

St. John's
CATHOLIC PRIMARY
SCHOOL



WALKERSTON

St John's Catholic Primary School Parent Handbook 2021

"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

February 2021

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 295 students. We are proud of our newly refurbished 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

Priest	Father Alex (Parish Administrator)	
Principal	Mr Nathaniel Rice	
Assistant Principal Religious Education	Mrs Tenille Galea	
Assistant Principal Curriculum	Mrs Shae Saunders	
Prep A Teacher	Mrs Shae Saunders / Mrs Amy Zarb	
Teacher Assistant	Mrs Renee Aslette	
Prep B Teacher	Mrs Natasha Freeman	
Teacher Assistant	Mrs Carmel Scriha	
Year 1A Teacher	Mrs Annette Marsh	
Year 1B Teacher	Miss Helen Baisden	
Year 2A Teachers	Miss Jordan Muscat	
Year 2B Teacher	Mrs Gayle Frank	
Year 3A Teachers	Mrs Melissa Morrison	
Year 3B Teacher	Miss Tegan Cook	
Year 4A Teachers	Mrs Leanne Cureton / Mrs Paula Galea	
Year 5A Teacher	Miss Bridie Beatson	
Year 5B Teacher	Mrs Hayley Kaddatz	
Year 6A Teacher	Mrs Yoon Noy	
Year 6B Teacher	Miss Emma Anderson	
Digital Technologies/ Arts Teacher	Mrs Kasey Maunder (Tues/Wed)	
Physical Education Teacher	Mrs Tenille Galea (Tues/Wed)	
Mental Health & Well-being specialist	Mrs Tenille Galea / Mrs Tracey Lamb (Thursday)	
Learning Support Teacher	Mrs Rachel Morrow	
Prep to Year 2 Literacy Teacher	Mrs Tanya Hamilton	
Counsellor	Ms Wendy Parker	
Teacher Assistants	Mrs Renee Aslette	Miss Emma Nowland
	Mrs Petrina Bartolo	Mrs Sara Patterson
	Mrs Rhonda Bennett	Mrs Kelly Ross
	Mrs Diane Blines	Mrs Carmel Scriha
	Mrs Kylie Hinschen	Mrs Rachael Springis
	Mrs Brooke Marlow	Mrs Raelene Stevens
Office Administration/Finance	Mrs Judy McNichol / Mrs Michelle Fry	
Office Administration	Mrs Sharon Andersen	
Technology Support	Mrs Diane Blines	
Library Coordinator	Mrs Michelle Mugliett	
Groundsperson	Mr Dean Zeller	
Tuckshop Coordinator	Mrs Frances Deguara	

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.

Source: <https://www.rok.catholic.edu.au/parents-community/parents-community-overview/>

CATHOLIC ETHOS

CATHOLIC EDUCATION, DIOCESE OF ROCKHAMPTON

Catholic Education, Diocese of Rockhampton, has a proud tradition stretching back some 150 years. 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 - <https://www.rok.catholic.edu.au/>

VISION AND MISSION

At St John's, 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
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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

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. Parents and parish members 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 11.25 a.m. each day. Our school prayer (right) is also a source of reflection and inspiration to all.

ST JOHN’S VIRTUES / MAKING JESUS REAL

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.

ST JOHN’S SCHOOL EMBLEM

St. John’s
CATHOLIC PRIMARY
SCHOOL



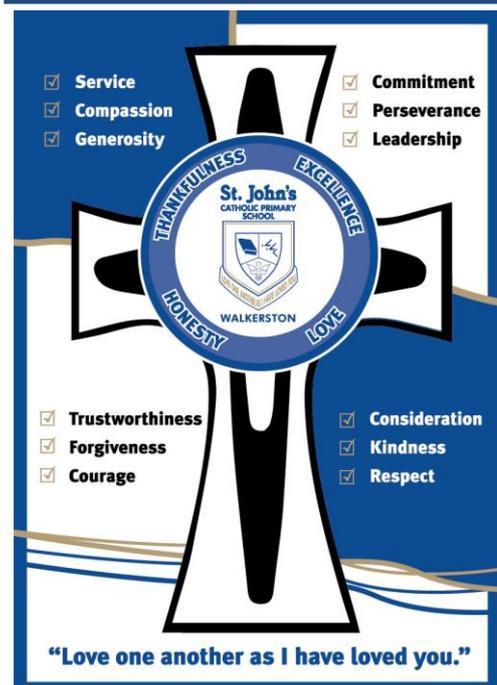
WALKERSTON

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”.



Through the model of our Virtues, we are working to embed the philosophy and framework “Making Jesus Real” (or MJR). We use these two things in tandem to bring the Catholic faith to life for students by showing them how to live it every day. MJR aims to give students the tools they need to feel the *Spirit of Jesus* each day and find the *God Moments* that are always happening around them.

To assist us with this alignment to our Virtues, MJR is embedded into our Virtue language and in aspects of the Curriculum.

Our connection between the Virtues and MJR is simply:

- Love – I make Jesus real!
- Honesty – Jesus lives through me each day!
- Excellence – I believe in myself!
- Thankfulness – I have an attitude for gratitude!



SACRAMENTS

Sacraments of Reconciliation, Confirmation and Eucharist are administered through 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 daily by their classroom teacher 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" to see a teacher 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, and at the end of Term 3.
- Report Cards – end of Semester 1 & 2 (Prep – 6)
- NAPLAN reports (Years 3 & 5) – received September

BOOKS LISTS, STATIONERY 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.

EXCURSIONS AND CAMPS



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;
- Academic: McDonald’s Maths, Pioneer Valley public speaking, Pioneer Valley Mathematics 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 support of digital and online learning is extensive across the school. Each classroom has an interactive whiteboard as well as:

- Prep – Year 1: 10 iPads per year level
- Years 2 – 6: 10 Chromebooks per class

The school also has 30 iPads for digital technology lessons and also for class borrowing.

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 can 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 found, 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, they 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
1/7/2016 – 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 Mrs Tenille Galea and Music, Drama and Digital Technologies lessons, taught by Mrs Kasey Maunder. These lessons occur on either a Tuesday or Wednesday and go for 45 minutes each. Students are to wear their sports uniform on their HPE day.

In 2021, class will also participate in lessons focused on student Mental Health and Wellbeing. These lessons draw on learning areas such as Health, Personal and Social Development, as well as the MJR and the Child Safety curriculum (previously know as the Daniel Morcombe curriculum). These take place fortnightly and are taught by Mrs Tenille Galea and Mrs Tracey Lamb.

ADMINISTRATION

STUDENT BANKING

Student banking is conducted weekly by a volunteer parent. Children place their bank books in the classroom collection trays by 9 a.m. each Monday. Bank books are returned to students via class trays after processing.

BEHAVIOUR



Everyone at St John's School – students, staff and parents – have 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 our behaviour management guidelines. Information on these steps, guidelines and practices are on our website.

In 2020 we implement 4 school rules to align and complement our School Virtues. The graphic below outlines these 4 rules and their connected Virtue:

- Be Respectful (LOVE)
- Be Responsible (HONESTY)
- Be Amazing (EXCELLENCE)
- Be Thankful (THANKFULNESS)

Through the rights, responsibilities and ways of demonstrating these rules/Virtues, students and staff are able to work together and enrich the lives of others.

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 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 distributed during the **first week of every term** and **every even week thereafter** on fortnightly basis. It is sent home on a Thursday. 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. An online enrolment portal is used to enrol new students to the school. A link can be found on our school 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 Diocesan enrolment policy will apply. A birth certificate and a copy of the baptismal certificate are to be presented at the time of enrolment. A non-refundable enrolment fee of \$40 for new families applies.

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 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.

TUITION FEES AND LEVIES

Diocesan School Fees are the same for all schools throughout the diocese. Other levies – both Diocesan and School – may vary among schools. As a guide, the 2021 Tuition Fees for primary schools are:

2021 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	\$33.00	\$28.88	\$21.45	\$16.50
PRIMARY - per term	\$330.00	\$288.88	\$214.50	\$165.00
PRIMARY - per year	\$1320.00	\$1155.00	\$858.00	\$660.00

FEES AND RELATED COSTS – 2021

Diocesan tuition fees and levies charged each term:

- DIOCESAN TUITION FEES: See attached schedule
- SCHOOL BUILDING LEVY: \$96.00 per term per ***family*** (see attached schedule)
- TECHNOLOGY LEVY: \$25.00 per ***student*** per term (1 student families)
\$50.00 per ***family*** per term (family of 2 or more students)
(see attached schedule)

School-based levies and charges for each term (School Fees)

- GENERAL SCHOOL LEVY: \$50.00 per term, per ***child***.
- GROUNDS LEVY: \$26.25 per term, per ***family***

The P & F Association charge a levy in lieu of multiple fundraising activities. This will be charged on each term school account.

- St John's P & F Assn Levy for \$30 per family per term (please see attached schedule explanation)

The following will be charged TERM 1 (only)

- Federation of P & F Assoc of Catholic Schools in QLD Approx. \$6.00 per ***child***, per ***year***

- Stationery Resource Levy \$15 per **child**
Prep Stationery Levy (as per book list) \$60 per child
Scrapbooks (Yrs P-1) as per booklist per child
- Online Text Subscription \$5.00 per student
(Sunshine Online & Maths Online)

The following will be charged TERM 3 (only)

- DANCE FEVER: To be confirmed – approx \$35 per **child** (Prep – Yr6)

The following will be charged TERM 4 (only)

- SWIMMING: To be confirmed - \$30 per **child** (Approx) (Prep – Yr6)

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 arrangements with you – this is a case by case basis. As fees and levies continue to rise, parents are encouraged to speak with the principal so that options can be discussed for the long-term payment of fees.

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.

PARENTS & FRIENDS LEVY

Parents and Friends' in consultation with their school community and Board have a P&F levy in lieu of continued significant fund raising. The P & F Levy is \$120 per family per year and is directed into student support activities, with an ongoing commitment to the Library and other resources, IT, and areas of school improvement. This levy also supports the cost of the bus when students attend swimming lessons and also allows classes 1 excursion via bus per year.

STUDENT BOOKLISTS 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.

GRIEVANCES

It is acknowledged that during your child’s school years, 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).

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

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

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 *Parent Engagement* 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 contribute thoughtfully, sensitively and with school guidelines in mind.

Parents are reminded to exercise caution at school events and consider the students captured in photos/videos and the like. It is ill-advised to presume that the parent of another child automatically gives consent for photos/videos to be taken and or published in any way.

PARENT CHAT/CLASS PAGES

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.

DAILY ROUTINE

ABSENCES /SMS NOTIFICATION TO PARENTS

Children should not be sent to school if they are 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, holiday, family matters etc. A call to the office or an email to sjwa@rok.catholic.edu.au 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 contact the school regarding a student's absence, the school will issue an SMS to alert parents of their child(ren's) 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 afternoon at 2:20 p.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. It is also advised that students chain/lock their bikes to the racks for safety reason.

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, alternative "before school" arrangements will need to be considered.

Morning supervision commences from 8.15 – 8.30 a.m. and one teacher will be on duty during this time. Expectations at this time are:

- Before 8:15 a.m. all students and parents/families are to wait at the tables near the library. PLEASE DO NOT wait outside of classrooms.
- At 8:15 a.m. a bell will go. Students and families are to wait for the teacher on duty to signal students to move to classrooms.
- 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:

- 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 calendar of term dates and events is included in the fortnightly newsletter. This is updated each week. Please keep an eye on this section for regular updates or changes.

DAILY ROUTINE

TIME	ROUTINE
8:15 a.m.	Morning duty / Supervision commences
8:30 a.m.	Warning bell Move to rooms or assembly / toilet / drinks ALL tuckshop orders in – Wednesday to Friday
8.35 a.m.	Instruction bell All class trays to office with completed bus roll, any notes or money

10.50 a.m.	Bell – Lunch
11:05 a.m.	Bell – Play On tuckshop days, students can purchase ice blocks.
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
2:20 p.m.	Assembly – Monday afternoon in the hall
2.55 p.m.	End of Day & bus duty
3:15 p.m.	All students and families depart school grounds. Any remaining students are to be brought to the office for supervision/contacting of parents. Staff meeting – Tuesday

DATES FOR 2021 SCHOOL YEAR

TERM DATES

Term 1	27/01/2021	to	01/04/2021	– 10 weeks
Term 2	19/04/2021	to	25/06/2021	– 10 weeks
Term 3	12/07/2021	to	17/09/2021	– 10 weeks
Term 4	05/10/2021	to	01/12/2021	– 9 weeks

PUPIL FREE DAYS

Term 1	Bishop’s Inservice Day: Friday 12/02/2021
Term 3	Pupil Free Day: Friday 03/09/2021

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.

SUPERVISED SCHOOL CROSSING

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 Wednesday, Thursday and Friday each week unless otherwise advised. Tuckshop is ordered online and distributed through either a traditional 'brown paper bag' system or insulated "Sticky-beak Bag". Children are allowed to buy ice blocks 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.

Our 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 a child 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 representatives.

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.

WEAPONS

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

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 1 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/ GUIDANCE COUNSELLOR

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:

- (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, Mrs Tenille Galea, and Ms Wendy Parker 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,



Nathaniel Rice
PRINCIPAL





Keeping your child and other kids healthy!

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and childcare centres to meet the requirements of the Public Health Act 2005.¹

Condition	Person with the infection	Those in contact with the infected person ²
Chickenpox (varicella)	EXCLUDE until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. <i>Contact your Public Health Unit for specialist advice.</i> Varicella can be reactivated in older children and adults as Shingles. See below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Diarrhoea ³ and/or Vomiting including: • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis <i>Not including:</i> • norovirus • shigellosis • toxin-producing forms of E.coli (STEC) <i>See specific information below</i>	Exclusion periods may vary depending on the cause. EXCLUDE a single case until 24 hours after the last loose bowel motion and the person is well. EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with diarrhoea and/or vomiting in the same location, or a single case in a food handler, notify your Public Health Unit. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	NOT EXCLUDED
Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
German measles (rubella) ⁴	EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women and female staff of childbearing age should check their immunity with their doctor. <i>Contact your Public Health Unit for specialist advice.</i>
Haemophilus influenzae type b (Hib)	EXCLUDE until the person has completed a course of appropriate antibiotic treatment. ⁵ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease (EV71)	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
Hepatitis A ⁴	EXCLUDE until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>
Hepatitis B and C	NOT EXCLUDED cover open wounds with a waterproof dressing.	NOT EXCLUDED

Footnotes

1. Obtaining the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious.
2. The definition of 'Contact' will vary between diseases and is sometimes Complex. If unsure, Contact your local Public Health Unit.
3. Diarrhoea definition is: 3 or more loose stools of bowel movements in 24 hour period that are different from normal and/or episodes of 3 or more nappies.
4. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.
5. Appropriate antibiotic treatment: this will vary between diseases. If unsure, Contact your Public Health Unit.





Condition	Person with the infection	Those in contact with the infected person ²
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED Cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Measles ⁴	EXCLUDE for 4 days after the onset of the rash. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY Vaccinated or immune contacts NOT EXCLUDED . EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non- or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics. ⁵	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
Meningococcal infection ⁴	EXCLUDE until 24 hours of appropriate antibiotics have been completed. <i>Contact your Public Health Unit for specialist advice.⁵</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.⁵</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Norovirus	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours.	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. ⁵ Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Stappled cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUSION MAY APPLY if blisters can be covered with a waterproof dressing, until they have dried NOT EXCLUDED . EXCLUDE if blisters are unable to be covered and until no new blisters have appeared for 24 hours.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. ⁵	NOT EXCLUDED
Tuberculosis (TB) ⁴	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
Typhoid ⁴ and paratyphoid fever	EXCLUDE until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Whooping cough (pertussis) ⁴	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. ⁵ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for those in contact with the infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED



Some medical conditions require exclusion from school, childcare centres and other settings to prevent the spread of infectious diseases among staff and children.¹

For further information or advice about diseases or conditions not listed here:

- Contact your nearest public health unit at: www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units
- National Health and Medical Research Council publication: *Staying Healthy – Preventing infectious diseases in early childhood and education and care services, 5th edition*: www.nhmrc.gov.au/guidelines-publications/ch55
- For fact sheets about various Communicable Diseases visit the Queensland Department of Health website at: <http://disease-control.health.qld.gov.au>

Time Out



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