



St Hilda's
ANGELICAN SCHOOL FOR GIRLS



JUNIOR SCHOOL HANDBOOK 2020

CONTENTS

Welcome.....	4
Contact Us.....	4
When is the School open?.....	6
How do I find out what’s happening?	6
St Hilda’s Purpose, Vision and Values.....	7
Purpose.....	7
Vision.....	7
Values.....	7
Pastoral Care	7
What will my child learn in class?	7
Requirements for the Classroom.....	8
In the Junior School we learn:	8
french in the Junior School.....	8
Beyond the Classroom.....	9
Community Service and Fundraising.....	9
Cocurricular activities.....	9
Private lessons in school time.....	9
Out of Hours Care	9
Holiday Programs	9
Our school week.....	10
Attendance and Absences	10
Assemblies.....	11
Houses and House Meetings.....	11
Chapel	11
Getting to and from school	11
Transportation and Parking	11
Arrival and Collection.....	11
Buses	12
Late arrivals and early departures	12
Collecting from after school activities	13
Food at School.....	13
Mezze (Canteen)	13
Lunch Orders.....	13
Mezze student access.....	15
Parties	15
Asking Questions & Getting Support.....	16

Parent meetings, information sessions and involvement	16
Parent Workshops.....	16
Student Services	16
What happens if my child is unwell?	16
Absences due to illness.....	16
Wellness centre	16
Student Medication	17
Treatment of Head Lice.....	17
Out & About	17
Camps (OUTDOOR EDUCATION)	17
Excursions and Incursions	17
Reporting.....	17
Reporting Timeline.....	17
Parent Portal.....	18
Wearing our Uniform.....	19
YEARS 1 TO 6.....	21
Wearing the Physical Education Uniform	22
Shoes.....	22
Your St Hilda’s Community.....	22
Parent Representatives	22
Other Useful Information	23
Telephones – Mobile or School.....	23
Sun Awareness.....	23
Playground Use and Supervision: Teachers and Parents	23
Lost Property.....	23
Toys	23
Gates	23
St Hilda’s Junior School: Frequently Asked Questions	24
Safety & Security	24
Socialising	24
Parent / Teacher Communications.....	25
Early Learning Centre.....	25
General Topics	25

WELCOME

Welcome to St Hilda's Junior School. This handbook is intended as a practical parent guide to making the most of life at St Hilda's. If you need to find out more or would like to clarify any points, please don't hesitate to ask.

CONTACT US

LOCATION

McCabe Street
Mosman Park WA

PHONE

9285 4500	Reception
9285 4149	Junior School Absentee Line
9285 4239	School Shop (Palmerston Street)
9285 4100	Reception Senior School

EMAIL

junior.school@sthildas.wa.edu.au

WEBSITE

www.sthildas.wa.edu.au

APP

St Hilda's Mobile App via the Google Play and Apple App Store. Just search for '**St Hilda's**' and click on the app with our logo.

This app allows parents, students and staff to have quick access to information such as the School Calendar, year level information and be alerted to important notices. One of the great features of the App is the 'Subscriptions' section where you can streamline which notifications you receive. To access the subscriptions click on the 'Cog' in the bottom, right corner of the App and then click 'Subscriptions'. When you download the App you are automatically subscribed to all the groups at the School, so you need to unsubscribe from the areas not related to your interest. To do this all you need to do is click the category you want to unsubscribe from and it will turn white. If it is blue you are subscribed to it.

Once downloaded please enter the username: sthildas and password: school
#Please note this authentication is only required once.

POSTAL ADDRESS

PO Box 34
MOSMAN PARK 6912

2020 PARENT CONTACT (JUNIOR SCHOOL) - I NEED TO SPEAK TO SOMEONE ABOUT.....

All of the following extensions can be contacted directly by dialling 9285 4 before the extension.

Absence Line	Automated System	149
Alumni / Old Scholars' Association	Leo Nye	256
After Hours School Care and school holidays program	Reception	500
Assessment Queries	Kylie Cross	503
Camps	Matt Berry	277
Canteen – Mezze lunch order queries	Libby Joiner	500
Chapel Bookings - Baptisms & Weddings	Father Jon	208
Enrolling a Child	Laurence Dubuisson	233
Cocurricular Drama	Drama Assistant	236
Cocurricular Music	Toni Boyd	250
Grounds or Maintenance	Lorica Storey	261
Homework Concerns	Kylie Cross	503
Information Technology Issues	Colin Hyde	252
Learning Support	Kylie Cross	503
Library	Tran Dickinson	507
Newsletters/photos	Grady O'Connell	290
Parents' and Friends' Association	Sally Bryant	246
Parent Portal	Libby Joiner	500
Parent/Teacher Information Evenings	Libby Joiner	500
Parent Year Representatives	Sally Bryant	246
Performing Arts Centre Bookings	David Spooner	164
Pool - Swimming Lessons	Pool Assistant	170
Pool - Swim Club	Pool Assistant	198
Public Transport Links	Libby Joiner	500
Reports	Kylie Cross	503
Scholarships – Academic / Music	Kate Parker/Toni Boyd	274/250
School Accounts/Fees	Jacqueline Redworth-Maley	279
School Shop	Sarah Benny	239
Sport	Sophie Kelly	523
Staff Matters	Trish Jakovich	500
Student Concerns/Wellbeing	Julie Cameron	500
Student Counsellors – JK - 3	Michelle Ryan-Gittens	504
Student Counsellors 4 – 6	Millie McLeod	504
Tour Mornings	Laurence Dubuisson	233
Updating Parent or Student Details	Jeannie Pinto	266
Wellness Centre	Mandy Perrignon	511

WHEN IS THE SCHOOL OPEN?

OFFICE HOURS

Monday – Friday 7.30am – 4.30pm

HOW DO I FIND OUT WHAT'S HAPPENING?

Each Monday during term, we upload year level notices to our app that provides important information about up – and - coming events, reminders, requirements, requests and recommendations. Each Friday during term we send out our weekly whole school newsletter.

TERM DATES 2020

TERM 1

Monday 3 February - Thursday 9 April

Mid-Term Break: Friday 28 February – Monday 2 March

TERM 2

Wednesday 29 April - Friday 3 July

Mid-Term Break: Friday 29 May – Monday 1 June

TERM 3

Tuesday 21 July - Friday 25 September

Mid-Term Break: Friday 21 August – Monday 24 August

TERM 4

Tuesday 13 October – Thursday 3 December

ST HILDA'S PURPOSE, VISION AND VALUES

PURPOSE

To provide a vibrant school community that educates and inspires girls for life.

VISION

Preparing girls for life by developing tenacity, confidence and compassion.

VALUES

RESPECT

We value sensitivity and concern for the wellbeing of others. This means being caring, compassionate and honest. We learn in a safe and supportive school environment, while respecting our natural environment and cultural heritage.

INCLUSION

We acknowledge that we are a diverse community and must have regard for the feelings, wishes or rights of others in everything we do. We value diversity of cultural expression.

EXCELLENCE

We encourage the pursuit of personal best in all areas and respect the achievements of others. We have a lifelong commitment to the quest for knowledge.

JUSTICE

We are committed to participation and citizenship. We promote democratic processes and social justice. We believe in fairness and equity for the achievement of a just, responsible society.

PASTORAL CARE

Our wellbeing curriculum from Junior Kindergarten to Year 6, explicitly teaches a range of social, resilience and self-management skills. The Junior School engages with scientifically validated programs which are conducted by the class teacher and the Junior School Psychologists. In addition, students have access to counselling in relation to their social, emotional or academic development.

WHAT WILL MY CHILD LEARN IN CLASS?

Teachers plan high quality, innovative and rigorous educational programs for all students. The rate, breadth and depth of learning is different for everyone and at St Hilda's we take what is known as a differentiated learning approach. This means teachers capably assess and analyse information to determine these differences. Teachers design and adapt programs to provide appropriate challenge for all students, including those who require enrichment and those who require extra time and support to develop their skills and knowledge. Teachers cater for learning rates and styles through open-ended investigations and activities and the use of multi modal learning to ensure challenge and rigour of the curriculum, as set out in The Western Australian Curriculum and where appropriate The Early Years Learning Framework.

REQUIREMENTS FOR THE CLASSROOM

St Hilda's purchases and provides the books and stationery requirements for all students. If your child needs anything else, we will inform you.

IN THE JUNIOR SCHOOL WE LEARN:

- English
- Dance (Years 1-6)
- Health
- Humanities and Social Sciences (HASS)
- French (Kindergarten to Year 6)
- Mathematics
- Music
- Physical Education (Kindergarten - Year 6)
- Religious and Philosophical Studies (Pre-Primary-Year 6)
- Science
- STEAM (Science, Technology, Engineering, Arts , Mathematics) (Years 1-6)
- Technologies
- Visual Arts (Pre-Primary-Year 6)

FRENCH IN THE JUNIOR SCHOOL

Please note that we only offer a Second Language course which is designed for students who are introduced to learning a new language in the school setting. Background Language learners and First Language learners' courses are not offered. Please contact the Head of Languages Dr Sharon Ainsworth if you have any questions. As the School's language courses are designed for Second Language learners, the end of year prize is awarded to a Second Language learner in Year 6.

BEYOND THE CLASSROOM

COMMUNITY SERVICE AND FUNDRAISING

We run many events for charitable organisations during the year through our Community Service program. Community Service fundraising is coordinated by the Head of Community Service. Proposals for additional fundraising activities can be submitted to the Head of Community Service for consideration.

Community Service provides opportunities for students to practise values and virtues in an authentic context. Each year the Junior School will focus on service opportunities and one for fundraising.

COCURRICULAR ACTIVITIES

Students can choose from a range of cocurricular activities offered before and after class times. These include Sport, Music, Art, Speech and Drama, Debating, Languages and Dance. Further information is published on the St Hilda's website (www.sthildas.wa.edu.au) and via the St Hilda's App.

PRIVATE LESSONS IN SCHOOL TIME

St Hilda's is pleased to offer the opportunity for students to have private tuition within class time. However to minimise the disruption to the students' academic studies and ongoing learning, students in K - Year 6 will be allowed only one private (music or drama) lesson during school time. The lessons will be rotated so that the same classroom lessons are not missed.

Parents and students are asked to inform private tutors of a student's absence from lessons, timetable changes, class excursions and illness.

OUT OF HOURS CARE

Out of hours care is from 7am and closes promptly at 6pm on school days.

A separate enrolment for out of school hour's care is required and separate fees apply.

Bookings are essential as licensing is only for 40 children.

If your child requires specific and individual medication, such as an epipen, Please ensure that this is brought to each day they attend.

To make an enquiry contact us on 9285 4520.

HOLIDAY PROGRAMS

Holiday programs operate at the Junior School during some of the term holidays. Details are available from Junior School Reception, the APP and via the School Newsletter a few weeks prior to the holidays.

OUR SCHOOL WEEK

ATTENDANCE AND ABSENCES

The schedule for students attending St Hilda's is very busy during the school day and also before and after school. To ensure your child benefits from all that is offered, please ensure that your child attends the full day and term. Please keep holidays and related absences to the allocated school holidays. Permission must be sought for planned absences.

This needs to be lodged via an application form which is located on the School website:

<https://www.sthildas.wa.edu.au/parent-resources/junior-school/application-extended-student-absence/>

It is important that classes are not interrupted unless for an emergency. If you wish to contact the class teacher, please do so before or after school, via the student diary, email or a telephone message via Reception.

JUNIOR KINDERGARTEN

Start Time	8.45am for 9.15am
Recess	10.15am – 10.40am
Lunch	12.30pm – 1.00pm
Quiet Time and Rest	1.00pm – 1.30pm
Dismissal Time	2.30pm

KINDERGARTEN

Start Time	8.30am for 8.45am
Recess	10.15am – 10.40am
Lunch	1.05pm – 1.35pm
Quiet Time and Rest	1.35pm – 1.45pm
Dismissal Time	2.55pm

PRE PRIMARY

Start Time	8.10am for 8.30am
Recess	10.15am – 10.40am
Lunch	1.05pm - 1.45pm
Dismissal Time	3.00pm

YEARS 1 TO 6

Start Time	8.10am for 8.25am
Recess	10.15am – 10.40am
Lunch	1.05pm – 1.45pm
Dismissal Time	Year 1 – 3.05pm Year 2 – 3.10pm Years 3 to 6 – 3.15pm

BEFORE SCHOOL LIBRARY AVAILABILITY

The Library is open from 7.55-8.10am Monday to Friday for students in Pre Primary – Year 6.
A teacher is on duty to supervise.

ASSEMBLIES

You are welcome to attend Junior School assemblies held on each alternate Wednesday for Year 1 to Year 6 beginning at 8.30am in the Cortile. Pre Primary classes attend in Semester 2 and Junior Kindergarten and Kindergarten attend on special occasions. Honour Certificates for Years 1-6 are presented at assemblies. If your child is receiving a certificate, your class teacher will let you know in advance.

HOUSES AND HOUSE MEETINGS

There are four Houses: Blackwood, De Grey, Fitzroy and Gascoyne. House Meetings for Years 1-6 are organised each Thursday and are conducted by the House Officials and Year 6 Leaders.

CHAPEL

A Chapel service takes place at the Chidley Campus on Wednesday mornings from 8.45am-9.15am alternating with Assembly. Students from Years 1-6 attend Chapel services, with Pre Primary attending in Semester 2. Parents, families and friends are always welcome to attend, and to receive Holy Communion or a Blessing.

Students who have been baptised and suitably prepared are admitted to Holy Communion. Preparation is offered from Year 5, after consultation with parents, and there is an annual celebration of First Communion. Baptism (Christening) of students and their families is available through the School Chaplain. Please contact the Junior School Reception for further information.

GETTING TO AND FROM SCHOOL

TRANSPORTATION AND PARKING

MCCABE STREET DRIVE-THROUGH PROCEDURES

When using drive-through please be mindful of maintaining a steady and smooth flow of traffic. If your child is not at drive-through, please continue to move through and join the queue again.

Drop off and pick up may occur from the first six bays as marked. No parking is allowed in the drive-through.

PARKING

Parking is not permitted in the surrounding streets. Owston Street car park is for Junior Kindergarten, Kindergarten and out of school hours. Parents of Pre Primary children should park in McCabe Street car park and walk the children to class. For large functions when additional parking is required, the Chidley playing fields will be available for overflow parking. In addition, the public car park beside the Mosman Park Tennis Club is available.

ARRIVAL AND COLLECTION

JUNIOR KINDERGARTEN AND KINDERGARTEN

Parents should park in the Owston Street car park and accompany their child to class.

At the beginning of the year, gradual entry in Week 1 for Junior Kindergarten and Kindergarten allows a smooth and happy start to the year. Children attend in small groups. Parent-teacher interviews are conducted during these afternoons.

In Junior Kindergarten and Kindergarten it is recommended that parents establish a routine to begin the day. Students should arrive on time for a smooth start to the day. Approximately 10 minutes reading or doing a puzzle, then a kiss or hug and parting words such as "I'm off now and I will see you this afternoon". A confident approach provides your child with a sense of security. Staff will contact parents should their child not settle.

Junior Kindergarten parents should park in the Owston Street car park and collect their child from the classroom door at 2.30pm.

Kindergarten parents should use the Owston Street car park and collect their child from the ELC Portico at 2.55pm.

PRE PRIMARY

Parents should park in McCabe Street car park and walk their child to class. This provides a transition from home to school and a settling-into-class time as well as some independence and familiarity with the whole school. Parents are encouraged to allow their child to carry their own bags and to unpack and prepare independently as the year progresses.

Students and parents are welcome to arrive from 8.10am for a prompt start at 8.30am.

Pre Primary students should be collected from the McCabe Street drive-through at 3.00pm.

YEARS 1-6

Parents should use the McCabe St drive-through. Students are welcome to arrive at school from 8.10am in readiness for a prompt 8.25am start. To support the development of independence and responsibility for belongings and organisation, it is important that parents allow their children to unpack their own school bags and prepare for the school day between 8.10am and 8.25am.

Where buses, rehearsals or certain activities necessitate arrival earlier than 8:10am, students will attend the Library from 7.55am to 8.10am. Students arriving between 7.00am and 7.55am will attend out of school hours care. Charges apply.

Years 1-6 students should be collected from the McCabe Street drive-through.

BUSES

St Hilda's runs the following bus services:

Southern Suburbs

West Leederville Service

North Coogee Service

Nedlands Service

And a bus service for students who travel via train to the Mosman Park Train Station.

Additionally, Junior School students can catch St Hilda's Horizons West Bus at Chidley in the afternoons, at no charge to take them to the Bay View Campus.

For further information please contact the Junior School Reception.

LATE ARRIVALS AND EARLY DEPARTURES

Students who arrive after the start time should report to Junior School Reception with their parent to sign in.

Students leaving early are to be signed out at the Junior School Reception by a parent or guardian, prior to being picked up from the classroom.

COLLECTING FROM AFTER SCHOOL ACTIVITIES

Students who attend activities after dismissal from school should be collected from the activity venue. They are not permitted to wait for parents outside the Junior School.

FOOD AT SCHOOL

We have students who have certain allergies which are life-threatening. The Junior School is an allergy aware school. Please minimise rubbish by using re-useable containers. Unnamed lost lunch boxes and containers are stored in a box beside the Mezze for student or parent retrieval.

MEZZE (CANTEEN)

The Mezze is open each day of term for nutritious lunches and snacks. Morning recess 10.15-10.40am and lunchtime 1.05-1.45pm. The current menu is available on the St Hilda's website (www.sthildas.wa.edu.au)

Parent assistance is extremely valuable so Mums, Dads or Grandparents are invited to volunteer for the roster. Please see your class parent or Mezze Managers for details.

LUNCH ORDERS

Junior Kindergarten to Year 6 students may order lunches from the Mezze. Students or parents complete their order, using the online ordering system. Unfortunately late or forgotten orders will not be accepted and the student will be provided something to eat via options available at Mezze.

FOLLOW THESE EASY STEPS TO SET-UP YOUR ONLINE PARENT PROFILE

1. Visit www.mystudentaccount.com.au
2. Click "First Time User click here" click "I Agree to Terms" and then Next.
3. Enter Parent Details - Parent Email & the password you wish to use & all required details
4. Click next" to complete Profile Setup.
5. Open your email to click the Activation Link in the email sent to you from My Student

Account Note: you cannot login until the Activation email link has been activated

Return to www.mystudentaccount.com.au

1. Click "Web Portal Login" Login: To Web Portal with email and password
2. Click "Add/Edit Accounts" to add your student or students to your profile
3. Enter a Description for account at top. (Nickname for account)
4. Enter Reference Number and Security Code as provided in your email from the School.
5. Click "Add New" to add account to profile and repeat for other students.
6. Click "Account List" to return to main accounts page when all students are added.

Note: If you do not receive your Activation Email from webmaster@mystudentaccount.com.au

within 30 minutes check your Junk or Spam folders. If still not found contact support on 1300

369783 for assistance with a Manual Activation.

Now you can deposit funds, track all spending and manage your account online. Below are some instructions on how to do this:

Adding money to “My Student Account”

Making a Credit Card Deposit

1. Go To: www.mystudentaccount.com.au and click Web Portal Login.
2. Click: “Login” using the Username (your email address) and Password you created
3. Click: The recharge account Icon on the right hand side of the screen
4. Enter: The \$ amount you wish to provide and click “Next”
5. Enter: Your credit card details (Visa or MasterCard) and follow the prompts.

Note: Credit card deposits take 20 minutes before they can be accessed

Making a Deposit By Phone

1. Dial: 1300 884 668
2. Follow: Listen and follow all the voice prompts
3. Have: You will need your Account Reference Number (found in Web Portal after setup)
4. ARN: Account Number found in Profile after adding student to Profile

Note: Credit card deposits take 20 minutes before they can be accessed

Making a BPAY Deposit

1. Login: To your personal online banking account and select Bill Payment option
2. Enter: B-Pay Biller Code – 150706 and the Account Reference Number.
3. Account Reference Number found in Online Parent Profile as Account Number
3. Enter: The \$ amount you wish to provide
4. Click: “Pay Now”

Note: B-Pay deposits can take up to 3 working days before they can be accessed.

Low Balance Alert

You can specify an amount when the system will send a Low Balance Email. Note: If reset to zero you will not receive emails.

Transaction History

By Clicking the Transaction History Icon in “Action Icons” on the right of screen a history of the last three months of transactions are available to view.

Online Ordering

For Junior Students parents can Order Lunches online by clicking “Online Orders” then selecting the Student to order for. Click “Create New Order”, Select a Menu and follow the prompts until “Finish”.

Restricting Items from Sale

You can select specific items to be made unavailable for sale in “Add Edit Account” section. Select a Student to edit and Click next to go through features until “Add Prohibited Item” and select an item from the list.

Allergy Alerts

If your student has a dietary concern you can specify an Alert Message that is visible by the cashier when the student makes a purchase. Although the School already has these details it is prudent to add an alert message and also ban suspect items from sale. This is not designed for messages such as “Please remove seeds from Tomatoes” and should only be used for serious dietary concerns.

Recharge fees

Credit Card Deposits via the Web Portal attract a fee of 1.5% of total deposit plus 30c per transaction

BPay Deposits done through your own internet banking attract a fee of \$1.80 per transaction.

When topping up funds for canteen or online ordering there are Merchant Banking fees added to the deposits.

You will see these fees prior to depositing funds.

In the case of BPay the amounts will be deducted from deposits and you will see the charges in the Transaction history within the Online Parent WebPortal

For assistance please contact

All enquiries related to purchases contact the Senior School Cafe

All enquires related to payments or Parent Web Portal Support contact My Student Account

My Student Account Contact

Email: support@mystudentaccount.com.au

Phone: 1300 369783

MEZZE STUDENT ACCESS

Years 1 – 6 students may purchase snack items from the Mezze on any day at recess.

Years 1 - 6 students may purchase snack items from the Mezze on any day at lunch. Ice-creams are only permitted on Wednesdays and Fridays.

In Semester 2, Pre Primary students may purchase as above for Years 1 - 6.

PARTIES

End of year celebrations held by classes are activity based.

Due to the busy nature of the School program, birthday parties cannot be held at school. To support our inclusive philosophy, invitations to private parties may be distributed at school only if they include all class members. If birthday treats are provided in class, please provide enough individual portions for every class member. To celebrate birthdays, mini cupcakes or cookies are suitable (no lollies please). Please check with the class teacher for any special dietary requirements of children in the class or year.

ASKING QUESTIONS & GETTING SUPPORT

It is critical to work as a team to maximise your child's educational gains. We believe open and regular communication between parent, teacher and student is important. You are encouraged to maintain an ongoing connection to the classroom program and your child's participation, progress and requirements by checking the diary each day.

YOU CAN COMMUNICATE WITH THE CLASS TEACHER VIA:

- Daily entry in the student's diary
- Email
- Telephone
- Brief exchanges of information - 5 minutes prior to the commencement of class or after school.

To discuss issues or concerns, it is highly recommended that these are raised with the class teacher in the first instance as they know your child and the learning context the best. Please make an appointment with the classroom teacher indicating the nature of the discussion. This enables the teacher to give her or his full attention.

PARENT MEETINGS, INFORMATION SESSIONS AND INVOLVEMENT

The parent information evening is held to inform you of the year's activities, to explain the particular directions and uniqueness of the Year level, to consider aspects that will help the students settle into their new class and for parents to meet the class teachers and ask any questions and address concerns.

PARENT WORKSHOPS

A range of workshops are held during the year and are often on pertinent or current topics such as helping young readers, mathematicians at home, and the St Hilda's parenting program. Information regarding these workshops will be communicated via School Newsletter and the St Hilda's App.

STUDENT SERVICES

Student Services provides assistance to parents through information, counselling and the facilitation of communication between school and home. Counselling services are available for every student. Parents are encouraged to contact Student Services directly with any concerns regarding a student's progress with settling into a new school, academics and learning, social/emotional development or general welfare, in consultation with your child's classroom teacher. Mrs Millie Mcleod and Mrs Michelle Ryan-Gittens provide support and can also connect parents to other specialised services such as Occupational Therapy, Speech Therapy, Psychological Services and Testing provided by external agencies.

WHAT HAPPENS IF MY CHILD IS UNWELL?

ABSENCES DUE TO ILLNESS

Students who are unwell should not be sent to school. This prevents staff and other students from becoming sick due to contact with contagious children. Please call the absentee number 9285 4149 or notify us via email, or our App, if your child will be late or absent due to illness, medical or dental appointments or special circumstances.

WELLNESS CENTRE

This is available to support students who become unwell while at school or have a minor accident. It is staffed by a registered nurse between the hours of 10.00am and 4.30pm. Parents will be called to collect sick children.

STUDENT MEDICATION

Please update any new medical information to the Registered Nurse. Health related policies are available on the St Hilda's website.

Over the counter medications (supply available in the Wellness Centre) are only administered if parental permission has been provided. Special written permission needs to be provided by a parent for short term medication such as antibiotics. These medications are stored securely and administered by the Registered Nurse. Any medication administered is recorded on the student's electronic medical record and an *Advice of Administered Medication* form is sent home to the parent/caregiver or alternatively noted and signed in the student's diary.

TREATMENT OF HEAD LICE

Parents will receive an App alert if there is an infestation in your child's year level.

OUT & ABOUT

CAMPS (OUTDOOR EDUCATION)

There are camps for students in Years 5 and 6. These camps are outdoor education focused and facilitate developing students' independence, resiliency and self-management skills.

EXCURSIONS AND INCURSIONS

To further enrich the students' learning, excursions and incursions are arranged as part of the curriculum. A once off permission form, which also includes permission to travel by bus, is completed upon enrolment (Pre Primary to Year 6). Further permissions are required for Junior Kindergarten and Kindergarten students, you will be contacted as required. If any changes to this permission are required during your child's time at St Hilda's, please notify Reception. You will be notified via the newsletter, the App, student diary or a note of the event, if there are any changes to mode of transport, and requirements such as dress and food.

REPORTING

Assessment and reporting is conducted to inform students, parents and teachers of the student's achievement and progress and to provide a focus for further development. Data collection is guided by the Western Australian Curriculum, the Kindergarten curriculum and Early Years Learning Framework and is gathered from a range of information including: rubrics, checklists, workbook samples, student reflections, journals, assembly and other performances, displays of student work and photographic evidence and daily interactions. This information is analysed and conveyed to students and parents in various ways such as Parent/Teacher interviews, Parent Portal, sample folders or portfolios and sharing sessions. The school diary and email is used for daily communication and incidental reporting as required.

REPORTING TIMELINE

TERM 1

Junior Kindergarten and Kindergarten teachers conduct meetings with parents at the commencement of Term 1, during the gradual entry week.

Junior Kindergarten to Year 6: Parent/Teacher interview. Interviews will be conducted at the end of Term 1 and will be held before, during and after school.

Assessment marks are loaded throughout the term to the Parent Portal.

TERM 2

Junior Kindergarten to Year 6: Semester 1 summative report will be uploaded to our Parent Portal for all students. Parent interviews are also scheduled to discuss report and to set goals for semester two. Assessment marks are loaded throughout the term to the Parent Portal.

TERM 3

Junior Kindergarten to Year 6: Feedback via sample folders, sharing sessions or learning journeys. Assessment marks are loaded throughout the term to the Parent Portal.

TERM 4

Junior Kindergarten to Year 6: Semester 2 summative report will be uploaded to our Parent Portal for all students. Assessment marks are loaded throughout the term to the Parent Portal.

Parent or teacher initiated interviews can be conducted as and when required at a mutually convenient time. There are many opportunities for parents to attend assemblies, concerts, sharing sessions and sporting events. These provide an insight into their child's progress.

PARENT PORTAL

St Hilda's has a parent portal which houses the following information:

- **Class list**
Student timetable
Parent contact information
Semester reports
Online assessment marks

New families to St Hilda's will receive registration information to generate a personalised account. Parents will be informed when information has been uploaded to the Parent Portal, where appropriate.

Please note that assessment marks will only be published to the portal after they have been marked, moderated and handed back to the students (where appropriate). Whilst the normal timeframe for this process is about a fortnight, it can be longer depending on the nature of the learning area and assessment task. Parents will be responsible for checking the online marks portal for updates, as parents will not be informed each time an assessment is uploaded. The School is acutely aware that the implementation of 'live' assessment marks can lead to greater pressure and anxiety for our students. It is recommended that any concerns regarding an individual assessment be discussed with your child in a considered and supportive manner. Where appropriate, the assessment task can be sent home with the child for further review. Any queries or ongoing concerns relating to the results on the portal should be emailed to the learning area teacher directly and a meeting scheduled to discuss further support for your child.

WEARING OUR UNIFORM

- St Hilda's uniform is attractive and distinctive. Parents and students are reminded and encouraged to maintain the standards of dress at a high level by ensuring the following regulations:
- Students should wear correct uniform at all times. The uniform can be purchased from the School Uniform Shop. Every item is a regulation item - a specified brand and colour including items such as socks and hair ribbons.
- Students (Years 1-6) wear boaters to and from school in Terms 1 and 4.
- Students (Years 1-6) wear blazers to and from school in Terms 2 and 3.
- No cardigans or jumpers are worn outside school unless underneath blazer.
- On excursions and at formal functions, full uniform must be worn, including boater and blazer with badges.
- Students (Years 1-6) are required to wear their House badges throughout the year.
- Hair must not be dyed beyond natural colourings. It should be neat and tied back once it reaches the collar. Hair ribbons, Alice bands cloth headbands and scrunchies must be regulation blue. Hair ties and clips should be brown.
- Body markings such as henna tattoos are not permitted.
- Make-up and nail polish should not be worn.
- One pair of small gold or silver studs, no larger than 4mm in diameter, with one worn in each lower ear lobe, is permitted. These studs are available through the Uniform Shop.
- Students who experience allergic reactions should follow the guidelines below:
 - Hypoallergenic studs
 - Surgical steel
 - Plastic earring posts
 - 14-karat gold studs (check there is no nickel component)
 - Or, not wear earrings while in uniform
- Only plain watches with plain bands are allowed ie white, pale blue, brown or black leather band or plain gold or silver
- Fitbits are also permitted in the same colours.
- It is suggested that Apple watches are **not** part of the School uniform, as they are regarded as a mobile
- Please ensure that each article of clothing is clearly marked with the current owner's name.

JUNIOR KINDERGARTEN/KINDERGARTEN AND PRE-PRIMARY

Girls' Summer Uniform

- Blue denim pinafore with crest
- Pale blue short-sleeved shirt (no crest)
- Blue ankle socks - not worn with sandals
- Pale blue hair ribbons, scrunchies, brown ties and hair clips are worn

Girls' Winter Uniform

- Pinafore and shirt retained from Summer
- Pale blue cardigan with crest
- Navy tights
- Blue ankle socks

Boys' Summer Uniform

- Navy shorts
- Pale blue short sleeved shirt (with crest)
- Blue ankle socks - not worn with sandals

Boys' Winter Uniform

- Navy trousers
- Pale blue short-sleeved shirt with crest (retained from Summer)
- Pale blue cardigan with crest or pale blue fleecy track top with crest
- Blue ankle socks

Sports Uniform

- Pale blue fleecy tracksuit
- Short or long-sleeved polo shirt with crest
- Navy shorts with yellow and bluestripe
- Pale blue Hat
- Blue ankle socks
- Bathers and rash shirt (Pre Primary only)

GENERAL ITEMS

- Library bag - name in large letters on the front
- Backpack - name clearly marked on the outside of the bag
- Art smock (Junior Kindergarten and Kindergarten only)

SHOES

Girls and Boys

- Sport shoe – Please limit shoe selection to subtle colours.
- Navy open toe sandal –optional.
- Brown Velcro school shoe –optional.

Shoes are available from

- Athletes Foot (Claremont and Karrinyup)
- Murray's The Clark Fitting specialist

YEARS 1 TO 6

SUMMER UNIFORM

- Grey dress with crest. The regulation length is mid-knee
- Blazer – must be worn out of school grounds in Term 2 and 3
- Boater - must be worn with uniform out of school grounds in Terms 1 and 4.
- Blue ankle socks
- Cardigan (optional, only worn in school grounds) unless underneath blazer
- Pale blue hair ribbons, scrunchies, brown hair ties and hair clips are worn

WINTER UNIFORM

- Grey tunic
- Pale blue short-sleeved shirt (no crest)
- Tie
- Blazer retained from summer
- Jumper (optional) only worn in school grounds unless underneath blazer
- Blue ankle socks or grey tights
- Scarf and gloves (optional and available for Years 5 and 6 only)

WINTER FORMAL OCCASIONS

- Girls wear regulation uniform as above.

SPORTS UNIFORM

- Every item is a regulation item, i.e. a specified colour.
- Pale blue polo shirt with crest
- Navy shorts with yellow and blue stripe
- Pale blue Hat
- Pale blue micro-fibre tracksuit (Years 3 – 6)
- House polo shirt (Years 1 – 6)
- Bathers and rash shirt (Years 1 – 6)
- Pale blue fleecy tracksuit (Years 1 – 2)
- House bathing cap (Years 3-6)
- Towel (optional)
- Sports bag

GENERAL ITEMS

- Library bag (Years 1 – 2)
- Chair bag (Years 1- 2)
- Homework bag (Years 1-2)
- St Hilda's Backpack - name clearly marked on the outside of the bag
- St Hilda's Sports bag

WEARING THE PHYSICAL EDUCATION UNIFORM

JK – YEAR 6

Students may travel to or from school and stay in their PE uniforms on the days they have PE lessons.

SHOES

Day Shoe – Brown Lace up School Shoe

Sport Shoe- Please limit shoe selection to subtle colours

YEAR 1-2 SUMMER ONLY

Navy Open toe school Sandal

SHOES ARE AVAILABLE FROM

Athletes Foot (Claremont and Karrinyup)

Murray's The Clark Fitting specialist

YOUR ST HILDA'S COMMUNITY

Parents play an important role in their child's educational progress and as well as supporting the educational aims and procedures. Parents can provide assistance with sporting events, assembly items, the Year 6 Production, fundraising, being a visiting expert, helping in the library and the Mezze. Further details can be obtained from the Communications and Engagement Office or through the Parent Representatives or class/specialist teachers.

PARENT REPRESENTATIVES

Each year level has Parent Representatives who help with class and school events. This role includes welcoming new families and children into the School and providing another point of contact for parents in the year group. Parents who take up the role do so for a school calendar year as well as providing support to incoming Parent Representatives in Term 1 of the following year. Parent Representatives work closely with the Communications and Engagement Office and work with the P&F Association. Further details can be obtained from the Communications and Engagement Office by contacting 9285 4256.

OTHER USEFUL INFORMATION

TELEPHONES – MOBILE OR SCHOOL

Students may use the School telephone at Reception at the discretion of the teacher. Students who have a mobile phone must hand it in at Reception at the beginning of the School day and collect it at the end of the day.

SUN AWARENESS

A 'No Hat, No Play' policy applies for all outdoor activities. Parents are encouraged to apply sun-screen prior to their child coming to school. Sunscreen is available for students at school.

PLAYGROUND USE AND SUPERVISION: TEACHERS AND PARENTS

Duty teachers supervise students during recess and lunch in the outdoor areas and allocated oval space. During times when no teacher is on duty such as before and after school, parents are responsible for the safety and wellbeing of their child/ren.

LOST PROPERTY

Parents are welcome to check for lost property during school hours at Reception, at the Mezze, around the classroom or in the Physical Education Department. Any unclaimed lost property that is named will be sorted and delivered to classrooms at the end of each term. After one year, remaining items will be sent to the Shop or given to charity.

TOYS

Please do not send toys or other precious items to school.

GATES

The Early Learning Centre gates at Owston Street are locked between the hours of 9.30am-2.30pm. Access is only available via the front reception, McCabe Street.

ST HILDA'S JUNIOR SCHOOL: FREQUENTLY ASKED QUESTIONS

The following questions and answers, sets out to provide information on why we do some things the way we do at St Hilda's Junior School. With families joining our community from other schools, other States and other countries, we are often asked about the topics below. We also need to acknowledge that although it is a common experience, there are many aspects of school life that have changed since our parents experienced primary school.

SAFETY & SECURITY

WHY DO I NEED TO VISIT RECEPTION BEFORE ENTERING THE SCHOOL? WHY DO I NEED TO SIGN IN/ SIGN OUT FROM SCHOOL WHEN COLLECTING MY CHILD DURING THE SCHOOL DAY?

Our Junior School is open from 7.30am to 4.30pm during term time. It is fundamental to our duty of care during these operating hours that we know who is on our campus at any point in time – this includes all students, parents and visitors. This information is also vital in the event of an emergency.

WHY CAN'T MY CHILD WAIT UNSUPERVISED AFTER THEIR CO CURRICULAR CLUB IN THE AFTERNOONS?

Our duty of care requires that all staff hand students over to their parent or designated caregiver and we need to sight the person who is taking over responsibility. This process signals that the staff member is no longer responsible for the student.

ARE CHILDREN ALLOWED TO PLAY AFTER SCHOOL IN THE PLAYGROUND?

Yes, if you, or another adult you nominate, are going to supervise your child/ren.

HOW DO I GET A MESSAGE TO MY CHILD DURING THE SCHOOL DAY?

We understand that occasionally, parents may need messages passed to their child/ren prior to the end of the School day. We ask parents to contact the Junior School Reception during school hours to forward any message as classroom teachers are unlikely to have the opportunity to access emails and respond to your message.

SOCIALISING

BIRTHDAYS

Birthdays are important milestones in the primary years. From JK to Year 6 each class teacher has a system to acknowledge birthdays within the cohort and it varies from year group to year group. How your family celebrates birthdays is up to you and is not a matter for the School. Our only stipulation is that your child does not hand out party invitations at school unless every member of the class is invited.

Every year we know there are children who are not invited to birthday parties who become upset. As hard as it can be to see your child 'left out', this experience needs to become an opportunity for you to build resilience in them and discuss the issues it raises. If you need assistance with this, you may contact one of our Junior School Psychologists for support but the School will not engage in any discussion with parents about private birthday events.

CAN STUDENTS PLAY WITH CHILDREN FROM DIFFERENT YEAR LEVELS?

Yes, students are encouraged to establish relationships within their cohort and we also support and encourage the social interactions and friendships between year levels during recess and lunchtimes.

PARENT / TEACHER COMMUNICATIONS

CAN I SEE TEACHERS BEFORE CLASS BEGINS IN THE MORNING OR DIRECTLY AFTER SCHOOL?

Yes, providing you schedule this meeting, because many staff coordinate before and after school clubs. For urgent meetings at the beginning or end of the School day, please contact Junior School Reception to see either the Director of Junior School, Dean of Academics or the Dean of Pastoral Care.

WHY CAN'T I REQUEST MY CHILD'S CLASSROOM TEACHER EACH YEAR?

A number of staff are involved in structuring class lists and a good deal of thought is given to the placement of each student. For this reason, class teacher requests are not accepted. Our aim is to develop balanced classes with a consistent class profile across the year group. The criteria we use to help us are:

- An even distribution of new and current students across classes.
- An even distribution of academic ability across classes.
- We also try to ensure each student has a close friend in their class.

While this makes the process a complex one, the outcome has long term benefits throughout the year.

EARLY LEARNING CENTRE

WHY IS MY THREE YEAR OLD ENCOURAGED TO BE TOILET TRAINED BEFORE BEGINNING JUNIOR KINDERGARTEN?

Junior Kindergarten at St Hilda's is an educational program with an offering which is different to child care centres. We encourage children who are three years of age to be independent with their toileting.

Independent toileting in Junior Kindergarten means children:

- identify for themselves that they need to go to the toilet
- are able to / will go unescorted by a staff member to the toilet
- can pull down their clothing
- can position themselves appropriately at the toilet [noting the toilets are sized for under 5 year olds]
- can attempt to wipe themselves and pull their clothing back on
- can wash their hands and return to the classroom.

We know that occasionally three year olds will have toileting 'accidents' and staff assistance will always be available to your child. Staff will support the work that has commenced at home during school hours, in regard to toilet training.

GENERAL TOPICS

WHY DOESN'T ST HILDA'S HAVE A 3 WEEK BREAK IN THE MIDDLE OF THE YEAR AND FINISH LATER IN DECEMBER?

Currently, there is an inconsistency of break times across the Government and independent schools in Perth. Our consideration of a 3 week break is constrained by brothers at other schools. Some of our Senior School families have primary aged children in local government schools. A three week break would be disruptive to them and out of alignment with their sibling's holidays.

The week lost would be added to the start of the school year, to maximise the learning time in the academic calendar for our Year 12 students. This would necessitate the return of students in the last week of January. Our south west

boarders' families late harvest is a further consideration for a January start to the academic year and may not appeal to these families. Further to this, the scheduling of sporting fixtures for the IGSSA and PSA schools who do not have the three week break is constrained with schools on different semester loads. Currently, we are highly satisfied with the educational and wellbeing outcomes being delivered to our students within our current year planner. There is no clear academic rationale and so we continue to seek evidence to support enhanced academic outcomes. For the best outcome, we would prefer the timing to be standardised for all schools across sectors. The current configuration of three x two weeks suits the academic program for St Hilda's students.

WHY ISN'T SPORT INTERSCHOOL COMPULSORY AS IT IS IN THE BOYS' SCHOOLS?

Sport is a compulsory part of our weekly timetable from Kindergarten to Year 6. All students from Year 4 compete in the JIGSSA (Junior Independent Girls' Schools' Sports Association) for:

- Winter Games
- Swimming
- Athletics

WHAT DOES THE JUNIOR SCHOOL DO FOR CHRISTMAS?

The Christian festival of Advent begins in early December culminating on Christmas Day. Given our last day of the academic year is at the very beginning of December, it is hard to celebrate this festival appropriately as we are not at school. That said, the Christmas story is shared with students as part of our RAPS lessons in Term 4 and we support the annual Christmas Appeal by collecting food donations.

Early term 4, Junior School Reception is decorated and a nativity scene displayed. Each cluster and classroom is also decorated in the early weeks in Term 4 to create a festive environment.

Our Junior Kindergarten to Pre Primary students participate in a Christmas concert for their parents and friends. We hold an informal carols event where we gather to sing carols, wear festive hats and celebrate the conclusion of the school year.

PARENT TO PARENT RELATIONSHIPS

St Hilda's is a diverse and busy community. Our core purpose is to provide the best educational experience we can for your child.

There are numerous opportunities for our parents to support and engage with the School beyond the immediate educational requirements of your child and we actively encourage you to do so. In a diverse community you will encounter people who think and behave differently to you and we ask that all the relationships you form through the St Hilda's community are respectful and collaborative.

Parent to parent relationships are beyond the jurisdiction of the School and we will not engage in discussions about this. We ask that if you encounter difficulties with another parent, you seek advice or support from a professional counselling organisation. If you believe the issue between parents is having an impact on your child's ability to participate at school, then you should contact one of our Junior School Psychologists to seek support but it must be clear that the School will not contact or involve the parent or child of the person you are having difficulty with.

We also ask that you are conscious of the conversations you have about other parents within hearing of your child. It is unhelpful to burden your primary school child with adult concerns or conflicts when they do not have the maturity to cope with adult problems. This can then translate into the classroom and playground and introduce anxiety for things that should be resolved at an adult level.

PRIVACY & CONFIDENTIALITY

Our operations are governed by the Privacy Act 1988. This means that we will not pass on information about the people (staff, parents or students) involved or actions we take to resolve issues.

We are most often asked by parents to provide information about how an incident involving two or more students is being resolved. Apart from letting you know action is being taken, we will not discuss the details with you. In Junior School we are working with children who are learning about relationships, making mistakes and developing as individuals. Our staff are trained and experienced in this and you need to trust us to look after the pastoral care as much as you trust us to teach maths or music.

