



St. John the Baptist
CATHOLIC PRIMARY SCHOOL

True before God. True before all.

PARENT HANDBOOK

for

Prep to Year 6

Current as of February 2017

ST JOHN THE BAPTIST CATHOLIC PRIMARY SCHOOL

Preparing the way for our students, so they know the truth of Christ,
are **true before God, true before all**, and lead meaningful lives,
now and into their futures.

15 J Hickey Avenue, Clinton, Gladstone, 4680

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Website: www.sjgroc.catholic.edu.au

PARENT HANDBOOK INTRODUCTION

This handbook is just one of our many communication tools used in the co-operative education of your child. Classroom teachers welcome discussion about your child's progress on a regular basis. Within these pages you will find an outline of many of the school's procedures and regulations. We hope that through this handbook, you will gain as much information as possible about your child's days at St John's.

Other key sources of information include:

- Your child's teacher
- Your child's year level coordinator
- The Principal
- The School Website (calendar, policies, forms and more) www.sjgroc.catholic.edu.edu.au
- The Informer (School electronic newsletter)
- School Facebook Page
- Class and School Dojo

If there are any aspects of your child's education or the school's policies which need clarification, please do not hesitate to arrange an appointment with the appropriate person.

If unsure please ask.

WELCOME

I would like to warmly welcome you and your child to the wonderful learning community of St John the Baptist Catholic Primary School.

It is our aim to create a sense of belonging that will nurture your child's growth, and help create a healthy self-esteem, so necessary for learning. We hope that your child's association with St John's is a long and happy one.

Every child is different. Every child is special, with special needs, special interests and special characteristics. Your child is important to you, and important to us. We need to work together to help them grow, learn and develop, both as an individual and as a member of our school community.

Education is an important partnership between the home and the school. For any partnership to be successful, communication needs to be open and effective. All parents are urged to work closely with their child's teacher by regularly communicating with them, whether through formal interviews, a phone call, **a text** or a written note.

Every child at St John's has the right to LEARN, a right to feel SAFE, and the responsibility to RESPECT those around them. As educators, our prime responsibility is to ensure your child is safe and happy in order to maximise their learning potential.

I hope this handbook will help you and your child to adjust readily and happily at this important time in your family's life.

Mrs Jakki Graham
Acting Principal

STAFF OVERVIEW

Leadership Team:

Principal:
 Assistant Principal – Administration (APA)
 Assistant Principal – Curriculum (APC)
 Assistant Principal – Religious Education (APRE)

Mrs Jakki Graham (Acting)
 Mrs Lisa O'Brien
 Mrs Kym McAndrew
 Mrs Donna Mason

Class Teachers:

	Green Teaching House	Red Teaching House	Blue Teaching House	Gold Teaching House	Coordinators		
Prep	Nat Hamilton	Eliza Martin	Brenda Emerick	Lisa Gold	Yr. 1-2 Donna Mason Yr. 3-4 Lisa O'Brien	Behaviour Management: Mrs Jakki Graham	Learning Support: Mrs Kym McAndrew
Year 1		Hannah Chard	Bernice Robertson	Katie Mitchell			
Year 2	Helen Colen	Hannah Jamieson		Ethel Dodd			
Year 3	Jen Rouse	James Webb	Tiffany Bates Jess Conroy				
Year 4	Deanne Moller	Kim Lowry	Lisa O'Brien		Prep Kym McAndrew Yr. 5-6 – Jakki Graham		
Year 5			Andrew Perrett	Julie Guinea			
Year 6	Michelle Johnson	Tina Barron		Catherine Rooney			

Specialist Teaching Staff:

LOTE:
 HPE Teacher:
 Music
 Arts
 Learning Support Teacher:
 Finance Secretary:
 Leadership Secretary:
 Computer & ICT Manager:
 Sports Coordinator
 Library Coordinator:
 Workplace Health and Safety
 Tuckshop Convenors:
 Uniform Shop:
 Groundsmen:
 Outside School Hours Care:
 Teacher Aides: Lisa Ingham, Leonie McGuire, Anna Fordyce, Paula Audet, Sandy Black, Emma Spooner, Voula Watts, Sonje McDonald, Esther Seery, Sharon Manski, Yana Simpson, Rebecca Briggs, Raelene Marshall

Donna Mason
 Des Langdon
 Irene Milic
 Jessica Conroy
 Marcelle Bowden and Melissa McBride
 Melissa Jackson
 Janet Clarke
 Amanda Pincham
 Jakki Graham and Des Langdon
 Ann Skelhorn
 Des Langdon
 Cheryl Wilson
 Michelle Overend
 Trevor Turner and Gavin Breed
 Emma Lewis

WHAT OUR SCHOOL IS ABOUT

Our school's mission is to ***Prepare the way*** for our students, so they know the truth of Christ, are ***true before God, true before all***, and lead meaningful lives, now and into their futures.

We are preparing the way for students to live in a very different and ever-changing society, where we see:

- A prevalence of *individualism* over community and the common good
- Rapid advancements in information technology
- An increased demand for pastoral services
- Many students re-training and moving several times during their careers
- Information is accessible from a range of sources
- A high demand for synthesizing existing knowledge and creating new knowledge
- Change to be the norm

This has implications for the way we prepare our children.

- Promoting and modelling a sense of community and family over individualism
- The importance of being technologically literate, lifelong learners
- Nurturing personal, social and spiritual development as a solid foundation to all other learning
- Ensuring all children achieve real success – there is no such thing as permanent failure
- Promoting critical, reflective, systems and ethical thinking at individual and group levels

These implications are reflected in

- Our vision of student success
- Underpinning values and beliefs
- Our supporting vision of teachers and our community at their best
- School Curriculum Framework - outlining our whole-school approach to curriculum, teaching, assessment and reporting

These can be found on subsequent pages.



St John the Baptist Catholic Primary School

Our Mission & Vision of Success

Our mission is to **'Prepare the Way'** for our students, so they know the truth of Christ, are true before God, true before all and lead meaningful lives, now and into their futures.

We view our school as one body, with many parts, each in its own way contributing to our common mission.
Reference: 1 Corinthians 12:12-26

We place high value on:

- Making each other feel **welcome**
- Fostering a Christian and **family atmosphere** in our activities
- Serving Christ, through **servicing** our students, each other and the achievement of our common mission

We believe that:

- All who seek and strive to live by our values are **welcome**. Reference: *defining Features of a Catholic School*
- All children have **talents**, as well as **spiritual gifts**. We seek to foster and extend children in these areas.
Reference: 1 Corinthians: 12:1-11
- All people have been given an innate **understanding of good and bad**, coupled with the **free will** to choose our actions. We expect children to strive to make responsible choices at school and to accept the consequences of irresponsible choices. Reference: *Genesis 3: 1-13*.
- We should treat each other as we would like to be treated. Reference: *Matthew: 22: 39*
- Just as God forgives us, so we should **forgive each other**. The real love preached by Christ compels us to welcome back all those who are genuinely sorry and who again, take up the challenge of striving to live our values.
Reference: *Matthew 18:12-13*

We want to see children develop **holistically**. Each child should first develop the foundations of **personal, social, emotional, physical and spiritual mastery**. From this strong foundation, children can develop and succeed in **other areas**, whilst also learning how to continue being a **lifelong** and **life-wide** learner.

This vision of student success is captured succinctly in our school motto, 'True Before God, True Before All'.

The achievement of this vision for students is dependent on the realisation of our vision for teachers, parents and all others who work with us.

Our ideal vision of teachers has several interrelating aspects:

- Staff who **serve**
 - A *vocational calling* from God
 - *Others* over self
- Staff as **professionals**
 - *Evidence based, excellence* in practice
 - Continuously *updating* knowledge and skills
 - *Creating* new professional knowledge and practice
- Staff as **colleagues**
 - A *shared understanding* and focus
 - Working and learning together in *teams*
- Staff who **care**
 - Holding *high expectations* and *optimistic aspirations*
 - *Making a difference* for each and every student
- Staff who **act**
 - Turning ideas into *focused action*

Our vision for our parents and friends:

- **Focused**
 - Building on the *past*
 - Towards clear *future* goals
 - In line with the *direction of the school*
- Building a sense of **community**
 - Positive *family* orientation
 - *Welcoming* new members
- **Working together** as one
 - Through a *trusting, delegative* approach
 - Acknowledging the *positive intent* of all
 - Accepting *difference*
 - *2 way communication* with the school
- Helping in **different ways**
 - Supplementing and *enhancing* what the school can already offer
 - *Tapping* into our own skill and resources base

OUR PATRON AND EMBLEM

John the Baptist, a cousin of Jesus, is considered by Christians to be the last and greatest of the Jewish prophets.

Around the Year 30CE, he came out of the Judean wilderness to the Jordan River and began to call on the people to turn away from sin and be baptised as a sign of this repentance. John also declared that he was preparing the way for somebody far greater than himself.

This is reflected in the short version of our school mission 'Preparing the Way' and also through our school motto, which calls on children to know the truth of Christ, and be 'true before God, true before all'.

Jesus came to John to be baptised as a sign of the start of his ministry even though, as John pointed out, this was completely unnecessary. John advised his disciples to become followers of Jesus, calling Him "the Lamb of God."

Soon afterwards, John was arrested and, having spent some time in prison, was murdered as a result of a rash promise made by King Herod.

The Church honours John the Baptist twice in the year; commemorating his birth as close to 24 June and his martyrdom on 29 August.

St John's Catholic Primary School honours John the Baptist annually on his birth date, 24 June.

Our school emblem provides a visual reminder of how this is possible. A meaningful life comes from our relationship with God, symbolised in the Baptismal River. If children allow the truth of Christ, symbolised through the cross, into their hearts they can be true before God, true before all and lead meaningful lives now and into their future.

St·John the Baptist
CATHOLIC PRIMARY SCHOOL
Preparing the way



ST JOHN'S - PART OF CATHOLIC EDUCATION

Catholic schools exist because, for well over a century, Australia's Catholics have believed that a full education for their children must involve education in faith, as well as in the academic, social, physical and emotional aspects of life.

Catholic schools recognise and congratulate Government schools on their educational achievements. In a Catholic school, we provide education of the same quality. Catholic schools seek to provide that education in a Catholic community environment with the explicit teaching of Catholic beliefs as a way of life, as a real part of the curriculum.

St John the Baptist Catholic Primary School is a Catholic school in the Catholic education system of the Catholic Diocese of Rockhampton. The Diocese stretches from Bundaberg to just north of Mackay and from the coast to the Northern Territory border. The Bishop of Rockhampton has authority over all schools within this area but the administration of the system has been delegated to the Catholic Education Office under the guidance of a Director. Within the system, each school community has a great deal of autonomy, though of course some policies apply to all schools in the system (e.g. fees) and some are a matter for the law of the land (e.g. the age for starting school).

Like all Catholic schools, we are committed to:

- Being open to all families and students who seek and are supportive of Catholic values
- Providing an education based on Gospel Values
- Seeking to educate the whole child
- Offering quality teaching and learning
- Working in partnership with parents and the parish
- Nurturing a community of care
- Reasonable and affordable fees

ST JOHN'S - A BRIEF HISTORY

St John the Baptist Catholic Primary School was founded in 1977 as the second Catholic Primary School in the Parish of Gladstone. The first Principal was Sr Margaret Cummins, a Marist sister. The sisters continued to supply Principals and some staff until 1985. Since 1986, the school has been staffed by lay people.

Principal	Year/s of Service
Sr M. Cummins	1977 to 1978
Sr V. Goldstein	1979 to 1983
Sr P. Bartley	1984 to 1985
Mr M. Ziemnicki	1986 to 1988
Mr G. Hore	1989 to 1994
Mr P. E. O'Sullivan	1995 to 1998
Mr L. Hosking	1999 to 2003
Mr S Killian	2004 to 2007
Mrs P Collins (acting)	2007 to 2007
Mr Paul Wilson	2008 to 2010
Mr Paul DGLISH	2011 to 2013
Mrs Jakki Graham (acting)	2012 to 2013
Mr Tim Franzmann	2014 to 2016
Mrs Jakki Graham (acting)	2017 to current

ABSENCE FROM SCHOOL

If your child/children is absent from school for personal leave (i.e family holiday during the school term), the teacher/teachers are under no obligation to provide school work to cover this period of avoidable absence.

If a child is unable to attend school for any reason, a telephone call to the office (49 781799) explaining the child's absence is required.

All rolls at St John's are marked electronically, twice a day (in the morning between 8.40am and 9.00am at the latest). Any student arriving after the class roll has been marked must report to the office for the school administration to adjust.

At 9.30am an SMS is sent to families whose child/ren are absent without reason.

Habitual, unexplained absences are referred to the Department of Child Safety.

ACCIDENTS AND INCIDENTS

In the event of a student being involved in an accident or incident where they are hurt, they are referred by a teacher to the First Aid Bay in the office area where the First Aid Officer will take care of them. If the circumstances are more serious, a representative from the office will call both the parents and the Ambulance.

AIR CONDITIONERS & FANS

All classes have air-conditioning to make it a more comfortable environment for students.

Air-conditioners should be at 25°C. Air-conditioners are on a 2 hour timer and will switch themselves off automatically.

ARRIVAL AND DISMISSAL

Children should arrive to start their day by 8.40 am. Punctuality as a crucial aspect of being part of the school community; it engenders within students a sense of pride and respect; it allows students' time to greet their peers and to get settled before the day begins; students don't miss important information in relation to school events and it forms good lifelong habits of punctuality.

Unless it is for a prearranged special purpose (e.g. supervised sports or band practice) students **should not arrive at school before 8.10am**. Supervision is provided from 8:10am. **Children who arrive before 8.10am will be taken to our Before School Care Service (this is not a free service).**

After dismissal at 3:00 pm, children should be picked up at the following areas:-

- On Laner St, (Prep Drop-Off). This drop-off/pick-up area is supervised until 3.20pm.
- On J Hickey Ave (Oval Drop-Off). This drop-off/pick-up area is supervised until 3.20pm.
- On J Hickey Ave (Lights). This drop-off/pick-up area is supervised until 3.10pm.

Drop-Off duties finish at 3.20pm (except lights which ends at 3.10pm) and any children not picked up by this time are taken to the office.

Parents must pick their children up by 3.20pm or alternative care must be organised (i.e. OHSC)

Children walking or riding are to go directly home.

We ask that all parents parking in the Laner St car park, on Chapman Drive or J Hickey Avenue to leave their cars to collect their child/children for safety reasons. Your co-operation is appreciated.

ASSEMBLIES and PARADES

Monday Afternoon Assembly - Students = 2.30pm – 3.00pm

- All students in Years 1-6 to be at Shed with their school bags.

Monday Student Assembly will include:

- Weekly Birthdays
- Achievements
- Messages
- Hymn Practice

Wednesday Morning Parade

A short parade is held at 8.40 am for prayer and announcements. This parade is 5 minutes in length.

Friday Morning Assembly

Class assemblies and awards are held each Friday at 8.40am in the Chavoin Centre. This assembly generally takes 15 minutes. Each class presents an assembly item once a year. It is a short, creative presentation to the rest of the school community outlining something the class has been learning that term.

ASSESSING AND REPORTING

Formal report cards will be sent home at the end of Term 2 and the end of Term 4. Parents will be invited for formal Parent Teacher interviews in Term 1 and Term 3 where they will be able to discuss their child's achievements and challenges for the term. Parents must attend the parent-teacher interview to receive the formal report cards.

AWARDS

All children are encouraged to live our school motto: **“True Before God, True Before All”**

Each week, class teachers are invited to nominate one child who has demonstrated the above for a ‘St John’s Way’ award. These are presented to children at the Friday assembly.

There are also annual awards.

End of Year Awards

- All Year Six graduates will receive a graduation certificate.
- A Dux of the school will be given to one Year 6 child, with the main criteria being excellence in academic results.
- A St John the Baptist Marist Medal is awarded to one Year 6 student who contributes to the community of our school, demonstrating a living of Gospel values as well as the personal and social competencies developed in the Religious Education Program. The student must be continuing education in a Catholic School.
- A “Diligence Award” will be awarded to a Year 6 child in each class who may not necessarily record the highest results in any area of school life, but who has performed with a wholly committed attitude to their studies.
- A “Most Improved” award is presented to a Year 6 student from each class who has demonstrated a significant improvement in their academic results across the curriculum. The award is donated by the Hatchman family.
- A “Sports Award” will be presented to a student in Year 6 who models to other children the most desirable characteristics of a true athlete. This award is kindly donated by the Philips family
- A “Cultural Award” will be presented to a Year 6 student who displays excellence in the cultural area of the school – donated by Mrs Kate Roelofs.
- The Paul Daghish Scholarship is awarded to two students (one male and one female student) from any year level. The recipients should be hard-working students, who doesn't necessarily achieve perfect results, but work hard towards producing their best work and efforts at all times.

BANKING

The school provides the opportunity for students to open and maintain accounts with the Commonwealth Bank. Tuesday is Banking Day. For every deposit made through St John's, we receive a small commission from the bank.

BEHAVIOUR MANAGEMENT

Our purpose is to provide the very best educational outcomes for our children in a safe and supportive school environment. All children in our school have:

- the right to learn
- the right to feel safe
- the right to be respected.

Our school community includes the active participation of students, families, caregivers and staff. Each member assumes responsibilities so that the rights of all are safeguarded.

Rights	Explanation
Learning	Each student has the right to feel confident in their learning environment. Each member of staff has the right to facilitate learning programs without interference due to misbehaviour. Parents have the right to be informed fully about their child's progress, socially and academically. They have the right to be provided with opportunities which keep them actively involved with their child's learning. Each parent has the right to expect that their child is being given an equal and fair chance to achieve their best efforts
Safety	Each member of our school community has the right to feel safe. Each student has the right to learn in an emotionally and physically safe environment. This confidence should extend to our parent body and wider community.
Respect	Every member of our school community has the right to be treated with respect. As companions, sharing the same journey, we each have the right to state our beliefs and others should be critically open to our ideas. If we are to remain as active members, we have the right to always be aware in our environment.

If we are to become an effective and efficient community, individually and collectively, we must assume responsibilities so that our behaviour does not interfere with the learning environment of any other member. It is accepted that any person who lets their behaviour interfere with the rights of any other school member will be held directly responsible for their actions.

Our school's mission is to ***Prepare the way*** for our students, so they know the truth of Christ, are ***true before God, true before all***, and lead meaningful lives, now and into their futures.

Our Behaviour Management System is not a stand-alone program but is one part of our Student Well-being Policy which includes:

- Strong In-class Behavioural Expectations
- A whole School Behaviour System (see below) incorporating Restorative Practices
- Better Behaviour Better Learning whole school approach
- Year 6 Leadership Initiatives
- The Buddy System
- Peer Support
- Pastoral Care
- MJR

Behaviours and Consequences in the Classroom

Level	Behaviour	Consequences
1	<ul style="list-style-type: none"> • All students commence each term as a Level 1 student • Level 1 is the expected behaviour for all children at St. John's - safe, respectful and learning • These children have access to all normal rights and privileges 	<ul style="list-style-type: none"> • All school privileges • Praise • In-class rewards • St John's Way Award
2	Not following agreed class / school rules: <ol style="list-style-type: none"> 1. Everyone has the right to be SAFE 2. Everyone has the right be LEARN 3. Everyone has the right be RESPECTED 	<ul style="list-style-type: none"> • Refer to specific in-class behaviour plan
3	<ul style="list-style-type: none"> • Persistent level 2 behaviour • Teasing and harassing • Ignoring instructions • Theft • Intentional swearing • Tampering with / damaging property • Deliberate rough play 	<ul style="list-style-type: none"> • Time out at independent area • Refer student to detention • 3 days of detention • Level review by Principal or APA
4	<ul style="list-style-type: none"> • Persistent level 3 behaviour • Bullying • Disrespecting teachers • Physical aggression 	<ul style="list-style-type: none"> • Principal/APA called to remove student. <p>At discretion of Principal and APA:</p> <ul style="list-style-type: none"> • 1 week detention • 2 week detention • In-school suspension
5	Serious and harmful behaviours	<ul style="list-style-type: none"> • Immediate withdrawal by Principal • Parents called immediately • External Suspension • Involvement of school support including school police officer, school counselor or school chaplain • Enrolment review

Behaviours and Consequences in the Playground

Level	Behaviour	Consequences
1	<ul style="list-style-type: none"> • All students commence each term as a Level 1 student • Level 1 is the expected behaviour for all children at St. John's - safe, respectful and learning • These children have access to all normal rights and privileges 	<ul style="list-style-type: none"> • All school privileges • Praise • In-class rewards • St John's Way Award
2	Not following school rules: 1. Everyone has the right to be SAFE 2. Everyone has the right be LEARN 3. Everyone has the right be RESPECTED	<ul style="list-style-type: none"> • Time out of play given by teacher on duty. • Behaviour reported to APA
3	<ul style="list-style-type: none"> • Persistent level 2 behaviour • Teasing and harassing (first offense) • Intentional rough play (first offense) • Intentional swearing 	<ul style="list-style-type: none"> • Time out at independent area • Refer student to detention • 3 days of detention • Parents contacted • Level review by Principal or APA
4	<ul style="list-style-type: none"> • Persistent level 3 behaviour • Bullying • Disrespecting teachers • Physical aggression 	<ul style="list-style-type: none"> • Principal/APA called to remove student. • Parents contacted <p>At discretion of Principal and APA:</p> <ul style="list-style-type: none"> • 1 week detention • 2 week detention • Internal suspension
5	Serious and harmful behaviours	<ul style="list-style-type: none"> • Immediate withdrawal by Principal • Parents called immediately • External Suspension • Involvement of school support including school police officer, school counselor or school chaplain • Enrolment review

Behaviour & Consequence Descriptors

Level 2 Consequences

- Parents will be notified
- Remain on this level for 1 day
- Complete daily detention and daily school service
- While on this level the student will miss out on extra-curricular activities (such as band, school sport fixture or training etc.)

Orange Level 3 Consequences

- Parents will be notified
- Remain on this level for 3 days
- Complete daily detention daily school service
- While on this day the student will miss out on extra-curricular activities (such as band, school sports fixture or training etc.)

Red Level 4 Consequences

- Parents will be notified
- The student will remain on (*at the discretion of the Principal or delegate*):
 - 1 week detention – first offence
 - 2 week detention – second offence
 - Internal suspension
- Immediate removal from the playground or classroom and sent to Principal or APA
- During the week, fortnight or suspension, all privileges are lost (such as school band, school sports fixture or training etc.)
- Complete daily detention and daily school service
- Placed on a 'Red Card' which records daily behaviour

Purple Level 5 Consequences

- Immediate withdrawal for Principal interview
- Immediate Parent Principal meeting
- Withdrawal of all extra-curricular activities
- Involvement of school support including school police officer, school counselor or school chaplain (*where necessary*)
- External suspension
- Enrolment review

NB: All "level reviews" are to be conducted by the Principal or the APA only.

STUDENT CHARTER

In 2011, all students at St John's contributed to the development of our 'Student Charter'. This document is displayed in each classroom and is revised by students each year.

Core Purpose: To be true before God, true before all, and lead meaningful lives, now and into our futures.

St John the Baptist School

STUDENT CHARTER

How we treat each other at St John's.....

Welcoming, respectfully, with love, stand up for each other, treat each other equally, friendly, kindly, help others, include each other in our games, how we want to be treated ourselves, no bullying, no rough play, kind voices, good attitudes, with care, inclusively, politely, fairly

How we would like to be treated at St John's.....

Fairly, listened to, respectfully, stand up for you, cared for, kindly, saying sorry, helpful, sharing, not being rude or greedy, friendly, safely, equally, understanding of each other, with love, included in games, positive words, trusting, welcomed

How we behave during prayerful times at St John's....

Be still, be sensible, be quiet, be peaceful, show respect, contribute respectfully, love God, be reverent, participate fully

How we wear our uniform at St John's...

With pride, wearing it appropriately and correctly, taking care of our uniform
(see Uniform Guidelines for specific information)

How we behave at Assembly and Parade at St John's....

Be quiet, listen, give eye contact, be sensible, respect the speaker, line up, be ready, tuck in our shirts, return to class quietly

How we stay safe at St John's...

Follow the school rules, stay in the school grounds, walk away from bullies, don't run on cement, hats on to play, play in-bounds, be road safe, hands on own bodies, be sensible, be role models, play by the rules, tell a teacher if you don't feel safe, don't touch wildlife, be a good bystander, don't be in the classroom without a teacher, understand the bells (fire, lockdown etc), use common sense

How we learn at St John's...

Pay attention, display self-control, best behaviour, ask questions, hands-up, follow class rules, participate, respect the speaker, do what is asked of you, try your best, communicate properly, follow directions, concentrate, respect teacher, ask for help, stay on task, co-operate, allow others to learn, have a positive attitude, share talents

How we show school pride at St John's.....

Act responsibly, use manners, wear uniform with pride, keep school clean, act sensibly, show maturity, positive words about St John's, walk tall, positive body language, smile, encourage others

As students we want our school to be...

True before God and true before all, happy, peaceful, respectful, clean, fun, quiet, great, prayerful, amazing, smart, exciting, safe, active, educational, sporty, moral and just, good reputation, a leading school, a school that listens, is fair and is just, healthy, environmentally aware, the best we can be, encouraging, well-behaved, a great place to be

BOOK CLUB

Parents may order children's books from Ashton Scholastic.

Your child will receive an order form twice per term. If you wish to order any books you should do online. Money is not accepted at the school office for Book Club.

BOOKLISTS

Booklists are reviewed in Term 3 of each year. Parents have three options in purchasing their children's school needs each year. The options include:

- using a school arranged company
- taking the booklist into a local newsagency to be filled
- sourcing and purchasing own requirements.

BUDDIES PROGRAM

Our Buddies Program looks at linking up older classes with younger classes to ensure strong relationships are formed throughout the whole school community. The Buddies Program enables younger children to feel safe and cared for while older children feel valued and respected.

In the Buddies program, children learn the values of caring for others, friendship, respect and valuing differences etc.

The Buddies Program has varied focuses including reading, relationship building activities, art and craft during different times of the school year.

BUS

A public bus company (Buslink) conducts a 'school run' to some areas of Gladstone. Any information about this bus service can be found by contacting Buslink directly. Students catching the bus wait outside the Year 6 classroom block (J Hickey end), at 2.42pm for a 2.45pm pick-up.

All behaviour displayed on the bus by St John's student, must mirror all expected behaviours of our school (see our Behaviour Management Policy). Consequences for unacceptable behavioural will be put in place where necessary.

CAMPS

Year level camps are a wonderful educational experience for our students and form part of our curriculum. All students understand that they have to earn this privilege through their hard work and acceptable behaviours to attend camp.

The following year levels attend the following camps:

Year 4	2 days / 1 night	'Boyne Island Environmental Centre' (Boyne Island)
Year 5	3 days / 2 nights	'Chaverim' Outdoor Education Centre' (Bundaberg)
Year 6	5 days / 4 nights	Sunshine Coast Recreation Centre (Currimundi)

CATHOLIC EDUCATION WEEK

Across the nation, all Catholic Schools celebrate Catholic Education Week in the third week of Term 3 each year. It's a week where all those who work in or are connected with Catholic Education, take time to celebrate who we are and what it is that makes us different. At St John's, our celebrations include a whole school mass, Lunch on the Lawn and Acts of Kindness. At Lunch on the Lawn, family members are invited to bring or buy lunch and sit with their children on the oval to eat in a 'school picnic' atmosphere. During the week, all children are encouraged to do some 'acts of kindness' towards each other and as a school, we may decide on a particular focus or organisation to support as the whole school Act of Kindness.

CENTRAL QUEENSLAND UNIVERSITY

Our school has an association with the Central Queensland University in the following areas:

- Offering positions for university students seeking fieldwork experience;
- Offering appropriate information for research programs as requested
- Providing and accrediting professional development
- Taking advantage of the relevant and worthwhile post-graduate courses offered by the university.

CHAPLAIN

One of the priests of our parish is designated as our School Chaplain. He usually visits the classrooms on a regular basis when available and celebrates our school and class liturgies. As a School Chaplain, he becomes well-known to the children and also becomes familiar with those in our parent community through our class and whole school liturgies, making a link between school and parish.

CHARITY

The St John's community believes in and supports organisations that benefit those less fortunate. The main organisations we directly support are the Star of the Sea Catholic Parish, St Vincent De Paul's, Project Compassion, and Caritas

At St John's, we especially like to get behind organisations that don't necessarily have a large media presence or have limited administration costs. The school is committed to supporting these organisations and if anyone would like to propose other options or causes, please meet with the APRE/Pastoral Care Coordinator.

CLASS FORMATIONS

Class groupings at St John the Baptist Primary School are formed to provide a learning environment which best meets the needs of the children.

Consideration will be given to the following factors when forming class groupings.

- Teachers' professional judgement.
- Gender balance.
- Sibling placement.
- Separation of students who do not work well together.
- Friendship groups.
- Equitable distribution of academic achievers.
- Parental concerns.
- Exposure to various teaching styles, where possible.
- Equitable distribution of Catholic children.

Class groupings will be published in the final week of Term Four with Report Cards.

CLASS MASSES AND LITURGIES

Whole school masses and liturgies will be organised throughout the year. These include Opening School Mass, Ash Wednesday, Stations of the Cross, St John the Baptist Feast Day, The feast of the Holy Name of Mary, End of Year Mass and sometimes any Holy Days of Obligation that fall on a school day. Whole school masses and liturgies are held in the Chavoin Centre and are generally organised by the APRE. It is expected that all students attend whole school and class masses and liturgies as well as the Year level Sunday evening Parish Mass held once a year for each year level. Parents are also encouraged to join any masses and liturgies.

Students in Prep to Year 3, generally celebrate Liturgies of the Word and students in Years 4 to Year 6 celebrate Liturgies of the Eucharist.

Throughout the year, each class will have one individual class liturgy, a combined Year level Parish mass (usually on Sunday at 6.00pm) and a combined Year level visit to the Star of the Sea Church where students celebrate a Mass or Liturgy of the Word and may also participate in a learning activity. If celebrating a Liturgy, classes have the option of inviting their year level counterpart from Star of the Sea school to attend and then perhaps share morning tea/lunch and a play afterwards. Parents are again welcome to join in on these church visits.

For the visit to the church, students are dropped off by their parents at ANZAC Park, (cnr of Tank and Goondoon St) between 8.20am and 8.40am. Class teachers will be there to meet students. All students will then walk as a group to the church. After the church visit, the year level may have included an excursion in the town area as part of this day. For those not going on further excursion, students return to ANZAC Park to be collected by buses and returned to school. Those on excursion will return by buses from their last point in the excursion.

COMMUNICATION

Keeping each other informed in a positive and timely manner is essential. Some of our core communication tools that are used to both access and share information include:

- School Website
- Email
- School Facebook page
- Class Blogs
- Class Dojo
- Notice boards
- The Informer (electronic School Newsletter)
- Student communication books and student diaries
- Phone calls (please note that phone calls will not be put through to classrooms during lesson times, but messages will be passed on to teachers)
- Notes home
- Class Newsletters
- Text messages
- Electronic sign
- Assembly/Parade messages

COMPUTERS

Children have set times for accessing the computer lab each week.

Additionally, there is a bank of computers in each classroom, ipads, laptops and chromebooks.

CONFIDENTIALITY

Confidentiality about sensitive student, staff and school matters is an important factor in any school setting.

Confidentiality does not mean secrecy. Rather, it means that information is communicated appropriately and only to the right people. This information is included in all volunteer induction sessions under 'Code of Conduct'. Please see the principal for further information if required

Engaging in gossip is not conducive to a cohesive and harmonious school community. Please if you have any questions or concerns, direct these to a staff member who can be of assistance to you

CURRICULUM

Our school offers a curriculum, which is designed to equip children to find meaning in their lives and make a successful transition to high school. It is grounded firmly in Gospel Values. Our curriculum is organised into seven areas, four being taught by the class teacher and three by specialist teachers:

Class Subjects

- Religious Education
- English
- Mathematics
- Science
- HASS
- Geography

Specialist Subjects

- The Arts (P-6)
- Health and Physical Education (P-6)
- Japanese (Years 4 to 6)
- Technology

Personal, social and spiritual development forms the foundation of this curriculum. They are developed explicitly through our Religious Education program and also permeate all subjects and activities.

As per our school accreditation requirements these subjects align with Commonwealth (Australian Curriculum), State (QCCA Syllabi and Guidelines) and Diocesan (Learning Framework - Religious Education Syllabus) requirements.

Children learn at different speeds and in different ways. St John's staff members are aware of differing stages of development and different learning styles and take these into account when planning learning experiences for the children in their care.

The school has a policy of regular contact between teachers and parents so as to cement the all-important home/school link and aid children's learning.

Each term teachers come together with their year level colleagues and the Assistant Principal Curriculum to:

- Moderate their judgments about student progress, ensuring consistency across classes
- Plan the next term's units of work, taking note of both school programs and children's current levels of development

CUSTODY MATTERS

Unless the school has a written, court-authorized instruction to the contrary, both parents are assumed to have equal responsibility for their children. As such, both parents will receive written reports. Court instructions are kept on the student's file in the office.

DAILY ROUTINES

8.00am

The school office opens.

8.10am

Children may arrive any time after 8.10am. A member of staff will be on duty in the shed at this time. Children are to sit and interact in a quiet manner during this time. Students are not allowed in classrooms or on verandas.

8:20am

A bell will ring and another member of staff will go on duty on the oval at this time. Students are able to go on the oval during this time.

8.38am

A bell will ring and all students should make their way to the shed to prepare for morning parade or class.

8:40am

A short Parade including messages, birthdays and the children's school prayer is held on Wednesday. A longer Parade is held on Monday afternoon and Friday morning. Students should line up outside of classrooms quietly on a Monday, Tuesday and Thursday morning.

8:45am

The roll is marked and children start classes.

9.45am

All students will have a short fruit break.

10:45am

First Lunch – Eating time - Children eat for 15 minutes in their designated eating areas

11.00am

First Lunch – Play time – Children play on the oval, basketball courts and undercover area.

11:23am

First bell - children get a drink, go to the toilet and line up to go into class.

11:25am

Second bell - class resumes.

1:25pm

Second Lunch – Eating Time – Children eat as above.

1:35pm

Second Lunch – Break Time – Children play as above.

1:42pm

First bell goes and children line up to return for class.

1:45pm

Class resumes and afternoon rolls are marked.

2:45pm

Teachers check email messages; hand out notes and other administrative tasks.

3:00pm

Children are dismissed.

Teachers are on duty at the 'pick up' zones and lights zone respectively.

3:10pm

Lights Duty finishes

3:20pm

Pick-Up duties finish. All children **MUST** be picked-up by this time or alternative arrangements must be made (for example - OHSC)

4:00pm

Office closes. Please note that the office closes at 3.30pm on a Friday.

DANGEROUS ITEMS

Any weapon or instrument that could be used to cause harm is prohibited at any school/college sanctioned activity. Students breaching this requirement may face serious consequences including suspension and the termination of their enrolment. Any such matter will be reported to police.

DANIEL MORCOMBE CHILD SAFETY CURRICULUM

In Term Three every year, our school implements the *Child Safety Curriculum* with students in Prep to Year Six. The curriculum is based on principles of best practice in child safety education and centres around three key messages: **Recognise, React** and **Report**. Through a series of lessons, students will learn how to recognise, react and report when they are unsafe or find themselves in situations that can have a significant detrimental effect on their physical, psychological or emotional wellbeing.

Information about the *Child Safety Curriculum* can be found at www.education.qld.gov.au/child-safety-curriculum.

DISCOS

School Discos are held on average, once per semester throughout the school year. They are organised and run by the School P & F. Parents must attend with their children. Students will be refused entry if they are not accompanied by one or both of their parents.

DISTRIBUTION OF INFORMATION AND/OR LEAFLETS

The Principal or an Assistant Principal must be aware of, and approve:

- A. the content; and
- B. the method of distribution of any information and/or leaflets to be distributed anywhere in the school.

DRILLS

A comprehensive evacuation procedure and safety document is revised and implemented at the beginning of each school year. An effective full school fire drill or lockdown occurs once each term so that students and staff are always well-prepared in case of an emergency.

DUTY OF CARE

St John's Catholic Primary School has legal, moral and social obligations to care for the safety and well-being of your child while he/she is in our care. Legally, all staff are required to act with common sense and a responsible approach which endeavours to protect your child's safety.

EISTEDDFODS

St John's students are encouraged to enter the annual Gladstone Eisteddfod and all participating students are acknowledged publicly at school assemblies. Classes in Years 2, 4 and 6 and members of the School Choir enter the Gladstone Eisteddfod each year in various sections such as Verse Speaking, Song, Mime, Band and One Act Plays.

EMERGENCIES

In the case of accidents resulting in serious injuries, parents will be notified immediately. Should the parent be unavailable, the child will be taken to the Gladstone Hospital by Ambulance. It is vitally important that parents keep their children's personal records, including parental contact details, up to date in case of an emergency.

END OF YEAR SCHOOL MASS

The End of Year School Mass is usually held on the Thursday of the last week of the school year at 11.40am. This is not a graduation mass but rather a celebration of the year past and looking forward to the journey ahead for everyone in the coming year. There is a 10 minute break after the mass, followed by a ceremony where the Year Six Awards are announced and presented, followed by the announcement of the following year's School and House Captains. As both these ceremonies combined cover a lengthy period, the mass is kept quite simple. While parents of those students selected as upcoming leaders are notified by the school prior to these ceremonies, thus giving them the opportunity to be present when the announcements are made, the child's actual leadership role is not given, nor are the children informed that they are receiving a leadership role.

ENROLMENT

The school strives to be open to all who seek our values. An Application for Enrolment Form must be completed in respect to every child for whom such enrolment is sought. Before an application can be considered, the following conditions must be met:

- Parents/Caregivers must be prepared to accept the conditions of enrolment fully in respect to each child. These conditions will include (but not limited to) a willingness by parents/caregivers for their child to participate in formal religious education classes and other religious practices of the school.
- A commitment to payment of school fees and levies.
- A Copy of the Baptismal Certificate, Birth Certificate and Immunisation Certificate must be furnished. The school will arrange for copying the original documents where required.
- Children entering Prep must be five by the 30 June in the year they are intending to start. The enrolment of children turning five by 1 July and 31 July in the year is at the discretion of the Principal.

Please see CEO Enrolment Policy for further information

A \$50 non-refundable enrolment fee is charged to all families upon application of enrolment. Parents should arrange an interview with the Principal.

Enrolment does not automatically follow as a result of an interview.

Since the school exists to serve the parish faith community, preference for enrolment will be given to Catholic children whose family worship life is centred in the Star of the Sea Parish.

Children of other faiths are welcomed, providing there are places and providing it has been established that the parents making the application can support the ethos of this school and the Catholic identity of the school is not compromised. Enrolment of children of other faiths to the exclusion of Catholic children will be avoided.

EXCURSIONS

Class excursions may occur from time to time throughout the school year. Since all approved excursions are relevant to the school curriculum, students are expected to participate. Information details are sent home to parents/guardians well before the planned activity.

EXTRA CURRICULA ACTIVITIES

Students are offered many opportunities to pursue special interests and to develop personal qualities through extra curricula activities. These include but are not limited to:

- School Band
- School Choir
- Eisteddfod
- School Representative Sport
- Environmental Group
- Gardening Club
- Creative Writing Club
- IT Club
- Yoga
- Fitness
- Optiminds

FACILITIES

We offer our students every opportunity to excel. We ensure all of our students have access to a wide range of opportunities and modern, well-equipped facilities.

St John the Baptist provides:

- Modern, air-conditioned and well-equipped classrooms.
- Advanced technology to enhance student learning including computers (laptops, Chrome books and desktops), iPads, iPods, data projectors and interactive whiteboards.
- Designated outdoor learning areas
- Designated IT, Music/Drama, Science and Food Technology Classrooms.
- A state-of-the-art library including specialist rooms, student viewing and reading areas, teaching pods and learning support facilities.
- A vast range of non-fiction and fiction reading material for student borrowing.
- Onsite uniform shop
- School Tuckshop
- Outside Hours and Vacation School Care
- Large playing fields with a wide variety of play equipment
- 2 Nature Playgrounds
- Two fully undercover areas comprising of basketball, netball, volleyball as well as a stage area.
- Three large drop-off and pick-up areas for the safety and convenience for our families

St John's Parish Church, Our Lady Star of the Sea, is located in Goondoon Street.

FAITH DEVELOPMENT

All people are children of God. Baptised Christians experience this development of faith as children of God from early childhood. We Christians know we are children of God, brothers and sisters of Jesus and members of the community of the Church. Our faith does not come to us magically. We grow in it, we try to develop it, we learn about it. From early childhood, parents foster this growth in faith. In our Catholic school, we see partnership with parents in the development of children's faith as our greatest responsibility. This development in faith has many facets. We work in partnership with parents in the development of children's faith while recognising that parents are the primary educators.

St John's seeks to provide children with systematic instruction in religious knowledge and practice using the Religious Education guidelines of the Rockhampton Diocese. These guidelines provide a program from Prep to Year 12. Personal prayer is our Spiritual lifeline to God. At St John's, children are encouraged to make prayer a part of everyday life. Children are led to pray both as individuals and as members of a community. We hope this prayer life at school is an extension of prayer life at home and in the parish community and our School Prayer is said daily.

Our whole school and individual classes have opportunities to celebrate Mass thanks to the service provided by our School Chaplain. Parents are always welcome to attend these liturgies whether they involve their child's class or not. Experiences such as these, along with witnessing Christ at work in other members of our school community, seek to provide experiences of God for students, so they come to know the love of God and develop or deepen their personal faith.

As a Catholic educational school, our Catholic beliefs permeate everything that goes on in the life of our school. All members of the school community are given the same respect because of their equal dignity as sons and daughters of God.

All teachers at the school engage in "faith development" activities throughout the year, including a Staff Retreat Day. These are aimed at assisting them in their personal and professional faith development.

FEES AND LEVIES

Information on School Fees, the School Building Fund (which are set through Diocesan structures) and School Based Levies (which are set by local Boards), is sent home to parents in an appropriately marked brochure. This is done either at the end of a school year for the next year or at the beginning of a school year for that year. It is also available from our school website.

School Fee Accounts are processed each term, usually during the second or third week, and are mailed to the postal address provided to the school. Payment can be made in full, or by weekly, fortnightly or monthly instalments either online or via the school office. The due date for payment is two weeks after issue.. Concessions on fees are available to eligible families by contacting the Principal.

School Fee Accounts are handed over to our debt collection agency (which is used by all Catholic schools in the diocese) when parents/guardians:

- A. refuse to pay full fees or arbitrarily choose to pay part fees and
- B. refuse to complete a school fee concession form and
- C. refuse to contact the Principal.

FREE DRESS DAYS

On the last Friday of each term, students are permitted to come to school in free dress. However, all clothing must be sun-safe and covered shoes must be worn. On these days, students are asked to bring a gold coin and monies collected go to targeted charities. Funds for charity are also collected each mid-term on a designated Friday but children do not necessarily come in free dress.

FUNDRAISING

The main fundraising body within the school is the Parents and Friends Association (P & F). The P & F organises fundraising events throughout the year. Fundraising events occur through the following avenues:

- A. Parish (e.g. Fairs and relevant grants)
- B. Parents' and Friends' fundraising activities
- C. Special fundraising activities
- D. External funds and donations
- E. Internal donations

FORMATION OF CLASSES

Class groupings are formed to provide a learning environment which best meets the needs of the children. Consideration will be given to the following factors when forming class groupings.

- Teachers' professional judgement.
- Gender balance.
- Sibling placement.
- Separation of students who do not work well together.
- Friendship groups.
- Equitable distribution of academic achievers.
- Parental concerns (in writing)
- Exposure to various teaching styles, where possible.
- Equitable distribution of Catholic children.

Class groupings will be published in the final week of Term Four.

FRUIT BREAK

A daily 10 minute fruit break for the whole school is to be taken between the writing and reading hour at approximately 9.45am. Students usually eat their fruit in the classroom. Teachers should encourage students to only bring fresh fruit or vegetables.

GENERAL PERMISSION

Parents will be notified of forthcoming events and excursions. Parents grant permission for their children to attend all school excursions and outings on the student's enrolment forms. If parents do not wish their child to attend any excursion or event, written notice needs to be submitted to the teacher outlining specific reasons.

HAIRCUTS

Hair styles should reflect a conservative image that doesn't draw undue attention to individuals. Artificial hair colours, rat's tails, undercuts, tracks and extreme hairstyles (mohawk, buzz cuts (*no shorter than gauge 3*), mullets or dreadlocks) are unacceptable.

Any student's hair that is longer than collar length must be tied back (using bands or ribbons in red, navy or white) and fringes must be kept out of student's eyes. No student is to use any form of hair colouring during their enrolment at St John's.

HEAD LICE

Parents are asked to check their children's hair regularly and to notify the school office if they detect or suspect their child has head lice. Staff do not normally check for head lice but may notify the office if they suspect a child has head lice.

Head lice are a nuisance but they do not cause illness or disease. The school's approach to managing head lice seeks to minimise the nuisance they cause, whilst also minimising any negative stigma that may be felt by children suspected of having lice. Our approach is in line with current best practices recommended by Queensland Health.

When the office is notified that a child is suspected of having head lice, a letter is sent home to all children in the class asking parents to check their children's hair. If head lice are found, parents should not send the child to school until treatment has commenced.

HEALTH

All children should have their immunisations up to date before starting school and a copy of their immunisation history is given to the school with the enrolment form.

HOME READING

Purpose

Home Reading is programmed at St John the Baptist School to give the children the opportunity to:

- Learn to enjoy reading
- Practice what they have learnt to become better readers
- Find information
- Be kept informed on current events
- Establish good work habits and routines.

Teacher's Role

Each teacher is expected to:

- Monitor home reading by checking and signing reading logs
- Provide suitable reading material
- Direct children to appropriate reading material
- Correct reading response activities
- Model reading
- Encourage and reward home reading
- Outline expectations to parents regarding home reading.

Student's Role

Each child is expected to:

- Be self-responsible by selecting a new book when needed, reading the book at home and returning the book to its appropriate place
- Complete response tasks if provided
- Be aware of own reading level
- Practice oral reading
- Look after reading materials
- Keep track of what they have read.

Parent/Guardian's Role

Each parent/guardian is expected to:

- Listen to their child read each week night (Prep – Year 5)
- Encourage and support their child's reading- discuss book, plot, characters, opinion of book.
- Model reading themselves
- Take their child to the local Library
- Immerse their child in books at home
- Read to their child
- Remind their child to return books to school
- Support the teacher
- Respond to the child's reading in their Reading Log

HOME READING ORGANISATION- MONDAY – THURSDAY

Stage	Structure
Prep	<ul style="list-style-type: none">• Child reads to the parent each night (when ready)• Parent reads to child each night
Year 1	<ul style="list-style-type: none">• Teacher assigns the child a reading level• Teacher is expected to change book daily• Record in Reading Log• Parent expected to sign each night• Teacher expected to sign each day• Levelled reading boxes in classrooms
Years 2	<ul style="list-style-type: none">• Teacher assigns the child a reading level.• Child is expected to change book daily (directed/monitored by teacher)• Record in Reading Log• Parent expected to sign each night• Teacher expected to sign each day• Levelled reading boxes in classrooms
Years 3, 4 & 5	<ul style="list-style-type: none">• Children read Library books each night• Children change Library books during specific morning library times as necessary (directed and monitored by the teacher)• Some children still directed on reading material (if necessary)• Parent expected to sign each night• Teacher expected to sign each day• Additional texts may also be read at home
Years 6	<ul style="list-style-type: none">• Children read Library books each night• Children change Library books during specific morning library times as necessary (directed and monitored by the teacher)• Some children still directed on reading material (if necessary)• Parent expected to sign each night• Teacher expected to sign each day• Additional texts may also be read at home

HOMWORK

Homework provides an opportunity for children to reflect on and reinforce their learning. It also gives parents a window to see what children are doing at school and provides them with one way to be involved in their children's education.

All children should have some form of homework. This may include:

- Reading or being read to
- Reflective writing journals including online forums
- Practising spelling and tables
- Contracts, activities and tasks

In all cases, homework is clearly related to what is being learnt in class and is suitable to children's age and development.

All children from Year 1 to Year 6 are expected to read to a responsible adult each night. A reading homework scheme is operating in every classroom. All other homework is at the discretion and implementation of the classroom teacher with the homework guidelines. Homework may be set on a daily or weekly basis.

Maximum times for homework (i.e. "written", "learning" and "reading" combined) are as follows, however, if the child is making a genuine effort and is not finished in this time frame, the parents will be advised not to continue.

Prep: 10-15 minutes
Year 1: 10 – 15 minutes + 10 mins reading
Year 2: 10 – 15 minutes + 10 mins reading
Year 3: 15 – 20 minutes + 10 mins reading
Year 4: 15 – 20 minutes + 15 mins reading
Year 5: 20 – 30 minutes + 15 mins reading
Year 6: 20 – 30 minutes + 20 mins reading

HOUSE SYSTEM

Children are placed in one of our four houses. Each child is allocated a house on enrolment and we try to balance the number of boys and girls in each age group. Students in the same family are always allocated to the same house.

Wallace – Red
Cummins – Green
Philps – Blue
Jordan – Gold

These serve as both pastoral and sporting houses. House meetings are held each term.

Houses are also used to group children for athletics and swimming carnivals. House Captains (a boy and a girl) are elected from the Year 6 students. These children are presented with a special badge and are expected to display good leadership qualities. They also assist in the running of carnivals and other sporting events such as the Fun Run and Cross Country etc.

IMMUNISATION

The Gladstone City Council provides an immunisation service for any Prep/Year 1 children and those over 10 years of age who require it. Annual boosters are available for measles; mumps; rubella; diphtheria; tetanus and polio. Our school is a proactive supporter of immunisation. We strongly encourage families to have their children immunised accordingly.

INFECTIOUS DISEASES

The school policy follows the directions of the Queensland Education Department concerning infectious diseases. Some procedures for parents include the following:

- * Impetigo (school sores) – child to be kept home unless the sores have been treated by prescription. Sores must be covered.
- * Measles and German measles – child to be excluded for seven days after beginning of the rash.
- * Mumps and Chicken Pox – child may return to school when he/she is feeling well again and the swelling or spots have gone.
- * Pediculosis (head lice) – child to be excluded until effectively treated.
- * Ringworm – child to be kept home until a medical certificate is received stating that the child is being treated.
- * Whooping Cough – child to be excluded for four weeks

INSURANCE

It is the responsibility of parents to make sure that their children are adequately covered by health and accident insurance. While all reasonable care and supervision is provided, this school cannot accept responsibility or liability for any accident, whether playground, sporting or otherwise. Information about insurance policies with Catholic Church Insurances is sent home early each year.

INSTRUMENTAL MUSIC

The instrumental program is offered to students in Years 4 - 6 only. Lessons take place during school time each term and tuition is available for the following instruments:

Clarinet
Flute
Saxophone
Percussion
Guitar

Interested students must have access to the instrument of their choice and the music teacher will bill each participating family directly. The larger instruments above are available for hire from the school.

The cost and times of lessons are distributed to interested families at the beginning of each school year or on arrival for new families. Lessons are held on a rotating basis so that students do not miss the same subject lesson in their class each week.

IPADS ONE-ONE DEVICES

The 1-1 iPad Program at St John's is for students in Years 4, 5 and 6

1-1 Devices means that each child in Year 4, 5 and 6 will have a personal iPad that is used at school and home. St John's has been using the Apple iPad since 2012 and will continue to use this device to support and enhance learning. For further information please refer the St John's 1-1 Device Guidelines on our website.

LEARNING SUPPORT

Learning Support at St John's is managed by a school appointed Learning Support Team headed by the APC in consultation with the Principal.

Ongoing concerns with a student's learning or behaviour requires a referral form to be completed which includes evidence about assessment results, classroom anecdotal records and routines or strategies. An appointment needs to be made for these meetings with a member of the Learning Support Team and at times, these may be in teacher release times. Teachers also need to maintain some flexibility when working with Learning Support as coordinating meetings between multiple parties can be difficult.

All ascertained students (or EAPed) will have an Individual Education Programme designed in consultation between the Learning Support Teacher, the classroom teacher and the parents. A learning support assistant directly involved with the student may also be involved in the consultation. These programmes will be reviewed at least once per year.

Learning Support Assistants will be assigned to classes where there is a student with special needs (ascertained or EAPed). Learning Support Assistants will also be provided to support indigenous students and some students who have English as a Second Language. This Learning Support Assistant is to be utilised by the teacher to best support the needs of that student. (i.e. - could assist in supervising an organised class activity while the teacher works one-on-one with the student). It is expected that students with special needs will be working at a level suited to their individual needs. At no time does the Learning Support Assistant become responsible for teaching students.

Learning Support assistants from the Learning Support Team will also be assigned to work in class/es or with specific groups of children from multiple classes on a short term basis to support student's needs. A Learning Support Teacher will also work with teachers and students to ensure ongoing support is provided for students at appropriate levels.

LEAVING EARLY / ARRIVING LATE

Any students arriving to school late (after 8.40am) or leaving the school grounds early (prior to 3.00pm) must be accompanied by their parent/caregiver and signed in or out at the office. School starts at 8.40am and concludes at 3.00pm.

LIBRARY

The children have the opportunity to use the School Library each week. It is a requirement that the children use a library bag to keep their school library books in good condition and make them easier to find. Students may borrow as follows:

- Prep to Year 2 - 1 book at a time
- Year 3 to Year 6 - 2 books at a time

Books are borrowed for two weeks at a time.

Books must be returned at the end of the two week borrowing period. At the end of each term, all books must be returned. There is a BROWN RETURN BASKET at the front desk in the library for returns.

If borrowed books are not returned to the library, parents are required to pay the equivalent monetary value of that book or donate another book of equal value to the library.

LOST PROPERTY

All lost property items are stored in our Lost Property Box situated in the office and students and parents are reminded to regularly check this venue if items have been lost. All remaining items are periodically donated to St Vincent de Paul. Please ensure all belongings are **CLEARLY** labelled with the child's name to enable items to be returned to the correct student.

LOTE (Languages Other than English)

Japanese (language and culture) is taught to students from Year 4 to Year 6 through a specialist teacher for one hour each week. We believe that languages other than English are a means of communicating across different cultures and thus promote sociocultural understanding and competence. It also allows students to come to appreciate that different cultures have different ways of perceiving and expressing reality. It also provides opportunities for students to gain a wider perspective of the world and their place in it. Language study also promotes an appreciation of the diversity and richness of one's own culture while also providing opportunities to make comparisons and critically reflect and appreciate attitudes, beliefs, values and customs or other cultures and our own culture.

LUNCHTIME ACTIVITIES

At St John's we cater for many tastes and requirement during play break times.

Students have the option to participate in the following

- Games of choice on the oval (each class has their own sporting equipment in a 'sports bin')
- Nature Playgrounds
- Handball courts
- Two undercover sheds for a variety of sports and games
- Library (knitting club or quiet reading)
- The Haven (modified inside games)
- Optiminds
- Puzzle Club
- Computer Lab
- Creative Writing Club
- Yoga

MAKING JESUS REAL – MJR

Making Jesus Real (MJR) is a way of life that seeks to bring Jesus into the context of our everyday lives rather than just keep Jesus as someone who lived over 2000 years ago. MJR helps us to recognize the Spirit of Jesus in others and to strive to be the Spirit of Jesus ourselves for others. We are encouraged to switch on to the thousands of 'God Moments' in our lives each day, which makes us more in tune with God in our natural surroundings and able to see the good in others more. When we bring Jesus into our hearts, we make the Gospel alive in our lives and we do truly become the hands, the feet, and the voice of Jesus. MJR makes a real difference in the lives of those who seek to live this way of life.

Live Jesus in our hearts.....FOREVER!

MASSES AND LITURGIES

Whole school masses and liturgies will be organised throughout the year for the beginning of the year- Opening School Mass, Shrove Tuesday, Ash Wednesday, Stations of the Cross, St John the Baptist Feast Day, ANZAC Day, Remembrance Day, End of Year/Graduation Mass and any Holy Days of Obligation that fall on a school day. Whole school masses and liturgies are generally held in the shed and are generally organised by the APRE. The APRE will call on volunteers to assist in the preparation of whole school masses and liturgies- e.g. music, readers etc. It is expected that all staff and students attend whole school masses and liturgies.

Classroom liturgies are organised so that each class will have a liturgy or mass once per term. Each class will have two individual class liturgies, a combined year level parish mass (Sunday 6pm) and a combined year level liturgy at Star of the Sea Parish (where they are encouraged to invite their year level counterpart from Star of the Sea to attend and then perhaps share morning tea/lunch and a play afterwards).

All class liturgies and masses are booked at the beginning of each year with the School Chaplain and the Star of the Sea Parish Office by the APRE. All teachers need to prepare their class liturgy or mass two weeks prior to the date and hand to the APRE. Once these have been approved, the teacher needs to fax a copy to the School Chaplain at Star of the Sea Parish Office.

Parish Mass - Year level teachers are responsible for liaising with the Parish about weekly readings and other aspects of the Mass. All teachers from the Year level need to be involved in preparing the students for these masses and ensuring parents have enough prior awareness of expectations so they may be available to assist. Arrangements for Parish Masses should be completed at least one and a half weeks prior to the Mass. Teachers have a responsibility to be present at the Mass half an hour prior to the start time to ensure all students and their families are welcomed. All staff are encouraged to attend when a St John's class is hosting a Parish Mass.

MATHLETICS

Mathletics is an on-line Mathematics program that engages students in challenging and stimulating Mathematics learning. At St John's, each student in Prep – Year 6 pays registration to this program through their school fees and it is therefore an expectation that it is used to support and consolidate Mathematics learning.

For teachers, this program has proven to be a valuable resource as it can be used to specifically target student needs in particular areas of Mathematics.

This resource could be used in the classroom as part of Mathematics rotations and/or as a homework task.

MATHS STREAMING

Classes in Years 4, 5 and 6 stream Mathematics classes as per ability groupings.

MEDICATION

All medication administered should abide by the St John the Baptist Administering Medication Guidelines and CEO Policies. All medication should be stored in the office. Medication is only to be administered by the office staff in the office area. All medication is to be handed into the office by the parent with a chemist label attached. A consent to 'Administer Medication' form must also be completed at this time. Without this form and the chemist label, the school is prohibited from administering medication.

MISSIONS

Children are encouraged to support the missions through their prayers and by donating mission money. Project Compassion is supported in Term One but children are encouraged to continue to support those less fortunate through donations to Caritas. Children also support appeals for various charitable organisations throughout the year including the St Vincent de Paul Society as well as other particularly pressing social causes e.g., Bushfire/Cyclone victims. On one Friday each mid-term and on the free dress day held on the last day of each term, children are asked to bring a gold coin donation to go towards a chosen worthy causes. Individual classes are encouraged to be involved in various stewardship activities through our School Stewardship Program as some practical ways of how we can live our calling as Christians in everyday life.

MOBILE PHONES OR IPODS (Students)

Students are not to have mobile phones or Ipods in their bags at school.

If a parent believes their child needs a mobile phone or Ipod for before and after school purposes (e.g. a child walking to and from school), then this device must be handed in at the office before school each day and then picked up from the office at the end of each school day.

If a child is found to have a mobile phone or Ipod in their school bag, it will be confiscated and parents will be asked to retrieve the device from the office.

MONEY

Please ensure that any money sent to the school is enclosed in an envelope with the amount, the child's name and purpose (e.g. excursions) written on the front. All money bought in by students is to be handed in to the classroom teacher or at the office. Parents are to ensure they enclose exact amounts. Limited money is kept in the office and change cannot be assured.

NEWSLETTER – “THE INFORMER”

The Informer is distributed every Monday to all families electronically. It is important that families subscribe by clicking on the following link and filling in your details:

<http://goo.gl/7bKDGi>

Items of general or community interest for inclusion can be left with our School Secretary by 3.30pm on Thursday afternoon. Items will be included if the content is appropriate and if print space permits.

NUT ALLERGIES

A few students at our school are highly allergic (anaphylactic) to all forms of nuts. For this reason, peanut paste, nutella, muesli bars (with nuts), satay and all forms of nuts are strongly discouraged in all foodstuffs brought to our school.

NUTRITION EXPECTATIONS

St John's endeavours to provide an educational environment that promotes nutrition and healthy eating to positively influence lifelong healthy eating habits.

While the school recognises the role some foods and drinks play in celebrations including feast days, birthdays, liturgies and school functions we encourage student's lunchboxes to contain healthy, nutritious foods from a variety of food groups

To support our nutritional expectations:

- Teachers will practice good eating habits in the presence of students.
- Teachers will limit the use of lollies and other foods as rewards.
- We will encourage parents and carers to provide nutritious lunch boxes and refrain from packing lollies, chocolates, high sugar and fatty foods, chips and soft drinks in lunchboxes.
- Students will have access to their own water bottles during class lessons.
- Allocated fruit breaks are expected in all classrooms
- The tuckshop menu will only source food options as per the Queensland Government's 'Smart Choices – Healthy Food and Drink Supply Strategies for Queensland Schools' when developing or adding to the tuckshop menu.

OFFICE HOURS

Our Office is open from 8.00 am – 4.00 pm Monday to Thursday and 8.00 am – 3.30 pm Friday.

ONE TO ONE DEVICES

In 2016 we introduced a 1-1 iPad Program at St John's. Year 4 and 5 are participating in this program and in 2017 Year 6 will be included.

1 – 1 Devices means that each child in Year 4 and 5 will have a personal iPad that is used at school and home. St John's has been using the Apple iPad since 2012 and will continue to use this device to support and enhance learning.

For further information please refer the St John's 1-1 Device Guidelines on our website.

OUTSIDE HOURS SCHOOL CARE

St John's provides a quality Outside School Hours Care service for the students of St John's School. We aim to provide a safe and supportive environment where children are well supervised and their social, physical, recreational and emotional needs are catered for. Our OSHC services include:

- Before School Care (6:00am-8:20am school days)
- After School Care (3.00-6.00pm school days and 8.00am-6.00pm on pupil free days)

Further information and enrolment forms can be obtained from the School Office or our school website.

PARKING

Parent parking can be found on the Laner St side of the school and at allocated parking spaces on J. Hickey Avenue.

PARENTS' AND FRIENDS' ASSOCIATION

Our P & F meets regularly. All parents are encouraged to take an active part in this aspect of the school's life. There are also a number of sub-committees that are doing great work for the school.

The role of the Parents and Friends Association (P & F) is to support the school in fundraising for projects and to enhance the spirit of the parent body. An Annual General Meeting is held in February to elect Office Bearers and Executive Committee Members. The offices include President, Vice-President, Treasurer and Secretary. Committees are formed with specific tasks in mind.

These committees may include:-

- * Religious Affairs
- * Social and Fundraising
- * Working Bee/Maintenance

The Chairperson of each committee is part of the Executive. Meetings are held every third Monday of the month with executive meetings held when required. A copy of the P & F Constitution is available at the Office.

PARENT INFORMATION EVENING

At the start of each year, teachers prepare a comprehensive information evening for parents to attend. The evening communicates information about:

- What is in store for the year ahead – topics, homework, routines etc.
- The preferred methods of communication.
- An introduction and short background of your child's teacher.
- Expected classroom routines (including specialist timetables etc.), classroom rules (including basic classroom behavioural system).
- Information on each Key Learning Area and the content which will be covered.
- Homework and Home Reading expectations.
- Parental Involvement in the classroom
- Anaphylaxis information.
- Camps and excursions etc. (where applicable).

The Parent Information Evening is generally held in Week Two of Term One.

PARENT - TEACHER INTERVIEWS

Formal Parent-Teacher interviews are offered in Term 1 and Term 3. Teachers and parents can take this opportunity to discuss the student's progress and any areas of concern. Meeting each semester helps to eliminate small issues that can grow over a longer period of time and it also helps to foster strong relationships between parents and teachers; all in the best interests of the student.

Parent-Teacher interviews/meetings go for approximately 15 minutes and are usually timetabled towards the end of Term 1 and in the first few weeks of Term 3.

All Parent-Teacher Interview bookings are to be made through Parent Lounge. No bookings will be made at the office or via the classroom teacher

These meetings are highly important and essential and it is our expectation that all parents attend parent teacher interviews.

PARENT LOUNGE

Please be reminded that Parent Lounge is an essential component at St John's.

Our Parent Lounge allows you to:

- Access your child's report card (all report cards are electronic at St John's)
- Book Parent Teacher Interviews (all Parent Teacher interviews must be booked via the Parent Lounge - **No bookings are taken from the office**)
- Update any changes in personal information (change of phone number, address etc.)
- Access your school fee accounts

Your login credentials for accessing Parent Lounge are the same as used to access any 2016 information (Report Cards, Parent Teacher Interviews etc.) and can be accessed via <https://402sjg.rok.catholic.edu.au/parentlounge>.

PARTNERSHIP

Parents and Teachers are partners or co-educators of our children and as such, each teacher in this school seeks to establish clear lines of communication with the parents of the children in his/her class early in the year. In the first term of each school year, the following steps are undertaken:

- (a) Parents are requested to send to their child's teacher a form giving information about their child as a learner. The parent gives a pen-picture of the child as a learner.
- (b) A Parent Information Evening is held in Term One. At this Information Evening, the class teacher presents a summary of what parents can expect to see happening in the classroom during the year ahead.
- (c) Formal Parent / Teachers interviews are offered to parents at the end of Terms 1 and 3. In these meetings, parents and teachers discuss educational goals for the year and outcomes achieved so far. The initial parent letter, the Parent Information Evening and the End of Semester Report provide a background for these discussions.

Throughout the year, parents are always welcomed and encouraged to make an appointment to discuss their child's development with the child's teacher. Teachers will keep parents informed of significant trends or occurrences with regards to their child's development. Teachers also encourage parental assistance in the classroom.

PASTORAL CARE

Pastoral care is an essential aspect of St John's. It involves each and every one of us caring for each other. This is supported in both formal and incidental ways.

Formal activities include:

- The Pastoral House System
- The Buddy Program

Our four sporting houses double as pastoral houses. Children and teachers belong to a house and are encouraged to go that extra step in looking out for each other.

Our 'Buddies' Program links a younger and an older class together. This enables our younger students to feel safe and cared for, while our older students feel valued and respected. Through 'Buddies', our aim is for our children at St Johns to learn life-long values such as caring for others, friendliness, respect and valuing differences.

The Pastoral Care program involves our Year 6 Leaders, taking lessons over a five week period (generally in Term Three) to younger peers in their Pastoral Care Group. Lessons are focussed on MJR (Making Jesus Real) and the Virtues.

Both the Pastoral Care Groups and Buddies build positive and strong relationships. By strengthening all student-relationship programs within our school, we are aiming to ensure a safe and harmonious environment for everyone.

PICK-UP AND DROP OFF

At St John's we want to provide the safest environment for our students. Although 'drop off and pick ups' can be a busy and sometimes frustrating time in a school area, we have over the years tried our very best to provide safe and functional 'drop off and pick up areas for our St John's families.

St John's provides parents with three 'drop off and pick up' areas – lower Laner Street (near basketball courts), upper Laner St (near Prep classrooms) and J Hickey Ave (near the oval). These areas provide opportunities for a **two minute** "drop off/pick-up".

These facilities have been designed for parents to legally drop off or pick-up their children within a **TWO MINUTE** time frame at this very busy time; at the beginning and end of the school day.

Parents are **NOT** to park and leave their cars in any 'drop off/pick-up' areas under any circumstance.

Parents who intend parking their car and walking their child into school **MUST use the gravel car park** (behind the basketball courts) or on the streets around the school.

It is equally important to be reminded that parents are **NOT to park on any footpath** areas near any drop off/pick-up areas under any circumstance. Not only is this illegal, but more importantly is endangers the lives of our precious children.

POLICIES

St John's aligns with all Diocese Policies. St John's have developed a number of guidelines pertaining to curriculum and the day-to-day running of the school. These are constantly being evaluated and developed by the School Board.

PRAYER & WORSHIP

Our school staff gathers each Monday afternoon to pray. All student parades and assemblies include the School Prayer. Within each class, regular opportunities are provided for the children to plan, prepare and participate in prayer and liturgies and these present opportunities for children to communicate with God and for God to communicate with them.

PUPIL FREE DAYS

Pupil Free Days are generally time for teachers and other staff to engage in professional development or in whole school planning.

Each year we are provided with one Pupil Free Day by our Bishop for a combined professional and spiritual reflection day with other catholic schools in our area. The second Pupil free Day is in Term Three each year.

REACH OUT GROUP

This program is a parent arm of our School Stewardship Program. Its motto is the bible quote 'Love one another as I have loved you'. Those in this group are volunteer school community members who seek to support other school community members in times of need. Such help may be in the form of a cooked meal to relieve stressful household situations (e.g. a parent in hospital etc.), a visit to share a cup of tea and a chat or just a card to show that someone cares. Anyone in our school community is welcome to join this group. The group relies on other school community members to inform them of people who may benefit from this support. See the office staff for more details.

REPORT CARDS

Formal report cards will be produced at the end of Semester One and the end of Semester Two.

Our report cards are electronic and accessed through Parent Lounge using individual parent log-in details.

SCHOOL FACEBOOK PAGE

St John's has a school Facebook page. We use this source of social media as one way to communicate information with parents. The St John's Facebook page is to post school information and comments can't be posted.

SCHOOL BOARD

The School Board is a pastoral body consisting of parent members, the Principal, the Parish Priest and a staff member. The function of the School Board is to support the Principal and advise on matters of existing policy and in the formation of new policies.

A shared wisdom process of discernment is the basis of the Board's decision making process. Parent members on the Board are elected for a two year period and are chosen based on their faith dimension and their specific talents such as financial expertise, pastoral wisdom, managerial experience or local knowledge.

The School Board is an open and effective body which welcomes any questions, comments, suggestions or ideas you may have. All correspondence can be addressed to:

Chairperson, School Board
St John the Baptist Catholic Primary School
15 J. Hickey Avenue
GLADSTONE QLD 4680

It must be stressed that the School Board is a Pastoral Advisory body to the Principal.

SCHOOL CAMPS

Currently formal camps are organised for our Year 4 (two days), Year 5 (three days) and Year 6 (five days) students.

SCHOOL PRAYER

St John the Baptist School Prayer:

Dear Lord,

Thank you for the gift of our friends.

Help us to make our school a happy, peaceful place.

Help us to smile at people and accept each other as we are.

Help us to co-operate, work hard and to include each other in our games.

We promise to be true before God and true before all.

Amen.

St John the Baptist - pray for us. Our Lady Star of the Sea – pray for us.

SCHOOL REVIEW AND IMPROVEMENT PROCESS

A significant and effective School Renewal Process occurs at St John's School every five years. The last renewal was in 2014. All key administration, educational, social, cultural and technical aspects were reviewed closely. Based on this review we are progressively developing and implementing a range of *Preparing the Way* initiatives.

SCHOOL WEBSITE

www.sjgrok.catholic.edu.au

SECURITY CAMERAS

Our school is monitored by closed circuit television (CCTV) for the purpose of safeguarding educational resources and facilities. Images are recorded by St John the Baptist Catholic Primary School and may be provided to Queensland Police Services where required.

SICK BAY

A sick bay is located in our Office. The sick bay is for all students who may feel or be unwell. The child's parents and/or an ambulance are all contacted should a child obviously require medical attention. NO medication is administered to a student unless a medication request form has been filled out by the parents and approved by the principal. Please note only prescribed medications are administered at our school by the Principal or nominee. All medication requires a chemist label to be secured on to any medication. All students who present at sick bay will have their temperature taken. If it is in the normal range, a student will be rested in the sick bay for 20 minutes and then re-assessed. From this point they will either be sent back to class or parents will be contacted to collect their child

SMOKING

Smoking is prohibited on school grounds in accordance with Diocesan Policy.

SPIRIT NIGHT

Spirit Night is a whole school event where students celebrate the spirit of Christmas by presenting the Nativity story and sing Christmas carols in their class or year level groups. The night is held at the Gladstone Marina Stage area and is a showcase and celebration of the spirit of St John's. Families generally bring a picnic dinner or purchase from the barbeque on offer and sit on a blanket or chairs to enjoy the evening. During the evening, the School Choir also performs.

SPORT

Sports Equipment

Each classroom has their own sports bin for lunch time play.

Daily Physical Activity

Each class participates in Daily Physical Activity for approximately 10 minute intervals throughout the day.

Friday Sport

Friday sport usually occurs on a Friday in specific terms. The activities students engage in are usually an extension of the skills which are being taught in PE lessons.

Sports Carnivals

Our school holds a Cross Country, Swimming Carnival and Athletics Carnival each year. All children from Prep to Year 6 are expected to participate and earn valuable points for their house team. Parents and friends are also encouraged to participate either as volunteers or as active supporters.

Fun Run

Generally, in Term 3 each year, the school holds the annual Fun Run. This is a fundraising event with all proceeds going back into the school for purchase of larger items that will benefit all students.

Whole School Beep Off

As a culminating activity to our whole fitness unit, we hold a whole school beep-off where a male and female student are awarded beep test champions for that year.

STEWARTSHIP PROGRAM

This program is active in all year levels from Prep to Year 6 and aims to provide real-life, hands-on experiences where possible, for students to apply what is taught in their Religion lessons. The program seeks to provide the students with an opportunity to carry out their mission as stewards to care for themselves, their school peers, others in the local community, those less fortunate abroad as well as the school environment, the environment in general and animals. It is hoped that these experiences will be carried forward by students after leaving St John's and provide examples of how they could continue to support others during the rest of their lives and fulfil their calling to be stewards of God's gifts to us.

STUDENT LEADERSHIP GUIDELINES

Official Positions

School Captain – Boy & Girl

House Captains – Boy & Girl

Voting

All children in Year 4 to Year 6 are eligible to vote.

The preferential voting system will be used for the election of leaders.

Eligibility for candidates for these positions is determined by teacher recommendations and consultation with the Principal and the Assistant to the Principal Administration (APA). The final decision will be at the discretion of the Principal.

STUDENTS LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

The following procedures are followed for any students leaving the school grounds without permission.

1. A teacher's duty of care lies with the group of children they are with (i.e. their class or the students within their play/eating duty area).
2. If a student is seen leaving the school grounds without permission, the direction they are going in is noted and the office is contacted immediately with this information.
3. The office staff passes this information on to a member of the leadership team.
4. A member of the leadership team will call the student's family advising them that their child has left the school grounds without permission. The leadership team will also advise the parents that if their child has not returned home or back to school within a 5-10 minute timeframe, that the police will be called.

STUDENT RECORDS

Student records are kept in the Office. It is vitally important, and your obligation that these records be kept current. Please ensure that you advise the Office of any changes to relevant information immediately.

STUDENT MEDICATION

Where possible, medication should be taken at home. Doctors are aware of this; however there may be times when it is necessary for medication to be taken at school. In these cases you should make a request to the school via the 'Request for School to Supervise/Administer Medication form. This is available via the school office or the school website. You should advise the school:

- whether it is to be administered or self-administered (including instructions if necessary),
- the quantity of medication supplied (to be checked) or
- if the medication ceases (including whether unused medication should be disposed of or collected).

Prior to medication being administered the Principal (or their delegate) must agree to the request. This is noted by signing the request form or note. Generally, medication, along with approved notes, should be kept in the school sick-bay. One of the first aid officers will administer or supervise the administration of medication in line with the above. A register entry must be made each time medication is administered. This should include:

- the date the medication was administered;
- the time the medication was administered;
- the name of the student receiving the medication;
- the name of the medication administered;
- the exact dosage of medication administered;
- the method of administering the medication;
- the name of the person administering the medication
- the signature of the person administering the medication

There may be cases where medication needs to be self-administered as needed and therefore it may need to be stored elsewhere. Examples could include:

- monitoring blood sugar levels and the injection of insulin for diabetes;
- inhaling medication such as "Ventolin" for asthma;
- orally administering anti-convulsant medication for epilepsy; and
- orally administering enzyme replacements for cystic fibrosis.

In such cases you must include in their written request, any guidelines or procedures provided by the medical practitioner. The Principal determines if the child is capable of assuming that responsibility at school. The Principal, teacher and parent negotiate a suitable place for the medication to be stored and for any equipment to be safely disposed of.

Parents of students who received ongoing medication are required to complete new medical forms at the commencement of each new school year.

SWIMMING

All children at St John's have the opportunity to be involved in a swimming program. Lessons are generally held in Term Four at Gladstone Western suburbs pool. Students in Prep – Year 3 work through a 'learn to swim' program and Year 4-6 work through a water confidence and fitness program.

TOILETING

When starting school, students should be able to verbally articulate their need to go to the toilet as well as be able to use the toilet facilities independently.

If a student wets or soils their underwear, the child's parents will be contacted to bring fresh under-garments and change their child into these.

TUCKSHOP

The tuckshop operates every Thursday (first break only) and Friday (first and second breaks). All families will receive a menu at the beginning of each year. Orders for lunch can be written on paper bags or the online tuckshop ordering system can be used.

Please go to www.ouronlinecanteen.com.au to register. **The online system of ordering is preferred.**

To assist the tuckshop workers in providing your child/children with lunches, please read and follow the instructions printed on the Tuckshop Menu. The Convenor will call for volunteers in the new year to help either in the Tuckshop on a roster system or by making donations of ingredients.

UNIFORM

A School Uniform policy is available for viewing at the School Office.

Students are required to wear the full school uniform in a neat and tidy manner. Students are also required to wear a school hat for all outdoor activities; St John's have a 'No hat, not play (on the oval)' policy.

Summer Uniform

- Short sleeved red and navy blue polo shirt with school emblem worn tucked in
- Navy blue shorts for boys and culottes for girls
- Plain white socks worn above the ankle
- Plain black shoes (volleys, casual skate shoes, high-tops or similar are not considered as plain black school shoes).
- St John's school hat
- St John's sport shorts are to be worn on days that HPE is taught and every Friday

Winter Uniform

- Short sleeved red and navy blue polo shirt with school emblem worn tucked in
- Navy blue shorts for boys and culottes for girls
- Navy blue track pants or long pants with no other colours or insignia
- Girls may wear navy blue stockings under their culottes
- School navy blue spray jacket with school emblem
- Plain white socks worn above the ankle
- Plain black shoes (volleys, casual skate shoes, high-tops and the like are not considered as plain black school shoes).
- St John's school hat
- St John's sport shorts are to be worn on days that HPE is taught and every Friday

Sports Wear

- Students must wear the school sport shorts for HPE lessons, Friday sport and all sporting events (athletic carnivals, Cross County, Fun Runs etc.)
- Students are encouraged to wear a coloured shirt on sports days to reflect the colour of their house (must be sun-safe)

Hair

- Hair longer than collar length should be worn tied up (boys and girls).
- Hair should be out of the face (especially eyes) at all times.
- Hair tied up should use only red, white or navy blue hair bands and/or ribbons and clips
- Hair styles should reflect a conservative image that doesn't draw undue attention to individuals
- Artificial hair colours, rat's tails, undercuts, tracks and extreme hairstyles (mohawk, buzz cuts (no shorter than gauge 3), mullets or dreadlocks) are unacceptable
- Hair should not be unkempt or unruly and reflect good personal hygiene
- Artificial colours are not acceptable

If doubt exists with a style of hair, a student or parent should check with the Principal before having a style change.

Shoes

- Plain black shoes (volleys, casual skate shoes, high-tops and the like are not considered as plain black school shoes).

Jewellery

Minimal jewellery accepted includes:

- Religious medallions on a discreet gold or silver chain - e.g. Cross or crucifix
- Signet rings of significant sentimental value - must not have any raised stones
- Girls - One set of earrings - plain studs or small sleepers only
- Boys – clear (see through) single small stud only
- Basic watch

Finger nails

- Kept clean and clipped to the top of the finger
- No coloured nail polish

PLEASE MARK EVERY ITEM WITH YOUR CHILD'S NAME. This includes hats, shoes, socks, lunch boxes and drink bottles.

UNIFORM SHOP

The school has a Uniform Shop. It is open from 8.30am – 9.30am (approximately) on Tuesday and Thursday mornings and is located in Block 4 (Jerusalem building), near the assembly shed. If you are unable to go the Uniform Shop during these times, an order form is to be completed and left at the School Office with payment. Uniform orders with payment are usually processed on the following Wednesday or Friday. The orders are then distributed to the child. The Uniform Shop also has a lay-by system in place. Further information is available on our website.

VALUABLES

No responsibilities will be taken for valuables which children bring to school. Valuables such as iPods, electronic games and the like are NOT to be brought to school and will be confiscated and kept at the office for safekeeping. At times children may bring items for 'show and tell' but these should remain in the student's school bags when not being displayed.

VOLUNTEERS

Our school relies on the wonderful expertise and precious giving of time of volunteers during the school year to enable the best possible opportunities for all of our students. While it would be unreasonable to expect each family to be involved in every school activity, it would be of great benefit to the students of St John's if you could volunteer in some capacity each school year. Our school newsletter will notify the school community of the types of assistance, which may be required from time to time. A spirit of generosity is always appreciated.

All volunteers helping within the school must have completed the Volunteer Induction Session. This is a Student Protection and WHSO requirement. Sessions are held by the Principal throughout the year.

All Volunteers must sign in and out at the front office.

Some ways parents can volunteer at our school each year include:

- | | |
|---|--|
| <input type="checkbox"/> Classroom helper | <input type="checkbox"/> Pastoral Care (Reach Out Group) |
| <input type="checkbox"/> Library | <input type="checkbox"/> P & F committee |
| <input type="checkbox"/> Environment | <input type="checkbox"/> School Board |
| <input type="checkbox"/> Tuckshop | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> School Sport | <input type="checkbox"/> Book Club |
| <input type="checkbox"/> School Discos | |

WELCOMING OF NEW STUDENTS

All new students are welcomed on their first day in the front office by one or two Year 6 students from the 'Welcoming Committee'. These students present the new student with a 'Welcome to St John's' bag and escort them to their classroom where they will introduce them and their parents to the classroom teacher.

All new students are welcomed to our school community by a buddy student in their class at any Friday assembly. The buddy will introduce them (where they have come from, what class they are in, special interests etc.). New Student Welcomes will happen at a Friday assembly within the first few weeks of arriving at St John's.

WORKPLACE HEALTH AND SAFETY

Within a school, individuals are responsible for acting in ways which ensure your own safety and the safety of others. You can find advice about specific WHS requirements from the Principal.

YEAR SIX FAREWELL

Each year, the Year 6 students and their families acknowledge the end of their primary school years with a celebration e.g.- dinner, BBQ, supper etc. This evening is generally held on the last Thursday night of the school year. The celebration is a family event, not a formal night, and costs are kept to a minimum with students wearing their graduation shirt and the dinner being simple and affordable. The graduation is generally held in the Chavoin Centre (school undercover shed). Year 5 families usually help out with the serving of the food on the night.

Part of the celebration generally includes sharing a PowerPoint presentation of photos from throughout the year especially from camp. The PowerPoint usually starts with photos of the student from pre-school/prep or a toddler photo and then a current photo. The evening generally concludes with a disco.

CONCLUSION

Thank you for choosing our school.

I hope your time with us at St John's is a time of growth in faith, wisdom and knowledge for your children and your whole family.

May God bless us in our joint efforts for the children of St John the Baptist Catholic Primary School.