

Frequently Asked Questions for Parents of Foundation children

What happens on the first day of school?

Parents and grandparents are invited to ease their child/children into the classroom on the first day at school. At approximately 9:00am morning tea will be served and we ask that all family members make their way to the staffroom. It may be hard at first for all parties involved but it is necessary to allow your child to settle in.

At recess and lunch time, all staff are mindful of this new experience for Foundation students and will ensure that they are safe and happy.

What time does school start? When does my child have recess and lunch?

- 8:30am - Morning Duty begins (children are not to be dropped off before this time)
- 8:50am - Line up to hear about day's events then head to classrooms
- 11:00am - Recess (Foundations start eating at 10.45 Term 1)
- 11:30am - Recess ends
- 1:10pm - Children eat lunch in classrooms (Foundations start eating at 1:00pm in Term 1)
- 1:20pm - Lunchtime
- 2:00pm - Lunch ends
- 3:10pm - Home time

Easing into school.

In order to allow the Foundation children to ease into the school routine, they do not attend school on a full-time basis until after the Labour Day weekend in March.

- Monday 31st January to Friday 4th March – Four full days, **no school Wednesdays**
- Tuesday 8th March onwards – full time attendance

Do I need to label my child's clothing/lunchbox/drink bottle?

We ask that you label every piece of clothing/container that your child brings to school. Little children can leave objects sitting around, a label makes it much easier to return items to the right child.

What is fruit stop?

Each day at 10am students in all classes are encouraged to eat a piece of fruit, this should be brought from home. On the odd occasion that your child forgets fruit for fruit stop there is a small supply at the office which is donated by Woolworths each week.

What happens with Library borrowing?

Children bring their own library bag on library borrowing day so that they can borrow a book. Please note that no library bag means no borrowing.

What happens if my child has a toileting accident at school?

We recommend that each child has a plastic bag with a spare pair of underwear (clearly labeled) in the front compartment of their bag as accidents can and do happen! Toileting accidents are not unusual. The office has a number of uniform items on hand, should they be needed, and will assist your child where necessary. Alternatively, we will call you to arrange for a change of clothes if required.

Does the school have a canteen? What days is it open? Can my child buy something at the canteen?

Yes, we have a canteen which is open on Monday's and Thursday's. Lunch orders are placed online through CDFpay (further information will be provided in relation to this prior to your child commencing school). Children will be able to purchase snacks over the counter.

What do I do when my child is ill or absent for any reason?

If your child is absent from school we require notice of this via the Skoolbag App on the morning of their absence. Alternatively, a call to the office on the morning of the child's absence and a written note of explanation on their return to school.

Where an extended absence is planned in advance (eg a family holiday), parents need to obtain permission for that absence from the school principal. An Application for Holidays during Term can be made via the Skoolbag App or a letter can be handed in through the classroom. Such a request must be in writing, once permission has been granted that correspondence will be treated as notification for the purposes of our attendance records.

What happens if my child is injured or becomes ill during the day?

If the injury is minor, the child's injuries will be treated at school. If the injury is serious or your child becomes ill during the day, you will be notified and asked to collect your child. We recommend that your child has ambulance cover as the school will call an ambulance if the illness or injury is deemed serious enough to warrant an ambulance. The ambulance service will bill you and not the school.

What if my child gets head lice?

Head lice is an unfortunate fact of school life. If you discover that your child has head lice please treat appropriately. Once they have been treated and all live nits removed, they can attend school. Follow up treatment and removal of nits and eggs must be undertaken to ensure effective treatment. Please ensure you let your child's teacher or the office know of an instance of head lice.

If your child is found to have head lice at school you will be called to collect them and requested to treat them before returning to school. If you are unsure of the best methods please talk to the school office for advice.

Does my child have a buddy?

Your child will be given a buddy student from a senior class. The senior student will be a familiar face for your child if they have an issue or question to ask. The buddy grades will also do activities together and be a guide for them in whole school activities.

Can my child get a seat on the bus to and from school?

Applications for bus travel must be submitted with enrolment forms. You will be advised prior to the commencement of the school year if your child has been allocated a bus seat. Once seats have been allocated you will be provided with details of stops, times etc. If you have any queries/concerns regarding bus travel please contact the office for more information.

Does the school organise bus buddies?

The school bus liaison officer will organise bus buddies if required.

Does St John's do school photos? Will my child be photographed during their school activities?

Professional school photos are usually taken towards the beginning of each school year. Parents are able to purchase photo packs of their choice.

Children are photographed participating in different activities throughout the course of the year. At the beginning of each year, parents will be asked to give permission allowing their children's photos to be used in publications.

Does the school provide banking facilities for the children?

School banking facilities are provided by the Commonwealth Bank. Banking Day is currently Wednesday. Information on how to open a school banking account will be provided at the beginning of the school year.

What is the parking situation when I drop off or pick up my child?

Children are dropped off and collected from Salmon St or our carparks behind the hall.

Parents wishing to stay after 9:00am are asked to park in the car park directly behind the hall, the larger carpark is locked from approx. 9am and re-opened at approx. 3:00pm each day.

What if someone else needs to collect my child?

The school requires parental/guardian confirmation for your child to depart school with someone else. A written note to the teacher or phone call to the office is required.

What if there are family court orders in place?

The school requires copies of any relevant orders.

What is the school uniform for St John's? Is the uniform shop open before school starts?

Please refer to the Enrolment Pack for uniform guidelines and policy. The Uniform Shop is open every Monday and Thursday from 2:30pm to 3:15pm. The 2022 opening hours will be confirmed at the beginning of the year.

Instructions for use of our online uniform shop will be forwarded with confirmation of the Foundation Orientation Program. This will be sent mid August and uniform ordering for 2022 enrolments will open at this time.

Uniform will be on display during the first two Orientation Sessions in October for you to check sizing.

What are the school fees? How do I pay my fees?

Families will receive a letter in September 2021 outlining school fees for 2022 and requesting confirmation of your intended method of payment. This letter will also contain information and application forms for fee concession should you be eligible.

Fee statements are issued by the end of February and are an advice to families of their fee commitment for the year. Statements will also be issued in each subsequent term to keep you informed of your payments processed.

Does the school publish a newsletter?

The school publishes a newsletter every second Wednesday. The newsletter is distributed through the Skoolbag App and via e-mail to every family.

Do I need to provide stationery for my child?

No! Within your fees, a book levy is paid for each child and the school bulk orders all stationery required.

Should I ask questions throughout the year?

We encourage you to ask any questions that you may have. Your child's teacher is the first and most important point of call as they are dealing with your child on a daily basis and have knowledge of what has occurred during lessons. Please remember that you may need to make an appointment if the enquiry needs some further discussion time. Teachers are available in the classroom from 8:30am each morning until the first bell.

Sign in requirements - Late arrival/Early Departure:

Our school start time is 8:50am. This is when the first bell rings and students line up for morning announcements. By 9:00am, students are settled into their classrooms and teachers are now, mandated to complete the roll at 9:00am.

Children arriving after the morning line up but before 9:00am do not need to sign in at the office and are asked to go directly to their classroom.

Children arriving after 9:00am are to be brought to the office to be signed in by a parent/guardian and will be marked as late arrival on the roll. Students will then be given a green late arrival card and sent to their classroom.

Students coming to school on buses will be marked as, late arrival-bus scheduled delay if they arrive after 9:00am. As bus lateness is out of our/your control, and you will not be held accountable under the new attendance laws.

We understand that sometimes when arriving late you may need to converse with your child's teacher, however, by 9:00am the class has begun work for the day. A message can simply be left at the office or an appointment can be arranged.

If you need to take your child early please report to the office to sign them out prior to collecting them from the classroom. If you are aware that they will be leaving early, a note to the teacher regarding this is appreciated.

Do I need a Working With Children Check? Requirements for Volunteering within school.

During the course of your child's education there are many opportunities for parents to be involved at school ie. canteen, helping in the classroom, excursions, sport days. We require that all people volunteering within the school hold a current Working With Children Check.

To apply go to www.workingwithchildren.vic.gov.au applications can be completed on line then printed and lodged at an Australia Post retail outlet.

Points to note:

- Volunteer Checks are free
- Please ensure you list St John's Koo Wee Rup as the organization you are volunteering for
this will ensure we receive notification of your approved WWC check.

If you already hold a Working With Children Check please add us as one of your volunteer organizations so we receive a confirmation of your approved WWC check.

All parents who volunteer their time will receive a copy of a St John's School Volunteer and Parent Helper Handbook. This contains a number of important documents that need to be read, signed and returned prior to volunteering within school.