



# St Anne's Primary School

*PO Box 493  
27 Young Street  
HARVEY WA 6220*

## **St Anne's School – Birthday and Celebration Procedure**

### **1. PURPOSE**

Birthdays and special celebrations are significant milestones in a child's life. St Anne's Catholic Primary School acknowledges the importance of celebrating these occasions, particularly for students who may not have family members in Harvey to celebrate with. The school community serves as an extended family for many children, and these celebrations provide an opportunity for inclusivity, belonging, and shared joy.

Many families enjoy bringing a cake to school or organizing outside gatherings to celebrate their child's birthday. This procedure provides clarity and consistency while ensuring that all celebrations align with safety, inclusivity, and healthy eating principles.

### **2. PRINCIPLES**

- 2.1 Ensure consistency across the school when celebrating birthdays and special occasions.
- 2.2 Promote healthy and responsible eating habits while fostering inclusion.
- 2.3 Encourage partnerships between the school and families in planning celebrations.
- 2.4 Respect the cultural, dietary, and religious considerations of all students.

### **3. IMPLEMENTATION**

Parents, teachers, students, and the community will adhere to St Anne's Birthday Celebration Guidelines to ensure health, safety, and inclusion. These guidelines will be communicated to families to encourage collaboration in birthday and special occasion celebrations.

### **4. PROCEDURES**

#### **4.1 Birthday Celebrations at School**

Birthdays are celebrated in the classroom and at assembly:

- Each birthday student is recognized in class.
- They receive an award and have Happy Birthday sung at assembly.
- Some classes have unique traditions to mark birthdays.

Parents should not feel pressured to send treats. However, if they choose to, the following guidelines apply:

4.1.1 Parents must consider allergies and medical conditions within the class when selecting treats.

4.1.2 Families who prefer their child not to participate in consuming birthday treats should notify the class teacher in advance.

4.1.3 All shared food must be clearly labeled, and if an allergy is present in the class, an alternative option should be planned.

4.1.4 This procedure aligns with St Anne's Healthy Eating Policy (available on the school website).

4.1.5 Birthday treats should be healthy – cakes, cupcakes, or fruit platters are acceptable. The following are not permitted:

- Lolly bags
- Chips
- Soft drinks
- Toys or excessive decorations

4.1.6 Simple celebrations are encouraged—birthday treats should not disrupt class routines or become elaborate private celebrations.

4.1.7 Parents must liaise with teachers beforehand to determine:

- Number of students
- Food allergies (if any)
- Equipment required (e.g., serviettes)
- A suitable time that does not disrupt learning.

4.1.8 Where possible, families should involve children in birthday preparations (e.g., baking together the day before).

4.1.9 Staff and parents should be mindful of families whose religion or beliefs do not celebrate birthdays.

4.1.10 Celebrations do not have to involve food – a poem, card, or special activity can be equally meaningful. Organizing a playdate after school can also be a great way to celebrate.

4.1.11 Birthday party invitations should not be distributed during school hours, especially if not all children are invited. Parents should:

- Give invitations after school directly to parents.
- Use private messaging or email for invitations.
- Consult with teachers to avoid unnecessary upsets.

4.1.12 If multiple students have birthdays close together, families could coordinate a shared treat or playdate instead of separate celebrations.

## 4.2 Class Celebrations

Occasionally, classes may celebrate the end of term or a special event. Teachers will notify parents when these occur.

4.2.1 Class parties may be scheduled once per semester.

4.2.2 Teachers will provide suggested food lists for class parties.

4.2.3 Food should align with the Healthy Eating Policy and the traffic light system for nutrition.

4.2.4 Small portions of food should be sent to class to minimize waste.

4.2.5 To prevent an overload of similar items, boys and girls may be assigned different food types.

## 5. REFERENCES

- St Anne's Healthy Eating and Nutrition Policy
- CECWA Occupational Safety and Health in Schools Policy
- The Australian Guide to Healthy Eating and the National Dietary Guidelines for Children and Adolescents in Australia (2003)
- **Anaphylaxis Management Guidelines for Schools – Department of Health (2010)**

## 6. RELATED DOCUMENTS

- Anaphylaxis Management for Schools ([Health WA](#))
- Canteen Food Allergy Guidelines ([Health WA](#))

## 7. EVALUATION AND REVIEW HISTORY

This procedure will be reviewed every three years or as required. It will be published on the St Anne's Primary School website.

Next Review

Year Sub-Committee Responsible

2028 School Leadership & OHS Team