St. Peter’s Catholic Primary School
2A Killeen Street
Sunshine South West 3020
PHONE: 9312 3147
www.spsunshinesw.catholic.edu.au

St Peter’s Vision
United in Community,
Building on Foundations for Life and Faith,
Unlocking Potential in All.
Dear Families,

We welcome you and your child to St. Peter’s Catholic Primary School.

St. Peter’s was established in 1979, to service the Parishioners and families of children who lived in the South West Sunshine corner of St. Paul's Catholic Parish. St. Peter’s continues to build upon the work of those who have laid the foundations of the school by moving teaching and learning forward in a positive, warm and supportive environment.

Educating your child is a partnership involving St. Peter’s, your Parish, your teachers, your family and our community to provide a quality Catholic education.

The school has a committed staff who continually endeavour to achieve educational excellence by employing pedagogies which reflect the needs of the children and the world in which they live.

St. Peter’s Catholic Primary works in conjunction with the Catholic Education Office Melbourne. This enables the school to be supported by system wide policies as well as to ensure that we are an inclusive community based on the life of Jesus Christ.

We welcome you and your family to St. Peter’s and we look forward to working together to educate your child.

Yours sincerely,

Karen Bergin
Principal
ST. PETER’S STAFF 2016

Ms Ide Garvey
Prep
RELIGIOUS EDUCATION LEADER

Ms Grace Frazzica
1/2 F
WELL BEING LEADER

Mr Jackson Quirk
1/2 Q

Ms Monica Glowacki
3/4 G
STUDENT SERVICES LEADER

Mr Michael Vukovic
3/4 V

Ms Fionnuala Morris
5/6 M

Mrs Lupe Chicas
TEACHERS AIDE

Ms Ree Niemann
Prep (Friday)

Ms Suzanne Goessler
1/2 F (Thursday, Friday)

Mrs Kristy Mussel
3/4 G (Friday Term 3&4)

Ms Ava Cathcart
3/4 C

Mrs Julie Petruccelli
3/4 G (Friday Term 1&2)

Ms Melissa Briffa
5/6 B

Mrs Lupe Fifita
TEACHERS AIDE
OFFICE HOURS

The office is open between 8.30am and 4.00pm, Monday to Friday.

SCHOOL FEES AND LEVIES

Fees are determined by the Parish Priest, School Principal and School Accountant. They are reviewed annually. Accounts are sent out at the start of each term.

Our fees are currently set at:

- Yearly School Fees $990 - per family
  - Paid in three instalments
    - 1st Instalment $330 - due on February 26th
    - 2nd Instalment $330 - due on May 6th
    - 3rd Instalment $330 - due on August 5th

- School Levies $330 - per child (due January 28th, 2016)

Other Levies for 2016

- Outdoor Education Levy:
  - Prep - free
  - Year 1/2 $40 - (extended day)
  - Year 3/4 $130 - (2 days / 1 night)
  - Year 5/6 $250 - (3 days / 2 nights)

- Graduation Levy:
  - Year 6 $50 - (this covers the many costs associated with Year 6)

- Sacrament Levy: $15 - per sacrament

Payments can be made in cash, EFTPOS or by Direct Bank Credit
SCHOOL HOURS

NORMAL SCHOOL HOURS
Monday to Friday  8:50am to 3:15pm

BELL TIMES

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:30am</td>
<td>Gates open. First bell rings at 8:50am. Children make their way to class</td>
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<tr>
<td>9:00am</td>
<td>Children and teachers begin lessons.</td>
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<tr>
<td>11:00am</td>
<td>Lunch Recess (children eat lunch in the classroom first 10 minutes) then go out to play until 11:45 am when lessons resume.</td>
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<tr>
<td>1:45pm</td>
<td>Afternoon Break until 2:15pm when lessons resume.</td>
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<tr>
<td>3:15pm</td>
<td>Dismissal</td>
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It is important your child attends school daily to ensure that they are participating in every learning opportunity.

Late Arrivals must report to the office for before going to class.

If you are going to be late collecting your child after school, please contact the school on 9312 3147.
COLLECTION OF CHILDREN

If you find it necessary to collect your child during school hours, you must first notify the Principal or administration staff before the child is taken out of the schoolyard. Please sign the early dismissal book in the office. At no time will children be dismissed before the stated times without sufficient notification, and only when necessary, as the school is legally responsible for the care of children within the set times. **If a friend or relative is collecting your child, ensure they have some form of written permission from you.**

It is very important that your contact details are always up to date and correct. Please notify the office of any changes which may include address, home phone number or mobile numbers.
DROPPING OFF AND PICKING UP

Please be aware of parking restrictions in Killeen Street and Hunt Court as you may be fined if you park illegally or stay too long. The school crossing on Fairbairn Road is supervised before and after school for your safety. Please make use of the crossing.

SCHOOL TERMS 2016

Term 1: Wednesday, 27th January to Thursday, 28th January
          Staff return
          Years 1-6 return to school
          Preps commence
          End of Term 1

Term 2: Monday, 11th April to Friday, 24th June
Term 3: Monday, 11th July to Friday, 16th September
Term 4: Monday, 3rd October to Friday, 16th December
THE FIRST DAY OF SCHOOL

No matter how happily your child sets off for school, eager for the day ahead with friends, the actual separation from you may bring tears and clinging. If this does happen, give him/her a hug and kiss, and tell your child you will see him/her after school – say goodbye and leave.

The teacher is well prepared for children who find separation from Mum or Dad difficult. In our experience, upset children usually stop crying as soon as mum and dad are out of sight.

Please feel free to contact the school office to see how your child is settling in.

LABEL EVERYTHING

Please label all of your child’s belongings. This includes lunch boxes, drink bottles, hats, coats, sports uniform – everything your child brings to school.

*Items which are not labelled are quite often not found.*
HEALTHY BRAIN FOOD & SCHOOL LUNCHES

Children learn well when they eat well. We discourage take-away food being brought to the school. A healthy lunch prepared at home is more beneficial to your child. All children are to have a named water bottle and a fruit snack with them in class.

Here are some suggestions:

BIRTHDAYS

We enjoy acknowledging children’s birthdays, it is however unrealistic for teachers to be cutting up cakes and handing them out during class learning time. So therefore no birthday cakes will be permitted at school.

If you wish to send something for your child to share for their birthday here are some ideas:

Cupcakes, individual bags of lollies or individually wrapped chocolates. These will be given out at the end of the school day.

Parents are asked not to be in classrooms during this time.
SCHOOL NEWSLETTER

On every second Friday the eldest child in every family receives the school newsletter. Please check your child’s school bag for the newsletter. You can also read this on the school website www.spsunshinesw.catholic.edu.au

SKOOLBAG APP

DOWNLOAD THIS INVALUABLE APP ON TO YOUR SMART PHONE, IPAD OR TABLET COMPLETELY FREE.

JUST GO TO YOUR APP STORE OR GOOGLE PLAY AND SEARCH FOR ‘ST. PETER’S PRIMARY SUNSHINE SOUTH WEST’ AND INSTALL.

KEEP UP WITH ALL THE NEWS AND IMPORTANT DATES AT ST. PETER’S. YOU CAN EVEN READ THE NEWSLETTER ON YOUR IPAD!

TWITTER

ST. PETER’S IS ALSO ON TWITTER

Follow us: @stpetersssws
## SCHOOL UNIFORMS

### SUMMER UNIFORM
- Raglan polo shirt: $23.00
- Navy blue gabardine shorts: $20.00
- Blue/white checked dress: $25.00
- Navy skorts: $22.00

### WINTER UNIFORM
- Navy gabardine trousers: $30.00
- Girls Navy Tunic: $35.00
- Long sleeve polo shirt with logo: $25.00
- School windcheater with logo: $25.00
- Bomber jacket (*optional*): $40.00

### SPORTS UNIFORM
- Navy rugby shorts: $20.00
  - Navy tracksuit pants with double knee (*new item available mid-term 1*): $25.00
- Raglan Polo Shirt (*same as summer uniform*): $23.00

### HATS
- Slouch hat: $15.00
  - **Must be worn in Term 1 and Term 4**

### BAGS (*Optional*)
- Back pack: $35.00
St Peter’s vision, policies and actions reflect

AUSTRALIAN VALUES AND DEMOCRATIC PRINCIPLES

- the rule of law;
- equal rights for all before the law;
- freedom of religion;
- freedom of speech and association;
- the values of openness and tolerance.

Care and Compassion
Care for self and others

Doing Your Best
Seek to accomplish something worthy and admirable, unlock potential, pursue excellence

Fair Go
Pursue and protect the common good where all people are treated fairly for a just society

Freedom
Enjoy all the rights and privileges of Australian citizenship free from unnecessary interference or control, and stand up for the rights of others

Honesty & Trustworthiness
Be honest, sincere and seek the truth

Integrity
Act in accordance with principles of moral and ethical conduct; ensure consistency between words and deeds

Respect
Treat others with consideration and regard, respect another person’s point of view

Responsibility
Be accountable for one’s own actions, resolve differences in constructive, non-violent and peaceful ways, contribute to society and to civic life, take care of the environment

Understanding, Tolerance and Inclusion
Be aware of others and their cultures, accept diversity within a democratic society, being included and including others
CURRICULUM

The Principal and staff of St. Peter’s Catholic School seek to create a learning environment in which the children are encouraged to realize their own potential and accept responsibility for their own learning. This is supported by a challenging and comprehensive educational program which meets the needs of the individual student. We will support the development of each child’s spiritual, intellectual, emotional, physical, social and creative growth.

Parents, students and staff work together to achieve excellence in learning and teaching and to foster individual potential in a vibrant and caring learning environment.

We strive to build a positive learning environment which encourages
- a love of learning;
- confidence;
- risk taking;
- individual reflection and goal setting; and,
- development of personal initiative and life skills.
REPORTING TO PARENTS

Throughout the year there are many opportunities to discuss your child’s progress with his/her teacher. In Term 1 we have Learning Conversations where you can tell us about your child. This is followed in Term 2 by a written report and another Learning Conversation with you, your child’s teacher and your child. In Term 4 another written report will be provided. You are very welcome to contact your child’s teacher any time throughout the year and make an appointment.

DATES TO REMEMBER

Thursday February 25th  : Learning Conversations
Friday June 17th        : Written reports sent home
Monday June 20th        : Learning Conversations
Friday December 12th    : Written reports sent home
**LIBRARY**

Library: each class is allocated a library session every week. Please ensure your child has a named library bag: children will return and borrow a different book each week. Please read with your child daily.

**SPECIALIST PROGRAMS**

**ITALIAN**  
Thursdays

**ART**  
Tuesday/Wednesday

**INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**  
Tuesday/Wednesday

**PHYSICAL EDUCATION**  
Tuesday/Wednesday

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**SPECIALIST CLASSES IN 2016**

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<th>CLASS</th>
<th>IT</th>
<th>SPORT</th>
<th>ART</th>
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<tbody>
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<td>PREP</td>
<td>Wednesday</td>
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<td>3/4G</td>
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<td>5/6M</td>
<td>Wednesday</td>
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ALL STUDENTS HAVE ITALIAN ON THURSDAY
MEDICATION

St. Peter’s staff are not permitted to administer medication without a medical form. The School Medication Form is available from the office or website (www.spsunshinesw.catholic.edu.au) under School Documents, Student Medication Form. Please complete and sign this form if you require the school to administer medication to your child.

ILLNESS/ABSENTEEES

If your child is unwell please keep them at home.

If your child contracts an infectious disease please notify the school and seek advice on exclusion requirements. If your child is absent from school because of illness or any other reason, please call us or notify us through our skoolbag app. When the child returns to school, please send a note to the teacher (this is a legal requirement).

RAISING CONCERNS

If you have concerns or queries throughout the year, contact your child’s class teacher and make a time to meet.

Please appreciate that staff have many pre-arranged meetings after teaching time therefore we ask you to make an agreed appointment time with your child’s class teacher.

Please remember if you have concerns about another child’s behaviour towards your child. Do not approach this child. See your child’s class teacher.
SCHOOL RULES

Rules are set to ensure the safety of everyone and that the rights of all are respected. Staff and students revisit our school rules regularly throughout the year. We ask you to discuss these rules at home with your children.

1. Follow directions
2. Keep hands, feet and objects to yourself
3. Listen to the speaker
4. Speak appropriately
5. Treat property with care
ST. PETER’S SCHOOL CLASSROOM CONSEQUENCES

- Step 1: Warning
- Step 2: Time away from the group
- Step 3: Formal Time away in the classroom
- Step 4: Exit to another room and complete Behaviour Think Sheet
- Step 5: Exit to Principal/Deputy Principal complete Behaviour Think Sheet

Severe Behaviour Clause:
Straight to Principal/Deputy Principal

(This clause will be used if a student wilfully hurts another child, wilfully destroys property or is dangerous to those around him/her)
SCHOOL BANKING

St. Peter’s Catholic Primary School also offers school banking with the Commonwealth Bank. To get students into the habit of saving regularly the Commonwealth Bank have introduced an exciting Rewards Program where children receive a silver Dollarmites token every time they make a deposit, no matter how large or small. They can redeem their tokens for exclusive Dollarmites reward items learning that saving can be fun and rewarding. More information and an application form can be collected from the office.