Corpus Christi Primary School

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Parents Association
Welcome to the Corpus Christi Parish Primary School Community

We hope the years ahead will be a valuable and happy experience for your child and family.

As soon as your child commences school, you enter into a partnership with the staff and whole school community to provide the best guidance, welfare and progress of your child.

We realise the joint responsibility we share with you in helping your child grow and develop into the best individual that he or she is capable of.

You are cordially invited to be an active participant in all aspects of school life and liturgical celebrations.

We welcome your support and assistance in all areas of your child’s education and thank you for entrusting us to share in this responsibility with you.
Corpus Christi Vision Statement

Corpus Christi is a Catholic Parish Primary School community, where Catholic values permeate the environment, relationships and the whole school community. Our primary function is to live out the mission of our Church through education in faith. We recognise that faith is a gift, which needs nurturing and developing. We aim to support individuals on their faith journey.

As a school community we aim to:

- Foster the development of all staff and students to their full potential: spiritually, intellectually, physically, emotionally and socially.
- Provide a learning environment that challenges and stimulates the children through a range of learning experiences.
- Provide a physical environment that is safe, secure and stimulating.
- Recognise and affirm all individuals within our school community.
- Foster positive relationships between staff, students and parents, through mutual respect in an atmosphere of tolerance, trust and honesty.
- Foster a collaborative relationship with the wider school community.
- Provide staff with the opportunity to develop both professionally and personally.

Members of staff aim to develop a collaborative working environment, which enhances our professional practices.
Our School Goals

To provide an environment permeated with Christian values, which enhances individuals and dignifies human qualities.

To foster the development of the whole child to it’s full potential: spiritually, intellectually, physically, emotionally and socially.

To provide an environment and atmosphere where the child’s natural curiosity and love of learning are fostered and extended through excitement, enjoyment, new experiences and stimulation.

To encourage children to be responsible, independent learners, so that they can reach their full potential.

- To develop and enhance children’s self esteem and dignity through mutual respect.
- To educate children in the belief that respect is based on openness, honesty, trust, forgiveness and self-discipline.

To foster school spirit through a united school community.

To strive for a quality education through dedicated teaching practices.

To prepare children for later life by providing the best possible foundation for secondary school, further study and life beyond.
Learning and Teaching Belief Statements

At Corpus Christi, we believe children learn best when:

- Learning is meaningful, valued and relates to their life and is purposeful.
- The environment is accepting, challenging, flexible, enjoyable, stimulating, supportive and secure.
- They feel comfortable and confident enough to take risks and understand that mistakes are an integral part of the learning process.
- Learning is developmental and they are allowed to progress at their own rate.
- When learning is practical and allows for ‘hands on’ experiences.
- They are exposed to good modelling by teachers, students and significant others.
- They feel confident of their own ability to succeed and have experiences of success.
- They have a positive self-esteem.
- The curriculum is culturally inclusive.
- They feel part of a learning environment.
- Their first language is recognized and valued.
- They are actively involved in their learning.
- Their prior knowledge is accepted, valued and built on.
- They share in the responsibility for their own learning.
- Their learning styles are recognized.
- Their physical and emotional needs are met.
- Their participation is valued.
- Quality relationships are formed.
- They are motivated in their desire to learn.
- They are able to cooperate and work together.
Learning and Teaching

The curriculum framework at Corpus Christi is based on AusVELS—incorporating the new Australian Curriculum and the Victorian Essential Learning Standards-(VELS) – an approach to curriculum from Prep to Year 10. The standards outline what is important for students to learn and develop during their time at school. They are designed to encourage a deep understanding of essential knowledge, skills and behaviours. Standards are also used to plan student learning, assess student progress and report to parents.


**English – Literacy**

Corpus Christi school aims to maximise the literacy achievements of all children, particularly in the first 3 years of schooling. Focused teaching using a variety of methods, strategies and skills are used to the development of comprehensive skills in Reading, Writing, Listening and Speaking.

We believe:

- All students can achieve high standards given sufficient time and support.
- All teachers can teach to high standards given the right conditions and assistance.
- High expectations and early intervention are essential.

Teachers need to be able to articulate what they do and why they teach the way they do (i.e. Be theory-based rather than trade-based).

Corpus Christi school strives to raise the levels of literacy attainment in young children in the early years of schooling to give them a solid foundation for success in later learning.

One of the distinctive characteristics of our Literacy program is the use of data to drive teaching and learning. All children are continually assessed throughout the year with the greatest number of assessments at the beginning and end of the year to ascertain starting points and to establish end points for that year.
Another distinctive characteristic is the use of Learning Centres and Investigations. This approach enables students to:

- Consolidate and extend their literacy skills and understandings through tasks that are open-ended and varied and allow for individual, peer and group learning.
- Engage in ‘talk’ for communicative purposes and literacy related ‘talk’.
- Observe, reflect on and make judgements about their learning through self, peer and group assessment.

Literacy learning occurs daily for a minimum of two hours. Specific tasks are planned to develop skills in Reading, Writing, Speaking and Listening.

Emphasis is also placed on a balanced use of powerful instructional strategies that allow the teacher to have focussed time with small groups of children or individual students.

Another very important aspect of literacy learning is that of the classroom helpers program. Classroom Helpers assist in supervising, guiding and monitoring learning centre groups enabling the teacher to work with smaller focused groups. We encourage parents to help out in the classroom after completing the Classroom Helpers program. Classroom Helpers training generally occurs in Term 1, over 2-3 sessions. A current Working with Children check is also required.

**Mathematics - Numeracy**

Maths learning occurs daily, for a minimum of one hour. Early assessment is conducted through a clinical interview or screening test, enabling this assessment to drive our instruction in Mathematics. Students are actively involved in differentiated learning opportunities to ensure that individual needs are met.

Our focus in the Early Years is to develop number sense, measurement concepts and spatial thinking through real life situations. We utilise a combination of whole class, small group and individual teaching strategies to support students in this area. Students are encouraged to think about and solve Mathematical moments in their day to day lives. We teach Maths using real life scenarios to equip students with problem solving skills and strategies.

**Religious Education**

RE is taught on a daily basis. The texts are prescribed by the Melbourne Diocese – through a series of texts entitled – To Know Worship and Love.

We believe that we join with the parents and members of the parish community, in the shared responsibility of developing faith and passing on the traditions of our Church. We acknowledge that each member of our school community travels on their own faith journey and need to be nurtured and supported. We understand Religious Education to be concerned with the teaching of knowledge, skills and values, which enable a student to search for understanding and belief in their faith journey.
Integrated Inquiry

At Corpus Christi School we are concerned with developing the ‘whole’ child and the nature of the child as the learner. We believe that we need to foster the development of our students to their full potential. We value the importance of the processes involved in the development of thinking and students’ development of deep understandings about their world.

Integrated inquiry is an educational approach that enables children to become lifelong learners.

PMP- Perceptual Motor Program

“A Perceptual Motor Program aims to develop a child's perceptions and understandings of him/her self and his/her world through movement and motor experiences.”

A Perceptual Motor Program aims to give the child experiences in seeing, hearing, touching, processing, making perceptual judgements and reacting though carefully sequenced activities which children enjoy doing like running, hopping, skipping, jumping, balancing, crawling, climbing, throwing, catching, bowling, sliding, etc., using a variety of common and specially designed equipment.

PMP has 3 components, a floor session, an equipment session and a language follow-up session. Foundation students participate in the Perceptual Motor Program.

ICT-Technology

Our school is well-equipped with technological tools. We have desktops, laptops, Windows 8 tablets and Ipads that are networked in all learning areas. We have a robust wireless system, digital and still cameras, and Interactive White Boards. Technology is widely incorporated into all learning, and is considered as an essential tool for creating, communicating and collaborating.

Each student must have a signed User Agreement to be able to access technology, and we advocate the safe and responsible use of devices and the Internet.

Each student is provided with a username which enables access to the school Intranet as well as an email address.
Starting out

The school year for **Foundation** commences on **Wednesday 29th January 2014 at 9.30am.**

A parent or guardian of each child is expected to be at the school with their child on this day. Please **DO NOT** send Prep children with older brothers and sisters.

It is important that the children have a calm and secure beginning, so we ask parents to leave quickly after meeting your child’s teacher. The timetable for Preps will differ from the rest of the school for the first few weeks, so it is important that you make careful note of finishing times. Children become very upset if they think they have been forgotten.

**Week 1 ** **Wednesday 29th January 2014**

Day One only: 9.30am – 1.00pm

Remainder of week 1: 8.50am – 1.00pm

**Week 2 ** **Monday 3rd February 2014**

8.50am – 1.00pm

**Week 3 ** **Monday 10th February 2014**

8.50am – 2.15pm

**Week 4 ** **Monday 17th February 2014**

8.50am – 3.30pm

Please collect your child promptly for the first four weeks. Thereafter, Prep children will be dismissed at 3.30pm from their classroom, to a parent or to someone designat-ed by parents in arrangement with your child’s classroom teacher.

**2014 TERM DATES**

**TERM 1**

Teachers resume Tuesday 28th January 2014

Children commence **Wednesday 29th January 2014**

Term concludes **Friday 4th April 2014**

(EASTER  Good Friday 18th April - Easter Monday 21st April)

**TERM 2**

Tuesday 22nd April – Friday 27th June

**TERM 3**

Monday 14th July – Friday 19th September

**TERM 4**

Monday 6th October – Friday 19th December
School Uniform

Children of Corpus Christi Primary School are required to wear their full school uniform every day. On sports days, they are required to wear school sports uniform.

The full school uniform is as listed:

**Girls Summer Uniform**
- Red checked dress
- White socks
- Black shoes
- Navy jumper with red and gold V with Corpus Christi logo
- Red broad brimmed sun hat with Corpus Christi logo
- Red hair ribbons

**Girls Winter Uniform**
- Corpus Christi tunic or navy trousers
- Gold skivvy/long sleeve polo with school logo
- Navy jumper with red and gold V with Corpus Christi logo
- White socks or navy tights
- Black shoes

**Boys Summer Uniform**
- Navy blue shorts or trousers
- School blue shirt with Corpus Christi Logo
- Navy jumper with red and gold V with Corpus Christi logo
- Navy socks
- Black shoes
- Red broad brimmed sun hat with Corpus Christi logo

**Boys Winter Uniform**
- Navy blue trousers
- Gold skivvy/long sleeve polo shirt with school logo
- Navy jumper with red and gold V with Corpus Christi logo
- Navy socks
- Black shoes

**Miscellaneous**
- Back Pack with Logo
- Jacket with logo
- Beanie
Sports Uniform

**Girls**
Navy blue tracksuit with Corpus Christi logo
Gold polo shirt with Corpus Christi logo
Red netball skirt or shorts
Corpus Christi sun hat
White socks
Runners

**Boys**
Navy blue tracksuit with Corpus Christi logo
Gold polo shirt with Corpus Christi logo
Red shorts
Corpus Christi sun hat
White socks
Runners

Runners only to be worn on Sports Days

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<tr>
<th>Hours</th>
<th>Wednesday</th>
<th>8.45am – 9.15am</th>
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<td>Friday</td>
<td>3.15pm – 3.45pm</td>
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Please ensure that all your child’s belongings (including shoes, runners, socks, jumper, tracksuit, lunch box and lid etc.) are clearly labelled with your child’s name. It is wise to check each night to see if your child has brought home all personal belongings.

**All children require:**

An art smock that is kept at school. Please ensure that the art smock has elastic around the neck and sleeves to ensure maximum effectiveness.

A library bag to carry library books to and from school
Student Administration

School Fees

It is important that school fees are paid promptly to enable us to continue to provide quality educational programs and a safe environment for your child. Your cooperation in this matter is greatly appreciated.

2014 Family Fee

$750.00 per family. Paid in three instalments ($250, $250 and $250) in terms 1, 2 and 3. Payment is made at the School Office.

2014 Tuition Fee

$175.00 per child to be paid on the first day of the school year. It should be placed in an envelope clearly marked with your child’s name and grade and taken to the nominated collection point for processing by our Collection Committee.

The Family Fee can be paid in weekly, fortnightly or monthly instalments.

Please contact the School Office to arrange this.

Education Maintenance Allowance

Any parent who holds a Health Care Card current on Day 1 of Term 1 and/or Day 1 of Term 3 is eligible to claim Education Maintenance Allowance. Application forms are available from the School Office.

Swimming Fee

As part of our Physical Education program, all children are expected to participate in our school swimming program, unless a medical certificate is supplied. A cost calculated each year is applied to the swimming program.

Any family experiencing financial difficulties can make an appointment to see our Parish Priest or our School Principal, Mr. Stephen Lucardie to discuss alternate arrangements.
**Attendance**

Regular attendance and punctuality are extremely important. Please aim to have your child at school by 8.45am each day as classes commence at 8.50am.

Yard supervision commences at 8.30am

**Children should not be at school before 8.30am.**

If your child is absent from school, you may leave a message on the answering machine that morning. It is a requirement that you provide a written explanation for your child’s absence, which will then be filed by the school. A verbal explanation is not sufficient.

**Spending Money**

Please limit your child’s school spending money to no more than $1.00 per day.
(If children are discovered with large amounts of unexplained money, parents will be contacted.)

**Valuables**

Expensive or treasured jewellery should not be worn, nor should expensive or treasured possessions of any kind be brought to school. Damage or loss can occur and cause distress for the child.

**Birthdays**

Parents often like to acknowledge their child’s birthday by providing a class birthday cake. It is preferable if individual cup cakes or pre-cut cakes are sent to school, as teachers do not have access to knives/serviettes to cut and distribute large cakes. Individual lolly bags are another option.

**Notices**

Please check your child’s bag each night for notices. Our school newsletter the “Corpus Christi Chatter”, is published and emailed fortnightly on Thursdays.

It is important to read the “Chatter” as it contains information about the daily running of the school and about forthcoming events. Please inform the Office if your child...
**Visiting School**

All visitors to the school must have the permission of the Principal (Mr. Stephen Lucardie) or Deputy Principal (Mrs. Rina Polastri).

A Visitors’ Logbook is located in the school administration foyer. All visitors to the school are required to sign in, collect a Visitor Pass, and list their name, time of arrival, reason for visit and sign out on departure. This assists with school security and safety measures.

Please do not take your child from the school grounds at any time without first notifying the School Office and obtaining a Dismissal Permission Form. If your child should arrive home during school time, please contact the school immediately.

**Working With Children Checks**

A Working With Children Check is required by parents as classroom volunteers, canteen, excursions etc. There is no cost for volunteers. Your local Post Office will have the current form for application. Once received please bring into the Office as a copy is kept on file.

**Excursions**

Children will be taken on excursions at various times during the year. All excursions will require your written permission. A note will be sent home explaining details of the excursion and will require your signature upon returning to the class teacher by the due date.

**After School Care**

After School Care is conducted by Extend, a quality provider of Outside School Hours Care, with carefully structured activities in a safe environment on school site.

*Hours:*
- After School Care: 3.30pm — 6.00pm
- Pupil Free Days: 8.00am — 6.00pm (subject to minimum enrolments)

Enrolment forms available from the School Administration

Child Care Benefits and the non-income tested 50% Child Care Rebate applies.
Health and Safety

The school should be notified early of any concerns regarding your child’s health, including sight, hearing, behavioural, learning or social-emotional problems, in order that provisions may be taken to assist your child’s welfare in the school setting.

Certificate of Immunisation Status

It is a requirement of law that you provide the school with a certificate of your child’s immunisation status before he/she commences school. You can obtain this certificate from your local council or your doctor, depending on where your child was immunised.

Sickness

Children suffering from an infectious disease will be excluded from school until a medical certificate is produced or the period of exclusion stated below is observed.

Measles: 5 days from onset of rash.

German Measles: 7 days from first appearance of the rash.

Chicken Pox: 7 days from first appearance of spots or until all spots are dry.

Mumps: 14 days from onset of swelling.

Infectious Hepatitis: Until all symptoms are gone.

A medical clearance will need to be produced.

Head Lice: Parents are requested to sign a permission form allowing staff to conduct a head lice inspection termly or on a needs basis.
**Emergency Information**

Please make sure that the school office has the places of employment and contact telephone numbers of both parents/guardians.

Parents should also provide a second contact person’s number listed in the event of a child’s illness or injury. Please ensure the emergency contact person is aware that they are the listed emergency contact in the event that we are unable to contact you if your child is ill or injured.

You will need to inform the school of your family physician and provide a contact number, so that your child can be attended to at Glenroy Clinic or Royal Children’s Hospital quickly in the event of an emergency.

These details should be on your enrolment form, but if there are changes, please inform the school office immediately.

**First Aid Procedures**

**Medical Forms**

It is very important that we have accurate and up to date information regarding your child’s medical needs. If there are any changes to your child’s medical information, please notify the School Office so files may be updated.

Please notify the school immediately if your child suffers from a medical condition that may require special attention. Examples of these include allergies, diabetes, dizzy spells, asthma, etc.
**Medication**

Should your child need to take any form of medication at school, you will need to complete a **Medication Authorisation** form, copies of which are available from the school office.

**Your child cannot be administered any medication, unless written authorisation is given by a parent or guardian.**

An example of the authorisation form is shown below.

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**Medication Authorisation**

I ______________________________ authorise a member of Corpus Christi Staff to give the following medication to my child _______________________________

(Child’s full name)

Name of Medication: _______________________________

Dose to be given:________________________

Time medication to be given:_____________

Signed____________________________      Date:______________

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When sending medication to school, please hand it to the School Office in a sealed container that is clearly labelled with your child’s name and grade level. Children should not store any medication in their school bags.

If your child is asthmatic, and uses an inhaler, please advise your child’s teacher of the frequency of use that your child may need.

- **An ‘Asthma Emergency Plan.’ is to be completed by the child's doctor and kept in First Aid for future reference and correct administration.**
School Nurse

Family and Community Programs offer all families with children in Primary Schools the opportunity to consult with a school nurse in the child’s first year at school (Foundation) and a referral and follow-up service is provided to children in all year levels.

School nurses deliver this program. It provides parents/guardians, teachers and nurses with an opportunity to work together for the well-being and educational progress of children.

Services include

A health assessment of all children in their first year of school (with parent consent) which includes:

- information provided by a parent/guardian in the health questionnaire:
- information from the teacher where there are school concerns; testing of vision;
- a hearing test where suspected hearing difficulties are indicated by the parent/teacher/nurse.
- Clinical observations and examination as indicated by parent or teacher concern.
- Accepting referrals from all year level teachers, parents/guardians and students where there are physical, social, emotional and learning health concerns.
- Health assessments for students newly enrolled from overseas.
- Follow-up of children with additional needs.
- Information to help teachers understand children’s health needs.
- Health promotion, resource activities and advice regarding children’s health.
Severe Food Allergies

We have a number of children who have severe life threatening food allergic reactions. We ask all parents to discuss with their children correct disposal of uneaten lunches, not to share food with other children, to avoid sending nut-based food products to school and to practise good hygiene habits (ie. washing hands before and after eating).

Notification of Injury

In the event of your child being injured at school, you will be informed of the nature of the injury and the treatment your child received. You will also be notified if your child was ill during the school day, or suffered an injury which may require further attention at home. This will be done via an ‘Injury Notification Slip’ which will be sent home with your child.

In the event of a serious injury, all efforts will be made to contact you immediately, or to contact the nominated emergency contact person. Should your child receive a head injury of any kind, you will be advised immediately by telephone.
Safety

Our school programs aim to develop good safety habits for your child. It is important that each child should know his/her full name and address for his/her own safety.

*The following practices should be encouraged:*

- Travel directly to and from home and school.
- Cross Widford Street only at the school crossing.
- Cross Melbourne Avenue only at the school crossing.
- Cross Cromwell Street only at the school crossing.
- Never wait outside the school grounds before or after school.
- Never accept rides from strangers.
- Never run out from between parked cars.

Parental assistance in ensuring children use school crossings would be greatly appreciated. Parental assistance in obeying parking signs around the school area will help avoid accidents.

Do not double park.
Do not park across school crossings.

Off street parking is available in the council car park on the corner of Murrell Street and Cromwell Street.
Parish Education Board

This is a representative body involved in the provision of education in the Parish of Corpus Christi. Its aims are to provide a forum for discussion and development of education policy in the Parish Primary School and to advise and assist the Parish Priest and Principal in matters related to education. Elected representatives from the Parents’ Association and the staff of Corpus Christi Primary School, as well as other interested parents, form the Board. Elections occur at the Annual General Meeting held in March.

Corpus Christi Parents’ Association

The role of the Parents’ Association is to provide social, fundraising and recreational activities in support of the school. Meetings are held monthly and all parents are encouraged to attend. Committees within the Parents’ Association oversee the running of the school canteen and uniform shop.

Uniform Shop

Hours are:  
Wednesday: 8.45am – 9.15am  
Friday: 3.15pm – 3.45pm

The Uniform Shop is located on school premises in the Parent Tea and Coffee Room, and sells both new and second-hand clothing.  
Donations of quality, outgrown clothing are welcome.

School Canteen

Hours are:  Monday-Friday: 10.00am-1.30pm.

Lunch orders should be written on a lunch bag or envelope with the child’s name and class group clearly marked. Money should be enclosed in the bag.  
Strictly no credit!  
Volunteers for canteen duty are most welcome.
Is your child ready for school?

Can your child dress himself/herself?

Does your child know his/her name?

Is your child toilet trained?

Can your child blow his/her nose?

Is your child able to talk in short easy sentences?

Can your child put away toys?

Is your child able to give fairly constant attention to play projects, listen quietly to a short story and sit quietly for periods of ten minutes?

Has your child ever been away from you? How did your child cope?

Can your child play reasonably well with other children of the same age?

Does your child like to draw and colour?

Can your child use small scissors?

Can your child remember simple instructions/messages?

Can your child tie his/her shoelaces?

Does your child know his/her address and telephone number?