



Victoria Park
Primary School

2026 Parent Information

Year 1 - 6

Our School Makes a **Difference**

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Welcome to Victoria Park Primary School

At Victoria Park Primary School, we value building positive relationships with our parent community. We believe that strong communication between school and home is key to supporting your child's learning and wellbeing.

This booklet is designed to give you important information about our school and your child's education. We hope you find it helpful and encourage you to refer to it throughout the year.

If you cannot find the information you need here, please ask at the school office or visit our website. Our friendly office staff are always happy to help. You will also receive our parent newsletter every fortnight, which shares updates on school events, P&C (Parents and Citizens) activities, School Board news, and local community information. The newsletter is sent via the School Stream app, so please ensure you have it downloaded. Each term, a planner with special events and key dates will also be attached to the newsletter and available on our website.

There are many ways for parents and carers to be involved in our school community. We encourage you to attend P&C meetings to hear about how the parent community supports the school and to meet other families.

As an independent public school, we also have parent representation on our School Board. Parents are invited to attend 'open meetings' and may consider nominating for a position on the Board when a vacancy arises. The School Board oversees school governance and endorses key school decisions.

Our teaching staff understand the importance of regular communication with parents. There are formal opportunities throughout the year to meet with teachers, and teachers will contact you directly if any concerns arise.

If you wish to discuss your child's learning, social development, or behaviour, please contact the class teacher directly or leave a message at the office. Your class teacher is the first point of contact for any classroom-related matters, but my door is always open, and I welcome 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>



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.

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

P&C Contact Details

Siobhan Wiersma - P&C President

president.vicparkpandc@gmail.com



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.

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 Priorities

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



Specialist Areas

Music

All students in Years 1–6 explore music through singing, playing instruments, and listening activities. Students in Years 3–6 can join the instrumental program, and our school choir performs at events throughout the year.

Languages

Students in Years 1–6 learn Japanese following the National Curriculum, developing speaking, listening, reading, and writing skills while exploring Japanese culture.

Physical Education

At Victoria Park Primary School, Health and Physical Wellbeing is a priority. Our PE and Health programs encourage all students to enjoy and fully participate in physical activity, supporting their overall growth and development.

Health

Our Health program focuses on developing life skills that build resilience, respect, and confidence, helping students reach their full potential.

Digital Technology

Our program introduces students to digital skills, coding, and computational thinking. Students explore robotics, create digital projects, and learn about internet safety while developing creativity and problem-solving skills.



School Behaviours

At Victoria Park Primary School, we follow a set of school behaviours developed with input from our school community and aligned with Australian Government guidelines.

Students focus on one behaviour at a time throughout the year and are recognised at assembly through Star Awards when nominated by staff.

<i>Strive</i>	Self-motivation, growth mindset, endeavour
<i>Teamwork</i>	Respectful, inclusive, Kind
<i>Accountable</i>	Responsible, Honest, Integrity.
<i>Resilient</i>	Determined, Courageous, Risk– Taker

School Factions

- Swan Red – Derbal Yerrigan
- Avon Green – Kokoolkar
- Canning Gold –Djarl Karobilir
- Helena Blue – Mundoon



General Information

Attendance and Absences

Absence

The Department of Education requires all students of compulsory school age to attend a registered school or approved educational program. If your child will be absent, please contact the school in the morning. All absences must be explained with a dated note or medical certificate.

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

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 Wellbeing

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.

Sun Safe

Students are encouraged to wear sunscreen and bucket or wide-brimmed hats during lunch, recess, and sports activities. If a student does not have a hat, they are required to play in the undercover area or go to the library to stay sun-safe.

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.

Dentist

Upon enrolment, students are offered access to the **School Dental Service** at **Mt Henry Dental Clinic** (Phone: 9313 1622). Appointments are arranged directly between parents and the Dental Therapy Centre. The school is only informed of appointments by parents if the student will be absent.

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.

Student Management and Behaviour

Behaviour Management

Our Behaviour Management plan focuses on rewarding and encouraging positive behaviours. This includes classroom plans, a Values Education program, a bully prevention program, and playground incentives. Our full Behaviour Management policy is available on the school website or from the front office.

Bullying

Bullying is **not tolerated** at Victoria Park Primary School. It is important to report any incidents, as duty teachers rotate and patterns of bullying may not be immediately obvious. If you have concerns, please contact your child's teacher first before speaking with the Deputy Principal or Principal. Our full Bullying Policy is available on the school website under "Policies."

Classroom Visits

Parents are asked not to enter classrooms unless the teacher is present. Visits should only take place before school begins in the morning to ensure the safety and smooth running of the classroom and to avoid any misunderstandings.

School Operations and Access

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.

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.

Authorisation for The Collection of Your Child

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.

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.

Bikes/Scooters and Skateboards

Walk, Ride, Skate to School Wednesdays have been held at Victoria Park Primary School since 2011. Helmets are compulsory for students cycling, riding, or skating to and from school. Bicycles, scooters, and skateboards must not be ridden on school grounds and should be wheeled to the bike racks. It is also recommended that students lock up their bikes, scooters, or skateboards for safety.

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.



Learning and Curriculum Support

Homework

Homework is set at the classroom teacher's discretion. If you have any questions about homework, please speak with your child's teacher.

Crunch and Sip

Crunch and Sip is a whole-school initiative where students eat fresh fruit or vegetables and drink water during the day. Each child should bring two named containers, one for the morning and one for the afternoon. It is helpful to cut fruit and vegetables into manageable pieces and pack a reasonable amount for 5–10 minutes of eating.

Reports

Parents are kept informed about their child's progress through work samples, interviews, parent nights, and formal reports. If you have concerns about your child's learning at any time, please contact the class teacher or the school office to arrange a meeting.

Formal semester reports are emailed to parents in Week 8 of Term 2 and 4.

Extension Programs – PEAC

The PEAC Program provides part-time extension and enrichment for exceptionally able students in Years 5 and 6. Students participate in intellectually challenging courses during normal school hours. Year 4 students sit the PEAC test in Term 3 to determine eligibility for the following year.

Student Engagement and School Life

Assemblies

School assemblies are held at 8:50 am every second Friday, and parents are warmly invited to attend. Merit Certificates are presented at each assembly, and you will be notified beforehand if your child is receiving an award.

Out of School Hours Care

Supervision is available in the undercover area before 8:35 am, when classroom doors open, for students in Years 1–6.

Camp Australia is our Out of School Hours Care provider. You can find more information from them on our school website:

<https://vicparkps.wa.edu.au/parent-information/out-of-school-hours-care/>



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

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.

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.

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.



Resource and Supplies

Booklist Items

Booklist items are the materials staff require for students to participate fully in learning programs. All stationery should be clearly labelled, and books covered where appropriate. Some items may need to be replaced during the year to ensure students have what they need for their learning.

Lost Property

Please clearly label all clothing, bags, lunch boxes, hats, and personal items. Lost Property is kept outside Room 2, and parents or students are welcome to check for missing items. To help return items, ensure all removable articles are clearly named.

Lunch Orders

Victoria Park Primary School does not have a canteen. Lunches can be ordered from Boxx To Go (Phone: 9472 4781) using paper order bags available from the front office. Orders should include the correct money and be placed in the lunch box in the foyer before 9:30 am, as late orders cannot be accepted.

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.

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.



Volunteers and Parent Involvement

Volunteers

Parents and carers play an important role in supporting the success of our school. Our staff warmly welcome parental assistance in many areas of school life, and individual class teachers may invite parents to support various educational programs throughout the year.



