St John’s Vision:

_In the tradition of Mercy,_

_Inspiring minds,_

_Growing in Christ._
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St John’s Primary School Lambton

Parent Manual

Scope

The purpose of this manual is to detail school practices for parents of children at St John’s Catholic Primary School. It also details school expectations of the parent community. This booklet has been designed to introduce you to our school, its policy and procedures. Please take the time to read it carefully and keep it handy for ready reference.

History

The first Catholic Church in Lambton opened in November 1871, about 5 months after the Borough of Lambton/Jesmond was incorporated by the NSW Parliament on the 24th June 1871. The church was used as a school during the week, while at weekends Mass was celebrated. This wooden structure was built on the site of the present two story brick building abutting DeVitre St, predating the creation of Lambton parish in 1873.

Schooling may have begun before 1871 to cater for the miners’ children after a mine was opened in 1863. The Newcastle Chronicle records (6th July 1878) show that a Mr Maloney had been appointed to Hamilton Catholic School after three years at Lambton (1875-1878). At this time, one third of the children attending the school were Protestants.

In January 1883, Mother Mary Stanislaus Kenny, the superior of a band of nine Sisters of Mercy who came from Ennis in Ireland, established a convent in Lambton. These Sisters arrived in Singleton in 1875, responding to a request from Bishop Murray for sisters to establish Catholic Schools in the Diocese.

Initially, the Mercy sisters lived in a small house a few allotments away, while a colonial house near the school was converted into a convent. The sisters taught in the school/church in Lambton and some travelled to Wallsend each day to teach in the little stone church on the hill.

In 1929, a new convent was opened on the site of the former one, facing Dickson Street. As the demand increased, more sisters came to Lambton. At one point there were fifteen Mercy nuns living in the convent, some sleeping on the balcony upstairs.

(Source: Our Journey, Issue 1, September 1993)

Motto

St John’s Lambton School Motto: “Love One Another”

Vision

St John’s Lambton School Vision: In the tradition of Mercy,
Inspiring Minds,
Growing in Christ.
Guiding Principles
St John’s Lambton commits to the following Guiding Principles:

- We develop positive relationships which reflect our faith filled community.
- We make a difference in our world by living out our Catholic values and traditions.
- Partnerships are essential in supporting all learning and wellbeing.
- Our students are engaged in purposeful learning and their learning is monitored, shared and celebrated.
- Our students are learning within and beyond the classroom and are connecting with others.
- Our staff enhance their individual practice by working collaboratively to provide engaging and relevant learning opportunities.

Mission
At St John’s to achieve our Mission we:

- Uphold Christ’s commandment and St John’s Motto to “Love one another” inspiring a caring ethos which is expressed in relationships within and beyond St John’s school;
- Promote the dignity, self-esteem and full development of each person;
- Are respectful of, and engage with people of all beliefs; encouraging the religious development of all;
- Our policies and practices are embedded in the Gospel and Mercy values of respect, love, compassion, service, truth, courage and justice;
- Provide a high quality, rounded education for all, so that they develop their full uniqueness and potential;
- Develop a climate of joy, freedom, respect, challenge, co-operation and celebration;
- Work to build a community of faith, service, sacrament, prayer and worship;
- Focus on the intellectual, physical, spiritual, moral, social and emotional growth of all;
- Encourage a spirit of charity, social justice, stewardship, global awareness and concern for others leading to practical outreach and partnerships;
- Promote a culture of tolerance where people of diverse identities are recognised, welcomed and respected; and
- Support the preparation of pupils to lead fulfilling and purposeful lives.

School Profile
St John’s School Lambton is a Catholic primary school catering for students from Kindergarten to Year 6. St John’s is situated close to the village of historic Lambton Village, within easy access of parkland, recreational equipment, soccer fields, Lambton Library and Lambton Swimming Centre. Students readily access these facilities as they are a short stroll from the school.

The school enrolment ranges from 180 to 200 students in seven classes from Kindergarten to Year 6. St John’s has gone from strength to strength as a leading school, assisting families in the development of their children as well as embarking on exploring practical ways in which students are able to incorporate technology into their learning. All classrooms encompass modern facilities, the latest print and digital teaching resources, have quality learning spaces and are air-conditioned.

Parents are recognised as being the first educators of their children, working in close partnership with staff.

Address - 69A Dickson Street, Lambton 2299
PO Address – PO Box 111, Lambton 2299
Phone – 02 49521423
Fax – 02 49521015
Website – www.lambton.catholic.edu.au
Email – admin@lambton.catholic.edu.au
St John’s Logo signifies:

- The Trinity
- The Holy Spirit in the shape of a dove
- Christ represented by the Cross and
- The hand of God supporting the world.

The Catholic Dimension of Our School

Religious Education

While Religious Education lessons form part of each day, Christianity is a way of living and therefore influences every aspect of our school life.

We strive to deepen the child’s understanding and knowledge of the Catholic Faith, as well as developing a climate that will help children grow in their own faith relationship with God.

Monday liturgy, school masses, class masses and liturgies form an important part of school life. You are invited to join us for these celebrations. We look forward to meeting with you on these occasions.

Sacramental Program

At St John’s we follow a Parish/Family based Sacramental Program. The Sacrament of Reconciliation is received in Year 2 and the Sacraments of Confirmation and First Communion (Eucharist) are celebrated in Year 3.
What is your role?
We always recognise that parents are the first and foremost educators of their children. It is your witness and commitment that lays the foundation for your child’s Christian formation. Our efforts at school will bear little fruit if they are not supported and reflected at home.

What Does Your Child Learn at School?

Religious Education
Takes place mainly within the formal curriculum of the classroom where knowledge, skills, attitudes and values related to religion and faith are addressed. The informal curriculum – religious climate, prayer, liturgy, pastoral care, justice and community building – contributes to the development of the whole Christian person.
As the children move through their schooling, their capacity to understand concepts and the teachings of Jesus and the Church grows and develops.

English
Including talking and listening, reading and writing. Students are encouraged to develop their spoken and written English skills for a range of purposes.

Mathematics
Students study patterns and relationships. Children analyse, count and sort numbers and solve problems in the areas of space, measurement and number.

Science and Technology
Helps students understand their environment, both man-made and natural, by investigating, designing, making and using technology.

Personal Development, Health and Physical Education
Helps students develop self-esteem, social responsibility, personal fitness, fundamental motor skills and the ability to make informed decisions about health and lifestyle decisions.

Human Society and Its Environment
Encourages students to study relationships between people, cultures and languages, with a special focus on civics and citizenship.

Creative Arts
Students participate in the art forms of dance, drama, music and visual arts through creating and making their own works.

Information for Parents

School Times
School Hours: 8.45am to 2.50pm
Fruit Break: 10am (optional for children)
Lunch: 11.00am to 12.00noon
Recess: 1.30pm to 1.45pm

Children should be at school in time for commencement of classes. Children should not be at school before 8.20am. OOSH facilities are available for before-school student care.
**Visitor Protocol**

In accordance with Diocesan Policy, St John's has a Visitor Protocol which requires all visitors to our school to report to the office and sign in. They will be given a badge to identify them as a visitor while on the school premises. Parents are able to enter the school grounds for morning assembly with their children without signing in but are asked to remain under the C.O.L.A. (Covered Outdoor Learning Area) and not wander the premises.

**Contact with Teachers**

Teachers are always happy to discuss your child with you. However this is not possible when the teacher is in class or on playground supervision. Other than in cases of emergency, please make an appointment through the school office.

**School Reports**

A school report is sent home at the end of each semester; i.e. sent home in Terms 2 & 4. Any parent wishing to discuss progress is encouraged to make an appointment with the class teacher at any time during the year.

**Parent/Teacher Interviews**

Parents have the opportunity to have a formal interview with parents at the end of each semester. See appendix 1 Helpful tips for Parent Teacher Interviews

**Contact with Principal**

Time will always be made available to speak with you about any matters concerning your child. You are most welcome to make an appointment. Remember your first point of contact is with your child’s teacher.

**Late Arrivals/Early Departures**

There is a book at the front office that must be signed by the parent when children arrive late or leave early. Children will not be permitted to leave the school grounds without permission from the Principal and/or permission note signed by the parent/carer.

**Absence from School**

On return to school, notification in writing, explaining the absence is required. St John’s Skoolbag App provides parents with an online option for notifying absences in writing. This can be downloaded to any smartphone. See appendix 2 for a Proforma Absence Note. The note is also available on the School Website

**Access to Children**

If there are any special arrangements in relation to access to children, the original Court Orders need to be sighted and a copy maintained for school records.

**Sick Children**

If your child becomes sick at school, it is our policy to contact parents. In the event of parents being unavailable the nominated emergency contact person will be called. Otherwise every care will be taken to make the child as comfortable as possible.

**Protection against Infectious Diseases**

The Department of Health recommends that children entering school should be fully immunised. Evidence of this must be presented at the time of entry to school.

**Afternoon Dismissal**

For the safety of the children it is important that they leave the school with the appropriate dismissal line. Please clarify with your child your arrangements for meeting in the afternoon
before departure for school. This saves any confusion and your child becoming distressed. Be aware that the school office is not always able to pass on messages.

All children line up in the playground for a 2.50pm dismissal. Teachers will meet them and take the groups from there. In wet weather students will be dismissed from undercover areas. Parents are asked to wait for their child/ren outside the school grounds.

**Newcastle Road** – Teacher accompanies children from St John’s up Croudace Road and across Newcastle Road at the pedestrian crossing.

**Bus** – Children are put on the bus at the bus stop on Newcastle Road. Bus Pass application forms are available at the school office.

**Dickson Street** – Students wait with the duty teacher on the artificial grass surface near the changeable sign. They will be dismissed through the front gate when parents/carers are sighted. In wet weather students wait with the teacher under the C.O.L.A (covered outdoor learning area) and will be dismissed

**Pick-Up & Go** – Teachers will wait with the children until their parents car pulls up at the rear of the school in DeVitre Street. *Parents are reminded that the Pick Up and Go zone is not a parking area.*

**OOSH** - Children are met at the shaded tables by OOSH Staff. Wet weather the children wait on the stage area.

**Bikes:** Bicycle stands are provided for children who ride their bikes to school. Bikes are not to be ridden on the playground or around the school buildings. Children must wear safety helmets. These children are to walk their bikes from the school grounds on the appropriate dismissal line.

**Variations to Transport**

Any variation from the usual transport arrangements for your child should be conveyed in writing, or by phone, to the class teacher prior to the commencement of the school day. This saves any confusion and your child becoming distressed. Be aware that the school office is not always able to pass on messages.

**After School Care**

There are facilities at St John’s School for Out Of School Hours (O.O.S.H.) care for your child. Information is available at the school office or by contacting the O.O.S.H. Co-ordinator by phone on 0488 911 723.

**Canteen**

A School Canteen operates daily. Lunch orders are to be written on a paper bag with child’s name, class, order and the amount of money enclosed. A copy of the menu is distributed at the commencement of the school year additional copies are available on application from the office. Our school canteen is operated by parents, on a voluntary basis.

**Children’s Banking Scheme**

The Catholic Development Fund offers children the opportunity to save each week with their CDF Savers Club Account. This banking takes place at school, each Wednesday morning.

**Library Borrowing**

The school has a well-stocked library from which the children borrow on a weekly basis. Parents are encouraged to assist in the library. Children must have a library bag in order to take books home.
Book Club

The Ashton Scholastic Book Club operates within our school. Order forms are sent home at regular intervals. This service provides an opportunity to buy books, which are reasonably priced and suitable to the age and interest of the children within each grade. Mrs. Frances Huolohan, Library Assistant is in charge of Book Club. Frances is available on Tuesdays or Thursdays at St John’s to answer any queries.

News Time

“Show and Tell” is an important feature of the Infant child’s daily routine. However, we discourage children from bringing expensive toys or books to school for news in case they are damaged. A reminder toys and other valuables are not permitted at school as we are not able to make sure that they are safe and secure.

Homework

Homework is usually set for Monday, Tuesday, Wednesday and Thursday nights. At the beginning of each year teachers will provide an outline of class procedures in the form of a Homework Policy. Remember, parents need to support their child’s home study but not to do it for them.

House Teams

For the purpose of competition on carnival days and for other sports activities, children are placed in one of three sports teams. Croudace – Maroon. McAuley - Blue or Hunter-White, House teams. Each team has an historical significance to the history of St John’s. Croudace reflects our Local history as Thomas Croudace was the local Lambton Mine Manager. McAuley is named after Catherine McAuley founder of the Mercy Sisters. St John’s was founded in the Mercy tradition by the Mercy Sisters in 1883. Hunter reflects our community history of the Hunter River which was named after Governor John Hunter in 1797. All children from one family are placed in the same Sports House.

Staff In-service Days / Pupil Free Days

Days are allocated throughout the year for staff in service. These days enable teachers to work together on various aspects of school development. Children do not attend school on these days.

Students Leaving St John’s School

Please notify the Principal if you intend leaving the school permanently. It is a statutory requirement that student transfer forms are completed and passed on to the new school. Parents enrolling students in another Catholic school within the Maitland-Newcastle Diocese must obtain a fee clearance from St John’s prior to the new school accepting enrolment.

Parents and Friends Association

Meetings of the St John’s Parents and Friends are held in the school library on the first Tuesday of each month commencing at 7.00pm. Everyone is always welcome. The aims of the association are:

- to promote the interest of Catholic Education and our school
- to support the work done within the school
- to assist with fundraising activities to purchase materials and equipment
- to help in the maintenance of the school and grounds
- to meet other parents at the school socially

Parental Involvement

Our school functions best with your support. Throughout the year there will be many ways you would be welcome to assist:

- class helpers
- class helpers
The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a volunteer working in a Diocesan school, you should be aware of your obligations and responsibilities in protecting students from abuse or neglect.

The Children and Young Person's (Care and Protection) Act 1998

As a volunteer in the state of NSW we are able to report certain information to Family and Community Services (FaCS). We should discuss our concerns with a teacher, Assistant Principal or Principal. We can report our concerns to the FaCS Child Protection Helpline (Ph. 133 627, 24 hrs/7 days) if we have reasonable grounds to suspect that a child or young person is at risk of significant harm and our concerns are current. Risk of significant harm may occur from a single act or omission or to a series of acts or omissions.

It is better to be safe than sorry, so if we're uncertain, talk to a staff member at the school.

Part 3A of the Ombudsman Act 1974

Part 3A Ombudsman Act 1974, defines Diocesan schools as a ‘designated non-government agency’ and as such we must have systems for preventing, reporting (to the Ombudsman) and investigating reportable conduct.

All volunteers who operate within Diocesan schools fall within the scope of Part 3A and may be investigated for alleged ‘reportable conduct’ which includes sexual offenses, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children.

As a volunteer ‘working’ at a Diocesan school any alleged reportable conduct will be investigated, it doesn’t matter if the conduct is alleged to have happened outside school and in our private lives.

Zimmerman Services is the Diocese's specialist child protection service who works with the Ombudsman to ensure the Diocese meets its obligations under Part 3A. As volunteers we should cooperate with any investigation conducted by Zimmerman Services.

The Child Protection (Working with Children) Act 2012

Under this legislation people who work in a paid or volunteer capacity in the Diocese of Maitland-Newcastle are required by law to have a Working with Children Check Clearance. This ‘Clearance’ can be obtained from applying online at check@kidsguardian.nsw.gov.au.

Once we have applied on line we need to attend the Roads and Maritime Services with 100 points of identification. Volunteers receive a Clearance for free, and it lasts up to 5 years.

Once we have a Clearance Number sent to us from the Office of the Children’s Guardian, we need to bring in 100 points of ID to the school and see school staff who will assist us to complete a Volunteer Form on a computer, which we will the sign and lodge with school staff showing 100 points of ID.
Complaints & Grievances

Like all schools, St John’s has an agreed process for positively resolving concerns in our community. St John’s school has both a desire and a responsibility to ensure that high standards of conduct are maintained by staff and students at all times, and that complaints are managed and resolved fairly, efficiently, promptly and in accordance with relative legislation. For more information please refer to St John’s Complaint Management Policy at www.lambton.catholic.edu.au

Diocese of Maitland-Newcastle Reporting Policy

As volunteers working in the Diocese we must report any concerns we have for children to our principal, assistant principal. Our reporting policy and procedures are available on the Diocesan website: Diocese of Maitland-Newcastle Reporting Child Protection Concerns

As volunteers we are entitled to contact Zimmerman Services directly about any concerns we have about the safety, welfare or wellbeing of a child or if we are concerned that the school or parish isn’t addressing allegations of reportable conduct or abuse. (Ph. 4979 1390 Mon-Fri, 08:30 to 5pm).

School Fees

Account Payments

8.30am to 3.00pm Monday - Friday

Payments may be made in full or paid weekly, fortnightly or monthly by cash, EFTPOS, cheque or BPay. All cash payments should be sent to school in a sealed envelope with the child’s name and class clearly marked on the front. Please enclose the account. A receipt will be sent home from the office.

Tuition Fees

Are set by the Diocesan Catholic Schools Council and is the parent’s contribution towards the recurrent cost of educating their children in a Catholic school. Fees are billed in the first three terms of the year.

A percentage of the fees collected is remitted to the Catholic Schools Office as our contribution toward the recurrent cost of the whole education system. The balance of the fees collected is the major source of income for the recurrent operating costs of the school.

We do not want fees to become a burden for any family, nor do we wish to exclude children from school because of such. If you find yourself in genuine hardship it is essential that you discuss the situation with the Principal.

Diocesan Family and School Building Levy

This fee is used to offset outstanding debts of school buildings and for future maintenance of school buildings. The Fund also supports Diocesan pastoral ministries such as Pastoral Workers, Seasons for Growth & Refugee & Aboriginal Ministries. The Diocesan Family and School Building Levy is collected by your eldest child's school for the Diocese.

Resource Fee

This is an additional fee, which enables us to provide text books, exercise books, stationery needs, photocopying, as well as expendable materials such as worksheets and craft supplies etc.

This fee enables St John's to remain up-to-date with technology.

Concerts and other school activities such as incursions and most excursions are included in this resource fee.
It is also used to assist with the maintenance of the school including upkeep of the school grounds, with cleaning and hygiene expenses and ongoing general repairs, garbage collection and all other local expenditure.

The resource fee should be paid in the first two weeks of each term.

St John’s School Uniforms

Each child is expected to wear the correct school uniform. Items of clothing and personal effects must be clearly marked with child’s name.

All uniform needs are available at Lowes, Jesmond.

**Sports Uniform - Girls & Boys**
- Sky Blue Collared T-Shirt with School Crest
- Navy Shorts
- White Ankle Socks
- Joggers
- Navy Track Pants
- Navy Sloppy Joe with School Crest
- Navy School Hat

**Summer Uniform – Girls**
- Blue, Red and White Plaid Dress
- White Ankle Socks
- Black School Shoes (Polishable lace-ups)
- Navy School Hat

**Boys Summer Uniform**
- Grey Shorts
- Blue Short Sleeved Shirt
- Grey Ankle Socks
- Black School Shoes (Polishable lace-ups)
- Navy School Hat

**Winter Uniform - Girls**
- Blue, Red and White Plaid Pinafore Dress
- Long Sleeved White Blouse
- Maroon Tie
- Maroon Jumper or Sloppy Joe
- Navy Ribbed Stockings
- Black School Shoes (Polishable lace-ups)
- Navy School Hat

**Winter Uniform - Boys**
- Grey Trousers (not jeans)
- Blue Long Sleeved Shirt
- Maroon Tie
- Maroon Jumper or Sloppy Joe
- Grey Socks
- Black School Shoes (Polishable lace-ups)
- Navy School Hat
# St John’s People

## Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Parish Priest</td>
<td>Fr. Barry Tunks</td>
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<tr>
<td></td>
<td>Holy Trinity Parish Blackbutt North,</td>
</tr>
<tr>
<td></td>
<td>Maitland – Newcastle Diocese, (02) 4960 8010</td>
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<tr>
<td>Principal</td>
<td>Ms. Annie Duggan</td>
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<tr>
<td>Assistant Principal &amp; Classroom Teacher</td>
<td>Mr. Terry Haddow</td>
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<tr>
<td>Religious Education Co-ordinator, Holy Trinity Parish</td>
<td>Mrs. Jenny Harrison</td>
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<tr>
<td>Liaison &amp; Classroom Teacher</td>
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<tr>
<td>Classroom Teachers</td>
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<tr>
<td>Mrs. Florence Suba (Mon - Wed)</td>
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<tr>
<td>Mrs. Linda Dunn (Thur – Fri)</td>
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<tr>
<td>Mr. Bernard Kerby</td>
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<tr>
<td>Miss. Rachael Miller</td>
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<tr>
<td>Mrs. Dianne Hammond</td>
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<tr>
<td>Miss Katie-Jane Day</td>
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<tr>
<td>Music Teacher</td>
<td>Mrs. Jeanette Chapman</td>
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<tr>
<td>Kinder to Year 6 (Thur)</td>
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<tr>
<td>Learning Support Teacher</td>
<td>Mrs. Kim Smith</td>
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<tr>
<td>Teacher Librarian</td>
<td>Mrs. Julieann Smith (Tue, Thurs)</td>
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<tr>
<td>Library Assistant</td>
<td>Mrs. Frances Huolohan (Wed, Thurs)</td>
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<tr>
<td>Learning Support Assistant</td>
<td>Mrs. Kathy Law</td>
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<tr>
<td>Pastoral Care Worker</td>
<td>Mrs. Angelique Shorten</td>
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<tr>
<td>School Secretary (Mon – Fri)</td>
<td>Mrs. Marion MacGurin</td>
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<tr>
<td>Cleaners</td>
<td>Mrs. Kerrie Anne Ming</td>
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<td></td>
<td>Mrs. Therese Stephens</td>
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## External Providers

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<thead>
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<th>Service</th>
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<tbody>
<tr>
<td>Outside of School Hours Care (O.O.S.H.)</td>
<td>Active Community OOSH 0488 911 723</td>
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<tr>
<td>Music Tuition (BAND)</td>
<td>Mr Darren Ward (Thurs)</td>
</tr>
<tr>
<td></td>
<td>Allan Ward Music Ph: 4967 6000</td>
</tr>
</tbody>
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Site Map
St John's Primary School, Lambton
**Glossary of Common Terms**

**Band** The St. John’s Band is available for students in Year 3 to Year 6. The Band is run by Mr Darren Ward who provides group instrumental tuition lessons.

**Excursion** Students leave the campus to continue their learning by visiting special places or to take part in special events such as visiting the Art Gallery or Zoo.

**Fruit Break** At ten o’clock each day students are encouraged to eat fresh fruit or vegetables. It is not compulsory for students to participate in this program.

**Incursion** Similar to an excursion only students don’t leave the school campus. Guest artists, musicians or speakers visit the school to enhance the learning experiences of the students.

**Infants** Early Stage 1 (KINDER) Stage 1 Year 1 & Year 2

**PP** Personal Plan. Students with identified special needs and are funded have a special learning program drawn up by the parents, class teacher and other specialist support personnel.

**Kinder Aide** The Diocese of Maitland- Newcastle Catholic Schools Office allocates time to support in the form of a Kindergarten Aide to Kindergarten classes with an enrolment number above 26 children.

**KLA** Key Learning Areas. In the Primary Curriculum we have 7 KLA’s: Religious Education, English, Science, Mathematics, Creative Arts, Personal Development Health & Physical Education, Human Society & the Environment.

**LST** Learning Support Teacher; a teacher who provides specialist support in the form of assessments, one-to-one tutoring for specially funded students with diagnosed learning difficulties.

**Lexia** A computer based literacy support program.

**Mission Day** Throughout the year the St John’s Community hosts fundraising activities as a component of our Gold Coin donation.

**Music Lessons** We retain the services of a specialist music teacher Mrs. Jeanette Chapman who works each Thursday. The time is funded by staff utilising part of their RFF allocation.

**NAPLAN** National Assessment Program of Literacy & Numeracy. Replaced the NSW Basic Skills Test in 2009. It is an Australian wide testing program under the governance of the Federal Government. It is for Year 3 & Year 5 and is conducted in May.

**Pastoral Care Worker** We have the services of a Pastoral Care Worker 2 days a week to support students, families and the staff in areas of behaviour, values and welfare.

**Pupil Free Day (PFD)** Students do not attend school on these days as the staff is attending Professional Development Sessions.

**RFF** Release from Face to Face Teaching. This is allocation of time release from teaching the class to allow the teachers to complete administration tasks such as lesson preparation, marking work, attend professional development, meet with parents, as a component of the Enterprise Agreement, Teachers (Country & Regional Dioceses) (State) Award 2009.

**Sports: Term 1 Cross Country Carnival**

- Term 2 Athletics Carnival
- Term 4 Swimming Carnival
- Infants & Primary Sports Day is Friday

**Sports Trials** During the year Stage 2 & 3 children, who participate at A Grade level have the opportunity to trial for a variety of diocesan representative sporting teams; Basketball, tennis, hockey, soccer, Football, Netball, Touch etc.
Appendix 1 Helpful tips for Parent Teacher Interviews
Forge a successful partnership with your child's teacher.

Get Ready

Agree to a meeting time that's convenient so you won't feel rushed or distracted.

Ask your child if there's anything he wants you to discuss with his teacher or anything he wants you to know beforehand. This will help you focus your questions and reduce the possibility of any unpleasant surprises. Plus, you can communicate to the teacher anything that's on his mind. Emphasize to him the positive focus of the meeting so he doesn't become overly worried about it.

Key Questions Every Parent Should Ask

- What information and skills will my child learn this year and what are the standards she'll need to meet?
- How do you handle different learning abilities and styles?
- What seem to be her favourite subjects? Her strengths and weaknesses?
- Does she participate in class? Try hard?
- How are classes structured? Is she assigned to a group? How is the group determined?
- Are evaluations and grades based on tests, attendance, homework, portfolios, discussion, or another means? If my child falls behind, how will you handle it?
- How does my child get along with other students in the classroom?
- What kind of support should I be giving her at home? How can I learn about homework assignments?
- Have you noticed any worrisome behaviour?
- If there's a problem, when, where, and what's happening and how can it be fixed?

Follow Up

Tell your child about the conference and explain (if appropriate) what was discussed.

If there was a problem discussed, keep in touch with the teacher regularly so you can monitor your child's progress.

Ten Things Your Child's Teacher Needs to Know

Make it easier for your child's teacher to foster a positive relationship with your child by giving him the inside scoop on your child's likes, dislikes, and special needs.

Make it easier for your child's teacher to foster a positive relationship with your child by giving him the inside scoop on your child's likes, dislikes, and special needs. Write down the following information and send it to the teacher.

1. Favourite Subjects: Point out the subjects that set your child's brain on fire so her teacher knows how to engage her mind and keep her challenged in those areas.
2. Difficult Subjects: Knowing beforehand what subjects give your child trouble allows his teacher to pay special attention to those areas and look for ways to improve comprehension.
3. Allergies: It's essential for your child's teacher to know about any food or other allergies and how serious they are.
4. Medical Conditions: Inform your child's teacher if your child has a medical condition that might require special attention, such as asthma or diabetes, or if he takes medication for Behavioural or physical conditions.
5. After-school Activities: Explain the kinds of things your child is involved in when school lets out so the teacher understands all that goes on in your child's daily life.

6. Religion: If your family practices a religion that requires your child to miss school, dress a certain way, or not eat particular foods, make sure to inform the teacher.

7. Family Issues: If there's a new baby, death in the family, or divorce, it may affect your child in the classroom, so keep the teacher updated about what's going on at home.

8. Sensitive Areas: Alert the teacher if your child is self-conscious about her weight or appearance, if she's shy or stutters, or is particularly afraid of something, so he can be aware and avoid potential trouble.

9. Hobbies & Interests: If your child is mad about music, loves llamas, or has a passion for pro basketball, the teacher may be able to tap into that interest in the classroom.

10. Temperament: Let the teacher know if your child tends to be cranky in the afternoon, get frustrated by art projects, or hates to take naps. Mention any tried-and-true methods you've already discovered for dealing with less-than-ideal behaviour.

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Appendix 2 Proforma Absence Note

Available on the School Website

St John’s Primary School LAMBTON

Student Absence Note

My Child ___________________________ in ____

Class was absent from school on the following days on

the following date(s):

Beginning Date: ____ (complete only this line if one
day’s absence)

End Date: ______(complete if more than one day
absence)

The absence was for the following reasons:

(please tick appropriate box)

☐ Illness

☐ Medical Appointment

☐ Leave

☐ Holiday

Other (Please specify)

_________________________________________

_________________________________________

__________________

Signed: _______________________

Date:________

(Parent/Guardian)

Please give this slip to your child’s teacher upon return
to school.

Any further information or comments:

_____________________

_________________________________________