

St. John's
CATHOLIC PRIMARY
SCHOOL



WALKERSTON

St John's Catholic Primary School Parent Handbook 2019

"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



Catholic Education
Diocese of Rockhampton

January, 2019

Dear Parents,

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

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 260 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.

I believe when parents enrol their child into a Catholic school, they are also enrolling their family. The sense of spirit, faith and community at St John's enriches all. We strive to make a difference in the lives of the young people entrusted to our care and to their families.

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

All enquiries and questions seeking clarification are very welcome.

Kind Regards,



Nathaniel Rice
PRINCIPAL

STAFF 2019

Priest	Father Don White (Parish Administrator)
Principal	Mr Nathaniel Rice
Assistant Principal Religious Education	Mrs Tenille Galea
Assistant Principal Curriculum	Mrs Shae Holmes
Prep A Teacher	Miss Samantha De Thomasis
Teacher Assistant	Mrs Carmel Scriha
Prep B Teacher	Mrs Ashleigh Atterton
Teacher Assistant	Mrs Renee Aslette
Year 1A Teacher	Mrs Annette Marsh
Year 1B Teacher	Miss Helen Baisden
Year 2A Teacher	Miss Shae Holmes / Mrs Anna Muller
Year 2B Teacher	Mrs Natasha Freeman
Year 3A Teacher	Mrs Tenille Galea / Mrs Paula Galea
Year 4A Teacher	Mrs Tanya Hamilton / Mrs Leanne Cureton
Year 4B Teacher	Mrs Yoon Noy
Year 5A Teacher	Mrs Denise Rokic
Year 5B Teacher	Mrs Jacinta Hutchison
Year 6A Teacher	Mrs Kristine Clancy
Digital Technologies/ Music/ Drama Teacher	Mrs Kasey Maunder
Physical Education Teacher	Miss Shelley Stringer
Learning Support Teacher	Mrs Rachel Morrow
Counsellor	Mrs Ninette Nell
Teacher Assistants	Mrs Renee Aslette Mrs Rhonda Bennett Mrs Diane Blines Mrs Kylie Hinschen Mrs Carmel Scriha Mrs Rachael Springis Mrs Raelene Stevens Ms Sara Patterson Mrs Petrina Bartolo Mrs Judy McNichol Mrs Sharon Andersen Mrs Diane Blines Mrs Michelle Mugliett Mr Dean Zeller Mrs Frances Deguara
Finance Secretary	
Administration Secretary	
Technology Support	
Library Coordinator	
Groundsperson	
Tuckshop Coordinator	
Staff on leave	Mrs Ellen Grima / Mrs Clare Hansen Mrs Tracey Lamb / Mrs Amy Zarb Mrs Celeste Pastega

RIGHT RELATIONSHIPS: PARENT CODE OF CONDUCT

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

Catholic Education, Diocese of Rockhampton, has a position statement *Right Relationships: Parent Code of Conduct* that outlines a set of Guiding Principles to assist and inform parents on effective ways to engage with schools and make expectations clear to ensure all parents within a school community are fully aware of their rights and responsibilities.

It is our ongoing goal to provide an environment for right relationships to exist, where values of respect, courtesy, confidentiality, care, and compassion are shown by all members of the community and we work together to solve problems at the lowest possible level.

CATHOLIC ETHOS

CATHOLIC EDUCATION, DIOCESE OF ROCKHAMPTON

Catholic Education, Diocese of Rockhampton, has a proud tradition stretching back some 150 years and ours is a story of courage, sacrifice, struggle, vision, commitment and above all of faith and trust in God. We owe a great deal to those who have gone before us, priests, religious and parents and lay educators who worked, sometimes in difficult conditions and often against odds to provide quality Catholic education to successive generations.

For further information regarding Catholic Education, Diocesan services, policies etc. please visit their website - <http://www.rok.catholic.edu.au/>

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
CATHOLIC PRIMARY SCHOOL
WALKERSTON

Vision Statement

"To be a community of faith who strive for love, honesty, thankfulness and excellence through teaching and learning."

Mission Statement

Inspired by the Sisters of Mercy:
At St John's Catholic Primary 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 our virtues, and the gifts and talents God has given us.

Catholic Education
Diocese of Rockhampton

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

ST JOHN'S SCHOOL EMBLEM



The St John's School emblem features a shield divided into three sections. These sections represent the triad of influences that underpin the education at our school:

- academic,
- sporting/cultural, and
- spiritual

OUR MOTTO

The bottom of the emblem features our school motto, taken from the Gospel of St John:
"Love one another as I have loved you".

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.

OUR PATRON – ST JOHN

St John was the son of Zebedee and brother of St James the Greater. He was an Apostle and evangelist, being the author of the Fourth Gospel. In his Gospel he refers to himself as “the disciple whom Jesus loved.” The spirit of love permeates all the writings of St John. St Jerome tells us that when he was an old man the single theme of his preaching was: “My little children, love one another.” When the faithful asked him why he did not preach on something else he replied that this was the Lord’s commandment and that if this is fulfilled it is sufficient. He died peacefully in Ephesus about the year AD 100.

FAITH LIFE

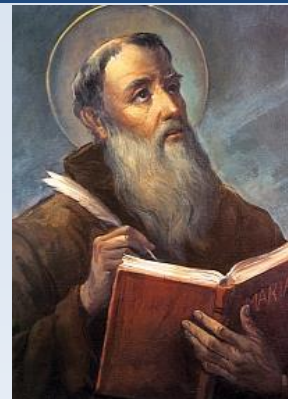
St John’s School has a strong commitment to witnessing and practicing our faith. There are many opportunities for the community to gather and celebrate, pray and reflect.

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.

ST JOHN’S SCHOOL PRAYER

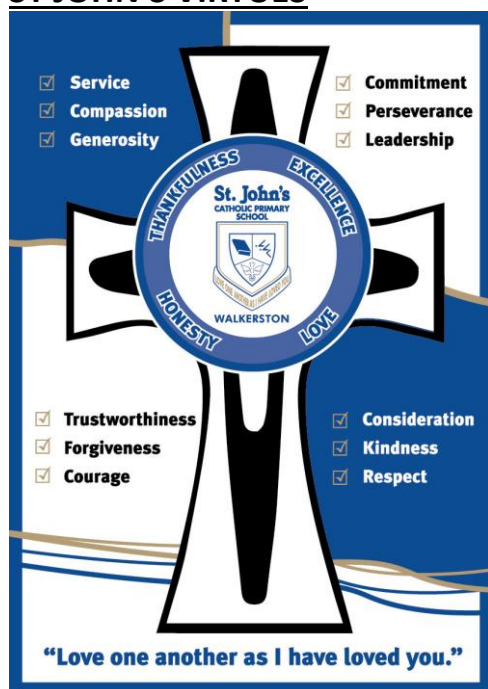


**God our Father, bless the
community of St John’s:
students, staff, parents
and friends.**

**Help us to grow in strength
as Christians and be a good
example to all.**

**Encircle us with your loving
care. May we grow in faith,
and may
Jesus’ commandment of
love, to:
‘Love one another as I
have loved you’,
become deeper in our
daily lives.
Amen**

ST JOHN'S VIRTUES



Inspired by our founders, the Sisters of Mercy, St John's accepts four virtues that reflect this Mercy character – Love, Honesty, Thankfulness, Excellence.

Virtues are the very meaning and purpose of our lives, the content of our character and the truest expression of our self. Students are exposed to these Virtues in many ways:

- Classroom lessons;
- During times of prayer;
- House Spirit days;
- Discussions about behaviour and how we treat one another.

SACRAMENTS

Sacraments of Reconciliation, Confirmation and Eucharist are administered by the St John's Parish Office. For further

information, please contact the parish office on 4959 2241, via Facebook or email 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 Australian Curriculum, teachers structure student learning to help all 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.

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 – HASS (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 areas, integrated units are formed with sequential and engaging learning activities to create life-like situations for reflective and self-directed learners.

ASSESSMENT 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 regarding academic progress.

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
- Report Cards – end of Semester 1 & 2 (Prep – 6)
- NAPLAN reports (Years 3 & 5) – received September

BOOKS LISTS, STATIONARY 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 and review book lists yearly.

As a service to parents, the school uses Mackay School Supplies to supply booklist requirements, at a cost similar to that from retail outlets. Orders are taken in September/ October for collection in December.

EXCURSIONS

At times during the year, tours of educational interest maybe 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.



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-based rugby league, school-based netball, Primary School representative sport, Pioneer Valley sport (Netball Yrs 3/4 & 5/6; Friday sport)
- Religious: participation as an altar server at weekend mass, sacramental preparation, Catholic Education Week celebrations.
- Cultural: Mackay Eisteddfod – verse speaking, choir; choral festival; Rock Pop Mime (2019)
- Academic: McDonald’s Maths, Pioneer Valley public speaking, Pioneer Valley Mathematics competition, Pioneer Valley Trivia competition.

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.

- Prep and Year 1 up to 1 hour per week
- Years 2 and 3 up to 1.5 hours per week
- Years 4 and 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 progress – academically, socially, emotionally – please speak with their classroom teacher in the first instance.

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 3 mobile labs—2 laptop trolleys, 1 Chromebook trolley which is accessed by Years 5 and 6, 1 iPad trolley. Years 2–4 have chromebook charging stations with 10 available in each classroom. The iPad Trolley is accessed by all classes who are able to borrow and use in classrooms. There are interactive data projectors in each classroom.

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 overdue items at home and return it as soon as possible. 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)

From 2017 Prep is a compulsory full-time year of school. Our Prep teachers implement a play-based curriculum helping the children to:

- 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 enrolment 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:

Child's Birthdate	Eligible for Prep in
1/7/2014 – 30/6/2015	2020
1/7/2015 – 30/6/2016	2021
1/7/2016 – 30/6/2017	2022
1/7/2017 – 30/6/2018	2023
1/7/2018 – 30/6/2019	2024
1/7/2019 – 30/6/2020	2025

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 and kindy/day care provider, 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, and 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 and Music, Drama and Digital Technologies lessons, taught by Mrs Kasey Maunder. These lessons occur on either a Thursday or Friday and go for 45 minutes each. Students are to wear their sports uniform on their HPE day.

ADMINISTRATION

BANKING

Student banking is conducted weekly on a Monday and 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 redirection or other minor consequences e.g. lunch detentions etc. 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@gcec.qld.catholic.edu.au

COMMUNICATION

The key to all good relationships between people is clear 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 released during the first week of every term and every even week thereafter on fortnightly basis. It is sent home on a Monday. This is distributed via email or 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://www.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.

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 your details change throughout the year, please contact the office to update your information.

PARENT LOUNGE

An addition to our school database, TASS, is a parent portal called Parent Lounge. This service suite allows parents to update contact information, book scheduled Parent/Teacher Interviews and is the portal where student semester reports are uploaded. If you need assistance with accessing this page, please contact the school office.

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.

For general emails or to contact the principal, please use the school email sjwa@rok.catholic.edu.au.

FACEBOOK

The school has a Facebook page that exists for the purposes of communication to parents and for communication. This page is managed by the school and is updated regularly.

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 June 30 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. This information will be recorded and kept on file.
2. In June/July of the preceding Prep year, parents who have placed their name with the school and signaled interest in enrolling their child will be contacted by the school to arrange an enrolment interview.
3. Parents are sent enrolment paperwork (if not already completed) which is to be returned to the school by prior to the enrolment interview. 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 in September following the interviews
6. Parent information sessions and orientation day for students/parents 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 the Diocesan Enrolment Policy.

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 years 1 to 6 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 two main sources – Government funding and parent contributions through school fees.

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 on a student needs basis.

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. School fees are broken into two main areas – tuition fees and levies.

- a) Tuition Fees, a percentage of which is kept by our school. Means tested and eligible concession cards can reduce this amount by 70%.
- b) Levies, which include: an all Purpose Levy; Parents' & Friends' Levies: State and School; Technology Levy; School Building Fund;

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 – 2019 (PRIMARY)

2019 Tuition Fee Schedule **Tuition Fee Per Student**

Students in Catholic Schools	One	Two	Three	Four or More
Discount Percentage	0.0%	12.5%	35.0%	50%
PRIMARY - per week	\$31.25	\$27.35	\$20.31	\$15.63
PRIMARY - per term	\$312.50	\$273.50	\$203.10	\$156.30
PRIMARY - per year	\$1250.00	\$1093.80	\$812.50	\$625.00

SCHOOL ACCOUNTS

Accounts for term fees are sent out to parents in week 2 of each term and are payable within 14 days. 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 Diocesan 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 \$350 per family was introduced. Each family will be charged a building levy of \$90 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 \$100.00 per student (1 student family) up to a maximum of \$200.00 per family (2 or more student families) 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. This Levy is \$200.00 per child in 2018 and billed in term installments of \$50.00.

The Grounds Levy represents contribution to the cost of the employment of our groundsperson and grounds maintenance and repair. This Levy is \$105 per family in 2018, usually billed as \$26.25 per term.

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 (term 4): approximately \$60 - \$70 per child
- Cultural presentations: between \$5 and \$10 per child [depending of company costs]
- Dance Fever (term 3): approx. \$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 [e.g. 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, which is \$6 per child per year.

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

It is acknowledged that during the course of your child's school years, at times, there may be a complaint/concern that you wish to raise about their child's education. St John's is committed to ensuring that all grievances are addressed in a fair and equitable manner and the following procedures will guide parents in addressing grievances as quickly as possible.

Catholic Education, Diocese of Rockhampton, has a position statement *Right Relationships: Parent Grievance Procedures and Guidelines* that outlines a set of General Principles to assist and inform parents on effective ways to engage with schools should a grievance exist and make clear expectations to ensure all parents within a school community are fully aware of their rights and responsibilities.

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.

Most complaints are best resolved promptly at the local level. In schools, the classroom or subject teacher is often the best person to handle routine concerns about matters within their classroom and/ or area of responsibility. **Some** complaints will need the involvement of a member of the Leadership Team or the Principal. As issues are clarified, a complaint may be handed to another suitable person (for example, a teacher).

Who	What For...(Examples)
Classroom Teacher	Student learning matters, class discipline, friendship issues, homework, issues outside of school that may impact on learning, etc...
Member of the School Leadership Team	Continuation of issues raised with classroom teacher; school wide matters (traffic, school policies and procedures, etc), grievances with other parents, etc
Principal	Continuation of unresolved issues; student protection concerns, serious breaches of the Parent Code of Conduct, etc
Catholic Education Office	Continuation of unresolved issues

Additionally, the Diocesan Grievance Policy can be found at <http://www.rok.catholic.edu.au>.

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 their website <http://www.rok.catholic.edu.au/>.

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.

Information relating to the School Board can be found in the *Community* section.

PARENT USE OF SOCIAL MEDIA

Social media has become a common way for people to communicate. By definition, “Social media” means websites and applications and any other service or device which enable a user to create and share content or to participate in social networking. This includes, but is not limited to, Facebook, LinkedIn, Instagram, Snapchat, Pinterest, Omegle, Twitter, blogs, forums, discussion boards, chat rooms, Wikis and YouTube.

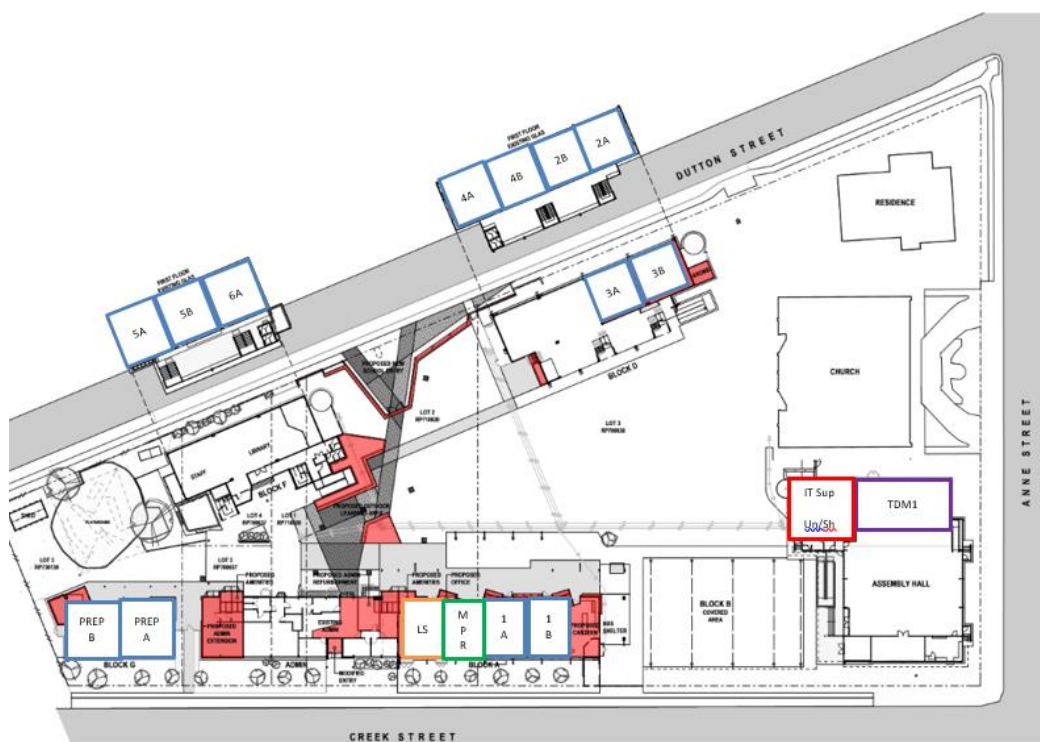
It is important, therefore, that parents are aware of their responsibility to contribution thoughtfully, sensitively and with school guidelines in mind.

At enrolment, and various times during a student’s enrolment, parents are asked to indicate and update their *Media Consent* permissions for their child(ren). This includes, but is not limited to, the taking and use of their child(ren’s) photograph, video, sound or likeness. Parents are reminded to exercise caution at school events to consider the students included in photos/videos and the like and if these images are published – it is ill-advised to presume that a parent gives consent for photos/videos to be take and or published in any way.

As a school, our communication with the community is first rate. We are a very open community and will gladly answer any questions or provide additional information, where possible, to parents at any time. As such, it is important for parents or members of the community to exercise when it comes to association with unofficial school communication forums using social media as this could, at times, be in conflict to school messages.

As a guide, parents are asked to reflect online behaviour at all times that demonstrate a Christ-centered respect for the dignity of each person and consider Student Protection protocols and policies of Catholic Education Diocese of Rockhampton.

SCHOOL MAP



DAILY ROUTINE

ABSENCES /SMS NOTIFICATION TO PARENTS

Children should not 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 on the day of absence is all that is necessary. This assists the school with the government regulations for unexplained absences.

If for any reason parents or carers do not make contact with the school regarding a student's absence, the school will issue an SMS to alert parents of their child(rens) unexplained absence.

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

Students who have consistent patterns of non-attendance for explained or unexplained reasons will be asked to provide further context around these ongoing absences.

ARRIVALS/DEPARTURES ARRANGEMENTS

Students do not have permission to leave the grounds between arrival at school in the morning and departure in the afternoon unless a parent or nominated guardian signs the child out at the administration office.

If a student arrives after the second bell at 8:35 a.m. parents must sign them in the office. If a student is leaving early a parent must sign them out through the front office.

ASSEMBLIES

Prep – Year 6 assemble each Monday morning at 8.35 a.m. in the hall. Assemblies are led by our School Leaders. Assembly includes anthem, school prayer, messages, awards, birthdays and mission statement.

At the final assembly of each term St John's Virtue Awards are given by teachers to students from their class who have demonstrated the term Virtue in their daily life. There are no other awards at this assembly.

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 Block D. For safety, bikes and scooters **must** be walked when in the school grounds.

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 child(ren) regularly arriving before that time, a request must be made to the principal in writing, as your child(ren) will be unsupervised at this time.

Morning Duty is from 8.15 – 8.30 a.m. and one 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. Students should not wait outside of classrooms at any time. At 8.30 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 8:35 a.m. Students arriving after this must be signed in at the office.

AFTER SCHOOL

Parents and children are to move off school grounds promptly. Teacher supervision commences at 2:55 p.m. and concludes at 3:15 p.m. or when the last bus leaves. Supervision is **only** offered at the bus shelter area. 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 students travelling by bus 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 do so at the bus shelter area. This is the only supervised area after school.
- 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 p.m. or the last bus will be moved to the foyer of the office.
- Students remaining after school for extra curricula activities must wait quietly (no handball or games) until the supervising teacher/adult arrives.
- Siblings of those attending training are encouraged to be collected, supervised by their parents or travel home. They are not to remain at school unsupervised or expected to be supervised by another parent or the instructing teacher.

CALENDAR

A paper calendar is sent home at the beginning of each term outlining planned events and important dates. The newsletter is also an important place where more up-to-date calendar items are placed. 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

TIME	ROUTINE
8:15 a.m.	Morning duty / Supervision commences Students are allowed to play handball in the MPA area (not on verandas, playground or grassed areas). If they are not in the MPA they are in classrooms preparing for the day. Bags need to be unpacked and taken to classrooms before playing. Warning bell
8:30 a.m.	Move to rooms or assembly / toilet / drinks ALL tuckshop orders in – Monday / Wednesday / Friday Instruction bell
8.35 a.m.	All class satchels to office with completed bus roll, any notes or money
8:35 - 8:55 a.m.	Assembly – Friday mornings (NO assembly when there is 9 a.m. school mass)
10.50 a.m.	Bell –Lunch, all students eat under the Upper GLA. Prep eats at Prep Term 1.
11:05 a.m.	Bell – Play. Students can purchase items from the tuckshop i.e. ice blocks etc.
11:25 a.m.	Warning bell – move to rooms / toilet / drinks
11:30 a.m.	Bell – Class Middle Session
1:00 p.m.	Bell – Afternoon tea break (10mins eating/10mins play)
1:23 p.m.	Warning bell – move to rooms / toilet / drinks
1:25 p.m.	Bell – Class Afternoon Session
2.55 p.m.	End of Day & bus duty All students and families depart school grounds. Any remaining students are to be brought to the office for supervision/contacting of parents.
3:15 p.m.	Staff meeting – Tuesday

DATES FOR 2019 SCHOOL YEAR

Term 1	29/01/2019 to 05/04/2019 – 10 weeks
Term 2	23/04/2019 to 28/06/2019 – 10 weeks
Term 3	15/07/2019 to 20/09/2019 – 10 weeks
Term 4	08/10/2019 to 06/12/2019 – 9 weeks

PUPIL FREE DAYS

Term 1	Bishop's Inservice Day 15/02/2019
Term 4	Monday 21/10/2019

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.

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 11.05 a.m. – 11.15 a.m. 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.

COMMUNITY

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. Address and Phone details can also be amended on the Parent Lounge site.

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 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 need to 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. 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

Appointments for new 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.

WHS

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.

INFECTIOUS 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 is to be handed in at the office.
- 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.

MOBILE PHONES

At times, parents may allow their child to bring with them to school a mobile for. This could be for the child’s safety if travelling by bus, bike or if walking to school. In any instance and for any reason it is asked that parents alert the school to this by sending a letter to the principal and for the child to hand the phone to their classroom teacher so it can be safely stored; they can be collected at dismissal.

PASTORAL SUPPORT

Students at St John’s School have the availability of a school counsellor, Mrs Ninette Nell. 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:

- offer suggestions to the Principal and/or the Parents and Friends Association
- survey the student population about particular matters
- assist in various school fundraising activities
- 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

We ask that children do not bring toys from home to school, including trading cards or other 'collector' type items. They can be easily lost or broken, resulting in upset children. The school will not accept responsibility for any damage caused to these items. 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.

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 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.

Kind Regards,

A handwritten signature in dark ink, appearing to read 'Nath', is written over a horizontal line.

Nathaniel Rice
PRINCIPAL

APPENDICES

APPENDIX 1

ST JOHN'S – WALKERSTON BEHAVIOUR MANAGEMENT

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



Queensland Government

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children.

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the *Public Health Act 2005*.

Condition	Exclusion of Case (person with infection)	Exclusion of Contacts ¹ (person exposed to the case with the infection)
Chickenpox (varicella)	Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised people and less in immunised people.	Pregnant women and anyone with an immune deficiency (eg. leukaemia) or receiving chemotherapy or immunosuppressive therapy may require preventive immunoglobulin and/or exclusion for their own protection. Contact local public health unit for advice. Otherwise not excluded.
Cold sores (herpes simplex)	Exclude young children unable to comply with good hygiene practices while sores are weeping (sores should be covered with a dressing where possible).	Exclude young children unable to comply with good hygiene practices while sores are weeping (sores should be covered with a dressing where possible).
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.	Not excluded.
Cytomegalovirus (CMV)	Exclusion not necessary.	Not excluded.
Diarrhoea ² and/or Vomiting (including amoebiasis, campylobacter, cryptosporidium, giardia, rotavirus, salmonella and viral gastroenteritis, but not norovirus or shigella – see separate section)	Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than 2 cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.	Not excluded.
Diphtheria ³	Exclude according to public health unit requirements.	Exclude according to public health unit requirements.
Enterovirus 71 (EV71) Neurological Disease	Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.	Not excluded.
Glandular fever (Epstein Barr virus (EBV), mononucleosis)	Exclusion not necessary.	Not excluded.
<i>Haemophilus</i> <i>influenzae</i> type b (Hib)	Exclude until child has received appropriate antibiotic treatment ⁴ 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 ⁵ .	Not excluded.
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded.
Head lice	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).	Not excluded.
Hepatitis A ³	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 ⁵ .	Not excluded.
Hepatitis B	Exclusion not necessary.	Not excluded.
Hepatitis C	Exclusion not necessary.	Not excluded.
Human immunodeficiency virus (HIV/AIDS)	Exclusion not necessary.	Not excluded.
Influenza and influenza- like illness	Exclude until well.	Not excluded.

Footnotes

- The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local public health unit.
- Diarrhoea: the definition is 2 or more consecutive bowel motions that are looser and more frequent than normal or escapes a child's nappy.
- Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
- Appropriate antibiotic treatment: the definition will vary between diseases. If unsure, contact your local public health unit.
- Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be not infectious.
- For meningococcal infection, appropriate treatment is the use of rifampicin, ciprofloxacin or ceftriaxone and this will meet the intent of the Public Health Act for a person to be not infectious.

For additional information please refer to the NHMRC publication *"Staying Healthy in Child Care"* at <http://www.nhmrc.gov.au/publications/index.htm> or the Queensland Health website at <http://access.health.qld.gov.au/hid/> for fact sheets about various communicable diseases.

See www.health.qld.gov.au/immunisation for an electronic copy of this poster.

For further advice and information on any of these conditions contact your nearest public health unit.

public health units

Southern

Brisbane Southside	3000 9148
Gold Coast	5509 7222
Darling Downs	4631 9888
Logan	3412 2989
West Moreton	3413 1200

Central

Brisbane Northside	3624 1111
Rockhampton	4920 6989
Sunshine Coast	5409 6600
Moreton Bay	3142 1800
Hervey Bay	4184 1800

Tropical

Cairns	4226 5501
Townsville	4753 9000
Mackay	4885 6611
Mount Isa	4744 9100

October 2010

Time Out



Condition	Exclusion of Case (person with infection)	Exclusion of Contacts ¹ (person exposed to the case with the infection)
Measles ³	Exclude until at least 4 days since the onset of rash. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious ⁵ .	Immunised and immune contacts not excluded. Exclude unimmunised contacts of a case until 14 days after the first day of appearance of rash in the last case, unless they are immunised within 72 hours, or receive an immunoglobulin injection within 7 days, of first contact during the infectious period with the first case. Exclude all immunocompromised children and staff until 14 days after the first day of appearance of rash in the last case.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics. ⁴	Not excluded.
Meningitis (viral)	Exclude until well.	Not excluded.
Meningococcal infection ³	Exclude until child is well and has received appropriate antibiotics. ⁴ Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious ⁵ .	Not excluded.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for 9 days after onset of swelling.	Not excluded.
Norovirus	Exclude until they have not had any diarrhoea or vomiting for 48 hours.	Not excluded.
Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)	Exclusion not necessary.	Not excluded (pregnant women should consult their medical practitioner).
Pertussis ³ (whooping cough)	Exclude until child has received 5 days of appropriate antibiotics ⁴ 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 ⁵ .	Exclude from childcare settings children who have received less than 3 pertussis vaccinations who are in the same household or same childcare room as case until completed 5 days appropriate antibiotics. If no antibiotics, exclude 14 days from last exposure to infectious case. Staff who have not had a pertussis booster in last 10 years who are in same childcare room as case and do not commence appropriate antibiotics; exclude 14 days from last exposure to infectious case Note: where contact in childcare room with case is <12 months and had less than 3 pertussis vaccinations it is recommended <i>all</i> staff and children in the room receive appropriate antibiotics <i>regardless</i> of vaccination status.
Poliomyelitis ³	Exclude for at least 14 days from 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 ⁵ .	Not excluded unless considered necessary by public health unit.
Ringworm/tinea/scabies	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Roseola (sometimes referred to as 'baby measles')	Exclusion not necessary.	Not excluded.
Rubella (German measles) ³	Exclude until fully recovered or for at least 4 days after the onset of rash.	Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).
School sores (impetigo)	Exclude case until has received appropriate antibiotics for at least 24 hours. Sores on exposed areas must be covered with a watertight dressing.	Not excluded.
Shigella	Exclude until diarrhoea has stopped for 48 hours and two stool samples negative, as per public health unit requirements.	Exclude until two stool samples negative as per public health unit requirements.
Streptococcal sore throat (including scarlet fever)	Exclude until well and has received antibiotic treatment ⁴ for at least 24 hours.	Not excluded.
Thrush (candidiasis)	Exclusion not necessary.	Not excluded.
Tuberculosis (TB) ³	Written medical clearance is required from Queensland Tuberculosis Control Centre to return to child care/school, confirming child is not infectious.	Not excluded.
Typhoid ³ , paratyphoid	Exclude from child care/school/food handling and health care workplaces until there is written medical clearance from doctor or public health unit confirming child is not infectious and has met public health unit requirements.	Not excluded unless considered necessary by public health unit.
Whooping cough	See pertussis	See pertussis
Worms	Exclude if loose bowel motions present.	Not excluded.

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children. This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the Public Health Act 2005.

Footnotes

- The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local public health unit.
- Diarrhoea: the definition is 2 or more consecutive bowel motions that are looser and more frequent than normal or escapes a child's nappy.
- Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
- Appropriate antibiotic treatment: the definition will vary between diseases. If unsure, contact your local public health unit.
- Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be not infectious.
- For meningococcal infection, appropriate treatment is the use of rifampicin, ciprofloxacin or ceftriaxone and this will meet the intent of the Public Health Act for a person to be not infectious.

For additional information please refer to the NHMRC publication "Staying Healthy in Child Care" at <http://www.nhmrc.gov.au/publications/index.htm> or the Queensland Health website at <http://access.health.qld.gov.au/hid/> for fact sheets about various communicable diseases.

See www.health.qld.gov.au/immunisation for an electronic copy of this poster.

For further advice and information on any of these conditions contact your nearest public health unit.

public health units

Southern	
Brisbane Southside	3000 9148
Gold Coast	5509 7222
Darling Downs	4631 9888
Logan	3412 2989
West Moreton	3413 1200
Central	
Brisbane Northside	3624 1111
Rockhampton	4920 6989
Sunshine Coast	5409 6600
Moreton Bay	3142 1800
Hervey Bay	4184 1800
Tropical	
Cairns	4226 5501
Townsville	4753 9000
Mackay	4885 6611
Mount Isa	4744 9100

October 2010