St John’s Primary School
Parent Handbook

A Proud and Rich Tradition
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Welcome to St John’s Primary School

We welcome you and your child to our school and it is our hope that your years spent here will be happy, enriching and successful. Our school is a very exciting and enthusiastic learning place where children, teachers and parents are working together to create the best possible education for all the children in our care.

We are a very welcoming, caring community, committed to the development of every child, at their own level and pace.

Beginning school is an important step in your child’s life and also a significant one for you as parents. We certainly recommend that you present a very positive view of school to your child but at the same time do not over emphasize its wonders.

We invite all families to feel welcomed at St Johns and to come to school often, visit classrooms, talk to teachers and share in the joys of your child’s learning experiences.

Our parent community makes an outstanding contribution to our school. The variety of parent involvement in the daily activities of the school is a gift of great value to us all. Parents put tremendous effort into all areas of their participation, from parent-helpers to fundraising – in every way this supports the school and adds a social and friendly atmosphere to our community. Parent participation is a very special gift that parents offer our school and we are all privileged to be working together.

We also thank you for the opportunity of working in partnership with you in the education of your child and we trust that this will be a long and happy relationship.

On behalf of our Parish Priest, Fr. Mario Zammit, and our staff, I warmly welcome all our new families and I am confident that your family’s involvement in our parish and school will further enrich this wonderful community.

Nick Marinelli, Father Mario Zammit and Staff
School Profile

St John's Catholic Primary School is situated approximately 13 kilometres from Melbourne. St John's has a rich and proud tradition dating back to its establishment in 1851.

The school's purpose and motivation has always been to give an expression of the gospel values. Our vision maintains that effective learning encompasses every aspect of a person's life. We have built a reputation as a fine school whose children and teachers consistently achieve excellent results. Our school strives to provide high-quality educational opportunities to all children. St John's provides a diverse and rich curriculum as well as excellent cultural and sporting opportunities.

Contact Details

Office Hours: 8:30am to 4:00pm
Telephone: 9459 2963
Fax: 9459 0133
Email: office@sjheidelberg.catholic.edu.au
Web: www.sjheidelberg.catholic.edu.au

Parish Administrator Fr Mario Zammit
Principal Mr Nick Marinelli
Deputy Principal Mrs Carmel Armiento
Religious Education Leader Miss Elizabeth Williamson
Learning & Teaching Leader Mrs Carolyn Walsh

Office Hours
8.30 a.m. – 4.00 p.m.

School Hours
8.45 a.m. - 3.20 p.m.
Important Dates to Remember

Orientation Days

Thursday 5 November 9:00am – 10:30am
Thursday 12 November 9:00am – 10:30am
Thursday 3 December 9:00am – 10:30am*

* Could your child please bring a small snack to eat on this day
Your child will meet their teachers, 2016 classmates and buddy

Prep/Foundation School Times for 2016

Week 1
Thursday 28 January 8.45am - 12.30pm
Friday 29 January 8.45am - 12.30pm

Week 2
Monday 1 February 8.45am - 3.20pm
Tuesday 2 February 8.45am - 3.20pm
Wednesday 3 February No School
Thursday 4 February 8.45am - 3.20pm
Friday 5 February 8.45am - 3.20pm

Week 3
Monday 8 February 8.45am - 3.20pm
Tuesday 9 February 8.45am - 3.20pm
Wednesday 10 February No School
Thursday 11 February 8.45am - 3.20pm
Friday 12 February 8.45am - 3.20pm

Week 4
Monday 15 February 8.45am - 3.20pm
Tuesday 16 February 8.45am - 3.20pm
Wednesday 17 February No School
Thursday 18 February 8.45am - 3.20pm
Friday 19 February 8.45am - 3.20pm

Week 5
Commencing Monday 22 February children
will attend school full time from 8.45am – 3.20pm
Vision Statement

Given St John’s proud history and tradition within the Heidelberg community, we strive to empower the School’s motto, ‘Labora et ora’, Work and pray.

We aspire to:

- Support everyone’s journey in faith and personal relationship with their God;
- Engage and inspire a commitment to being life-long learners;
- Develop confidence and a commitment to personal excellence;
- Encourage compassion for those in need and be welcoming and inclusive of others.

School & Parish Prayer

Heavenly Father,
We the parishioners of St John’s are grateful for all we have received from the men, women and children of our past. Help us to cherish and maintain our Parish heritage. Most of all, enable us to be people who welcome the stranger, the needy, the sick and the lonely. Like St John, our Patron Saint, may we be people who love others, as Your Son, Jesus, asked us to do. We make this prayer, through Christ our Lord.
Amen.

Learning & Teaching Statement

At St John’s we value the interests and experiences of each individual. We strive to provide a rich and relevant curriculum that is personalised and supported by explicit and scaffolded teaching.

We value the development of new knowledge and skills through reflection, high order thinking, creativity, collaboration and the use of contemporary literacies and tools.

We believe that by providing our students with powerful learning experiences they will develop deep understandings about God, themselves and the world. By encouraging opportunities to commit to authentic action we empower our students to be responsible, compassionate and just citizens. (2010)
Term Dates 2016

Term 1  Thursday 28 January - Thursday 24 March
Term 2  Monday 11 April - Friday 24 June
Term 3  Monday 11 July - Friday 16 September
Term 4  Monday 3 October - Friday 16 December

Public Holidays 2016

Labour Day  Monday 14 March
Easter  Friday 25 March - Monday 28 March (During School Holidays)
Anzac Day  Monday 25 April
Queen’s Birthday  Monday 13 June
Melbourne Cup  Tuesday 1 November

Daily Timetable

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45 a.m. – 8.55 a.m.</td>
<td>Role/Admin Prayer</td>
</tr>
<tr>
<td>8.55 a.m. – 10.55 a.m.</td>
<td>2 hour teaching</td>
</tr>
<tr>
<td>10.55 a.m. – 11.05 a.m.</td>
<td>Eating time</td>
</tr>
<tr>
<td>11.05 am - 11.45 am</td>
<td>First lunch</td>
</tr>
<tr>
<td>11.45 a.m. – 1.45 p.m.</td>
<td>2 hour teaching</td>
</tr>
<tr>
<td>1.45 p.m. – 1.50 p.m.</td>
<td>Eating Time</td>
</tr>
<tr>
<td>1.50 p.m.-2.30 pm</td>
<td>Second lunch</td>
</tr>
<tr>
<td>2.30 p.m. – 3.20 p.m.</td>
<td>50 minute teaching</td>
</tr>
</tbody>
</table>
General School Organisation

Absenteeism
A note of explanation is required for absenteeism once the child has returned to school. In the case of a prolonged absenteeism, the school should be notified by the parent/guardian, that the child will be absent for the relevant period of time. Emailed notes will be printed and filed as a record of absenteeism. A phone call to the school advising of absenteeism will require a follow up written note to the classroom teacher.

Assembly – Weekly
Weekly school assemblies take place in the hall and include - prayer, National Anthem, messages, birthdays and awards. It includes class share time. Assemblies are conducted by the Principal, Deputy Principal or teachers. Parents are very welcome to attend.

Banking
Tuesday is banking day. Banking is provided by the Catholic Development Fund. Bank books are sent to the Office in the office tubs at the beginning of the school day.

Bicycles/Scooters
When riding to school, students are reminded that:
- Approved helmets must be worn
- Bikes must be roadworthy
- Road rules must be obeyed
- Bikes/Scooters are not to be ridden in the playground

Birthday Celebrations
Celebrating your child's birthday is a very important event. Due to our 'non food sharing policy', cakes are not permitted to be brought to the classroom to celebrate a birthday. However a small treat; preferably non-food, but if food is sent as a treat it must be commercially pre-packed. This treat will be distributed in class later in the day and placed in your child’s lunchbox. Children should only eat these when they get home. It is most important that parents check with the class teacher in plenty of time in case there are children with food allergies. For these children parents are advised to provide a ‘treat box’ to be stored in the classroom. Birthdays will also be acknowledged in the weekly school newsletter. Invitations to birthday parties may not be distributed at school.

Book Club
Once a term, each student receives a pamphlet to take home from Scholastic Australia. Should a student wish to purchase any of the books listed, he/she is to complete the “Order Form” section on the pamphlet and return it to school with the exact money by the date specified in the newsletter. A parent volunteer manages Book Club purchases.

Contact Details
At the beginning of each year the school organises class lists for parent use. Information such as name, address, phone number and email address are included on this list. For privacy purposes your permission is required for your details to be included. The lists must be used for their intended purpose only – organising social events, birthday invitations etc.
Dropping-off and Collecting Children
Parents are urged to take the utmost care when dropping off and collecting children at school. Please park in the designated parking zones in the streets around the school. Alternatively, there is a 2 minute drop-off and pick up area on Yarra Street. Parents are not to leave their cars unattended if choosing to use this option. There will always be a teacher on duty to ensure the safety of children. Cars are NOT permitted to enter the school or church entrance for the purpose of delivering or collecting children. A crossing supervisor is stationed at the crossing on Yarra Street and Cape Street from 8.15 - 9.00 am and 3.00 - 3.45 pm. Children walking home are required to use these supervised crossings.

House Colours
We maintain our rich tradition through the naming of our School House Colours. These names are adopted from the Heidelberg School of Artists: Roberts (blue house), McCubbin (red house), Streeton (green house), Withers (yellow house). Each family is given a house colour for the duration of the years spent at St John’s.

Lost Property
Lost Property is located inside the main entrance. Please ensure clear labeling of all uniform items, lunchboxes and water bottles.

Lunch Orders
An off-site canteen operates on Mondays and Fridays at St John’s. Students receive their lunch at second lunch therefore a small snack is still required at first lunch.

Mobile Phones
If students bring mobile phones to school, for contact with a parent prior to or after school, the mobile phone must be taken to the office for safe keeping throughout each day. The student must take the phone to the office prior to the bell and collect the phone after the bell at the end of the school day. A register is kept at the office for students to sign phones in and out.

Morning Assembly
The students assemble on the top yard before school. Each class is allocated a line-up area and students are taken to their classroom by their classroom teacher.

Playground Supervision
The playground is supervised by a staff member before school from 8.30 a.m. - 8.45 a.m. and after school from 3.20 p.m. – 3.35 p.m. To assist us in providing protection for your child it is important that you make every attempt to drop off and pick up your child whilst teacher supervision is in place. All children are to be collected from the school yard after school. Any children remaining after 3.35 p.m. are brought to the office where they are supervised.

Punctuality
Students should arrive 10-15 minutes before school commences and leave promptly at the end of the day. Late arrival causes unnecessary disruption to the class and can be unsettling for all students. Students who arrive late must report to the office and sign the Late Arrival Register.

School Closure Days
Whenever the school is closed for staff professional development, ample notification will be given through the school newsletter.
School Gates
The school gates will be locked between the hours of 9.00a.m and 3.00p.m. All parents and visitors can access the school via the office.

Signing In/Out
Students who arrive late to school or need to leave early are to be signed in or out by a parent/guardian. This is recorded in the Partial Attendance Book in the office. Students are not permitted to leave the school grounds at any time unless accompanied by a parent/guardian. Students who leave the school for an appointment and return on the same day are required to sign the Partial Attendance Book when leaving and returning.

Sunscreen
Each classroom is supplied with SPF30+ broad spectrum sunscreen. Parents are encouraged to also provide their children with SPF30+ broad spectrum sunscreen to use at school. Teachers will remind students to apply sunscreen before going outdoors.

Technology Use
The school is well resourced with the latest technology which is readily accessible to students to use with supervision. There is a strict user policy for these tools and for use of the internet which all students must follow. This policy can be found on the school website.

Valuables
Students are not to bring personal valuables to school.

Wet Days & Extreme Heat Days
Children remain in classrooms on wet/extreme heat days and are supervised by teachers. They are involved in passive, indoor games on these occasions.

Other School Information

Our Lady of Mercy College Music Program
OLMC provides private music lessons for the students. This is an optional program and lessons are held once a week during school time.

Students have the opportunity to participate in OLMC’s Junior Training Band.

Out of School Hours Care - OSHClub
Before and after school hours care program operates each day from 6.45 a.m. – 8.45 a.m. and from 3.20p.m. – 6.00 p.m. Information regarding this program can be collected from the school office. The contact phone numbers for OSHClub are 0401 333 932 or 1800 460 870 (Head Office).
School Uniform

We take great pride in the St John’s school uniform. We believe it is a contributing factor to developing a sense of school pride, as well as promoting a sense of unity amongst the school community.

Girls

**Summer Uniform (Terms 1 & 4)**
- Short or Knee-High Light Blue Socks
- Navy Blue St John’s School Jumper
- School Summer Dress
- Black School Shoes
- School Broad Brimmed or Legionnaire Hat
- St John’s School Bag

**Winter Uniform (Terms 2 & 3)**
- Knee-High Navy Blue Socks or Navy Tights
- Winter School Pinafore Skirt
- St John’s Light Blue Skivvy or Shirt
- Navy Blue St John’s School Jumper
- Black School Shoes
- St John’s School Bag

**Sports Uniform (All Year)**
- St John’s Rugby Top
- Maroon School Shorts
- Maroon Netball Skirt - Optional
- St John’s Polo Shirt
- School Navy Blue Track pants
- Runners
- White Sports Socks

Boys

**Summer Uniform (Terms 1 & 4)**
- Short or Knee-High Navy Blue Socks
- Navy Blue St John’s School Jumper
- St John’s Light Blue Shirt
- Navy Shorts
- Black School Shoes
- School Broad Brimmed or Legionnaire Hat
- St John’s School Bag

**Winter Uniform (Terms 2 & 3)**
- Short or Knee-High Navy Blue Socks
- Navy Blue Trousers
- St John’s Light Blue Skivvy or Shirt
- Navy Blue St John’s School Jumper
- Black School Shoes
- St John’s School Bag

**Sports Uniform (All Year)**
- St John’s Rugby Top
- Maroon School Shorts
- St John’s Polo Shirt
- School Navy Blue Track Pants
- Runners
- White Sports Socks

Children are required to wear the school uniform at all times, unless a special program or event is taking place at school. In this event, prior notice will be given to children and parents. The sports uniform is to be worn on designated Physical Education days and on class sports day. Runners are only permitted on these days. Hair that is longer than collar length should be tied back with a dark blue, light blue or maroon hair ribbon or band. No jewellery other than a watch or sleepers or small studs (gold or silver), is to be worn. **All items of the school uniform should be labeled with the child’s name especially hats and jumpers.**

School Bags

A back pack style bag which features the school logo is to be used by all children.

Hats

St John’s is a sun smart school. It is school policy that school hats be worn throughout Terms 1 and 4 in order to protect children from the harmful effects of sunlight. Students who do not have hats at school will be required to remain in the shade during lunch breaks.

School Uniform Suppliers

- Noone Imagewear - East Ivanhoe, 283 Lower Heidelberg Road, East Ivanhoe, 9499 1439.

Second Hand Uniforms

The second hand uniform shop is run by the PIC, Parents in Community, and is located in the PIC/OSHClub room. Times of operation will be communicated in the newsletter.
Education in Faith

As a Catholic School, St John’s aims to be a Christian community in which nurturing in faith is integrated within full human growth and development. The task of education in faith is to nourish and develop this gift, integrating it with life experiences, enabling students to live and interpret their lives according to Christian values.

Children will come to school knowing God in varying ways. Everyday experiences bring God into their lives. You can develop in your child, this personal love of God, by showing them signs of your own personal faith and by your own warm, loving relationship with them, and with everyone in the family.

It is important for your child to know Jesus as a person and to be aware of the life he led on earth. Storytelling is a great way to do this at home. Children of prep age love to be told about Jesus’ life and to hear about his family and of the things he did.

Religious Education provides the structure through which the Catholic school in partnership with parents and the parish, offers students experience in, and understanding of, Catholic heritage and tradition.

Religious Education at St John’s is based on the Melbourne Archdiocesan texts which seek to develop in children a growing awareness of themselves, in relationship with others, with God’s created world and in a community of faith. We use the text, ‘To Know Worship and Love’ and other resources.

Sacramental Program
St John’s School, in partnership with parents and the Parish, prepares children for the following sacraments:
- Penance in Year 3
- Eucharist in Year 4
- Confirmation in Year 6

Liturgy
The celebration of our life and faith through liturgy is an important and integral part of the life of our community. Important school events along with significant days in the church’s liturgical calendar are celebrated through whole school liturgies. Families are welcome at all liturgies.

Social Justice
We believe it is important for students to develop an awareness of social justice issues and to understand that as Christians we have a responsibility to be involved in action that promotes justice. St John’s supports a number of charity organizations.

Student Wellbeing

The welfare of the children in our care is the first priority. Staff at St John’s endeavour to foster student engagement and student wellbeing so that each student is able to achieve their best and enjoy their educational experience.

Wellbeing emphasises:
- Primary prevention – building structures that facilitate belonging and promote wellbeing
- Early intervention – programming and planning interventions that target students identified as ‘at risk’. (ref CEOM Research Doc 1 2008)
Buddy Program

The Buddy Program provides a great atmosphere for students to positively impact with their peers. Students in Year 6 ‘adopt’ a prep child.

The teachers schedule time accordingly to bring the two classes together for learning and sharing. The Year 6’s have opportunities to take ownership of their interaction and are presented as leaders and role models to the younger students.

Modeling by the older students allows them to see themselves as important contributors to the school, developing leadership, confidence, and empathy. They see the importance of what they do in the eyes and actions of the younger children. The older student finds worth in practicing kindness and gentleness, communicating with vocabulary that the younger child can understand, and discovering the joy that comes from a simple act of giving to another. They read, work, and communicate with these younger students through a range of activities.

The preps feel empowered with the opportunity to have an "older" friend and see what they have to look forward to. The modeling increases verbalization by younger students and provides a sense of importance to all. They simply love knowing that they have a friend in the upper grades.

The children enjoy getting to know each other throughout the year and for many, the experience provides a lasting friendship.
Learning and Teaching

St John’s is committed to providing a comprehensive and relevant curriculum. We remain mindful of the ever changing challenges and demands our students face as 21st century learners.

We use Inquiry-Based Learning as the learning process in which the children discover for themselves through questions generated from the interests, curiosities, and experiences of the learner. The AUSVELS (the Foundation to Year 10 Curriculum for Victorian government and Catholic schools) and the Religious Education Framework, “Coming to Know, Worship and Love”, form the basis of curriculum taught at our school. Staff plan collaboratively to produce units of work supported by these documents and other relevant resources.

(The AUSVELS overview can be accessed at: http://ausvels.vcaa.vic.edu.au/)

Dance Program
Ken Marshall from Absolutely Ballroom provides dance lessons on Thursdays in Terms 1 & 2 for students in Prep to Year 2 and in Term 2 for Years 3 to 6. These lessons culminate in the School Ball at the end of Term 2.

Excursions/Incursions
Excursions are a valuable and enjoyable educational experience, which extend and enhance the classroom curriculum. All children are expected to participate in excursion programs.

Gymnastics
All children in the Junior school take part in a five week gymnastic program.

Homework
There is a whole school approach to homework. Our homework policy describes homework expectations at each level, Prep to Year 6. There is a link to the homework policy in Learning & Teaching on the school’s website.

School Camps
Students in Years five and six are taken on camp every year. This experience provides an opportunity to develop personal skills such as community living, independence and self-confidence. All students are expected to attend.

Showcase & Art Show
A school Showcase is held every second year. Every alternate year the school holds an Art Show and/or an Expo of Learning. These events occur in Term 3.

Specialist Subjects
Physical Education, Performing Arts, ICT and Italian (L.O.T.E.) are taught by specialist teachers in all year levels.
Communication

Assessment & Reporting
Assessment and reporting are essential components of planning for learning and teaching. ‘Victorian Essential Learning Standards’ allows for an inquiry approach to curriculum planning and implementation utilizing a variety of assessments and reporting procedures. There is a whole school approach to assessment at St John’s.

Written student reports are sent home in June and December each year.

Emails
Emails may be used to inform your child’s classroom teacher of absenteeism. Emailing may also be a convenient way to clarify matters pertaining to curriculum, class or school routines. Matters requiring discussion need to be addressed directly with the classroom teacher and if necessary, the Principal or Deputy Principal.

Emergency/Medical Information – Contact Details
A form is sent home at the beginning of the school year to all families seeking current information and contact details. Please inform the school immediately of any changes in telephone numbers, home address, etc. that may occur during the year.

Newsletter
In 2016, the weekly newsletter will be emailed. However, hard copies will also be sent home on request. The newsletter can also be accessed on the school website and through the Tiqbiz App.

Parent Interviews
The ‘Getting to Know You’ Parent/Teacher meetings are held early in Term 1. These interviews are designed to allow parents to provide teachers with relevant information about the child and for teachers to inform parents about classroom expectations.

Formal Parent/Teacher Interviews are held at the end of Term 2 each year.

Other interviews may be held on an individual basis as the need arises. Interviews can be arranged by the teacher or parent as required.

Parent & Staff Communication
All staff members welcome discussion with parents on matters of education and student welfare and any matters of interest to the school community. An appointment may be necessary.

School Policies
School Policies can be found on the school website.

School Website & Class Blogs
St John’s school website provides information about our school. Visit classroom blogs via the links and enjoy the latest learning and thinking from students across the school. Your child’s class also has a link that you will receive at the beginning of the year.

Staff meetings involving all teachers are held each Tuesday and Wednesday commencing at 3.35 pm. Generally teachers will be unavailable to talk with parents on these days.
Safety, Medical and First Aid

St John’s School ensures that the care, safety and welfare of students is in accordance with State and Commonwealth laws and our staff is advised of their obligations under these laws.

Accident Records
All children that attend sick bay will receive a written record of the incident to take home. Serious accidents will be recorded in the Catholic Church Insurance Book, kept in the office. The Principal and parents will be informed immediately should this occur.

Action Plans
All children who have a serious allergy, asthma or other medical condition, must complete and provide the school with an medical action plan authorized and signed by the doctor or specialist. Anaphylaxis/allergy management plans, asthma action plans and medical action plans, must be provided. A meeting with the Principal or Deputy Principal must be conducted prior to the commencement of school to discuss the medical condition.

All medical action plans, together with medication, are located in the staffroom.

Students who suffer from asthma and need regular medication should have their ‘puffer’ at school at all times. These should be named and kept in the student’s school bag. A puffer should be carried by the student during sport, physical education and on excursions. Ventolin and inhalers are also kept as part of our First Aid supplies.

Confidential Medical Form
A ‘Confidential Medical Form’ for each child is compiled annually and information is kept up to date. These forms are kept in the office and a copy is also given to each class teacher.

First Aid
All staff are First Aid trained. All classrooms have First Aid supplies and a range of supplies is kept in the Sick Bay. A First Aid Co-ordinator ensures that adequate First Aid supplies are stocked. First Aid is administered as required but parents will be contacted immediately if there is cause for concern or if it is judged that the child would be more comfortable being cared for at home. It is policy that all head injuries will be reported to you as soon as possible.

Head Lice
Parents are asked to check their children’s hair regularly to check for head lice. If detected please notify the school in order that other parents may be alerted to the need to carry out regular checks. Immediate treatment is necessary and the student is not permitted to attend school until all live lice and live eggs have been removed.

Infectious Disease - Exclusion from School
There are specific regulations covering exclusion of children with infectious diseases from school. Full details are available from the school office. Please note that if a student has contracted an infectious disease, parents are required to report this to the school.
Children Must Be Excluded From School……

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion Period</th>
</tr>
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<tbody>
<tr>
<td>Head Lice</td>
<td>Until treatment and all eggs have been removed</td>
</tr>
<tr>
<td>Measles</td>
<td>For seven days from appearance of rash or until medical certificate gives clearance</td>
</tr>
<tr>
<td>German Measles</td>
<td>Until fully recovered and for at least four days from onset of rash</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>For four weeks or until medical certificate gives clearance</td>
</tr>
<tr>
<td>Hepatitis</td>
<td>Until medical certificate gives clearance</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until treated. Medical certificate may be required</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Until sores have fully healed. Sores on exposed surfaces must be properly covered with occlusive dressing</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Until fully recovered</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until treatment has commenced. Medical certificate may be required.</td>
</tr>
<tr>
<td>Slapped Cheek</td>
<td>The incubation period of the infection is one to two weeks and cases are most infectious before the onset of the rash. There is some uncertainty about the nature of the disease. As a precaution, it is St John’s policy that children be excluded while the rash is visible and that notice be given to school.</td>
</tr>
<tr>
<td>Immunization</td>
<td>If an outbreak of a disease occurs during the year, any child who is not immunized must be excluded from school during all infestation periods. A child who is not immunized against measles may as a result, spend considerable time excluded from school.</td>
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</tbody>
</table>
**Immunisation**
All children entering the school are required to present a valid immunisation certificate. Current legislation does not make immunisation itself compulsory. However, **certification of immunisation status is compulsory, and this must be in the prescribed form, issued by the local council.**

Doctors’ letters, photocopies of infant welfare records and statutory declarations cannot be accepted by the school. Details on how to obtain a school entry immunisation certificate may be obtained by contacting The Australian Childhood Immunisation Register (ACIR) on 1800 653 809 or [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation).

The certificate is issued in two forms - either immunisation is complete against the prescribed diseases, or it is not complete. Certificates indicating that immunisation is incomplete are issued in three circumstances:

- Where the failure to complete the immunisation schedule has been an oversight and the parent signs an undertaking to complete the schedule within a specified period of time. Note that on completion of the schedule, a new certificate would be issued by the municipality indicating that immunisation is now complete, and the old certificate discarded.

- Where a medical declaration has been provided indicating that there is a genuine medical reason why the child cannot receive a particular vaccine.

- Where a statutory declaration is provided indicating that the parent is a conscientious objector to immunization. *Note that in the event of a case of measles or diphtheria, all children in the class level involved, who have a certificate marked ‘incomplete’ will be excluded from school.*

**Medication**
Staff are not permitted to administer medication to students without the written permission from parents or guardians. Parents must bring the medication to the school office and complete the Administration of Medication form. The School Officers are responsible for storing and administering such medication when required. All medications administered are recorded in the Medications Register. *Please note – NO medication (except asthma puffer) is to be kept in a student’s school bag.*
Parent Participation

Education is a partnership between the school and the family. At St John's, parent support is considered to be vital and parents are encouraged to involve themselves as fully as possible in the life of the school. It is a requirement that all parents wishing to be involved with school activities must have a current Working With Children Check.

Avenues for participation include:
- Parents in Community (PIC)
- School Advisory Board
- Literacy Parent Helper
- Classroom teaching/learning activities
- Sacramental preparation
- School and parish liturgies
- Sporting activities - coaching and organisation
- Maintenance and Development Committee
- Working Bees
- Excursions

Classroom Helpers (Prep to Yr 2)
One of the ways that parents are able to assist in the school is as a Classroom Helper (Prep to Year 2). A workshop is offered at the beginning of the year. Parent classroom helpers are able to volunteer their time to assist in their child’s classroom during the literacy block.

A schedule for each term will be provided to parents who volunteer their time, with the day and times they will be required. Any parent assisting in the classroom must have an approved Working With Children Check (Appendix A). If you are scheduled to help in your child’s classroom, please ensure that you sign the Visitor’s Book which is located at the front desk in the school office, before commencing. You must also wear one of the visitor’s badges located at the office. Upon completion of your time in the classroom, you will need to sign yourself out on the visitor’s book and return your badge.

Parents In Community (P.I.C.)
The P.I.C. exists to actively promote the building of St John’s School community and to provide financial support for the School’s activities. This committee is elected bi-annually at the general meeting. The Committee works in close liaison with the Principal and Staff. Priorities for funding initiatives are determined by consultation based on the needs of the school.

School Advisory Board
The School Advisory Board acts as an advisory support to the Principal, Parish Priest and parents in the pursuit of education and the development of St John’s School. Membership of the Board is open to any parent interested. Nominations and elections for the School Board take place at the beginning of the school year.
Starting School
We encourage you to become familiar with the excellent resource that has been provided to you. ‘Your Child's First Year at School’ is an excellent book and provides great ideas and insights in assisting with your child's start to school.

Stationery: All the supplies your child will require for the year will be delivered directly to school. All items are kept at school and replenished as the year progresses.

First Lunch and Second Lunch: Please send in a clearly named lunch box from the first day. Have a practice at home so that your child knows what to eat at each of the breaks. Your child will require a water bottle. Please do not send glass bottles or cans. Try and take into account what your child would normally eat at home and not send too much food. It is better to provide food which does not require the opening of packaging. Yoghurt and tinned fruit etc. are often quite messy!
We ask that all containers be clearly labelled.

Clothing & Accessories
Art Smock: To be clearly labelled.
Spare Underwear and Socks: Every child needs to have a spare set in their schoolbag at all times. Some children just don't make it to the toilet on time and others may require a change if they fall over.
Hat: St John's School hat must be worn during 'first and second lunch' and sport lessons during terms one and four. It must be clearly labelled.
Clothing: To be clearly labelled to ensure that children can easily identify their own belongings.
Tissues & Chux: We would greatly appreciate if you could send along 2 boxes of tissues and a packet of chux at the beginning of the year. These will also be stored at school and used throughout the year.

Other General Information
Leaving your child
Please feel free to take your child into the classroom and encourage him/her to unpack their bag and be ready to start the day. We understand that leaving your child may be difficult. Despite this, tears may need to be handled by the teacher and parents would be best to walk away. Generally, children will settle quickly when others around them are settled.

Meeting with Teachers
Before school is often a busy preparation time for teachers and therefore not suitable as a meeting time. After school is usually appropriate for most teachers, except the Staff, and Literacy/Numeracy Meeting Nights. These meetings are currently Tuesday 3.30 - 5.00pm & Wednesday 3.30 - 5.00pm.

Hot Days
If the forecast for the day is to be hot, please feel free to come and take your child home early. The program for the day will be altered accordingly if the weather is extreme. We realise that some parents may not be able to collect their children early, however they may wish to take up the option of making prior arrangements for someone else to collect them. Approval for collection by a person other than the child’s parent requires written approval from the parent or guardian.
Apply for a Check


How it works
To apply for a Working with Children (WWC) Check, you need to:

- Fill in an application
- get a passport size photo of yourself
- gather your proof of identity documents, and

lodge your application at a participating Australia Post retail outlet (external link opens in a new window), providing a photo and proof of your identity and if you are applying for an Employee Check pay the fee of $102.70. For school volunteer work you DO NOT PAY A FEE!

What information you will need to have ready
In order to fill in an application, you will need:

- The full address of every place you have lived in the last five years, and
- The name, address and phone number for each organisation you will be doing paid or volunteer child-related work for.

What you will need to fill in application online
You must have:

- an internet connection
- an email address so the department can let you know it has received your details

a printer of reasonable quality and Adobe Acrobat Reader or Open Office to print a summary of your application.

Appendix A