



St. Peter's Catholic Primary School
2A Killeen Street
Sunshine South West 3020
PHONE: 8312 6900
www.spsunshinesw.catholic.edu.au



St Peter's Vision

**United in Community,
Building on Foundations for Life and Faith,
Unlocking Potential in All.**

WELCOME

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,

A handwritten signature in black ink, appearing to read 'K. Bergin', with a long horizontal line extending to the right.

Karen Bergin

Principal



OUR STAFF

ST. PETER'S STAFF 2020



Ms Karen Bergin
PRINCIPAL



Ms Maree McIntosh
DEPUTY PRINCIPAL



Ms Sandy Skehan
LITERACY, LEARNING &
TEACHING LEADER



Ms Grace Frazzica
WELL-BEING, CHILD SAFETY &
FAMILY ENGAGEMENT



Ms Jacinta Edwards
READING RECOVERY



Ms Gill Baxter
PARENT PARTNERSHIP



Mrs Tonia Ciccarelli
TEACHING AIDE



Mr Bernard Mogg
PHYSICAL EDUCATION



Ms Leslee Augustine
ADMINISTRATION



Ms Helen Diomides
ADMINISTRATION



Mrs Monica Miller
LEARNING DIVERSITY

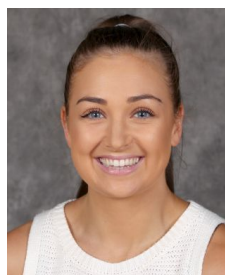


Mrs Lupe Chicas
TEACHER AIDE

ST. PETER'S STAFF 2020



Mrs Monica Miller
LEARNING SUPPORT



Ms Jacqui Atley
PREP A



Mrs Ree Niemann
VISUAL ARTS



Ms Grace Frazzica
TECHNOLOGY



Mr Adrian Platek
1/2 P



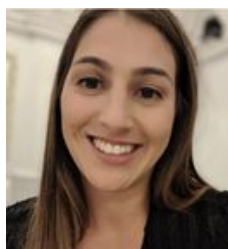
Ms Maegan Howden
1/2 H



Mr Damien Murray
1/2 M



Ms Sharon Campbell
3/4 C



Ms Rachel Giuffrida
3/4 G



Ms Elloise Pellissier
5/6 P



Ms Sasha Sant
5/6 S



Karina De Giusti
SPANISH

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 \$ 1185 - per family

Paid in three instalments

1st Instalment \$ 395 - due on February 24th

2nd Instalment \$ 395 - due on May 4th

3rd Instalment \$ 395 - due on August 3rd

School Levies \$ 415 - per child (due January)

Other Levies for 2020 (Additional)

Outdoor Education Levy:

Prep free

Year 1/2 \$ 75 - (extended day)

Year 3/4 \$ 200 - (Urban Camp - 2 days / 1 night)

Year 5/6 \$ 300 - (Mt Eliza - 3 days / 2 nights)

Interschool Sports Levy: \$ 35 – Year 5/6

Graduation Levy:

Year 6 \$ 50 - (this covers the many costs associated with Year 6)

Sacrament Levy: \$ 20 - per sacrament

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

Bank Details: BSB: 083 347; Account Number: 472 351 634



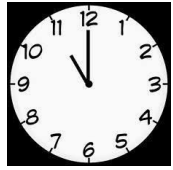


Please bring Health Care Card to allow us to take \$125 per child off your school levy fees.

SCHOOL HOURS

NORMAL SCHOOL HOURS

Monday to Friday 8:50am to 3:15pm

BELL TIMES

	8:30am Gates open
	8:50am School Starts
	11:00am to 11.45am: Lunch
	1:45pm to 2:15pm: Afternoon Recess
	3:15pm Dismissal

It is important that your child attends school daily to ensure that they are participating in every learning opportunity.

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

If you are going to be late collecting your child after school, please contact the school on 8312 6900.

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 register early dismissals via the school ipad 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.



SCHOOL TERMS 2020

Term 1:

Wednesday 29th January: Staff Professional Learning

Thursday 30th January: Learning Conversations

Friday 31st January: Years 1-6 Return to School

Monday 3rd February: Preps to commence

Friday 27th March End of Term 1

Term 2: Tuesday 14th April – Friday 26th June

Term 3: Monday 13th July – Friday 18th September

Term 4: Monday 5th October – Friday 15th December

SACRAMENTS 2020

Thursday April 23rd: Confirmation @ 7pm

Thursday March 12th: Sacrament of Penance @ 7pm

Sunday June 14th: Sacrament of the Eucharist @ 10am

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. While the Killeen Street crossing is unsupervised, you must use this to cross the road.



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.

My name is ...

Items which are not labelled are quite often not found.

HEALTHY BRAIN FOOD & 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.



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.

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

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



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

BED TIME

Research shows 5 year old children require 12 hours of sleep per night. This means that if they are waking up at 7.30am they need to be in bed asleep by 7.30pm . To assist with their learning we ask you establish a 12 hour sleep routine for your child.

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: @stpeterssws

SCHOOL UNIFORMS

SUMMER UNIFORM (Term 1 & Term 4)

Raglan polo shirt	\$25.00
Navy blue gabardine shorts	\$25.00
Blue/white checked dress	\$30.00

WINTER UNIFORM (Term 2 & Term 3)

Navy gabardine trousers	\$35.00
Girls Navy Tunic	\$50.00
Long sleeve polo shirt with logo	\$30.00
School windcheater with logo	\$35.00
Bomber jacket (<i>optional</i>)	\$50.00

SPORTS UNIFORM

Navy rugby shorts	\$25.00
Navy tracksuit pants with double knee	\$30.00
Navy skorts	\$25.00

HATS

Slouch hat	\$15.00
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Must be worn in Term 1 and Term 4

BAGS (*Optional*)

Back pack	\$40.00
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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 the 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

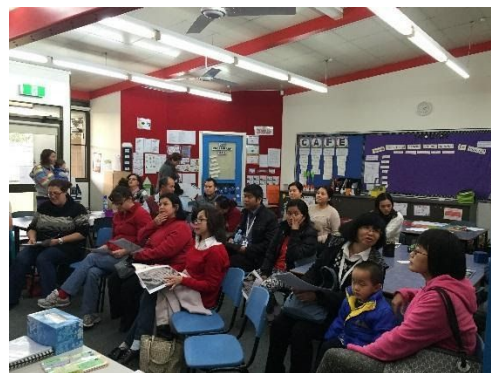
Understanding, Tolerance and Inclusion

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 seeks to create a learning environment in which the children are encouraged to realise their own potential and accept responsibility for their own learning. This is supported by a challenging and comprehensive educational program derived from the Victorian Curriculum 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 and Learning Conversation Day will be provided. You are very welcome to contact your child's teacher at any time throughout the year and make an appointment.



DATES TO REMEMBER

Thursday, January 30th: 9.00am to 7.00pm	Whole School Learning Conversations
Monday, June 22nd: 9.00am to 7.00pm	Whole School Learning Conversations
Monday, December 7th: 9.00am to 5.00pm	Whole School Learning Conversations

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



LOTE



ART



PHYSICAL EDUCATION

PERFORMING ARTS



MUSIC/DANCE

We provide students in grades 3-6 with a chromebook to use at school and at home.

St Peter's already provides students with a rich digital technology environment through the use of :

Notebooks

PCs

iPads

Interactive whiteboards

Robotic devices

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/ABSENTEES

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

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 COMMUNITY CHILD SAFETY CODE OF CONDUCT

Safeguarding Children and Young People Code of Conduct St Peter's Catholic Primary School

Introduction

This Code of Conduct has a specific focus on safeguarding our students and young people at St. Peter's Primary School against sexual, physical, psychological and emotional abuse or neglect. It has been developed in accordance with the [Victorian Government's Ministerial Order No 870](#) to support the school's 'Professional Child Safety Code of Conduct' and defines expectations of parents and those members of the school community, who may, at times, act as volunteers.

Purpose

The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by adults towards students & young people. It aims to protect children and reduce any opportunity of abuse or harm to children. This Code of Conduct also provides members of the broader school community with guidance on how best to support students or young people, and how to avoid or better manage difficult situations.

Scope

This Code of Conduct applies to all parents, parent volunteers, members of the school board or parent's association and any other person, who volunteer their services to the school. This code applies to members of the school community who infrequently participate in 'Child Connected Works' at St. Peter's Primary School.

Child Connected Work

Child Connected work is defined as: 'Work authorised by the school's Principal, members of the Leadership Team or the School Board performed by an adult in the school environment while children are present or are reasonably expected to be present'.

For the purpose of this School Community Child Safety Code of Conduct, 'Child Connected Work' includes activities such as volunteering as a parent helper, guest speaker, members of the school board or parent's association. This also applies to members of the school community who infrequently volunteer their services at working bees, maintenance works, school sporting events, concert rehearsals or other like activities.

Acceptable behaviours

All parents, parent volunteers, members of the school board or parent's association are responsible for supporting the safety of our students, young people and broader school community by complying with the following 'acceptable behaviours':

- » Adhering to the 'School Community Child Safety Code of Conduct' (this Code) and associated procedures at all times.
- » Taking all reasonable steps to protect students & young people from all forms of abuse.
- » Respecting the privacy of all students & young people and their families.

- » Ensuring at all times that those participating in 'Child Connected Works' are never left alone with a student or young person. Where possible students & young people should remain in groups at all times. Where this is not possible, all 'Child Connected Works' must be undertaken in an open and visible environment, in close proximity to a member/s of St. Peter's Primary School staff.
- » Treating everyone within the school community with respect including students, young people, staff members, other parents & service providers. This includes listening to and valuing their ideas and opinions.
- » Listening and responding to the views and concerns of students, particularly if they are telling you that they or another student has been abused and/or are worried about their safety or the safety of another child. These disclosures must be reported to the supervising teacher in the first instance, the Principal, a member of the school's Leadership Team or Child Safety Officer immediately.
- » Taking account of the diversity of all students, including (but not limited to) the needs of Aboriginal students, students from culturally and/or linguistically diverse backgrounds, students with disabilities and students and young people who are vulnerable.
- » Promoting the cultural safety, participation and empowerment of all students & young people in all activities, including those from diverse backgrounds.
- » Maintaining relationships with other school community members and their children that are supportive & respectful.
- » Reporting all child safety complaints, suspected abuse, disclosures or breaches of the School Community Child Safety Code of Conduct to the supervising teacher, in the first instance, a member of the school's Leadership Team or Child Safety Officer immediately.
- » If an allegation of child abuse is made, ensuring the safety of the student/s or young person/s as soon as possible and then reporting this to the Principal, a member of the school's Leadership Team or Child Safety Officer as soon as possible.

Unacceptable Behaviours

All parents, parent volunteers, members of the school board or parent's association must not:

- » Ignore or disregard any child safety complaints, suspected abuse, disclosures or breaches of the 'School Community Child Safety Code of Conduct'.
- » Maintain relationships with other members of the school community that exposes, or has the potential to expose, any student or young person to intimidation, ridicule, abuse, violence, bullying or neglect.
- » Disclose with any member of the school community, including their own children, confidential information obtained as a result of participating in 'Child Connected Works'. (ie... discussing with any person a student's or young person's academic strengths or weaknesses)
- » Develop any 'special' relationships with students or young people that could be seen as favouritism (such as the offering of gifts or special treatment for specific students).
- » Exhibit behaviours with students or young people, which may be construed as unnecessarily physical (such as inappropriate sitting on laps).
- » Do things of a personal nature that a student or young person can do for themselves (such as toileting or changing clothes).
- » Engage in open discussions of a mature or adult nature in the presence of students or young people.
- » Speak aggressively to, or discipline a student or young person whilst participating in 'Child Connected Works'.
- » Exchange personal contact details such as phone numbers, social networking sites or email addresses with students or young people.
- » Have unauthorised contact with students or young people 'on line' via email, social media networking sites, by text message or other means.

- » Display any behaviour or participate in conversations, in person or 'on-line', which could be construed as inappropriate or disrespectful to those who may overhear or view it. In particular students, young people and those from Aboriginal and diverse cultural backgrounds. This includes displaying opinions or making comments that may degrade, ridicule, intimidate or bully a student, young person or any member of the school community.
- » Use inappropriate language in the presence of students, young people and other members of the school community.
- » Use prejudice, oppressive behaviour or language in the presence of, or with students, young people and other members of the school community.
- » Express personal views on cultures, race, ethnicity, sexuality or disabilities in the presence of students, young people and other members of the school community.
- » Discriminate against any student, young person or member of the school community because of culture, race, ethnicity or disability.
- » Attend the school site under the influence or effects of illegal drugs or alcohol.
- » Consume alcohol without the prior knowledge and consent of the Principal or a member of the Leadership Team on the school premises, at a school event or in the presence of students or young people.
- » Photograph or video a student or young person without the consent of the Principal or a member of the Leadership Team whilst undertaking 'Child Connected Works'.

When using Social Media, Parents must:

- » Not make contact with any student (other than their own) using any form of social media. This is a breach of the school's Child Safety Code of Conduct and may be considered 'Grooming' In accordance with the Victorian Crimes Act 1958 - Sect 49m;
- » Not post images or videos of other students without prior consent from their parents;
- » Not discuss or mention the school, its staff or any members of the school community in a negative or defamatory way;
- » Be respectful to staff, volunteers, other parents, and/or students;
- » Not use it as a means to voice grievances about the school members of staff, other students or parents
- » Make reasonable efforts to ensure that their children comply with the school's Child Safety, Information Communication Technology (ICT) and Social Media Policy;
- » Never disclose any confidential information relating to other parents, staff members, volunteers, and/or students to third parties without the individual's express consent;
- » Never post sexually inappropriate or other material that may damage the reputation of the School.

Failure to Comply With This Code of Conduct

Where parents, parent volunteers, members of the school board or parent's association is suspected of breaching any obligation, duty or responsibility within this Code of Conduct, St. Peter's Primary School will take immediate action to address the concern. Where deemed appropriate, a breach of this Code of Conduct may be referred to Victorian Police.

Acknowledgement

I have read and understood this Code of Conduct and agree to display behaviours that safeguard students, young people and other members of the school community at St. Peter's Primary School against sexual, physical, psychological and emotional abuse or neglect

SIGNIFICANT DATES FOR 2020

JANUARY

Tuesday 30th:
Friday 31st:

Learning Conversations
First School Day for Years 1-6

FEBRUARY

Monday 3rd:
Tuesday 4th:
Friday 7th:
Tuesday 25th:
Wednesday 26th:

Preps First Day
Compulsory ICT Family Night for Years 3-6
Beginning of year School Mass @ 2.15pm
Shrove Tuesday Breakfast @ 7.30am
Ash Wednesday Mass @ 2.15pm

MARCH

Thur 5th – Fri 6th:
Monday 9th:
Thursday 12th:
Thursday 19th:
Friday 27th:
Friday 27th:

Staff Conference, school closure
Labour Day Holiday
Sacrament of Penance @ 7.00pm
Twilight Sports
Easter Liturgy @ 9.15am
Term 1 ends @ 1.45pm

APRIL

Tuesday 14th:
Tuesday 14th:
Thursday 16th:
Thursday 23rd:

Term 2 Begins
Easter Liturgy @ 9.15am.
School Photos
Confirmation @ 7.00pm

MAY

Thursday 7th:
Friday 8th:

Mother's Day Stall
Mother's Day Breakfast

JUNE

Monday 8th:
Monday 22nd:
Thursday 25th:
Friday 26th:

Queens Birthday Holiday
Learning Conversations
Feast of St. Peter and St. Paul
Term 2 Ends @ 1.45pm

JULY

**Monday 13th:
Wed 15th – Fri 17th:
Friday 24th:**

**Term 3 begins
Year 5/6 Camp
Grandparents Mass & Morning Tea**

AUGUST

**Thurs 20th – Fri 21st:
Mon 24th – Fri 4th:
Friday 28th:**

**3/4 CAMP - Urban Camp
P-6 Swimming
Book Week Parade @ 9.00am**

SEPTEMBER

**Friday 4th:
Friday 18th:
Friday 18th:**

**Father's Day Breakfast @ 7.30am
Footy Fun Day
Term 3 Ends @ 1.45pm**

OCTOBER

**Monday 5th:
Friday 23rd:**

**Term 4 Begins
Multicultural Lunch Feast @ 12.45pm**

NOVEMBER

**Monday 2nd:
Tuesday 3rd:**

**Report Writing Day – School Closure
Melbourne Cup Day**

DECEMBER

**Monday 7th:
Wednesday 9th:
Thursday 10th:**

**Learning Conversations
Graduation Mass @ 7pm
Celebration of Learning and Nativity Night
@ 4.30pm - 7.00pm**

**Friday 11th:
Tuesday 15th:**

**P-6 2021 Orientation Day
Last Day for Students @ 3.15pm**

