



ST JOHN THE BAPTIST PRIMARY SCHOOL

20
26

PARENT HANDBOOK

TRUE BEFORE GOD, TRUE BEFORE ALL

www.sjgrok.catholic.edu.au

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WELCOME



Dear Families

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

St John's has a proud history of providing high quality education in an environment of the Catholic tradition. Our school is committed to meeting the challenges of education today and into the future in order to provide students with the skills necessary to progress further along their life-long journey of education and learning.

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

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

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

Whilst over the past 47 years the school has grown and changed, it has continued to build on the traditions established by the Marist Sisters. Their spirit of compassion and justice still flows through our school community today and is further strengthened by the traditions established by the parents, staff and children.

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

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

Mr Jamie Emerick
Principal

INTRODUCTION

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

Other key sources of information include:

- Your child's teacher
- Your child's Year Level Coordinator
- The Principal
- The School website (calendar, policies, forms and more) www.sjgroc.catholic.edu.edu.au
- The School App
- The Informer (School electronic newsletter)
- Class SeeSaw
- School Facebook page

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

St John the Baptist Catholic Primary School operates under the guidance of Catholic Education – Diocese of Rockhampton (CEDR).

If unsure, please ask.

STAFF OVERVIEW

Leadership Team



Mr Jamie Emerick
Principal



Mrs Jakki Graham
Assistant Principal –
Administration (APA)



Mrs Kym McAndrew
Assistant Principal –
Curriculum (APC)



Mrs Lisa O'Brien
Assistant Principal –
Religious Education (APRE)

Classroom Teachers

Year Level	Green Teaching House	Red Teaching House	Blue Teaching House	Gold Teaching House	Coordinators		
Prep	Nat Hamilton	Lauren Davies	Sarah Stephan	Dawni Rossiter	Kym McAndrew	Behaviour Management: Jakki Graham	Inclusive Curriculum Co-ordinator: Marcelle Bowden
Year 1	Angela Bruton	Rachael MacGregor	Vikki Watkins	Leisa Page			
Year 2	Renee Spencer Catherine Warden	Bridget Prinsloo	Tiffany Bates	Justine Watson	Jamie Emerick		
Year 3	Katrina Campbell	Danielle Peterson	Bernice Robertson	Sharon Hage	Lisa O'Brien		
Year 4	Yvonne Anderson	Chris Lockyer	Mikaela Jones Lauren Pierpoint				
Year 5	Jennifer Rouse		Andrew Perrett	Kayla Balfour	Jakki Graham		
Year 6	Brigid Connolly	Storm Wild		Katie Mitchell			

Specialist Teaching Staff

Health and Physical Education (HPE)	Des Langdon and Jakki Graham
Music	Irene Milic
Art	Eleisha Miller
Inclusive Curriculum	Marcelle Bowden, Elena Schumacher, Tina Barron, Lisa Gold, Jenelle Wood
Finance Secretary	Melissa Jackson and Vicki Walsh
Enrolment Secretary	Melissa Davies
School Secretary	Sonje MacDonald and Helen Versic
Computer & ICT Manager	Francis Moynihan
Sports Coordinator	Jakki Graham and Des Langdon
Library Coordinator	Ann Skelhorn
Workplace Health and Safety	Des Langdon
Tuckshop Convenor	Jessica Pailthorpe
Outside School Hours Care Coordinator	Bridgette Turner
Groundsperson	Richard Hodowaniec
First Nations Education Liaison Officer	Michelle Cook
School Counsellor	Ruvimbo Mhuka

Teacher Aides

Paula Audet	Melanie Talke
Rebecca Briggs	Melissa Brown
Rael Carson	Hannah Williams
April Fuentes	Tatiana McDonald
Cara Hodgson	Rachana Hausheer
Lisa Ingham	Deanne Cameron
Vanessa Lynam	Kathryn Roberts
Raelene Marshall	Jade Battison
Sarah McAdam	Cassandra Campbell
Tennille Pimm	Laurissa Falls
Melinda Shandiman	Porschia Fyfe
Leslee Panis	Neessah Seeroo
Tahli Thomas	Jasmin McDermid
Peta Lamb	Britney Rendell
Teagan Watson	Michelle Cox
Farrah Turner	
Kelly Clark	
Roshni Rajan	
Seyana Box	
Simone Clemerson	

OUR MISSION

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

WHAT OUR SCHOOL IS ABOUT

Our mission is to **'Prepare the Way'** for our students, so they know the truth of Christ, are true before God, true before all and lead meaningful lives, now and into their futures. We view our school as one body, with many parts, each in its own way contributing to our common mission. *Reference: 1 Corinthians 12:12-26*



We place high value on:

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

We believe that:

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

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

This vision of student success is captured succinctly in our school motto, 'True Before God, True Before All'. The achievement of this vision for students is dependent on the realisation of our vision for teachers, parents and all others who work with us.

Staff who serve - A vocational calling from God - Others over self	Focused - Building on the past towards clear future goals in line with the direction of the school
Staff as professionals - Evidence based, excellence in practice - Continuously updating knowledge and skills - Creating new professional knowledge and practice	Building a sense of community - Positive family orientation - Welcoming new families
Staff as colleagues - A shared understanding and focus - Working and learning together in teams	Working together as one - Through a trusting, delegative approach - Acknowledging the positive intent of all - Accepting difference - 2-way communication with the school
Staff who care - Holding high expectations and optimistic aspirations - Making a difference for each and every student	Helping in different ways - Supplementing and enhancing what the school can already offer - Tapping into our own skill and resources base
Staff who act - Turning ideas into focused action	





OUR PATRON AND EMBLEM

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

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

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

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

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

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

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

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

OUR MARIST HERITAGE

St John the Baptist School was opened in 1977 and the Marist Sisters were the founding order. From 1977 – 1985, with the Marist Sisters guiding us, the foundations of our school were laid in line with the Marist Sister's way of life. Through this initial witnessing of following Christ by living the Gospel as Mary did, the school has continued to follow this way of living over the subsequent years. The sisters established a warm, welcoming and inclusive school where everyone, including students, staff and parents felt as though they belonged and were valued. As a school, we have consistently worked to maintain this small-school, welcoming atmosphere, even as our school numbers have grown. We seek to live the Gospel values in the way of Mary, working quietly to do what needs doing without seeking acknowledgement or fanfare. We strive to think, judge, feel and act as Mary in all things. The sisters also laid the foundations for the importance of prayer in the school, and we have continued to value this as a key part of each day for staff and students.

This Marian way of living has permeated all facets of school life here at St John's and will continue to do so. Mary is our model, and as the first follower of Christ, we aspire to model ourselves on her, to be Christlike in all we do and say.

We are a school with a Marist heritage and we are very proud of this. Our past will always play a part in our present and future. The foundations were well-laid by the Marist Sisters and staff and school community members strive to continue these strong virtues and practices to ensure we stay true to our foundational values. Because we value our Marist heritage, we celebrate mass on the Holy Name of Mary feast day, along with all Marist Sisters worldwide.



ST JOHN'S - PART OF CATHOLIC EDUCATION

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

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

St John the Baptist Catholic Primary School is a Catholic school in the Catholic education system of the Catholic Diocese of Rockhampton. The Diocese stretches from Bundaberg to just north of Mackay and from the coast to the Northern Territory border. The Bishop of Rockhampton has authority over all schools within this area but the administration of the system has been delegated to the CEDR under the guidance of a Director. Within the system, each school community has a great deal of autonomy, though of course some



policies apply to all schools in the system (e.g. school fees) and some are a matter for the law of the land (e.g. the age for starting school).

Like all Catholic schools, we are committed to:

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

ST JOHN'S - A BRIEF HISTORY

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

PRINCIPAL	YEAR/S OF SERVICE
Sr Margaret Cummins	1977 to 1978
Sr Vivienne Goldstein	1979 to 1983
Sr Patricia Bartley	1984 to 1985
Mr Marjan Ziemnicki	1986 to 1988
Mr Gerard Hore	1989 to 1994
Mr Peter O'Sullivan	1995 to 1998
Mr Lawrence Hosking	1999 to 2003
Mr Shaun Killian	2004 to 2007
Mrs Penny Collins (acting)	2007 to 2007
Mr Paul Wilson	2008 to 2010
Mr Paul Daglish	2011 to 2013
Mrs Jakki Graham (acting)	2012 to 2013
Mr Tim Franzmann	2014 to 2016
Mrs Jakki Graham (acting)	2017 to 2017
Mr Jamie Emerick	2018 to current

ABSENCES - STUDENT

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

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

As part of our compliance with the Non-State Schools Accreditation Board, we are required to keep written evidence of any absence longer than two school days.

We require an email or a signed and dated, handwritten note from parents advising that their child will be absent for an extended period (holidays, family circumstances, etc.). This can be addressed to the office, classroom teacher or the Principal. The Board's definition of an extended period is more than 2 school days.

For medical/ sick reasons, if a child is away for more than two consecutive days, a medical certificate is required to meet compliance obligations.



It is State Government legislation that all schools mark a roll twice per day and immediately inform parents of any absences. There are strict protocols around these requirements. As such, St John's electronically mark the roll, twice a day (in the morning between 8.40 am and 9.00 am at the latest) and again at 2.00 pm.

Any student arriving after the class roll has been marked must report to the office with their parent/caregiver for the school administration to adjust the roll.

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

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

ABSENCES DURING TERM TIME FOR PERSONAL HOLIDAYS

When families choose to take holidays during scheduled school term time, it is important to note that teachers are not expected to provide work or learning materials in advance or during the absence.

This position aligns with professional workload management practices and acknowledges the importance of preserving teachers' planning and instructional time.

While schools acknowledge the value of quality family time, it is also important to consider the impact of missed formal classroom learning, including potential gaps in sequential instruction and assessment tasks. We appreciate families' thoughtful consideration of the balance between personal commitments and the importance of consistent student engagement in formal learning.

ABSENTEEISM

At St John's we expect children to arrive on time to school each day as this is a very important habit to create early on. Absenteeism or continued late arrival or early departure can predict poor attendance throughout the school years. Missing 10% of school, (approx. 20 days) negatively affects a student's academic performance.

Chronic absenteeism or habitual late arrivals/early departures will be followed up by the principal or his/her delegate.

Department of Education, Training and Employment

Every day counts

MOST STUDENTS ATTEND SCHOOL EVERY DAY

It's important that children are at school all day, every day

OK reasons to stay home from school

- sick
- natural disasters

It's **NOT OK** to skip school to shop, sleep in, finish an assignment, go on holidays

EVERY DAY AT SCHOOL COUNTS

Missing even 1 day can make a difference

1 day off school each fortnight = Missing more than a year of learning over 12 years

Each day's learning builds on what has been learnt before

Good attendance begins in Prep

It's where good habits begin

ATTEND ALL DAY, EVERY DAY

Each 1% increase in student attendance may relate to 2-3 NAPLAN scale score points *

*Based on historical data.

What parents can do

- Promote the importance of school
- Get to know the teacher
- Go to school events
- Read the school newsletter
- Be organised at home
- Supervise homework
- Ask about your child's day
- Volunteer to help at school

Get involved in your child's school

For more information Go to the Every day counts website: <http://education.qld.gov.au/everydaycounts/>

Great state. Great opportunity.

March 2014

Queensland Government

ACCIDENTS AND INCIDENTS

In the event of a student being involved in an accident or incident where they are hurt, they are referred by a teacher to the First Aid Bay in the office area where the First Aid Officer will attend to their injury.

Procedures for Injured Students

- If a student is injured during playtime, they report the injury to the teacher on duty.
- The teacher provides a 'first aid card', and the student proceeds to the office accompanied by a responsible peer.
- If the injury requires further context or is more serious, the teacher on duty will call the office to provide additional information.
- At the office, a trained First Aid Officer assesses the injury and administers appropriate care.
- If the injury is deemed more serious (e.g. sprain, suspected broken bone where the child is managing the pain, injury to the face area etc), a parent is contacted.
- If the injury is deemed severe (e.g., obvious broken bones, significant bleeding, breathing difficulty etc), both an ambulance and parents are called.
- If the injury involves a 'head knock', the school's concussion protocol is followed, and a parent is contacted. If a concussion is suspected, a parent is called immediately.

ADULT AND VISITOR TOILETS

Student toilets are strictly for student use only. Adults, including those assisting or supervising children after school, must use the designated visitor adult facilities.

AIR CONDITIONERS AND FANS

All classes have air-conditioning and fans to make it a more comfortable environment for students. Air-conditioners are set at 24°C. Fans and ventilation (opening of doors and windows) is preferred over air-conditioning during temperate days.

ARRIVAL AND DISMISSAL

Children should arrive to start their day no later than 8.40 am. Punctuality is a crucial aspect of being part of the school community; it engenders within students a sense of pride and respect; it allows students' time to greet their peers and to get settled before the day begins; students don't miss important information in relation to school events communicated at parade and it forms good lifelong habits of punctuality.

Unless it is for a prearranged special purpose (e.g. supervised sports training etc) students **are not to arrive at school before 8.10 am.**

At St John's, supervision is provided for 30 minutes before the commencement of the school day at 8.40. Supervision is rostered on before and after school and is included within teachers' hours of duty.

Our school runs an Outside School Hours Care service. This is a registered service that runs under the Early Learning and Childcare Act. OSHC has several registered sites around the school. Under the legislation, when OSHC is operating, they have exclusive access to the areas and no child or adult who is not registered can be there. OSHC will regularly use the covered space in Nazarene Place in the morning. We cannot remain compliant if we have students arriving to "wait in the shed" before duty commences.

The risk management predictors we use as part of our insurance process clearly indicate that if we are aware of students arriving early before supervision commences then we still have a duty of care towards them from a legal and insurance perspective even though we do not provide supervision at this time.

Students who are onsite for before school training or practice, are under the legal care of the supervising teacher. Unless parents or carers are onsite actively supervising, siblings are not to be at school unsupervised.



If your child is riding a bike or scooter to school, please ensure departure times have them arriving after 8.10 am. As supervision is only provided from 8:10 am.

We wish all students at St John's to be safe at all times.

After dismissal at 3:00 pm, children are to be picked up at the following areas:

- **Laner Street** - this drop-off/pick-up area is for students in Years 3-6 and any their younger siblings and is supervised until 3.20 pm. Any students not picked up by 3.20pm will be taken to the office and parents will be contacted.
- **J Hickey Ave** - this drop-off/pick-up area is for students in Prep – Year 2 only and is supervised until 3.20 pm. Any students not picked up by 3.20pm will be taken to the office and parents will be contacted.
- **J Hickey Ave Lights** - this area is supervised until 3.10 pm.
- **Laner Street Visitor Carpark** - students are only to enter this carpark with parent supervision. This area is supervised until 3.10 pm.

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

Children walking or riding are to go directly home. Under no circumstance are bikes or scooters to be ridden on school grounds.

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

ASSEMBLIES

Whole school assemblies or parades are held each morning at 8.40 am.

Monday - Awards and prayer

Tuesday - Prayer

Wednesday - Prayer, achievements, birthdays and hymn practice or Whole School focus lessons.

Thursday - Prayer

Friday - Class assemblies and prayer

ASSESSING AND REPORTING

Formal report cards will be available at the end of Term Two and the end of Term Four. All report cards are available electronically and are accessed through Parent Lounge using your log-in details.

Parents are strongly encouraged to attend formal Parent Teacher Interviews in Term One and Term Three where they will be able to discuss their child's achievements, challenges and goals. All Parent Teacher Interviews are to be booked via Parent Lounge using your log-in details.

AWARDS

All children are encouraged to live our school motto: **"True Before God, True Before All"**. Each week, class teachers nominate one student who has demonstrated the above for a 'St John's Way' award. Awards are presented to students at the Monday Assembly. Where Monday is a public holiday or Pupil Free Day, the 'St John's Way' awards will be presented on the Tuesday.



End of Year Awards

AWARD	DESCRIPTION
Year Six Graduation	All Year 6 graduates will receive a graduation certificate.
Academic Excellence	The Academic Excellence Award is awarded to any Year 6 students who achieves the following results in their final year of schooling (Semester One and Semester Two results): • An A result in English • An A result in Mathematics • An A result in 2 of the 3 other subject areas (being RE, HASS and Science)
St John the Baptist Marist Medal	Awarded to one Year 6 student who contributes to the community of our school, demonstrates Gospel values by living out our school motto and in the way of Mary as well as the personal and social competencies developed in the Religious Education Program. The student must be continuing education in a Catholic School.
Diligence Award	Awarded to a Year 6 student in each class who may not necessarily record the highest results in any area of school life, but who has performed with a wholly committed attitude to their studies.
Most Improved Award	Awarded to a Year 6 student from each class who has demonstrated a significant improvement in their academic results across the curriculum.
Sports Award	Awarded to a Year 6 student who models to other children the most desirable characteristics of a true athlete. This award is kindly donated by the Philips family. Additionally a 'Player of the Year' Award is awarded to a Netballer and Rugby League player annually.
Cultural Award	Awarded to a Year 6 student who displays excellence in the cultural area of the school.
GISMA Award Gladstone Independent Schools Music Award	Presented to a student who has attended the GISMA Music Workshop, has shown outstanding commitment and enthusiasm in the Instrumental Program and has shown a commitment to furthering their musical skills. Awarded to one student in Years 4-6
Paul Daglish Award	Awarded to two students (one male and one female student) from any year level. The recipients should be hard-working students, who don't necessarily achieve perfect results, but strive towards producing their best work and efforts at all times. These students should emulate the virtues of compassion, justice, integrity and kindness.

BEHAVIOUR MANAGEMENT

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

- The right to **learn**.
- The right to feel **safe**.
- The right to be **respected**.

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



RIGHTS	EXPLANATION
Learning	Each student has the right to feel confident in their learning environment. Each member of staff has the right to facilitate learning programs without interference due to misbehaviour. Parents have the right to be informed fully about their child's progress, socially and academically.
Safety	Each member of our school community has the right to feel safe. Each student has the right to learn and play in an emotionally and physically safe environment. This confidence should extend to our parent body, staff and wider community.
Respect	Every member of our school community has the right to be treated with respect and in turn treat others with respect.

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

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

Our Behaviour Management Program is not a stand-alone program but indeed works on the premise of relationship building and includes aspects of:

- Whole school rules and expectations
- In-class behaviour plans (in accordance with the whole school expectations)
- Individual behaviour plans (in accordance with the whole school expectations)
- Detention
- Year 6 School Leaders
- Restorative Practices
- Essential Skills Classroom Management (BBBL) and 123-Magic approaches
- Buddies
- Student Charter
- Peer Support and Pastoral Care
- Explicit Bullying and Upstander education
- Child Safety Curriculum
- St John's Student Wellbeing Framework

Whole School Expectations

Establishing routines is critical to the good order and management of the school. Each teacher should establish routines in line with school policy, including (but not limited to) routines for:

- Students to wear their school uniform correctly (shirts tucked in, correct uniforms on correct days etc.). See Student Dress for further information and expectations.
- Students to wait quietly to enter or exit the classroom in a controlled manner.
- Students to put away their own bags and classroom requirements.
- Students to wear hats when engaging in outdoor play or learning.
- Classes to participate in daily, reverent prayer.
- Students to greet visitors to the classroom respectfully.
- Classes to move around the school in two compact quiet lines.
- Classes to leave daily parade in a quiet and orderly manner.



- Classes to establish a routine of packing and cleaning up at the end of the day (2.45 pm).

All class rules are created around the three school rules of safety, respect and the right to learn.

Better Behaviour Better Learning (BBBL)

Teachers use the BBBL Model and Whole School Behaviour Management System.

BBBL in-services are compulsory for all new teachers and teacher aides, with existing staff invited to attend these sessions as a bi-annual refresher.

The 10 skills needed to ensure a balanced classroom include:

1. Establishing expectations
2. Instruction giving
3. Waiting and scanning
4. Cueing with parallel acknowledgment
5. Body language encouraging
6. Descriptive encouraging
7. Selective attending
8. Redirecting to the learning
9. Giving a choice
10. Following through

1-2-3 Magic

1-2-3 Magic® is a strategy used in classrooms to assist children develop self-control and to respond appropriately to frustrations. 1-2-3 Magic draws from attachment and social learning theories both of which embody the important aspects of relationships, positive reinforcement and self-regulation.

Student Charter

A Student Charter was developed by the students in 2011 and reviewed bi-annually with children from all year levels. The Student Charter was introduced as a voice for our students to describe, in their words, how they wanted to be treated, how they should treat others, what our school looks, feels and sounds like.

Restorative Practices

Restorative Practice is a proactive approach to managing student behaviour. The goal of Restorative Practices is to help students take responsibility for their actions and repair the damage they have caused to other/s. Restorative Justice can take the form of restorative 'chats', class conferences and restorative conferences.

At its core, Restorative Practice is getting together the students involved, so that the 'wrong-doer/s' hears the harm they have caused to the 'victim' and be accountable for their actions. The 'victim' can see that actions are being instigated and that something is happening to ensure their safety/dignity etc.

Individual Behaviour Plans

Individual Behaviour Plans are tailored strategies developed to support students who require additional guidance in meeting behavioural expectations. Created collaboratively by the child, their teacher and the APA, and in consultation with families and support professionals, these plans aim to identify specific goals, outline consistent responses, and promote positive behavioural change. Individual Behaviour Plans are designed to foster student wellbeing, encourage accountability, and ensure a supportive learning environment that meets the unique needs of each child.

Detention

Detention sessions are used to address inappropriate behaviour choices at an Administration level, by the APA or Principal. These sessions provide an opportunity for students to reflect on their actions and



understand the impact of their behaviour. The goal is to support positive behavioural growth and reinforce the school's expectations in a respectful and constructive manner.

Upstander Education

Upstander Education involves explicit lessons focussing on decreasing bullying behaviour. Research indicates that students will listen to their peers and feel peer pressure to act in an appropriate manner if 'feedback' comes from a peer. Upstander Education is taught in a proactive, positive way, every year during HPE lessons each year as a whole school approach.

Buddies

'Buddies' generally occurs each week on a Friday from 2.00 pm – 2.30 pm in Term 1.

Each week a younger and older class 'buddy up' to build relationships, teach skills, participate in activities together etc. It is very important to give opportunities to strengthen all student relationships and to ensure a safe and harmonious environment is provided for all.

'Buddies' also allows students at St John's to learn life-long values such as caring for others, friendliness, empathy, respect and valuing each other's differences.

Pastoral Care

Pastoral Care is led by our Year 6 student leaders using activities which develop friendships, relationships, co-operation, resilience and respect. Pastoral Care classes are made up of multi-age, family groups and have a class supervising teacher.

Pastoral Care is generally held in Term Four over a 4-week block.

St John's Student Wellbeing Framework

At St John's we believe that Student Wellbeing is the foundation for successful learning. Guided by our Catholic Christian values, we endeavor to nurture every child's emotional, spiritual, physical, social, and educational development in a safe and inclusive environment.

We strongly believe that children thrive when they feel connected, supported, and valued and therefore supporting not just academic growth, but also each student's physical, cultural, spiritual, and emotional wellbeing is our focus.

Our whole-school commitment means every staff member, family, and community partner plays a role in helping students feel safe, included, and empowered.



Behaviours and Consequences in the Classroom

Level	Behaviour	Consequences
1	- Students commence each day as a Level 1 student - Level 1 is the expected behaviour for all children at St. John's - safe, respectful and learning - Children have access to all normal rights and privileges	- All school privileges - Praise - In-class rewards - St John's Way Award
2	Not following agreed class / school rules: - Everyone has the right to be SAFE - Everyone has the right to LEARN - Everyone has the right to be RESPECTED	- Refer to specific in-class behaviour plan - Detention referral where necessary - Communication with parents
3	- Persistent level 2 behaviour - Teasing and harassing - Ignoring instructions - Theft - Swearing - Tampering with / damaging property - Deliberate hands-on behaviour	- Time out at independent area - Refer student to detention - Consequences (2-3 days of school service) - Parents contacted - Level review by Principal or APA - Individual Behaviour Plan
4	- Persistent level 3 behaviour - Bullying - Disrespecting staff - Physical aggression	- Principal/APA called to remove student where required. - Parents contacted - Individual Behaviour Plan At discretion of Principal and APA: 1-week detention 2-week detention - In-school suspension
5	Serious and harmful behaviours	- Immediate withdrawal by Principal - Parents called immediately - External Suspension - Involvement of school support including school police officer, school counsellor or school chaplain - Enrolment review



Behaviours and Consequences in the Playground

Level	Behaviour	Consequences
1	- Students commence each day as a Level 1 student - Level 1 is the expected behaviour for all children at St. John's - safe, respectful and learning - Children have access to all normal rights and privileges	- All school privileges - Praise - In-class rewards - St John's Way Award
2	Not following school rules: - Everyone has the right to be SAFE - Everyone has the right to LEARN - Everyone has the right to be RESPECTED	- Time out of play given by teacher on duty. - Detention referral where necessary - Communication with parents
3	- Persistent level 2 behaviour - Teasing and harassing - Ignoring instructions - Theft - Swearing - Tampering with / damaging property - Deliberate rough play/hands-on behaviour	- Time out at independent area - Refer student to detention - Consequences (2-3 days of school service) - Parents contacted - Individual Behaviour Plan - Level review by Principal or APA
4	- Persistent level 3 behaviour - Bullying - Disrespecting staff - Physical aggression	- Principal/APA called to remove student where required. - Parents contacted At discretion of Principal and APA: 1-week detention 2-week detention - Individual Behaviour Plan - In-school suspension
5	Serious and harmful behaviours	- Immediate withdrawal by Principal - Parents called immediately - Internal and External Suspension - Involvement of school support including school police officer, school counsellor or school chaplain - Enrolment review



Behaviour and Consequence Descriptors

Level	Consequence Descriptors
2	• Parents will be notified • May remain on this level for 1-2 days • Complete first break detention/daily school service • While on this level the student will miss out on extra-curricular activities (such as band, school sport fixture or training etc.)
3	• Parents will be notified • Remain on this level for 2-3 days • Complete daily detention and daily school service • Individual Behaviour Plan • While on this day the student will miss out on extra-curricular activities (such as band, school sports fixture or training etc.)
4	• Parents will be notified • The student will remain on <i>(at the discretion of the Principal or delegate)</i>: ○ 1-week detention – first offence ○ 2-week detention – second offence ○ Internal suspension • Immediate removal from the playground or classroom and sent to Principal or APA • During the week, fortnight or suspension, all privileges are lost (such as school band, school sports fixture, excursion or training etc.) • Complete daily detention and daily school service • Individual Behaviour Plan • Placed on a 'Red Card' which records daily behaviour
5	• Immediate withdrawal for Principal interview • Immediate Parent Principal meeting • Withdrawal of all extra-curricular activities • Involvement of school support including school police officer, school counsellor or school chaplain <i>(where necessary)</i> • Internal or External suspension • Enrolment review

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



Student Charter

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



St John the Baptist Catholic Primary School

STUDENT CHARTER



How we treat each other at St John's

- Welcoming · Respectfully · With love · Stand up for each other · Treat each other equally
- Friendly · Kindly · Help others · Include each other in our games · How we want to be treated ourselves · No bullying · No rough play · Kind voices · Good attitudes · With care · Inclusively
- Politely · Fairly

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

- Fairly · Listened to · Respectfully · Stand up for you · Cared for · Friendly · Kindly · Saying sorry
- Helpful · Sharing · Not being rude or greedy
- Friendly · Safely · Equally · Understanding of each other · With love · Included in games
- Positive words · Trusting · Welcomed

How we stay safe at St John's

- Follow the school rules · Stay in school grounds
- Walk away from bullies · Don't run on cement
- Hats on to play · Play in bounds · Be road safe
- Hands on own body · Be sensible · Be role models · Play by the rules · Tell a teacher if you don't feel safe · Don't touch wildlife · Be a good bystander · Don't be in the classroom without a teacher · Understand the bells (fire, lockdown)
- Use common sense

True before God. True before all.

Our Core Purpose

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

How we learn at St John's

- Pay attention · Display self-control · Best behaviour · Ask questions · Hands up · Follow class rules · Participate · Respect the speaker · Do what is asked of you · Try your best
- Communicate properly · Follow directions
- Concentrate · Respect teacher · Ask for help
- Stay on task · Co-operate · Allow others to learn
- Have a positive attitude · Share talents

How we behave during prayerful times at St John's

- Be still · Be sensible · Be quiet · Be peaceful
- Show respect · Contribute respectfully · Love God · Be reverent · Participate fully

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

- Be quiet · Listen · Give eye contact · Be sensible
- Respect the speaker · Line up · Be ready · Tuck in our shirts · Return to class quietly

How we wear our uniform at St John's

- With pride · Wearing it appropriately and correctly · Take care of our uniform (see Uniform Guidelines for specific information)



BIKES & SCOOTERS

Students are welcome to ride bikes and scooters to school, promoting independence and healthy habits. For safety reasons, all riders must wear helmets and dismount before entering school grounds and when crossing the road at our school lights.

Bikes and scooters are to be stored at the designated bike racks located near the handball courts at Block 1 and must be secured with a lock. Students are not permitted to loiter in this area during school hours.

The school is not responsible for lost or damaged property.

We encourage families to discuss road safety and appropriate riding behaviour with their children to ensure a safe journey to and from school.

BOOK CLUB

Parents may order children's book club books directly from Ashton Scholastic via scholastic.com.au. Your child will receive an order form twice per term. All orders must be done online via the above website.

BOOKLISTS

Booklists are reviewed by teachers and the Leadership Team each year to ensure relevant items are included. Parents have three options in purchasing their children's school needs each year. The options include:

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

Booklist information is made available to all families in Term Four via Parent Lounge.

All items on our booklists are deemed as consumable items and therefore not part of the all-inclusive school fee structure.

BUDDIES

Each week a younger and older class 'buddy up' to build relationships, teach skills, participate in activities together etc.

It is very important to give opportunities to strengthen all student relationships and to ensure a safe and harmonious environment is provided for all. 'Buddies' also allows students at St John's to learn life-long values such as caring for others, friendliness, empathy, respect and valuing each other's differences.

Buddies generally occurs each week on a Friday from 2.00 pm – 2.30 pm in Term One.

BUS

A public bus company (CDC Queensland) conducts a 'school run' to some areas of Gladstone. Any information about this bus service can be found by contacting CDC Queensland directly. Students who catch the bus wait outside the school Administration Block from 2:57 pm to walk to bus for a 3:00 pm pick-up.

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

CAMP – Year 6

Year 6 camp is a wonderful educational experience for our students. All Year 6 students understand that they have to earn this privilege through their hard work and acceptable behaviours to attend camp. Currently Year 6 attend Sunshine Coast Recreation Centre (Currimundi) for 5 days / 4 nights.



All Year 6 students attending the Year 6 Camp are expected to adhere to acceptable behaviours leading up to the camp and during the camp via a Camp Commitment document.

CATHOLIC EDUCATION WEEK

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

CHAPLAIN

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

CHARITY

The St John's community believes in and supports organisations that benefit those less fortunate. The main organisations we directly support are the St Vincent De Paul Society, Caritas and Catholic Mission. There are many other agencies and causes that we donate to spasmodically.

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

CHILD SAFETY CURRICULUM

St John's is committed to providing a safe and supportive environment for all students. We implement the Daniel Morcombe Child Safety Curriculum, which is designed to teach children essential personal safety skills in an age-appropriate and engaging way. The curriculum focuses on three key safety messages: Recognise, React, and Report. Through structured lessons, taught during Health Lessons, students learn how to identify unsafe situations, respond appropriately, and seek help from trusted adults. This program supports our broader wellbeing framework and aligns with our commitment to the Child Safe Standards and respectful relationships education.

CLASS ASSEMBLIES

Each class is timetabled to present an Assembly item once per year during Friday Assembly. It is a short, creative presentation to the school community outlining what the class has been learning that term. Parents are always welcome.

CLASS FORMATIONS

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

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



A **Special Consideration Form** is available for parents to pick up from the office, fill out and submit back to the office, where parents feel necessary to share further information regarding their child's social, emotional or academic considerations. This form is available in mid Term Four and notifications of its availability is made via the school newsletter.

All Special Consideration Forms must be pick-up and returned by parents in the clearly communicated timeframes for their request to be considered.

Significant effort goes into balancing classes and meeting the needs of all students.

Staff judgement (including Leadership, Teachers and Inclusive Education) will be used to make the final decision regarding my child's class for the following year. While parent requests are considered by the Principal, not all requests are possible. Due to the privacy of all students, staff and parents an explanation will not be given if a request is not granted.

Our school uses 'Class Solver', a secure and evidence-based digital tool, to support the creation of balanced and effective class groupings each year. This platform allows our staff to consider a wide range of factors—such as academic needs, social dynamics, learning styles, parent's written requests (via the Special Consideration process) and wellbeing considerations—while maintaining fairness and consistency across all classes. By using Class Solver, we aim to ensure every student is placed in an environment where they can thrive both academically and socially.

Students are rarely ever moved; exceptional circumstances would need to exist to move a child. Class groupings will be published in the final week of Term Four and communicated to families.

CLASS MASSES AND LITURGIES

Whole school Masses and liturgies will be organised throughout the year. These include an Opening School Mass, Ash Wednesday liturgy, Stations of the Cross service, St John the Baptist Feast Day, the Holy Name of Mary feast day, the Assumption of Mary feast day if it falls on a weekday and an End of Year Mass. Whole school masses and liturgies are held in Nazarene Place and are generally organised by the APRE. It is expected that all students attend whole school and class masses and liturgies. Parents are also encouraged to join any masses and liturgies.

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

Throughout the year, each class will have one individual class liturgy and a combined Year level visit to the Star of the Sea Church where students celebrate a Mass and may also participate in a learning activity. On this visit, classes have the option of inviting their year level counterpart from Star of the Sea school to attend and then perhaps share morning tea/lunch and a play afterwards. Parents are again welcome to join in on these church visits.

After the church visit, the year level may include an excursion in the town area as part of this day. For those not going on a further excursion, students return to school via buses.

CLASS ROLL MARKING

Class rolls are a legal document, and procedures must be adhered to by all schools to ensure compliance. At St John's

- Rolls are marked electronically.
- Rolls must be marked in the morning between 8:40 am and 9:00 am.
- Any student arriving after the morning roll has been marked must present to the office with their parent or caregiver to adjust the class roll.
- Any correspondence from parents outlining a reason for a child being late, leaving for an appointment or leaving early etc., must be forwarded to the school administration.



- At 9:30 am a SMS will be sent to families whose child/ren are absent without reason by the office.
- All afternoon rolls are marked between 1:45 pm and 2:00 pm.
- Any student departing after the afternoon roll has been marked must report to the office with their parent for the school administration to adjust the electronic roll.

COMMUNICATION

Staff at St John's will always endeavour to respond to parent communication in a 24-hour timeframe. It should be noted that teachers are unable to respond to communication during teaching hours but will make every attempt to answer any questions or concerns between 8am and 5pm (Monday – Friday).

Please be reminded that communication tools at St John's are numerous. Keeping each other informed in a positive and timely manner is essential. Some of our core communication tools that are used to both access and share information include:

- Face to face with class teacher
- Emails
- Class Seesaw (information sharing only)
- Parent Lounge
- Phone calls (please note that phone calls will not be put through to classrooms during lesson times, but messages will be passed on to teachers)
- School Website
- St John's App (Orbit)
- Noticeboards
- The Informer (electronic School Newsletter)
- Student communication books (younger year levels only)
- Text messages (from the office)
- Electronic school sign
- Assembly messages
- Parent Teacher Interviews
- Parent Information Evening

COMPUTERS

Classrooms have a bank of iPads and/or laptops for student use. Classes are timetabled weekly to use a full class set of laptops for educational purposes.

Year 4-6 students operate under a 1-1 device (iPads) program.

CONFIDENTIALITY

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

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

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

CURRICULUM

Our school offers high-quality learning programs which are based on the Australian Curriculum (Version 9) and includes Religious Education. Our curriculum is organised into nine areas, six being taught by the class teacher and three by specialist teachers.

CLASS SUBJECTS	SPECIALIST SUBJECTS
• Religious Education • English • Mathematics • Science • HASS • Technology	• Art (P-6) • Health and Physical Education (P-6) • Music (P-6)



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

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

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

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

Throughout each term, teachers come together with their year level colleagues, Year Level Co-ordinators and the Assistant Principal Curriculum to:

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

CUSTODY MATTERS

Unless the school has a written, court-authorised instruction to the contrary, both parents are assumed to have equal responsibility for their children. As such, both parents will receive written reports and receive the same level of communication any parent would expect. Court instructions are kept on the student's file in the office.

DAILY ROUTINES

TIME	DESCRIPTION	
8.00 am	School Office opens.	
8.10 am	Students may arrive any time AFTER 8.10 am when a staff member is on duty in Nazarene Place. Students are to sit and interact in a quiet manner during this time. Students are not permitted in classrooms or on verandas.	
8:20 am		A staff member commences duty on the oval. Students are able to go on the oval or handball courts during this time if they have a hat. Students who do not have a hat are to remain in Nazarene Place, sitting and interacting in a quiet manner with their peers. There are no games and running during this time in Nazarene Place
8.38 am		All students should move to Nazarene Place to prepare for Assembly or Parade.
8:40 am		Whole-school assembly/parade commences in Nazarene Place, which includes praying our School Prayer
8:45 am	Students leave Nazarene Place quietly with their class and to their classroom for the morning roll to be marked and classes begin.	
9.45 am	Students have a short fruit break.	
10:45 am		First break: Eating time Students eat for 15 minutes in their designated eating areas.
11.00 am		First Break: Play time Students play on the oval, handball courts, playgrounds, Nature Playground or Nazarene Place. Students can also go to the library or join any lunchtime activity groups on offer.



11:23 am		First bell: Students get a drink, go to the toilet and line up to go into class.
11:25 am		Second bell: Classes move back to their classrooms and lessons resume.
1:25 pm		Second Break: Eating time Students eat for 10 minutes in their designated eating areas.
1:35 pm		First Break: Play time Students play on the oval, handball courts, playgrounds, Nature Playground or Nazarene Place.
1:42 pm		First bell: Students get a drink, go to the toilet and line up to go into class.
1:45 pm		Second bell: Classes move back to their rooms; afternoon rolls are marked and lessons resume.
2:45 pm		Teachers check email messages; classes begin tidying up and complete administrative tasks.
2.57pm		Students catching the bus, should be waiting quietly outside the office waiting to be walked to the bus which departs at 3.00pm.
3:00 pm		Students say an end of day prayer, are dismissed and move directly to their pick-up area. Teachers are on duty at the 'pick up' zones and the lights and carpark zones respectively.
3:10 pm		Lights and Carpark duties conclude.
3:20 pm		J Hickey Av and Laner St pick-up duties conclude. All students MUST be picked-up by this time or alternative arrangements must be made (for example, OHSC). Any students not picked-up on time are taken to the office and wait or parents are called.
4:00 pm		Monday – Thursday School Office closes. (NB: Friday – School Office closes at 3.30 pm.)

DISTRIBUTION OF INFORMATION AND/OR LEAFLETS

The Principal or an Assistant Principal must be aware of and approve the content of any information and/or leaflets. Approved information can be included in the school's newsletter.

DUTY OF CARE

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

EARLY ARRIVALS PROCESSES – STUDENTS

At St John's, staff supervision begins at 8:10am, with formal supervision starting at 8:40am. Students should not arrive before this time unless attending a scheduled activity with a supervising teacher or enrolled in our Outside School Hours Care (OSHC) program. OSHC operates under strict regulations and has exclusive access to designated areas during its hours of operation.

For safety and compliance reasons, unsupervised students—including siblings of those attending early activities—should not be onsite before supervision begins.

We appreciate your support in ensuring all students arrive within supervised hours.

EMERGENCIES

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



END OF YEAR SCHOOL MASS

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

ENRICHMENT – YEAR 3-6

Our Year 3–6 Enrichment Program was developed in response to a Student Voice response to enrich learning and pastoral connections at St John's. The Enrichment program offers a four-week block of engaging, hands-on learning experiences beyond the standard curriculum. Students explore areas of interest, collaborate across year levels, and build critical and creative thinking skills in a fun and challenging environment. This initiative fosters connection, a sense of community and cooperative learning.

Our Year 3–6 Enrichment Program generally occurs in Term Four, for four consecutive Friday afternoons.

ENROLMENT

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

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

Please see CEO Enrolment Policy for further information. A \$30 non-refundable enrolment fee is charged to all families upon application of enrolment.

An interview does not automatically guarantee an enrolment.

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

Children of other faith backgrounds are welcomed, providing there are places and providing it has been established that the parents making the application can support the ethos of this school and the Catholic identity of the school is not compromised.

EXCURSIONS

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

All excursions are to be accepted by parents by logging into Parent Lounge to accept/decline for their child to attend the excursion by a specified date. If the excursion is not accepted by the parent in the correct timeframe, your child will be unable to attend the excursion.



Acceptable levels of behaviour, leading up to and during an excursion, is expected of all students. Students who are not displaying acceptable levels of behaviour, leading up to an excursion could be excluded.

Generally, all classes participate in a Church excursion and one other educational local incursion or excursion relevant to their current learning.

EXTRA CURRICULAR ACTIVITIES

Students are offered many opportunities to pursue special interests and to develop personal qualities through extra curricular activities.

These include but are not limited to:

- Student Council
- School Choir
- School Representative Sport
- STEM Club (via CQU)
- Wellbeing Focus
- Fitness Training
- Sports Training
- Robotics Club
- Drone Club
- Prayer Group
- Strings Instrumental Groups
- Flute Instrumental Group
- Year 3-6 Enrichment

FACEBOOK – SCHOOL PAGE

St John's has a school Facebook page. The St John's Facebook page shares information as well as acting as a school 'photo album' from recent events (Swimming Carnivals, Under 8's Day, Athletics Carnivals etc.).

FACILITIES

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

- Modern, air-conditioned and well-equipped classrooms
- Advanced technology to enhance student learning including computers (laptops and iPads), digital soundfields and interactive whiteboards and televisions
- Designated outdoor learning areas
- Designated Music and Art classrooms
- A state-of-the-art library including specialist rooms, reading areas and teaching pods
- A designated Inclusive Education Hub including meeting rooms, specialist rooms, areas for withdrawal and focussed learning and quiet spaces
- A vast range of non-fiction and fiction reading material for student borrowing.
- School Tuckshop
- Outside Hours and Vacation School Care
- Large playing fields with a wide variety of play equipment
- Nature Playground
- Junior and Senior Playgrounds
- Designated Handball Courts
- Fully undercover sporting area comprising of basketball, netball and volleyball courts as well as a stage area.
- Two large drop-off and pick-up areas for the safety and convenience for our families.

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

FAITH DEVELOPMENT

All people are children of God. Baptised Christians experience this development of faith as children of God from early childhood. We Christians know we are children of God, brothers and sisters of Jesus and members of the community of the Church. Our faith does not come to us magically. We grow in it, we try to develop



it, we learn about it. From early childhood, parents foster this growth in faith. In our Catholic school, we see partnership with parents in the development of children's faith as our greatest responsibility. This development in faith has many facets. We work in partnership with parents in the development of children's faith, while recognising that parents are the primary educators.

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

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

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

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

FAREWELLING STUDENTS

When a student is preparing to leave our school community, we honour their journey with a special farewell on the Friday Assembly prior to their departure. This includes a leaving prayer and the sharing of an Irish Blessing, offering our heartfelt wishes for their continued growth, happiness, and success.

FEES AND LEVIES

Information on the all-inclusive school fees and the school building fund (which are set through diocesan structures), is sent home to parents in an appropriately marked brochure. Fee schedules are reviewed and approved annually and published in advance of the forthcoming year on the school website and provided to families via the app and emails. The all-inclusive school fee covers the curriculum offerings of the school and the school building fund funds the capital costs of providing contemporary and educationally engaging spaces for our students and staff. We do offer some activities that fall outside the curriculum offerings of the school, which will be charged as specific purpose charges.

School fee accounts are processed each term, usually during the second or third week, and are emailed to the email address provided to the school. Accounts must be paid in full by the due date shown on the fee statement unless an approved payment plan arrangement is in place. Parents wishing to pay school fees by instalments can apply for a payment plan via the finance office. Payment plans can accommodate weekly, fortnightly or monthly instalments, electronically or via the finance office. The due date for payment is two weeks after issue. Our principal will consider applications for school fee concession for families experiencing financial hardship, who provide appropriate supporting evidence.

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

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



Please refer all enquiries relating to our school fees to the school finance office: ph: (07) 4978 1799 or email: sjg_finance@rok.catholic.edu.au

FIRE EVACUATION PROCEDURES

The staff member on duty should ensure the immediate safety of those in their care and should raise the alarm through the school office via phone.

The Secretary, Assistant Principal or Principal will:

- Call 000 to access Ambulance, Police or Fire Brigade if necessary
- Sound the evacuation signal if necessary

ALARM SIGNAL – increasing loud beeps.

-When the evacuation signal (fire alarm) is sounded, each Teacher takes his/her class **IMMEDIATELY** via the designated exit (see Evacuation Map) to the evacuation area (oval), making sure to have the **CLASS ROLL**.

-Should the designated exit for a class be blocked, use the nearest safe exit.

-The teacher must be the **LAST** to leave classroom, checking that this and the surrounding areas are **COMPLETELY** cleared of all persons.

-Students must move in **SILENCE** and remain silent, and they should move **QUICKLY** – no running or dawdling.

-Parents or others in the vicinity of the classroom must be requested to **LEAVE QUICKLY, PROCEED TO THE**

EVACUATION AREA AND REPORT TO SCHOOL SECRETARY.

-Students and/or Teachers who are separated from their class when the alarm sounds should move quickly to the evacuation area and join their class.

-All Teacher Aides are to report to the **FINANCE SECRETARY**.

-Students should sit quietly in their class groups lined up in line with the goal post at the Laner St end. Left to right – Year 6 to Prep. Teachers should take the roll including any volunteers who were working with them at the time. **Volunteers need to report to the School Secretary once on the oval.**

-If the prevailing winds are directing smoke from the fire in the direction of the designated collection site minor adjustments may have to be made.

-Once all Students in the class are accounted for, the Teacher moves to the **BACK** of the class group and raises his/her hand and keeps it raised until the Fire Co-ordinator (APA or delegate) points to them and loudly and clearly acknowledges their signal, marking the class off on the school class checklist.

-Missing Students/Staff should be reported immediately by the Teacher stepping forward and waving their arm (one hand waved above the head). The Principal or other member of the Administration Team will immediately approach the Teacher who will provide the name/names of the missing person/persons. The Principal will notify the QFS Chief of missing person/persons immediately on arrival.

Administration Staff to evacuate with a first aid kit – inclusive of an EpiPen and asthma puffer.



Toilet areas to be checked as follows before respective “checkers” move out to the oval.

P-2 Toilets and Library Toilets:	Assistant Principal – Curriculum (APC)
Senior Toilets:	Principal
Nazarene Place Toilets:	Assistant Principal – Religious Education (APRE)
Sick Bay:	School Secretary

- An Evacuation Drill will be held once per semester.
- Incidents must be followed up.
- Fire Drills must be logged and debriefed via email from Assistant Principal - Administration.
- Pastoral support and counselling services may need to be activated and made available.

FIRE EVACUATION PROCEDURE - During a break

-The staff member on duty should ensure the immediate safety of those in their care and should raise the alarm through the school office via phone.

-The Secretary, Assistant Principal or Principal will:

- Call 000 to access Ambulance, Police or Fire Brigade if necessary
- Sound the evacuation signal if necessary

ALARM SIGNAL – increasing loud beeps.

-When the evacuation signal (fire alarm) is sounded, students are to make their way quickly and quietly to their designated area on the oval - in line with the goal posts - Laner Street end. Prep first, in order, to Year 6. Students are to leave their lunchboxes and play equipment where it is.

The below areas are to be checked as follows before respective ‘checkers’ move out to the oval:

P-2 Toilets and Library Toilets:	Assistant Principal – Curriculum (APC)
Senior Toilets:	Principal
Nazarene Place Toilets:	Assistant Principal – Religious Education (APRE)
Sick Bay / Toilets:	School Secretary

-Teachers must collect their closest roll and make their way to the oval to ensure all students are present. The class rolls for a fire evacuation during a lunch break can be found in the Teacher’s pigeonholes (not class pigeonholes) in the staffroom or in their classroom. Teachers to ensure that they are collecting the roll in closest proximity.

-Volunteers are to proceed to the evacuation area and report to the School Secretary. Teacher Aides are to report directly to the Finance Secretary once on the oval.

-Once all students in the class are accounted for, the Teacher moves to the **BACK** of the class group and raises his/her hand and keeps it raised until the Fire Co-ordinator (APA or delegate) points to them and loudly and clearly acknowledges their signal, marking the class off on the school class checklist.

-Missing students/staff should be reported immediately by the Teacher stepping forward and waving their arm (one handed above the head). The Principal or other member of the Administration Team will immediately approach the Teacher who will provide the name/names of the missing person/persons. The Principal will notify the QFS Chief of missing person/persons immediately on arrival. **Administration staff to evacuate with a first aid kit inclusive of an EpiPen and asthma puffer.**



During All Fire Evacuation Procedures

- *In the case of students with extensive needs, the 1:1 Teacher Assistant rostered to that student will be responsible for following the identified evacuation plan, as detailed by the school, and safely removing the student from any hazard.*

FIRST AID & SICK BAY PROCEDURES AT SCHOOL

To ensure the safety and wellbeing of all students, our school follows clear protocols when a child becomes unwell or is injured during the school day.

Procedures for Unwell Students

Students who feel unwell are referred to the sick bay by a teacher.

- A trained first aid officer assesses the student's condition and takes their temperature.
- The student is asked appropriate questions to determine the nature of their illness, such as:
 - Do you have a headache, sore throat, or cough?
 - When did you start feeling sick? If response is "before school" – did you tell an adult in your family that you were feeling unwell?
 - Did you have any medicine or Panadol before coming to school today?
 - Is anyone at home sick at the moment?
 - Have you been drinking enough water?
 - Do you need to go to the toilet?
 - Have you eaten your lunch today?
 - Have you been sick recently?
- If the student presents with a high temperature, a parent is contacted immediately.
- If the student does not have a high temperature, they are monitored and rested in the sick bay for 20 minutes, after which their temperature is retested.
- If the student remains without a temperature and appears improved after resting, they return to class.
- If the student continues to feel unwell, a parent is contacted to take their child home.
- Whenever a child is sent home, the office staff will communicate this with the class teacher and teachers of siblings (if parent is also taking sibling home early).

Procedures for Injured Students

- If a student is injured during playtime, they report the injury to the teacher on duty.
- The teacher provides a 'first aid card', and the student proceeds to the office accompanied by a responsible peer.
- If the injury requires further context or is more serious, the teacher on duty will call the office to provide additional information.
- At the office, a trained first aid officer assesses the injury and administers appropriate care.
- If the injury is deemed more serious (e.g. sprain, suspected broken bone where the child is managing the pain, injury to the face area etc), a parent is contacted.
- If the injury is deemed severe (e.g., obvious broken bones, significant bleeding, breathing difficulty etc), both an ambulance and parents are called.
- If the injury involves a 'head knock', the school's concussion protocol is followed, and a parent is contacted. If a concussion is suspected, a parent is called immediately.
- Whenever a child is sent home, the office staff will communicate this with the class teacher and teachers of siblings (if parent is also taking sibling home early).

FREE DRESS DAYS

Generally, on the last Friday of each term, students are permitted to come to school in free dress. However, all clothing must be appropriate, modest and sun-safe and covered shoes, and the school hat must be worn. On these days, students are asked to bring a gold coin and monies collected go to targeted charities.



FRUIT BREAK

A daily short fruit break for the whole school is to be taken at approximately 9.45 am. Students generally eat their fruit in the classroom while still working, or use this short break for a movement opportunity. Students are only to only bring fresh fruit or vegetables.

GENERAL PERMISSION

Parents will be notified of forthcoming events and excursions. Parents grant permission for their children to attend all school excursions (1-day activities) on the student's enrolment forms and via Parent Lounge. If parents do not wish their child to attend any excursion or event, written notice needs to be submitted to the teacher outlining specific reasons. More detailed permission and medical forms are used for overnight school camps.

HAIRCUTS

Hair styles should reflect a **conservative image** that doesn't draw undue attention to individuals.

- Hair longer than collar length must be worn fully tied up in a full ponytail, bun or similar.
- Hair must be out of the face (especially eyes) at all times.
- Hairbands, ribbons or clips must be natural, red, white or navy blue. Elaborate or oversized hair accessories are not acceptable.
- Hair styles must reflect a conservative image that doesn't draw undue attention to individuals.
- Artificial hair colours, rat's tails, undercuts, tracks (including tracks along the part-line) and extreme hairstyles (mohawk, buzz cut, styles including a gauge less than 3, mullets or dreadlocks) are unacceptable.
- Hair must be tidy and reflect good personal hygiene
- Artificial colours are not acceptable

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

HEAD LICE

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

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

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

HOME READING

Purpose

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

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



Teacher's Role

Each teacher is expected to:

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

Student's Role

Each child is expected to:

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

Parent/Guardian's Role

Each parent/guardian is expected to:

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

Home Reading Organisation: Monday – Thursday

STAGE	HOME READING STRUCTURE
Prep	• Child reads to the parent each night (when ready) • Parent reads to child each night
Year 1	• Teacher assigns the child a reading level • Teacher is expected to change book daily • Record in Reading Log • Parent expected to sign each night • Teacher expected to sign each day • Levelled reading boxes in classrooms
Year 2	• Teacher assigns the child a reading level. • Child is expected to change book daily (directed/monitored by teacher) • Record in Reading Log • Parent expected to sign each night • Teacher expected to sign each day • Levelled reading boxes in classrooms



Year 3 Year 4 Year 5	- Children read Library books each night - Children change Library books during specific morning library times as necessary (directed and monitored by the teacher) - Some children still directed on reading material (if necessary) - Additional texts may also be read at home
Year 6	- Children read Library books each night - Children change Library books during specific morning library times as necessary (directed and monitored by the teacher) - Some children still directed on reading material (if necessary) - Additional texts may also be read at home

HOMEWORK

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

Homework should:

- consolidate and enhance student learning.
- develop students' independence as learners.
- create a link between parents, students and teachers.
- be directly related to class work.
- allow for students' commitment to recreational, family and cultural activities.
- be purposeful and relevant to students' needs and phase of learning.
- develop organisational skills.
- not exceed the maximum time allocation per week.

Homework Time Allocation Guide

YEAR LEVEL	MINUTES OF DAILY HOMEWORK	MINUTES OF DAILY HOME READING
Prep	<i>Homework may be introduced throughout the year</i>	
Year 1	10 – 15	10
Year 2	10 – 15	10
Year 3	10 – 15	10
Year 4	15 – 20	15
Year 5	20 – 30	15
Year 6	20 – 30	20

Stakeholder Homework Expectations

TEACHERS	STUDENTS	PARENTS / CAREGIVERS
- Clearly explain expectations to parents. - Promptly mark homework and provide feedback for students. - Limit the usage of weekly homework sheets. - Only set homework that is related to concepts currently covered in class. - Offer a variety of contexts for setting homework (written, ICT, reading, researching etc.).	- Homework to be completed regularly by students. - Complete the homework to the best of their ability. - Hand homework in on time. - Complete homework as independently as possible. - Ask your teacher if you have difficulties with any homework task or timeframe prior to due date.	- Parents should provide a conducive learning environment by encouraging and supporting their children to complete homework. Homework should not cause conflict or be stressful. - Contact the teacher if the child is having problems with homework. - Amicably negotiate any individual homework modifications where necessary with teacher.



• Amicably negotiate any individual homework modifications where necessary with parents. • Set homework as per guidelines.		• Stay informed and be aware of homework expectations.
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HOUSE SYSTEM

Children are placed in one of our four houses. Each child is allocated a House on enrolment, and we try to balance the number of boys and girls in each age group. Students in the same family are always allocated to the same House. These serve as both pastoral and sporting Houses.

Houses are also used to group children for athletics and swimming carnivals. House Captains (a boy and a girl) are elected from the Year 6 students. These children are presented with a badge and are expected to display good leadership qualities. They also assist in the running of carnivals and other sporting events such as the Fun Run and Cross Country etc. House Captains also lead their teams in war cry practices and lead the House Lunch which generally occurs in Term One.

Wallace (Red)

Cummins (Green)

Philps (Blue)

Jordan (Gold)

ICT CODE OF CONDUCT

It is a systemic requirement for all schools that all staff and students complete and sign an ICT code of practice. The use of ICT within schools should be safe, responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in the ICT Code of Practice.

The ICT Code of Practice applies to the use of all school related ICT for educational purposes, whether provided by the school or the student.

Each year, age-appropriate Codes of Practice are distributed to all students. Teachers will provide students with relevant and appropriate information and training about the Codes of Practice. The student Codes of Practice will need to be signed by each student and their parent or guardian each year.

The signed Code is kept for the duration of the school year.

Due to Diocesan requirements, failure to sign and return the Letter of Agreement by the due date, results in loss of access to ICT at St John's.

Year 3-6 Information and Communication Technologies (ICT) Code of Practice Procedures

- Teachers will provide students with relevant and appropriate information about the ICT Codes of Practice during class in Term One.
- Parents are also asked to also go through the document with their child at home.
- Once read, the agreement on the last page needs to be signed by the student and their parent /caregiver and returned to the class teacher the following week.
- A copy of the Code of Practice will be on Parent Lounge.

Prep-Year 2 Information and Communication Technologies (ICT) Code of Practice

- Teachers will provide students with relevant and appropriate information about the ICT Codes of Practice during class in Term One.
- Parents are also asked to also go through the document with their child at home.
- A digital copy of the Early Learning and Care – Year 2 ICT Code of Practice will be uploaded to Parent Lounge where parents are asked to read through the document, discuss their child and tick to accept



the document. By ticking to accept, parents are 'signing' that they have read, understood and support the Early Learning and Care – Year 2 ICT Code of Practice

- This must be done by within the communicated timeframe or the student's access to ICT will be impacted.

IMMUNISATION

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

INCLUSIVE EDUCATION

We are committed to fostering an inclusive school culture where every student feels welcomed, respected, and supported to succeed. Our goal is to ensure all students can access and fully participate in all aspects of school life, especially the curriculum.

Through collaboration with families, classroom teachers, inclusive education staff, our school-based speech pathologist, teacher assistants, and allied professionals, we work to identify and remove or reduce barriers to learning. We provide reasonable adjustments and tailored supports that empower students to thrive academically, socially, and emotionally.

Inclusive education is embedded in our everyday practices and guided by the belief that diversity enriches our school community. We uphold high expectations for all students and recognise that, with the right support, every student can make progress and reach their potential.

Students identified with a disability are included in the Nationally Consistent Collection of Data (NCCD), which informs our ongoing commitment to inclusive practices.

INFECTIOUS DISEASES

The school policy follows the directions of the Queensland Education Department concerning infectious diseases.

Please refer to https://www.health.qld.gov.au/__data/assets/pdf_file/0022/426820/timeout_poster.pdf

Some procedures for parents include the following:

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



INSURANCE

St John the Baptist Catholic Primary School has insurance cover in place via Catholic Education – Diocese of Rockhampton (CEDR). Policy cover includes student accident, travel and public liability. If you require further details of the school's insurance cover, please contact the office.

INSTRUMENTAL MUSIC - FLUTE

An instrumental (flute) program is offered to students in Years 3 - 6. Private flute lessons take place before and during school time each term.

Interested students must have access to the instrument and the music teacher will bill each participating family directly.

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

INSTRUMENTAL – STRINGS

St John's offers interested Year 3-6 Students the opportunity to join a Beginners String Club, which includes the violin, viola, cello and double bass.

This is a free club, instructed by our Music Teacher, Mrs Milic and occurs once a week during a lunch/play break. Interested students apply in writing to join the Beginners String Group, and an instrument will be loaned to the student for free for the term. A hire agreement form needs to be filled out.

Students attending the group lessons must commitment to attendance every week unless a valid reason is provided. Students who consistently miss group lessons may have their spot offered to another student.

At the end of the term, the group perform the piece that you have learnt.

INSTRUMENTAL HIRE AGREEMENT

A hire agreement must be signed before instruments can be moved from St John's premises.

Where applicable, a yearly hire fee of \$200 will be charged before hire commences and instruments are taken home. This fee to be paid via Parent Lounge and is used to cover the instrument to be serviced at the end of each year.

The hirer is responsible for the collection and return of all equipment, being aware of the size, shape, and weight of the instrument.

Instruments are available for hire for one (1) year only.

The maintenance of the instrument whilst on loan, is the responsibility of the hirer. Students must discuss the care requirements of their chosen instrument with the Music Teacher and ensure all instruments are cleaned regularly.

Lost or damaged instruments must be reported immediately to the Music Teacher and costs for repairs or full replacement are the parents' responsibility.

Instruments are to be returned to St John's, by the end of the agreed period of loan.



IPADS ONE-ONE DEVICES

The 1-1 iPad Program at St John's is for students in Years 4, 5 and 6. St John's has been using the Apple iPad since 2012 and will continue to use this device to support and enhance learning.

The 1-1, Year 4 iPads are school owned devices (under the all-inclusive school fee structure) and are to be used at school only.

As the Year 5 and 6 devices still sit under the 'Lease Agreement' structure, these devices can be owned outright by families by the end of the agreement (typically at the end of Year 6).

There is limited academic need for iPads to go home daily for Year 4, 5 or 6. Future homework will seldom involve access to an iPad and therefore all devices will remain at school.

Should Year 5 or 6 families believe their child requires the leased iPad to be brought home daily, they can submit a written request via the front office to the Principal.

LEAVING EARLY / ARRIVING LATE

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

School starts at 8.40 am and concludes at 3.00 pm.

LIBRARY

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

Prep to year 2 - 1 book at a time

Year 3 to year 6 - 2 books at a time

Books are borrowed for two weeks at a time.

Books must be returned at the end of the two-week borrowing period. For prep to year three, all books must be returned at the end of each term. There is a returns trolley at the front desk in the library for the books to be placed on.

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

LOCKDOWN PROCEDURE

A lockdown will occur when conditions outside the classroom are deemed to be unsafe by the Principal or delegated member of staff. In the absence of the Principal, this would be the Acting Principal or Deputised Principal.



ALARM SIGNAL

The alarm signal for a LOCK IN is a musical melody played over and over. A message over the intercom will confirm the ALL CLEAR.

PROCEDURE - During Class

- Students and staff will remain in their classrooms.
- Students and staff who are outside of their classrooms should take the safest, appropriate route to their classrooms unless directed to do otherwise by a staff member.
- Students and staff who are not in their classrooms (such as the library, technology or music rooms) should remain there and follow the same procedures.
- Staff on duty and other available staff will assist students to their class areas or nearest safe classroom if their own class area is not safe.
- Staff should lock all exterior doors and windows so that access from outside is not possible.
- Where possible, reduce the visibility of children and adults in buildings from outside view.
- Any student who is in the office at the time of the alarm will remain there.
- Students are not to move from the classroom until staff members have been given the “all clear” via the intercom.
- Staff should contact the Control Point only in an emergency. All phone lines should be kept clear for contacting emergency services and for confirming safety of students.

A MESSAGE OVER THE INTERCOM WILL CONFIRM ALL CLEAR.

LOGO

The St John the Baptist School logo symbolises our desire to follow Christ, by living the gospel as Mary did.

The flames above the cross represent the light and the truth of Christ.

Jesus said, “I am the truth”. St John the Baptist was faced with being asked to remain silent about the truth of Jesus, but he refused to be silent and died for the truth. To follow His way, we must be true to our God and true to ourselves. We are minded of this in our School Motto.

The cross is embedded in the heart as a sign of how we allow the Word of God to be entrenched into our lives and therefore, all we say and do is in Jesus’ name.

The heart is the Immaculate Heart of Mary. It represents Mary’s undying love for her God, her maternal love for her son, Jesus, and her compassionate love for all humanity.

The running waters symbolise the waters of the River Jordan where St John the Baptist baptised Jesus, marking the beginning of His ministry on earth. Likewise, our Baptism signifies the beginning of our life with Christ.

LOST PROPERTY

All lost property items are stored in our Lost Property Box situated in the office and students and parents are reminded to regularly check this venue if items have been lost.

All remaining items are periodically donated to St Vincent de Paul.

Please ensure all belongings are **CLEARLY** labelled with the child’s name to enable items to be returned to the correct student.



LUNCHTIME OR AFTER SCHOOL ACTIVITIES

At St John's we cater for many interests during play break times.

Students have the option to participate in the following:

- Games of choice on the oval (a variety of sporting equipment is available for all students)
- Nature Playground
- Junior and Senior Playgrounds
- Climbing Playground
- Handball courts
- Undercover shed for a variety of sports and games
- Library (craft club or quiet reading)
- The Hub (modified inside games)
- Drone Club
- Robotics Club
- STEM Club (CQU)
- Prayer Group
- Fitness Training
- Sports Training
- Beginner String Group
- Flute ensemble and private lessons

MASSES AND LITURGIES

Whole school Masses and liturgies will be organised throughout the year for the beginning of the year- Opening School Mass, Shrove Tuesday, Ash Wednesday, Stations of the Cross, St John the Baptist Feast Day, ANZAC Day, Remembrance Day, The Holy Name of Mary Feast Day, End of Year/Graduation Mass and the Feast of the Assumption if it falls on a school day. Whole school masses and liturgies are generally held in Nazarene Place and organised by the APRE.

Classroom liturgies are organised, so that each class will have one individual class liturgy and a combined year level Mass at Star of the Sea Parish (where they are encouraged to invite their year level counterpart from Star of the Sea to attend and then perhaps share morning tea/lunch and a play afterwards).

All class liturgies and masses are booked at the beginning of each year with the School Chaplain and the Star of the Sea Parish Office by the APRE. All teachers prepare their class liturgy or mass.

MEDIA CONSENT

As part of our commitment to celebrating student achievements and sharing the vibrant life of our school community, we may occasionally capture photos and videos of students during school activities and events. These may be used in school publications, newsletters, social media platforms, promotional materials or shared with local media outlets.

In accordance with the Catholic Education Diocese of Rockhampton's policies, parents and carers are asked to provide consent for their child's image and/or voice to be used for these purposes. Media consent is collected during the enrolment process and can be updated at any time by contacting the school office.

We respect every family's privacy and preferences. If you choose not to provide consent, your child will not be included in any publicly shared media.

For more information, please refer to the Privacy Policy and ICT Acceptable Use Policy available on the Catholic Education Diocese of Rockhampton website.



Step 1 - Log into Parent Lounge

Step 2 - Under the Student Details tab > General Details > Consents

The screenshot shows the 'Parent Details' dropdown menu on the left, with 'Student Details' highlighted. The 'Student Details' sub-menu is open on the right, showing options like 'Academic Reports', 'Attendance', and 'General Details', with 'General Details' highlighted. The 'Consents' option is highlighted in the 'General Details' sub-menu.

Step 3 – Click on Update

The screenshot shows the 'Consents' form with four rows: 'Marketing/Promo/Website/Advert', 'Social Media', 'External News/Media Outlets', and 'Sharing my/our personal inform'. Each row has a 'Y' in the 'Consent' column. The 'Update' button is highlighted in the bottom right corner.

Step 4 – Enter Y (Yes) for permission or N (No) for no permission

The screenshot shows the 'Update Consents' form with four rows: 'Marketing/Promo/Website/Advert', 'Social Media', 'External News/Media Outlets', and 'Sharing my/our personal inform'. Each row has an input field for 'Y' or 'N'. The 'Cancel' and 'Submit Changes' buttons are at the bottom.

1. I consent to the use of material in marketing, promotion and communication (printed, digital, online) including website, advertising, external displays or other such publishing for school/college, CEDR, Catholic Education Queensland, National Catholic Education Commission.
2. I consent to the use of material on Social media (eg facebook, X, Instagram) for the School/College/CEDR/Catholic Education Queensland/National Catholic Education Commission
3. I consent to the use of material in local, diocesan, regional, state, national and international news media outlets (printed, digital, online) representing School/College/CEDR
4. I/we consent to the school sharing my and my child's personal information (limited to name, address, telephone numbers, email address and occupation) to its associated supporting groups (e.g. Parents & Friends' Association, Parents Network and sporting and cultural support groups, School Past Pupil's Association).

*Note - You can select Y (Yes) or N (No) for each of these categories, they do not have to be the same response for all 4 areas. For example, you may give your consent for (1) Marketing/Promo/Website/Advert and (4) *Sharing my/our personal inform*, however select N (No) for (2) *Social Media* and (3) *External News/Media Outlets* as per image below.

Update Consents -

* Marketing/Promo/Website/Advert	Y
* Social Media	N
* External News/Media Outlets	N
* Sharing my/our personal inform	Y

Step 5 – Once you have made your selection, click Submit Changes

Update Consents -

* Marketing/Promo/Website/Advert	Y
* Social Media	N
* External News/Media Outlets	N
* Sharing my/our personal inform	Y

The above is a specific consent relating to media and advertising. The handling of the material by the school otherwise (e.g. class photos and school team photos which may be used internally within the school in newsletters and school magazine) is dealt with in accordance with the Privacy Policy. If you have any objections to the use of the material at the school, a separate request to the school is required.

*Note – If you have more than one child, this process will need to be completed for each child. To change between children, select the child that you wish to update from the menu located on the top right of the screen under your school's name and login name.

MEDICATION

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

MISSIONS

Children are encouraged to support the missions through their prayers and by donating mission money. Project Compassion, the fundraiser for Caritas, is supported in Term One, but children are encouraged to continue to support those less fortunate through donations to Caritas throughout the year. Catholic Mission is also supported in the month of October (Socktober). Children also support appeals for various charitable organisations throughout the year including the St Vincent de Paul Society, as well as other particularly pressing social causes e.g., Bushfire/Cyclone victims. On one Friday each mid-term and on the free dress day held on the last day of each term, children are asked to bring a gold coin donation to go towards a chosen worthy cause.



Individual classes are also expected to be involved in various stewardship activities through our School Stewardship Program, as practical ways of how we can live our calling as Christians in everyday life.

MOTTO: TRUE BEFORE GOD, TRUE BEFORE ALL

The school motto is 'True Before God, True before All'. We are called to be true to ourselves and live as Jesus modelled. St John the Baptist died for the truth and we must follow his way and live the truth of the Gospel every day. As well, Mary was the first follower of Jesus and she also modelled how to be true before God, true before all. When we live a Christlike life, we are being true before God and we are being true to our true self as children of God.

MOBILE PHONES (Students)

At St John's we recognise that there are legitimate reasons for students to bring a mobile phone to school.

These may include but not limited to:

- To ensure their safety while travelling
- So that parents can contact them outside of school hours.

At school, no student is permitted to use their mobile phone at school during school hours. Students must drop their mobile phone off to the office for storage at the beginning of the school day. They will not be able to access their device until the end of the school day when the device is picked-up from the office.

If you need to contact your child during the school day, or your child needs to contact you, this **MUST** be done via the school landline – 49 781799.

Mobile devices include any device that has the potential for internet connectivity or recording images or sounds. *See Smart Watches for further specific information*

MONEY

No money is to be sent to school for payment of any school activities. All payments are done online via Parent Lounge.

NATURE PLAYGROUND

We are blessed at St John's to have a large Nature Playground. The Nature Playground was developed using only natural materials – fallen logs, hay bales, sand, river stones, sticks etc.

The benefits of students playing in this setting has great outcomes for student's mental, physical and emotional health, as well as allowing them to develop creativity and problem-solving skills.

NEWSLETTER – "THE INFORMER"

The Informer is shared every Monday to all families via email and via the St John's App. It is important that families subscribe by clicking on the following link and filling in your details:

<https://epublisher.net.au/public/subscription/signupForm/==wNykJM8>

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

NUT ALLERGIES

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



NUTRITION EXPECTATIONS

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

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

To support our nutritional expectations:

- Teachers practice good eating habits in the presence of students.
- Teachers limit the use of lollies and other foods as rewards.
- We encourage parents and carers to provide nutritious, healthy lunch boxes. Lollies, chocolates and soft drinks are not encouraged for school lunchboxes.
- Students will have access to their own water bottles during class lessons.
- Allocated fruit breaks are expected in all classrooms.
- The tuckshop menu will only source food options as per the Queensland Government's 'Smart Choices – Healthy Food and Drink Supply Strategies for Queensland Schools' when developing or adding to the tuckshop menu.

OFFICE HOURS

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

OUTSIDE HOURS SCHOOL CARE

St John's provides an accredited Outside School Hours Care service for the students of St John's. We aim to provide a safe and supportive environment where children are well supervised and their social, physical, recreational and emotional needs are catered for. Our Outside Hours School Care is a leisure-based service that strives to support children's spiritual, physical, social, intellectual and emotional wellbeing.

The process for enrolment is completed online by following the links below.

https://prodadmin.myxplor.com/enrollment_v2/centre/RkoOHXIKKvDwQSWAnGZdOQ and the contact details are as follows:

Email: sjgoshc_rok.catholic.edu.au

Mobile: 0417636948

Our OSHC services include:

- Before School Care (6:00 am - 8:20 am school days)
- After School Care (3:00 pm – 6:00 pm school days and 8.00 am - 6.00 pm on pupil free days)

The prices and hours for the service in 2025 are as follows:

During School Term

Before School Care	6:00 am	8:20 am	\$23.00
After School Care	3:00 pm	6:00 pm	\$30.00

During School Holidays

Vacation Care	6:00 am	6:00 pm	\$63.00
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PARENTS AND FRIENDS ASSOCIATION

(now known as Catholic Schools Parents Association – CSPA)

Our CSPA meets regularly, the 2nd and 2nd last week of each term. All parents are encouraged to take an active part in this aspect of the school's life. There are also a number of subcommittees that are doing great work for the school.

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

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

The CSPA organises fundraising events throughout the year. Fundraising events occur through the following avenues:

- Parish (e.g. Fairs and relevant grants)
- Parents and Friends fundraising activities
- Special fundraising activities
- External funds and donations
- Internal donations
- Levies

PARENT INFORMATION SESSIONS

At the start of each year, teachers prepare a comprehensive Information PowerPoint to share with families. The Parent Information is generally shared with families in Week Two of Term One. The information includes:

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

PARENT - TEACHER INTERVIEWS

As part of our formal reporting requirements, Parent-Teacher interviews occur in Term One and Term Three. Teachers and parents can take this opportunity to discuss the student's progress and any areas of concern. Meeting each semester helps to eliminate small issues that can grow over a longer period of time and it also helps to foster strong relationships between parents and teachers; all in the best interests of the student.

Parent-Teacher interviews/meetings go for approximately 15 minutes and are usually timetabled towards the end of Term One and in the first few weeks of Term Three. All Parent-Teacher Interview bookings are to be made via Parent Lounge. No bookings will be made at the office or via the classroom teacher.

These meetings are highly important, and it is our expectation that all parents attend Parent-Teacher interviews.



PARENT LOUNGE

Parent Lounge is an essential component at St John's. Our Parent Lounge allows you to:

- Access your child's report card (all report cards are electronic at St John's)
- Accept or decline permission for your child's excursions and download appropriate paperwork associated with the excursion. If the excursion is not accepted by the parent via Parent Lounge, the student is unfortunately unable to attend.
- Pay for excursions, camps or other activities.
- Book Parent Teacher Interviews (all Parent Teacher interviews must be booked via the Parent Lounge - **No bookings are taken from the office**)
- Update any changes in personal information (change of phone number, address etc.)
- Access your school fee accounts
- Enter any student absences.

Parent Teacher Interviews can be accessed via <https://402sjg.rok.catholic.edu.au/parentlounge>.

PARKING

Parent parking can be found in the large rear carpark at Laner Street or the surrounding streets around the school.

For the safety of our students, under no circumstances are parents to park in either of the drop-off/pick-up areas or on grass verges and/or footpaths near drop-off/pick-up areas.

Additionally, parents are not to park or stop in a waiting queue in the bus stop zone on J Hickey Avenue. The front visitor carpark is for short term visitors only.

The visitor carpark is NOT a pick-up or drop-off area for students and is blocked to traffic from 2:40pm until 3:10pm for student safety.

PARKING AT PICK-UP/DROP-OFF TIMES

Under no circumstances should parents/caregivers park on footpaths or medium strips near our school. A Gladstone Regional Council Parking Compliance Officer can/will issue hefty parking fines for anyone parking on footpaths and medium strips. Fines can also be incurred by drivers who choose to drive over, and cause damage to gutters/curbing and channelling.

Please see below a Road Safety in School Zones – Keeping our Children Safe brochure from the Gladstone Regional Council. As well as providing safety tips, it also highlights some ways that drivers can incur fines in school zones.

Some other things to remember at pick-up/drop-off:

- Students in Prep, Years 1 and 2 **MUST** be picked up after school (3:00pm to 3:20pm) from the J. Hickey Avenue Stop, Drop, Go area.
- Students in Years 3, 4, 5 and 6 (and their younger siblings in Prep, Year 1 and 2), **MUST** be picked up after school (3:00pm to 3:20pm) from the Laner Street Stop, Drop, Go area.
- Students **MUST** sit in the undercover area at each location and wait for direction from the teacher on duty. No students are to be playing on school play areas during this time.
- Parents under no circumstances are to park their car in either the J. Hickey Avenue or Laner Street Stop, Drop, Go areas. Please use the Laner Street visitor car park or street parking if you intend to walk your child/ren into the school grounds.
- Under no circumstances should the visitor car park be used as a pick-up or drop-off area for students.
- Drivers **MUST** not obstruct the bus from entering or leaving the bus stop on J. Hickey Avenue.
- When parking and collecting children, please do not park over our neighbours' driveways.

By abiding by the above, we can ensure smooth and safe drop-off and collection of our students!



Road Safety in School Zones - Keeping our Children Safe

This flyer provides important safety tips to follow when driving and parking in school zones, including key road signs, rules and line markings you need to know.

Safety tips when driving and parking in school zones

NEVER

- Call your children across the road - go to them and help them cross the road
- Double park, stop on a footpath, or crossing
- Do a U-turn or three point turn
- Speed - you never know when a pedestrian may step out suddenly
- Stop in a school bus zone
- Stop on a yellow line
- Stop on a painted island.

DON'T FORGET

- The No Parking zone is there for everyone to utilise. Don't overstay the limit of two minutes and if it is full when you arrive, do not queue. Drive around the block if needed, until a space is available in the Stop, Drop & Go zone.



If you break the traffic rules in a school zone, you put your child and other children at risk - and **you will be fined.**

FINES APPLY	
	You must not stop or park in a BUS ZONE for any reason (including queuing or waiting for a space) unless you are driving a bus. If times are shown on the sign, you are not allowed to stop during those times.
	You must not stop on a side road marked with a continuous YELLOW LINE on the edge.
	DOUBLE PARKING You must not stop on the road adjacent to another vehicle at any time even to drop off or pick up passengers.
	You must not stop on a TRAFFIC / PAINTED ISLAND .

Scan the QR code or visit Council's website for further information.



www.gladstone.qld.gov.au



PARTNERSHIP

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

- A Parent Information Evening is generally held in Week Two of Term One. At this Information Evening, the year level teachers present a summary of what parents can expect to see happening in the classroom during the year ahead.
- Formal Parent / Teachers interviews are offered to parents in Terms One and Three. In these meetings, parents and teachers discuss educational goals for the year and outcomes achieved so far.



Throughout the year, parents are always welcomed and encouraged to make an appointment to discuss their child's development with the child's teacher. Teachers will keep parents informed of significant trends or occurrences with regards to their child's development. Teachers also encourage parental assistance in the classroom; please note that all volunteers must complete the annual compulsory Volunteer Induction.

PASTORAL CARE

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

Formal Pastoral Care activities include:

- The Pastoral House System
- The Buddy Program
- The Pastoral Care Program

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

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

The Pastoral Care program involves our Year 6 Leaders, taking lessons over a four-week period (generally in Term Three or Four) to younger peers in their Pastoral Care Group. Lessons are focussed on friendship, resilience, respect and Student Wellbeing.

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

PICK-UP AND DROP OFF

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

St John's provides parents with two 'drop off and pick up' areas – Laner Street and J Hickey Ave (near the oval). These areas provide opportunities for a **two minute** "drop off/pick-up". There is strictly **NO PARKING** in these areas.

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

- Laner St Pick-up is for Year 3-6 students and their younger siblings
- J Hickey Pick-up is for Prep – Year 2 students only

Longer term parking can be found at the Laner Street Carpark. All students must be walked in and out of the car park by their caregiver.

The Visitor carpark at the front of the school is **NOT** for student pick-up or drop off, except if picking up or dropping of children attending OHSC. Traffic access to this carpark is blocked daily from 2:40pm until 3:10pm for the safety of our students.



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

PLAYGROUNDS – OUT OF SCHOOL SUPERVISION

Our school playgrounds are supervised by school staff during designated times within school hours only. Outside of school hours, children **MUST** always be directly supervised by a parent or guardian.

The supervising adult is fully responsible for the safety and behaviour of their child while using this playground outside of school supervision times.

Children **MUST** keep their shoes on at all times.

POLICIES

St John's aligns with all CEDR Policies. St John's have developed a number of guidelines pertaining to the day-to-day running of the school including Homework, School Representative and School Uniform Policies. These school specific policies can be found on our website at <http://sigrok.catholic.edu.au>

All CEO policies and guidelines which St John's adhere to can be found at - <http://www.rok.catholic.edu.au>.

PRAYER AND WORSHIP

Our school staff gathers each Monday morning and Tuesday afternoon to pray as a staff. All student parades and assemblies include the School or Lord's Prayer. All classes pray at the start and end of each day and before each of the two eating breaks.

Within each class, regular opportunities are also provided for the children to plan, prepare and participate in prayer and liturgies and these present opportunities for children to communicate with God and for God to communicate with them.

PUPIL FREE DAYS

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

Each year, we are provided with one Pupil Free Day by our Bishop for a combined professional and spiritual reflection day with other catholic schools in our area. The second Pupil Free Day is in Term Three each year and includes all schools in Queensland for the purpose of moderation.

Five further days of professional development for teachers, takes place during school holiday time.

REACH OUT GROUP

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

REAL TALK

Real Talk is a values-based education program delivered to Year 5 and 6 students, focusing on respectful relationships, personal development, and the physical and emotional changes of puberty. Presented in an age-appropriate and engaging format, Real Talk offers students a safe space to explore topics such as self-worth, decision-making, and the importance of healthy boundaries.



The sessions are designed to complement the school's wellbeing and health curriculum, encouraging students to ask questions, reflect on their values, and build confidence as they navigate this important stage of growth. Parents are also provided with resources to continue these conversations at home and all sessions are attended by the Year 5 and 6 students and their teachers, on a dedicated day, generally in Term Three.

REPORT CARDS

CEDR mandates that all schools will provide four formal reporting opportunities each year. At St John's, this will be two formal report cards and two formal parent teacher interviews each year. Report cards will be produced at the end of Semester One and the end of Semester Two.

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

SCHOOL APP - PARENT ORBIT

The St John's App via the platform of "Parent Orbit" provides a key avenue of communication and information that is accessible anywhere, at any time via on your device.

Via the Parent Orbit App, families will find:

- Any current information, through "feeds"
- Our newsletter (including archived newsletters)
- Links to Parent Lounge to access student attendance, fees payments, student academic reports, parent teacher interview bookings, accept excursions etc.
- Links to Online Tuckshop, our Website, our Facebook page and our school contact
- A 'live' school calendar (1 term at a time)
- Relevant forms and documents (parent handbook, school policies, OSHC forms etc.)
- A link to Seesaw

Instructions to set up the St John's Parent Orbit App will be emailed to you when your Parent Lounge code is generated.

SCHOOL BOARD

The School Board is a Pastoral Advisory body to the Principal.

The history of School Boards in Queensland can be traced back to the Project Catholic School, a research project undertaken by the Queensland Catholic Education Commission in 1977. One key recommendation to emerge from this project was the need to make sure Catholic Schools had strong links to the local community; one way of doing this was to establish local School Boards.

This philosophy of 'shared wisdom' allowed Boards to develop a model that was more about 'consultation' rather than 'decision making'; this philosophy is a feature of the St John's Board which seeks to work toward the achievement of the Church's educational mission.

The aim of the Board is to assist our school to fulfil its Catholic Educational responsibility within the terms of the general pastoral and educational goals of the Diocese.

The first responsibility is to assist the principal and staff to apply the ideals stated in our school's Mission Statement: to 'Prepare the Way' for our students, so they know the truth of Christ, are true before God, true before all and lead meaningful lives, now and into their futures.



The Board acts in an advisory role to the principal in relation to specific decision-making responsibilities in the areas of policy, provision and maintenance of buildings, budgeting, communication, curriculum and staffing. A shared wisdom process of discernment is the basis of the Board's decision-making process.

Membership of the School Board consists of ex-officio, elected and co-opted members. Ex-officio members are the Parish Priest, Principal and where applicable a representative of any religious order providing staff to the school. Elected members include a member of staff, parents, and a parishioner. The Board can co-opt members to become full members of the Board.

Parent members on the Board are elected for a two-year period and are chosen based on their faith dimension and their specific talents such as financial expertise, pastoral wisdom, managerial experience or local knowledge.

To be eligible to elect or be elected, a person must have participated in a pre-service Board Education Program. This program ensures a clear understanding of the philosophy, aims and responsibilities of the Board.

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

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

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

SCHOOL COUNSELLOR

We currently employ a School Counsellor to support our students and families.

- Counselling is short-term, typically lasting between 6 to 10 sessions depending on the student's needs and progress.
- Once referral forms are returned, parents are contacted for an intake appointment within approximately 5 business days. Counselling will commence based on availability.
- The Counselling Room is now located next to Year 5K, at block 1.

If parents are separated, consent must be provided by both parents/guardians unless court orders state otherwise. If both parents cannot sign the form, contact details for the other parent must be provided so the counsellor can obtain written or verbal consent directly.

SCHOOL PRAYER

Dear Lord,
Thank you for the gift of our friends.
Help us to make our school a happy, peaceful place.
Help us to smile at people and accept each other as we are.
Help us to co-operate, work hard and to include each other in our games.
We promise to be true before God and true before all.
Amen.
St John the Baptist - Pray for us. Our Lady Star of the Sea – Pray for us.



SCHOOL IMPROVEMENT PROCESSES

Catholic schools in the Diocese of Rockhampton have engaged in ongoing renewal and improvement for over thirty years, guided by a commitment to excellence in education and faith formation. This continuous journey reflects a deep dedication to enhancing student outcomes, strengthening school culture, and aligning with Gospel values.

At St John's, our most recent review took place in 2023, incorporating two key frameworks:

The National School Improvement Tool (NSIT): This evidence-based framework supports schools in evaluating and enhancing their practices across nine domains of effective schooling, including leadership, curriculum, and student engagement.

The Enhancing Catholic School Identity Project (ECSIP): Developed in partnership with Catholic University Leuven, ECSIP helps schools explore and deepen their Catholic identity in contemporary society, ensuring that faith remains central to our mission and learning environment.

These tools enable us to reflect on our strengths, identify areas for growth, and set strategic goals that are both educationally sound and spiritually grounded. Our school improvement efforts are collaborative, involving staff, students, families, and the broader community.

For more information about the School Improvement Framework and accreditation processes for non-state schools in Queensland, visit the Non-State Schools Accreditation Board website.

The School Improvement Framework is a process of continuous self-improvement in our schools, with each school undertaking an External Validation each five years.

A significant and effective School Renewal Process occurs at St John's School every five years. The last renewal was in 2024. All key administration, educational, social, cultural and technical aspects were reviewed closely. Based on this review we are progressively developing and implementing a range of *Preparing the Way* initiatives.

SECURITY CAMERAS

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

SEESAW (CLASS information sharing platform)

Seesaw is used solely for sharing whole-class or whole-school updates with families. It is not a platform for two-way communication between parents and staff.

Any two-way communication is to take place via a staff member's school email or in person.

Parents need to download their child's Class Seesaw each year. Links will be shared at the start of each school year.

SMART WATCHES

At St John's we recognise that there are legitimate reasons for students to bring an internet connectable personal device to school. These may include but not limited to:

- To ensure their safety while travelling
- So that parents can contact them outside of school hours.

At school, no student is permitted to use these devices, including any watch or other device that has the potential for internet connectivity or recording images or sounds.



During the school day, students are not permitted to wear, access or use a smart watch.

If you need to contact your child during the school day, or your child needs to contact you, this **MUST** be done via the school landline – 49 781799.

SMOKING

All parents and visitors to our school must be aware of and adhere to the Queensland Law in regard to smoking on and around school grounds.

Smoking is BANNED at all Queensland schools, and for 5 metres beyond the school boundaries.

The law applies at all times - during and after school hours, on weekends and during school holidays.

It includes the use of all smoking products, including electronic cigarettes.

Please note that our boundaries include our oval, car parks, rear bush lands etc and smoking is absolutely prohibited within and five metres beyond these boundary areas.

SOCIAL MEDIA ON-LINE ACCOUNTS – AGE RESTRICTIONS

We are committed to supporting safe and responsible use of technology. Currently, many popular social media platforms have minimum age requirements, typically set at 13 years old. These age limits are designed to protect children's personal information and ensure they are developmentally ready to engage in online communities.

However, starting 11 December 2025, new legislation will raise the minimum age for social media accounts to 16 years across Australia, including Queensland. This means children under 16 will no longer be permitted to create accounts on platforms such as TikTok, Instagram, Snapchat, Facebook, Discord, and YouTube.

Social media companies will be required to implement stronger age verification measures to enforce this change.

Example of Age Restrictions:

Platform	Current Minimum Age	From Dec 2025
Instagram	13 years	16 years
TikTok	13 years	16 years
Snapchat	13 years	16 years
Facebook	13 years	16 years
Discord	13 years	16 years
WhatsApp	16 years	16 years

We strongly encourage parents to monitor their child's online activity and avoid setting up social media accounts for children under the required age. Early exposure to social media can increase risks related to privacy, cyberbullying, and inappropriate content. Bypassing age restrictions by entering false birth dates may expose children to unsafe environments.

SPIRIT NIGHT

Spirit Night is a whole school event where students celebrate the spirit of Christmas by presenting the Nativity story and sing Christmas carols in year level groups. The night is generally held at the Gladstone Marina Stage area and is a showcase and celebration of the spirit of St John's. Families generally bring a picnic dinner or purchase from the barbeque on offer and sit on a blanket or chairs to enjoy the evening. Students are to sit with their year level cohort throughout the performances and will be dismissed to their caregiver at the conclusion of evening.



SPORT

Sports Equipment

All students have access to a vast range of sporting equipment to utilise during lunch breaks.

Daily Physical Activity

Each class is encouraged to participate in some Daily Physical Activity for approximately 5-minute intervals throughout the day.

Friday Sport

Friday sport usually occurs on a Friday specific to the term where athletics is the focus in HPE. The activities students engage in are an extension of the track and field events which are being taught in PE lessons and that are included in the St John's Athletics Carnival.

Sports Carnivals

Our school holds a Cross Country, Swimming Carnival and Athletics Carnival each year. All children from Prep to Year 6 participate in the Cross Country and Athletics Carnivals and earn valuable points for their House team. Children in Years 3 to 6 also participate in the Swimming Carnival. Parents and friends are encouraged to participate either as volunteers or as active supporters.

Fun Run

Generally, in Term Three each year, the school holds the annual Fun Run.

Whole School Beep Off

As a culminating activity to our whole fitness unit in Term One, we hold a whole school 'beep-off'.

Representative Sport

St John's competes in most of interschool sporting competitions. A School Selection Policy is adhered to when selecting students to represent the school. Selection for representative teams is based on merit. Representing the school is a privilege and students must display appropriate behaviour and attitude both at the event and while at school. Students can represent the school in team and individual pursuits.

Training prior to the interschool sporting event is a requirement of any team member who is selected.

Port Curtis (PC) Sporting Trials

The process for Port Curtis trials can be somewhat confusing and at times an in-depth process.

The following captures the general process. Please see our Sport Co-ordinator for further clarification.

- PC sport emails all schools regarding any up-coming trials 3-4 weeks prior to a trial.
- Once received, school's Sports Co-Ordinator will inform students (at parade) that trial is open. Students are instructed to go to the office (generally at 1st break) to add their name to an 'interest in trialling' form.
- If there are more than five St John's students wishing to attend a PC trial, an 'in school' trial will occur.
- At an 'in-school' trial, students have the opportunity to showcase their skills and playing abilities. A second 'in-school' trial may be held to allow students the best opportunity where interest numbers are very high.
- The five students who demonstrate the strongest skills and playing abilities at the 'in-school' trial are given paperwork to attend the PC trial which outlines the date, time, venue, equipment, cost and link to the Student Permission Booklet.
- Parents of trialling students must download the link to the student permission booklet and return the filled in booklet to the office by the due date for signing (by the principal or his/her delegate) and uploading to the PC official nomination spreadsheet (by the Sport Co-ordinator).



- This signed Permission Booklet (by the principal or delegate) is returned to the student via their class pigeonhole. Student to collect and to take to the PC trial.

Points to consider:

- PC timetable of trials is displayed outside the office and is included in Weeks 1 and 2 of newsletter.
- 'Follow' PC Sport on Facebook for all current updates.
- Generally, PC trials are only open to students aged 10 - 12 years.
- PC trials are individual trials and parents are responsible for the transport to and from the trial.

STAFF MEETINGS

To support collaboration and professional development, staff meetings are held on the following days each week:

Monday: 8.20am – 8.40am

Tuesday: 3.30pm – 4.30pm

Wednesday: 8.20am – 9.10am

During these times, teachers are unavailable for parent meetings.

We kindly ask families to schedule any discussions outside of these designated meeting days to ensure staff can fully participate in planning and cohort coordination.

ST JOHN'S GOT TALENT

Every 2nd year, we host a St John's Got Talent event. It is a much-loved event that showcases the depth of talent of our students and a chance for them to shine on stage!

Student self-nominate as a solo or group performance and is open to all year levels.

- Students are to prepare their own performance and be ready on the day of their performance with all necessary equipment where applicable (costumes, music, props etc).
- Performances must not exceed 2 minutes, and all performances must be safe.

Due to the popularity of St John's Got Talent, we host heats, semi-finals and finals over a 4-5 week period at 1st break. Students generally compete against similar ages in the heats and semi-finals, but the Top 8 performances who progress to the grand final will be multi-aged.

STEWARDSHIP PROGRAM

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

STUDENT COUNCIL

Our Student Council is a vibrant team of student leaders from Years 3 to 6, with one representative elected from each class by their peers. These students serve for one semester, bringing fresh ideas and perspectives to the table. The Student Council meets fortnightly on Thursdays to discuss school initiatives, share student feedback and promote a positive and inclusive school culture. It's a fantastic opportunity for students to develop leadership skills, collaborate across year levels, initiate their 'student voice' and make meaningful contributions to their school community.



STUDENT LEADERSHIP

Official Positions

School Captain – Boy and girl (Year 6)

House Captains – Boy and girl (Year 6)

Student Voting

- Students in Year 3 to Year 6 are eligible to vote.
- The preferential voting system is used for the election of leaders.
- Voters indicate their top 5 choices with 1 being the preferred candidate on the voting forms.

Staff Voting

- All staff are eligible to vote except where their own child may be running for a position (e.g., A teacher whose daughter is running for girl school captain cannot vote for the girl school captain position but can vote for the boy captain).
- It is not compulsory for staff to vote.
- An eligible candidate must receive at least 1 staff member vote to remain “live” in the voting process. Staff and Leadership votes have a higher weighting than student votes.
- The final decision will be at the discretion of the Principal.

Voting Process

School Captain Selection

In Term Four, Year 5 students are invited to apply in writing for a position of added responsibility for Year 6, the following year. This application is generally due in the first few weeks of Term Four.

From the written application, students applying for the position of School Captain present a preliminary speech to their Year 5 peers, teachers and the leadership team.

Five girls and five boys will be short-listed to present their final Year 6 School Captain in Week 8 to the full school Assembly. At the Principal’s discretion, a sixth candidate may be included.

Parents are welcome to attend the final speech.

At the conclusion of the School Captain speeches, students in Years 3-6, staff and the Leadership Team vote and using the preferential voting system, 1 boy and 1 girl School Captain is elected.

Phone calls are made to families of elected Student Leaders only prior to the End of Year Mass and Awards. These phone calls will generally occur the week prior to the Year of Year Mass.

Presentation of newly elected School Captains will occur after the End of Year Mass.

House Captain Selection

There are NO preliminary speeches for the selection of House Captains. Candidates will be selected directly from their written nomination and teacher/Leadership review.

All suitable candidates present their House Captain speech to their House peers in Week 8.

At the conclusion of the House Captain speeches, students in Years 3-6, staff and the Leadership Team vote using the preferential voting system; 1 boy and 1 girl from each House is elected House Captain.

Phone calls are made to families of elected Student Leaders only prior to the End of Year Mass. These phone calls will generally occur one week prior to the End of Year Mass.

Presentation of newly elected House Captains will occur after the End of Year Mass.



STUDENTS LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

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

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

STUDENT PROTECTION

The safety and wellbeing of every student is paramount. Each year, all staff members participate in comprehensive Student Protection in-servicing to ensure they are equipped with the knowledge and protocols necessary to safeguard children from harm.

All teachers and staff have both a legal and moral obligation to protect students. This duty includes mandatory reporting of any suspected harm or abuse. Under Queensland law, teachers are required to report concerns about physical, emotional, or sexual abuse, neglect, or any situation where a child may be at risk. These reports must be made to the appropriate authorities, regardless of whether the concern arises within or outside the school environment.

To further support student safety, the school assigns dedicated Student Protection Officers (SPOs). These individuals are clearly identified and advertised to students so they know who they can approach if they feel unsafe or need support. One of these officers is always the Principal, ensuring leadership is directly involved in student welfare.

We are committed to fostering a culture of trust, openness, and proactive care, where every student feels safe, heard, and protected.

STUDENT RECORDS

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

STUDENT RETENTION (Repeating)

Repeating a year level refers to students remaining in and repeating the same year level they studied in the previous year. The decision for a student to repeat a year level is significant, made in the best interests of the student, in collaboration between parents/carers, the class teacher, learning support teacher, school leaders, the student and external specialists if required. Repeating a year level *may* create an opportunity for students to learn, grow, and catch up academically, but research indicates that it may not necessarily lead to positive outcomes for all students.

Important Considerations

There is little empirical support for the effectiveness of retention. Repeating a year has been associated with negative academic, social and emotional outcomes, including:

- Students not catching up academically
- Higher risks of disengaging in school in future years, particularly in secondary school



- Negative impacts on a student's mental health, self-esteem, and friendships
- Increased behavioural problems and a negative attitude towards school and learning.

Because of these potential outcomes, it is important to carefully consider each case individually, taking account of the student's age, academic performance, aptitude, attitude, ability, development, maturity, attendance patterns, social and emotional wellbeing, peer group support, and level of independence. Students should be given agency in the decision-making process, and it is important to note that once enacted, the decision to repeat cannot be reversed.

The Decision-Making Process

The procedure for repeating a year level has been designed to assist school leaders, teachers, parents/carers, and the student to collaboratively consider implications with reference to accurate, current and detailed information.

1. **Initial Contact:** In the first instance, parents/carers or staff should speak with the Principal about their concerns.
2. **Gathering Information:** The Principal will manage the collection of information to build strong understanding of the student's abilities, needs, and readiness. This may include school reports, work samples, checklists, anecdotal information (from parents/carers, student, class teacher, learning support teacher, school counsellor), and data from standardised and diagnostic assessments.
3. **Support Team:** The school will form a support team to review collected information and consider the advantages and disadvantages of repeating a year. This team should include the school's Inclusive Curriculum Regional Coordinator/Consultant. The team develops a summary report, including recommendations, for the Principal. If the summary report does not support repeating a year, the team will identify other ways to support the student.
4. **Review and Discussion:** The Principal will meet with the parents/carers and the student to consult with them about the recommended option.
5. **Final Decision:** Following this discussion, the Principal will make a recommendation to the Assistant Director: Schools (AD: Schools). The AD: Schools will consider the available information and advise the Principal of the outcome. The Principal will then meet with parents/carers and student and advise them of what the school can offer to support the student's progress.

If you have further questions or require more information, please contact the Principal.

SWIMMING

Prep – Year 2 children are involved in a 'water confidence' program with 4 lessons held in Term Four at Gladstone South Swimming Club's pool. Students catch a bus to and from the lessons.

TOILETING

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

If a student wets or soils their underwear, the child's parents will be contacted to bring fresh undergarments and change their child into these where a child is unable to do this independently. The award our staff are employed under, does not allow for toileting.

Additionally, if a child becomes wet (slips during play after rain etc), a child will be loaned a clean, dry uniform which needs to be returned to the office, washed, within the week. If no uniforms are available, parents will be called to bring in a change of clothes for their child.

ST JOHN'S STUDENT WELLBEING FRAMEWORK

St John the Baptist Catholic Primary School is a school within the Catholic Education – Diocese of Rockhampton (CEDR) and is strongly grounded in Catholic Christian beliefs and values when supporting our student wellbeing.



Wellbeing relates to the whole person and the interconnectedness of the physical, cognitive, cultural, spiritual, social/emotional and psychological dimensions within the person.

Placing the child at the centre of our practice enables our school to build the wellbeing of students in all learning environments. St John's support Student Wellbeing by focusing on catholic values, creating a safe environment which fosters connection, belonging and help-seeking. An inclusive school culture with an emphasis on combining wellbeing and learning allows for optimal student development.

We promote a whole school approach to student wellbeing and support the safety of all of our students. St John's prioritises a strong working and learning relationship with our students, families and our wider community to:

- Support health and wellbeing
- Build an inclusive, safe and connected school culture
- Empower authentic student participation
- Improve educational outcomes of students

Please see our St John's Student Wellbeing Framework for further details.

THERAPY DOGS

Embedded into current school structures is the Therapy Dog initiative, where we are lucky to have a specialised Teacher Assistant to facilitate Therapy Dogs within our school.

All training is through Therapy Dogs Australia by meeting expectations for appropriate animal handling skills and a sound awareness of animal welfare topics, to be regarded as a proficient dog handler to a Therapy Dog. Included in this training is evaluation of her three Therapy Dogs, all Therapy Dogs at St John's have demonstrated suitable temperaments, a high level of manners and good impulse control, to be deemed suitable to work with children within a school environment.

The Therapy Dogs work across the school supporting students in a range of ways, such as, promoting student engagement, scaffolding social skill development and assisting self-regulation and calming. The contexts for Therapy Dog support may vary from working within whole class situations, working in classrooms with small groups, or with one-to-one reading opportunities in or out of the classroom, along with their calming presence across a range of school events.

The therapy dogs are allocated to different year levels across the school year.

TUCKSHOP

The tuckshop operates every Tuesday, Wednesday, Thursday and Friday (first and second breaks).

Order online via QuickCliq
www.quickcliq.com.au.

Any issues with the online ordering system please contact QuickCliq via 1300 11 66 37 or support@quickcliq.com.au

To assist the tuckshop, volunteers are rostered via class allocation each term. Your classes' rostered day will be



communicated via your child's classroom teacher and the newsletter. Volunteers are always very welcome!

UNIFORM

Our school uniform expectations are clear and well-communicated both at the time of enrolment and throughout each school year. It is expected that all students who are enrolled at St John's adhere at all times to the uniform recommendations as per the signed enrolment agreement. Students are required to wear the full school uniform in a neat and tidy manner. Students are also required to wear a school hat for all outdoor activities; St John's have a 'No Hat, No Play' policy.

Summer Uniform

- Short sleeved red and navy blue polo shirt with school emblem worn tucked in
- Navy blue shorts for boys
- Navy blue culottes for girls – pleated front and back
- Plain white socks worn **above** the ankle
- **Plain black** leather or leather-like shoes (volleys, casual skate shoes, high-tops, canvas and the like are not considered as plain black school shoes – leather or leather-like).
- St John's school hat
- St John's sport shorts are to be worn for HPE lesson and every Friday

Winter Uniform

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

Sports Uniform

Students must wear the school sport shorts for HPE lessons, Friday sport and all sporting events (athletic carnivals, cross country, fun runs etc.)

- Students are encouraged to wear a coloured shirt on sports days to reflect the colour of their house (must be sun-safe)

Hair

- Hair longer than collar length must be worn tied up entirely in a neat ponytail
- Hair must be out of the face (especially eyes) at all times
- Hairbands, ribbons or clips must be red, white or navy blue. Elaborate or oversized hair accessories are not acceptable
- Hair styles must reflect a conservative image that doesn't draw undue attention to individuals
- Artificial hair colours, rat's tails, undercuts, tracks (including tracks along the part-line) and extreme hairstyles (mohawk, buzz cut, styles including a gauge less than 3, mullets or dreadlocks) are unacceptable
- Hair must be tidy and reflect good personal hygiene
- Artificial colours are not acceptable

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



Shoes

- **Plain black** leather or leather-like shoes (volleys, casual skate shoes, high-tops, canvas and the like are not considered as plain black school shoes – leather or leather-like)

Jewellery

Minimal jewellery accepted includes:

- Religious medallions on a discreet gold or silver chain - e.g. Cross or crucifix
- Signet rings of significant sentimental value - must not have any raised stones
- One set of earrings - plain studs or small sleepers only
- Basic watch (smart watches are not permitted).

Fingernails

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

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

UNIFORM SHOP

The school has a Uniform Shop, which is located at 1/190 Goondoon Street, Gladstone. All four Gladstone Catholic School uniforms are stocked here.

The opening hours are:

Monday to Friday – 7:30am – 4:30pm

These hours may vary during school holidays.

VALUABLES

No responsibilities will be taken for valuables or items of special significance which children bring to school. At times children may bring items for 'show and tell' but these should remain on the teacher's desk when not being displayed.

VOLUNTEERS

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

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

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

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

- | | |
|--------------------|---|
| ● Classroom helper | ● School Events (Discos, Movie Nights, Year 6 Farewell evening etc) |
| ● Library | ● Pastoral Care (Reach Out Group) |
| ● Tuckshop | ● P & F committee |
| ● School Sport | ● School Board |



VOLUNTEER INDUCTION SESSIONS (annual)

Volunteer Induction Training must be completed by any person wishing to volunteer within the school in any capacity. Volunteer Inductions must be completed every year, by every volunteer. In Weeks 2-3 of Term One, five Volunteer Induction Training sessions (approximately 30 minutes in length) will be conducted by the Principal or APA. Other sessions will be conducted throughout the year where required.

WEBSITE

<http://sigrok.catholic.edu.au>

WEAPONS

The State Government has very clear directions about the presence of weapons or simulated weapons in schools. Any weapon or instrument that could be used to cause harm is prohibited. Students breaching this requirement may face serious consequences including suspension and the termination of their enrolment. If a student has a weapon at school, Principals are required to inform the police.

WELCOME TO COUNTRY

At St John's we use the following Welcome to Country:

*We acknowledge the **Bailai (Byellee), Gurang, Gooreng Gooreng, Taribelang Bunda** peoples who have connection to the land, seas, skies, and waterways of this region known as Gladstone. The elders have modelled right relationship to Country so that all Creation may thrive. St John's recognises the wisdom of the ancestors, whose stories, traditions, and memories birthed the identity of their people, and seek to journey alongside in friendship towards justice, healing and flourishing for all.*

WELCOMING OF NEW STUDENTS

All new students are welcomed to the school community by a buddy student from their class at any arranged Friday assembly. The buddy should introduce them (where they have come from, what class they are in, some of their interests etc.). New Student Welcomes will happen in the second week of Term One and again in the second week of Term Three.

WHOLE SCHOOL BEEP OFF

Annually we hold an annual Whole School Beep Off as a culminating activity to our Fitness Focus in HPE in Term One, each year.

WORKPLACE HEALTH AND SAFETY

Within a school, individuals are responsible for acting in ways which ensure your own safety and the safety of others. You can find advice about specific WHS requirements from the Principal. St John's complies with all safety legislation.

YEAR SIX FAREWELL

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

Part of the celebration generally includes sharing a PowerPoint presentation of photos from throughout the year. The PowerPoint usually begins with photos of the student from prep or a toddler photo and then a current photo. The event generally concludes with a disco.



YEAR SIX SHIRTS

Year 6 Shirts are available to our Year 6 students at the start of each school year and are to be purchased from our School Uniform Shop at 1/190 Goondoon Street, Gladstone. Year 6 shirts can be worn each Friday and on student's HPE day.

CONCLUSION

Thank you for choosing our school.

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

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

