



Melbourne Archdiocese
Catholic Schools

2025

Corpus Christi Primary School

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Welcome to Corpus Christi Catholic Primary School

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.

2025 Leadership Team

Principal—Angela Ferro
Deputy Principal—Shane Calthorpe
Director of Learning- Susan Arians
Religious Education Leader- Lauren Minehan
Student Engagement & Compliance- Emma Hinss
Wellbeing Leader- Catherine Interligi
Leader of Community Engagement- Vanessa Barbetti

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Leaders can be contacted via email:
First initial, surname@ccglenroy.catholic.edu.au
Eg scalthorpe@ccglenroy.catholic.edu.au

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 Mission

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.



CECV (Catholic Education Commission of Victoria) and CORPUS CHRISTI GLENROY STATEMENT OF COMMITMENT TO CHILD SAFETY

A safe, nurturing and empowering culture for all children and young people in Catholic schools.

This statement has been updated in light of the revised Child Safe Standards coming into effect from 1 July 2022 and the supporting Ministerial Order No. 1359.

Every person, created in the image and likeness of God, is unique and has an intrinsic and inalienable dignity (Pontifical Council for Promoting New Evangelization 2020, n. 379).

The Catholic Education Commission of Victoria Ltd (CECV) 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.

This statement is intended to reaffirm the central focus on child safety across Catholic education in Victoria, built around a unified understanding of the moral imperative and overarching commitments that underpin our drive for continual improvement, and embedding a culture of 'no tolerance' for child abuse in our schools and organisations.

The characteristic element of the Catholic school, in addition to pursuing 'cultural goals and the human formation of youth', consists in creating 'for the school community a special atmosphere animated by the Gospel spirit of freedom and charity'. To this end, the Catholic school aims ... 'to order the whole of human culture to the news of salvation so that the knowledge the students gradually acquire of the world, life and [humanity] is illumined by faith'. In this way, the Catholic school prepares pupils to exercise their freedom responsibly, forming an attitude of openness and solidarity (Congregation for Catholic Education 2022, n. 16).

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.

Catholic schools have a moral, legal and mission-driven responsibility to create nurturing school environments, where all children and young people are respected and have agency, their voices are heard, and they are safe and feel safe. The CECV recognises that some children and young people are more vulnerable than others, and commits to providing the care and services required to support them and their families, and to ensure their safety within all Catholic schools.

Catholic schools will take prompt action to have any allegations of abuse concerning children and young people appropriately referred and investigated when raised. 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 potential for abuse to occur.

Creating child-safe school environments is a dynamic process that involves active participation and responsibility by school governing authorities, 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 they play individually and collectively to ensure that the safety and wellbeing of children and young people is at the forefront of all they do and every decision they make.

The CECV commits to providing a safe, nurturing and empowering 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 children and young people will be the primary focus of care and decision-making. In addition to the universal focus on safety and wellbeing, schools need to pay attention and attend to the needs of their students who are most vulnerable. To create and maintain a safe and nurturing culture, schools will actively and continually develop and review all policies, processes and practices, informed by their governing authority, 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 informed of their rights, and are engaged and active participants in decision-making processes, particularly those that have an impact on their safety.

This means that the views of 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 taught to raise concerns, gaining the necessary skills and knowledge to understand and maintain their personal safety and wellbeing, and the safety and wellbeing of their peers, through educational approaches and programs.

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 in both physical and online environments. Effective risk management is 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 review processes and practices, which include a demonstrated knowledge of child safety.

Catholic education will stay abreast of legislation, and will meet the legislative duties to protect the safety and wellbeing of children and young people in its care, including meeting the minimum requirements for compliance with the Child Safe Standards for schools and school boarding premises as set out in Ministerial Order No. 1359. This is in addition to ongoing work to support child safety, including mandatory reporting, reportable conduct, information sharing and complaints management.

Learning and Teaching Belief Statements

At Corpus Christi, we follow the MACS Vision for Instruction and believe that:

- ◆ 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
Visual Arts English Health and Physical Education The Humanities <ul style="list-style-type: none">• Civics and Citizenship• Economics and Business• Geography• History Languages - Italian Mathematics Science Technologies <ul style="list-style-type: none">• Design and Technologies• Digital Technologies	Critical and Creative Thinking Ethical Intercultural Personal and Social

Starting out

The school year for **Foundation** commences on
Thursday 30th January 2025 at 8.50am - 1pm
Friday 31st January 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			29th Jan Parent/Teacher meetings NO SCHOOL FOR CHILDREN	30th Jan 8.50am—1pm	31st Jan 8.50am—3.30pm
Term 1 Week 2	3rd Feb 8.50am—3.30pm	4th Feb 8.50am—3.30pm	5th Feb NO SCHOOL	6th Feb 8.50am—3.30pm	7th Feb 8.50am—3.30pm
Term 1 Week 3	10Feb 8.50am—3.30pm	11th Feb 8.50am—3.30pm	12th Feb NO SCHOOL	13th Feb 8.50am—3.30pm	14th Feb 8.50am—3.30pm
Term 1 Week 4	17th Feb 8.50am—3.30pm	18th Feb 8.50am—3.30pm	19th Feb NO SCHOOL	20th Feb 8.50am—3.30pm	21st Feb 8.50am—3.30pm

PLEASE NOTE: Foundation children DO NOT attend School on:
Wednesday 29th January,
Wednesday 5th, 12th and 19th February 2025

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 do not see a familiar face at the end of the day.

2025 TERM DATES

TERM 1 -

Teachers resume Tuesday 28th January

Parent/Teacher Meet and Greet Wednesday 29th January

Foundation commence —

Thursday 30th January 2025 (8.50am - 1pm) and Friday 31st January 2025 (8.50am—3.30pm)

Year 1– 6 Children -

Thursday 30th January and Friday 31st January (Allocated assessment days)

All students commence Monday 3rd February

Term concludes - Friday 4th April

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

TERM 2 - Monday 22nd April—Friday 4th July

TERM 3 - Monday 21st July—Friday 19th September

TERM 4 - Monday 6th October—Friday 19th December

School Hours and Bell Times

	Monday, Tuesday, Thursday, Friday	Wednesday
MORNING MUSIC/ BELL	8.50am	9.10am
Session 1	9am—11am	9.15am—11am
RECESS	11am– 11.30am	11am– 11.30am
Session 2	11.30am– 1.30pm	11.30am– 1.30pm
EATING TIME	1.30pm—1.40pm	1.30pm—1.40pm
LUNCH	1.40pm—2.30pm	1.40pm—2.30pm
Session 3	2.30pm—3.30pm	2.30pm—3.30pm
HOME TIME	3.30pm	3.30pm

Please note:

- ◆ Gates open and yard supervision commences at 8.30am. Children do not arrive earlier.
- ◆ Pick up is 3.30pm. Children longer than 3.45pm will be sent to aftercare.

School Uniform

Children of Corpus Christi Primary School are required to wear their 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



full

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

Miscellaneous

School Back pack with logo
Vest
Jacket with logo
Beanie



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.

2025 Tuition Fee

\$400.00 per child to be paid on the **First 2 weeks of the school year.**
Payment is made at the School Office.

2025 Family Fee

\$1060.00 per family.
Paid in three instalments:
Term 1: \$350
Term 2: \$350
Term 3: \$360
Payment is made at the School Office or Online.

2025 Camp Fee - Year 5/6 only

Cost will be \$400 per child.
Payment is to be made at least 2 weeks prior to camp.

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 the School Principal, Mrs Angela Ferro 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 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. Please include; child's name, class and reason.

A verbal explanation is not sufficient.

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.

A list of ingredients will need to be supplied if a cake or treats are provided.

Notices



Please check your child's bag each night for notices. Notices about your child's learning and upcoming school events will also be posted on Storypark.

Our school newsletter is published online and emailed fortnightly on Fridays.

It is important to read the newsletter 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.

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 1.30pm—2.30pm

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.

Late Arrival

If arrival at school is after 9am (Wed 9.15am excluded), then a **Late Pass** slip is required from the Office before entering or leaving class.

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 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 will be available on site.
Information will be sent home when available

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.

If there are changes, to personal or contact details 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.

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 has been exhausted. Please see below for some examples of exclusion

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.

When sending medication to school, please hand it to the School Office in its original packaging, 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. If it is an emergency situation, then the service (eg ambulance) will be contacted immediately. 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.

School Advisory Council

The School Advisory Council's role, as determined by the MACS board through this Terms of Reference, supports the overall governance of MACS schools as it 'is to give consideration to, and advice on, important school matters in order to support the principal and the strategic interest of the school' (Working Together in Mission p. 18).

The School Advisory Council provides a forum for discussion and discernment, where parent voice and community perspective are available to inform and support the decisions made by the principal and parish priest as the custodian of mission for the good of school and parish where students' wellbeing and outcomes are paramount.

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 separate page for step by step instructions.

