



St John's Primary School Mitcham

Parent Handbook



**A Welcoming Community
Leading the Future of Learning
With Faith and Love**

**St John's Primary School Mitcham
490 Whitehorse Rd Mitcham**

CONTACTS

Principal:

Mrs Verona Gridley

Phone:

03 9874 1575

Email:

principal@sjmitcham.catholic.edu.au



Deputy Principal: Mrs Melinda Buscema

Phone:

03 9874 1575

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School Contacts:

Phone:

03 9874 1575

School Email:

principal@sjmitcham.catholic.edu.au

School Website:

www.sjmitcham.catholic.edu.au

WWCC:

www.workingwithchildren.vic.gov.au

UNIFORM SHOP

Spartan School World

Ph: 03 9837 9770

School World Ringwood

Unit 12, 100 New St

Ringwood

Orders for all school uniform can be made online:

www.spartanschoolworld.com.au

or purchased directly from Spartan School World, Ringwood.

Online orders can be delivered to school.

SECOND HAND UNIFORM

Second Tuesday of each month during term.

Co-ordinator

Janine Coates

PH: 0412 777 843

BEFORE & AFTER SCHOOL CARE

Camp Australia

www.campaustalia.com.au

1300 105 343

HOURS: 7.00 – 8.30am

3.20 – 6:15pm

SCHOOL OFFICE HOURS

Monday-Friday, 8.30am – 4.00pm

PARISH CONTACTS

PH: 03 9401 6366

PARISH PRIEST

Father Dispin John

PARISH SECRETARY

Manuela Brambilla

Parish Email:

mitcham@cam.org.au

A Message from the Principal

My name is Verona Gridley and I am the principal of this wonderful school.



St John's Mitcham is a dynamic school community with a rich history of high academic achievement, a strong focus on student wellbeing, extra-curricular programs and incredible community support for education and activities. Our school provides a sense of belonging and engagement in student learning.

Our school acknowledges parents as the primary educators of their children, and shares strong partnerships with our families. We actively encourage and support parents in understanding their role while welcoming their involvement. This home/school relationship is central to ongoing communication, shared values, openness and trust.

St John's Mitcham is dedicated to providing a rich and diverse curriculum that encourages a love of learning. Our school facilitates student learning through strong teaching and learning practices with the use of technology, engaging and motivating enquiring minds.

We have a strong commitment to the well-being of every child and focus on developing healthy relationships and positive thinking skills. Our Social Emotional Learning Program and Buddy Program, combined with our school values of honesty, compassion, creativity and respect support these.

Our highly professional and dedicated staff work collaboratively with a commitment to provide for the individual needs of every child. This is enhanced through smaller class sizes and an extensive specialist program. Our school encourages its students to flourish, to celebrate their many talents and to become young people of faith who will strive to make a difference in the world.

I warmly invite you to discover how St John's Mitcham makes education an enjoyable and richly rewarding experience for our students.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Verona Gridley'.

Verona Gridley

Principal

POSITIVE BEHAVIOUR FOR LEARNING

Be Respectful Be Safe Be Responsible

Prevention

At St John's, we have a clear positive behaviour for learning process, that we use consistently throughout the school, in learning spaces and on the playground. Clear behaviour expectations and consequences are shared and taught to all students.

These incorporate our expectations of being respectful, safe and responsible and are based around our school wide positive behaviour expectations.





In support of our 3Rs policy, St John's has zero tolerance for bullying. St John's is an official NDA (National Day of Action against Bullying) school. All incidents are quickly acted upon by our leadership team and communicated to parents.

Intervention

If any of these set expectations are broken, staff will refer to our Behaviour Management Flowchart, which is broken down into two levels of behaviour: minor and major. If a student engages in behaviour that does not align with our expectations they are redirected, prompted, retaught, given a choice and then given a consequence.

The aim of this Positive Behaviour for Learning (PBL) is to teach the children the desired behaviours so that school can be a happy, respectful and safe space for all. Staff will be supported through this process by a member of the leadership team, where appropriate.



<div>  ST JOHN'S BEHAVIOUR EXPECTATION MATRIX  </div>				
EXPECTATIONS	Learning Spaces	Play Spaces	Toilets	Transition
BE Respectful	<ul style="list-style-type: none"> • Speak appropriately • Listen respectfully • Follow instructions • Keep hands, feet & objects to yourself 	<ul style="list-style-type: none"> • Speak appropriately • Use equipment respectfully • Keep hands, feet & objects to yourself • Place rubbish in bins • Follow instructions 	<ul style="list-style-type: none"> • Use toilets & taps appropriately • Respect others' privacy • Keep bathroom clean 	<ul style="list-style-type: none"> • Listen respectfully • Follow instructions • Keep to the left on the stairs • Speak quietly & calmly
BE Safe	<ul style="list-style-type: none"> • Stay in the classroom • Walk • Keep hands, feet & objects to yourself 	<ul style="list-style-type: none"> • Keep hands, feet & objects to yourself • Move safely with an awareness of others • Speak appropriately • Follow instructions • Use equipment safely 	<ul style="list-style-type: none"> • Wash your hands • Walk • Tell the teacher if there is an emergency 	<ul style="list-style-type: none"> • Keep hands, feet & objects to yourself • Keep to the left on the stairs • Tidy locker spaces • Move safely • Be mindful of your surroundings
BE Responsible	<ul style="list-style-type: none"> • Clean up after yourself • Listen respectfully • Be prepared • Try your best 	<ul style="list-style-type: none"> • Speak appropriately • Follow instructions • Take responsibility for my actions • Play fairly with others 	<ul style="list-style-type: none"> • Flush, wash, dry, goodbye • Use bathroom supplies wisely • Use bathroom only when you need to 	<ul style="list-style-type: none"> • Line up in roll order • Tidy locker spaces • Be on time & ready to learn • Care for property & the environment

Student Behaviour Chart







ST JOHN'S
STUDENT BEHAVIOUR CHART
RESPECTFUL * SAFE * RESPONSIBLE

I will be **redirected**.

I will be **prompted**.

I will be **retaught**.

I will be given a **choice**.

I will be given a **consequence**.

Behaviour Management Flowchart



Wellbeing Programs

At St John's we respect and care for the whole child, which goes beyond their academic achievements and extends to their wellbeing. We recognise the impact a child's wellbeing has on their learning and support all of our students through a wide range of wellbeing programs implemented throughout the school. St John's is a Respectful Relationships school, which means we value cultural diversity, strive for gender equality and stand against stereotypes and labels. From years Prep-6 we explicitly teach our students emotional literacy, self-management skills and how to collaborate with others in our Social and Emotional Learning (SEL) program.

We are also beginning our journey as part of the Resilience Project for 2025. St John's supports and aims for positive mental health for all our students. One way in which we do this is through our involvement in the initiative 'Be You'. 'Be You's vision is for every school to be a positive, inclusive and resilient community, where every child, young person, staff member and parent/carer can achieve their best possible mental health.



BUDDIES

At St John's all Prep students are partnered with a Year 5 student to be their buddy at the start of the school year. Our Buddy system encourages the building of trusting relationships across all ages within the school. This buddy system continues the following year, between the Year 1 and Year 6 students.

It helps our new students:

- Build relationships and social skills across the school
- Feel welcome
- Become a part of our School Community
- Familiarise with the physical structures of the school, school rules and daily routines
- Have a special person they can go to if they need assistance or are concerned about something
- Develop academic and social skills

Older students in return:

- Build relationships and social skills across the school
- Develop responsibility
- Develop sensitivity and tolerance
- Feel valued and appreciated
- Develop academic skills through cross-age tutoring

This has proven invaluable in fostering a sense of community for all new students and their parents. New families are often surprised with how quickly their "preppie" embraces school life and makes new friends. They are never without a friend in a new, exciting yet at times seemingly daunting environment.



TRANSITION

Transition for new Prep students occurs over a number of sessions, in Term Four, prior to commencement the following year. Current students are also given the opportunity for transition with their new teacher and classmates in December.

CLASSROOM HELPERS

One of the ways parents are able to assist in the school is as a classroom helper. Parents are able to volunteer their time during Literacy or Numeracy lessons or when they would like to share their expertise. Training is given at the beginning of the year to support you in this role. All classroom helpers need to sign in at the Office when they arrive. We request that no toddlers or preschoolers attend, due to OH&S requirements.

All parents who volunteer at St John's must have a **Working with Children Check** & have completed the Child Safety Volunteer Process. (Ref: below "Child Safety")

CURRICULUM

At St John's we use the Victorian Curriculum to plan student learning programs, assess student progress and report to parents. Victorian Curriculum is the Prep (Foundation) to Year 10 curriculum that provides a single, coherent and comprehensive set of prescribed content.

LEARNING AREAS		CAPABILITIES
The Arts Dance Drama Media Arts Music Visual Arts Visual Communication Design English Health & PE The Humanities Civics and Citizenship Economics and Business Geography History Languages Chinese Mathematics Number, Algebra, Statistics, Measurement, Geometry STEM Physics, Chemistry, Geography, Biology Design and Technologies Digital Technologies		Critical Thinking Creative Thinking Ethical Intercultural Personal and Social

At St John's our Curriculum includes:

- **Religious Education**

Religious Education is at the centre of both the formal and informal Catholic school curriculum. We are guided by the Archdiocese of Melbourne Framework, and connect RE to our Inquiry learning. All students are included in our Religious Education learning. Our aim is to link Faith and Life, knowledge and action where students are encouraged to ask questions

- **English**

Students learn to appreciate, enjoy and use language, develop a sense of its richness and its power to evoke feelings, to form and convey ideas, to inform, to discuss, to persuade, to entertain and to argue. Students from Prep to Year 6 are involved in reading, viewing, writing, speaking and listening.

- **Mathematics**

Students develop knowledge and understanding of how mathematical and numeracy skills are essential for successful functioning in society. Students are engaged in a variety of learning experiences which encourage them to be eager to investigate, inquire, discover, debate and present new knowledge and skills.

- **Physical Education and Health**

Students participate in a variety of activities promoting healthy living. As well as being part of the regular curriculum, extra activities include; Swimming Program, Bike Ed, Athletics Carnival and Interschool Sports. Expert coaches provide sport specific coaching through the government Sporting Schools Program.



- **STEM**

Scientific understanding enables students to build on their curiosity and answer their own questions about themselves and their interactions with the world while at the same time allowing them to think through contemporary scientific challenges and issues. STEM incorporates Science, Technology, Engineering and Maths.

- **The Humanities**

Humanities include the exploration of Economics, Geography and History. Students develop an understanding about environments, human societies and people and their cultures in the past and the present.

- **The Arts**

The Arts are unique, expressive, creative and communicative forms that engage students in critical and creative thinking and help them understand themselves and the world. At St John's we explore, create and respond to Visual Arts and Performing Arts. Each year all students participate in either a whole school production or the School Art Show, on alternate years.

- **Technology**

Digital technology can be used to access, process, manage and present information; model and control events; construct new understanding; and communicate with others.

- **Languages**

In learning a language, students develop communication skills and knowledge, which leads them to understand social, historical, familial relationships and other aspects of the language and culture. Mandarin is taught at St John's for students in Prep to Year 6 which includes written and spoken skills.

ASSESSMENT

Assessment is the ongoing process of gathering, analysing and reflecting on evidence to make informed and consistent judgments to improve future learning and development of our students.

At St. John's a range of assessment methods are used to collect information on the skills, understandings, strategies and achievements of individual students.

These include:

- Samples of work
- Pre/post testing on units of work
- Online testing
- Observation by teacher/s
- Anecdotal records
- Checklists of specific skills
- Self-assessment by students
- Peer assessment
- Workbook practice
- Personal interaction with the student
- Student conferences with teachers and parents



EVALUATE

Evaluation of achievement is ascertained through a variety of methods including:

- The response of children – are they engaged, interested, challenged?
- Attainment of set outcomes
- End of unit evaluation to consider future planning and needs

REPORT

Reporting to children and parents has a formal and informal aspect, opening opportunities for learning discussions throughout the year at Parent/Teacher/Student meetings as well as Student Led

Conferences in Term 3. Parents are invited to attend a “Meet and Greet” meeting in Term One. Teachers and/or parents may call informal interviews if deemed necessary. Written Reports are sent home at the end of Term Two and Term Four which are aligned with the Victorian Curriculum Standards. Learning Folios include samples of work gathered throughout the year that demonstrate the standards within the reports and are shared on the SeeSaw platform.

NAPLAN TESTING

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9.

NAPLAN is made up of tests in the four areas of:

- Reading
- Writing
- Language Conventions (spelling, grammar and punctuation)
- Numeracy



CHILD SAFETY

Children have the right to be and feel safe and protected at all times, particularly at school. It is important that you feel confident that your child is safe and well, in our care, at St John's.

St John's Statement of Commitment to Child Safety, Child Safety Policy and Code of Conduct is for all staff and parents volunteering at school, including the Community Association and the Education Board. We continue to uphold our commitment to promoting child empowerment and participation, through our expectations of behaviour, healthy and respectful relationships, resilience and building staff awareness, prevention and capacity in reporting child abuse.

All adults involved with child based activities including excursions and helping in the classroom, must have a current **Working with Children Check** and Police Check at our school office. The Working with Children Check is free and you can apply online at <http://www.workingwithchildren.vic.gov.au/>

The Police Check has a small fee and further information can be found at: http://www.police.vic.gov.au/content.asp?Document_ID=274



PLAYGROUND SUPERVISION

Teachers are on duty before school from 8.30am and after school from 3.20pm to 3.35pm. Teachers are also on duty during lunch and recess. Children are not permitted to be at school before 8.30am unless they are attending Before School Care. The After School Care program is available for those parents who are unable to collect their child/ren at 3:20pm.

SCHOOL CLOSURE DAYS

School closure days are scheduled throughout the year to enable all staff to participate in personal and professional development. Ample notification will be given via the school newsletter, parent calendar and via PAM our Parent Access module.

Out of School Hours Care may operate on these days (Camp Australia)

COMMUNICATION WITH TEACHERS

Parents at St John's are vital in the education of their child/ren. This partnership impacts positively on student achievement when parents and teachers communicate honestly and effectively.

Communication at St John's includes:

- Fortnightly Monday afternoon school assemblies
- Fortnightly digital newsletters via email
- Class/level newsletters and overviews each term
- Parent Information evenings
- Program Support Group meetings (PSGs)
- Written reports
- Digital Learning portfolios
- Appointments with teachers (parent or teacher initiated)
- Email communication
- PAM communication centre
- Informally before and/or after school

Parents are encouraged to **make appointments** with class teachers to discuss their child's progress and wellbeing. While staff have a commitment to their class from 8:30 to 3:20, they are happy to return phone calls or meet before or after school when they are available. Staff are involved in Professional Learning on Tuesday and Wednesday from 3:20pm. The Principal, Mrs Verona Gridley, welcomes appointments to discuss issues at any time.

SCHOOL COMMUNICATION PORTAL

St John's uses a School Management System called SIMON. The Parent Access Module (PAM) works in conjunction with SIMON to allow parents/carers to become more involved and connected with the School and the everyday learning of their child/ren. The Module can be found at: <https://pam.sjmitcham.catholic.edu.au> and saved as a webpage to a desktop or mobile phone (individual login details to be provided to new families).

Features of PAM include:

- School Attendance - including the ability for parents/guardians to notify the School of student absences
- School Activities - enabling parents/guardians to give permission for excursions and school activities
- Student Medical Profile – enabling parents/guardians to update details at any stage
- Assessment reports - Semester reports available
- A range of resources and policies

NEWSLETTER

The school newsletter is an important means of keeping parents informed about activities happening at school and in the parish. Newsletters are posted each fortnight and we encourage you to read them and keep up to date with news from the Principal, wellbeing, School Advisory Council, excursions, classroom activities, fundraising and much, much more.

ASSEMBLIES

Assemblies are held fortnightly on Mondays during school term in the Mary Mackillop Space at 2.50pm. Year 6 students lead the assembly and students in all year levels are responsible for prayer and presentations of their learning throughout the year. Parents are encouraged to attend.

PARISH MASSES

St John's Parish celebrates mass Tuesday, Wednesday & Friday at 10.00am. Each class attends Tuesday morning Masses once per term.



Weekend Masses are as follows:

Saturday: 6pm

Sunday: 8:30am, 9:45am, 11:15am and 5pm

Parish Family and Year Level Masses are held throughout the year.

Children's Mass is held on the first Sunday of the month at 11.15am.

This is an opportunity for you to celebrate with other school and parish families.

PARENT AND STUDENT SERVICES

The school offers the following to all students and parents:

- School Counselling
- Assisted connection to Community Agencies, Catholic Care, Anglicare and Eastern Health.
- Intervention Support from Catholic Education Melbourne, in the areas of speech, educational learning, behaviour management and cognitive development.

FIRST AID

Minor cuts and abrasions will be washed with water and covered when necessary. Any injuries that would require more attention are referred to parents. It is important that your contact information is kept up to date and reliable contacts are listed for emergency purposes.

PARISH SACRAMENTAL PROGRAMS

The Sacramental program at St John's is family focused, school supported and Parish based. Students prepare for the following Sacraments:

- Reconciliation - Year 3
- Eucharist - Year 4
- Confirmation - Year 6

Information and adult faith formation evenings are held to assist parents with their child's sacramental learning. All children are encouraged to be a part of the sacramental liturgies or may receive a blessing.



PARKING AND CAR PARK SAFETY

For the safety of children **CARS ARE NOT PERMITTED TO PARK IN THE SCHOOL YARD** except at drop off and pick up time. Please park on the basketball court area and avoid parking on the extension of Elizabeth Street.



KISS AND DROP

The front area of the school is to be used to drop off and pick up students, both before and after school. Drivers are to remain in their cars. If you need to get out of the car to collect your child/children or speak with a teacher you will need to drive and park on the school basketball court.

THE GATES ON ELIZABETH STREET ARE LOCKED FROM 9:15am TO 3:10pm.

LUNCH ORDERS

Lunch orders may be purchased every Thursday through an online catering company.

www.balancedlivingcatering.com.au

When ordering lunches, the first step is to register through: www.flexischools.com.au

Student lunch orders are made offsite & delivered to school.

Waste WISE

At St John's we strive to be a Waste Wise school. We encourage students to bring lunches to school that are wrapper free. It is recommended that students bring snacks, fruit and lunch in small containers or wrapped in beeswax wrappers, that are reusable. Students need to take all rubbish home with them and should avoid using plastic wrappers.

SWIMMING PROGRAM

Students in Years Prep – 4 attend an eight day Intensive Swimming Program. The focus of the program is water familiarisation, safety and survival skills, together with stroke development. It is expected that swimming be fully paid for before attending unless other arrangements have been made with the Principal. A one day Water Safety program is implemented through LSV (Life Saving Victoria) for Year 5/6 students.

SCHOOL CAMPS

St John's currently offers two school camps, which we attend with our sister school, St James, Vermont.

- Year 5 Camp to Sovereign Hill for two nights
- Year 6 Adventure Camp at Phillip Island for two nights

PARENT INVOLVEMENT OPPORTUNITIES

Parents are very welcome at St John's and make valuable contributions within the school. This partnership is invaluable to teachers, children and parents. Parents are able to assist in a variety of ways:

- **Family Masses**

Family masses are held monthly at the 9:45 Sunday mass throughout the year.

- **Parents Association**

The Parents Association meets regularly. The role of this committee is to support the school through outreach, enrichment and fundraising activities. Their goal is to extend a hand of welcome and support to all. It provides a social network for parents and is a vital part of our community. Activities, functions and meetings are advertised in the school newsletter. We encourage you to be involved.

- **School Advisory Council (SAC)**

The School Advisory Council committee made up of the Principal, Deputy Principal, parish nominees and parents, representing the different levels of the school. The Council meets six times per year to discuss school and organisational matters making recommendations to the Principal. A report from the Council is published in the Newsletter following the SAC meeting.

Parents may also be involved through:

- Library Resource Centre
- Classroom helpers
- Working Bees
- Excursions
- Swimming/Twilight Sports

OUT OF SCHOOL HOURS CARE – CAMP AUSTRALIA

Our Out of School Hours Care is managed by Camp Australia and registration can be made online: www.campaustralia.com.au Contact Phone: 1300 105 343

Before School Care provides supervised childcare each morning from 7.00am – 8.30am.

After School Care provides supervised childcare each afternoon from 3.20pm – 6.15pm.

WORKING BEES

To help with the maintenance of the school, a working bee is organised each term. The date and time of working bees will be published in the Newsletter as well as a list of jobs and equipment needed.

All families that participate in the working bee receive a \$50 credit on their maintenance levy per year.

STUDENT LEADERSHIP

St John's offers leadership roles at every year level. Students in Year 6 have formal leadership roles, which include School Captains, Environmental Leaders, Social Justice Leaders, Art Leaders and Technology Leaders. Year 5 Students can nominate to be a Fire Carrier.

Students in all year levels have the opportunity to be Future Leaders, a program that enables student voice and encourages action, building leadership qualities and skills.

LIBRARY

The school library can be accessed by students during class time and is a quiet space available to students at lunchtime on Tuesday. Resources are updated regularly and students are encouraged to request books that interest them.

TWILIGHT SPORTS

St John's Twilight School Sports carnival is held in first term each year commencing at 4:45pm at a local athletics track. New students are allocated to a house team and all family members will be allocated to the same house. We expect all students to participate in this event, as active members of their house, as St John's recognises the importance of participation and community spirit.

Our house teams are named after past Parish Priests in recognition of the contribution they made to our community:

Durkin – Red

Coghlan – Gold

Dillon – Blue

Lyon – Green

EXTRA-CURRICULAR ACTIVITIES

Knowing what engages our students, their passions and interests is very important to us and for this reason we offer and encourage involvement in the following activities:

- School Choir
- Marathon Club
- Art Club
- Gardening Club
- Lego Club
- Code Club
- Games Club
- Chickens and Worm Farm support

MEDICATION

If your child needs to take medication, other than asthma medication, we ask that you fill in the appropriate Medication Form and advise the school office so it may be stored and administered appropriately.

ASTHMA MEDICATION: Children requiring asthma medication must have their medication in their possession (their school bag) at all times, so that they can self-medicate as necessary. Staff are always happy to assist if the student needs help. Parents are to supply a Management Plan for any medical needs.

MUSIC LESSONS

Students have the opportunity to learn an instrument or have vocal instruction during school hours. We have developed a strong partnership with quality instrumental and music teachers giving the students further opportunity to perform at school.

STUDENT WELFARE/INCLUSIVE EDUCATION

Enhancing the capacity of all of our students is important to St John's Primary School. Students with additional learning needs are supported through the school and class teachers working with MACS advisors, families and external agencies to develop effective and personalised learning plans which are enacted in the school setting. These Personalised Learning Plans (PLP) enable the school to select and utilise an appropriate way for students to access the curriculum. Student learning spaces have an LSO (Learning Support Officer) to support the classroom teacher and students with additional needs.

CONTINUING YOUR CHILD'S CATHOLIC EDUCATION

St John's is fortunate to be a priority 'feeder' school for a number of Catholic Secondary colleges, therefore, enabling your child and family to continue their Catholic education beyond the Primary years of schooling.

- Aquinas College is a co-educational Catholic Secondary college located in Ringwood.
 - o <https://www.aquinas.vic.edu.au/>
- Whitefriars College is a Catholic Secondary college for boys located in Donvale.
 - o <http://www.whitefriars.vic.edu.au/>
- Our Lady of Sion College is a Catholic Secondary college for girls located in Box Hill.
 - o <http://www.sion.catholic.edu.au/>
- Emmaus College is a co-educational Catholic Secondary college located in Vermont South.
 - o <http://www.emmaus.vic.edu.au/>



SCHOOL TIMETABLE

Yard Supervision:	8.30am
Classes Commence:	8.50am
Eating time	11.00am
Lunch Break:	11.10am
Classes:	11.45am
Recess:	1.45pm
Classes:	2.20pm
Dismissal:	3.20pm

Students will have the opportunity to have a fruit break, lunch break and a snack break throughout the day.

SCHOOL MAP

