

*St. Justin's  
Parent  
Information  
Booklet*

*2011*

## **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 talents and to give of his 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.

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 Twentieth 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

## Gospel Quote

"I call you friends..... It was not you who chose me, it was I who chose you to go forth and bear fruit..... The Command I give you is this, that you love one another."

John 15 : 15 - 17.

## 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](mailto:principal@sjwheelershill.catholic.edu.au)

Parish Priest:	Fr. Michael Wheeler
School Principal:	Mr. Christopher Dickinson
Deputy Principal:	Mrs. Rose Costa & Mrs. Cathy Mason
Deputy Principal of R.E:	Mr Marty Mckenna
School Secretaries:	Mrs. Christine Ellem Mrs. Milena De Lillo Mrs. Karen Cummings

### TERM DATES FOR 2011:

Term 1:	Tuesday 1 <sup>st</sup> February (Staff resume) Wednesday 2 <sup>nd</sup> February (Students resume) Friday 8 <sup>th</sup> April
Term 11:	Wednesday 27 <sup>th</sup> April Friday 1 <sup>st</sup> July
Term 111:	Monday 18 <sup>th</sup> July Friday 23 <sup>rd</sup> September
Term IV:	Monday 10 <sup>th</sup> October Thursday 21 <sup>st</sup> December

### 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.

## 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 PAGE

## 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 and include a personal photograph. 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.

## 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 placemat (to put on the desk for playlunch and lunch)
- \* 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**

## **AFTER SCHOOL CARE PROGRAM:**

The A.S.C. Program is run by Youth Leadership Victoria in conjunction with St. Justin's the Program's phone number is

**0403 127 841** (3:00 pm - 6:00 pm)

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 only provide care after school hours.

Monday	3.15 p.m. - 6.00 p.m.
Tuesday - Friday	3.30 p.m. - 6.00 p.m.

Permanent or casual bookings may be made through the school office or directly through the program. All parents who utilise this service agree to abide by the policies included in the A.S.C. Policy document.

It is recommended that parents register children 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. Each day 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 Tuesday.

## **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 second year, students in Year 5 & 6 attend Sovereign Hill as a part of their study on Gold. 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 lunch orders must be handed prior to lunch day. Late orders cannot be accepted. A list detailing items available and prices will be issued in the weekly bulletin early in February.

## **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: Prep	Yr1/2	Yr3/4	Yr 5
Prep	Yr1/2	Yr3/4	Yr 5
	Yr1/2	Yr3/4	Yr 6
	Yr1/2	Yr3/4	Yr 6

These groupings can change annually according to number, 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, computer software and consumables, music tapes and musical instruments, cassette tapes, computer consumables, cd roms, computer software, class sets of calculators, dictionaries, bible's, thermometers, scales, mirrors, tape measures, 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 Tuesday 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 to arrange a convenient time. Teachers can also be emailed, email addresses are available on our website.

Students in Years 3, 4, 5 and 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 and the teacher signs the diary too.

## **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!

Our 5/6 students are involved every second year in the Police School Involvement Program. Preps and year 5/6 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.

## **CURRICULUM:**

The Victorian Essential Learning Standards (Vels I) documents provide the basis for curriculum planning in Victorian schools for Prep to Year 10. These documents outline the major areas of learning to be covered and describe the essential knowledge, skills and behaviours students need to prepare for further education, work and life.

Each learning is divided into 7 levels which cover the 11 years of schooling:

- Level 1 = End of Prep
- Level 2 = End of Year 2
- Level 3 = End of Year 4
- Level 4 = End of Year 6
- Level 5 = End of Year 8
- Level 6 = End of Year 10
- Level 7 = Enrichment
- V.C.E. = Years 11 & 12

A National Curriculum is also currently being introduced and is in the "implementation Phase".

## **VICTORIAN ESSENTIAL LEARNING STANDARDS:**

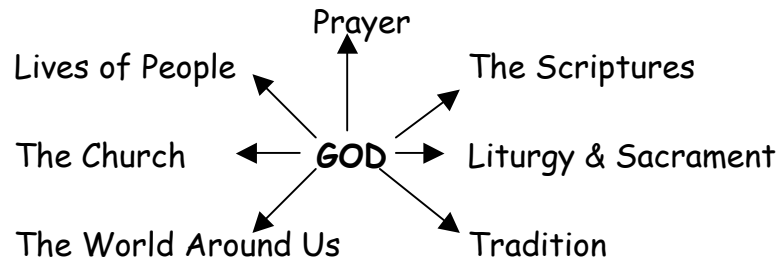
The Victorian Essential Learning Standards identify three core and interrelated strands. Each strand is divided into a number of domains. The domains include the standards, organised by dimension, by which student achievement and progress is measured (see below). An English as a Second Language (ESL) Companion and Students with Disabilities Guidelines are available to assist schools in providing programs for these students.

## **STANDARDS BY DOMAIN**

<b>Strand</b>	<b>Domain</b>
Physical, Personal & Social Learning	Health and Physical Education Interpersonal Development Personal Learning Civics and Citizenship
Discipline-based Learning	The Arts English The Humanities The Humanities- Economics The Humanities- Geography The Humanities- History  Languages other Than English (LOTE) Mathematics Science
Interdisciplinary Learning	Communication Design, Creativity and Technology Information and Communications Technology (ICT) Thinking Processes

## **RELIGIOUS EDUCATION**

The network of relationships that exist among God, people, the Church and the world at large provides R.E with its content, methods and directions. The following sources and contexts are constantly referred to and utilised.



## LITERACY

At St Justin's Primary School, high level skills in literacy are critical to enabling all young people to achieve success. Our students at St Justin's have come from diverse backgrounds and bring understandings and skills that reflect their experiences in their homes and communities. An ongoing commitment for our school is to maintain a strong focus on literacy education to ensure that every student has every opportunity for success.

In recognition of this, our commitment to students and parents is that:

- students will learn in an environment where literacy learning is a focus
- students will have access to contemporary resources that support literacy learning
- students will learn in an environment where their individual needs are recognised and catered for
- students will receive additional support early if they are not making expected progress in literacy and at any point throughout their schooling
- students will be presented with challenging opportunities if they are exceeding their expected progress in literacy
- parents and carers will receive regular updates on their child's progress in literacy as part of school and national assessments
- parents and carers will have the opportunity to be involved in the school's literacy programs.

## VICTORIAN ESSENTIAL LEARNING STANDARDS

St Justin's Primary School (along with all Victorian schools) works to a set of guidelines, the Victorian Essential Learning Standards (VELS), which outline what is crucial for all students to learn from Prep to Year 10. We use the Standards to plan our teaching and learning programs, including assessment and reporting of student progress.

The Standards outline what is important for students to learn during their time at school.

The Standards ensure that students continue learning traditional subjects such as English, mathematics, science, humanities, languages and the arts. Within these subjects, students learn the physical, personal and social skills they need in life.

The school report card shows how far your child has progressed during the year, and compares their performance with the standards expected for students of their age.

### THREE STRANDS OF LEARNING

There are three strands in the Victorian Essential Learning Standards that define what students should know and be able to do at different stages of learning. They are:

- **Physical, Personal and Social Learning:** such as Health and Physical Education and Civics and Citizenship
- **Discipline-based Learning:** of subjects such as The Arts, Economics, English, Mathematics, Geography and History
- **Interdisciplinary Learning:** covering Communication and Information Technology.

### STANDARDS FOR DIFFERENT YEARS

Each Standard describes what students are expected to know and be able to do at that level, and how well they should know and be able to do it. St Justin's aims to give students the life skills to manage themselves as individuals and in relation to others, understand the world in which they live, and act effectively in it.

The Standards focus on the knowledge and skills of the student. Student behaviour is observed by teachers and included in student reports.

Over the 11 years of compulsory schooling, The Standards are set at six levels that recognise the differing learning needs of students. These levels are generally associated with the following year levels:

- Level 1 - Prep
- Level 2 - Years 1 and 2
- Level 3 - Years 3 and 4
- Level 4 - Years 5 and 6
- Level 5 - Years 7 and 8
- Level 6 - Years 9 and 10

Standards are set at a challenging level, not minimum competence, to suit the age and developmental stages of students. This helps to ensure that students are stretched to learn, rather than doing work they find easy.

### **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.

### **DISMISSAL:**

All Prep children must be collected from the classroom by an adult or older brother or sister. We would like you to notify the Prep teacher or the office if other arrangements are made.

### **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.

### **EDUCATION MAINTENANCE ALLOWANCE:**

The allowance is paid in two instalments and to be eligible you must be a parent or guardian of a primary or secondary school student up to the age of 16 and hold a current Centrelink Pensioner Concession or Health Care Benefit Card or a Veterans Affairs (TPI) Pensioner Card or be a foster parent as at the first day of term 1 2011 for the first instalment and the first day of term 3 for the second instalment and submit your application to the school by the due date.

An annual amount of \$225.00 for primary and \$450.00 for secondary students is payable in two instalments, each on a 50% to the parent and 50% to the school basis.

### **ENROLMENT INFORMATION:**

Children must turn 5 years of age before the 30<sup>th</sup> 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 early in Term Three. Enrolment 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.

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.

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 \$350 per annum, just under \$7 per week. A contribution card is available at either the school or Parish centre.

Current Tuition Fees: (Subject to change each year)

Single Child	\$1404 per year
Family Fee	\$1986 per year

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 fees include swimming

(approximately \$90.00 and Book Levy (approximately \$90.00). All families were advised this year that an annual Building Levy will continue. This 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 Administration Complex and the new Performing Arts Centre (P.A.C.) completed in 2007, and will contribute to future buildings and grounds projects. A total refurbishment of the school will take place in 2010 and some of the Building Levy will continue to contribute to furniture and equipment for this project.

### **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, 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 kept in the first aid room. To minimise loss we strongly recommend the purchase of personalised name labels (washfast and long lasting), that are available through the uniform shop.

### **MUSIC:**

In addition to class lessons parents may enrol children in an elective instrumental group (clarinet, saxophone, flute, drum, trumpet, keyboard or violin). 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 goes home each Thursday with the eldest child in each family. It gives details of school and parish activities, general information and reminders about coming events.

### **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 teacher and parents.

### **PAYMENTS:**

School fees are set each year by the Parish Priest, school accountant 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.

### **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. When music is played on the loudspeaker all students get a drink and go to the toilet so that they are ready and lined up by the time the bell rings at 2:00pm

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 LEGALY 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.

## **RELIGIOUS EDUCATION:**

Religious Education is a most important part of our school day and our ethos. In addition to class lessons our beliefs are also evident in the relationships that exist between students/staff, staff/parents, students/students and students and parents.

We pray at the beginning and end of each day. We celebrate as a whole community on special days such as St. Justin's feast day on June 1st. Class teachers also make arrangements with our parish priest to attend the morning 9.15am Mass and take an active part in the liturgy.

The current Sacramental program is:

First Eucharist	Year 3
Reconciliation	Year 4
Confirmation	Year 6

## **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. A brief resume is also given at the mid year interview time. 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:

<b>Nazareth College</b>	our regional co-ed college in Mulgrave North
<b>Mazenod College</b>	a boys' college in Mulgrave
<b>Avila College</b>	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.

At the beginning of the school year all students are paired with a child in another year level and they become "Special Friends" for the year. We specify occasions during the school year when time is allocated for special activities and we frequently pair the children in special friend groupings for school Masses.

### **STAFF MEETINGS:**

Staff meetings are a necessary part of school management. Teachers meet each Monday afternoon for curriculum planning sessions. School concludes on these days at 3.15pm.

## 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 polo shirt

Grey shorts

Grey socks

Black shoes

School windcheater

School Hat

#### Winter

Grey Pants

School windcheater

Grey socks

Blue Polo shirt (L/S or S/S)

Black shoes

#### P.E. Uniform

House colour Polo

Sport shorts

Tracksuit Pants

White sport logo socks

Sneakers

### Girls

School dress

White socks

Black shoes

School windcheater

School Hat

Tunic, Skirt, Pants (Grey)

Blue Polo shirt (L/S or S/S)

School windcheater

White socks/Grey Tights

Black shoes

House colour Polo

Sport shorts/Skort

Tracksuit Pants

White sport logo socks

Sneakers

### Optional

Bomber Jacket

Hair ornaments are to be in school colours of maroon, light blue or white. It is advisable that long hair be tied back.

## UNIFORM SHOP:

Our uniform shop is staffed by volunteers. It is open one day per week, currently on a Friday morning. Orders forms and money may be sent to the school and the goods will be distributed to your child as soon as possible.

### **WATER SAFETY PROGRAM:**

All children attend a swimming program at Paul Sadlers Swimland, Glen Waverley. The children travel by bus to the pool and have 1 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.

### **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**

### **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 two sub committees that oversee the After School Care Program and the Safety House Program.

## **PARENTS AND FRIENDS COMMITTEE (P & F)**

Our school is supported by an enthusiastic and dedicated team of parents who combine to form the Parents And Friends (P & F) and the Maintenance and Development Team (M & D).

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. We appreciate your help if you would like to:

- \* Prep - 2 Literacy Program
- \* help in the library by covering/re-shelving books
- \* assist in the canteen on a Monday
- \* lead an inter-school sport team
- \* help at regular sausage sizzles
- \* attend excursions.

## **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.

### **ATTENDANCE:**

Children are expected to be at school between 8.45am and 8.55am so that classes can begin promptly. Parents collecting children during the school day must go to the office and have the child called over the public address system.

### **DENTAL HEALTH SERVICES:**

All primary school children can use the school dental service. The service is free if you hold a valid health card issued by the Department of Social Security. For non-card holders the fee is \$25 per child (maximum of \$100 per family).

### **DISMISSAL:**

Any child who has not been collected 15 mins after dismissal must come back to the school office when the teacher on duty makes this announcement over the microphone.

### **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.

### **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.

### **INFECTIOUS 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.

### **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

### **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.

### **SIGN IN & SIGN OUT:**

If your child arrives late or leaves early for school, you are required to fill in the SIGN IN / SIGN OUT book found outside the school office.

### **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.

## **STUDENTS WITH SPECIAL NEEDS:**

Our school currently has 15 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 Mrs Anne Livera. A school counsellor works at St. Justin's each Friday.

## **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 every Prep child's 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. The application can be obtained from either the school office or any local post office. 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. Once you have been issued your card a copy must be given to the school administration for our own personal records.

# 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 fairly complex amalgam of non-verbal and verbal skills which all appear crucial for successful social interaction.