St John’s Primary School
Parent Handbook

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

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. To extend our core learning opportunities we also offer a wide range of extracurricular programs. Literacy remains a key feature of our learning program. Parent involvement is significant and encouraged. Providing learning support to our students is one of our highest priorities. Our school offers a Special Needs Coordinator, aides and a Reading Recovery program.

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 Priest Fr Ted Teal
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.
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 2013

Term 1: Thursday 31 January - Thursday 28 March
Term 2: Monday 15 April - Friday 28 June
Term 3: Monday 15 July - Friday 20 September
Term 4: Monday 7 October - Thursday 19 December

Public Holidays 2013

Labour Day: Monday 11 March
Easter: Friday 29 March - Monday 1 April (School Holidays)
Queen's Birthday: Monday 10 June
Melbourne Cup: Tuesday 5 November

Daily Timetable

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<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>
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<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 p.m.</td>
<td>Second lunch</td>
</tr>
<tr>
<td>2.30 p.m. – 3.20 p.m.</td>
<td>50 minute teaching</td>
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General Organisation

Absenteeism
A note of explanation is required for absenteeism once the child has returned to school. In the case of a pro-
longed 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.

Adventure Playground
The Adventure Playground is out of bounds before and after school. Children are not permitted to run in this
area. The area above the adventure playground is also out of bounds.

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. A small treat for class members can be sent to
school. It is most important that parents check with the class teacher in plenty of time in case there are chil-
dren with food allergies. Birthdays will also be acknowledged in the weekly school newsletter and at school
assemblies.

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, ad-
dress and phone number is 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, birth-
day invitations etc.
Delivery and Collection of Children
Parents are urged to take the utmost care when delivering and collecting children at school. Please park only in designated parking zones in the streets around the school. 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 - 4.45 pm. Children walking home are required to use these supervised crossings. Written consent is to be provided for all children who are walking home unaccompanied by a parent or guardian.

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 at the bottom of the main stairs. Please ensure clear labeling of all uniform items, lunchboxes and water bottles.

Lunch Orders
An off-site canteen operates on 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 8.25 a.m. - 8.40 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 can be 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.
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** ~ Stewart’s of 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.

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)

The Student Wellbeing Policy encompasses our procedures pertaining to:

- Student Wellbeing
- Student Services
- Behaviour & Bullying Management
- Mandatory Reporting
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 in teams or 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 the excursion program.

Gymnastics/Tennis
These programs alternate each year and are held in Term 4 for all students.

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, Prep to Year 6.
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.

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.

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
St John’s School Newsletter is sent home each Wednesday with the eldest child. Alternatively, the newsletter can be sent via e-mail. The newsletter will be posted on the school website - www.sjheidelberg.catholic.edu.au.

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 - please familiarise yourself with these.

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
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 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.

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.

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.

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.
Medical Action Plans
All children who have a serious allergy, asthma or other medical condition, must complete and provide the school with an action plan authorized and signed by the doctor or specialist. Anaphylaxis/allergy management plans, asthma action plans and medical action plans, must be provided.

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.

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.

Other School Information

After School Sport Program
Kelly Sport provide a weekly after school sport program. This is an elective program.

Music Program
Christian Nativo Music provides music lessons for the students. This is an elective program and lessons are held once a week during school time. A whole school instrumental concert takes place twice a year.

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).
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. 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.