

# Pre-primary- Year 6 Handbook



VICTORIA PARK  
CHRISTIAN SCHOOL



# Table of Contents

<b>Contact Us</b>	4
<b>Our School &amp; History</b>	6
<b>Goals</b>	7
<b>Values</b>	8
<b>Curriculum</b>	10
<b>Student Responsibilities</b>	11
<b>Parent Support</b>	12
<b>Information for Parents</b>	14
<b>School Governance</b>	14
<b>Admission and Enrolments</b>	16
<b>Financial Matters</b>	17
<b>Fee Schedule</b>	19
<b>General Information</b>	21
<b>Uniform</b>	23-28
<b>Calendar</b>	29-30

# Contact us

(08) 9362 2626

27 Colombo Street Victoria Park

WA 6100 Australia

[www.victoriaparkchristianschool.wa.edu.au](http://www.victoriaparkchristianschool.wa.edu.au)

[admin@vpcs.wa.edu.au](mailto:admin@vpcs.wa.edu.au)

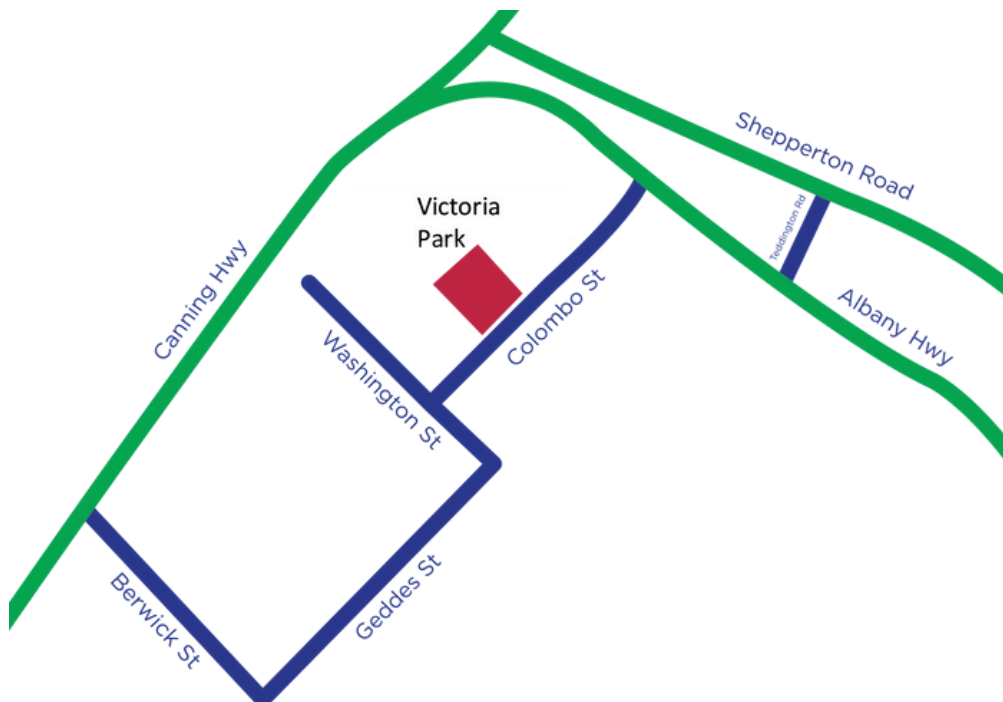
[facebook.com/victoriaparkchristianschool/](https://facebook.com/victoriaparkchristianschool/)

CRICOS Provider No: 01850E

## Hours of Operation

Classes Operate: 8:50am to 3:10pm

Student Supervision: 8:30am to 3:30pm





# Our School

Victoria Park Christian School is a small, caring co-education school catering for Pre-Kindergarten to Year 6. The school is open to any student wishing to study and learn within a Christian environment and works with families to ensure that each child is nurtured and challenged to reach his or her full potential and experience an abundant life. By fostering positive relationships with God, and each other, we guide students to be people who do the right thing, to live a life of purpose, hope, joy, and peace as a global citizen for Christ.

Victoria Park Christian School is a place where students, teachers and parents can develop values, character and personality based upon a love for God, an unselfish concern for others and personal self-respect. The educational activities are designed to provide opportunities for all students to achieve their maximum development – intellectually, spiritually, socially and physically.

Victoria Park Christian School is part of a worldwide Christian Education system (Adventist Christian Schools), that has over 2 million students worldwide and 110,000 teachers. Across Australia there are 48 Adventist schools educating nearly 17,000 students, providing a network of resources to give every child an education of the highest quality in an ideal learning environment.

## History

The School was established in 1927 as a single teacher school and was situated in McMillan Street, Victoria Park at this stage. In 1945 the school transferred to Hordern Street just around the corner from its current location. In 1963 new rooms were built on the current site, 27 Colombo Street, Victoria Park, to cater for the Primary School while the Hordern Street site housed the High School. Victoria Park Christian School is part of the Town of Victoria Park and is set in a beautiful tree-lined street; this same appreciation for the environment is continued within the playground.

During the 1980s the Junior High School outgrew the Hordern Street premises and was amalgamated with the Carmel Adventist College (Secondary), where many of our Year 6 students continue their studies.



# Goals

**Organisational Climate** - VPCS will show a Christ-like attitude and culture to students, families, and communities.

**Teaching Climate** - One that continues to inspire growth and innovation in a supportive, Christ-like environment.

**Student Behaviour** - VPCS will develop a consistent approach to encourage Christ-like behaviour.

**Student Wellbeing** - We will foster an environment where our students can feel safe, loved and valued in our classroom and in their identity in Jesus.

**Academic Achievement** - We will engage in a whole school curriculum approach that encourages our students' God-given curiosity and desire to be inquirers and life-long learners.



# Our School Values

**Respect**

**Responsibility**

**Effort**

**Compassion**

**Service**

**Integrity**

**Resilience**

**Humility**

**Discernment**

**Hope**

**Justice**



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# Curriculum

Victoria Park Christian School is registered to provide an approved program of Education for primary students. The academic program that is presented by this school is fully selected and modified so as to remain in harmony with our philosophy.

The Curriculum for Pre-Primary to Year 6 is organised into the following Key Learning Areas:

## **Biblical Studies – Encounter**

## **English**

## **Mathematics**

## **Science**

## **Humanities & Social Sciences (HASS)**

## **Health & Physical Education**

## **Technologies**

## **The Arts**

## **Languages (PP-Year 6 Chinese)**

### **Curricular, resource selection and implementation of learning programs:**

- are child centred and teacher guided;
- are gender inclusive;
- are focused on the whole child;
- reflect the needs of the individual child;
- are non-discriminatory.



# Student Responsibilities

Students of Victoria Park Christian School recognise that, at all times they are wearing the school uniform, attending school and participating in school events, they are representing the school and its standards.

## **Respect – all students and staff are treated with respect and dignity.**

This means we will:

- Respect the rights of other to learn.
- Respect and care for school property.
- Cooperate with staff and others in authority.
- Communicate with others using respectful language.
- Listen to the opinion of others and appreciate our different ways of knowing and doing.

## **Responsibility – all students and staff have responsibility to create a positive learning community.**

This means we will:

- Come to school ready to learn, on time and prepared.
- Participate actively in the schools learning program.
- Be responsible for our actions.
- Be dressed appropriately for activities.
- Follow reasonable instructions from adults.
- Keep our school free from bullying and harassment.
- Take pride in our work.

## **Integrity – all students and staff have a responsibility to tell the truth, admit our mistakes and show we are trustworthy.**

This means we will:

- Tell the truth.
- Leave other people's belongings alone.
- Voice our opinions in a kind and respectful way.
- Show and share our feelings.
- Talk to an adult if we are worried about what others are doing.
- Take responsibility for what we do.
- Do our own work.

## **Student Management – managing the learning environment procedures**

Classroom Learning Environment:

- We believe that classroom management is based on the school values with class and yard behaviours being consistent with each other.
- Class agreements are negotiated at the beginning of the school year using the school values. These are revisited at regular intervals throughout the school year.
- Classes negotiate logical consequences for both positive and negative behaviours that support the school values.

# Parent Support

Our parents love being involved and supportive of our school. The standards below contribute to its smooth operations. They will assist you, as you and your child relate to the school.

## **Regular Attendance**

Children should attend classes every scheduled school day, arriving and departing within the specified times (8:30am – 3:30pm). Classes commence at 8:50am and finish at 3:10pm.

## **Interest in Student Progress**

Parents are urged to take close interest in all aspects of their child's development. This includes supervising homework, attending parent/teacher interviews and simple tasks such as talking over the day's activities before bed.

## **Home and School Committee**

Parents are invited to attend and take an active part in the various activities of the Home & School Committee – including general meetings.

## **Working Bees**

These are held twice a year and are advertised in the School Newsletter. Parents are able to help with maintenance of equipment and grounds by participating in these scheduled working bees. The annual maintenance fee of \$120 will be credited back to your tuition account - \$60 per working bee. Please ensure you sign the Working Bee Register before commencing work. This register is important should you ever be injured whilst working on the school property.

## **Parents are also asked to help by:**

- Promoting Christian values;
- Finalising all accounts by the due date;
- Complying with guidelines outlined in this handbook;
- Supporting and encouraging their children to do their best in school;
- Responding to requests and surveys promptly; and
- Praying for the school, students, teachers, support staff and associated families.



# Information for Parents

## **Adornment**

Clear nail polish only.

Earrings need to be clear, silver, gold, white or blue studs (very small) with only one per ear, in the lobe, permitted. It is now possible to get soft, clear plaster keepers – these are a safer option.

Other jewellery is not permitted.

## **Mobile Phones & Smart Watches**

Student mobile phones and smart watches need to be handed to the class teacher or the front office before classes start for the day. Phones & smart watches can be collected immediately after class at the end of the day. Please note that any student using a personal device during school hours without the permission of the class teacher or principal, risks having the device confiscated.

## **Uniform**

The correct wearing of formal school uniform and sport uniform is compulsory. The sport uniform is not to be substituted for the formal school uniform. Students are to be in the appropriate school uniform from the time they leave home until they return at the end of the day, unless otherwise notified by the school. This includes while travelling. If, for some reason, it is not possible to wear full uniform, students need to bring a note from home explaining their situation.

# School Governance

Victoria Park Christian School is part of a worldwide system of schools. As such it is governed by established operational procedures that are consistent throughout the entire system. All affiliated schools comply with the accreditation and registration procedures as set by the National Australian Adventist School System and relevant State Education Departments.

The Western Australian head office supervises operations of schools in this state. It is known as Adventist Christian Schools (WA) Ltd (ASCWA), and is based at 84 Welshpool Road, Welshpool.

## **School Advisory**

The School Advisory is appointed by Adventist Christian Schools, WA.

Briefly the Committee's functions are to:

1. Promote Christian education.
2. Set and operate an effective budget.
3. Uphold the school through prayer and personal support.
4. Review all enrolments and endorse their acceptance.
5. Care for and develop the school assets.
6. Oversee the smooth operation of the school.

## Home & School Committee

This committee is made up of interested parents, whose primary role is to foster meaningful relationships between parents and the school, and in so doing, contribute to the development of the child.

Elected positions are: Chairperson, Secretary, Treasurer and at least three others. The Principal is ex-officio.

Briefly the Home and School functions include:

1. Promote Christian education.
2. Fund-raising.
3. Organise parental assistance in school activities.
4. Conduct general educational meetings of interest for parents.

Members of the school community who feel they may have an interest in assisting by being part of the planning committee are invited to contact the school Principal.



# Admission and Enrolment

## Enrolment

Victoria Park Christian School aims to supplement the work of the Christian home. The parent, by enrolling the student in the school, undertakes to assure that the child concerned will be encouraged to cooperate with all the activities of the school and help maintain its standard as a Christian organisation. Victoria Park Christian School is open to students without regard for their ethnic background or religion.

## Enrolment Procedure

### New Enrolments

Prospective new enrolments should apply to the school for:

1. An enrolment package
2. An appointment to meet with the Principal

At the interview the Principal will discuss with parents such matters as:

1. The philosophy and purpose of the school.
2. Parent's expectations as to what the school can offer their child.
3. The school's expectations of the pupil and the parents. This would include such matters as financial responsibilities, academic program, transport etc...

Prospective students will be advised on the School Advisory's decision regarding their enrolment application.

***International Students must have a signed Written Agreement before application can be made.***

## Application Deposits

An initial application deposit of \$250.00 is charged per family. This deposit is non-refundable, unless we are unable to accept the student.

**The application deposit for International Students is \$250.**

## Confirmation of Enrolment Details

All students currently attending the School are required to submit an updated student information sheet each year. Forms for this purpose are distributed to parents at the beginning of the school year and need to be returned within 5 days. Please check details carefully as they are important should we need to contact you in an emergency.

While there is no requirement to complete an application form in order to re-enrol each year, continued enrolment is at the discretion of the School Advisory. It is vital that families honour their financial commitment to the School. If support is required, please contact Office Administration.



## Pre-Kindy and Kindy Enrolments

The 3 year old program (Pre-Kindy) is offered two days a week – Tuesday and Thursday. Children must turn 3 years of age before enrolling. (See Handbook for Pre-Kindy & Kindy)

The 4 year old program (Kindy) is offered three days a week – Monday, Wednesday and Friday, with the option of attending five days a week. Children must turn 4 before the 30th June in the year they are enrolled. (See Handbook for Pre-Kindy & Kindy)

**STUDENTS IN PRE-KINDY/KINDY CANNOT BE ENROLLED IN TWO SEPARATE SCHOOLS AT THE SAME TIME.**

## Financial Matters

Victoria Park Christian School is one of a number of schools run by Adventist Christian Schools, WA. These schools are funded in three ways:

- Student fees.
- WA Conference subsidy – paid by local Adventist churches.
- State and Federal Government Grants.

### Tuition Fees

Tuition fees are set each year by Adventist Christian Schools, WA.

- Fee accounts are forwarded to families at the beginning of each school year, along with a Fee Payment Options form and a Fee Payment Commitment Form.
- Fees are due in accordance with the option that best suits you:
  - a. Annual Payment – prompt payment is made in full by the due date, attracting a 5% discount on tuition fees (payment due before the end of February)
  - b. Term Payments – payments are made four times per year and due at the beginning of each term. Payments made by the due dates attract a 2.5% discount on tuition fees.
  - c. Monthly Payments – 10 payments are made over each month from February to November. Payments are due on the 15th of each month.
  - d. Fortnightly Payments – 20 payments are made each fortnight from February to November. Payments are due on the 14th and 28th of each month.
- Due dates and discount periods will be advertised each term.

### Withdrawal of Students

**Should you need to withdraw a student, a full term's notice must be given in writing or a Term's Tuition Fee will be charged.**

## **Student Accident Insurance**

The school annually takes out a student accident insurance policy for all students. This policy covers injury twenty-four hours a day, regardless of whether the accident occurs at school or not. The charge for insurance in 2024 is \$15 per student and will be included in your tuition account each year. Claim forms are available at the school.

## **Low income families**

Families in financial difficulty may apply for assistance with fees through the School Principal. The amount of bursary available is limited and there is no guarantee that all requests will be met. Families who already have children enrolled in the school will be given preference.

Applications must first be made through the Principal, who will then review this with the School Advisory. A full statement of income must be provided as part of the application. Applications are made and reviewed each six months.

## **Maintenance Fee**

A maintenance fee will be charged at a rate of \$120 per family/year. Families may wish to select the option of participating in Working Bees at least twice yearly. Involvement in Working Bee activities will result in the Maintenance fee being removed from your tuition fee.

One Working Bee is held each semester and is equivalent to \$60 being removed from your tuition fee.

## **Swimming Lessons**

The amount of \$150 per student is charged for all students PP-Year 6. Swimming lessons are a compulsory component of the school curriculum. Exemption from swimming lessons may be given when a medical practitioner advises against swimming.

## **Stationery**

In the final term of each year, each student in Years 3-6 will be given a list of stationery requirements. These items are to be purchased online or by parents for the new school year. Students in Pre-Primary, Year 1 and Year 2 are charged a \$50 levy and all stationery items will be purchased by the class teacher.

## **Excursions/Incursions**

There will be class and school excursions/incursions from time to time. Excursions/incursions are compulsory as they are carefully selected to enhance the learning program of the school. A charge of \$140 per student/year will be added to tuition fees to cover the cost of excursions.

# Fee Schedule

Annual Fee

## Kindergarten

### Pre-Kindergarten

3 year Old Program      2 days per week (Tuesday & Thursday)      \$4,450

**Kindergarten**      3 days per week (Monday, Wednesday & Friday)      \$2,840

## Pre-Primary - Year 6

1 student full fee      \$4,730  
 2 students - 20% discount      \$3,780  
 3 students - 25% discount      \$3,350  
 4 students - 30% discount      \$3,310

## Additional Fees

Essential Assessment (Pre-Primary - Year 6)      \$20  
 Resource Fee      \$25  
 Maintenance Fee      \$100  
 Excursion/Incursion - (Pre-Kindy \$70 only)      \$140  
 Swimming - not application to PK-K      \$150  
 Sports Carnival      \$10  
 Year 6 Camp      \$350  
 Year 6 Levy (Graduation Shirt & end of year activities)      \$50  
 Early Years Screening      \$100  
 Stationery Levy PP, Year 1 & Year 2      \$50  
 Stationery Levy 4K      \$40  
 Stationery Levy 3K      \$30

## Bus Fees

More than 10km including GST      \$2,380  
 Less than 10km including GST      \$2110  
 \*Casual Bus Fee - one way      \$ 7

\*Arrangements and payments must be made prior to the student travelling on the bus.

## Overseas Student Tuition

**(PP-Year 6)**      1 student full fee      \$15,800  
                                  2nd/3rd/4th student 5% discount      \$15,010  
                                  Application Fee      \$250  
**(Kindergarten)**      3 days per week (Monday, Wednesday & Friday)      \$6,760  
                                  Application Fee      \$250

## Temporary Students

Per 10 weeks      \$3,950  
 Per week +      \$395  
 Stationery      \$60

### **Payment Options**

Fees can be paid using: Cash, Cheque, Credit card, Direct Deposit or Centrepay – forms are available from your nearest Centrelink Office, or the school office.

### **Withdrawal of Students**

Should you need to withdraw a student, a full term's notice must be given in writing or a Term's Tuition Fee will be charged.



# Communication

**School Receptionist** – Mrs Samantha McCutcheon

Email: [admin@vpcs.wa.edu.au](mailto:admin@vpcs.wa.edu.au)

9362 2626

Our receptionist is available from 8:30am to 4:00pm Monday to Friday.

We use the Audiri App to send home newsletters <https://www.audiri.com.au/>

## General Information

### Academic Performance

The academic program is carefully selected and modified so as to remain in harmony with our philosophy. The required standard to be achieved in the core curriculum areas at each year level is the same as that required by the Department of Education (WA) in association with the national Adventists Schools Curriculum.

### Bus Operation

Buswest operates a private bus service covering much of the metropolitan area. Students using the buses will be charged for this service. (Please refer to the Fee Schedule )

#### **Please Note:**

1. Students may be required to travel, either by **walking or by car**, up to 2km to meet the school bus.
2. If your child is not catching the bus in the morning please contact the Bus West depot on 9399 7845. Please note this does not include alterations to bus times or pick up locations, all alterations to these are to be done via the school office prior to 3pm that day.

Students travelling on the bus are expected to behave in a manner that shows courtesy to others and respect for property and safety.

### Chaplaincy Program

Victoria Park Christian School, with considerable support and funding from the National Schools Chaplaincy Program, offers a Chaplaincy Program, which is designed to support and nurture healthy social, emotional and spiritual support for all students. Participation in chaplaincy programs is voluntary. Whilst the Chaplaincy program is quite integral to school activities, the small group, one on one counselling, and home visitation programs are voluntary.

Our Chaplaincy Program includes involvement in Chapel programs; Resilience Training; Health and P.D. Curriculum; PATHS social and emotional learning; Leadership Programs; Service Activities; Parent and Community Partnerships; and Discipleship Support.

## **Counselling Services**

Victoria Park Christian School has limited access to the AISWA Schools Psychology Service, which provides testing, evaluation and referrals to external services appropriate to the student's needs. Staff, teachers and the chaplain utilise the AISWA Schools Psychology Service if there are any concerns about a student's wellbeing that may require additional support. Parents can request this service by speaking with their classroom teacher.

## **Library**

The school operates a library facility. Children must use a library bag when borrowing. School library bags will be available from the school uniform shop. A charge will be made for damaged books and books not returned. Library days for each class are advertised at the beginning of the school year.

## **Music**

Music tuition is offered with private teachers using the school's facilities. Tuition is available in piano. Fees are paid directly to the music teacher and are not included in the regular school fee accounts.

The school office is happy to connect families with the appropriate teacher. Please contact the office for names and phone numbers.

## **Privacy**

Personal student or parental information will not normally be passed out from the school without permission from the affected person/s. Exceptions will apply, i.e school dentist, school nurse, guidance officer, information required by Commonwealth or State Education departments.

## **Canteen**

Canteen is run every Friday & Tuesday by a company called Locavora. To order go to the website and follow the instructions of registering a new account with them. Please be sure to select Victoria Park Christian School when you add your student as well as the relevant class. Please list each student you are ordering for so we can make sure the lunch gets to the correct student/class, don't forget to change the year group & class for 2023.

Once registered, you can view the menu and order food for your child.

Canteen orders can be placed right up to 8:30am on Tuesdays and Midnight on Thursday for Friday orders

# Uniform

Correct school uniform is to be worn at all times and in the appropriate way. The following is a brief description of the school uniform. All items, other than shoes and socks are available from the School Office, during Office Hours.

Sports Uniform is worn one day per week. Formal Uniform is required on other school days. Please note that Pre-Kindy, Kindy and Pre-Primary students wear Sports Uniform each day, due to the very active nature of their learning.

**A navy blue school surf hat is to be worn for outdoor activities all year round.**



# Formal Summer Uniform – Terms 1 & 4

## Boys

- Blue short sleeved shirt with school logo
- Grey shorts
- Black leather school shoes
- Grey socks

## Girls

- Blue tartan skirt
- White short sleeved shirt with school logo
- Black leather school shoes
- White socks
- Bike shorts (optional)

*Please note that long hair needs to be tied back. Hair ties and headbands need to be school colours*





# Formal Winter Uniform – Terms 2 & 3

## Boys

- Blue short sleeved shirt with school logo
- School Tie
- Grey long pants
- School jumper with school logo
- Black leather school shoes
- Grey socks
- Navy scarf (optional)

## Girls

- Blue tartan skirt
- White short sleeved shirt with school logo
- School jumper with school logo
- Black leather school shoes
- White socks OR
- Navy blue or black tights
- Navy scarf (optional)

*Please note that long hair needs to be tied back. Hair ties and headbands need to be school colours*



# Sports Uniform: Boys & Girls

## Summer

- Sports polo shirt with school logo
- Navy blue microphone shorts
- Appropriate sport shoes (no flashing lights)
- White socks

## Winter

- Sports Jacket - Navy, Silver & White
- Sport Pants - Navy
- Sports polo shirt with school logo
- Appropriate sport shoes (no flashing lights)
- White Socks



# Kindy & Pre-Primary Students

- Students in Kindy and Pre-Primary wear the sports uniform every day.



## Uniform Notes - General Information

- Sports uniform must be worn only on the specified sports day (except Pre-Kindy, Kindy and Pre-Primary students)
- Students are encouraged to maintain a high standard of cleanliness. Uniforms must be worn in a neat and tidy manner at all times. Students are expected to keep their shoes clean and socks, tights or stockings tidy.
- In the interests of hygiene, we expect that girls and boys have their hair tied up neatly when it is longer than shoulder length and that fringes not hang down over their eyes.
- If it is necessary for a child to attend school with part of the uniform absent, a note of explanation is required giving reason and expected time when the correct item will be worn.
- Necklaces, rings and bracelets are not to be worn. Only one set of inconspicuous ear studs may be worn if necessary. The school will not accept responsibility for loss of any jewellery-type item that is brought to school, or injury caused by the wearing of ear studs.
- The use of make-up, including nail polish other than clear polish, is not permitted.
- School bags with the VPCS Logo are compulsory for PP - Year 6

# Calendar 2024

Term One	Uniform Shop	Thursday	25 January
	Students commence	Tuesday	30 January
	Pre Kindy commence	Tuesday	30 January
	Kindy Students commence	Wednesday	31 January
	Welcome Back Picnic	Wednesday	07 February
	Public Holiday	Monday	04 March
	NAPLAN	Wed-Fri	13-15 March
	Students conclude	Wednesday	27 March
Term Two	Students commence	Monday	15 April
	ANZAC Day Public Holiday	Thursday	25 April
	Mother's Day High Tea	Friday	10 May
	School Photo Day	Friday	24 May
	Public Holiday	Monday	03 June
	Parent/teacher Interviews	Thursday	20 June
	Students conclude	Friday	21 June
	Term Three	Students commence	Monday
Father's Day Breakfast		Friday	30 August
School Concert		Thursday	19 September
Students conclude		Friday	20 September
Term Four	Students commence	Monday	07 October
	Sports Day	Tuesday	29 October
	Awards & Graduation Evening	Thursday	05 December
	Students conclude	Friday	06 December

\*\*\* These dates may be adjusted throughout the year. Please always refer to Audiri for the latest updates to important dates.\*\*\*

## Public Holidays

Friday	26 January	Australia Day
Monday	04 March	Labor Day
Friday	29 March	Good Friday
Monday	01 April	Easter Monday Holiday
Thursday	25 April	ANZAC Day Holiday
Monday	03 June	Western Australia Day
Monday	23 September	Kings Birthday
Wednesday	25 December	Christmas Day
Thursday	26 December	Boxing Day









# VICTORIA PARK CHRISTIAN SCHOOL

[victoriaparkchristianschool.wa.edu.au](http://victoriaparkchristianschool.wa.edu.au)

## Partner Adventist Schools in Western Australia



**CARMEL**  
ADVENTIST COLLEGE

[carmelcollege.wa.edu.au](http://carmelcollege.wa.edu.au)



**ESPERANCE**  
CHRISTIAN SCHOOL

[esperancechristianschool.wa.edu.au](http://esperancechristianschool.wa.edu.au)



**LANDSDALE**  
CHRISTIAN SCHOOL

[landsdalechristianschool.wa.edu.au](http://landsdalechristianschool.wa.edu.au)