



# 2024

# Corpus Christi Primary School

13 – 21 Widford Street

Glenroy 3046

Ph: 9306 3062

9306 3322

Principal: Angela Ferro

[principal@ccglenroy.catholic.edu.au](mailto:principal@ccglenroy.catholic.edu.au)

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# 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 School 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 both staff and students to their full potential: spiritually, intellectually, physically, emotionally and socially.
- ◆ Provide a learning environment that challenges and engages the child 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 through mutual respect, tolerance, trust and honesty.
- ◆ Foster a collaborative relationship with the wider school community.
- ◆ Provide staff with the opportunity to develop both professionally and personally.
- ◆ Develop a collaborative working environment which enhances our professional practices.
- ◆ Reflect the Catholic Gospel values of tolerance, justice and acceptance of others
- ◆ Recognise that as life-long learners, our curriculum is designed around an Inquiry approach, where critical and creative thinking, and deep understandings are developed alongside knowledge and skills needed to succeed in our contemporary world
- ◆ Foster a learning partnership between student, family and school

## We offer:

- ◆ A welcoming and inclusive community
- ◆ A comprehensive focus on developing community wellbeing
- ◆ A rich and comprehensive curriculum
- ◆ A variety of learning opportunities and experiences

## 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 its 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.



## CECV (Catholic Education Commission of Victoria) and

### CORPUS CHRISTI GLENROY COMMITMENT

#### STATEMENT TO CHILD SAFETY

The Statement is intended to provide the central focus for child safety across Catholic education in Victoria, built around a unified understanding of the moral imperative and overarching commitments that underpin our drive for improvement and cultural change.

**“The Catholic school sets out to be a school for the human person and of human persons. ‘The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ’s teaching: that is why the promotion of the human person is the goal of the Catholic school’”. (Congregation for Catholic education 1997, par. 9)**

The Catholic Education Commission of Victoria Ltd (CECV) and Corpus Christi Primary School Glenroy, holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility of Catholic education. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The CECV has a universal expectation for the protection of children. It is resolutely committed to ensuring that all those engaged in Catholic education in Victoria promote the inherent dignity of children and young people and their fundamental right to be respected and nurtured in a safe school environment. This is particularly so for the most vulnerable children, including aboriginal children, from culturally and/or linguistically diverse backgrounds, and children with a disability.

Catholic schools have a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, their voices are heard and where they are safe and feel safe. When allegations of abuse concerning children and young people are raised, Catholic schools will take prompt action to have these appropriately referred and investigated. While the context and reality at each Catholic school will differ, the fundamental issues of understanding effective practices in child safety and identifying and responding to child harm remain the same.

All schools must strive for continual improvement that is responsive to emerging thinking, evidence and practice, so as to eliminate the possibility of abuse occurring in the first place. Creating child-safe school environments is a dynamic process that involves active participation and responsibility by schools, families and their communities. It is marked by collaboration, vigilance and proactive approaches across policies, procedures, curriculum and practices. Every person involved in Catholic education has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

## **The CECV commits to providing a safe and nurturing culture for all children and young people in Victorian Catholic schools through:**

### **Upholding the primacy of the safety and wellbeing of children and young people.**

At all times, the ongoing safety and wellbeing of all children and young people will be the primary focus of care and decision-making, with particular attention paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. To create and maintain a safe and nurturing culture, schools will actively and continually develop and review all policies, processes and practices, informed by emerging thinking and evidence.

### **Empowering families, children, young people and staff to have a voice and raise concerns.**

Schools, in partnership with families, will ensure children and young people, are engaged and active participants in decision-making processes, particularly those that have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner. Children and young people are also provided with the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.

### **Implementing rigorous risk-management and employment practices.**

Schools will systematically and continually identify and assess risks to child safety and will eliminate (where possible) or reduce all potential sources of harm. Effective risk management will be embedded in school life through effective, transparent and well-understood policies, procedures and practices. Schools will employ highly competent and professional staff who are formed and challenged to maintain the safety of all students. The high-quality of staff appointments will be upheld through rigorous employment and staff review processes and practices. Catholic education will stay abreast of current legislation and will meet their legislative duties to protect the safety and wellbeing of children and young people in their care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements.

# Learning and Teaching Belief Statements

- ◆ **At Corpus Christi, we believe children learn best when:**  
Learning is meaningful, valued and purposeful
- ◆ There are high expectations towards excellence and growth
- ◆ The environment is inclusive, supportive and secure
- ◆ They feel confident to take risks and understand that mistakes are an integral part of the learning process
- ◆ Learning is developmental and teaching differentiated to support their needs and to experience success
- ◆ Learning is purposeful and allows for 'hands on' experiences
- ◆ They are provided exemplary models of learning
- ◆ They have a positive self-esteem and a growth mindset
- ◆ The curriculum is culturally inclusive
- ◆ They feel part of a learning environment
- ◆ Their first language is recognised and valued
- ◆ They are actively engaged 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 recognised
- ◆ 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 Victorian Curriculum F–10 outlines what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

The standards in each area 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 used to plan student learning, assess student progress report to parents and plan future learning.

The curriculum framework at Corpus Christi is based on the Victorian Curriculum.

### Victorian Curriculum

Learning Areas	Capabilities
The Arts	Critical and Creative Thinking
<ul style="list-style-type: none"><li>• Dance</li><li>• Drama</li><li>• Media Arts</li><li>• Music</li><li>• Visual Arts</li></ul>	Ethical
English	Intercultural
Health and Physical Education	Personal and Social
The Humanities	
<ul style="list-style-type: none"><li>• Civics and Citizenship</li><li>• Economics and Business</li><li>• Geography</li><li>• History</li></ul>	
Languages	
Mathematics	
Science	
Technologies	
<ul style="list-style-type: none"><li>• Design and Technologies</li><li>• Digital Technologies</li></ul>	

## 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. 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.

## Mathematics- Numeracy

Maths learning occurs daily. 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 Archdiocese of Melbourne requires us to use a recently published resource - “The Religious Education Curriculum Framework.” 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.

## **Personalised Learning - Other Curriculum Areas**

Curriculum areas such as Science, History, The Arts, Health, Civics and Citizenship, Geography and History are not taught in isolation.

Knowledge in these areas is gained by teachers exploring broad concepts with students—eg. environment, sustainability, resources. Students are able to investigate areas of personal interest and share their knowledge in unique and creative ways.

From Foundation to Year 2 - students participate in play-based Investigations aimed at authentically personalising learning. It is a rigorous approach that maximises the opportunity to educate the whole child and is based on neuroscience and developmental theory. Children are born with a natural ability to learn and develop by exploration and investigation. Explicit direction and instruction is integral to this investigative approach to learning.

In Years 3-6, various strategies are used to engage students and to personalise learning, including immersive experiences, shared learning tasks and Educational Research Projects.

Inquiry approaches form the basis of learning and students are able to pursue areas of personal interest within a broad topic and are encouraged to share their knowledge and understandings in exciting and creative ways.

## **Reporting and Assessment**

Assessment is an integral part of the learning cycle. Teachers regularly assess students to gain information about what is known and what has been learnt. This assessment is used to plan future learning experiences.

Reporting to parents is multi-faceted. Parent teacher meetings are held twice yearly and a formal written report is issued in June and December. To complement this, Storypark (an online application) is used from Foundation to Year 6. It enables teachers and parents to share learning stories on a regular basis, creating a comprehensive online portfolio. Student learning is recorded and communicated and this allows families to be more involved and informed about their child's learning.

## **ICT-Technology**



Our school is well-equipped with technological tools. We have desktops, laptops, tablets, ipads and Chromebooks that are networked in all learning areas. We have a robust wireless system, digital and still cameras, and large touch screen boards. Technology is widely incorporated into all learning, and is considered 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 from Year 3-6 is provided with a username and password which enables access to the school Intranet as well as an email address and access to GSuite.

The school uses GSuite for education (an integrated suite of secure, cloud-native collaboration and productivity apps powered by Google).

## Starting out

The school year for **Foundation** commences on

***Tuesday 30th January 2024 at 8.50am - 3.30pm***

A parent or guardian of each child is expected to be at the school with their child on this day.

Please **DO NOT** send Foundation 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 Foundation Children will differ from the rest of the school for the first few weeks.

### Foundation Timetable:

	Monday	Tuesday	Wednesday	Thursday	Friday
Term 1 Week 1		30th Jan 8.50am—3.30pm	31st Jan NO SCHOOL	1st Feb 8.50am—3.30pm	2nd Feb 8.50am—3.30pm
Term 1 Week 2	5th Feb 8.50am—3.30pm	6th Feb 8.50am—3.30pm	7th Feb NO SCHOOL	8th Feb 8.50am—3.30pm	9th Feb 8.50am—3.30pm
Term 1 Week 3	12th Feb 8.50am—3.30pm	13th Feb 8.50am—3.30pm	14th Feb NO SCHOOL	15th Feb 8.50am—3.30pm	16th Feb 8.50am—3.30pm
Term 1 Week 4	19th Feb 8.50am—3.30pm	20th Feb 8.50am—3.30pm	21st Feb NO SCHOOL	22nd Feb 8.50am—3.30pm	23rd Feb 8.50am—3.30pm

**PLEASE NOTE: Foundation children DO NOT attend School on:**

**Wednesday 31st January,**

**Wednesday 7th, 14th and 21st February 2024**

Foundation children will be dismissed at 3.30pm from their classroom, to a parent or to someone designated by parents in arrangement with your child's classroom teacher.

Please collect your child promptly at dismissal time as children become very upset if they think they have been forgotten.

### **2024 TERM DATES**

#### **TERM 1 -**

Teachers resume Monday 29th January

**Foundation commence — Tuesday 30th January 2024 (8.50 - 3.30pm)**

**Year 1– 6 Children commence -**

**Tuesday 30th January and Wednesday 31st January (Allocated assessment days)**

**All students commence Thursday 1st February**

Term concludes - Thursday 28th March

**(EASTER Good Friday 29th March - Easter Monday 1st April)**

**TERM 2 -** Monday 15th April—Friday 28th June

**TERM 3 -** Monday 15th July—Friday 20th September

**TERM 4 -** Monday 7th October—Wednesday 20th 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

Uniform Shop

Operating Hours:

Wednesday

8.30am – 9.00am

Friday

3.15pm – 3.45pm

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.

\*\*Please ensure that all items are clearly labelled with your child's name.

# 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.

### 2024 Tuition Fee

**\$385.00 per child** to be paid on the  
**First 2 weeks of the school year.**  
Payment is made at the School Office.

### 2024 Family Fee

**\$960.00 per family.** Paid in three instalments  
(\$320 - End of Term 1, \$320 - Term 2 and \$320- Term 3)  
Payment is made at the School Office or Online.

### 2024 Camp Fee - Grade 5/6 only

Cost will be \$370 per child.

## CSEF

If you are a holder of a current healthcare card or pension card you maybe eligible for the Camps, Sports and Excursion Fund (CSEF) of **\$150.00** to be deducted from your Tuition Fee.  
Please pick up the application form from the office and present your card.

- ◆ The Family Fee can be paid in weekly, fortnightly or monthly instalments by cash, eftpos (Office) or direct deposit (Online). Preferred payment direct deposit.

Please contact the School Office for more details.  
Office is open from 8.30am to 4.00pm Monday to Friday.

Any family experiencing financial difficulties can make an appointment to see the Parish Priest, Fr Tran or the 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, email [away@ccglenroy.catholic.edu.au](mailto:away@ccglenroy.catholic.edu.au) or phone school and leave a message on the answering machine. 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 online and emailed fortnightly on Fridays. 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 email changes at any time.



## Visiting School

Visitors must enter the school via the administration area. Passtab is an online tool that the school uses for registering visitors. All visitors must enter their Working With Children card number and be issued with a lanyard. Visitors must wear the lanyard at all times. Passtab also insists that visitors read and agree to the school's Code of Conduct. These procedures assist with school security and safety measures, and compliance with current Child Safety Legislative requirements. 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.

## Early Dismissal

If your child/children need to be collected early from school for an appointment or family issue please **do not** collect during:

**Recess 11.00am—11.30am or Lunch 1.00pm—2.00pm**

Schoolbags will be unavailable to collect as classrooms are locked, teachers unaware child has left and children are difficult to locate whilst playing in the yard.

## 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. To apply visit [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) and download application. Once received please bring into the Office as a copy is kept on file.

## Before & After School Care

Before & 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:* Before School Care: 7.00am — 8.30am, Monday—Friday  
After School Care: 3.30pm — 6.00pm, Monday—Friday  
Pupil Free Days : 8.00am — 6.00pm (subject to minimum enrolments)

Visit the Parent Portal at : **extend.com.au**

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





## 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.

## 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.

## 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 or illness 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.

## 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.

<u>Medication Authorisation</u>	
I _____	authorise a member of Corpus
(Parent/Guardian)	
Christi Staff to give the following medication to my child	
_____	Name of Medication: _____
(Child's full name)	
Dose to be given: _____	
Time medication to be given: _____	
Signed _____	Date: _____

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.**
- ◆ **If your child is anaphylactic, it is your responsibility to provide the school with an EpiPen and an Anaphylaxis Action Plan signed by a doctor.**

## 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 a printed First Aid report 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.

### Late Arrival / Early Dismissal

If arrival at school is after 9am (Wed 9.15am) or an early release is needed then a **Late Pass / Early Dismissal** slip is required from the Office before entering or leaving class.

Please try not to pick up children during Recess (11.00am—11.30am) and Lunch (1.10pm—2.00pm). During these times bags cannot be collected from classrooms due to them being locked.

## 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: 8.30am – 9.00am  
                         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.

### Lunch Orders

Lunch orders are available on WEDNESDAYS and FRIDAYS and must be submitted VIA the App. by 8.55am at the latest, or lunch orders will not be processed.

You should receive an email receipt which is confirmation your lunch order had been successfully submitted.

Please see attached for step by step instructions.

