

Junior School
Handbook 2027

St Hilda's
ANGLICAN SCHOOL FOR GIRLS

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CONTACT US

LOCATION

McCabe Street, Mosman Park WA

PHONE

Main Reception	9285 4500
Music Reception	9285 4250
Accounts	9285 4269
Uniform Shop	9285 4239
IT Helpdesk	9285 4295

EMAIL

juniorschool@sthildas.wa.edu.au

WEBSITE

www.sthildas.wa.edu.au (main school website)

JUNIOR SCHOOL RECEPTION HOURS

Monday – Friday 8.00am – 4.00pm (Term time only)

POSTAL ADDRESS

PO Box 34
MOSMAN PARK 6912

ST HILDA'S PURPOSE, VISION, AND VALUES

PURPOSE

Inspiring inventive and adaptive thinkers with a curiosity for learning.

VISION

To spark extraordinary futures.

VALUES

Our values aren't just a list of nice words. They are qualities that you will find throughout the School in all interactions. Our staff lead by example and instil these values in our students.

Excellence

We encourage the pursuit of our personal best and lifting others.

Authenticity

We value who we are and respect others, knowing that self-belief is our greatest attribute.

Belonging

We nurture relationships, the St Hilda's spirit and the part we play in the global community.

Imagination

We are courageous and open our minds to possibilities. These values are woven into our behaviours, recognition programs, and leadership opportunities.

START AND FINISH TIMES

	Junior Kindergarten	Kindergarten	Pre Primary	Years 1-6
Doors Open	8.45am	8.30am	8.10am	8.10am
Start Time	9.15am	8.45am	8.25am	8.25am
Recess	10.15am - 10.45am	10.15am - 10.45am	10.15am - 10.45am	10.15am - 10.45am
Lunch	12.30pm - 1.00pm	1.10pm - 1.45pm	1.10pm - 1.45pm	1.10pm - 1.45pm
Dismissal Time	2.30pm Bottom Gate	2.55pm Bottom Gate	3.15pm Bottom Gate	3.15pm

GENERAL INFORMATION

ABSENTEES

If your child will be absent from school, please fill in the Absentee Form on SEQTA Engage before the commencement of school. If you do not notify the School, we will contact the parent/guardian to confirm the absence.

APPOINTMENTS OR LATENESS

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

Students leaving early must be signed out by a parent or guardian at the Junior School Reception before being picked up from the classroom.

ILLNESS

If your child is unwell, please do not send them to school. This will aid their recovery and limit the spread of illness. If your child presents to school unwell, parents will be called to collect them.

PERMISSION FOR EXTENDED LEAVE FROM SCHOOL

Please keep holidays and related absences to the allocated school holidays. Permission must be sought for planned absences. This needs to be lodged via the Extended Leave Application Form, which can be accessed via the School App.

ASSEMBLIES AND CHAPELS

You are welcome to attend Junior School assemblies held on selected Wednesday mornings for Pre Primary to Year 6. Merit Certificates for Years 1-6 are presented at assemblies. If your child receives a certificate, your teacher will inform you in advance.

Chapel services take place on our Chidley campus on selected Wednesday mornings throughout the year. Students from Pre Primary to Year 6 attend Chapel services, where Communion is offered. Parents, families, and friends are always welcome to attend these services and to receive Communion or a blessing.

First Communion preparation is offered during Term 1, as part of the cocurricular program. Students in Years 4 to 6 are welcome to attend, after consultation with their parents. The annual Junior School Easter Service will be the opportunity to celebrate their First Communion. The School Chaplain also offers Baptism (Christening) for any of our students and their families. Please do contact the Chaplain in this regard via email chaplain@sthildas.wa.edu.au.

HEALTH

WELLNESS CENTRE

Our Wellness Centre is staffed by a Registered Nurse every day and is available to support students who become unwell while at school or have a minor accident. Parents will be called to collect if students are to go home due to illness or injury. Please ensure your Consent2Go health records are regularly updated, should medical conditions change. You will be sent a link to Consent2Go each year to update your child's health record and ensure all information we hold is correct.

STUDENT MEDICATION

Health-related policies are available via the School App.

Please ensure any new or updated medical information is submitted through Consent2Go. If the change requires urgent attention, please also contact the Wellness Centre by phone or email so that our Registered Nurses can be informed promptly.

Students are not permitted to carry or self-administer medication other than Ventolin.

All medications, including short courses of antibiotics, must be administered through the Wellness Centre by our Registered Nurses. Parents/carers are required to complete a **Medication Administration Consent Form**, which is available from the Wellness Centre.

For controlled medications, a letter from the student's Paediatrician or treating specialist is required at the commencement of treatment and whenever there is a change in medication or an adjustment in dosage.

Over-the-counter medications may be administered by our Registered Nurses, provided written parental consent has been received or given via Consent2Go.

TREATMENT OF HEAD LICE

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

SUN AWARENESS

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

CALENDAR

The School Calendar can be accessed via the School App or SEQTA Engage and should be checked regularly as dates, venues, and times can change.

CHANGE OF CONTACT DETAILS

It is important to keep the school updated on any changes to your address, living or custody arrangements, email, or contact numbers. You can update your details via SEQTA Engage or by emailing records@sthildas.wa.edu.au to advise us of these changes as soon as possible. This includes short-term changes, e.g. if a student is staying with a grandparent while parents are on holiday, so the school can contact the correct person.

COCURRICULAR OFFERINGS

The cocurricular programs at St Hilda's are designed to ignite, enhance, and spark a thirst for knowledge and to provide opportunities for our students to engage beyond the classroom. Details can be found on the School App, or via Clipboard here.

Students who attend cocurricular activities must be collected from the drive-thru at the stated finish time. Parents who repeatedly fail to collect their children on time will impact their child's ability to participate in cocurricular activities.

COMMUNICATION AND SCHOOL PLATFORMS

We utilise a range of channels to communicate with our community. Some of these include:

SCHOOL APP

This continues to be St Hilda's main form of communication. The App is used to access year group, cocurricular and sports notices as well as links to newsletters, My Student Account (MSA), term dates, transport options and the School calendar. If you have this already, please ensure you adjust your 'subscriptions' to select your child's/children's current year level and cocurricular activities.

You can access the App via Google Play and the Apple App Store. Simply search for St Hilda's Anglican School for Girls and click on the App with our logo to download to your personal device. Once you have downloaded the App, you will need to enter your St Hilda's-issued username and password (i.e. 1234@sthildas.wa.edu.au)

SEQTA ENGAGE

Is our learning management platform, which displays your child's timetable and online results. Timetables will be shared prior to the commencement of the school year.

Absentees should also be recorded on SEQTA Engage.

You can also access the opt-in Friendship list on the Contacts tab.

Update your contact details on the My Details tab.

Make payments and access your fee statements, invoices and payment details on the Finance tab.

EMAIL

You may receive direct communications from teaching and operational staff.

NEWSLETTERS

This includes Principal's update, important announcements and events, Junior School updates and notices.

PIXEVETY PHOTO GALLERY

Pixevety is a password-protected online photo gallery available only to current parents and staff. It provides a safe and convenient way for you to view School event galleries and download images that include your daughter. Pixevety can be accessed via the School app or by clicking here.

SMS NOTIFICATIONS

These will be used for time-sensitive and urgent information.

OTHER SCHOOL PLATFORMS:

- My Student Account (MSA) allows families to add credit to Year 1 to Year 6 student cards for the Chidley Café and to order online.

- Seesaw is used to provide regular insight into your child's learning (Junior Kindergarten, Kindergarten and Pre Primary students only).
- Consent2Go is a digital solution that easily enables you to keep your child's health records accurate and provides consent for school events, excursions, and camps in a secure and timely manner.

STUDENT CARD – YEAR 1 TO YEAR 6

A student card will be required for children who wish to use the following services:

- To purchase in person from the Chidley Cafe (canteen)
- To use the Horizons West bus service and/or Transperth services.

Please contact **junior.school@sthildas.wa.edu.au** should you require a card.

Lost cards should be reported to Junior School Reception, and a new card will be ordered at a cost of $7.00. All monies on the lost card will be transferred over to the new card.

Parents can upload funds via My Student Account (MSA).

COMMUNITY SERVICE AND FUNDRAISING

From Junior Kindy through to Year 6, our students actively participate in ongoing learning integrated into the curriculum through age and developmentally appropriate school and community-based programs.

We run many events for charitable organisations during the year through our Community Service program.

Proposals for additional fundraising activities can be submitted to **community.service@sthildas.wa.edu.au**.

COMPLAINTS

If any member of the School community has a formal complaint, they are encouraged to lodge the complaint via the complaints form on the School's website.

Please refer to the Complaints Policy available on the School App for further information.

EXCURSIONS, INCURSIONS AND CAMPS

There are camps for students in Years 4, 5 and 6. These camps are outdoor education-focused and facilitate developing students' independence, resiliency, and self-management skills. Year 3 students participate in the Little Wanderers program.

To further enrich the students' learning, excursions and incursions are arranged as part of the curriculum. Permission forms will be emailed via Consent2Go. Upon receiving this, you will be asked to update any of your child's health details. Permission to travel by bus is completed upon enrolment (Pre Primary - Year 6).

Further permissions are required for Junior Kindergarten and Kindergarten students. You will be contacted as required.

If any changes to permissions 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, with any required updates.

GETTING ASSISTANCE

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 (Pre Primary – Year 6).

YOU CAN COMMUNICATE WITH THE CLASS TEACHER VIA:

- Daily entry in the student's diary
- Email
- Telephone

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 their full attention.

PARENT INFORMATION SESSIONS

The parent information evening is held to inform you of the year's activities. It explains the particular directions and uniqueness of the year level, shares aspects that will help students settle into their new class and allows parents to meet the class teachers.

STUDENT SERVICES

A team inclusive of the Junior School Leadership team, Psychologist, Wellbeing Leader, and Director of Junior School oversee the holistic development of each child. Parents are encouraged to contact Junior School Reception to make a time to meet with one of the team members regarding a student's academic and learning progress, social/emotional development, or general welfare, in consultation with your child's classroom teacher.

The School Psychologist provides support and can also connect parents to other specialised services such as Occupational Therapy, Speech Therapy, Psychological Services and Testing provided by external agencies.

HOUSES AND HOUSE MEETINGS

There are four Houses: Blackwood, De Grey, Fitzroy and Gascoyne. House Meetings for Years 1-6 are organised each fortnight and are conducted by the House Officials and Year 6 Leaders. On alternate weeks, students in Years 3-6 engage in House Sport.

LIBRARY

The Junior School Library is open from 7.30am-8.10am Monday to Friday for students in Pre Primary – Year 6. In addition, it is open after school from 3.15pm – 4.15pm Monday to Thursday for quiet games, study and reading. These are supervised sessions.

LOST PROPERTY

All belongings should be clearly marked with the student's name. Parents are welcome to check for lost property during school hours at Reception. Any unclaimed lost property that is named will be sorted and delivered to classrooms at the end of each term. After one year, the remaining items will be given to charity.

CHIDLEY CAFE (CANTEEN) AND FOOD

We have students who have certain allergies which are life-threatening. The Junior School is an allergy-aware school. Students are not to bring nuts or products containing nuts to school in order to keep all students safe.

Please minimise rubbish by using reusable containers. Unnamed lost lunch boxes and containers are stored in the lost property area at reception.

The Chidley Cafe is open each day of term for nutritious lunches and snacks. The current menu is available on the School App.

Junior Kindergarten to Year 6 students may order lunches from the Chidley Cafe. Parents complete their orders using the online ordering system. Students in Years 1 to Year 6 may also use a student card to purchase snacks in person at the Chidley Cafe.

Years 1 – 6 students may purchase snack items from the Chidley Cafe on any day at recess and lunch.

MOBILE PHONES

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

MONEY AND VALUABLES

Valuable items and money should not be brought to school. Should money be required for donation, only small denominations should be brought.

PARTIES

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. Please check with the class teacher for any special dietary requirements of children in the class or year.

PRIVATE LESSONS DURING SCHOOL TIME

St Hilda's is pleased to offer the opportunity for students to have private music, speech or occupational therapy tuition within class time. However, to minimise the disruption to the students' academic studies and ongoing learning, students in Kindergarten – Year 6 will be allowed only one private lesson during school time. Students who learn a second instrument at school will have this lesson out of school hours. 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.

REQUIREMENTS FOR THE CLASSROOM

St Hilda's arranges most of the books and stationery requirements for all students. A list of additional requirements for each year level can be found on the School App and will be emailed at the start of each year. If your child needs anything else during the year, we will inform you.

SCHOOL POLICIES

The School has a number of policies that staff, parents and students need to abide by and be aware of. School Policies can be accessed from the School App.

STUDENT ASSIGNED LEARNING DEVICES (SALD)

Students use technology as a learning tool and with intention. Students in Junior Kindergarten to Year 2 do not have access to devices, beyond the technology needed to teach the Digital Technologies curriculum. Students in Years 3 – 6 have access to iPads for intentional teaching and learning. No devices are taken home in the Junior School.

SCHOOL UNIFORM AND UNIFORM SHOP

The School prides itself on its presentation, with the school uniform compulsory for all students. All students are expected to wear their uniform correctly and with pride. They are required to maintain high standards of appearance within the School and outside in the community. The Uniform policy must be adhered to at all times. It is important that all students are correctly dressed every day, and their uniform is clean and fits well. All clothing should be clearly labelled with your child's name.

Please refer to the Uniform Policy on the School App for Summer, Winter, and Sports uniform requirements

The Uniform Shop is located at the Senior School, 3 Palmerston Street, Mosman Park.

Standard trading hours during term time are:

- Tuesday 8.00am – 4.00pm
- Wednesday 8.00am – 4.00pm
- Thursday 8.00am – 4.00pm

The Uniform Shop will be open on additional dates prior to the commencement of the school year. Please check the School App for the current opening dates and times.

If you do not need a fitting and already know the items and sizes you require, you can order items via the Online Uniform Shop via the School App.

Click here to view the Uniform Look Book.

TRANSPORTATION, PARKING AND DROP ZONES

PARKING

Parking is not permitted in the surrounding streets. The Owston Street car park is for the Early Years.

Parents of older students should park in McCabe Street car park. For large functions when additional parking is required, the School Oval will be available for overflow parking.

In addition, the public car park beside the Mosman Park Tennis Club is available.

MCCABE STREET DRIVE-THROUGH PROCEDURES

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

JUNIOR KINDERGARTEN AND KINDERGARTEN

In Junior Kindergarten and Kindergarten, it is recommended that parents establish a routine to begin the day.

Approximately 10 minutes of 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 and Kindergarten parents should park in the Owston Street car park and drop off and collect their child from the classroom door.

Please note: The Early Learning Centre gates at Owston Street are locked between the hours of 9.15am-2.30pm. Access is only available via the front reception, McCabe Street.

PRE PRIMARY

If Pre Primary students need to be walked to class, parents should park in Owston 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 are welcome to arrive from 8.10am for a prompt start at 8.25am. Where buses, rehearsals or certain activities necessitate arrival earlier than 8.10am, students will attend the library from 7.30am to 8.10am. Students are not to arrive prior to 7.30am unless in a pre-organised activity.

Pre Primary students should be collected from the Owston Street car park at 3.15pm.

YEARS 1 - 6

Parents should use the McCabe Street drive-through. Students are welcome to be dropped off at school from 8.10am in readiness for a prompt 8.25am start.

Where buses, rehearsals or certain activities require arrival earlier than 8.10am, students will attend the library from 7.30am to 8.10am. Students are not to arrive prior to 7.30am unless in a pre-organised activity.

Years 1 to 6 students should be collected from the McCabe Street drive-through at 3.15pm. Students should be collected no later than 3.30pm.

No parking is allowed in the drive-through.

BUSES

St Hilda's runs the following bus services:

- Southern Suburbs
- West Leederville Service
- Karrinyup Service
- Nedlands Service
- City-Subiaco Service
- Cottesloe Service (including Mosman Park Train station pick-up)

These services are run by Horizons West. Students require a Student Card, and tickets need to be pre-purchased online here.

Please refer to the School App for the latest routes and scheduled times.

Students in the lower primary wanting to use the Horizon service must have prior approval from the Director of Junior School.

BICYCLES

If students ride to school, they do not have to wear their blazer or boater while riding. Helmets must be worn at all times. Please padlock bikes in the bike stands provided. Bikes are not to be ridden through school grounds.

SAINTS CONNECT

Connection with your child's school has as much of a positive impact on them as it does on you. We'd love you to be involved in an area you're passionate about. Join one of our Saints Connect groups and meet people who share your interests and help the school continue to thrive. We'd love to see you share some of your time and expertise at the School through Saints Connect. There's a volunteering opportunity to suit everyone.

Further information and how to sign up can be found on the School App.

FREQUENTLY ASKED QUESTIONS

The following questions and answers are set 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.

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 4.00pm 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 cocurricular 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, 9285 4500, 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

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 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?

Only if a meeting has been pre-organised. Staff use this time for planning, meetings, collaboration and commitments. You can organise a meeting by emailing the teacher.

CLASS PLACEMENTS

Why can't I request my child's classroom teacher each year?

There is a complex process involved in placing students. Moving one student can have knock-on effects for other students and the collective group. Class placements are final, and the School will work with families to ensure a successful year ahead. Parents can talk to the Classroom Teacher about any concerns, and we will work with the parent and student to adjust to their new class. Please refer to the Student Allocation to Classes Policy for further information.

EARLY LEARNING CENTRE

Why must my three-year-old be toilet trained before beginning Junior Kindergarten?

Junior Kindergarten at St Hilda's is an educational program with an offering that is different to childcare centres.

We require children attending Junior Kindergarten 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 to the toilet
- Can manage their clothing
- Can position themselves appropriately at the toilet [note: the toilets are sized for under 5-year-olds]
- Can attempt to wipe themselves
- 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. Regarding toilet training, during school hours, Staff will support the work that you commenced at home.

GENERAL TOPICS

Why isn't interschool sport compulsory as it is in the boys' schools?

Sport is a compulsory part of our weekly timetable from Junior Kindergarten to Year 6. All students from Year 4 compete in the JIGSSA (Junior Independent Girls' Schools' Sports Association) for: Summer Games, Winter Games, Swimming, Cross Country and Athletics. Year 3 students will also take part in JIGSSA Winter Games and Summer Games. Interhouse sport runs fortnightly for Years 3-6 students on Fridays.

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.

NOTES



JUNIOR SCHOOL CHIDLEY CAMPUS
MCCABE ST MOSMAN PARK
PH: 9285 4500

St Hilda's
ANGLICAN SCHOOL FOR GIRLS