

# St John the Baptist Catholic School

# Parent Handbook



# From our Leadership Team

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Dear Families

Welcome to the St John the Baptist Catholic School community. For those new to the school we extend a very special welcome as your child commences their journey with us.

We look forward to working in partnership with you, as we challenge students to aim for their highest possible level of achievement in all areas of their school life: academic, spiritual, cultural, and sporting.

In this Parent Handbook you will find valuable information specific to our school, which we trust will answer many of those questions that our families have each year.

Thank you for entrusting us with your child's education, and please know that our doors are always open for communication and support.

Kind Regards

**Todd LaForgia**  
**Principal**

*"In All Things Love"*  
~ Mary MacKillop ~

# School Term Dates

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## 2025

Term One	28 <sup>th</sup> January – 11 <sup>th</sup> April
Term Two	28 <sup>th</sup> April – 4 <sup>th</sup> July
Term Three	21 <sup>st</sup> July – 26 <sup>th</sup> September
Term Four	13 <sup>th</sup> October – 12 <sup>th</sup> December

## 2025 Public Holidays

1 <sup>st</sup> January	New Year's Day
26 <sup>th</sup> January	Australia Day
27 <sup>th</sup> January	Australia Day Holiday
10 <sup>th</sup> March	Adelaide Cup
18 <sup>th</sup> April	Good Friday
19 <sup>th</sup> April	Easter Saturday
21 <sup>st</sup> April	Easter Monday
25 <sup>th</sup> April	Anzac Day
9 <sup>th</sup> June	King's Birthday
6 <sup>th</sup> October	Labour Day
24 <sup>th</sup> December	Christmas Eve
25 <sup>th</sup> December	Christmas Day
26 <sup>th</sup> December	Proclamation Day
31 <sup>st</sup> December	New Year's Eve



# St John the Baptist Catholic School

342 Anzac Highway, Plympton SA 5038

Postal: PO Box 394 Plympton SA 5038

Telephone: (08) 8218 3300

Email: [info@stjohnpl.catholic.edu.au](mailto:info@stjohnpl.catholic.edu.au)

Website: [www.stjohnpl.catholic.edu.au](http://www.stjohnpl.catholic.edu.au)

## Useful Links

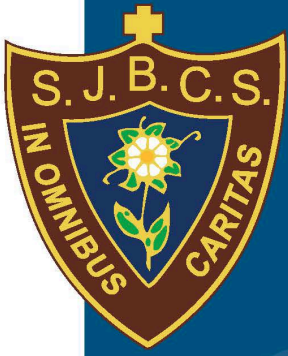
St John the Baptist Catholic School Website  
St John the Baptist Catholic School Facebook  
St John the Baptist Catholic School Twitter  
Qkr! App  
Catholic Education South Australia  
Child Care Benefit Information

[www.stjohnpl.catholic.edu.au](http://www.stjohnpl.catholic.edu.au)  
[@StJohnPlympton](https://www.facebook.com/StJohnTheBaptistPlympton)  
St John the Baptist  
[www.cesa.catholic.edu.au](http://www.cesa.catholic.edu.au)  
[www.humanservices.gov.au](http://www.humanservices.gov.au)

## Key Contacts

General Information  
Absences – Telephone  
Absences – SMS  
After School Sport  
Enrolments  
Finance  
Appointments with Leadership Team  
Brandmode – Uniform Shop

[info@stjohnpl.catholic.edu.au](mailto:info@stjohnpl.catholic.edu.au)  
(08) 8218 3300  
0409 793 402  
[sport@stjohnpl.catholic.edu.au](mailto:sport@stjohnpl.catholic.edu.au)  
[kmcbride@stjohnpl.catholic.edu.au](mailto:kmcbride@stjohnpl.catholic.edu.au)  
[finance@stjohnpl.catholic.edu.au](mailto:finance@stjohnpl.catholic.edu.au)  
[kmcbride@stjohnpl.catholic.edu.au](mailto:kmcbride@stjohnpl.catholic.edu.au)  
(08) 8357 0022



# St John the Baptist Catholic School

## Our Mission

St John the Baptist Catholic School in partnership with families, is a community which creates opportunities for encountering life to the full, in all its personal, religious, political, ecological and cultural richness.

## Our Vision

At St John the Baptist Catholic School we create a welcoming Christ centred community bound by the Josephite Charism of St Mary of the Cross MacKillop. Our students engage with a progressive and inclusive curriculum underpinned by contemporary teaching and learning practices. Students and families are welcomed, valued, accepted and supported within a safe environment committed to ecological sustainability.

## Our Values

At St John the Baptist Catholic School we value:

- An openness to Gods Spirit at work amongst us
- All creations interconnectedness
- A commitment to practices of life-long learning
- Striving for personal growth in all aspects of school and community life
- Respecting the Dignity of each person through actions of inclusivity, sensitivity, justice, compassion and love.

# Plympton Parish

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Our school is a part of the Plympton Parish Community.

The Parish offers a Sacramental Program which is run in conjunction with St John the Baptist Catholic School. Forms for Baptism and the Sacramental Program are available from the Parish Office.

- **Weekday Mass 9.30am:** Monday, Wednesday, Thursday & Friday (unless otherwise stated)
- **Sunday Mass:** 8.30am and 10am
- **Saturday Vigil:** 6.00pm
- **Confession:** Saturday at 11.30am

## Contact Details

### Parish Office

342 Anzac Highway, Plympton

Telephone - (08) 8293 6600

Email - [plymptonparish@stjohnpl.catholic.edu.au](mailto:plymptonparish@stjohnpl.catholic.edu.au)

Postal Address - PO Box 90, Plympton SA 5038

### Parish Administrator

Father Denis Ssesmuju

# 2024 Staff List

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## Leadership Team

<b>Principal</b>	Mr Todd LaForgia
<b>Deputy Principal</b>	Mrs Jo Livingstone
<b>APRIM</b>	Ms Amanda Razon

## Teaching Staff

- Mrs Jenny Meredith
- Ms Adriana Timpano
- Mrs Andrea Aoukar
- Mrs Lorraine Spencer
- Mrs Tina Ball
- Mrs Natalie Weber
- Mr Gary Pascoe
- Mr Sam Putland
- Ms Lauren Breeding
- Ms Mayumi Wong
- Ms Loretta De Palma
- Ms Megan Pratt
- Mrs Tara Brookes
- Miss Sharee Grimshaw
- Miss Sophie Koster
- Mr Michael Cimarosti
- Ms Dani Franklin
- Miss Julia Baker
- Ms Lauran Clayton
- Mrs Sylvia Roussos
- Miss Melissa Gatto
- Mrs Sharyn Matthews
- Mrs Phillis Johnson
- Miss Oriana Mavrinas
- Ms Courtney Elliott

## Education Support Officers - Curriculum

- Mrs Karina Overall
- Ms Josie Maiese
- Mrs Melissa Cristofel
- Miss Sienna Huish Bidgood
- Mrs Maria French
- Miss Lauren Farinola
- Mrs Dana Irons

## Education Support Officers - Administration

- Mrs Jodie Veldhoen - Finance Officer
- Mrs Kylie McBride - Enrolment Officer / PA
- Ms Bernadette O'Rielly - Front Office
- Mrs Julia Roy - Front Office
- Mrs Francis Schulz - Front Office
- Mrs Pam Marks - Sports Administration

## Little JB's Coordinator

- Ms Pat Nicou

## WH&S

- Mrs Jo Fitzgerald

## Maintenance

- Mr Geoff Scott
- Mr Matt Johnston

## Canteen

- Mrs Julie Henschke
- Mrs Jo Fitzgerald

# The School Day

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<b>R-3 School Day</b>	
8.30am	Yard Supervision Children may enter school grounds
8.50am	Classes Begin
11.10am	Supervised eating time
11.20am	Recess
11.40am	Classes commence
1.00pm	Supervised eating time
1.10pm	Lunch
1.40pm	Classes commence
3.00pm	School dismissal

<b>Year 4-6 School Day</b>	
8.30am	Yard Supervision Children may enter school grounds
8.50am	Classes Begin
10.50am	Recess
11.10am	Supervised Eating Time
11.20am	Classes commence
12.40pm	Lunch
1.10pm	Supervised eating time
1.20pm	Classes commence
3.00pm	School dismissal

## **Punctuality is important**

Punctuality plays a key role in setting our children up for success each day. By arriving on time, children can fully engage with the morning routine, develop good habits, and feel ready for the day ahead. This means that when the bell goes at 8:50am the roll is called, and classes commence. Children arriving after the roll is marked are recorded as late and parents are asked to sign the children in via the front office entrance.



## Being Involved and Volunteering

We strongly value the support and connections we make with our families. There are so many ways that you can assist at the school, and this involvement helps to create and strengthen our community and build a culture of collaboration and shared commitment.

All contributions make a difference, whether it be as a member of the School Advisory Board, Sports Coaching, School Excursions, Incursions, Events, Classroom Reading and Canteen.

To ensure the safety and wellbeing of all students in our care, **all volunteers are required** to hold a current Working with Children Check (Police Clearance). These can be easily obtained through the school and are mandatory to be involved in any activities at the school. There is no cost involved for you to obtain a Clearance.

So you don't miss out on the opportunity to assist/volunteer, we recommend you apply as soon as possible. Please visit the Front Office to obtain all relevant paperwork. For enquiries, please contact our Front Office on 8218 3300.

Please note that at any time you are entering the school grounds to assist, **you must** sign in and out electronically at the Front Office.

## The House System

At St John the Baptist Catholic School all students and staff belong to a House. Upon enrolment, children are placed in one of four house groups. Our House groups consist of Beovich (Green), Callista (Gold), MacKillop (Red) and Tenison (Blue).

All of our House groups are named after important people in the history of our school.

**Callista (Gold)** – is named after Sister Callista Neagle, who entered the Sisters of St Joseph in 1936. Sister Callista was a teacher and Principal of St John the Baptist Catholic School. She collected a lot of historical information which helped with the canonization of St Mary of the Cross MacKillop.

**Beovich (Green)** – is named after Matthew Beovich who was the fifth Archbishop of Adelaide. His appointment to Adelaide was hailed as the beginning of a new era because he was the first Archbishop to be born in Australia. A stone blessed by Archbishop Beovich is located within our school for a building that was blessed on 5<sup>th</sup> May 1951.

**Tenison (Blue)** – is named after Fr Julian Tenison Woods who supported Mary MacKillop. He was the cofounder of the Sisters of St Joseph with Mary MacKillop. He was the Bishop's Secretary of Adelaide and he was the first Director of Catholic Education in Adelaide.

**MacKillop (Red)** – is named after Mary MacKillop who cofounded the Sisters of St Joseph with Fr Julian Tenison Woods. Mary MacKillop was canonized as Australia's first Saint. Mary was a great educator and lived by the motto "Never see a need without doing something about it".

## Camps

School Camps are aimed at providing students with the opportunity to experience an outdoor/ away-from-home environment that places emphasis on independence and cooperative learning skills that are **part of the curriculum**.

School camps occur from Years 3 – 6.

- Year 3 – 1 night
- Year 4 – 2 nights
- Year 5 – 2 nights
- Year 6 – 2 nights

School camps are invoiced separately to school fees.

## Canteen

The canteen is open each day of the week. The menu for all items is available via our Qkr! App. All orders including Recess, Lunch, Ice blocks and drinks are to be made via the app. No cash is exchanged via the canteen.

## Communication

We use a number of different platforms to communicate with families, including SEQTA email, handouts sent home, phone calls, as well as apps called Seesaw and Qkr! and social media (Facebook).

Seesaw is an app which enables us to share learning and experiences with families and at the commencement of each year, you will be sent an email invitation from your child's teacher, containing a link to join Seesaw. In order to use the Seesaw app, we require the signed "Photo/Video Consent Form" permission to be returned.

Important information is disseminated to the school community frequently via email. Please ensure that your email address is kept up to date with the school office.

Mornings are a very busy time in classrooms, and in fairness to the children, teachers and parents, we ask that if you have an issue you wish to discuss, you make a mutually convenient appointment time to do this. This will ensure that the teacher has the space and optimal environment to listen.

## Electronic Communication Devices

St John the Baptist Catholic School recognises the need for some students to have access to a mobile phone at times, however, between 8.50am and 3.00pm, students are not permitted to use their phones. Phones must be handed in to the classroom teacher and are stored in the Front Office during school hours.

This rule also applies to other electronic devices such as smart watches etc.

## **Excursions / Incursions**

School excursions / incursions are part of a student's education and development. These experiences are an opportunity to extend learning beyond the classroom, and therefore, it is expected that all children will attend.

No student will be allowed to participate in an excursion unless the appropriate Consent Forms are signed by a parent and returned to school.

## **First Aid**

All staff are able to administer first aid treatment. Designated First Aid Officers are located in the school's Front Office.

Please see Medical Information and Administering of Medication below for further details regarding medications/plans at school.

## **Food Allergies**

St John the Baptist Catholic School is an allergy aware environment.

We have a number of students with severe allergies; therefore, no sharing of food applies to all students. You will be notified of class celebration days so that children's needs can be accommodated if allergies are present.

## **General Permissions**

Upon commencement at St John the Baptist Catholic School we require a General Permissions Form to be signed by families.

The General Permission Form covers permission for Medical Emergency, the Privacy Policy and Local Excursions.

## **Home Learning (Homework)**

At St John the Baptist Catholic School, we believe homework is a practice that can enhance learning that takes place within the classroom. We believe that regular practice of core skills helps build and consolidate knowledge. We also believe that developing positive homework habits sets students up for success in their high school years. Furthermore, homework also has the capacity to build on the home/school relationship as parents and teachers can work in partnership to support the academic growth of their child/ren.

Allocated time spent on homework reflects a gradual increase from Reception to Year 6. Each year level will set homework that presents opportunities for students to practice skills in the core learning areas – literacy (reading and spelling) and numeracy.

## ICT Use

Information Communication Technologies (ICT) provide a valuable source of learning and communication.

Students have the responsibility to use devices (Laptops & iPad's) as an educational tool, not for recreational purposes, or in ways that do not respect the dignity or rights of others. Upon commencement at the school, students and parents are asked to sign an "ICT Acceptable Use Agreement", which parents are encouraged to discuss with their children annually.

Students entering Year 3 each year are issued with a school owned and managed laptop to support their learning, which they will carry with them through to the end of Year 6. There is no requirement for families to purchase a device. The school will download the necessary programs and image the devices to ensure consistency.

## Inclement Weather Policy

When the weather is 36 degrees or above, or deemed unsuitably wet for outdoor play, students remain indoors at break times.

## Information Forms and Change of Details

Should there be any changes to family details, eg email, address, phone number, please ensure that these details are **communicated to the front office not the class teacher**. Annually in Term 4, families receive a Student Information Check List, which we require you to check, update if necessary and return to the school. This ensures that all details, including emergency contacts and medical information are up to date in readiness for the academic year.

## Learning / Curriculum

As a school we work with families to live out Catholic Education's Living Learning Leading Framework. We desire to see each student flourish as a thriving person, capable learner and a leader for the world God desires.

The Australian Curriculum is implemented at St John the Baptist Catholic School. It is a developmental sequence of learning from Reception to Year 6 in the following curriculum areas:

- Religion
- English
- Mathematics
- History, Social Studies and Geography (HASS)
- Language (Japanese)
- The Arts (Music, Art, Drama)
- Health
- Science and Technologies
- Physical Education

These lesson areas are designed to build not just your child's knowledge, but their general capabilities in:

- Literacy
- Numeracy
- ICT capability
- Critical and Creative thinking
- Personal and Social capability
- Ethical understanding
- Intercultural understanding

Our curriculum is guided by the Australian Curriculum, Assessment and Reporting Authority (ACARA). This is an independent statutory authority with a vision to inspire improvement in the learning of all young Australians through world-class curriculum, assessment and reporting.

## **Learning Enrichment**

Our Learning Enrichment Team is composed of the Deputy Principal, Leader of Learning, Inclusion and Diversity Coordinator, and a dedicated group of Education Support Officers.

We collaborate closely with classroom teachers, allied health professionals, and parents to develop Personal Plans for Learning (PPLs) tailored to support students with specific learning needs.

## **Library / Resource Centre**

The Library / Resource Centre is an integral part of the school's daily life. It is an accessible learning environment where students, staff and the wider community are welcomed, valued and assisted with their information needs.

## **Lost Property**

Our lost property boxes are situated in the Front Office. All lost property will be cleaned out at the end of each term. Please ensure that your child's belongings are clearly labelled to assist us with finding its owner.

## **Medical Information and Administering of Medication**

Families are required to keep the Front Office up to date with student's medical information including Medical Action Plans.

Please note that we are unable to administer medication without the appropriate permission forms being completed. Further information regarding the process is available from the Front Office.

## **Out of School Hours Care**

St John the Baptist Catholic School OSHC Program is offered on the school grounds by Camp Australia. It is committed to quality care for families within our community. Bookings are essential.

Camp Australia's OSHC Program offers:

- Morning Care Hours 7.00 to 8.30am
- Afternoon care Hours 3.00 to 6.00pm
- Vacation Care

Please contact Camp Australia for more details on 1300 105 343 or [oshc@campaustralia.com.au](mailto:oshc@campaustralia.com.au)

## Parking and Picking up Children

There is limited parking on Mornington Avenue and Elizabeth Avenue. There are two Kiss and Drop Zones to drop off or pick up children one located on Anzac Highway, the other on Elizabeth Avenue. Both of these zones are supervised by staff from 3:00pm to 3:15pm. Drivers are **not permitted** to leave their vehicle if accessing the Kiss and Drop Zones.

## School Counsellor

A Centacare Children's Counsellor is available to students at St John the Baptist Catholic School. Our School Counsellor works in partnership with students, teachers and parents to enhance students' social and emotional wellbeing.

The counselling is child-focused and trauma responsive, informed by needs, goals and the developmental level of the child. It is a voluntary process that can take place individually or in groups in a school setting.

## School Uniform

St John the Baptist Catholic School students are expected to take pride at all times with their grooming and presentation. It is essential that parents support their child/children in the correct wearing of the school uniform.

The uniform is designed to develop a strong sense of identity, pride and community.

Our Reception to Year 2 students wear the sport uniform all year round and our Years 3 to Year 6 students wear a combination of a formal uniform and the sport uniform.

All uniform and accessories are to be purchased from Brandmode, 83 Glen Osmond Road Eastwood. Telephone: (08) 8357 0022 – Website [www.brandmode.com.au](http://www.brandmode.com.au)

Please find our Uniform Guidelines [here](#).

## Student Absences

If a child is absent from school due to illness, parents / caregivers are asked to contact the school office by 9.00am via:

- Absentee Line 8218 3300 – available 24 hours a day to leave a message
- SMS Messaging 0484 260 996

Absences are to be advised by 9am, as parents will be contacted by SMS if students are marked on the class roll as unexplained. Please ensure that when advising the school of the absence, you include the reason, e.g.: illness, holiday, medical/dental appointment.

When collecting a child for an early pick up (prior to 3pm finish) it is necessary to present to the Front Office to sign the child/ren out electronically before collecting.

If your child is unwell – please refer to the [SA Health](http://www.sahealth.sa.gov.au) website for further details including periods of exclusion. [www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au)

**Please Note** - it is expected that parents ensure that their children's immunisation treatment is up to date.

## Student Accident Insurance

St John the Baptist Catholic School has accident insurance. This policy covers students whilst undertaking school organised activities and includes ambulance cover. Further information if required, is available from our Front Office.

## Supervision of Students

Children are supervised by staff in designated areas in the yard before school from 8.30am – 8.50am and after school at the pick up areas from 3.00pm – 3.15pm.

Students who are onsite, outside of these hours, will be directed to the Front Office in the first instance and may then be placed in Out of School Hours Care. This service is paid by the parents.

## Uniform Shop

The school's uniform is available offsite only. The uniform shop is located as follows:

Brandmode

83 Glen Osmond Road, Eastwood

Phone: 8357 0022

[www.brandmode.com.au](http://www.brandmode.com.au)

Opening Hours:

Monday	9am–5pm
Tuesday	9am–5pm
Wednesday	9am–5pm
Thursday	9am–5pm
Friday	9am–5pm
Saturday	9am–12:30pm
Sunday	Closed

Should you require a uniform fitting, you may book an appointment time by visiting the following website: <https://www.brandmode.com.au/appointments-ezp-26.html>

If you would prefer to order online, please visit the following:

[https://www.brandmode.com.au/shop-online-c-17/st-john-the-baptist-c-17\\_50/](https://www.brandmode.com.au/shop-online-c-17/st-john-the-baptist-c-17_50/)

For any further queries, please contact Brandmode direct on 8357 0022.

## **Toys / Games / Electronic Devices**

Please do not send toys to school with your child. Bringing toys from home often causes unnecessary problems, eg: broken, lost or stolen.

## **Water / Healthy Fruit Snack**

Water hydrates the brain and body and gives substance for optimal learning. Children are encouraged to keep a water bottle (containing water only) in the classroom and to drink at their leisure throughout the day. Similarly, brain research informs us that there are specific foods that improve brain function (ie fresh fruit and vegetables) and children are asked to bring along some “Brain Food” (**fresh fruit and vegetables only**), each day to eat in the classroom.