"I give to you a new commandment that you love one another. Just as I have loved you, you also should love one another. By this everyone will know you are my disciples, if you have love for one another."

John 13:34-35
Dear Parents,

On behalf of the St John’s Catholic Primary School thank you for taking the time to read our Parent Handbook. If you are an existing family seeking further information, or a parent considering enrolling your child/children at St John’s School, thank you for your interest.

This handbook serves to outline some of the many processes, procedures and routines that occur at St John’s School.

I believe when parents enrol their child into a Catholic school, they are also enrolling their family. The spirit alive in Catholic schools enriches all. At St John’s School we strive to make a difference in the lives of the young people entrusted to our care and to their families.

Every school is uniquely different. St John’s Catholic Primary School, Walkerston, is a vibrant, Christ-filled community which exists to meet the educational needs of students in Prep to Year Six, with an approximate enrolment of 230 students. We are proud of our facilities and resources, proud of our students and extremely grateful for the tremendous support we receive from our parent and parish community.

All enquiries and questions seeking clarification are very welcome.

Kind Regards,

Nathaniel Rice
PRINCIPAL

23 Creek Street
PO Box 314
Walkerston  Q  4751
P: 07 4959 2445
F: 07 4959 2104
E: sjwa@rok.catholic.edu.au
STAFF 2016

Parish Priest
Father Thadayoose Lazar

Principal
Mr Nathaniel Rice

Assistant Principal [Religious Education]
Mrs Tenille Galea

Assistant Principal [Curriculum]
Mrs Celeste Pastega

Prep A Teacher
Mrs Tenille Galea / Mrs Paula Galea
Teacher Assistant
Mrs Carmel Scriha

Prep B Teacher
Miss Clare Large
Teacher Assistant
Mrs Renee Aslette / Ms Tiharny Stevens

Year 1A Teacher
Mrs Annette Marsh
Year 1B Teacher
Mrs Elisabeth McLennan / Mrs Leonie Meng
Year 2A Teacher
Miss Melinda Wright
Year 2/3B Teacher
Miss Shae Holmes
Year 3A Teacher
Mrs Celeste Pastega / Mrs Kasey Mauder
Year 4A Teacher
Mrs Tracey Lamb
Year 4/5B Teacher
Mr Dylan Steel
Year 5A Teacher
Mrs Tanya Hamilton
Year 6A Teacher
Mrs Ellen Grima
Arts Teacher
Mrs Kasey Mauder

Technology Support
Mrs Diane Blines

Physical Education Teacher
Mr Glen Cureton

Learning Support Teacher
Mrs Leanne Cureton

Teacher Assistants
Mrs Diane Blines
Mrs Rhonda Bennett
Mrs Deborah Rogers
Mrs Raelene Stevens
Mrs Carmel Scriha
Ms Tiharny Stevens
Mrs Renee Aslette
Mrs Petrina Bartolo

Office Administration/Finance
Mrs Judy McNichol

Office Administration
Mrs Sharon Andersen

Library Coordinator
Mrs Michelle Mugliett

Tuckshop Convenor
Mrs Katrina Barnes
VISION STATEMENT

“To be a community filled with faith, joy, vitality and optimism, who pursue excellence in teaching and learning.”

MISSION STATEMENT

At St John’s Catholic School, we try to be like Jesus in everything we do. We aim to spread His message of love to all those we meet. With the help of our parents, teachers and friends, we try to do our best always, using the gifts and talents God has given us.

VISION AND MISSION

As a Catholic school in the Diocese of Rockhampton, we draw our mission from the mission of the Catholic Church – to proclaim the Good News of the Kingdom of God.

At St John’s Catholic Primary School, who we are, what we value and what we believe as co-educators in a child’s life, is crucial to our success as a learning organisation. Through fostering children’s ability to become reflective and self-directed learners, our school aims to nurture effective communicators, capable producers, willing participators, eager investigators and creative problem solvers.

Our Vision and Mission Statements define WHY we do what we do, and HOW we do it.

ST JOHN’S SPECIAL RELIGIOUS CHARACTER

St John’s Catholic School is part of the community of Catholic schools in the Diocese of Rockhampton. Our mission is lived under the umbrella of the Diocesan vision statement: As a community of believers, we live out the call of Baptism through personal faith in Jesus, witnessing together to the Good News of the Kingdom.

Strong links are maintained with the parish community of St John’s Catholic Church through regular communication with the parish priest and parish sacramental team in particular, and through participation in school and parish liturgies and other celebrations.

As a school community we strive to give witness to the defining features of a Catholic school in our diocese as we journey together seeking ‘Meaning for Life’:
• to give witness to the message of Jesus and the mission of the church
• to have a clear Catholic identity
• to be communities of care
• to offer a relevant and holistic curriculum of quality teaching and learning
• to be open and accessible to all who seek our values
• to be characterised by inclusive partnerships within a community of faith

Our vision for the staff, students and parents of St John’s is to **strive to be a community filled with faith, joy, vitality and optimism who pursue excellence in teaching and learning**

The Sisters of Mercy established St John’s School in 1923 as a parish school to educate the children living in Walkerston and in the predominantly Maltese farming community surrounding it. Soon after that, the Sisters added boarding facilities also, to cater for children further ‘up the valley’. The boarding facility continued until the end of 1976. A Sister of Mercy filled the position of Principal until 1981 and the first lay principal was appointed the following year. The sisters retained a presence in the school until 1989, and one Sister continued to live in the convent until 1996.

The Sisters of Mercy charism comes to them through their founder, Catherine McAuley, an Irish woman born in 1778 in Dublin who called on her Sisters of Mercy to not just talk about love and compassion, but to do something about helping other people in need. Education became one of the key ministries of the Sisters, and very many Australians thank the Sisters of Mercy for their education.

At St John’s School we strive to continue the Mercy tradition of service, excellence, compassion and justice in action.

With St John, the Apostle, as our patron saint, we are called to follow his example and to live out our school motto “Love one another as I have loved you”. Our school Mission Statement also challenges us to:

- live our gospel Values
- bring Jesus’ message of love to each child
- recognise and develop the gifts and talents of each child
- as a community, help each child grow to their full potential

St John’s School is committed to the education of the whole child and each student is challenged to reach their full potential in all areas of development. We offer to children from Prep to Year 6 excellence in education based on Christian values in a family atmosphere.
ST JOHN’S VIRTUES

In 2014 St John’s School explored a virtues-based approach to empower students to live more authentic meaningful lives.

Four main virtues were chosen to guide our way of life and culture – Love, Kindness, Justice, and Service.

Virtues are the very meaning and purpose of our lives, the content of our character and the truest expression of our souls. For people of all cultures, ethnicities and beliefs, they are the essence of authentic success. Students are exposed to these Virtues in many ways:

- Classroom lessons
- Reflections at Assembly
- During times of prayer
- House Spirit days

FAITH LIFE

St John’s School has a strong commitment to witnessing and practicing our faith. There are many opportunities for the community to gather and celebrate, pray and reflect.

As a whole school, we gather for Masses and Liturgies throughout the term to celebrate feast days and days of special significance. Our school parents and parish community are always welcome to join us during this time.

Prayer is an important part of our faith life. Each class develops prayer routines in their classrooms. The whole school prays the Angelus at 11.35 a.m. each day. Our school prayer (right) is also a source of reflection and inspiration to all.

Throughout the year there are many fundraising events which have a focus on helping those less fortunate than ourselves. We support
Caritas – Project Compassion, St Vincent de Paul Society, Catholic Missions and community organisations such as the Cancer Council, local RSL and Rotary.

**SACRAMENTS**

Sacraments of Reconciliation, Confirmation and Eucharist are administered by the St John’s Parish Office. For further information, please contact the parish office – saintjohnswalkerston@mcs.net.au

**CURRICULUM**

**SCHOOL CURRICULUM OVERVIEW**

St John’s provides an excellent educational and spiritual grounding for our students. Through the implementation of the National Curriculum, teachers structure children’s learning to help all students grow to their full potential by achieving the goals or outcomes at their level, while also embracing and celebrating the uniqueness of each child and the differences among children. Through effective teaching, the staff at St John’s create learning activities that are safe, enjoyable and challenging, and cater for a wide range of learning styles among our students. Through our words and actions we uphold the values of the Gospels within our teaching and learning practices and programs. The values that define our mission and vision statements are:

- **Faith**
  - by having opportunities to express faith through liturgies and prayer
- **Love**
  - by living out the school motto with each and all
- **Hope**
  - by setting goals and through prayer
- **Inclusivity**
  - by responding to children’s individual needs
- **Support**
  - for students, staff and parents spiritually, academically, socially and emotionally
- **Tolerance**
  - by caring for those with greater need
- **Generosity & service**
  - by sharing of time, talents and resources

It is through these values and educational outcomes that our purpose as a Catholic School becomes obvious. Our aim is to develop life-long learners by equipping the students of today with the necessary spiritual, physical, social, academic and intellectual skills needed to function and achieve in the world of tomorrow. Schools in Catholic Education, Diocese of Rockhampton, are committed to the roles of a life-long learner to give meaning for life.

Implementing the vision for teaching and learning in our school is embedded in an integrated based approach to education based on the Australian Curriculum, Assessment and Reporting Authority’s (ACARA) and Queensland Curriculum & Assessment Authority (QCAA) documents. Currently, the teachers are implementing prescribed curriculum as directed by ACARA and QCAA.

In helping students to grow to their full potential in all learning areas, St John’s promotes learning through integrated units. As life is made up of various overlapping aspects, so too are the Learning
Areas: Religious Education; English; Mathematics; Humanities & Social Sciences (Geography, History, Civics & Citizenship); Science; Technology; The Arts (Dance, Drama, Music, Visual Arts, Media); Health and Physical Education (HPE). By promoting and enhancing these overlapping aspects in each learning area, integrated units are formed with sequential and engaging learning activities to create life-like situations for reflective and self-directed learners.

ASSSESSMENT AND REPORTING

Your child’s progress is monitored by their classroom teacher daily, in both formal and informal ways. You are always welcome to visit classrooms to view your child’s work and discuss this with them to see how they are progressing. If you would like to discuss your child’s progress with their classroom teacher, please make a mutually convenient appointment. Please keep in mind that teachers have preparation time for classes, duties and staff meetings etc that impact upon their availability during the week. It is never appropriate to “pop in” during class time, or to discuss your concerns with other parents. Your child’s teacher should always be the first point of contact or if necessary, the Principal.

Formal school procedures for keeping informed of your child’s progress include:

- Parent Information Sessions – early Term 1
- Parent/Teacher Interviews – end Term 1/early Term 2
- Student Portfolios – sent home for perusal at end of Semester 1 & 2
- Report Cards – end of Semester 1 & 2 (Prep – 6)
- NAPLAN reports (Years 3 & 5) – received September/October

BOOKS AND MATERIALS

As with all schools, students require items and stationery to assist them with completing their studies. These items represent the individual consumables needed by each child for a year of schoolwork. These details are provided on the Class Booklist(s) provided upon enrolment and at the end of the school year for the upcoming year. We make a sincere effort to keep requirements to a minimum.

As a service to parents, the school uses South Mackay News to supply booklist requirements, at a cost similar to that from retail outlets. Orders are taken in September/October for collection in December. The books come packaged together and the school benefits financially from parents using this facility. It also ensures your child has the correct requirements for the upcoming year.

EXCURSIONS

At times during the year, tours of educational interest are organised by class teachers. There will be times when parents will be asked to join us on excursions to ensure adequate safety and supervision. We will supply a “Permission Form” for you to complete for each outing.

Years 5 and 6 are involved in school camps. Brief information is communicated to parents in term 4 of the preceding year.
EXTRA-CURRICULAR ACTIVITIES

Opportunities exist for students to participate in a variety of extra-curricular activities. Over time this could include:

- Sporting: Catholic Schools Challenge Cup (Term 3, under 12 rugby league and netball carnival involving schools throughout the Diocese), school rugby league, school netball, Primary School representative sport
- Religious: participation as an altar server at weekend mass, sacramental preparation
- Cultural: Mackay Eisteddfod – verse speaking, choir; choral festival
- Academic: Interschool Debating, McDonald’s Maths.

HOMEWORK

Students at St John’s School will be expected to complete formal homework that is relevant, suited to a child’s ability and is not too time-consuming. Homework enables and encourages students to become self-directing, to develop good study habits and routines, and to promote independent learning. It may be used to reinforce classroom learning, to develop life-long and life-wide learning skills and to more closely link home and school in supporting children’s learning.

We believe that homework is to be valued as a purposeful, worthwhile learning experience that seeks to enhance the extent to which each child benefits from the school’s educational program.

- Year 1 up to 1 hour per week
- Years 2 and 3 up to 1.5 hours per week
- Years 4 & 5 up to 2.5 hours per week
- Year 6 up to 3.5 hours per week

If you or your children have questions or concerns regarding the type, amount or requirements of homework, please speak with your child’s classroom teacher.

Our school Homework Policy is available on our website.

INCLUSIVE CURRICULUM / LEARNING SUPPORT

St John’s School believes in providing opportunities for all students that allow them to achieve to the best of their ability, with the right amount of required support. Our Inclusive Curriculum, learning support and equity for students with learning needs is a strong part of our school.

Should you have concerns regarding your child’s learning, please speak with their classroom teacher.

LEARNING ASSISTANCE PROGRAM (LAP)

The St John’s Learning Assistance Program is a vital part of our Learning Support in the school, but is dependent on volunteers. Parents or other interested adults are asked to give an 30 minutes per week to work with an individual student on programs provided by the Learning Support teacher to
enhance that student’s confidence and ability in basic literacy or numeracy skills. An introduction to the program is given to all LAP tutors at the beginning of each year, and the only requirement is an interest in helping children.

**INFORMATION TECHNOLOGY**

Our school has a dedicated computer lab where teachers are able to work with students to develop the skills such as keyboarding, word processing and research using the Internet. Acquisition of these basic skills not only ensures Information Literacy, but also promotes the ability for children to learn more quickly in other academic disciplines.

We have a mobile laptop lab which classes are able to borrow from and use in classrooms, interactive whiteboards in each classroom and a growing number of tablet devices in our Inclusive Curriculum department.

**INSTRUMENTAL MUSIC / MUSICORP**

An Instrumental Music Program exists and is facilitated by Music Corp. They offer lessons through a group format of no more than 4 students. The lessons are during school time for a period of approximately 30 minutes. Music Corp offer tuition in Woodwind & Brass, Strings Program, and Guitar & Percussion. For further information and enrolment forms please contact the school office.

**LIBRARY**

The School Library has a wide range of junior fiction, fiction and non-fiction books which are available for your child to borrow on a weekly basis. Reference books are also available for use at school.

Children are required to have a waterproof library bag/satchel which has a drawstring or zip fastener. Waterproof satchels are available from the school. Children who do not have a library bag will not be permitted to borrow.

**LOST LIBRARY BOOKS**

We are proud of our library and the huge variety of resources we are able to offer our students, staff and families.

From time-to-time books and resources borrowed by may become overdue. Students are advised by our Library Co-ordinator, Mrs Michelle Mugliett, when books are overdue. We would appreciate if parents could assist their children to look for this resource at home and return it to school.

If the item cannot be located we ask that you contact our library co-ordinator, by telephone or note, to make her aware of this. We ask that you reimburse the school for the loss of this item.
If no communication is received from parents regarding outstanding book loans or lost items, a note will be sent home to advise parents of the replacement requirements.

**PREPARATORY YEAR (PREP)**

St John’s School offers a full-time Preparatory Year Program. The preparatory year is not compulsory. The Prep play-based curriculum helps children:
- get along with others
- listen to and speak Standard English
- use their imagination creatively
- do things for themselves
- make sense of words and numbers
- to like school and learning
- to feel good about themselves
- to learn about God

Interviews for Prep occur in the year prior to enrolment commencing. If parents have a student of prep age and wish for them to be enrolled at St John’s, there are encouraged to contact our school office and have their name placed on our contacts list. Prior to enrolment interviews, parents will be contacted to arrange a time to speak with the principal.

Prep eligibility age:

<table>
<thead>
<tr>
<th>Child’s Birthdate</th>
<th>Eligible for Prep in</th>
<th>Eligible for Year 1 in</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/7/2010 – 30/7/2011</td>
<td>2016</td>
<td>2017</td>
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<tr>
<td>1/7/2011 – 30/7/2012</td>
<td>2017</td>
<td>2018</td>
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<tr>
<td>1/7/2012 – 30/7/2013</td>
<td>2018</td>
<td>2019</td>
</tr>
<tr>
<td>1/7/2013 – 30/7/2014</td>
<td>2019</td>
<td>2020</td>
</tr>
<tr>
<td>1/7/2015 – 30/7/2016</td>
<td>2020</td>
<td>2021</td>
</tr>
</tbody>
</table>

Children born between July 1 and July 31 MAY be eligible to attend prep. Enrolment suitability for these children will be determined by the principal, in consultation with the child’s parents, after considering a range of factors that indicate the child’s readiness for education in the prep classroom.

**RELIGIOUS EDUCATION**

As a Catholic school, Religious Education is an important aspect of our curriculum. Students participate in learning about the Catholic faith during class lessons, masses, liturgies, prayer, community activities which focus on generosity of self to others, and the witnessing and practicing of their faith and Gospel values through their daily interactions. All students enrolled at our school are expected to participate fully in all Religious Education and faith-based learning and activities.
SPECIALIST LESSONS

St John’s School is blessed with the talents of various Specialist Teachers.

Students in all year levels participate in Physical Education lessons each week, taught by Mr Glen Cureton. During PE lessons students are taught a variety of skills which develop teamwork, gross motor skills and physical health.

Students in all year levels participate in Music/Drama lessons at St John’s School taught by Mrs Rebecca Brown. Throughout the year students participate in music based units which focus on the gaining of a broad and balanced musical understanding and appreciation. Students learn about music from other cultures and from different historical periods and genres. Students also focus on musical theory by exploring pitch, rhythms, terms and signs. Music lessons are designed to be practical, interactive, exploratory and fun. They also incorporate the use of a variety of different tuned and un-tuned instruments.

ADMINISTRATION

BANKING

School banking is conducted weekly, on a Monday. School banking is processed by a volunteer parent. Children place their bank books in the classroom collection office bag by 9 a.m. Bank books are returned to students via class bags after processing.

BEHAVIOUR

Behaviour Management is inherently important to us. Everyone at St John’s School – students, staff and parents – has rights and responsibilities.

Behaviour Management at St John’s School focuses on the development of quality relationships, the nurturing of social and life skills, and the fostering of emotional resilience. The community of St John’s respects the dignity of each person and the development of Christian attitudes and values that support respect for ourselves and for others.

The basis of our Behaviour Management is very simple.
  1) Students can expect to learn in a safe environment
  2) Teachers can expect to teach
  3) Students are responsible for their own actions

Teachers are skilled with using effective classroom management techniques and very few major issues arise which require more than simple detention. However in circumstances where teachers are faced with behaviour issues, they follow through with the implementation of our Pastoral Care: Behaviour Management Policy. Please see our website or Appendix 1 for further details.
BUS ASSISTANCE

The Non-Government Schools Transport Assistance Scheme, funded by the State Government, provides financial assistance to families whose children have been assessed as being eligible for travel assistance to attend an approved non-state school. The NGSTAS consists of two programs:

- The Bus Fare Assistance Program (BFAP)
- The Students with Disabilities (SWD) Transport

Further information can be obtained by contacting QCEC Executive Officer – School Transport, on telephone No. 07 3336 9286 or by email to: schooltransport@qcec.qld.catholic.edu.au

COMMUNICATION

The key to all good relationships between people is good two-way communication. Our school works hard to ensure all matters are communicated in a prompt and timely way. There are a number of key methods of communication that all parents need to be aware of.

SCHOOL NEWSLETTER

The School newsletter is produced during the first week of every term and every event week thereafter on fortnightly basis. It is sent home on a Monday. This is distributed via email and is posted on our school website. Parents may choose to have a paper copy sent home also.

Parents are asked to read the newsletter, as it gives up-to-date information about events and arrangements at school.

SCHOOL WEBSITE

Our school has a very informative website providing valuable information to existing parents, prospective parents and students.

The school website can be accessed on http://sjwarok.catholic.edu.au/. We encourage parents to access the site as it contains up to date information on recent events, a school events calendar, school procedures and general information regarding the school.

ONLINE SITES – GOOGLE

Each year level has a class Google Page allowing parents to get information about homework, assessments, class learning, excursions, class notes etc.

SMS

From time to time it is necessary for the school to send a SMS to parents by way of reminders, alerts, emergencies or changes to routine. All parents provide their best SMS contact at the beginning of the year. If you details change throughout the year, please contact the office to update your information.

EMAIL

Teachers and the school will use email as a direct source of contact with families. Email addresses are gathered from parents at the beginning of each year. Newsletters and other documents are often emailed to parents. This is not only time efficient but also doing our part to reduce our copying costs. Teachers will also communicate with parents as the need arises via email, class notes etc.
ENROLMENTS

Our Diocese has a very clear Enrolment Policy which all schools follow. For further information visit our Diocesan website.

PREP

Prep enrolments are accepted during the year until groups are filled. It has become necessary to book children into Prep at least one year in advance of their starting. To enrol in Prep, a child must turn 5 by July 31 in the year they attend Prep. Steps for the enrolment of children at St John’s Prep are:

1. Expressions of interest for enrolment can be made by contacting the school at any time prior to the child being of Prep age
2. Parents are contacted by the school in May of the preceding Prep year
3. Parents are then sent enrolment paperwork which is to be completed and returned to the school by June of that same year. Alternatively, this information can be obtained from the Secretary or via the website. A non-refundable enrolment fee of $40 for new families and $20 for existing families applies to all enrolment applications and is to be paid at this time.
4. Interviews are held with the Principal in July/August
5. Offers of enrolment are made at the end of August
6. Parent information sessions and orientation for students held in Term 4

Each Prep group is filled, but not limited to, a maximum of twenty-five students and these groups are filled on the basis of a number of criteria. These include:

- Family members already enrolled at the school.
- Members of the parish
- Other interested applicants who have a faith commitment

Children born between July 1 and July 31 MAY be eligible to attend prep. Enrolment suitability for these children will be determined by the principal, in consultation with the child’s parents, after considering a range of factors that indicate the child’s readiness for education in the prep classroom.

GENERAL CLASSES

Enrolments for classes other than Prep are accepted at any time during the school year. In the event that limited places are available in any one primary class, the selection criteria used for Prep will be applied. A birth certificate and a copy of the baptismal certificate are to be presented at the time of enrolment.

NON-CATHOLIC CHILDREN

Non-Catholic children are welcome at St John’s School provided that parents support the schools faith and Religious life and that they and their children will be involved in and support the Catholic Ethos of the school. Children who are not Catholic are involved in all liturgical events as well as taking part in all Religion lessons.
FEES AND FUNDING

Funds for our school are derived from three main sources.

GOVERNMENTS
Funding from both State and Federal Governments is paid to our Diocesan Catholic Education Office in Rockhampton. This office then distributes funds to schools. For example all salaries, both teacher and ancillaries are paid by our Diocesan Office.

PARENT CONTRIBUTIONS
Government contributions to Catholic Schools are significantly less than the contributions made to State Schools. As a result, Catholic Schools must charge fees to make up for the funding shortfall.

a) Tuition Fees, a percentage of which is kept by our school.
b) All Purpose Levy
c) Parents’ & Friends’ Levies: State and School
d) Technology Levy
e) School Building Fund
f) Specific Fundraising

School fees can be a sensitive topic in some school communities. However, while current government funding models continue, at both State and Federal levels, fees are a vital part of Catholic Education.

Many Catholic schools were founded on the tradition of education for the poor. I support the equity of this model and will always listen to and work with families who have fallen on hard times. Families who are experiencing severe financial difficulty due to whatever reason can follow a process and apply for a concession.

Equity is also includes ensuring that those who do pay fees and make payment a priority should not have their child’s education disadvantaged by those who choose not to make paying fees a priority.

With everyone paying fees or making the best contribution to paying fees that they can, resources can continually be updated, professional development of teachers can continue, and facilities can be first rate.

Equity is providing what’s promised, equity is fair contributions from all, equity is ensuring that when the school is approached and kept informed, we can assist families when necessary.

SCHOOL FEE COSTING
Diocesan School Fees and Building Fund are the same for all schools throughout the diocese. Other levies may vary among schools. For families with children in primary and secondary systemic schools, there is consideration for fee discounts. Secondary tuition fee schedules are available from the office.
**DIOCESAN SCHOOL FEES – 2016 (PRIMARY)**

* Tuition Fee Schedule (as based on 40 weeks)*

<table>
<thead>
<tr>
<th>Students in Diocesan Schools:</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four</th>
<th>Five</th>
<th>Six</th>
<th>Seven</th>
</tr>
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<tbody>
<tr>
<td>Discount Percentage:</td>
<td>0%</td>
<td>12.5%</td>
<td>35%</td>
<td>50%</td>
<td>60%</td>
<td>70%</td>
<td>80%</td>
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<table>
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<tr>
<th>PREP AND PRIMARY</th>
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<tbody>
<tr>
<td>per week</td>
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<tr>
<td>per term</td>
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<td>per year</td>
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**SCHOOL ACCOUNTS**

Accounts for term fees are sent out to parents early in each term and are payable within thirty days. (NOTE: Parents may deduct the $10 per family Administration Levy from the school account when accounts are paid in full, on or before the due date). Parents who wish to arrange to pay fees by weekly or monthly instalments are welcome to contact the school to arrange for this facility.

Payments of accounts may be made by BPAY, cheque, cash, credit card, through internet banking or direct debit. School fees, along with any other monies sent to the school, should be placed in school payment envelopes which are provided by the school. Receipts are usually issued within 48 hours and given to students to take home.

**FINANCIAL HARDSHIP**

St John’s has a genuine commitment to providing a Catholic education for all of our students as stated in our Enrolment Policy and it is appreciated that many families sacrifice a great deal to keep their children at Catholic schools. In the case of financial hardship, please contact the principal, who in confidence will negotiate appropriate concessions with you. As fees and levies continue to rise, parents are encouraged to accept this offer if needed.

The Diocesan Policy states: “No students should be excluded from a Catholic school because of the inability of their parents to pay the prescribed fee - in whole or in part.” Total or partial exemption from the payment of fees is available on application to the Principal to ensure that confidentiality is maintained.

**FUNDING BUILDING COSTS AND SCHOOL INFRASTRUCTURE**

Families will appreciate that there is a substantial cost to the Diocese in maintaining and developing the existing school buildings. It is necessary to raise capital income to service related debt or to otherwise support capital works. A differential approach is in place to account for capital income as shown below.

**DIOCESAN PRIMARY SCHOOLS –BUILDING LEVY**

The School Building Fund (SBF) was established in 1997 in conjunction with a move away from reliance on parishes for support for capital projects and maintenance. Families were invited to make an annual donation of $300 of which the majority would be tax deductible. From 2004 the donation was increased to $320 and to $360 in 2011. Donations to the Fund were tax deductible.
under the Income Tax Assessment Act. As 80% of capital projects are eligible, a tax deduction of 80% is allowable.

Unfortunately, not all, but the great majority of schools have found collecting SBF donations increasingly difficult and the requirement to make up the shortfall to 85% of the collectable amount (to maintain the integrity of the SBF), has placed an unsustainable burden on school operating budgets.

Therefore in 2013, the School Building Fund donation (Primary) ($360 in 2011) was discontinued and a School Building Levy (Primary) of $340 per family was introduced. Each family will be charged a building levy of $85 per term in conjunction with normal school fee billings. As this amount forms a collectable part of school fees no tax deduction is possible.

TECHNOLOGY LEVY
Schools may charge a Technology Capital Levy of $95.00 per student up to a maximum of $190.00 per family per year. This levy would not be included as part of the 25% as in general levies. In situations where a family has two or more children across Catholic Diocesan Primary and Secondary Schools, the priority for payment of the levy will be given to the Diocesan Primary School. The levy is to be used strictly for technology capital purposes at the school level.

SCHOOL-BASED LEVIES
School-Based Levies are charges for curriculum resources, library books and printing levies. These levies are set by the School Board.

The General School Levy represents a contribution to the cost of day to day consumables in the classrooms, administration and maintenance of the school. It may also be used for particular projects approved by the Board and P & F Association. This Levy is $200 per child in 2016, usually billed as $50.00 on each term’s account.

The Grounds Levy represents contribution to the cost of contracted companies for landscaping, grounds maintenance and repair and as appropriate [and available] the employment of a grounds person for the school. This Levy is $80 per family in 2016, usually billed as $20 on each term’s account.

SPECIFIC PURPOSE CHARGES
Additional charges may apply for specific purposes e.g. travel and accommodation related to school field trips and camps, excursions and transport to swimming pools etc. These costs are additional to school based levies. In 2016, the three significant costs are:

- Swimming – approximately $50 - $60 per child
- Cultural presentations each term – between $5 and $6 per child [depending of company costs]
- Dance Fever - $35 for 10 lessons in Term Three.

PARENTS & FRIENDS LEVIES
Parents and Friends’ in consultation with their school community and Board have a P&F levy in lieu of significant fund raising [eg fete].
The P & F Levy is $120 per family per year and is directed into student support activities, with an ongoing commitment to the Library/Resource Centre, computer technology and some grounds maintenance and improvement in particular.

There is also a small fee, which is charged at the beginning of each year, to cover the P&F Federation Levy.

**STUDENT REQUISITES AND OTHER COSTS**

Booklists are provided to both new and continuing families towards the end of the previous year, or at time of enrolment. It is recommended that parents buy all or some of their needs through School Packs as the quality and provision of students needs are maintained. The book packs are at a very competitive price and also return a percentage of total costs to the school. A limited number of items are ordered through the school and parents are billed as part of their first term account, e.g. the school diary, headphones for computers.

**GRIEVANCES**

At times, a situation may arise where parents or students have a concern where their or their child’s needs have not been adequately meet or addressed.

Relationships are very important in any community but in Catholic schools, quality relationships between all stakeholders are paramount. At the centre of any quality relationship is trust. Children must feel that the school and home is united in expectations and desired outcomes.

When addressing a grievance the integrity and respect of all individuals must be upheld, the discussion should be calm and collaborative, and the response pastoral and in line with school and diocesan policy and procedures. Grievances or problems are not suitably handled via “car park gossip” or through negative and highly emotive conversations.

If a parent has a concern it is important to discuss this with his/her child’s classroom teacher or with the member of staff the concern exists.

For further information consult the policy on the diocesan website.

**MONEY COLLECTION**

Every effort is made to include all costs incurred each term on the term account. However, from time to time, children may need to bring money to school. It is appreciated if you send the correct amount whenever possible and enclose it in one of the school money envelopes provided to each family. Extra envelopes are available from the office upon request.

Normally monies go to the class teacher, in the first instance, for recording unless specifically advised otherwise. Please note that we’ve found from experience that $2 coins can sometimes fall out of envelopes through the edge of the seal.
POLICIES AND PROCEDURES

There are two ways in which policies are developed for St John’s School.

Our Diocesan Catholic Education Office does have policies which apply to all schools in the Diocese. To view the policies of the Catholic Education Diocese of Rockhampton, please go to the following website; http://www.rok.catholic.edu.au/leadership_policies.htm

If a policy does not exist at a Diocesan level, then the school is able to write a policy. With the guidance of the School Board, policies at a school level are drafted, shared with the community for consultation and then approved. School-based policies are available on our school website.

For information relating to the School Board please read the Community section.

SCHOOL MAP

DAILY ROUTINE

ABSENCES

No child should be sent to school if he/she is not well enough to engage in normal classroom programs. Please advise the school of the reason for any absence of a pupil, for example, because
of illness etc. A call to the office or a brief note to the child’s teacher is all that is necessary. This assists the school with the government regulations for unexplained absences.

If a child becomes unwell during the day, the parents will be notified and asked to collect their child.

**ARRIVALS/DEPARTURES ARRANGEMENTS**

Students do not have permission to leave the grounds between arrival at school in the morning and departure in the afternoon. Should a student need to leave the grounds a note is required from parents and the parent or nominated guardian is to sign the child out at the administration office.

If a student arrives after 8:45am parents must sign them in the office. If a student is leaving early a parent must sign them out through the front office.

**ASSEMBLIES**

Years 1 – 6 assemble each Monday and Friday morning at 8.40 a.m. in the hall. Prep attend Friday assemblies only in Term 1 and both assemblies from Term 2.

Assemblies are led by our School Leaders.

Monday Assembly includes welcome, acknowledgement of country, prayer, messages from the principal, anthem and recital of the school Mission Statement. Each class is rostered on a weekly basis to lead the school in prayer.

Friday Assembly includes the School Prayer, presentation of Student of the Week Awards, sight word awards and reading awards, the weekly birthdays, other awards and address from the principal if necessary.

**BEFORE / AFTER SCHOOL**

**BEFORE SCHOOL**
Children riding bicycles to school are to enter the school ground through the gate next to the bus stop and park their bicycles in the racks near the upper GLA.

Students who arrive before 8.15 a.m. must remain seated in the undercover area near the library. There is no play at this time. If circumstances necessitate your children arriving regularly before that time, a request must be made to the principal in writing.

Morning Duty is from 8.15 – 8.35 a.m. A teacher will be on duty during this time. Students are able to play handball in the MPA, otherwise they are to be in their classroom. At 8.35 a.m. a bell sounds signalling to students to move to their classrooms for the start of instruction time.

All students are expected to be at school and ready for instruction by 8.40 a.m. Students arriving after 8.40 a.m. must be signed in at the office.
AFTER SCHOOL
Parents and children are to move off school grounds promptly. Staff supervision of students after school commences at 2:55 and concludes at 3:15 or when the last bus leaves. Supervision is only offered at the bus shelter only. All other areas are out-of-bounds to students unless accompanied by their parents.

The following rules and considerations apply at this time:
- There is to be no playing of handball or games after school.
- All bus children are to go straight to the bus area at 2:55 p.m. where they will be supervised until the last bus has departed.
- All children waiting to be collected by parents are to sit with the bus children until collected.
- All children being collected by parents parked in Dutton and Anne Streets must wait inside the school grounds. Parents must enter the school grounds to collect these children and not signal from the car for the child to leave the school grounds. No children are to wait in front of the Church.
- Children remaining after 3:15 or the last bus will be moved to the foyer of the office.
- Students remaining after school for sport’s practice must wait quietly (no handball or games) until the supervising teacher/adult arrive.
- Siblings to those in training are encouraged to be collected, supervised by their parents or travel home.
- Siblings remaining are under the care of the supervising teacher or adult and must follow their direction.

CALENDAR
A digital calendar is on our school website (also see Administration section). It has the most up-to-date information regarding school events, excursions, activities, routines etc. Parents are encouraged to continually check with this calendar for the most current school activities as changes can and will occur without prior notice.

DAILY ROUTINE

<table>
<thead>
<tr>
<th>TIME</th>
<th>ROUTINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 a.m.</td>
<td>Morning duty / Supervision commences</td>
</tr>
<tr>
<td></td>
<td>Students are allowed to play handball in the MPA area. If they are not in</td>
</tr>
<tr>
<td></td>
<td>the MPA they are in classrooms preparing for the day. Bags need to be</td>
</tr>
<tr>
<td></td>
<td>unpacked and taken to classrooms before playing.</td>
</tr>
<tr>
<td>8:35 a.m.</td>
<td>Warning bell</td>
</tr>
<tr>
<td></td>
<td>Move to rooms or assembly / toilet / drinks</td>
</tr>
<tr>
<td></td>
<td>ALL tuckshop orders in – Monday / Wednesday / Friday</td>
</tr>
<tr>
<td>8:40 a.m.</td>
<td>Instruction bell</td>
</tr>
<tr>
<td></td>
<td>All class satchels to office with completed bus roll, any notes or money</td>
</tr>
</tbody>
</table>
8:40 - 8:55 a.m.  Assembly – Monday and Friday mornings
Monday – rostered class to lead prayer, weekly messages
Friday – prayer, anthem, happy grams, sight word awards, birthdays, sport report, notices.

**NO ASSEMBLY ON A FRIDAY IF THERE IS A 9AM MASS**

10.50 a.m.  Bell – Lunch, all students eat under the Upper GLA. Prep eats at Prep Term 1.
11:10 a.m.  Bell – Play and change over for duty roster
11:30 a.m.  Warning bell - move to rooms / toilet / drinks
11:35 a.m.  Bell – Class Middle Session
1:35 p.m.  Bell – Afternoon tea break
1:50 p.m.  Warning bell – move to rooms / toilet / drinks
1:55 p.m.  Bell – Class Afternoon Session
2:55 p.m.  End of Day & bus duty
All students and families depart school grounds
3:15 p.m.  Staff meeting – Tuesday

**SCHOOL ROUTINES**

**DATES FOR 2016 SCHOOL YEAR**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>27/01/2016 to 24/03/2016</td>
<td>10</td>
</tr>
<tr>
<td>Term 2</td>
<td>11/04/2016 to 24/06/2016</td>
<td>11</td>
</tr>
<tr>
<td>Term 3</td>
<td>11/07/2016 to 16/09/2016</td>
<td>10</td>
</tr>
<tr>
<td>Term 4</td>
<td>04/10/2016 to 02/12/2016</td>
<td>9</td>
</tr>
</tbody>
</table>

**PUPIL FREE DAYS**

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Bishop’s Inservice Day – Thursday 11/02/16</td>
</tr>
<tr>
<td>Term 4</td>
<td>In Service Day – 17/10/2016</td>
</tr>
</tbody>
</table>

**PUBLIC HOLIDAYS**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>26/01/2016</td>
<td>Australia Day</td>
</tr>
<tr>
<td>Friday</td>
<td>25/03/2016</td>
<td>Good Friday</td>
</tr>
<tr>
<td>Monday</td>
<td>28/03/2016</td>
<td>Easter Monday</td>
</tr>
<tr>
<td>Monday</td>
<td>25/04/2016</td>
<td>ANZAC Day</td>
</tr>
<tr>
<td>Monday</td>
<td>02/05/2016</td>
<td>Labour Day</td>
</tr>
<tr>
<td>Thursday</td>
<td>23/06/2016</td>
<td>Mackay Show Holiday</td>
</tr>
<tr>
<td>Monday</td>
<td>03/10/2016</td>
<td>Queen’s Birthday Holiday</td>
</tr>
</tbody>
</table>
HOUSE SPIRIT

House Spirit is an important part of St John’s School identity. Our two sporting Houses are O’Connell (Gold) and McAuley (Green).

House Captains are elected from the Year 6 class. House teams are arranged to keep students from the same family together.

To develop House Spirit, House Spirit Days are held each term to bring house groups together. On these days students wear their House shirt and sit together at each break to eat. Other activities are generally planned on these days that assist with bringing our St John’s Virtues to life.

Students and parents will be made aware of planned House Spirit Days via the newsletter and term calendar.

The St John’s Challenge Cup is also a whole-school event that has involves students in house group competition and participation.

LOST PROPERTY

Parents are asked to ensure that all items of clothing and personal belongings of their child/children are clearly labeled with the child’s name.

A storage bin for lost property is located inside sick bay in the office. Any items found around the school without identification are sent there. The items in the storage bin are displayed once a term and each class is asked to view and collect any belongings. Teachers are asked to encourage the children to check the box on a regular basis. At the end of each term this area is cleared and items of clothing in good repair are donated to our school secondhand clothing shop.

PARENT PARKING

At times, parking can become congested around the school. It is vital that parents are aware of these guidelines.

SCHOOL PARKING

There is a 5 minute “drop-off” zone in front of the Prep room / main entrance. This must be adhered to for the benefit of all. If a school visit is likely to take longer than 5 minutes please park elsewhere.

Parents are reminded of the importance of parking in the correct drop off zones when driving children to and from school. If parents are delayed and cannot collect children by 3:10 p.m. they should contact the school before 2:55 p.m. so that a message can be given to students.
Parents are able to park on the street side and on the vacant allotment opposite the church in Anne Street. The vacant land in Creek Street is *private property* and parents are not to park on this land.

**SCHOOL CROSSING POLICY**
All children and parents who cross Creek Street **MUST** use the school crossing that is provided in front of the school. Parents are reminded of the importance of setting a good example to their children in this area of road safety.

**STUDENT LUNCHES / HEALTHY FOOD /SNACK BREAKS**

There is no restriction on what the children bring to school for lunches though we teach and recommend healthy and nutritious food. In general, pack food that is easy to open and eat. We also suggest making sure that your child has a wholesome breakfast otherwise we find them feeling very hungry before recess.

Also, while our school is not nut free, we do encourage students and parent to make food choices that are considerate of those who are allergic to nuts.

**TUCKSHOP**

Tuckshop days are Mondays, Wednesdays and Fridays. A ‘brown paper bag’ system or Sticky beak Bag is used for lunch orders, and must be placed into a class tuckshop container outside the Tuckshop before school; Prep have boxes in their classrooms. Children are allowed to buy iceblocks / slushies etc directly from the tuckshop from 11.05am – 11.15am. The tuckshop does not open for the afternoon break.

**UNIFORMS**

At St John's School we are very proud of our school uniform. It is presentable and, when worn correctly, builds a sense of belonging. At our school, students are encouraged to have pride in and respect for their personal appearance.

With this in mind student needs the support of their parents. To assist parents in preparing your children’s uniform correctly, including hair, parents are encouraged to continually consult with our school Uniform Policy and Expectations on our website.

We have a commitment to each other to ensure that the uniform is worn correctly. It is also very unfair to the vast majority of children who wear the uniform correctly, to allow others not to comply.
CONTACT INFORMATION

On a yearly basis, parents are asked to update their general contact information to assist the school with communication. Parents are also asked that if their contact details change, or family situations changes, to please contact the office as soon as practical to confirm this with the school.

PARENTAL INVOLVEMENT

Parents are very welcome at St John’s School. Parents are an essential part of the education of your children and will remain the most important teachers children will ever have. P&F membership is automatic when you enrol your child at St John’s.

We will call on you for voluntary assistance on many occasions. We realise that parents are extremely busy and many have younger children. However, if you are able to help in any way, please let us know. Your participation in everyday activities will help your child to bridge the gap between home and school and build a secure and happy environment. Parents can help by:

- Visiting school and joining in the program.
- Supporting the Parents’ & Friends’ Association.
- Reading notices.
- Supporting and encouraging your child to develop a positive feeling of his/her own worth.
- Offering to share hobbies, interests or expertise you may have with children.
- School Board Membership.

PARENT VOLUNTEERS

From time to time parents or family members may volunteer their time at the school. All Volunteers will need to be inducted (read) and sign-off on our Volunteer Code of Conduct register. This only needs to be done at the first volunteer time each year. When volunteering, parents are required to sign-in at the office and wear a volunteer lanyard.

PARENTS’ & FRIENDS’ ASSOCIATION

Our P&F is an integral part of our school and provides a formal structure for parents and others interested in the welfare of our students, to plan and organise activities for the benefit of the school. In particular, our Parents' & Friends' Associations participates in our school by:

- providing a medium of support, information and involvement of parents/carers in their children's education and the school community
- developing collaboration between parents/carers and school staff
- promoting the principles and ethos of Catholic Education
- fostering a distinctive Christian environment in the school
- providing a medium for parents/carers to participate at Diocesan, State and National levels

While other groups are active within the life of our school, it is the Parents & Friends Association which represents the interests of the whole parent body at our school.

Our Parents’ and Friends’ meetings are friendly, social and of no longer than one and a half hours in duration. They are informative, and a great means for parents to learn more about the school,
and to be involved in shaping our future. We meet monthly on a Thursday from 1.30 to 2.55 p.m. and we would love to have you join us. All meeting dates are advertised in school newsletters and on our website.

SCHOOL BOARD
The St John’s School Board is a school community body which supports the Principal. Responsibilities include:

- the ongoing development of the Catholic ethos of the school
- being consulted in relation to the appointment of a principal
- supporting staff, especially the principal, who will have the day to day responsibility for maintaining and promoting the Catholic ethos of the school
- overseeing the prudent financial management of the school, particularly with a view to ensuring access to quality education for future generations, and including planning for the provision of future facilities
- providing advice to the principal on any matters referred to it by the principal
- developing policies on matters referred to it by the principal

Elections for Board members are normally held in October/November of each year and the opportunity for participation in a Community Education Program is offered to all interested persons prior to that meeting.

Members of the Board consist of Parish, School staff and Parent members.

STUDENT ALLERGIES AND HEALTH ISSUES

There are a number of students who have allergies and allergic reactions to different items/substances. If a child does have any allergy, health issues such as asthma, or any other medical condition it is the parent’s responsibility to provide the most up-to-date medical information to the school so that the appropriate control measures can be put in place. Failure to provide such information puts the health and safety of your child at risk.

EMERGENCIES – ILLNESS/INCIDENTS/ACCIDENTS

At the time of enrolment, parents are asked to indicate what steps they would like taken in the event of emergency, illness or accident.

Children with severe medical conditions must arrange for a doctor approved Emergency Action Plan to be provided to the school. Please notify the office as soon as possible if there are any changes to these records.

If children are sick or injured, the school will contact parents and inform them of incidents. If a student’s health is of concern, parent will be called to collect their child from school.
INFECTIONIOUS DISEASES / EXCLUSION PERIODS

The school complies with Queensland Department of Health regulations in this regard. These regulations are able to be found on the Queensland Health website - http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf. If any doubt arises as to the interpretation of regulations it is the written advice of a registered medical practitioner which is accepted, by the school, as the final arbiter. See Appendix 2 also.

HAZARD REPORTING

Please report all safety hazards, near misses or incidents to the school administration as soon as they arise. If you are involved in any incident on the way to or from school, please report this to the school office also.

HEADLICE

The incidence of headlice can be contained provided every parent accepts the responsibility for checking and treating their children. It is no disgrace to contract headlice, but it is unwise to neglect proper treatment. For further information go to http://education.qld.gov.au/schools/healthy/wellbeing-guidelines/head-lice.html

MEDICATION

In order to comply with government regulations we are required to following procedures for administering any medicines to students during the school day.

The use of medication in Queensland Schools is strictly controlled. For safety, medication should be given during school hours only when this is absolutely unavoidable and be brought along in the original container.

The general provisions about giving medication at school are:

- ALL medication to be handed in at the office to the First Aide Officer (Judy McNichol) with accompanying school medication form who will record the owner and details.
- ALL medication is to be presented in the original packaging and secure clear lock-seal bag.
- Non-prescribed medication, such as aspirin or cough mixtures cannot be administered by school staff unless labelled with instructions for your child, by a pharmacist. NO PAIN KILLERS (Panadol, Aspirin etc) can be kept in children’s bags.
- Parents or guardians seeking to have prescribed medication administered at school must complete paperwork in the office.
- Any prescribed medication which is to be given at school must have the full instructions printed by the chemist on the label of the medication. The instruction must indicate the specific times when medication is to be given as well as the quantity to be given.
• In the case of Asthma medications, an Asthma form needs to be completed and the medication kept in the office for use as necessary. The asthma medication must have the full instructions printed by the chemist on the label of the medication.
• Cough lollies/nasal decongestion lollies are to be recorded by the teacher.

If you have any questions about giving medicine to students at school or while on school activities, please see the Principal.

Schools are not permitted under the Poisons Regulations to stock any over the counter medicines such as Panadol. Medication can only be administered in the manner outlined above. At no time, should any medication provided for one student be administered to another student. Students are warned that sharing medication is not tolerated. The medication is to be kept by the school secretary and not by the student.

Parents must keep the school informed of any serious medical conditions.

**SUN SAFETY**

Our school is a SunSmart school and as such requires students to abide by clear guidelines for sun safety. In accordance with the Sun Safety Policy and registration to Cancer Council Australia’s national SunSmart Schools program, all children are to wear the school wide brim hat for all activities and movement outside of classrooms. Children will be withdrawn from activities and play if they are not wearing the school hat. A written note to the classroom teacher must accompany any alternative hat being used. In accordance with WHS and combating head lice, no child will be able to share hats, use hats from lost property or use “spare” hats.

**STUDENTS**

**ICT CODE OF PRACTICE**

The use of Information Communication Technologies (ICT) within schools should be safe, responsible, legal, appropriate and for educational purposes. An ICT Code of Practice exists to all students in Catholic schools across the Diocese of Rockhampton and applies to the use of all school related ICT for educational purposes, whether provided by the school or the student. Both students and parents/guardians must read and sign this ICT Code of Practice. This is updated annually.

**PASTORAL SUPPORT**

Students at St John’s School have the availability of a trained Centacare counselor. For services to be provided, it is a requirement that a referral is received through the principal. The counsellor is not permitted to undertake any counselling sessions with students until the appropriate referral is received.
As school counsellors are bound by confidentiality, it is vital that the confidentiality of the child is also considered. As an understanding and background to the student is paramount in counselling children, the school counsellor will not commence therapy until contact with the parent/care giver has occurred.

Sessions are for approximately 30 minutes. Bearing this in mind and the number of students that can be seen each counselling day, there may be waiting list at the school.

Permission forms are available through the office.

**STUDENT LEADERSHIP**

St John’s School encourages all students to be leaders within the school community. All Year Six students are recognised as school leaders and all Year Six students are presented with Leadership Badges at the beginning of the year.

Students can also be elected to the following positions of leadership:

- Class Captains: Years One to Six
- Sports House Captains: 1 male, 1 female for each of the two houses from the Year Six cohort
- School Captains: 1 male, 1 female from the Year Six cohort

**THE STUDENT COUNCIL**

St John’s School has an elected Student Council which meets regularly. The Council is made up of the senior students in the school (Year 6) and class captains from Year Four onwards.

As well as taking on specific projects, the Student Council is able to:

(a) offer suggestions to the Principal and/or the Parents and Friends Association
(b) survey the student population about particular matters
(c) assist in various school fundraising activities
(d) provide a formal voice for the students

The Student Council was first formed in 1989, and in its first year of operation adopted the following biblical quote as the school motto - “Love one another as I have loved you.” *(John 13:34)*

**STUDENT PROTECTION**

St John’s School, as a part of Catholic Education Diocese of Rockhampton, is committed to the implementation of student protection strategies and procedures that are intended to prevent harm to students, and to respond quickly and effectively when they suspect or are informed of any type of harm to a student caused by any person.

In any instance where you either become aware, or reasonably suspect harm to a student has occurred, or there is a risk of it occurring, you must report this as soon as possible to the principal or student protection contact.

At St John’s School, Mr. Nathaniel Rice and Mrs. Tenille Galea, are the relevant contacts. Any report that is made to the school is facilitated by these people.
Once a report is made the school will do whatever necessary to make sure the child is safe.

Further information please visit our Diocesan website.

**TOYS FROM HOME**

Children are not to bring toys from home. These are easily lost or broken, resulting in upset children and St John’s cannot accept responsibility. Presents on your child’s birthday are the exception to this rule, which can be brought for Show & Tell, however they will remain with the teacher while not being “shared” and not taken out for play.

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**CONCLUSION**

We are very proud of our school and of the opportunities offered by our school for the benefit of our students and their families.

Thank you for considering St John’s for your child’s education. We look forward to working with you to provide the best opportunities for our students to reach their personal best.

We hope that this handbook has been useful and provided you with the information you need regarding school routines, processes and expectations.

Should you have any questions as a result of reading this handbook please feel free to contact the school.
PREAMBLE:

At St John’s School, teachers have the right to teach and students have the right to learn in a safe environment. One of the most valuable life lessons a student can learn is to take responsibility for his/her words and actions. We believe in a behavioural support plan, based on a model of self-discipline, respect, forgiveness and restorative justice.

We expect our students to behave in a way which is appropriate for their age and stage of development, and their ability to respond to situations in an acceptable way.

Teachers are expected to reflect our school rules by implementing clear goals and expectations in their classrooms. These clear expectations will allow students to work in an appropriate and safe way. Teachers will use redirections and other positive strategies to maintain the appropriate behaviour of students during classroom learning time.

The school’s 5 step behaviour management program will be enforced as follows...

5 STEP BEHAVIOUR MANAGEMENT PROGRAM

1. Verbal warning
2. Name on the board
3. 5 minutes withdrawal (in the classroom)
4. Partner classroom (with reflection sheet) and completed sheet sent home to be signed

NOTE: After 3 partner classroom visits, contact parents for a formal interview

5. Principal contacted if behaviour issues continue (or APRE/APC if Principal is unavailable)
   Mon  = APC class
   Tues = APRE office
   Wed  = APC office
   Thurs= APC office
   Fri  = APRE class

EXCEPTIONS – severe verbal language, gestures and physical contact (hitting, biting...) – directly to the Principal
## APPENDIX 2

### Time Out

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of Case (person with infection)</th>
<th>Exclusion of Contacts (person exposed to the case with the infection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox (varicella)</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash first appears in unimmunised people and less in immunised people.</td>
<td>Pregnant women and anyone with an immune deficiency (e.g. leukaemia) or receiving chemotherapy or immunosuppressive therapy may require preventive immunoglobulin and/or exclusion for their own protection. Contact your local public health unit for advice. Otherwise not excluded.</td>
</tr>
<tr>
<td>Cold sores (herpes simplex)</td>
<td>Exclude young children unable to comply with good hygiene practices while sores are weeping (sores should be covered with a dressing where possible)</td>
<td>Exclude young children unable to comply with good hygiene practices while sores are weeping (sores should be covered with a dressing where possible).</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Cytomegalovirus (CMV)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea* and/or Vomiting</td>
<td>Exclude until diarrhea has been both loose bowel motions for 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria*</td>
<td>Exclude according to public health unit requirements.</td>
<td>Exclude according to public health unit requirements.</td>
</tr>
<tr>
<td>Exanthemovirus 7 (EV7)</td>
<td>Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Gardilary fever</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Haemophilus influenza type b</td>
<td>Exclude until child has received appropriate antibiotic treatment for at least 4 days. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Exclude until all blisters have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Head lice</td>
<td>Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until at least 7 days after the onset of jaundice or illness. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Human immunodeficiency virus</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influence and interference-</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>

### Footnotes
1. The definition of `contact worker` between diseases and in sometimes complex. For further advice, contact your local public health unit.
2. Diarrhoea definition is as 2 or more consecutive bowel motions that are looser and more frequent than normal or rectal child soft.
3. Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
4. Appropriate antibiotic treatment: the definition will vary between diseases. If unsure, contact your local public health unit.
5. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be notified.
6. For meningococcal infection, appropriate treatment is use of rifampicin, ceftriaxone or cefotaxime and this will meet the intent of the Public Health Act for a person to be notified.


### Public Health Units

#### Southern
- **Brisbane Southside**: 3000 9148
- **Gold Coast**: 5559 2755
- **Darling Downs**: 4651 9888
- **Logan**: 3472 5968
- **West Moreton**: 3473 3200

#### Central
- **Brisbane Northside**: 3000 9171
- **Rockhampton**: 4900 8999
- **Sunshine Coast**: 5499 6960
- **Mackay**: 4985 6811

#### Tropical
- **Cairns**: 4276 5500
- **Townsville**: 4753 3000
- **Mount Isa**: 4744 5100
<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of Case (person with infection)</th>
<th>Exclusion of Contacts (person exposed to the case)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malaria (malaria)</td>
<td>Exclude until well and has received appropriate antimalarials.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles*</td>
<td>Exclude until 2 days after onset of rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningitis (viral)</td>
<td>Exclude until child is well and has received appropriate antibiotics. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal Infection*</td>
<td>Exclude until child is well and has received appropriate antibiotics. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 4 days after onset of rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Norovirus</td>
<td>Exclude until they have not had any diarrhea or vomiting for 48 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Parovirus (rheumas) virus, A.</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Pertussis* (whooping cough)</td>
<td>Exclude until child has received 5 days of appropriate antibiotics or for 21 days from the onset of coughing. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude until child has received 5 days of appropriate antibiotics or for 21 days from the onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm/ tinea/stipes</td>
<td>Exclude until appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rota and sometimes referred to as baby melhostis</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least 4 days after onset of rash.</td>
<td>Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).</td>
</tr>
<tr>
<td>School sore (impetigo)</td>
<td>Exclude case until has received appropriate antibacterials for at least 24 hours. Sores on exposed areas must be covered with a nonadhesive dressing.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Strep throat (including scarlet fever)</td>
<td>Exclude until diaphoresis has stopped for 48 hours and two stool samples negative as per public health unit requirements.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid fever</td>
<td>Exclude until well and has received antibiotic treatment* for at least 48 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis (TB)</td>
<td>Written medical clearance is required from Queensland Tuberculosis Control Centre to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid, paratyphoid</td>
<td>Not excluded unless considered necessary by public health unit.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Sex pertussis.</td>
<td>Sex pertussis.</td>
</tr>
<tr>
<td>Wongs</td>
<td>Not excluded.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>