



St John the Apostle
CATHOLIC PRIMARY SCHOOL, TARNEIT WEST

PARENT HANDBOOK

January, 2015

ST JOHN THE APOSTLE
CATHOLIC PRIMARY
SCHOOL

54 – 76 Kingbird Ave, Tarneit
West

Principal
Mr. Simon Dundon

Parent Handbook, 2015

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School Term Dates

Term One: Friday, 30th January – Friday, 27th March (12:30 Dismissal)

Term Two: Tuesday, 14th April – Friday, 26th June (12:30 Dismissal)

Term Three: Monday, 13th July – Friday, 18th September (12:30 Dismissal)

Term Four: Monday, 5th Oct – Thursday, 17th December (12:30 Dismissal)

School Closure Days

Each school over the course of a year is entitled to take four pupil free days in which staff can engaged in whole school professional development. St John the Apostle has identified the following pupil free days:

1. Thursday, 29th January
2. Monday, 13th April
3. Friday, 5th June
4. Monday, 2nd November

Prep Orientation

The process by which Year Prep students are orientated to the surroundings and expectations of our school learning environment is as follows:

School Visit to Kindergarten / Wyndham Transition Day

Stage one of the transition process is teacher communication with the Kindergarten teachers who will share strategies and information which will assist the school in implementing a program which will cater for each child and aid a smooth transition to school life. Where a visit is not possible phone contact will be made or a sharing of information will occur at the Wyndham Transition Day.

St John the Apostle Friendship Group

This pre-school playgroup gathers onsite each Tuesday between 10:30am and 12 noon (excluding School Holidays). It is a wonderful way for prospective students to become familiar with the playground and school facilities. It also will allow them opportunity to make social connections with peers.

Orientation Evening

A more formal orientation day or twilight evening will be run each year in build up to the end of the year. Normally this day will be held in early November in conjunction with other local school transition programs. However, in our initial year this is not possible due to the delay in issuing the building Certificate of Occupancy.

The dates for Orientation Evening are:

Year 1-6 Orientation Evening

Tuesday, 9th December.

5 – 6:30 pm

Year Prep Orientation Evening

Monday, 15th December.

5 – 6pm

Orientation Rest Days

To assist Prep students in coping with the fatigue which is associated with commencing school, the first five Wednesdays of Term One are designated rest days for Prep students. To assist parents with arranging care for their children on these days, the dates are listed below:

Wednesday, 4th February

Wednesday, 11th February

Wednesday, 18th February

Wednesday, 25th February

Wednesday, 4th March

During these days Prep teachers will conduct assessments of students from P-6 and engage in curriculum planning. They may also arrange extended formal meetings with parents regarding their child's progress.

First Day of School Procedures

School commences for all students on Friday, 30th January, however to assist us in ensuring we have the personnel available to assist students who may find the transition difficult, we will have a staggered starting time on the first day.

Starting Time – Years 1-6

Years 1-6 start at the normal time of 8:50am. Walk your child in if you feel the need. When they are settled you may leave. Please try to leave by 9:15am. Extra staff will be available to assist these students.

Starting Time –Year Prep

Once the Year 1-6 students have settled into their routine for the first day, we will be in a position to allocate extra staff to assist with the Prep arrival. Prep students should arrive between 10am and 10:15am. If families could enter the building via the front doors near the office and walk through to the Prep Learning Space. Once again parents are welcome to stay for a while, when opportunity arises we ask that you leave inconspicuously by the front doors. Please aim to leave your child by 10:30am.

School Hours

6:30am - 8:30am	Before School Care Program (Onsite)
8:30am - 8:50am (Carpark and Playground Supervised.)	Student Arrival Student calmly mingle outside learning area until bell rings at 8:40
8:50am - 9am Preparing for Learning	Teacher Administration Bell rings at 8:40am to allows students to enter building and get ready for learning. Teacher marks class roll, processes notes, etc and orientates students to the days timetable.
9am - 11am Block 1 Learning	Block One Learning Students engage in learning. (Fruit Snack available half way through session) (Morning snack is available from 10:50 - 11am. Students unfinished will eat in designated outside area where bins are provided)
11am - 11:30am	Recess
11:30am - 1:30pm	Block Two Learning Students engage in learning (Lunch is eaten from 1:15 - 1:30pm. Students unfinished will eat in designated outside area where bins are provided.)

1:30pm - 2:15 pm	Lunch Playtime
2:15pm - 3:00pm	Block Three Learning Students engage in learning
3:00 - 3:15pm	Teacher Administration Review of Day Mark Afternoon Roll Preview next days timetable Prayer
3:15pm	Dismissal Students collected from outside their learning area.
3:15pm - 6:30pm	Afterschool Care Program (Onsite)

Before & After School Care Hours

A Before and After School Care Service will be available onsite and is run by the Quantin Binnah Community Centre, Werribee. To access this service students must be registered. All registrations and enquiries should be directed to Quantin Binnah by calling 9742 5040. We recommend registering early to assist in the planning of quality care for all these students. Please collect an information pack from the school or Quantin Binnah.

The hours of operation are as follows:

Before School Care

Monday – Friday 6:30 – 8:30am

After School Care

Monday – Friday 3:15 – 6pm (6 – 6:30 is also available at additional cost)

School Holiday Program

The school is proposing offering a school holiday program onsite if demand for the service makes this a viable option for Quantin Binnah. Interest in this service will be sort over term one, 2015.

School Drop Off Procedures

Students should not be at school before 8:30am as before this time outside areas are not rostered to be supervised by school staff. Upon arrival, students should mingle outside the learning areas till 8:40am. To ensure the safety of toddlers, parents and grandparents, students are not permitted to play running games before school. When the first bell rings at 8:40am students may enter the building and commence their organization tasks for the coming day.

Carpark Drop Off Zone

Parents wishing to simply drop children off within the school grounds may use the designated drop off zone in the carpark. This is supervised each morning from 8:30am.

Please Note: If using the drop off zone, parents must not get out of their car to dress, load or kiss children. Children should have their bag in the car with them and simply exit the car once it is stationary.

School Car Park

Parents who wish to park and leave the car to say goodbye to children or talk to other parents and teachers should use the parking spaces within the carpark.

Please Note: As the carpark is often used for outdoor play and Physical Education classes, we ask that parents exit this area by 9:15 each morning. (Assembly days are an exception to this rule)

Street Parking

The street parking available on Kingbird Ave and Cottesloe Blvd is ideal for parents who wish to park and stay on premises during school hours. We ask that parents assisting with such things as excursions, Parents and Friends meetings, Playgroup, etc, use street parking.

Morning or Afternoon Coffee

The community space at the entrance of the school is available for parents to connect with others each morning and afternoon around drop off and pick up times.

If using this area, please be mindful of noise levels as the administration desk and principal's office adjoin this space.

We also request that parents clear and wipe all tables, benches and sinks before leaving.

School Dismissal Procedures

At the conclusion of each day, students will assemble outside their learning centre under the verandahs. On the bell students who can see their parents or carer will indicate this to their teacher and walk to meet them.

Once the majority of students have gone, students walking or riding home will be invited to leave calmly, collecting siblings or informal walking group members. Student must walk at all times when within the school grounds.

Afterschool care students will be invited to meet their leaders at the double doors of the Community Space only after the walker and bike riders have been dismissed.

Late pick up children will be supervised by their teacher until 3:25pm. They will then be escorted to the front office community space.

Extreme Weather Dismissal Procedures

In the case of there being extreme rain, wind or heat at the time of the end of day dismissal bell, an extreme weather dismissal procedure will be implemented. The decision to implement this procedure will be communicated to teachers and parents via the public address system as soon as possible before the final bell.

Students Being Collected by Parents or Carers

Students being collected by parents or carers will remain inside the building and sit calmly waiting for their parent or carer to come to an external door of their learning centre. During this time they will ensure that they have appropriate protective clothing on. (Hat in during extreme heat, Coat during extreme cold or rain.) The supervising teachers will invite students to exit the building only when they have seen the parent or carer.

Students Being Collected by Siblings

Siblings who walk or ride home will gather together within the internal shared breakout area. They will ensure that they have appropriate protective clothing on. (Hat in during extreme heat, Coat during extreme cold or rain.) Once the main traffic of exiting students has gone these students will be escorted through an external door and calmly exit the school site.

(Please Note: During times of extreme wind and electrical storm these students may be detained until conditions are safe for them to proceed home.)

Students Walking/Riding or Scooting Home Alone

Students who have no siblings and travel home alone are encouraged on all days to walk as part of an informal walking group. This improves student safety whilst in transit. This is particularly encouraged on days of extreme weather. These students will be given the opportunity to meet with their informal walking group within the internal building. They will then be dismissed after the main traffic has dispersed.

(Please Note: During times of extreme wind and electrical storm these students may be detained until conditions are safe for them to proceed home.)

Student in After School Care

Students enrolled in After School Care will invited to calmly meet their supervision leaders in the school community space. This will take place after the main school traffic has dispersed.

School Visitors

Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priority. Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.

In order to ensure the safety of students, staff and visitors the following process will be implemented:

- All fence entries and exits will be locked at 9:15 am and re-opened at 2:30 pm daily. Entry to the school within these hours is restricted to the administration office entry only.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a "Visitors" book and will be assigned a "Visitors" badge which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to "sign out" in the Visitors book.
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.
- During class times staff members will approach any person not wearing a visitor's badge and direct them to the school office.
- During recess and lunch times staff members will approach any person not wearing a visitor's badge and direct them to the school office.
- Under the Summary Offences Act 1966, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

Late Students

In accordance with our Visitors Policy, after 9:15am all students must enter the building through the front office as all external entries are will be closed. They will be issued a late pass and directed to their learning centre via the internal doors. Parents of students regularly late will be notified with the expectation that this habit is addressed.

Early Collection of Students

In the event that student need to be collected early (e.g Dentist Appointment, etc.) Parents should sign the student out via the front office. An early collection notice will be issued which must be presented to the home teacher. Parents without this notice will be redirected back to the front office. In cases where notice has been given, we will endeavor to have the child ready at the office waiting for your arrival.

We would prefer where possible that parents not collect student over recess and lunch play times.

School Absences

General Absences

When a student is ill we encourage parents not to send them to school. This reduces the chance of the illness spreading, and also avoids placing the child in conditions where they cannot meet expectations.

Parents are required to inform the school regarding the reason for the absence when the child returns to school via a written note.

Extended Absences

Where absences are longer than 3 days we ask parents call the school to communicate an expected day of return. This assist teachers in planning the student's reintroduction to the learning program.

Holidays During School Terms

In cases where families have arranged holidays during the school term we ask that the school in give notification well in advance. This is particularly important during school census times in February and October. Extend holidays will require families to complete documentation as proof that the child is still intended to be enrolled in the school.

School Meals

Healthy Fruit Snacks

This first session of the school timetable is a 2 hour block which aims to maximize the peak times of student concentration. During this time a short fruits snack time will be available for students.

We encourage students to have only fresh fruit and vegetables at this time. No yoghurt, bars or fruits tubs are permitted.

When able, the school will provide some fresh produce for students. These fruits will be from our proposed school community garden when it is functional and the fruits are in season. At other times the school may purchase a small supply of fruit for student consumption.

This initiative aims to extend the student concentration over this session as well as reduce their need for large amounts of sugary foods over play lunch.

Play Lunch

Prior to their first playtime break, students will be given 10 minutes indoor eating time. We ask that parents keep these snacks small so that children are not needing to take food outside which reduces their playtime.

Students who don't finish eating their play lunch within this 10 minutes must eat in the designated eating area where seating bins are available.

Lunch

Prior to their lunchtime break, students will be given 15 minutes indoor eating time. We ask that parents keep these lunches manageable for students so that children are not throwing excess food out or needing to take food outside which reduces their playtime.

We encourage parents not to pack the following in lunches:

- Flasks containing Hot Water or Soup.
- Foods containing nuts.
- Food which needs to be heated at school.

Students who don't finish eating their lunch within this 15 minutes must eat in the designated eating area where seating bins are available.

Birthdays Cakes

As a school community we look forward to celebrating your child's birthday with the class, however to remain compliant with our school anaphylaxis management policy no sharing of food is permitted.

We ask that cakes, slices and lollies are not brought into school to share for birthdays.

Medication

General Medication

No medication including headache tablets will be administered to children without the expressed written permission of parents or guardians. The only exception is asthma medication. (See Asthma Policy for full details)

If students require medication during school hours, parents are encouraged to come to the school to administer medicines to their own child. If this is not possible, parents are required to complete a Medication Form, which states the date/s day/s time/s and dosage to be administered. The form and medication is to be placed in a clearly marked container and is to be handed to the school office to be stored in an area inaccessible to students. The medication will be administered at the stated times by the school administration staff.

Ventolin

Ventolin will be kept by the student and self-administered when needed. The school first aid kits and sick bay areas will also store spare Ventolin in case of emergency. All students with prescribed asthma pumps must have an up to date asthma plan on file. This is filled out as part of the enrolment process and is the responsibility of the parent to make changes when required by requesting a new asthma management plan proforma from the office.

Storage and Accessibility of EpiPens®

If a student has been prescribed an EpiPen®, the EpiPen® must be provided by the student's parent/carers to the school.

- EpiPens® will be stored and can be accessed quickly in the sick bay room, on a wall hanger with the child's name, photo, EpiPen® and their plan.
- EpiPens® will be stored in an unlocked, easily accessible place away from direct heat. They should not be stored in the refrigerator or freezer.
- All staff will know where the EpiPen® is located.
- Make sure the EpiPen® is not cloudy or out of date
- EpiPens® will be signed in and out when taken from its usual place, for example for camps or excursions.

Arrangements for ill students

In the event that a child presents as being ill, the teacher in charge (either in the Learning Area or in the playground) will contact the school office. The child will be accompanied to the office by two other students.

The Administration staff will supervise the child in the First Aid Room and inform the Principal (or delegate) of the child and the complaint/illness symptoms.

An assessment based on how the child presents will determine whether or not the parents will be called to come and collect the child.

Parents will always be called in the following circumstances:

- Where there has been a knock to the head
- Where the child presents as having a high temperature
- Where the child has vomited
- Where the child has been unconscious for any amount of time
- Where the child has had a fall and is unable to move any part of their body
- Where the child is so distressed or feeling so ill that they are unable to participate in the activities of the school

Uniform

Please refer to the copy of the Uniform Policy for a detailed outline of the uniform guidelines and expectations.

Anaphylaxis Management

(Please refer to the school Anaphylaxis Policy on the school website.)

Information & Communication Technology

Student Owned Mobile Devices

Students have access to school owned and managed mobile devices only. Student owned devices such as smartphones, ipads, tablets, gaming consoles and ipods are not to be accessed when onsite. Such devices should be stored in the student's school bag turned off or set on silent. Breach of this requirement will result in the device being stored at the school office for collection at the end of the day. Students are then not to bring the device to school until further notice.

Please Note: Year 5/6 students when permitted by a teacher may access their mobile devices, excluding smart phones and other 3G & 4G devices, during wet day programs.)

I.C.T User Agreements

Access to the schools computer network is reliant upon users agreeing to acceptable use conditions. Formalised agreements relate to the use of school computers (including the Internet) by staff and students. These agreements are signed by parents and students if they are in Year 3 - 6.

Critical Incident & Emergency Management Plan

A critical incident may be defined as an event which causes disruption to the school, creates significant danger or risk and which creates a scenario where staff, students and parents feel unsafe, vulnerable or under stress.

St John the Apostle Catholic School has contracted Dynamiq, experts in this field to plan, train, assess and advise staff on the management of critical incidents.

Queries and Complaints

St John the Apostle Catholic Primary School, is committed to providing a safe environment for all members of our community. However, at times individuals may have a query or complaint about decisions, behaviours, actions or omissions. We ask that these are done in a respectful manner. For more details please consult our Complaints Handling Policy.

Approaching Children

Adults must not, under any circumstances, approach children in the school – Adults must refer all matters to St John the Apostle Catholic Primary School authorities for a course of action in these cases.

Parent to Parent Disputes

Parents who approach other parents regarding a complaint should do so away from the school buildings and away from within earshot of children.

Bullying and Harassment

Everyone in our community has the right to work, learn and play in a safe environment that is free from bullying and harassment. We believe that bullying and harassment in any form is a violation of a person's rights and will not be tolerated.

To reduce incidents of anti-social behavior, St John the Apostle School aims to provide an engaging curriculum which promotes positive connections with peers. Playground options will be varied and therefore cater for students with ranges of interests.

For more detail please refer to the Bullying and Harassment Policy on the school website.

Cyber Bullying & Cyber Safety

Parents have an active role to play in countering bullying and making children safe online by:

- Addressing unacceptable behaviour of their children both at home and at school.
- Taking responsibility to act as a positive role model for their children.
- Ensuring that home computers and mobile devices are in public shared spaces within the house.
- Enforce age restrictions for online social networking sites. (13 years for Facebook)
- Ensure filtering software is active on all home computers. (K-9 Web Protection is a simple, free download to allow control over online activities.)
- Informing the school of any concerns and allowing the school to follow up those concerns.
- Seeking understanding of bullying instances before reacting.
- Supporting the school anti-bullying policy.

(Please refer to the school website to view the full School Cyber Bullying Policy.)

Staying Informed

The school encourages parents to stay informed of what is happening within the school. This can be done via our school website which posts up to date news and events, newsletters and school policies.

Please add the shortcut to our website on your mobile devices and place it in the favourites list on your computer.

The website is www.stjatarneit.catholic.edu.au