



# St John's Catholic Primary School Footscray



*Walk together in light*



## *Parent Information Booklet 2025*



## Welcome to our community ...

*As an educational leader within a Catholic community, my primary goal is to cultivate positive relationships with all community members. However, my ultimate focus is to advocate for the children while collaborating with educators to create engaging, rigorous, and authentic learning opportunities. I firmly believe that as educators, it is our responsibility to address the spiritual, social, physical, and emotional needs of all individuals within our care.*

St. John's operates proudly in the guidance of the Sisters of St. Joseph. This influential leadership embodies a tradition of embracing all, especially the most vulnerable, while rejoicing in all that is good with joy and gratitude. Our commitment lies in nurturing a love for learning, fostering imagination, and actively practicing justice and service. We are dedicated to providing a secure, nurturing, and supportive learning environment, ensuring every child can achieve success.

Though ours is a small school, our aspirations, dreams, and expectations are substantial. Our school motto, 'Walk together in Light,' embodies the essence of our community. Walking hand in hand defines our identity. While life's path may present challenges, we stand united in celebration, laughter, shared tears, offering support by holding hands and collectively bearing burdens.

Within our school community, everyone is recognised by name. We deeply cherish the partnership between the school and home, actively involving our families in a shared dialogue about learning. We extend an invitation to join our St. John's family, embracing you as we are embraced by yours. Together, we walk the path of education and growth, hand in hand, guided by our shared values.

We look forward to welcoming you.

Kind regards,

Emily Conroy  
Principal



# CONTENTS PAGE

<b>Welcome to our community ...</b>	<b>1</b>
<b>CONTENTS PAGE</b>	<b>2</b>
SCHOOL CONTACTS	3
PARISH CONTACTS	3
EMAIL ADDRESSES	3
<b>2025 SCHOOL DATES</b>	<b>4</b>
SCHOOL HOURS	6
OUR WAYS OF COMMUNICATING	6
WEEKLY LEARNING STRUCTURE	7
LANGUAGE USED AT ST JOHN'S	8
SIMON EVERYWHERE	13
WELLBEING CONCERNS	15
MEDICATION AT SCHOOL	15
ABSENCES AND FAMILY HOLIDAYS	16
SCHOOL UNIFORM	17
FOOD: Lunchbox and lunch orders	18
PARENT VOLUNTEERING	19
BEFORE AND AFTER SCHOOL CARE	19
HOUSE COLOURS	20
IMPORTANT SCHOOL POLICIES FOR FAMILIES	21
SCHOOL FEES AND LEVIES	21
CONCESSION CARD HOLDERS: CONCESSIONAL FEE and CAMP, SPORTS & EXCURSION FUND (CSEF)	21
PARENT/GUARDIAN/CARER CODE OF CONDUCT	22
DEMOCRATIC PRINCIPLES STATEMENT	25

## **SCHOOL CONTACTS**

School Office: Phone: 9687 3150  
Fax: 9687 9166

Email (office): [admin@sjfootscray.catholic.edu.au](mailto:admin@sjfootscray.catholic.edu.au)  
Email (fees): [accounts@sjfootscray.catholic.edu.au](mailto:accounts@sjfootscray.catholic.edu.au)

Website: [www.sjfootscray.catholic.edu.au](http://www.sjfootscray.catholic.edu.au)

Principal: Emily Conroy  
Deputy Principals: Karen Dodemaide & Lauren Davis

Administration: Melinda McNaught & Leonie Kirk

Office Hours: 8.30am - 4pm Monday to Friday

## **PARISH CONTACTS**

Parish Priest: Fr. Gerald Binegas

Parish Office: Phone: 9317 9298  
Fax: 9317 4311

## **EMAIL ADDRESSES**

**Emily Conroy: Principal** - [econroy@sjfootscray.catholic.edu.au](mailto:econroy@sjfootscray.catholic.edu.au)

**Karen Dodemaide: Co-Deputy Principal/Wellbeing Leader** -  
[kdodemaide@sjfootscray.catholic.edu.au](mailto:kdodemaide@sjfootscray.catholic.edu.au)

**Lauren Davis: Co- Deputy Principal/Learning and Teaching leader** -  
[ldavis@sjfootscray.catholic.edu.au](mailto:ldavis@sjfootscray.catholic.edu.au)

To email educators please use the following email addresses;

Prep Hub Educators - [prephub@sjfootscray.catholic.edu.au](mailto:prephub@sjfootscray.catholic.edu.au)

One Hub Educators - [onehub@sjfootscray.catholic.edu.au](mailto:onehub@sjfootscray.catholic.edu.au)

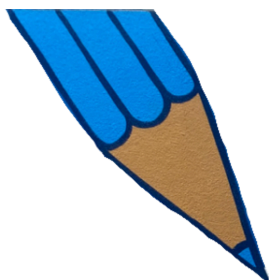
Two Hub Educators - [twohub@sjfootscray.catholic.edu.au](mailto:twohub@sjfootscray.catholic.edu.au)

Three/Four Hub Educators - [threefourhub@sjfootscray.catholic.edu.au](mailto:threefourhub@sjfootscray.catholic.edu.au)

Five/Six Hub Educators - [fivesixhub@sjfootscray.catholic.edu.au](mailto:fivesixhub@sjfootscray.catholic.edu.au)



## 2025 SCHOOL DATES



**Term 1: Thursday 30th January (for Prep only)**

Friday 31st January (Years Prep - 6)

**Term 2: Tuesday 22nd April - Friday 4th July**

**Term 3: Monday 21st July - Friday 19th September**

**Term 4: Monday 6th October - Wednesday 17th December**

Prep children will not attend school on a Wednesday until the week of Labour Day.  
Prep children will be full time at St John's the week beginning Tuesday 11th March  
2025

<b><u>Week One</u></b>	<b>Tuesday 28th January Wednesday 29th January</b>	<b>Staff only</b>
	<b>Thursday 30th January</b>	<b>Day One -Prep children only 8:40am - 3:15pm</b>
	<b>Friday 31st January All children from P-6 attend</b>	<b>Day Two 8:40am - 3:15pm</b>
<b><u>Week Two</u></b>	<b>Monday 3rd February</b>	<b>8:40am - 3:15pm</b>
	<b>Tuesday 4th February</b>	<b>8:40am - 3:15pm</b>
	Wednesday 5th February	No School
	<b>Thursday 6th February</b>	<b>8:40am - 3:15pm</b>
	<b>Friday 7th February</b>	<b>8:40am - 3:15pm</b>
<b><u>Week Three</u></b>	<b>Monday 10th February</b>	<b>8:40am - 3:15pm</b>
	<b>Tuesday 11th February</b>	<b>8:40am - 3:15pm</b>
	Wednesday 12th February	No School
	<b>Thursday 13th February</b>	<b>8:40am - 3:15pm</b>
	<b>Friday 14th February</b>	<b>8:40am - 3:15pm</b>
<b><u>Week Four</u></b>	<b>Monday 17th February</b>	<b>8:40am - 3:15pm</b>
	<b>Tuesday 18th February</b>	<b>8:40am - 3:15pm</b>
	Wednesday 19th February	No School
	<b>Thursday 20th February</b>	<b>8:40am - 3:15pm</b>
	<b>Friday 21st February</b>	<b>8:40am - 3:15pm</b>

<b><u>Week Five</u></b>	<b>Monday 24th February</b>	<b>8:40am - 3:15pm</b>
	<b>Tuesday 25th February</b>	<b>8:40am - 3:15pm</b>
	Wednesday 26th February	No School
	<b>Thursday 27th February</b>	<b>8:40am - 3:15pm</b>
	<b>Friday 28th February</b>	<b>8:40am - 3:15pm</b>
<b><u>Week Six</u></b>	<b>Monday 3rd March</b>	<b>8:40am - 3:15pm</b>
	<b>Tuesday 4th March</b>	<b>8:40am - 3:15pm</b>
	Wednesday 5th March	No School
	<b>Thursday 6th March</b>	<b>8:40am - 3:15pm</b>
	<b>Friday 7th March</b>	<b>8:40am - 3:15pm</b>
<b><u>Week Seven</u></b>	Monday 10th March	No School
	<b>Tuesday 11th March</b>	<b>8:40am - 3:15pm</b>
	<b>Wednesday 12th March</b>	<b>8:40am - 3:15pm</b>
	<b>Thursday 13th March</b>	<b>8:40am - 3:15pm</b>
	<b>Friday 14th March</b>	<b>8:40am - 3:15pm</b>
<b><u>Week Eight</u></b>	Prep children attend everyday as usual	
<b><u>Week Nine</u></b>		
<b><u>Week Ten</u></b>		

## SCHOOL HOURS

# We do not have bells at St John's

## Building self-management is an important skill

8.30 GATES and CLASSROOMS OPEN - YARD SUPERVISED

**Note:** Please do not drop children earlier as they are likely to be unsupervised outside of the school grounds. OSHClub is available for before and after school care bookings.

**8.45 School begins** - Getting ready to learn time ~ 'Present, Centred and Grounded'

10.45 First Break

11.25 Eating Time

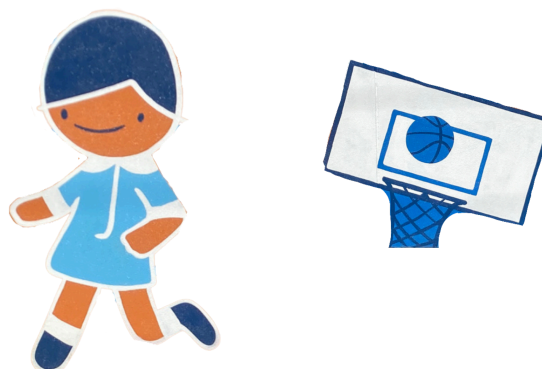
11.35 Learning Time

1.30 Eating Time

1.40 Break time

2.10 Learning Time

**3.15 Finish**



\*Please note that Prep children are always given extra eating time during the beginning of the school year as they adjust to school.

## OUR WAYS OF COMMUNICATING

Please keep in mind the following ways in which to receive and send communications with our school.

To ensure you don't miss out on any communication from St John's, please add these three email addresses to your contacts list:-

[admin@sjfootscray.catholic.edu.au](mailto:admin@sjfootscray.catholic.edu.au)

[accounts@sjfootscray.catholic.edu.au](mailto:accounts@sjfootscray.catholic.edu.au)

[noreply@sjfootscray.catholic.edu.au](mailto:noreply@sjfootscray.catholic.edu.au)



## WEEKLY LEARNING STRUCTURE

Below is an outline of what a week of learning at St John's could look like but this can change to adapt to the learning needs of the children, events that might be happening or opportunities for learning through an incursion or excursion.

### Overview of Prep Weekly Timetable

Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 am	Gates Open				
8:40 am	Children in their hubs ready to start the day Power Reading				
8:45 am	School day begins with Ready to Learn (Wellbeing focus)				
9:00 am - 10:45 am	Discovery/Discovery Projects Mini lessons Target groups Reinforcement groups Fruit Snack around 10am	Specialist Program for Preps (and 5/6 Hub)  Specialist Program for Preps (and 5/6 Hub)	Discovery/Discovery Projects Mini lessons Target groups Reinforcement groups Fruit Snack around 10am	Discovery/Discovery Projects Mini lessons Target groups Reinforcement groups Fruit Snack around 10am	Discovery/Discovery Projects Mini lessons Target groups Reinforcement groups Fruit Snack around 10am
10:45am	First Break				
11.25 am	Eating Time				
11:30 am - 1:30 pm	Discovery/Discovery Projects Mini lessons Target groups Reinforcement groups Fruit Snack around 10am	Specialist Program for Preps (and 5/6 Hub)  Specialist Program for Preps (and 5/6 Hub)	Discovery/Discovery Projects Mini lessons Target groups Reinforcement groups Fruit Snack around 10am	Discovery/Discovery Projects Mini lessons Target groups Reinforcement groups Fruit Snack around 10am	Discovery/Discovery Projects Mini lessons Target groups Reinforcement groups Fruit Snack around 10am
1:30 pm	Eating Time				
1:40 pm	Second Break				
2:10 pm	Meditation/ mindfulness Faith Community Projects Pack bag and reset the learning space	Specialist Program for Preps (and 5/6 Hub) Pack bag and reset the learning space	Meditation/ mindfulness Faith Community Projects Pack bag and reset the learning space	Meditation/ mindfulness Faith Community Projects Pack bag and reset the learning space	Pack bag and reset the learning space  2:30pm Alternating fortnightly: Assembly and Prayer gathering
3:10 pm	Dismissal process begins				
3:15pm	End of the school day				

## LANGUAGE USED AT ST JOHN'S

We are very mindful and intentional about the use of language at St. John's. We refer to the adults in the space as educators or co-educators and the children as children. We have undertaken a process to record what we believe about children (see below) and this underpins decisions and actions regarding their learning and wellbeing.



**Our Image of the Child**

At St. John's, we strongly believe that children are at the centre when given **authentic and meaningful** experiences. They **flourish** when their **passions and interests** are acknowledged and **valued**. Children are **empowered** when they take **ownership** for their learning. They have a **right** to develop **autonomy** through **discovery**.

(St. John's Staff, 2018)

**Ready to Learn (RTL)** - Each morning we will begin with our 'Ready To Learn' time. This is a strategy we have integrated from the Berry Street Education Model to welcome the children with a greeting as they enter the hub and begin the day by sitting in a circle. Participating in a circle routine in the morning promotes positive connections between children and peers, as well as children and educators. This routine helps to create a sense of safety and belonging that can support student engagement, build wellbeing and create positive classroom communities. Children experience positive emotions that prime them for open, flexible and engaged thinking.

The Berry Street Education Model's approach to circle time includes intentional strategies for cultivating positive emotions and includes six steps:

1. **Greetings:** Greetings involve coming together as a group - children can sit or stand in a circle shape. The educator greets each child individually and by name, then encourages the children to greet each other. Children are encouraged to use each other's names, maintain good eye contact and possibly give each other a high five, fist bump or special handshake.
2. **Values:** It is important to connect children to the school values everyday. It helps children to feel connected to the school and fosters a sense of belonging.
3. **Expectations:** The educator shares the key expectations for positive behaviour for the day. Explore what these expectations look like and sound like. The expectations can be linked back to the school values.
4. **Announcements:** This is an opportunity for the educator to share any class news or announcements. We acknowledge birthdays, accomplishments or let children



know about any upcoming events. We might also share anything important in history that may have occurred on this day.

5. **Positive Primer:** Emotions play a vital role in how we learn. Research has found that the experience of positive emotions enhance creativity and flexibility and are associated with other long-term benefits such as better social skills, kindness to others, constructive relationships, stronger immune systems and a higher likelihood of finding satisfying and meaningful work later in life. Positive primers are activities that prime students' brains for engaged, creative and flexible thinking. Starting a lesson or school day with a positive primer invests in child connection, collaboration and enjoyment.
6. **What Went Well (www):** This is a reflection strategy that educators can use to help students recognise the positive aspects of a lesson, time frame or day. It allows teachers to emphasise and encourage positive behaviours for the learning children have shown.

**Tracking the Speaker:** This phrase is used as a positive reminder to regain children's attention. When someone is speaking the class is respectful, gives them eye contact and listens. There is only one speaker at the time.

(Brunzell, T., & Norrish, J. (2021). *Creating Trauma-Informed, Strengths-Based Classrooms: Teacher strategies for nurturing students' healing, growth and learning.* Jessica Kingsley Publishers, London and Philadelphia, p. 197-200).

**Hub** - We refer to the learning spaces or classrooms as hubs

**Specialist Program** - St John's specialist program allows children opportunities to learn specific skill sets from a specialised teacher. Our current specialist program includes LOTE (Auslan), Innovation (STEM), Physical Education (Sport), The Arts and Engaging with Place (Farm).

**Farm** - St John's has access to the covent garden where we have developed the space into a 'farm'. This is a beautiful green space that is used by the whole community. Families can access this space at any time and support the maintenance through working bees to keep it looking healthy. Late 2022 we added a new chicken coup that was built in partnership with Emmanuel College and their VCAL students. We have four chickens who live at the farm providing fresh eggs. Children attend the farm as a specialist subject where all children will have weekly opportunities to work the farm, engage in place, linking to eco-spirituality and care for the land.

Guiding principles for Engaging With Place are:

- We acknowledge the Wurundjeri people, and recognise their deep spiritual and cultural connection to the land.
- We only take from the land what we can put back.
- We listen to the land and share its stories with others





**Mini lesson** - A mini lesson is a short, sharp teaching opportunity where the educator has planned explicit focus for the whole group. Mini lessons are planned using data and are sequenced to provide opportunities for the teacher to model and repeat key learning ideas, skills, strategies or behaviours they want the children to develop and use independently.

**Target group** - A target group is an explicit teaching opportunity for children in a small group. The educator uses a child's data to group them with other children with similar needs in learning a specific skill or strategy in Literacy or Numeracy. The idea is that the learning and teaching is targeted to the specific needs of the group.

**Intervention** - To allow us to meet the needs of children we have various intervention programs that are led by Educators or our Learning Support Offices who we call Co-educators. The intervention programs are designed to target specific needs of children who require additional adjustments for continued learning growth in their Literacy or Numeracy. We work closely with the parents of children who may need this additional support so that we are in partnership with each other so their child is and feels successful as a learner.

**Reinforcement group** - We use reinforcements to provide opportunities for children to practise what they have learned during a mini lesson, target group or an intervention program. The reinforcements are usually led by co-educators.

### **Discovery/Discovery Project -**

*'Play provides opportunities for children to learn as they discover, create, improvise and imagine. When children play with other children they create social groups, test out ideas, challenge each other's thinking and build new understandings. Play provides a supportive environment where children can ask questions, solve problems and engage in critical thinking. Play can expand children's thinking and enhance their desire to know and to learn. In these ways play can promote positive dispositions towards learning. Children's immersion in their play illustrates how play enables them to simply enjoy being' (EYLF, 2009, p. 15).*

Discovery offers a unique opportunity to see a child in a new light, as they express themselves through many languages. It is a privilege to enter this space and to learn about how they communicate about their world. This connection has the potential to transform and create shifts in the relationships that we share.

Through Discovery, we offer new possibilities and create space for children to respond to their wonderings and curiosities. When children explore and investigate their own interests and passions, they interweave their emotions, dispositions and motivations with learning. This engagement through play fosters empowerment and deep, transferable connections with knowledge and understanding.

*P-6 Discovery Structure:* Discovery runs throughout the day, simultaneously as children are in Target groups. 'Discoverers' are spotlighted throughout the day to highlight focus skills, techniques or learning dispositions to hopefully motivate other children.

### Discovery Tuning In

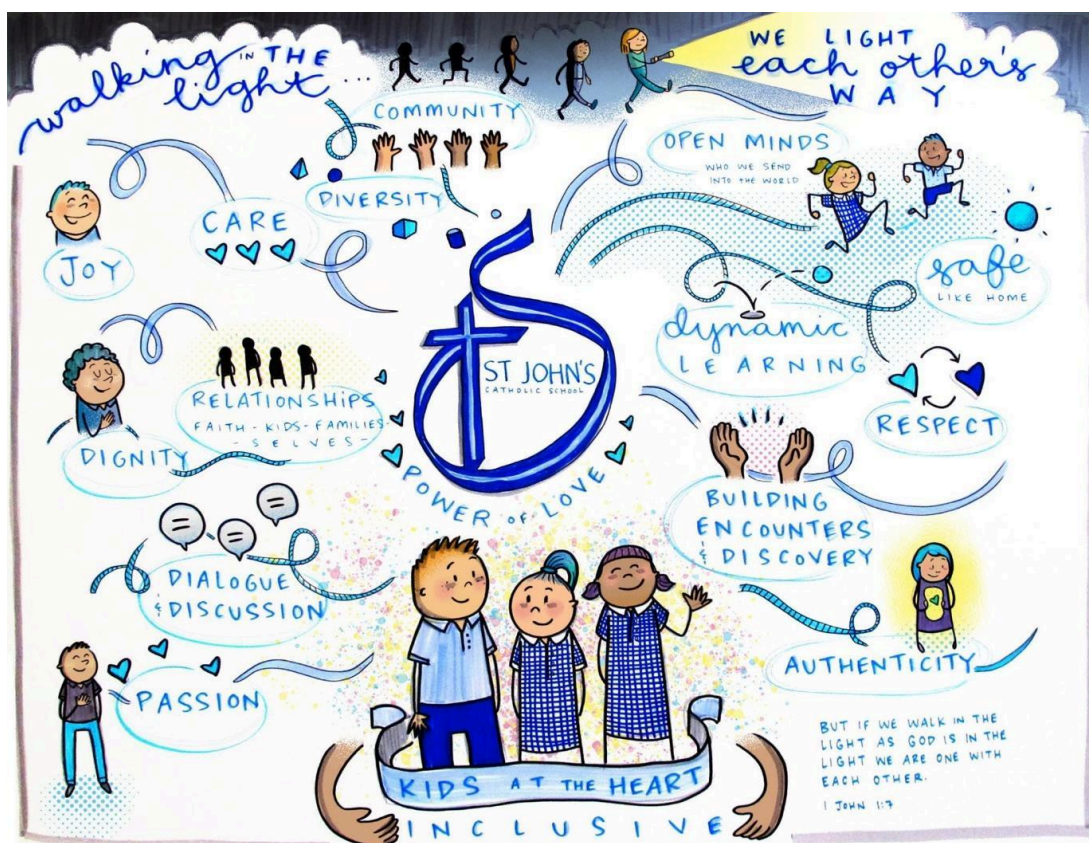
- P-6: The educator tunes the group into the Discovery spaces - intentions or learning focuses. An explicit tune-in to skills or dispositions needed for children to be successful during the Discovery

### Influencer/Conferencing/Check in

- P-2: Educators influence children's play in learning spaces according to curriculum, children's interests and learning dispositions.
- 3-6: Checking in and conferencing children on their individual projects.

Reflection: Takes place throughout the day in response to new learning that has been constructed.





**Community Projects** - Our Community Project offers us possibilities to make the invisible, visible. It provides us with an opportunity to create an identity for concepts and ideas we cannot yet see. We construct theories through our interactions with materials and others, and rely on the collective experiences and perspectives that we share. This is linked explicitly to the Humanities, Science, Design and Technology, Health and Capabilities Curriculums in a biannual scope and sequence.

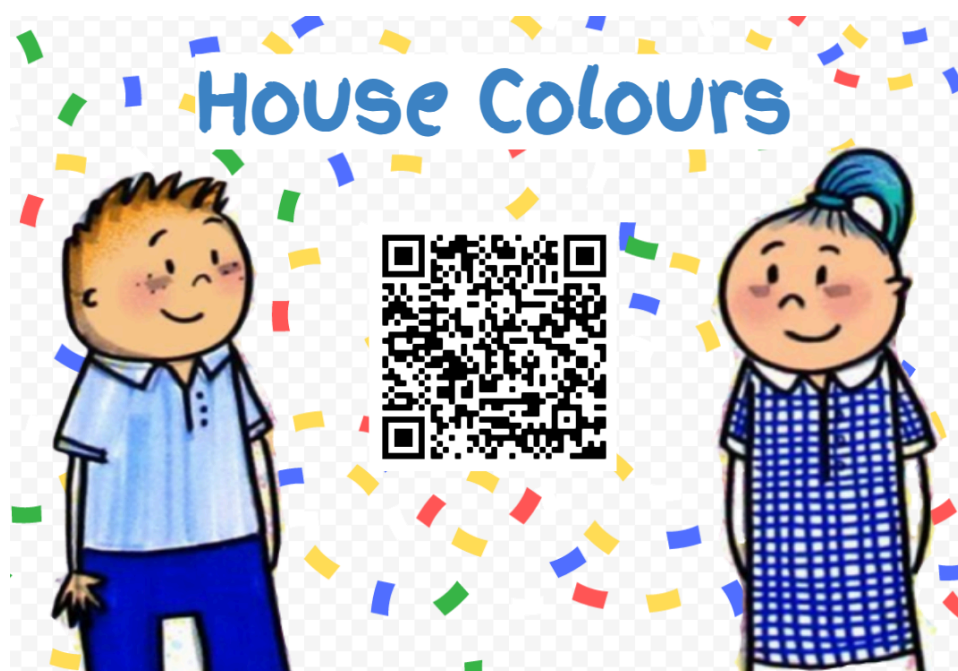


## TEAM HOUSE COLOURS

Upon commencement at St. John's, your family will be allocated a house group.

This will be demonstrated via a coloured bookmark labelled with one of the following house representatives:

<p><b>Irene</b> (named after Irene McCormack who was a Josephite Sister who worked hard helping the poor)</p>	<p><b>Alex</b> (named after Alex MacKillop -Mary MacKillop's dad)</p>	<p><b>Flora</b> (named after Flora MacDonald -Mary MacKillop's mother)</p>	<p><b>Malachi</b> (named after Sister Malachi O'Dowd who worked at St. John's as a teacher shortly after it opened)</p>
			 <p>Sr Malachi O'Dowd RIP 10/2/1900—20/12/1988</p>
<p><b>Blue</b></p>	<p><b>Green</b></p>	<p><b>Yellow</b></p>	<p><b>Red</b></p>
<p>Compassion Faith/Service Courage Strength</p>	<p>Faithfilled Persistence</p>	<p>Courage Patience Friendly Charitable Integrity</p>	<p>Empathy Understanding Caring</p>





## SEESAW



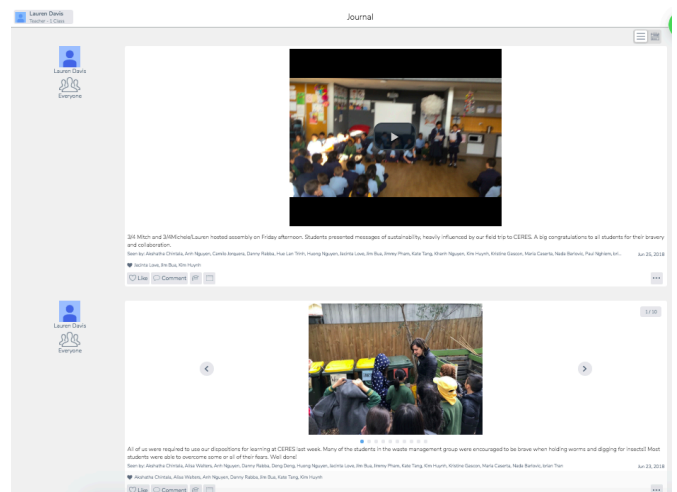
School partnerships are built and maintained through easy communication between home and school. Research indicates that effective schools have high levels of parental and community involvement, which in turn is strongly related to improving outcomes for all children.

At St. John's, Seesaw is one strategy we use to build and strengthen our relationships with your family! Seesaw is used to receive information from your educators regarding **your child's learning**. Children will also share some of their learning via this platform as they progress throughout their school years. It works similarly to Facebook or Instagram, with educators/children posting samples of learning over the year.

Working families receive information in real time and can 'like' or add a comment, without actually being present on the school grounds. This creates a consistent language between home and school and provides a starting point to discuss, celebrate and support learning at home.

Educators are asked to post **weekly learning intentions for all learning areas**, as well as a post **once a week that provides a progression update on one specific learning area**.

Frequent visual and personalised updates bring parents closer to their child's learning by helping to spark conversations at home and by allowing parents to like and comment on items (we encourage you to please do this!). Please note that data is never shared with third parties and all content is secure and protected.



At the beginning of the year, your child's educators will provide you with the directions on how to connect with your child's account. You can even share the love with grandparents, aunts and uncles too, with Seesaw allowing up to 10 family members to join!

# Seesaw

## SIMON EVERYWHERE



The graphic is a three-column layout on a light blue background with abstract scribbles. The left column features a green icon of three people, the text 'What you need to know', the 'SIMON EVERYWHERE' logo in a large white oval, and the St John's logo at the bottom. The middle column has a speech bubble from a character, text about app benefits, a 'COMMUNICATION' section with three star-bulleted items, and a 'CONTACT US!' section with contact details. The right column has a 'CHILDREN'S PROFILES' section with a list of features and an illustration of three children.

Simon Everywhere will streamline our parent communication. All information and details in one easy to locate space. Moving forward SMS notifications will be used for emergencies only.

Simon Everywhere is an App to help you log in to your PAM account easier from your phone. You can receive notifications, emails and access your child's profile all from the App.

### CHILDREN'S PROFILES

On your PAM account you will find

- First Aid passes
- School Activity notes and consent
- Important surveys (through connect surveys)
- Children's Reports
- NAPLAN Data
- Learning Conversation bookings
- Educator emails
- RSVP to events
- Sharing children's learning

### COMMUNICATION

- ★ **Push Notifications**  
Short reminders and notifications of events sent directly to your Simon Everywhere App.
- ★ **Actions**  
Notification that you have something to action for your child's profile. This could be medical profile, consent to a School Activity or a Connect Survey.
- ★ **Group Feed**  
Internal St John's feed sharing upcoming, children's learning and reminders. This will be our way to communicate to the school community.

### CONTACT US!

Phone: (03) 9687 3150  
Email: [admin@sjfootscray.catholic.edu.au](mailto:admin@sjfootscray.catholic.edu.au)  
In Person: see Amy or Leonie



In early 2024, we introduced SIMON as a platform for communicating with families. Families are able to access their child's Reports, First Aid notes, permission notes, log absences, access newsletters and notifications through the platform called PAM (Parent Access Module). Please download the app, Simon Everywhere to access this via mobile device.

**St John's will use Parent Access Module (PAM) to share any relevant communication with parents.**

# SIMON EVERYWHERE

## 1° STEP

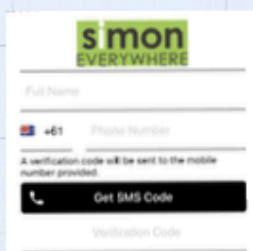
Find & install the SIMON Everywhere app from your store



## 2° STEP

Open the app, add your name, and mobile phone number & select Get SMS Code

Enter your one-time password & select Login



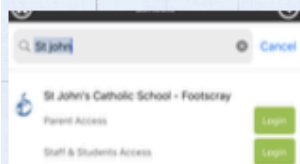
## 3° STEP

Select the +Add School tile



## 4° STEP

Search for your school & select the Parent Access Login



## 5° STEP

Enter your PAM username and password & select Submit



## 6° STEP

Begin using the App





## WELLBEING CONCERNS

At times children may be experiencing difficulties due to a range of reasons impacting their wellbeing, sense of belonging, wanting to come to school or ability to make good choices. We want to work in partnership with families to support what is happening at home and at school. Sometimes children find it easier to confide in their parents or siblings about something that is upsetting them and we encourage you to reach out to us to start a conversation and so together monitor what is happening. We can then put supports in place to assist your child to feel happy and safe at school.

We want to be proactive in dealing with issues as they arise so that it can be dealt with and structures in place while the issue is small. It becomes very complex when issues are left unaddressed and therefore more challenging to find a quick solution.

We recommend that parents first contact their child's hub educator as they are the ones who work the closest with your child.

If there is a confidential issue that involves sensitive information, then we encourage you to reach out to Karen Dodemaide (Deputy Principal and Wellbeing Leader) [kdodemaide@sjfootscray.catholic.edu.au](mailto:kdodemaide@sjfootscray.catholic.edu.au) or Emily Conroy (Principal) [econroy@sjfootscray.catholic.edu.au](mailto:econroy@sjfootscray.catholic.edu.au)

## MEDICATION AT SCHOOL

If a child is required to have medication at school please collect a form from the school office. This form must be completed by a registered General Practitioner (Doctor) to enable the school to administer any medication.

This includes Ventolin, Epipen, non-prescription medication/creams/drops etc or any other medication.

**We also require an up to date Action Plan every year from your doctor to accompany your medication if it is in relation to Asthma, Allergic Reaction, Eczema or Anaphylaxis.**

### **What does this mean for families of children with a medical condition?**

#### **Medical Management Plan**

This must be an approved medical plan (see images attached) and must be signed by the GP/APRAH registered practitioner. We encourage you to update these in the January school holidays so that it is easier to remember every year!

#### **If your child requires administration of medication at school:**

You will also be required to complete the Medication Authority Form (MAF). This now must be signed by the GP/APRAH registered practitioner.

#### **Medication must also be brought to school in its original packaging.**

Please Note: A MAF is not required if the medication and dosage are included as part of the relevant action plan (e.g. Asthma, Allergic Rhinitis, Anaphylaxis) that has been signed off by an AHPRA registered health practitioner.

#### **Meeting**

You are required to attend a meeting to discuss your child's medical needs. We intend to incorporate this meeting into the beginning of year Parent-Educator Chats. However, if your child has complex needs then an additional meeting may be required.

**Please Note: If the required documents are not provided to the school, medication (including panadol) cannot be administered to your child.**

## **ABSENCES AND FAMILY HOLIDAYS**

Please be aware that parents need to contact the school to give a reason for any type of absence or we will have to mark your child unapproved. Please refer below for ways to communicate absences with the school.

Parents are required to ensure their child attends school and to provide an explanation for their child's absence from school, and the principal must record in writing the reason (if any) given by the parent. The principal must be able to determine from the records if the excuse given was reasonable in terms of the parent meeting their legal obligations.

Parents should promptly inform the school of the reason for their child's absence so that the school can:

- determine if the child's absence needs to be excused by the principal, in line with school policy and these guidelines
- determine the appropriate follow up to ensure the child's education and wellbeing is supported
- record if the parent has a reasonable excuse for not meeting their obligation to ensure their child attends school each day

Where possible, parents should inform the school in advance of upcoming absences to ensure a child's education and wellbeing are supported. Parents are encouraged to communicate openly with the school where a child has an ongoing medical condition that may result in extended absences or medical appointments during school hours.

Family holidays will be approved if notification in writing to the Principal has been received in advance. Email: [principal@sjfootscray.catholic.edu.au](mailto:principal@sjfootscray.catholic.edu.au)

**Parents are requested to log their child's absence using either the Parent Access Module (PAM) or through Simon Everywhere, email: [admin@sjfootscray.catholic.edu.au](mailto:admin@sjfootscray.catholic.edu.au) or phone: 9687 3150**

Our school will notify parents as soon as practicable on the day if a student is not at school and you haven't contacted the school as to why. If you are notified by the school that your child is away without a reason, please contact us as soon as possible.

*If a parent cannot be reached because we don't have your correct contact details (i.e.: message notification fail, disconnected number), then we will make contact with any emergency contact/s nominated on your child's file held by the school, where possible, on the same day of the unexplained absence.*

## SCHOOL UNIFORM

The school uniform is worn with pride, as it is a sign of belonging to our school community.

The school uniform also reflects the pride we, as a school community, take in ourselves and our presence in the local communities. It is an expectation that the school uniform is worn correctly and with respect.

School uniforms can be purchased from Spartan School World in Niddrie or via their website [www.spartanschoolworld.com.au](http://www.spartanschoolworld.com.au) at any time during the year. For online orders, deliveries will be sent directly to the school for distribution to your child.

The uniform list is available from the school office or on our website and also advertised in our school newsletter. School uniforms can be matched according to the weather. School socks can be either white or navy blue with black school shoes or runners.

**Children are allowed to wear the sports uniform everyday to encourage active play during break times and feeling comfortable during learning time.**

School Uniform is to be worn at all times. This includes a sun hat during Terms 1 and 4. (Parents can supply sunscreen if desired).

Jewellery is not to be worn to school. This is a safety issue. The only permissible jewellery is a single stud or sleeper in pierced ears.

**To ensure lost items can be quickly returned to their owner, all items of uniform, including bags, lunch boxes, drink bottles and inside of their school shoes/runners MUST be clearly labelled with your child's name.**



### ST. JOHN'S SECOND HAND UNIFORM



OPEN AT THE SCHOOL OFFICE  
**TUESDAYS**  
3 - 3:30PM

VARIOUS SIZES

- Polo t-shirts
- Bomber jackets
- Summer dresses

**FREE**



### **ADDITIONAL CLOTHING - Prep/One**

We strongly suggest families of Prep to Year 1 students provide a change of clothes in their child's bag in case of a toileting accident. This might consist of underpants, socks and shorts or pants.

You may like to see what items we have available in the office to provide a top up of uniform items.



Spriggy Schools

# The canteen has partnered with Spriggy Schools for online lunch orders!

## Creating your account

- Download the app
- Register your details
- Create a profile for each child

## Placing your first order

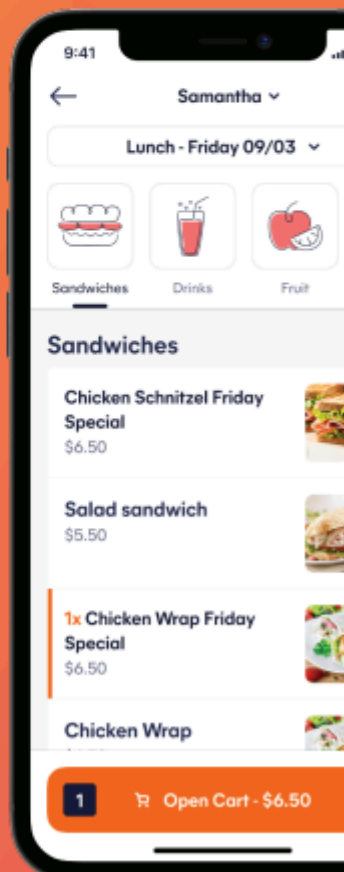
- View the canteen menu on the home screen
- Browse the menu and tap 'Add to Cart' on any item
- Go to cart and tap 'Place Order' to confirm
- You can edit or cancel your order before the cut-off time



Download the app now!



Spriggy Schools Pty Ltd (ABN 48 650 445 819) (Spriggy Schools), based in Sydney, Australia is the issuer of the Spriggy Schools product. Spriggy Schools does not hold an AFS licence but operates in accordance with ASIC Instrument 2016/211 (Non-cash payment facilities). Please consider the Terms and Conditions and the Target Market Determination to ensure the product is right for you. See full terms at [www.spriggyschools.com.au](http://www.spriggyschools.com.au).



Unfortunately, the incidence of childhood food allergies is on the rise. Some children can have a dramatic reaction to the smell / touch of some items, such as dairy or nut-based products. Their reaction requires serious treatment with adrenaline (Epipen) prior to hospitalisation.

As a result, the sharing of food items between children is not permitted, as some items may have a trace of an allergen. This means that bringing cakes or other party foods from home to celebrate birthdays **cannot occur**.

At lunch and breaks, children are given time to eat after playing. We aim to support parents in encouraging healthy eating.

Lunch Orders will be provided by DT Fusionz each week, Tuesday - Friday. Please provide your child's order via Spriggy Schools App by, no later than, 9am each morning.

**Note:** You may supply your child's lunchbox (labelled), for the order, in an effort to reduce single use plastic. The menu is available through the Spriggy Schools app.



## **PARENT VOLUNTEERING**

Parents are encouraged to volunteer for excursions. A Working With Children Check (WWCC) is required prior to assisting us in any way.

Please feel free to register online for a WWCC in advance:-  
<https://www.workingwithchildren.vic.gov.au>

Parents volunteering for an excursion will need to attend an induction session with a St John's staff member on the morning of the excursion.

A St John's Volunteer Code of Conduct form is also required and is available from the office, this is valid for 1 year and requires renewal.

## **BEFORE AND AFTER SCHOOL CARE**

OSHClub provides before and after school care on-site at St John's from 6.30am and closes at 6.00pm. Additional programs will be offered on school closure days and school holidays providing there is a demand for this service.

Registration and bookings are made through their website: [www.oschclub.com.au](http://www.oschclub.com.au)

**Note:** childcare benefit and rebate is assessed to determine cost. It is a great idea to register as a casual attendee for the unforeseen times you are unable to collect your child when school finishes.



The poster features a dark purple background with a collage of images: a child in a yellow shirt climbing a blue structure, a child in a white shirt looking up, and a blue circle with a white arrow. The OSHClub logo is in the top left, and a sunburst icon is in the center. The text 'Outside School Hours Care' is in large blue letters. Below it, the text reads: 'Awesome activities and amazing adventures await!', 'Our innovative programming will spark imagination and curiosity in every child.', 'BOOK NOW oshclub.com.au', and 'Join The Fun Be Active Get Together'.

**OSHClub**

**Outside School Hours Care**

**Awesome activities and amazing adventures await!**

Our innovative programming will spark imagination and curiosity in every child.

**BOOK NOW** [oshclub.com.au](http://oshclub.com.au)

**Join The Fun  
Be Active  
Get Together**

## **IMPORTANT SCHOOL POLICIES FOR FAMILIES**

Links to school policies can be found on our [School Website](#)

### **SCHOOL FEES AND LEVIES**

School Fees and Levies are billed at the beginning of the school year.

Fees may be paid by 4 instalments; on a fortnightly or monthly regular payment, or an arranged time agreed by the Principal. We offer payment plan options, together with school direct debit authorities and Centrepay deductions. Please see the school office to organise this, or send an email to [accounts@sjfootscray.catholic.edu.au](mailto:accounts@sjfootscray.catholic.edu.au) as there are many options to choose from.

A School Fees and Levies information sheet will be distributed to all families the year prior with instalment dates, amounts etc.

Student Levies Include:

- All work books, diaries, resources such as pencils, pens etc.
- Devices
- Excursions / Incursions
- Special events such as: Prep breakfast, 1/2 afternoon tea, 3/4 experience, Sacramental levies, sports clubs.

There is an additional cost for years where children participate in an intensive swimming program and attend camp.

### **CONCESSION CARD HOLDERS: CONCESSIONAL FEE and CAMP, SPORTS & EXCURSION FUND (CSEF)**

Any family holding a current Concession Card - yellow Health Care Card or purple Pension Card are eligible for fee assistance and discount/rebate.

The Concessional Fee Policy entitles eligible families to a reduction in school fees. Eligibility requirements include holding a valid concession card or similar government entitlement; completion of direct debit or Centrepay deduction for the balance of the concessional amount and completed CSEF form. All forms must be in place **prior to the end to Term 4** in readiness for the new school year. Please contact the office for more information.

Camp, Sports & Excursion Funds (CSEF) is a rebate of \$150 per student which is provided to families holding a concession card to be used towards camp, sports and excursion costs only. A form must be completed and a valid concession card must be shown to the school for new families to receive this discount/rebate. This information is required at the beginning of the year, prior to the end of Term 1. Please contact the school office for more information or to collect a form.

We hope that you and your family enjoy your time with us at St John's. Special memories are made and enriched by your inclusion and involvement is encouraged.

Please do not hesitate to contact our office if you have any questions or concerns  
[admin@sjfootscray.catholic.edu.au](mailto:admin@sjfootscray.catholic.edu.au)

## PARENT/GUARDIAN/CARER CODE OF CONDUCT



Melbourne Archdiocese  
Catholic Schools



ST JOHN'S  
CATHOLIC SCHOOL  
FOOTSCRAY

St John's Catholic School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This Code of Code is created with reference to St John's Catholic School Enrolment Policy and St John's Catholic School Enrolment Agreement. Parents/Guardians/Carers are expected to read, sign, and comply with the Code of Conduct for the student's enrolment to be accepted.

### Purpose

St John's Catholic School is committed to ensuring a respectful learning environment that is safe, positive, and supportive for all students, staff and visitors of the school.

It is the intention of St John's Catholic School to provide clear guidelines to all parents and visitors regarding the conduct expected of them while in a school environment, engaging in school-related activities or representing the school. Parents/guardians/carers and visitors are expected to uphold the school's core values at all times.

### Scope

This Code of Conduct applies to all St John's Catholic School parents, guardians, carers and visitors to the school and school related places. The application of this code is not limited to the school site and school hours. It extends to all school-related activities and events (including, but not limited to: school fetes, camps or sporting events, online activity, etc.) and when visiting or representing the school.

### Principles

This Code of Conduct is based on the following principles that everyone at St John's Catholic School:

- has the right to be safe,
- has the right to be treated with respect and be valued even in disagreement,
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying, discrimination or any harmful, threatening or abusive behaviour,
- is encouraged to be respectful, polite, courteous and considerate of others,
- has the right to be supported and challenged as ongoing learners.

### Expected conduct and bearing of all parents / guardians / carers

It is expected that every parent/guardian/carer will:

- uphold the school's core beliefs and values,
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others,
- abide by all health and safety rules and procedures operating within the school and other locations at which they may visit while representing the school,
- ensure that their actions do not bring the school into disrepute,

- respect school staff and accept their authority and direction within the exercise of their duties at the school,
- observe all school rules as required,
- strictly adhere to the school's policies and procedures as required,
- behave with respect, courtesy, and consideration for others,
- refrain from all forms of bullying and harassment,
- refrain from any form of verbal insult or abuse and from any form of physical abuse or intimidation,
- refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the school, employees or students of the school, including activities on social media,
- respect school property and the property of staff, contractors, volunteers and other students
- not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health while visiting the school site, attending school functions or engaging in school-based activities,
- respect school staff and accept their authority and direction within the exercise of their duties at the school,
- use the school's Complaints Handling Policy to seek resolution for any problems that arise and accept the school's procedures for handling matters of complaint.

## Unacceptable conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person,
- any form of physical or verbal violence including fighting, assault or threats of violence or behaviour that is otherwise harmful, threatening or abusive,
- approaching a child that is not your own with a view to disciplining that child for their behaviour. Such matters are only to be dealt with by school staff,
- approaching other school parents to resolve issues arising between students at school. Such matters should be referred to school staff,
- any form of cyber bullying or cyber abuse that is directed towards the school, staff members, students or parents or any member connected to the school,
- any form of threatening language, gestures or conduct
- language or conduct which is harmful, threatening, abusive or likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other person,
- corresponding or communicating with school staff in a manner which is unreasonable (including for example, via email or app's) in terms of the frequency or volume of communications, or the nature or tone of such communications,
- theft, fraud or misuse of school resources,
- the use of inappropriate or profane words or gestures and images,
- visiting school, attending social, sporting or other functions while intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health,
- smoking on the school premises or within the immediate environs of the school,
- claiming to represent the school in any matter without explicit permission from the school principal to do so.

## Breach of the code of conduct

Parents/guardians/carers are, as a condition of enrolment, expected to read, sign, and comply with the [insert school name] Enrolment Agreement, [insert school name] Parent/Guardian/Carer Code of Conduct (**Code of Conduct**), and relevant school policies.

Parents/guardians/carers who breach this Code of Conduct or Enrolment Agreement will be contacted by the principal. Appropriate action, which may include limiting and reducing access to school grounds, attending school functions or school-based activities or, setting mandatory parameters around methods



and timing of communication, or imposing an Immediate or Ongoing School Community Safety Order is at the discretion of the principal and other authorised persons.

Should any parent/guardian/carer:

- (a) repeatedly breach the terms of the Agreement, Code of Conduct, and/or relevant school policies (after the parent/guardian/carer or the family collectively, has been warned that any further breach may result in a termination of enrolment); or
- (b) engage in conduct on a single occasion which constitutes a serious breach of the Code of Conduct and/or relevant school policies (involving for example, conduct which poses a serious risk to staff or student health and safety), the circumstances may result in a termination of their child's enrolment.
- (c) A termination of enrolment may also occur where any parent/guardian/carer has engaged in conduct on a single occasion which constitutes a serious breach of the Parent / Guardian / Carer Code of Conduct and/or relevant school policies (involving for example, conduct which poses a serious risk to staff or student health and safety.) In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

A decision to withdraw or terminate the enrolment of a student may only be made by the Director, Learning and Regional Services upon consideration of the following:

- the view of the principal of the school
- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether any previous warnings have been provided to the parent/guardian/carer
- the principles of procedural fairness are followed in the decision-making process, including an opportunity for the student and their family/guardians/carers to be heard, all relevant information considered.

Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

In accordance with applicable legislation and the school's Child Safety and Wellbeing Policy, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Commission for Children and Young People (CCYP), and/or any other relevant bodies will be informed of any unlawful breaches of this code.

## Policy information table

<b>Responsible director</b>	Director, Learning and Regional Services
<b>Policy owner</b>	General Manager, Learning Diversity
<b>Approving authority</b>	Executive Director
<b>Assigned board committee</b>	Education Strategy and Policy
<b>Approval date</b>	10 May 2025
<b>Risk rating</b>	High
<b>Date of next review</b>	May 2025
<b>Publication details</b>	CEVN, school website

POLICY DATABASE INFORMATION	
<b>Assigned Framework</b>	Enrolment of Students
<b>Related documents</b>	Enrolment Policy Enrolment Agreement Enrolment Form Student Code of Conduct
<b>Superseded documents</b>	Parent Guardian Carer Code of Conduct – v2.0 – 2022
<b>New policy</b>	

# Democratic Principles Statement



MELBOURNE  
ARCHDIOCESE  
CATHOLIC SCHOOLS



ST JOHN'S  
CATHOLIC SCHOOL  
FOOTSCRAY

## Democratic Principles

At St. John's Catholic Primary School, we recognise that the school plays a vital role in advancing democratic ideals and principles. For democracy to continue to thrive, children must be taught democratic ideals and principles and to value its way of life. St. John's Catholic Primary School will explicitly and implicitly support and promote the principles of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

Through our curricular and extracurricular programs, St. John's Catholic Primary School will prepare our children to become citizens who will preserve and shape democracy in the future. Democratic values will be taught explicitly in the curriculum and implicitly in the child's experience of the school, from classroom practice, and from what is taught to how it is taught.

## Reporting

The Melbourne Archdiocese Catholic Schools (MACS) Board will ensure schools have published this Democratic Principles Statement through the Annual Report to the School Community and regular school review processes (at least once every four years).

