Parent Information
Handbook 2015

St. James Catholic Primary School

PARISH PRIEST: Rev. Father Michel Corriveau

PRINCIPAL: Mr. Simon Millar

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To be revised Term 4 2015
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Welcome from Mr Simon Millar - School Principal

It is with great pleasure that I welcome you to St. James Catholic Primary School.

Primary school years are essential in the development of your child academically, socially, emotionally, physically and spiritually, equipping them to be outstanding citizens beyond their primary school years.

St. James has 243 students, who are our greatest gifts. In 2015 we have single stream classes in Prep, Year Two, Year Five and Year Six with double stream classes in Year One, Three and Four.

Every one of our students is treasured as individuals and for being part of the St. James Parish community. We pride ourselves on the friendliness of our school community and that we genuinely care about every child and family within the school.

St. James is an innovative and dynamic place of contemporary learning. We cater for each child through the latest teaching practices, a broad curriculum and a wide-ranging enrichment program. Some of our features are: Reading Recovery, comprehensive information computer technology resources, Performing Arts, Italian, Physical Education, Art, Before/After School Care, a whole school musical (Seussical The Musical Jnr), social emotional learning program and a school counsellor.

At St. James there are many opportunities for parents to become involved in the school such as: Parents Association, Parish School Education Advisory Board, Class Rep, helping in the classroom or attending social functions, assemblies or working bees. We encourage parents to partner with us in their child’s learning, a partnership built on respect, inclusiveness and pastoral care.

We regularly monitor our students’ progress and invite open and honest communication with parents.

We look forward to welcoming your family to St. James.

Simon Millar, Principal

Welcome from the School Captains

My name is Jade Fisher and I am very happy to be your School Captain for 2015. St James is a friendly environment where everyone treats each other with respect. It’s a pleasure to be a leader at such a loving school. I love putting a smile on people’s faces. My goal is to make everyone feel happy and safe during their time at St James. Some things I do outside of school are spending time with my friends and family and dancing. I look forward to hearing all your ideas and thoughts for 2015.

My name is Grace Taranto and I am honoured and thrilled to be your School Captain this year. I am looking forward to putting all my effort and abilities into making 2015 a fantastic and fun filled year for us all. As year 6 leaders we have many opportunities to work and play with students across all year levels. It is always great fun and rewarding to get to know everyone at St James. I look forward to a great year ahead with you all.

My name is Patrick Bayne and I am one of your school captains for 2015. I believe I am a very kind hearted person who is always willing to help in whatever way possible and follow our school motto Living, Loving
and Learning. I love getting to know the wonderful teachers and students at St James who are kind, loving and always there to help. I will always do my very best to make sure all students have a wonderful day full of learning and having fun. I believe in fairness and I try to make sure all students get their input heard on how to improve the school in whatever way necessary. I look forward to a great year ahead at St James.

2015 School Captains: Sophie Kennedy, Paddy Bayne, Jade Fisher and Grace Taranto.
Parish School Education Advisory Board

The Inaugural Parish School Education Advisory Board was established in October 2012. The Board comprises seven members from the school’s leadership team, staff, parish, school parents and community.

Board goals

The Board’s goals for 2014 were:

1. To monitor school performance (in light of the School Improvement Plan) to ensure St James is a school of excellence which engages all to become successful learners ie: a contemporary learning environment that is stimulating, engaging and purposeful.

2. To build and sustain a parish school community in which all members feel valued and work together in positive partnerships.

These goals guided and directed the Board as representatives of the parent group, parish and staff of the St James community.

Board members and their roles

The members of the Board and their roles for 2013 were as follows:

Father Michel Corriveau  Parish Priest
Simon Millar  Principal
Liam Buckley  Deputy Principal/Learning and Teaching Leader
Maria Hede (Chairperson)  Parent Representative
Cathy Ferrari  Acting Deputy / Staff Representative
John Marks  Parent Representative
Jo Small  Parent Representative
Mel Williams  Parent Representative
Samantha Steains  Parent Representative

Board Meetings

The Board’s meetings are held for approximately one hour six times per year. We usually establish working groups to further consult or research important issues that arise from our agenda and provide a report or feedback to the Board at subsequent meetings. This practice ensures our meetings are not too lengthy, and aligns our expertise and interest with the school’s requirements.
This year, the Board has:

- Established our constitution
- Defined our purposes and responsibilities
- Reviewed enrolments for 2015/16 – including prep classes
- Commenced a brief for a building masterplan- identifying and setting priorities for building works now and into the future
- Provided feedback on selected policies: Yard Duty, Anti-Bullying, First Aid Policy and procedures and Behaviour Management
- Represented parents on the Change 2 working group
- Discussed and gave feedback about the School Improvement Plan, Annual Report and the External Review Report
- Provided feedback to school leadership regarding school reports
**Parents Association**

Welcome to St. James and the St. James Parents’ Association (PA).

As a parent at St. James you are welcome to join the PA by assisting with (and more importantly attending) the various events that happen throughout the school year.

The PA has two main purposes: firstly, to ensure that all families feel welcome as members of the parish school community and secondly, to help raise money for our school through various fundraising activities. Some of the things we do throughout the year include: discos, Mother’s Day Luncheon, major fundraiser night, Father’s Day Breakfast, Oaks Day Luncheon, Walkathon, Food Days and end of year parent function.

Over the following years we have made significant financial contribution towards: new playgrounds, kitchen garden, iPads, laptops and printers.

We encourage all parents to become involved in whatever capacity they are able as it is a fantastic way to meet other parents at the school and to show our children that we truly value the importance of community.

*Parent Reps are required to consult with classroom teachers before sending correspondence (ie emails) to families. Teachers decide if it needs checking (ie notices or requests for money) by the Deputy/Principal.*

By Jane Gale (2015 President of Parents Association)

**Dads’ Association**

Students have a great experience learning and growing at St. James and their Dads (or significant other) are a very important part of their happiness and success. At St. James, we promote active involvement in your child’s education and your socialisation with the broader St. James community.

We all understand that not all dads (or mums for that matter) have the opportunity to be present and involved in their children’s learning during school time. There are many ways to contribute to your child’s learning through active involvement. The Parents’ Association promotes a variety of activities and events at a range of times to suit everyone:

- Annual Father/Child Camp (weekend)
- Father’s day breakfast (pre-school hours)
- Annual Dad v. Child Footy Match (weekend)
- Friday morning sport (pre-school hours)
- Working bees (weekend - when needed)

Outside of your child’s development, there is also the opportunity for you to be actively involved and meet other dads, many of whom have forged long-lasting friendships. There are a number of sporting interests groups such as Cycling, Tennis and Golf that are easily accessible and a monthly Dads’ get-together (held locally every 2nd Thursday of each month) which gives the opportunity for dads to meet and get to know each other.

We have a dedicated Fathers’ Representative on the Parents’ Association Committee, Marcus Doherty, who provides a voice for the Dads of St. James and is your contact person for any questions, contributions and suggestions regarding the St. James Dads’ community.

*Marcus Doherty - St James Father’s Re*
St. James Catholic Primary School

Parish Priest
Rev. Father Michel Corriveau

Principal
Mr. Simon Millar

Deputy Principal / Learning & Teaching
Mr Liam Buckley

Acting Deputy Principal / Student Wellbeing
Mrs Catherine Ferrari

Year 6
Mr Liam Buckley / Mrs Sandra Renehan

Year 5
Mrs Cathy Ferrari / Miss Susannah Bailey

Year 4 D/Literacy Leader/Assessment & Reporting
Mrs Natalie Dodds / Mrs Jo Fraser

Year 4 J/ICT Leader
Mr Lucas Johnston / Ms Jo Liston

Year 3D
Miss Elly Dillon

Year 3C
Miss Anna Coelli

Year 2
Ms Bernie Whiffen / Ms Jo Liston

Year 1C
Ms Jessica Chapman

Year 1N
Ms Stacey Nelson

Prep/RE Curriculum
Mrs Cathy Busch/Mrs Antoinette Ferrari

Reading Recovery
Mrs Nancy Ohlert

Library
Mrs Ann Nicola

Visual Arts
Mrs Liz Hyslop

Performing Arts
Mr Gary Pearl

Musical Director
Mrs Kate Kennedy (Semester 2)

Student Services / Enrichment
Miss Jo Liston

Physical Education
Mrs Chris Kidman (P-2) Mrs Jo Fraser (Yr 3-6)

ICT
Mrs Loretto Campbell

Italian Teacher
Mrs Veronica Sciulli

Sustainability/Science
Mrs Gwen Michener

Classroom Support
Mrs Nina Farrar

Classroom Support
Mrs Kate Buzz / Mrs. Caroline Stanley-Russell

Secretary/Bursar
Mrs Imelda Cuaresma

Administrative support
Mrs Angela Franich
School Vision Statement

St. James Catholic School is a community that enhances learning and builds:

- faith filled people who model Gospel values and social justice
- the effective capacity of all through a shared and transparent leadership model
- a contemporary learning environment of excellence which engages all to become successful learners
- relationships and resilience as well as confident and creative individuals
- partnerships and connections with the parish and global community to inspire all to become active and informed citizens

School Crest

Our school crest is graphically portrayed as a Coat of Arms. Typical of crusaders of old, the Christian cross is emblazoned upon the shield of faith. A scallop depicts our patron, St. James, who was a fisherman.

The words on the school crest - Pro Ecclesia et Patria translate from the Latin as: For Church and Homeland.

Whilst maintaining the traditional motto on the crest, we have the additional motto, which we embrace: Living Loving & Learning at St. James.
School History

“I am sure that from your devoted community at least eight volunteers can be had for this bright sunny land of the South, where the hearts of the young shall be gladdened at the sight of the devoted Nuns of the Presentation Order.”

These words were written by Fr. James Francis Corbett to Reverend Mother Paul Mulquin who was in charge of a group of Presentation nuns in Limerick, Ireland.

Mother Paul and her community arrived at Sandridge (Port Melbourne) on Sunday 21st December 1873, faced with the making of a new foundation. These young women (Mother Paul was thirty-one), had endured the departure from loved ones and the hardships of a hazardous sea voyage before arriving at Port Melbourne to begin new lives and to bring strength to Catholic Education. The results of this are continuing today.

On March 28th, 1883 St. James School began in converted stables, which provided a most auspicious beginning. The first attendance was twenty-eight and shortly after that a select school (Star of the Sea) was opened with four people.

In 1883, Mother John Byrne bought, for ninety pounds, a special horse-drawn omnibus. It was a fair sum of money but Mother John inaugurated what was almost certainly the first school bus run in Melbourne and perhaps anywhere at all. It travelled daily between Elsternwick and Cheltenham and was able to carry fifty children, some of whom made their First Communion on the 8th September, 1883.

In the 1920’s, St. James was the largest Catholic primary school in the district with 285 pupils.

In 1961 a new school building was erected on its present site after the original old school, which had been next door to the church, was demolished.

We pay tribute to those Presentation nuns who were Principals.

It was on December 17th 1978, that the Presentation nuns withdrew from St. James after ninety-five years of dedicated service. There were, at that time, 270 children in the school.

Mr. William Fleming was the first lay principal of St. James and occupied this position diligently and caringly for the next fifteen years. Mrs. Maureen Tilley next took up the position of principal in 1994 and after seventeen years of devoted service handed over to Mr Simon Millar at the beginning of 2011.
Transition Program

Preps

To ensure a settled transition for your child the following sessions have been organized for all students enrolled for Prep at St. James in 2015:

1. Term Three Kinder observation by classroom teachers (where possible)
2. Orientation at St. James on Wednesday September 17th (9:15-10:30am Parents/Child)
3. Prep Information Night on Tuesday October 14th (7-8pm Parents only)
4. Orientation at St. James on Wednesday October 29th (9:15-10:30am Child/Parents optional)
5. Orientation at St. James on Friday December 12th (2:30-3:30pm) + BBQ (3:30-4:30pm Parents/Child)

Years 1-6

Students from Years 1-6 are invited to meet with the school Principal prior to starting at St. James. Students are offered the opportunity to meet their future classmates with a short visit. All new students are asked to attend a whole school orientation session on Friday December 12th (2:30-3:30pm) followed by a BBQ (3:30-4:30pm Parents/Child) if commencing in the new year.

We look forward to welcoming you and your child into the St. James community and working in partnership with you throughout your child’s time with us.

Top Tips For Easing Your Transition To St. James

Starting school can be exciting and stressful for both children and parents. Here are some simple steps you can take to help make the transition easier:

1. Go to the Parent Information Night so you can learn about St. James
2. Purchase books and uniform in advance (Uniforms from Nicholls in Martin St)
3. All clothing and belongings should be clearly labelled with your child’s name
4. Attend Mass to get to know a few families and parishioners
5. Get involved with the St. James Parents Association or become a Class Rep or parent helper. Children usually feel more comfortable if you’re involved in the school
6. Attend some of the social events at the school e.g. discos, working bees, parent functions and sports carnivals
7. Come along to our assemblies to see what your child is learning in class and what is happening at the school
8. Try to organise play-dates with some students from your child’s class so on their first day of school there will be familiar faces in the classroom
9. Visit our school website for the bulletin, upcoming events and information about St. James

http://www.stjamesbrighton.catholic.edu.au
Term Dates for 2014

TERM 1

- Years 1 to 6 - Thursday 30 January – Friday 4 April
- Preps – Friday 31 January – Friday 4 April
- *March 6/7 will be school closure days
- *Easter 18–21 April

Please note that we have a higher amount of school closure days than usual in Term One due to preparation that is required for our school review that is conducted every four years and which will occur in 2014.

TERM 2

- Tuesday 22 April–Friday 27 June

TERM 3

- Monday 14 July–Friday 19 September

TERM 4

- Monday 6 October–Wednesday 17 December
**Teaching and Learning**

At St. James, the students are the centre of all learning and teaching. The school provides an extensive and comprehensive curriculum that is developed to meet the individual needs of students.

St. James recognises students as powerful and active learners.

The curriculum encourages students to be critical, creative and reflective thinkers. It aims to develop in students a deeper understanding of themselves, others and the world so that they can be active, effective and successful contributors.

In an ever-changing world, we believe students need to become independent learners. Our school curriculum endeavours to equip students with the skills and strategies that enable them to learn how to learn, so they may cope successfully with our changing world.

1. **Leadership & Management**

Leadership and Management at St. James School looks to build a strong professional learning culture underpinned by appraisal and feedback. We aim to establish effective leadership teams throughout the school and ensure that students, staff and parents are involved in an area of shared responsibility in an aspect of school life. All students in Year Six hold a position of leadership and each class has an SRC member and Environment Captain. A Buddy Program has students partnered from Year 6-Prep and Year 5-Year One. We have an established Parish School Education Advisory Board which provides parents with opportunities for feedback and decision-making, regarding the future direction of St James.
2. Religious Education

St. James Parish, St. James School and St. James families are all closely interconnected. We strive to create partnerships and connections with the Parish and wider community to inspire all to become active and informed faith-filled people, who model Gospel values and social justice.

Just some of the Religious Education activities undertaken at the school include:

- Every morning our day starts with a child-centred class prayer
- Religious Education is taught several times throughout the week in every year level
- Our sacramental program consisting of: Year 3 – Reconciliation, Year 4 - First Eucharist and Year 6 – Confirmation
- Whole School Mass - where the community celebrates Mass together
- One of the highlights is our 6pm Children’s Christmas Eve Mass with the array of angels, shepherds, donkeys and many more are a delight
- Class Mass – each class in the school has children participate in one Mass during school hours per term with parents invited to attend which are held on a Friday at 9.15am.
- Social Justice – creating opportunities for our children to learn how to be socially just citizens

_Mass times at St. James: Tuesday – Friday 9.30am_

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<thead>
<tr>
<th>St. James Catholic Primary School</th>
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<tbody>
<tr>
<td><strong>Parish Priest:</strong> Rev. Michel G Corriiveau, PP</td>
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<td><strong>Part-time Parish Secretary:</strong> Robyn Hirt</td>
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<td><strong>Parish Office Hours:</strong></td>
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<tr>
<td>Access off Murphy Street</td>
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<tr>
<td>Tuesday, Wednesday &amp; Thursday</td>
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<tr>
<td>9.15am - 3.00pm</td>
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<tr>
<td><strong>Telephone:</strong> 03 9596 1334, 03 9596 7041</td>
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<td><strong>Facsimile:</strong> 03 9596 8493</td>
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<table>
<thead>
<tr>
<th>Time</th>
<th>Saturday evening</th>
<th>Sunday</th>
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<th>Confession/Reconciliation</th>
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<tr>
<td></td>
<td>6:00pm</td>
<td>9:30am</td>
<td>5:30pm</td>
<td>Saturday 9:45 &amp; 5:30pm</td>
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3. **Student Wellbeing**

The *St. James Student Wellbeing Policy* details our beliefs and values in that we belong to a Catholic Community which is concerned with the growth of each child towards full potential: Spiritual, Social, Emotional, Intellectual and Physical. Pastoral Care is concerned with the total care of the student.

It is both an attitude and a process and is based on the belief in the dignity of each person. Therefore, we seek to put in place procedures such as the following, which will enable us to fulfil these ideals:

4. **Identification of students with additional needs**

The classroom teacher, with the support of Professional Learning Teams and relevant coordinators, e.g. Teaching & Learning, Literacy, Numeracy and Student Wellbeing Leaders will identify and address a range of developmental issues in the areas of:

- Academic – learning
- Health
- Behaviour
- Social Emotional

5. **Referral Processes – SWT (Student Wellbeing Team)**

Teachers, after consultation with parents, will refer these students for whom they have concerns, to the Student Wellbeing team, which consists of the Student Wellbeing Coordinator, Student Services Coordinator and the Principal (when required), and other representatives including the class teacher.

A Program Support Group will be formed and meetings of this group will occur once each term. These meetings will include the student’s parents and relevant personnel. The Program Support Group will develop and individual learning program (ILP) and identify options for the student.

An Individual Education / Learning Program is the process of setting goals and determining *CURRICULUM* for students with special needs by the *SKILLED MATCHING* of:

- The student’s individual learning needs
- Preferred ways of learning
- Most effective teaching methods

Documentation of Individual Education / Learning Programs will be put in place for the following students:

- LNSLN funded students
- Students who have high level learning needs in Literacy and/or Numeracy
- Students with behavioural issues

*Behavioural Management Plans* are documents, which are used for identifying behavioural expectations and the positive and negative consequences associated with them. These can be used in place of an ILP. Student counselling is also available on an individual needs basis and has a structured referral process to adhere to. The Seasons Program (Grief and Loss) is also available upon request.

St. James has a school-wide Social and Emotional Learning (SEL) program – Bounceback used in conjunction with Circle Time.
6. School Community

St. James is a vibrant, welcoming school community. We strive for a collaborative partnership between the school, parish, home and the wider community. We actively encourage outside agencies that enrich our education program to be a part of our school and we are always looking for ways to be inclusive and ‘outward facing.’

Some community partnerships that provide students with rich learning, personal development and citizenship opportunities are:

- Active after School Communities
- Brighton North Kinder visits
- ANZAC House nursing home visits
- Class Masses once a term
- Star of the Sea electives activities
- Various fund-raising and social justice activities

7. Learning and Teaching

At St James we continually strive to improve our teaching. As teachers we are committed to being lifelong learners and our intention is to support, promote, challenge and inspire our students in their own learning for today and tomorrow.

Learning at St James is student centered and we aim to work in partnership with families to provide our students with the best possible start to their own learning journeys. We continue to develop, refine and embed a culture of ‘feedback for growth’ where learning is made visible and all learners are given opportunities to seek and provide feedback. Our intention is for all learners to make progress in all areas, all of the time.

At St James we aspire to:

- have high expectations, expect students to put effort into their learning and are committed to every student’s success regardless of their background
- know our students well and set clear and appropriate learning goals
• maximise each student’s engaged learning time by making each and every lesson count and emphasising that learning and teaching is the purpose of the lesson
• develop quality relationships with students by establishing a safe, supportive, challenging and optimistic learning environment where all students are accepted, respected and valued at all times
• structure and pace teaching and classes to match the personal learning needs of all students to assist them to move from where they are now to higher levels of competence
• adopt a repertoire of techniques appropriate to the material to be learned and the level and learning styles of the students to make learning challenging, enjoyable, vivid and real, including the use of contemporary tools that have been demonstrated to engage students in more effective learning in and outside of school
• constantly monitor students’ learning to determine strategies for further improvement and growth and provide feedback which recognises what the student has achieved
• support students to take increased responsibility for the management of their own learning and monitor learning themselves

8. Literacy

The new Australian English Curriculum specifically identifies required skills in the areas of Reading and Viewing, Writing, Speaking and Listening. The learning in these areas are interrelated and do not occur in isolation.

At St. James we acknowledge the ever-increasing importance of literacy in contemporary life.

Our English program incorporates Reading, Writing, Speaking and Listening. In Years Prep, One and Two this program is implemented within a daily two-hour literacy block, which focuses on whole class, small group and individual needs.

In Years Three, Four, Five and Six we build on literacy foundation established in the first three years of school. The structure of the Literacy sessions is similar to that of the junior school but the time may vary according to timetables.

Reading Recovery is an integral part of our English/Literacy program, providing individual additional support for students in Year One. Parent helpers are welcome and encouraged to assist in the Literacy sessions, particularly in our junior classes. A Classroom Helpers training program, ‘Developing Literacy Partnerships’ is held each year.

Home Reading is an essential part of our school’s reading program. All students are encouraged to read and discuss with their parents, either chosen texts from school or other books daily.

9. Mathematics

The Australian Curriculum forms the basis of the St. James’ Mathematics program. The content strands are Number and Algebra, Measurement and Geometry & Statistics and Probability. This program is used as a means to develop the proficiencies of understanding, fluency, problem solving and reasoning. The focus is on equipping students with mathematical skills and strategies that they can apply to everyday experiences. A highlight of recent years has been the ‘Prep 100 Days of School’ with a parade and multi-age numeracy activities.

Learning and teaching in Mathematics is personalised with an emphasis on personal goals, learning intentions and feedback. Students are empowered to hypothesize, investigate, prove, explain and make
connections with mathematical concepts. Our inquiry approach to learning allows them to think logically, laterally and creatively in order to develop relational understanding in all areas of Mathematics.

**Specialist Classes**

**L.O.T.E. (Languages other than English) Italian - Monday**

St. James’ Language program is conducted by Signora Sciulli each Monday. The Italian lessons take the students through a linguistic journey through listening, speaking, reading and writing.

Shared learning strategies are applied to enhance students’ experience of the vibrant Italian culture through music and singing, games, drama, stories and the effective use of ‘languages online’ and ICT.

Intercultural awareness is explored through the colourful celebrations of Easter, Christmas and other current cultural events whenever possible.

Ciao a tutti and Buon lavoro for 2015!

**Information & Communication Technology - Monday**

St. James prides itself on maintaining an extensive Information & Communication Technology (ICT) program. We use a wide range of technology and electronic devices to supplement the curriculum. Students have regular access to iPads, laptops (Years 3-6), touchscreen desktop computers and a range of other technology. Each classroom is equipped with an interactive whiteboard and a wireless network to enhance our students’ learning. All of these devices support and enhance the student’s learning and give them opportunities to inquire, publish their work and capture learning.
Physical Education - Tuesday

Each class at St. James has one 40 minute Physical Education lesson per week with a specialist teacher. In addition, on a Friday classes spend approximately 30-40 minutes having a ‘sport’ lesson.

At St. James we believe:
• Physical Education develops confidence and competence in the acquisition of basic motor skills that will enhance participation in a wide variety of physical activity
• That all children should feel good about themselves
• A well planned, sequential specialist physical education program (as distinct from sport and games) will enhance self-image
• Children should attain and maintain an optimal level of fitness for performance of daily tasks
• Positive attitude towards physical education is fostered through meaningful and safe activities
• Physical education contributes to the development of personal values through participation, both individually and in groups
• Values, skills and attitudes from physical education will be a part of an ongoing lifestyle

We are also a part of the Holt inter-school sports district where we compete in: Swimming, Tennis, Cross Country running, Winter sports (Netball/Football/Soccer), Basketball, Athletics, Cricket and Golf.

Performing Arts - Friday

Music, Drama, Dance and Media are the four components of the Performing Arts curriculum at St. James. Each makes a distinctive contribution to learning as students are engaged as makers or producers, as performers or presenters, as audience members, as critics or as arts theorists, studying The Arts in the past and present. Activities include singing, dancing, playing tuned and non-tuned instruments and drama. Bi-annually the school produces a full-scale whole school musical production with lots of parent/staff involvement. In 2013, all students successfully performed in our musical production ‘Alice in Wonderland.’
Visual Arts - Tuesday

Students experiment with a variety of media including painting, drawing, collage, construction, threads and textiles, printmaking and modelling with clay (we are lucky enough to have a kiln at the school). The weekly lessons are usually linked to the Inquiry Learning topic that is being undertaken in the year levels to further enhance the unit of work and explore concepts (real, imagined, cultural and historical) in an expressive way. Students learn about famous artists and their works, and explore their own perceptions and ideas to produce artworks that visually express such aspects as perspective, tone, movement, line, texture and colour. Artwork is displayed throughout the school for others to observe and enjoy.

Library-Tuesday/Wednesday

Classroom teachers and their students visit the library weekly. Students can browse as well as enjoy story-telling time, which allows them to explore and follow interests of their own. Library bags must be brought to school to enable the students to borrow books. Book Week is a lot of fun with students asked to come to school dressed as their favourite book character and take part in a whole school parade. The Library Technician coordinates the borrowing and purchases resources regularly in line with the latest releases and children’s interests. The library is open at lunch break for fun activities including building Lego, Drawing, Origami or just thinking and dreaming!
Extra-Curricular Activities

At St. James we value individual differences and recognise the importance of the personal growth of our students. We aim to cater for all students through wide-ranging extra-curricular activities.

Swimming: Every effort is made to allow children within the school to become proficient swimmers. A formal, whole school swimming program is held for two weeks in Term 4 each year as an integral part of the Health and Physical Education Program, culminating in a School Inter-House swimming carnival.

First aid: Children in the senior classes are taught First Aid and are expected to participate in the school camp.

Religious Education: Liturgies and school Masses are prepared throughout the year and Sacramental programs are an integral part of Religious Education within the school. All classes attend a Friday class Mass once a term.

Sport: Netball, Football, Basketball, Cricket, T-ball and Soccer are keenly contested in interschool sport and professional tennis coaching is also available before, during and after school hours at the St. James tennis courts. Older children participate in interschool swimming, cross-country running and athletics is encouraged throughout the school.

Music: All children are offered the opportunity to study guitar, violin and piano lessons during or after school hours. The school has a Junior Choir (Prep-Year 2) and a Senior Choir (Yr 3-Yr 6). The Choirs perform at school events and Masses throughout the year. Families of children who play an instrument or sing in the choir are invited to attend inclusive and supportive ‘musical soirees’ in the parish school hall throughout the year to allow their children to showcase their talents.

Electives: The whole school participates in an electives program each semester run jointly by the teachers and parents with a range of fun and interesting activities on offer.

Performing Arts Concert: All children perform in the bi-annual Performing Arts concert.

Excursions/incursions: To facilitate and enrich the curriculum offered, excursions within the wider community are undertaken each term, and incursions are also an important enrichment available for students.
Active After School Sports Program: St. James has an ‘Active after School Sports’ program in which children can participate in activities such as netball, taekwondo, basketball, fencing, gymnastics and other seasonal sports. This program is funded by the Australian Government and is offered free to students. The program is offered for seven weeks on Tuesday, Wednesday and Thursdays.

Drama: Professional drama coaching is available to students after school hours.

Special guests/achievements/fundraising: Visiting artists, performance troupes and speakers are welcomed into our community for school presentations. Birthdays and special achievements are celebrated together at weekly school assemblies. Fundraising days and thematic weeks are enjoyed by all.

Library: The school curriculum is supported by a well-established library. Family reading hour is held annually with families invited to come together to read in the school library. Students celebrate Book Week where they are encouraged to dress up as their favourite book character and participate in the Book Parade along with other activities.

Student Services: St. James Catholic Primary School values the diversity of its students and, in doing so strives to accommodate their strengths and learning needs. Through Student Services, we ensure all students are able to access the curriculum and achieve, regardless of academic, cultural, physical, social/emotional or behavioural differences.

The school has in place a programme of support and extension to meet the individual needs of its students by offering specific programmes to students with talent as well as those who experience difficulty.

The Student Services Co-ordinator is responsible for working with the teachers to support students with additional learning needs; developing, implementing and evaluating individual/personal education plans. Meeting with parents on a regular basis is integral to this process.

If you believe your child will require this support please contact the school before the commencement of the year so the necessary referral process or submission for funding can begin.

Reading Recovery: Reading Recovery is an integral part of our English/Literacy program, providing individual additional support for students in Year One.
School Camps: St. James conducts a number of camps for students including: Year 3 overnight camp at Melbourne Zoo; Year 4 two nights Bike Ed camp in Maldon; Year 5/6 Canberra & Forrest Lodge camp on alternate years; whole school father (special other)/Child camp at Queenscliff.

Kitchen Garden Club: All students are welcome to join the St. James Kitchen Garden Club. The club meets every Tuesday at lunch time and teaches students how to plan, plant, grow and maintain a kitchen garden and most importantly to cook and enjoy the produce!

Chess Club: We are lucky enough to have our very own St. James Chess Club that is open to all students. Students are taught the basics of chess through to advanced strategy. They are given the opportunity to participate in regional chess tournaments 2 - 3 times a year. Our team has qualified for the State Chess Championships in 2012 and 2013.
Supervision

Children are supervised in the school playground, before school, from 8.40am. There is also a teacher on duty after school until 3.45pm. Children who have not been collected by this time need to report to the office and parents will be contacted.

Children are not permitted to leave the school once they arrive without the permission of their parents. Toddlers in the school grounds are the responsibility of their parents.

We ask that all children arrive at school before the first bell at 9:00am. Many children find it unsettling if they arrive late, they may miss important information and can be disruptive for the teacher and other students. Please respect the teacher’s need to have all children ready to start the daily class welcome at 9am.

Teacher supervision from 8.40am
First bell 9.00am (Music begins playing at 8:55am)
Morning recess 11.00am - 11.30am
Lunch 1.30pm - 2.30pm
Dismissal 3.30pm

Outside School Hours Care (OSH) Club

St. James offers OSHClub for the highest quality Before School Care, After School Care, Pupil Free Day Care and Holiday Programs for children in a safe, fun and stimulating environment. We pride ourselves on providing children with a fun experience that they will enjoy. From exciting activities and healthy, nutritious snacks to caring, motivated staff, the program meets all your children’s needs.

Further information:

Costs, times, on-line enrolment forms and manage bookings, parent information handbook, go to the school website and click on the OSHClub information.

Program phone number: 0412 570 935
Head Office number: 03 8564 9000
Email: admin@oshclub.com.au
Parents as Partners (What you really need to know!)

At St. James we consider parents as our partners in the development of the students during their time at the school and their involvement as an essential part of the learning process. The following information outlines some of the ways parents are involved in the school as well as important general information about school life.

Parent Program (Literacy)

A four-week Literacy Parent Helpers Program ‘Developing Literacy Partnerships’ is offered in Term Two for any parent who would like to be more informed prior to helping in the classrooms.

 Homework

Whilst recognising that children are involved in many extra-curricular activities, we feel that the self-discipline gained from homework is invaluable to the child. Homework is expected to be done by all children from Year 2 to Year 6, so as to reinforce and revise the work done in the classroom. All children, Prep to Year 6, are encouraged to read at home each evening. A regular time and place should be set aside at home for this purpose.

It is expected that homework and Home Reading journals are checked, signed and returned by the due date. Ask for a copy of the Homework Policy for more information.

 Discipline

The respect for another person and for property is the basis of our policy on discipline. We would expect courtesy at all times from every member of our school community.

Positive discipline is the aim of the school with serious breaches of discipline being dealt with, by a system of detention that is usually "school service". In all cases of serious breaches of discipline, parents will be immediately notified.

The school has Discipline and Behaviour Management Policies.

Student Code of Conduct

St. James School is part of the Parish faith community whose members strive to grow in the knowledge and love of God within the community of faith, worship and service and follow the example of Jesus to love and serve others.
**Student Leadership Roles**

At St. James we provide opportunities for students to take on leadership roles within the school from Prep through to Year 6 and some of these include:

- Prep-Year 6 – Student Representative Council reps, Environment reps
- Buddy program – Students in Year 6 are given a Prep Buddy to help make the transition for Preps into school life a lot easier and giving them a friendly face to look for in the school yard. The Buddy Program also gives Year 6 students the opportunity to show leadership skills and maturity through looking after their Prep Buddy. Year 5 students are also Buddies with the Year 1 students
- Year 6 – We consider all our Year 6 students as school leaders and all of them are allocated a leadership position for their final year of school. Students in Year 5 take part in a ‘Speaking with Power’ program designed to develop their public speaking skills and give students more self-confidence prior to giving their speeches as part of their application for some of the leadership roles. Applicants for our School Captain position apply in writing, are interviewed, and present a formal speech to their peers and teachers with a voting process involved. Selection for School Captain is based upon their performance in all three of these categories, not just the formal vote. The leadership positions available to all of our students are: School Captain, Environment Captain, Student Representative Council Captain, Social Justice Captain, Entertainment Captain, Media/I.T. Captain, House/Sports Captains

**Assessment and Reporting**

Accurate and comprehensive assessment is integral to all teaching and learning. It helps to improve student learning by establishing future direction, identifying examples of exemplary performance and those that require support and assistance.

Reporting should provide clear and comprehensive information regarding student progress. It should indicate ways to improve performance and overcome difficulties. At all times reporting should provide honest feedback with sensitive communication of strengths and challenges.

St. James uses the following forms of assessment:

- Anecdotal records
- Check lists for individual students and whole class
- Annotated student work
- Files of formal assessment records
- Standardised testing in Literacy and Maths (PAT)
- Literacy testing in Years Prep to Two
- NAPLAN testing in Years Three and Five
- Running records Prep to Year Three
- Dated examples of students’ work
- Pupil self-evaluation
- Conferencing
- Interviews
- On-Demand Testing

Formal school reports are distributed at the end of each semester. They are written by all teachers who teach your child. There is a ‘meet the teacher’ session at the start of the year as
well as a formal Parent/Teacher/Student meeting at the end of Semester 2. In Years Prep to Two, this second session will be directed by the classroom teacher. For years Three to Six, the sessions are known as ‘Student Led Conferences’. These conferences are run by students and are a chance for them to reflect on their learning and report their findings in a three-way discussion.

**Rights and responsibilities**

When staff, students and parents work together, a more caring, tolerant and Catholic environment occurs.

Every member of the St. James’ community has shared rights and responsibilities.

- The right to know, to worship and to love God.
- The right to be treated with respect and politeness.
- The right to be happy and to be treated with understanding.
- The right to expect property to be safe.
- The right to obtain maximum benefit from all lessons and classes.
- The right to be and feel safe.
- The right to be protected.
- The right to just and fair treatment.

All have a responsibility to give of themselves and their gifts to the good of others in the community of faith, which is St. James School.

**Bullying**

At St. James, we believe that everyone has an equal right to be safe and happy in a school environment that promotes personal growth and a positive self-esteem. We do not tolerate bullying in any form.

We believe all members of our school community have the expectation and right to a safe environment and to be treated fairly with respect and courtesy. We believe these rights have concurrent responsibilities, which include accepting others and treating them with dignity and respect.

The school has a bullying policy that is actively followed and implemented by all staff. St. James actively promotes positive and kind behaviours through our extensive well-being program managed by Deputy Principal, Pat Berlingeri, including the Bounce Back program and weekly class circle time (see ‘Well-Being Program’ for further information).

Please contact the Office if you would like to view a full copy of the school’s anti-bullying and/or behaviour management policies.
School House Groups

There are four school house groups at St. James being:
- Conquest - Yellow
- Byrne – Red
- Mulquin – Green
- Corbett – Blue

All students are placed in a House upon entering the school and are required to purchase a House t-shirt to be worn at some school events (and House swimming cap). The house groups encourage mateship, teamwork, competitive spirit and for students to develop friendships with others in different year levels.

Communication

St. James places a high value upon effective communication between school and home. The school likes to increase community engagement by keeping in regular contact with parents about current and upcoming events. This is assisted through mediums such as the school website, our smartphone application, SMS service and more. These services allow the school to post live photos and comments from events such as camps and sport days and relay important information. There is also a Parent Portal that allows for easy online booking for events such as Parent Teacher Interviews. The school has recently introduced Flexi-schools which allows for online booking of Booklists and for Food Days.

We appreciate the opportunity to hear from parents regarding any concerns or comments about their child and encourage you to keep an open mind until you hear from your child’s teacher. Please make your class teacher the first point of contact. The teacher, if required, can then arrange a meeting with the Principal or Deputy Principal. We ask that you make an appointment
deemed to be inappropriately negative will be forwarded to school leadership and contact will be made directly with your teacher either verbally, via email or through the office in order to enable the teacher to give you his/her full attention, confidentiality and not disrupt class.

It is important to understand that it may not be possible for teachers to respond immediately to phone calls or emails particularly out of hours or during teaching times (8:45am-3:45pm). The classroom teacher will endeavour to return your call or email as soon as possible. If you have a sensitive issue or would like to discuss a concern, please make an appointment with your child’s classroom teacher to discuss in person (avoid doing so via email). Please remember that email is an effective communication tool when used effectively for positive communication. Emails deemed to be inappropriately negative will be forwarded to school leadership and contact will be made directly with the parent. Parents who use email communication in this manner may lose the right to this form of communication and be subject to the actions listed above.

Staff Safety and Wellbeing
The school places high value and priority on maintaining a safe and respectful working environment for our staff. We regard certain behaviours as harmful and unacceptable insofar as they compromise the safety and professional wellbeing of our staff. These behaviours include, but are not limited to:

• shouting or swearing, either in person or on the telephone
• physical or verbal intimidation
• aggressive hand gestures
• writing rude, defamatory, aggressive or abusive comments to/about a staff member (emails/social media)
• racist or sexist comments
• damage or violation of possessions/property.

When a parent behaves in such unacceptable ways, the principal or a senior staff member will seek to resolve the situation and repair relationships through discussion and/or mediation. Where a parent’s behaviour is deemed likely to cause ongoing harm, distress or danger to the staff member and others, we may exercise our legal right to impose a temporary or permanent ban from the parent entering the school premises. In an extreme act of violence that causes physical harm to the staff member and his/her property, the matter may be reported to the police for investigation.

Safe and Sound Practice Guidelines (Catholic Education Commission Victoria, 2014)

In the event that staff safety and wellbeing is compromised as per any of the above, the staff member(s) will take steps to conclude the communication and ask the parent/s to leave and seek administrative support.

School newsletters/bulletins are sent home every Thursday via email and are available on the school website. Hard copies are also available in the foyer. Classroom Newsletters are sent home at the beginning of each term and published on our school website. Parish Bulletins are distributed at Mass on Sundays. Many year levels also have their own wiki with regular updates.

Parking
Please refer to the appendices for details of St. James school parking and map.

Information Nights

Parent information nights are held throughout the year to provide important information about the school programs e.g. Teaching and Learning Programs or from special guest speakers to provide parents with the latest thinking in the areas Cyber Safety, Children’s Health, Student Wellbeing etc. The first Information Night in 2014 will be on Tuesday February 11.

Parents’ Association

As a close school community, St. James has a passionate and active Parents’ Association (PA) that meets monthly in the school library. The Association is a fund-raising and welcoming body within the school. All parents of children attending St. James automatically belong to the Association and are encouraged to get involved by taking a position on the PA. The Annual General Meeting is held in December each year where the Committee for the following year is elected.

Class Representatives

Becoming a Class Representative is a great way to become involved in the school and get to know other parents. Parents are invited to express interest in becoming a Class Rep and there are often two or three reps per year level to share the duties and have fun whilst doing it! Class Reps are officially elected at the Annual General Meeting of the Parents Association.

Class Reps fulfil an important role within the school in that they nurture networks and maintain open lines of communication regarding parent/child activities. Examples of the types of duties a Class Rep will fulfil, include: distribute class contact lists, organise class social activities each term, be the ‘go to’ person for other parents who may have questions about the school, be a liaison between the school/teacher and parents, welcome new families, distribute important information and reminders to parents about class activities.

If you are interested in becoming a Class Rep, please complete the form in the appendices and return it to the school office.

Privacy

St. James takes the privacy of our students and families very seriously. A note is sent home for parents to sign at the beginning of each year advising about the use of images taken at school. Only the first name (and possible initial of surname) is used to identify students in the school newsletter or bulletins. All family names and contact details are forwarded to the Class Reps to distribute to the class each year – as outlined in the enrolment forms. If a parent wishes to not have their details included in the class list they simply need to inform the Office. Ask for a copy of the Privacy Policy for more information.
Tuck Shop

Star of the Sea Secondary College provides a daily tuck shop service to St. James. When ordering lunch for your child:

- On the outside of a paper bag write: Child’s name, grade & the order
- Enclose the money in the bag
- Place it in the child’s classroom basket at 9.00am

The canteen is closed on occasions and you will be notified through the newsletter. A copy of the tuck shop list is included in the appendices. There is the possibility that online ordering may be introduced through Flexi-schools, with more information to follow.

Absenteeism/Late arrival/Extended absence/Leaving the school

It is expected that parents will phone the school prior to 9am to inform the Office that a child will not be in attendance. Dated written notes from parents are required when children are absent from school or need to leave school for appointments. If taking your child home early, you will need to sign your child out at the Office.

If a child is late for class, they need to collect a late pass from the Office. All children are expected to arrive in time to unpack their bag and be seated in the classroom by 9am to avoid disrupting other students and out of respect for the teachers.

If your child will have an extended absence from school (including holidays during school term), you will need to inform the Principal and your class teacher in advance via written correspondence.

If your child will not be returning to the school the following year, written notice to the Principal by the end of Term 3 is requested where possible. The school’s funding is partially determined by the number of students attending the school and this can be significantly affected by late notice of departure from the school by just one or two students.

Information Forms

All families are asked to supply basic information regarding their children. This is held in confidence. Any change of information needs to be reported to the office to ensure maximum access. Any concern should be reported to the Class Teacher or the Principal, Simon Millar. In 2014 we will be trialling a new online program called Care Monkey which will enable parents to update their details online.

Stationery

St James uses Flexi School for all of our stationery orders. Orders are placed and paid for online, and the children’s books are delivered to school and ready for their first day.
School Fees

Catholic schools receive less government funding than state schools but we supplement this by charging fees from our families, which we require to run the school of St. James. Below is a listing of the 2014 school fees with instalment dates.

It is important for school fees to be paid on time, as we are reliant upon funds to further the education of our students. This is an increase of 3.3% or $80 per family from 2013.

1. Family Fee of $2,480 (annual payment per family – not per child), AND
2. A fee per child, that is different for each year level depending on involvement in sport and school camps etc. This fee will vary from $500-$1000 and will be outlined in a letter sent home to families.

All families will be required to pay ONE Family Fee plus an additional cost per child, according to the year level they are in.

Payment options

There are two options for payment of school fees:

1. In three equal instalments by March 21, June 20 and September 12 OR
2. Annual payment of school fees in full by March 28

Statements will be sent out in mid-February for the full amount payable per annum.

Family Parish Stewardship Contribution

The Family Parish Stewardship Contribution involves a voluntary financial contribution (processed by the Parish) of $680 per family per annum. This initiative will help improve the financial security and meet the ever-growing operational needs of our Parish.

School Uniform, Lost Property, Second Hand Uniform Shop

The wearing of the regulation school uniform is set out below and is compulsory for all children attending St. James School. A sports uniform is worn for Physical Education and may be requested from time to time. During Terms 1 & 4 a navy legionnaires cap or wide-brimmed hat is compulsory.

An optional rugby jumper will be introduced throughout 2014 that will be part of the sports uniform.

A note must be forwarded to the class teacher whenever a child is unable to be in uniform. All articles of clothing must be clearly marked in some way. It is much more likely that a lost uniform item will be returned to its owner if it is clearly marked with a name.

Jewellery is not to be worn to school. All children with shoulder length hair or longer must be tied back. The School uniform can be purchased from: ‘Nicholls Store’, Martin St. Brighton – See Appendices for full uniform list and prices.
Uniform for Girls:

Summer
- Check summer dress – red or white hair ribbons
- Anklet white socks
- School jumper
- Black school shoes
- Legionnaire cap or wide-brimmed hat

Winter
- Navy blue tunic
- White school shirt with attached tie
- Navy tights/navy knee high socks
- School jumper
- Black school shoes

Sports
- Short-sleeved school polo top
- Blue school sports shorts or skort / tracksuit pants
- School sports jacket (can also be worn with Summer or Winter uniform but only over top of jumper). An optional Rugby top can be worn with the sports uniform only. It can replace the sports jacket at school but not at off-site activities.
- White socks
- Sneakers

Uniform for Boys:

Summer
- White school shirt
- Navy shorts
- Short white socks
- Black Shoes
- Legionnaires cap or wide-brimmed hat

Winter
- Long Sleeve Shirt and tie
- Navy blue trousers
- School jumper
- Navy ankle socks

Sports
- Short-sleeved school polo top
- Blue school sports shorts / tracksuit pants
- School sports jacket (can also be worn with Summer or Winter uniform but only over top of jumper). An optional Rugby top can be worn with the sports uniform only. It can replace the sports jacket at school but not at off-site activities.
- White socks
- Sneakers
All children are required to purchase a school art smock, school bag, house coloured t-shirt which are also available for purchase through Nicholls.

Summer uniform is worn in Terms One and Four with winter uniform worn in Terms Two and Three. To allow for Melbourne’s unpredictable climate students have the first two weeks in Term Two to transition from summer to winter uniform; and the first two weeks of Term Four to transition from winter to summer uniform.

Lost Property

St. James has a lost property area near the office. Any lost items will be put into Lost Property for students or parents to claim. We strongly encourage naming all items to make claiming much easier.

Second-hand uniform stall

A second-hand uniform stall is held at the school a couple of times per year with items donated by parents. The stall is advertised in the newsletter and anyone is welcome to purchase items. Money raised from the stall goes towards school fundraising activities. Please check with the school office.

Enrolment Policy

Enrolment Guidelines

Children must turn 5 years of age on, or before, April 30th of the year of starting school.

Preferences will be given in the following order:

- First preference is to be given to Catholic children within the Parish who have a brother or sister at St. James
- Catholic children from the Parish (within this category, preference will be given to those whose parents are involved in Parish life)
- Catholic children from outside the Parish (parents should provide good reason before applying for enrolment)
- Christian Non-Catholic children from outside the Parish
- Non-Catholic children from the Parish
- Children from other religious faiths

Further guidelines

- The children of other denominations will be accepted into St. James providing that their parents are prepared to allow the child to attend the Religious Education Program of the school
- No Catholic child is refused enrolment into St. James solely on the inability to pay school fees. Parents are expected to meet financial obligations to St. James School (if they are unable to do so they must make special arrangements with the Principal or Parish Priest)
- Maximum class sizes as outlined in the Industrial Award are to be followed. If, in certain
circumstances, a class is expected to exceed this number, then the decision to accept more children rests with the Consultative Committee

- The integration of children with disabilities is subject to consideration by the Student Wellbeing Group
- The school charges a $500 non-refundable enrolment fee. This is deducted from your first year’s school fees. If a place is offered and not accepted, the deposit will not be refunded. If your child is not offered a place the deposit will be refunded

**Enrolment Procedures**

- Parent collects an Application for Enrolment Form from the school office or from the school website
- If the child is for a Prep class, confirmation of a place will be given to the family at the beginning of Term Two of the preceding year
- Enrolments for other grades will be considered according to these guidelines and the Parents notified as soon as possible
- Parents seeking to enrol a child/or children at St. James will be interviewed
- An Open Day usually occurs in Term One with families invited to attend
- An information night is held in Term Four, at which parents are given information necessary to ensure the child has a smooth beginning to schooling at St. James

**Health**

**First Aid**

All children attending St. James have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

All St. James staff are trained to Level 1 First Aid with CPR qualifications and at least two staff have their Level 2 First Aid certificate with up-to-date CPR qualifications. A comprehensively stocked First Aid room is available for use at all times. Staff are also trained in Anaphylaxis and Asthma management. St. James is an Asthma friendly school.

Any injuries to a child’s head, face, neck or back will be reported to parents/guardian verbally as soon as possible via phone.

An up-to-date register is maintained of all injuries or illnesses experienced by children that attend the sick bay. No medication including headache tablets will be administered to children without the express written permission of parents or guardians or in urgent cases verbal permission via a phone call. Parents of ill children will be contacted to take their child home if necessary.

All school camps and excursions have a First Aid trained staff member available at all times along with a fully equipped first aid kit and a mobile phone. Please speak to the Office if you would like a copy of the school’s full First Aid policy.
Food/healthy eating/allergies

Parents will need to pack a snack for recess, lunch for lunchtime and a water bottle for use in the classroom. This needs to be water only. It is important to encourage children to drink water throughout the day as they can become dehydrated very quickly. St. James encourages healthy eating for children and as little packaging in lunchboxes as possible to reduce the impact on the environment.

A number of students at St. James School have allergies to specific foods, in particular peanuts and some other nuts. Some food allergies can be severe and cause an anaphylactic reaction. Recognition of the risk and understanding the steps that can be taken to minimise food anaphylaxis by all those responsible for the care of children in schools are the basis of prevention. Whilst it is primarily the responsibility of parents that the child is taught to manage his/her own care plan, the school also has a role of implementing a care plan and reinforce appropriate avoidance and management strategies.

St. James follows the ASCIA guidelines in the management and risk minimisation of anaphylaxis. See appendices for details.

Infectious Diseases

The Health (Infectious Diseases) Regulations 2001 (Vic.) nominate certain infectious diseases which require children to be excluded from attending school. Principals have a duty to protect the health of the general school population. Many infectious diseases require that those with the disease be excluded from attending school for specified amounts of time.

Under the Regulations, it is a requirement that the parent or guardian inform the school principal if the child is infected with certain diseases or has been in contact with an infected person. Parents and guardians may need to be reminded from time to time of the need for exclusion of certain sick children and the need to inform school authorities concerning the disease.

Examples of infectious diseases that lead to exclusion include: Chickenpox, Conjunctivitis, Diphtheria, Giardiasis (diarrhoea), Hepatitis, Impetigo, Leprosy, Measles, Meningitis Bacteria, Meningococcal infection, Mumps, Pediculosis (head lice), Pertussis (whooping cough), Poliomyelitis, Salmonella Shigella, Ringworm, Rotavirus, Rubella, Scabies, Shigella (diarrhoea), Strepococcal infection, Trachoma, Tuberculosis, Typhoid Fever and Paratyphoid.

The Disability Discrimination Act 1992 (Cth), Section 48 dealing with infectious disease states that it does not render it unlawful for a person to discriminate against another person on the ground of the other person’s disability if it is ‘an infectious disease; and such discrimination is reasonably necessary to protect public health.’

Head Lice

Pediculosis (Head Lice) is not a notifiable condition and head lice do not transmit any infectious diseases. Head lice are transmitted by having head to head contact with someone who has head lice: this happens frequently in families, schools and childcare centres.

While head lice do not spread disease they are included on the school exclusion table. The exclusion criteria for head lice should be interpreted as:
At the end of the school day, provide the child with a note to take home/or phone parents to tell them that they have head lice. Children may return to school after treatment has commenced.

Encouraging parents to frequently check their children for head lice using inexpensive white hair conditioner on dry hair will help control head lice in our school community. Dry hair examinations alone are of little benefit in the control of head lice.

**Medical Conditions**

If your child has a medical condition you need to inform the school’s principal and your child’s teacher. In particular, the school needs to know if your child has any serious medical conditions like epilepsy, haemophilia, asthma, diabetes or severe allergic reactions.

You will be asked to provide this information when you enrol your child in a school.

It is important to keep information about your child’s medical conditions up-to-date. If there is a change in your child’s care plan or medication, you should contact the school either by phone or in person.

All children with a medical condition or illness will have a health support plan developed in conjunction with the school, your child’s doctor and you. This plan will be attached to your child’s school records.

If your child needs to take medication during school hours you should talk with their teacher about necessary arrangements and provide written instructions for storing and administering the medication.

You may also need to provide this information again when your child attends school excursions or camps.

It’s also a good idea to consider having your child wear a medical alert bracelet as these provide essential information in times of emergency.

**Sun Safety**

A balance of ultraviolet radiation (UV) exposure is important for health. Too much of the sun’s UV can cause sunburn, skin and eye damage and skin cancer. Sun exposure in the first 10 years of life is a major factor in determining future skin cancer risk. Too little UV from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. St. James School encourages the use of: shade, protective clothing, hats, sunglasses (optional), and sunscreen. Hats are compulsory for outside use during Terms 1 and 4.
Extreme weather

In the interests of student safety, St. James implements its hot weather or wet weather timetable according to the conditions on the day.

Hot weather timetable (35+ degrees): recess and lunchtimes are reversed to allow for a shorter play time for students in the hottest part of the day. The asphalt area is closed to students and the library is open. The school playground (asphalt area) may be closed on these days to protect the surface from cars.

Wet weather timetable: in the case of strong rain or wind, students are asked to return to (or remain) in their classrooms whilst they undertake supervised play activities.

Bike Stand

A bike stand is available on the school grounds for students to store their bikes or scooters during the day. Students are encouraged to walk, ride or scooter to school where possible.

St. James may be a small school but we all have a strong bond with the teachers and students and are all big at heart. We are all very welcoming here. I started here from prep but my sisters came here as new students to the school. Over the duration of my school time I have had the privilege of being able to welcome 11 new students into my class and it seems as if we had all started school at the same time. Here at St. James we strive to have an enjoyable experience in a very loving and learning environment.

So welcome to St. James Primary School, I hope you have a wonderful experience as my family and I have.

Adele Nicolas (School Captain 2013)
Lunch Order (Star of the Sea) Canteen List & Prices - 2015

Please put your child’s name and grade on the front of the bag, with correct money inside.

<table>
<thead>
<tr>
<th>SANDWICHES (NB: for toasted Jaffles add 50cents)</th>
<th>BREAD</th>
<th>WRAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vegemite</td>
<td>$3.50</td>
<td>$4.00</td>
</tr>
<tr>
<td>Cheese</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheese &amp; Tomato</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salad: cucumber, carrot, tomato &amp; lettuce</td>
<td>$5.00</td>
<td>$5.50</td>
</tr>
<tr>
<td>Ham</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ham &amp; Cheese</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ham, Cheese &amp; Tomato</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUSHI (NB: All with soy sauce)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuna</td>
<td>$3.00</td>
<td></td>
</tr>
<tr>
<td>Teriyaki Chicken</td>
<td>ea</td>
<td></td>
</tr>
<tr>
<td>Smoked Salmon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetarian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plain Rice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOT FOOD (NB: for sauce add 30cents)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Dog</td>
<td>$3.50</td>
<td></td>
</tr>
<tr>
<td>Hot Dog with Cheese</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>Nachos</td>
<td>$3.50</td>
<td></td>
</tr>
<tr>
<td>Nachos with Salsa &amp; Sour Cream</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>Pasta Bolognaise</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Pasta Napoli</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pasta with Cheese</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Party Pies OR Party Sausage Rolls</td>
<td>$1.30 ea</td>
<td></td>
</tr>
<tr>
<td>Homemade Spinach &amp; Ricotta Rolls</td>
<td>$3.50</td>
<td></td>
</tr>
<tr>
<td>Homemade Pizza – Margarita or Hawaiian</td>
<td>$4.00 per slice</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DRINKS &amp; MISC</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Frozen cups – Apple or Orange</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>Tetra Box – Apple, Tropical Punch or Apple Blackcurrant</td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>Popper – Apple Blackcurrant</td>
<td>$3.00</td>
<td></td>
</tr>
<tr>
<td>Popcorn – Butter OR Cheese OR Cornitos Cheese</td>
<td>$1.50</td>
<td></td>
</tr>
<tr>
<td>Homemade Muffins</td>
<td>$2.50</td>
<td></td>
</tr>
<tr>
<td>Homemade Cake – Banana, Carrot or Chocolate</td>
<td>$2.50</td>
<td></td>
</tr>
<tr>
<td>Yoghurt Sticks – 3 pieces</td>
<td>$1.00</td>
<td></td>
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</tbody>
</table>
St James Parents Association - 2015

What a fabulous year for the Parents Association in 2013, with many social occasions enjoyed by parents, staff and students, and a large amount of money raised for our I.T. goals this year. Soon we will be able to report to you the amount of money we have raised and what the school has been able to purchase to benefit the educational needs of our children.

It is wonderful to be a part of such a vibrant, enthusiastic community who are willing to donate their time, energy and talent to the many activities that the Parents Association has organised. What an amazing team effort from so many people! Congratulations and thank you to all of those wonderful people who have been a part of the Parents Association this year.

And so, as the year hastily starts to wind down, we are starting to look toward next year.

The Parents Association is inviting you to become involved in 2015. Thank you to those wonderful people who have already put their hand up to become involved. We are seeking volunteers to assist with the various activities that we organise throughout the year, as well as class reps for each Year level, President and Treasurer.

Some of the many activities we hope to hold in 2015 include:

* Disco’s  * Easter Raffle  * Cancer Council Morning Tea
* Mothers Day stall  * Mothers Day lunch  * Walkathon
* Main Event  * Fathers Day Breakfast  * Oaks Day Lunch
* End of Year Parent Function

Or maybe you have an idea of other activities we could run!

If you would like to become involved in this vibrant parent group we would love to hear from you! Please return the slip below to the office to let us know how you would like to become involved. No experience needed for any of these roles, we just need your enthusiasm.

NAME: ____________________________
PHONE: ____________________________
EMAIL: ____________________________

CHILDREN AT ST JAMES: ____________________________
YEAR LEVELS IN 2014 ____________________________

I AM INTERESTED IN:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>Y / N</th>
<th>POSITION</th>
<th>Y / N</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
<td>Class Rep</td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
<td>Main Event</td>
<td></td>
</tr>
<tr>
<td>Community Liaison</td>
<td></td>
<td>End of Year Parent Function</td>
<td></td>
</tr>
<tr>
<td>Family Liaison / Purchasing Officer</td>
<td></td>
<td>Disco</td>
<td></td>
</tr>
<tr>
<td>Father’s Rep</td>
<td></td>
<td>Mother’s Day Stall</td>
<td></td>
</tr>
<tr>
<td>Kitchen Garden</td>
<td></td>
<td>Mother’s Day Lunch</td>
<td></td>
</tr>
<tr>
<td>Kitchen Monitor</td>
<td></td>
<td>Easter Raffle</td>
<td></td>
</tr>
<tr>
<td>Parish Liaison</td>
<td></td>
<td>Entertainment Books</td>
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</tr>
<tr>
<td>Father’s Day Breakfast</td>
<td></td>
<td>Walkathon</td>
<td></td>
</tr>
<tr>
<td>Oaks Day Lunch</td>
<td></td>
<td>Cancer Council Morning Tea</td>
<td></td>
</tr>
<tr>
<td>Mango Drive</td>
<td></td>
<td>Scholastic Book Drive</td>
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</table>
St James School Uniform List & Prices - 2014

St James Primary Uniform
2012/13 Price List

Nicholls Fashion Centre
159 Martin Street, Brighton VIC 3186
www.nichollsfashioncentre.com.au

<table>
<thead>
<tr>
<th>Girls Summer Uniform</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Dress</td>
<td>$69 to $77</td>
</tr>
<tr>
<td>White Anklet Socks</td>
<td>$6.70</td>
</tr>
<tr>
<td>Slouch Hat or Legionnaire Hat</td>
<td>From $10</td>
</tr>
<tr>
<td>School Jumper</td>
<td>From $69.50</td>
</tr>
<tr>
<td>Red / White hair ribbon</td>
<td>From $1.7</td>
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</table>

<table>
<thead>
<tr>
<th>Boys Summer Uniform</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>White Shirt with School logo</td>
<td>$39</td>
</tr>
<tr>
<td>Navy shorts</td>
<td>$21.00</td>
</tr>
<tr>
<td>White Anklet socks</td>
<td>$6.70</td>
</tr>
<tr>
<td>Slouch hat or Legionnaire hat</td>
<td>From $10</td>
</tr>
<tr>
<td>School Jumper</td>
<td>From $69.50</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sports Uniform</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>P E Shorts + Logo</td>
<td>$29.00</td>
</tr>
<tr>
<td>P E Skort + Logo</td>
<td>$44.50</td>
</tr>
<tr>
<td>St James polo shirt</td>
<td>$45.00</td>
</tr>
<tr>
<td>Navy windcheater - reduced to clear</td>
<td>$19.00</td>
</tr>
<tr>
<td>Navy trackpants</td>
<td>$36</td>
</tr>
<tr>
<td>St James Sports Jacket</td>
<td>$89.00</td>
</tr>
<tr>
<td>House T-Shirts</td>
<td>$21.00</td>
</tr>
<tr>
<td>White sports socks</td>
<td>$8.50</td>
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</table>

<table>
<thead>
<tr>
<th>Girls Winter Uniform</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy Tunic</td>
<td>From $77</td>
</tr>
<tr>
<td>White Shirt With Tie</td>
<td>$45.00</td>
</tr>
<tr>
<td>School Jumper</td>
<td>From $69.50</td>
</tr>
<tr>
<td>Navy knee high socks</td>
<td>$8.50</td>
</tr>
<tr>
<td>Navy tights</td>
<td>$16.00</td>
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</table>

<table>
<thead>
<tr>
<th>Boys Winter Uniform</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy trousers</td>
<td>From $42</td>
</tr>
<tr>
<td>Long sleeve Shirt</td>
<td>$24.00</td>
</tr>
<tr>
<td>School Jumper</td>
<td>From $69.50</td>
</tr>
<tr>
<td>Navy ankle socks</td>
<td>$6.70</td>
</tr>
<tr>
<td>Boys Ties</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compulsory Extras</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>St James school bag</td>
<td>$40</td>
</tr>
<tr>
<td>Maths bag - navy</td>
<td>$14.50</td>
</tr>
<tr>
<td>Book bag - red</td>
<td>$14.50</td>
</tr>
<tr>
<td>Art smock</td>
<td>$16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Extras</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy Raincoat</td>
<td>$49.00</td>
</tr>
</tbody>
</table>

Black shoes available at shoe shops

TRADING HOURS:
- Mon – Thurs: 9am - 5:30pm
- Friday: 9am - 6pm
- Saturday: 9am - 4pm

Shop early to guarantee your size requirements. Prices may be subject to change.
VISA/ Mastercard accepted. Lay-by available.