



Parent Information Booklet

2022



Principal: Mrs Angela Tonkin

Parish Priest: Reverend Anh Nguyen

Address: St Peter's Primary School, 32 Wedge Street, EPPING VIC 3076

Telephone: 9401 1157

Email: office@stprepp.catholic.edu.au

Website: <https://www.stprepp.catholic.edu.au/>



Dear Parents

Welcome to St Peter's Catholic Primary School, Epping. Thank you for taking the time to explore what we have to offer.

We are a Child Safe school promoting the safety, wellbeing and inclusion of all children. We are proud of our Catholic faith and tradition and this underpins all areas of school life as evidenced by relationships, language and rituals. The connection with our parish is strong and this reputation is highly valued in the wider community.

I invite you to join me as I begin a new chapter at St Peter's Primary school as Principal. St Peter's is large enough to offer exceptional grounds and learning facilities yet small enough to know each child individually. The school has four engaging learning spaces that enhance student learning independently and collaboratively with peers. Our vision for St Peter's is that students, staff and families work closely together and develop strong links that will enhance the learning for all of our students. We work together to ensure that our students are taught at the point of learning entry. Each student's learning journey will look different as each person is unique. When you enrol your child at St Peter's, it is the whole family who is welcomed warmly into our community.

At St Peter's Primary School, we are a community dedicated to creating a collaborative culture of learning where students learn to problem solve and think critically and creatively. Our teachers are passionate about children, learning and life and we understand that forming sound good relationships are at the heart of good teaching. We are committed to maintaining the highest standards in Literacy and Numeracy whilst nurturing the wellbeing of each student.

The children are engaged cognitively, spiritually and relationally in their education. The needs of the student are central to everything that we do at St Peter's. I encourage you to come and have a tour of St Peter's Primary school, Epping. Please call the office and make arrangements for a personal tour or take part in our open days. I look forward to meeting you and sharing in the journey of your child's education to be the best they can be.

Kindest regards

Angela Tonkin

Our Vision

St Peter's is a faith filled and inclusive community that embraces diversity. We aspire to engage and empower all to think critically, act justly, guided by our Catholic values, on our journey as lifelong learners.

School Crest & Motto

The basic element of a coat of arms is the shield; the shield is the most important part of a coat of arms.

Inside this shield we can see the STP signifying Saint Peter's and the word Epping indicating the location of the school.

The colours gold and blue signifying: Gold: generosity and elevation of the mind, Blue: truth and loyalty.



Our school motto is in Latin and comes from the Good Samaritan Sisters who established St Peter's School in 1934. It translates as "In all, the Glory of God" and is inspired by the scripture reference 1 Peter 4:11 "So that in all things God may be glorified".

*We believe in being lifelong learners.
May our learning enrich our faith and life.
We believe in the notion of hope.
May we explore our world with hope and may we strive to make a difference.
We believe in the strength of the Holy Spirit.
May the Holy Spirit enliven us.
We believe in a Growth Mindset.
May we continually embrace challenges.
We believe in asking questions, and being problem finders and solvers.
May we seek meaning.
We believe in the learning process.
And may we celebrate success.
We ask this prayer through Christ our Lord. Amen*

STATEMENT OF DEMOCRATIC PRINCIPLES

Introduction

St Peter's is a faith community inspired by the love of God. Our school community will provide students with a diverse range of faith and life experiences that nurture their relationship with God. Our school community will foster responsible students who respect and care for themselves, each other, the global world and the environment.

St Peter's is committed to the principles and practice of democracy in Australia, including a commitment to:

- An elected government
- The rule of law
- Equal rights of all before the law
- Freedom of religion
- Freedom of speech and association
- Values of openness and tolerance

Purpose

The purpose of this statement is to affirm the school's adherence to the principles and practice of Australian democracy.

Guidelines

To give practical expression to these principles, St Peter's Primary School will:

- Display the Australian National Flag, the Australian Aboriginal Flag and the Torres Strait Islander Flag.
- Display the Values for Australian Schooling poster
- Communicate these principles via curriculum documentation
- Provide students with the knowledge, skills and opportunities to understand and practise what it means to be a citizen in a democracy
- The Civic and Citizenship domain of the Victorian Curriculum, which are required to be taught in all Catholic schools, provide students
- with knowledge, skills and opportunities to understand and practice what it means to be a citizen in a democracy.

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Directory & School Arrangement

School Principal: Mrs Angela Tonkin (03) 9401 1157

email: atonkin@stprepp.catholic.edu.au

Deputy Principal: Mrs Daniela Torcaso (03) 9401 1157

email: dtorcaso@stprepp.catholic.edu.au

Northern Region Principal Consultant: Mrs Sandra Ritchie (03) 8387 3200

Director of Catholic Education: Mr Jim Miles: (03) 9267 0228

Parish Priest: Reverend Anh Nguyen (03) 9401 6300

Catholic Education Office address:

James Gould House
228 Victoria Parade
EAST MELBOURNE VIC 3002

School Administration & transition officer: Mrs Claire Toner (03) 9401 1157

email: office@stprepp.catholic.edu.au

Our school is organised into four learning spaces: Prep, Junior, Middle & Senior. We strive to have smaller teacher contact groups throughout the school and teach explicit lessons in literacy & numeracy. We are focused on establishing the student entry point of learning and plan lessons that will enhance the student learning experience.

Year Prep, one and two will be straight classes in 2022. Year 3/4 and 5/6 will continue to be multi-age classrooms. The decision was based on the number of students enrolled and how we can best meet the learning outcomes of our students.

Learning space structure in 2022:

2x Year Prep Classes

3x Year 1 Classes

2x Year 2 Classes

4x Year 3/4 Classes

3x Year 5/6 Classes

SCHOOL PROCEDURES

Term Dates 2022

Term 1	Friday 28 th January – Friday 8 th April TEACHERS: Friday 28 th , Monday 31 st , Tuesday 1 st February Students to commence Friday 4 th February	10 Weeks
Term 2	Tuesday 26 th April – Friday 24 th June	9 Weeks
Term 3	Monday 11 th July – Friday 16 th September	10 Weeks
Term 4	Monday 3 rd October – Tuesday 20 th December	11 Weeks

Leadership Team

Education & Faith Leader & Wellbeing Leader	Sara Brundell	sbrundell@stprepp.catholic.edu.au
Teaching & Learning Leader & Literacy Leader	Melissa Gatt	mgatt@stprepp.catholic.edu.au
Numeracy Leader	Erin Whitbread	ewhitbread@stprepp.catholic.edu.au
Learning Diversity Leader	Daniela Torcaso	dtorcaso@stprepp.catholic.edu.au

School Hours & Supervision

The school office hours are 8:30am – 4:00pm Monday – Friday.

Morning: The school gates open at 8.30am. Students are supervised on the tiger turf (no ball games). Music starts playing 5 minutes before the bell rings at 8:50am and students make their way to their learning space.

Afternoon: Students are dismissed at 3.30pm and are supervised until 3.45pm in front of the Wall Mural on Wedge Street and also on Tiger Turf area on Coulstock St side. Children not collected by 3.45pm will be taken to the front office for collection.

All students are expected to be on time for the commencement of the school day. Students arriving after 9am are considered late and must enter via the front office and collect a late pass. Lateness will require either a note, or a parent explanation to the class teacher. Late arrivals and early leavers are required to be signed in/out via the iPad in the school office.

8.30 - 8.50	Gates open & supervised
8.50 - 8.55	Students enter class
8.55 - 9.05	Prayer and Attendance Roll
9.05 - 11.00	Learning time
11.00 - 11.30	Recess
11.30 - 1.30	Learning time
1.30 - 1.40	Lunch eating time
1.40 - 2.30	Lunch play time
2.30 - 3.25	Learning time
3.25 - 3.30	Pack up
3.30	Students dismissed
3.30 - 3.45	Gates open and supervised

Before and After School Care

Our Out of School Hours Care Program provider is Extend.

Extend provide before and after school care in our Galilee space before school between the hours of 7am – 8.30am and after school between the hours of 3.30pm – 6.00pm

The program also operates on student free curriculum days if numbers are sufficient.

For further information please visit their website <https://www.extend.com.au/>. Alternatively, please contact 1300 366 437 for general enquiries.



School Uniform & Lost Property

Students are expected to wear the prescribed uniform at all times, as agreed at the time of enrolment unless specified otherwise. It gives the child a feeling of belonging and something to take pride in. On non-sports days the correct uniform should include the wearing of black shoes not runners to and from school. The school dress should be knee length and make sure to clearly label all items of clothing with your child's name.

For the period between September 1 – May 1, the prescribed school hat is expected to be worn outside as part of the school uniform. Students without a hat will be required to spend recess and lunch times in a designated shaded area. All students must ensure that their hair is neat and tidy at all times and extreme hairstyles is considered inappropriate. Students with hair longer than shoulder length are required to tie their hair up or back, using blue/navy/white accessories only. For safety purposes acrylic nails are not permitted and students are not to wear nail polish to school. Students are permitted to wear watches, sleepers, studs and religious jewellery of significance.

Nose rings and nose studs are not permitted to be worn at school. Piercings are limited to one per ear.

In consultation with the school advisory board, the school will be introducing changes to the school uniform which will be implemented over the next three years. This will ensure the current uniform can still be worn.

Summer uniform

Option 1	Option 2	Option 3
School Dress Zip neck jumper (or woollen jumper) White socks (full ankle)	Navy & light blue polo shirt Grey shorts Zip neck jumper (or woollen jumper) Grey socks	Navy & light blue polo shirt Navy skort Zip neck jumper (or woollen jumper) Navy socks
		



Summer sports uniform

Option 1	Option 2
<p>Pale blue polo shirt Navy shorts White socks (fully ankle) Bomber jacket</p> 	<p>Pale blue polo shirt Navy skort White socks (full ankle) Bomber jacket</p> 

Winter uniform

Option 1	Option 2
<p data-bbox="132 188 532 316">Blue long sleeve shirt Pinafore dress Zip neck jumper (or woollen jumper) Grey stockings</p> 	<p data-bbox="596 188 994 347">Navy & light blue polo shirt (long or short sleeve) Grey pants Zip neck jumper (or woollen jumper) Navy socks</p> 

Winter sport uniform

Option 1
<p data-bbox="132 873 356 1000">Pale blue polo shirt Navy track pants Navy bomber jacket White socks</p> 

Polo shirts all have the school logo embroidered on the left side.

School shoes: Black lace up or Velcro shoes with the uniform

Runners with sport uniform

The woollen winter jumper will be phased out over three years and replaced with a zip neck long sleeve fleece lined top.

The pale blue shirt will be phased out over a three year period and replaced with a polo top.

The pale blue shirt will still be worn with the winter pinafore dress.

School hats are available to purchase from the school office: \$12.00 cash only

We offer second hand uniforms onsite. Please contact the office for opening hours.

Lost property is located in the foyer of the Senior Space.

Uniform Service:

Academy Uniforms
238 Wolseley Place
THOMASTOWN



**ACADEMY
UNIFORMS**

Phone: 9460 8011

Opening Hours: Mon – Fri 9am – 5pm, Sat: 9am – 12pm

Orders online: <https://academyuniforms.com.au/>

Lunch Orders



St Peter's has partnered with Lunch Mums to offer a selection of wholesome and tasty lunches to help fuel your child's learning day ahead.

Orders are placed and delivered fresh to the school each Wednesday and Friday via the "My School Connect" app, or <https://myschoolconnect.com.au/stpetersepping>.

Orders need to be placed by 8.30am. Orders for sushi and rice wraps need to be ordered the day before by 1pm.

For any specific food related enquiry, please contact lunch mums directly:
info@lunchmums.com.au

School Fees & Charges

St Peter's Primary School Epping is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS)

The Principal has delegated power to set and vary fees of St Peter's.

St Peter's procedure for setting school fees, levies and ad hoc charges recognises the significant contribution that St Peter's makes to the cost of education through the generation of private income that includes the payment of fees by families.

St Peter's sets and varies fees, levies and ad hoc according to criteria that represent a thorough and transparent assessment of the internal and external factors influencing costs and the families' ability to pay.

St Peter's fees and levies are accessible in a variety of ways, including the School website at <https://www.stprepp.catholic.edu.au/>

St Peter's invoicing cycle and invoicing throughout the school year is as follows:

In February, the full year's fees and levies are invoiced after the roll over of the new year, with each component due as outlined in the schedule below:

- Term 1: Family School Fee & Curriculum Levy (new families)
- Term 2: Family School Fee & Outdoor Education/Camp Levy
- Term 3: Family School Fee & any outstanding payments
- Term 4: curriculum levy term 1 (existing families) & any outstanding payments

The preferred method of payment is direct debit, established as part of student enrolment prior to commencing at the school.

There are credit card and EFTPOS facilities available to assist families with the payment of their student levies and school fees.

The school prepares an annual budget, which is audited each year.

Our school requires parents to contribute financially in the following ways:

Current School Fees & Levies:

The School Fees for 2022 are: \$1,599.00 per family per year, instalments due as follows:

- First Term: \$533
- Second Term: \$533
- Third Term: \$533

Curriculum Levy per child for 2021 (due in Term 4 of previous year)

- Prep – Year 6: \$550

Plus, an Outdoor Education / Camp Levy per child (due in Term 2)

- Senior Years 5 & 6: \$380
- Middle Years 3 & 4: \$80
- Junior Years 1 & 2: \$60
- Prep: \$60

Financial Hardship

Whilst no child will be denied access to a Catholic education due to genuine financial hardship, when families decide on a Catholic school for their children they knowingly take on additional financial responsibilities associated with school fees, which must be honoured in accordance with normal commercial practices.

Home Learning

At St. Peter's, we recognise that learning is a lifelong process and believe that a learning partnership between home and school is at the heart of it, giving parents the opportunity to be involved in and informed about their child's development. Home Learning aims to be purposeful that occurs outside of the classroom which is set by the classroom teacher and is given to our students on a regular basis and varies according to age and learning needs. It is the teachers' responsibility to implement and maintain agreed home learning procedures. It is the parents' responsibility to support these home learning procedures. The amount of home learning given per level is in accordance with our Home Learning Policy. Home Learning aims to benefit students by complementing classroom learning and providing opportunities for students to be responsible for their own learning, deepening their understanding and skills. Home learning is therefore, a valuable aspect of student learning and contributes to the development of sound study habits. Home Learning should not be seen as 'work' (traditionally referred to as 'homework') rather than supportive learning that can be done at home with an ease of success, to consolidate the learning that has occurred at school.



Operoo is the school's communication platform with parents. Operoo provides a simple way for parents/guardians to receive notifications and sign forms from the school. Email notifications let you know when there is something for you to read or a form to complete.

How do parents and guardians get started?

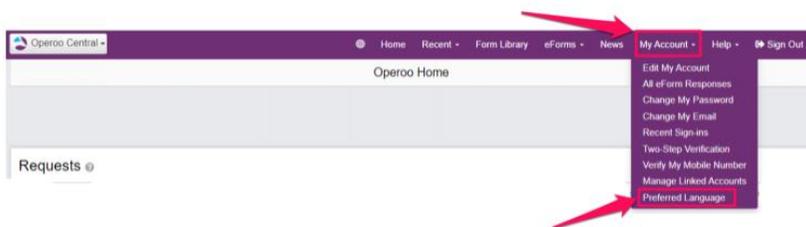
1. Wait for your school to send you an email from their Operoo system asking you to sign up or create your account.
2. Follow the instructions to create your account.

You can now respond to forms and receive messages from your school on any device, including PC's, tablets and smartphones.

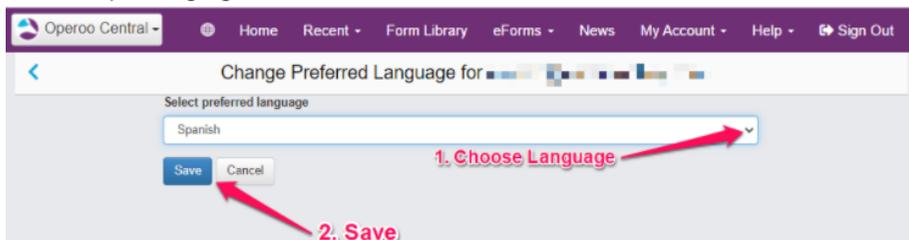
3. Optional – Download the 'Operoo Central' App from Apple App Store or Google Play. You can also change your preferred language in Operoo, which will enable you to receive notifications and updates in the language of your choice:

How to change the language in Operoo

1. Go to *My Account* > *Preferred Language*

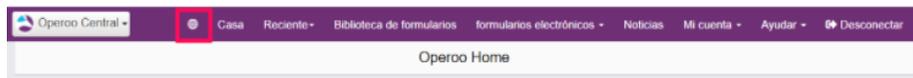


2. Choose your language and click Save.

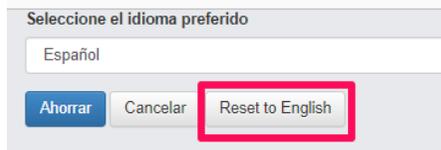


To reset back to English

1. Click the globe



2. Click *Reset to English*



Seesaw is home. It's where your child's learning lives. It's where home-school communication lives. All in one place! Let's get you connected.

Steps to Connect
Look for a **printed, email, or text** invite and follow instructions!

- 1 Download the **Seesaw Family app** or go to **app.seesaw.me** on a computer
- 2 Click **'I'm a Family Member'**
- 3 **Printed invites:** Scan the QR code
Text/Email invites: Click the link
- 4 Follow the prompts to **create an account** or **sign in**

How to Use the Family App

Mrs. Garcia Family	Home	Journals	Inbox
Adjust Account Settings and connect to Seesaw Journals for additional children	View and engage with all recent posts from all of your children using Seesaw	View posts from one child or class (vs. all recent posts in the Home tab)	Receive Announcements and reply with private messages and multi-modal attachments

Connected family members see only their own child's learning
[Learn more at web.seesaw.me/privacy](http://web.seesaw.me/privacy)

Watch a step-by-step tutorial - seesaw.pub/FamilyIntro

Seesaw is the Learning Management System used at St Peter's Primary School, used as a platform for sharing your child's learning. You will be sent an invite with step by step instructions as below explaining how to connect to Seesaw.

Newsletter

A newsletter is compiled fortnightly and is distributed via Operoo. Contributions from families and associated groups are always welcome. Items to be included in the newsletter need to be sent to the School Office by 3.30pm on Tuesday.

Interview / Reporting timetable

March / June: Teacher and family learning conversations

June & December: written report

Reports are delivered online via the **nForma Parent Portal**. Instructions on how to access the nForma Parent Portal will be sent out to the email addresses that have been previously supplied to the school. Parents will be sent out further information on how to access the Parent Portal at the time written reports are due to be sent out.

Meetings at other times

The principal and staff are available to meet with parents on request. Please contact the school to arrange a suitable time as required or email the staff member directly.

Camps, Sports & Excursion Fund (CSEF)

School camps provide children with inspiring experiences in the great outdoors; excursions encourage a deeper understanding of how the world works and sports teach teamwork, discipline and leadership.

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. A Special Consideration category also exists. Schools can receive applications from families over term one and two.

Families can list more than one student in the one application form if they are attending the same school.

How to apply: Contact the school office to obtain a CSEF application form or download the form:

https://www.education.vic.gov.au/Documents/about/programs/health/CSEF_application_form.pdf

Payment amounts for 2021 are \$125.00 for primary school students. Payments are made directly to the school and are tied to the student.

School Assemblies

We assemble as a total school every fortnight to pray, share events of interest and notable achievements. The assembly timetable is advertised in the school Newsletter at the beginning of each term.

School Photos

School Photos are taken annually, typically in Term 1. Orders and payments are taken online.

Extreme Weather Conditions (hot/cold/wet/windy weather)

During extreme weather conditions (wet, windy, cold or hot) students will be supervised indoors and be required to engage in quiet activities of their own choosing. During recess and lunch times, learning levels will be supervised by one teacher.

Excursions & Incursions

All levels participate in excursions. Excursions are seen as an integral part of the school curriculum as they are a valuable aid to learning, related to students' interest and are always preceded and followed up by learning experiences. It is expected that all children will take part in these activities.

Transfer of Students

When students transfer from St Peter's to another Primary School, a transfer note is sent to the new school by the admin office. Parents are asked to notify the school office well in advance so that staff may prepare your child's reports and arrange for a transfer note. These items may be collected from the school on the day of departure.

School Policies

Copies of our St Peter's School Policies are available to all parents. Please visit our school website. <https://www.stprepp.catholic.edu.au/>

CARE, SAFETY & WELFARE OF STUDENTS

St Peter's Commitment to Child Safety

All students enrolled at St Peter's have the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

More information and a copy of our Child Safety Policy is available on our website.

Student Attendance

School attendance is important as it maximises life opportunities for children by providing them with education and support networks. Positive engagement with schooling enhances academic and wellbeing outcomes for children and young people. Attending school every school day for the whole day enables students to participate in the school's educational program as well as develop their social skills. Regular attendance enables the school to:

- plan an organised educational program that is delivered in a consistent way and has continuity
- facilitate shared student learning experiences that support the educational program
- monitor student progress and adjust the educational program to meet student needs

Student Health

Students should not be sent to school if they are unwell. A student who is ill is unable to fully participate in school activities and may pass on infection to other children and staff.

A First Aid Room is available for students who become unwell during the day. The school will contact parents to collect unwell students.

An isolation room has been established for temporary use of students that present with COVID or gastro symptoms.

Absence from School

Notification of an absence can be made by emailing the classroom teacher, contacting the school office administration team on 9401 1157 or via the school website <https://www.stprepp.catholic.edu.au/report-an-absence>. Parents, guardians and/or carers are required to notify the school by 9am of the reason for any absence from school on the day of absence. If your child is absent and we have not received any notification, we will contact parents as soon as practically possible. This is to ensure that students are accounted for at all times.

When your child is absent from school, please send a note explaining the absence upon his/her return. For longer anticipated absences such as family holidays, advance information is appreciated as often special programs for the class may be planned. Medical, dental and optical appointments should be made out of school hours if at all possible. Please notify the students' teacher, in writing, if your child is to be absent for any time during the day. Written notification of absences is a legal requirement.

Permission to leave School

Students Leaving During School Hours: Parents wishing to take their children from school during normal hours are requested to email the class teacher or the office explaining the reason and the departure time. In the case of more than one family member we will forward the note to the appropriate teachers. Visit the office at the time stated, where you will be asked to sign your child/ren out via the iPad and your child/ren will then be called to the Office.

Traffic Management

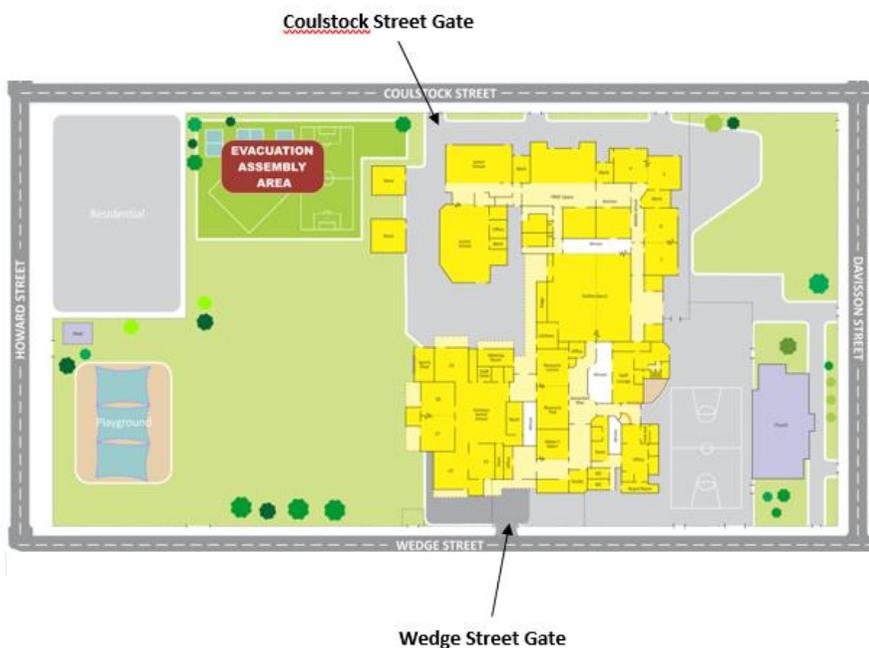
All drivers around the school share responsibility for children's safety and are asked to show care, consideration and courtesy at all times. There are parking restrictions in place around the school. All car parks around the school are Council property and as such are subject to their bylaws. It is important you familiarise yourself with them as the area is monitored by parking inspectors.

Wedge Street and Coulstock Street kiss and drop

Parents may use the drop off in Wedge Street & Coulstock Street to drop off their children before school and pick them up in the afternoon.

The following rules apply:

- Cars are to drive through the area at a reduced speed - 10km per hour (walking pace only) Please advise your children if you are picking them up from this area so they come immediately.
- Always aim to stop at the top end of the drive through to allow more cars to enter.
- Students to only enter and exit cars from the left side (Passenger/footpath side)
- Parents are to keep to the left and drive up to the top of the drop off area and are not to leave their vehicle unattended. It is only a 3-minute parking area. If cars stay to the left this will allow for some overtaking to take place.
- Staff will supervise students at the end of the day directing them to their parents for pick up.
- Students can only enter a car in the designated gravel kiss and drop area on Coulstock Street and Wedge Street. Students are not permitted to enter cars on the side of the road where cars are in line for kiss and drop. School bags must enter the cabin of the car.



Please do not park or leave your car if you are in the kiss and drop line. Do not turn right when exiting kiss and drop to ensure the flow of traffic.

Crossings



There are several school crossings erected for the use of the children of St Peter's.

- Davisson Street outside the Church/St. Monica's College administration
- Cooper Street, near the entrance to Epping station
- Greenbrook Drive, between Keith Avenue and Peppercorn Parade
- Dalton Road, near the entrance to St. Monica's Junior School
- Coulstock Street

We ask your assistance in educating your children to use these facilities properly. Parents are reminded to observe the traffic signs along Wedge Street and Davisson Street when visiting the school or Church on school days. Likewise, care must be taken to observe parking and safety rules in Coulstock Street and Wedge Street. Children should not be allowed to cross to parked cars where traffic is congested. Parking Officers and Police are often in attendance and offenders will be prosecuted. The 40km speed limit applies in all surrounding streets of St Peter's School.

Medical Details and Emergency Contact Information

It is essential for the school to have accurate information on each student's medical details and telephone contact numbers. Please assist in keeping these records up to date by advising the office of any changes to your personal details. Although medical information is required to set up an Operoo profile for your child, it is still necessary to notify the office directly of any changes. Please note parent's must two emergency contact numbers for their child.

Medication

Medication required to be taken during school hours must be accompanied by the '[Student Medication Authorisation](#)' form which can be found on the school website. Medication, **in its original packaging**, must be deposited at the school office at the beginning of the school day and not left in school bags. Forms are also available from the office. Generally, medication should be administered at home, however if it becomes essential that your child will require medication at school, this will be administered by the office staff. All medication taken by students during school hours will be recorded on the Student Medication Form.

We are not able to administer Panadol if a child falls ill at school.

Asthma

If your child suffers from asthma, parents are required to complete a School Asthma Action plan, which clearly states the steps to be followed should your child have an asthma attack at school. An asthma spray and spacer, clearly labelled with your child's name, needs to be supplied and left at the office.

Further information and Asthma Action Plans can be found on the Asthma Australia website: <https://asthma.org.au/about-asthma/live-with-asthma/asthma-action-plan/>

Allergies & Anaphylaxis

St Peter's will ensure that all students who have been diagnosed by a medical practitioner as being at risk of anaphylaxis have an Individual Anaphylaxis Management Plan developed in consultation with the student's parents, guardians and/or carers. These plans will be updated:

- annually
- when the student's medical condition changes
- as soon as possible after a student has an anaphylactic reaction at school
- when a student is to participate in an off-site excursion or special event organised or attended by the school.

St Peter's will require the plan to be in place as soon as practicable after the student is enrolled and where possible before their first day of school. An adrenaline auto injection device must be supplied by the parents and will be stored in the First Aid room. The injection device must be within the expiry date.

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergies in school aged children are nuts, eggs, cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medications.

St Peter's will not ban certain types of foods (e.g. nuts) as it is not practicable to do so, and is not a strategy recommended by the Department or the Royal Children's Hospital. However, the school will avoid the use of nut based products in all school activities and we request that parents do not send those items to school. The school will reinforce the rules about not sharing and not eating foods provided from home.

More information and ASCIA Action Plans can be found on the ASCIA website: <https://www.allergy.org.au/anaphylaxis>

No sharing of food

Celebrating Birthdays and other special events

Birthdays are a special time of year and we endeavor to make children feel special on this day and always. In line with our no sharing of food policy, it is important that you discuss with your child that food brought from home should not be shared with other children at school. Children are not permitted to bring cakes or lollies to school to share with classmates on their birthday. This is also the case for other celebrations throughout the year, including Easter and Christmas. Food cannot be given as a gift or shared with other children at school.

Other Medical Conditions

If a student has a medical condition of a serious nature (e.g. diabetes) parents are expected to complete the relevant Action Plan in consultation with your medical practitioner and discuss the plan with the school. Completed forms are kept in the First Aid Room so that all staff may be aware of your child's specific needs.

Infectious Conditions

Primary schools have a responsibility under the Public Health and Wellbeing Regulations 2019 to help manage infectious diseases in their facilities. Different exclusion periods apply to different infectious diseases for cases and contacts.

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion>

Victorian School Nursing Program (VSNP)

The VSNP is a free service offered to all children attending primary schools in Victoria. Primary school nurses visit schools throughout the year and provide children with:

- the opportunity to have a health assessment
- information and advice about healthy behaviours
- a link for children and families to community-based health and wellbeing services

The VSNP is designed to identify children with potential health-related learning difficulties and to respond to parent/carer concerns and observations about their child's health and wellbeing. Parents or carers complete the School Entrant Health Questionnaire (SEHQ) which is distributed during the first year of school. With parent/carer consent, follow-up health assessments are conducted by the school nurse as indicated.

Sun Safety

The school has a Sunsmart Policy which encourages responsible attitudes towards sun protection from the sun's harmful UV rays. In accordance with this, all students are expected to wear the school's sun smart hats (no caps) during Term 1 & Term 4. Those students without hats will be required to remain in the designated shade areas at all times when outside for lessons and/or recess.

Student Wellbeing Program

Much emphasis is placed on the well-being of students, as this impacts highly on their learning. Incorporated into our curriculum are different wellbeing initiatives which support this development and assist us in monitoring the well-being of all students. At St Peter's we follow a framework of School Wide Positive Behaviour support. With a focus on Social Emotional Learning activities including circle time. We have 5 different learning dispositions that are taught at all levels and this is integrated into all learning programs. Through a school referral process, students have access to services provided by the Catholic Education Office. Such services include Speech Pathology, Psychological assessments and Education assessments.

Seasons Program

The Seasons Program is offered each year. This is a support program for those students who have suffered a loss through death or family separation. Staff are trained as facilitators and conduct the program every year if the need arises.

Restorative Practices

St Peter's has been implementing Restorative Practices into the school over the four years. The Restorative School believes in the "Three R's" - Relationships, Responsibility and Relevance. The philosophy and practice of restorative justice in schools is to promote resilience in both the one who is harmed and the one who causes harm. It is about helping young people become aware of the impact of their behaviour on others through personal accountability and being open to learning from conflict situations.

CURRICULUM

Learning & Teaching Policy

At St Peter's, the curriculum is enriched by the values, beliefs, perspectives and experiences of each member of the learning community when they engage actively with Catholic understandings of the human person. This orientation towards the person means that the process of curriculum design is shared with students, creating within them a sense of ownership and self-efficacy as learners. Our learning community fosters the conditions for students to have a voice in the inquiry and design process, allowing them to make decisions about what they need to know and when.

The learning and teaching at St Peter's develops the students' capacity to manage themselves, their relationship with others and their connections with the world. A fundamental component is the students' faith development. Learning is enhanced when teachers and students work within a positive culture that reflects gospel value and respects the human person. Optimum learning occurs when teachers, working in partnership with parents, actively engage students. Monitoring students' progress and catering for their individual needs promotes continuous learning. We prepare our students to deal with issues, change and to act effectively as responsible members of their world.

Learning and Teaching is designed and delivered from whole-school curriculum mapping, to level planning, to individual teacher plans. These are created in a collaborative and supported environment. This ensures that a guaranteed and viable curriculum is driving student learning and lifting student outcomes.

The following statements reflect our beliefs regarding learning and teaching:

Learning statements:

Children learn most effectively when:

- learning in a safe, supportive, nurturing and stimulating environment
- actively engaged and immersed in activities and experiences within and beyond the school setting
- provided with the opportunities in which they are able to be successful
- learning takes place using a variety of strategies
- encouraged to be responsible for their own learning and actions
- assessment is part of their learning cycle

- we are committed to achieving a high level of student engagement and student learning confidence

Teaching statements:

Quality teaching occurs when teachers

- cultivate and model positive relationships with students
- cater for the individual needs of each student, incorporating both extension and intervention opportunities
- use formal and informal data to inform teaching
- provide opportunities for students to work collaboratively, solve problems, share knowledge and responsibility
- include a process of implementation, evaluation and change
- are conversant with current educational practices through involvement in professional learning
- provide knowledge, skills and understanding through a comprehensive and balanced curriculum
- ensure their own and others' professional growth by planning, designing and teaching in teams

Staff Professional Development

As a part of the ongoing professional growth of staff, provision is made for teachers to be informed about current educational thinking and practices. Since Primary School teachers are engaged in 'face to face' teaching for most of the school day, considerable planning, professional development and personal study is undertaken out of school hours. To complement this, it is accepted practice for some professional development to take place in school time. On these days the students do not attend school. Notice of school closure days is given to parents well in advance in the school newsletter.

Each week staff participate in Literacy and Numeracy Professional Learning with school curriculum leaders that are facilitated on Tuesday's after school. Tuesday before school meetings are also available for staff to collaborate with curriculum leaders. Whole School Staff meetings which highlight other important aspects of student learning and wellbeing are facilitated on Wednesday's after school.

Faith & Mission Program

The Primary program used in our school is 'Coming to Know, Worship and Love' as stipulated and approved by the Archbishop Peter Comensoli. Our Parish Priest, Fr Anh Nguyen works with our community to provide positive experiences, which help establish our Catholic identity and nurture our traditions.



We are one of three primary schools in the Catholic Parish of St Peter's Epping and have an aligned Sacramental Season. By celebrating our Sacraments in one season it highlights and demonstrates that we at St Peter's see the whole school engaging in what Sacramentality means for our community today and how we live sacramentally as integral to our being.



Our Sacramental Season is not just focused on the Sacraments of Reconciliation, First Eucharist and Confirmation, these Sacraments are integral and important elements of our faith and our Catholicity however, it is just as important to recognise that we experience sacrament in all aspects of our lives.

We treasure the opportunity to work alongside families at the special time of Sacrament preparation. In collaboration with our parish, we offer all baptised Catholic students the opportunity to receive the Sacraments in the following order:

Reconciliation: Year 3 First Eucharist: Year 4 Confirmation: Year 6

Curriculum Plan

Literacy

The Literacy Program is a whole school approach to ensure all students achieve success in literacy. In Years Prep to 4 the students are actively engaged in the Foundation Years strategy. The Year 5 and 6 students are involved in the Middle Years strategy. All staff work collaboratively with a Literacy Coach to enhance teacher capacity to grow student academic performance. Every student is taught at their point of need, whether intervention or extension is required. Teachers are well equipped with best teaching practices and strategies to facilitate reading and writing instruction. St. Peter's offers Reading Recovery, Phonics and Reciprocal Reading strategies to either enhance or extend literacy skills. St. Peter's is also digitally resourced with contemporary literacy programs and texts.

Mathematics

Mathematics is taught using highly effective teaching strategies to ensure that all students not only gain the appropriate mathematical understandings and skills, but also apply them to a range of problem solving situations, become fluent and flexible in their use of mathematics and can explain, justify and reason using mathematical language. The mathematics classroom is dynamic and engaging, where students work together to explore and construct new learning. Within the classroom, students are appropriately supported or extended to ensure all students achieve success and continue to progress. We also offer several support programs including Getting Ready in Numeracy (G.R.I.N.) and Extending Mathematical Understanding (E.M.U.) to identified students who need support to consolidate key number knowledge and skills, confidence to actively participate in the classroom and develop appropriate understanding and use of mathematical language.

Mathematics Extension Programs

In 2022, there will be various extension opportunities provided for highly capable students from all year levels. This is aimed to develop their ability to apply mathematical understandings to more complex problems, deepen their problem solving strategies while working collaboratively with others. This may involve working in small groups on a research project, undertaking open ended activities within the learning space or participating in external competitions. Selected students from the Middle and Senior schools participate in the Mathematical Olympiads, an interschool problem solving competition involving complex problem solving tasks that take the students beyond typical primary classroom learning.

Intervention Support

Through on-going assessments students at risk are identified. Appropriate programs are then offered to meet the academic, social and physical needs of our students with a particular focus on Literacy and Numeracy intervention, where qualified teachers and Learning Support Officers work with small groups of students, in the learning space under the direction of the teachers.

Science, Technology, Engineering, Mathematics (STEM) & Digi-STEM



Aligning with the national goal to ensure that all students finish their schooling journey with a strong foundational knowledge in STEM and related skills, St. Peter's aims to provide every student with a learning environment that stimulates critical and creative thinking processes within authentic inquiries. The school leaders, teaching staff and specialist teaching teams have developed a highly effective STEM teaching and learning framework that aims to address the Victorian Curriculum, with a priority focus on Literacy, the Sciences, the Technologies which includes designing and constructing (Engineering) as well as the Numeracy strands.

We believe that a STEM approach to teaching and learning will increase student motivation to learn about real world issues that they can relate to in a relevant and meaningful way. This enables positive impacts on students' attitudes to their learning. The students really look forward to their STEM education; there is a buzz in the learning spaces, a heartbeat of excitement, a real anticipation to experiment, problem solve, critically think, test, make, create and innovate!

At St Peter's STEM in the classroom aims to:

- Develop early curiosity for science and technology, engineering and numeracy whilst drawing links through Literacy.
- Provide student centred, hands on learning, developing skills in:
 - cooperation
 - investigation
 - problem solving
 - creative thinking & reasoning



At St Peter's Digi-STEM aims to:

- Provide student centred learning that explores STEM with a digital lens
- Enhance the connection between Science and Mathematics learning, by using digital technology resources
- Engage students with interactive, hands on learning experiences and investigations
- Develop learning opportunities with up to date technology for students to engage, collaborate, innovate, think critically and problem solve
- Prepare All students, for a future that will require STEM capabilities

Cooking & Gardening Program

The focus for our Year 3/4 students is sustainability. Our cooking and gardening rotation students learn enables students to explore their world, work collaboratively, think creatively and learn authentically. Learning experiences develop in student's respect for food, living things and the environment.



Involvement in our kitchen garden program teaches skills for life that can enhance personal emotional and physical wellbeing as well as the wellbeing of our planet through sustainable development.

Students with Individual Differences

This program supports students with individual differences who meet the set criteria as determined by the Commonwealth Government. Additional funding is provided to support the educational plan for these students.

Buddy Program

Our Buddy Program involves the Year 5 students being paired with the new Prep students and the Year 6 students are paired with the Year 1 students. Planned activities between the learning levels are held so that the students involved become friends and are there to support each other. This provides a 'buddy' for the younger child and gives the older student the opportunity to develop leadership skills and responsibility.

Library Resource Centre



Our school library is the centre of the school's available resources, contributing directly to students' learning experiences. All students are encouraged to borrow books from the school library regularly throughout the school year. You are asked to encourage the borrowing of books and to take an interest in the literature brought home.

To help protect books when borrowed, students are required to have a library bag (a rectangular draw string material bag).

Volunteers to assist with library tasks are always very welcome. Please do not hesitate to approach our Teaching and Learning Leader, if you have any spare time and would like to assist in the library/resource space.

Italian

Learning languages in addition to English extends students' literacy capacity to communicate. It therefore, strengthens students' understanding of the nature of language, culture and the processes of communication.



Learning languages empowers learners and is a vehicle to enrich all learning. It facilitates the valuing and embracing of all cultures. St. Peter's aims to facilitate a functional Italian language so that we can speak Italian incidentally in the classroom, yard and at home. With teachers as co-learners with their students, we aim to make growth in our language learning by implementing it each day. The Italian language is facilitated by incorporating gestures to support language recall and retention

Digital Technologies

At St Peter's, Digital Technologies is a key component of our curriculum. Using current and emerging technologies, it is integrated throughout the curriculum to provide students with a range of experiences. We provide safe access to digital educational

resources which promote developing students' knowledge, skills, understanding and application of digital tools.

Our Digital Technologies resources at St Peter's include:

- Interactive whiteboards in every classroom
- I pads and laptops in Prep – Year 2 classrooms
- One laptop per student in Years 3 – 6
- Digital Technologies Hub
- 3D printers
- Green screen recording studio
- Radio Room
- Virtual Reality Headset's

Arts Program



Students are given the opportunity to explore their visual and performing art talents. The school has exceptional resources to enhance this art program including a green screen room, musical instrument room and a broadcasting space. In 2021 the school will be using a Visual Arts Studio in which all students will be involved in visual arts learning.

Interschool Sports Program

Students in Years 4 – 6 participate in Athletics and Cross Country at a District, Zone, State and National level. Students in Year 6 (and some in Year 5 as needed) also have the opportunity to play a variety of sports against neighbouring schools. We believe that many benefits may be gained through healthy and selective competition in an environment that promotes positive attitudes towards winning, losing and trying one's best

Camp Program Year p – 6

Students in Year P - 6 participate in a camp experience every year and we expect all students to attend. As well as providing a range of educational experiences in a totally new and interesting environment, we consider that it promotes and encourages social interaction and character development. It also provides an opportunity to develop personal skills such as community living, independence and self-confidence. Camp information is provided at regular intervals throughout the year.

COMMUNITY INVOLVEMENT

Visitors

All parent helpers and visitors to the school are required to sign in via the iPad in the school office. They must collect and wear an identification badge whilst on the school premises. Please remember to return the badge to the administration team in the office at the conclusion of your visit and sign out. If during your visit at the school the evacuation siren should sound, please stop and listen and then follow the instructions provided over the school's PA system.

Advisory Board

Glowrey Catholic Primary School, St Peter Parish Primary School and St Mary of the Cross MacKillop Catholic Parish Primary School are schools which operates with the consent of the Catholic Archbishop of Melbourne and is operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Council structure

Members of the School Advisory Council

Serving on the School Advisory Council of a Catholic school is a form of Church lay ministry. It is a response to the call to support the local Catholic parish and school communities in a particular way. It is also a means for members of our community to share their skills and talents for the common good. A well-functioning council provides rich sources of wisdom and insight as well as a means of strengthening community links and potential for partnerships.

The Parish School Advisory Council (PSAC) is to be comprised of a minimum of fourteen (14) council members who value and share the educational mission and ethos of the Catholic Church comprising of at least:

- (a) the parish priest
- (b) the principals and deputy principal's from Glowrey, St Peter's and St Mary MacKillop of the Cross (ex officio)
- (c) two (2) parents, guardians, carers of children attending each of the three parish schools
- (d) two (2) parishioners

(e) another person from either category or co-opted to serve a particular need on the council.

Membership under (c) and (d) are not mutually exclusive.

The Advisory Board meets on a regular basis throughout the year.

Parent Community

Parents are able to contribute to the school by:

- Recognizing the importance of the role they play in the Catholic education of their children
- Supporting and fostering the aims of the school
- Feeling free to become actively involved in the school community
- Endeavouring to reflect the ideals of the Gospel

Parental Assistance & Involvement

Parents are encouraged to take an active part in all aspects of the school. Volunteer assistance in a variety of ways in the educational programs undertaken in the learning space is much appreciated. Parents assisting in the learning space are asked to attend a Parent Helpers Workshop.

It is a legal requirement that all volunteer helpers assisting with the children hold a current Working with Children Check. Under the new Child Safety Guidelines, all new volunteers need to provide the contact details of a referee who can attest to the suitability of the volunteer to work with children.