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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 John’s 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, Fr 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.

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

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.
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 Vision

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Thursday 28 January - Thursday 24 March</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 11 April - Friday 24 June</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 11 July - Friday 16 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 3 October - Wednesday 16 December</td>
</tr>
</tbody>
</table>

### Public Holidays 2016

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Day</td>
<td>Monday 14 March</td>
</tr>
<tr>
<td>Easter</td>
<td>Friday 26 March - Monday 29 March (School Holidays)</td>
</tr>
<tr>
<td>Anzac Day</td>
<td>Monday 25 April</td>
</tr>
<tr>
<td>Queen's Birthday</td>
<td>Monday 13 June</td>
</tr>
<tr>
<td>Melbourne Cup</td>
<td>Tuesday 1 November</td>
</tr>
</tbody>
</table>

### 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 p.m.</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 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.

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. Birth-
days 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.

Class Contact List
At the beginning of each year the school organises class lists for parent use. Information such as name, add-
dress, phone number and email 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,
birthday invitations etc.
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 - 4.45 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 on-line, off-site canteen operated by Classroom Cuisine (www.classroomcuisne.com.au) is available on Mondays and Fridays at St John’s. Students receive their lunch at first lunch therefore a small snack is still required at second 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 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 Late to School/Early to Leave Register in the office. Parents must also sign the Register when taking students out of school for an appointment and also sign them back in when they return to school. Students are not permitted to leave the school grounds at any time unless accompanied by a parent/guardian.

**Sun Smart**
St John’s is a Sun Smart school. As such, there are certain procedures that are followed:
- School hats are worn outdoors during Terms 1 and 4. Students who do not have a hat remain in the shade on covered top yard seats.
- Sunscreen is available in all classes for the students’ use.
- Outdoor games are avoided during the extreme heat of the day. Students remain in classrooms during scheduled breaks on such days and extreme weather supervision is followed.

**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 devices 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 (Program) 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 Polar Fleece
- 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 Polar Fleece
- 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.

### 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. Each term every class attends the parish mass. Families are welcome at all liturgies. Year 3 to Year 6 students attend Reconciliation twice a year.

**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.

**Learning & Teaching**

St John’s is committed to providing a comprehensive and contemporary 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 (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.vca.vic.edu.au/)*
We are committed to the development of the whole person and recognise the uniqueness of each child. Our concern is to provide an environment and learning experiences which will:
- build each child’s self esteem
- foster quality relationships
- ensure opportunities for each child to achieve success
- actively promote excellence

AusVELS describes what is essential for students to achieve from Prep to Year 10 in Victorian Schools.

Our school provides a comprehensive curriculum for all students encompassing the development of inquiry skills, attitudes, values, knowledge and understanding in a full range of learning areas.

The AusVELS curriculum forms the basis for curriculum planning and the reporting of student progress in three interrelated strands and domains. The three core, interrelated strands are:
1. Physical, Personal and Social Learning
2. Discipline based Learning, and
3. Interdisciplinary Learning

Assessment & Reporting
Assessment and reporting are essential components of planning for learning and teaching. AusVELS 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.

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.

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 5 and 6 participate in 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.

School Production & Art Show
A Performing Arts school production is held every second year. Every alternate year the school holds an Art Show and 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.
Student Wellbeing

The welfare of the children in our care is the first priority. Wellbeing refers to students’ physical, social and emotional development. Evidence suggests that these elements are integral rather than incidental to learning. A learner will find it difficult to engage with learning programs if they are distracted by significant physical, social and emotional issues.

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)

Staff at St John’s play an important role in fostering engagement and wellbeing, so that each student is able to achieve their best and enjoy their educational experience. The Student Wellbeing policy encompasses our procedures pertaining to Student Wellbeing, Student Services, Behaviour & Bullying Management and Mandatory Reporting

Buddy Program

The Better Buddies values framework was introduced at St John’s in 2012 to enhance student wellbeing and to compliment the strong Catholic values we espouse. Better Buddies provides our students, positive experiences through a real life context. Children in their first and last year of Primary School buddy up and learn values: Caring for Others, Friendliness, Respect, Valuing Difference, Including Others and Responsibility.

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 Prep children 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 memory.

Seasons

Seasons is a peer support program that is designed to assist children in coping with the grief that is experienced through death or family breakdown at any time in their life. When we experience the loss of a significant person in our lives, people look for support and encouragement as they adjust to the loss. The Seasons program acknowledges that we need to offer young people support and encouragement in this crucial time in their lives. This program is a peer support program that provides an opportunity for children to express, acknowledge, normalize and integrate their grief.

Seasons programs are run by staff who are trained Seasons Companions. The program consists of 10 weekly sessions of approximately one hour. Children attending the sessions are withdrawn from class and meet in a quiet, secluded area of the school. Where possible the end of sessions should co-incide with a lunchbreak.

All families will receive a letter at the beginning and middle of each year explaining what the school offers with the Seasons program. The official Seasons pamphlet will be included. Only families who respond will be included in Seasons.
Communication

Contact & Medical Details
A form is sent home at the beginning of the school year to all families seeking up to date contact and medical details. Please inform the school immediately of any changes that may occur during the 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.

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 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
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.

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.

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; or
- 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.

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>Disease</th>
<th>Duration</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>
**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 (Volunteer)* or *VIT*.

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 (Volunteer)* or *VIT*. 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 in 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 Council**

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.