



# St John's Primary School Mitcham *Prep Parent Handbook*

2018

490 Whitehorse Road  
Mitcham 3132  
(P.O. Box 115)  
Phone: 9874 1575  
Fax: 9873 2099

[www.sjmitcham.catholic.edu.au](http://www.sjmitcham.catholic.edu.au)

Email: [principal@sjmitcham.catholic.edu.au](mailto:principal@sjmitcham.catholic.edu.au)



All information included in this book is accurate at time of printing.  
It is available on the school web page and will be updated as changes are made.

## CONTACTS

### **Principal:**

Mrs Jacqueline Marshall  
Phone: 9874 1575  
Fax: 9873 2099  
Email: [principal@sjmitcham.catholic.edu.au](mailto:principal@sjmitcham.catholic.edu.au)

### **Parish Priest:**

Rev. Dispin John  
494 Whitehorse Road  
Mitcham 3132  
(P.O. Box 95)  
Phone: 9873 1341  
Email: [mitcham@cam.org.au](mailto:mitcham@cam.org.au)

#### **UNIFORM SHOP**

Orders can be made through the office. We are currently in the process of outsourcing to RHS sports in Ringwood

**Co-Ordinator**  
Kathleen Spicer

#### **ST JOHN'S OUT OF SCHOOL CARE**

Camp Australia  
[www.campastralia.com.au](http://www.campastralia.com.au)  
1300 105 343

HOURS: 7.00 – 8.30am  
3.20 – 6:15pm

#### **SCHOOL OFFICE HOURS**

Monday-Friday, 8.30am – 4.00pm

#### **PARISH CONTACTS**

**PH: 9873 1341**

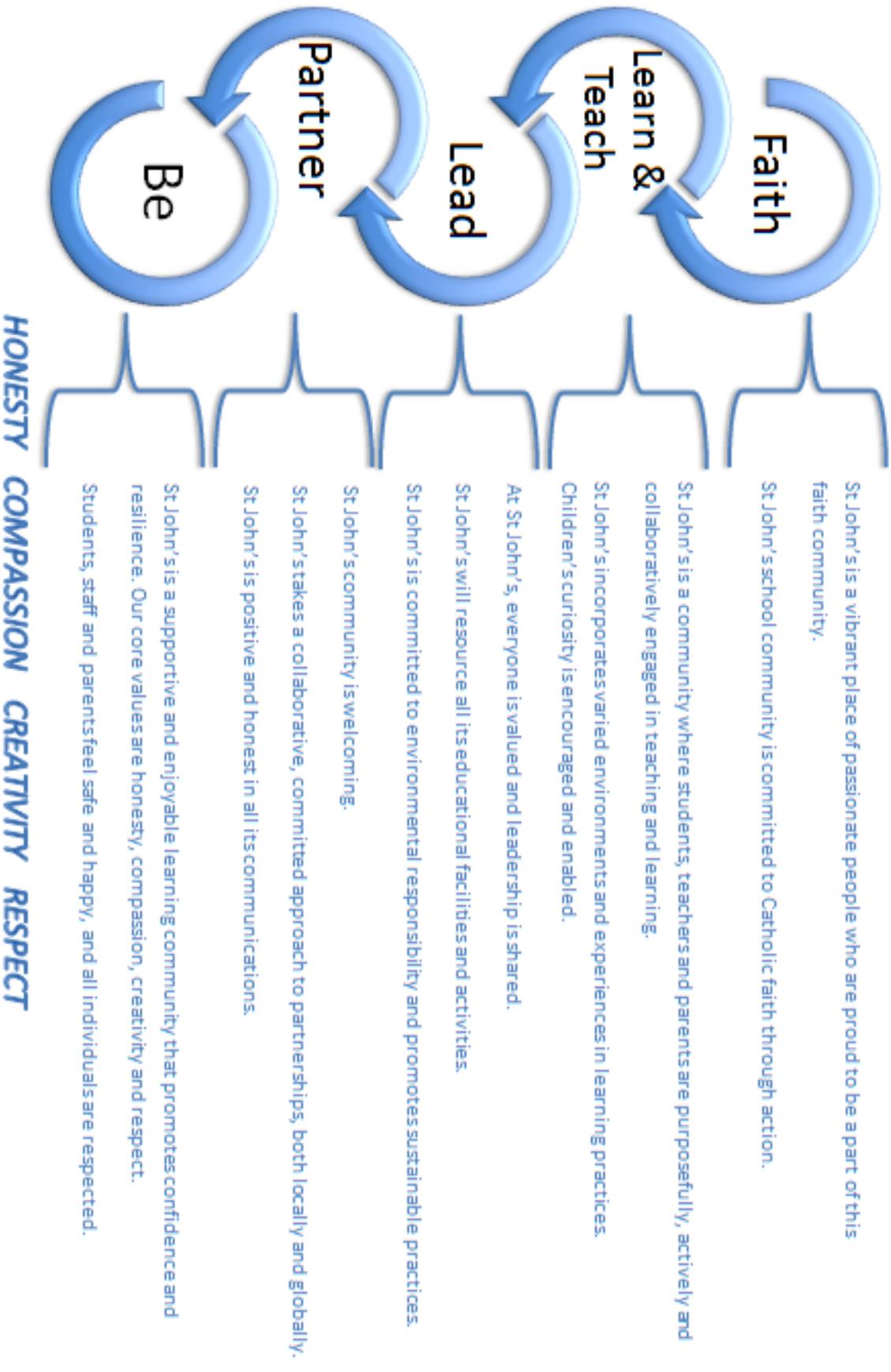
**PARISH PRIEST**  
Father Dispin John

**PARISH SECRETARIES**  
Mrs. Elissa Kelesidis  
Mrs. Martine Giles

**PASTROAL ASSOCIATE**  
Mrs. Maree O'Keefe

# St John's Parish Primary School

St John's aims to provide an outstanding Catholic education that integrates faith, life and culture



## TERM DATES

### 2018

- Term 1: 29<sup>th</sup> January (Teachers start)  
WEDNESDAY 31<sup>st</sup> January (students start)  
to THURSDAY 29<sup>th</sup> March  
(Easter 30<sup>th</sup> March – 2<sup>nd</sup> April)
- Term 2: 16<sup>th</sup> April to 29<sup>th</sup> June
- Term 3: 16<sup>th</sup> July to 21<sup>st</sup> September
- Term 4: 8<sup>th</sup> October to Tuesday 18th December

## THE FIRST DAY Prep to Year 6

- Date: 31<sup>st</sup> January 2018
- Time: 8:45 – 3:20  
Preps will go home at 12:30pm
- What to wear: Full school summer uniform including hat and sunscreen
- What to bring: All equipment labelled clearly  
Lunch and snacks plus water in a drink bottle
- Drop off: Parents bring students to their learning areas and are then invited to stay for a cup of tea or coffee.
- Pick up: Wait outside the learning area for your child to be dismissed at 3:20

\*Prep Students have a different schedule at the beginning of the year. Parents will be advised in writing about dates and procedures.

## AT SCHOOL

From home:

Art smock

School bag and clearly named tag

School hat, sunscreen (We have a 'no hat, no play' policy, as part of our Sun Smart Policy).

Book bag

Year 1-6 only\*

\*Pencil case clearly named

\*Stationery named

(Please ensure pencil case is small-medium size and only contains one set of coloured pencils and textas required.)

## **A DAY AT ST. JOHN'S MITCHAM**

### ***Leaving home checklist:***

- ✓ Correct uniform (including a hat in Term 1 and 4)
- ✓ Lunch, snack, water and brain food (See pg. 23)
- ✓ Readers/Book bag

### ***In the Learning Areas and School Grounds***

- Be punctual for school 8:45 – 3:20
- Walk quietly inside the building
- Have all necessary equipment (pens, pencils, etc)
- Follow Learning Area expectations
- Be positive in your learning
- Leave the playground clean
- Return all equipment
- Remember to Respect Self, Respect Others and Respect Property

## SCHOOL ORGANISATION

### ANAPHYLAXIS MANAGEMENT

At St John's we have a number of students who have a severe allergy to dairy, nuts and nut products.

We want to ensure our children have a safe environment in which to come to school. In classrooms, where a child has a nut allergy, nut products are not permitted. In this way we can work together to make St John's a safe place for our children to learn.

### ASSEMBLY

Assembly is held fortnightly on Mondays (even school weeks) in the Mary Mackillop Space at 8:50am. Year 6 students chair the assembly and students in all year levels are responsible for Prayer and presentations of their learning throughout the year.

### ASSESSMENT

#### WE ASSESS

Assessment is the ongoing process of gathering, analysing and reflecting on evidence to make informed and consistent judgments to improve future learning and development.

At St. John's a range of assessment methods are used to collect information on the needs and achievements of individuals and groups.

These include:

- Observation by teacher/s
- Anecdotal records
- Checklists of specific skills
- Self-assessment by students
- Samples of work
- Peer assessment
- Workbook practice
- Questioning
- Pre/post testing
- Personal interaction with the student
- Student conferences



## **WE EVALUATE**

Evaluation of achievement is ascertained through a variety of methods including:

- The response of children – are they engaged, interested, challenged?
- Attainment of set outcomes.
- End of unit evaluation.

## **WE REPORT**

Reporting to children and parents has a formal and informal aspect.

Formal and informal opportunities for learning discussions are provided throughout the year. Parents and/or teachers may call informal interviews if deemed necessary.

Written Reports are sent home at the end of Term Two and Term Four which are aligned with the Victorian Curriculum Standards. Learning Folios include samples of work gathered throughout the year that demonstrate the standards within the Reports.

## **BOOK CLUB**

Scholastic Book Club offers books and items for students at reasonable prices. Catalogues are distributed throughout the year and will be sent home via your child. A parent volunteer manages the book club, and any queries should be directed through the school office.

## **BRAIN FOOD**

**Brain food is eaten in class time as well as during breaks.**

**Brain food IS:** Fresh fruit and vegetables cut up into bite size pieces

Water

## **BUDDIES**

All Prep students will be given an older Year 5 student to be their buddy at the start of the year. Our Buddy system encourages the building of trusting relationships across all ages within the school. The following year this buddy system continues between the year 1s and year 6s.

It helps our new students:

- To build relationships and social skills across the school
- To feel welcome
- To feel part of our School Community
- To become familiar with the physical structures of the school, school rules and daily routines
- To have a special person they can go to if they need assistance or are concerned about something
- To develop academic and social skills

Older students in return:

- Build relationships and social skills across the school
- Develop responsibility
- Develop sensitivity and tolerance
- Feel valued and appreciated
- Develop academic skills through cross-age tutoring

## **CAMPING PROGRAM**

Each year the students in Year 6 participate in a 4-day adventure camp with their peers from St James Primary School, Vermont which provides students with the opportunity to develop and extend their friendships beyond the classroom as participants within the wider parish. The camp also enables students to experience outdoor adventure activities, build confidence, develop independence and build teamwork skills as part of the Confirmation program.

Each year students in Year 5 participate in a 3-day camp to Sovereign Hill. This camp will introduce students' to a camp experience and builds on learning at school in the History curriculum domain for these students.

Parents will be advised the cost of the camp early in the year which will be included on their school fee account. It is expected that camp be fully paid before attending unless other arrangements have been made with the principal.

## CHILD SAFE

Children have the right to be safe and protected, including at school. It is important that you feel confident that your child is safe and well in our care at St John's.

Schools have to meet legal requirements for the care, safety and welfare of students. From 1<sup>st</sup> of August 2016, all schools were required to meet child safe standards to achieve a zero-tolerance approach to child abuse. As a result, St John's has developed a Statement of Commitment to Child Safety, our Child Safe Policy and Code of Conduct for all staff and parents involved in volunteering at school, Parents' Association and the Education Board. We continue to uphold our commitment to promoting child empowerment and participation through our expectations of behavior, healthy and respectful relationships, resilience and building staff awareness, prevention and capacity in reporting child abuse.

All adults involved with child based activities including excursions and helping in the classroom, must register a current Working with Children and Police Check at our school office. We recommend all parents get this check and register at the office in case they wish to attend an excursion or help in the classroom. The Working with Children Check is free and you can apply online at <http://www.workingwithchildren.vic.gov.au/>. The Police Check has a small fee and further information can be found at [http://www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274).

Please speak to the Principal or Deputy Principal if you would like to know more about the Child Safe Standards.

## CLASS OFFICE SYSTEM

Each class has an 'Office Bag' and is used on a daily basis for teachers and parents to send mail and/or notices to and from the school. Please make sure you check your child's book bag on a daily basis for important information.

## CLASSROOM HELPERS

One of the ways parents are able to assist in the school is as a classroom helper. Parents are able to volunteer their time during the Literacy or Numeracy block or when they would like to share their expertise. Training is given at the beginning of the year to give you help in this role. If you are in the school as a classroom helper, please sign in at the Office when you arrive. No toddlers or pre-schoolers due to OH&S requirements.

All parents working in our school must have a **Working with Children Check**.

## CODE OF BEHAVIOUR

### *Respect Self      Respect Others      Respect Property*

The St John's Parish Primary School – Mitcham, promotes learning, creativity and innovation as the platform upon which to build prosperity and quality of life for all students. The school is strongly committed to providing a quality, futures-oriented education that enables all students to achieve their full potential. It aims to prepare students for an active role in democratic life and society. High expectations, equity, inclusiveness and the building of social capital are key features of St John's.

Essential to effective learning is a safe, supportive and disciplined environment that respects the following right:

- The rights of all students to learn
- The rights of teachers to teach
- The rights of all to be safe.

*Our Code of School Behaviour* defines the responsibilities that all members of the school community are expected to uphold and recognises the significance of appropriate and meaningful relationships. It outlines a consistent standard of behaviour for all in the school community, inclusive of students, staff and parents.

*The Code* has been developed to deliver the best possible outcomes for students, recognising the close relationship between learning, achievement and behaviour. School communities will use *The Code* as a basis for providing:

- positive support to promote high standards of achievement and behaviour
- clearly articulated responses and consequences for inappropriate behaviour.

St John's has adopted specific strategies to promote appropriate behaviour as well as consequences for unacceptable behaviour as outlined in its School-wide Positive Behaviour Support Program.

All members of our school community are to abide by [The Code of School Behaviour](#) in accordance with the following standards:

**All members of the school community** are expected to:

- Conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.

**Students** are expected to:

- participate actively in the school's education program
- take responsibility for their behaviour and learning
- demonstrate respect for themselves, other members of the school

community and the school environment

- behave in a manner that respects the rights of others, including the right to learn
- Cooperate with staff and others in authority.

**Parents/carers** are encouraged to:

- show an active interest in their child's schooling and progress
- cooperate with the school to achieve the best outcomes for their child
- support school staff in maintaining a safe and respectful learning environment for all students
- initiate and maintain constructive communication and relationships with school staff regarding their child's learning, wellbeing and behaviour
- contribute positively to behaviour support plans that concern their child.

**School** will endeavour to:

- provide safe and supportive learning environments
- provide inclusive and engaging curriculum and teaching
- initiate and maintain constructive communication and relationships with students and parents/carers
- promote the skills of responsible self-management

### **Consequences for Unacceptable Student Behaviour**

Student behaviour that does not comply with the expected standards is not acceptable. The School – Wide Positive *Behaviour Support Program* sets out the range and level of responses and consequences for student behaviour that is not consistent with these standards.

**Consequences** are to be applied to:

- provide the opportunity for all students to learn
- ensure the safety of staff and students
- assist students who exhibit challenging behaviours to accept responsibility for themselves and their actions

In applying consequences for unacceptable student behaviour, the individual circumstances and actions of the student and the needs and rights of school community members will be considered at all times.

St John's also uses a range of consequences that are authorised by Catholic Education – Victoria which include:

- Suspensions
- Exclusions
- Cancellations of enrolment.

These consequences are to be only used after consideration has been given to all other responses.

(Access to alternative programs and input from other agencies may be necessary for students who repeatedly do not comply with expected standards of behaviour.)

## COMMUNICATION WITH TEACHERS

Parents at St John's are vital in the education of their child/ren. This partnership impacts positively on student achievement when parents and teachers communicate honestly and effectively. Communication at St John's includes:

- Fortnightly Monday morning school assemblies
- Weekly newsletters via email/hard copy
- Class/level newsletters each term
- Parent Information evenings
- Program Support Group meetings (PSGs)
- Written reports
- Learning folios
- Appointments with teachers (parent or teacher initiated)
- Email communication
- Informally before and/or after school

Teachers welcome parents to **make appointments** to discuss their child's progress and wellbeing. While staff has a commitment to their class from 8:30 to 3:20, they are only too happy to return phone calls or meet before or after school. Staff are involved in Professional Learning on Tuesdays and Wednesdays from 3:20pm. The Principal, Mrs Jacqueline Marshall, welcomes appointments to discuss issues at any time.

## CUSTODY/PARENTING ORDERS

In the event where a court order applies to a family situation, the custodial parent is obliged to present original custody orders to the office as soon as orders have been made. These will be copied and returned immediately. As part of the custody order, should parents be able to make mutual agreements, it is both parents' responsibility to ensure these agreements are clearly communicated to the Principal or Deputy Principal on each and every occasion. The parents are to inform the Principal in writing of any changes to a court order as soon as it is made.

## CURRICULUM

At St Johns we use the Victorian Curriculum to plan student learning programs, assess student progress and report to parents. Victorian Curriculum is the Prep (Foundation) to Year 10 curriculum that provides a single, coherent and comprehensive set of prescribed content.

LEARNING AREAS	CAPABILITIES
The Arts <ul style="list-style-type: none"> <li>• Dance</li> <li>• Drama</li> <li>• Media Arts</li> <li>• Music</li> <li>• Visual Arts</li> <li>• Visual Communication Design</li> </ul> English                     Health and Physical Education                     The Humanities <ul style="list-style-type: none"> <li>• Civics and Citizenship</li> <li>• Economics and Business</li> <li>• Geography</li> <li>• History</li> </ul> Languages                     Mathematics                     Science                     Technologies <ul style="list-style-type: none"> <li>• Design and Technologies</li> <li>• Digital Technologies</li> </ul>	Critical and Creative Thinking Ethical Intercultural Personal and Social

**At St John's our curriculum includes:**

- ***Religious Education***

Religious Education is at the centre of both the formal and informal Catholic school curriculum. We are guided by the Archdiocese of Melbourne Framework, 'To Know, Worship and Love'. All students are included in our Religious Education learning. Our aim is to link Faith and Life, knowledge and action.

- **English**

Students learn to appreciate, enjoy and use language and develop a sense of its richness and its power to evoke feelings, to form and convey ideas, to inform, to discuss, to persuade, to entertain and to argue. Students from Prep to Year 6 are involved in reading, viewing, writing and talking about texts.

- **Mathematics**

Students develop knowledge and understanding of how mathematical and numeracy skills are essential for successful functioning in society. Students are engaged in a variety of learning experiences which encourage them to be eager to investigate, inquire, discover, debate and present new knowledge and skills.

- **Physical Education and Health**

Students participate in a variety of activities promoting healthy living. As well as being part of the regular curriculum, extra activities include; Swimming Program, Bike Ed, Athletics Carnival and Interschool Sports.

- **Science**

Scientific understanding enables students to build on their curiosity and answer their own questions about themselves and their interactions with the world while at the same time allowing them to think through contemporary scientific challenges and issues.

- **The Humanities**

Humanities include the exploration of Economics, Geography and History. Students develop an understanding about environments, human societies and people and their cultures in the past and the present.

- **The Arts**

The Arts are unique, expressive, creative and communicative forms that engage students in critical and creative thinking and help them understand themselves and the world. At St John's we explore, create and respond to visual arts and performing arts.

- **Digital Technologies**

ICT can be used to access, process, manage and present information; model and control events; construct new understanding; and communicate with others.

- **Languages - Italian**

In learning a language, students develop communication skills and knowledge and come to understand social, historical, familial relationships and other aspects of the Italian language and culture.

## DIARY DATES

A school calendar is published in the school newsletter early in the term. Please continue to regularly check the newsletter for up to date information.

## DISMISSAL PROCEDURES

Students are dismissed from classes at 3:20 out into the playground where parents can wait. Staff supervise in two areas at the end of the day – the front of the school and Elizabeth St to ensure student safety until 3:35pm.

## EDUCATION BOARD

The Education Board acts as a forum for discussion of matters concerning education in the Parish School. In particular it enables individual parents to speak on educational matters through their representatives. The members comprise of the Parish Priest, Principal, Deputy Principal, Staff representative, parents representing different levels of the school and a Parish representative. The Education Board meets six times a year.

The purposes of the Board are to:

- a) act as an advisory body to the parish priest and principal, on matters concerning education in the parish
- b) act as a forum for discussion on matters concerning education in the parish primary school
- c) provide a link between the parish priest, principal, teachers and parishioners in relation to the provision of Catholic education in the parish community
- d) promote community development by fostering a strong interrelationship between parish and the parish primary school.

Board training is provided by the Catholic Education Office and new board members are encouraged to attend one of these.

## EMERGENCY MANAGEMENT PLAN

St John's has a comprehensive evacuation and containment plans for all emergency situations. These plans are practised throughout the year and are managed by Dynamiq.

## EXCURSIONS/INCURSIONS

Excursions and Incursions enrich the school curriculum and the lives of the students at St. John's. Parents will be notified in writing outlining the activity and seek permission for their child/children to attend. A reminder notice will be placed in the newsletter in the week of the excursion. Please note a child cannot attend an excursion without the written permission of the parent/guardian. Costs for excursions/incursions are included in the school levies. A basic first aid kit and mobile phone with permission slips will be taken on all excursions. In accordance with our Child Safety Policy, Parents accompanying excursions must have a current 'Working with Children Check'.

## FAMILY DETAILS/PERMISSION FORM

At the beginning of each year parents are required to complete a health/medical and emergency contact information form. It is vital we have accurate information at all times. It is important that changes to this information are brought to the attention of the classroom teachers and the office.

## FIRST AID

Minor cuts and abrasions are washed with water and covered with a Band-Aid if necessary. Any injuries that would require more attention are referred to parents. We remind you once again that should you not be available, it is imperative that your emergency person can be contacted and is able to collect the child from school.

## HEAD LICE

While children are at school many families will have contact with head lice. Head lice have been around for many thousands of years. Anyone can get head lice.

Head lice are small, wingless, blood sucking insects. Their colour varies from whitish-brown to reddish-brown. Head lice only survive on humans. If isolated from the head they die very quickly (usually within 24 hours).

People get head lice from direct hair to hair contact with another person who has head lice. Head lice do not have wings or jumping legs so they cannot fly or jump from head to head. They can only crawl.

### Regulations

According to the Public Health and Wellbeing Regulations 2009, children with head lice can be readmitted to school after treatment has commenced.

The department recommends a child with head lice can be treated one evening and return to school the next day, even if there are still some eggs present. There is no need to miss school because of head lice.

### Preventing head lice

Check your child's head regularly with comb and conditioner. There is no research to prove that chemical or herbal therapies can prevent head lice.

**ALL** students who have hair shoulder length or longer must have their hair tied back.

## HISTORY

The first school was on the site of the present church and was opened in 1872. It was named Ayr Hill Catholic School, after the name of the area.

The name was changed to St John's Catholic School in 1888. The number of pupils in 1929, when this school closed was about 30. The pupils went to the local State School for three years before a new school was built further along Whitehorse Road on the eastern side of Mitcham Road. Two Mercy nuns, from Lilydale, commuted by train daily to staff this school.

St. John's was created as a Parish in January 1952. The original Parish extended 3 km from east to west and over 8 km from north to south. Forest Hill and Park Orchards have become Parishes in their own right, separating from St. John's whilst St. James, Vermont continues to be part of the Mitcham Parish.

In 1955, the Sisters of St. Joseph joined us in a newly purchased Convent, and the present school was built and opened in 1960.

During the 1960s, lay staff taught alongside the Sisters of St. Joseph.

The first lay Principal, Mr. Jack Griffin, was appointed in 1975 with a predominantly lay staff. The Sisters of St Joseph withdrew from the school in 1986 to concentrate on Pastoral affairs. Thus the school became staffed completely by lay personnel.

The current principal is Mrs Jacqueline Marshall who began in 2013.

In 2018 St John's School Mitcham celebrates 130 years.

## HOMEWORK

### GUIDELINES

1. Homework should always be meaningful and **may** be given for the following reasons:
  - To finish incomplete work
  - To re-inforce skills that the child is acquiring in the classroom
  - Research and presentation of project materials
2. Parents are encouraged to show a positive attitude and interest in their child's work.
3. Set homework should not be beyond the ability of the children.
4. Set homework is to be completed through Monday to Thursday.



Grade 4 – 5 – 6      approximately - 30 minutes

Grade 3                      approximately - 20 minutes

Grade P – 1 – 2      interest reading and oral work only.

5. All students in Grades 3 – 6 will have a diary.
6. Parents should seek clarification from the class teacher if the child experiences difficulty with homework activities.

## ILLNESS/ABSENCE

Please do not send your child/children to school if he/she is ill. If your child becomes ill at school staff will monitor and or ring you to collect your child. If you cannot be contacted staff may ring an emergency contact as listed. Parents should notify the office if there are any changes in emergency contact details. Please contact your child's teacher via the skool bag app, email, personal note or call the school office to advise of any absence.

## LATE ARRIVAL/EARLY LEAVING

Late Arrival:- If your child is *arriving late* to school for any reason, they **must** report to the School Office. Here they must sign in and collect a 'LATE PASS' that is to be given to the class teacher when they proceed to their classroom.

Early Departure:- If your child needs to leave school early, for example to attend an appointment, the adult responsible for collecting them must sign out at the school office.

## LABELLING

All articles of clothing and belongings should be clearly marked in an obvious place with the child's name, so that children can identify their own articles.



## LUNCH

At St. John's we value the strong partnership between parents, teachers and children. We are working together for the best possible learning conditions for your children. There is a clear link between learning and diet. Research clearly shows that food high in sugar, salts and certain fats impact on the brain's ability to function properly and to learn.



We encourage healthy snacks and lunches every day.

Students are also encouraged to bring a bottle of water and 'Brain Food' to school to have during the day. See below for healthy food ideas and brain food.

We look forward to your continued support for our endeavours in maximizing your children's learning opportunities and their health.

## Healthy lunch and snack ideas

- Sandwiches – preferably high in fibre. Avoid fillings high in sugar.
- Boiled eggs
- Vegetables – such as carrot sticks, celery, cucumber, capsicum.....
- Fruit – such as cherries, plums, peaches, apples, pears, dried apricots, grapes, kiwi fruit, oranges, bananas, sultanas, raisins, rockmelon, pineapple, cherry tomatoes, fresh apricots.....
- Cheese
- Yoghurt with fruit – check the sugar level
- Biscuits made with dried fruit and whole grains, also using whole grain flour
- Cakes and muffins with fruit, oats and whole grains, using whole grain flour
- **Water** – we highly encourage children to drink water regularly during class and breaks. We discourage high sugar drinks such as cordial and soft drinks.

**We would also ask families to be considerate of a healthy environment and therefore bring their snacks and lunches to school in reusable sealed containers, rather than in plastic food wrappers and packaging that will be thrown away.**

## LUNCH ORDERS

Lunch orders can be purchased every Tuesday through an online catering company.

[www.balancedlivingcatering.com.au](http://www.balancedlivingcatering.com.au)

The first step is to register through - [flexischools.com.au](http://flexischools.com.au)

Student lunch orders are then delivered to school.

## MEDICATION

If your child needs to take medication from time to time, other than asthma medication, parents should have the appropriate dosage ready with the completed School Medication Form so that staff can store the medication safely and administer it to your child when indicated.

**ASTHMA MEDICATION:** at all times, children requiring asthma medication must have their medication in their possession (their school bag), so that they can self-medicate as necessary. Parents should supply a Management Plan for any medical needs.

## MOBILE APPLICATION

The St John's App keeps students, families and the broader school community connected and up to date with the latest information about the School. App features include:

- News panel with a latest news feed direct from the school website
- A Notifications system allowing you to subscribe to alerts and reminders from the school
- Events calendar providing a listing of upcoming events
- Publications library which contains newsletters, forms and policies
- Gallery which showcases school life through images and video
- Contact information, social and website link

Apple devices – visit the App store – Skoolbag St John's Mitcham

## MOBILE PHONES

Student mobile phones are to be given to office staff at the beginning of the day and collected at the end of the day. The school does not take any responsibility for lost or damaged phones.

## NAPLAN TESTING

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9.

NAPLAN is made up of tests in the four areas (or 'domains') of:

- Reading
- Writing
- Language Conventions (spelling, grammar and punctuation)
- Numeracy.

In 2018, NAPLAN testing will be held 15<sup>th</sup> to 17<sup>th</sup> of May.

## NEWSLETTER

The newsletter is an important means of keeping parents informed about school activities. Newsletters are sent home each Monday via email or a hardcopy can be collected from the school office. Please email your interest in subscribing to the newsletter – [newsletter@sjmitcham.catholic.edu.au](mailto:newsletter@sjmitcham.catholic.edu.au)

## OUT OF SCHOOL HOURS CARE

### ***Camp Australia***

Our Out of School Hours Care is managed by Camp Australia

[www.campaustralia.com.au](http://www.campaustralia.com.au)

1300 105 343

The Before School Care Program provides supervised childcare each morning from 7.00am – 8.30am.

The After School Care Program provides supervised childcare each afternoon from 3.20pm – 6.15pm.

Registration forms and further information are available from the school office or online.

## PARISH MASSES

St John's Parish celebrate mass Tuesday, Wednesday and Thursday 10am. Weekend masses are as follows:

Saturday: 6pm

Sunday: 8:30am, 9:45am, 11:15am and 5pm

Parish Family and Year Level Masses are held throughout the year. This is an opportunity for you to celebrate with other school and parish families.

## PARISH SACRAMENTAL PROGRAMS

The Sacramental program at St John's is family focussed, school supported and Parish based. Families enrol their child/children when they believe they are ready to receive the sacraments of Reconciliation, Eucharist and Confirmation. Information and adult faith formation evenings are held to assist parents with their decisions and support theirs and their child's learning. All children are encouraged to be a part of the sacramental liturgies and may receive a blessing.

## PARENTS' ASSOCIATION

The Parents' Association provides an opportunity for parents to be involved and meet monthly and discuss outreach and fundraising for the school. It is also responsible for arranging social events for the whole school community.

## PARENT INVOLVEMENT AND LEADERSHIP OPPORTUNITIES

Parents are very welcome at St John's and make valuable contributions within the school. This partnership is invaluable to teachers, children and parent.

Parents are able to assist in a variety of ways:

- ★ **Family Masses**

These are held monthly at the 9:45 Sunday mass throughout the year.

- ★ **Parents' Association**

The Parents' Association meet regularly. The role of this committee is to support the school through **fundraising** activities and extend a hand of welcome and support to all. It provides a social network for parents and is a vital part of our community. Activities, functions and meeting are advertised in the school newsletter. We encourage you to be involved.

★ **Education Board**

The Education Board is a committee made up of the Parish Priest, Principal, Deputy Principal, Staff Representative, Parish Nominees and parents representing the different levels of the school. The Board meets six times a year to discuss school and organisational matters making recommendations to the Principal and Parish Priest. Items on the agenda are published in the Newsletter prior to the Board Meeting..

★ **Library Resource Centre**

Parents are encouraged to assist the Resource Centre staff with re-shelving and covering of books. Further information can be obtained from the Resource Centre manager or by calling the office to talk to a member of staff.

- ★ **Classroom helpers**
- ★ **Working Bees**
- ★ **Excursions**
- ★ **Swimming/Twilight Sports**

## **PARKING AND CAR PARK SAFETY**

For the safety of children **CARS ARE NOT PERMITTED TO PARK IN THE SCHOOL YARD** except at drop off and pick up time. Please park on the Basketball Court area and avoid parking on the extension of Elizabeth Street.

Please note that **SINGLE LANE PARKING** applies at the front of the school.

### ***KISS AND DROP***

The front area of the school is only used to drop off and pick up your children both before and after school. Drivers are to remain in their cars. If you need to get out of the car to collect your child/ren or speak with a teacher you will need to drive and park on the school basketball court.

**THE GATES ON ELIZABETH STREET WILL BE LOCKED FROM 9:15am TO 3:00pm**



## PLAYGROUND SUPERVISION

Teachers are on duty before school from 8.30am and after school from 3.20pm to 3.35pm. Teachers are on duty during lunch and recess. Children are not permitted to be at school before 8.30am unless they are attending Before School Care. The After School Care program “Kid’s Club” is available for those parents who are unable to collect their child/ren at 3:20pm.

## SCHOOL CLOSURE DAYS

School closure days are scheduled throughout the year to enable all staff to participate in personal and professional development. Ample notification will be given in the school newsletter.

**Out of School Hours Care may be operating on these days.**

## SCHOOL ORGANISATION

### *Daily Routine*

8.45 am	-	Classes begin
10.55 am	-	Lunch
11.55 am	-	Classes
1.55 pm	-	Recess
2.20 pm	-	Classes
3.20 pm	-	Dismissal



## STUDENT WELLBEING and BEHAVIOUR MANAGEMENT

*Respect for Self, Respect for Others and Respect for Property*

Our wellbeing and behaviour management approach is grounded in School Wide Positive Behaviours (SWPBS) and Kids Matter. SWPBS is a pro-active approach to ensure we work towards developing a calm and safe environment for all members of our school community. Under the umbrella of Kids Matter we build and sustain Positive School Community, enact a Social and Emotional Learning curriculum, work with parents and carers to support healthy mental wellbeing and help students with mental health difficulties.

*“Wellbeing is more than pleasant feelings. It is a positive and sustainable condition that allows individuals, groups, organizations and nations to thrive and flourish. It encompasses resilience, which is the ability to develop and thrive in the face of adversity or ‘the ability to bungy jump through life’.” (Andrew Fuller)*

Our Wellbeing Leader oversees and coordinates the provision of programs, activities, training and professional development of students, staff and parents. This takes place in liaison with representatives of the Catholic Education Office, community agencies, organizations and relevant members of the community.

SWPBS is a school-wide behaviour support initiative for all students. With a SWPBS approach, specific behaviours, expectations and consequences are taught to all students to ensure a proactive approach to managing student behaviour. With SWPBS the focus is on achieving and maintaining positive behaviours, interactions and relationships.

SWPBS is about creating predictable environments that are effective for achieving social and academic goals. The key to SWPBS is prevention. Students are taught what is expected, a consistent set of rules and expectations are applied and positive behaviour is acknowledged.

Our core expectations at St John's are: **Respect Self, Respect Others and Respect Property - our 3 R's**. To build positive relationships with others, we first must respect ourselves. When we respect others, we can have successful and positive social interactions. By respecting our own, and shared property and the environment, we ensure we have a safe school and a sustainable future.

Parents are integral to SWPBS being successful. We encourage parents to use the same rules and expectations as the school which results in a common language and unified approach. Parents can discuss our expectations at home with their children which assists in creating a consistent and predictable environment.



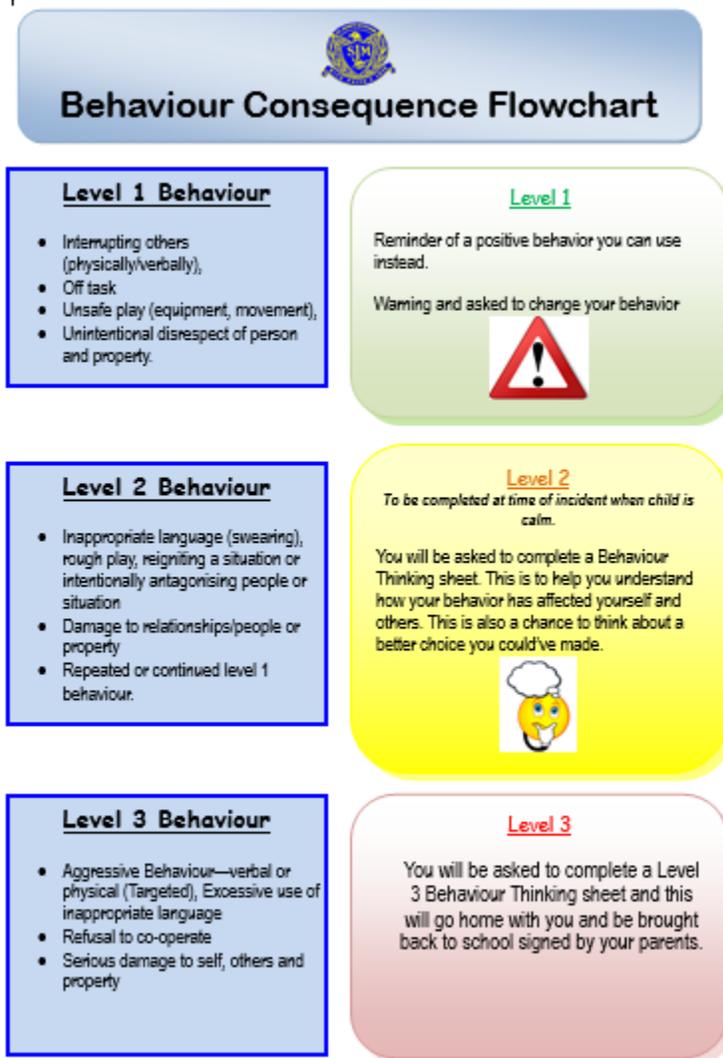
St John's Primary School

School Wide Behaviour Expectations

	Respect Self	Respect Others	Respect Property
Inside	<ul style="list-style-type: none"> <li>★ Have a go - "Positive attitude"</li> <li>★ Be ready to learn</li> <li>★ Use an inside voice</li> <li>★ Make good choices</li> <li>★ Follow the expectations of the learning space</li> <li>★ Move safely - Walk indoors</li> </ul>	<ul style="list-style-type: none"> <li>★ Allow others to learn</li> <li>★ Listen to each other because everyone has a voice</li> <li>★ One person speaks at a time</li> <li>★ Hands and feet to ourselves</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep our spaces clean</li> <li>★ Return property</li> <li>★ Ask before using</li> </ul>
Outside	<ul style="list-style-type: none"> <li>★ Use equipment safely and sensibly and as it is meant to be used</li> <li>★ Use your eyes and ears when moving around</li> </ul>	<ul style="list-style-type: none"> <li>★ Work together to solve a problem - <i>Remember there are teachers if you need help</i></li> <li>★ Be a good role model</li> <li>★ Share equipment, games and spaces</li> <li>★ Hands to ourselves</li> </ul>	<ul style="list-style-type: none"> <li>★ Put rubbish in the bins</li> <li>★ Put sports equipment away - if you borrow something, return it for someone else to use</li> <li>★ Take care of our gardens and plants</li> </ul>

### Discipline/Behaviour Management

To support the wellbeing of our students at St John's we ground our practices in current research and theory supported by the Victorian Curriculum, School Wide Positive Behaviours and Kidsmatter. Both initiatives promote and support the development of student's healthy wellbeing in a holistic way. Central to these initiatives and our beliefs and practices at St John's are the three key stages in developing and maintaining appropriate behaviours: Prevention, Intervention and Restoration. When addressing challenging behavior issues we enact the following flow chart:



Behaviour Thinking Sheets are designed as a learning tool for the student with the support of a teacher or member of Leadership to unpack the behavior and help the student in understanding ways they can make better decisions in challenging situations.

### ***ANTI – BULLYING POLICY***

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through digital technologies. At St. John's we promote a safe friendly environment and student behaviour will be monitored and clear expectations will be upheld. To promote healthy relationships within the school environment, prompt reporting of inappropriate behavior enables us to respond quickly to situations. Staff, students and parents need to work together in partnership to promote a positive and safe environment.

Bullying can take many forms: -

- |                          |   |
|--------------------------|---|
| <b>Physical bullying</b> | includes fighting, pushing, shoving, gestures or invasion of personal space.  |
| <b>Verbal bullying</b>   | includes name calling, offensive language, putting people down behind their backs, picking on people because of their race, gender or religion. |
| <b>Visual bullying</b>   | includes offensive notes or material, graffiti or damaging other people's possessions.  |
| <b>Victimisation</b>     | including stand-over tactics, picking on others, threats or repeated exclusion.   |

## STUDENT WELFARE/INCLUSIVE EDUCATION

Enhancing the capacity of all of our students is important to St John's Primary School. Students with additional learning needs are supported through the school and class teachers working with Catholic Education Melbourne advisors, families and external agencies to develop effective and personalised learning plans which are enacted in the school setting. These Personalised Learning Plans (PLP's) enable the school to select and utilise an appropriate way for students to access the curriculum.

## SERVICES TO PARENTS AND STUDENTS

The school offers the following to all students and parents:

- Confidential Counselling
- Assisted connection to Community Agencies, for example: Catholic Care, Anglicare and Eastern Health. These are advertised in the school newsletter.
- Intervention. The school offers, through the Catholic Education Office, intervention in the areas of speech, educational learning and cognitive development.

For additional information please contact the Principal.

## SWIMMING PROGRAM

Students in Years P – 4 attend an eight day Intensive Swimming Program. The main focus of the program is water familiarisation, safety and survival skills, together with stroke development. It is expected that swimming is fully paid for before attending unless other arrangements have been made with the Principal.



## TRANSITION

Transition for new Prep students occurs in Term Four prior to their official admittance to the school. However, it needs to be recognised, that transition is the movement of students from year to year and a process that the school takes seriously, recognising the impact it has on the wellbeing of our students.

## TWILIGHT SPORTS

St John's Twilight School Sports carnival is held in first term each year commencing at 4:45 at a local athletics track. New students are allocated to a house team and all family members will be allocated to the same house. We expect all students to participate in this as active members of their house as St John's recognises the importance of participation and community spirit.

Our house teams are named after past Parish Priests in recognition of the contribution they made to our community:

***Durkin – Red***

***Dillon – Blue***

***Coghlan - Gold***

***Lyon – Green***

## SPORTS UNIFORM

Polo shirt-short sleeves  
Navy sport shorts  
School windcheater  
Navy sport trackpants  
White socks  
Runners

Children should wear sport uniform for Physical Education and on nominated sport days. These days vary between classes and will be advised by the classroom teacher.

\*\* Polar fleece vest with school logo, is an optional item.

## UNIFORM

<b>BOYS UNIFORM</b>	
<b>SUMMER</b>	<b>WINTER</b>
Polo shirt with logo-short sleeved Navy school shorts School windcheater Navy socks Black school shoes School hat	Polo shirt with logo-short or long sleeves Navy school pants School windcheater Navy socks Black school shoes School fleece vest with logo **
<b>GIRLS UNIFORM</b>	
<b>SUMMER</b>	<b>WINTER</b>
School dress Polo shirt with logo-short sleeved Navy school skirt School windcheater Navy socks Black school shoes School hat	Winter tunic/Blue shirt/navy tights Polo shirt with logo-short or long sleeves Navy bootleg school pants School windcheater Navy socks Black school shoes School fleece vest with logo **

**Jewellery** – only ear studs/sleepers and/or a watch may be worn.

**Hair Accessories** – permitted are – ribbons, headbands or scrunchies in the school colours of navy blue, white or gold. Hair should be kept neat and tidy at all times. **ALL** students who have shoulder length hair or longer must have their hair tied back.

The last day of each term students wear free dress. Students and parents will be advised of any 'free dress' days for fundraising.

## UNIFORM PURCHASING

We are currently outsourcing our uniform to RHS Sports in Ringwood.

At this stage uniform can still be purchased through the school office and pop up shops will be available at orientation times.

Please read the school newsletter for updates in this area.

## WEBSITE

The school website keeps the community up to date with current news and events.

Additional information is available as you make your way through each section including Our School, Learning and Teaching, Student Wellbeing, Enrolment Information, School Community, News and Events and Location and Contacts. Visit the site here

<http://www.sjmitcham.catholic.edu.au>

## WORKING BEES

To help with the maintenance of the school, a working bee is organised each term. The date and time of working bees will be published in the Newsletter as well as a list of jobs and equipment needed. All families that participate in the working bee receive a \$50 credit on their maintenance levy per year.

## WORKING WITH CHILDREN

All parents who volunteer to assist our school on committees, in classrooms or on authorised activities **must** have an approved 'Working With Children Check'. This is to comply with mandated regulations for Child Safety and in alignment with our Child Safety Policy. We encourage each parent to obtain one in case they wish to be a helper in anyway. The Working with Children Check is free and you can apply online at <http://www.workingwithchildren.vic.gov.au/>. The Police Record Check has a small fee and more information can be found at

## MAP OF THE SCHOOL AND LOCATION OF LEARNING AREAS



Room 1	Classroom
Room 2	Classroom
Room 3	Classroom
Room 4	Kids Club/Camp Australia – After School Hours Care
Room 5	Classroom
Room 6	Classroom
Room 7	Classroom
Room 8	Classroom
Room 9	Classroom
Room 10	Classroom
Multipurpose	Performing Arts/Multi-purpose room

## ST JOHN'S PRIMARY SCHOOL — MEDICAL PERMISSION FORM

Student's Name..... Grade.....

(PLEASE PRINT)

Name of Medication