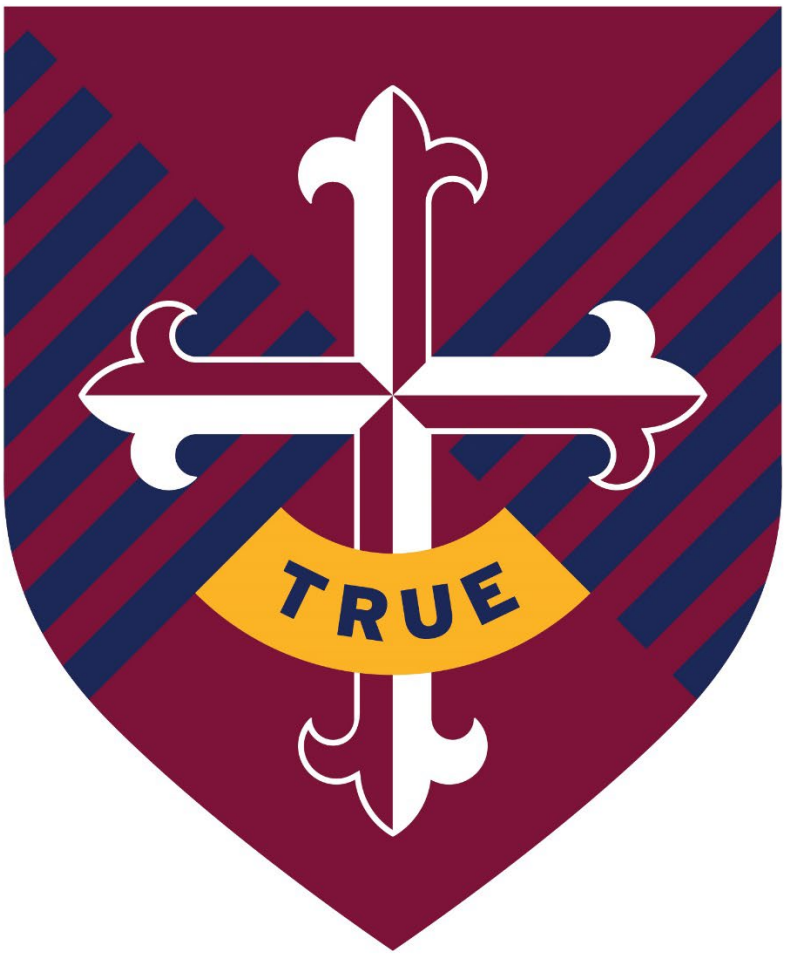
ST PETER'S



St Peter's Primary School
Parent Handbook
2026

SCHOOL PRAYER

Help us Lord in every way,

to work our best throughout the day.

Help us Lord to think of others,

through the guidance of Mary our Mother.

Thank you for our caring friends,

whose friendship with us never ends.

Thank you, Jesus, for dying for us,

we love you, Lord Jesus…

St Peter…Pray for us.

Amen

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PRINCIPAL'S WELCOME

My name is Daine Burnett, and it is my privilege to welcome you to our school. I was fortunate enough to be appointed as the Principal at St Peter's Primary School for 2026. Previous to this position, I have been involved in leadership roles within Catholic Education Western Australia for over twenty-five years.

St Peter's Primary School caters for students from Pre Kindy through to Year Six, in a unique environment, which offers opportunities for each child to develop emotionally, spiritually, socially, physically and cognitively. This is achieved by providing and coordinating educational activities through a whole school approach, which develops an awareness and understanding of concepts necessary for life and an educational experience within the Catholic faith.

Our core mission is to inspire students to learn, achieve and serve with integrity. Our core values TRUE - Trust, Respect, Unity, Excellence - are central to our school's philosophy. We aim to nurture each child's unique abilities, providing an environment where they can flourish emotionally, spiritually, academically and socially. By fostering a love for learning, we encourage students to look beyond appearances, seek deeper truths, and discover true happiness.

We strive to develop each child's full potential by recognising their individual giftedness. Learning is facilitated through a developmental approach that promotes cooperative and inquiry-based learning, which are strengthened using up to date technology. We provide a relevant, comprehensive and varied curriculum to suit a wide range of student needs, interests and abilities. All of these processes assist each child to be the best that they can be.

We believe that parents are the foremost educators of their children, and our partnership with families is essential to student success. We encourage active parental involvement in school life. Together, we create a strong community spirit, where children learn not only from structured lessons but also from the adults around them. This partnership between home and school is mutually supportive, and it is our goal to work together in nurturing and guiding each child. At St Peter's, parents and staff join in a shared mission: to support the personal growth and educational development of every student, helping them become fully integrated, compassionate and capable individuals.

We are very fortunate at St Peter's to have a very talented group of staff members, who see their roles in educating the children at St Peter's as their vocation. The time, energy, effort and expertise given to the children is second to none, and while we are well-resourced, the greatest resource we have is our wonderful staff.

St Peter's is a strong community that works together as one with parents, students, staff and the parish to foster an environment that can enable us all to reach our fullest potential.

I look forward to seeing you in the future and hope that you will take the time to journey with us through our school and will soon see life at St Peter's Primary School.

Daine Burnett
Principal

BELL TIMES

8.25am	Classroom doors open
8.40am	Classes commence for Pre Primary – Year Six
8.45am	Class commences for Kindergarten Classroom doors open for Pre Kindy (Tuesdays and Thursdays)
10.25am–10.45am	Recess
12.25pm-1.05pm	Lunch
1.05pm-1.20pm	Wellbeing
2.45pm	School concludes for Kindy and Pre Kindy
3pm	School concludes for Pre Primary to Year Six

As a goodwill gesture, the Leadership Team will continue to provide Duty of Care from 8am in the Undercover area for Pre Primary to Year Six students.

CONTACT DETAILS

Postal Address:	PO Box 656, Inglewood WA 6932
Street Address:	103 Wood Street, Inglewood WA 6052
Telephone:	(08) 9338 9900
Email:	stpeters@cewa.edu.au
Website:	stpeters.wa.edu.au
Office Hours:	8am - 4pm Monday to Friday, during the school term only (an answering machine operates outside these hours).

If you have any queries or require assistance, please feel welcome to call 9338 9900 or visit us at the front office.

ABSENCES

If your child is going to be absent from school, please notify the school **before 9am** (see options below). **Please do not email the class teacher directly regarding absences**.

- Via SEQTA Engage Instructions ; or
- Complete the absentee form on website Student Absences ; or
- Call the Absentee telephone line on 9338 9901; or
- Email absenteestpeters@cewa.edu.au

The Education Act mandates that all children of primary age attend school. All things being equal, time spent on school tasks is the single biggest factor in learning success. Please do not encourage your child to miss school unnecessarily as most instruction is sequential and lost lessons may be difficult for children to make up.

If you are planning an extended absence from school (e.g. holiday), you are required to complete an Student Extended Leave Notification before departure - a month in advance if possible.

ACCIDENT & ILLNESS

Minor injuries (e.g. minor cuts, abrasions, bruising) will be dealt with by a member of staff with First Aid training. Students injured in any serious manner will be attended to by trained staff members, with parents notified in accordance with the gravity and urgency of the situation. It is preferred to err on the side of caution.

If your child is unwell, please do not send him/her to school. If a child becomes unwell whilst at school, his/her parents/caregivers will be contacted immediately.

In some cases of communicable illnesses, students may not be able to return to school without a medical certificate. For more information on communicable diseases, please view the Department of Health's Control of Communicable Diseases Manual .

ALLERGY AWARE

At St Peter's, we follow the National Allergy Council's Best Practice Guidelines for Anaphylaxis Prevention and Management. Being an allergy-aware school means we take steps to minimise the risk of exposure to known allergens and ensure all staff complete anaphylaxis training. Within our school community, there are both students and staff with anaphylaxis to nuts, eggs, seafood, kiwi fruit, lupins, peas and lentils. While we cannot guarantee that these foods will never be present on site, we kindly ask families to consider these allergies when packing school lunchboxes.

We also continue to educate students on safe food practices, including:

- Not sharing food or drinks
- Washing hands before and after eating

- Being mindful of the different allergies in our environment

If your child has an allergy, please ensure that up to date medical plans have been communicated with the school.

Anaphylaxis, Asthma, Allergies and Medical Alert Information Procedures

ASSEMBLIES

Assemblies are conducted on a Friday morning (see Community Calendar for dates), usually at 8.45am. During our Assemblies, notices are read out and merit awards distributed. In addition, students are also awarded **'Person of the Week'**. Parents of award recipients are invited to attend as special guests. All Assemblies are held in the Undercover Area. On a rostered basis throughout the year, classes have the opportunity to show work and/or entertain the school community with their assembly item. The class assemblies are held on Friday mornings.

BICYCLES & SCOOTERS

Bicycles and scooters are to be walked into the school grounds. Any child riding a bicycle or scooter to and from school must wear a correctly fitted helmet. Bicycles and scooters are always to be stored in bicycle racks and it is advisable to be fitted with safety locks.

Parents are asked to regularly remind their children about road safety on bicycles and scooters. Please insist on your children going home immediately after school and regularly check bicycles and scooters for safety. It is not advisable to allow very young children to come to school on their own, riding bicycles or scooters.

BIRTHDAYS

At St Peter's, we are committed to fostering a healthy school environment for all students, and have moved away from the tradition of giving/distributing sugary treats for birthday celebrations. Our decision was motivated by a desire to support the well-being of all students, including those with allergies, diabetes and other health concerns.

To ensure that birthday celebrations remain meaningful, we will continue to acknowledge each child's birthday in the classroom. The class will sing 'Happy Birthday' to the student, and the child will receive a birthday pencil and sticker. Birthday treats and/or gifts will no longer be allowed to be brought to school for distribution.

BOOKLISTS & STATIONERY

St Peter's purchases all the necessary items as a back-to-school requirement for each student. This option allows our school to order high-quality items in bulk at exceptionally competitive prices, saving parents time, money and resources. All stationery items will be delivered to the classrooms at the beginning of the year.

Each year, students will be required to retain:

- Library Bag (purchased in Kindy from the Uniform Shop)
- Homework Bag (purchased in Kindy from the Uniform Shop)
- Headphones (supplied in the Pre Primary Bulk Order)

If a student misplaces or damages any of the above items, it is the parents' responsibility to provide a replacement.

BOOK CLUB

Scholastic Book Club catalogues will be distributed throughout the year. All orders are made **online** using the Scholastic payment instructions on the catalogue. Deadlines for orders will be published in the School's Newsletter and reminder text messages will also be sent.

CALENDAR

Parents are encouraged to view the school's live online calendar for information on upcoming events. The calendar can be viewed on the school website Community Calendar .

CANTEEN (Monday – Friday)

The Canteen provides balanced and nutritious lunches for Kindy to Year Six students, at a very reasonable cost. As Kindy has an earlier lunch and recess time, the Kindy menu is slightly different, and students are unable to order hot food or recess items. To view the latest Canteen menus, please visit the school website Canteen .

Parents must place their Canteen order online through QuickCliq Quickcliq.com.au before the daily cut-off time of 8:45am. If you miss the 8.45am cut-off, please call QuickCliq on 1300 116 637 to request that a late order be placed, which will be put through to the Canteen. Recess items are now only available for pre-order on Tuesday, Wednesday and Thursday. Cash is also accepted for recess items. Children can also line up at lunchtime (after the second lunch bell and they have eaten their lunch) and purchase snacks with cash. Lunch orders can be placed up to a month before and can easily be cancelled, as long as it is before the 8.45am cut-off for the day it has been ordered for.

The Canteen relies on voluntary assistance from parents. Please email the Canteen Managers to offer your assistance. In the interest of safety, parents on roster are requested not to bring young children canteen@stpeters.wa.edu.au

CHANGE OF FAMILY DETAILS

It is mandated that the school keeps accurate records of all students. Please advise the school immediately of any change of family details, addresses, telephone numbers, emails, etc – stpeters@cewa.edu.au .

Parents' contact numbers must be kept up-to-date. Please ensure that we have the name and address of someone (other than the parent) who lives in the metropolitan area, should they be needed in case of emergency. If your child is to be left with a friend in your absence, a contact address and telephone number should be left with the front office.

Where access of any party to a child attending school is limited in any way, contact should be made with the Principal so that appropriate measures can be taken.

DENTAL CLINIC

Students can receive dental treatment at the Hillcrest Dental Therapy Centre. If you would like to make use of this free service, contact the Centre direct on 9271 7184 or hillcrestDTC@health.wa.gov.au .

DOGS ON SCHOOL GROUNDS

Dogs of any size or breed are not allowed on school grounds (assistance dogs excluded). Please ensure that your dog is kept at home when dropping off or collecting your child/ren from school grounds.

ENRICHMENT PROGRAM AQUINAS

At St Peter's, we celebrate the diversity and achievements of all students and encourage them to discover and perform at their potential in every domain. Exceptionally able students are supported through an approach that recognises learner needs and provides depth and complexity through stimulating, flexible and differentiated learning environments.

An Enrichment program is run where small groups of students from Years Three to Six participate in weekly sessions. These sessions are designed to challenge and develop creativity and higher-order thinking skills. Students are selected for the program through a process primarily based on general knowledge testing, in combination with input from classroom teachers. This process will occur in Term Three when students are in Year Three onwards.

ENROLMENT POLICY

Catholic Schools exist to further the Mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia to make Catholic school education available to all Catholic children, as far as resources allow Enrolment Process.

Parents are the prime educators of their child/children, and the role of the school is one of support. The following priorities are given to enrolment applications:

1. Catholic students from the Parish with a Parish Priest reference.
2. Catholic students from outside the Parish with a Parish Priest reference.
3. Other Catholic students
4. Siblings of non-Catholic students.
5. Non-Catholic students from other Christian denominations.
6. Other non-Catholic students.

Parent(s) and the applicant will be invited to an enrolment interview with the Principal/Assistant Principal (at least one parent and the child will be expected to attend). Interviews for Kindergarten occur in March/April of the year before the child is due to commence. In order for an application to be lodged, the following documents/checklist must be submitted.

- Student Enrolment Application Form (with National Data Collection Form)
- Parent Code of Conduct
- Application Fee $55 (non-refundable per application)
- Birth Certificate (copy)
- Baptism Certificate (copy)
- Immunisation Certificate from MyGov website (copy)
- Parish Priest Reference Form
- Custodial Orders (if applicable)
- Australian Passport/Citizen Cert/Visa (if both parents and/or student born overseas)
- Any other information relating to application (ie, past school reports, etc)

The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.

EVACUATION & LOCKDOWN

Every school is legally obliged to have in place, and practice, emergency evacuation and lockdown plans. One evacuation or lockdown drill will usually occur each term. This practice is to maximise the safety of all students, staff and visitors in case of an emergency. Due to the nature of the events, parents will not be notified before a drill takes place; however, will be advised after the event, via School Stream.

EXTRACURRICULAR ACTIVITIES

A range of extracurricular activities are available to students, both before and after school. For a list of activities and information, please refer to School Notices on School Stream, and the fortnightly Newsletter.

FACTIONS/HOUSES

All students in Kindergarten to Year Six are allocated into four factions/houses representing important figures in history:

Angelico (Blue)	Friar Angelico (1397-1455) was a famous Dominican who lived in Italy, and his feast day is celebrated on 18 February.
Dominic (Yellow)	St Dominic (1170-1221) is the patron saint of astronomers, and his feast day is celebrated on 8 August.
Siena (Red)	St Catherine of Siena (1347-1380) was canonised in 1461, and her feast day is celebrated on 29 April.
Verona (Green)	Church of St Anastasia in Verona was consecrated as a Dominican Church in 1471 until 1808, and co-entitled to St Peter of Verona, martyr, and co-patron of Verona.

Students participate in sporting events such as swimming, athletics and cross country carnivals to earn points for their faction/house. The faction system is designed to promote sportsmanship, enjoyment, team spirit, co-operation and endeavour.

FAITH DIMENSION

Class Masses, Liturgies and whole-school Eucharistic celebrations are held throughout the year. Dates will be advised via the Newsletter and in the website calendar Community Calendar. Parents are welcome to attend all celebrations as part of the school community.

St Peter's Primary School enjoys strong links with our Parish, and we are very much supported by our Parish Priest, Fr Jeronimo. The Parish and School work closely together on the Sacramental Programs undertaken by our students.

In keeping with the Archdiocesan Policy for the preparation of children for the Sacraments of Initiation, our Parish implements the policy for the Sacraments of Initiation being **Family Focused**, **Parish Based** and **School Supported**. The need for these experiences is important for catechesis.

Family Focused: The responsibility for this preparation belongs firstly with parents. This reflects the teachings of the Church that children being initiated into the Church should

be able to primarily look to their parents and family for the necessary nurturing of their faith.

Parish Based: It should be noted "the pre-eminent place for catechesis" is the Parish (*Catechesi Tradendae 67*). The Parish is the place where people learn to live as a faith community.

School Supported: The role of the Catholic schools in supporting Sacramental programs for young people is to nurture strong partnerships between family and parishes (*Catholic School Mandate para 80*). As a Catholic school, we support all students with their preparation of the Sacraments.

Generally, Year Three students make their **First Reconciliation**, Year Four students receive their **First Holy Communion**, and Year Six students receive the Sacrament of **Confirmation**. **Children wishing to receive the Sacraments of Reconciliation, Eucharist and Confirmation in our Parish must register with the Parish at the start of the school year -** St Peter the Apostle - or email the Sacramental Co-ordinator at stpetersstc@gmail.com. It is imperative that the children are enrolled at the commencement of the year so their Sacramental preparation can be full and complete.

We look forward to supporting you and your children in their Sacramental journeys.

FEES - TUITION FEES

Annual Tuition Statements are emailed to each family during Term One. There are several payment options to assist families in paying their school fee account via BPay, Direct Debit, Credit Card or Cash.

Option 1	Full payment
Option 2	Monthly Instalments
Option 3	Fortnightly Instalments
Option 4	Weekly Instalments

The tuition fees of a family attending St Peter's Primary School will be reduced by 20% for the second child, 40% for the third child and 100% for fourth and subsequent children

The school can offer additional tuition concessions to holders of eligible Concession Cards. Other levies and charges still apply. Rebate forms can be collected from the school office or by emailing finance@stpeters.wa.edu.au.

FEES - FAMILY LEVIES AND CHARGES

- Building Levy (per family) – this compulsory family levy contributes to the debt serving of the school's existing and future building loans. This levy is reviewed annually by the School Advisory Council.
- P & F Levy (per family) – parental engagement and involvement in our school community helps to foster a deeper connection between home and school. The P & F

Levy provides St Peter's Primary School Parents and Friends Association the opportunity for parents/caregivers to support their children's learning through donations back to the school for capital improvements and/or teaching equipment supporting current programs offered by the school. The P & F Association reviews the levy each year.

FEES - STUDENT LEVIES AND CHARGES

- Amenities Fees (per child) – contribute to the expenses of classroom curriculum-based learning resources, together with incursions and excursions.
- Sacramental Program (per child) – students in Years Three, Four and Six receive the sacraments of Reconciliation, Communion and Confirmation respectively. This levy supports the delivery of these sacramental programs.
- Technology Levy (per child) – contributes to the repayments associated with loans/leases for Information Technology equipment, establish or replace computing hardware and upgrades in IT necessary to comply with teaching and learning programs.
- Literacy, Mathematics and Music Levies (per child) – these levies enrich the teaching and learning resources available at St Peter's through these subject areas.
- Kindergarten Screening (per child) – St Peter's has an Early Intervention Program to screen all Kindy students and provides a speech and language screen as part of this program. This screening supports our Early Childhood philosophy and the aims of our Kindy and Pre Primary classrooms.
- Camp & Leavers' Shirt (per child) – Year Six students attend a school camp which aims at establishing strong relationships through team building, development of leadership and decision-making skills.
- Fee Schedule – please visit School Fees for the current Fee Schedule.

ENROLMENT LEVIES AND CHARGES

- Application Fee- A non-refundable fee of $55 (incl GST) is payable at lodgement.
- Enrolment Deposit – An enrolment deposit fee of $200 (excl GST) is payable on confirmation of a student's placement at St Peter's Primary School. This fee will be credited to your first fee account. Should the student not commence at St Peter's Primary School, this fee will be forfeited.

HOMEWORK

We believe that homework is a worthwhile task when it is seen to extend learning opportunities beyond the school environment and have a positive effect on student achievement. Homework should be a positive learning tool that develops, consolidates and reinforces skills and understanding presented in class. We recognise that homework assists in developing sound work routines, organisational skills, fluency and self-discipline. Teachers will communicate the home study expectations throughout the year.

Homework Overview

iPADS

Students from Kindergarten to Year One have access to 1:2 iPads, and students in Years Two to Six have 1:1 iPads provided by the school. Whilst on school grounds, students are not permitted to use their iPads before or after school. For queries regarding iPads, please contact IT Support on itstpeters@cewa.edu.au

LATE TO SCHOOL

Students who arrive at school after 8.40am must collect a BLUE TRANSIT CARD and sign in at the front office iPad. The Transit Card must be presented to the teacher on entering the classroom. The school assumes duty of care for that student from the time recorded on the iPad.

Early childhood (PK, K, PP) students who arrive late for school must be signed in at the front office, and taken to the classroom by the parent.

LIBRARY

All students visit the Library on a weekly basis. Over the last few years, we have had an increase in the number of books that have been lost or damaged beyond repair. Replacing lost and damaged books is costly to the school.

If your child has lost or damaged a book, you will receive a 'Lost/damaged Book Notification Letter' with the required payment to replace the book/s. If you think your child has lost or badly damaged a Library book, please contact your child's teacher or our library Officer library@stpeters.wa.edu.au

MEDICAL

If a student needs to take medication whilst at school, parents must complete an Authorisation to Administer Medication form available online or from the front office. Staff are unable to administer medication without this form. Medication for students in Years One to Six is stored in the Sick Bay and should be collected by an adult at the end of each school day. Medication for students in Pre Kindy, Kindy and Pre Primary is stored in the Early Childhood Learning Area.

MEDICAL - EMERGENCY ACTION PLAN

If your child suffers from a serious and/or potentially life-threatening illness (e.g, anaphylaxis), parents must provide detailed information to the school in the form of an Emergency Action Plan. Medication for these illnesses should be brought in at the beginning of every year and will be stored in the Sick Bay. Anaphylactic students in Years One to Six must carry their own EpiPens in an insulated, medication bag. It is the parents' responsibility to ensure medication and Emergency Action Plans are current.

Children with serious and/or potentially life-threatening illnesses are listed on the school's Emergency Action Plan list which is accessible in all areas of the school to ensure that, no matter where the child is in the school, the correct medical plan can be followed.

NEWSLETTERS

Newsletters are an important way of communicating, and provide up-to-date information on school, P&F and community activities. They are published fortnightly Fridays on odd weeks of the term and are available via School Stream.

OUT OF SCHOOL HOURS CARE

OSHClub provides onsite high quality Before School Care, After School Care, Pupil Free Day Care, and Vacation Care Program options for primary-aged children in a safe, fun and stimulating environment. Please contact OSHClub directly for more information Out of School Hours Care.

OSHClub has designated use and licensing arrangements for a number of areas across the school. These spaces must remain available to OSHClub and should not be accessed by students who are not enrolled in the program.

PARENT AND TEACHER COMMUNICATION

Throughout the year, a variety of methods will be used to communicate between students, parents and staff. These include:

Parent Information Evening (K to Year Six)	Beginning of Term One
Parent Teacher Interviews (K to Year Six)	End of Term One
Newsletter	Fortnightly (odd Friday)
Academic Reports (PP to Year Six)	End of Terms Two and Four
Parent Teacher Interviews (Kindergarten)	End of Term Three
Electronic Portfolio (K to Year Six)	Ongoing via Seesaw App

The Parent Information Evening is held at the beginning of Term One and is an opportunity for parents to meet their child(ren)'s classroom teachers and receive information on the plans for the year ahead. Dates for these meetings will be published in the Newsletter and placed on the Community Calendar Community Calendar.

Parent/Teacher Meetings are held towards the end of Term One. This is an opportunity for parents to meet with teachers on an individual basis. A link will be sent via email to book an appointment, closer to the date.

Throughout the year, parents are encouraged to contact their child's classroom teacher to discuss any concerns. Please email the classroom teacher to arrange a time for the meeting.

PARENTS & FRIENDS (P&F)

The Parents and Friends (P&F) is an integral part of school life. The P&F is a body of volunteers who believe in the school and seek to further its aims. Membership is open to parents/caregivers of children attending St Peter's Primary School. Meetings take place once per term during term time. The P&F is responsible for running community events, and to assist in promoting and organising parent involvement. Opportunities are given to parents to provide feedback on school activities. The Annual Community Meeting is held in November/December each year. At this meeting, a working committee is elected. Parents are kept informed of activities via the Newsletter and the P&F Class Reps.

St Peter's P&F

PASTORAL CARE, BEHAVIOURAL SUPPORT & MEAN-ON-PURPOSE GUIDELINES

All members of the St Peter's School community need to be able to experience a caring, safe and positive school environment for themselves and others. St Peter's Primary School is committed to ensuring that any concerns are dealt with fairly, objectively and in a timely manner, and that processes reflect the principles of participation, co-responsibility and subsidiarity.

Most issues can be dealt with at a classroom level by contacting the classroom teacher. If the matter is not resolved, parents are asked to complete the Mean-on-Purpose Report Form. A member of the Leadership Team will then be in contact. St Peter's Policies, Procedures & Guidelines

PLAY AREAS

During recess and lunch, students have access to a range of sporting equipment available from the communal sports bin. Students can play on the oval, playground, quiet area and basketball court, as per playground rosters.

Students are not permitted to play on the school playgrounds or grounds before or after school.

PARKING – PICK UP & DROP OFF

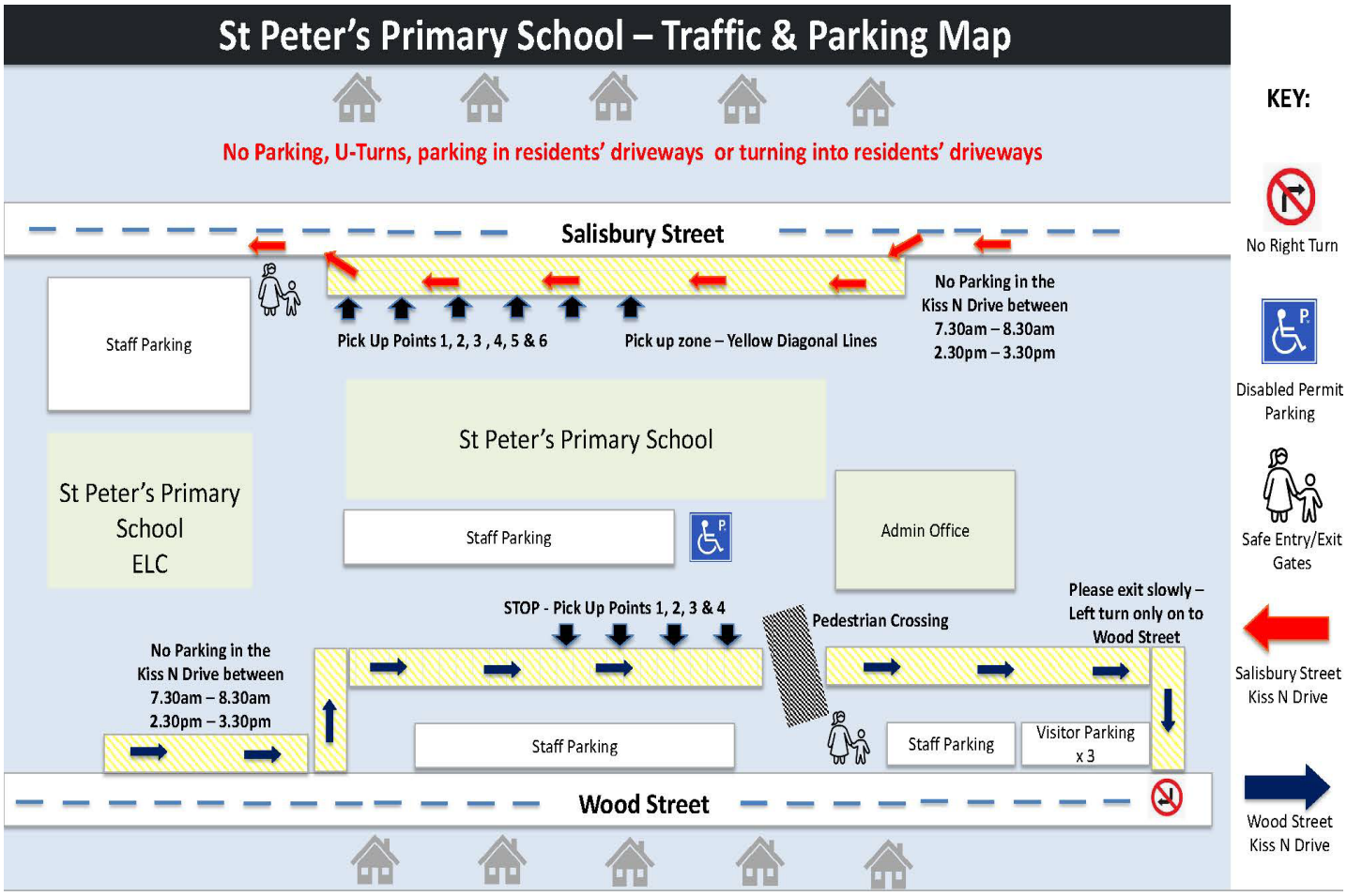
We urge parents to exercise great care and patience when dropping-off or picking-up children to and from school. Sections of Salisbury Street and Wood Street are controlled areas (drop-off, pick-up zones). To remain any longer may incur a fine. All children who have not been picked up from either Wood Street or Salisbury Street by 3.15pm will be taken to the school office to wait for their parents to collect them.

Under no circumstances are parents' cars to be parked in the staff car park during school hours unless by prior arrangement with the Principal. All students who are transported to

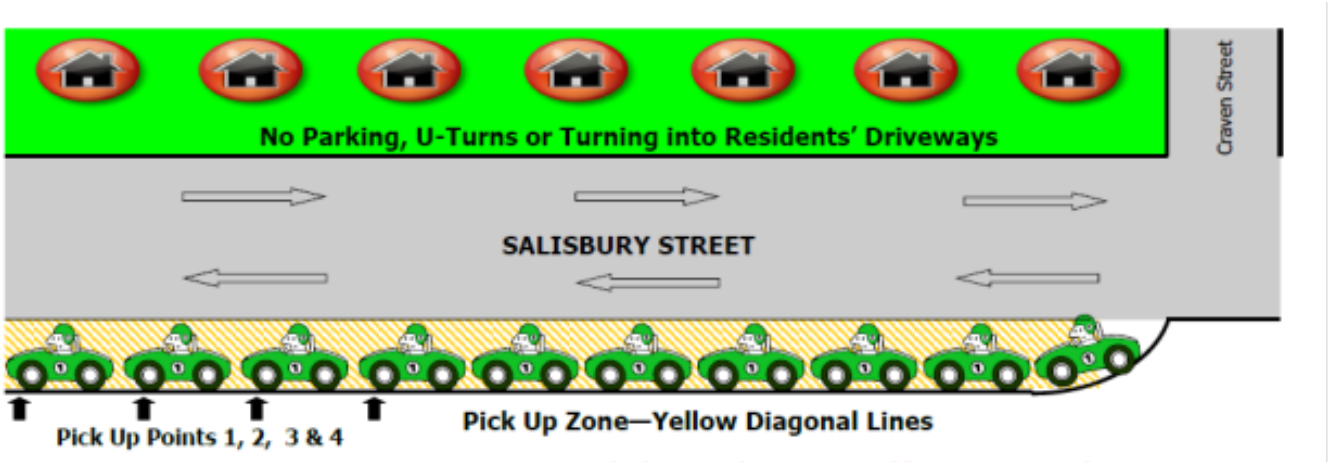
or from the school by vehicle must be dropped-off or picked-up from the designated Drive-Thru areas.

Parents who park in the streets surrounding the school may accompany their child to their classroom before 8.40am and collect them from their classroom or the Undercover Area. All families collecting students at the pick-up zones must display their family name card on the vehicle's sun visor. Please advise the front office if you require a laminated family name card. Drop-off and Pick-up applies for students from Pre Primary to Year Six. Parents of Pre Kindy and Kindy students are required to park and collect their children from the classrooms. All children must be collected from the school grounds by 3.15pm.

Overtaking, as well as parking, in the drop-off/pick-up zones is potentially dangerous. Adhering to the rules keeps it safe for everyone. Patience is a virtue! Please be a good role model to your children!



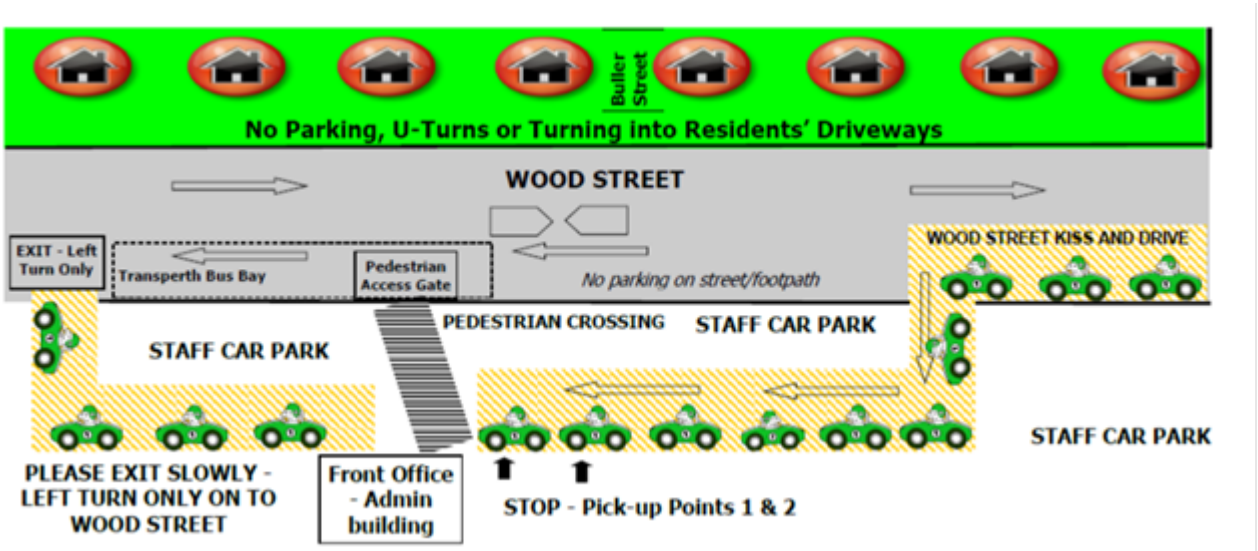
SALISBURY STREET – PICK UP/DROP OFF ZONE RULES



1. Pick-Up and Drop-Off at Points 1, 2, 3, 4, 5 and 6 **-** progress down the line and do not exit prior to these points.
2. Parents are **NOT** permitted to exit the vehicle. Children should be independent and enter and exit without assistance on the kerbside (bags should be in an accessible position).
3. Please display your name placard in a visible position at pick-up (visor preferred as not always visible on dashboard - you will receive placard for Pre Primary).
4. Follow the flow of traffic – no U-Turns or turning into Residents' driveways.
5. Inform grandparents, relatives and friends of procedures, if picking up children.
6. School Drop-Off times 8am - 8.25am (teacher supervision commences at 8am)-students to sit quietly in undercover area until moving into classrooms at the 8.25am bell.
7. Council **No Parking** Signs for Zones 7.30am – 8.30am and 2.30pm – 3.30pm

Please ensure that you follow the rules for the safety of our children

WOOD STREET – PICK UP/ DROP OFF ZONE RULES



1. Entry must be via Wood Street Kiss and Drive slip lane only – please do not turn right into school gate from Wood Street. No pedestrian access through car park – please use pedestrian access gate only.
2. Pick-Up and Drop-Off at Points 1, 2, 3 and 4 – progress down the line and **do not** exit prior to these points – please be patient.
3. Parents are **not** permitted to exit the vehicle. Children should be independent and enter and exit without assistance on the kerbside (bags should be in an accessible position).
4. Please display your name placard in a visible position at pick-up (visor preferred as not always visible on dashboard – you will receive placard for Pre Primary).
5. Follow the flow of traffic into school grounds – no U-Turns or turning into Residents' driveways – **LEFT TURN ONLY ON EXIT.**
6. Inform grandparents, relatives and friends of procedures, if picking up children.
7. School Drop-Off times 8am - 8.25am (teacher supervision commences at 8am)-students to sit quietly in undercover area until moving into classrooms at the 8.25am bell.
8. Council **No Parking** Signs for Zones 7.30am – 8.30am and 2.30pm – 3.30pm

Please ensure that you follow the rules for the safety of our children

PRE KINDY (3 YEAR OLDS)

Underpinned by the Early Years Learning Framework of Being, Becoming and Belonging, our Pre Kindy program offers a wonderful opportunity for children - who have turned three years old - to play, explore and be curious in their learning. Please visit our website for more information.

Information Handbook

PUBLICATION OF IMAGES

Our school regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents and the local community of school matters, publicise events and to promote the school (Newsletter, social media). Parental permission for the use of images is presumed; however, NO PERMISSION from parents/caregivers for the use of student images is sought at the beginning of each year, via the Principal's Important Information and Housekeeping message.

REPORTS (SEQTA ENGAGE)

At the end of each semester, reports for students in Pre Primary – Year Six will be available through SEQTA Engage – paper copies will not be distributed. Kindy students will also receive a report at the end of the year. To access SEQTA Engage, please go to https://stpeters.engage.cewa.edu.au/

If you have forgotten your log-in details or are new to the school and have not yet been issued a password, please contact IT via email at itstpeters@cewa.edu.au. Please note that once you have been issued a password, you must log-in within seven days or your details will expire. Once students are no longer enrolled in the school, parents will not be able to access SEQTA Engage. Therefore, please ensure that you download and save a copy of student reports (including NAPLAN, etc).

SCHOOL ADVISORY COUNCIL

A Catholic School Advisory Council provides parents and community members with structured ways to provide support and expertise to the Principal and school leadership team.
A Catholic School Advisory Council advises a Principal by:

- bringing a wide range of skills, experience and expertise to the Catholic school community, and
- supporting the planning for the school's current and future operation.

A Catholic School Advisory Council works in active partnership and collaboration with the Principal and Parents & Friends Group, for the benefit of Catholic school students.

The School Advisory Council meets each term, and reports are tabled from the Chairperson, School Principal, Treasurer, Parish Priest and the P&F representative.

SCHOOL POLICIES

Policies and procedures can be viewed or downloaded from the school website Policies and Procedures

SOCIAL MEDIA

Parents are invited to 'LIKE' the school's Facebook page at St Peter's Primary School Facebook Page and the school's Instagram account at St Peter's Primary School Instagram to keep up with the latest school news. These pages are intended as a positive communication tool for our parents and community. If you have an issue or complaint, we ask you contact the school directly.

Parents are NOT permitted to post pictures or videos taken at the school of any child, other than their own, on Facebook or other social media, unless express permission has been granted by the parents of all other children in the photo/video. We appreciate your co-operation in this matter.

SCHOOL PHOTOS

School Photo Day dates will be advertised in our Newsletter and Community Calendar. Photos will consist of class and individual photos. Individual order forms will be handed out to each student prior to photo day.

SCHOOL STREAM

As all school communication is shared through the School Stream app, please download the app to stay informed with the latest updates. Please click the following link to access the login process for the app, along with basic navigation and usage instructions.

School Stream

SEESAW

Seesaw is used as a digital learning portfolio for your child. New families will receive a QR Code to connect, prior to school commencing.

SOCIAL WORKER

Social Workers play an important role in supporting students' academic, social-emotional and behavioural needs. They work collaboratively with the School Leadership Team, staff, caregivers, external agencies and students to provide a comprehensive support system. Our Social Worker engages with the school community, in both direct and indirect ways, addressing individual, group and systemic needs.

Given the large size of our school, the involvement of the School Social Worker is

determined by the Student Support Team based on school priorities. If you believe your child would benefit from their support, please reach out to your child's classroom teacher, who will follow up accordingly.

SUPERVISION – BEFORE & AFTER SCHOOL

Students should not arrive at school before 8am and should leave promptly when school concludes, unless participating in an authorised, supervised activity. At no time should a child be left unattended at school while a sibling participates in a before or after-school activity, such as basketball training, choir or another activity. Parents and carers are responsible for supervising all children in their care. Teachers are in their classrooms by 8.25am when the classroom doors open. After school, teachers will be on duty until 3.15pm to supervise students waiting to be collected from the pick-up areas on Wood Street and Salisbury Street.

As a goodwill gesture, our Leadership Team will provide Duty of Care in the Undercover Area for Pre Primary to Year Six students arriving at school from 8am and after school until 3.15pm. If arriving at school before 8.30am, children are requested to sit in the undercover area until teacher supervision commences.

As children arriving early will need to wait in the Undercover Area before entering the classroom at 8.25am, it is important that families discuss the expectations of students whilst waiting in the Undercover area.

In the Undercover Area, WE:

1. SIT down when we arrive at school in the morning and to eat our lunch.
2. PLACE all rubbish and food scraps in the bin.
3. PICK up rubbish to keep our school clean and tidy.
4. PUT our lunch boxes in our class containers.
5. SIT down in our class area by the second bell.
6. DO NOT RUN.

No supervision is available for children before 8am and children who have not been collected from school by 3.15pm must be collected from the FRONT office. Parents/guardians of children who are repeatedly left at school after 3.15pm will be required to make alternative after-school care arrangements for their children. OSHClub provides a before and after-school service on the St Peter's school site.

Parents with Pre Kindy and Kindy students are required to accompany their child to the classroom in the morning and collect the child from the class teacher at the end of the school day.

All school play equipment and ovals are out of bounds to students and siblings before and after school. Students must be collected promptly and remain with the supervising adult until they leave the school grounds. Parents and carers are responsible for

supervising their children outside of school hours unless they are participating in a school or approved activity.

SMART WATCHES, MOBILE PHONES AND ELECTRONIC GAMES

Mobile phones, electronic games and other such items are not to be brought to school unless permission is given by the Leadership Team. Smart watches can be worn to school; however, we ask parents to turn off any features that allow the watch to be used for anything other than telling the time while at school. If smart watches are being used inappropriately at school, or causing distractions to students, parents will be notified. If a student is required to bring a mobile phone to school, it is to be handed to the classroom teacher every morning and then picked up every afternoon after the 3pm bell. If you need to get a message to your child, please email the classroom teacher directly, or for urgent matters please call the front office 9338 9900.

UNIFORM SHOP

All students must adhere to the School's Uniform Policy and always wear the correct uniform.

To view the full Uniform Policy, please visit Uniform Guidelines. The school uniform is available to purchase at: Uniform Concepts Inglewood Superstore, 834 Beaufort Street, Inglewood Uniform Price List. The Superstore is open six days per week, (Monday to Friday – 9am-5pm, Thursday 9am-6pm and Saturday 9am-1pm).

The Second Hand Uniform Shop is a voluntary service provided by our P&F. All funds raised from the sale of second hand uniforms are directed to the school to assist with funding for various items and activities. The shop is located near the bottom oval, opposite Wood Street. Please see the school website for specific opening days Second Hand Uniform Shop.

UNIFORM STANDARDS

Uniform Guidelines

- All items of clothing should be clearly marked with the child's full name.
- St Peter's School Hats must be worn at all times when the student is outdoors.
- School socks must be worn. They are to be visible, not hidden in school shoes.
- School pants must be worn correctly. They are not to be worn low, so that boxer shorts and/or underwear are visible.
- As part of the winter uniform, the school tie must be worn correctly.
- Pre-owned items need to have the previous owner's name removed before being renamed.
- Children often accidentally pick up wrong items of clothing. Please check that what

they are wearing actually belongs to them.

- All children are expected to be in complete and correct school uniform from the beginning of each term.

Children should always wear their school uniform correctly, with a note of explanation if the correct uniform is unavailable. Should any child wear the incorrect uniform without written communication from his/her parent/caregiver, a uniform infringement notice will be sent home by the classroom teacher. Should this matter be recurring, a follow-up with the parent/caregiver will be done so by a member of the Leadership Team.

SCHOOL BAG - all students are required to use the St Peter's school bag.

PURCHASING UNIFORMS - all items (except sport and school shoes) to be purchased from Uniform Concepts Inglewood Superstore, 834 Beaufort Street, Inglewood. The Superstore is open on Monday – Friday 9am-5pm, and Saturday 9am-1pm.

PERSONAL PRESENTATION- GROOMING AND ACCESSORIES

- Earrings - sleepers or plain studs may be worn, one in each ear for both boys and girls. The wearing of two earrings in each ear is not permitted.
- Chains and necklaces - a gold/silver chain with a simple pendant of religious significance is permitted and must be worn underneath the uniform.
- Other - the wearing of a watch is permitted. Watches featuring games, cameras etc are not acceptable.

NOT PERMITTED

- Rings, bracelets, bangles or anklets.
- Wearing makeup or nail polish.
- Writing on the body with pen, Texta etc.
- Writing on the school uniform or altering the school uniform in any way.

HAIR - the School Principal reserves the right to decide the acceptability of hairstyles.

- Hair must be clean, neat and tidy. Students with hair longer than collar length are to wear their hair tied back. Hair is to be tied back with maroon or white elastics, ribbons, scrunchies or headbands. On sports day, students can wear accessories of his/her faction colour only.
- Fad and extreme haircuts/styles are not permitted. This includes:

  - shaved lines, zigzags and symbols in the hair;
  - shaved sections. - mullets (short or shaved top and/or sides, long at the back);
  - rat tails; - shaved hair shorter than a number 2 clipper;
  - coloured or dyed hair;
  - coloured extensions; and
  - excessive gel or wax.

OPTIONAL:

SCHOOL TIE

WET WEATHER JACKET **-** the School Wet Weather Jacket may be worn to and from school, recess and lunchtime only, not in class. No other wet weather jacket can be worn in Years One to Six. Please note that this jacket does not replace the wearing of the school jumper or sports track top.

VISITORS

All visitors (including parents) to the school during school hours must report their presence to the Front Office. Any desired access either to children or to children's property (e.g. school bags) must be through the office. Children taken out of school during the day must be signed out and, if returning, must be signed in, by a parent. Any visitors to the school must report to the office and sign in and collect a visitor's label.

For security purposes, the school gates will be locked at 9am and re-opened at 2.15pm each day. This is a matter of safety and a duty of care for all students at St Peter's Primary School.

WET WEATHER DAYS AND DAYS OF EXTREME HEAT

On wet days, students will remain in their classrooms during break times and engage in quiet activities. On days of extreme heat, the school program is adapted to suit the prevailing conditions. Students will remain in classrooms during lunch breaks and sport lessons are held in the Undercover Area. Pupils will not be dismissed early without special notification.

WHAT TO BRING TO SCHOOL

Please ensure all items are clearly labelled with child's name:

- ✓ Drink bottle, labelled and filled with water
- ✓ School hat
- ✓ Healthy packed lunch
- ✓ Healthy packed morning tea
- ✓ School backpack
- ✓ Apply sunscreen before coming to school
- ✓ Spare set of clothes (Pre Kindy to Year One)
- ✓ Library Bag (on Library days only)
- ✓ Maroon Homework Bag (Kindy to Year Six)
- ✓ iPad (Years Four to Six)

WITHDRAWAL OF STUDENTS

If you wish to withdraw your child/ren from the school, one term's notice is required. This notice must be in writing and addressed to the School Principal. Failure to do so may incur a penalty of one term's tuition fees.

YEARBOOK

Families are able to purchase a copy of the Yearbook, and are welcome to purchase multiple copies if you would like one for each of your children. Communication regarding ordering and payment will be sent in Term Three. The Yearbook will be distributed to families towards the end of Term Four, to ensure that we can include as many events as possible in the Yearbook before it goes to print.