



ST JUDE'S PARENT HANDBOOK 2025



An abundance of Mercy, Peace and Love Seeking and achieving together in God's Love

'Use Your Kind Heart'

Dear Parents,

On behalf of the St Jude's School community, I would like to warmly welcome you to St Jude's Catholic Primary School.

We are proud of our Catholic faith and tradition and this underpins all areas of school life as evidenced by our school motto; "Mercy, Peace, Love," is not just a collection of words; it is a guiding principle that we hold close to our hearts. These values serve as the foundation upon which we build the educational experience we offer to your children. Let me take a moment to reflect on each of these values.

Mercy: At St Jude's, we believe in showing compassion and understanding to all members of our school community. We strive to create an environment where every child feels valued, respected, and supported in their journey of growth and learning.

Peace: Peace is not merely the absence of conflict; it is the presence of harmony, unity, and a sense of belonging. Our school is committed to fostering an atmosphere where peace reigns, allowing your child/children to focus on their learning and personal development in a tranquil and nurturing setting.

Love: Love is the most powerful force in the universe, and it permeates every corner of our school. We love what we do, and we love the children in our care. We are dedicated to helping each child discover their unique potential, cultivate their talents, and grow into compassionate, responsible, and well-rounded individuals.

Mercy, Peace & Love simply put means Use Your Kind Heart.

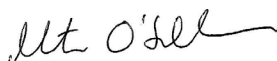
Incorporating these values into our daily interactions and educational programs, we aim to create a supportive and inclusive community where your children can flourish academically, socially, and emotionally. Our teachers and staff are committed to fostering a love for learning and helping each child reach their fullest potential.

As we embark on this journey together, please know that our doors are always open. Your thoughts, questions, and feedback are not just welcome; they are encouraged. We believe that a strong partnership between parents and the school is essential for your child's success.

Once again, thank you for entrusting us with the education and wellbeing of your precious children. We are excited about the opportunities the upcoming school year holds and look forward to witnessing the growth and achievements of each and every student.

The parent handbook has been put together to communicate information which endeavours to help you understand procedures and policy here at St Jude's. If at any stage you require any clarification, please feel free to contact me.

Yours Sincerely



Marita O'Sullivan
PRINCIPAL



St Jude's Staff 2025

LEADERSHIP TEAM

Principal	Marita O'Sullivan
Deputy Principal & Leader of Learning & Teaching	Darren Perry
Leader of Religious Education REL	Lauren Considine
Leader of Learning - Literacy	Caroline Hume
Leader of Learning - Numeracy	Braden Hammond
Leader of Learning - Student Wellbeing	Milan Greco
Leader of Learning Diversity	Dimity Hemingway

CLASS TEACHERS

PH Teagan Hemingway	PT Emily Toigo
1P Liz Perry	1G Stefanie Goss (Stef)
2K Karlie Katsambis	2CP Lauren Considine (Mon-Wed & Fri) Shae Pearce (Thurs)
3/4B Jessica Bortoli	3/4WM Beth Willcourt (Mon - Wed) Christine Martin (Thurs-Fri)
3/4H Kodie Hemingway	3/4S Lilli Strauss
5/6Mac Lynae McGuigan	5/6W Shannon White
5/6M Jake McMahon	5/6R Hannah Ridley

SPECIALIST TEACHERS

Music - Angela Kostopoulos (Tue & Wed)	Italian - Daniela Colavecchio (Tue & Wed)
Art - Bianca Farley (Tue & Wed)	Library - Jessica Sassos (Tue & Wed)
PE - Milan Greco (Mon, Wed & Fri) Shae Pearce (Tues)	Performing Arts - Ashlee Prib (Tue & Wed)
STEM - Braden Hammond (Tue & Wed)	

SUPPORT TEACHERS

Caroline Hume - Literacy & Enrichment
Sue Tobin - Graduate release & Sustainability Wed & Fri
Robyn McAlister - OH&S (Tue)

ADMINISTRATION OFFICERS

Admin Officer: Karen Noone	Mon - Thu
Bursar: Burnetta Greelish	Wed - Fri

LEARNING SUPPORT OFFICERS

Learning Support	Kathryn Betros (Mon - Fri)
Canteen & Learning support	Janet Edwards (Mon, Tue, Thu, Fri)
Learning support	Teagan Knights (Mon-Fri)
Learning support	Anita Kilpatrick (Mon - Fri)
Learning support	Sharon Mitchell (Mon - Thu)
Learning support	Marlene Neville (Tues - Fri)
Learning Support	Audra Pickard (Mon - Fri)
Learning support	Amelia Plese (Mon-Fri)
Learning Diversity Coordinator Learning Support	Donna Rowland (Mon - Fri)
ICT & Learning Support	Andy Wanke (Mon, Thu & Fri)
Learning Support	Lyndall Wilde (Tues & Thurs)
Learning Support	Kate Lauretta (Tues, Thurs & Fri)
Learning Support	Michaela Armstrong (Mon, Wed, Fri)
School Nurse	Ainslee Driscoll (Tues-Thurs)

MAINTENANCE

Maintenance	Geoff Pearce
Grounds Maintenance	Geoff Pearce
Cleaners	Econo Clean Systems

Term Dates 2025

	Term Commence for Students	Term Concludes for Students
Term 1	Tuesday 28th January	Friday 4 th April
Term 2	Tuesday 22nd April	Friday 4 th July
Term 3	Monday 21st July	Friday 19th September
Term 4	Monday 6th October	Tuesday 16th December

BEGINNING OF YEAR ARRANGEMENTS FOR PREP STUDENTS

Prep students begin on the same day as all other students. Each Wednesday up until the Labour Day long weekend the Prep students have each Wednesday at home as a rest day. Each Prep child will attend an individual assessment meeting with their class teacher on one of these Wednesdays. Booking details will be sent out at the beginning of the school year.

School Times

Office opens at **8.30am**
Classrooms open at **8.30am**
Classes commence at **8:45 am**
Children have their recess break at **10:45-11:15am**
Eating lunch (in the classroom) - **1.15pm**
Lunch is held at **1:25 p.m. – 2:15 p.m.**
Children are dismissed at **3:15 p.m.**



Absences, Late Arrival & Early Departures

If for any reason your child is absent please call the school (9789 7581) and follow instructions to leave a message on the school absentee line. The school is legally required to follow up any unknown absences. If your child is absent once the morning roll call is taken and you have not previously notified the school you will receive a text message asking for communication.

If parents have a special appointment for their child/children during school time it would be appreciated if an email is sent to the teacher or the office is contacted. Should children need to be picked up during the day parents must call at the office first to sign children out, before leaving the school.

IT IS A REQUIREMENT THAT CHILDREN ARRIVING LATE FOR SCHOOL ARE SIGNED IN AT THE OFFICE BY THEIR PARENT OR GUARDIAN BEFORE GOING TO THEIR CLASSROOM.

Before and After School Care

St Jude's Out of Hours School Care (O.H.S.C) provider is Their Care and they run their program onsite at St Jude's in the school hall. All bookings and enquiries should be made directly to Their Care
Phone: 1300 072 410 or visit theircare.com.au

Books and Stationery

At the beginning of each school year students are supplied with the stationery and books they require for the year. These are purchased in bulk by the school on behalf of the students and the cost of such is included in the Levy charged to parents.

There are some items that children are required to bring from home on the first day of school i.e. tissues for the classroom. A list of items is sent to parents prior to the commencement of the school year.



Buddies and Family Groups

All students have a buddy in another class. Prep students will have a senior buddy. Buddy classes do activities together and celebrate together at the Thursday morning Parish mass. All students are also placed in a family group with their siblings to take part in special school events throughout the year such as Grandparent's Day.



Canteen

The canteen is open on Tuesdays and Fridays. Lunch orders can be placed online through Flexischools, please see the link on the school website.

Camps

Students in Year 3/4 and Year 5/6 attend camp each year. Year 3/4 classes attend CYC Phillip Island Adventure Camp (Year A) and Don Bosco in Safety Beach (Year B) Year 5/6 attend Sovereign Hill (Year A) and CYC Camp Adanac in Yarra Junction (Year B) Attending school camps can enhance students' social skills, independence and resilience through immersive learning experiences outside the classroom.



Child Safety

At St Jude's Primary School, we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel ([CECV Commitment Statement to Child Safety](#)).

At St Jude's Primary School, we expect school employees, volunteers, contractors and clergy to proactively ensure the safety of students at all times and to take appropriate action if there are concerns about the safety of any child at the school. All school staff must remain familiar with the relevant laws, the code of conduct, and policies and procedures in relation to child protection, and comply with all requirements. We have developed a Child Safety Code of Conduct, which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations of school employees, volunteers, contractors and clergy for appropriate behaviour with children in order to safeguard them against abuse and/or neglect. All volunteers who work in our school are required to read and sign a copy of the Child Safety Code of Conduct and have a current Working with Children Check.



Classroom/School Helpers

When helping in classrooms, as a child safety requirement parents must sign in at the school office prior to going to the classroom to help. Working With Children Check IDs must be worn whilst on school premises. Lanyards are available for your use at the school office.

Communication

The newsletter is a major communication link between school and home and contains information of upcoming events and other matters we wish to bring to your attention. Our school newsletter is distributed via email on a fortnightly basis on a Thursday and is also posted on the school website. Please ensure you read the newsletter to keep yourself informed.

<http://www.silangwarrin.catholic.edu.au/>

Teachers also communicate with parents with weekly class emails.

Driving Children to and from School

Please observe the road and parking regulations outside the school, especially at the school crossing.

Please also observe the rules governing the use of the school car park. ALWAYS travel at a slow walking pace.

Parents are to park in the main car park area. The church car park is for people attending church or visiting the parish office. The staff car park is strictly for staff parking only.

Children must be accompanied by an adult when walking to a car parked in the school car park. Children are not allowed to wait at the top of the hill. They must wait at the drop off/pick up zone.

Excursions

Students participate in excursions, related to the curriculum. Parents have the opportunity to assist with excursions. Teachers are responsible for organising parent helpers for their particular grades. Parents may request to help but not all requests can be accommodated. Parents who are assisting with excursions act under the guidance of the teachers. and must have a current working with children check.



Head Lice

While students are at school many families will have contact with head lice. Parents are asked to check their child's hair on a regular basis and **report any incidence of head lice to the school**. Students may return to school once they have been treated. Hair below the collar is to be tied up as a prevention measure.

Healthy Eating

Fruit time

Children have a fruit break in the morning session.

Lunch time

The first bell for lunch time will ring at 1.15pm for the children to start eating their lunch. At 1.25pm the second bell will ring for the children to go out to play until 2.15pm. *Prep children will be given extra time to eat their lunch.*

Recess/Snack time

The recess break is taken from 10:45-11:15am

Medication & Medical Details

Should your child require medication, this can only be administered if the school receives written notification from the parent authorising and specifying the type of medication, dosage and time. Parents should leave all medication at the school office. If medication needs to be given on an ongoing basis a doctor or pharmacist will need to sign an authority form.

Under no circumstances should children have medication in their school bag.

If your child has a medical condition that needs monitoring, please inform the school and maintain up to date information on Operoo.

It is essential that the school be informed of any allergies or medical conditions that your child may have, including anaphylaxis and asthma. Asthma Management Plan forms are included in your information folder and need to be filled in and returned to the school office if your child is asthmatic.

If you have any queries regarding procedures for the management of allergies and other medical conditions please contact the school office.

Anaphylaxis

St Jude's Primary School complies with the Victorian Government Education Department Management of Anaphylaxis Ministerial Order 706, effective 3rd December 2015.

Any student at risk of anaphylaxis must have an ASCIA (Australasian Society of Clinical Immunology & Allergy) action plan and medication as detailed on the plan at school, and at any time off site on a school excursion. As required by Ministerial Order 706, St Jude's retains two Adrenaline Autoinjectors for general use, one adult and one junior.

Parents must upload a copy of their child's Anaphylaxis Action Plan to CareMonkey and ensure it is updated annually.

Asthma

It is mandatory that any student at risk of an asthma attack have an Action Plan devised by their medical practitioner and a spacer device with which to have their reliever medication dispensed at school or off site on a school excursion. Parents must upload a copy of their child's Asthma Action Plan to Operoo and ensure it is updated annually.

Positive Behaviour Education

Please see your class teacher first regarding any concerns for your child's learning or friendships. Teachers are very happy to work with you in ensuring the best outcomes for all. Often one meeting is all that is needed to ensure you have all the information required. Meetings with the teacher are to be booked directly with the classroom teacher. St Jude's Primary School strives to build a safe and positive school environment that is guided by Gospel values and honours the dignity of the individual, the family and the school. At St Jude's there are three schoolwide expectations which are explicitly taught to all students;

At St Jude's everyone has the right to be treated with respect, to feel safe and to learn.

St Jude's is a Positive Behaviour for Learning school. Positive Behaviour for Learning (PBL) brings together the whole-school community to contribute to developing a positive, safe and supportive learning culture. The PBL framework assists our school to improve social, emotional, behavioural and academic outcomes for our children.

The PBL framework helps to organise our systems in our school to establish the social culture, learning and teaching environment and to provide individual behaviour supports to achieve positive academic and social outcomes for all of our students.

Sacraments

Children who are baptised Catholics will receive the Sacraments in the following year levels:

The Sacrament of Reconciliation - Year 3

The Sacrament of Eucharist (First Communion) - Year 4.

The Sacrament of Confirmation - Year 6.

As part of your child's preparation for these Sacraments, Information evenings & Parish masses will be held. It is a requirement that the child receiving the Sacrament and one parent is present at the Mass and that one parent attends the Adult Faith Development Session.



School Advisory Council

School Advisory Councils are advisory bodies which form an important expression of the educational partnership that exists between parents, schools, parishes and the wider community to support all students. Membership of the St Jude's School Advisory Council is open to any interested parent and members are appointed on a three year basis. Nominations and elections for the School Advisory Council take place at the beginning of each school year.

School Assemblies and Liturgies

Whole school assemblies are held each fortnight in the hall and parents are most welcome to attend. Assemblies are an opportunity to gather as a community to celebrate student achievements, share student learning and deliver key messages.

Whole school liturgies are held to mark special occasions. Parents are also warmly invited to attend these celebrations.

School Fees

Parents are billed at the beginning of each school year for the total of fees and levies due for that year. The amount of school fees is determined by the Principal and the Business manager from Melbourne Archdiocese of Melbourne.

Parents will receive an account for fees in February each year with details on payment options and when payments are due. Families who choose to pay via instalments will be required to fill out a direct debit form with frequency of payments which will be directly debited. Families who choose to pay in a lump sum must do so before 29th February.

St Jude's school relies on the payment of school fees to supplement funding from the Commonwealth and State Governments. We would not be able to continue without payment of school fees.

Any families who experience any financial hardship are encouraged to contact the Principal to make arrangements for an affordable payment plan.

Parents with an eligible Healthcare Card, may be eligible for concessional fees. A copy of the Concessional Fee Policy is available on our school website or from the office.

Specialist Classes

St Jude's offers seven specialist classes that students will participate in: *Art, Music, Drama, P.E. Italian, Library & STEM.*

All specialist stationery and equipment will be provided. However, students will need to bring a library bag and an art smock clearly labelled with their name on it when they commence school. These will remain at school.



Student Information on Operoo

At St Jude's we use the Operoo platform. This is an application that can be downloaded on mobile devices. Operoo enables the school to collect and maintain student information and medical forms, which include emergency and medical contacts. Communication is sent out via the platform including excursion permission forms. Once your child is enrolled at St Jude's information will be shared on how student profiles can be set up.

Student Wellbeing HUB

The HUB is a vibrant space which has six learning zones that cater for different learning styles. The entire space is fitted with contemporary furnishings including pedal desks, whiteboard tables, wobble stools, stand up stations, and soft furnishings.

Learning that takes place in the HUB includes literacy, numeracy, robotics, 3D printing and social & emotional capabilities which are undertaken either independently, in small groups or whole class. One zone is filled with sensory tools, children are explicitly taught how these tools can be used to help them be the best learners that they can be.

Since the establishment of the HUB many benefits have been witnessed with children flourishing with their learning.



SunSmart Policy

St Jude's is a SunSmart School. It is compulsory for children to wear a school sunhat during Term 1 and Term 4. Students who are not wearing a hat will not be permitted to play in the sun. They will be expected to stay under the outdoor covered area.

Supervision of Children Before and After School

Children are supervised from 8:30am. Please do not drop children off earlier as the school is unable to accept responsibility for the supervision of students prior to 8.30am. If you need to drop your child off before this time, please contact Their Care to access the Before School Care Service. Students are dismissed at 3.15pm. They can be collected either outside their building, at the waiting area outside the sunroom - under the shade sails or via car at the pick up zone. If walking through the car park children must be accompanied by an adult.

Valuables & Toys

We strongly recommend that children do not bring valuables or precious toys to school. These items often get lost, broken or misplaced, which can result in unnecessary distress for students.



Uniform

Our supplier is Noone Uniforms located at Lot 1, 29 Hamersley Drive Clyde North.

Visit the website by clicking on the link below for more information regarding purchasing online, store open hours and sizing guide.

<https://www.noone.com.au/school/st-judes-primary-school>

Students are not permitted to wear jewellery or nail polish. Hair ties must be in the school colours. If, for any reason, children are out of uniform, a note of explanation must be sent to their teacher.

ST JUDE'S UNIFORM	
ACADEMIC/EVERYDAY UNIFORM OPTIONS Polo Shirt, short sleeve – with logo Polo Shirt, long sleeve – with logo Navy shorts – with logo Skort – with logo Navy long pants (boys) – with logo Navy long pants (girls) – with logo School dress and tunic (remain the same as our current uniform) Windcheater – quarter zip and/or soft shell jacket Navy blue socks Plain black shoes (runners acceptable as long as predominately black)	
TERM 1 & 4 SUN HAT OPTIONS Navy broad brim hat with logo Bucket hat – reversible with house colour	
SPORT UNIFORM	OPTIONAL ITEMS
Polo shirt in house team colour – with logo Navy Track pants with logo Navy sport shorts with logo Windcheater – quarter zip Runners White socks	Beanies – design TBC (student voice to be sought) Soft Shell jacket

Unwell Students

Unwell children should not be at school. If your child is sick during the night, or not considered well enough to go outside to play, they are not well enough to be at school. Not only do sick children feel miserable at school, they can also be the cause of infecting other children with their illness.

Wellbeing Dog

The school has a wellbeing dog who belongs to Marita (Principal). Maisie is a cavoodle who has been purposefully trained through an organisation called Dogs Connect. When Maisie is at school she is in work mode. She spends time in classrooms, the HUB, the administration area and the playground. Maisie provides comfort, reduces stress and improves overall wellbeing for students, helping to create a positive and inclusive school environment.



Working With Children Check

The Working with Children Check is a screening process for assessing or re-assessing people who work with or care for children in Victoria. In order to assist the school onsite or on excursions, parents/guardians must have a valid Working With Children Check.

www.workingwithchildren.vic.gov.au

St Jude's is a 5 Star Resource Smart Sustainable School

To achieve 5 star status we completed school modules on Water, Energy, Waste, Biodiversity and Climate Change. We have bins in classrooms to sort our waste so that we can reduce, reuse and recycle. Our focus on sustainability permeates our learning and our grounds. We have a kitchen garden and students take part in regular activities to understand our impact on the world around us.

