St. Justin’s
Parent
Information
Booklet
2015
Welcome to St. Justin’s Parish School

I believe that children learn best when they are happy. Our School strives to provide an atmosphere, which gives each child a sense of self worth, gives encouragement and assistance in a secure environment, challenges the child to develop his or her talents and to give of their best through positive involvement. Our School motto is “All Children Can Achieve Success”.

I hope that you, through your interest, personal involvement and co-operation with us, will come to feel very much a part of this school. If you have any problems regarding your child and his or her schooling, please feel free to contact us. This can be done with myself or through the Student Welfare coordinated by Mrs Anne Livera, or our Deputy Principal Mrs Christina Ferguson.

Children who are in our schools today are facing a society that provides many varied and challenging opportunities. Secondary schooling has changed, employment is more varied and not as secure as in the past, family structures are changing, and a democratic society exists necessitating decision making skills. These factors along with all the other aspects of 21st Century living have important and vital implications for education – education for the future.

“Precisely because the school endeavours to answer the needs of society characterised by depersonalisation and a mass production mentality which so easily result from scientific and technological developments, it must develop into an authentically formational school, reducing such risks to a minimum. It must develop persons who are responsible and inner-directed, capable of choosing freely in conformity with their conscience. This is simply another way of saying that the school is an institution where young people gradually learn to open themselves up to life as it is, and to create in themselves a definite attitude to life as it should be”.

(The Catholic School Document)
Document of Sacred Congregation
Of Catholic Education.

I trust that your children enjoy their time at St. Justin’s and that after their seven years of Primary Schooling, their education can be regarded as broad, stimulating and challenging. Please try to become a part of our School and School Community by helping out in classrooms, attending social functions and being involved in various parent groups. Your child will love seeing you at school and being involved. This in turn will help their self esteem and learning. I wish you all every success.

Yours sincerely,

Christopher J Dickinson
PRINCIPAL
“We are St. Justin’s Parish Primary School.
A Catholic faith community of learners,
Sustained by the Word of God.
Our vision is to create a place of openness, respect and action;
Striving for individual potential.
We believe in success for all,
Through Faith, Learning and Partnership.”

“I have come so that you may have life. And have it to the full.”
(John 10 : 10)
Parish Priest

Father Michael Wheeler 1986 –

School Principals

Mrs Carmel Lucas 1984 - 1991
Mrs Lorraine Manders 1992 - 1999
Mr Chris Dickinson 2000

SCHOOL HISTORY

Patron Saint – St. Justin

St. Justin was born in Palestine 100AD. His father brought him up as a pagan. When he was a boy, he read poetry, history, and science. As he grew up, he kept on studying, but for one purpose only. He was looking for the truth about God.

One day as he was walking along the shore of the sea, Justin met an old man. They began to talk together and since he looked troubled, the old man asked him what kind of doubts he had. Justin answered that he was unhappy because he had not found anything certain about God in all the books he had read. The old man told him about Our Lord Jesus Christ and encouraged him to pray so that he would be able to understand the truth about God.

St Justin began to pray and to read the word of God in the Bible, which he grew to love very much. He was also impressed on seeing how bravely the martyrs were dying for the Christian faith.

After learning more about the Christian religion, Justin became a Christian himself. Then he used his great knowledge to explain and defend the Faith with many writings.

It was in Rome that St. Justin was arrested for being a Christian. The judge asked him, “Do you think that by dying you will enter Heaven and be rewarded?” “I don’t just think,” the Saint answered. “I am sure” and he died a martyr.
SCHOOL INFORMATION

St. Justin's Parish
48 Whalley Drive,
Wheeler's Hill 3150
Phone: 9561 8891

St. Justin's School
42 Whalley Drive,
Wheeler's Hill 3150
Phone: 9561 7644
Fax: 9561 5429

Email: principal@sjwheelershill.catholic.edu.au

Parish Priest: Fr. Michael Wheeler
School Principal: Mr. Christopher Dickinson
Deputy Principal: Mrs. Christina Ferguson
Deputy Principal of R.E: Mr. Marty McKenna
School Secretaries: Mrs. Christine Ellem
Mrs. Milena De Lillo
Mrs. Karen Cummings

SCHOOL HOURS:

Monday 8.55 a.m. - 3.15 p.m.
Tuesday - Friday 8.55 a.m. - 3.30 p.m.
Recess 11.00 a.m. - 11.30 a.m.
Lunch 1.10 p.m. - 2.00 p.m.
PREP TIMETABLE - 2015

WEEK ONE: Thursday 29th January - Friday 30th January
8.55 am - 12.30 pm (bring playlunch)

WEEK TWO: Monday 2nd February - Friday 6th February
8.55 am - 1.00 pm (bring playlunch)

WEEK THREE: Monday 9th February - Friday 13th February
8.55 am - 2.15 pm (bring playlunch and Lunch)

WEEK FOUR: Monday 16th February - Friday 20th February
8.55 am - 2.15 pm (bring playlunch and Lunch)

WEEK FIVE: Monday 23rd February - and thereafter
8.55 am - 3.15 pm Monday
8.55 am - 3.30 pm Tuesday - Friday (Full Time)

TERM DATES - 2015

TERM ONE: Teachers Return Wednesday 28th January
Students Return Thursday 29th January
Thursday 29th January - Friday 27th March

TERM TWO: Monday 13th April - Friday 26th June

TERM THREE: Monday 13th July - Friday 18th September

TERM FOUR: Monday 5th October - Wednesday 16th December

PUBLIC HOLIDAYS - 2015

LABOUR DAY - Monday 9th March
GOOD FRIDAY - Friday 3rd April
EASTER MONDAY - Monday 6th April
ANZAC DAY - Saturday 25th April
QUEENS BIRTHDAY - Monday 8th June
MELBOURNE CUP DAY - Tuesday 3rd November
Parish Prayer

Jesus,

Help us as we walk our pilgrim way to Heaven.
May St Justin be our guide.
Grant us his strength of faith and wisdom so we may remain united as one family, growing in love in our parish of St Justin.

St Justin pray for us.
PREP INDUCTION AND INFORMATION

PREP SPECIAL FRIEND PROGRAM:

When all Prep enrolments are confirmed the current Year 5 students will be allocated a Prep student as their "special friend". The Year 5 students will write a letter of introduction to their friend. On the Prep orientation day in December the Year 5 student will come and meet his/her buddy and give them a tour of the school. Sometimes, a Prep student may have 2 Year 6 Special Friends and Vice Versa depending on numbers.

PREP CLOTHING:

We require each Prep child to have a set of spare clothes in your child’s bag in case a quick change is needed due to an accident, or a slip in the mud. This not only saves embarrassment but it also saves us from troubling you.

OTHER PREP REQUIREMENTS:

* large pencil case
* a cloth library bag
* a colouring book (for wet days)
* an art smock or big t-shirt

HOME TIME:

All Prep children must be collected from the classroom by an adult or an older brother or sister. A note is required if another adult will be picking up your child.
SCHOOL ORGANISATION

BEFORE AND AFTER SCHOOL CARE PROGRAM:

The A.S.C. Program is run by Camp Australia in conjunction with St. Justin’s. The After School Care Program operates within the school premises during the four school terms and also offers a service on school closure days. We provide care before and after school hours.

- Monday: 7.00 a.m. - 8.55 a.m.
  3.15 p.m. - 6.00 p.m.
- Tuesday - Friday: 7.00 a.m. - 8.55 a.m.
  3.30 p.m. - 6.00 p.m.

Permanent or casual bookings may be made on line through Camp Australia. All parents who utilise this service agree to abide by the policies included in the Camp Australia Policy document.

It is recommended that parents register children on line at the beginning of the year so the service may be readily accessed when needed.

ASSEMBLIES:

Every second or third week we hold a school assembly in the Performing Arts Centre (P.A.C.). Classes are rostered to present an item about the topic they have been studying in class. We also acknowledge students who are celebrating a birthday during the week. This is also a prime opportunity for the Principal to reinforce good conduct and remind students of expected standards of behaviour. Most days a brief morning assembly takes place at 8.55am

Parents are most welcome and actively encouraged to attend our assemblies.

BANKING:

The Catholic Development Fund (C.D.F.) provides a weekly school banking option for interested parents. Bank books are collected on Friday.
CAMP:

Year 6 students attend an annual camp. The camp is generally for 3 days and 2 nights and provides opportunities for outdoor education to be experienced. A parent meeting is held several weeks prior to departure date and parents are informed about camp location and facilities in addition to planned activities, cost, clothing requirements and behavioural expectations of students. Every year, students in Year 5 attend an overnight camp as a part of their inquiry topic each year. As per legal requirements all children will be supervised at the venue.

CANTEEN:

The school canteen is operated by the members of the P & F group. Parents working in the canteen follow recommended Food Handling Procedures. The canteen is open twice a week, on a Monday and Friday. All Monday lunch orders must be handed in at the latest Friday morning and Friday Subway orders Wednesday morning. Late orders cannot be accepted. A list detailing items available and prices will be issued in the weekly bulletin early in February. Special days such as Sausage Sizzles are also held and advertised in the School Newsletter.

CLASS GROUPINGS:

Schools are required to collect census data twice per year. Depending on the total number of students, the school is allocated a certain number of teaching staff. A Consultative Committee then meet to discuss options for staffing, eg. non-teaching, principal and a librarian, and then consider a range of possibilities for class groupings.

Current groupings are:

<table>
<thead>
<tr>
<th>Prep</th>
<th>Year 1</th>
<th>Year 3</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>Year 1</td>
<td>Year 3</td>
<td>Year 5</td>
</tr>
<tr>
<td>Year 2</td>
<td>Year 4</td>
<td>Year 6</td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>Year 4</td>
<td>Year 6</td>
<td></td>
</tr>
</tbody>
</table>

These groupings can change annually according to numbers, funding, individual needs and school philosophy.
CLASS REQUISITES:

An annual class levy is charged to:

i) cover the cost of stationery items provided to the children

ii) to fund the purchase of curriculum resources
eg. art/craft materials, class sets of calculators, dictionaries, bible’s, home and class reading books, Religious Education texts.

COFFEE MORNINGS & P & F MEETINGS:

The P & F group arranges several morning coffee sessions throughout the year. These informal sessions are a great opportunity to get to know some other parents. A school/parish facility can also be used for this. The Parents & Friends (P & F) also meet on the first Friday of each month (all welcome).

COMMUNICATION:

Contact between teachers and parents is most welcome and actively encouraged. If an appointment with a teacher is needed, please phone or write in your child’s diary to arrange a convenient time. Teachers can also be emailed, email addresses are available on our website.

Students in Years Prep - 6 have homework diaries. The children record homework tasks, take the diary home every night and get it signed by a parent. The diary is returned to school each day along with the homework book.

COMMUNITY INVOLVEMENT:

Our students take turns to attend Cumberland View Retirement Village and participate in liturgical services led by Fr. Wheeler, our Parish Priest. The children sing in the hall and also repeat the session for residents of the hospice. The children thoroughly enjoy these sessions, especially the morning tea that is served!
Preps and Year 6 participate in the Fire Safety Program run by the M.F.B. On other occasions (and sometimes with parental involvement), other community activities take place. This can include visits to the local library, police visits etc.
THE AUSTRALIAN CURRICULUM IN VICTORIA

AusVELS is the Foundation (common term agreed to by all States and Territories to refer to the first level of school for curriculum design purposes) to Year 10 Curriculum for Victorian government and Catholic Schools for implementation from 2013. AusVELS outlines what is essential for our students at St Justin's to learn from F-6 and includes the Australian Curriculum for English, Mathematics, History and Science. It provides a single, coherent and comprehensive set of common achievement standards which we will use to plan student learning programs, assess student progress and report to parents.

Strands, Domains and Dimensions

AusVELS is based on the VELS triple-helix structure of three interconnected areas of learning called strands.

The three strands are as follows:

Physical, Personal and Social Learning
Students learn about themselves and their place in society. They learn how to stay healthy and active. Students develop skills in building social relationships and working with others. They take responsibility for their learning, and learn about their rights and responsibilities as global citizens.

Discipline based Learning
Students learn the knowledge, skills and behaviours in the arts, english, humanities, mathematics, science and other languages.

Interdisciplinary Learning
Students explore different ways of thinking, solving problems and communicating. They learn to use a range of technologies to plan, analyse, evaluate and present their work. Students learn about creativity, design principles and processes.
The domains and their dimensions are listed below. The domains that are drawn from the Australian Curriculum are marked by the symbol (AC).

<table>
<thead>
<tr>
<th>Physical, Personal &amp; Social Learning</th>
<th>Discipline-Based Learning</th>
<th>Interdisciplinary Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civics &amp; Citizenship</td>
<td>The Arts</td>
<td>Communication</td>
</tr>
<tr>
<td>Civics knowledge &amp; understanding</td>
<td>Creating &amp; making</td>
<td></td>
</tr>
<tr>
<td>Community engagement</td>
<td>Exploring &amp; responding</td>
<td></td>
</tr>
<tr>
<td>Health &amp; Physical Education</td>
<td>English (AC)</td>
<td>Design, Creativity &amp; Technology</td>
</tr>
<tr>
<td>Movement &amp; physical activity</td>
<td>Reading &amp; viewing</td>
<td>Investigating &amp; designing</td>
</tr>
<tr>
<td>Health knowledge &amp; promotion</td>
<td>Writing</td>
<td>Producing</td>
</tr>
<tr>
<td></td>
<td>Speaking &amp; Listening</td>
<td>Analysing &amp; evaluating</td>
</tr>
<tr>
<td>Interpersonal Development</td>
<td>The Humanities</td>
<td></td>
</tr>
<tr>
<td>Building social relationships</td>
<td>Humanities knowledge &amp;</td>
<td>Information and Communications</td>
</tr>
<tr>
<td>Working in teams</td>
<td>understanding</td>
<td>Technology</td>
</tr>
<tr>
<td></td>
<td>Humanities skills</td>
<td></td>
</tr>
<tr>
<td>Personal Learning</td>
<td>The Humanities-Economics</td>
<td></td>
</tr>
<tr>
<td>The individual learner</td>
<td>Economic knowledge &amp;</td>
<td></td>
</tr>
<tr>
<td>Managing personal learning</td>
<td>understanding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Economic reasoning &amp;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>interpretation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Humanities-Geography</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geographic knowledge &amp;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>understanding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geographical skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Humanities-History (AC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Historical knowledge &amp;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>understanding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Historical Skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Languages</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communicating in a language other than English</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intercultural knowledge &amp; language awareness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics (AC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number &amp; Algebra</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Measurement &amp; Geometry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Statistics &amp; Probability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Science (AC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Science Understanding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Science as a Human Endeavour</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Science Inquiry Skills</td>
<td></td>
</tr>
</tbody>
</table>
English
At St Justin’s we believe the study of English is central to the learning and development of all our students. It helps to create confident communicators, imaginative thinkers and informed citizens. The Australian Curriculum English is organised into three interrelated strands that support students’ growing understanding and use of English. Together the three strands focus on developing students’ knowledge, understanding and skills in speaking and listening, reading & viewing and writing. The three strands are:

- Language: knowing about the English language
- Literature: understanding, appreciating, responding to, analysing & creating literature
- Literacy: expanding the repertoire of English usage.

Strands and sub-strands
Content descriptions in each strand are grouped into sub-strands that, across the year levels, present a sequence of development of knowledge, understanding & skills. The sub-strands are:

<table>
<thead>
<tr>
<th>Language</th>
<th>Literature</th>
<th>Literacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language variation &amp; change</td>
<td>Literature &amp; context</td>
<td>Texts in context</td>
</tr>
<tr>
<td>Language for interaction</td>
<td>Responding to literature</td>
<td>Interacting with others</td>
</tr>
<tr>
<td>Text structure &amp; organisation</td>
<td>Examining literature</td>
<td>Interpreting, analysing &amp; evaluating</td>
</tr>
<tr>
<td>Expressing &amp; developing ideas</td>
<td>Creating literature</td>
<td>Creating texts</td>
</tr>
<tr>
<td>Sound &amp; letter knowledge</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As evidence of our ongoing commitment to deliver a high quality English program to all our students we will ensure that:

- students learn in an environment where literacy learning is a major focus
- students have access to contemporary resources
- students individual learning needs will be recognised and catered for
- students will receive additional support if they are not making expected progress
- students will be presented with challenging opportunities if they are exceeding expected progress
- parents and carers will receive regular updates on their child’s progress
- parents and carers will have the opportunity to be involved in the school’s literacy programs
**AusVELS Levels**
Each of the AusVELS domains is structured by eleven levels associated broadly with the levels of schooling, from Foundation (Prep) to Level 10. The levels represent typical progress of students at key points within the stages of learning. At St Justin’s we recognise that students progress at individual rates & may demonstrate achievement at a particular level earlier or later than typical.

<table>
<thead>
<tr>
<th>Nominal school level</th>
<th>VELS Level</th>
<th>AusVELS Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep/Foundation</td>
<td>1</td>
<td>Foundation</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

**Cross-Curriculum Priorities**
The following cross-curriculum priorities will be embedded in all learning areas. They have a strong but varying presence depending on their relevance to the learning areas.

- Aboriginal & Torres Strait Islander histories & cultures
- Asia & Australia’s engagement with Asia
- Sustainability

**General Capabilities**
The general capabilities encompass the knowledge, skills, behaviours & dispositions that, together with curriculum content in each learning area & the cross-curriculum priorities, will assist our students to live & work successfully in the 21st century.
The Australian Curriculum includes seven general capabilities:

- Critical & creative thinking
- Personal & social capability
- Ethical Behaviour
- Intercultural understanding
We are very fortunate in this St. Justin’s Parish School Community. We are continually growing in knowledge and understanding that our students have so many reference points or worldviews through which to understand themselves, others and the world.

Students are involved at class, level and whole school liturgical celebrations

- Class masses are timetabled regularly so that all students will be given the opportunity to participate.
- Students actively participate in mass through readings, offertory processions, liturgical music (i.e. school choir), prayers of the faithful and other mass responses.
- Students participate in whole school liturgical celebrations such as St. Justin's Feast Day, Holy Week Paraliturgy, and Ash Wednesday etc.

Parents are involved in Sacramental celebrations

- Parents are involved in formal Parent Information Nights for Sacramental programs.
- Parents are invited to support the Sacramental Program through various home activities.
- The Religious Education Leader supports teachers, parents, students and liaises with the Parish Community in preparation for the Sacramental Celebrations.

To Know Worship and Love classroom texts are utilised as a major resource

- Class sets of ‘To Know Worship and Love’ texts are used by students in every classroom.
- Ongoing professional development enables staff to confidently use the text in our Religious Education Program.
Our students are involved in liturgical celebrations within the wider community
- Regular visits to Cumberland View, involving Grade 5.
- Senior students attend a 'Healing Mass' and serve food and drinks to the elderly.
- Students are involved in Altar Serving roles
- Various Liturgical Celebrations in regards to Sacraments (Commitment and Medal Masses)
- The current Sacramental Program is:
  - First Eucharist   Year 3
  - Reconciliation    Year 4
  - Confirmation      Year 6

Formal and informal opportunities for prayer are provided
- Students are encouraged to participate in spontaneous prayer within their classrooms each day.
- Parents are invited to actively participate in school liturgies and prayers by attending school masses and assemblies. They are also involved in Sacramental preparation and celebrations.

Classrooms incorporate Religious icons and symbols
- Classrooms prepare and maintain a prayer table or sacred prayer space

St. Justin's School Vision

We are St. Justin's Parish Primary School.
A Catholic faith community of learners,
sustained by the Word of God.
Our vision is to create a place of openness, respect and action;
Striving for individual potential.
We believe in success for all,
through Faith, Learning and Partnership.

"I have come so that you may have life. And have it to the full."
John 10:10

Marty McKenna
Religious Education Leader
DISCIPLINE:

Our school has a reputation for being a friendly school, and we are proud of this fact! Our discipline policy operates on a system of 3Rs:

Rights: All children have rights
Responsibilities: All children have a responsibility to their school community
Rules: School rules ensure that rights are protected and responsibilities are met.

In most circumstances natural consequences will apply eg. if a child does not complete homework, he/she will remain in at recess time until it is completed.

Our 3 school rules are:
- Look after yourself
- Look after everyone else
- Look after our school

Detention is given in cases of serious misconduct. Parents are always informed of the circumstances and notified in advance of the date and time of the detention. If staff considered a child’s behaviour warranted detention, we would expect parental support. The Detention room operates after School for 30min on a Monday. Discipline sheets are also given in certain circumstances. Sometimes these are held by the school and sometimes they are sent home. The discipline sheet can be used for discussion between parent and child.

The content of the Discipline Sheet will include.
1/ What I have done wrong.
2/ What I can do to improve.
3/ What is wrong with this kind of behaviour.
4/ What follow up need to take place if necessary.

DISPLAN:

Students and staff are involved in regular evacuation drills and Emergency Management Procedures.

The nominated safe site away from the school grounds is Mulgrave Reserve, located at the intersection at Whalley Drive and Garnett Road. Other areas are designated on the School Site.
ENROLMENT INFORMATION:

Children must turn 5 years of age before the 30th April in the year they are commencing school.

Our school has a specific enrolment area, which encompasses the area of Wheeler’s Hill. Any enrolments from outside this area must be dealt with on an individual basis.

An initial enrolment enquiry is followed by an appointment with the principal. You will need to bring along copies of Birth, Baptism and Immunisation certificates.

An Open Day is usually held in Term one. Enrolments are also taken at this time. All interviews take place mid Term Two. Enrolments are taken as per the ENROLMENT POLICY at St. Justin’s. This is available from the School Office.

EXCURSIONS:

Excursions directly related to classroom study are arranged to provide children with unique learning experiences. We also arrange for groups to come into the school during the year eg. State Opera, Italian Dance group, Storyteller, etc.

Sometimes parents are asked to come on Excursions. At times parents will be briefed on responsibilities required eg: First Aid. Children in Prep to Year 2 will wear name tags as required. Legal Consent forms for children to attend such excursions will be required.

Parents assisting with excursions are expected to have a Working with Children Check.

Charges for these excursions will be levied as necessary.

Parent volunteers are welcome and necessary when children leave the school site. Those parents attending are expected to care for their own, and other children, on the excursion.

Permission notes must be fully completed and returned to school. If a permission note is not returned the child is not permitted to attend the excursion.

The school reserves the right to exclude poorly behaved children from excursions.
FEES:
Our school is Catholic in its identity and practice and as such we are an important part of the parish community. We expect that all of our parents contribute annually to the Parish Thanksgiving Scheme through the envelope system. This system makes it possible for you to contribute weekly, monthly or annually an amount that is set at a minimum of $220 per annum, just over $4 per week. A contribution card is available at either the school or Parish centre. Payments are to be made directly to the Parish Not the School Office.

Current Tuition Fees:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Child</td>
<td>$1500 per year</td>
</tr>
<tr>
<td>Family Fee</td>
<td>$2100 per year</td>
</tr>
</tbody>
</table>

Accounts are posted home three times per year at the beginning of the first three terms and payment is due at this time. You may also arrange to make monthly payments. Other levies include swimming (approximately $95.00 and Book Levy (approximately $150.00). The Building levy is $150.00 a year and will be charged at a rate of $50.00 a term. This levy is currently helping to pay off the Performing Arts Centre (P.A.C.) completed in 2007, and our new back Oval. A technology levy for all children is charged in Term 2 of each year. Prep - 2 $50.00, Years 3-4 $75.00, Years 5-6 $100.00. An Excursion Levy will be charged in 2015.

HIGH TEMPERATURE DAYS

On days of extremely high temperatures, children find it very difficult to cope with learning in the school environment.

Therefore, it is recommended that if the temperature is forecast to be 36° or reaches that temperature on a given day, children can be collected from school if notice is given to the class teacher by parents.
If possible please collect children either at recess or lunch times.

CURRICULUM DAYS:

During the year, up to 5 days are set aside for staff in-services or curriculum planning days. Parents are notified as early as possible about these arrangements. Our After School Care Program operates on these days.
LOCATION:

Our school is situated on a beautiful 3 hectare site in Wheeler's Hill. We have two, synthetically grassed ovals, a netball court, a basketball court and paved areas marked with games. Our back oval provides views of the Dandenong Ranges! We are close to a shopping centre, an art gallery, a local library and a retirement village.

LOST PROPERTY:

Lost property is run by the “lost property ladies” They will return
*all named items to the owners, *list all unnamed items in the weekly newsletter, *manage the Lost Property Email Account.
lostproperty@sjwheelershill.catholic.edu.au.
You can collect items from Lost Property (located near uniform shop on Friday mornings between 8.40 and 8.50am they will be there to assist.

MUSIC:

In addition to class lessons parents may enrol children in an elective instrumental group (keyboard, drums or singing). Lessons are held in the school assembly area during class time once per week. Guitar tuition is also available. We have about 60 children involved in these programs.

NEWSLETTER:

The weekly newsletter is our most important source of communication between school and home. The newsletter is sent via a link to your email address each Thursday. It gives details of school and parish activities, general information and reminders about coming events. If you are not receiving the email please contact the school office to check your email details.

PARKING:

Cars are NOT permitted in the school grounds. This rule is enforced to ensure the safety of all children. Please observe all road rules and council bylaws when dropping off or collecting children. Please observe local by laws in relation to 40kph and Parking arrangements.
If you have an appointment during the School day and parking is available in the grounds - you are free to do so.
PARENT COURTESY:

If you have a problem don't hesitate to inform us so that we can assist. When difficulties arise between children, do not ring the child’s parents to complain, tell us and we will try to attend to the problem. A school issue should be handled at school by school staff.

PARENT/TEACHER INTERVIEWS:

Contact between teachers and parents is most welcome and actively encouraged. If an appointment with a teacher is needed, please phone or write to arrange a convenient time. During Term One Information Nights will be conducted. A mid year formal interview will take place. Refer to Dates. Other interviews may include Parent Support Group Meetings where an individual Learning Plan for a child is covered. Informal Interviews may also be held at the discretion of both teachers and parents.

PAYMENTS:

School fees are set each year by the Parish Priest, School Accountant, Principal and Parish Education Board. Accounts are sent home 3 times per year, at the start of the first three terms. Payment is due at this time.

Parents can contact the office to arrange for regular payments to be made using credit card facilities.

When making payments to school please place the money/cheque or bankcard details in the envelope and clearly write your child’s name and grade on the front. Receipts are issued for all school payments except for excursions. EFT is now also possible BSB and Account details are printed on Statements. Please remember to include your account No. and/or surname.
PLAYGROUND SUPERVISION:

Children have morning recess at 11:00am. They eat a small snack inside the classroom before going out to play. Morning play concludes at 11:30am. Children then work through till 1:00pm. They then eat lunch supplied from home, or the canteen, inside their classroom. At 1:10pm children go outside for lunch play until 1:55pm.

During recess times our playground areas are supervised by teachers using a roster system. Supervision also takes place 15 mins before and after school or as Legally REQUIRED.

We also have an arrangement that requires any child who has not been collected 15 mins after school has finished, to come back to the office when the teacher on duty makes an announcement over the public address system.

When it is raining at recess times or on extremely hot days, children stay inside in their classrooms and they are supervised by teachers who alternate a lunch break.

REPORTS:

There is one written report on your child’s progress, in June and December. Interviews are also arranged at the end of Term 2 to discuss your child’s mid year progress. There are numerous other processes for reporting which includes, interviews, letters, individual portfolios, presentation, data collection such as NAPLAN etc.

SCHOOL LOGO:

The cross stands for our Catholic faith. The transmission of this faith is the fundamental reason for the school’s existence.

The letter J symbolises our patron Saint, St. Justin.

The semi-circle represents our school site which is on a hill.

Our Motto is: “All Children Can Achieve Success”
SECONDARY SCHOOLS:

There are several secondary colleges in the vicinity namely:

- **Nazareth College**  our regional co-ed college in Mulgrave North
- **Mazenod College**  a boys’ college in Mulgrave
- **Avila College**  a girls’ college in Mt. Waverley

Applications for secondary enrolments are generally due in March of the year your child is in Year 6. It is therefore important that you take the opportunities presented by Open Days at secondary schools to help you make an informed decision. These Open Days are advertised in our weekly newsletters.

Acceptance of your child’s enrolment at a Catholic primary school does not guarantee enrolment at a Catholic secondary college.

STAFF MEETINGS:

Staff meetings are a necessary part of school management. Teachers meet each Monday afternoon for formal staff meetings on Learning and Teaching. School concludes on these days at 3.15pm.

UNIFORM SHOP:

Our uniform shop is staffed by volunteers. It is open one day per week, currently on a Friday morning. Order forms and money may be sent to the school and the goods will be distributed to your child as soon as possible. Order Forms can be downloaded from our Web page or forms are available in the document holder outside the uniform shop.
UNIFORMS:

A uniform is compulsory and all requirements are available from the uniform shop. We purchase from suppliers who provide quality garments at fair prices. Children have a summer and winter uniform. They also wear a sports uniform on the day that is designated as their classrooms' sports day.

**Boys**

**Summer**
- Blue s/s shirt
- Grey shorts
- Grey socks
- Black shoes
- School Bomber jacket
- School Hat

**Winter**
- Grey Pants
- School jumper
- Bomber jacket
- Blue shirt (L/S or S/S)
- Grey socks
- Black shoes
- P.E. Uniform
- House colour Polo
- Sport shorts
- Tracksuit Pants/Top
- White sport logo socks
- Sneakers
- Optional
- Bomber Jacket
- School Jumper

**Girls**

**Summer**
- School dress
- White socks
- Black shoes
- School Bomber jacket
- School Hat

**Winter**
- Detachable Bib Tunic
- Blue shirt (L/S or S/S)
- School jumper
- Bomber jacket
- Grey socks/Grey Tights
- Black shoes
- Optional
- Bomber Jacket
- House colour Polo

Hair ornaments are to be in school colours of maroon, light blue or white. All long hair must be tied back. No nail polish is to be worn.
WATER SAFETY/SWIMMING PROGRAM:

Children in Prep - Year 4 attend a swimming program at Swimworld, Glen Waverley. The children travel by bus to the pool and have one 40min lesson per week. Parents will be advised which term their child will be attending the pool. After an initial registration of interest in the program has been lodged, we then work out the total costs such as bus travel, pool admission and the cost of swimming instructors. The number of instructors for each level depends on the age and number of students in the group. We are always guided by the recommendations from pool management. Children usually have 8-9 lessons over a term. The program is compulsory unless there is a medical reason.

MOBILE PHONES:

We do recognise that some children need to bring a mobile phone to school. This mainly occurs in our senior classes where children may be involved in after school sport, require a late pick up or have other home arrangements. However, mobile phones are not encouraged at St. Justin's Primary School. Please advise your classroom teacher if a mobile is required at school. Children will be asked to hand mobiles in at the start of a school day and can collect the phone at the conclusion of a school day. During the day, mobiles are to be switched off. Play and recreational use of mobile phones is not allowed at St. Justin’s School.
PARENT INVOLVEMENT

Our school is supported by an enthusiastic and dedicated team of parents who combine to support the St. Justin’s Parish and School Community.

PARISH EDUCATION BOARD (P.E.B.)

Members are nominated for a 2 year term of office. The Board meets up to 10 times per year to fulfil its role of responsibility for the school and parish community. The Board also has sub committees that oversee the After School Care Program, Maintenance and Development, Parents and Friends, Parking & Council Issues and Welcoming Committee.

PARENTS AND FRIENDS COMMITTEE (P & F)

The P & F assume responsibility for organising social and fundraising events. Each year they identify a specific goal and work to raise funds to achieve the target.

MAINTENANCE AND DEVELOPMENT TEAM (M & D)

The M & D team work to maintain the school buildings and grounds. This dedicated group of parents arrange regular working bees to tackle both major and minor works that have been selected for focus. The work of the parents has resulted in our most delightful school setting.

OTHER HELPERS:

Many parents prefer to help in more informal ways and these efforts are truly appreciated! Without the assistance offered by many parents, our school would not be able to function as smoothly as it does. Some of the ways you can assist are:

* Helping with the Prep – 2 Literacy Program
* helping in the library by covering/re-shelving books
* assisting in the canteen on a Monday
* assist in leading an inter-school sport team
* helping at regular sausage sizzles
* attending excursions
* helping with the senior school numeracy program
* school canteen
* St. Justin’s Fair
* P & F organised events for St. Justin’s children such as Movie Night, Disco Etc.
HEALTH AND SAFETY

ABSENCES:

Parents are requested to phone the office if a child is away. A written notice for absences is also required. The school considers that if a child is absent for more than 10 days a term that this is considered as unsatisfactory and will be reported as such.

ACCIDENTS:

If a child is injured at school we will contact you, or the adult listed as your emergency contact, if your child needs to go home or to a doctor. The injury will be recorded in our School Accident Report Book.

EMERGENCY CONTACT:

Each year parents are asked to complete an Emergency Contact Form listing the names and contact phone numbers of two adults we could call should an emergency arise, and you were not able to be contacted. It is essential that all telephone numbers are current. Please notify the office of any changes as often as is necessary.
INFECTION DISEASES:
EXCLUSION FROM SCHOOL

CHICKENPOX Until fully recovered. N.B. Some remaining scabs are not an indication for continued exclusion.

VIRAL HEPATITIS Until medical certificate of recovery is produced, or subsidence of symptoms but not before seven days after onset of jaundice.

IMPETIGO Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that the sores on the exposed surface such as scalp, face hands and legs are properly covered with occlusive dressing.

MEASLES For at least seven days from the appearance of the rash or until a medical certificate of recovery is produced.

MUMPS Until fully recovered.

HEADLICE Until appropriate treatment has commenced, supported by a clearance certificate from Monash Council.

WHOOPING COUGH For four weeks or until a medical certificate is produced.

RINGWORM Until appropriate treatment has commenced, supported when requested by a medical certificate.

RUBELLA Until fully recovered and at least four days from onset of the (German Measles) rash.

SCABIES Until appropriate treatment has commenced, supported when requested by a medical certificate.

SLAPPED CHEEK A mild illness with little or no fever but a striking redness of the cheeks. No specific treatment for the infection. Contagious before rash appears on face. Diagnosis can usually be made on clinical grounds, but blood tests to confirm current or past infection are available.

Your child's health is very important. If your child is sick, he/she should not attend school, as it often may slow recovery and also may infect other children.
HEAD LICE:

Head lice are highly contagious and are transmitted through direct head to head contact or by sharing infected items such as combs, brushes, hats. Children with head lice must be excluded from school until treatment has commenced.

Parents are welcome to phone the City of Monash Health Department on 9518 3539 for advice on treatment.

ILLNESS:

If your child is sick, insist that they stay home. A sick child cannot work satisfactorily and may also spread infection to others.

If your child has a specific medical condition, such as asthma/diabetes you will be required to complete a Health Management Plan which details steps to be taken in an emergency.

PLAYGROUND FACILITIES:

Our school has an enviable setting with large expanses of paving and grass in addition to two sets of play equipment. Classes are rostered on this equipment so that children’s safety is ensured.

SICKBAY/FIRST AID

At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year. This information is kept in the administration area. The policies and practices for administering medication to children at school are as follows:

1. Parents collect a form giving permission for staff to administer medication to their child with the name of medication, the correct dosage and time given.
2. Form and medication needs to be sent to the administration area.
3. All medication will be administered in the First Aid room.

It is recommended that all students have personal accident insurance and ambulance cover.
MEDICATION:

The only medication dispensed to students during school hours by office staff will be that which is dispensed by a chemist and:

* is in a labelled container
* names the medication
* lists the dosage and side effects
* includes a note giving permission to store and administer (These forms are at the School Office)

STUDENTS WITH SPECIAL NEEDS:

Our school currently has 21 students who are eligible to receive Integration Funding. These students are supported by Integration Aides who work closely with the class teacher. All students are under the banner of Student Welfare, co-ordinated by Ms Anne Livera. A school counsellor works at St. Justin’s each Tuesday and Thursday.

SUNSMART:

All students are required to wear a school hat in Terms 1 and 4, otherwise the “No hat, No play” rule applies. Sunglasses are also recommended, however, children must wear the recommended sunglasses.

TOILETS:

Our school toilets are cleaned every day. Anti-bacterial soap is available for the children’s use. During class times the children access the toilets through the internal doors. It is only during recess times when a teacher is on duty that the external doors are opened.

VICTORIAN COMMUNITY HEALTH SERVICES:

The school nurse will test some Prep children for vision and hearing. Any child found to have difficulties will be referred to an appropriate service.

VISITORS BADGES:

Any visitors to the school must come to the office to collect a visitors badge and also sign in when they arrive and sign out when they leave.
WORKING WITH CHILDREN CHECK

Any Parent, Guardian or helper wishing to volunteer their time at St. Justin's must apply for a Working with Children Check. The Working with Children requires the screening of those involved in child related work for relevant criminal records. Applications can be obtained from Australia Post. If you wish to volunteer at school it is recommended that you commence this process as soon as possible. You will be ready to assist your services to the school once you have been issued with a Working with Children Check identification card and number, which you will be required to have with you whilst undertaking any activities at the school.

PREPARATION FOR SCHOOL

SCHOOL READINESS:

Although a child may be the correct chronological age eg 5 years of age before the end of April, school readiness is dependent on many things with age being only one factor.

Simple skills should be evident by the middle of kindergarten year. These simple skills would be recognising their own name, attempting to write it, naming and recognising colours and simple shapes and being able to express themselves clearly and simply.

Another important aspect to be aware of is whether your child displays simple social skills such as being able to share, being able to wait their turn and being capable of packing things away. Often these basic social skills are more important as an indicator of school readiness than any other skills!

Should you have any concerns about whether to commence your child in Prep, or delay for another year, consult your kindergarten teacher. If in doubt, it is much better to delay, to ensure your child is able to succeed. Putting an enrolment on hold is a most positive action. If you send a child to school who is not ready to learn, we cannot make them learn. Wait till they are ready and able to take school in their stride. In the long term it is irrelevant whether a child is 17 or 18 years of age when they complete the V.C.E. years of schooling.
SOCIAL SKILLS:

As well as being a setting for learning, school is also a place where children learn social skills. The following list details basic social skills that are considered vital for successful, social interaction.

* Eye contact: being able to maintain eye contact with the person to whom you are listening or speaking for at least brief periods of time.

* Facial expression: smiling, showing interest.

* Social distance: knowing where to stand relative to others; knowing when physical contact is inappropriate.

* Quality of voice: volume, pitch, rate of speech, clarity, content.

* Greeting others: initiating contact or responding to a greeting, inviting another child to join you in some activity.

* Making conversation: age-appropriate conversational skills, expressing your feelings, asking questions, listening, showing interest, responding to questions asked.

* Playing with others and working with others: complying with rules, sharing, compromising, helping, taking turns, complimenting others, saying thank you, saying sorry.

* Gaining attention and/or asking for help, using appropriate ways.

* Coping with conflict: controlling aggression, dealing with anger in self and others, accepting criticism, sportsmanship.

* Grooming and hygiene.

The above list represents a list of non-verbal and verbal skills which all are crucial for successful social interaction.
VALUES EDUCATION RATIONALE

“We are St. Justin’s Parish Primary School.
A Catholic faith community of learners,
Sustained by the Word of God.
Our vision is to create a place of openness, respect and action;
Striving for individual potential.
We believe in success for all,
Through Faith, Learning and Partnership.”

“I have come so that you may have life. And have it to the full.”
(John 10:10)

St. Justin’s views values based education not as a program but as a philosophy of care and concern for one another. It gives us an ethical vocabulary for fostering positive relationships, which is essential for learning to occur and is fundamental to our school’s vision and culture.

What is Values Education?

Values are the principles, fundamental convictions and standards which influence our thinking and act as general guides to our behaviour. They are enduring beliefs about what is worthwhile – the ideals for which we strive. They are standards by which particular beliefs and actions are judged to be good and desirable. They help us to make decisions and evaluate the actions of others.

Why promote Values Education?

At St. Justin’s we give a great deal of thought to the values that we promote. We regularly consider our values and how our school sustains an ethos which supports our children as reflective learners and encourages quality teaching and learning.

At the core of our values based education, lies the establishment of an agreed set of principles and deeply held convictions which underpin all aspects of our school’s life and work. These are, at times, directly addressed through lessons and our Religious Education program but also permeate the entire curriculum.

The purpose of our ongoing commitment to inspiring and developing positive values within St. Justin’s is two fold:
Firstly, it enables our students to choose their own personal, social, moral and spiritual values and be aware of ways of developing and deepening them as future citizens.
Secondly, values based education helps our students and school community to think about and reflect upon positive universal values and the practical implications of expressing them in relation to themselves, locally, nationally and at a global level.

Values form the basis for the social, intellectual, emotional, spiritual and moral development of children. We encourage our students to consider these values, thereby developing knowledge, skills and attitudes that enable them to develop as reflective learners and grow to be stable, educated and contributing members of society.

What are our core values?
Lead by the Values Education Core Team, staff members have developed a set of 16 values, reflective of the school’s ethos and vision and in line with the 9 values for Australian schools, the Religious Education guidelines and the Victorian Essential Learning Standards. They are:

<table>
<thead>
<tr>
<th>Value</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect</td>
<td>Tolerance/Acceptance</td>
</tr>
<tr>
<td>Trust</td>
<td>Honesty/Truth</td>
</tr>
<tr>
<td>Patience</td>
<td>Compassion/Care</td>
</tr>
<tr>
<td>Perseverance</td>
<td>Justice/Fairness</td>
</tr>
<tr>
<td>Optimism</td>
<td>Integrity</td>
</tr>
<tr>
<td>Doing Your Best</td>
<td>Courtesy</td>
</tr>
<tr>
<td>Responsibility</td>
<td>Generosity</td>
</tr>
<tr>
<td>Freedom</td>
<td>Helpfulness</td>
</tr>
</tbody>
</table>

**How will Values Education ‘look’ at St. Justin's?**

Each value will receive a whole school focus for 1 term over a 4-year period – that means 4 values will be studied in a year (1 value per term). The values will be chosen to coincide with the Religious Education calendar, units of study and other significant celebrations.

A noticeboard located in the short corridor will feature the particular value being highlighted across the school. The board will be divided into 4 sections – personal/family, school/local community, national and international/global and will display the many ways in which the value may be reflected in each area. All members of the school community (children, staff and parents) will be invited to contribute to this board.

Each value will be highlighted in classrooms and every grade will have the opportunity to add to the Values noticeboard through photos, poems, reflections, articles, drawings, prayers etc.

We actively encourage all parents to help their children think about how to understand these values by promoting values through the school newsletter, encouraging them to model and discuss values at home and supporting their learning by contributing to the noticeboard.

A Values Based Education fosters positive relationships and recognises the worth and integrity of all who are involved in the life of a school. It places the search for meaning and purpose at the heart of the educational process and is the missing link in quality education.
ASSEMBLY SITES

1. Church
2. Front Netball Court
3. Back Oval
4. Performing Arts Centre
5. Mulgrave Reserve (P.A.C.)

Storage
P.E.
Italian

EMERGENCY TELEPHONE NUMBERS

POLICE: 000 (First Option)
11444
11441

FIRE: 11441

AMBULANCE: 11440

HOSPITAL - The Valley: Cnr Police and Gladstone Rds:
9797700

CEO ZONE OFFICE: 97584999

MUNICIPAL DISPLAN OFFICE: 95183701

STATE EMERGENCY SERVICE: 94455005

POISONS INFORMATION CENTRE: 93455678

THE VALLEY: 97584999

Tuckshop

Uniform Shop

Music

P.A.C.