

St James Catholic Primary School



Parent Information Booklet

2021 / 2022



St James Catholic Primary School

Contact us

Parish Priest: Fr David Cartwright and Fr Dean Mathieson

Principal: Mr Brendan Flanagan

Deputy Principal: Miss Carmelina Corio

Admin staff: Imelda Cuaresma and Ange Franich

Office hours: 8.00am - 4.00pm (Monday - Friday)

Phone: 03 9596 4766 **Email:** info@stjamesbrighton.catholic.edu.au

School hours: 9.00am - 3.30pm

School Address: 6 St James Close Brighton 3186



Social Media - Please follow, like and share our school Facebook, Twitter and Instagram Feeds.



School Website: www.stjamesbrighton.catholic.edu.au

Twitter: [St James Catholic Primary School, 3186](https://twitter.com/stjamesbrighton3186)

Instagram: [stjamesbrighton3186](https://www.instagram.com/stjamesbrighton3186)

Facebook: [@stjamesbrighton3186](https://www.facebook.com/stjamesbrighton3186)



St James Catholic Primary School



St James Vision Statement

**St James is a faith filled community
that aspires to equip young people with
the knowledge, skills and optimism
to enrich the world
and live meaningful lives.**



St James Catholic Primary School

Welcome from Mr Brendan Flanagan – Principal

It is with great pleasure that I welcome you to St James Catholic Primary School's website, which will provide you with an insight into our wonderful community. Ensuring the care, wellbeing and protection of each of our children and young people is paramount at St James. We celebrate the sanctity and unique dignity of each human being.



We value our Catholic Identity and our role in the faith development of our families. We have a strong focus on social justice and creating students to become active agents of positive change and appreciation and understanding of others.

Communication is important in recognising, establishing and valuing a close partnership between the teachers, students, parents, parish and local community.

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

St. James has approx. 200 students, who are our greatest gifts. 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.

At St James we endeavour to provide holistic, challenging and engaging learning experiences. Through deep learning and powerful teaching our students become animated learners. Student voice and agency is integral to St James, which allows our students to learn through activities that are meaningful and relevant to them as learners, driven by their interests and self-initiated with appropriate guidance from teachers. Students should; know themselves, flourish, demonstrate agency and make a difference. We are passionate about providing rich and authentic learning in contemporary learning spaces, where students not only become informed, but active global citizens.

We regularly monitor our students' progress and invite open and honest communication with parents. We strive for growth in all student outcomes; academic, spiritual, social and emotional.

Our specialist programs include: Performing Arts, Physical Education, Art and Italian. Our Inquiry approach enables the curriculum to incorporate the important Victorian curriculum capabilities and an emphasis on STEM.

For busy families we provide Before/After School Care, coordinated by OSH Club.



St James Catholic Primary School

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 Representatives, helping in the classroom or attending social functions and Assemblies. We encourage parents to partner with us in their child's learning, a partnership built on respect, inclusiveness and pastoral care.

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

Brendan Flanagan,

Principal
St James, Brighton



St James Catholic Primary School

Code of Conduct (Community)

Date: Feb 2021

Introduction

This Code of Conduct has a specific focus on safeguarding our students and young people at St James Catholic Primary School against sexual, physical, psychological and emotional abuse or neglect. It has been developed in accordance with [Victorian Government's Ministerial Order No 870](#) to support the school's Professional Child Safety Code of Conduct and defines expectations of parents and those members of the school community, who may, at times, act as volunteers.

Purpose

The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by adults towards students and young people. It aims to protect children and reduce any opportunity of abuse or harm to children. This Code of Conduct also provides members of the broader school community with guidance on how best to support students and young people and how to avoid or better manage difficult situations.

Scope

This Code of Conduct applies to all parents, parent volunteers, members of the school board or parent's association and any other person, who volunteer their services to the school. This code applies to members of the school community who infrequently participate in 'Child Connected Works' at St James Catholic Primary School.

Child Connected Work

Child Connected work is defined as: *'Work authorised by the school's Principal, members of the Leadership Team or the School Board performed by an adult in the school environment while children are present or are reasonably expected to be present'*.

For the purpose of this School Community Child Safety Code of Conduct 'Child Connected Work' includes activities such as volunteering as a parent helper, guest speaker, members of the school board or parent's association. This also applies to members of the school community who infrequently volunteer their services at working bees, maintenance works, school sporting events, concert rehearsals or other like activities.



Acceptable behaviours

All parents, parent volunteers, members of the school board or parent's association are responsible for supporting the safety of our students, young people and broader school community by complying with the following 'acceptable behaviours':

- Adhering to the School Community Child Safety Code of Conduct (this Code) and associated procedures at all times.
- Taking all reasonable steps to protect students and young people from all forms abuse.
- Respecting the privacy of all students and young people and their families.
- Ensuring at all times that those participating in 'Child Connected Works' are never left alone with a student or young person. Where possible students and young people should remain in groups at all times. Where this is not possible, all 'Child Connected Works' must be undertaken in an open and visible environment in close proximity to a members of St James Catholic Primary School staff.
- Treating everyone within the school community with respect including students, young people, staff members, other parents and service providers. This includes listening to and valuing their ideas and opinions.
- Listening and responding to the views and concerns of students, particularly if they are telling you that they or another student or young person has been abused and/or are worried about their safety or the safety of another child. These disclosures must be reported to the supervising teacher in the first instance, the Principal, a member of the school's Leadership Team or Child Safety Officer immediately.
- Taking account of the diversity of all students, including (but not limited to) the needs of Aboriginal students, students from culturally and/or linguistically diverse backgrounds, students with disabilities and students and young people who are vulnerable.
- Promoting the cultural safety, participation and empowerment of all students and young people in all activities, including those from diverse backgrounds.
- Maintaining relationships with other school community members and their children that are supportive and respectful.
- Reporting all child safety complaints, suspected abuse, disclosures or breaches of the School Community Child Safety Code of Conduct immediately to the supervising



St James Catholic Primary School

teacher, in the first instance, a member of the school's Leadership Team or Child Safety Officer immediately.

- If an allegation of child abuse is made, ensuring the safety of the student/s or young person/s as soon as possible and then reporting this to the Principal, a member of the school's Leadership Team or Child Safety Officer as soon as possible.

Unacceptable Behaviours

All parents, parent volunteers, members of the school board or parent's association must not:

- Ignore or disregard any child safety complaints, suspected abuse, disclosures or breaches of the School Community Child Safety Code of Conduct.
- Maintain relationships with other members of the school community that exposes or has the potential to expose any student or young person to intimidation, ridicule, abuse, violence, bullying or neglect.
- Disclose with any member of the school community, including their own children, confidential information obtained as a result of participating in 'Child Connected Works'. (For example; discussing with others a student's or young person's academic strengths or weaknesses)
- Develop any 'special' relationships with students or young people that could be seen as favouritism (such as the offering of gifts or special treatment for specific students).
- Exhibit behaviours with students or young people, which may be construed as unnecessarily physical (such as inappropriate sitting on laps).
- Do things of a personal nature that a student or young person can do for themselves (such as toileting or changing clothes).
- Engage in open discussions of a mature or adult nature in the presence of students or young people.
- Speak aggressively to, or discipline a student or young person whilst participating in 'Child Connected Works'.



St James Catholic Primary School

- Exchange personal contact details such as phone numbers, social networking sites or email addresses with students or young people.
- Have unauthorised contact with students or young people 'online' via email, social media networking sites, by text message or other means.
- Display any behaviour or participate in conversations, in person or 'online', which could be construed as inappropriate or disrespectful to those who may overhear or view it. In particular students, young people and those from Aboriginal and diverse cultural backgrounds. This includes displaying opinions or making comments that may degrade, ridicule, intimidate or bully a student, young person or any member of the school community.
- Use inappropriate language in the presence of students, young people and other members of the school community.
- Use prejudice, oppressive behaviour or language in the presence of or with students, young people and other members of the school community.
- Express personal views on cultures, race, ethnicity, sexuality or disabilities in the presence of students, young people and other members of the school community.
- Discriminate against any student, young person or member of the school community because of culture, race, ethnicity or disability.
- Attend the school site under the influence or effects of illegal drugs or alcohol.
- Consume alcohol without the prior knowledge and consent of the Principal or a member of the Leadership Team on the school premises, at a school event or in the presence of students or young people.
- Photograph or video a student or young person without the consent of the Principal or a member of the Leadership Team.

Failure to Comply With This Code of Conduct

Where parents, parent volunteers, members of the school board or parent's association is suspected of breaching any obligation, duty or responsibility within this Code of Conduct, St James Catholic Primary School will take immediate action to address the concern. Where deemed appropriate, a breach of this code of conduct may be referred to Victorian Police.



St James Catholic Primary School

Acknowledgement

I have read and understood this Code of Conduct and agree to display behaviours that safeguard students, young people and other members of the school community at St James Catholic Primary School against sexual, physical, psychological and emotional abuse or neglect.

Name:
Signature:
Date:

Principal / Child Safety Officer Name:	
Signature:	Date:

School Staff 2021

Parish Priest	Fr David Cartwright and Fr Dean Mathieson
Principal	Brendan Flanagan
Deputy Principal	Carmelina Corio
Year 6B	Sarah Black
Year 5HF	Emma Herbert / Antoinette Ferrari
Year 3/4C	Sarah Contin
Year 3/4B	Cathy Busch
Year 3/4CJ	Jess Conway / Mandi Joplin
Year 2WL	Bernie Whiffen / George Lithotomos



St James Catholic Primary School

Year 1S	Bride Slater
Prep T	Aoife Tierney
Prep C	Holly Capomolla
Literacy Intervention	Mandi Joplin
Visual Arts	Mandy Cooper
Physical Education Prep - 4	Chris Kidman
Physical Education 2-6	Georgia McNamara
Italian	Marie Talarico
Performing Arts	Tess Sabbatucci
Learning Support Officer	Kate Buzza
Learning Support Officer	Sharon Portelli
Learning Support Officer	Ann Nicola
Learning Support Officer	Lachie Doquille
Secretary/ Bursar	Imelda Cuaresma
Administrative Support	Angela Franich
REL	Emma Herbert
STEM Leader	Emma Herbert
ICT / STEM Leader	Carmelina Corio
Centorrino Technicians	Jason Chang / Nathaniel Culling
Learning Diversity Leader	Karlee Agnew
Wellbeing Leader	Georgia McNamara
Literacy Leader / Learning and Teaching Leader	Olivia Quinlan
Numeracy Leader	Carmelina Corio
Graduate Mentor	Carmelina Corio



St James Catholic Primary School

The members of the Board and their roles for 2021

Fr David Cartwright Fr Dean Mathieson	Parish Priest
Brendan Flanagan	Principal
Carmelina Corio	Deputy Principal
Fiona Cubelic	Parent Representative
Helen Connell	Grandparent Representative
Donna Anderson	Parent Representative
Mel Harrington	Parent Representative
Peter Hodgson	Parent Representative
TBC	
TBC	



St James Catholic Primary School

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 contributions 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.

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)
- Working bees (weekend - when needed)



St James Catholic Primary School

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, Paul Cheshire, 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.

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.





St James Catholic Primary School

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. Maureena 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. In the Olympic year of 2016, after five outstanding years as Principal, Simon Handed the baton over to Brendan Flanagan, who now leads and serves St James as steward and Principal.

New students / Transition Program

Foundation

To ensure a settled transition for Foundation children we try where possible to visit the children during Term Three at their kinder. We offer a Foundation Orientation morning for parents and children towards the end of Term Three where the children spend an hour with the Foundation teacher and the parents have an opportunity to meet each other over a morning tea.

We offer a Foundation Information Night for Parents early in Term Four for information and Q & A and a chance to meet members of staff as well as each other. For the children we offer another morning session mid – Term Four for an hour to aid transition and parents are welcome to drop off and have a cuppa in the School. The final transition is what we call Orientation Day late in Term Four. It is where all the students in the school 'move up' into the class where they have been placed for the following school year and they meet the teacher and classmates.

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 visit and can arrange to spend further time in school if suitable to all parties. All new students are asked to attend a whole school orientation session on 'Orientation Day' which is a day late in Term Four. 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.



St James Catholic Primary School

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 online via a school link (WINC) 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 and social media platforms (see attached links) for the News, upcoming events and information about St. James

Social Media - Please follow, like and share our school Facebook, Twitter and Instagram Feeds.



School Website: www.stjamesbrighton.catholic.edu.au

Twitter: [St James Catholic Primary School, 3186](https://twitter.com/stjamesbrighton3186)

Instagram: [stjamesbrighton3186](https://www.instagram.com/stjamesbrighton3186)

Facebook: [@stjamesbrighton3186](https://www.facebook.com/stjamesbrighton3186)

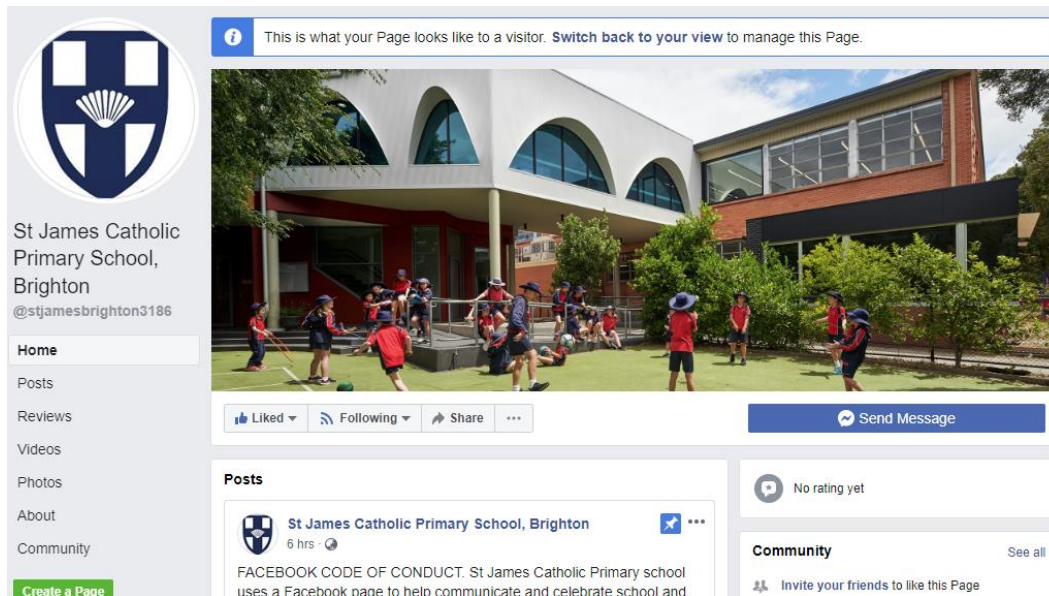
School Facebook Page

We have a newly created Facebook business page. The purpose of this page is to:

- Advertise and publicise important events including open day tours and enrolment information
- Share general information about our school with the local community
- We will also share useful resources, videos and websites that engage and empower parents to participate in their child's education
- We invite you to both like and follow our page via the link below:



St James Catholic Primary School



<https://www.facebook.com/stjamesbrighton3186>

We also encourage you to share our page with prospective family and friends in our local area.

- Please note that we have a code of conduct for the use of the page. This is pinned to the top at all times. We ask that everyone read this before using the page. We expect all followers of our page to abide by the code of conduct at all times.
- Please note that this page is not a forum or a discussion board. All comments will be monitored and approved before they appear on the page.
- Please note that this page has been restricted to followers who are 21 years and over. Children under the age of 13 years should not have Facebook accounts.

Learning and Teaching

At St James we endeavour to provide holistic, challenging and engaging learning experiences. Through deep learning and powerful teaching our students become animated learners. Students should; know themselves, flourish, demonstrate agency and make a difference. We are passionate about providing rich and authentic learning where students not only become informed, but active global citizens.

Our school based curriculum provides opportunities for students to make connections with other learning areas in the Victorian Curriculum, creating authentic learning. These connections serve to deepen learning in other learning areas through engagement with rich Religious understandings that are inherent in the concepts.



St James Catholic Primary School

We are striving to embed a culture of 'Growth mindset' at St James and we value effort and growth in the learning journey of our students. Each of our concepts is designed to challenge all learners to be cognitive of their learning, their learning styles and their mindset.

Our Rich Concepts for 2021 which will be explored via student led inquiry are as follows:

Term 1: Diversity

Term 2: Change

Term 3: Journey

Term 4: Creativity

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:

Leadership and Management at St. James School aims 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 in one of the following categories: Community, S.R.C, Sustainability, Visual Arts, Social Justice, Wellbeing, Sports and STEM Leaders.

- Student Representative Council - Foundation to Year 5 students along with the Year 6 S.R.C leaders form the Student Representative Council. With the support of the Mini Vinnies framework, students discuss and plan action to enhance St James and wider community.
- Buddy program – Students in Year 6 are given a Foundation Buddy to help make the transition for Foundation 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 Foundation 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 'Superspeak' 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.



St James Catholic Primary School

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.

Religious Education and our Catholic Identity underpin all that we do at St James Primary School. We are committed to fostering an environment where our Catholic Identity permeates all aspects of the curriculum and school activities to enable us to educate the whole person and encourage everyone to reach their full potential.

Through our daily program, students are presented with opportunities to:

- Build on their experiences through the R.E Framework and Inquiry learning.
- Enhance their opportunity for rich dialogue with others.
- Form their own understanding and make deep connections with their faith.
- Engage in the traditions, signs and symbols of the Church through daily prayer, Christian Meditation, celebrations of Liturgy; whole school and class masses and the Sacramental program.
- To reach out to the wider communities through Mini Vinnies and Social Justice Initiatives.

Parish Information

For Parish Newsletters, please refer to the new Parish Website.

<https://www.baysidecatholicmission.org/>

Student Wellbeing

The St James student Wellbeing Framework, 'Courageous Minds,' written and delivered by the St James staff endeavours to skill students to be responsible citizens. It embeds the comprehensive, whole school approach of a number of wellbeing support programs. It takes strategies from the Berry Street Institute Model as well as Resilience, Rights and Respectful Relationships Education and can be assessed against the Victorian Curriculum Personal and Social Capability. At St James we base our programs around the excel framework from the Catholic Education Victoria Network.

At St. James we aim to:

- Develop positive relationships within all aspects of the community.
- Create safe and inclusive learning environments.
- Develop sustainable community links and partnerships that benefit all.



- Develop social and emotional skills.
- Engage students in effective wellbeing practices that focus on prevention and early intervention

Counselling Services

At times members of the school community need extra support of professional counselling to support them with their wellbeing.

At St James we offer two types of counselling. Students are able to access counselling through our Catholic Care Counsellor as well as our family counsellor Maureen Flanagan. The service provides a compassionate, non-judgemental and safe space where students can talk about their emotional and personal problems. Offering strategies to students to be able to resolve their own challenges can have a positive effect on health, wellbeing and learning.

Our counsellors come in each week and offer support to students, parents and teachers.

Please talk to your child's teacher or the Student Wellbeing Leader (Mrs Georgia McNamara) should you require further information.

Referral Processes – SWT (Student Wellbeing Team)

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 a PLP.

Student counselling is also available on an individual needs basis and has a structured referral process to adhere to. The School has a Family Counsellor who is onsite every Friday.

Learning Diversity

At St James, we recognise and celebrate the diversity of our students, understanding that each child is unique and has their own individual educational journey, both academically and holistically. Our school endeavours to foster and support the development of the whole child, inclusive of their social, emotional, academic and physical needs.

We believe that each student has the potential to learn and grow. A whole school approach to ongoing monitoring and assessment allows us to identify and understand the full spectrum of student ability. Targeted and personalised learning is developed for students at their point of need and support is provided through a variety of structures such as 1 to 1 and small group intervention sessions with our Learning Support Officers and evidenced based programs, assisting in the continuation of growth towards the next developmental stage.



St James Catholic Primary School

At St James we aim to:

- welcome and acknowledge positive, respectful and inclusive partnerships between children, their families and our school
- ensure that all students have equitable access to education through Quality Differentiated Teaching Practice and additional adjustments to learning
- provide targeted, personalised learning for students at their point of need
- facilitate and coordinate referrals where appropriate, to services within and external to the school
- meet the Nationally Consistent Collection of Data (NCCD) guidelines for students with additional learning needs or disability

Learning Diversity at St James encompasses a multi-disciplinary approach, working as a part of the Learning and Teaching, Student Wellbeing, Family Counselling, Literacy and Maths teams to identify students with additional needs.

Response to Intervention at St James includes but is not restrictive to

- MultiLit - Mini Lit
- MultiLit - Macq Lit
- Reading Recovery
- Levelled Literacy Intervention
- Group Reading & Rereading Easy Appropriate texts Daily
- Getting Ready In Numeracy
- Berry Street Education Model
- Generation Mindful

Nationally Consistent Collection of Data (NCCD)

The Nationally Consistent Collection of Data supports students with disability and is an annual collection of information about Australian school students with disability. The NCCD enables schools, education authorities and governments to better understand the needs of students with disability and how they can be best supported at school.

All schools in Australia must collect information about students with disabilities.

The NCCD:

- ensures that the information collected is transparent, consistent and reliable
- provides better information that improves understanding of students with disability



St James Catholic Primary School

- allows parents, guardians, carers, teachers, principals, education authorities and government to better support students with disability.

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.

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 year
- Various fund-raising and social justice activities

Information Communication Technology

At St James we are able to offer 1:1 devices (IPads and Chromebooks) for the students to use. Students are taught the importance about Cyber Safety and sign Acceptable Use Policies at the beginning of each New Year.

Students learning to navigate Google - creating documents and to uploading to Seesaw.

Literacy

At St James, we empower students to think critically and communicate confidently.

At St James, we dedicate the first 2 hours of the day to Literacy, through a consistent, whole part whole approach. During this time, Literacy skills are explicitly taught and modelled through the language modes of Speaking and Listening, Reading and Viewing and Writing, which also includes Spelling, Handwriting, Grammar and Punctuation. Students have opportunities to learn during whole class, small group and 1:1 situations.

Speaking and Listening

St James places utmost importance in the development of students' oral language skills and recognises these as fundamental building blocks for future success in literacy.

Reading and Viewing

Students are provided with opportunities to be immersed in a wide range of texts, to develop a love for reading. They are empowered to participate in rich, robust discussions about the texts they read, to continually enhance their own understanding.



Writing

During writing time, students create texts to inform, entertain and persuade. Teachers endeavour to provide timely, specific feedback to enable students to move forward, at their point of need. From Foundation to Year 6, we use the SMART Spelling approach, which incorporates a structured, sequential scope and sequence from F-6 for the explicit teaching of letter-sound relationships.

Assessment and Differentiation

At St James, we carefully monitor student literacy achievement and growth across all levels. This enables us to adjust teaching and learning experiences accordingly to cater for the needs of all students. Where necessary, teachers and Learning Support Officers use specially designed, evidence based intervention programs to scaffold and consolidate, as well as extend and challenge understandings in literacy.

Mathematics

The Victorian Curriculum forms the basis of the St. James' Mathematics program. The content strands are:

- Number and Algebra,
- Measurement and Geometry and
- Statistics and Probability.

The 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.

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.

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.



St James Catholic Primary School

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 inter school swimming, cross-country running and athletics is encouraged throughout the school.

Music: All children are offered the opportunity to study guitar and piano lessons during or after school hours. The school choir performs 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 school hall throughout the year to allow their children to showcase their talents.

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

Arts Show: All children showcase their artwork in a bi-annual St James Art Exhibition.

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.

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 school assemblies as advertised through the school newsletter.

Lunchtime Activities: Students have opportunities to participate in alternative activities during lunchtimes including Chess Club, STEM Club, and Gardening Club in our Sustainable Garden and quiet play in the Library/Learning Hub.

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 are in class 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.



St James Catholic Primary School

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



Outside School Hours Care (OSH) Club

St James offers OSH Club 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, online enrolment forms and manage bookings, parent information handbook, go to the school website and click on the OSHClub information.

Contact details:

- Program phone number: 0412 570 935
- Head Office number: 03 8564 9000
- Email: admin@oshclub.com.au

Parents as Partners

(Restrictions are currently in place due to the Covid -19 pandemic)

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 Programs (Literacy and Numeracy)



St James Catholic Primary School

A Literacy and Numeracy Parent Helpers Program 'is offered in Term Two for any parent who would like to be more informed prior to helping in the classrooms.

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
- Checklists for individual students and whole class
- Annotated student work
- Files of formal assessment records
- Standardised testing in Literacy and Maths (PAT)
- Maths Assessment Interview
- Literacy testing in Years Prep to Two
- NAPLAN testing in Years Three and Five
- Running records Prep to Year Three
- Pupil self-evaluation
- Conferencing
- Interviews

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 - Who is your child?' session at the start of the year as well as a formal Parent/Teacher/Student meeting at the end of Semester 2.

School House Groups

There are four school house groups at St. James being:

- Conquest - Yellow
- Byrne – Red
- Mulquin – Green
- Corbett – Blue



St James Catholic Primary School

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.

Parking

Please comply with all local traffic conditions and respect the 2 minute zones for the consideration and safety of all. The school cannot be held responsible for any traffic infringement if parents and carers contravene the traffic conditions.

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.

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 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.



St James Catholic Primary School

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 CDF Pay 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 using the VPass system.

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.



St James Catholic Primary School

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.

It is important for school fees to be paid on time, as we are reliant upon funds to further the education of our students.

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:

- In three equal instalments by March 21, June 20 and September 12 OR
- 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.

School Uniform

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 and 4 a navy legionnaires cap or wide-brimmed hat is compulsory.

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

Summer

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



Winter

- Long Sleeve Shirt and tie
- Navy blue trousers
- 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 uniforms 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 students regardless of gender require neat and clean hair for school. Hair that is long enough to wear a ponytail should be tied / clipped back so as to minimise the risk of contact with other children's hair. Fringes that are long need to be clipped back or tied for neatness and so as not to cover the eyes when working.

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.

Second Hand Uniform Shop

A second-hand uniform stall is available with items donated by parents who have excess clothing or of families who have left St James. 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.



St James Catholic Primary School

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.

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

Please note that these preferences only apply when the school is oversubscribed. Please make contact with the principal for clarification.

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 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 / Learning Diversity team
- 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 downloads the Enrolment form from the school website. Coming soon will be the ability to apply for enrolment online via 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
- Open Days usually occur in Term One with families invited to register online via the website or contact the school directly.
- 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.

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 permission of parents or guardians or in urgent cases verbal. 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 lunch boxes 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.

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: Covid-19 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), Streptococcal 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.'



St James Catholic Primary School

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:

Parents of children with head lice will be contacted immediately and asked to collect the child if possible. 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 this should be declared through Operoo, this enables all of the relevant staff to know of the condition. 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 and update the child's Operoo as soon as possible. All children with a medical condition or illness should have a health support plan developed in conjunction with your child's doctor and you. This plan will be attached to your child's Operoo profile. If your child needs to take medication during school hours you should talk with their teacher and inform the administration staff 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.

Sun smart Policy / 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,



St James Catholic Primary School

sunglasses (optional), and sunscreen. Hats are compulsory for outside use and must be worn from August to April each year.

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. 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 Shed

A lockable bike shed 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.

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 in so far 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 (including; 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)



St James Catholic Primary School

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.

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 (8:45pm-3:45pm). The classroom teacher will endeavour to return your call or email as soon as possible.

Please remember that email is an effective communication tool when used effectively for positive communication.

Please be mindful that any emails sent to staff are respectful.

Please be considerate of the tone of the email and the impact of the communication.

Staff are not expected to respond to emails out of hours (after 6pm and weekends)

Emails deemed to be inappropriate 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.

Confidentiality is of primary importance

- All parents/carer volunteers are not to discuss any information they obtain at school with anybody, other than classroom teachers or the Deputy / Principal.
- Any parent/carer or volunteer not fulfilling these requirements may be excluded from the volunteer program.

Visitor and Volunteer Procedure

Introduction

St James Primary School seeks to provide a safe, open and friendly learning environment for all staff, students and actively values and encourages volunteers & visitors. To achieve this, the School has developed guidelines to effectively inform, monitor & manage Volunteers & Visitors that must be applied at all times.

Scope

This procedure applies to all full & part time staff members, casual relief teachers, contractors, volunteers and visitors who may attend the school site at any time.



Definition

Volunteer: Any non-paid individual who provides support in educational, sporting or extracurricular activities at the school. Their assistance is provided under the direction & supervision of identified school representatives.

Visitor: A Visitor is described as any person not enrolled or employed by the school & includes, but is not limited to; parents, grandparents, past students, prospective parents Catholic Education Office representatives, community volunteers, invited speakers, counsellors, children's services representatives, contractors, health professionals & sales representatives.

Contractor: Individuals and their employees who are engaged by the school to provide one off or ongoing services or materials in accordance with agreed arrangements. Contractors include but are not limited to; tradesperson, maintenance personnel cleaners, after-care providers, information technology support personnel & food service providers.

Visitors and Volunteers

All Visitors and Volunteers are required to report to the school's Administration Office prior to gaining entry to the school site. Parents wishing to speak with their child must also report to the school's Administration Office prior to being authorised to do so.

All Visitors and Volunteers are required to sign the school's 'VPass', stating their name, time of entry, purpose of the visit. A Visitor's badge or lanyard will be assigned which must be visibly worn at all times. Similarly, at the end of the Visitors & Volunteers attendance they must report back to the Administration Office where they are required to sign out & return their Visitor's badge.

NOTE: Couriers, sales representatives & postal service providers are not required to acknowledge their attendance via signature in the 'VPass' if their purpose of entry is to deliver items to the Administrative Office. If they are required to deliver items or supplies beyond this point they must ensure that they sign in via 'VPass'.

- All Visitors and Volunteers will be instructed to follow the directions of identified Staff Members in the unlikely occurrence of an emergency.
- All Visitors and Volunteers will be provided with directions & made aware of any hazards or construction works, which may impact upon their safety and comfort whilst attending the school.
- Visitors and Volunteers who fail to acknowledge their attendance via the 'VPass' will not be permitted access to any area of the school. The Principal or members of the Leadership Team reserve the right and have the authority to prohibit any potential Visitors and Volunteers from entering or remaining within the school if they have not acknowledged their attendance via 'VPass' or present a risk to the safety and welfare of staff or students.



St James Catholic Primary School

NOTE: All Visitors and Volunteers, including parents, are required to use courteous and acceptable language in all communications with students, staff, other parents and members of the broader school community. No profane, insulting, harassing, aggressive or otherwise offensive language or body language will be tolerated. Visitors and Volunteers who fail to treat other members of the school community with consideration and respect will be asked to remove themselves from the school site.

Parents who volunteer in classrooms, at sporting events on excursions or incursions must have obtained a Working With Children's Check (WWCC) in accordance with the Working with Children's Act 2005. It is the responsibility of all volunteering parents to provide a copy of their current WWCC prior to engaging in any activity.

*'We look forward to meeting you
and your child and becoming a
part of their learning journey.'*
