

Corpus Christi Primary School

Parent Information Handbook

29 RUSSELL STREET, WERRIBEE, VIC 3030
Telephone: (03) 9741 8440 – Facsimile: (03) 9741 8038

Revised February 2017



CORPUS CHRISTI PRIMARY SCHOOL

VISION AND MISSION STATEMENT

We, at Corpus Christi, continue the Spirit-filled legacy of Mary MacKillop within our Catholic Learning Community. We recognise that we are an integral part of the St. Andrew's Parish of Werribee.

Inspired by the courage and tenacity of Mary MacKillop, we recognise that each of us is called to be a living part of the Body of Christ.

Therefore we:

- **Live out in word and deed the *Gospel values* of justice, integrity, respect and dignity**
- ***Celebrate* our faith, scripture and tradition**
- **Provide contemporary learning for *all* members of our community**
- **Create an environment that *enables* each member of the community to find *greater meaning* in his/her life**
- **Foster a culture that *values* the *Pursuit of Excellence*.**

SCHOOL GOVERNANCE STRUCTURE

Corpus Christi is a Catholic Primary School. The school is under the direction of the Parish Priest who is the Canonical Administrator. The Parish Priest is ultimately responsible for the administration of the school, employment of staff and overseeing of finances within the school.

The Principal is the delegated person responsible for the day to day administration of the school and is answerable directly to the Parish Priest.

The Principal, along with the leadership team at the school will work alongside the Parish Priest to ensure the school is conducted in an acceptable manner.

The Leadership of the school will ensure that all diocesan and government policies and directives are followed to ensure the effective organisation of the school and the wellbeing of all who work in it.

The educational development of the school will be guided by the ongoing review of procedures and practices as determined through Catholic Education Melbourne School Improvement process and VRQA requirements.

The school will develop and follow a detailed School Improvement Plan and establish Annual Action Plans to ensure ongoing improvement.

The finances of the school will be conducted in accordance with Catholic Education Melbourne Finance and Procedures Manual. The school will employ an accountant to oversee all financial considerations including the completion of the Annual Financial Statement. The finances of the school will be audited annually as per government and Catholic Education Melbourne requirements.

All legal and industrial requirements will be adhered to as required by the CECV, CEM and Department of Education as well as Commonwealth and State Government requirements. This will be the responsibility of the Principal under the direction of the Parish Priest.

CONTACT INFORMATION

Principal	Ms Linda Roynic
Email	principal@ccwerribee.catholic.edu.au
Secretary	Mrs Jennifer Warren
Email	jenniwar@ccwerribee.catholic.edu.au
Address	29 Russell Street, Werribee Vic 3030
Telephone	(03) 9741 8440
Facsimile	(03) 9741 8038
Email	adminstaff@ccwerribee.catholic.edu.au
Office Hours	8:00am to 4:00pm
School Hours	8:15am to 3:05pm

Before school supervision of the playground starts at 8:15am, children should not be at school prior to this time due to supervision concerns. Students must be collected promptly at the end of the school day to enable staff to attend other professional commitments.

Website	http://www.ccwerribee.catholic.edu.au
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WELCOME

We at Corpus Christi are an integral part of the Parish of St Andrew's Parish.

We are committed to the development of the whole child, *Spiritually, Intellectually, Physically, Social and Emotionally*.

Our school is a place where every individual is welcome and cared for within a contemporary, vibrant learning environment and relationships with others and home-school-community partnerships are highly valued and promoted.

OUR SCHOOL EMBLEM

Our emblem is a symbolic expression of the Spirit of Corpus Christi



CC – Corpus Christi *Latin for the “Body of Christ”*

The Chalice Extending into an Open Hand

Hands are expressive of giving and receiving openly in love as Christ did for us.

Broken Bread within the “C”

It is through our brokenness that we bring each other to a richness of dignity in acceptance and love.



ST. ANDREW'S PARISH

Parish Priest Fr Frank Buhagiar
Assistants Fr Benneth Osuagwu
Fr Shymon Thekkekalathungal



Administrative Team:

Birgit Minness (Coordinator), Kath Grosvenor, Cora Ilagan and Jen Climie (Finance),

PARISH TEAMS

Marthese Temming Pastoral Care in Werribee North Community	Therese Kennedy Home Based RE Coordinator	Benita Dahanayake Home Based RE Coordinator
Norma Marot Baptism Prep. & RCIC Program	Sherry Vivera Pastoral Care in Werribee Sth / Central	Louisa Sullivan Pastoral Care in Wyndham Vale

Address 105 Greaves Street, PO BOX 872 WERRIBEE VIC 3030

Telephone (03) 9741 4144

Facsimilie (03) 9741 4433

Email werribee@cam.org.au

Website www.standrewswerribee.org.au

Office Hours Monday, Tuesday & Wednesday 9:00am to 12:00noon,
Thursday & Friday 9:00am to 12:30pm and from 2:00pm to 4:00pm
Closed between 12:30pm and 2:00pm

Please note door and phone enquiries need to be made during open office hours only

Liturgy: **Mass Times St Andrew's Church**
Saturday 6:00pm Vigil
Sunday 8:00am, 9:30am, 11:00am, 5:00pm

Reconciliation

Saturday 9:30am and 5:00pm

Corpus Christi & Werribee South Community Mass,

10:00am on the 3rd Sunday of each month in the Multi Function Centre, Corpus Christi

CATHOLIC PRIMARY SCHOOLS ENROLMENT POLICY



Preamble

Catholic Primary Schools, in the Parish of St Andrew's exist to enable the church to carry out its responsibility to provide for the baptised Catholic child, a formation in faith, hence priority in enrolment is given to Catholic children.

Priority in enrolment will be given to Catholic children who reside in each of the school's catchment area.

The enrolment of non-catholic children who reside in the school's catchment area may take place only when their enrolment would not exclude Catholic children from the school.

Enrolments into [Corpus Christi Primary School](#) are taken in the following priority:

1. Baptised children of [Corpus Christi Primary School's](#) catchment area.
2. Siblings of children already enrolled at the school
3. Catholic children from other schools within St Andrew's Parish where a need exists.
4. Children from Orthodox religions residing in the school's catchment area.
5. Catholic children from other Parishes determined by the Parish Priest and Principal.
6. Other non-Catholic Baptised Christians where a faith environment is sought for the child.
7. Non-Christians where a need is established, following a meeting with the Parish Priest/Principal.

Documentation

Parents are required to complete the Application for Enrolment form before enrolment into the school can be considered.

The following documentation is required for enrolment:

1. Baptism Certificate
2. Birth Certificate
3. Immunisation Certificate
4. Stewardship Program number
5. Relevant Visa and Passport

Enrolments: Special Needs

Children with special learning needs will be required to have a Program Support Group (PSG) established well in advance of enrolment formalities being completed.

Waiting List

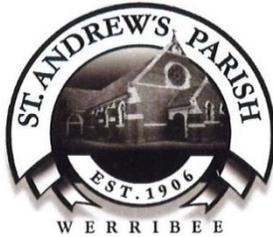
In the event of all schools in the Parish being unable to offer a place to all baptised Catholic children resident in our catchment area, priority will be given to children whose parents are active members of the Parish.

- Participation in our Sunday worship;
- Participation through the Parish Census and Thanksgiving Program.

Enrolment of Non-Catholic Children

In order to maintain the distinctive Catholic ethos of [Corpus Christi Primary School](#) non-Catholic children may only be enrolled, after an undertaking by the parents, that the nature, life and identity of the school will be respected, as stated in the enrolment form agreement.

LETTER FROM OUR PARISH PRIEST



St. Andrew's Parish

105 Greaves Street North, Werribee, VIC 3030

Phone: 9741 4144

Fax: 9741 4433

ABN No. 28681862552

ALL CORRESPONDENCE TO:

P.O. Box 872 Werribee, VIC 3030

Website: www.standrewswerribee.org.au

Email: werribee@cam.org.au

STEWARDSHIP OFFERING

(formerly Thanksgiving Offering)

Dear Parishioners,

Our Christian stewardship is about being a Faith Community working together and complementing one another's gifts and abilities. It is the way we use the gifts given to us in order to benefit the people in our Parish and the wider community. Stewardship is a joyful act of recognizing God's providence (St. Mary of the Cross Mackillop).

The primary means of income for our Parish of St. Andrew's is the Stewardship Program. It is our responsibility to fund Parish Services and Maintenance of our Buildings adequately.

Parish Services:

- ◆ Support for young families by our Pastoral Associates and our Baptismal Team
- ◆ Visitation of elderly and sick parishioners by Priests, Pastoral Team and Volunteers to Werribee Mercy Hospital, five Nursing Homes and family homes
- ◆ Visits and preparations for funerals by Priests and Pastoral Team
- ◆ Sacramental preparation for children by our five Catholic Primary Schools, Home Based Religious Education Program, RCIC and RCIS Programs
- ◆ Spiritual guidance and pastoral care for our students and youth
- ◆ Priests are Chaplains at MacKillop Catholic Regional College
- ◆ Spiritual guidance, pastoral care and compassion for families in times of sickness, separation, grief, and support for Engaged Couples

Maintenance of Parish Buildings

- ◆ To support the growth of our Parish and Diocesan Services
- ◆ Upkeep of Parish grounds and Parish buildings (five Catholic Primary Schools, two Churches, Presbytery, Parish Admin Centre, Old Church Hall, newly refurbished Parish Centre)

Parish Staff

Our priests alone cannot achieve the above. It is achieved through the employment of our Parish Staff – Administration Staff, Pastoral Associates, Pastoral Workers, a House Keeper and a Gardener.

We acknowledge that many families and individuals are struggling. We have over 5,000 families in OUR PARISH and if every family could contribute \$5 a week, it would enable the Parish to maintain a high standard. I would like to encourage all Income Receivers, young adults too, to consider their present financial support to our Parish of St. Andrew's. Please complete a Pledge card and return to the Parish Office or your School Office at your earliest convenience. Pledges can be made by **Envelopes, Credit Card or Direct Debit**. Thank you.

Yours faithfully,

Fr. Frank Buhagiar
(on behalf of the Finance Committee)

CHILD SAFE STANDARDS

The Victorian Government has introduced Child Safe Standards for organisations that work with children. The introduction of Child Safe Standards form part of the Victorian Government's response to the recommendations of the Betrayal of Trust report, which found that more must be done to prevent and respond to child abuse in organisations. Corpus Christi Primary School is highly supportive of the new legislation resulting from these recommendations and have worked diligently towards meeting the requirements specified in Ministerial Orders 870.

At Corpus Christi, we believe every child has the right to be and feel safe. As a school we are committed to the Child Safe Standards which uphold the primacy of the safety and wellbeing of children and young people.

At Corpus Christi our response and actions towards compliance include the following:

- Establishment of a Child Safe Team
- Development and Implementation of Child Safety Policy
- Development and Implementation of Code of Conduct for staff, volunteers and contractors
- Review of staff employment procedures and the engagement of volunteers
- Continuous improvement of strategies to promote child participation and empowerment
- Ongoing staff professional development and training
- Development of a Parent and Visitors Code Of Conduct

Should you wish to Volunteer at school by attending school excursions, classroom help or other activities you will be required to hold a current Working With Children Check Card and will need to supply a copy to the School Office if and when requested. Upon enrolling your child / ren to Corpus Christi all Parents and Carer's agree to support the School's Policies and Procedures in relation to Volunteering, Child Safe and Parent and Visitor Codes of Conduct.

Corpus Christi will actively and continually develop and review all policies, processes and practices, informed by emerging thinking and evidence.

EDUCATION IN FAITH

Our Philosophy

We understand that through Religious Education we, the educators, those to whom the children have been entrusted, are helping them to come to understand and know Christ is present in their lives. Through our Religious Education Program we intend to assist in the growth and change in each child's life, helping them to find Christ through prayer, reflection and action. Religious Education at Corpus Christi is seen to be an important way of teaching and fostering gospel values living Christ-like lives and encouraging decision making that encapsulates Christ's truths of justice, mercy, compassion and love.

Vision and Mission Statement

The Vision and Mission Statement reflects our Catholic beliefs and Teachings at Corpus Christi. Religious Education is given priority in daily programs and has a strong focus on scripture so that students become familiar with the Christian story and compare it with their own story. Liturgies are held at school throughout the year where each unit has the opportunity to plan and attend.

Prayer/Liturgies

Prayer is considered important for developing self reflection and building a deeper relationship with God. Children are given an opportunity to experience a variety of prayer forms. Daily prayer is a part of Corpus Christi life. School Captains attend the beginning of the year Mass at St Patrick's Cathedral each year. Graduation Mass is held at the end of the year to celebrate the graduation of our Grade 6 Students and to acknowledge those leaving the school.



Sacramental Preparation

In line with the policies of the Archdiocese of Melbourne, children are expected to receive the three sacraments in the following order.

Sacrament of Penance

In Grade Three, children will be prepared for the Sacrament of Penance at school and will then be involved, with their families and the Parish of St Andrew's in celebrating the Sacrament of Penance by attending Parish ceremonies. This will be followed by a certificate presentation a few weeks later.

Sacrament of Eucharist

In Grade Four, children will be prepared for the Sacrament of the Eucharist at school and will then be involved with their families and the Parish of St Andrew's in the receiving of the Sacrament of Eucharist by attending Parish Sunday Liturgies.

Sacrament of Confirmation

In Year Six, children will be prepared for the Sacrament of Confirmation at school and will then be involved with their families and the Parish of St Andrew's in the receiving of the Sacrament of Confirmation by attending a special Parish Liturgy.

Support for Parents

Parent Information evenings are held during the year to assist in the preparation of students and parents for each of the Sacraments.

STUDENT WELLBEING

Discipline Policy & Behaviour Management



All at Corpus Christi have a right to a safe and positive environment at school. Students need to be educated to take responsibility for their own behaviour and actions and recognise that these have consequences that they must accept.

At Corpus Christi we believe that,

- Everyone has a right to learn in a safe and positive classroom environment
- Children should be treated fairly and in a consistent manner
- Discipline practices should be consistent that must be accepted by the children.
- Children have the ability to develop self - discipline.
- Parental support and cooperation are necessary to run a successful discipline program.
- **Any form of corporal punishment is not acceptable or permitted.**

What Is It?

The discipline of a school relates to the order, stability, oneness and happiness of the community. It is about the feeling or atmosphere of the school. Discipline comes from within the individual student, parent and staff member. It is also about promoting the dignity and self-worth of each individual in the school environment. Self-discipline is developed in the context of a community whereby its members are continually assessing their needs, successes and failures, to find ways of modifying and enhancing their

behaviour. “At Corpus Christi the discipline of students is based on principles of procedural fairness. Corporal punishment is not permitted”. It is not our normal practice to suspend or expel students, however in serious cases of misbehaviour parents will be contacted.

Goals

- Guide children towards self-discipline in relationships between themselves, parents, teachers, staff and other children.
- Create a school atmosphere conducive to people acting in a self-disciplined manner.
- Children need to recognise that their actions have consequences for others as well as themselves.

Objectives

The teachers and children work collaboratively to establish suitable classroom rights, rules, responsibilities and consequences. The children will experience a process of negotiating and learning the rules of the classroom and playground.

Behavioural Consequences

While recognising that self-discipline is rarely totally achieved, in any one individual, the school may be faced in dealing in misbehaviour. In recognising that misbehaviour is part of the learning process, teachers and parents use these opportunities to help the child come to terms with their choices and its effect on those around them. As we are a Catholic School, we always deal compassionately with children who may be misbehaving. It is their misbehaviour that is unacceptable, not the child. In every “broken situation” there is the real possibility for mending and healing to occur and, as Christians and teachers; we are called to give witness to this.

RESTORATIVE PRACTICE

At Corpus Christi we use Restorative Practice as a whole school approach to promote resilience and the building of positive relationships in our school community. We believe relationship based education; combined with Restorative Practice, promotes a safe and happy school environment.

The Principles of Restorative Practice;

- **Foster awareness** in the student of how others have been affected
- **Accept ambiguity.** Often fault is unclear and people can agree to accept the ambiguous situation.
- **Separate the deed from the doer.** We can recognise a student’s worth, their virtues and accomplishments while disapproving of their wrongdoing.
- **See all inappropriate behaviour as an opportunity for learning.** Incidents can be used constructively to build understanding, empathy and a sense of community.
- **Use collaborative language** to involve the student actively
- **Joint problem solve** to enhance responsibility for actions and form
- **See incidents as harm to relationships** within the school community; relationships that when repaired can be restored and the person reintegrated into the community.

When relationships are harmed, the focus is on helping students become aware of the impact of their behaviour on self and others through personal accountability and learning from the incident. An important component of Restorative Practice is the focus on restoring relationships after harm has been done.

SCHOOL COUNSELLING PROGRAM

Corpus Christi offers a confidential counselling service free of charge to students and their families. “Parent / Guardian Referral Forms” and “Parent / Guardian Authorisation for Counselling Forms” are available by contacting the School Office for parents who wish to make a referral. Please do not hesitate to contact your child’s classroom teacher, the school office or Deputy Principal if you have any questions or queries concerning the referral process or the counselling service.

FIRST AID – First Aid Room, Triage and Accidents

All people at Corpus Christi Primary School have a right to feel safe and well, and know that they will be attended to with due care when in need of first aid. Corpus Christi aims to ensure that the health and physical wellbeing of all children is maintained.

Staff are qualified to attend to the First Aid requirements of students at school and can be called on any time if needed. A supply of band aids is provided to learning communities for minor mishaps eg: papers etc.

Children in need of First Aid attention during recess times should go to the teacher on duty. The duty teacher will determine the action required. For minor cuts and scrapes the children are sent to the **Triage Room** located opposite the stage. For all head knocks, bumps and more serious injuries children are sent to the **First Aid Room** located in the School Office. Triage and First Aid staff keep a record of the injury / action taken. A First Aid slip is provided to a student who receives treatment in the first aid room to take home for parent’s information.

School will make contact with parents where a child has received a bump or knock to the head or groin area just as a precaution.

Children who become sick at school will be sent to the First Aid room where office staff will assess him/her. If necessary, the child’s parents will be contacted and arrangements made for the child to go home. Children can only remain the First Aid Room for a short period of time, if a parent or emergency contact are unable to collect the child he / she will be sent back to their Learning Community.

For delicate situations such as the removal of a child’s clothing in order to assess an injury, another teacher must be present. For toileting accidents, staff are not able to ‘change’ children. Staff will contact Parent / Carer.

Whilst children are in attendance in the first aid room he / she are monitored by staff. We do not have medication such as paracetamol or aspirin available at school as staff are not permitted to administer any medication without the written permission of parents.

ACCIDENTS & OTHER

For more serious accidents such as suspected broken bones, head injuries, deep wounds etc first aid will be provided and Parents or Emergency Contact for the child will be telephoned. If it is deemed necessary, an ambulance will be called, and Parents notified as soon as possible.

The health and wellbeing of the child is of paramount importance at all times.

SPECIAL MEDICAL CONDITIONS

Children who have special needs in regard to medical conditions such as Asthma, Anaphylaxis, Allergic Reaction, Food Allergy, Diabetes etc are required to have a Medical Management Plan and/or Emergency Action Plan. Action Plans are updated at the beginning of each school year and /or as required and displayed on the Medical Alert board of his / her learning community, first aid room, medication cupboard, school office and yard duty waist bags.

Epi-pens, Ventolin & all other medications are kept in the Medications Cupboard located in the School Office

Parents of children who have special needs in regard to medical conditions need to keep the school informed of those special needs including ongoing medication administered at home and ensure that the school is kept up to date with changes as soon as they occur. This information will be placed on the school's database so staff who need to access information in an emergency are fully informed.

MEDICATION

If a child has been prescribed a course of antibiotics due to infection such as earache, tonsillitis the School recommends children do not return to school until he/she is up to the rigors of the daily school routine.

If your child/ren require medication to be administered during school hours it should be administered to the child by a parent or parent's representative whenever possible. If medication is to be given during school time by staff, School Policy requires written instructions regarding dosages and times. Medication Forms are available from the school office for parents/carers to complete. A "First Aid" Slip is filled in to ensure parents are made aware of any medication administered.

No form of medication should be left in the child's possession.

Medicine must be kept in the office because of the high risk of the medication being used inappropriately by the child concerned and/or by other children.

ANAPHYLAXIS / ALLERGIES

If a child suffers any Allergens information is required to be provided to the School at the time of Enrolment. An Action Plan for Anaphylaxis is required and signed by the Family Doctor. Action Plans will be updated at the beginning of the School year and/or as required. If a child requires an Epi-pen or any other medication, it is registered at the School Office and kept in the medication cupboard of the office. Epi-pens are kept in the first aid bag carried by the yard duty teacher. It is the Parent's responsibility to keep the school informed of the child's condition and his/her medical requirements.

ASTHMA

If a child suffers Asthma information is required to be provided to the School at the time of Enrolment. An Asthma Action Plan is required and signed by the Family Doctor, Actions plans will be updated at the beginning of the School year and/or as required. If a child requires asthma medication, it is registered at the School Office and kept in the medication cupboard of the office. Ventolin and spacers are kept in first aid bag carried by the yard duty teacher. It is the Parent's responsibility to keep the school informed of the child's condition and his/her medical requirements.

INFECTIOUS DISEASE

There are a number of diseases that compulsorily (and legally) exclude children from school. Principals have a duty to protect the health of the general school population. Many infectious diseases require those with the disease to be excluded from attending school for specified amounts of time. Under the “Health (Infectious Diseases) Regulations”, it is a requirement that the Parent/Guardian inform the School Principal if the child is infected with a certain disease or has been in contact with an infected person.

Infectious diseases that lead to exclusion include: Chickenpox, Conjunctivitis, Diphtheria, Giardiasis (diarrhoea), Hepatitis, Hepatitis B, Impetigo, Leprosy, Measles, Meningococcal Infection, Mumps, Pertussis (whooping cough), Pliomyelitis, Ringworm, Rotavirus, Rubella, Scabies, Shigella (diarrhoea), Streptococcal infection, Trachoma, Tuberculosis, Typhoid and Paratyphoid.

A notification slip is sent home to each family in a classroom when the school has been notified that a child has an infectious disease.

HEAD LICE

Parents are asked to check their children’s hair regularly for head lice. If discovered please notify the school immediately. The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality. In cases where head lice are found, the school will make appropriate contact with the Parents/Guardians/Carers.

Where permission is not given in writing, the child will be withdrawn from class until the parent has had the child’s hair checked for head lice. Permission for your consent to conduct head lice inspections is contained in the application for enrolment consent and policy agreements.

FOOD AT SCHOOL

Children are encouraged to take home uneaten food so that parents are aware of what is not eaten in the classroom. A Healthy Lunch: Parents are asked to supply children with a healthy lunch, eg, fruit, cheese, a sandwich or roll and a non-fizzy drink.

Sharing of food is not allowed as some children in the school suffer from severe allergies to various foods and additives.

There is a lunch order service provided to school externally. A lunch order price list will be sent home at the beginning of each year and is also available from the School Office foyer. All orders **MUST BE WRITTEN ON A PAPER BAG** (name, grade etc) and placed in the lunch order basket located in the foyer of the school office by 8:55am. Please include correct money as change is easily lost.

OCCUPATIONAL HEALTH & SAFETY

The School Community has a collective responsibility for the wellbeing of students, visitors and staff. In order to keep your child and every child safe in our school we ask Parents to support us in adhering to the following expectations.

HOT DRINKS

Hot drinks are not to be taken inside the classroom or onto the playground due to the risk of burns and scalds.

PLAYGROUND

At Corpus Christi staff will be on duty in the playground from 8:15am to 8:45am each morning Monday to Friday. No child is to be at school prior to this time.

At 8:15am children need to wait at the entrance doors to the office until a supervising staff member begins duty. At this time children from Grades 3-6, only, are allowed on the Senior playground. Children in Grades P-2 are able to use the Junior playground.

For safety reasons no child is allowed on the SENIOR PLAYGROUND after school. (There is no teacher on duty in the playground near the Adventure Playgrounds after school, as they are covering many other areas.)

Parents who wish to supervise their children on the SENIOR PLAYGROUND may do so after 3:20pm and only while DIRECTLY supervising their child(ren).

Toddlers / pre-schooler's may use the JUNIOR PLAYGROUND only with DIRECT supervision of parents at all times.

OUT OF HOURS SCHOOL CARE (OHSC)

We are very fortunate to work with an Out of Hours School Care provider who provides before and after school care for students who attend Corpus Christi. OHSC runs in the Multi Function Room. Children must be enrolled to attend the service and all arrangements are made between families and the care provider. Details are provided below:

Out of Hours School Care Provider at Corpus Christi

Quantin Binnah Community Centre Inc

61 Thames Boulevard, Werribee

Phone: 9742 5040 Email: qb@qbcc.org.au

FINANCE

ST ANDREW'S PARISH SUPPORT

Corpus Christi Primary School is one of the five (5) Catholic Primary Schools within the Parish of St Andrew's Werribee. As part of the Parish, families are expected to support the Parish by contributing to the "Stewardship Program". This money goes to the running and support of the Parish as a whole and to support the building programs at the Schools.

SCHOOL FEES, LEVIES & CHARGES

Curriculum Fees are payable per child and cover the cost of most classroom supplies, resources and school excursions (except travel cost for sporting activities). School Fees are charged per family.

Procedures for the Setting of Fees

Corpus Christi Primary School's school fees are set on a yearly basis. The Principal and School Accountant, in consultation with the Parish Priest, meet to look at the school's financial position.

Both the Australian and Victorian governments are important providers of funding for Catholic schools along with families who contribute to the costs of Catholic education through fees and levies. Federal and State grants are allocated to schools by the Catholic Education Office, Melbourne, and linked to the Schools SES (Socio Economic Score). The socioeconomic status (or SES) funding model links students' residential addresses to Australian Bureau of Statistics census data to obtain a socio-economic profile of a school community and measure its capacity to support the school. Low SES schools attract more funds*. Schools take into account other relevant factors such as the cost of living (Consumer Price Index). Our school must raise income through fees and levies to add to grants to meet the School's commitment.

Procedures for Fee Payments and Collection of Unpaid Fees

Fees and their payment are discussed with parents at the time of enrolment.

Prior to the commencement of the new school year, fee levels and payment methods are determined and communicated to parents in writing via the school newsletter.

The School makes provision for parents to pay in a number of ways:

In three instalments, due in Terms 1,2 and 3;

- Weekly, fortnightly or monthly instalments as arranged with the School Secretary
- Payment in full due in Term 3
- Direct Debit facility
- Credit Card facility
- Cheque – both business and personal along with money orders are accepted

In the case of parents who have difficulty in meeting their financial commitment to the School, every effort is made to support these families through regular meetings with the Principal and Parish Priest.

*information pertained from the Catholic Education Office, Melbourne <http://www.ceomelb.catholic.edu.au/our-schools/funding-of-catholic-schools/>

SCHOOL UNIFORM

All children are required to attend school in full school uniform each day. If a child is out of uniform he/she will be asked to present a note from Parents to explain the reason.

SUMMER – Terms 1 and 4	
<u>GIRLS</u>	<u>BOYS</u>
Corpus Christi check dress	Grey school shorts
White school socks (footlets and anklets are only worn with sports uniform).	Light blue polo shirt with school emblem
Black leather school shoes/lace-up/t-bar	Grey socks
School V-Neck Jumper with emblem	Black leather school shoes
School sunhat (Legionnaire or Broad Brim Slouch)	School V-Neck Jumper with emblem
	School Sunhat (Legionnaire or Broad Brim Slouch)
WINTER – Term 2 and 3	
<u>GIRLS</u>	<u>BOYS</u>
Corpus Christi Pinafore/grey slacks	Grey school pants
Light blue skivvy/long sleeve polo	Light blue skivvy/long sleeve polo
School V-Neck Jumper with emblem	School V-Neck Jumper with emblem
Navy socks/tights	Grey socks
Black leather school shoes/lace-up /t-bar	Black leather school shoes/boots
A navy blue rain jacket is available from Rushford's for the winter months	
SPORT	
<u>GIRLS</u>	<u>BOYS</u>
Navy tracksuits with emblem	Navy tracksuit with emblem
Runners	Runners
Polo shirt (House colour)	Polo shirt (House colour)
Navy shorts	Navy shorts
White sport socks/anklets	White sport socks/anklets
School Sunhat (Legionnaires or Broad Brim Slouch).	School Sunhat (Legionnaires or Broad Brim Slouch).
<p>The School Uniform can be purchased from:- Rushford's Schoolwear, Shop 3 Watton Arcade, 28 Watton Street, Werribee Phone: 9741-3211 Fax: 9741-3155</p>	

At each term change over there is a 2 week period from Summer to Winter uniform which can be used at the discretion of the parent/carer depending on the weather conditions. (ie. It may still be quite warm at the start of Term 2, therefore the summer uniform can still be worn).

SECOND HAND UNIFORM SHOP

Parents may access school uniform items from the school. Items are available in exchange for a donation to Caritas Australia. Parents may contact the School Office to complete a request form with the items and size needed, parents will then be contacted if the item is or becomes available.

UNIFORM POLICY

Labelling Uniforms

ALL pieces of uniform must be clearly labelled on the inside of the garment. We suggest names and/or initials not to be placed on the outside of garments as they are visible to strangers who may use the opportunity to call a child by name, to gain some inappropriate advantage over them. Graffiti is not allowed on any part of the school uniform and, if “graffitied”, the graffiti must be removed immediately or the garment replaced. A laundry marker will be available at the Office if you need to label your child’s clothing.

Any jewellery accessories such as rings, necklaces, bracelets or brooches are not to be worn with the school uniform. Nail polish and makeup is not permitted at any time. Girls and boys with pierced ears are required to wear either small sleepers or studs (no more than one in each ear).

Hair

All long hair is to be tied back during the school day. Head bands, multi-coloured scrunchies, hair scarves, hair extensions or ornaments are not part of the school uniform. Children who wear their hair up are required to use an elastic band, blue and white ribbons or scrunchies.

Shoes

The school uniform list requires all children to wear black leather shoes. On the specified sports day for each grade, the children are required to wear runners. Runners are not a part of the normal school uniform and are therefore only to be worn on sports days. If children are unable to wear their school uniform for some reason, then a note informing the teacher is required.

School Hats

Australia has the highest incidence of skin cancer in the world. One of the most effective ways to avoid exposing children’s skin to too much sun is to avoid the sun when it is at its strongest. Corpus Christi encourages the implementation of the Anti Cancer Council skin cancer prevention program. School hats comply with Anti Cancer Council design in order to block out UV Rays and cover the ears, face and neck. Other styles of hats are not considered suitable. The school recognises ‘Sunsmart – Hats On and Hats Off’ dates during the year. Families are notified of these dates annually via newsletter. During the ‘Hats On’ period children are expected to wear the school uniform hat to and from school everyday and to wear them during outdoor activities such as Physical Education, Excursions etc.

Children are not permitted out in the sun without a school hat, i.e. “NO HAT = NO PLAY”.

Children not wearing a school hat will be asked to sit under cover at recess and lunch.

Sunglasses which are approved by the Anti Cancer Council can be worn. Children are responsible for the care of their own sunglasses. Children are encouraged to apply sunscreen (preferably waterproof sunscreen) before school and to bring sunscreen in their school bag.

School Bag

Children are expected to use the Corpus Christi School Bag.

Art Smocks

An art smock or old shirt is necessary for each child to keep his/her school uniform protected during art activities.

Valuables at School

Valuables such as toys, electronic games, ipods and mobile phones should not be brought to school. If such items are at school students are asked to submit them at the School Office upon arriving at school, not kept in school bag. This way mobile phones, ipods etc will not 'distract' children from their learning time and also assists in preventing loss or damage. When items are submitted to the office if it is not labelled with the child's name the office staff will do so. Staff will not be held responsible for valuables.

SCHOOL ROUTINE

All class teachers are in their classrooms at 8:30am for preparation, to welcome students and to address minor inquiries from parents.

Students begin arriving at School from 8:15am

Learning Communities Open at 8:30am

Home Group Teachers welcome Students.

8:40am music plays, 8:45am Classes Commence

Session 1 - 8:45am to 10:45am

First Lunch Break

Eating time..... 10:45am to 10:55am

Break..... 10:55am to 11:35am

Session 2 - 11:35am to 1:35pm

Second Lunch Break1:35pm to 2:05 pm

Session 3 - 2:05pm to 3:05 pm

School Dismissed at 3:05pm

Toilet Breaks

Children are encouraged to go the toilets during recess and lunch time so that the interruption to classroom learning is minimal. Should there be any health problems that make this difficult, they need to be addressed with the classroom teacher.

END OF DAY DISMISSAL

CHILDREN ARE TO BE COLLECTED PROMPTLY AFTER THE 3:05PM BELL

Parents or designated person are to collect their child from the classroom with the exception of senior students who go to their younger sibling's grade. The parent /designated person will ask for, by name, the child (ren) they are collecting. It is the responsibility of the teacher to ensure that the child is passed into the care of the designated person as indicated on the Dismissal Sheet.

If the person asking to collect the student is not the designated person as recorded on the dismissal sheet and there has been no official communication to that teacher from the office and/or parent/guardian, he/she will be asked to go to the school office where the matter will be resolved by Office Staff.

ALL students who walk home or to MacKillop College will assemble with either, Russell Street Walkers or MacKillop Walkers Group where they meet a Duty Teacher. Russell Street Walkers are walked to the gate and dismissed. MacKillop Walkers will remain supervised until 3:17pm at which time ALL children will be escorted to the Russell Street Gate and dismissed at 3:20pm with the Duty Teacher.

Out of Hours School Care (OHSC) Children will go straight to the Multi Function Room. Prep children will be collected from their classroom by a designated OHSC staff member.

OUT OF HOURS SCHOOL CARE (OSHC) PROGRAM

The Out of School Hours Care children will go directly to the multi-function room where they will be welcomed by the Out of School Hours program staff.

The Out of School Hours Care Program is operated by Quantin Binnah and operates in our Multi-Function Room each day from 6:30am – 8:30am and 3:05pm – 6:00pm. Telephone 8742 5040 for more information.

GATES & PARKING

Russell Street Gate: Please DO NOT park along or pick up your children in Russell Street. Please use the car park. Children using the school crossing on Russell Street and walking and/or riding home or to MacKillop will exit the school grounds via the Russell Street gate – a duty teacher monitors the gate every afternoon. This gate is locked at 3:20pm.

School Car Park Gate: **NO CHILD IS TO WALK TO A CAR UNSUPERVISED!** Children whose parents are parked in the school car park may exit the school grounds only if accompanied by parent / carer collecting the child from school. A duty teacher monitors the gate every afternoon. Parents who envisage departing the school premises after 3:20pm are advised to park in the school car park as all other gates will be locked.

Car Park: To ensure the safety of all, the following rules need to be observed:

- Park in parking bays provided prior to allowing children to get in or out of the car.
- Do not double park or park on the kerb.
- Do not park in front of the fire access gate.
- Leave the spaces allocated to “Disabled Parking” for those who need them.
- Drive through the car park at a “walking pace”.

Traffic Issues: Please adhere to all traffic rules and signage.

There are restrictions to parking in Russell Street. Speed Zones are in place for School Areas

We encourage parents to make use of parking along Wedge Street and walk children into school via the school crossing. We have Disabled Parking Bays for permit holders only (must be displayed) and we ask for your kind consideration.

Children who ride their bikes or scooters to school are required to wear a safety helmet. Bike and scooter racks are available for children and are located behind the Multi Function Room near playground.

SCHOOL ATTENDANCE

Absence from School - If a child is going to be absent from school, a courtesy telephone call, from either parent, may be made to the school. Upon returning to school

Parents must supply a note to the Classroom Teacher explaining why your child was absent from School whenever he/she is absent – along with a medical certificate where applicable

If a child is going to be absent for a prolonged period of time, a dated letter giving the reasons for the absence, and the expected date of return, is required. If a child is absent and parents do not supply a note, an official letter requesting parents explain the reasons for their child's absence on a particular day or days may be sent home.

SCHOOL LINES OF COMMUNICATION

At the beginning of the school year each year level will distribute information booklets at Parent Information Evenings or Parent Teacher Conversation sessions to assist parents in supporting the expectations of their child throughout the school year.

Open communication between the school and home is necessary to ensure that each child obtains the best outcomes from their education while at Corpus Christi.

Communication protocols at Corpus Christi aim to keep parents informed about

- Student progress
- Student behaviour
- Changes in curriculum and/or policy as they occur
- Current events that are happening in and about the school
- Assist parents in ways to support their child's education at home
- Home Learning Tasks:
- Providing opportunities for families to be informed about learning and teaching initiatives.
- Allowing for open dialogue between parents and staff when issues are raised over the course of the year.

Open communication occurs at Corpus Christi through the following:

- Individual Appointments
- Teachers - Parents are encouraged to meet with their child's classroom teacher, in the first instance, in all matters relating to the education, behaviour, etc of their children.
- Principal - Parents and Students are free to arrange an appointment with the Principal via the school office
- Deputy Principal - Parents and students can discuss student welfare issues with the Principal, Deputy Principal or Student Wellbeing Leader

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- Student Wellbeing Leader - Parents and Students are free to arrange an appointment with the Student Wellbeing Coordinator via the school office.
 - School Newsletters – produced fortnightly the School Newsletter is sent home with the eldest child. Spare Newsletters are available in the Office Foyer.
 - School/Home Communication Bag - each child will be allocated a School/Home Communication Bag which will be used for the following purposes.
 - The taking home of all school notices.
 - The bringing to school of all parent communication.
 - The taking home and returning of library books that have been borrowed for the week.
 - The taking home and returning of “Take Home Books” from the classroom (Readers)
 - The taking home of finished/unfinished work.
 - Reply Slips – please return to school promptly
 - Parent / Teacher Discussions - two official meetings are required during the year to discuss children’s progress and to set future goals. Parents and teachers can request extra meetings, as required, to discuss questions or issues. Appointments can be made via the school office.
 - Programme Support Group (PSG) Meetings - regular meetings are sometimes established and held with parents to focus on a particular area of a child’s learning and/or behaviour. The frequency of these meetings is established by the particular need(s) of the child as identified by the parent and school.
 - Information/Curriculum Nights - Meetings are held to inform and explain particular aspects of the school’s curriculum (eg Sacramental Programs, Numeracy / Literacy Initiatives etc).
 - Family information and contact details are reviewed at the beginning of each year to ensure information held on file is current and accurate including student dismissal information.

Parents are expected to inform the office, in writing, immediately if there are any changes to this vital information (eg: new telephone numbers, change of address, custody arrangements, emergency contact details, medication issues etc).

- Special Events - events and fundraisers are organised throughout the year and parents are informed through specific notes and letters.
- Weekend Maintenance Roster Reminders - sent home prior to families being rostered on for “Week-end” Duty.
- Excursions Forms - letters are sent home explaining the time, date and particular purpose of various incursions and excursions held at various grade levels over the course of the year. Students must return a completed form, signed by the parent / guardian before they can participate in any excursion.
- Student Diaries - Student diaries are used at the middle and senior years for:
 - Children to write in their home learning tasks.
 - Children to record important reminders for up-coming events.
 - Teachers to write brief messages to parents.
 - Parents to write brief messages to teachers.
 - Diaries are an important organisational tool. Support in helping children to manage their diary is appreciated.
- Take Home Reading Journals - Junior students are encouraged to keep track of their reading habits and progress.
- School Website and School App available from itunes and Google Play.

EDUCATION PHILOSOPHY

At Corpus Christi School we aim to provide a comprehensive inclusive curriculum based on sound educational principles and pedagogy taking into account different learning styles centering on the development of the WHOLE child.

We aim for children to be articulate, literate and numerate and experience personal success. We believe all children should leave Corpus Christi School with a sense of self-worth, optimism and hope towards their future.

The curriculum at Corpus Christi School is based on the Religious Education Program to KNOW, WORSHIP and LOVE, Religious Education Guidelines and the Victorian Curriculum Document. We are currently working towards implementing the new Australian Curriculum in line with guidelines and direction from the Catholic Education Office and Australia Curriculum and Reporting Authority (ACARA).

We have a strong emphasis on the development of Literacy and Numeracy skills from Prep – Grade 6. Corpus Christi has multi-aged groupings of students and provides for the range of learning needs of its students. An Inquiry Approach is taken to Learning and students have access to Information and Communication Technologies and the Arts to support their learning.

Specialist Programs are provided for students every year as these provide a great opportunity for students to develop a range of skills and talents within programs specially designed by Specialist Teachers.

Our Specialist Areas include ICT, Physical Education, LOTE (Italian), Performing Arts and The Arts.

HOME LEARNING

At Corpus Christi we recognise research that has found: The purpose, role and value of home Learning in Primary school is to assist in developing good time management skills to support life-long learning, independent work habits and responsibility for one's own learning.

- Home Learning is a meaningful link between classroom and home learning.
- Home Learning is most effective when linked to class activities.
- Home Learning needs to be negotiated to meet the needs of each student.
- Time spent on home learning should be relevant to the child's age and stage of development.
- Parents can influence the home learning environment by creating positive conditions and encouraging children to complete home learning tasks while aspiring to self-regulation.
- Home learning is most effective when routines and positive environments are in place in the home.

Home Learning aims to:

- support and extend classroom learning
- develop positive study habits
- develop a responsibility for home learning.

The value of extra-curricula activities is recognised, therefore participation in swimming, violin lessons, helping to prepare the family meal etc. is considered to be meaningful home learning. The format of home learning is flexible but would need to include reading, spelling and maths activities. There will be a level of accountability through the use of a diary, reading log and spelling log including signatures from parents/care givers/teacher, indicating that work has been completed. The diaries are considered as one means of communication in years three – six and a beneficial way to monitor students' time and activities.

It is expected that there will be communication between teachers and home if it appears that there is any difficulty with the home learning. Where practicable there will be a balance of Curriculum Areas across the term.

INCURSIONS & EXCURSIONS

In conjunction with the educational program, children will have the opportunity to take part in school excursions. Excursions vary from the use of local facilities to attending School Camps. Incursions usually involve Guest Speakers and special performances from travelling groups. Some excursions and/or incursions have a cost factor which is covered by the individual student levy. Parents are notified of all the necessary details prior to the incursion/excursion.

Parent permission forms must be signed and returned to class teachers before the due date. Written permission is required for children to attend excursions.

Parents/guardians are invited to assist with supervision of students on some excursions. It is required by law that you will need to obtain and display a "Working with Children Check Card" in order to attend any activities during which you work with or supervise a group of students. Application forms are available at Australia Post. There is no cost for cards for volunteers.

PHYSICAL EDUCATION

Program

- Corpus Christi offers a comprehensive and varied Physical Education Program where all children are required to participate.
- As children progress through the school, they learn skills and rules associated with a variety of Minor & Major Games.
- Children will experience competition in a controlled and educative environment within each Unit at a level that is appropriate to the children concerned. It will be controlled and monitored by the class teachers
- Werribee is well serviced by many clubs that offer a variety of sports on a competitive basis. Parents wishing to have their children compete at that level can join any one of these clubs.

Sports House Teams

On arrival at Corpus Christi School, children are included in house/teams which are designated by team colours and names. Once in a particular house/team that child and all his/her siblings will remain in the house/team for the length of their stay at Corpus Christi.

Uniform

Children are expected to wear their sports uniform on their particular sports day. All children are expected to participate in physical education skills programs and sports events.

Inter-School Sports

Corpus Christi will participate in the Inter-School Sport Program offered in the Werribee area. Corpus Christi children, mainly from the middle & senior levels, will be offered the opportunity to enter;

- Swimming,
- Athletic Carnivals
- Cross Country
- Lightning Premiership in Football, Soccer, Netball and Tee-ball

Individual children already participating in, or demonstrating specific potential, will also be offered the opportunity to enter into specialised sporting events such as :-

- Golf
- Hockey
- Rugby
- Cricket

SWIMMING EDUCATION

Corpus Christi does not have a current Swimming program. Families are notified and encouraged to take advantage of the many swimming programs available within the Werribee area as deemed appropriate by the parents.

CAMP – Outdoor Education Program

At Corpus Christi the following outdoor education program includes:

- Grade 1 Dinner at School
- Grade 2 Overnight Stay
- Grade 3/4 two days, one night camp
- Grade 5/6 three days. two night camp

SPECIALIST TEACHING

ICT (Information, Communication & Technology)

- The school has the expertise of a ICT teacher
- Each class receives a 45 minute lesson per week

LOTE (Italian)

- The school has the expertise of a teacher of L.O.T.E.
- Each class receives a 45 minute lesson per week

LIBRARY

- The school has an excellent library to attend to the needs of Teachers, Children and Parents.
- Classes are rostered on a weekly basis to return, renew or borrow books
- Much of the valuable work done in the library depends on the wonderful help of parent volunteers. No experience is necessary and all offers of help are always gratefully accepted.

ARTS

- The Arts program covers the areas of visual arts

PERFORMING ARTS

- The Arts program covers the areas of visual arts, musical arts and performing arts

EXTRA – CURRICULAR ACTIVITIES

Corpus Christi is proud to offer a number of programs to our students and their families including;

- Reading Recovery
- Special Education Needs Leader
- Integration Leader
- Additional Classroom Support
- Individual Learning Plans for children with special learning needs
- Inter School Sports involvement
- Variety of Music programs including individual lessons and band
- School Choir
- Active After School Program
- Access to Computers in all classrooms
- Foundation Buddy program
- Student Representative Council
- Student Leadership
- Whole School Concert (held every second year)
- Annual Arts Show
- Family focussed Sacramental program
- Class based Masses / Prayer Services
- Student Wellbeing Program
- Social Skills Group
- Foundation Transition Program
- Community Links Program with Aged Care Visits and working with local Secondary Colleges
- Intervention Programs
- Parenting Programs

REPORTING & ASSESSMENT

As part of the school's assessment and reporting process, each child has an individual Learning Journal. Each child enters work samples in the journal regularly throughout the year. Together with a written report, the Learning Journal is sent home twice during the year at the end of Term 2 and Term 4.

Beginning of the Year Parents/Teacher/Child “Get to Know You” Family Conversation

Parent / Teacher / Child conversations are held early in the first term for parents to discuss their hopes and aspirations for their child over the next 12 months. It is also an opportunity for the teacher to get to know children and their families we can work together to support their child's learning.

Ongoing Parent / Teacher / Child Learning Conversations

Provision will be made each term for Parent/ Teacher / Child Learning Conversations to be held at allocated times. Whilst we encourage Parents to attend these important meetings, for Parents who are unable to attend the allocated times due to work commitments an alternative time may be arranged with Teachers.

Please note - Parents and/or Teachers can arrange meetings at any time during the year, should the need arise, to discuss any aspect of a child's progress, or concerns Parents may have. Alternatively Teachers are also happy to receive emails and to have telephone discussion.

SCHOOL LEADERS, CORPUS ACTION TEAMS (CAT) & HOUSE CAPTAINS

At the end of each year, four School Leaders and eight Sport House Captains are elected to represent the school in the following school year. These children are selected from the current Year 5 children. They will be called upon to take on extra duties to help to develop pride and spirit in the school and within their respective sporting teams. They will be a model of good leadership and positive sporting behaviour to the whole school community.

The House names and colours are as follows;

Portland - Blue **MacKillop** - Yellow **Penola** - Green **Woods** - Red

Significance of the House Names

Portland: The Victorian town where the idea was born to establish schools that would be run by a special group of dedicated Nuns who would not be under the direct control of local Bishops and would work mainly with the poor.

MacKillop: Mary Mackillop was the foundress of the Sisters of St. Joseph and is a direct link to the establishment of our own school, Corpus Christi. Mary MacKillop was beatified in 1995, our 10th Anniversary year and Canonised a Saint on 17th October 2010, our 25th Anniversary Year.

Penola: The South Australian town where the first school was established in very humble beginnings, not unlike Corpus Christi in 1985!

Woods: Father Julian Woods was the co-founder of the Sisters of St. Joseph and their Spiritual Leader in their early days of formation.

STUDENT LEADERSHIP

Student Leadership Vision Statement, Written by the Senior Students in 2005

We believe a leader is: Someone who is proud to represent our school. Someone who leads a group.

At Corpus Christi, we value people who believe in themselves and others.

Good leaders at our school will strive to:

Enable people to feel comfortable and safe.

Look presentable and take pride in their appearance.

Be confident in themselves and encourage confidence in others.

Be a positive role model.

Complete tasks promptly.

Generate and listen to ideas that will improve teaching and learning at Corpus Christi and its environment.

Stand for Justice.

Treat every member of the school community with respect and fairness.

Be a good listener.

STUDENT REPRESENTATIVE COUCIL - SRC

The SRC is made up of the CC School Captains and Sport House Captains along with a rotation each semester of general members, those students who are voted to represent students by their peers. The SRC gives our students the opportunity to have a 'student voice' and the chance to contribute to the decision making with regard to some areas of our school. Through formal class meetings and informal contact with their peers, the students give feedback and suggestions in ways they feel they could improve or sustain the culture and climate of our school. The SRC regularly meet with the Deputy Principal to discuss their ideas, to plan class meetings and events or activities.

PARENT INVOLVEMENT - VOLUNTEERS

The Staff at Corpus Christi considers parental involvement and engagement in your child's learning as an integral part of the education of the children. Children see both teachers and parents working together for their benefit and therefore, develop positive attitudes towards school. Throughout the school there are many opportunities to become involved including excursions and working within classrooms in many different areas. Participation is not only achieved by helping in classes, but also by taking time to read information, answer notes and talking to your children about school. By doing these things you are helping your child understand that what happens at school is important. Communication and co-operation between staff and parents is the key to successful education. Other ways to be involved includes joining the Parents and Friends Association or the School Board.

In line with our Child Safe Policy, all Volunteers will be required to complete a Volunteer Code of Conduct form prior to participating in any volunteering activity.

Working with Children Check Card (WWCC)

Since 30th December 2007 it is an offence under the Working with Children Act 2005 to engage in child related work without displaying or having applied for a WWCC Card this includes volunteer work undertaken by Parents / Carers / Grandparents at School. We advise that ALL parents obtain this check by applying online at www.workingwithchildren.vic.gov.au/. In order to be involved with your child at school such as attending excursions, assisting P & F with treat days etc you will need to have a WWCC Card. Please consider this an important matter as we would love to have you involved with your child/ren here at Corpus Christi. There is no cost for a volunteer card.

Your Working with Children Check Card must also be worn / displayed.

Visitor's Book & Visitor's Badge

All visitors to the school during the school hours must be signed in and wear a 'visitor' badge. You must sign out when leaving the school grounds – this includes all Parents who help out in classrooms and when volunteering. Remember if at school for any reason other than meeting with a member of staff you require both your WWCC card and Visitor Badge worn at all times.

School Board

Corpus Christi has a School Board. Parents are elected each year to be a part of the Board which meets regularly to discuss educational issues and School Policies and make recommendations to the Parish Priest and Principal.

Classroom Involvement

Parental help is welcome in the classrooms and in the Library. Parents will be offered a Professional Training Program, called Classroom Helpers to support them in this involvement.

Parents & Friends Association

The Parents & Friends Association is an auxiliary body of the School Board and aims at supporting the school in practical ways such as organising events, social functions and fundraising activities. All parents are most

welcome to join the Parents & Friends Association. Money raised goes directly towards improvements to the school and the purchase of additional equipment. The Annual General Meeting is held early in Term 1 of the new School Year. All parents are welcome and needed. The P & F is seen as a vital part of the total fabric of the school community, ensuring that the school continues to achieve great results into the future.

Working Bees

Working Bees are held during the year. Notification will be via the newsletter and/or special notes. Parents and staff are invited to come along to improve and/or maintain the school buildings and grounds. Without ongoing support in this area, our grounds will quickly deteriorate.

Weekend Maintenance Roster

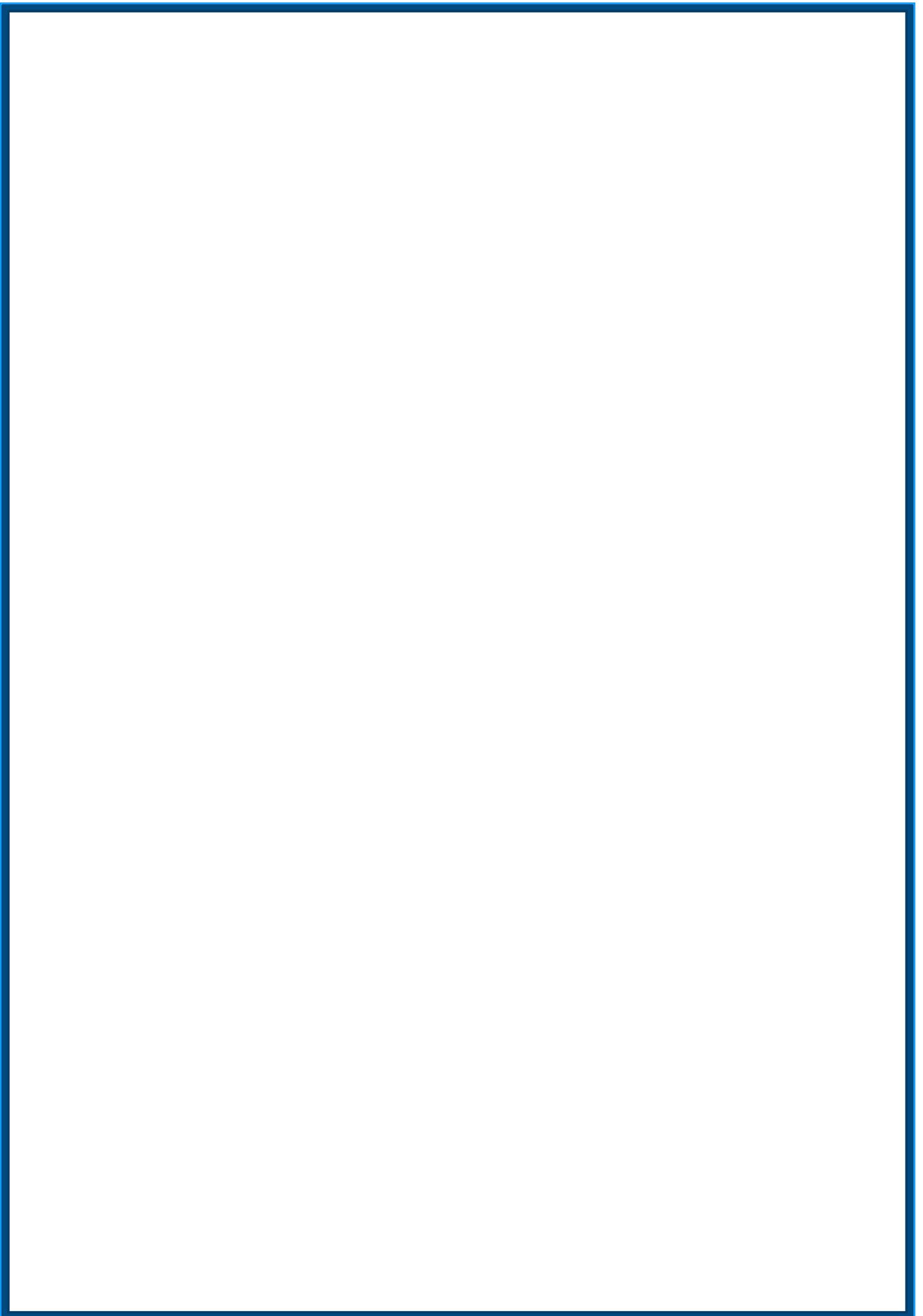
The school grounds are in need of continual maintenance and as a school community we are obligated to maintain a clean, safe and engaging learning environment, both inside and outside the classroom. In order to keep the grounds and facilities well maintained, families are asked to contribute 90 minutes once a year to the maintenance roster. Maintenance will occur every Sunday at 9:30am (Public Holidays/Mother's Day/Father's Day excluded). Rostering is made to be as equitable as possible. We have had some wonderful developments in the school grounds that all families should be proud of. The maintenance roster is also an opportunity for families to meet and work together for the betterment of Corpus Christi.

Buddy Family Program

The role of a Buddy Family is to welcome new families to our school, perhaps via a phone call or by organising a meeting time. Throughout the year, the new family may contact you if they have questions regarding school procedures / special days etc. One familiar face in a sea of strangers can make an enormous difference to someone in a new environment.

Parish Fair

The Parish of St Andrew's holds an Annual Fair the third Saturday in November. The school community is requested to assist in some way – a note is sent home giving all families options of how and when they can help. The Fair is a big fundraiser in the Parish and our school benefits directly from it. The fundraising and social committee take on stalls and appreciates any help on the day. No other fundraising takes place in term 4 until the Fair is over.



LITTLE RIVER ●

● WYNDHAM VALE

Our Vision

To Be A Vibrant Catholic Community,
Nourished By Christ The River Of Life,
Celebrating The Diversity And Giftedness
Of All God's People . . .

Our Mission

To Live As An Interconnected And
Collaborative Community,
To Reach Out, Welcome And Value All,
Offering A Place Of Belonging
And Acceptance . . .

● WERRIBEE NORTH

Our Values

ST ANDREW'S ●

Relationship: nurturing an evolving relationship
with God, connected in faith and love with others
and with the whole of creation . . .

Community: creating a warm, inclusive community
where all work together, all care for each other and
where each person is welcomed, valued and respected . . .

Celebration: gathering to share our
lives and to celebrate God's loving
presence in sacraments and liturgy . . .

Learning: deepening our understanding and experience of God,
our Christian tradition and our life, empowering and enabling us
to grow to our fullest potential . . .

Outreach: living out the Gospel teachings by offering service
to those in need in the Parish and the wider community . . .

● WERRIBEE CENTRAL
SOUTH



W E R R I B E E

WERRIBEE SOUTH ●