Starting Prep at St Clements – Information Booklet

St Clement of Rome is a Catholic school where a happy and co-operative learning environment is nurtured with creativity and imagination. As members of a learning community we aspire to develop the whole child...

We do this in the footsteps of Jesus Christ.
Dear Parents,

St Clement of Rome Catholic Community is committed to providing a quality Catholic Education for the community of Bulleen. We acknowledge the need to personalise the education process to meet the needs of the children in our care. Therefore, learning in our classrooms focuses on the individual and is made purposeful and relevant to the 21st century.

The success of our students is foremost in all of our learning and activities. Our teaching and learning is based on contemporary learning styles, skills and resources. Teachers strive to ensure the curriculum is child-centred and meets the needs of all students by delivering a rich, differentiated curriculum. Learning styles and interests are considered when planning lessons and purchasing resources.

Our school’s programs have a strong emphasis on literacy and numeracy, as the scaffolds of learning in an inquisitive manner, and our specialist programs are complemented by modern facilities and resources. St Clement's provides support services and programs to facilitate learning success for all students in our care. Our school motto, "Love One Another," is central to who we are.

As a Catholic community we are dedicated to living out the core spiritual values of love, faith, hope and justice. We provide religious education and opportunities for faith development for our community, including prayer and sacramental celebrations, which are integral to the life of our school. As a welcoming community we provide a safe and inclusive environment focused on your child’s well-being, achievements, challenges, creativity and enjoyment.

We are fortunate to have highly committed staff members, supportive parents, a welcoming community and friendly students who are interested in learning. Every effort is made to live out our school motto, embracing life’s challenges in all aspects of learning. There is a spirit of joyful learning and genuine friendship amongst all members of our community.

It is a great privilege to be the Principal of St Clement of Rome. It has a long and proud tradition of providing a very high standard of education.

Regards,

Michael Heenan
Principal
## 2017 Staffing

<table>
<thead>
<tr>
<th>Name</th>
<th>Role and Year/Position</th>
<th>Email Address</th>
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School life at St Clement of Rome......

**First week of school**
School starts on Tuesday 31 January, 2017 at 8.45am. The school day will be as normal from this date. School finishes at 3.30pm.

**School Visitors/Parent Helpers**
If you are visiting the school or helping out in any way you MUST report to the Office and sign in the book and collect your badge. All visitors MUST HAVE a valid Working with Children Check (WWCC) and complete our volunteer’s induction. Your child’s teacher will provide more detail regarding becoming a ‘Parent Helper’, early next year.

- **Lining Up to start the day**
Every day begins in the junior yard. Our junior yard (outside the Prep classrooms) is supervised from 8.35am each morning. This is where all students gather when they arrive at school. They line up in classes on the first bell at 8.45am before entering their classrooms. The new Prep students will be shown where this is during their orientation. All teachers on duty can be identified by their HIGH VISIBILITY vests.

The gates at the lower entrance in Egan Drive are opened at approximately 8.30am each morning and re-locked around 9.05am. In the afternoon, gates are opened at 3.20pm and locked around 3.45pm.
We also supervise the ‘Kiss and Drop’ and ‘Pick up and Go’ zone at the bus area of the car park from 8.35am until 8.55am.

- **Starting the School Day**
  It is **VERY IMPORTANT** that your child arrives at school on time as we start with 2 minutes of whole school **Mindful Meditation/Prayer**. This is followed by the commencement of our Literacy Block at 9:05am SHARP. Late arrivals or other interruptions after this time affect the concentration of ALL of the children and their learning.

Please work towards saying goodbye to your child at the dots before they enter the building. This avoids distress and congestion. If you need to pass on a message to the classroom teacher, please see a teacher on yard duty, send a written note or email your child’s teacher (please refer to Staff Details list.)

- **Eating Times** – Please practice eating at these times at home.

<table>
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<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>11am-11.50am</td>
<td>Lunch time</td>
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<tr>
<td>1.45pm-2.25pm</td>
<td>Snack time</td>
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Healthy food is **HIGHLY RECOMMENDED**. Take time to familiarise your child with the items in their lunch box and practice opening containers as we are a rubbish free school. All rubbish and food scraps will be bought home by your child.

It may be helpful for students to practice eating out of a lunch box and at school times during the holidays, ahead of the upcoming year.

Water bottles may be kept in the classroom at all times (WATER ONLY). Please do not freeze the bottles as the condensation wets the table and the children’s work.

We are **NOT A ‘NUT-FREE’** school however, for the safety of the children with allergies, we request that you avoid sending foods that contain nuts and nut products, where possible.

- **End of the school day**
  School finishes at **3.30pm every day**. Children can be picked up from the junior yard which is supervised until 3.45pm each day. After this time, the lower gate and the toilets will be locked and all exiting is via the front of the school.

Our school also offers ‘Pick up and Go’ from the car park. There is no parking available for parents in the school car park before OR after school.

You will find a school map at the end of this booklet to show you these DROP OFF and PICK UP areas. Please note these may alter slightly following the completion of the current construction works at the school.
Other important matters...

- **Lunch Orders**
  Lunch order days are Wednesday, Thursdays and Fridays. Please note that lunch orders are delivered in the first break; at 11am. If your child has a lunch order please let them know and send it with them to school in a brown paper bag.

- **Absences**
  If your child is away from school a note is required on their return. This is a legal requirement. Please email your child’s teacher to let them know of any absences, including family holidays.

- **Late to school**
  If you are late to school please take your child to the School Office and sign them in, using the iPad. You will then be required to walk them to class.

- **Early leavers**
  If you have to pick up your child early, please send a note to the teacher advising what time you will be collecting your child. Your child will meet you at the office. You will be required to sign an early leave form when you are there.

- **Special Community Events**
  Throughout the year your child will have the opportunity to participate in community based celebrations such as the school Athletics Day, Father’s Day Breakfast, ‘100 days of Prep’ celebration, school swimming program and community masses. Your child’s teacher will provide details for these events closer to the date.

- **Medication / Allergies**
  If medication is required to be taken at school please fill out the MEDICATION REQUEST FORM (prescription medication only). This form is found in the office and must be filled out before school starts.

  Medication is administered by the Office staff only with a note or form. **If your child is sick please DON’T send them to school.**

  If your child has a contagious illness please inform the Office immediately. The office must also be informed if your child has head lice.

- **‘Skoolbag’ App**
  To download the SkoolBag App, type ‘St Clement of Rome Primary School’ in the App store. Please note that ‘Notifications’ need to be turned on in your phone settings. Through this app you will access alerts, newsletters and calendar events. The newsletter is published each Tuesday and is sent to your nominated email at the time of enrolment. Please notify the office of any changes to this.
• **Communication**
The clear plastic pocket acts as a means of communication between school and home. Please make sure that it is checked each night and returned to school EVERY day. St Clement of Rome has e-communication between parents and teachers and you will be asked to send your email address to the appropriate teacher. Emails will be answered within 48 hours Monday-Friday. Teachers are not expected to answer over weekends or holidays. Do not use email for any urgent matters.

• **Office items**
Please ensure all money and items for the Office are clearly labelled with your CHILD’S NAME, CLASS AND AMOUNT and what the money is for.

• **Birthdays**
If you would like to bring a treat for your child’s birthday to share with the class, we ask that you take care with the choice of food, due to allergies. If you choose to provide cake/cupcakes; candles, napkins etc. must also be provided. Bubbles, stickers, coloured pencils etc. are a great alternative to food. Children with allergies are recommended to provide their own treat box to be kept with the class teacher in case they are unable to have the treat provided.

• **Labelling**
Please LABEL everything. Nothing is too small to label and all uniforms are the same. A label order form is included in your Prep pack!

• **Wet / Hot / Windy Day**
If weather is wet, extremely hot or windy, children will be kept in the classroom and be involved in quiet games.

• **School Hat**
Required to be worn in Terms 1 and 4, regardless of weather. ‘No hat means no play.’ Consider purchasing a second hat as they often get misplaced.

• **Sunscreen**
Children are encouraged to apply sunscreen before coming to school each day.

• **‘Take home Reader’ folders (Junior School)**
Your child will be bringing home books in this folder. Take home books will begin being sent home towards the end of Term 1. More information about home reading will follow at the beginning of the school year.

• **Specialist Classes**
Our students participate in Specialist program. This means the students will be taught by teachers OTHER than their classroom teacher, and often in different rooms around the school. These programs include:

  *Physical Education  * Visual Art  *Italian
  *Science  *ICT

Students will also attend a weekly library session with their classroom teacher.
• **Year 6 buddies**
Prep children are teamed up with a Year 6 Buddy and work with them frequently on social and emotional, creative and learning activities. Students are given the opportunity to make cards at school for main celebrations throughout the year. Buddies may like to exchange a small gift to celebrate birthdays, Easter and Christmas, but it is requested that this be kept to something very small.

At the beginning of the school year, Year 6 buddies often spend time with their Prep buddy in the yard, assisting them in managing social situations and playing with them.

• **Playground**
The junior students play in the playground directly outside the Prep classrooms. This area is for the junior school students ONLY; Prep to Year 2.

• **Reports and e-Portfolios**
e-Portfolios contain interactive samples of your child’s developmental progress and work. The e-Portfolio is given to parents at the completion of each term. Reports are provided for parents at the end of Terms 2 and 4. In Term 2, you will receive your e-Portfolio and report during your Parent/Teacher Interview. Files need to be downloaded and returned to school at the beginning of the following term.

• **Parent-Teacher Interviews**
These occur at the end of Term 2, and are an important opportunity to discuss your child’s progress. Bookings are made via an online booking system. Each interview lasts for 10 minutes.

• **Lost Property**
The Lost Property cupboard can be found in the main office. If all items are named, they will quickly find their way to lost property for recovery, or be returned directly to the student via the class teacher.

• **Restorative Practices and Behaviour Management**
Restorative practice is a strategy that seeks to repair relationships that have been damaged, including those damaged through bullying. It does this by bringing about a sense of remorse and restorative action on the part of the offender and forgiveness by the victim.
Our school mantra is:
Respect yourself - Respect others - Respect school & property

Our school rules:
We remind children of our school rules on a daily basis and it would be appreciated if you reinforced these expectations:

- I will follow instructions.
- I will listen to the speaker.
- I will speak appropriately.
- I will keep my hands, feet and objects to myself.
- I will move safely and quietly.
- I will look after all property and the school environment.

If children follow these rules they will be in an environment that is safe and conducive to learning.

- **Class Representatives**
  At St Clement of Rome, the role of ‘Class Rep’ provides parents with the opportunity to get to know and support staff and other families in your classroom, share in your child’s learning and participate in our school community.

- **Developing independence**
  It is our aim to develop the children’s independence. To assist with this development in their school routines, please encourage them to take responsibility for all school routines. E.g. carrying and unpacking their own bag, bringing in their library book, and returning notes to the teacher.

If you are looking for more information regarding learning and curriculum at St Clement of Rome, please visit the school website. [www.clementbulleen.catholic.edu.au](http://www.clementbulleen.catholic.edu.au)

The principal can be contacted by email on: [principal@clementbulleen.catholic.edu.au](mailto:principal@clementbulleen.catholic.edu.au)
Morning Drop Off and Afternoon Pick Up Routes

Morning ‘Kiss and Drop’ route

Afternoon ‘Pick Up and Go’ route