

# St James Nar Nar Goon 2021

## Parents Information



# TABLE OF CONTENTS

---

SCHOOL CONTACT .....	4
PARISH CONTACT.....	4
2020 STAFF .....	5
2021 TERM DATES .....	6
YARD SUPERVISION .....	6
BUS TRAVEL .....	6
ASSESSMENT, REPORTING AND TESTING.....	7
TECHNOLOGY.....	7
CANTEEN - CDFPAY.....	7
ASSEMBLIES .....	8
NEWSLETTER .....	8
2020 FEE STRUCTURE .....	8
FEE COLLECTION PROCEDURE: .....	9
HEALTH CHECK FOR PREP CHILDREN.....	9
IMMUNISATION.....	9
PRIVACY STATEMENT .....	9
SUNSMART .....	9
UNIFORM POLICY .....	10
HOMEWORK POLICY.....	10
Building Independent & Responsible Learners .....	10
Rationale: .....	10
Aim: .....	10
Implementation Guidelines:.....	10
Homework:.....	11
Grade level expectations: .....	11
Year Level.....	11
Appropriate Homework Activities may include .....	11

Foundation - 1 .....	11
2 and 3.....	11
4, 5 and 6 .....	11
LITURGIES / SCHOOL MASSES.....	12
SACRAMENTS.....	12
BUDDY PROGRAM .....	12
EMU PROGRAM.....	12
LEVELED LITERACY INTERVENTION PROGRAM .....	12
LIFE EDUCATION VAN .....	13
STUDENT SUPPORT.....	13
SPEECH / LANGUAGE SUPPORT PROGRAM .....	13
GENERAL UNIFORM.....	13
SPORTS UNIFORM .....	14
GIRLS WINTER UNIFORM.....	14
GIRLS SUMMER UNIFORM.....	14
BOYS WINTER UNIFORM .....	14
BOYS SUMMER UNIFORM .....	14
BELEZA CONTACT DETAILS .....	14



# CONTACTS

---

## SCHOOL CONTACT

St James Catholic Primary School  
60 Nar Nar Goon Road  
Nar Nar Goon Vic 3812

Telephone: 5942 5404  
Fax: 5942 5578

Office Hours: 8.30am to 4.30pm

Email: [principal@stjamesnng.catholic.edu.au](mailto:principal@stjamesnng.catholic.edu.au)  
Website: [www.stjamesnng.catholic.edu.au](http://www.stjamesnng.catholic.edu.au)

## PARISH CONTACT

Iona Maryknoll Parish Office  
60 Nar Nar Goon Road  
Nar Nar Goon Vic 3812

Telephone: 0411 500 364  
Email: [ionaparish@dcsi.net.au](mailto:ionaparish@dcsi.net.au)

Office Hours: Monday closed  
Tuesday 9.00am - 12.30pm  
Wednesday 9.00am - 12.30pm  
Thursday 9.00am - 12.30pm  
Friday 9.00am - 12.30pm

Parish Priest: Father Peter Kooloos

**Mass Times:** St James Nar Nar Goon every Saturday 6.00pm  
St Josephs Iona every Sunday 11.00am  
St Johns Koo Wee Rup every Sunday 9.30am  
Holy Family Maryknoll – second Sunday of every month 8.00am  
Liturgy of the Word every other Sunday at 9.00am  
St Marys Lang Lang – third Sunday of every month 8.00am  
Liturgy of the Word every other Sunday 9.00am

### Other:

Baptism preparation meetings are held the first Sunday of every month at the Parish office 3.00pm



# SCHOOL PERSONNEL

---

## 2020 STAFF

<b>Principal:</b>	Mr Andrew McDermott
<b>Deputy Principal:</b>	Mr Rob Vermeer
<b>Foundation / One:</b>	Ms Katherine Hodgins
<b>Foundation / One:</b>	Mrs Erin Bolton
<b>Two / Three:</b>	Mr Gavin Balzary & Mrs Julieanne Dell'Oro
<b>Two / Three:</b>	Ms Julie Kennedy & Mrs Julieanne Dell'Oro
<b>Four / Five / Six:</b>	Mrs Emma Powderham, Mr Rob Vermeer & Mr Alfredo Perez
<b>Curriculum &amp; Assessment Leader:</b>	Mr Rob Vermeer
<b>Religious Education Leader:</b>	Ms Julie Kennedy
<b>Learning Adjustment Leader:</b>	Mr Gavin Balzary

**Andrew McDermott**  
PRINCIPAL



**Rob Vermeer**  
DEPUTY PRINCIPAL



**Julie Kennedy**  
RELIGIOUS EDUCATION  
LEADER



**Gavin Balzary**  
LEARNING  
ADJUSTMENT LEADER



## Specialist Staff:

<b>Mrs Ange Payroli:</b>	LLI (Leveled Literacy Intervention) Playgroup Coordinator EMU (Extended Mathematics Understanding)
<b>Mrs Julieanne Dell'Oro</b>	Release
<b>Mrs Elizabeth Eastwood</b>	Music
<b>Mr Alfredo Perez</b>	Spanish
<b>Mrs Sandra Taweel</b>	Art
<b>Mr Dean Rodgers</b>	PE
<b>Mrs Paula Pearce</b>	Student Counsellor - Thursdays
<b>Administration Officer:</b>	Mrs Michelle Collins
<b>Education Support Officer / Administration</b>	Mrs Carol McMahon
<b>Education Support Officer</b>	Mrs Janet Parker
<b>Education Support Officer</b>	Mrs Megan Briganti
<b>Education Support Officer</b>	Miss Kathleen Cuppen

# SCHOOL INFORMATION

---

## 2021 TERM DATES

Term One: Assessment days – bookings made online  
Thursday 28<sup>th</sup> and Friday 29<sup>th</sup> January

School resumes Monday 1<sup>st</sup> February – Thursday 1<sup>st</sup> April 2021,  
(Easter 2<sup>nd</sup> April – 5<sup>th</sup> April)

**(Foundations DO NOT attend school on WEDNESDAYS 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> February and 3<sup>rd</sup> March as these are rest days for your child. Children begin fulltime from week 7 beginning 8<sup>th</sup> March)**

Term Two: Monday 19<sup>th</sup> April – Friday 25<sup>th</sup> June

Term Three: Monday 12<sup>th</sup> July – Friday 17<sup>th</sup> September

Term Four: Monday 4<sup>th</sup> October – Friday 17<sup>th</sup> December

**School Hours:** 9.00am - 11.00 am  
**Recess 11.00am to 11.30am**  
11.30am - 1.10pm  
**Lunch 1.10pm - 2.00pm**  
2.00pm - 3.30pm

## DEMOCRATIC PRINCIPLES

As a school we subscribe to the acknowledgement of Australian democratic values and we have a commitment to the principles and practice of Australian democracy.

## YARD SUPERVISION

The yard is patrolled by a staff member from 8.10am – 9am, at each recess period and at lunch break. A member of staff supervises after school buses and the car park. There is no supervision for after school play on playground equipment.

## BUS TRAVEL

Public Transport Victoria (PTV) provides free school contract bus services in rural and regional areas subject to service provision and travel eligibility policies prescribed by the Department of Education and Early Childhood Development (DEECD).

Students must bring a note when not travelling home on the bus. Alternatively, the parent or guardian must personally advise the Principal or School Office, that other arrangements have been made.

In order to change bus routes a child must have the written permission from the Bus Coordinator from Pakenham Secondary College.

St James School is serviced by the following bus routes

Bus 14 – Cora Lynn

Bus 9 – Nar Nar Goon North



Bus 11 – Maryknoll  
Bus 13 – Tynong

Applications are now completed online.

## **ASSESSMENT, REPORTING AND TESTING**

Our assessment and reporting policy focuses on what students learn, the way they learn and provides information to parents, students and teachers in a clear and concise manner. This is done through a variety of ways e.g. anecdotal notes recorded by the teacher, observations, discussions with the students, keeping continuous records such as checklists, setting and correcting particular tasks and exercises.

In addition, an online learning portfolio provides a continuous update of significant learning milestones. Parents are provided the access credentials for the online portfolio by the classroom teacher.

Formal school reports are sent home at the end of Term 2 and Term 4. Formal meetings between parents and teachers will be offered twice each year – during Term 1 and Term 3. To book a meeting time we have an internet-based booking system - Using this system you can book a time that suits you best from any internet-connected computer. If you do not have internet access, please contact the school office and an appointment will be made for you.

On the first two days of the school year our children are engaged in testing. These tests help teachers to assess the overall learning needs of their class for the forthcoming year. Grades 3 and 5 children are involved in NAPLAN testing. NAPLAN is a compulsory government testing and uses national education standards to assess children in all schools, during the month of May.

## **TECHNOLOGY**

St James School works to ensure that the school is equipped with technological resources that prepare its students for the digital world. These technologies are used within all learning areas in the school as tools to support the learning and teaching. The school has a very successful BYOD (bring your own device) program that utilizes iPads from year 2 to year 6. Apps are carefully chosen to enhance the learning experience and to foster collaboration between students and teachers. The Catholic Education Network has a very robust filtering system and we monitor technology use to promote good choices when accessing the Internet.

## **CANTEEN - CDFPAY**

Lunch can be obtained from the school canteen on Mondays. Parents who opt to join the roster, staff the Canteen. Lunches may be ordered online using CDFPay. A list of food and dates will be distributed in the newsletter and will also be available on CDFPay.

Volunteers for our roster are always welcome. Money raised from the lunches is used to provide equipment and resources for the school. Free lunch is provided for children of parents who volunteer.

The Nar Nar Goon Takeaway provides a private service on Wednesdays and Fridays. A lunch order menu and price list for this is distributed at the beginning of the year. You will need to write your order on a brown paper bag.

We encourage parents to provide nourishing and healthy food to enhance children's health and learning.

## **ASSEMBLIES**

Monday afternoon at 3pm the school community gathers together to begin the week by raising the flag and recognising birthdays and achievements.

## **NEWSLETTER**

A newsletter is published on the school website fortnightly on Fridays and sent to all family via email. The newsletter aims to keep parents and guardians informed of the latest events and items of interest related to the school. It is important that all families understand the reasoning for including and/or omitting certain notices/articles in the newsletter.

## **FEES AND LEVIES**

---

The School Board, through its Finance Committee in consultation with the Catholic Education Office and Parish Priest, establish the level of fees needed to supplement Government funding.

Families can arrange to have fees paid by Direct Debit Systems i.e. amounts are credited to the school account from your bank account, either fortnightly or monthly. Arrangements can be made through the school office. Parents can pay the school directly—either weekly, fortnightly or monthly, whatever is convenient for parents. Alternatively, fees can be paid EFTPOS, credit card or cash/cheque directly at the school office.

The school receives funding from the State and Federal Governments. This funding covers approximately 85% of the school's running costs. The school community is expected to raise the remaining amount through school fees and fundraising. School fees assist in meeting the required amount for the general running costs of the school. Educational levies are for classroom resources and student insurance. Each family is expected to pay the school fee **and** each student's applicable levies.

An account is emailed each term. Annual payment should be made as early as possible. Educational levies are included in the annual school fee account. Any family having difficulty with paying fees will need to contact the Principal.

### **2020 FEE STRUCTURE**

#### **SCHOOL FEES:**

Family Fee \$1250.00 per annum per family. Fees are billed over four terms.

#### **CAPITAL FEE:**

\$210.00 Capital Fee is charged to each family per annum to support the loan which was used for the refurbishment of classroom buildings.

#### **MAINTENANCE FEE:**

\$130.00 Maintenance Fee is charged to each family per annum. To cover part cost of maintenance of gardens grounds and buildings.

#### **CLASS LEVIES:**

Foundation–Gr.2 - \$260 per annum

Grade 3-6 - \$290 per annum

The above includes weekly tennis lessons for all grades.

Mathletics, all Interschool Sport transport and entry, LL & D swimming sport entry and transport, LL & D Cross country entry.

Foundation – 6 all Athletic Sports entry and transportation.

#### **BOOK LEVIES:**

Foundation – Grade 6 - \$115

All books and requisites are provided through the school, saving the retail mark up and GST.



## **FEE COLLECTION PROCEDURE:**

Fees become due 30 days from account rendering. Accounts are sent out at the beginning of each term.

# HEALTH

---

## **HEALTH CHECK FOR PREP CHILDREN**

The students in Prep receive a complete health check by the visiting School Nurse. Students in other grades may be examined upon referral or if there was a concern the previous year. If you are worried about your student's hearing, sight, speech, etc. Please contact the teacher as these matters can be referred to medical services. Parents will be notified prior to the School Nurse visiting the school.

## **IMMUNISATION**

As part of enrolling in a Victorian primary school, or transferring between schools, you need to show your child's immunisation status certificate to the school. Children who are not immunised can still attend school but they will still need to present an immunisation status certificate as soon as possible. An exclusion process may be implemented for those students not vaccinated during an outbreak of infectious disease at school. The Child History Statement from the Australian Childhood Immunisation Register may be used, but is only valid if it contains the statement 'this child has received all vaccines required by 5 years of age'. The immunisation status certificate can be obtained from Medicare online or from one of their offices. If an outbreak of an infectious disease occurs at the school, children who have not been immunised will be sent home until the danger has passed.

# POLICIES

---

School policies are very important documents because they set the direction of the school. The Advisory Committee, on behalf of the school community, develops and approves school policy. The Principal is responsible for implementing the policies, and is accountable to the Committee in this regard. Policies are formulated either by the Committee or the school staff. Relevant policies formulated by the staff are presented to the Advisory Committee for ratification.

## **PRIVACY STATEMENT**

St James School complies with the Privacy Legislation (2014) as required. A privacy statement is presented to parents on enrolment and this must be signed off. It is the parent's responsibility to notify the school should there be any alteration to their status as regards this policy. Parents are expected to be mindful of the privacy of others by ensuring that no children, other than their own are published via photo or video on social medial such as Facebook, Tumblr, Instagram etc.

## **SUNSMART**

The wearing of an approved school sunhat at St. James is compulsory for all students during high UV periods as part of the school's Sunsmart Policy. The school uniform has a wide brimmed hat or a legionnaires hat - both ideal for complete sun protection. St James hats are now emblazed with the school logo from 2019 these hats are to be worn.

During these times, students will be required to wear their hats at school at all times when they are outdoors. Students who are not wearing hats will be restricted to a designated shaded area.

## **UNIFORM POLICY**

As members of a Catholic school community, we believe we are one in the Christian faith, and our uniform will be an outward sign, representative of that Unity. Therefore, children attending St. James School are urged to wear the recommended school uniform.

Parents are asked to ensure, where possible, that their children wear correct school uniform.

### **RATIONALE -**

It is good for a child to develop loyalties to his/her school, to identify with a community to which his/her peers also belong. We would like our children to be proud of their school and through genuine school spirit communicate this pride of belonging to each member of the school community and wider Parish community:

A Uniform deems all children as equals.

Children dressed in uniform are easily identifiable when on school excursions. The School Uniform Committee ensures that the uniform is economical and easily available to parents. The Committee is mindful that the uniform should be appropriate to the season, comfortable to wear and made of easy care materials.

## **HOMEWORK POLICY**

### **Building Independent & Responsible Learners**

#### **Rationale:**

Homework can help students by complementing and reinforcing classroom learning, fostering good lifelong learning and study habits and providing an opportunity for students to be responsible for their own learning.

Parents are an important part of the education process. Homework provides an opportunity for parents to participate in their child's education and extends and complements the partnership between school and home.

We acknowledge that it is important for students to have time for play, leisure and physical activities outside of school.

#### **Aim:**

- To support the school program
- To respond to each child's specific needs
- To involve parents in their child's learning
- To promote and foster the love of reading

#### **Implementation Guidelines:**

*Homework should be:*

- Set at an appropriate level considering the age, stage of schooling and capabilities of students, not requiring excessive assistance from parents
- Accessible to all children regardless of resources and home environments
- Challenging and purposeful, but not so demanding that it has adverse effects on student motivation
- Set within time frames structured to allow for choice between completion during the week or over a weekend, recognising individual student and family preferences
- The environment provided at home be free from distraction
- Coordinated with well communicated teacher expectations

**Homework:**

- Will recognise and accept student's own initiatives and individual differences
- Will provide the opportunity for the students to apply skills and knowledge developed through the curriculum
- Will provide the opportunity for parental involvement/feedback and for students to share their knowledge
- Will be positively encouraged and reinforced

**Grade level expectations:**

Year Level	Appropriate Homework Activities may include
<b>Foundation - 1</b>	<ul style="list-style-type: none"> <li>▪ Read or be read to, using home reading books, library books or personal books</li> <li>▪ Help at home to contribute to family life</li> <li>▪ Investigate something related to the learning topic</li> <li>▪ Remember to bring things e.g. permission forms, tennis racquet</li> <li>▪ Reading and spelling word lists</li> </ul>
<b>2 and 3</b>	<ul style="list-style-type: none"> <li>▪ All of the above activities as well as...</li> <li>▪ Reading books</li> <li>▪ Reinforce times tables and mental mathematics</li> <li>▪ Research learning unit focus to complement classroom questioning and wondering</li> <li>▪ Revision/learning of spelling words and related activities</li> </ul>
<b>4, 5 and 6</b>	<ul style="list-style-type: none"> <li>▪ All of the above activities as well as...</li> <li>▪ Reading books</li> <li>▪ Preparing for presentations</li> <li>▪ Self-negotiated learning tasks and projects</li> <li>▪ Revision of literacy and numeracy concepts learnt at school</li> <li>▪ Increased expectation for self-organisation including the use of a calendar</li> </ul>

## RELIGIOUS EDUCATION PROGRAM

---

Our Religious Education program aims to

- assist the students to recognise the presence of Jesus in their lives, through his message in the Scriptures;
- encourage the students to experience themselves as part of creation and to recognise all creation as a sign of God's goodness;
- provide a climate where the students' faith can be nurtured in trust and freedom;
- lead the students to know, to understand and to appreciate the spiritual and religious dimensions of life as expressed in the Catholic faith tradition;

- assist the students to appreciate belonging to and celebrating with the local parish community;

The Journeying Together in Faith program set out by the Religious Education Office of Sale forms the basis for Religious Education at St James.



### LITURGIES / SCHOOL MASSES

On particular occasions the whole school community or classes attend Mass and prayer liturgies at St James Church. Parents are most welcome to attend all school liturgies and Masses. Morning tea usually follows these celebrations. BYO plate.

### SACRAMENTS

The St James Sacrament Program, in line with Diocesan policy, is Family Centred, Parish Based and School Supported. Whilst the Sacramental program is part of the Foundation to Year 6 curriculum, specific emphasis is given in Year 3 to Reconciliation and First Eucharist and Year 6 to Confirmation. Class programs also work in closely with the seasons of the Church and special Feast days.

The St. James Sacrament Program, in line with Diocesan policy, is Family centred, Parish based and School Supported. Whilst the Sacramental program is part of the Prep to Year 6 curriculum, specific emphasis is given in Year 3 Reconciliation, Year 4 First Eucharist and Year 6 Confirmation. Class programs also work in closely with the seasons of the Church and special Feast days.

## STUDENT PROGRAMS

The following programs support our students in the development of confident, self sufficient young people.

### BUDDY PROGRAM

The Buddy program involves each of our senior level students teaming with a Foundation student. Students are involved in regular activities to enhance learning outcomes for the varied age groups. Our Buddy Program is designed to help our young students feel secure. The older buddies are keen to connect with the younger students in a wide variety of fun activities and act as mentors and role models for them.



### EMU PROGRAM

Extending Mathematical Understanding (EMU) is a special assistance program that identifies students in need in the area of maths. The specialist teacher and classroom teacher, along with the staff are able to identify students in need and then make decisions about the best way to deliver the program. The EMU program can be conducted in small groups, or by an individual withdrawal program implemented by a specialist teacher for 30 minutes a day.

### LEVELED LITERACY INTERVENTION PROGRAM

Leveled Literacy Intervention, or LLI, is a small-group, additional intervention program designed to support students who are finding it challenging to meet their year-level achievement goals.

### **LIFE EDUCATION VAN**

This program assists with supporting primary school drug and health education. A van parks on-site that facilitates the Life Ed programs that are age appropriate.

### **STUDENT SUPPORT**

It is the role of the Learning Adjustment Leader to support the classroom teachers in seeking intervention for students who are experiencing learning difficulties. Some academic testing is available for informed referral to specialists where appropriate - for example, speech and occupational therapy counselling and professional education assessments.

### **SPEECH / LANGUAGE SUPPORT PROGRAM**

Speech / Language Intervention programs are available to give extra language support for special needs students or students at risk.

Integration Students

Program Support Group meetings are held each term to bring parents and staff together to set goals for the term / year.

## **GENERAL UNIFORM**

---

### **GENERAL UNIFORM**

Whilst at school the children will be encouraged by their teachers to wear their uniform proudly, and to present themselves neatly each day.

If a child is out of uniform for some reason, a note from home should be forwarded to the class teacher.

- Subject to weather conditions, summer uniform is to be worn in 1st and 4th term, and winter uniform in 2nd and 3rd term.
- Uniform hats are compulsory in terms one, early in term two (April), late term three (September) and all of term four; hats other than uniform hats are not permitted.
- Hair accessories such as ribbons or scrunchies for girls' hair should be bottle green, white or red.
- Sneakers are not acceptable footwear at School on days other than PE / sports days. Please ensure correct footwear is worn.
- Parents are to clearly mark all articles of clothing with your child's name. Teachers cannot identify unmarked clothing.
- Contact the class teacher if any uniform items are misplaced. St James does not have a 'Lost Property' as named items are easily passed back to owners.
- Apart from sleepers or stud type earrings, a cross worn for religious reasons and wrist watches, no other jewellery or ornament is permitted.
- Unnatural hair colouring either temporary or semi permanent is not permitted.
- Nail polish or any other cosmetics are not permitted.
- If the incorrect clothing is worn, the teacher uses discretion as to whether they can participate in PE or Sporting activities. Eg hats or footwear.

## SPORTS UNIFORM

Sport Uniform consists of School shorts or green skirt, school sports top, and runners.

Sports uniform including school tracksuit pants and sneakers may be worn to school on designated P.E./sports days as notified by the classroom teacher or in the newsletter.

### INTER-SCHOOL SPORTS DAYS:

FOOTBALL: Jumpers are supplied by the school.  
Red shorts & red football socks

NETBALL: Sports Uniform.

NEWCOMBE: Sports Uniform.

GIRLS WINTER UNIFORM	GIRLS SUMMER UNIFORM
Tartan Culotte Red polo shirt Green School windcheaters Navy knee high socks/navy tights Black leather shoes / black boots Unisex pants	Green check Summer Dress or Bottle Green Summer Culotte Red Polo top Green School windcheater White anklet socks Black leather shoes / black sandals (enclosed toe) Green bloomers Green School Uniform hat

BOYS WINTER UNIFORM	BOYS SUMMER UNIFORM
Green trousers or shorts Red polo shirt Green School windcheater Navy ankle socks <b>NB Short sport socks or socks with logos are not permitted.</b> Black leather shoes / black boots	Green shorts or trousers Red polo top Green School windcheater White ankle socks <b>NB Short sport socks or socks with logos are not permitted.</b> Black leather shoes / black sandals enclosed toe Green School Uniform hat
<b>Optional:</b> green/red beanie, green/red scarf and green/red gloves	
Black suede or black vinyl shoes are not permitted and heels should not be higher than 3cm	

**\*See Beleza price lists for ordering and purchasing**

### BELEZA CONTACT DETAILS



#### Pakenham

Shop 7, 99 Bald Hill Road, Pakenham

**Phone:** (03) 5941 4989

Monday - Friday: 9:00am to 5:00pm

Saturday: 9:00am to 1:00pm