



Queen of Peace Primary School

Parent Information Booklet

Principal	Darren Gibbons
Deputy Principal	Michael Ozbun
Office hours	8:45am – 4:30pm, Monday – Friday during school term
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Welcome

Dear Parents

It is my privilege to extend you a warm welcome to Queen of Peace Parish Primary School, Altona Meadows. I 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 you enjoy. We hope that you feel welcome in our community of Queen of Peace and 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 dedicated staff with many years of experience who 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 opportunity for children to perform to the best of their ability

Queen of Peace is one of five Catholic Primary Schools in the Parish of Holy Trinity, Laverton. These schools form the Holy Trinity Catholic Education Community. The other schools in the Parish 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). We share resources and educational opportunities which enhance the overall educational experience for children and staff in our schools.

Queen of Peace is a Catholic School that values 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 are therefore 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

Acknowledgement of Country

We acknowledge the people of Yalukit Wilum of the Boon Wurrung Country that makes up the Greater Kulin Nation, traditional owners of land. We recognise the First People's relationship to this land and offer our respect to their elders, past and present.

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.

At Queen of Peace we value:

**Safety, therefore we move and play
safely**

**Respect, therefore we keep hands, feet
and objects to ourselves**

**Responsibility, therefore we look
after all property and the
environment**

**Courtesy, therefore we listen to the
speaker**

**Potential, therefore we follow
instructions**

**Dignity of the person, therefore we
speak appropriately and use
manners**

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 our priest, Father John Healy how you can be an active member of our parish.

Mass times at Queen of Peace Church*

Wednesday & Friday 9:15am

Saturday 6:00pm

Sunday 8:00am & 11:00am

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.

*Please check the [Holy Trinity Parish website](http://www.lavertonparish.org.au) for latest information: www.lavertonparish.org.au

Holy Trinity 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 RAAF 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 three. 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 approximately 570 pupils with class sizes of around 70. In 1969, Altona Meadows became part of the Parish of Laverton.

In November 2019, the Parish of Laverton was proclaimed Holy Trinity Catholic Parish.

The Holy Trinity Catholic Education Community

The Holy Trinity Catholic Education Community [HTCEC] 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. HTCEC comprises five catholic primary schools in the western region of Melbourne and services over 2,000 primary students with approximately 180 staff members.

- 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

The five schools 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

Holy Trinity Parish School History

In 1972, St Martin de Porres School was opened in Bellin Street, Laverton and now has 236 students enrolled.

From 1977 to 1982, Mass was celebrated in the Jackson Pavilion on the corner of Merton Street and Hall Avenue, 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 and had a population of over 700 children by 2010. Enrolment numbers in 2020 reached almost 770. Also in 2000, a new Presbytery incorporating a Parish Office, was built at the Everingham Road site.

In 2005, work commenced on Stella Maris Catholic Primary School in Point Cook West. The school opened in February 2006 with an enrolment of 90 children and has since grown to 729 children in 2021.

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 as well as a redevelopment of the car park, new fencing, new pedestrian entrance and resurfacing and extension of the existing car park.

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 that included change rooms, showers, meeting rooms and a new canteen facility. This building program was funded by the Federal Government under the economic stimulus package. 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 and in 2020 had an enrolment of approximately 350 students. St Mary of the Cross will continue to expand as the population of Saltwater Coast grows.

In 2019, Queen of Peace began a major building project of a new administrative building, refurbishment of the main building area, a new Library/Information Technology Resource Hub and new learning spaces for our Prep and Year 3/4 students. This work was completed in mid 2020.



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

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

Start of Year 2022

Monday 31 January	Preps at school 8:50am – 1pm Children should bring a healthy snack/fruit & drink bottle – no lunch
Tuesday 1 February	Preps at school 8:50am – 1pm Children should bring a healthy snack/fruit & drink bottle – no lunch
Wednesday 2 February	No school for Preps Years 1-6 return to school, all day
Thursday 3 February	Preps and Years 1-6 attend full day from now on

Prep school times - remainder of February

Monday	8:50am – 3pm
Tuesday	8:50am – 3:30pm
Wednesday	Preps day off
Thursday	8:50am – 3:30pm
Friday	8:50am – 3:30pm

Prep school times - March onwards

Monday	8:50am – 3pm
Tuesday	8:50am – 3:30pm
Wednesday	8:50am – 3:30pm
Thursday	8:50am – 3:30pm
Friday	8:50am – 3:30pm

- Preps DO NOT ATTEND SCHOOL ON WEDNESDAYS THROUGHOUT FEBRUARY.
- Ensure your children are collected on time each day or that you have booked your child into After School Care ([OSHClub](#)). You should register your child with OSHClub (it is free to start an account and register your child) so that if you ever need to make a booking the account has been set up.

Term Dates & Public Holidays 2022

Term 1	Monday 31 January	Preps begin
	Wednesday 2 February	Years 1-6 begin
	Monday 14 March	Labour Day Public Holiday
	Friday 8 April	End of Term 1 – Early Finish 1:30pm
Term 2	Tuesday 26 April	Term 2 begins
	Monday 13 June	Queen's Birthday Public Holiday
	Friday 24 June	End of Term 2 – Early Finish 1:30pm
Term 3	Monday 11 July	Term 3 begins
	Friday 16 September	End of Term 3 – Early Finish 1:30pm
Term 4	Monday 3 October	Term 4 begins
	Monday 31 October	Student Free Day - Staff Report Writing
	Tuesday 1 November	Melbourne Cup Day Public Holiday
	TBC	End of Term 4 – Early Finish 1:30pm

Student Free Days

Student Free Days allow QoP staff to attend Professional Learning programs run by the Catholic Education Office and other presenters. There is usually one student free day per term. Dates will be published well in advance. OSHclub will run their all day program only if they have sufficient bookings. Keep an eye on the google [Community Calendar](#), a real-time calendar with all the known school events our families need to be aware of. Parents are asked to regularly check this calendar, you can find a link on the [school website](#). The school will notify of any changes or updates to events via this calendar and if needed, details in an email via Operoo or a Seesaw notification. Further information in the 'Communication' section of this booklet.



Google Calendar

Advice for Parents of Prep Children

In addition to the required uniform pieces, the following items will be of benefit to your child at school:

- ☐ Change of clothing kept in their school bag in case of accidents (underwear, socks, shorts/pants) preferably in a zip lock bag is best so that wet clothes can then be sent home in this.
- ☐ Roll-on sunscreen
- ☐ A distinctive label on the school bag
- ☐ A name label on all items of clothing (preferably surname, and sewn on)
- ☐ Refillable water bottle, named

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 should ensure their child is **at school between 8:30 and 8:45am, ready to start their first session at 8:50am when the bell rings**. This is an important time for children to learn the routine of unpacking their own bags, putting notes in tubs and changing readers before class begins. It is very disruptive to the class and the children's learning for students to be arriving at the classroom after the bell.

Remember...

- 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

A – Z of Information

Due to COVID19 restrictions, some of our regular procedures have altered temporarily to what is described in this booklet.

Absences from School

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

Parents/carers 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/carer 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 purpose of the parent meeting their responsibilities under the Education and Training Reform Act 2006 (Vic). 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 practicable on the same day of the absence, 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 9:00am they will be marked absent.

If your child is going to miss school for any reason it is important that you notify the school **before 8:30am**. These notifications must be received via the official link and cannot be verbally advised via phone or conversations, or Seesaw messages to teachers. Parents must advise the school of all student absences via the [Student Absence google form](#). You can also scan the QR code to access this form from your smart device.

In case of family holidays during the school term, parents must also advise the school using the abovementioned Absence Notification google form.



Arriving and Leaving School

School Crossing – Everingham Road

Drivers - When travelling towards a children's crossing, you must drive at a speed so that you can stop safely.

At a crossing which has 'Children crossing' flags you must:

- stop if a pedestrian is on or is about to step on the crossing, even if there is no crossing supervisor
- not go until the pedestrian has left the crossing
- stop if a hand held stop sign is displayed at the crossing



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

CAR PARK SPEED LIMIT: 5 km PER HOUR

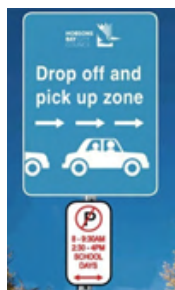
DO NOT double park in the carpark DO NOT overtake vehicles

Before School

Drop off time before school is **between 8:30am and 8:45am**. Students cannot arrive at school earlier than 8:30am.

When bringing your child to school in the morning, please consider the following options;

Option 1: Walk or Ride to School. Consider how close you live to the school and how important it is that we live an active lifestyle, making the most of every opportunity to fit in activity. A walk to school also provides the opportunity for relaxed conversation and time to reflect or simply enjoy nature, your surroundings and quiet time together. You could even make this a social occasion by walking with another family living nearby.



Option 2: We are fortunate to have dedicated **Drop Off and Pick Up Zones** on Everingham Road and these are marked with blue parking lines and signs. Using these handy spaces avoids the need for our school car park to become congested with unnecessary traffic. The blue zones area monitored by Council Officers and fines can be issued for non-compliance so please observe all parking signs*. If you drop children here they can then easily walk in the middle gate and be escorted across the school car park by the staff member on duty to monitor the school car park crossing to school building.

*The Blue Zones on Everingham Road offer temporary parking only:

- Drivers are required to be within three metres of their vehicles
- Drivers are not permitted to stop or park longer than two minutes
- Drivers are not permitted to make U-turns or 3-point turns with the zone
- Drivers are not permitted to park across driveways or on nature strips
- Drivers are required to park safely in the presence of children
- Students are always to get in/out of the vehicle on the passenger (nature strip) side
- Students should know and watch for their Carer's car

Option 3: Park outside the school grounds and walk your child or they walk to one of the school entry points (Art Room Gate, Hall Gate, Kowhai Close gate on east side of playground). The **Skate Park car park is a preferred option - it has many car spots** and is only a short walk to the rear gates of the school grounds that are opened between 8:30-8:35am. We recommend that rather than accompanying your child into school, you use the gates as a “Kiss and Go” spot and encourage your child to independently walk into the school grounds. Please ensure that you always use the school crossing, designated pedestrian entrances and painted pedestrian pathways. Parking restrictions exist in most streets surrounding the school.

Option 4: Use the Drop Off Zone within our school car park, in front of the Art Room. This is a drive-through zone that allows you to drop off the children into a safe pedestrian area and then continue to drive off 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. The school car park becomes overly congested when parents insist on dropping children inside the school grounds and we therefore ask you to choose another option or exercise great patience. To access this the car park Drop Off Zone, drive into the school from the church end (small gate) and turn right into the **2nd lane** (the lane closest to the school buildings). As the car park can be congested with cars, a staff member will be at the crossing each morning from 8:30am to assist children and families to cross the lanes inside our car park. Remember, you may not drop your child wherever your car happens to be in the idling in the queue. You must make your way to the allocated Drop Off zone in front of the Art Room, even if this means your child is waiting an extra few minutes for traffic to clear. Do not let your child alight from the car outside the school office, you must wait until you reach the zone in front of the Art Room.

Option 5: Park in the school car park. Drive into the school car park from the church end (small gate) and turn right into the **1st lane** and park. Walk your child to one of the entry point gates. Children are not to walk into the carpark without an accompanying adult.

If you drive into the school grounds, follow all the signage and note both lanes are one-way only. You may not turn right from Everingham Road into the entry gate as this creates an unsafe traffic jam behind you. Remember you have children in the car with you so be a positive, calm, respectful driver and set a good example for the little people travelling with you. Follow all directions from staff. At times we may need to close school gates to prevent traffic coming on site. Please do not park alongside the Presbytery, these car parks are clearly marked with ‘no parking’ signs.

After School

If your children are not walking or riding home independently, arrange for them to meet you at a particular gate at the end of each day.

If you are picking them up by car, you must park in a designated car parking space and pick up your child either from the classroom (Year Prep-1) or the designated waiting areas. You can ask older children to walk to you e.g. at the Skate Park car park. Pedestrians are to walk on the designated paths within the car park and should only exit via the exit gate. Because there can be approximately 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 and care when in the car park. For this reason we ask you to consider all the above suggestions and avoid driving in to the car park altogether, if possible.

Kowhai Close

No Parking here whatsoever, this road is to be used for pedestrian traffic only. If you wish to use the gate in Kowhai Close to enter the school grounds, please park in Pollywoodside Drive instead and walk because of:

- a lack of safe area to turn a vehicle
- a lack of footpaths (children usually choose to then walk dangerously on the road instead)
- the high volume of pedestrian traffic

Please show consideration and courtesy to our neighbours. Council Officers will fine drivers who enter Kowhai Close. Only residents are allowed to park in this street.

Assemblies

Assemblies are held regularly 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. Assembly dates can be found in the google community calendar.

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.

Bikes / Scooters

We highly encourage 'Active Travel' for all children and families. Children who ride or scoot to school are asked to leave their bikes in the locked bike cage. Children/parents should provide their own safety chain and lock. In 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 risk. The bike enclosure is locked at 9am and opened at 3:30pm. Bikes or scooters must not 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 may only be **Chupa Chup lollipops or Freddo Frogs**. These are both safe alternatives for most children and easily distributed. Anything other than these items will be sent back home with the birthday child.

*Please also note at Christmas time, some children may choose to exchange Christmas cards, they are asked not to give out candy canes. They are high in sugar, wrapped in plastic which ends up throughout the garden, and not suitable for eating at school.

Book Club

Once a term we send home a 'Scholastic Book Club' catalogue with a range of books for all ages and reading interests. It is easy to order and pay online via their website. Books are delivered to students in the classroom. Purchasing via Book Club is entirely voluntary. The school does benefit from this program by earning points/commission that is then used to purchase school books and resources from Scholastic.



Buddy Program



In order to assist Year Prep students to settle into the new environment, a Buddy Program is introduced. 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. 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 the 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 their 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 see the [policy document](#) on our school website. 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 2019 (2020 and 2021 programs were adjusted due to lockdowns and restrictions):

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 Wyuna, Queenscliff
Grade 6	Two night stay	Billabong Ranch, Echuca

Each year level's camp program is communicated to parents once arrangements have been finalised. 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.

When parents accept enrolment at Queen of Peace, they agree to their child being involved in the whole school curriculum and the related programs. Every child is charged for attendance at their year level camp program. Should a parent decide to withdraw their child from attendance, please note that in accordance with the Enrolment Agreement, no refund will be offered as the overall cost for camp is based on attendance of all students.

Canteen

Our lunch service is currently provided on **Monday** only, by KingWill Catering. There is no counter service or option to purchase snacks for morning recess. We offer families the convenient option to order the school lunches online. We ask parents to open an account with [Qkr!](#) to place orders up to 2 weeks in advance. Place your order up until 8:30am on the day.

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 the [Child Safety](#) section on 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 held
- whether items are suitable


Our aim is to avoid loss or damage to property and avoid causing upset to children. Ultimately, the permission of the child's classroom Teacher or the Principal 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 or unsuitable, it will be handed to the Principal who will in turn contact parents.

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

Communication

In your child's pack you will have received a hard copy of this handy reference sheet:



School Communication

School Website: www.qopaltonameadows.catholic.edu.au
Detailed information and links to all platforms and apps are provided on the school website. Please take the time to tour our website.

At Queen of Peace Primary we believe that communication between the school, parents and students is essential to a child's wellbeing and success at school.

Seesaw
An app that allows students to share a digital portfolio of their work with parents. Teachers also use Seesaw to communicate with parents, share class activities and send reminders. *Preferred way for parents to communicate directly with teacher.

Operoo
Digital permission forms for excursions, camps, etc. Parents create an account & keep their child's medical & emergency info updated for school's quick reference. Important information from the Principal and office with email notifications.

Absences
You must notify the school of your child's absence by [clicking here](#), scanning the QR Code or by following the link on the school website. All unexplained absences will be notified by text message.

Text/Email
School office may contact you via email or text. Accounts and statements will be emailed.

PTO
An appointment booking system used for 3-Way Conversations, etc.


School Newsletter
Monthly digital newsletter that includes a message from the Principal, photos and reports of recent school activities, upcoming events, important updates from our school leaders and community news.

School Calendar
Keep an eye on the QoP Community Calendar, a real-time calendar with all of the confirmed school events our families need to be aware of.

QuickClik
Purchase items from our on-site **Uniform Shop** via this platform. Items are then sent home with the student.

nForma
Access your child's School Report via the nForma Parent Portal.

Qkr!
Lunch orders from 'KingWill Catering' must be placed via the Qkr! app.



*Handy Tip: For any web-based platform, right mouse click and save the link as a 'home screen' shortcut on your smartphone for easy access. It will then look like an App.

School Community Calendar

The QoP Community Calendar has all of the known dates that families need to be aware of, including masses, sacraments, class activities, excursions, etc. Parents are encouraged to refer to this online calendar to keep abreast of what is happening at school and events they can participate in. Please note that dates can change and any changes or updates to planned events will be advised to parents. The [QoP Community google Calendar](#) can be accessed from the school website as well as via a link on the final page of the school newsletter.

Operoo

At Queen of Peace we use Operoo as a way of managing student medical details, excursion and permission notes.

Operoo is a parent-controlled electronic form for schools, clubs and other groups that have a duty of care. It is an electronic version of the paper-based forms you previously needed to fill in for excursions, camps, etc. It provides parents the opportunity to update medical information promptly and accurately while providing the school with instant access to the emergency information provided by you. Parents are able to enter details including:

- emergency contacts
- personal contact details
- medical checklist including asthma, allergies, seizures, diabetes
- medical contacts
- notes and other care instructions from parents

As a parent/guardian, you will receive an invitation to join Operoo via email. By following the instructions, you can create your own free Operoo account and control all data about your child/children. Parents will receive email reminders from time to time asking you to confirm that

the details are still correct. Queen of Peace relies on this information to care for your child so it is important that it is current. If your personal details change, **you must also notify the school**, as per the Enrolment Agreement. You can do this via email: office@qopaltonameadows.catholic.edu.au

Seesaw

Seesaw is an app that allows students to share a digital portfolio of work with their parents and also for the classroom teacher 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 have 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 the App Store every year the classroom teacher will advise you of a new link for the class.



Newsletter

The school produces a monthly digital [newsletter](#). Archived copies are also available on the website. You can choose to subscribe to the newsletter (click on the menu at top left of the newsletter) to then have a link emailed as soon as it is published. The newsletter includes a Message from the Principal, information about the school, reports of recent school events and what is happening in the coming weeks. Please make a habit of reading the monthly newsletter so that you can stay up to date.

Facebook

Our intent is to grow our school and community's understanding of social media and to make connecting with our school more convenient. We aim for our content to be more accessible and to also tap into the knowledge and support base of our parent community. Our school's Facebook page shows content uploaded by the 'Family Engagement in Learning' Leading Teacher and allows our community to keep up to date with activities through a medium used by many. Our Facebook page is a place where we build our community by building school spirit. We ask that our community highlight the positives and bring to people's attention the little things that make our school community great. For anyone wishing to use our Facebook page, the best way to receive the updates is to visit <https://www.facebook.com/qopaltonameadows/> and press the thumbs up 'Like' button so you receive notification of any new posts. You can then comment and 'like' our posts. Please also read our [Facebook Code of Conduct](#) on our website.



Parent Teacher Online [PTO](#)

This is a booking system used for meetings such as "3-Way Conversations" held twice a year. Parents are able to select an appointment time that is convenient for them to meet with their child's teacher, together with their child. Before each round of PTO booking, an email will be sent to parents with login details.

[nForma](#) Parent Portal

Your child's Mid Year and End of Year school reports are available for parents in digital format to view and download via the [nForma Parent Portal](#). Parents will be advised by email when the reports are ready and can access the portal with a username and password. Remember to save this information as you may need to access reports such as when you apply for secondary schooling.

Court Orders

If a family situation is such that the Family Court has made a **Parenting Plan or Court Order**, the Principal **must** be informed of the relevant details. Details of any **Residence Orders** are particularly vital for the school authorities. Teachers will endeavour to keep the lines of communication open with both parents unless a Family Court Order specifically forbids the same. Student reports are available to both parents and Parent/Teacher Interviews can be arranged either jointly or separately as appropriate. Please inform Office Administration Staff **and** your child's 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 have not been provided with a copy of the Court Order.

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 by the Catholic Education Office.

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. We aim to provide a curriculum that equips young people with the knowledge, understanding, skills and capabilities to be lifelong learners able to operate in a complex, information-rich world. Our Teaching and Learning is focused on, but not limited to the following areas:

- Religious Education (through Faith Life Inquiry)
- English
- Mathematics
- Science
- History
- Geography
- Economics & Business
- Civics & Citizenship
- 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)



Library

At Queen of Peace we aim to foster a love and appreciation of books. All students are given the opportunity and encouraged to borrow library books. The students should all have a library bag and can keep the book for a week.

Arts

We acknowledge the importance of the arts. We have a visual arts specialist and music specialist along with dedicated spaces. Private music tuition is also offered, with lessons taking place during

school hours. Please visit our website, see: Curriculum | Music for details of tutoring available (currently piano/keyboard, guitar and singing lessons).

Language Other Than English (LOTE)

At Queen of Peace, children participate in Italian from Years 3-6 each week. The Italian language is explored through a variety of speaking and listening activities. The students also explore the culture and history of Italy.

Learning at QoP

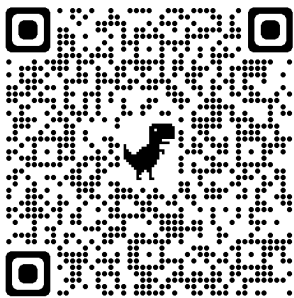
The specific learning that is happening at Queen of Peace is communicated to parents and caregivers through the “Learning at QoP” Publication and Seesaw App. “Learning at QoP” is distributed to parents at the beginning of each term and provides important information about the planned curriculum for the term. This document is delivered electronically to parents via Operoo.

Seesaw is an educational App that is used throughout the term to showcase the children’s learning and can be accessed at any time by parents and caregivers. Seesaw allows children to document their learning throughout the term as they add work samples, photos, videos and other learning artefacts.

Together, “Learning at QoP” and the Seesaw App help you stay informed about what your child is learning at school.

Digital Technologies

All students at Queen of Peace use various forms of technology to support learning and access the curriculum. This includes, iPads, Chromebook, laptops, robotics, electrical circuits. Access to Information & Communication Technology at Queen of Peace Primary School is provided to promote educational excellence through creativity, collaboration and problem solving. Students use digital devices under the supervision of teachers. The school implements a number of management strategies to ensure safety online. Queen of Peace is an eSafety school that promotes positive and safe use of digital technologies across the curriculum.



iPad Program

Scan the QR code with your smartphone to find out all about the QOP iPad Program 2021/22.



Directed Play

Children have the opportunity to participate in directed play activities during some recess and lunch breaks. This provides children with an alternative to outdoor play and an opportunity to improve social skills. Activities include Lego play, choir, gardening, origami, dance and STEM activities.



Early Arrival & Supervision

Yard Duty supervision of children begins at **8:30am when the gates open**. For their own safety, children are not permitted on the school grounds before 8:30am. If parents need to leave children at school earlier than 8:30am, children must be registered and booked into the Before School Care program provided by OSHClub. For further information, call their head office 8564 9000 or www.oshclub.com.au

Early Dismissal

If children are to be picked up before the end of school (for medical or dental appointments etc.) **parents should advise the teacher using Seesaw**. 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 the office.

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 session i.e. 10:50am or 1:40pm**. This is so that lessons are not interrupted and children can be easily located in their classrooms. If you come to pick up your child during recess or lunch play, it can be difficult to track them down quickly.

It is the school's preference that all appointments are made after school hours or during school holidays where possible.

End of Year Celebrations

At the end of each school year, we celebrate at a whole school event: a 'Family End of Year Celebration' evening. All families and their relatives are encouraged to join us for an entertaining and fun evening.

Excursions & Incursions

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. Teachers will arrange excursions or incursions that enhance the learning and teaching opportunities. A note will be sent home via Operoo prior to the excursion 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 recorded via the Operoo request. The cost of excursions and incursions is covered in the Curriculum Fee.



Fees and Levies

Fees and levies do change slightly each year. As an indication, **2021** School Fees were:

1 Child	\$1945 plus Tech and Camp Levies if applicable		
2 Children	\$2520 plus Tech and Camp Levies if applicable		
3 Children	\$3095 plus Tech and Camp Levies if applicable		
	Technology Levy (per child)	Year 3	\$125
		Year 4	\$115
		Year 5	\$115
		Year 6	\$150
	Camp Levy (per child)	Year 3 (Big Day Out)	\$75
		Year 4	\$330
		Year 5	\$330
		Year 6	\$330

When parents accept enrolment at Queen of Peace, they agree to their child being involved in the whole school curriculum and the related programs. Every child is charged for attendance at their year level camp program. **Should a parent decide to withdraw their child from attendance, please note that in accordance with the Enrolment Agreement, no refund will be offered as the overall cost for camp is based on attendance of all students.**

- School Fee invoices are issued early in the school year and full payment is due by the final day of Term 1.
- Parents can elect to pay by regular instalments of specific amounts. These may be as direct debits from your bank account to the school account or regular charges to your credit card. Please email Sheralyn Chapman: accounts@qopaltonameadows.catholic.edu.au if you would like to set up an instalment payment plan.
- Please do not send cash in the mail or with children. You can make payments over the phone by calling the office 9369 2581 (ask to speak to Accounts) or via direct deposit. Contact Sheralyn Chapman by email for banking details: accounts@qopaltonameadows.catholic.edu.au

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.

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 advise the school office. Advice about the treatment of head lice can be obtained from the pharmacy, the school office or on the Victorian Government website [About Head Lice](#). When signing a child's Enrolment Form, parents give permission for their child's hair to be inspected for head nits and lice. Such inspections will take place if deemed necessary by school authorities; such permission will remain for the child's entire enrolment.

Home Learning

At Queen of Peace Parish Primary School, we acknowledge school is not the only place where learning happens. The time children spend with their families and their involvement in out of hours activities are important components of the development of the whole child. Activities such as art lessons, sports practice, cultural activities, out of school hours care, the learning of a language or musical instrument etc. are all considered to be valuable learning activities that place additional demands on family time. We believe all children should be physically active after school and this may be in a variety of ways. Please see the [QoP Home Learning policy](#) on the school website for more information.

Private Music Lessons

The school offers private music lessons in keyboard/piano, guitar and voice. These lessons are taken during school hours. These are private lessons and are charged by the individual teachers separately to school fees, tutors will make arrangements directly with parents. A music recital is held each year to showcase the musical talent of the students. Information and tutor contact details can be found on the school website under: [Curriculum | Music](#).

Inter School Sport

Inter school 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 and Swimming Sports. Year six students normally participate in inter-school sports however, children may also be selected from other year levels.

Lost Property

To minimise the amount of lost property, **all** clothing, drink bottles and containers should be labelled clearly with the child's surname. Property that is not named will be placed in the Lost Property container. Parents are more than welcome to look through the Lost Property container for missing items and students have access to it at all times as it is located undercover, behind the Admin building. In the final week of every term, Lost Property is cleared and items disposed of or donated to charity.



Medical

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. It is extremely important that emergency contact information is kept up to date on your Operoo account and that you **also** notify the school office of any changes to contact details.



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
- provide the school with 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, NUT PRODUCTS and EGG sandwiches in your child's lunch.

Asthma

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.

Parents and Carers of students with asthma must:

- provide the Asthma Action Plans signed by the medical practitioner
- inform the school in writing if their child's medical condition, insofar as it relates to asthma, changes and if relevant
- provide an updated Asthma Action Plan
- provide an up to date photo for the Asthma Action Plan when that Plan is provided to the school and when it is reviewed
- provide the school with asthma reliever medication that is current and not expired for their child.

Students will:

- Immediately inform staff if they experience asthma symptoms
- Inform staff if they have self-administered any asthma medication

Spacers are highly 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. Any medication that your child brings to school should be labelled correctly with their name and exact dosage. Asthma medication is stored in a central location in sick bay for Years Prep – 3. Children in Years 4 – 6 can keep their asthma medication with them in the classroom or their bag. **We do not use medication past the use by date. Please ensure your child's medication is current and well within the expiry date.**

Medication

It is preferred that parents administer medication to their children before and after school, however from time to time children may require medication to be administered whilst at school. A [Medication Authorisation 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 staff. Staff cannot administer any medication to children without written permission.

Immunisation

Your child must have an Immunisation History Statement to enrol in primary school. Children starting school have contact with a large number of people and may be exposed 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. If your child has not received any immunisations, you must still provide the school this History Statement. 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.

[Infectious Diseases](#): If children contract certain infectious diseases, the Principal has the right to exclude such children from school for a specified period.

Mobile Phones

Students should not 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 given to the classroom teacher to look after during the day. The school can take no responsibility for mobile phones. Children discovered using mobile phones during school time will have them confiscated and returned at the end of the day.

Outside of School Hours Care

Families at Queen of Peace have access to the Outside School Hours (OSH)Club program that operates every school day. OSHClub is a private company offering a service to our families. Further information about the Outside School Hours program is available at www.oshclub.com.au or OSHClub head office ph 8564 9000.

All parents intending to use this service are required to have pre-registered their children with OSHClub. Children not registered cannot be left at before or after school care. It is free to register your details with OSH. Should you ever need to book unexpectedly, it is a good idea to have an account registered. **OSHClub hours are from 7:00-8:45am and after school until 6:00pm.** All day care is sometimes offered on Pupil Free Days, dependant on a minimum number of students booked.

Parents & Friends Association

The Parents and Friends Association (P&F) provides a network for parents to participate in activities at Queen of Peace Parish Primary School. It works to benefit our children, the school and our community. Some of its 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 School Newsletter and the google Community Calendar. All parents are welcome and encouraged to attend.

Privacy

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. Queen of Peace collects personal information about students, parents or guardians and family members before and during the course of a student's enrolment at the School. This may be in writing, through technology systems or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School. We are required to have a Privacy Policy outlining the method of collection and uses of this information. The full Privacy Policy can be obtained from our [website](#) (Parents | Plans, Reports & Policies).

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: Darren Gibbons, the Deputy Principal: Michael Ozbun, Director of Student Services: Rose Gusman and the Student Wellbeing Coordinator: Marisa Te.

Please note, issues involving children must be dealt with at school level. Parents are forbidden to chastise or threaten children in school grounds, car park or on social media.

Punctuality

Parents are expected to ensure their child is at school on time. Children should arrive between 8:30am and 8:45am. Gates to the school open and supervision commences from 8:30am. 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 Arrival slip at the front office before going to class. For safety reasons, access gates are closed at 9:00am and are not opened again until 3:25pm (or 2:55pm on Mondays).

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 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 Years Prep, 1, 2 and 5. These are Family Nights and parents are encouraged to attend. Years 3, 4 and 6 will have Sacramental Family nights.

Any queries regarding Religious Education at Queen of Peace may be directed to the Religious Education Leader, Suzanne Gracias, sgracias@qopaltonameadows.catholic.edu.au

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:

- Year 3 – Reconciliation
- Year 4 – Eucharist
- Year 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. *First sacrament ceremonies did not take place in 2020 due to COVID19 and were also affected by lockdowns in 2021.*

Reporting Children's Progress to Parents

The current system of reporting to parents on the progress of children involves at least four communications – a report at the end of Semester 1 and Semester 2 and two Parent/Teacher/Student (3-Way) Conversations. In addition to these opportunities, parents or teachers may choose to arrange a meeting 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. 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 via the Seesaw app. 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.

National Testing Program (NAPLAN Online)

Children in Years 3 and 5 participate in the National Testing Program (NAPLAN Online). These formal testing programs are conducted at school in May. The tests are centrally marked, collated and the results distributed to parents later in the year. Parents are required to keep this NAPLAN online report as it is needed when enrolling in a Secondary School.



School Hours

It is critical that children are in their classrooms, unpacked and ready to start the day when the bell rings at 8:50am. Children who are late miss out on essential elements of the Literacy Program, feel rushed and stressed, interrupt learning and may miss out on important instructions from teachers.

Monday		Tuesday - Friday	
8:45am	Classroom doors open	8:45am	Classroom doors open
8:50am	1st Session commences – Attendance roll marked	8:50am	1st Session commences – Attendance roll marked
10:50am	Children eat snack in classrooms	10:50am	Children eat snack in classrooms
11:00am	Recess Play	11:00am	Recess Play
11:40am	2nd Session commences	11:40am	2nd Session commences
1:30pm	Children eat lunch in classrooms	1:40pm	Children eat lunch in classrooms
1:40pm	Play	1:50pm	Play
2:20pm	3rd Session Commences Attendance roll marked	2:30pm	3rd Session Commences Attendance roll marked
3:00pm	End of Day	3:30pm	End of Day

*Each teacher will decide the best time for their class fruit break

Secondary School Enrolment & Transition

When a student commences year five, parents should organise enrolment of their child into the Secondary school of their choice. **Parents are advised that attendance at Queen of Peace Primary School in no way guarantees enrolment at any Catholic Secondary School.** 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

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 Play

Our SunSmart Policy states that the school enforces a 'No Hat - No Play Policy' when the UV Index reaches 3 or higher. It is compulsory for children to wear their school hats when outside in Terms 1 and 4. Please refer to the School's Sunsmart Policy available on the website.



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.

Sunglasses are encouraged but not compulsory. School hats are available from the school uniform shop. Orders may be placed online via QuickCliq and you can contact our Uniform Shop manager via uniform@qopaltonameadows.catholic.edu.au

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, Rose Gusman.

Transition Programs

Year Six to Secondary

The school conducts an extensive transition program for all students in Year 6. Year 6 teachers work with Secondary School Coordinators 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:

- Visits to kindergartens by QoP Prep teachers
- Orientation programs for incoming 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. The uniform is a statement of who we are as a school and should be worn at all times with pride. Students are ambassadors of the schools and should always wear their uniform neatly and take pride in their appearance. Please refer to the [School Uniform Policy](#) on our website.

In addition:



- Children are not permitted to wear rings or ear-rings during school hours although 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 and long hair must always be tied back
- Hair accessories should be blue, white or maroon
- All children's clothing and property must be labelled (surname)
- Hats are a compulsory item of uniform in Term 1 and 4

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 4. The winter uniform should be worn during Term 2 and 3. However, we strongly suggest to parents that they have their children wear the uniform most comfortable for any particular day and students may wear summer or winter uniform regardless of the school term. Please note, there may be no mixing of summer and winter uniform, students may only wear one or the other. Stockings may not be worn with the summer dress, but can be worn with the winter skirt. Leggings are not a school uniform item. (On Sports days, children can choose either track pants or shorts, at any time of the year). We are happy for girls and boys to wear what they feel comfortable wearing and playing in e.g. if girls prefer to wear the grey trousers or shorts, this is allowed and encouraged.

Queen of Peace uniform is only available from the School's Uniform Shop. Orders may be placed online via QuickCliq and you can contact our Uniform Shop via email **uniform@qopaltonameadows.catholic.edu.au** Uniform shop orders are usually picked and packed on a Thursday and then sent home with students.

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;

- All visitors must report to the office prior to undertaking any activity in the school
- Visitors will be required to sign in on arrival
- 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

***Currently subject to additional, strict Operational Requirements as advised by Catholic Education Commission of Vic (CECV).**

Volunteering at School

In 2016, the Victorian Government introduced new Child Safety Standards by which all schools must abide. Any parent who wishes to volunteer for any child-connected role in the school, including assisting in classrooms or attending school excursions, must hold a current 'Working with Children Check'. Apply online at <https://www.workingwithchildren.vic.gov.au/> After gaining a WWCC, volunteers need to submit a copy of their WWCC card to the school office. There is no fee to apply for a WWCC for the purpose of volunteering. Parents without a current WWCC will not be permitted to assist with school activities.

Volunteers undertaking work on behalf of Queen of Peace Primary School or who participate in 'Child Connected Work' are also required to read and sign a copy of the school's **[Child Safety Code of Conduct](#)** which can be found on our website. The Child Safety Code of Conduct provides clear expectations for appropriate behaviour by adults towards children and young people. It aims to protect children and reduce any opportunity of abuse or harm to children. Parents and carers are all required to read and acknowledge their understanding of appropriate child safety behaviours at the

start of every school year, when the Child Safety Code of Conduct agreement is sent to them via Operoo. Other volunteers must sign and submit this form to the school office prior to the commencement of any child-connected activities.

Website

www.qopaltonameadows.catholic.edu.au Our school website is updated regularly and is a great source of information.

Yard Duty

During 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 yellow safety vest. The School First Aid Officer is on duty inside the school and ready to attend to any minor medical problems which may arise. Staff commence yard duty at 8:30am every day. Additional adult supervision is provided in the car park from 8:30am.

Note: Parents delivering children to school late should be aware that the school crossing is not supervised after 9:00am therefore, parental supervision is required for crossing the road and in the carpark. **Parents are required to escort children into the school office and sign their children in as late arrivals using the iPad at reception.**

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

