

# Parent Information Handbook 2019

## St. James Catholic Primary School



**PARISH PRIEST: Father Martin Dixon**

**PRINCIPAL: Mr. Brendan Flanagan**



**St. James Close Brighton 3186**

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## **St. James Catholic Primary School**

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### *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**

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*Welcome from Mr Brendan Flanagan – Principal*

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

*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 205 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. 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.*

*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.*

*Personalised learning is supported through a variety of programs and resources such as Reading Recovery, Numeracy Intervention and Levelled Literacy. The school is well resourced with digital technology offering 1:1 devices.*

*Our specialist programs are; Performing Arts, Physical Education, Art and Japanese.*





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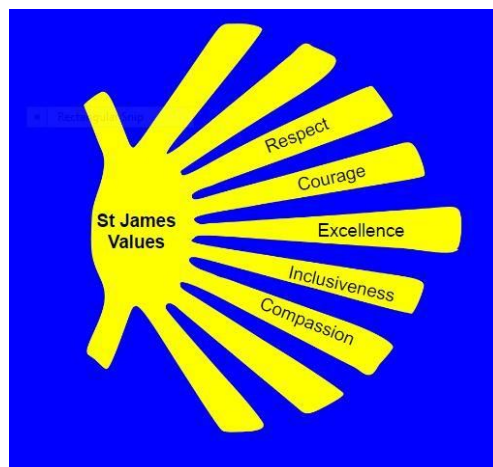
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*For busy families we provide a Before/After School Care.*

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

*Brendan Flanagan, Principal*





# St. James Catholic Primary School

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*Code of Conduct  
Safeguarding Children and Young People  
St James Catholic Primary School, Brighton  
01/07/2016*

## *Purpose*

*This Code of Conduct has a specific focus on safeguarding children and young people at St James Primary School, Brighton against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.*

*All staff, volunteers, contractors, clergy and board/school council members at St James Primary School are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.*

## *Acceptable behaviours*

*All staff, volunteers, contractors, clergy and board/school council members are responsible for supporting the safety of children by:*

- treating everyone in the school community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)*
- adhering to the St James' child-safe policy and upholding the school's statement of commitment to child safety at all times*
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting of the Crimes Act 1958 (Vic)*
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety/the safety of another child*
- ensuring the safety of a child or children is secured as quickly as possible if an allegation of child abuse is made*
- providing adequate supervision of children at all times*
- promoting the safety, participation and empowerment of all children*
- witnessing and documenting sensitive conversations; reporting any child safety concerns to the school's leadership*
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## *Unacceptable behaviours*

*All staff, volunteers, contractors, clergy and board/school council members must not:*

- ignore or disregard any suspected or disclosed child abuse*
- put a child at risk of abuse (for example, leave unsupervised)*
- exhibit behaviours with children which may be construed as unnecessarily physical*
- be alone with a student 1:1 without being visible to others*
- abuse power which causes harm either physically, psychologically or emotionally*



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- *use language or behaviour towards or in the presence of children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate*
- *view or be in the possession of inappropriate content in hard copy or on electronic devices*
- *photograph or video a child without consent of parents or guardians*
- *work with children under the influence of alcohol or illegal drugs*
- *consume alcohol or drugs at school or at school events in the presence of children*

### 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 members and their roles

*The members of the Board and their roles for 2019:*

<i>Father Martin Dixon</i>	<i>Parish Priest</i>
<i>Brendan Flanagan</i>	<i>Principal</i>
<i>Carmelina Corio</i>	<i>Deputy Principal</i>
<i>Vacancy</i>	<i>Chairperson / Parent Representative</i>
<i>Vacancy</i>	<i>Staff Representative</i>
<i>Donna Anderson</i>	<i>Parent Representative</i>
<i>Vacancy</i>	<i>Parent Representative</i>
<i>Samantha Steains</i>	<i>Parent Representative</i>
<i>Peter Hodgson</i>	<i>Parent Representative</i>
<i>Vacancy</i>	<i>Parent Representative</i>

### 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.*



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### 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)*



*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, Jason Storer, 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.*



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*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. 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.*







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## New students / Transition Program

### Preps (Foundation)

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

We offer a Prep 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 Hall. 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 (where there is a double cohort). This hour is between 2.30pm – 3.30pm and the end of the school day is followed by a BBQ for the school community.

### 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 Friday 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.

#### 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:

- Go to the Parent Information Night so you can learn about St. James
- Purchase books and uniform in advance (Uniforms from Nicholls in Martin St)
- All clothing and belongings should be clearly labelled with your child’s name
- Attend Mass to get to know a few families and parishioners
- 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
- Attend some of the social events at the school e.g. discos, working bees, parent functions and sports carnivals
- Come along to our assemblies to see what your child is learning in class and what is happening at the school





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- *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*
- *Visit our school website for the News, upcoming events and information about St. James <http://www.stjamesbrighton.catholic.edu.au>*

### 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.*

*We strive to 'connect learning' at St James where the traditional subjects are embedded in - and across broader learning experiences. This is our integrated inquiry approach to learning. We have developed our own Scope and Sequence of learning that is specific to our culture and context. The overarching concept is 'Courageous Minds' which provides a framework for learning and teaching and enables staff to consider our Catholic identity, social and emotional learning and the intended curriculum at a holistic level. This assists us to connect the learning for students beyond simply integrating the curriculum.*

*In 2018 our learning concepts were; Cognitive Minds, Courageous Minds, Curious Minds, Community Minds and Changing Minds.*

*In 2019 our pedagogy around planning for learning has developed and we have 'Throughlines' which are shared across the whole school.*

- *Term One 2019 will have the throughline 'Heads, Hearts and Hands'.*
- *Term Two will be 'Our Story'*
- *Term Three will be 'To Infinity and Beyond'*
- *Term Four will be 'Express Yourself'.*

*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.*



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### Leadership and Management

*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 and each class has Social Justice, Sports and Environment Leaders as well as members on the Student Representative Council. A Buddy Program has students partnered from Year 6 and Prep and Year 5 and Year One.*



### 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 across the week as part of the curriculum*





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*Our Sacramental Program consisting of: Year 3 – First Eucharist Year 4 - Reconciliation, and Year 6 – Confirmation*

*Class Masses occur once per year*

*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*

*Social Justice – creating opportunities for our children to learn how to be socially just citizens*

*Christian Meditation happens approx. twice each week*

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*Parish Priest: Father Martin Dixon*

*Part-time Parish Secretary: Robyn Hirt*

*Parish Office Hours:*

*Access off Murphy Street*

*Tuesday, Wednesday & Thursday*

*9.15am - 3.00pm*

*Telephone: 03 9596 1334, 03 9596 7041*

*Facsimile: 03 9596 8493*

*Mass times:*

*Saturday evening 6:00pm 'Pop Up Church' Murphy Street*

*Sunday 9:00am 'Pop Up Church' Murphy Street*

*11am St Joan of Arc*

*Sunday 5:30pm St Joan of Arc*

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### 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.*

*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*





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### Social Emotional

#### *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 a PLP.*

*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.*

### Learning Diversity

*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 Learning Diversity Leader 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.*

### School Community

*St. James is a vibrant, welcoming school community. We strive for a collaborative partnership between the school, parish, home and the wider*





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*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 year*
- *Star of the Sea electives activities*
- *Various fund-raising and social justice activities*

### Literacy

*The Victorian 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.*

### Mathematics

*The Victorian 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*





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*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.*

### *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 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 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.*





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### 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.*

*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. 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 Merricks & Forrest Lodge camp on alternate years; whole school father (special other)/Child camp at Queenscliff.*



### 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.*





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



### *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](mailto:admin@oshclub.com.au)*

### *Parents as Partners*

*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 helper information will be sent out throughout the year.*

*Homework Our Homework Policy will be under review in 2019*



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### 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, Social Justice & Sports

*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 ‘I am Awesome’ 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.*

### 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*



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*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.*

### 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.*

### 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.*

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



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### 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.*

### 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.*



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### 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.*

### 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, 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. 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*





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- *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 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*



or

### *Hair*

*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.*



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*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 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 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*



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### 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.*

*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*





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*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: 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.'*

### *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*



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*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 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.*

## **The PARENT, VISITORS AND VOLUNTEERS POLICY**

### **General Principles**

*It is expected that parents/carers and visitors may need to approach the school in order to:*

- discuss the progress, engagement or well-being of their child;*
- express concern about actions of other students;*
- enquire about school policy and practice;*
- engage with in-school/excursion activities e.g. class/year groups. Assistance with reading/numeracy; P.E. etc, following an invitation/enquiry for assistance from staff;*
- convey information about change of address, custody details, health issues etc.;*
- express concern about actions of staff.*

*The purpose of this Code of Conduct is to set out the standards of behaviour expected of those who visit the school and to detail the necessary procedures that will help solve issues as soon as possible so that a safe and harmonious school environment is maintained.*

### **Code of Conduct for Parents/Carers and Visitors**

*All parents/carers and visitors are expected to:*

- treat ALL (staff, parents & students) persons associated with the school with respect and courtesy;*
- ensure their child/children are punctual to class everyday;*
- vacate the school grounds once classes commence;*
- sign in for a visitor's pass from the office if visiting outside off regular drop off and pick up times (after 9am before 3.30pm)*



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*direct their child to the play area monitored by duty teacher as students are under the supervision of staff if waiting in the school grounds until classes commence;*  
*monitor all pre-school children who must stay with the accompanying adult at all times (this includes any school special event such as Open Days and School Discos);*  
*make mutually convenient appointments to obtain an interview with school staff. All conversations of a sensitive nature are best done in privacy. Teachers and visiting staff are not available during teaching time; (8.40am – 3.45pm)*  
*allow staff to supervise, investigate and manage students without interference;*

### *Procedures for Volunteer Helpers*

*Throughout the school year, teachers need volunteers to assist in classrooms, school programs, performing arts, PA initiatives (e.g. Mother's Day Stall) and sports programs and/or other school initiatives.*

*Parents/carers and other volunteers assisting with school activities do so on the understanding that: teachers are responsible for the programs operating within the classroom and/or school; teachers have the ultimate responsibility for students under their care for the duration of their time at school;*

*they support the sensitivity and confidentiality of all students;*

*they accept responsibility and supervision for pre-school age children under their care for the duration of their time at school;*

*their conduct and manners should at all times be acceptable and an appropriate model for all students;*

*they should sign themselves in and out in the attendance folder at the School's front office when participating in school activities;*

*they wear a VISITOR badge as identification whilst assisting students;*

*they have completed and signed the "Working with Children Check"*

*including the Prohibited Persons Declaration, available at the office, before undertaking any volunteer/student assistance at the school in the first instance;*

*they report safety concerns, injuries or emergencies to a member of staff;*

*they minimise noise or disruption to classes whilst on school grounds.*

*Parents are not to approach other parents' children, parents or staff in a disrespectful manner and to see the Deputy/Principal if they are having major concerns;*

*if having a concern, Parents are encouraged where appropriate, to meet with their child's teacher before the Principal.*

### *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.*



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*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.*

*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 allow 3 days). If urgent please contact Administration.*

- *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 5pm 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/carers 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 & 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 & visitors who may attend the school site at any time.*



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### Definition

*Volunteer: Any non-paid individual who provides support in educational, sporting or extra curricula 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 & 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; trades persons, maintenance personnel cleaners, after-care providers, information technology support personnel & food service providers.*

### Visitors and Volunteers

- 1. All Visitors & 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.*
- 2. All Visitors & Volunteers are required to sign in via '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.*
- 3. NOTE: Couriers, sales representatives & postal service providers are not required to acknowledge their attendance via signature in via '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'.*
- 4. All Visitors & Volunteers will be instructed to follow the directions of identified Staff Members in the unlikely occurrence of an emergency.*
- 5. All Visitors & Volunteers will be provided with directions & made aware of any hazards or construction works, which may impact upon their safety & comfort whilst attending the school.*
- 6. Visitors & Volunteers who fail to acknowledge their attendance via '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 & 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.*

*NOTE: All Visitors & 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 & 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.*
- 7. 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*



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*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.*

*Above all else, I hope our children learn that they are loved and cared for and appreciated for who they are and who they may become.*

***Jan Ross 2015***