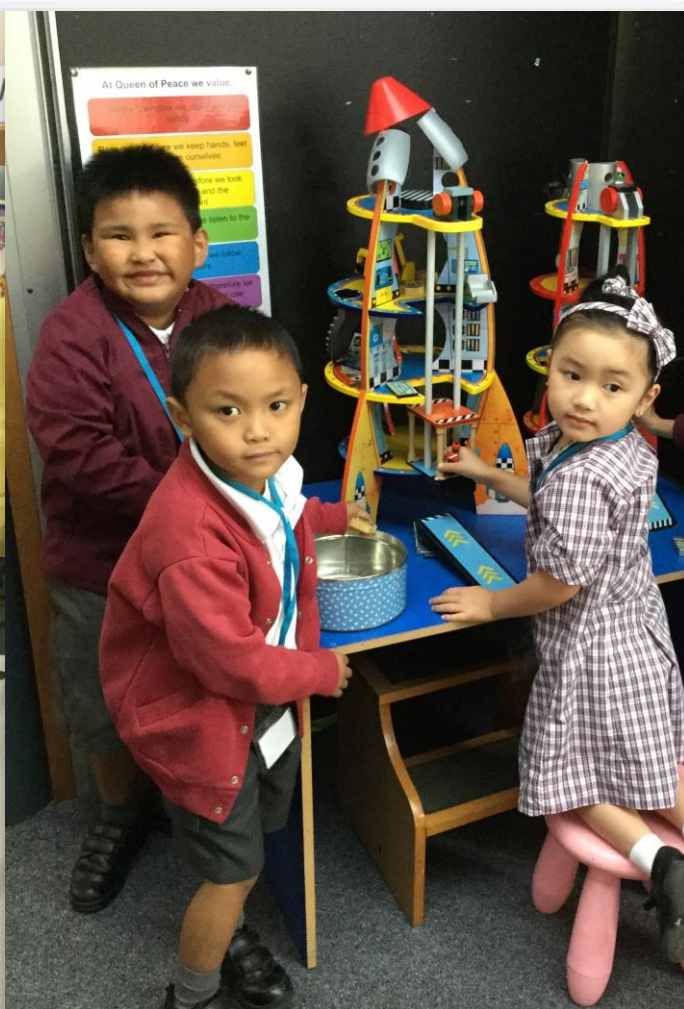


Queen of Peace Parish Primary School Altona Meadows



Parent Handbook 2019

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,
They learn to condemn.

If a child lives with hostility,
They learn to fight.

If a child lives with ridicule,
They learn to be shy.

If a child lives with shame,
They learn to feel guilty.

If a child lives with tolerance,
They learn to be patient.

If a child lives with encouragement,
They learn confidence.

If a child lives with Praise,
They learn to appreciate.

If a child lives with fairness,
They learn justice.

If a child lives with security,
They learn to have faith.

If a child lives with approval,
They learn to like themselves.

If a child lives with acceptance and friendship,
They learn to find love in the world.



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Contact Details

The Parish of Laverton

Parish Priest	Fr John Healy	
Assistant Priest	Fr Tho Tran	
Parish Secretary	Mrs Sue Sherman	
Parish Office	Phone	(03) 9369 6877
	Fax	(03) 9369 6761
Parish Office Hours	Monday:	Office closed
	Tuesday:	10.00am – 4.00pm
	Wednesday:	9.00am – 4.00pm
	Thursday:	9.00am – 4.00pm
	Friday:	9.00am – 3.00pm
Parish Web Site	www.lavertonparish.org.au	
Email	laverton@cam.org.au	

Queen of Peace School

Principal	Mr Darren Gibbons
Deputy Principal	Mr Michael Ozbun
School Secretary	Mrs Cathy Cutajar
Bursar	Mrs Cathy Tutton & Mrs Sheralyn Chapman
School Records	Mrs Samantha St Leon
School First Aid	Mrs Patricia Donaldson
School Office Hours	8.45am to 4.30pm daily
School address	62 Everingham Road, Altona Meadows
Postal Address	P.O. Box 1259, Altona Meadows, 3028
Telephone	(03) 9369 2581
Facsimile	(03) 9369 4552
Principal Email	principal@qopaltonameadows.catholic.edu.au
Office Email	office@qopaltonameadows.catholic.edu.au
Web address	www.qopaltonameadows.catholic.edu.au

Welcome

Dear Parents,

It is my privilege to extend you a warm welcome to Queen of Peace Parish Primary School, Altona Meadows. We hope that all who are associated with this school find it to be a pleasant environment where Gospel values are lived.

We especially welcome all families who are new to the school and/or new to the area.

Beginning the journey of school is a time of excitement, of expectations and of hope that the years ahead will be ones that you will enjoy. We hope that you feel welcome in our community of Queen of Peace and will be able to look back on your time here with fond memories.

At Queen of Peace we strive to make these hopes a reality. We have a dedicated staff who with many years of experience are able to offer:

- A welcoming, friendly atmosphere*
- A Gospel based approach to all that we do*
- Learning Communities based around a personalised learning environment*
- A caring and happy school, where all children are treated with respect*
- The chance for children to perform to the best of their ability*

Queen of Peace is one of five Catholic Primary Schools in the Parish of Laverton. These schools form the Laverton Catholic Education Community (LCEC). The other schools in the Parish of Laverton are: St Martin de Porres School (Laverton), Lumen Christi (Point Cook), Stella Maris Primary School (Point Cook West) and St Mary of the Cross (Point Cook South). As LCEC, we share resources and educational opportunities which enhance the overall educational experience for children and staff in our schools.

As a Catholic School we value our rich religious traditions and culture. We provide opportunities for our children and their families to celebrate our Catholic heritage, in many different sacramental and non-sacramental ways.

At Queen of Peace we value parents as an integral part of the child's education and therefore are keen to build partnerships with all of our families.

As a school community, we look forward to joining with you in the educational journey of your child. We value your input and look forward to an open and honest dialogue over the years ahead.

We hope you enjoy your time at Queen of Peace Primary School and feel part of the community.

Yours Sincerely,

**DARREN GIBBONS
PRINCIPAL**

**FR. JOHN HEALY
PARISH PRIEST**

Our School Vision

***Queen of Peace is a Learning Community
that is Christ centered,
valuing***

***Our Catholic Faith, The Human Person, Justice
and the pursuit of Excellence***

We are children of God journeying together in our relationship with Jesus, alive in our world

We all have talents and capabilities that are nurtured in an environment that respects the dignity and worth of the whole person.

We welcome all people into a peaceful environment that empowers them to become proactive members of our global community.

We respect all people, in an environment that is just and free from discrimination and inequality

We value opportunities for learning and reflection that challenge us to aspire to individual excellence.

Parish – School Relationship

We are fortunate at Queen of Peace School to have the Parish Church on our property. It makes the link between school and parish very visible.

As part of our School's ethos, children in our school and their parents are encouraged to demonstrate their Catholic faith by celebrating fully in the life of Queen of Peace Catholic Community. There are many ways this may occur. Please ask one of our priests how you can be an active member of our parish.

Mass times at Queen of Peace Church are as follows:

Wednesday, & Friday	(9.15 am)
Saturday	(6.00 pm)
Sunday	(8.00 am & 11.00 am)

We strongly encourage parents to support the Parish by way of weekly Thanksgiving Offering contributions, which go towards the repayment of the Queen of Peace Church building loan and Church maintenance. Further information regarding Thanksgiving Envelopes may be obtained from any usher at the weekend Masses or our Parish Priest, Father John Healy. Thanksgiving envelopes may be handed in to the school office.

Religious Education Lessons

Sacramental Preparation for children who do not attend a Catholic School

R.C.I.A. Program for those wishing to become Catholic

Please contact Preca Centre Email: precameadows@tpg.com.au

Laverton Parish Catholic Community - A Brief History

Prior to 1961, most of the local Catholic Community associated itself with Parishes in Werribee or Altona; some chose to attend Mass at the R.A.A.F. Chapel in Laverton.

From 1961 to 1968, this area was part of St. Mary's Parish, Altona. At this time, Mass was celebrated in what had previously been Air Force huts located between Donald and Crown Streets, Laverton and the first school operated from this site. The school had an enrolment of about 50 pupils up to grade 3. It closed due to a shortage of teachers. Some of the pupils were then able to enrol at St. Mary's, Altona where eight teachers looked after approx. 570 pupils. (Class size of approx. 70)

In 1969, Altona Meadows was included as part of the Parish of Laverton.

The Laverton Catholic Education Community

The Laverton Catholic Education Community [L.C.E.C.] aims to establish quality services and opportunities that maximise the full potential of its members, wherein achievements in all areas are celebrated, basic skills nurtured and developed, self-esteem enhanced and high expectations maintained.

PROFILE:

L.C.E.C. comprises five Catholic primary schools in the Western region of Melbourne and services over 2,000 primary students with approximately 180 staff members.

The five Catholic Primary Schools are:

- *St Martin de Porres Primary School, Laverton*
- *Queen of Peace Primary School, Altona Meadows*
- *Lumen Christi Primary School, Point Cook*
- *Stella Maris Catholic Primary School, Point Cook West*
- *St Mary of the Cross, Point Cook South*

These are five schools that operate independently but in order to achieve their collective goals, operate under an integrated framework that has a focus on:

Identifying and addressing the social, emotional, educational and spiritual needs of individuals in our communities

Providing opportunities and mechanisms that build individual capacities and utilising these capacities to address community needs.

Building social capital

Forming partnerships and sharing the resources, human and other, that exist within our community

Establishing a coherent plan for the development of a range of services and opportunities that are flexible and responsive to the needs of our community

LCEC School History

In 1972, St Martin de Porres School was opened in Bellin St, Laverton. From 1977 to 1982, Mass was celebrated in the Jackson Pavilion on the corner of Merton St. and Hall Ave. (which was formerly North Rd) Altona Meadows.

The first building stage of Queen of Peace (Altona Bay Catholic Primary) was constructed on the current site in 1982. The school opened in 1982 with 121 pupils. The enrolment grew by as many as 30-40 pupils in some years, peaking in 1998 at approximately 650 pupils. From early 1982 to the end of 1992, the Queen of Peace School facilities were used as a Mass Centre. Mass was celebrated in the school itself. In 1987 two rooms were added to be used (mainly) as a Chapel until the Church was built. The first permanent place of worship for the Queen of Peace Catholic Community was constructed in 1992. Designed by Architects Jeff Sneath and Bridget King, the Church is one of the most outstanding and attractive buildings in the area.

In 2000, a third parish school (Lumen Christi), opened in Point Cook Road. The school grew rapidly had a population of over 700 children by 2010. Also in 2000, a new Presbytery (incorporating a Parish Office) was built at the Everingham Road site.

In 2005, work was commenced on Stella Maris Catholic Primary School which is situated in the Innisfail Estate in Point Cook West. The school opened in February 2006 with an enrolment of 90 children, which has grown to over 500 children.

In 2005/6, Queen of Peace School undertook an expansive renovation and building program which included the construction of a new administration area, a repainting program, installation of playgrounds and shade structures, theatre room as well as a redevelopment of the carpark, new fencing, new pedestrian entrance and resurfacing and extension of the existing carpark.

In 2007, Queen of Peace celebrated 25 years of Catholic Education in Altona Meadows. An Anniversary Garden which connects the school to the church was constructed to commemorate this important milestone. Work began in 2010 on a new school multi purpose hall which includes change rooms showers, meeting rooms and a new canteen facility. This building program was funded by the Federal Government under the economic stimulus package. This work was completed in 2011.

In 2013, work began on St Mary of the Cross in the Saltwater Estate, Point Cook South. While this building work was being undertaken, classes began for prep children at St Mary of the Cross temporary campuses at Lumen Christi and Stella Maris.

St Mary of the Cross opened in 2014 with a group of approximately 150. St Mary of the Cross will continue to expand as the population of Saltwater Coast continues to grow.

In 2019, Queen of Peace will begin a major building project of a new administrative building and refurbishment of main building area.

Queen of Peace school is well appointed, well resourced and able to tackle the challenges of providing a contemporary Catholic Education for the community of Altona Meadows.

QUEEN OF PEACE SCHOOL PRINCIPALS:

Mr Alan Williams	1982 – 1987
Mr Basil Ryan	1988 – 2002
Mr Leon Colla	2003 – June 2013
Ms Anne Price (Acting)	July – December 2013
Mr Anthony Drill	2014 – September 2017
Miss Anne Price (Acting)	September 2017 – December 2017
Mr Darren Gibbons	2018 -

Advice For Parents of Prep Children

The following items will be of benefit to your child at school:

- *An art-smock*
- *2 boxes of tissues*
- *Change of clothing kept in school bag in case of accidents (underwear, socks, shorts/pants)*
- *A library book bag*
- *Roll on sunscreen*
- *A distinctive label on the school bag*
- *A 'name' label on all items of clothing. (preferably surname - sewn on)*

Some things to Do and Don't Do

Do...

- *Be patient with your child*
- *Ask your child's teacher if there are ways in which you can help*
- *Value your child's interests and efforts*
- *Show an interest in your child and in what he/she is doing*
- *Share books and stories with your child*
- *Be a good listener*
- *Encourage your child to read to you*
- *Try to provide your child with interesting reading material*
- *Contact the relevant teacher if you are at all concerned about any matter*

DO NOT *Become over-anxious about your child's progress in reading - all children are individuals and develop in different ways and at different rates, therefore ...*

Do Not:

- *Compare your child's progress with that of his friends, or other children*
- *Expect more from your child than is reasonable*
- *Force your child to read to you or expect learner readers to be word perfect*
- *Expect your child to tell you all about school every day*
- *Talk about your child's problems in front of him (or other children)*

Settling In

No matter how much your child looks forward to school and how happily they set off on the first day, the actual separation from you may bring tears and clinging. If this does happen, give them a big hug and a kiss, tell them you will see them after school, say goodbye warmly but firmly, and go. Upset children usually stop crying as soon as mum or dad is out of sight.

Parents are asked not to come to school during lunch or recess breaks time as this can be very unsettling for a child and cause them distress. This is especially the case for children in Grade Prep.

PREP FAMILIES WELCOME BBQ

We welcome all 2019 Prep families to Queen of Peace.

Please come along and meet other Prep families on

Monday 11th February from 5.30pm to 7.00pm. A sausage sizzle will be provided.

All members of your family are welcome to attend.



Start of Year 2019

Week 1

Tuesday 29th January	Staff Return
Wednesday 30th January	Uniform shop open 9 – 11am
Thursday 31st January	Preps at school 9.00am – 1.00pm. Prep assembly at 9.00am in the Hall Children should bring a healthy snack/fruit and drink bottle – no lunch
Friday 1st February	Preps at school 9:00am – 1.00pm. Years 1 – 6 begin Whole school assembly under the sails area at 9.00am for all students

Week 2

Monday 4th February	8.45am – 3.00pm All classes. School Assembly at 2.30pm
Tuesday 5th February	8.45am – 3.30pm
Wednesday 6th February	Preps Day Off
Thursday 7th February	8 45am – 3.30pm
Friday 8th February	8 45am – 3.30pm

Week 3

Monday, 11th February	8 45am – 3.00pm Welcome BBQ for Prep families 5:30pm – 7pm
Tuesday 12th February	8 45am – 3.30pm
Wednesday 13th February	Preps Day Off
Thursday 14th February	8 45am – 3.30pm
Friday 15th February	8 45am – 3.30pm

Week 4

Monday, 18th February	8 45am – 3.00 pm
Tuesday 19th February	8 45am - 3.30 pm
Wednesday 20th February	Preps Day Off
Thursday 21st February	8 45am - 3.30 pm
Friday 22nd February	8 45am - 3.30 pm

Week 5

Monday, 25 th February	8 45am – 3.00pm
Tuesday 26 th February	8 45am – 3.30pm
Wednesday 27 th February	Preps Day Off
Thursday 28 th February	8 45am – 3.30pm
Friday 1 st March	8 45am – 3.30pm

Week 6

Monday, 4 th March	} Preps at school full week
Tuesday 5 th March	
Wednesday 6 th March	
Thursday 7 th March	
Friday 8 th March	

**Please note: Please ensure children are collected on time each day or that your child is booked into after school care.
Every Monday is 3pm finish.**

Term Dates & Public Holidays 2019

Term 1	Thursday 31 st January Friday 1 st February Monday 11 th March Friday 5 th April	Preps begin All children return Labour Day Public Holiday End of Term 1 – Early Finish 1:30pm
Term 2	Tuesday 23 rd April Thursday 25 th April Monday 10 th June Friday 28 th June	Term 2 begins ANZAC Day Queen's Birthday Public Holiday End of Term 2 – Early Finish 1:30pm
Term 3	Monday 15 th July Friday 20 th September	Term 3 begins End of Term 3 – Early Finish 1:30pm
Term 4	Monday 7 th October Monday 4 th November Tuesday 5 th November Friday 20 th December	Term 4 begins School Closure Day Melbourne Cup Day Public Holiday End of Term 4 – Early Finish 1:30pm

Pupil Free Days

Pupil Free Days are held to allow staff to attend Professional Learning programs run by staff from the Catholic Education Office and other presenters. Specific dates will be published in Newsletters well in advance.

Other Pupil Free days may be organised, and will be communicated to parents through the Newsletter.

OSHclub will run their program only if they have sufficient bookings for the day.

Please note that any changes to dates or updates to events are advertised in the fortnightly Newsletter and via the QoP App.

A – Z OF INFORMATION

Absences from School

In accordance with the Education and Training Reform Act 2006, schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted.

Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction.

Students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless: there is an approved exemption from school attendance or attendance and enrolment for the student

For absences where there is no exemption in place, the parent/guardian must promptly provide an explanation on each occasion to the school. The school will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the Education and Training Reform Act 2006. Schools must maintain attendance records, identify and follow up unexplained absences, and develop policies to support and maintain attendance.

According to Attendance Guidelines, the school is required to notify parents as soon as is practicable, whenever their child is marked absent without explanation. A text message is sent to a parent of any child who is marked absent without notification. Please note that if your child is not in their classroom at 9am they will be marked absent. If your child is going to miss school for any reason it is important that you contact the school before 9am to advise:

Absences can be reported by parents using the form on the FlexiBuzz App. An absence form is also available from the school office.

In case of holidays outside of the school term, parents must first apply for permission from the Principal.

Anaphylaxis

Allergies are becoming more prevalent in our society. ANAPHYLAXIS is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medications.

Minimising risk protects vulnerable children and reduces opportunities for incidents.

When a child is at school and is at risk of anaphylaxis, parents must:

- *inform school staff of the diagnosis and its cause*
- *discuss prevention strategies with the school*
- *work with school staff to develop an Anaphylaxis Management Plan in consultation with the child's medical practitioner*
- *provide copies of an ASICA Action Plan for the child, with up to date photographs*
- *supply the student's EpiPen and ensure it has not expired*
- *attend the school's training session, where possible*

At Queen of Peace we are committed to:

- *complying with the Ministerial Order 706*

- providing, as far as practicable, a safe and healthy environment in which children at risk of an anaphylaxis episode can participate equally in all aspects of the school's programs.
- raising awareness of allergies and anaphylaxis throughout the community
- actively involving the parents/guardians of each child at risk of anaphylaxis in assessing risks
- developing risk minimisation and management strategies for all children
- ensuring that each staff member and other relevant adults, have adequate knowledge of allergies, anaphylaxis and emergency procedures
- facilitating communication to ensure the safety and wellbeing of children at risk of anaphylaxis

We ask that you are very careful in the choice of foods that you include in your child's recess/lunch and **we discourage sharing of food.**

We request that you AVOID PEANUT BUTTER, OTHER NUT PRODUCTS as well as EGG sandwiches in your child's lunch.

Assemblies

Assemblies are held every fortnight on Monday at 2.30pm in the School Hall. Parents are very welcome and encouraged to attend. Each Year Level takes it in turn to conduct the assembly, showcasing some of their work.

Prayer is an important part of our school life and we open each of our assemblies with a prayer, our National Anthem and Welcome to Country

Asthma

Queen of Peace is an accredited Asthma Friendly School. Staff have been trained to treat the symptoms of asthma. All children who have been medically diagnosed with asthma are **required** to have a current Asthma Action Plan signed by a doctor. A copy of this plan will be filed at the school office and with the child's teacher.

Asthma Action Plans are to be renewed each year.

Please note: Spacers are recommended for everyone who uses a puffer as it greatly increases the medication reaching the airways. All children should have their own spacer at school clearly labelled with their name.

Parents of children who have asthma medication must fill in an asthma action plan and return it to school.

We request that your child bring their medication together with their own spacer if required to school where it will remain. Any medication that your child brings to school should be labelled correctly with their name and exact dosage. For children in Prep – 2 this will be stored in the sick bay. For children in year 3 – 6 it will be in their classroom.

We do not use medication past the use by date. Please ensure your child's medication is current and well within the expiry date.

For further information about asthma management contact Asthma Victoria on (03) 9326 7088 or toll free number 1800 645 130 or www.asthma.org.au.

Bikes / Scooters

Queen of Peace school encourages 'Active Travel' of all children and Families. For those children who ride or scoot to school, they are asked to leave their bikes in the locked bike cage. Children/parents should provide their own safety chain and lock. Through providing a locked storage area, the school takes every care to look after children's bikes and scooters. However, bikes and scooters are brought into the school at the owner's own risk. The bike enclosure is locked at 9am and opened at 3.30pm. Bikes or scooters may not to be ridden in the school grounds. Students should walk their bike/scooter into the school. Helmets must be worn at all times.

Birthdays at School

We have a number of children who are either anaphylactic or have serious allergies towards specific foods. We have a responsibility to make sure we look after the health of all our children.

Teachers will make the birthday child in their room feel special in a number of different ways. Each class does it differently.

If you wish to send something along to the class to celebrate your child's birthday, it needs to be limited to a lollipop e.g. chupa chups or a Freddo Frog. These are both safe alternatives for most children and a quick and easy to distribute. Anything other than these items will be sent back home with the birthday child.

Book Club

At different times during the school year children are given the opportunity to purchase reasonably priced books through the Ashton Scholastic Book Club.



Ashton Scholastic Book Club offers a range of texts selected for each level of the school.

Book orders can be submitted to the school office on the Book Club order forms or ordered online and books are sent home when they arrive. Participation in the book club program is voluntary. The school also benefits from this program by earning points that go to purchasing books for the Library.

Buddy Program

In order to assist prep students to settle into the new environment, a 'Buddy' program is put into place. Children from prep are paired together with children from year six. Buddies are also appointed for years one and two. The buddy student helps to ensure that the younger children are able to manage the playground and general school surrounds. The buddy students may also assist the younger children in class during structured activities.

The advantages of the Buddy program include:

- *Prep children are made to feel more welcome and safer at school*
- *Prep children see a familiar face in our large school playground*
- *The younger children have an older role model that they can look to for assistance*
- *Senior pupils develop leadership, maturity and communication skills*
- *The Christian atmosphere of the school is enhanced*
- *Positive role models are established*

Bullying and Harassment Prevention

We believe the children at Queen of Peace have the right to learn in a safe and happy environment, without the fear of intimidation.

We expect, encourage and support all children to report any bullying incident in which they have been involved as either victims or witnesses. Children may report problems to classroom teacher, teachers on yard duty, principal or parents.

Bullying and Harassment incidents are taken seriously by all staff. At Queen of Peace we work from a restorative perspective when dealing with issues relating to children's behaviour. For more information about Restorative Practices and how it works please ask at the office for a copy of our policy.

If you have any concerns about bullying please see your child's teacher as a first step.

Camp Program

As part of the Curriculum, Queen of Peace has a sequential camp program. The following camps took place in 2018.

Grade Prep	Camp Activity Day	School
Grade 1	Camp Activity Day	School
Grade 2	Camp Activity Day	School
Grade 3	Big Day Out	Off Site
Grade 4	Two night stay	Camp Wilkin Anglesea
Grade 5	Two night stay	Camp Curumbene, Corop
Grade 6	Two night stay	Billabong Ranch, Echuca

Camps are arranged to incorporate aspects of the current curriculum content. Camps are compulsory activities as they enhance and strengthen work completed during class time. They also provide an opportunity to develop new friendships and skills that involve developing independence.

The cost of the Grades 3 – 6 camps can vary from year to year. Full payment is required prior to your child's involvement in camp.

Canteen

The canteen is open each weekday.

If a lunch is being ordered, the exact money should be enclosed with the child's lunch order in a brown paper bag. There is **no counter service** at the school canteen; all orders should be placed in the lunch basket in the classroom each morning.

A list of the items available and the prices will be sent home with children at the start of the year. The Canteen Price List is also available on the website and the School App.

IMPORTANT: The Canteen is staffed by rostered volunteers.
You are encouraged to volunteer to assist in the canteen.

Usually, canteen volunteers work from 10:00am to 2.00pm. Please contact the School Office if you wish to volunteer. All volunteers are required to have a current Working with Children Check and to have signed and returned to school the Community Safety Code of Conduct.

Car Park

Please Note:

ALL cars that enter the school grounds must give way to ALL pedestrians.

CAR PARK SPEED LIMIT: 5 km PER HOUR

FAILURE TO COMPLY

In the interests of student safety, the Principal and the Vice Principal have the right to ban any parent from driving into the school grounds, if that parent does not comply with the school's rules for the car park, or the driver is considered a danger to pedestrians in the car park.

CAR PARK RULES: BEFORE SCHOOL

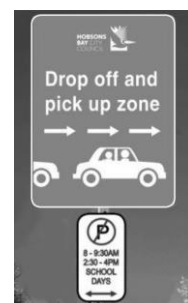
There are three options for delivering children to school in the morning:

Option one: Park outside the school grounds and walk your child into school. Please ensure that you use the designated pedestrian entrances and pathways. Pedestrian pathways are designated by a painted yellow 'person'. Parking restrictions exist in most streets surrounding the school.

Parents of older students may choose to use the Drop off and pick up zone
Everingham Road now has a drop off zone that is marked with blue parking spaces.

Drivers are: required to be within three metres of their vehicles
Are not permitted to stop or park longer than two minutes
Are not permitted to make U-turns or 3-point turns with the zone
Are not permitted to park across driveways or on nature strips
Are required to park safely in the presence of children

Students are: always to get into and out of the vehicle on the passenger side
Know and watch for their carer's car



Option two: Drive into the school car park from the church end (small gate) and do an immediate right hand turn. Park the car on the left or right hand side in the parking bays provided. Park the car and walk the children to class. Exit this car parking space by backing out and driving to the Parish Office end of the site and use the large sliding gate to exit.

Option three: Use the Drop Off Zone. This is a drive through zone that allows you to drop off the children into a safe pedestrian area and continue to drive out of the property. Drivers are not allowed out of the car at any time. Children should have their bags on their laps ready to disembark quickly. To access the Drop Off Zone, as you enter the car park do not turn right, but continue forward. Follow the arrows. A staff member will be at the crossing each morning from 8.30am to assist children and families to cross the Drop Off Lane.

CAR PARK RULES: AFTER SCHOOL

Because there are over 350 families who are eager to leave the property at the same time, often the car park is congested and difficult to manoeuvre in. You are asked to exercise extreme patience when in the car park. You must park in a designated car parking space and pick up your child either from the classroom or the designated waiting area. Exit onto Everingham Road by the large exit gate. You may turn left or right.

Pedestrians are to walk on the designated paths and should not exit via the car entrance gate.

Parents of older students may choose to use the Drop off and pick up zone.

KOWHAI CLOSE

Families who are dropping off or picking up children via the gate near Kowhai Close are not to drive and park in this street.

This rule has come about due to:

- (a) The lack of a safe area to turn a vehicle.
- (b) The lack of footpaths – children usually walk on the road.
- (c) The volume of pedestrian traffic.
- (d) Courtesy to our neighbours.

Child Safety Standards

Queen of Peace Primary School is committed to providing a safe environment for all students and young people and takes active steps to protect them against abuse. To achieve this the school has developed and actively enforces Child Safety Strategies to ensure that any person involved in 'child connected work' is aware of their obligations & responsibilities for ensuring the safety of all children under their care.

In accordance with requirements of the Victorian Government's Ministerial Order No 870, Queen of Peace Primary School maintains a culture of 'no tolerance' to child abuse and to support this has established minimum Child Safety Standards.

For more information about our commitment to Child Safety please refer to our Child Safety section of our Website.

Children's Property

It is strongly recommended that children do not bring toys to school, especially expensive ones. Bringing sporting equipment from home e.g. balls is also discouraged. The school will supply sporting equipment to all classrooms. However, children may bring items for 'class news'. No responsibility is taken by the school for items brought to school. Before personal items are sent to school, it is wise to get some guidelines from teachers on:

- Which day class news is on
- What sorts of items are suitable

Our aim is to avoid loss or damage to property and avoid causing upset to children.

Ultimately, the permission of class teachers (or other staff) should be gained before private property is brought to school.

If a teacher decides to confiscate an item, the usual procedure is to return the item directly to parents at the end of the day. However, if the item is very unsafe/totally unsuitable, it will be handed to the Principal who will in turn contact parents.

Items which become 'fad' items may be banned from time to time. These may include items such as swap cards etc. The reason for banning such items is to avoid inappropriate behaviour e.g. small children being conned or intimidated by other children. Advice will be given in the Newsletter on such bans.

AT NO TIME should children bring any of the following to school:

- Mobile phone (unless parents require children to have them for safety reasons)
- Electronic Game devices
- Toy guns, swords or violent toys

Children's School Banking

The school offers a School Banking service through the Commonwealth Bank. Volunteer Parents run this banking on a Tuesday. Bank Accounts can be opened at any Commonwealth Bank, on the internet or at the school during special Bank Account Opening Days. Children are able to collect tokens for every deposit made and then trade these tokens for incentive gifts. School banking is not compulsory but encouraged to help children learn the benefits of saving regularly.

Communication

CareMonkey

At Queen of Peace we use the CareMonkey App as a way of managing student medical details and excursion and other permission notes.



CareMonkey is a health and safety system that automatically keeps medical and emergency details up to date for us. It makes these important details instantly available to teachers and other authorized staff on their mobile devices in an emergency so they know who to call, what to do, or what to tell an ambulance paramedic. CareMonkey automates the permission and consent form process too and can collect any other information.

Information on how to enroll in CareMonkey will be given to you upon enrolment.

School App - FlexiBuzz



Queen of Peace began using a smart phone App in 2014 to assist with communication with parents. It works through both smart phones and smart devices (such as iPads and Android Tablets). The App is free to download and information on how to enroll and activate the school app will be given to you upon enrolment.

Seesaw

Seesaw is an app that allows students to share a digital portfolio of work with their parents and also for classroom teachers to communicate with parents.

Parents are able to view their children's learning on their mobile device or other form of technology. Seesaw enables children to independently document what they are learning at school. The children get their own journal and can celebrate their learning using photos, videos, drawings, text and links.

Classroom teachers will also use Seesaw to communicate with parents, share class activities and post class reminders. Parents will receive notifications when new posts are made from their child or teachers.

Please download the SeeSaw app from App Store and see your classroom teacher for the class code.



Community Calendar

The QoP Community calendar has all of the known dates that families need to be aware of, including masses, sacraments, class activities etc. Parents are encouraged to refer to this to keep abreast of what is happening at school and what events you can participate in. Please note that dates can change and any changes or updates to planned events will be published in our newsletter and school app.

The QoP Community Calendar can be accessed from the FlexiBuzz App and the school website.

Court Orders

If a family situation is such that the Family Court has made a Parenting Plan/Order, the Principal **must** be informed of the relevant details. Details of any **Residence Orders** are particularly vital for the school authorities.

Parents who have separated need to understand that Queen of Peace teachers will endeavour to keep the lines of communication open with both parents unless a Family Court Order forbids same. In other words, reports would be available to both parents and Parent/Teacher Interviews would be arranged either jointly or separately as appropriate. Please inform Admin staff and your teacher of your requirements

Copies of current Court Orders must be provided to the school.

The school has no jurisdiction to act in a family matter if no court orders exist or if we do not have a copy of one.

Curriculum

Queen of Peace strives to provide a broad education that helps the child to develop fully as a positive member of our school and community. To achieve this, we develop our curriculum to stimulate, challenge and celebrate achievements.

Our curriculum highlights all of the learning areas set out in the Victorian Curriculum and the Catholic Education Office of Victoria.

Central to our curriculum is Religious Education, which is the basis of all that we do, in the way we interact and treat each other as members of our school community. At Queen of Peace we integrate Religious Education into everything we do through our Faith Life Inquiry units.

In an era, where knowledge and skills necessary to obtain knowledge are increasingly more important, we endeavour to develop children with the skills necessary to seek, interpret and manipulate the wealth of information available to them.

Our Teaching and Learning is focused on but not limited to the following areas:

- *Religious Education (Through Faith Life Inquiry)*
- *English*
- *Mathematics*
- *Humanities*
- *Science*
- *Physical Education and Health Education*
- *Digital Technologies*
- *Design Technologies*
- *The Arts*
- *Languages other than English (LOTE)*
- *Faith Life Inquiry units of work*
- *STEM (Science Technology Engineering Mathematics)*

Learning at QoP

During each term, a document called “Learning at QoP” is created by each Year level and distributed via the website and App. The aim of this is to inform parents of what is happening during the term at each year level and how you may be able to assist at home. This is another way we are trying to build the partnership around education of our children.

Digital Technologies

All students at Queen of Peace use various devices, iPads, Chromebooks and laptops. Access to Information & Communication Technology at Queen of Peace Primary School is provided to promote educational excellence through resource sharing and communication. Students may only use the internet with teacher permission and for educational activities. Internet access is also screened by the Catholic Education Office Melbourne, through Information & Communication Technology tools.

Queen of Peace Primary School, reserves the right to review any material in user accounts, file or cloud server space, in order to monitor appropriate use by all users. Please refer to our school website for further information.

Each year all parents and students (years 3-6) are asked to read and sign the Student Responsible Use Acknowledgement Form.

Dismissal Procedure

Parents are requested to park in the car park or in the streets surrounding the school (excluding Kowhai Close) and come into the school to collect their children. Please be mindful of residents, pay attention to all parking laws and only park in designated car parks.

All children from Prep – 2 must be collected by their parents or older siblings. Children who are walking or riding home unaccompanied by an adult must have written permission from their parents. These children will be issued with a tag for their bag. This tag must be visible to yard duty teachers.

Parents of older students may choose to use the Drop off and pick up zone. These students must have permission from their parents and have a bag tag visible to yard duty teachers.

Children who are not collected 10 minutes after dismissal will be brought together to wait with a staff member at the rear of the school in the sails area. If a parent is going to be more than 10 minutes after dismissal time, the child should be booked into After School Care.

Early Arrival & Supervision

Yard Duty supervision of children begins at 8:30am when the gate beside the Visual Arts Space is opened. For their own safety, children are not permitted on the school grounds unsupervised **before 8:30am**. If parents wish to leave children at school earlier than 8.30am, children must be registered and booked into the Before School Care program. This service is provided by OSHclub. Further information can be found by calling head office 8564 9000 or at www.oshclub.com.au Only children attending Before School Care should enter the school via the Before School Care Gate (near Library).

Early Dismissal

If children are to be picked up before the end of school (for medical or dental appointments etc.) parents should write a note alerting the teacher of an early dismissal and the time of collection. **When picking up children on such occasions, parents should report to the office and sign their child out on the iPad and the child will be called.**

To avoid disruption to classrooms please note that if children need to be collected early they should be picked up at the end of a learning sessions i.e. 10:50am or 1.40pm. If you intend to collect your child during the lunch break it is advisable to send a note to the teacher in the morning so that the child's bag can be packed before they go out to play.

It is the school's preferred option that all appointments are made after school hours or during school holidays if possible.

End of Year Celebrations

At the end of each school year we celebrate the year we have had via a whole school celebration. This allows us to give thanks to God for all that has been and to celebrate the great work that has been done in our school.

FAMILY CHRISTMAS CAROL EVENING

We celebrate Christmas through a Family Christmas evening. All families and their relatives are encouraged to join us for a fun evening celebrating the year.

Excursions

At Queen of Peace we believe that Excursions and Incursions are an integral part of the educational program and enhance the learning opportunities for students. As part of the educational program teachers will arrange for Excursions or Incursions that enhance the learning and teaching opportunities.

A note will be sent home via CareMonkey prior to the Excursion or Incursion taking place informing you of the event. Parental permission is required for children to attend excursions. No child will be allowed to leave the school premises without parent permission. The cost of all excursions and incursions is covered in the Curriculum Levy.

Expectations of Parents

Queen of Peace has a number of expectations of parents enrolling their children, including:

- *respecting and supporting the School's Catholic Ethos and Religious Education Program.*
- *supporting the school in implementing positive behaviour/discipline*
- *that while at Queen of Peace School (or any event organised by the school) Parents will give a positive example to all pupils who might be present, in such matters as common courtesy, polite/appropriate language etc.*
- *observing the rules relating to:*
 - *careful driving in the car park*
 - *parking restrictions near the school*
 - *not smoking in the buildings/grounds*
 - *no dogs in the school grounds*
- *considering the prompt payment of school fees to be a high priority within the family's budget and that problems with fees will be discussed with the Principal.*
- *attending 3-way conferences.*
- *ensuring their children wear the correct school uniform with pride, and avoid extremes in such matters as hairstyle, fashion items etc.*
- *discussing any serious concerns they might have about any aspect of their child's education, with appropriate school authorities e.g. The Principal*
- *respecting people's privacy and not uploading photos of Queen of Peace students to social media or other internet sites*
- *notifying the School Office immediately when change of contact details occur i.e. phone numbers or change of address. Emergency contact numbers are important when your child is ill or in case of emergency.*

Head Lice

Head lice are a common occurrence for children in all schools. If we notice a child with what appears to be head lice we will contact the parent and ask for the child to be treated before being returned to school. We ask that all parents be vigilant and check their child's hair regularly. If you find head lice please let the office know and we will ask all families to check their children's head.

Advice about the treatment of head lice can be obtained from the pharmacy, the school office or on the Victorian Government website. <http://health.vic.gov.au/headlice>

By signing a child's Enrolment Form, parents give permission for their child's hair to be inspected for head lice/nits. Such inspections will take place if such is deemed necessary by school authorities; such permission will remain for the child's entire enrolment.

Home Learning

Home Learning involves children being engaged in learning activities outside of school hours. It provides opportunities for families to be involved in their children's education and strengthens the partnership between the school and the family. It encourages responsibility for learning to be taken by all, including children, parents and the school.

Home Learning provides an opportunity for children to develop positive dispositions that will assist them as life-long learners. Through Home Learning activities, children are able to consolidate skills and pursue areas of interest whilst informing their families of what they have been learning about at school.

A variety of Home Learning activities will be sent home depending on the Year level and the work being undertaken in the class. Please see our Home Learning Policy located on our website for more details.

Immunisation & Infectious Diseases

An important message for parents regarding protection against infectious diseases.

INFECTIOUS DISEASES

Please note that if children contract certain infectious diseases, the Principal has the right to exclude such children from school for a specified period.

IMMUNISATION.

Your child must have an immunisation status certificate to enrol in primary school.

Why immunise

Children starting school are exposed to a large number of people and to a range of potentially dangerous diseases.

Immunisation is a proven and safe way to be protected against diseases that cause serious illness and sometimes death.

Enrolling in primary school is a good time to check your child's immunisations are up to date.

If your child has not received any immunisations, you must still provide a certificate.

The school keeps a copy of the certificate so that, in the event of a disease outbreak, unimmunised children can be quickly identified and excluded from school until the risk of infection has passed.

If you do not provide the certificate to the school your child may also be excluded from school as their immunisation status will be unknown.

Homeopathic treatment is not a legally recognised form of immunisation and cannot be listed on an immunisation status certificate.

Instrumental Music

The school offers private instrumental music lessons in keyboard/piano and guitar. These lessons are taken during school hours. These are private lessons and are charged separately to school fees. Failure to pay Instrumental music fees when due will result in suspension of the lessons for your child.

A music recital is held each year to showcase the musical talent of the students.

Interschool Sport

Interschool sporting events are arranged through the Laverton District Primary Schools Sports Association. A variety of Interschool and District sports are offered and include Cross Country Championships, Athletics sports and Swimming Sports. Year six students normally participate in interschool sport. Other children may be selected from other Year levels.

Lost Property

To minimise the amount of lost property that occurs, ALL CLOTHING items should be labelled clearly with the child's name. Any property that is lost and has a name on it will be returned to the child when found. Property that is not named will go into Lost Property. Parents are more than welcome to look through the Lost Property bin for lost clothing etc.

Medication

It is preferred that parents administer medication to their children however from time to time children may require medication to be administered whilst at school. An Oral Medication Form must be completed and signed by the parent prior to any medication being administered. All medication sent to school must be labelled and in its original packaging and sent directly to the office. All students requiring medication will be supervised by office staff or by the school nurse.

Staff cannot administer any medication to children without written permission.

Forms are available on our website and from the office.

Mobile Phones

Students are not encouraged to bring mobile phones to school unless the parent wants the child to have it for safety reasons e.g. walking to and from school. If children do bring mobile phones to school they are to be either left in the child's bag or given to the classroom teacher to look after during the day. The school can take no responsibility for the safety of mobile phones left in children's school bags. Children discovered using mobile phones during school time will have them confiscated and returned at the end of the day.

Newsletter

The school produces a Newsletter every fortnight on a Friday. The Newsletter holds a vast amount of information about the school, reports of recent events and what is happening in the coming weeks. Please make a habit of reading the Newsletter so that you can remain up to date on all that is happening at school.

*The Newsletter is available on our school website. www.qopaltonameadows.catholic.edu.au
The newsletter will also be pushed out via the school App.*

Outside of School Hours Care

Families at Queen of Peace have access to 'Outside School Hours Care' program that is operated every school day by OSHclub. OSHclub is a private company offering a service to our families. Further information about the 'Outside School Hours Care' program is available from www.oshclub.com.au or OSHclub head office 8564 9000

All parents wanting to use this service are required to register their children with OSHclub. Children not registered cannot be left at before or after school care.

'OSHClub hours are from 7.00am until 8.45am and 3.30 pm until 6.00pm

Parents and Friends Association

The Parents and Friends Association (P&F) provides a network for parents to participate in activities and decision making processes at Queen of Peace Parish Primary School. It works to benefit our children, the school and our community. Some of its many functions include:

- *supporting the school with social activities to help build community spirit.*
- *helping the school financially by raising funds for specific/general purposes.*
- *members helping to organise the school maintenance.*
- *other roles and duties as the needs arise.*

A meeting is held each term. Dates are advertised in the newsletter, App and the Community Calendar. All parents are welcome and encouraged to attend.

Privacy Policy

Queen of Peace collects information about families for its own and other organisations use, therefore we are required to have a Privacy Policy outlining the method of collection and the uses of this information. The full Privacy Policy can be obtained from our website.

Problems – If a child has a problem

Parents are advised to contact their child's teacher if any problem exists concerning his/her welfare or educational progress. Others who can be of assistance include the Principal, the Deputy Principal, Director of Student Services (Mrs Rose Gusman) and the Student Well Being Co-ordinator (Mrs Marisa Te).

Please Note: Issues involving children must be dealt with at school level. Parents are forbidden to chastise or threaten children in the playground, classroom or car park.

Punctuality

Parents are expected to ensure their child is at school in plenty of time to begin class at 8.55 am. Our aim is to have all children arrive between 8.30 am and 8.45 am. It is very inconvenient for children to be arriving at the classroom after the bell has rung. Some children become very reluctant to enter the classroom if they are late and consequently miss out on some of the settling in time that children need as they begin a day at school.

Chronic late arrivers and their parents will need to meet with the principal to discuss a solution to the problem.

Children who are late for school are required to be signed in by parents and collect a Late Slip at the general office before going to class. For safety reasons access gates are closed at 9.00am and are not opened again until 3.15pm. All access to the school is through the general office at other times.

Religious Education

At Queen of Peace, all children are given the opportunity to develop their relationship with Jesus Christ and our Church through our Religious Education program that is incorporated into our Faith Life Inquiry Program.

Class Masses, School Masses, Paraliturgies and Reconciliation are held periodically. You are encouraged to attend your child's class mass or paraliturgy to show your support for the importance of this essential aspect of the school's work.

Prayer is an integral part of school life. All children will be involved in daily prayer celebrations in their classrooms. Prayer nights are also organised for children in prep, one, two and five. These are family nights and parents are encouraged to attend. Year 3, 4 & 6 will have Sacramental Family nights.

Any queries regarding Religious Education at Queen of Peace may be directed to the Religious Education Leader.

Reporting Children's Progress to Parents

The current system of reporting to parents on the progress of children involves at least four communications - two written reports and two Parent/Teacher/Student (3-Way) Conversations. In addition to these opportunities, parents or teachers may choose to arrange special interviews at mutually convenient times should such be considered necessary.

Assessment of children's progress is an ongoing process. Several formal testing programs are used by the school, including literacy and mathematics screening tests, which are conducted at various times throughout the school year. Various other assessment tools are used at each year level as well as teacher designed assessment pieces.

Formal written reports are sent to parents at the end of Term 2 and 4. The report format is consistent with the requirement as mandated by State and Federal Education authorities.

A digital portfolio of work is shared with parents on the Seesaw app. This app is also for classroom teachers to communicate with parents.

Parents are able to view their children's learning on their mobile device or other form of technology. Seesaw enables children to independently document what they are learning at school. The children get their own journal and can celebrate their learning using photos, videos, drawings, text and links.

Soon after formal written reports are sent at the end of Term 2, Three Way Learning Conferences are held with the child, parent and teacher.

National Testing Program (NAPLAN)

Children in years three and five participate in the National Testing Program (NAPLAN). Formal testing programs are conducted in the school during May. These tests are then marked and collated and fed back to parents in the form of a standard report. Parents of year 5 students are advised to keep this NAPLAN report as you will require it when enrolling into Secondary School

Sacramental Programs

Sacramental preparation is commenced in prep and built on throughout the primary school years. Preparation for the reception of the Sacraments occurs as follows:

Grade 3 - Reconciliation

Grade 4 - Eucharist

Grade 6 - Confirmation

While the school takes some responsibility in the preparation of children for the Sacraments, parents and guardians are also expected to become involved.

All families of children involved in the sacramental programs will be required to participate in the preparation program. Each program is different, but will comprise a parent night with a focus on family preparation.

The family preparation aspect of these programs are **compulsory**, and non attendance may result in a deferment of the reception of the sacrament.

School Fees and Levies

The 'School Fees' are divided into three separate charges.

School Family Fee:

The School Fee is a family fee. One School Fee is charged per family.

Capital Development Levy:

This charge is used to repay loans for facilities that have been developed. One Capital Development Levy is charged per family per annum.

Curriculum Levy:

The Curriculum Levy is charged to each child. This levy covers all stationery, library and resource development, incursions and excursions.

Camp Fee

Fee for camps or camp program activities held in years 3 – 6.

Please Note:

1. Those electing to pay their school fees by instalments over three terms are required to pay by week one of terms 1, 2 & 3 by which time all fees should be finalised.
2. Parents may elect to pay by regular instalments of specific amounts. These may be as direct debits from your bank account to the school account. Please see the Bursar if you would like to make a direct debit payment. This is the recommended and preferred method of payment.
3. Payments may also be made by Credit Card (Visa or MasterCard) Cash or cheque at the office. Please do not send cash in the mail, or with children.
4. It is now also possible to set up for payments to be made through Centerlink via their Centerpay service.

Most importantly:

If parents are having financial difficulties and cannot maintain their financial commitment to the school, please contact the Principal to discuss how we can assist. Payment plans can be developed to assist families meet their financial commitment to the school.

School Hours

It is critical that children are in their classrooms and ready to start the day no later than 8.55am. Children who are late miss out on essential elements of the literacy program. Parents should make every effort to have their children at school by 8.50 am.

School hours are as follows:

Monday: 8.45 am to 3.00 pm
 Tuesday – Friday: 8.45 am to 3.30 pm

Bell Times

8.45am	Classroom doors to open	
8.55am	First Bell	
9.00am	Commence First Session	
10.50am	First Recess Bell	Children eat snack in classrooms
11.00am	Recess Play	
11.40am	Commence Second Session	
12:30	Prep Fruit Break	
1.40pm	Lunch Eating Bell	Children eat lunch in classrooms
1.50pm	Play	
2.30pm	Commence Third Session	
3.00pm	End of Day – Monday only	
3.30pm	End of Day – Tuesday – Friday	

Secondary School Enrolment & Transition

Generally, enrolments for Catholic Secondary Colleges are organised in Year 5 of the children's Primary School education.

Parents are advised that attendance at Queen of Peace Primary School in no way guarantees enrolment at any Catholic Secondary School.

Each Catholic Secondary College conducts its own enrolment procedure. Queen of Peace School will always endeavour to support the application by parents for their child's enrolment in either Catholic Secondary Colleges or local State Secondary Colleges. Parents are advised not to expect enrolment of their child in any local secondary school to be managed by Queen of Peace.

Students from our school are zoned to the following Secondary Schools:

Emmanuel College, Notre Dame Campus	Co-educational
Emmanuel College, St Paul's Campus	Boys only
Mount St Joseph Girls College	Girls only

Please note: We will not support an enrolment application to MacKillop College, Thomas Carr College, as students from Queen of Peace are not zoned to these schools.

Sick Children



If children are feeling sick, they should be kept at home. Parents are able to give more adequate care and rest to sick children. It is important to note that our sick bay has limited space. Sometimes sick children will be sent home during the day; such arrangements always involve phone calls to parents/emergency contacts; sick children are never sent home by foot or bicycle.

Student Leadership

A Student Leadership Program to promote the development of leadership qualities in students is currently in place at Queen of Peace. The various aspects of the leadership program allow for a number of students to be involved at a range of levels. The program is as follows:

School Captains	Year 6
Junior School Council	Years 5 & 6
House Captains	Year 6
Liturgy Leaders	Year 6
Minnie Vinnies	Year 6

Sunsmart

NO HAT / NO SUNGLASSES - NO PLAY POLICY

Our SunSmart Policy states that the school enforces a 'No Hat, No Sunglasses - No Play Policy' when the UV Index reaches 3 or higher. It is compulsory for children to wear their school hats and sunglasses when outside 1st September to 30th April. Baseball caps are not permitted to be worn.

Advice from the National Health and Medical Research Council states that children who are able to apply their own sunscreen (under supervision) should be encouraged to do so. This fosters independence and responsibility.

Parents should apply a generous amount of SPF30+ sunscreen at the start of the day and make sure children have sunscreen in their bag ready to be reapplied throughout the day. Please ensure that your child gets plenty of sunscreen application practice at home so they'll be all set when they are at school.

School hats & sunglasses are available from the school uniform shop and the school office.

Support for Students with Additional Needs

An extensive Additional Needs Program is provided by the school for children who may need extra support. Support for additional learning needs is considered on a referral basis and parent consultation is always managed by our Director of Students.

Intervention programs:

From time to time children need extra support to ensure optimum learning and success. The following intervention programs are currently employed by Queen of Peace:

Literacy intervention:	Reading Recovery (Year one)
Mathematics intervention	Number Intervention Program (Year 1 – 4)
Adjustment program:	For children with disabilities established through formal assessment.
Classroom support:	Where required, extra support in the classroom setting for children with additional needs is provided.

Transition Programs

Year Six to Secondary

The school conducts a thorough transition program for all students in year six. Year six teachers work with Secondary School Co-ordinators to ensure that all aspects of the student's enrolment are covered. All schools in the parish are involved in the program.

Kindergarten to Prep

The School conducts a comprehensive transition program that involves:

- *Numerous visits to school by incoming prep children*
- *Visits to kindergartens by QoP Prep teachers*
- *Orientation programs for new preps and their families*

Uniform

Queen of Peace has a school uniform and all children are required to wear the school uniform appropriately. This includes while on the way to and from school. (Uniforms that pupils have worn to previously attended State or Catholic schools are considered appropriate for the purposes of this rule). The uniform should be worn neatly as it is an indication of pride in the school. Please refer to the School Uniform Policy.

Other Points:

- *Children are not permitted to wear rings or ear-rings during school hours. (Plain studs or sleepers are permitted)*
- *Make-up and nail polish are not to be worn during school hours.*
- *Extremes of hair fashion should be avoided. Long hair should be tied back.*
- *Hair accessories for girls - blue, white or maroon*
- *All children's clothing and property must be labelled (surname)*
- *Hats and Sunglasses are a compulsory item of uniform 1st September to 30th April*

The school has both a summer and winter uniform. As a general guide, we ask that the summer uniform be worn during Term 1 and Term 4. The winter uniform should be worn during Term 2 and Term 3. However, we strongly suggest to parents that they have their children wear the uniform which is most comfortable for any particular day

Where to Purchase

The Queen of Peace uniform is only available from the School's Uniform Shop.

The Uniform Shop is located in Visual Arts Space at the school and is open on Friday afternoon (school days) between 2:30pm – 3:30pm. Other opening days/times will be advertised in our newsletter / App. If you are not able to attend at that time, uniform orders can be left with the school office.

The Uniform Order Form is available in the office foyer or on the school website.

Visitors to the School

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school.

At the same time we acknowledge our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

The basic responsibilities for all visitors are as follows.

Implementation

- *All visitors must report to the office prior to undertaking any activity in the school.*
- *Visitors will be required to sign in on the Visitor iPad system and will be assigned a “Visitors” badge.*
- *Visitors must wear their Visitors Badge at all times whilst on school property.*
- *At the end of their visit, visitors will report back to the office, return their badge and sign out.*

Volunteering at School

In 2016 the Victorian Government introduced new Child Safety Standards that all schools must abide by. From 2017 onwards any parent who wishes to volunteer for any role in the school including assisting in classrooms or attending school excursions, Clubs or school camps must hold a current ‘Working with Children Check’. Forms for these checks are available online at <http://www.workingwithchildren.vic.gov.au/home/>. After gaining a WWCC parents need to register at the school office.

Parents without a current WWC check will not be permitted to attend excursions or camps. Parents, who apply for a WWC check for volunteering at school, can do so at no cost.

Website ~ www.qopaltonameadows.catholic.edu.au

The Queen of Peace website can be found at the above address. The web site is the main method for communicating news and information to parents. It is updated regularly and provides an up to date source of information, proformas and current news items.

Yard Duty

At all recess and lunch breaks there are at least four staff members on duty in the yard. If a child has a problem at these times, he/she should contact one of these staff members. Staff members on duty are identified by a safety vest.

The School First Aid Officer is on first aid duty inside the school and ready to attend to any small medical problems which may arise (cuts etc). Staff commence yard duty at 8.30a.m. every day. Additional adult supervision is provided in the carpark from 8.30a.m

*Note: Parents delivering children to school late should be aware that the school crossing is not supervised after **9.00a.m.** therefore, parental supervision is required for crossing the road.*

At Queen of Peace we believe the following statement and work to make it a reality with our families and community. We hope you will join us

When schools and families work together,
**CHILDREN DO BETTER, SCHOOLS IMPROVE
AND COMMUNITIES FLOURISH.**

All kids deserve to **LEARN** and **SUCCEED**
at school, regardless of their background. **THIS IS OUR MORAL
IMPERATIVE.**

LEARNING HAPPENS EVERYWHERE.
Look out beyond the margins of formal schooling.

EXPLORE LEARNING IN ALL ITS POSSIBILITIES,
WHERE EVERYONE IS A **LEARNER** AND A **LEADER.**

IT'S NOT ABOUT HAVING THE **RIGHT ANSWERS** BUT THE **RIGHT QUESTIONS.**

TALK Seek to understand and
WITH FAMILIES. **BUILD COMMUNITY.**

WHAT'S **my** STORY, **your** STORY... **our** STORY?

RELATIONSHIPS ARE THE KEY TO LEARNING.

How well do you know **each child** and **their family**?

Re-think traditional ways to involve parents.

Not **MORE**, but **DIFFERENT.**

EMPOWER parents to take their place alongside
teachers as educators of their children.

Partnerships build strong learning communities...

TOGETHER, WE CAN TRANSFORM LIVES.

FAMILY—SCHOOL—PARTNERSHIPS
