students, even with parental permission.

Alternate Parenting Arrangements

Parents with custody papers or court orders should provide copies to the school. It is important that both the class teacher and school administration are aware of any custody arrangements so that the school can follow the orders correctly.

Personal Information

All personal information is stored safely and securely at the school. It is important that parents keep their details up to date and notify the office of any changes, including contact numbers, addresses, emergency contacts, and medical information. During the year, we also review the information provided on the Admission Form to ensure that all records remain accurate.

Parking

Please park safely and legally. Do not double park, block driveways, or park on footpaths. The Town of Victoria Park Rangers patrol regularly. Parents must not use or walk through the staff car park—please use footpaths.

Communication and Contact

Communication

The school uses **Compass School Manager** as the primary platform to notify parents and carers of upcoming events and to share important information. Through the app, parents and carers are also able to:

- Notify the school of their child's absence
- Submit forms
- Access the school and individual classroom newsfeeds
- View the school calendar and events
- Contact the classroom teacher
- Update parent details (phone number and email)



The *Compass School Manager* app can be downloaded free of charge from your device's app store.

Parent - Teacher Contact

We value open communication between parents and teachers. If you have any concerns about your child's health, social interactions, emotional well-being, or academic progress, please contact us promptly. We will be happy to arrange a mutually convenient time to meet and discuss your child's needs.

Concerns and Complaints

We encourage parents to **raise any concerns** so they can be addressed promptly. For classroom matters, please speak directly with your child's teacher. If your concerns relate to school processes, you can arrange a meeting with the Deputy Principal or Principal through the front office.



Health Safety and Wellness

Crunch and Sip and Lunch

Recess and lunch are great opportunities for children to relax and enjoy time with friends. We encourage healthy snacks, such as fruit, vegetables, plain popcorn, cheese, sultanas, rice crackers, or plain biscuits.

For lunch, we recommend nutritious and easy-to-eat options like sandwiches, bread rolls, or wraps, along with one or two healthy snacks such as yoghurt, fresh fruit, cheese, or plain muesli bars. Water is always available, so please avoid sending juice or milk drinks.

In line with Health Department guidelines, we do not encourage lollies, chocolates, chips, or chocolate-coated muesli bars as part of your child's lunch.

We encourage students to not share their food at lunch for student safety.

Illness and Allergies

Minor playground injuries are treated at school. If your child becomes unwell or has an accident, we will contact parents/guardians to arrange medical attention. Please ensure the school always has your up-to-date contact details.

Allergy Aware School

Victoria Park Primary School has students with severe allergies to foods and insect bites. As a Nut Aware School, we ask that families take care when preparing and packing food for their child to help keep all students safe.

Medication

The Department of Education requires the school to be aware of students with conditions such as **Asthma, Diabetes, or Allergies** that may require treatment. If medication is needed, both the office and classroom teacher must be informed. Permission forms, completed by a parent and doctor, are required for staff to administer medication. It is essential that all medical conditions and allergies are recorded on the enrolment form so a **medical plan** can be implemented if necessary.

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.
- **Rubella** – return to school once symptoms have subsided, 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

Head Lice

Head lice are spread through direct head-to-head contact and cannot jump or fly. If your child has head lice, please keep them at home until treatment is complete. To help reduce the risk of spreading lice, we ask that shoulder-length hair be tied up and loose hair clipped back while at school.

School Nurse

Victoria Park Primary School is supported by a Community Nurse from the Community Health Department. The nurse conducts health screenings for all students and can see any child of concern, as referred by a parent or teacher. Referrals to speech therapy and occupational therapy can also be arranged through the nurse and the School Student Services Deputy.

School Chaplain

Our School Chaplain helps foster a positive and inclusive environment for all members of the school community. The chaplain is available to talk, provide support, or offer a moment of reflection, contributing to the overall well-being of students, staff, and families.

School Psychologist

The School Psychologist attends Victoria Park Primary School two days a week to support student development. Please note that the psychologist does not provide ongoing clinical therapy but works with students, staff, and families to support learning and wellbeing within the school setting.



Resources and Supplies

Personal Requirements List (book list)

Booklist items are required for your child to participate fully in the learning program. Please place all items in a bag **labelled with your child's name** and bring it on their first day of school. Individual pencils, crayons, and glue **do not need to be labelled**, as these items are shared in the classroom.

Parents may choose any supplier, but please ensure that **specific requested items are provided** and not substituted.

Secondhand Uniforms/ Uniforms

Students are encouraged to wear school uniforms from Kindergarten. Victoria Park Primary has a second-hand uniform shop run by parent volunteers, usually open every second Friday to coincide with school assemblies (even weeks).



New uniforms can be purchased online through Tara Uniforms or at their store: 1 Hasler Drive, Osborne Park.

Voluntary Contributions

Victoria Park Primary School requests a voluntary payment of \$60 per child per year. These contributions help complement funding provided by the Department of Education. Details on charges and contributions are available on the school website or from the front office.

Incursions / Excursions

During the year, your child may participate in **incursions** (visitors or events at school) and **excursions** (visits to places outside the school). These experiences are an important part of our educational program. You will be notified in advance if there is a cost involved.

Payments can be made by **EFTPOS at the school office** or by **direct deposit** to the school's account.

Please include your child's name and year as a reference for all payments.

Bank Transfer Details

Account Name:	Victoria Park Primary School
Reference:	Student Name and Year
BSB:	016 263
Account Number:	3409 62599

Toys

The Early Childhood classrooms are equipped with a variety of toys, games, and learning materials for daily use. Children should not bring personal toys or items to school unless specifically requested by the teacher. If you are unsure, please check with your child's teacher.

Volunteers and Parent Involvement

Visitors

All visitors to the school, including parent helpers, must sign in at the front office upon arrival. This helps ensure the safety and security of all students and staff.

Parent Volunteers

Parental involvement helps provide continuity between home and school and greatly benefits your child. Parents and carers are encouraged to assist in any way they can. A **voluntary roster** for parent help is displayed on the noticeboard outside the classrooms — simply write your name next to a date that suits you.



**Your child will love
having you in the
classroom!**



School Policies, Procedures and Governance

Policies

Most of the policies at Victoria Park Primary School are mandated by the Department of Education, but the school also has several policies specific to our community. All policies are regularly reviewed to ensure they remain up to date and relevant. They are available for parents to view on our website.

P&C Association

The Victoria Park Primary School P&C Association is a school-based group made up of parents, teachers, and community members. Its main roles are to strengthen connections between families, students, and staff, and to support the school by providing resources, facilities, and equipment through fundraising.

Membership is open to anyone in the Victoria Park community. The P&C meets twice a term, with an Annual General Meeting held each year, where all positions are declared vacant and open for election.

School Board

The Victoria Park Primary School, School Board works in partnership with the Principal to set and monitor the school's key directions. The Board is involved in reviewing the School Vision and performance, focusing on the long-term future and overall oversight of the school, rather than day-to-day management.

Supporting your child as they transition into school

Starting school is an exciting milestone, and there are many ways you can help your child feel confident and ready:

- **Establish positive routines:** Consistent morning and bedtime routines help your child know what to expect each day. Ending the day with a bedtime story is a lovely way to wind down.
- **Ensure sufficient sleep:** Kindergarten-aged children need around **12 hours of sleep** each night to support growth, learning, and wellbeing.
- **Encourage independence:** Help your child dress and undress themselves, use the toilet independently (including flushing and washing hands), and manage their lunch and drink bottle.
- **Practice tidying up:** Encourage your child to pack away toys at home, preparing them for routines at school.
- **Manage their own belongings:** Give your child responsibility for packing and carrying their school bag.
- **Promote self-advocacy:** Encourage your child to ask for help when needed.
- **Discuss rules:** Talk about rules at home and school, explaining that rules help everyone stay safe and know what is expected.

What can you expect on the first day

Hints for stress-free early days

- **Stay positive:** Talk about school in a positive way, but don't push the conversation if your child is unsure.
- **Keep goodbyes brief:** Prolonged farewells can make separation harder. Reassure your child that you will return on time, then say goodbye and leave.

Daily Routine

Morning:

- Arrive on time at 8:35 am
- Place your child's school bag on the rack
- Unpack items needed for the day (see visual)
- Place booklist items on the back table
- Read a book or do a puzzle until the bell

Goodbye:

- Say goodbye when the bell rings

Afternoon:

- Return at 3:05 pm to collect your child



