



Corpus Christi Primary School

Parent Information Handbook 2021

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

Revised January 2021



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 Melbourne Archdiocese Catholic Schools (MACS) which is the governing body. MACS 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 MACS.

The Principal, along with the leadership team at the school will work alongside MACS 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 the MACS 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 Melbourne Archdiocese Catholic Schools 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 MACS requirements.

All legal and industrial requirements will be adhered to as required by the CECV, MACS and Department of Education as well as Commonwealth and State Government requirements. This will be the responsibility of the Principal under the direction of Melbourne Archdiocese Catholic Schools.

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	ccschooloffice@ccwerribee.catholic.edu.au
Office Hours	8:00am to 4:00pm
School Hours	8:45am 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, Socially 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 Albert Yogarajah

Assistants Fr Dong Tran
Fr Anton Aseervathampillai



Administration Team

Cora Ilagan
Jen Climie Finance

Parish Team

Benita Dahanayake Home Based RE Coordinator
Sherry Vivera Pastoral Care Worker

Address 105 Greaves Street, PO BOX 872 Werribee Victoria 3030

Telephone (03) 9741 4144

Facsimilie (03) 9741 4433

Email werribee@cam.org.au

Website www.standrewswerribee.org.au

Office Hours Monday – office closed

Tuesday - Friday 9:00am to 4:00pm

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, Monthly.

CATHOLIC PRIMARY SCHOOLS ENROLMENT POLICY



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.

Fr. Albert Yogarajah,
Parish Priest St Andrew's Parish Werribee
105 Greaves Street, Werribee, (PO BOX 872)
PHONE: 9741 4144 FAX: 9741 4433

EMAIL: werribee@cam.org.au



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

FROM OUR PARISH PRIEST

Re: Stewardship Offering - formerly known as 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 (six 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. Albert Yogarajah (on behalf of the Finance Committee)

CHILD SAFE STANDARDS

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 legislation resulting from these recommendations and have worked diligently towards meeting the requirements specified in Ministerial Orders 870.

At Corpus Christi Primary School we are committed to the Child Safe Standards, and hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school.

The school has rigorous policies and procedures to ensure the safety of all children at our school. As educators and employees within a school, staff are legally obliged to do all they can to minimise the risk of harm, and to report known or suspected child abuse to relevant authorities. The school has stringent practices to ensure compliance with the seven Child Safe Standards, including:

- Commitment to a child safe environment and organisational culture
- Codes of Conduct, stringent recruitment processes and suitability checks for staff and volunteers
- Parent and Visitors Code of Conduct
- Regular Child Safety training for staff
- Child Safe information is made available to staff, parents and students on the school website, intranet and displayed within the school
- Students participate and are empowered by Child Safe curriculum, voice and safety strategies.

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. Upon enrolling your child/ren to Corpus Christi, all Parents and Carers agree to support the School's Policies and Procedures in relation to Volunteering, Child Safety and Parent and Visitor Codes of Conduct.

Corpus Christi will actively and continually develop and review all policies, processes and practices, informed by government guidelines, research and best practice.

Any member of the Corpus Christi community with any Child Safe questions or concerns are encouraged to speak to a member of the school's Child Safe Team (Elissa Ardizzon, Linda Roynic, Anna Yorston, Stefanie Harvey).

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 level 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

"A positive sense of wellbeing supports a base for rich learning that enables young people to flourish. This holistic view recognises that the sacredness, dignity and giftedness of each person is grounded in the belief that each person is made in the image and likeness of God (Genesis 1:27)." - Horizons of Hope, Wellbeing Foundation Statement, page 3



We believe there is a direct link between student wellbeing and educational outcomes and that Pastoral Care and the wellbeing of students is a shared responsibility between school, home and community. Staff at Corpus Christi are committed to providing a safe and positive school, which promotes a sense of belonging and inclusion, creates a welcoming and friendly environment, and promotes collaboration between students, staff, families and the broader community.

The school encourages awareness of student mental health and wellbeing and provides extra support for students and families experiencing problems, to develop support networks, connection to community and enjoyment of school.

The school has an appointed Student Wellbeing Leader, who leads the sphere of Student Wellbeing across the school, including meeting regularly with the Wellbeing Team, Student Diversity and Learning and Teaching Leaders to address student needs as a whole.

The school strives to operate in a **preventative** and proactive way towards student wellbeing and provides **intervention strategies** where necessary.

The school delivers programs and initiatives that enhance student wellbeing, social and emotional skills and strengthen relationships, including Respectful Relationships, Berry Street Education Model, Social Emotional Learning, Child Safety and cyber-safety curriculum, as well as Buddy and Transition programs.

The school's policies outline our Student Wellbeing philosophy and implementation procedures. The following policies are available to view on our school website:

- Student Wellbeing – Pastoral Care Policy
- Student Behaviour Policy
- Anti-Bullying and Harassment Policy (students)
- Restorative Practice Policy
- Student Diversity Policy
- Child Safe Policy

SCHOOL COUNSELLING PROGRAM

Corpus Christi offers a confidential counselling service free of charge to students and their families. Referral Forms and Parent/Carer consent forms are available by contacting the School Office. Please note that BOTH parents are required to give consent for their child to be able to participate in counselling sessions.

Please do not hesitate to contact your child's Home-group teacher, the school office or Student Wellbeing Leader if you have any questions or queries concerning the referral process or the counselling service.

STUDENT BEHAVIOUR POLICY

At Corpus Christi Primary School, we strive to provide an inclusive education which values diversity and celebrates difference. Our school seeks to prioritise respectful relationships and safety in response to the rights and needs of all members of the school community. A safe and supportive environment respects the rights of all students to learn, the rights of all teachers to teach and the rights of all members of the school community to be safe.

At Corpus Christi we believe that:

- every person is made in the image and likeness of God
- student wellbeing contributes significantly to improved student learning outcomes
- everyone has a right to learn and work in a safe and positive environment
- student engagement and regular attendance assists in developing appropriate behaviours
- effective whole-school approaches include age-appropriate education and skilling of students
- children should be treated fairly, respectfully and in a consistent manner
- discipline practices should be consistent and proportionate to the behaviour
- children have the ability to develop self-regulation skills

-
- parental support and cooperation is necessary to run a successful discipline program
 - **any form of corporal punishment is not acceptable or permitted at any time.**

Positive Behaviour Support

Positive Behaviour Support (PBS) is the application of school-wide systems designed to improve school climate and reduce problem behaviour. Proactive strategies are aimed at decreasing behaviours of concern and replacing them with pro-social skills that lead to enhanced social competence. It is important that staff explicitly teach and model the school expectations and that students are acknowledged for demonstrating positive behaviours. To promote positive behaviour, the school will:

- Respect the dignity of all students
- Model self-regulation and respectful behaviour
- Engage parents and carers in communication about their child's learning and behaviour
- Provide a safe, inclusive, engaging learning environment
- Embrace and promote the school values and strive to create a positive school culture
- Recognise the positive behaviours of students making good choices
- Provide opportunities for student voice and to have a say on things that affect them
- Empower students to take responsibility for their own behaviour
- Engage staff in ongoing professional learning to enhance their positive behaviour management skills.

Behavioural Consequences

As a Restorative school, Corpus Christi Primary School believes in logical consequences that match the behaviour. We encourage students to consider their behaviour, how it has impacted themselves and others, and encourage them to assist in trying to resolve and repair the harm done. We believe all behaviour is an opportunity for learning. See Restorative Practice section for more information.

SCHOOL RULES AND EXPECTATIONS

At the commencement of each year, students and teachers in each Learning Community will work together to develop an understanding of the Corpus Christi School Expectations, Rights and Responsibilities document and what this means for the actions of themselves and others. School Expectation posters are clearly displayed in each Learning Community and referred to throughout the year.

Student engagement, regular attendance and positive behaviours will be supported through relational whole-school practices, as well as targeted and individualised support when required. Effective student behaviour support is enhanced through school support structures and co-operative family partnerships. Where a student acts in breach of the behaviour standards of our school community, the School will institute a staged response, in accordance with the *CECV Positive Support Guidelines, 2018*. For severe or criminal behaviour, an incident report must be completed and provided to the Principal or relevant staff member.

SCHOOL CORRECTION PROCEDURE

When dealing with inappropriate behaviour, staff will use the Corpus Christi Correction Procedure to alert students and give them an opportunity to correct their own behaviour. In the case of challenging behaviour, students will complete a Reflection Sheet and have a Restorative Conversation about their behaviour, its impact and possible resolutions. Consistency in school procedures and shared language promotes shared expectations and understanding across the school.

Correction Procedure:

- | | |
|--------|--|
| Step 1 | Friendly Reminder |
| Step 2 | Final Reminder |
| Step 3 | 2 or 5 minutes time away within the learning community |
| Step 4 | Exit to Buddy Room to complete a Reflection Sheet and prepare to re-enter with a fresh start. Missed class time will be made up at break time. |

Severe Behaviour Clause: In the cases of continuous and repeated challenging behaviour, or severe behaviour endangering self or others, the teacher may, at his/her discretion, forego the normal protocols and seek assistance from the Principal, Deputy Principal or a member of the Leadership Team immediately.

Actions and Consequences: It is expected that students will have a conversation with the teacher and form a Restorative Action to try and make things right. Consequences may be appropriate and may include loss of privilege, making up lost learning time, cleaning up, meeting with parents.



RESTORATIVE PRACTICE

At Corpus Christi we use Restorative Practice as a whole school approach to promote resilience and the building of positive relationships within 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.

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.

The 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 them. If necessary, the child's parents / carer will be contacted and arrangements made for the child to go home. Children can only remain in the First Aid Room for a short period of time, if a parent or emergency contact are unable to collect the child they 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 they 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 the Parents or the Emergency Contact for the child will be telephoned. If it is deemed necessary, an ambulance will be called, and Parents / Carer 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 end of each school year and /or as required and displayed on the Medical Alert board of their 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/ Carers of children who have special needs in regard to a medical condition need to keep the school informed of those 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 they are 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 can 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 from 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. 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 end 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 their 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 / carers 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 / Carers.

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/ Carers 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.

LUNCH ORDERS

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 and duty of care for the safety and wellbeing of students, visitors and staff. In order to keep your child and every child safe in our school we ask Parents / Carers 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:

<p>Out of Hours School Care Provider at Corpus Christi</p>

<p>Quantin Binnah Community Centre Inc</p>
--

<p>61 Thames Boulevard, Werribee</p>

<p>Phone: 9742 5040 Email: qb@qbcc.org.au</p>

FINANCE

ST ANDREW'S PARISH SUPPORT

Corpus Christi Primary School is one of the six (6) 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 MACS, 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 MACS, and linked to the Schools SES (Socio Economic Score) and/or DMI (Direct Measure of Income Score). This data is used to ensure Government funding is allocated fairly, and is based on the median income of parents and carers of students at non-government schools. Schools are ranked and funding distributed according to need. Schools also 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, statements are issued to families and reminders are published in the school newsletter during the year.

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

Payment arrangements are offered for the Family fee and the School makes provision for parents to pay in a number of ways:

- Option 1 – Payment in full
- Option 2 – Two instalments, due in term 1 and 3
- Option 3 – Three instalments, due in Terms 1, 2 and 3;
- Option 4 - Direct Debit Payment either fortnightly or monthly finalised by November for the Family Fee only

Payment of Curriculum Fees, Levies and other charges are paid as each falls due and parents may choose one of the following payment methods;

- Direct Debit – fortnightly or monthly options as arranged with the School Secretary
- EFTPOS facility – all cards accepted at the School Office except American Express
- Direct Deposit – School Bank Account information provided to parents on Statement

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.

Information from MACS <https://www.macs.vic.edu.au/Our-Schools/Choosing-a-School/Fees.aspx>

SCHOOL UNIFORM

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

SUMMER – Terms 1 and 4	
<u>GIRLS</u> Corpus Christi check dress White school socks (footlets and anklets are only worn with sports uniform). Black leather school shoes/lace-up/t-bar School V-Neck Jumper with emblem School sunhat (Legionnaire or Broad Brim Slouch)	<u>BOYS</u> Grey school shorts Light blue polo shirt with school emblem Grey socks Black leather school shoes School V-Neck Jumper with emblem School Sunhat (Legionnaire or Broad Brim Slouch)
WINTER – Term 2 and 3	
<u>GIRLS</u> Corpus Christi Pinafore/grey slacks Light blue skivvy/long sleeve polo School V-Neck Jumper with emblem Navy socks/tights Black leather school shoes/lace-up /t-bar A navy blue rain jacket is available from Rushford's for the winter months	<u>BOYS</u> Grey school pants Light blue skivvy/long sleeve polo School V-Neck Jumper with emblem Grey socks Black leather school shoes/boots
SPORT	
<u>GIRLS</u> Navy tracksuits with emblem Runners Polo shirt (House colour) Navy shorts White sport socks/anklets School Sunhat (Legionnaires or Broad Brim Slouch).	<u>BOYS</u> Navy tracksuit with emblem Runners Polo shirt (House colour) Navy shorts White sport socks/anklets School Sunhat (Legionnaires or Broad Brim Slouch).
<p>The School Uniform can be purchased from:- Rushford's Schoolwear, 1/13 Barnes Place, 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 / carers may access school uniform items from the school. Items are available in exchange for a donation to Caritas Australia. Parents / carers 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. Graffiti is not allowed on any part of the school uniform and, if “graffitied”, the graffiti must be removed immediately or the garment replaced.

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. Children 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 Cancer Council skin cancer prevention program. School hats comply with 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 every day 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 = RESTRICTED PLAY AREA.” Children not wearing a school hat will be asked to sit under cover at recess and lunch.

Sunglasses which are approved by the 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

The school has a communal set of art smocks in the Art Room. Parents may be asked, at times, to supply an art smock or old shirt to keep their children's school uniform protected during other learning activities.

Valuables at School

Valuables such as toys, electronic games and ipads should not be brought to school. We understand some families find student mobile phones helpful, particularly for contacting parents before or after school. If phones or other electronic devices 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, smart watches, etc will not 'distract' children from their learning time and also assists in preventing loss or damage. 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, students enter class
8:45am	Classes Commence
8:45am to 10:45am	Learning Session 1
10:45pm to 11:25am	First Lunch Break (outside play)
11:25pm to 11:35am	Eating time (students eat in classrooms)
11:35am to 1:35pm	Learning Session 2
1:35pm to 2:05 pm	Second Lunch Break (outside play)
2:05pm to 3:05 pm	Learning Session 3
3:05pm	School Dismissed

Toilet Breaks

Children are encouraged to go the toilets during lunch times so that the interruption to classroom learning is minimal. Should there be any health problems, or reasons that make this difficult, please discuss this 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, they 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. Foundation 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/ carers 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/ carers 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 the playground.

SCHOOL ATTENDANCE

If a child is going to be absent from school, we ask Parents/ carers notify the School to inform of the absence via phone or email. **Upon returning to School Parents/ carers need to supply a note to the Classroom Teacher explaining why their child was absent from School– along with a medical certificate where applicable**

If a child is going to be absent for a prolonged period of time, a dated letter or email giving the reasons for the absence, and the expected date of return, is required. If a child is absent and parents/ carers 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. An SMS to alert parents / carers of a child's absence from school will be sent where absences have not been advised.

SCHOOL LINES OF COMMUNICATION

At the beginning of the school year each year level will distribute information booklets at Parent Information 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.

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- Principal - Parents and Students are free to arrange an appointment with the Principal via the school office
 - Deputy Principals - Parents /carers and students can discuss student welfare issues with the Principal, Deputy Principals or Student Wellbeing Leader
 - Student Wellbeing Leader - Parents /carers and Students are free to arrange an appointment with the Student Wellbeing Leader via the school office.
 - School Newsletters – produced throughout the term, the School Newsletter is available on the School Website and the SchoolBag App. Hard copy 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.
 - REMIND and SCHOOL BAG APPS – Families are encouraged to download the Remind App and Corpus Christi School bag App to stay informed of current school events and classroom learning
 - Reply Slips – please return to school promptly
 - Parent/ Teacher/ Child Learning Conversations (PTCLCs) - 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.
 - 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.

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

EDUCATION PHILOSOPHY

At Corpus Christi Primary 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, numerate and experience personal success. We believe all children should leave Corpus Christi with a sense of self-worth, optimism and hope towards their future.

We have a strong emphasis on the development of Literacy, Numeracy and Inquiry skills from Foundation – Grade 6. Corpus Christi has multi-aged groupings of students and provides for the range of learning needs of its students. With creative design, open spaces, flowing and interconnecting facilities, spaces for quiet work and others for group collaboration, indoor and outdoor learning spaces and integral technology connectivity capacity, the school is well placed to support the type of learning that it offers students.

The school uses an Inquiry Approach to learning. This approach links learning to life experiences and opens students a perspective of learning that is relational rather than isolated subject content. A number of the learning areas and capabilities are incorporated into this learning approach. 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 CSI (Computer Science Investigations), Physical Education, LOTE (Italian), Performing Arts and Visual Arts.

LEARNING DIVERSITY

Corpus Christi Primary School is committed to the implementation of inclusive practices which recognise the child at the centre of decision-making processes. An inclusive school enables all students to be welcomed, accepted and engaged so that they can participate, achieve and thrive in school life. In striving to provide an inclusive education, Corpus Christi Primary aims to ensure that students with disability are not discriminated against and are accommodated to participate in education on the same basis as their peers. We acknowledge and respond to the diverse needs, identities and strengths of all students and make adjustments to the curriculum to ensure all students can participate.

If parent/ carers have concerns about their child, they are encouraged to contact their child's homegroup teacher. Teachers work with the school Learning Diversity Team and other professionals to develop goals and learning plans to ensure all students can access the curriculum and experience success.

HOME LEARNING

LEARNING AT HOME

Our Home Learning Policy reflects our beliefs and current research that home learning activities are most beneficial when they are flexible, relevant and respond to the needs of students. At Corpus Christi, we firmly believe learning happens everywhere, not just during school hours. As such, we recognise the vast array of extra-curricular and life-skills activities students partake at home as part of student learning. At Corpus Christi, we provide a variety of optional home learning activities that “recognise the wide range of after school activities, encourage positive family interactions and allow relaxed time for children to pursue their own learning.” (Lillico, 2004)

READING

Daily reading is an expectation of each student in each year level. This expectation will be established and reinforced by year level teams. This expectation may range from five minutes (reading and/or being read to) for Foundation and up to 30 minutes of independent reading for Year Six students.

ADDITIONAL HOME TASKS

From time to time, teachers may set research and project tasks for students to work on at home. Such tasks might include practising a speech or interviewing a parent about a specific issue e.g. social justice or environmental awareness. Teachers will communicate task requirements and timelines to parents.

Home Learning tasks set by the school are optional. A variety of home learning suggestions and links are made available on the Student Desktop for families who wish to access extra resources.

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 by 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 online. There is no cost for cards for volunteers.

PHYSICAL EDUCATION

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 and 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

Upon enrolment at Corpus Christi Primary 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 their siblings will remain in the house/team for the length of their stay at Corpus Christi.

Sports Houses are:

Portland (**Blue**) *named after the Victorian town where the idea was born to establish schools operated by the Sisters of St Joseph.*

MacKillop (**Yellow**) *named after Mary MacKillop, the foundress of the Sisters of St. Joseph and a direct link to the establishment of our own school, Corpus Christi.*

Penola (**Green**) *named after the South Australian town where the first school was established.*

Woods (**Red**) *named after Father Julian Woods, the co-founder of the Sisters of St. Joseph schools.*



SPORTS 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 also be offered the opportunity to enter:

- Swimming Carnival
- 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 and 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 parents.

CAMP – Outdoor Education Program

The school's outdoor education program enables students to further their learning and social skills development in a non-school setting. Camps are an important aspect of the educational programs offered at our school. Aims of the Outdoor Education program include:

- To provide shared class experiences and a sense of group cohesiveness
- To reinforce and extend classroom learning
- To engage students in the community and a variety of different environments
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile pursuits
- To provide a program that promotes self-esteem, resourcefulness, growth mindset, independence, leadership, judgement, cooperation and tolerance.

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

Each homegroup receives a one-hour lesson per fortnight in the following Specialist curriculum areas:

- Physical Education
- Visual Art
- Performing Arts
- LOTE (Italian)
- Computer Science Investigations (CSI)

Students wear their Sports Uniform on Specialist Days.

From time to time, students will have the opportunity to participate in Specialist and Whole School events, such as the School Concert, CC Arts Show, Arts competitions, Multi-cultural Days, and to participate in community activities and competitions.

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.

EXTRA – CURRICULAR ACTIVITIES

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

- Learning Diversity Leader, Learning Support Officers (LSOs), and additional classroom support
- Personal Learning Plans (PLPs)
- Interschool Sports involvement
- Variety of Instrumental programs including individual lessons provided by external personnel.
- School Choir – linked to Parish choir

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- Active After School Program
 - Foundation – Year 5 Buddy program
 - Student Leadership
 - Whole School Concert and School Arts Show (held on rotating basis)
 - Family focussed Sacramental program
 - Class based Masses / Prayer Services
 - Student Wellbeing Program
 - School Counselling Service
 - Foundation Transition Program
 - Year 6 to Year 7 Transition Program
 - Community Links Program with Aged Care Visits and working with local Secondary Colleges
 - Intervention Programs
 - Parenting Programs
 - Community Garden Club
 - Student RE and Wellbeing teams

REPORTING & ASSESSMENT

Assessment is ongoing throughout the year with formal and informal assessments taking place. As part of the school's assessment and reporting process, each child has an individual Digital Learning Journal. The Learning Journey contains students work samples placed on a digital platform. Families are provided with detailed instructions to enable them to download these samples. It is published each term and contains samples from various curriculum areas including Religious Education, Mathematics, Literacy, Inquiry and Wellbeing subject areas. Reports on student achievement are published digitally twice per year.

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 or format (eg zoom) 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.

STUDENT LEADERSHIP

At the end of each year, four School Leaders and four 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.

Student Leadership Vision Statement, Written by the Senior Students.

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.*
- *Generate and listen to ideas that will improve teaching, learning and wellbeing at Corpus Christi.*
- *Stand for Justice.*
- *Treat every member of the school community with respect and fairness.*
- *Be a good listener.*

PARENT INVOLVEMENT - VOLUNTEERS

The Staff at Corpus Christi considers parental involvement and engagement in your child's learning as an integral part of student education. 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 include joining the Parents and Friends Association or the School Advisory Council.

In line with our Child Safe Policy, all Volunteers will be required to complete a Volunteer Code of Conduct form, and present a current Working with Children Check card and photo identification (eg. driver's licence) 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 encourage ALL parents to 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 be worn / displayed whenever you are helping with any school-based activity.

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/ carers who help 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 ADVISORY COUNCIL

Corpus Christi has a School Advisory Council. Parents are elected to be a part of the Council which meets regularly to discuss educational issues and School Policies and make recommendations to the Principal.

CLASSROOM INVOLVEMENT

Parental help is welcome in the classrooms and in the Library. Parents will be offered a Classroom Helpers Training Program, to support them in this involvement. These sessions will be advertised throughout the year. Alternatively, parents can contact the School Office to book in for a Classroom Helper Training session.

PARENTS & FRIENDS ASSOCIATION (P&F)

The Parents & Friends Association is an auxiliary body of the School Advisory Council and aims to support 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. The P&F is seen as a vital part of the fabric of the school community, and is a great way to meet school families and contribute to the school.

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.

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.

***We look forward to welcoming you and working with you
through this stage of your child's learning journey.***

Loving Father,

Bless our school community of Corpus Christi and the Parish of St Andrews.

We thank you for your gift of St Mary of the Cross MacKillop and for the presence of the Sisters of St Joseph in our school.

We give thanks for those, past and present, who have formed this place of learning and worship.

May we continue to be inspired by their courage and dedication to be the Body of Christ in our world so that we may be :

a school that is welcoming and accepting

a school that encourages and empowers

a school that nurtures and cares

a school that serves and shines Christ's light in our world.

Amen.

This prayer was written by the Staff and Students of Corpus Christi Werribee in 2015



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



WERRIBEE

WERRIBEE SOUTH