

Corpus Christi School Kingsville



Parent Handbook

CORPUS CHRISTI VISION STATEMENT

In seeking what is true, beautiful and good, we strive to build a Catholic School Community where each is given time and support in learning to know, to do, to live together and to be.

SOLI DEO
For God Alone

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SCHOOL PROFILE

Corpus Christi School is a co-educational Primary School located in a quiet pocket of Kingsville, providing a Catholic education for children from Years Prep to Six.

The school was established in 1942, by the Sisters of St Joseph, as part of the Yarraville Parish, and was known as St Flannan's. When the Kingsville Parish of Corpus Christi was established in 1954, the school's name was changed to Corpus Christi. Two Sisters of St Joseph began the school with an enrolment of two students, which grew to 60 in the first year. After the arrival of European migrants and refugees, and because of local industrial growth, the enrolment grew rapidly, peaking at 535 children in 1963. After the opening of a second parish school in the late 1950s, enrolments eased.

The Sisters of St Joseph were involved with the school from 1942 to 1999. In the year 2000 the first lay Principal was appointed.

Over the past nine years there has been an extensive building and development program and our school has been transformed into an inviting, contemporary learning environment with expansive play areas of natural and synthetic sports grass.

The number of students at Corpus Christi is expected to be within the range of 200 - 230 in the next few years.

Our friendly, professional staff extend a warm welcome to all who join our community.

MISSION STATEMENT

Inspired by the work of St Mary of the Cross Mackillop along with the Sisters of St Joseph who founded our school, we too share in the one mission of Jesus, sent by the Father to proclaim the Kingdom. We aim to Live in the Spirit of St Mary MacKillop by supporting one another by friendship, prayer and service to make a difference in our local area and so further the reign of God.

VISION STATEMENT

In seeking what is true, beautiful and good, we strive to build a Catholic school community where each is given time and support in learning to know, to do, to live together and to be.

LEARNING ESSENCE STATEMENT

In our Catholic community, where faith and knowledge are in partnership, the child is at the heart of all learning and teaching. Learning and teaching engages, challenges and inspires students to respond to and be successful in their world.

VALUES

At Corpus Christi School we value integrity, inquiry, excellence, spirituality, a sense of community and respect. Our values set out expectations for all members of the school community.

Philosophy enactment

At Corpus Christi School, Our school vision is lived out when faith and knowledge are in partnership and the child is at the heart of all learning and teaching. Learning and teaching engages, challenges and inspires students to respond to and be successful in their world.

We are committed to:

- Placing the child at the heart of all learning.
- Creating personalised, targeted and inclusive learning and teaching experiences based on student needs, backgrounds, perspectives and interests.
- Building student voice and ownership of learning.
- Promoting student creativity, independence, interdependence and self-motivation.
- Building the capacity of all teachers.
- Building a safe, supportive, reflective and responsive learning environment where students experience success.
- The wellbeing of all, building school connectedness and developing partnerships.

TIMETABLE

Bell Times

8:57	a.m.	Children move to their rooms and prepare for morning prayer and classes (except on Monday morning where children and staff assemble in the undercover area for a morning assembly).
9:00	a.m.	Second siren: classes begin
11:00	a.m.	Morning Recess
11:45	a.m.	Resume classes
1:15	p.m.	Lunch Recess
2:00	p.m.	Resume classes
3:30	p.m.	Dismissal Monday – Thursday / 3:15 p.m. Friday

Children are expected to be at school every weekday by 8:45 a.m. to prepare for the day. No child is to be at school before 8:30 a.m. Children should be collected by 3:45 p.m.

SCHOOL STAFF 2024

Staffing for 2024 is as follows:

Principal: Mr Anthony Hyde

Deputy Principal and Religious Education Leader: Miss Jane Wilkinson

Director of Learning & Teaching: Ms Deborah Courtney

Student Wellbeing Leader: Miss Lauren Borg

Learning Diversity Leader: Mrs Victoria La Fauci

Administration Officers: Mrs Laura Cosentino and Mrs Deanne Fitzgerald

Year Prep Community

PrepL Miss Lauren Borg/ Mrs Brittney Wohling

PrepN Mrs Nives Childs

Year 3/4 Community

3/4F Miss Kaitlin Ferris

3/4P Miss Stefanie Poropat

3/4S Mrs Chantel Simon/Ms Aphrodite Loizou

Year 1/2 Community

1/2K Miss Jessica Kenny

1/2L Mr Jacob Lloyd

1/2V Mrs Nerissa Viegas

Year 5/6 Community

5/6L Miss Khanh Ly

5/6M Miss Katie McLaren

5/6R Mrs Candice Rogers

LOTE (Italian) Signora Catrina Anderson

Targeted Literacy Support: Signora Catrina Anderson

Library: Miss Jane Wilkinson

Reading Recovery Teacher: Miss Jane Wilkinson

Learning Support Officers: Miss Olivia Anderson, Miss Olivia Bovolato, Miss Mia Ellis, Miss Letitia Hyde, Mrs Veronica Tweedly

Physical Education: Mr Dan Palanca

Visual Arts: Mrs Brittney Wohling

LATE ARRIVAL OR EARLY DEPARTURE

Children who arrive at school after 9:00 a.m must report to the school office for a *Late Pass*. If children are to be collected from school before 3:30 p.m., an *Early Departure* slip must be collected from the school office. This system is part of the school's emergency evacuation procedure. It allows us to keep track of every student during school hours.

ABSENCES

Children are expected to be at school every day unless there is a reasonable excuse for non-attendance. Parents are expected to inform the class teacher or the school office of a student's absence prior to 9:30 a.m. on the day of the absence. The reason for the absence needs to be provided via the school

app, email, written note or medical certificate. If the child will be absent for any extended time, a parent is expected to contact the school Principal.

CURRICULUM AT CORPUS CHRISTI

All Victorian Primary Schools are required to use the Victorian Curriculum to plan and deliver curriculum to students. The Victorian Curriculum describes what is essential for students to achieve from the Foundation years to Year 10 in Victorian schools. It provides a whole school curriculum planning framework that sets out learning standards for schools to use to plan their teaching and learning programs, including assessment and reporting of student achievement and progress.

As a Catholic school, **RELIGIOUS EDUCATION** is integral to our 'being' and thus is formally taught and reported on.

The following Victorian Curriculum Learning areas and Capabilities are taught and reported against:

- English
- Mathematics
- Humanities: Civics and Citizenship, Economics and Business, Geography, History
- Science
- The Arts: Drama, Dance, Media Arts, Music, Visual Arts, Visual Communication Design
- Health and Physical Education
- Languages- Italian
- Technologies: Design and Technologies, Digital Technologies
- The Capabilities: Critical and Creative Thinking, Ethical, Intercultural, Personal and Social

At Corpus Christi explicit teaching, clear learning intentions and success criteria have played a pivotal role in making learning visible and achieving differentiated learning. Our learning intentions and success criteria are made visible in all classrooms and planning documents.

LITERACY

The Literacy program at Corpus Christi is based on a balanced approach to the teaching of reading, writing, spelling and oral language. Data is collected using a range of assessment tools, to determine students' strengths and weaknesses in order to establish starting points for teaching and learning and to monitor student progress.

Each day begins with a structured Literacy Block, one hour of Writing and one hour of Reading, beginning with whole class teaching. Independent activities and teaching is focused to meet the specific needs of the students in the group.

The National Assessment Program – Literacy and Numeracy (NAPLAN) is conducted in Years 3 and 5 in May. Following this assessment, feedback is provided to students, their parents, teachers and school authorities and is linked to National Benchmarks.

Our school also participates in Literacy Advance. Twice yearly Literacy assessment results from Years Prep to Year 2 are reported to ACER (The Australian Council for Educational Research) to ensure the effectiveness of our school based programs. Reading Recovery is also implemented for ‘at risk children’ in Year 1.

MATHEMATICS

Mathematics is a priority area within the curriculum at Corpus Christi. Each class spends one hour daily involved in exploring and learning mathematical skills. Mathematical concepts are explored through the manipulation of materials to ensure an understanding of the skills taught. A variety of assessments such as the SINE (Success in Number) and PAT Maths are used to develop class programs and to monitor student needs and growth.

Pre and post tests are developed and implemented at the commencement of each teaching and learning cycle in Mathematics to enable teachers to use evidence to inform their planning. At risk students in Years 1 – 4 participate in a Number Intervention program to improve student performance in eight aspects of their number knowledge.

SPECIALIST PROGRAMS

Students participate in Visual Arts, Italian, Library and Physical Education, with specialist teachers each week. Swimming lessons are taken for one term only. Each Prep to Year 4 class attends an 8 day intensive program in Term 4 at the Maribyrnong Aquatic Centre. Year 5/6 students participate in the school Camp Program: urban camp and rural camp alternate years. Other specialist programs include Footsteps Dance Program and ABC Music keyboard and guitar lessons.

HOMEWORK

Studies show that homework can impact positively on the retention and understanding of knowledge, improve students’ study skills, improve their attitudes toward school, and demonstrate that learning can take place outside of formal schooling provided it is:

- Seen as relevant
- Completed diligently and accurately
- Monitored and supported through family involvement and;
- Responsive to the student’s age and development

At Corpus Christi School formal homework tasks will be set for students in Years 3-6. These tasks, which may be negotiated with students and parents, are to be completed by the child and submitted by the due date. It is the responsibility of the child, with the assistance of parents and teachers to ensure homework is submitted when required.

Formal homework will not be set for students in Years Prep-2. However, it is expected that families engage in home activities that foster the development of Literacy/Numeracy skills such as:

- Reading activities –to, with and by parents
- Alphabet/word games
- Number/counting games
- Puzzles

READING

All children borrow library books and class books weekly and are expected to be responsible for the care and return of them. We would like to see parents and others enjoying these books with the children.

REPORTING TO PARENTS

At Corpus Christi Primary School, student academic and personal development is communicated to parents and students at regular intervals throughout the year. Student progress is communicated in a variety of ways ranging from informal chats and class presentations to formal Learning Conferences and written reports. The ‘formal’ reporting package consists of:

- **Mid-Year and End of Year Written Reports** –written reports are sent home twice a year and are reported against the Victorian achievement standards for each learning area and capability taught, consistent with the teaching and learning program(s) schools have designed.
- **Learning Conferences (Parent Teacher Interviews)** – a conversation involving the child, Parent(s) and teacher to discuss and share student progress. They are held in Terms One and Three to communicate successes and develop further learning goals based upon collected assessment data.
- **Student Portfolios**- a folio of annotated and reflective samples of the child’s work across a range of learning areas. The Student Portfolio is sent home at the end of each term. It includes a section that allows for students to self-assess and set achievable learning goals for the coming term as well as a section for parent comment. It is a way of sharing between child and parent, the child’s learning experiences, growth and future learning goals. The Student Portfolio is a valuable tool for parents to use with their child to discuss and celebrate their learning journey.

Additional interview times are set up as required for students deemed to have special needs.

EXCURSIONS

At Corpus Christi we see our Excursion Program as a complement to classroom teaching and school activities and we endeavour to give children experiences that they could miss otherwise.

Teachers must have line-of-sight supervision of all students in his/her control, including those in smaller parent groups, at all times during the excursion. Parents supervising groups must be formally reminded of the teacher to whom they are responsible during the day so that they maintain line-of-sight contact with this teacher who will wear a Staff hi vis vest. Parents will be expected to wear a Volunteer hi vis vest. Parents with toddlers are not free

to be supervisors of small groups of children. Parents will not usually be asked to supervise their own children in a group unless where a risk (e.g. medical) has been identified. The ratio of supervising adults to children is determined upon the activity and directed by the Principal.

All participants are required to wear a hat and sunscreen on excursions during Terms 1 and 4.

Parents are to be given at least two weeks' notice of planned excursions. Only children with signed permission forms, via the Operoo app, may go on excursions.

The teacher in control on the day must have access to the permission forms via a mobile device.

The form must include:

- Permission for child to participate.
- Authorisation for medical treatment or assistance in the event of an accident or illness and acceptance of responsibility for costs of treatment.
- Notification of medications required/in use and any allergies to medicines.
- Emergency contact numbers for the day of the excursion.
- Parent signature/date.

VISITORS' PASS

Any adult who visits any part of the school property (apart from the office) after 9:15 AM and before 3:15 PM must sign in at the Office and wear a *Visitor's Pass*. At 9:15 AM, the gate at the Ormond Road entry to the school will be locked so that the only access to the school will be from the Geelong Road entrance.

On leaving the school property, the visitor should return to the office and sign out. This helps us to ensure that no unauthorised person is on school property during school hours. It also gives us an exact register of who is on school property in case of emergency evacuation.

PARENT HELPERS

At Corpus Christi School, parent involvement is actively encouraged. Parents who volunteer to assist are asked to abide by the following guidelines:

- All Parent helpers must have a valid Working with Children Check and must sign and abide by our Child Safety and Wellbeing Code of Conduct
- Parent helpers are asked to report to the office to sign the Visitors' Book and be issued with a pass which is to be worn whilst on the premises. Before leaving, the pass is to be returned and the Visitors' Book signed again.
- Children are expected to address parents by their title and surname.
- Those who work with children should not physically handle the children in their care unless it is to prevent them from harming themselves or others.
- Anything that you hear or are told about a child in the school must be regarded as confidential.
- During excursions, parents supervising groups of children must maintain line-of-sight contact with the supervising teacher and wear a Volunteer hi vis vest. Parents will not normally be asked to supervise their own children in a group.

PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends Association has a key role in developing the community of parents, students and staff. This Association exists to support the aims of the school. It assists the school financially by helping to provide additional education equipment/programs. It also brings parents closer together (developing *school connectedness*) and represents the interests of parents, staff and students in a variety of ways. All parents are encouraged to be actively involved in contributing to their child's school through participation in the Parents & Friends Group activities.

VALUABLES

Children are not to bring toys, sporting equipment and other valuables to school.

BIRTHDAYS

Each child is presented with a birthday card and birthday sticker at the Monday morning Assembly the week of their birthday.

Parents are asked not to bring large cakes to school to share with the class. Small treats that can be easily shared may be given to your child's teacher to distribute if parents wish.

BOOK CLUB

Each child will be issued with order forms from the Scholastic Book Club eight times per year. There is no obligation to participate. The books offered are of very good quality at reasonable prices.

To place an order, the order form is to be completed and paid for on-line if possible. Orders returned to school with cash payments must be placed in an envelope with the correct money. The child's name, class and amount of money enclosed are to be written on the front of the envelope.

FIRST AID

Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians will be contacted direct so that professional treatment may be organised. Any injuries to a child's head, face, neck or back will be reported to parents/guardian.

Serious injuries will be attended to by a staff member with a appropriate First Aid qualification, and parents or emergency contacts will be notified by telephone.

MEDICAL CONDITIONS & MEDICATION

Specific medical conditions pertaining to individual children are disclosed on the enrolment form, and this information is passed on to the class teacher.

Medical issues that are diagnosed after enrolment should be disclosed to the principal if they are relevant. Teachers will be notified of these conditions by means of a record which is kept in the staff Induction Folder and a copy placed in the student's file.

Corpus Christi Kingsville must obtain written advice via the *Medication Authorisation Form* for any medication to be administered by the school. Parents/Guardians should complete the form in consultation with the Student's medical/health practitioner to ensure that the medication is warranted. However if this advice cannot be provided, the school may agree that the form can be completed solely by Parents / Guardians.

Medication of any type *cannot* be administered without the Parents/Guardians completing the school's *Medication Authorisation Form*.

Parents/Guardians must also give permission for the School to contact the relevant Treating Medical Practitioner if confirmation or further information about the administration of medication is required.

Generally medication would be administered by Leadership who hold as a minimum Senior First Aid Accreditation (Level Two - HLTAID003 and HLTAID001- CPR).

CHANGE OF ADDRESS/CONTACT DETAILS

It is most important that the school be notified immediately there is any change of home, work or emergency contact addresses and telephone numbers. Families planning to leave Corpus Christi are expected to inform the Principal as early as possible.

SUNSMART POLICY STATEMENT

At Corpus Christi, we have a Sunsmart policy that aims to ensure that all students and staff attending the school are protected from skin damage caused by the harmful ultraviolet rays of the sun. Each child is required to wear a school hat in the sun in term one and term four. Children without a hat must remain in shaded areas. Sunglasses may also be purchased through the school for children to wear.

SCHOOL FEES/ LEVIES (CURRENT)

School Fees Yearly:

Family Fee:	\$1575.00
The Individual Pupil Levy: (Curriculum Levy)	\$560.00 / per child
Capital Levy:	\$120.00

SCHOOL UNIFORM

Children are expected to wear the correct school uniform at all times.

BOYS:	SUMMER:	Grey shorts, blue shirt, grey socks, black shoes (not runners) or sandals.
	WINTER:	Grey trousers, grey socks, plain white skivvy (or blue school shirt), royal blue jumper, black shoes.
GIRLS:	SUMMER:	Blue checked dress, white socks (that rise above the ankle), black shoes (not runners) or sandals.
	WINTER:	Blue checked skirt or navy slacks, plain white skivvy (or white blouse), royal blue jumper, navy tights or white socks, black shoes. Optional school Beanie

SPORTS UNIFORM: Yellow polo shirt and royal blue shorts. No bike shorts or running shorts. The school tracksuit and runners are to be worn on P.E. daysonly.

HATS: All children are expected to wear a school hat at recess times and during sport in Terms 1 and 4. We also encourage students to wear their hat before and after school.

NOTE: All uniform items must be purchased through the school office

HAIR: Long hair is to be tied back (and away from the face) at all times with blue, white or neutral hair ties/clips. All students are to wear their own natural hair colour.

JEWELLERY: Jewellery is not part of the school uniform. Only stud earrings (or *small* sleepers) and watches may be worn. No responsibility will be taken for loss or damage of such items.

LABELLING CLOTHING

All items of clothing, lunch boxes and school bags must be labelled clearly.

AFTER SCHOOL PICK-UP

Children can be picked up after school from the front entrance to the school, or from the Ormond Road entrance. They should be collected within fifteen minutes of the end of school.

At the Ormond Road entrance:

- All children who wait to be picked up will need to wait inside the school gates until their parents have arrived. A teacher will be on duty here to ensure that this rule is complied with.
- If your vehicle is parked on the other side of the road, parents must come to the gates to collect children and accompany them across the road. Children will not be permitted to cross the road unaccompanied during this busy time.
- The teacher will permit the children to walk to the vehicle if there is no need for them to cross the road.

In the front car park, parking IS ONLY PERMITTED in designated parking bays and 'Keep Clear' areas must be kept clear. There is NO 'drop-off' zone. Cars must not be parked in 'No Standing' areas.

If the car park is full it will be necessary for people to park outside the school grounds and walk in to collect their child.

If parents are asked to move their car by a member of staff they must do so immediately.

Please do not double park, perform 3-point turns in the street or allow your children to enter/exit cars unless they have pulled up at the kerb. Children are not permitted to cross Ormond Road by themselves. Parents are to collect their children from the gate.

BEFORE AND AFTER SCHOOL CARE

Outside School Hours Care (OSHC)

At Corpus Christi School, OSHClub runs a Before School Care and After School Care service during the following times:

Before School Care: 7:00am – 9:00am (including breakfast)
After School Care: 3:30pm – 6:00pm (including afternoon tea)

The service also operates on 'school closure days' if there are sufficient bookings.

We encourage all families to register with OSHClub so that you are able to use the service if emergencies arise.

For more detailed information (including inquiries, bookings and enrolments) please contact the school office.

EXCURSIONS

At Corpus Christi we see our Excursion Program as a complement to classroom teaching and school activities and we endeavour to give children experiences that they could miss otherwise.

Teachers must have line-of-sight supervision of all students in his/her control, including those in smaller parent groups, at all times during the excursion. Parents supervising groups must be formally reminded of the teacher to whom they are responsible during the day so that they maintain line-of-sight contact with this teacher who will wear a Staff hi vis vest. Parents will be expected to wear a Volunteer hi vis vest.

Parents with toddlers are not free to be supervisors of small groups of children. Parents will not usually be asked to supervise their own children in a group unless where a risk (e.g. medical) has been identified. The ratio of supervising adults to children is determined upon the activity and directed by the Principal.

All participants are required to wear a hat and sunscreen on excursions during Terms 1 and 4.

Parents are to be given at least two weeks' notice of planned excursions. Only children with signed permission forms, via the Operoo app, may go on excursions.

The teacher in control on the day must have access to the permission forms via a mobile device.

The form must include:

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SCHOOL FEES/ LEVIES (CURRENT)

School Fees Yearly:

Family Fee: \$1575.00

The Individual Pupil Levy: \$560.00 / per child

(Curriculum Levy)

Capital Levy: \$120.00

SCHOOL UNIFORM

Children are expected to wear the correct school uniform at all times.

BOYS: SUMMER: Grey shorts, blue shirt, grey socks, black shoes (not runners) or sandals.

WINTER: Grey trousers, grey socks, plain white skivvy (or blue school shirt), royal blue jumper, black shoes.

GIRLS: SUMMER: Blue checked dress, white socks (that rise above the ankle), black shoes (not runners) or sandals.

WINTER: Blue checked skirt or navy slacks, plain white skivvy (or white blouse), royal blue jumper, navy tights or white socks, black shoes. Optional school Beanie

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JEWELLERY: Jewellery is not part of the school uniform. Only stud earrings (or *small* sleepers) and watches may be worn. No responsibility will be taken for loss or damage of such items.

LABELLING CLOTHING:

All items of clothing, lunch boxes and school bags must be labelled clearly.

AFTER SCHOOL PICK-UP

Children can be picked up after school from the front entrance to the school, or from the Ormond Road entrance. They should be collected within fifteen minutes of the end of school.

At the Ormond Road entrance:

- All children who wait to be picked up will need to wait inside the school gates until their parents have arrived. A teacher will be on duty here to ensure that this rule is complied with.
- If your vehicle is parked on the other side of the road, parents must come to the gates to collect children and accompany them across the road. Children will not be permitted to cross the road unaccompanied during this busy time.
- The teacher will permit the children to walk to the vehicle if there is no need for them to cross the road.

In the front car park, parking IS ONLY PERMITTED in designated parking bays and 'Keep Clear' areas must be kept clear. There is NO 'drop-off' zone. Cars must not be parked in 'No Standing' areas.

If the car park is full it will be necessary for people to park outside the school grounds and walk in to collect their child.

If parents are asked to move their car by a member of staff they must do so immediately.

Please do not double park, perform 3-point turns in the street or allow your children to enter/exit cars unless they have pulled up at the kerb. Children are not permitted to cross Ormond Road by themselves. Parents are to collect their children from the gate.

BEFORE AND AFTER SCHOOL CARE

Outside School Hours Care (OSHC)

At Corpus Christi School, OSHClub runs a Before School Care and After School Care service during the following times:

Before School Care: 7:00am – 9:00am (including breakfast)

After School Care: 3:30pm – 6:00pm (including afternoon tea)

The service also operates on 'school closure days' if there are sufficient bookings.

We encourage all families to register with OSHClub so that you are able to use the service if emergencies arise.

For more detailed information (including inquiries, bookings and enrolments) please contact the school office.