

Siena Catholic Primary School

Parent Information Handbook

2025



Our Vision

*With Jesus in our heart
and in the spirit of
St Catherine of Siena,
we aspire to be a community
of love and courage where
learning and harmony flourish.*



Our Mission

*As a highly effective and learning
progressive Catholic school, we provide:*

*A culture where every student is welcome
to come close to Jesus,*

*A culture of excellence where every student
learns at high levels,*

*A culture of extraordinary care where
every student is known and advocated for,*

*A culture of possibilities where every
student personalises their learning,*

*A culture of deep partnerships with
students, families and community to
enhance learning.*

"Be who God meant you to be and you will set the world on fire."

ARRIVING & DEPARTING

Arriving: It is important that your child arrives in time to get settled in and organised before lessons begin at 8.45am each day. The front gate on Eleanor Drive and the side gate on Harris Drive open at 8.30am when staff supervision begins- students should not arrive before this time. Classrooms are also open from 8.30am each morning.

Departing: School concludes at 3.15pm each day and students need to be collected before 3.30pm when our gates close and staff meetings begin. Children should be collected by someone who has authority to do so, that is, the parents/carers and/or emergency contacts listed on the enrolment form. If a different person is collecting your child, written authorisation must be provided, or a telephone call made to the school office. If you are held up for any reason, a phone call explaining this will avoid any upset or concern for your child.

School Start & Finish Times:

8.30am	Gates, Classrooms and Office open
8.45am	Lessons begin
3.15pm	Dismissal / Gates open
3.30pm	Gates & Office close <i>*students must be collected before 3.30pm</i>

Parking: Please park in the diagonal parks provided in Eleanor Drive or in the spaces available in Harris Drive. **Please note that it is illegal to park opposite the school in the bike lane.** Children will be supervised leaving the school and we request that parents leave their cars and collect their child from the gate safely. There is a large shaded area adjacent to the front of the school for parents to wait until lessons have concluded and the children are dismissed. We encourage you to park a block away and walk down to collect your child to help reduce congestion, keeping everyone safe. Alternatively, we would love to see as many children as possible riding, scooting or walking to school. What a healthy way to start the day!

Staff are supervising the safe departure of children at the end of the day, therefore children are not permitted to play in the school yard. They should remain in the designated area until collected.

Late arrival: If your child is late for any reason they must be signed in by a parent at Reception on the iPad provided.

Early departure: If your child needs to leave school before dismissal time, it is important that you have advised the classroom teacher and the school office of the time they will be collected and who will be collecting them. The child will need to be signed out by a parent at Reception using the iPad provided.

Punctuality: Parents should ensure that students are here in time to begin the day with the rest of the class. The school day begins at 8.45am. It is expected that during the time between 8.30am and 8.45am, students will enter their classroom, unpack their bags and prepare themselves to begin the school day with class prayer and community meetings.

Teachers plan their morning routine to ensure that students are calm, settled and prepared for what is to come during the day. It is important that this routine is respected so that classes are able to successfully cover the entire curriculum.

Although we do understand that on occasion there are factors outside of your control, please make it a priority to have your child at school with sufficient time so that they can be settled into their classroom **BEFORE 8.45am.**

Please take the time to look at the document **Every Minute Counts**. School concludes at 3.15pm each day and we ask that you collect your child/ren before supervision closes at 3.30pm. Thank you.



EVERY MINUTE COUNTS

Just a little bit late doesn't seem much but....

He/She is only missing just....	That equals....	Which is....	over 13 years of schooling. that's....
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly HALF A YEAR
20 minutes per day	1 hour 40 minutes per week	Nearly 2.5 weeks per year	Nearly 1 YEAR
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 AND A HALF YEARS
1 hour per day	1 day per week	8 weeks per year	Nearly 2 AND A HALF YEARS




ASSEMBLY & WHOLE SCHOOL PRAYER

Assembly: We start our week each Monday morning at 8.50am with Assembly in our Multipurpose Room. At assembly, we acknowledge birthdays, give student of the week awards and communicate any messages. Parents are welcome to attend.

Whole School Prayer: Every Friday afternoon at 2.50pm we conclude our school week with Whole School Prayer in our Multipurpose Room. Each class takes a turn of hosting our Whole School Prayer. Both of these times are a wonderful opportunity to gather as a community.

ATTENDANCE

Absenteeism: Children are expected to attend school every day unless they have a reasonable excuse. A reasonable excuse is defined as being prevented from attending school because of illness, accident, an unforeseen event or an unavoidable cause. It is important that we encourage good attendance at all times. If a child is absent, we are required by law to have written evidence of the reason. A phone call or email to the school office is also appreciated or you can enter the absence via PAM as a "Parent Notified Absence" the morning of the absence prior to 9.15am.

Family Holidays: We believe that every lesson, every day, every week contributes to your child's success or otherwise at primary school. Attendance is important for both academic and social reasons. We also understand that some families are unable to schedule their holidays during school holiday times. Whilst it is a parental decision to remove your child from school during the term, we would encourage parents to think carefully about what the impact of this will be on your child's learning.

Some people believe that while children are in the younger classes, a few days away will not make a great deal of difference. However, this is very far from true – it is in those early years that all the building blocks of future learning are put in place and thus regular attendance and adherence to classroom routines etc. is very important.

It is not possible for teachers to provide you with specific materials to take on holidays with you.

BEHAVIOUR MANAGEMENT



Siena Catholic PS continues to be involved in the School Wide Positive Behaviour Program. This program is an evidence-based framework for preventing and responding to student behaviour. It aims to create a positive school climate, a culture of student competence and an open, responsive management system for all school community members. It includes analysis of data by staff in professional learning teams, implementation of evidence-based practices and organisational systems for establishing safe, purposeful and inclusive school and classroom learning environments while providing the individual behaviour and learning supports needed to achieve academic and social success for all students. Click [here](#) to view our [Behaviour Matrix](#) which is also on our website. Our code of conduct has been developed using the following commitments:

BE SAFE - **BE RESPECTFUL** - **BE RESPONSIBLE**

Bullying of any kind will not be tolerated at Siena, and any concerns any member of the school community may have about issues of bullying should be reported immediately to the Principal or a member of the Leadership Team. Our policies are available on our website and under the Policies tab.



COMMUNICATION

Communicating with Teachers: We appreciate the opportunity to develop good working relationships with you. Teachers welcome parents into their classrooms before school so that your child can show you their work, or you can catch up informally with the teacher. However if you have an important issue to discuss, it's best to contact your child's teacher via email to make an appointment so that this can be done confidentially.

Staff Emails: first initial and last name @slucas.catholic.edu.au (eg: Cass Klain is cklain@slucas.catholic.edu.au)



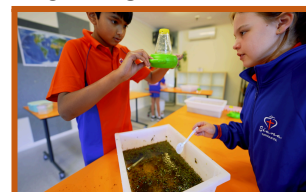
PAM via SIMON Everywhere App: All families are required to log into PAM. Please download the SIMON Everywhere App from the App store on your mobile phone, selecting Siena Catholic Primary School Lucas and using your PAM username (email address) and password. We aim to provide a comprehensive guide to what is going on in the school. We encourage all families to keep up to date with what's happening by regularly reading the Daily Messages, Calendar and Knowledge Banks. The SIMON Everywhere App allows us to send Alerts and Push Notifications as required.

Newsletter: Our newsletter is emailed to families each Wednesday fortnight to provide up to date information. It is important to take the time to read the newsletter and to note upcoming dates in your calendar. Our newsletter is also available to families on our website (**password: stcatherine**) and in PAM under Daily Messages & Knowledge Banks.

CURRICULUM, ASSESSMENT & REPORTING

Curriculum: At Siena Catholic PS we are mandated to follow the Victorian Curriculum developed by the Victorian Curriculum and Assessment Authority. As a Catholic school, we also implement the *Awakenings* Religious Education program.

Assessment: Teachers will assess children's progress on an ongoing basis to ensure that the teaching of your child is directed to their needs. Results of assessments will be communicated regularly to parents via the SeeSaw App so that results published in reports won't be a surprise to you.



Reporting: In June and December, parents will also receive a report of the scores achieved by their child/ren in the subject areas taught in that semester. In March and September, teachers make themselves available for Three Way interviews so that you can discuss your child's progress. Bookings can be made via PAM- Parent Teacher Interviews.

Excursions & Camps: As these are organised as part of your child's Curriculum, we do expect that all children will be attending. Costs for camps and excursions are based on this expectation. It is therefore essential that you speak with us as early in the planning process as possible if your child will not be participating. As with any school activity, a reasonable excuse would need to be provided as to why your child is not participating.

Permission Notes: Excursions and some other activities at school require parental permission to be completed in PAM before the excursion or activity takes place. Should a permission note not be completed by the requested time, that student may not be included in the excursion or activity.

Intervention & Assistance: We have procedures in place to ensure that any child who is deemed to be at risk in achieving the Literacy and Numeracy outcomes for their age level are assisted in whatever way we can. This is always done in partnership with you, the parent. Please speak with us if you feel your child is not coping as you would expect or hope.

ENROLMENTS

Enrolments for Foundation (Prep) students open in February and close in May for the following school year. Information is available on our [webpage](#) or the [DOBCEL webpage](#).

Contact Details: It is important that we always have the current contact information for you, and your emergency contacts. Please advise the office if there are any changes to your details.

Custody & Court Orders: If your child/ren are subject to a court order of any kind, a parent is responsible for providing this information to the school. Please advise us of any specific custody and access arrangements in place.



FEES & LEVIES FOR 2025



Both State and Commonwealth Governments require us to collect fees in order to meet the shortfall in funding from these government bodies.

Our fees ensure we can meet the costs of running our school, resourcing it adequately and delivering the highest levels of learning. If at any time you are having difficulty paying your fees, please contact Gen Willmott, our Business Manager, for a confidential conversation. E: gwillmott@slucas.catholic.edu.au

All fees need to be finalised by 30 November of each school year. Our preferred payment plan is Direct Debit which you set up in your internet banking, using your Bpay biller code which is provided on your statement.

The 2025 fees are as follows:-

TUITION FEE	Per family	\$1,200	Pays for the running costs of the school i.e. cleaning, utilities, maintenance and insurances.
CAPITAL FEE	Per family	\$390	Assists in meeting loan repayments for building works, landscaping and equipment purchases that we have to borrow money for.
STUDENT LEVY Foundation Year 1 Year 2	Per student	\$470	It is an expectation that this is paid by the end of Term 1 as this assists us in meeting the cost of essential supplies for the start of the school year, which have already been purchased. All money collected through this Levy directly provides for the students in the classroom, excursions, a 1:1 ipad and IT support
STUDENT LEVY Year 3 Year 4 Year 5 Year 6	Per student	\$495	It is an expectation that this is paid by the end of Term 1 as this assists us in meeting the cost of essential supplies for the start of the school year, which have already been purchased. All money collected through this Levy directly provides for the students in the classroom, excursions, a personal Chromebook and IT support
SWIMMING LEVY	Per student	\$95	Swimming lessons including bus transport
Yrs 3/4 CAMP FEE	Per student	\$320	Pays for transport, accommodation, meals and any entry and activity fees. Must be paid before the camp date.
Yrs 5/6 CAMP FEE	Per student	\$450	Pays for transport, accommodation, meals and any entry and activity fees. Must be paid before the camp date.

Please complete the Fee Payment Plan along with a Direct Debit Request Form and return it to the office by Friday, 31st January, 2025 (all documents are attached)

If you have a current Health Care Card (parent, not child), you will be entitled to a reduction in fees.

Please complete the attached CSEF Application Form AND Family Fee Assistance Scheme Form, and return it, along with a copy of your valid Health Care Card to the office or via email to: gwillmott@slucas.catholic.edu.au

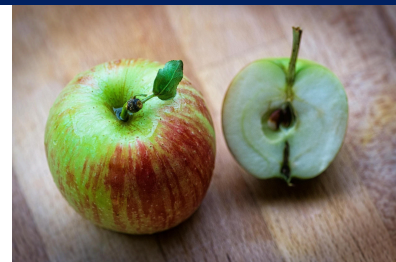
FOOD

All children are encouraged to have a healthy breakfast before coming to school, as we know that their ability to learn effectively is impacted by this. Children are discouraged from sharing food to minimise the risk to children who have allergies or intolerances to certain foods. Children are encouraged to bring uneaten food home so that you know how much they are eating.

Fruit Breaks: During the day children are permitted to have fruit breaks so it is useful to pack them 1 to 2 pieces of fruit daily.

Nude Food: To promote sustainability and reduce our waste we encourage nude food, that is, food that is not packaged with disposable wrapping. Putting pieces of fruit, sandwiches and small snacks in reusable containers is helpful in minimising our impact on the environment.

Lunch Orders: Lunch orders are available once a week on a Friday. To place a lunch order, you will first need to register with [QuickClig](#). Orders close at 10.00am on Thursday's. If you place an order after 10.00am on a Thursday, it will automatically be pushed to the following week. S&P Catering collects orders and payment via an online service and delivers the fresh lunch orders at lunchtime on Friday.



HEALTH

Asthma & Anaphylaxis: Children who experience either of these conditions require a management plan prepared by their doctor. Current management plans should be provided to the school at the start of each year, along with required medication, i.e. EpiPen, inhaler, etc. A risk management plan for each child is then developed by staff to ensure their safety during all school activities.



First Aid: All staff at Siena Catholic PS are trained in the management of Anaphylaxis, asthma, CPR and general First Aid. If your child is injured or unwell at school you will receive written notification of steps taken to care for them. If they receive a head injury of any kind, a phone call will be made to parents to alert them to this. Children who are too unwell to remain at school will be cared for in the sick bay until a parent can be contacted to collect them.

Medication: For a child who requires medication during school hours the following procedures must be followed:

- Medication is current, in its original container with the original label, and has been prescribed for that child. It must be stored in the school office – NEVER in a child's bag or lunch box.
- All details for administering the medication have been recorded and signed by the parent and given to the administration officer – consent forms available in the office.
- When the medication is given, the staff member doing so will record the dose and time.

Illness & Infectious Diseases: If your child is unwell they should stay at home. Children who are infectious should never be sent to school, to protect the wellbeing of other members of the school community. Please make a phone call to the school office to let us know if your child is unwell. A list of infectious or communicable diseases and their relevant periods of exclusion is available at the school office.

Immunisation: All children enrolled in a Victorian school are required to have current immunisation, to prevent serious illness and protect your child and others. Copies of Immunisation Certificates should be given to the school office as part of the enrolment process.

Allergies: Information regarding any allergies your child may have should be recorded on the enrolment form. Please let us know if this information needs to be updated for your child at any time.

Head Lice: It is important to check your child's hair regularly for head lice, and to treat it immediately if detected. Children who have been treated are able to attend school but children with untreated head lice are excluded to protect others. If you have treated your child it is helpful to let the school office staff know. This information is, of course, confidential.



Bedtimes: School days can be tiring and long for many children. They will do their best learning if they have had a reasonable amount of sleep. Research suggests that a minimum of 10-12 hours is needed by most primary school age children if they are to function at their best the next day.

HOME LEARNING TASKS

Currently our Homework Policy states that we believe that children should have a healthy balance of work, exercise, recreation and sleep in their lives. Therefore, home learning tasks include reading, spelling and mathematics.

OUTSIDE SCHOOL HOURS CARE (OSHC): EXTEND BEFORE & AFTER SCHOOL CARE

Here at Siena we offer on-site **Before & After School Care** from Monday to Friday. The Extend program is designed to provide a safe and engaging environment for your child before the school day starts.



Program Hours: Before School- 6:45am to 8:30am & After School- 3:15pm to 6:00pm

Service Information: Hours of operation, fees, how to book, and holiday program information can be accessed on Extend's website <https://www.extend.com.au/school/siena-catholic-primary-school/>

Book Now: Click here to make a booking: <https://extend.lookedafter.com/dashboard/schools/SPSL3350> or visit our website and click on the **Parent Info** tab, then **Outside Hours School Care**.

Please ensure you secure your spot as soon as possible, as spaces may fill quickly. Extend's friendly and knowledgeable customer service team is on hand to help with all enrolment, booking, and school holiday program needs. If you have any questions or need assistance with bookings, don't hesitate to contact them on 1300 366 437, or alternatively please email support@extend.com.au.

PAM (Parent Access Module)

PAM is the Parent Access Module the office uses to communicate with you. It has many functions, such as:

- ❑ Booking Parent Teacher Interviews
- ❑ Accessing Student Reports
- ❑ Creating and updating your child's Medical Profile and providing consent
- ❑ Excursion Permission
- ❑ Entering a Parent Notified Absence (PNA)- this can only be done before 9.15am
- ❑ Viewing your child's Behaviour Tracking
- ❑ Viewing our Daily Messages and the School Calendar
- ❑ Accessing our Knowledge Banks including our fortnightly Newsletter



All families are required to log into PAM. When your child is enrolled, you will receive an email prompting you to create a PAM Username (your email address) and a Password. Once you have done this, download the SIMON Everywhere App from the App store on your mobile phone, selecting Siena Catholic Primary School Lucas and using your PAM username (email address) and password to log in.

We aim to provide a comprehensive guide to what is going on in the school via PAM. We encourage all families to keep up to date with what's happening by regularly reading the Daily Messages, Calendar and Newsletter. The SIMON Everywhere App gives you direct access to PAM on your mobile phone.

If you want to download your child's Report, log into your PAM account using the link at the bottom of our website using a laptop or PC.

PARENT INVOLVEMENT

We encourage parents to get involved in the Siena community. A great way to help our students is by helping our school raise much needed funds through fun activities. Children love to see their parents involved in their school community, bringing a sense of ownership and belonging. If you are able to give a little bit of your time to participate in our school fundraising activities, please email fundraising@slucas.catholic.edu.au to have a chat with our Fundraising & Social Committee. New members are always welcome! Please complete the [Volunteer Induction](#) via our website.



Our School Advisory Council consists of members of our school community, along with our principal and deputy principals. They meet each term to discuss all aspects of our school.

We also encourage parents to sign up as a weekly Classroom Helper in your child's class. Complete the [Volunteer Induction](#) via our website. Details will be shared with families towards the end of term 1 ready to begin in term 2.

SACRAMENTAL PROGRAMS



As a Catholic school, Siena encourages parents whose children have been Baptised to undertake preparation for the Sacraments of Reconciliation, Eucharist and Confirmation. This preparation is provided by the Parish Sacramental program and is supported by our school. Dates are shared in our school Newsletter and on our calendar. Further information is available from our Religious Education Leader or the Principal.

SAFETY

Child Safety: Siena Catholic PS is committed to providing a safe environment for all members of the school community. A number of policies related to Child Safety are available on our school website.

Photos: Photos cannot be taken of other members of the school community without their knowledge and consent. In the case of the children, it is their parents who must consent to their child being photographed. Please be mindful of this at school events.

Policies: Our policies are updated regularly after consultation with the School Advisory Council. These, including a Child Safety Code of Conduct, a Parent-School Relationship Code of Conduct as well as our School Complaints Policy, can be found on our website under the Policies tab, or can be provided by the principal on request.

SunSmart: Hats are compulsory for outside play and outdoor activities during terms 1 and 4. If your child does not have their hat, they will need to play in a shaded area. Please ensure hats are clearly named. Children are also encouraged to use the provided sunscreen regularly.



Visitors: Must always sign in and out at the school office. This includes parents who may be attending the school to assist with an activity, and contractors who may be engaged in repairs, etc. If you need to drop something off for your child please bring it to the office so it can be delivered without disrupting learning time. If you volunteering within the school, you must complete the induction on our website.

Working With Children Checks (WWCC): Any adult in a position of responsibility at the school or involved in off-site activities organised by the school must have a current WWCC. Copies of these are kept in a school register. Parents who would like to be involved in school activities need to apply for a WWCC and have a copy of it placed on the register so they can participate actively in the life of our school. All volunteers must also complete a [Volunteer Induction](#) found on our website.

SMARTPHONE AND SMARTWATCH PRACTICES

Siena Catholic Primary School recognises that modern society is characterised by many forms of digital technologies. These technologies offer potential for enhancing learning but conversely also present risks to student wellbeing and to student development if not used appropriately. To balance the conflicting aspects of technologies, we support the use of school-based technologies (iPads and Chromebooks), but ban the use of smartphones and smartwatches during the school day. E.g. mobile phones, Apple watches, etc.

We continue to adopt the Victorian State Government guidelines that all mobile phones and smartwatches in primary school must be handed to the office to be stored during the school day. Students may only access them before 8:45am and after 3:15pm. Smartwatches (unless set to school mode) should not be with a student at all throughout the school day. If a parent needs to communicate with their child or relay an urgent message, please contact the office on 5334 3096. Alternatively, you may prefer to leave a message on your child's phone which they will see upon collection of the device at 3:15pm.

2025 SCHOOL HOLIDAYS & TERM DATES

Please note these dates in your calendar:

TERM 1:

***28 January – 4 April**

***First day for students- Years 1-6: Wed 29 Jan & Foundation: Thurs 30 Jan**

Foundation Rest Days- Jan 29th, Feb 5th, 12th, 19th, 26th & Mar 5th

School Holidays:

5 April - 21 April

TERM 2:

****23 April – 4 July**

School Holidays:

5 July - 20 July

TERM 3:

21 July – 18 September

School Holidays:

20 September – 5 October

TERM 4:

6 October – 16 December***

*****On last day, 12.30pm liturgy then take your children home, or 2.15pm finish**

2025 CLOSURE DAYS TBC (Student free days- *subject to change:will be advised*) and Public Holidays

Tues 28 Jan	Student Free Day- Staff Professional Learning Day: Vision & Mission; Compliance
Wed 12 Feb	Student Free Day- Staff Professional Learning Day: FLARE Literacy Day
Mon 10 Mar	Labour Day Public Holiday
Mon 21 Apr	Easter Monday Public Holiday
Tue 22 Apr**	Student Free Day- Staff Professional Learning Day: DOBCEL 2030 Strategy
Fri 25 Apr	Anzac Day Public Holiday
Mon 9 Jun	King's Birthday Public Holiday
Fri 22 Aug	Student Free Day- Staff Retreat
Fri 19 Sep	Student Free Day- Staff Professional Learning Day: FLARE Literacy Day
Mon 3 Nov	Student Free Day- Staff Compliance Day
Tues 4 Nov	Melbourne Cup Public Holiday
Thurs 18 Dec	Student Free Day- Staff Professional Learning Day: 2026 Planning

SCHOOL UNIFORM GUIDELINES

Siena School Uniform is compulsory, available from PSW in Howitt St Wendouree.

SCHOOL UNIFORM: Non-Sport Days			
SUMMER UNIFORM – TERMS 1 AND 4		WINTER UNIFORM – TERMS 2 AND 3	
UNISEX SUMMER DRESS		UNISEX WINTER TUNIC	
Summer Dress	Blue and white tartan school summer dress with orange bow	Winter Tunic	Blue tartan pinafore
Woollen Jumper	Blue woollen jumper with logo	Shirt	Long-sleeved orange polo shirt with logo under tunic
Socks	White (plain-no logo)	Woollen Jumper	Blue woollen jumper with logo
Shoes	Black	Stockings	Navy blue stockings (no leggings)
Hat	Blue school slouch or bucket hat with logo	Shoes	Black
OR		OR	
UNISEX ZIP-POCKET SHORTS		UNISEX NAVY TROUSERS or BLUE SHORTS	
Shorts	Zip-pocket cobalt blue shorts	Trousers or Shorts	Long navy trousers (2 options available replacing grey trousers, which are being phased out) or Zip-pocket cobalt blue shorts
Shirt	Short sleeved orange polo shirt with logo	Shirt	Long-sleeved orange polo shirt with logo
Woollen Jumper	Blue woollen jumper with logo	Woollen Jumper	Blue woollen jumper with logo
Socks	Grey or white (plain-no logo)	Socks	Navy or grey (plain-no logo)
Shoes	Black	Shoes	Black
Hat	Blue school slouch or bucket hat with logo		
UNISEX PE SPORT UNIFORM: Days as Specified by Class Teacher			
SUMMER UNIFORM – TERMS 1 AND 4		WINTER UNIFORM – TERMS 2 AND 3	
Shirt	Micromesh orange polo shirt with logo	Shirt	Micromesh orange polo shirt with logo
Shorts or Skort or Tracksuit pants	Micromesh blue shorts or Blue skorts or Blue tracksuit pants	Shorts or Skort or Tracksuit pants	Micromesh blue shorts or Blue skorts or Blue tracksuit pants
Jacket	Blue poly face zip jacket with logo	Jacket	Blue poly face zip jacket with logo
Socks	White (plain-no logo)	Socks	White (plain-no logo)
Shoes	Runners	Shoes	Runners
Hat	Blue school slouch or bucket hat with logo		

Siena Bookbag provided by school- not required for purchase. Art smocks & stationery supplied for school use.

Please note, these uniform items are optional:

- School Backpack- cobalt blue with logo
- Coat/Spray jacket (outdoor use only)
- Jacquard Beanie (outdoor use only)

Wearing Correct Uniform

Wearing the correct uniform is a sign of respect and pride for our school. It also demonstrates a sense of self-discipline and pride in presentation that will be an important life skill for all. Uniform and dress codes provide a level playing field, preparation for heading into secondary school, and supports an emphasis on welcoming all students to ensure all students can focus fully on the learning process. **If a student prefers to wear shorts, they are now permitted to be worn all year round.**

Uniform Requirements

Due to the ongoing risk of head lice, hair beyond shoulder length should be tied back and the correct school colour ribbons/hair accessories should be worn (blue, orange or white). Holiday coloured hair extensions should be removed before returning to school. Our students are required to wear conventional haircuts. Nail polish should not be worn at school. Visible jewellery should not be worn, with the exception of small plain stud or sleeper earrings, or a necklace with a small cross. Watches may be worn, ensuring smart watches are switched to a mode which stops them from being used as a communication device during school hours.

Hats Required in Terms 1 & 4

Hats are compulsory for outside play in terms 1 & 4. If your child doesn't have a hat, they will need to play under a sheltered area.

Hats, Beanies and Coats for Outdoor Use

Hats, beanies and spray jackets are to be worn outside only. This ensures that when leaving the warmth of the building, students stay warm outside by adding these extra layers. Please ensure your child wears a jumper to school (under their coat) for indoor use.

Year 6 Zip-up Jacket






















Year 6 students who purchase a Year 6 zip-up jacket may wear this in place of both the woollen jumper and the plain blue zip-up jacket.

Second Hand Uniform Shop

The second hand uniform shop will be open as advertised in the newsletter. If you would like to have a look outside these hours, please contact the office.

Clearly Label all items with your Child's Name

It is your responsibility to **CLEARLY LABEL ALL ITEMS WITH YOUR CHILD'S NAME**. If you purchase second hand items, ensure you cross out the old name and put your child's new name label on the items. There is a lost property tub in the office for any items that are misplaced. Named items are returned to the child. You and your children are welcome to look through lost property during office hours.

SUMMER	 1111889 S/S Pannelled Polo	 1113119 Summer Dress	 1110355 Gaberdine Short	 1100514 Safty Slouch Hat	 1100525 Bucket Hat			
WINTER	 1100155 L/S Polo	 1104005 Princess Tunic	 1105050 Wool Blend jumper	 1111412 Spray Jacket	 1111187 Zip Jacket With Stripe Rib	 1110400 Elastic Waist Pants	 1118535 Double Knee Pants	 1110737 Zip Cuff Tracksuit Pants
WINTER	 1106275 Jacquard Beanie	SPORTS	 1101364 Scooter Skirt	 1100850 Mesh Sport Shorts				
ACCESSORIES	 8362220 Trek Junior Backpack	 8360396 Scholar Book Bag	SOCKS	 2513000 Girls Tights	 2511050 Crew Socks	 2511050 Crew Socks		