



PARENT HANDBOOK 2021

VISION STATEMENT

*Encountering Christ through a love of learning,
love of others and service to all*

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Parish Details

Parish Priest:	Father Francis Tran
Parish:	St John the Evangelist Church
Parish Address:	24 Jerematta Street, Dapto NSW 2530
Phone Number:	4261 1315
Email Address:	dapto@dow.org.au
Mass Times:	Saturday Vigil 5:00pm Sunday 7:30am Sunday 9:30am Sunday 6:00pm

School Details

Principal:	Mr Andrew Heffernan
Assistant Principal:	Mr Matthew Downes
School Name:	St John's Catholic Parish Primary School
School Address:	Jerematta Street, Dapto NSW 2530
Postal Address:	PO Box 161, Dapto NSW 2530
Phone Number:	4261 4611
Email Address:	info@sjddow.catholic.edu.au
Web Site:	www.sjddow.catholic.edu.au

Catholic Identity

The first Catholic Primary School in Dapto was established at West Dapto in 1839 when Fr Petre the Parish Priest, received Government authorisation to begin a school. Mr Hayes was the teacher followed by Mr T Fawley, Mr L M^cGuinn and Mr J O'Neill. The Sisters of St Joseph arrived in 1880.

The School was then known as St Joseph's School and remained at West Dapto until 1900. With the coming of rail to Dapto, Mary MacKillop, now formally known as St Mary of the Cross MacKillop, purchased a parcel of land in Jerematta Street, Dapto in January 1899. In 1900 she decided to move the convent and school closer to town and establish the school on its present site.

In 1965 the present site of classes, Years 4, 5 and 6 was a Secondary School for girls and the school was known as St Anne's College. By 1980 St Anne's catered for 220 girls in Years 7 to 10.

The rapid growth of areas south of Wollongong required the building of a new coeducational High School at Albion Park. In 1983 St Anne's College closed and St John's was able to expand into the St Anne's buildings, thus occupying two sites. Now as a three-stream school, St John's presently accommodates 602 students.

Dapto is a rapidly growing area 15 minutes south of Wollongong and covers a wide range of socio-economic groups from varied cultural backgrounds.

St John's is a Catholic systemic coeducation school catering for students from Kinder to Year 6. The school has 51 staff including members of the leadership team, classroom teachers, resource teachers, school support officers, office staff and cleaners.

St John's School is an integral part of the Parish and the Parish Priest, Fr Francis Tran has an active role in the school caring for the spiritual and pastoral needs of the school community.

As a Parish School, initiated by the Parish community, it is intended that our school should be an integral and vital part of the whole Parish and, indeed, of the wider Church community. It is intended that the spiritual growth and welfare of the students be carefully integrated with sound, general and needs-based education which will be the shared responsibility of the Parish Priest, Principal, staff and parents, under the supportive direction of both Catholic and Government authorities.

As a Catholic school, St John's comes under the general administration and responsibility of the Catholic Education Office, Diocese of Wollongong, Market Street, Wollongong.

The finance and management of the school is controlled and supervised by the Catholic Education Office Diocese of Wollongong, the Parish Priest and the School Principal, all of whom act with the permission and blessing of the Bishop Brian Mascord, the Bishop of Wollongong.

Vision Statement

"Encountering Christ through a love of learning, love of others and service to all."

Mission Statement

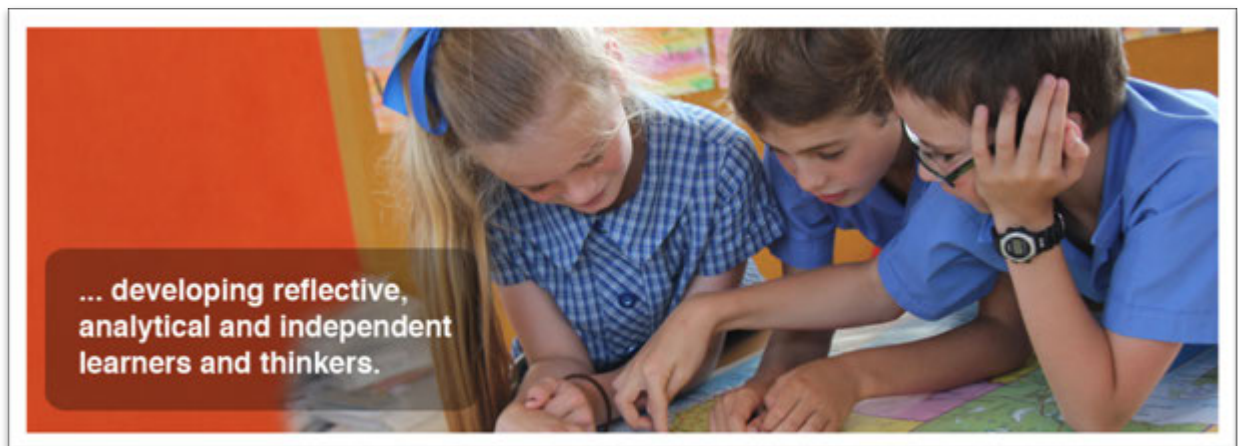
To nurture an authentic Catholic School witnessing beliefs and practises that make Christ visible to all by:

- Building strong relationships with parish and the wider church community.
- Providing quality learning experiences that are collaborative, reflective and inclusive within a positive and supportive environment.
- Respecting the dignity of all and fostering a spirit of self-giving love.

School Motto

Our School Motto is:

'Love One Another'



... developing reflective,
analytical and independent
learners and thinkers.

School Song — New Spirit Rise

1. A Spirit lives through all our history
A Spirit we still breathe today
Memories old and wise still teach us
So memories new can learn to play.

Chorus

*See the Spirit of St John's arise
As grand escarpment lifts our eyes
And hearts as we hear Jesus pray
That we might love each other
With a new love every day.*

2. Children from so many nations
Gather here to celebrate
Our many different family stories
One new family we create.

Chorus

3. Here is safety, love and caring
Space to grow in calming peace
Every child and every teacher
Learns the path to love's release.

Chorus

4. Full of life and full of dreaming
Happiness in young hearts grow
As learning well and loving truly
Each one of us great Spirit shows.

Chorus x 2

Kevin Bates sm

*Written for St John's School Dapto
in collaboration with members of the school choir and staff. 21 November 2001.
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St John's School Prayer

God our Father, we thank you for this day,
Help us to love those around us in every way we can.

Jesus our Saviour, you are the light of our lives,
Help us to always follow in Your footsteps.

Holy Spirit, be in our hearts forever,
Guide us through each and every day.

Mary our mother, keep us safe,
Look after us and all those that we love.

Saint John the Evangelist – Pray for us,
Saint Mary of the Cross MacKillop – Pray for us.

Curriculum

Within the curriculum of Catholic schools there are seven Key Learning Areas which provide students with a broad and balanced education.

- Religious Education
- English
- Mathematics
- Science & Technology
- Human Society and Its Environment
- Personal Development, Health & Physical Education
- Creative Arts

These Key Learning Areas are broad groupings of subjects and each Key Learning Area deals with the knowledge, skills, understanding and values and attitudes that are relevant and appropriate for primary school students.

St John's teach from syllabuses provided by The Board of Studies, Teaching & Educational Standards NSW (BOSTES). BOSTES is responsible for developing syllabuses to be taught in New South Wales schools, from Kindergarten through to Year 12.

BOSTES has developed new NSW K–10 syllabuses for English, Mathematics, Science (including Science and Technology K–6) and Human Society and Its Environment, incorporating the Australian curriculum.

Aboriginal & Torres Strait Islander Assistants

Aboriginal and Torres Strait Islander peoples are the first Australians and have the longest continuous cultures in human history. All Aboriginal and Torres Strait Islander students are encouraged and supported to reach their full potential and to embrace their culture and identity. All students acknowledge, appreciate and value Aboriginal and Torres Strait Islander peoples, histories and cultures and commit to ongoing reconciliation. Aboriginal Education Assistants (AEA) are employed at St John's to support students, liaise with families and immerse the Aboriginal and Torres Strait Islander culture and customs across the school community.

Diverse Learning

At St John's we believe students are individuals who learn at different rates and in different ways. Most students will participate fully in learning experiences based on the regular syllabus outcomes and content. Some students may require additional support or adjustment to teaching, learning and assessment for learning activities. Therefore the use of teaching, learning and assessment strategies that are fair and flexible, provide an appropriate level of challenge, and engage students in learning in meaningful ways.

We have available a suite of interventions to support learning and development of all students. We draw on a range of programs and approaches to cater for individual needs and use assessment data to collaboratively select the most appropriate intervention that will empower students to access the curriculum in the most effective way. We also offer a range of gifted and talented opportunities that promote independent learning and discovery.

Suite of Interventions at St John's Dapto

- Learning Support Teachers across K-6
- Letters & Sounds Systematic Synthetic Phonics Instruction K-2
- Reading Recovery Year 1
- MiniLit Years 1 & 2
- Multi Sensory Learning (MSL) Approach K- 6
- Project X Code Years 2-4
- SPLICED
- Maths Olympiad
- DaVinci Decathlon
- Genius Hour - Passion Projects

A Learning Support Team (LST) was established in 2019 to provide direct and timely specialist assistance to students in mainstream classes with a disability and/or additional learning and support needs. The Learning Support Team uses a collaborative and consultative approach so that students themselves and their parents and carers are supported and informed of the level of assistance being provided.

Reading Recovery

Reading Recovery is an early intervention reading and writing program for Year 1 students through intensive one to one teaching with a trained Reading Recovery Teacher for thirty minutes on a daily basis. The length of time a student is on the program can vary. Year 1 parents/carers will be given information regarding this program at the beginning of the year.

Library

The Library plays a central role in the school and reflects and implements the educational philosophy of the school. Through the Library, we aim to enthuse the students to read for pleasure, relaxation and cultural development, and to give them the confidence and the skills needed to use the Library as a place of research and study.

Each child is expected to use a library bag when borrowing books and the school would appreciate the cooperation of parents/carers in insisting on proper care of books once they are taken home. Because of the expense involved, parents/carers will be responsible for the replacement of any books that have been lost or damaged.

Technology 1:1 iPad Years 5 & 6

St John's provides contemporary quality learning environments for students through the integration of technology across all Key Learning Areas and has a 1:1 iPad Program for Years 5 and 6. iPads are used within a range of learning spaces, within Stage 3, allowing students the opportunity to achieve desired learning outcomes in ways that are not always possible using traditional methods.

Best Start Kindergarten Assessment

Children come to school with different levels of literacy and numeracy. Some are familiar with books, can recognise some letters, even write their name or count to ten, while others have not yet learned these skills.

Our school takes part in the Best Start Kindergarten Assessment developed by early learning experts in the NSW Department of Education. The Best Start Kindergarten Assessment gives our teachers, and those teaching Kindergarten across all schools in the Diocese of Wollongong, a common set of high quality assessment tools. We believe that the Best Start Kindergarten Assessment will build on the strengths of our teachers and give your child an even better start to school.

Your child and the Best Start Kindergarten Assessment

It is very important to emphasise that the Best Start Kindergarten Assessment is NOT a test. Its purpose is to help the teacher gather information to guide the teaching of your child. During the assessment the teacher will look at your child's early literacy and numeracy skills, knowledge and understandings.

You will be given feedback about what your child's teacher has learned about your child, which you are welcome to discuss if you wish, in keeping with our usual practice.

Best Start Kindergarten Assessment Schedule

The Best Start Kindergarten Assessment will be administered in the first week of Term 1 2021, from 28 January to 3 February. Your child will attend an assessment session of one hour on a designated day. You will receive your appointment information as part of your orientation to school program in Term 4 2020.

Due to the Best Start Kindergarten Assessment schedule there will be a delayed start to school for Kindergarten students. Full daily attendance for all Kindergarten students in the Diocese of Wollongong will begin on Thursday 4 February 2021.

Educational Excursions

During each year, the classroom teachers will make a decision as to whether or not an excursion might assist in achieving certain educational outcomes. Any excursion requiring transport and cost will not occur without written authorisation and permission of parents/carers. Where possible buses with seat belts will be hired.

Homework

Teachers will endeavour to assist students in the development of good study routines. To this end, a small amount of homework will be given — usually revision of work taught during the day involving extension and application of what has been learnt and completing any unfinished work.

Homework may be given on Monday to Thursday evenings. Homework is not given over the weekend.

Any difficulties encountered by students in completing this work should be made known to the class teacher. Parents/Carers are asked to show interest in the children's homework.

Teacher Professional Planning Days (Pupil Free)

The Catholic Education Office allows staff five professional development days throughout the year. Students do not attend school on these days. Timely notice will be given in the newsletter to allow you to make alternative arrangements for your child/children on these days.

Religious Education

Religious Education is a vital component of the school curriculum, regarded as one of the school's Key Learning Areas.

Religious Education is at the heart of who we are at St John's Catholic Parish Primary School, through our interactions with one another, our daily prayers, our loyalty to the traditions and doctrines of the Catholic Church and our genuine desire to be an organisation which reflects the values of Christ as we educate children in their faith.

Religious Education helps the students to develop their knowledge of their faith through daily formal instruction from the Diocesan Religious Education Curriculum.

Children also participate in Parish and School Liturgies, Sacraments and Prayer Celebrations throughout the year. These include:

- Class Mass
- Celebrating School Mass with the whole community
- Joining together as a school community to celebrate the beginning and end of each term
- Daily prayer in the classroom and at school assemblies
- Presentations by different classes of the different feast days that take place during the year
- Prayer celebrations before assemblies
- Sacraments and Rosary
- Flag raising ceremonies which acknowledge our Indigenous landholders

Sacraments

St John's Catholic Parish Primary School welcomes the involvement of parents/carers in the education of their children. Opportunities for active participation are many so that family and school together strive to develop the whole child, thus providing the child with the means to live a meaningful Christian life.

- The Sacrament of Penance is received by the children in Year 2.
- The Sacrament of Eucharist is received by the children in Year 3.
- The Sacrament of Confirmation is received by the children in Year 6.



Pastoral Care

Pastoral Care is central to the ethos and identity of St John's Catholic Parish Primary School. There are many facets of Pastoral Care. It is both explicit and implicit in its expression. However, it is best defined in the expressions of care that bring to wholeness the physical, social, intellectual, emotional and spiritual development of all within the school community. At the heart of Pastoral Care is love and it invites each member of the school community of self-giving where the school culture fosters a sharing of oneself in order to give life to another. At school, Pastoral Care is translated as an expression of faith that is taught across the curriculum in the Religious Education program, including sacramental and liturgical life, personal development initiatives, in policies and practices that foster positive student behaviour and self-discipline and in the organisational and structural arrangements.

Above all, St John's is a community that creates a cooperative, enthusiastic and supportive environment where each person feels safe, accepted, valued and able to learn in order to reach their potential as persons created in the image of God becoming good stewards in God's creation and giving expression to their responsibilities for caring for the environment.

The focal point of Pastoral Care at St John's Catholic Parish Primary School is one of shared responsibility and is reflected by:

Class teachers' exercising their responsibility for pastoral care in the school by conducting meetings with their classes, involvement in retreats, camps, excursions, special days, rituals, celebrations and appropriate activities for each year group.

Pastoral Care at St John's Catholic Parish Primary School is witnessed through our policies and practices that focus on developing:

- Relationships with:
 - God
 - Self
 - Others
 - Environment
- A positive school climate
- The formation of self-discipline and responsibility
- Personal safety
- Positive regard (self-esteem) and programs that address the needs of students
- Comprehensive and inclusive approaches to learning and teaching through the curriculum
- Effective networks / structures of care from within and outside the school community
- Stewardship

We commit ourselves to a shared vision of a positive and inclusive school where students and those who enter our learning and teaching environment will feel safe.

Challenging behaviours of our students are addressed through Schoolwide Positive Behaviours For Learning (PB4L) procedures. These principles and practices nurture and support in creating quality relationships while building resilience and social skills in our students.

Positive Behaviours for Learning (PB4L)

The goal of PB4L is to help parents/carers and school staff create and maintain a safe, supportive, learning environment, promote positive life skills and reduce negative behaviours so that all children can succeed in school. The PB4L Framework focuses on building a positive environment for students and staff by establishing clear expectations for students and taking active, explicit steps in teaching, modelling and reinforcing appropriate behaviours school-wide.

What is PB4L?

- PB4L applies a behaviourally based systems approach to enhance the St John's School Community and in doing so aims to design an effective school environment in which quality teaching and learning can occur.
- PB4L focuses on creating and sustaining school-wide (universal), classroom (secondary), and individual (tertiary) supports that improve lifestyle results for all students by making problem behaviour less effective, less efficient, less relevant and desired behaviour more functional.
- PB4L establishes a leadership team that guides the implementation of PB4L strategies.
- PB4L develops a set of core behavioural expectations for all students in the school, across all school settings.
- PB4L engages all school staff, parents/carers and students in maintaining expectations and employing PB4L strategies.
- PB4L teaches consistent expectations across all areas of the school.
- PB4L provides positive reinforcement for compliance with expectations.
- PB4L establishes a hierarchy of consequences as corrective procedures.
- PB4L collects data on the use of established procedures and the impact of those procedures on behaviour.
- PB4L builds a set of procedures for maintaining PB4L strategies school-wide.



CatholicCare

Counselling services are available at school from CatholicCare (Catholic Family Welfare Services) for students and their families who need ongoing assistance. More information can be obtained by contacting the school Principal.

If we have concerns about your child's behaviour or progress, we will send a letter to your home address requesting you to arrange an appointment to discuss the issues involved. This communication should be seen as an opportunity to explore the concerns and issues confronting us, and to develop strategies to overcome the problems involved.

A school counsellor visits the school three days per week. The school must have permission from parents/carers to refer a child to CatholicCare workers.

CatholicCare Address: 25 – 27 Auburn Street, (PO Box 1174) Wollongong NSW 2500
Phone Number: 4227 1122
Email: enquiries@catholiccare.dow.org.au
Website: www.catholiccare.dow.org.au



Medical

Accident Procedure

A student who is injured in an accident at school is treated by a staff member who has had training in emergency care. In most cases, parents/carers are notified immediately. If it is deemed necessary to call an ambulance, the Principal or Assistant Principal will accompany the student to the hospital if the parent/carer is unable to be there. Accident insurance is provided by the Diocese under Catholic Church Insurances (CCI) School Care School Activities Basic Cover (which includes to and from school and excursions). Further information is available from:

www.ccinsurance.org.au/Insurance/Pages/schoolcare-information.aspx.

Medication

Medication is not normally administered during school hours. If medication is needed within school hours the Principal must be informed. The Principal is to assure himself / herself that it is necessary for the student to consume the medication during the school day. The parent/carer is to give the Principal an appropriately signed consent form. The form is to detail the dosage, time of ingestion, contact person and Doctor. Students who have asthma and need Ventolin, Bricanyl or Respolin do not need their parents/carers to complete the Consent to Dispense Medication form (see Appendix) or download from the [school website](#). These students should carry their medication on their person at all times.

Student Medical Plans are required to be updated at the beginning of each year, and if the student medical plan changes throughout the year.

Allergy Awareness Policy

There are students enrolled in our school that have severe life threatening allergic reactions to a range of food products. The school does not allow children to bring products that may contain nuts, nut products, egg, and fish to school. Please check labels on products for ingredients. Regular reminders will be placed in the school newsletter.

Immunisation

The NSW Public Health Act 2010 and the Public Health Regulation 2012 requires parents/carers to provide an Immunisation History Statement (IHS) of a child's immunisation status on enrolment into school. The IHS contains details of vaccines that have been administered to the student and are included in the National Immunisation Program. If the parent/carer does not have a copy of the student's IHS they can obtain it through their Medicare online account — myGov, Express Plus Medicare mobile app, or contact the Australian Immunisation Register (AIR) on 1800 635 809 to obtain an IHS.

An IHS can be accepted by schools even if the student is not fully immunised at the time of enrolment, however the student who is not fully immunised may be excluded from school for their own protection if there is an outbreak of a vaccine-preventable disease in the school, for which they have not been immunised.

For a child to be classified as fully immunised the Immunisation History Statement (IHS) must show the following words in the green display area at the bottom "This child has received all vaccines required by 5 years of age". The Personal Health Record (Blue book) is not acceptable evidence. Further information can be found at:

www.health.nsw.gov.au/immunisation/Pages/immunisation-in-schools.aspx

Diseases

Disease	Children who have the disease	Non-immunised children who are in contact with the sick child
Diphtheria	Stay at home until a Doctor has given a certificate of recovery	Keep household contacts at home until cleared to return by a doctor
Tetanus	Stay at home until fully recovered	Can attend school
Pertussis Whooping Cough	Stay at home 14 days from start of illness or until 5 days of a 14 day course of antibiotics have been completed	Keep non-immunised household contacts at home for 14 days from exposure or until they have had 5 of a 14 day course of antibiotics if they go to a childcare centre or pre-school. Immunised contacts in Primary School (K–6) do not need to stay at home
Measles	Stay at home for at least 4 days from the appearance of the rash	Non-immunised contacts should stay at home for 14 days, or if they are immunised, within 72 hours of exposure to measles, they can return to school immediately
Mumps	Stay at home for 9 days from the appearance of the swelling	Non-immunised contacts can attend school
Rubella	Stay at home for at least 4 days after the rash appears	Can attend school
Poliomyelitis	Stay at home for at least 14 days from start of illness and until a doctor has issued a certificate of recovery	Can attend school
Slap Cheek	Non-contagious once skin is red	Can attend school
Chicken Pox	Exclude for at least 5 days AND until all blisters have dried	Can attend school
Head Lice	Must be treated with appropriate shampoo etc. All lice and nits must be removed before child can return to school	Can attend school
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Can attend school

General

School Hours

School Hours	8:30 am to 2:40 pm
Supervision of students by teachers begins.....	8:00 am
Morning begins with Assembly	8:25 am
Recess.....	10:30 am to 11:00 am
Lunch	1:00 pm to 1:40 pm
Classes dismissed	2:40 pm

Please Note:

There is no supervision of students on the school grounds until 8:00 am. Therefore, the expectation is that students do not arrive at school before this time. If for a particular reason a student needs to arrive at school before this time this **must** be negotiated with the Principal.

Parents/Carers are asked not to arrange for students to leave school early on a regular basis e.g. to catch earlier buses, to attend extracurricular activities after school, before discussion and negotiating this with the Principal.

Daily Breaks

All students have a staff supervised break from class between 10:30 to 11:00 am and 1:00 to 1:40 pm daily. 'Crunch and Sip' time is given during the morning block to eat fruit / vegetables and sip water.

Punctuality

Students should be punctual each day. It is very disruptive to class routine having students coming late to class. Students arriving late for class must be accompanied by an adult and need to sign in at the office for a late slip. A written explanation needs to be given to the class teacher. If students are not able to attend school, parents/carers are legally required to provide a written note explaining details of the absence. This should be given to the class teacher on the resumption of school.

The Principal may, at his/her discretion, question parents/carers about outstanding absences.

Students who unavoidably need to leave school early must have a notification for the teacher in writing and be called for at the school office by an adult who signs the child out.

Supervision of Students

The school will be responsible for the care and safety of all students between the hours of 8:00 am and 3:00 pm and for those students catching buses. No supervision will be provided other than between those hours, and no responsibility will be taken by the school for any consequences of the activities of students outside those hours. Parents/Carers are asked to assist the school, in the interests of the students' safety, by ensuring that their children do not attend or remain in the precincts of the school, outside the hours of 8:00 am to 3:00 pm.

Before School Procedures

No student is to be at school before 8:00 am unless prior arrangements have been made with the Principal in writing.

Teacher supervision commences at 8:00 am. No running games or contact games are to be played.

After School Procedures

All students are dismissed at 2:40 pm. Please note that no other parent can take a student home without written permission from parents/carers.

Parents/Carers on the school premises waiting to collect their child / children are requested to wait for their child / children in the playground. Parents/Carers are not to pick their children up until 2:40 pm.

If you need to remain on the premises after picking up your child / children, we are seeking your cooperation by enforcing the school rules, listed below:

- No eating or drinking, as litter becomes a problem since bins are not easily accessible at this time
- Students must remain close to the parent or carer only for supervision purposes

Changes to Travel Arrangements

If your child's travel arrangements are altered, please notify the school in writing. This simple procedure saves a lot of heartache and worry for the child, parents/carers and teachers. In the case of emergency, changes by phone can be made to the office before 1:40 pm.

Car Parking

- Parking is only permitted in designated areas.
- Cars should be parked in adjacent streets, where permissible.
- Under no circumstances should cars be parked on the footpath, in No Standing / Parking Zones or be double-parked, this is breaking the law.
- Do not park in the driveways of the School, Church or other residents.

Please give us your full cooperation as student safety is paramount and under no circumstance can it be compromised.

School Pickup Zones

In an attempt to improve the efficiency of the school pick-up zones, we are requesting that family nameplates be displayed in cars as they approach the afternoon pick-up zone. Teachers on car lines will more efficiently be able to identify the vehicle directing the children safely to the correct vehicle. The nameplate can be attached to the sun visor of your car or placed on the dash and held up so as to be seen by the teachers who will, in turn, announce the family name.



To request a family nameplate, parents and carers are invited to complete the online form, by accessing the following link <https://goo.gl/forms/L1KuKhqKB9Kj49wq1> or the QR code above.

School Student Transport Scheme – Opal Card

The School Student Transport Scheme (SSTS) provides eligible school students with free or subsidised travel from home to school.

Further information is available from: <https://apps.transport.nsw.gov.au/ssts/>

Students with a disability who are unable to travel to and from school under the School Transport Scheme may be eligible for assistance under the Department of Education Assisted School Travel Program (<https://education.nsw.gov.au/public-schools/astp/parents/eligibility>).

Behaviour on Buses

St John's students are expected to behave appropriately on the school bus. They must remain seated and bags placed under seats at all times until the bus stops at their stop. They are not to eat on the bus. They are to be courteous to the driver at all times – it is the school policy to cooperate with the bus driver. A conduct of bus behaviour is sighted and signed when parents/carers apply for bus passes.

Misbehaviour will be reported to the Assistant Principal. Continuous misbehaviour may result in the student losing his / her bus pass because bus drivers have the authority to take the bus pass from the offending child.

General Reminders

1. All clothing is to be clearly labelled with the student's name. We will not take responsibility for unmarked clothing. All lost property, including money, is to be handed into the school office. At the end of each term articles of clothing, etc in lost property will be given to the St Vincent de Paul Society.
2. Each student is required to have a painting shirt, library bag and a raincoat.
3. School hats must be worn when the students are outdoors, regardless of weather.
4. All students who have been absent from school must add an Attendance Note (Approved Absence/Late) on Compass, explaining the absence.
5. Students who arrive late for school must collect a 'late arrival' note from the office.
6. Parents/Carers who wish to collect their child / children from the school during school hours must provide a note to the class teacher.
7. If students have necessary medical appointments during school hours, a written note from the parents/carers should be brought in before the time of the appointment and be shown to the class teacher. This also applies to students being taken out of school for family holidays.
8. Students should not leave valuables or money in their bags.

School Hours

School Hours	8:30 am to 2:40 pm
Recess	10:30 am to 11:00 am
Lunch	1:00 pm to 1:40 pm
Office Hours	8:00 am to 3:00 pm

School Dates for 2021

Term 1, 2021					
Term 1 commences for Staff – Staff Development Day	Wednesday	27	January	2021	
Term 1 commences for Years 1 to 6	Thursday	28	January	2021	
Kindergarten commences	{ Thursday	28	January	2021	
<i>With individual</i>	{ Friday	29	January	2021	
<i>Best Start Assessment</i>	{ Monday	01	February	2021	
<i>by Appointment</i>	{ Tuesday	02	February	2021	
	{ Wednesday	03	February	2021	
Kindergarten commences full day attendance	Thursday	04	February	2021	
Term 1 concludes	Thursday	01	April	2021	
Easter	<i>Good Friday</i>	02	April	2021	
	<i>Easter Saturday</i>	03	April	2021	
	<i>Easter Sunday</i>	04	April	2021	
	<i>Easter Monday</i>	05	April	2021	
Term 2, 2021					
Term 2 commences	Monday	19	April	2021	
Term 2 concludes	Friday	25	June	2021	
Term 3, 2021					
Term 3 commences	Monday	12	July	2021	
Term 3 concludes	Friday	17	September	2021	
Term 4, 2021					
Term 4 commences	Tuesday	05	October	2021	
Term 4 concludes for students	Wednesday	15	December	2021	
Term 4 concludes for staff	Friday	17	December	2021	

Parent/Carer Roles

Volunteers — suitable for child-related work

Volunteers offer a valued support base for St John's, assisting school staff to provide a range of high-quality opportunities to promote the learning, wellbeing and growth of students. As partners in the education of your child, St John's encourage parents and carers to play an active part in the school life of their children and appreciates that you will consider volunteering when the school asks for assistance. The protection of children entrusted to our care, is a very serious responsibility. It is important for parents and carers to be aware of some steps that Catholic Education, Diocese of Wollongong schools are taking to help maintain Child Safe Catholic Schools.

In 2013 the NSW government introduced a new Working with Children Check (WWCC) scheme which is being phased in over a number years. The WWCC is free for volunteers.

Under NSW legislation many of our parent volunteers (and close relative as well) in schools are exempt from requiring a Working with Children Check. To help ensure a Child Safe school for your children we are taking a range of important steps.

Parents and carers being engaged to volunteer are asked to either:

- i. Provide their Working with Children Check (WWCC) details/number if they already have obtained a WWCC for other work AND complete the **W_V.2 School Volunteer has WWCC** form; or otherwise
- ii. Complete the **W_V.3 School Volunteer Declaration and Undertaking** form.

Both of these forms are available from the school office or from the school website.

Child Protection

No parent/carers, at anytime, is to approach a student during school hours with the view of reprimanding or disciplining that student. Child Protection Legislation imposes serious legal consequences for any parent/carers who takes matters into their own hands. The school will deal with issues between students as part of the school's Discipline and Behaviour Management Policy.

Visitor's Protocols

Hours of Operation

As a security measure, during the hours the school is open, all visitors will be granted access through the main gate on Jerematta Street and present at the school office prior to accessing the school grounds.

Visitors to Sign-in

On reporting to the School Office, visitors must sign in, noting name, time of arrival and reason for being in the school. Visitors will be issued with a Visitor/Volunteer Tag. Prior to leaving school, tags must be returned to the Office and visitors must sign out. This includes parent/carers helpers, canteen volunteers, visiting tradespeople, other school staff and visiting speakers.

This system ensures that all visitors are authorised, are easily identified by school personnel and students and ensures the safety of all.

All staff and students encountering a visitor without a tag should both direct the visitor to the School Office and at the same time report the matter to the Office.

Parent/Carer Helpers — Induction

The school values the contribution that parents/carers make to this school. Many classroom teachers invite parents/carers to assist in the classroom activities. All parents/carers assisting in classrooms are required to have the Volunteer WWCC and to undertake a brief induction process before commencing work in any classroom.

Communication

Teacher and Parent/Carer Communication

Exchange of information between home and school is a vital part of school life. Parents/Carers wishing to speak to their child's teacher about school work and progress are requested to make an appointment with the teacher or through the Office. At times, teachers may ask parents/carers to make an appointment with them if they consider it necessary and if it is in the best interest of the children.

Compass Education — Parent Portal

Our school uses Compass Education to provide parents with discreet information about each student's progress in our school. The school will provide parents with the instructions on how to register for the Parent Portal. Once registered, parents will be able to access their child's attendance details, provide an explanation for leave, book parent / teacher interviews online and view academic reports. Available on the web, iPhone/iPad, Android.



Web



Apple App Store

Newsletter

The School Newsletter is issued electronically each fortnight on a Wednesday via 'Schoolzine' on your phone, tablet or computer.
<https://sjddow.schoolzineplus.com/>



It is important that you read the newsletter to keep in touch with what is happening at school. If you would like an item published in the School Newsletter, please email the school office.

School Assemblies

School assemblies are held each fortnight. ACE Awards and other awards are presented to students weekly at morning assembly and fortnightly at school assemblies. Each class presents and shares work covered during the term. You will be advised of the dates of assemblies at the beginning of the year in the School Newsletter. Everyone is welcome to attend these weekly assemblies.

Notification to the School

Parents/Carers are requested to notify the school in writing for:

- Absence from school due to sickness, family holidays etc
- Change of address, telephone number, email address
- Change of emergency contact
- Change of family situation
- Court Orders detailing custody arrangements
- Change of student's normal travel routine
- Students needing to leave school early
- When a student is transferring from St John's to another school

Complaints Handling Procedures

If parents/carers have a concern please make an appointment to see the class teacher enabling the concern to be discussed in an open and transparent manner. If the concern is still present or continues, parents/carers are requested to make an appointment to see the Middle Leader or Assistant Principal responsible for that stage. If the matter is not resolved an appointment may be made with the Principal to discuss the matter. Complaint Forms are available from the front office or downloaded from the [school website](#).

Reporting Procedures

During recent years the staff of St John's have reviewed and investigated various methods of assessing and reporting student's learning in collaboration with the Catholic Education Office. We have attempted to design a method of reporting that will provide you with an accurate and up-to-date report of your child's progress as well as recommendations that will assist your child's future learning.

Term 1: Kindergarten Parent Information Night
Years 1 to 6 Parent/Carer and Teacher 'Meet and Greet' meetings

Term 2:	Kindergarten Learning Conversations Years 1 to 6 Written Reports Years 1 to 6 Learning Conversations
Term 4:	Kindergarten to Year 6 Written Reports Optional Kindergarten to Year 6 Learning Conversations

School Portrait and Class Photos

School portrait and class photos are taken each year. Parents/carers will be advised of the photo date through the school newsletter and purchasing information will be sent home to all families. There is no obligation to purchase photos.

School Photos — Social Media, Website, Publication

Students at St John's Catholic Parish Primary School will be involved in school activities where they may be photographed. Photographs of students may be used in a variety of media to celebrate a student's success in a particular area, or for educational purposes or to promote activities at the school. Photographs of children are also used in newspapers, school brochures, website, special displays and other promotional material.

We require parental consent to publish children's photographs. No child's photograph will knowingly be published without parent/carer consent.

Consent form for use of student's image and/or work

Catholic Education Diocese of Wollongong (CEDoW), in association with Catholic Schools NSW (CSNSW), seeks your consent on behalf of the St John's, NSW Catholic School Authorities and partner media organisations to take and use photographs, video and other media for your child/ren and their school activities.

Permission permits the use of photographs or other digital media in School and Diocesan Publications, Social Media and Website. Please note the consent form is valid for 1 year; however consent may be withdrawn or given at any time upon written notification to the school via the consent form. This is the responsibility of the parent/carers.

The consent form is available from the school office, school website, and is distributed through compass at the beginning of each school year.

Parents and Friends Association

All parents/carers are invited and encouraged to attend P & F meetings, which are held once a term and are generally held in the mini hall. Relevant matters are discussed and regular decisions are made which affect all families involved in the School.

Administration

School Fees

Fees are set by the Catholic Education Office and are subject to change. The current rates are published in the Newsletter at the beginning of each school year. School fees and SEDSO fees are invoiced over three terms. Payment of these fees may be made directly to the school by, cheque and EFTPOS. Fees can also be paid through BPay, Compass, or CentreLink (forms are available from the school office). Please note that cash is not accepted.

Parents who have difficulty paying school fees are asked to discuss the matter confidentially with the Principal.

School Fee Agreement

Families who wish to take advantage of the flexibility of paying their school fees over the school year, rather than pay within 30 days, must have in place a current School Fee Agreement to advise their preferred method of school fee payment, amount and frequency. For your convenience, this Agreement has been emailed to you. Agreements are also accessible from the school's administration office and school webpage.

Please note: If you have an existing School Fee Agreement you are required to provide an amended version as soon as possible to update your details. In the case that you are paying by Direct Debit or Centrepay, you may also need to provide an amended authority which will be lodged by the school on your behalf.

- The School Fee Agreement should be returned to the school office as soon as possible with any applicable payment authorities.
- Families who do not return agreements will be subject to full payment within 30 days.
- Methods of payment offered include: BPay; EFTPOS; Cheque; Credit Card; Centrepay and Direct Debit with the preferred method being BPay Payments – please refer to the School Fee Agreement for further information regarding each type of payment.
- Frequencies offered include: Weekly, fortnightly, monthly or intervals that suit the family budget.
- To determine your payment amount, an online 'School Fee Calculator' is available on the school's website.

If you have an existing or wish to apply for fee concession

If your family requires consideration for Fee Concession due to financial hardship, it is necessary to submit an Application for Fee Concession, providing evidence of your financial situation and have an interview with the Principal. This process will be undertaken by the school **annually**. Parents/Carers should be assured that these situations will be treated with the utmost confidentiality, respect and empathy.

If you have an existing Fee Concession, we will contact you during the year to conduct an annual review.

Please do not hesitate to contact the school office if you require explanation or assistance in relation to school fee matters.

A copy of the Diocesan School Fee Management Policy and School Fee Agreement is available on the [school's website](#) for your convenience.

SEDSO

In addition to the school fees there is a School Enhancement and Debt Servicing Obligation (SEDSO) payment, which is also invoiced over three terms. These funds are directed to the maintenance of the school buildings.

Resource Fees

A resource fee is charged for each student each year. This fee covers the cost of materials needed by the student during the school year. These fees are kept to a minimum to reduce the financial burden on families. Parents are advised of the cost at the end of the school year with school report and are asked to finalise the Resource fee payment by the end of February.

Monies to the School

All money is to be placed in an envelope. All envelopes are to be sent to the class teacher. The child's name, class and explanation of what the money is for is to be marked on the envelope.

Each class has a satchel. This satchel is taken to the office each day and contains all notes, school fees, etc from the class. The satchel is emptied at the office and is returned to the classes after lunch each day.

Sport Houses

On entry to school students are allotted to one of the following houses:

Ward
Blue

McCabe
Red

MacKillop
Green

Joseph
Yellow

Student Services

School Banking

The School Banking Program with the Commonwealth Bank provides a fun, interactive and engaging way for students to learn about money and develop good saving habits. School banking is collected every Tuesday, and is communicated through the school newsletter. Further information is available at <https://www.commbank.com.au/personal/kids/school-banking.html>

Canteen

The Canteen is open for students every day for lunch orders. School canteens must meet certain requirements, including providing more healthy food and drink options — to make the healthy choice an easy choice for students.

Please note that St John's is an allergy aware school, please do not bring any foods that contain nuts, egg, or seafood.



Uniforms

Uniform Haircuts / General Appearance

Uniform Requirements

- Wear the correct school / sports uniform at all times.
- School / sports uniforms are to be worn in a neat manner.
- School shoes are to be black leather (for safety at school). No brand names are to be visible.
- All sports footwear must be predominately white jogger style with white laces or Velcro.
- All sports socks must be plain sky blue, ankle length socks. No brand names.
- No coloured hair decorations, all headbands, ribbons, scrunchies to be in royal blue.
- No jewellery except for studs or sleepers (one per ear lobe), watch, signet ring or religious medals.
- No nail polish or make-up.
- School hat is to be worn on all School Excursions.
- School hat is to be worn at breaks, PE, sport – “NO HAT – NO PLAY” policy – sit in the shade.

Change from Summer to Winter uniform occurs during Term 2 and change from Winter to Summer uniform occurs from the beginning of Term 4.

Hair Cuts

- The emphasis is on “neat and tidy”.
- Long hair is to be tied back.
- Extreme hair cuts and coloured hair are not permitted.

Uniform

At St John's Catholic Parish Primary School we believe that students should be encouraged to wear an appropriately designed school uniform at all times. We believe that the specified uniform should be worn in full by all students.

The St John's Catholic School Uniform is available at Crystal Bears Fairy Meadow and Lowes Dapto.

We believe that no student should be disadvantaged because of financial difficulties.

The Uniform Policy is available from the school website.

School Uniform — Girls

Formal Summer Uniform

- Blue check dress
- Short sky blue socks
- Navy blue ribbons
- Black leather shoes
- School sloppy joe with school emblem

Formal Sports Uniform

- Royal blue knit shorts, royal blue wrap-around skirt / skort
- Sky blue polo shirt with collar and school emblem
- Sky blue short socks
- Navy blue ribbons
- Royal blue sports bike pants (worn under wrap-around skirt)
- Predominately (supportive) white sport shoes
- Royal blue track suit (worn over sports uniform)

Formal Winter Uniform

- Navy princess style tunic/Grey long trousers
- Blue long sleeve shirt
- School tie with blue and gold stripes
- Short sky blue socks or navy blue tights
- Black leather shoes
- School sloppy joe with school emblem
- Navy blue ribbons

Winter Optional

- Winter slacks in navy blue – worn with above
- Navy parka

School Uniform — Boys

Formal Summer Uniform

- Grey shorts
- Blue open neck short sleeve shirt
- Grey short socks
- School sloppy joe with school emblem
- Black leather shoes

Formal Sports Uniform

- Royal blue knit shorts
- Sky blue polo shirt with collar and school emblem
- Sky blue short socks
- Predominately (supportive) white sport shoes
- Royal blue track suit (worn over sports uniform)

Formal Winter Uniform

- Grey long serge trousers
- Blue long sleeve shirt
- School tie with blue and gold stripes
- Long grey socks
- Black leather shoes
- School sloppy joe with school emblem

Winter Optional

- Navy parka

St John's School Uniform Stockists**Crystal Bears** — Head Office

1/31 Montague Street
Fairy Meadow

Phone: 4226 1611

Hours: Monday – Friday, 9.00 am – 5.00 pm
(large car park in the complex)

Crystal Bears can also deliver directly to our school with payment options taken over the phone. If you know your requirements, please call their office on 4226 1611 Monday to Friday and your order will be delivered to the school office twice weekly.

Lowe's, Dapto Mall
Shop G138 Dapto Mall

Phone: 4261 4372

Hours: Monday, Tuesday, Wednesday, 9.00 am – 5.30 pm
Thursday, 9.00 am – 7.00 pm
Saturday, 9.00 am – 4.00 pm
Sunday, 10.00 am – 4.00 pm

Date implemented	20 March 2016
Approved by	Andrew Heffernan, Principal
Responsible for review	Matthew Downes, Assistant Principal
Review Date	September 2021



GRANDPARENTS DAY



St John's Catholic Primary School

*Encountering Christ through a love of learning,
love of others and service to all*

Request for St John's to administer medication

Complete the form then return the form to the school office

1. Student Details

Student Family Name	Student Given Name	Class	Gender	Date of Birth
			F <input type="checkbox"/> M <input type="checkbox"/>	

2. Health / Medical Condition

Please complete a separate request for each health/medical condition requiring medication.

Medical Condition	Details

Could your child experience an emergency reaction in relation to this condition?	If yes, please provide details of reaction:
Yes <input type="checkbox"/> No <input type="checkbox"/>	

Name of Medication	Dosage (ml or tablets)	Times	Date From	Date To

Has medication been prescribed by a medical practitioner for this condition?

Yes ☐ (If Yes, please complete Section 4.) No ☐

3. Over the counter medication

Note: Over the Counter medication will not be administered by school staff unless the below has been stamped and signed by a Medical Practitioner.

Apply practice stamp here:

--

Medical Practitioner Signature: _____

**4. Medical Practitioners Contact Details**

In an emergency requiring medical attention I authorise the school to contact the Prescribing Doctor, and / or convey my child to the local hospital by appropriate transport which may be by ambulance.

Medical Practitioner's name	Medical Centre	Address	Phone Number

5. Carry / Self-administer Medication Request*

For some medications and some students, it can be appropriate for the student to self-administer their medication without any adult supervision and carry their own medication to and at school.

Would you like the school to consider a request for your child to carry and self-administer their own medication?

Yes ☐ No ☐

If yes, please provide details of what medication your child will carry, and where your child will store their medication (e.g. in a medical pouch)

Name of Medication	Dosage (ml or tablets)	Storage

- *Principal or their delegate will assess any associated risks at the school level before approving a student to self-administer and carry their own medication.
- Schedule 8 drugs (e.g. Ritalin) must be kept in the administration office due to the safety risk posed to other students.

6. Parent/Carer Contact Details

Parent/Carer Family Name	Parent/Carer Given Name	Home Number
Address	Relationship to Student	Mobile Number
Email	Work Number	
Parent/Carer Consent Signature	Date	

Privacy Note: This information is required to allow the school to achieve educational outcomes in the management of the health of your child. If the information is not provided, the school will not be able to dispense medications to your child.





Notes