

# **ST JOHN'S PRIMARY SCHOOL**

## **PARENT HANDBOOK**

### **2021**



**Choose a school, where your child is known.**

77 Queens Parade  
Clifton Hill 3068  
Phone: 9489 1346  
[office@sjcliftonhill.catholic.edu.au](mailto:office@sjcliftonhill.catholic.edu.au)

**PRINCIPAL**  
**Mrs Kerrie Campagna**  
**([principal@sjcliftonhill.catholic.edu.au](mailto:principal@sjcliftonhill.catholic.edu.au))**



## Welcome

We are very pleased to provide you with a snapshot of our school through this Parent Handbook. This book is designed for potential new families to gain an overview of what we as a school have to offer your children.

Our school is over 130 years old and continues to provide an excellent education in the tradition of the Sisters of Charity, our founding and guiding principles. The charism of the Sisters of Charity is their motto "The Love of Christ Urges Us On". At St John's, we believe that we encounter Christ in all those we meet. As a result, we pride ourselves on being a welcoming, inclusive and diverse community concerned for the wellbeing of others. We enjoy a long tradition of being family and community centred.

As a Catholic school we are conscious of our Mission to pass on Jesus' teachings and the values drawn from his life, as presented in the Gospels. These teachings and values underpin all that we do at St. John's. In line with these Gospel values and democratic principles we seek to respect and be respected, and to include and be included.

St John's School thrives on parents as partners in their child's education. Parents are the first educators of their children and their ongoing engagement with their children's learning is vital to their success. An ongoing partnership between the school and parents ensures that the values taught, and the high expectations set, have the most beneficial impact on children's wellbeing and learning outcomes.

St John's exists as an important part of the parish community of Our Lady of the Southern Cross, Collingwood and Clifton Hill. Over many years we have built a strong rapport and links with the Parish community and we are also working on strengthening our links to the wider community of Clifton Hill and surrounds.

At St. John's we are proud to declare that we are "Preparing the Way" for all of our children to experience success and take their place in the world as fully rounded individuals. We celebrate our achievements and encourage all of our children to apply a growth mindset to their learning so that they see mistakes





as part of the learning process. We especially see the first three years of schooling as a priority for building strong foundations for future learning.

Our children enjoy excellent facilities in a safe, well maintained learning environment. Our standards are high as are our expectations. You are warmly invited to tour the school and see our vision in practice and experience confident, resilient, and most importantly, happy children who take pride in their school.

Kerrie Campagna  
Principal

## **School Leadership**

Principal

Mrs Kerrie Campagna  
[principal@sjcliftonhill.catholic.edu.au](mailto:principal@sjcliftonhill.catholic.edu.au)

Deputy Principal/Learning  
Diversity Leader/ RE Leader

Miss Melanie Granata  
[mgranata@sjcliftonhill.catholic.au](mailto:mgranata@sjcliftonhill.catholic.au)

Teaching & Learning,  
Literacy & Numeracy Leader

Mrs Antoinette Stasi  
[astasi@sjcliftonhill.catholic.edu.au](mailto:astasi@sjcliftonhill.catholic.edu.au)

Student Wellbeing Leader

Mrs Ann Nolan  
[anolan@sjcliftonhill.catholic.edu.au](mailto:anolan@sjcliftonhill.catholic.edu.au)

## **School Administration**

Administration & Accounts  
Officer

Ms Gina Mele  
[office@sjcliftonhill.catholic.edu.au](mailto:office@sjcliftonhill.catholic.edu.au)

## **Parish Priest**

Parish Priest

Fr. Martin Tanti sdb  
61 Queens Parade  
Clifton Hill  
9481 7333

## **2021 Proposed School Teaching Staff**

Miss Melanie Granata	Middle & Senior School Science
Mrs Antoinette Stasi	Prep Teacher, Literacy & Numeracy Leader
Mrs Ann Nolan	Year 1 Teacher; Student Wellbeing Leader
Miss Narelle Taylor	Year 2 & 3 Teacher
Mrs Jess Thwaites	Year 4 Teacher
Miss Stephanie Jarema	Year 5 & 6 Teacher
Mr Patrick McVeigh	Year 5 & 6 Teacher
Mr Nick Compton	French & AUSLAN Teacher
Mr Patrick McVeigh	PE Teacher (Term 1)
Mrs Carlie Dowley	Year 5 & 6 Teacher; Digi Tech Teacher
Mrs Maria Ruberto	Prep Teacher (Tues)
Mrs Franca Montagna	Learning Support Officer
Ms Sally Barker	Learning Support Officer
Ms Karen Stubbs	Learning Support Officer



**Year 5 & 6 Canberra Trip, 2020**



## Learning at St John's School

### Driving Statement

Learning is going beyond surface issues, understanding our own and other people's limitations, but using our imagination to transcend these.

Education is about the whole child: academic, spiritual, social and emotional and physical. Without one, the whole child will not attain their full potential.

At St John's, the education of the whole child is our focus and our goal.



### Valued Learning Dispositions:

At St John's we believe that we are preparing our students for the world of tomorrow. As such we are aware that our children will need to have certain characteristics to enable them to flexibly operate in an environment of rapid change. The qualities we strive to equip our students with over their time in the school are the abilities to:

- **Reflective**
- **Questioning**
- **Be resilient & brave**
- **Respond to feedback**
- **Imaginative**
- **Independent**



## School Values



At St. John's the core values we have identified as important to our community are: Respect and Responsibility, Courage and Compassion, Service and Loyalty. These values are drawn from the gospels and the life of our community.

Today, our school community is richer for our increasing diversity, welcoming families from all corners of the globe, and of different faiths, proudly coming together at St John's.

## School Profile

St John's School is a small, Catholic, inner city, primary school located close to the CBD. We are well connected by public transport at the doorstep and utilise this with our students.

As a small school we build unique relationships with our students and their families and pride ourselves on being a welcoming and hospitable community.

### **OUR VISION**

**We are Preparing the Way  
as a learning and faith community by  
celebrating our Catholic identity  
setting high standards  
honouring the dignity of all  
and  
supporting diversity.**

**We are Preparing the Way  
so that all can succeed and embrace the fullness of life**

**At St John's School, we are Preparing the Way.**

We take pride in providing stimulating learning, achieving excellent results and taking care of the wellbeing of all of our students.

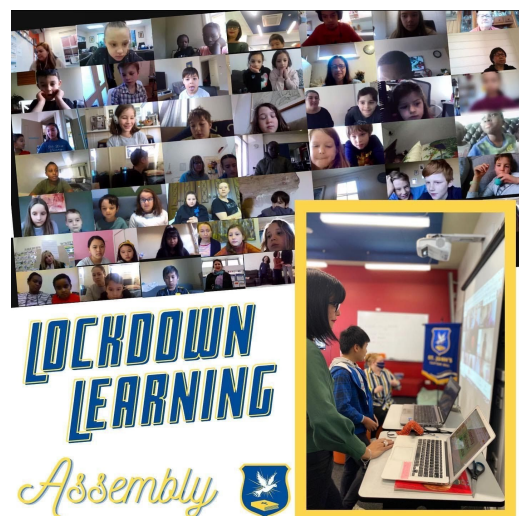


Our facilities include a relatively new building completed in 2010 that smoothly connects with the existing, heritage-listed building to provide learning areas under one roof. The facilities include a multi-purpose hall, library resource centre, general purpose and special classrooms, indoor toilet facilities, two new adventure playgrounds and a passive play area with an emphasis on sensory experiences designed to help children regulate emotions so they are ready to learn.

## **Parent Partnership Policy**

### **Rationale**

Family involvement and positive relationships between the school and families are essential to the success of our school. We believe that parents have a special place in the community. Children learn from both parents and teachers, but it is parents who have the long term responsibility for their child's welfare. Children benefit if parents and teachers are able to work in partnership, and if they see their parents involved in the life of the school and in their education.



### **Values and Beliefs**

At St John's School we believe that:

- Parents, teachers and children should strive to live Gospel values such as integrity, trust and respect for each other
- Parents and teachers work together for the educational benefit of each child
- All parents should be encouraged to be active members of the school community
- Parents, teachers and children work together to form a caring community in which everyone feels welcomed and included
- Successful school partnerships depend on open and honest communication; everyone in our school community has a voice and will be listened to with respect

### **Implementation**

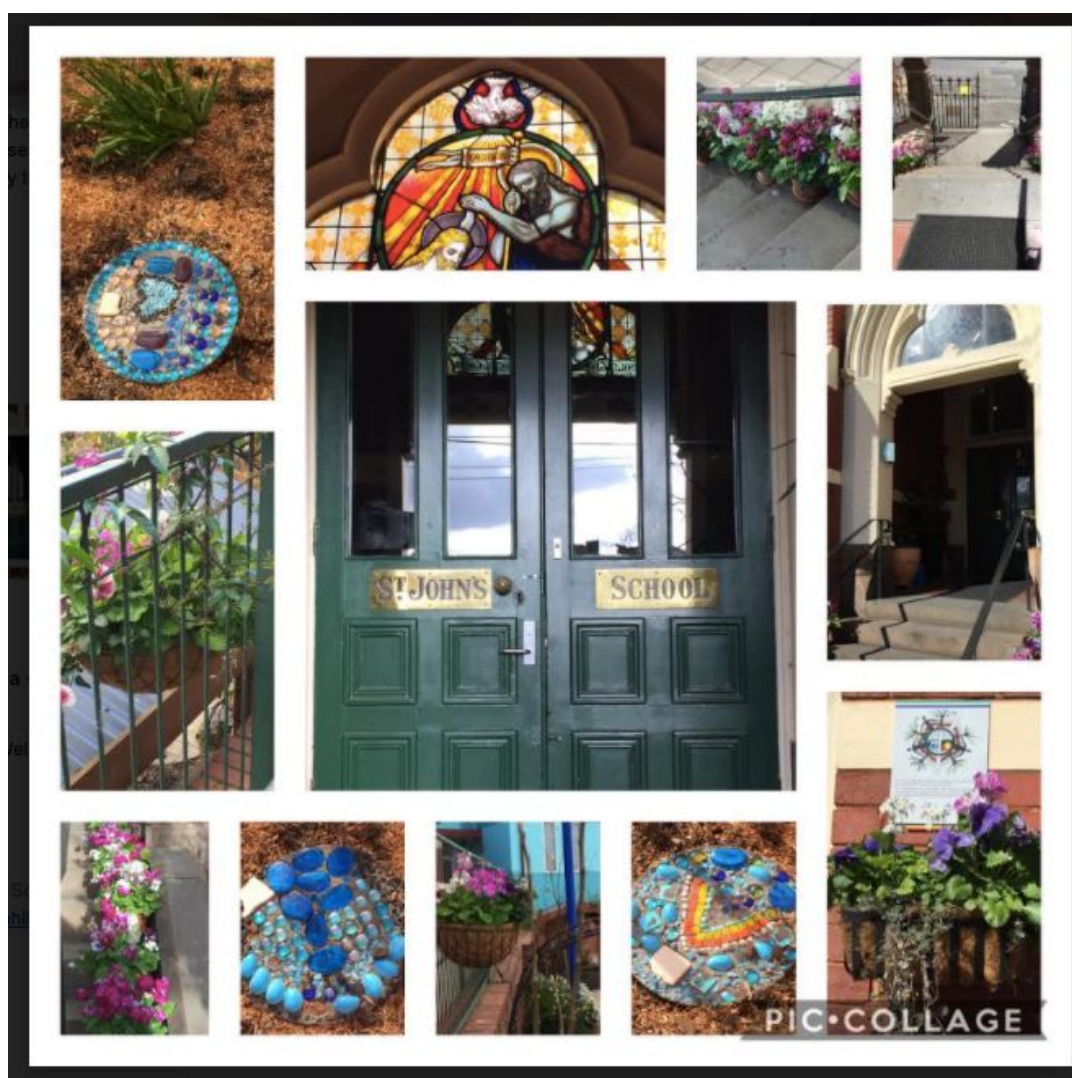
Opportunities to be involved include:

- Participation at School and Class Masses, and Sacramental preparation and celebrations
- Classroom helpers: e.g. literacy and numeracy assistance, guest speakers, excursions
- Working Bee, P&F, Education Advisory Committee, special curriculum days, social events

- Attend Family Curriculum Evenings, Information Nights, and Parent Teacher Meetings
  - Complete questionnaires and surveys to inform school practice
  - Making suggestions and sharing ideas with parent representative groups
- Supporting learning at home: e.g. homework and home reading, engaging with the school newsletter and supporting school community events.

## Evaluation

This policy was developed in 2010 and reviewed in 2016. The next review will be in 2021 in line with the School Improvement Plan.





## **Our School:**

- The care, safety and wellbeing of our children is fundamental to our work;
- We employ dedicated and highly qualified professional staff;
- We use a differentiated learning approach to address individual student need;
- We use Information Communications Technology as a valuable learning tool and strive to constantly update our resources;
- The school ensures a safe, welcoming and secure environment;
- We have a fair and consistent School Wide Positive Behaviour Plan;
- Parents are encouraged to participate in their child's education;
- We use Visible Learning strategies to ensure children know what they are learning and how they can achieve success;
- Children are encouraged to develop a Growth Mindset to understand that learning is not always easy and that making mistakes is part of the process.

## **Major learning highlights & events:**

### **Weekly Specialist Programs:**

- Digi Tech
- Science
- PE
- LOTE (Mandarin)
- Visual Art

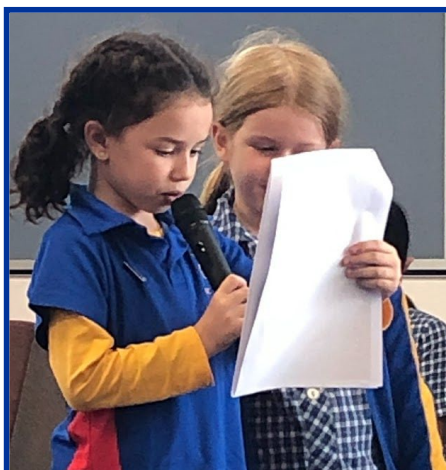
### **Major Learning events:**

- Inter-School Sports (Gr 5 & 6)
- Weekly, explicit SEL (Social & Emotional Learning) Program
- Individual Learning Programs for students with learning needs.
- Weekly lunch orders via Bakers' Delight, Clifton Hill.
- Fun lunches, raffles, family get-togethers organised by our school Parents & Friends Committee.
- Buddy Program – Preps & 6s
- Kinder program with local kinders
- STEM lunchtime activities



- Prep - Year 4 annual swimming program
- Regular Incursions / Excursions in support of learning focus each term.
- House Sports
- In School Leadership program for Year 6s.
- Camp Program (Prep - extended afternoon; Yr 2/3 - school sleepover; Year 5/ 6 - Phillip Is, Canberra alternating)
- Sacramental Program
- District Athletics (Qualifiers 10 yrs up)
- Colouring Club lunchtime activities
- Table Tennis lunchtime Club
- Mini Vinnies Social Justice Group
- Parent Information Nights
- Out Of School Hours Care (Provided through Camp Australia)
- Parent Teacher Meetings
- Private Music lessons through Creative Music

## Curriculum



St. John's has a comprehensive curriculum based on the Victorian Curriculum which outlines what is crucial for all students to learn from Prep to Year 10.

The Victorian Curriculum outlines what is important for students to learn and the school uses this to plan our teaching and learning programs and our assessment and reporting of student progress.

The Victorian Curriculum standards ensure that students continue learning traditional

subjects such as English, Mathematics, Science, Humanities, Language and the Arts. Within these subjects, students learn the physical, personal and social skills they need in life.

Each standard describes what students are expected to know and be able to do at a level. We aim to give students the life skills to manage themselves as individuals and in relation to others, understand the world in which they live, and act effectively in it.

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

St John's has a contemporary and innovative curriculum that is strategically organised into four key through lines. These through lines integrate the Victorian Curriculum learning areas and competencies, as well as our school concepts and values, and is taught through an inquiry approach. Learning and Teaching is planned using a school wide approach to develop consistent knowledge and skills as students' progress through the school.



St John's Curriculum through lines:

- o Health and Wellbeing
- o Communities & Culture
- o Exploring the Scientific World
- o Sharing the Planet
- o The Arts

## **Assessment and Reporting**



St. John's school policy encourages all children to learn, progress and experience success. The success of each child is not compared to that of others but is compared with his/her previous performance.

Our school is also responsible for assessing, in a variety of ways, each child's progress, attitude and achievement and we are committed to reporting this information to students and parents. A report which marks clearly the standard achieved by each child in relation to state-wide standards set for all students, is sent home each semester.

Children in Years 3 and 5 participate in the nationwide NAPLAN Tests and the results are available to all parents.

We also conduct Information meetings, Parent/teacher/child meetings and other formal and informal meetings.



## Literacy

The teaching of literacy at St John's is evidenced informed and research based. Our Preps begin their phonics learning through explicit teaching guided by the Jolly Phonics and THRASS program. This occurs daily.

*The Jolly Phonics (Prep to Year Two)* is part of our reading and writing program. The program is a thorough foundation for reading and writing. Jolly Phonics is a fun and child centred approach to teaching literacy through synthetic phonics. With actions for each of the 42 letter sounds, the multi-sensory method is very motivating for children and teachers. Children are taught to join the sounds together to make words – we call this "sounding out" e.g. c-a-t ..... cat! This assists children to grasp reading.



*The THRASS and SMART Spelling (Prep to Year 6):* At St John's, we have implemented the whole school THRASS and SMART Spelling approach to teaching reading and spelling skills. In the Foundation year students are introduced to the THRASS charts as a tool to assist them with learning to spell words. They are taught the 44 phonemes (sounds) of spoken English and also the graphemes (spelling choices) to represent these phonemes.

## Numeracy - An Exceptional Learning Experience



At St John's we provide students with mathematical skills and knowledge in Number, Space, Measurement, Chance and Data, Working Mathematically and Structure.

We develop the students numeracy capabilities to deal confidently and competently with daily life. We encourage students to become self-motivated, confident learners through inquiry and active participation in challenging and engaging experiences.

Our maths lessons:

- include open ended questions where children are thinking, reasoning and communicating
- support and enrich children in their learning
- develop childrens' number sense and understanding of number concepts and operations
- encourage children to talk about their learning during maths activities
- provide opportunities for children to reflect on their learning through sharing and reflection time at the conclusion of each lesson
- use materials and technology to support children in their learning
- link mathematics to real life experiences and investigations
- use ongoing assessment to inform our teaching and plan for individual student needs
- are creative, fun and challenging.



Learning mathematics creates opportunities for and enriches the lives of all Australians. Mathematics has its own value and beauty . Mathematical ideas have evolved across all cultures over thousands of years, and are constantly developing.

## Religious Education

Our Religious Education Program is based on the resource – “To Know Worship and Love” and is taught in each class. This program is integral to the spiritual life of our school and underpins the values and beliefs we have about all learning and teaching. Teachers seek to integrate religious Education through their Inquiry units so that children are able to make real world connections with the faith taught.



Our Sacramental program prepares students for:

- Reconciliation (Year 3) every year,
- First Eucharist/First Communion (Year 3 & 4) alternate years;
- Confirmation (Year 5 & 6) on alternate years.

In 2020 Confirmation is the focus.



## **Student Wellbeing (SWB) & SEL (Social & Emotional Learning)**

At St John's we aim to provide an environment where students feel safe, happy, respected and engaged in their learning.

Student wellbeing is a core component to our weekly curriculum as we nurture and value the relationship between social and emotional wellbeing and academic success, through student engagement, connection and self efficacy. Our SWB Team meets regularly to discuss the individual needs of our students, and of our school community.



To nurture the safe, secure and respected learning environment we implement the following programs and initiatives:

- Restorative practices for conflict resolution
- Circle time
- Student awards
- "Gotcha" awards
- Drug education
- Student leadership and Student representative council (SRC)
- Orientation to school (for new students and their families)
- Buddy program (prep- 6)
- Transition to secondary school (for Yr 6)
- Personalised transition programs for students with additional needs.

## **Individual Student Needs**

At St John's we strive to support students who are unable to access the general curriculum through planning and implementing approaches that cater to individual student needs. When students present with social, emotional and/or learning difficulties they are supported with the development of individual learning plans (ILPs) which are co-constructed with school and family via regular program support group meetings (PSGs). These plans aim to ensure the students' needs are being met and that they are supported to reach their full academic and social and emotional potential.



## Positive School Wide Behaviour

At St John's we aim to provide an environment where every student feels safe, happy, respected and engaged in their learning.

At the beginning of the year each class starts with a 'Welcome Unit' where the students discuss the rights and responsibilities of everyone in our community; students, parents, and teachers.

We do not tolerate bullying and we use restorative practices to promote positive behaviour. As a school, we conduct restorative conversations between students, staff and where required, parents. We also ensure that we are consistent and fair in our delivery of consequences around negative behaviour.



## Library

All classes have an allocated time to borrow from the library. Parents are welcome to use this time to help their children select their books.

Children cannot borrow from the library unless they have a library bag. Library bags are available at the front office for a small cost.



## Term Dates – 2020

Term 1: 30 January to 27 March  
(Teachers start 28 January)

Term 2: 14 April to 26 June

Term 3: 13 July to 18 September

Term 4: 5 October to 18 December



## **School Times**

Side Gates (between school & church) open :	8.30am
Bell to line up for teachers to collect classes:	8.45am
Classes commence:	9am
Morning Recess:	11 – 11.40am
Lunch:	1.40 – 2.20pm
Dismissal:	3.30pm

## **Enrolment Guidelines**

To secure your enrolment at St. John's, a \$100.00 non-refundable deposit will be required when you submit your enrolment form, together with other documentation, such as Birth Certificate, Immunisation certificates etc.

## **Annual School Fees and Levies for 2021**

- School Fees are \$2400.00 per family.
- Classroom Levies are \$350.00 per child.
- Maintenance Levy is \$100 per family.
- Excursion/Incursion Levies are charged per child:

Prep – Yr 5	\$110
Year 6	\$130 (includes Big Day Out)

*Year 5 & 6 Camps are additional costs and invoiced PRIOR to camp.*

## **Attendance**

Parents must inform the school by phone, email or in writing to explain any absences from school – this must be done by 10am on the morning of the absence – if a child needs to be collected early from school a note to the teacher in the morning would be appreciated. When students are late arriving to school or leave early they are to be accompanied by a parent or guardian so that an appropriate reason can be entered on the Attendance Roll by the school office. Parents/guardians will be contacted by the school if their child is absent and no explanation has been provided – this is a legal requirement



## Supervision

At St John's Primary School the care, safety and wellbeing of our children is fundamental, we are committed to providing a safe and nurturing culture for all.

Children are supervised at all times by staff and all care is taken to ensure the safety of each child during the school day. Parents are reminded that the school gates are opened at 8.30am and that children arriving earlier must be supervised by a parent (before school care is available for earlier supervision).



Children enter via the side gates (pictured), under teacher supervision, from 8.30am and remain in the yard with their bags until the first bell. They will be collected from the yard by their teacher at the first bell at 8.45am.

We take our duty of care very seriously. Procedures and first aid training of staff are in place to assist and treat children if necessary. Staff members are rostered on to ensure supervision during break times and all staff are employed subject to a satisfactory Police Check.

## Sunsmart

This policy is designed to protect our students from the harmful effects of UV rays.

We have a policy in place for the whole year, but there is a special emphasis from the beginning of September to the end of April (Term 4 and Term 1 mainly). If children DO NOT have a hat on during this time they are asked to sit in the shade. You are more than welcome to provide your child with sunscreen, please make sure it is labelled.

**Remember NO HAT, NO PLAY.**

Hats are available through our uniform supplier and from the front office for a small cost.

## Illness / Accident

Parents will be informed of any head injury or illness. When first aid has been administered a form will be sent home. If a child needs to be collected from school and parents cannot be contacted the emergency number will be referred to. We have a sick bay for care until parents collect their child. In the event of not being able to contact anyone if a serious accident or illness occurs, action will be taken by the school to ensure immediate medical care. Please ensure that your contact details, including emergency contacts are always kept up to date.





## **Medicines at School**

In the unusual event that medicines are required to be given at school, a letter must be completed by the parent and sent with the child to school for this to occur. Children must be kept at home if they are ill, for their own sake and for the sake of others who may be infected.

## **Lost Property**

All articles of clothing, books, bags etc. must be labelled with the child's name. If items are lost, we have a Lost Property box situated next to the main entry doors at the back of the school. Parents and children are strongly encouraged to go through the box for their lost item.

## **Expensive Items**

We have a policy at St. John's NOT to bring expensive items to school; this includes jewellery, handheld games, mobile phones etc. In accordance with our ICT policy and user agreement, if mobile phones are brought to school, they are required to be handed in at the office for safekeeping and collected at 3:30.

## **Parking**

Children who are collected after school by parents in cars will be kept with a teacher at the school gate, until the parent is legally parked, and then the child/children will be allowed to walk to the car. We are very vigilant about the safety of our students when being picked up after school. Please always observe the parking signs for the added safety of all children and remember that parking is restricted to five minutes at drop off and pick up times. A teacher will be on duty after school until 3.45pm, any child not collected by this time will be taken to Aftercare. As parking is limited around the school parents are encouraged to park a block or so away and walk the rest of the way – this is also consistent with our promotion of active travel to school (walking, riding, scooting).

## **Newsletters**

A Weekly Newsletter with Award Recipients is uploaded to our website each Thursday. The newsletter contains things such as: Dates to Remember, From the Principal, Sacrament Dates, Parish Masses, Assemblies, Happy Birthday, School News, Student News, Community News etc. Various other notes and information are sent home fairly regularly and will also be available on the blog

page accessible to all parents. We also send out a Weekly Bulletin on Sunday nights alerting families to events occurring in the coming week.

## **Assemblies**

Assemblies are held each Friday week at 2.45pm in the school hall (Aikenhead Wing) to gather the school together and for children to share their experiences. Each class has a turn leading the assembly and children are the main focus of the assembly. Parents are very welcome to attend.

## **School Lunches**

We encourage the children at St. John's to bring healthy food to school and only drink water at recess and lunchtime. We encourage families to avoid bringing items with nuts as many children have allergies. Rubbish free lunches are preferred throughout the school and each child is reminded to bring at least one piece of fruit for "fruit break".

## **Birthdays**



Please Note: In line with our Celebrations Policy, children may bring (not compulsory) plain cupcakes or fruit muffins to share with their class and to sing Happy Birthday.

Avoid bringing items with nuts as many children have allergies. Please, no extras (lolly bags, balloons etc.) as we are trying to maintain healthy eating habits in our school. Thank you.

## School Uniform

Students are required to wear the proper school uniform. Nearly all items can be purchased at the school using the Order Form available at the front office. There is also secondhand uniform available from the Office. There are designated days for children to wear sports uniform.

PLEASE label clothing clearly with their child's name.

### SUMMER UNIFORM

- Summer dress or navy shorts with gold polo top
- White socks
- Black shoes
- School hat

### WINTER UNIFORM

- Winter Pinafore or Navy Pants
- Gold polo shirt or skivvy
- Navy socks or Navy Tights
- Black shoes
- Woollen Pullover or zipped jacket

### SPORTS UNIFORM

- Royal blue Netball skirt or Royal Blue shorts
- Royal blue track pants
- House polo shirt (check house colour at school office)
- Windcheater/Zip Jacket
- White socks
- Runners

Academy Uniforms,  
238 Wolseley Place, Thomastown Phone: 9460 8011.

School hats can be purchased through the school office.





## **Parent Information**

Please ensure that the school has correct, up-to-date contact details, including emergency contacts at all times – these details are kept confidential under the terms of the school's Privacy policy but need to be up to date in case of emergency.

- School policies are available on the school's website at <https://www.sjcliftonhill.catholic.edu.au/policies-faqs/>.
- Our Weekly Newsletter is sent to parents via email on a weekly basis.

### **Choose a school where your child is known.**



While this booklet is designed to provide information to parents, it does not cover all areas of the school. It is wise for parents to arrange an interview with the Principal to discuss any other issues that may be of interest.

**Thank you for your interest in St John's  
Primary School.**