

St John the Baptist Catholic Primary School



School Handbook 2027

This community promotes the safety, wellbeing and inclusion of all children

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www.sjferntreegully.catholic.edu.au

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School Handbook 2027

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St John the Baptist Vision Statement

Reflecting on the past,
Embracing the present,
Growing towards the future,
Living in the Spirit,
Responding to God in all.



St John the Baptist

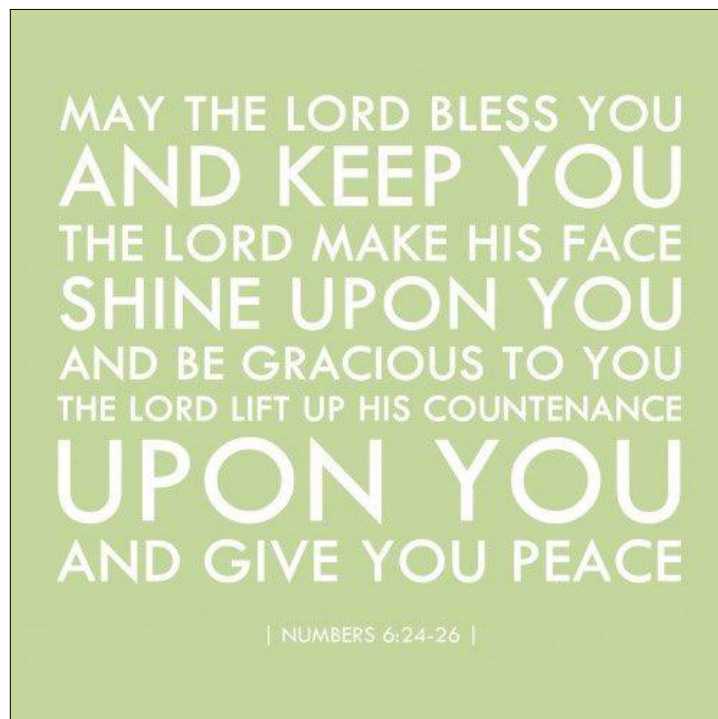
Mission Statement

-St John the Baptist Parish School: Our Mission –

Christ centred, where all are valued since we are made in the image and likeness of God.

Whole person formation, where each graduate will be a person of competence, conscience and compassion.

Relationships, where we recognise the strength of our community is in collaboration and service with and for each other and our wider community. We are one body of many parts.



The Parish Logo



The Parish Logo, designed by Fr. Shane Hctor assistant priest in 1981-1983, joins the letters F.T.G. in a shape of the new church.

The symbolised “T” represents both the Cross and the people of St. John the Baptist Parish in the waters of Baptism. We are symbolised in the name of Father, Son and Holy Spirit – symbolised by the three waves.

Our Patron Saint – St. John the Baptist

St John the Baptist was destined for greatness from the time of his birth. He was a man sent by God to prepare a way for the Messiah. He is a cousin of Jesus.

John was called the Baptist because he asked the people to repent, to live good lives and prepare for Jesus’ coming. He asked people to make this commitment public with a baptism of water. He died for what he believed.

We are inspired by our patron saint as we work together here at St John the Baptist to build a community of God’s people who live the Gospel values.



LEARNING / TEACHING POLICY

Rationale

At St John the Baptist Parish School we believe that parents are the primary educators of their children. Therefore we value the partnership, cooperation and contributions of parents in the teaching and learning of our students.

We also believe that all students can learn when appropriate expectations, time and support are provided and maintained through effective teaching and learning.

Finally, we believe that effective teaching and learning occurs within trusting relationships based on mutual care and respect and a shared love of learning.

Learning Principles

We believe that children learn most effectively when they:

- feel happy and secure within themselves and their learning environment
- see teachers and parents working in partnership
- feel supported and valued by their parents and teachers
- have clear expectations for behaviour
- have a sense of personal responsibility for their learning and behaviour and are able to function independently within their environment
- are engaged in activities which incorporate their life's experiences
- know that their individual differences and talents are recognised and valued by others
- enjoy respectful and positive relationship with peers and teachers
- are given explicit teaching instructions
- receive feedback about their learning and are able to recognise their own achievements and progress
- communicate and cooperate in individual, group and whole class activities
- are confident in taking risks in their learning
- experience success at their own stage of development and are challenged to extend their learning
- are able to express their learning in variety of ways
- are able to make personal decisions within learning tasks and to reflect on and evaluate their own learning performance

Therefore, we must:

- provide a welcoming, safe and secure environment in which all children are able to focus on learning and able to experience success
- offer a high level of pastoral support to all children as required
- support students to use their time effectively
- know each child as fully as possible and demonstrate respect for each individual at all times
- build and support each child's self-esteem and confidence
- ensure equitable access to the curriculum to all children
- maintain high expectations for behaviour and learning and communicate these clearly to both children and parents

- maintain effective communication with parents about their child's progress and wellbeing and provide parents with the information they need in order to support learning
- monitor and assess learning regularly and provide feedback to children about their success and their area of need
- require children to reflect on and articulate their learning and where appropriate, involve them in assessment and planning of future learning goals
- encourage independence in thinking and learning
- plan for the development of interpersonal skills within cooperative class routines, groupings and tasks
- evaluate the effectiveness of programs continuously and be prepared to extend or modify them in light of student needs and interests
- use a variety of learning tools and practices
- keep informed of current research and practices in education through professional reading and professional development activities and be open to change that may lead to improved learning
- provide personal and professional support of each other
- provide effective feedback for each other
- offer a curriculum in which individuals are given the opportunity to succeed at their own level
- provide stimulating and purposeful activities that utilise children's interests and challenge their thinking and learning
- present "learning" as a life-long process that involves risk taking.

Procedures

The Victorian Curriculum and the Religious Education Standards provide the framework for the curriculum from Foundation to Year 6. They outline what is essential for our students to learn during their time at school from Foundation to Year 6. The Victorian Curriculum provides a set of common state & national-wide standards which St John the Baptist Parish school use to plan student learning programs, assess student progress and report to parents.

RELIGIOUS EDUCATION



Rationale:

Living and sharing of gospel Values is an integral part of our daily lives at St. John the Baptist School. Religious Education is the reason of our being and all at St. John's place primary importance on this in their teaching.

We acknowledge the fact that parents are the first educators in faith of their children and St. John's supports them in their ongoing responsibility for developing the children in faith and initiating them fully into the Church.

Aims:

The educational aims of St. John's are based on the goals of the R.E. Framework underpinned by Horizons of Hope (supplemented by To Know, Worship and Love). At St. John's it is intended that students will:

- Discover that we are made in the image of a revealing and loving God, that we are unique and that we have an inherent capacity for life in community and for a loving relationship with God and others.
- Grow in appreciation of the beauty of God's creation
- Understand that the family is where they are first called to become spiritual beings created by God for self-giving love.
- Grow in their capacity for personal conversion to Jesus Christ as Lord and Saviour, who they come to know, worship and love.
- Appreciate that the Holy Spirit is at work in the Church and in creation, especially in their own lives and experiences.
- Grow in faith and communion with God through the sacraments and sacred liturgy celebrated in the context of their daily lives.
- Recognise and respond to both the personal and social challenges of living a Christian moral life.
- Appreciate that the celebration of Word, Sacrament, Liturgy, the official teachings of the Church, and personal response in service and witness, are all integral and essential parts of the tradition of handing on the faith.

Implementation:

Religious Education at St. John's is all encompassing and is developed through formal and informal curriculum.

The teaching program is based on a two-year cycle from Prep-6. Programming has been developed with the main consideration being the Liturgical Year, with Sacramental preparation, major feasts and community events placed in context. A formal program is taught to prepare children for the reception of Reconciliation, Eucharist and Confirmation.

School and class liturgies and other special events enhance this formal curriculum. Whole School Masses, Year Level Masses, class Masses and class liturgies provide children with the opportunity to celebrate and worship.

Through the informal curriculum we endeavour to create an environment where all members of St. John's feel part of a loving and caring community.

The staff at St. John the Baptist are commissioned by the St. John the Baptist Community annually to serve the Parish Primary School and to pass on the beliefs and traditions upheld by this community as we spread the Good News of Jesus Christ.

At St. John's we also support many charity organisations (local and national) through fundraising and service as part of our mission in social justice.

COMMON PRAYERS

OUR FATHER

Our Father, who art in heaven;
Hallowed be thy Name,
Thy kingdom come;
Thy will be done, on earth, as it is in heaven.

Give us this day our daily bread
And forgive us our trespasses
As we forgive those who trespass against us
But deliver us from evil.
Amen.

GLORY BE

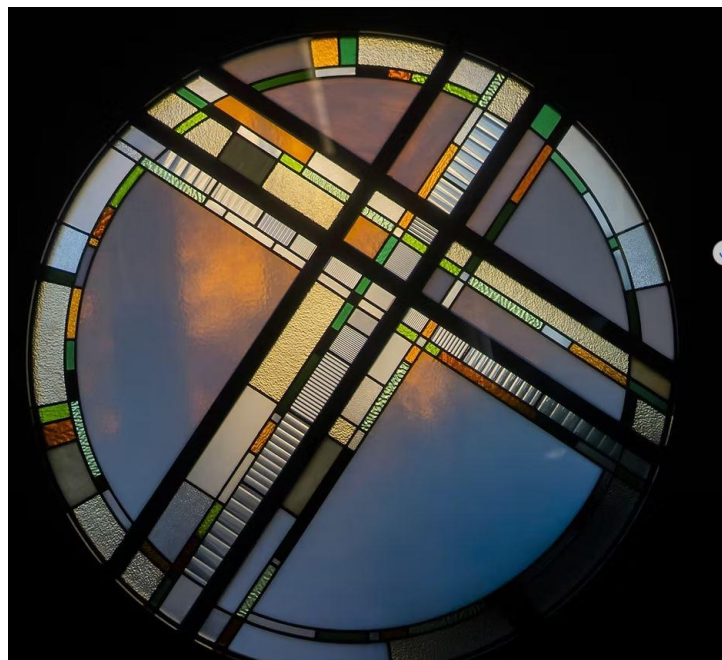
Glory be to the Father,
And to the Son, and to the Holy Spirit:
As it was in the beginning, is now,
And will be forever.
Amen.

HAIL MARY

Hail Mary, full of grace
The Lord is with you;
Blessed are you among women
And blessed is the fruit of your womb
Jesus
Holy Mary Mother of God
Pray for us sinners,
Now and at the hour of our death
Amen.

SIGN OF THE CROSS

In the name of the Father, and of the Son
and of the Holy Spirit.
Amen.



CLASS COMPOSITIONS

At St. John the Baptist we have a process we follow to decide school structure, i.e. class sizes, class formation, specialist teachers, etc.

This process takes place in late Term 3 or early Term 4 each year.

The staff at St John the Baptist spend a significant period of time collaborating and reflecting to create classes that are balanced socially, emotionally and academically to provide students with optimal learning environments.

ASSESSMENT & REPORTING

Assessment

Rationale

At St John the Baptist Primary School we are committed to providing an accurate and comprehensive assessment and reporting of student performance against state wide standards which aids in establishing open communication, guiding student learning, assisting in establishing future directions, and helping to identify areas of exemplary performance, as well as those areas in need of support and assistance.

Learning Principles

The children at St John the Baptist Primary School will be assessed to identify:

- their level of skill and knowledge
- each child's strength and areas of need
- their learning growth

The assessment data will be used to:

- monitor student growth and progress
- identify each child's strengths and needs
- inform parents, teachers and children
- challenge children
- inform future teaching and learning
- evaluate the effectiveness of the teaching
- accurately assess student achievement against state wide standards and progression points detailed within the Victorian Curriculum
- make judgements about and report on student achievement against the Victorian Curriculum standards
- moderate work samples so staff can apply consistent judgements of student progress against the Victorian Curriculum standards across the school
- assess the achievements of students with special needs in the context of the Victorian Curriculum and provide support groups which will help develop individual learning containing learning goals for each student. Progress towards learning goals will be assessed and reported by the program support group.

The school will undertake assessment for, of and as learning through a variety of means such as:

- peer assessment
- self assessment
- standardised tests
- diagnostic tests
- teacher constructed assessment tasks
- teacher observations
- anecdotal records

Procedures

Reporting

The school will report formally to parents twice yearly through written reports in June and December.

The school will also report to parents through Parent/Teacher Meet & Greet Meetings early in Term 1 and Parent/Teacher interviews held in Term 2 and where required an optional Parent/Teacher Interview in Term 3.



PASTORAL CARE

STUDENT WELLBEING

Rationale

At St. John the Baptist, we believe that each person's wellbeing is nurtured through experiences of belonging, building relationships with others, being accepted and valued and by being positively engaged in the community. We acknowledge the importance of providing opportunities for all members of the school community to develop an awareness of their wellbeing and responsibilities and a commitment to becoming valuable members of the global community. We believe in the importance of implementing prevention and intervention strategies which promote positive behaviour within the school.



Aims

- To provide an educational environment which recognises, values and builds student wellbeing.
- To develop appropriate policies and organisational structures which support the promotion of student wellbeing.
- To promote the development of school community partnerships to support stronger links with parents and support agencies.
- To develop social and emotional teaching and learning strategies.
- To develop partnerships with community facilities and agencies
- To promote the relevance and importance of on-going feedback and communication related to Student Wellbeing across the school.
- To facilitate a seamless transition for all students as they journey to, through and from our school.

Implementation

- Developing the wellbeing of our students is central to our role as a school and is reflected in our whole school philosophy.
- Our school will value and encourage student individuality, differences and diversity.
- Learning and teaching strategies will reflect the 4 areas of the wellbeing continuum – prevention, early intervention, intervention and ongoing.
- A positive internal culture which promotes student and staff wellbeing will permeate all facets of our school.
- The Wellbeing Leader will attend cluster group and regional meetings pertaining to student wellbeing and report back as necessary.
- Where appropriate, national strategies will be utilised within the school
- The curriculum will be broad, provide for the needs of individual students and be developed to cater for multiple intelligences and abilities.
- The school will access the expertise of support services as required.
- An active Student Representative Council will form part of the school's decision-making team.

- Staff will be provided with updates and professional development regarding student wellbeing, the implementation of wellbeing programs, and the resolution of wellbeing issues.
- Student work and achievements will be regularly showcased and publicly recognised.

1. Role of Learning Diversity Leader

At St. John the Baptist School the Learning Diversity Leader is responsible for the following:

- To support class teachers regarding students with additional needs by program preparation, recommendation of suitable learning materials and meetings with parents. To hold/conduct regular Parent Support Group (PSG) meetings together with parents and the school based collaborative team to provide ongoing information and the monitoring of progress of children funded through the Nationally Consistent Collection of Data (NCCD).
- Work collaboratively with the Mental Health in Primary School Leader to implement initiatives to assist staff to support students with social emotional needs.

2. Out of School Hours Care

An Out of School Hours Care program is conducted before and after school. The morning program begins at 7.00am. The after school program concludes at 6.00pm. This program is conducted at 17 Forest Road. Child Care assistance is available through Centrelink.

For further information please contact us on 0478 746 424 or email admin@beyondcare.com.au



GENERAL DIRECTORY

Daily Routine

8.45 am	Classes begin
11.05 am	1 st Break
11.45 am	Classes
1.35 pm	2 nd Break
2.15 pm	Classes
3.15 pm	Dismissal



Term Dates for 2027

TERM 1 – Wednesday January 27th (Teachers commence)

Thursday January 28th (Students commence) – Thursday March 25th
(January 28th & 29th – Students in Years 1 - 6 attend only for their scheduled 1 to 1 Learning Interviews)

TERM 2 – Monday April 12th - Friday June 25th

TERM 3 - Monday July 12th – Friday September 17th

TERM 4 - Monday October 4th – Friday December 17th (tbc)

Public Holidays for 2027

Labour Day	Monday March 8 th
Good Friday	Friday March 26 th
Easter Sunday	Sunday March 28 th
Easter Monday	Monday March 29 th
Anzac Day	Sunday April 25 th
King's Birthday	Monday June 14 th
Melbourne Cup	Tuesday November 2 nd

Newsletter Day

A school newsletter is written every Tuesday. The newsletter is to inform parents of school activities and to act as a reminder of events planned. The newsletter is available on-line on our school website and is emailed to parents.

Name Tags & Lost Property

All articles of clothing and belongings are required to be clearly marked in an obvious place with your child's name, so that children can identify their own articles.

Lost property is located in the Administration building/office.

Swimming

All children in Years Prep, 1 & 2 participate in a 10-day intensive swimming program conducted at Aquatic Achievers, Ferntree Gully by trained Aust. Swim instructors. Payment for swimming lessons is included in the Composite Fee (Levies) payable in December.

Children from Years 3-6 participate in a Water Safety Program. By the end of Year 6 children who can swim 50m freestyle are presented with a Victorian Water Safety Certificate.

Students in Years 3-6 may participate in squad swimming to additionally enter swimming carnivals in Term 1.

A swimming carnival is held for our children from Years 3-6 in Term 4.

Transferring

Any child coming from or transferring to another school must have a "Transfer Note" from the school of origin.

Playground Supervision

Teachers are on duty during playtime and lunchtime. Before school a teacher is on duty from 8.30am until 8.45am. After school until 3.30pm three teachers are on duty in the lower car park. Parents are requested not to have children on the playground before 8.35a.m. No responsibility can be taken for children before 8.30am or after 3.30pm. A bell is rung at 3.30pm each day. Students, who have not been collected by parents, wait in the school office.



Incursion / Excursion

See Appendix 4.

Excursions are a valuable extension of classroom learning and are arranged during the year. The excursions provide educational experiences that are not possible at the school. Incursions are visiting programs performed at our school. Written permission for children to take part in class excursions is necessary.

Staff Meetings / P.L.T.'s Professional Learning Teams

Staff members gather for formal meetings at 3.30-4.30pm **every Tuesday and Wednesday**, therefore are not available for meetings during that time.

Smoking / Vaping

A total ban on smoking and vaping applies at all times.

School Visitors

All visitors to the school must report to the office, read and sign our Child Safety Code of Conduct and wear a visitor's badge whilst on the premises.

If a person comes onto school grounds or buildings and is causing a nuisance, that person may be requested to leave and/or the Police may be called.



Early Dismissal/Late Arrival Policy

Students either leaving early or arriving late must report to the school office.

Students who arrive late are required to sign in at the office and present a blue late pass to the class teacher.

Students who depart early are required to be signed out by a parent at the office and the early dismissal card given to the teacher when collecting the child.

Reporting Absences

If your child is absent from school you need to notify the office. This can be done via the nForma or Audiri apps. You can also ring the school office, press 1 and leave a message.

PARKING

Upper Car Park

Reserved as a staff parking area from 8.00am until 4.00pm on school days. The driveway in front of the Church is **not** to be used for parking.

Lower Car Parks - Forest Road & Selman Avenue

As the time from 3.05 -3.20pm is so hectic each day, it is asked that parents please co-operate in seeing that:

- on arrival at the car park they park in a BAY
- collect their children and escort them back to the car
- move off as soon as possible, so that bays will be free for waiting cars.

Driveway in Front of Church

This is a **NO-GO ZONE PLEASE**. Children using the School Crossing use the northern entry as safe passage past the Church to the school.

N.B. No parking in BUS BAYS on Forest Road.

If the above rules are followed, the safety of the children will be enhanced and departure of vehicles will be more orderly.

Each day the car park gates are closed after school drop off and re-opened prior to school pick-up.



HEALTH

Child Well Being / Health

If your child is ill, he/she should be kept at home. Infection spreads rapidly. Those children who are too ill to remain at school will be sent home via a phone call to parents or a child's emergency contact. On the other hand, children should not be kept home unless they are ill.

Any student absence needs to be given to the school via email, written note, phone call or lodged on our Audiri App.

Please note that in the case of an accident/emergency an ambulance will be called. Payment for ambulance service is the responsibility of the parent. THEREFORE IT IS STRONGLY ADVISED THAT EVERY FAMILY SUBSCRIBES TO THE AMBULANCE SERVICE.

Infectious Diseases

A child must be excluded from school if suffering from any of the following diseases:

CHICKEN POX	Until fully recovered or for at least 5 days after the eruption first appears.
GERMAN MEASLES	Until fully recovered and at least 4 (Rubella) days from the onset of the rash.
MEASLES	Until at least 7 days from the appearance of the rash, or until a medical certificate is produced.
MUMPS	Exclude for 9 days or until swelling goes down (whichever comes first)
WHOOPING COUGH	Exclude the child for 5 days after starting antibiotic treatment
PEDICULOSIS (Head Lice)	Until treated
MENINGITIS	Until a medical certificate of recovery is produced
IMPETIGO (School Sores)	Until sores have fully healed or are covered with a waterproof dressing
COVID-19	Any student displaying symptoms needs to be tested and remain at home until a negative result is received.

FIRST AID

Administering Medication

Catholic Schools in the State of Victoria are under the same guidelines as the Victorian Department of Schools Education. All Catholic schools are currently utilising the School Policy & Advisory Guide, Student Health (updated June 15th 2020). Under the DOE guidelines teaching staff are obliged to carry out the duty-of-care for students.

Emergency Details

It is most important that all details on the information sheets are kept up to date. It is appreciated if parents notify the school promptly of any changes eg. address, phone numbers, parent's business phone numbers, name of friend or neighbour who would look after the child if too ill to remain at school, or in the case of an accident. This information may be vital in case of an emergency.



ST JOHN THE BAPTIST PRIMARY SCHOOL

MEDICAL PERMISSION FORM

The Medical Permission Form must be completed by parents and given to the school office if medication is required to be administered at school.

I hereby authorise a representative of St. John's Primary School to administer or to supervise the administering of medication in accordance with the instructions specified below.

NAME OF CHILD: _____

DATE OF BIRTH: _____

CLASS: _____

NAME OF MEDICATION: _____

FORM OF MEDICATION (e.g. tablet, liquid, drops, etc.) _____

(MUST BE SUPPLIED TO SCHOOL IN ORIGINAL PACKAGING WITH ORIGINAL LABELS)

DOES THE MEDICATION NEED TO BE REFRIGERATED? Y / N

TIME WHEN MEDICATION IS TO BE GIVEN _____

AMOUNT TO BE GIVEN, eg. one drop, 5ml etc. _____

SPECIAL INSTRUCTIONS (if any), eg. ½ an hour before food, with food, etc.

IF EYE OR EAR DROPS, please indicate left, right or both _____

DATE(S) ON WHICH MEDICATION IS TO BE ADMINISTERED

Please note that no medication will be administered without the appropriate form being fully completed.

Please note, school staff will seek emergency medical assistance if concerned about a student's condition following medication.

It is the responsibility of the parent or guardian to keep information current and accurate.

SIGNATURE OF PARENT OR GUARDIAN: _____

DATE: _____

Privacy Statement

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with St John the Baptist's published Privacy Policy.

2027 PREPARATORY CLASS ARRANGEMENTS

A very special welcome to all parents of Prep children especially to new families joining St. John's school community for the first time.

Prep. Child Requirements

In order to prepare your child for school, the following points are relevant:

- that ALL clothes/belongings are marked clearly with your child's name
- that your child is completely toilet trained and that boys are familiar with the use of a urinal
- that you bring your child up to school in order that the school playground etc. is familiar to him/her
- that your child be 'SunSmart'. Please put sunscreen SPF 50+ on your child each day in Terms 1 & 4.

Each child is asked to bring the following items:

- 1 St. John's school bag
- 1 painting smock
- 1 library bag - a cloth bag with a draw string
- 1 large box of tissues
- 1 packet of 'chux'

Prep. Class of 2027 Transition Program

1. Prep Enrolments for the following year open mid March to coincide with Catholic Education Week. Officially, applications will close by the end of May.
2. 'Open days' in 2026 are scheduled on Wed March 11th, Tues 17th March, Thurs March 26th, Thurs May 7th, Tues 2nd June (9am, 10am, 4pm and 5pm) and Sat May 9th (9am, 9.45am & 10.30am). These day will include a tour of the school. Bookings can be made via the website - www.siferntreegully.catholic.edu.au. School tours are available most days with the Principal.
3. Upon return of the Application for Enrolment form, parents will need to make an appointment with the Principal. These interviews will be scheduled for mid Term 3. **Please bring your Prep child with you.**
4. All families will receive a letter regarding enrolment by the end of May.
5. In the beginning of Term 4, short transition visits will be organised for prospective preps.
6. An evening Parent Information Session will be held at the school mid November. This evening session includes other curriculum support teachers.
7. **First Week of School Arrangements**
Children attend for half days for the first two days
i.e. Day 1 Thursday 28/01/2027 8.45am – 1.30pm
Day 2 Friday 29/01/2027 8.45am – 1.30pm
Monday 01/02/2027 - Full-time attendance 8.45am-3.15pm
8. **Second Week of School** – Monday 1 February 2027 - 8.45am–3.15pm (Full Day). No school for Preps on Wednesday 3 February 2027.
9. **Third Week of School** – No school for Preps on Wednesday 10 February 2027.
10. **Fourth Week of School** – No school for Preps on Wednesday 17 February 2027.
11. **Fifth Week of School** - Full-time attendance for all preps from Monday 22 February 2027.

Canteen

The Canteen operates on Wednesday and Friday of each week to provide lunches. Orders, can be placed online at the website www.flexischools.com.au Children eat their lunch in the classroom at 10.55am. Children are not allowed to leave the school grounds to buy lunches.



Canteen Price List

2026

HOT FOOD

Sauce	0.40
Party Pie	1.70
Party Sausage Roll	1.70
Jumbo Sausage Roll	3.30
Pie	4.20
Hot Dog	4.00
Chicken Nugget	1.00
Dim Sim with Sauce	1.50
Corn on the Cob	1.00

DRINKS

Prima		1.80
Long life Milk		2.00



SNACKS

Sultanas	1.00
Cheese Sticks	1.00
Muffin	1.70
Popcorn	1.50
Large Choc Chip Cookie	2.00
Frozen Yoghurt Swirl Cup (Mango & Watermelon)	3.00

PASTA

Pasta & Garlic Bread	5.50
Macaroni & Cheese	4.50
Lasagne	4.50
Spaghetti	4.50
Garlic Bread	1.50

PIZZA

Ham & Cheese Pizza	3.30
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JAFFLES

Cheese	3.70
Cheese & Tomato	3.85
Ham	3.50
Ham & Avocado	4.50
Ham & Cheese	4.20
Baked Beans	4.50
Spaghetti	4.50
Egg & Cheese	5.50
Ham, Cheese & Pineapple	5.80
Chicken, Cheese & Pineapple	5.50

FRUIT

Frozen Orange Quarters	0.50
Frozen Pineapple Ring	0.80
Carrot Sticks	0.60
Goulburn Valley Fruit Tubs	
- Two Fruits	2.20
- Peaches	2.20
- Fruit Salad	2.20

SANDWICHES

(Rolls & Wraps—extra 30¢)

Vegemite	3.10
Jam	3.10
Cheese	3.70
Ham	3.70
Tomato	3.20
Vegemite & Cheese	3.70
Cheese & Lettuce	4.00
Cheese & Tomato	4.00
Chicken	4.70
Tuna	4.20
Salad (includes, lettuce, tomato, cucumber, carrot & beetroot)	6.00
Ham & Cheese	4.20
Egg	4.80
Egg & Lettuce	5.00
Ham, Cheese & Tomato	5.30
Tuna & Lettuce	5.30
Cheese & Salad	6.20
Ham & Salad	6.50
Chicken & Salad	6.50
Tuna & Salad	6.50
Chicken, Avocado & Lettuce	6.70
Chicken, Avocado & Cheese	6.70

EXTRAS...

& Pepper	free on request
Mayonnaise	0.40
Pineapple	0.80
Beetroot	0.60
Cheese	1.00
Avocado	1.20

Wednesday Only

Egg & Bacon Roll

\$6.00



Chicken Nugget & Lettuce Wrap

With mayo and/or Sweet chilli sauce

\$6.00

ZOOPER DOOPER

\$1.30



Prices subject to change at short notice.

SCHOOL UNIFORMS

Uniform Shop

Uniforms can be purchased from our supplier Beleza Uniforms in Dorset Square, Boronia.

We operate a second hand uniform shop at the school. It is open on a Tuesday afternoon from 2.45pm to 3.15pm. All items are \$5.00, cash only please.



Uniform

Girls

Blue & white check dress or navy shorts and SJB sky blue polo
Maroon tracksuit top with School Logo
Navy ankle socks
Black leather T-bar OR lace up/velcro school shoes
(flat soled)
(no boots, track shoes or black runners)
St John's school hat

Boys

Navy shorts (long leg Stubbies or similar style)
Short sleeved, sky blue polo shirt with school logo (ie. collar shirt with tab front)
Navy ankle socks
Black leather, lace up/velcro school shoes (flat soled)
(no boots, track shoes or black runners)
St John's school hat

Winter Girls

Navy Pants – only available from Uniform shop or winter tunic
Maroon tracksuit top with School Logo
Long sleeved, sky blue polo neck shirt (ie collar shirt with tab front) OR
Navy tights OR knee-high navy socks
Black leather T-Bar OR lace up/velcro school shoes
(no boots, track shoes or runners)

Winter Boys

Long navy gabardine pants
Long sleeved, sky blue polo shirt (ie. collar shirt with tab front) Maroon tracksuit top with School Logo
Navy ankle socks
Black leather lace up/velcro school shoes (no boots, track shoes or runners)

Unisex Sports Uniform

All Year Levels

Navy blue microfibre sports shorts – no bike shorts, no netball skirts

Sports polo shirt with collar

Navy sports socks

Runners

St. John's maroon tracksuit

St John's school hat - Terms 1 & 4

St. John's School Bag is recommended and available.

Jewellery Only studs/sleepers and a watch may be worn (Smart watches are not to be worn).

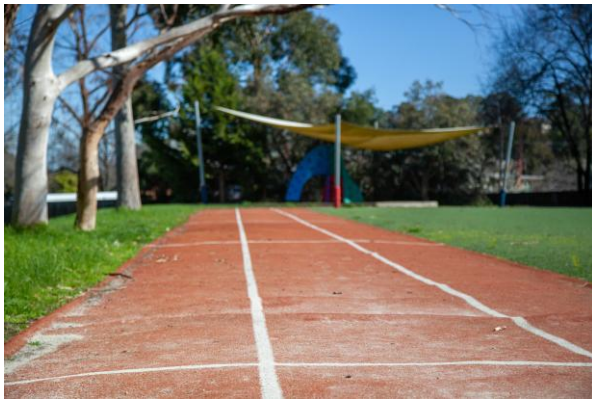
Hair Accessories

Permitted are: maroon ribbons, headbands, scrunchies or blue & white check, summer school uniform material only. Available in Uniform shop.

Make-up, nail polish and false nails are **not to be worn at any times.**

WE ARE A SUNSMART SCHOOL

School Sun Hats are to be worn in Terms 1 & 4



Financial Information

School Costs

Costs associated with the school can be separated into three broad categories:

- (a) Capital Expenditure;
- (b) Recurrent Expenditure; and
- (c) Classroom/Teachers' Expenditure

Capital Costs include loan repayments for buildings and equipment, furniture and fittings, building and grounds improvements.

Recurrent Expenditure includes teacher and support staff costs, overhead items such as electricity, maintenance, insurance, telephone, superannuation etc. and levies paid to the Catholic Education Office.

Classroom/Teachers' Expenditure represents expenditure incurred on materials, teaching aids, resources, excursions, camps and swimming.

School Funding

There are four major areas of funding relating to balancing the school's budget. They are:

- (a) Government Grants and Subsidies
- (b) School Fees
- (c) Composite Fees and Education Allowances
- (d) Fundraising

Government Grants

Grants from the Commonwealth and State Governments are allocated according to a formula which covers a large part of the recurrent expenditure. The formula is always short of the actual running costs of the school by an amount which must be raised by school fees and other private income e.g. fund raising by Parents & Friends.

School Fees

School fees cover the difference between the actual running costs of the school and the amount of Government Grants. Fees are not used to meet repayments on the school buildings. School fees are charged per family and will be due and payable at the beginning of Terms 1, 2 & 3. Hence we are actually talking about **an annual school fee paid in three equal instalments**. Fees are payable within four weeks of receiving the account and can be paid by EFTPOS, Credit Card, Cash or direct deposit. The fees currently for the 2026 school year are:

Fees	<u>2026</u> (fees subject to change)
Tuition per year	\$1,900.00
“ per term x 3	\$733.00 / \$733.00 / \$734.00 (incl's Cap Fee below)
Composite Fee	\$575.00 Year P – 2 (includes composite, swimming, excursion & ICT levies)
	\$910.00 Years 3 – 4 (includes composite, camp, excursion & ICT levies)
	\$1,070.00 Year 5 (includes composite, camp, excursion & ICT levies)
	\$1,135.00 Year 6 (including composite, camp, excursion, ICT & graduation levies)
Maintenance Levy	\$100.00
Capital Fee	\$300.00

There will be the usual book list costs for Years P-6. Maintenance Levy will be rebated on attendance of two working bees throughout the year (maximum \$100 rebate).

Fees and Levies may be paid either in cash, EFTPOS or credit card. Automatic Credit Card Payments are also an option and can be set up at the start of the school year. An amount designated by you on the dates you stipulate will be processed throughout the year. Direct Debit payments can also be set up.

Composite Fees and Book Requirements

The Government Grant covers only a small part of the total cost of books and materials, so it is necessary to charge a composite fee for each child. This money will cover the cost of stationery, class sets of books, readers and reading materials, art equipment, duplicating materials, library, photocopying, music, excursions/incursions. In addition there is a cost for Year 3 - 6 Camp and Swimming Program for Preps, Year 1 & Year 2 children.

The current composite fee for the 2026 school year is \$350 per Prep-Year 6 student (subject to change). School levies for the following year are issued in November each year.

Book Lists – Years P - 6

Book lists and Composite Fee information is distributed in November. Years P - 6 book requirements will be bought in bulk by the school and distributed as required during the year.

Maintenance Levy / Working Bees

A number of Working Bees will be arranged for the year and each family is required to attend two working bees during the year. However, you may choose to pay a \$100 levy to cover the regular maintenance of the school instead of attending two working bees.

Your valuable donation of time saves the school thousands of dollars in maintenance every year. The levy will be added to your School Fees and will be deducted after attendance at two working bees.

Dates for Working Bee in 2027 to be advised throughout the year.

Your commitment

Parents of children attending St. John's undertake to pay:

- School Fees and Composite Fees
- Maintenance Levy or attendance at working bees



SCHOOL ORGANISATIONS

St. John the Baptist School Advisory Council

Aims of the School Advisory Council

The primary aim of the School Advisory Council is to provide consultation in relation to relevant school operations. The School Principal is ultimately responsible for all school decisions under the guidance of the Melbourne Archdiocese of Catholic Schools (MACS).

The School Advisory Council is responsible for assistance with educational aspects, curriculum and public relations generally, within the school and for coordinating contact with new families.

It also works in collaboration with school parent auxiliaries and provides parent education programs.

Parents & Friends Association

The Parents and Friends is a group of volunteers working together to provide social events, some fundraising and other community based activities for all families within the school. Through this interaction, new and existing families can join together and have fun, while helping to raise funds for the school. These funds offset the purchase of equipment and resources for the children's learning, and indirectly help to keep school fees at a reasonable level.

The Parents and Friends group can also be credited with organising and promoting many of the social events at St. John's. The Parents & Friends group is an integral part of our school, connecting our community through social engagements.



Appendix 1

St John the Baptist is a Child Safe Organisation

St John the Baptist Parish School places the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, our school seeks to fulfil our mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all.

St John the Baptist has done much to strengthen its wellbeing and protection environment and remains committed to continuous improvement and review of its policies, procedures and practices.

Supporting an absolute commitment to child safety, St John the Baptist is committed to the safety and protection of children through the promotion and implementation of the Victorian compulsory minimum Child Safe Standards and other relevant legislative obligations emanating from recommendations associated with the:

- Royal Commission into Institutional Responses to Child Sexual Abuse
- Victorian Parliamentary Inquiry into the Handling of Child Abuse by Religious and Other Organisations which culminated in the report titled *Betrayal of Trust*.
- Mandatory reporting is a legal requirement under the ***Children, Youth and Families Act 2005 (Vic.)*** to protect children from harm relating to physical injury and sexual abuse and is non-negotiable in our school.

There has been a review of our school policies and procedures to reflect recent Victorian legislative amendments with respect to managing the risk of child abuse. This policy update complements the introduction of new Victorian Child Safe Standards, which came into effect for all Victorian schools in 2016.

St John the Baptist complies with legal obligations related to mandatory reporting and managing the risk of child abuse to ensure that all our school policies and procedures are continually reviewed and updated to reflect Victorian legislative requirements.

The Victorian Child Safe Standards

On 26th November 2015, the Victorian Parliament passed the *Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015 (Vic.)* to introduce Child Safe Standards (the standards) into law. The standards have been phased in from the 1st January 2016 for most organisations working with children and came into force for schools from the **1st August 2016**.

[Ministerial Order No 870](#) has been made and was gazetted on Thursday 7th January 2016. The Ministerial Order, developed in consultation with stakeholders from government and non-government school sectors, specifies the actions schools must take to meet each of the child safe standards.

The Child Safe Standards were improved in 2022 with schools to comply by 1 July 2022. Key changes include new requirements to involve families and communities, a greater focus on safety for Aboriginal children and young people, safety in online environments and strengthening of governance, systems and processes to keep children and young people safe.

As a child safe organisation we have:

STANDARD 1: strategies to establish a culturally safe environment in which the diverse and unique experiences of Aboriginal children and young people are respected and valued

STANDARD 2: strategies to embed Child Safety and wellbeing in organisational leadership, governance and culture

STANDARD 3: strategies to ensure that children and young people feel empowered about their rights, participate in decisions affecting them and are taken seriously

STANDARD 4: strategies to inform and involve families and communities in promoting child safety and wellbeing

STANDARD 5: strategies to ensure that equity is upheld and diverse needs are respected in policy and practice

STANDARD 6: strategies to ensure that people working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

STANDARD 7: processes for complaints and concerns are child focused

STANDARD 8: strategies to ensure staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe

STANDARD 9: strategies to keep children and young people safe in online and physical environments

STANDARD 10: strategies to ensure that the implementation of the Child Safe Standards are regularly reviewed and improved

STANDARD 11: strategies to ensure that policies and procedures document how the organisation is safe for children and young people

In complying with the child safe standards, St John the Baptist includes the following principles as part of each standard:

- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and/ or linguistically diverse backgrounds
- promoting the safety of children with a disability

All staff, volunteers and contractors are required to sign a Child Safety Code of Conduct as part of our child safe practices.

Volunteers and contractors are also required to complete our Volunteer Form and have a current Working with Children (WWC) Check.

Each month of the school year a child safe standard parent newsletter will be published in the newsletter. Families are required to read and familiarize themselves with the CSS newsletter.

Appendix 2

ST JOHN'S POSITIVE BEHAVIOUR MANAGEMENT POLICY

Our School Expectations underpin all interactions at St John the Baptist. These expectations are implemented to ensure that staff and children have:

- a clear understanding of expectations
- a positive approach to reinforcement of appropriate behaviour
- a consistent approach to responding to inappropriate behaviour

It is important that both students and staff have their needs met in a positive, respectful environment and that the rights and responsibilities of each person is recognised.

At the commencement of each new school year the teacher and children of each class work together to re-establish the St John the Baptist expectations.

The respect for and safety of all persons and property is at all times expected. The general welfare of all is considered at all times.

Student Welfare reflects the Pastoral Care of all children. It endeavours to consider the life needs of children and to provide them with every opportunity to flourish and thrive.

School Expectations

We care for / value each other

We are responsible learners

We move and act safely

We take care of / look after property and the environment



2026 STAFF CONTACT DETAILS

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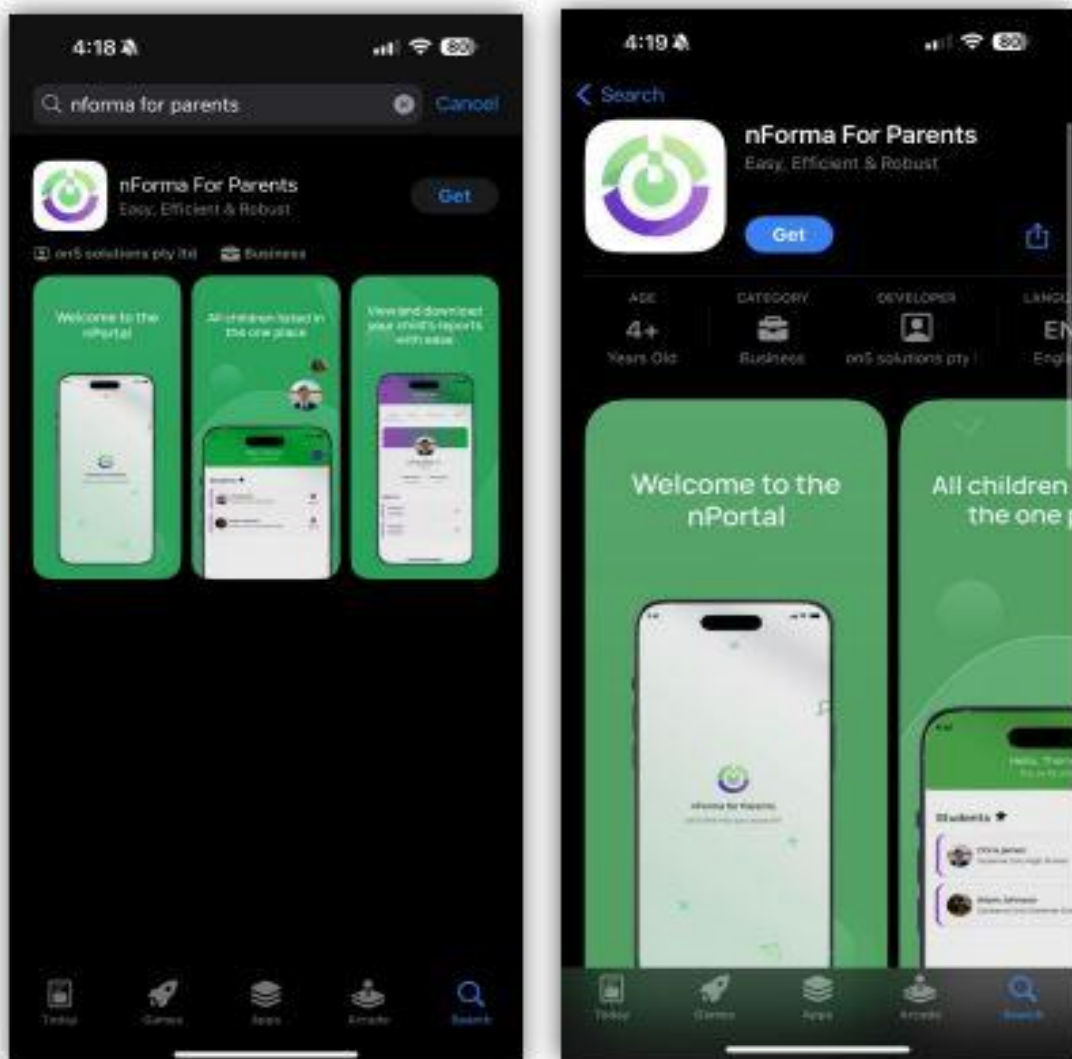
nForma App

We ask that all families install the nForma app to receive permission forms and communication. nForma is also used for reporting, first aid, the roll and more.

Downloading the App

App Store and Google Play

You will find the nForma app available in the Apple App store or Google play store. The App can be found by searching "nForma for Parents". The app will be available to be downloaded for free.



Logging in

Nice and simple

Logging into the nPortal App is nice and simple. There are multiple ways that you can login to the App. The main thing to remember is to ensure that the email being used to login, is the email that is linked with the school. If you are unsure of which email address is linked to the school, you can ask the school and they can inform you of it.

1. Continue with Google – If your Gmail account is linked with the school, you can login through that button
2. Continue with Apple – If the email account linked to your apple account is the same as the one linked to the school, you can use that button
3. Email and Password – If you have a custom email domain, Hotmail, etc. you can type that in and login. If you have never logged in before, you will need to activate your account. To activate your account, click "forgot password?". This will then request an email address to send the password reset to. Input the email and submit. You will then receive an email with instructions. Once done, you can use those login details and login to the app.



Install the App in 4 easy steps!



The free Audiri school app offers parents a convenient way to stay up-to-date with the school calendar, last-minute forms, newsletters, all school communications, and even make cashless payments. With Audiri, you can get started in just a few minutes by following these simple steps:

1. Open the Apple App Store or the Google Play Store and search for 'Audiri'. Install the app.
2. Create an account and follow the prompts. Click 'Sign up'. Enter your email address, create a password and click on 'Sign up'. A confirmation email will be sent to confirm your account. Open the confirmation email and confirm your account.
3. Open the app, and click 'Add/Remove'. Type your school's name and press enter.
4. Tap the + icon to add. Now you can see your school, under My Schools & Services.



Search Audiri in the app store



audiri.com.au



St John the Baptist Primary School

Map 2026

