

# St Justin's Catholic Primary School Oran Park



## ***Parent Handbook***

2023



## Principal's Message

Welcome to St Justin's Catholic Primary School, Oran Park, NSW, Australia. St Justin's Primary school is a K-6 co-educational Catholic Primary school and caters for girls and boys from Kindergarten to Year 6.

The school is one of the newest Catholic Primary School in the Diocese of Wollongong and is part of the Parish of St Mary MacKillop, Oran Park.

The vision and mission statement of the school clearly states the role of the school as an education agent within the Catholic Church.

St Justin's began with a cohort of Kindergarten students housed at St Paul's, Camden in 2010. The school commenced in its own right in 2012 with eight class groupings and relocated to its permanent site at Oran Park in 2013. Over the years, the school has grown to over 820 students with thirty one class groupings.

The school has a committed staff who continually endeavour to achieve educational excellence by employing pedagogies which reflect the needs of the children and the world in which they live.

Mr Kevin Devine  
**Principal**

# School Information

<b>School:</b>	St Justin's Catholic Primary School
<b>School Principal:</b>	Mr Kevin Devine
<b>School Address:</b>	3 Hollows Drive, Oran Park NSW 2750  PO Box 889, NARELLAN 2567
<b>School Phone Number:</b>	(02) 4631 5200
<b>School Fax:</b>	(02) 4631 5205
<b>School Email:</b>	<a href="mailto:info@sjopdow.catholic.edu.au">info@sjopdow.catholic.edu.au</a>
<b>School Absences:</b>	<a href="mailto:absences-sjop@dow.catholic.edu.au">absences-sjop@dow.catholic.edu.au</a>
<b>School Enrolments:</b>	<a href="mailto:enrolments-sjop@dow.catholic.edu.au">enrolments-sjop@dow.catholic.edu.au</a>
<b>School Website:</b>	<a href="http://www.sjopdow.catholic.edu.au">www.sjopdow.catholic.edu.au</a>

# Parish Information

<b>Parish Church:</b>	St Mary MacKillop Parish
<b>Parish Priest:</b>	Fr David Catterall
<b>Parish Address:</b>	C/-94 Oran Park Drive, Oran Park 2750  PO Box 889, NARELLAN 2567
<b>Parish Phone Number:</b>	(02) 4648 2226
<b>Parish Email:</b>	<a href="mailto:oranpark@dow.org.au">oranpark@dow.org.au</a>
<b>Parish Website:</b>	<a href="http://www.marymackillopparish.org.au">www.marymackillopparish.org.au</a>

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# Our Purpose & Vision

## PURPOSE

To support the families of this parish community in forming disciples who joyfully live out the mission of Jesus Christ.

## VISION

We are a school that **embraces** everyone with radical hospitality.

We are a school that **serves** with humility.

We are a school that **nourishes** the faith and learning of all.

We are a school that **responds** to the needs of our community.

## Our Catholic Identity

St Justin's Catholic Primary School is situated within the parish of St Mary MacKillop Oran Park. The local clergy, and particularly the Parish Priest Fr David Catterall, is regularly involved with St Justin's, especially in collaborating with the Principal, Religious Education Coordinator (REC) and other senior teachers. Masses and Liturgies of the Word are celebrated for the children on a regular basis during school hours each term.

## ST JUSTIN'S SCHOOL EMBLEM

The design captures St Justin's desire to understand the truth about God. It features the scriptures at the centre of the emblem. St Justin grew to love the bible and used his great knowledge to explain and defend the faith.

The cross both recognises Christ as the centre of our faith and also symbolises our connection to the local and universal Catholic Church, as the school is an integral part of the local Parish and Diocese of Wollongong.



The motto - Faith, Reason and Harmony is linked to St Justin's capacity to find harmony between faith and reason in his search for religious truth.

The colour of the emblem is driven by red - the colour of martyrs, with the use of blue and green to represent the natural environment and world around us, which is the focus of God's revelation.

**MOTTO:**

**Faith Reason Harmony**

**SCHOOL PRAYER:**

*St Justin,  
Pray that we may defend the faith  
Not just in word but in deed  
As you showed by your life and death  
As a martyr for Christ  
Amen*

**St Justin's School Song**

**Chorus**

St Justin's, a place to share our gifts.  
St Justin's, our hearts to God we lift.  
Through Faith, Reason and Harmony,  
St Justin's we are one family.

**Verse**

Within our School Community,  
We encourage and include each other.  
Together we are a Family,  
St Justin our faithful martyr.

**Not just in word but in deed.**

St Justin's, a place to share our gifts.  
St Justin's, our hearts to God we lift.  
Through Faith, Reason and Harmony,  
St Justin's we are one family.

**Verse**

Within our School Community,  
We encourage and include each other.  
Together we are a Family,  
St Justin our faithful martyr.

**Not just in word but in deed.**

# General School Information

## School Hours:

<b>School Office:</b>	8:30am - 3:30pm
<b>Classes Begin:</b>	9.00am (students need to onsite at 8.55am)
<b>Eating Time: (in classes)</b>	11:00am - 11:10am
<b>Break One:</b>	11:10am - 11:40am
<b>Break Two:</b>	1:40pm - 2:10pm
<b>School Dismissal:</b>	2.55pm Siblings of St Benedicts pick up 3.00pm Walkers assemble 3.08pm Gates open for Parents pick up

## 2023 School Term Dates:

	<b>TERM BEGINS</b>		<b>TERM CONCLUDES</b>
<b>TERM 1</b>	Day 1 Years 1 -6 Kindergarten Best Start -  Kindergarten siblings - Kindergarten new students -  <b>All</b> Kindergarten students	Tuesday 31 January 2023  Tuesday 31 January to Monday 6 February (one hour appointment for each child).  Tuesday 7 February 9:15am - 3:00pm Tuesday 7 February 9:45am- 3:00pm (TBC to parents)  Wednesday 8 February 9:00am - 3:10pm	Thursday 6 April
<b>TERM 2</b>	Monday 24 April		Friday 30 June
<b>TERM 3</b>	Monday 17 July		Friday 22 September
<b>TERM 4</b>	Monday 9 October		Friday 15 December



# Staff Development Days:

Permission is granted by Catholic Education Wollongong for the school to suspend classes for five days each year so that staff can plan together for the development of programs to support children’s learning. The method of communicating about these days is to notify parents in advance through the school newsletter or via the Compass App.

## School Leadership Team: (2023)

<b>Principal</b>	Mr Kevin Devine
<b>Assistant Principal</b>	Mrs Frances Manning
<b>Assistant Principal</b>	Mrs Sally Coughtrey
<b>Senior School Support Officer</b>	Mrs Ann Holgate
<b>Religious Coordinator</b>	Mrs Melissa Fenato
<b>Middle Leaders</b>	Mrs Samantha Vergara
	Mrs Rochelle Young
	Mrs Belinda Pace
	Mrs Samantha Orazi
<b>Diverse Learning Leader</b>	Mrs Kate McIntosh

# General Information

## Accidents, Injuries & Sickness:

The class / supervising teacher will send children who become ill at school to the school office and a decision is made if they should be sent home. Sometimes children need a little rest, some TLC and then are happy to go back to class. We do however err on the side of caution and if we have any doubts about their state of health we will contact a parent immediately. Supervision is arranged until contact with a parent can be made. All students visiting sick bay are logged into Compass and an SMS alert is automatically sent to parents.

On enrolment at the school, parents of each child are asked to provide alternative telephone numbers in case a child is ill at school and parents cannot be contacted. **Please notify the school office immediately if any changes to these contact numbers occur.** It is school policy that parents are notified in the event of any obvious injury to the head. In the event of an accident resulting in a more serious injury, when a parent cannot be contacted, if necessary, an ambulance will be called. A member of staff would always accompany the child in these events.

If a child needs medication at school, ideally the parent or carer should come to the school and administer it. Where this is not possible, please contact the school office to make alternative arrangements. Should school staff be required to administer medication, parents must contact the school office to obtain necessary documentation. The school should be informed if children are on regular medication for a specific reason e.g. diabetes, epilepsy, asthma, ADHD. If your child has Asthma, please find the Asthma Care Action Plan on the schools website in the tab under Parent Links, Policies, Procedures and Forms. These procedures are guided and underpinned by the school 'Administration of Medication in Schools' Policy on the school website in the tab under Parent Links, Policies, Procedures and Forms.

## Allergies

### Parent/Carer's' Responsibilities

- inform school at enrolment re: allergies
- review procedures with class teacher
- complete appropriate school documentation and provide school with EpiPen Jr or antihistamine (check expiry dates of medication throughout the year) The Action Plan for Allergic Reactions can be found on the school website in the tab under Parent Links, Policies, Procedures and Forms.
- provide school with details for emergency treatment plan
- provide class teacher with treats for child for when there are celebrations
- teach child to decline any food not provided by parents/carers
- prior to excursion or outing, discuss arrangements with the class teacher.

## Anaphylaxis & Food

Anaphylaxis is a severe and sometimes often sudden allergic reaction. It can occur when a susceptible person is exposed to an allergen (such as a food or an insect sting or bite). Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more. An anaphylactic reaction always requires an emergency response. Prompt treatment with adrenaline is required to halt progression and can be lifesaving. *(From the Anaphylaxis Procedures for NSW Catholic Schools 2013)*

*guidelines*). If your child is Anaphylactic, an Action Plan for Anaphylaxis will need to be completed. This form can be found on the school website in the tab under Parent Links, Policies, Procedures and Forms.

The most common causes of anaphylaxis in childhood are: nuts, dairy produce, eggs, seafood and sesame seeds.

There are a few things that we, as the parents, and children of St Justin's, can do:-

- abstain from bringing all nuts as well as any nut products to school.
- encourage understanding and educate our children about the importance of not bringing these products to school.
- encourage our children not to share food at school.
- encourage our children to wash their hands and face prior to and after eating.

## Assemblies

Infants and Primary Assemblies are held separately, usually once a month. At times we hold whole school Assemblies for both infants and Primary students.

Assemblies will be held in the Hall throughout each term. The timetable for school assemblies will be published in the **school newsletter diary dates**. Awards are also presented at this time.

Parents and carers are very welcome at school assemblies and we request the adults in our community to set a good example to the children. Your example of respectful participation and cooperation is greatly appreciated at these times.

## Attendance

If your child has to be absent from school, it is a legal requirement that you tell the school and provide a reason for your child's absence. This can be done by logging an 'Attendance note' via Compass prior to 9am on the day of the absence or if you are having trouble logging in Compass, you can email [absences-sjop@dow.catholic.edu.au](mailto:absences-sjop@dow.catholic.edu.au). If the absence is expected to be more than three days the school may ask for a medical certificate.

Should you wish to take your child from class early, it is necessary for you to email the school before 12 noon. You will need to go to the office in order for your child to be signed out electronically and office staff will call for your child to meet you at the school office.

No child will be allowed to leave the school premises during school hours without the presence of a parent, or written permission from a parent for a child to leave with a designated adult.

To avoid disruption to class procedures, it is important that children arrive at school by 8.55am for classes to start promptly at 9.00am. For late arrivals from 9:05am, it is necessary for the student to go to the office before

going to class, to collect a late pass. If concerns arise due to a student continually arriving late to school, parents will be contacted by the Principal / Assistant Principal.

From the beginning of 2015, family holidays and travel are no longer considered under *Exemption from School*. Travel outside of vacation period is now counted as an absence for statistical purposes.

Parents are required to complete and submit to the Principal a *Certificate of Extended Leave Form* for periods of leave from 10-100 days. A period of extended leave will be granted upon acceptance by the principal of the reason provided.

Information about attendance can be found in the Diocesan Compulsory School Attendance document on the school's website in the tab under Parent Links, Policies, Procedures and Forms.

# Awards

School awards are a celebration and recognition of the efforts and hard work of our students. Our awards are inspired by the words, examples and values of St Justin and St Mary MacKillop. Our awards reflect the belief that learning is a lifelong process centered around the four pillars of learning with Jesus as our focus.

Our awards are positive reinforcements, rewarding and acknowledging:-

- o Achievement,
- o Effort and
- o Christian Values

After accruing five blue class merits awards, students are eligible for a white merit award. This award will be given out by leadership to students in their classes. Kindergarten will receive these awards at an Infants Assembly. After accruing five white awards, students are eligible for a Principal's Award. After five Principal's awards students are eligible for a Principal's medallion. These awards are given out at a school assembly. All Awards are logged electronically via Compass.

## Behaviour Support/ PB<sub>4</sub>L

Our Positive Behaviour Support Policy is based on *Positive Behaviours for Learning* (PB<sub>4</sub>L) - a framework which outlines classroom, non-classroom and individual student support and management. It creates a support network for all students in our school, which enables quality social and academic competencies to be established and maintained.

PB<sub>4</sub>L outlines clear quality procedures for all staff and students to follow and implement thereby promoting a safe and supportive environment for all. PB<sub>4</sub>L offers support for all students in our school, including students with additional needs and those who need the most intensive behavioural support.

It creates a school environment where team building and problem-solving skills are explicitly taught, expected and reinforced. PB<sub>4</sub>L provides all members of the school community with consistent language and a common experience and understanding of behavioural expectations.

Establishing a safe and supportive school environment is the ultimate aim of PB<sub>4</sub>L. All staff and students are familiar with and strive to follow the school rules:

**BE RESPECTFUL  
BE RESPONSIBLE  
BE SAFE  
BE A LEARNER**

Further information about Pastoral Care and student management procedures can be accessed from the [CEO Pastoral Care and Wellbeing policy](#).

## Bikes/Scooters

Students are permitted to ride their bikes to school. Parents will need to fill out the Bicycle Permission Note & Policy found on the schools website in the tab under Parent Links, Policies, Procedures and Forms.

## Birthday Celebrations

To minimize the risk of food allergy reactions, please do not send in cakes/lollies etc. with your child on their birthday. Your child's special day will be acknowledged in the classroom.

## Canteen

### Flexischools

Flexischools App is the easiest place for parents to order lunches online. Parents can log orders up to 9am on the day or order lunches in advance and pay via credit card. Please follow the link to Flexischools site.

<https://flexischools.com.au/parents>

### Completing and placing lunch orders

Canteen Menu is published on our website under Parent Links, Canteen.

The following steps should be followed when completing a lunch order:

Top of the bag – clearly marked the Name and Class of your child.

Middle of the bag - Write required item(s) and their cost(s) using the menu as a guide.

Bottom of the bag - List amount of money placed in bag.

Your child/children should place the order at the canteen **by placing orders in the class basket or before school**. If your child/children miss out on placing their order at the canteen, they will need to advise their teacher as soon as possible in order to ensure that the canteen is notified with enough notice to fill the order.

When using your own paper bag from home, please ensure that it is large enough to accommodate the order. Reusable lunch wallets can also be purchased from the school office. Canteen staff will ensure that no child is left without lunch.

Please specify if there are any special dietary requests or food allergies or any other special requests. Where possible, the correct change should be placed in the bag to avoid lost change.

### Receiving your lunch orders

Canteen staff will pack lunches in class baskets.

Class representatives will collect the class tubs with lunches and take them back to class.

Teachers will distribute lunches to each student.

All "snack" orders can be pre –purchased along with the lunch order. The snacks will then need to be collected at the canteen, with students presenting their "stamped" lunch bag.

### Missing orders or items

If lunch orders or items are missing, students should check the following:

That their order is not in their bag or pocket as they may have forgotten to give it to the canteen.

That their order/item(s) are not in one of the tubs in their same grade.

Ask their teacher for permission to go to the canteen to make canteen staff aware.

## When Can I Buy?

The canteen will be open from 8:30 am – 8:55 am each morning. Students will be able to purchase breakfast items prior to the start of school.

Purchases from the canteen can be made every day by:

Using the ordering procedure as explained above.

By over the counter sales during Break 1 and Break 2.

All Breakfast items can be purchased up to 5 minutes before school starts.

Over the counter sales on most hot & warm foods as well as sandwiches will be limited with choice during lunch so be sure to have your orders in to eliminate any disappointments.

## Child Protection Procedures

It is essential that appropriate care and protection structures exist within our Catholic School System to enable us to provide the safest possible environment for our students. Child protection is not the responsibility of one person or organisation. It is the responsibility of the whole community working in partnership

In accordance with government requirements, all parent helpers in the school will be required to complete a Declaration for volunteers and non child related contractors. If parents have obtained a Working With Children Check (WWCC) from Service NSW they should also provide the school office with their clearance number. Parent Helpers will also need to sign in, and sign out, at the School office for each visit. Adults are not permitted to enter the student toilets.

We are committed to ensuring our school provides our students a productive and safe learning environment. All visitors on the school site are required to report to the school office and given a visitor badge before proceeding.

## Classroom Stationary Items

In the last newsletter of each year, we issue a Grade Requirements list for Kinder to Year 6 which lists resource/stationary items required for the following year for use in the classroom. All exercise books will be supplied by the school in order to have good quality and consistency. Kindergarten, Year One and Year Two will have all stationery items and books supplied by the school. If a reading box needs to be replaced during their time at school they can be purchased from the school office at a replacement cost of \$5.00. Classroom teachers may request certain items to be supplied for the classroom throughout the year.

## Communication

### Compass



The primary form of communication between Parents and Carers is via Compass School Manager App.

### How do I access Compass?

Compass is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. You can download the Compass School Manager App via Apple App Store or Google Play Store. To access the full Compass parent portal, you can go to St Justin's website and click the Compass link on our homepage.

To log into Compass you will require your unique family username and password for each Parent and Carer. These details will be provided to you once students have been enrolled at St Justin's. Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by our school for SMS, password recovery and email communication throughout the year.

### **What is Compass used for ?**

- All absences need to be logged via Compass App by 9am. Parents need to log absences on the day they occur by adding an Attendance note via the App or Parent Portal.
- Download and view your child's academic reports.
- Consent for events and excursions online via Compass.
- View school news feed for important App alerts.
- View the Schools Newsletter.
- Pay school fees via Compass Pay, view payments made and outstanding fee balances.
- View School events Calendar.
- Monitor your child's attendance and enter any unexplained absences.
- View Personal Plans when required.
- Update mobile phones and email details.

## **Newsletter**

A school newsletter will be distributed fortnightly via Compass to each family using the Schoolzine eNewsletter. This newsletter is a vital form of communication from the school to the home and parents are encouraged to **read carefully each edition.**

Communication between parent/teacher may be via email or child's communication folder. Emails from parents may be addressed to the office [info@sjopdow.catholic.edu.au](mailto:info@sjopdow.catholic.edu.au). Parents should expect a response within 48-72 hours.

Compass is used regularly by the school to keep parents up to date with key dates, events and reminders. We **strongly recommend** that all parents/carers upload this application to their digital device to receive 'Compass push alert notifications' from the school community.

## **Contact Details - Changes**

Parents can change their mobile phone numbers and email addresses via Compass, however any address or emergency changes must be emailed to the school as soon as possible. This enables us to maintain accurate



records so that parents can be contacted promptly, especially in the case of an emergency. Please notify the school if you change the emergency contact for your child. The Change of Details form can be found on the schools website in the tab under Parent Links, Policies, Procedures and Forms.

## Excursions / Incursions

From time to time classes are taken on excursions off site or participate in a specialised incursion on the school site. All children are expected to attend and participate in all class excursions as they are an essential part of the school curriculum. All excursions and incursions will be communicated to parents outlining details and requirements via Compass. Excursions are approved electronically by Parents logging their approval via Compass.

## Health

Regular attendance is most important as it maintains continuity of learning experiences and helps social adjustment. Arriving before school with enough time to socialise is also to be encouraged.

Home, however, is the place for a sick child. If in any doubt about your children's health it is wise to keep them at home and seek medical advice.

If a child becomes ill at school, parents are contacted and asked to come and collect the child.

External treatment is given for cuts and bruises, but schools do not administer oral medication of any kind without written permission from parents and doctors. Some children attending school need medication to control illnesses such as asthma, epilepsy and conditions relating to behaviour. The children's continued attendance at school and benefit from education is dependent on this therapy. Please read the Administration of Medication in School Policy for further information on the School's website under the tab under Parent Links, Policies, Procedures and Forms.

An alternative is for parents to come to school to administer the medication themselves. If medication is required for such things as flu or gastric upset it is advisable that the child be kept home until the course of medication has been completed.

Under no circumstances should children be in possession of, or administer, their own medication at school. An exception may be made for older children with asthma who are able to administer their own Ventolin puffers in accordance with procedures in their medical action plan and documentation provided to the school by the parents. Any request for self medication must be approved by the Principal. The document 'Request to Administer Medication' can be found on the School's website in the tab under Parent Links, Policies, Procedures and Forms. The Health Department publishes an "Exclusion Table" for contagious diseases like Chickenpox, Measles, Mumps, Ringworm etc. This table sets out the time the child is to be excluded from classes. Please notify the school if your child contracts an infectious disease.

Please note: Over the Counter medication will not be administered by school staff unless the doctor has prescribed the medication and completed the Administration of Medication form along with the parent/carer.

# Home learning

Home learning is the link between home and school so that parents can be a part of what their children are learning at school. Parents are encouraged to supervise homework. We do not believe that large amounts of written work are necessary for children during their Primary Schooling.

Home Learning activities could look like:

- Children learning sounds, practicing counting or number facts as communicated by the teacher and based on current learning in the classroom
- children reading a variety of material at home- The school will supply some reading material, however, this will need to be enriched by library books and favourite home readers. Reading may involve a combination of: Child reading; parents reading to child; child and parents reading together.
- children sharing what they are learning in Religion by taking home their RE work and completing activities.
- children learning spelling lists, sight word lists and tables.
- children engaging in some after school activities such as sport (swimming etc), dancing or gymnastics. (We believe that children need to socialise with their peers in fun and different ways).
- children helping at home with chores and in so doing learning valuable life skills. A visit to the supermarket is rich in learning opportunities.
- children playing interactive games with their parents such as Scrabble, cards etc.
- negotiated independent learning tasks
- children engaging in computer programs for home learning tasks to further develop their technology skills.
- on some occasions, class work will be sent home for completion or revision. Special interest assignments may be negotiated with students that are engaging, within their own ability and do not place undue demands.

Further information about homework is shared by teachers on Information Nights and /or through class notes.

## Immunisation

All immunisation certificates should be presented to the school on enrolment.

## Internet/Intranet Access

The Internet can extend teaching and learning beyond the walls of the classroom. It provides access to global information resources and activities, and allows communication with users across the world.

At the start of each school year, parents will be asked to complete the 'CEOoW Student responsible use of Technology Agreement' form along with the signature of students. This is to ensure acceptable, responsible and respectful conduct whilst using electronic devices is known and adhered too.

Students at St Justin's have access to our computer network for educational use. It is a powerful resource for learning as well as an efficient means of communication and the benefits exceed any disadvantages.

Students are encouraged to use their devices in responsible and respectful ways to complete assigned class work, set assignments, research for school studies and for collaborating with other students and the teachers in relation to learning.

Expected responsible student behaviours when using the internet:

- students will respect the internal IT system and associated hardware and use the Internet for the prescribed purpose
- only officially installed software will be used.
- copyright laws are to be adhered to.
- work of others is to be respected.
- any problem is to be reported to the teacher immediately

Non Acceptable Uses of Technology/internet use

- sending or displaying offensive messages or pictures.
- using obscene language.
- harassing, insulting or attacking others.
- damaging computers, computer systems or computer networks.
- violating copyright laws which include plagiarism
- using another's password.
- trespassing in another student's folders, work or files.
- intentionally wasting limited resources (especially printing)
- newsgroups concerned with personal interests.
- subscribing to list servers or newsgroups.
- online email services (hotmail) or chain letters
- facebook, Instagram etc

### **Consequences of Inappropriate Use:**

Strategies are in place at St Justin's Catholic Primary School to avoid problems with computer usage and access to the Internet.

During the school day, teachers of younger students will guide them towards appropriate material.

St Justin's Catholic Primary School supports and respects each family's right to decide whether or not to apply for computer and Internet access for their child. A copy of this information together with a 'CEOoW Student responsible use of Technology Agreement' form mentioned previously will be issued to you and your child/children at enrolment.

### **Security**

Access to the Internet is by individual password.

The school's network is protected by anti-virus software and C-Net is filtered for inappropriate material.

### **Legal Requirements**

Any material accessed from the Internet must be acknowledged.

All copyright provisions will be adhered to.

## Policy Review

This policy will be reviewed regularly by the Principal and the school's Leadership team. Parents will be informed via the school newsletter of any policy amendments.

## Websites/Photographs

Parents and guardians are advised that often photos are taken of students during class or school events that may be used on class and school websites or in publications such as the local newspaper, Diocesan publications etc. Parents are also advised that samples of children's work may be used on the class and school websites.

Parents are required to give consent to complete a 'Consent for use of Student Images and/or Work' granting permission for photos and work to be used. During the Christmas vacation period, you will receive a new image consent event in Compass. Please read the details of the event carefully, discuss it with your child, and once you have made your decision, either provide your consent or decline to provide consent.

To ensure that no child misses out on having their photo taken as part of school life, we will occasionally send reminders to parents and carers who have yet to complete the event.

If you have any questions about this change, or the image consent form in general, please contact the school and we will be happy to discuss this further with you.

The consent must be obtained at the start of each school year.

## Social Media

Social media is used in Catholic Education Diocese of Wollongong (CEDoW) to help create vibrant Catholic school communities of faith and learning. In this context, social media is any form of online presence used in a valid educational context that facilitates inclusive relationships, contemporary communities and multi-directional interactive exchange of information, conversation or activity. Users of social media are required to manage their digital footprint by interacting responsibly and ethically, in line with our Catholic ethos, respecting the dignity of all involved. The Diocese of Wollongong has created a comprehensive policy for school communities to help guide the positive use of Social Media. This policy can be accessed from the Catholic Education, Diocese of Wollongong website which can be accessed from this link. <https://www.dow.catholic.edu.au/about-us/policies/social-media-policy/>

## Library

Students will visit the library regularly throughout the year. Classes will borrow books from the library on a regular basis and lessons and activities to support the school curriculum will be held in the Library. Students will need a school Library bag to borrow books from the Library.

# Leave from School

## Whole Day Absences

There are occasions when these are unavoidable, but parents are asked to log your child's absence via Compass 'Attendance note', before 9am and state the reason for the absence. Or if you cannot access Compass please send an email to [absences-sjop@dow.catholic.edu.au](mailto:absences-sjop@dow.catholic.edu.au) . Similarly an email from parents is necessary where students have to leave the school before dismissal or if there is a change in their normal routine for going home. If for any reason the student is to be picked up by someone other than a parent or legal guardian, please contact the school so that the teacher can be notified in advance.

Any absences that are unexplained by parents will result in an unjustified absence after 7 days.

## Part-Day (Partial) Absences:

These **should be avoided if possible**, and requests may be refused after 2.20pm. However, if required (e.g. dental appointment), an email should be sent to school by 12 noon. No student will be allowed to leave during school hours without an Early Departure Slip printed electronically by the office. Similarly, a pink slip applies for late arrivals (such Partial Absences are recorded in Compass). Parents must present themselves at the School office parent foyer. The departure slip or leave pass should be carried by the student as by law they can be asked to produce it by Police or Truant officers.

**Leave for holidays:** Parents are discouraged from taking students out of school for holidays. Where this is unavoidable, and days will be missed from school, parents must fill in an [Application for Extended Leave](#) form and have the principal approve this prior to the leave. (Application for Extended Leave form can be found on the school's Website in the tab under Parent Links tab, Policies, Procedures and Forms )

# Lost Property

Parents are reminded to label all items of clothing and belongings. Lost property that is found in the playground or classrooms will be placed in the lost property tubs outside the library. Any clothing, (not marked with the child's name), remaining at the end of each term, is donated to the school clothing pool.

# Masses and Prayer Liturgies

Parish Masses generally take place on Thursdays at 9.30am in the Church. Every grade will participate in a Mass throughout the year on a rotational basis and parents are invited to attend. Whole school Masses and Prayer Liturgies are held regularly to celebrate special occasions throughout the year under the school COLA. At these times, Parents will be invited to attend via the school newsletter and invitations sent from the class depending on COVID restrictions at the time.

# Mobile Phones

Children are discouraged from bringing mobile phones to school. If you have a valid reason for your child to bring a mobile phone to school, you will need to provide a note. The mobile Phones Permission note can be found on the School's website in the tab under Parent Links tab, Policies, Procedures and Forms.

Mobile phones will be kept in the school office during school hours and children are responsible for handing in

their phone to the office. All mobile phones will need to be labeled with the child's name and class. In the afternoons, mobile phones will be sent to the children's classrooms for the students to collect. The school takes no responsibility for damage/loss of mobile phones.

## Parent Involvement

St Justin's Primary School gratefully acknowledges the generous support of our parents. The school encourages and welcomes parent involvement in many ways. Parent engagement choices you might like to consider include:

- assisting in the classroom
- attending P & F (Parents and Friends) meetings
- serving on a committee (Eg Mother's / Father's Day, Feast Day etc)
- attending parent teacher interviews
- giving input on school policy e.g. responding to surveys
- helping in the school library
- assisting with excursions
- assisting with sporting activities.

Information and documentation about how parents can assist, will be shared with parents at the Information nights for each grade, in Term 1. At St Justin's we request that all parent volunteers have a Working with Children Check through Service NSW. Forms can be located on the website in the tab under Parent Links, Policies, Procedures and Forms.

## Professional Planning Time (SLAM days)

All Primary teachers in Catholic Schools are granted two hours per week release from face to face teaching (Professional Planning Time or 'PPT'). Our staff uses this time for planning, programming and assessment. Teaching staff take this time on a fortnightly basis with the time pooled to provide a full day's planning. Due to the unique nature of our school and its commitment to contemporary pedagogy, class teachers will also be involved in professional learning and development throughout the year at different times.

While classroom teachers take their PPT, students continue their learning program with specialist teaching staff. In previous years, K-6 students attended Sport, Library, Art and Music (SLAM) lessons each fortnight. The subject selections are reviewed each year in response to school and student needs. Classroom teachers will inform students and parents of SLAM days at the beginning of each year.

## Relief Teachers

On occasions your child's teacher may be unable to take the class due to illness or professional development. In some instances staff may take 'leave' during the school term in accordance with teacher award entitlements. The school is responsible for employing 'relief' staff and parents will be informed of significant teacher leave details via a school letter from the Principal/ Assistant Principal. On such occasions, a qualified replacement teacher will be employed to teach the class. All relief teachers are fully qualified, accredited to teach and have undergone employment screening. Such teachers will normally follow the teaching program set by the class teacher on the days where they have been employed

# Reporting to Parents

Legislation requires that all primary schools produce two academic reports in the school year. The main purpose of formal reporting is to inform parents of their child's progress. This includes highlighting their strengths and recognising areas for further development so that parents and teachers can ensure children are provided with assistance at school and at home.

At St Justin's Catholic Primary School, the following report procedures will be in place:

**Term 1**            **Meet and Greet Interviews** - Parents are given the opportunity to meet their child's teacher/s and provide valuable information about their child.

**Term 2**            Academic Reports (available online via Compass) and parent/teacher interviews

**Term 4**            Academic Reports (available online via Compass) and parent/teacher interviews on request.

Parent/Teacher interviews are held at the end of Term 2. These provide an opportunity for parents to discuss their child's progress with the class teacher and specialist teachers. At the end of the year, parents have another opportunity (on request) to discuss their child's achievements and areas for further development. Parents of students who have individual Personalised Plans will attend at least two meetings throughout the year to update their plans.

Teachers and parents are able to call a meeting at any time throughout the year to discuss any issues of concern regarding the child's progress. Class teachers are very happy to meet with parents, however, we ask that you make appointments to see the class teacher before or after school as they are unable to meet with you during class time or whilst they are on supervision duty.

## Schedule of Fees & Charges

### School Tuition Fees

School fee invoices will be emailed by CEO Wollongong finance dept at the start of each school year. Parents can pay via BPAY (preferred method), CompassPay or at the school office via EFTPOS.

Information for Parents about school fees and structures can be accessed from the Wollongong Diocesan Website page : <https://www.dow.catholic.edu.au/for-parents/school-fees/> or on our school website tab under Parent tab, School fee information.

## Smoking

In accordance with the Wollongong Catholic Schools regulations, SMOKING within the school grounds and its perimeter, is BANNED AT ALL TIMES.

## Sun Safety

St Justin's has a "no hat, no play" policy. Students are required to wear their hat at all times when on the playground. Students without a hat will be instructed by teachers to sit in shaded areas on the playground during breaks. Students are encouraged to apply sunscreen prior to arriving at school each day.



# Supervision

## **Morning Supervision:**

Teachers will wear bright yellow/ (orange for Mackillop Staff), high visibility vests while on Supervision duty. Supervision begins at **8.30am** and parents should not send their children to school before this time as no supervision is available, and it is both inappropriate and unsafe to drop children off to wait outside the gate in the car park.

## **Afternoon Supervision:**

Teachers will wear bright yellow/ orange (orange for Mackillop Staff), high visibility vests while on Supervision duty. Gates open at 3.08pm with the final dismissal bell at **3.10pm**. Children will be dismissed from classrooms or the COLA at this time. Parents are asked to collect children promptly and leave the school grounds immediately. NO STUDENT is to leave without notifying the supervising TEACHER. Students on walkers or buses will be supervised by teaching staff to these areas. Supervision concludes at **3.30pm**. Please contact the school office if you will be unavoidably delayed in collecting your child at the end of the school day.

## **Dismissal Procedures:**

Teachers will supervise the grade until 3.20pm. Students who have not been collected from their classrooms at this time will be supervised at the COLA. Rostered afternoon duty teachers will then take over the supervision of students.

Students who have older siblings attending St Benedict's Catholic College are dismissed at 2.55pm and are walked to the gate outside the Catholic Care OSHC building to meet with siblings.

Children catching buses are to walk to the central playground and line up under COLA 2 to meet the supervising teacher. Children travelling by bus are to ensure they have their Opal Cards with them.

No ball games or other games are permitted after school (even if parents are present). Please keep games for when children arrive home. Play equipment, including the trampoline, are also out of bounds at this time. Parents are to park their car and walk into the school to meet their children. We regret the shortage of available parking space near the school and ask parents to be patient and safety conscious at all times. Local council rangers will from time to time monitor traffic conditions around the local streets.

Parents MUST walk from their cars to the school grounds to pick up their children. No child will be permitted to walk across Oran park drive unsupervised. To ensure supervision of students is adequate, we encourage parents to move quickly away from the designated waiting areas.

It is essential that you contact the school office if you will be unavoidably delayed in collecting your child at the end of the school day. We thank you for your support in keeping all our children safe here at St Justin's and ask if you have any concerns to contact the school office. If you require supervision of your child outside of **8:30am - 3:30pm**, parents may like to make private arrangements with the onsite Out of School Hours Care (OSHC) [Catholic Care OSHC](#) provider or one of the local providers for before and/or after school care.

## **Drop Off Zone:**

The Drop Off Zone is reserved for students who have the capability to unstrap themselves, get out of the car with their bag and walk sensibly into the school grounds unassisted. In order to keep traffic flowing smoothly parents should remain in the car. Drivers are to form a single line only within the internal drop off zone. Never overtake a car delivering students. Children are never to walk between vehicles and under no circumstance should students alight from the right hand side of the vehicle when using this service in the morning, pay close attention to the road signs. Parents queuing along the area in front of the school and down towards hollows drive in the morning risk being booked, fined and losing points from their license. If the traffic is slow to move and you are unable to use the drop off zone option, you must drive to the school car park and park there in



order to walk your child into the school grounds. NB: parents are expected to keep entrances of the school clear - reserved for emergency access at ALL TIMES!

**Parents are advised;**

If an adult has to get out of the car,

**OR**

The student has to go to the rear of the vehicle,

**OR**

The student has to alight the vehicle on the right hand side of the car.

**THEN**

**DO NOT USE THE DROP OFF ZONE.**

## Student Management

Student Management is encompassed within the PB<sub>4</sub>LFramework. It is underpinned by the principles of Restorative Justice with a positive approach that encourages children to take responsibility for their own behavior. Teachers assist children to:

- reflect on the choices they make
- consider more appropriate ways of acting/behaving
- arrive at suitable consequences.

For more information about Pastoral Care and Student Management Practices please view on the school's website in the tab under the Parent Link tab, Policies, Procedures and Forms.

## Uniform

We believe that it is important that children learn to present themselves well and take pride in their appearance.

Our Uniforms can be purchased from Lowes or at Yeronga Clothing store in Camden. Alternatively we have a Second Hand Clothing Pool at school with many uniforms available at very reasonable prices. The Clothing Pool is usually open at various times throughout the term. Children are required to use the St Justin's School Bag and Library Bag which can be purchased from Yeronga Uniform shops.

### Transition between Summer and Winter Uniform

Generally, students are expected to wear their full summer uniforms in Terms 1 and 4 and full winter uniforms in Terms 2 and 3. However, we acknowledge that the weather does not always fit in with these terms and it is often cooler and warmer within the designated terms. Therefore, it is acceptable for students to continue to wear their *full summer uniforms in Term 2 up until Mother's Day* (second weekend in May) with full winter uniform expected to be worn from the following week. Likewise, students may return to their full summer uniforms in Term 3, following the Father's Day weekend (first weekend in September).

## Summer Uniform

### Boys

- Regulation navy shorts
- White out shirt with full colour logo
- Short navy with red and green stripe socks
- Black leather school shoes
- Navy School hat
- Regulation school bag

### Girls

- Regulation summer tunic with red, navy and green check
- Plain white ankle style socks
- Black leather school shoes with regular size heels
- Navy School hat
- Regulation school bag
- (Optional) Navy Skort & blouse (Yeronga only)

## Winter Uniform

### Boys

- Navy Long Trousers
- White long sleeve shirt
- Red and navy tartan tie
- Navy socks
- Black leather shoes
- Unisex school jumper- brick red with full colour logo

### Girls

- Regulation winter tunic in red and navy tartan
- White peter pan collar shirt
- Red and blue tartan tab tie
- Navy Tights/long socks
- Black leather school shoes with regular size heels
- (Optional) Navy trousers worn with white Peter Pan collared shirt
- Unisex school jumper- brick red with full colour logo

## Sports Uniform

### Boys and Girls

- Sports polo – white with dark red panel and navy piping,
- Sport shorts – navy with dark red stripe and white piping
- Tracksuit pants – navy with dark red stripe and white piping
- Tracksuit jacket - navy with dark red panel and white piping (tracksuit to double as extra jacket in winter).
- Sport's shoes – school colours, white, blue or red
- Sport's socks – white ankle not anklet
- Beanie – navy (optional)

## Additional Items

- Scarf – navy (optional)
- School bag – Spartan Physiopak III dark navy (Yeronga)
- Library bag – Spartan Library Folio navy (Yeronga)
- (Optional) Navy Blue wind jacket that can be worn over the top of red jumper, but not in place of red jumper

(Yeronga)

- Unisex school hat – Spartan Microfibre hybrid hat – navy (Yeronga or School Canteen)

## Things to Consider

- Children are expected to wear the correct uniform at all times.
- Hairstyles and accessories should be conservative. e.g. no rat tails, no hair colouring or streaks, and no radical haircut styles (severely shaved undercut, shaved lines in hair).
- Long hair needs to be tied back.
- Hair ribbons or scrunchies must match the colours of the uniform.
- No earrings are to be worn except for sleepers or studs (must be in both ears).
- No other jewellery is to be worn.
- Sports uniforms are worn on sports days.
- Joggers are not part of the daily uniform.

# Appendix

- [Appendix A - Compulsory School Attendance Document](#)
- [Appendix B - Administration of Medication in School Policy](#)
- [Appendix C - Request for School to Administer Medication](#)
- [Appendix D - Infectious Diseases Information](#)
- [Appendix E - Mobile Phone/ Electronic Devices Permission Note](#)
- [Appendix F - Positive Behaviour Support Policy \(under review\)](#)
- [Appendix G - Application for Extended Leave](#)

