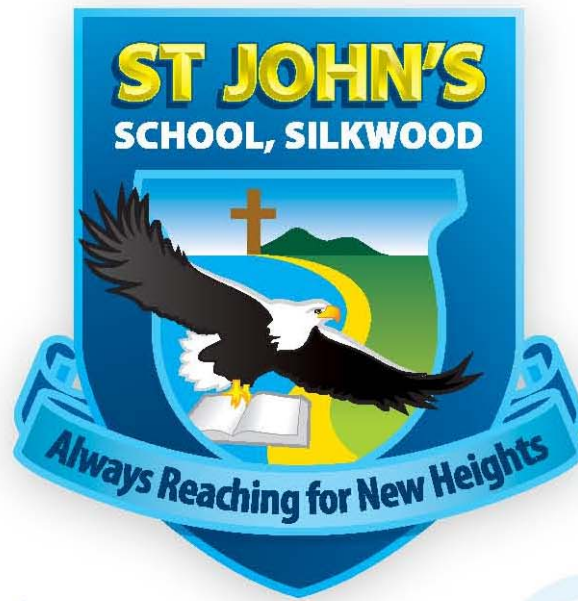




Parent Information Handbook

2013





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Principal's Message

Dear Parents,

May I take this opportunity to welcome you and your family to our school community. We hope this will be the beginning of a long and happy association with St John's School.

St John's strives to develop the "whole child" and aims to empower students to reach their true potential so that they can be active contributors to our society and the local community. At St John's School we acknowledge that parents are the first educators of children and continue to serve as an integral component of student's development. As we work together for the education of your children, we strive to ensure your time at the school will be spent in co-operation and mutual support.



St John's School, Silkwood is a Christian and specifically Catholic primary school community where people support each other in promoting values, knowledge, skills and attitudes which contribute to the total development of each learner. Our purpose is to provide an educational climate that allows students to learn together to achieve their personal best in a united, caring and Christ-centered environment.

St John's School aims to provide its students with an education which develops the physical, intellectual, emotional, spiritual and psychological potential of each child. This inclusive education takes place in an environment formed by Gospel values and the teachings of the Catholic Church.

St John's School staff is committed to achieving excellence in teaching and learning. All of our staff undertake regular professional development to provide targeted programs for individual students. This is the perfect springboard to promote quality pedagogy. The staff at St John's is working to ensure that we have a collaborative approach to teaching, learning and assessment that is up-front and explicit.

Current curriculum initiatives include: social and emotional learning, information communication and technology, speech and drama, music tuition and a numeracy and literacy enrichment program. These initiatives, help students make informed, intelligent decisions about their future and promote skills and knowledge for lifelong learning! Our targeted professional development in literacy enrichment has attained terrific student improvement to date and promises to further promote St John's as a school of academic achievement.

St John's has an active association with the Silkwood, Mena Creek Sports Association which provides interschool and representative sporting opportunities for our students in a variety of team and individual sports.

I look forward to journeying with you and sharing the challenge of bringing your children to a greater knowledge of themselves, their world and their God.

A handwritten signature in black ink, appearing to read "Andrew Maley". The signature is written in a cursive, flowing style.

Andrew Maley M Ed (ICT), B Ed, Dip T

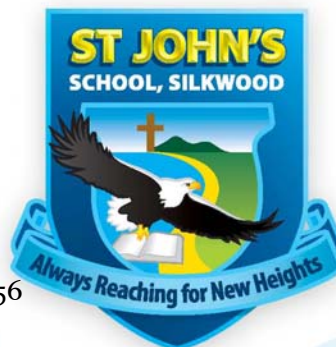
Principal

About the School

Contact Details

St John's School, Silkwood

Catholic Primary School, Prep – Year 7



Address	Harold Street, Silkwood Qld 4856
Phone Number	4065 2193
Fax Number	4065 2355
Email	principal.silkwood@cns.catholic.edu.au
Web	http://www.stjohnssilkwood.qld.edu.au
Principal	Mr Andrew Maley
Acting Assistant Principal	Mrs Linda Gaia
Parish Administrator	Fr Karel Duivenvoorden
Parish Phone Number	4068 1143
School Times	8.35 am – 2.55 pm, Monday to Friday
Mass Times	Silkwood - Saturday 7:00 pm 1st, 3rd & 5th weeks of the month

Also on site:

St John's Community Playgroup

(Children aged 0 – 5)

Every Monday (School weeks only)

9.00 am – 11.00am

Coordinated by Parents

Community Kindergarten Silkwood

(Children aged 3 – 5 years old)

Every Tuesday, Thursday, Friday (School weeks only)

8:30 am – 3:00 pm

Teacher/Director – Mrs Robyn Parisi

Assistant – Mrs Denise Greco

Ph 4065 2355



Map of St John's School Buildings



School Prayer

Father in heaven, we the family of our school, ask you to unite us all in love, truth and courage.

We want to learn the ways that Jesus taught us.

Give us the courage to live good lives.

Help us to treat each other as special members of our school and parish community.

Create a closer bond between pupils, teachers, parents and friends.

Give us pride in our school, and may our school always be proud of us.

We thank you for being our Father who gives us life and love.

Help us always to live as your children.

Amen



Mission Statement

As a Catholic school, we support and continue the role of the church, which strives to make the life of Jesus real and personal for each of our students.

At St John's we respect that families are the first and most important educators of their children. It is our role to support the parent/child relationship and enhance the home/school partnership.

We also aim to develop the potential of all children academically, physically, culturally, socially and emotionally.

In partnership with families and our community we strive to nurture the foundations for achievement and social-emotional well-being. We acknowledge these foundations are essential for success in school, home life, work, and the world of tomorrow.



Vision

Our School Vision is:

PLANT THE SEED,

NURTURE THE GROWTH,

CELEBRATE THE HARVEST

Pedagogical Principles

Our pedagogical principles are:

- **Sowing Christian Values and Nurturing Relationships**
- **Cultivating Excellence and Rising to Challenges**
- **Harvesting Opportunities to Grow an Optimistic Community**

School Logo and Motto

Our school badge is represented by an eagle, a bible and a cross. It displays the words "Always Reaching for New Heights".

The Eagle is the symbol of evangelization.

The Bible symbolizes the connection between the parish and school, named after St John the evangelist, the writer of the fourth Gospel.

The Cross acknowledges our Christian Faith.

Our Motto "Always Reaching for New Heights" inspires all who belong to our community, Parents, Staff and Students to do their best and strive for greatness in learning and in caring for one another.



Location, History, Profile

Location

St John's is a small rural School at Silkwood, located in the heart of the Southern Deanery of the Catholic Diocese of Cairns, in the Cassowary Coast Shire.

Geographically placed in between the larger towns of Tully and Innisfail the school draws many of its students not only from Silkwood but also the surrounding communities of Kurrimine Beach, El Arish, Japoonvale and Mission Beach.

Bus transportation is available from Mission Beach, El Arish, Kurrimine Beach, McCutcheon Road, Spanos Road, Silkwood, Japoonvale and No 4 Branch Road.

We are blessed with a massive 12 acres of playground which incorporates a soccer field, 400m athletics track, huge undercover area, synthetic run ups to our two long jump pits and much more!



History

St John's proud history began in 1948 when the school was founded by Parish Priest Fr Alfred Natali and the Missionary Franciscan Sisters. The school's students were from the Silkwood area and were mainly of Italian decent and whose parents worked in the sugar cane industry.

The Sisters served the local community for 40 years, leaving in 1987. Today the dedicated lay staff continues the proud tradition of quality Catholic Education to many of the children and grandchildren of those first students.

The current St John's community is respectful of the past and excited about the future, as it plays its part in inspiring St John's students to live the school motto of "Always Reaching for New Heights."

Profile

St John's School is an integral part of Catholic Education in the Diocese of Cairns. The school prides itself on being both Christ and child centred and provides excellent teaching and learning opportunities for the students it serves.

Our **purpose** is to provide an educational climate that allows students to learn together to achieve their personal best in a united, caring and Christ-centred environment.

We **aim** to empower students to reach their true potential so that they can be life-long learners and active contributors to our society and the local community.

We **strive** to provide a holistic education by developing the 'whole child', not only academically, but also physically, culturally, socially and emotionally. This inclusive education takes place in an environment formed by Gospel values and the teachings of the Catholic Church.

In partnership with families and our community, we **nurture** the foundations for achievement that are key to social and emotional wellbeing. These foundations are essential for success in school, home life, work and the world of tomorrow. Social and emotional learning is integrated into all areas of the curriculum.

As a Catholic school, we are an extension of the church and strive to make the life of Jesus real and personal for each of our students. Religious Education is part of our daily routine.

St John's provides a challenging learning environment where students can achieve their potential across all Learning Areas, with an emphasis on English and Maths. Enhancing this challenging

learning environment is our composite class structure of Prep/Year 1, Year 2/3, Year 4/5, and Year 6/7.

Classes are rich with diversity of students and at St John's, programs are created with the understanding that children develop and learn differently. All learning programs are developed to cater for different learning styles.

Our small school setting with an average class size of 15 has an excellent teacher/student ratio which creates an optimum learning environment.

St John's positive school climate has contributed to students performing well academically.

Teaching and learning, informed by detailed analysis of annual national testing (NAPLAN) and other assessment data, aims to extend all students academically.

Early and systematic diagnostic identification strategies and intervention plans are implemented to help students in need of learning support or extension. Classroom teaching is supported with school officer assistance. Students also have access to visiting specialists and a school counsellor.

Our targeted professional development in literacy enrichment has attained terrific student improvement to date and promises to further promote St John's as a school of academic achievement.

Gifted and Talented students are encouraged to achieve to their full potential. Integral to the success of our gifted and talented program is participation in academic competitions at local, state and national level across a number of curriculum areas.

St John's is located in a spacious, rural setting surrounded by cane fields and nature. Students spend a lot of time participating in outdoor activities because of our natural environment, lifestyle and our large undercover multipurpose area. Our modern, well-resourced library is also a hub for much active and engaged learning.

Students are immersed in 21st century technology with excellent Information and Communication Technology (ICT) resources including guided internet access in all classes, online educational resources, interactive whiteboards in all classrooms as well as two in the library, iPads and a computer to student ratio of almost 1:1.

The mobile computer lab means laptops can be transported into classrooms, the library or outdoor learning areas with constant access to the wireless network.

Students gain experience using a variety of software and communication packages and develop skills in word processing, spread sheeting and multimedia presentations.

Students of St John's School have access to the computer network for electronic mail and the Internet. Access to e-mail and the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world.

'One Stop' Learning

St John's School offers convenience for families with 'one stop' learning at the one site. The St John's School location offers Playgroup, Kindergarten and Prep to Year 7 schooling.

St John's Community Playgroup



St John's Community Playgroup has been established for more than 20 years and caters for children from birth to 5 years of age.

The playgroup provides parents and carers with the opportunity to share ideas and experiences, learn from each other and make new friends.

Our playgroup is coordinated by parents and is affiliated with Playgroup Association of Queensland.

Parents/carers and children meet each Monday during the school term from 9-11am at our Community Kindergarten.



Community Kindergarten Silkwood

Catholic Community Kindergarten Silkwood is a valued partner in our school community and prepares each child for a seamless transition to Prep. In 2011, St John's Silkwood Community Kindergarten service became affiliated with Catholic Early Learning and Care (Diocese of Cairns).

The kindy provides a Queensland Government Kindergarten Approved Program for children aged three to five years in a happy learning environment, with quality care and developmentally appropriate activities and play experiences. Kindy encourages each child's independence and self-discipline and aims to enhance their physical, emotional, intellectual, creative and social development.

St John's Kindergarten is a place where children come together in a friendly and stimulating environment. Our experienced staff promote active learning, problem solving, effective communication, creativity, social adjustment and participation.

The kindergarten program is delivered by a qualified teacher three days per week, 40 weeks per year, for children in the years prior to Prep.

The kindergarten and school combine regularly for assemblies and activities, making the transition to Prep all the easier.

For further information and details, visit the Community Kindergarten Silkwood website: www.ccelc.catholic.org.au



Philosophy

- Our philosophy reflects the three-way partnership between parents, children and teachers and recognises that parents are the first and most important educators of their children.
- Our aim is to provide an environment in which parents, families and children feel valued and comfortable, therefore developing a sense of belonging.
- We offer an environment in which parents, families and staff work together to ensure the child’s culture, religion, beliefs, gender and education are valued and accepted.
- A positive, creative, stimulating and safe environment where children have the potential to develop at their own pace.
- In the kindergarten children have the opportunity to learn through play and hands on experience in activities.
- We aim to prepare each child for a seamless transition between Kindergarten and Prep
- We recognise that the children in our care are our future!



2013 Session Fees

Fees are \$24.00 - per day

Maintenance Levy \$20 - per term

Administration Levy - \$15 per term

Late Fee \$5.00 per day

Fees and levies can be paid Weekly or per term basis



When will my child be eligible start Kindy?

Child’s Birth Date	Eligible for Kindy in	Eligible for Prep in
Child born 1 July 2008 to 30 June 2009		2014
Child born 1 July 2009 to 30 June 2010	2013	2015
Child born 1 July 2010 to 30 June 2011	2014	2016
Child born 1 July 2011 to 30 June 2012	2015	2017
Child born 1 July 2012 to 30 June 2013	2016	2018



Prep

The Preparatory Year of full time schooling (Prep) provides a smooth transition to school life. Prep follows a quality teaching and learning program with the curriculum based on active learning, inquiry, investigation and play. Prep is an important year when children develop relationships and build strong foundations in learning, particularly English and Maths. Students are provided with learning experiences that develop an awareness of the five senses, social, fine and gross motor skills.

Students in Prep and Year 1 at St John's enjoy access to a fully fenced early years learning environment which incorporates outdoor undercover learning areas, covered sand pit, purpose built bathroom facilities and gross motor playground equipment.

When will my child be eligible to start Prep?

Children must be five by 30 June in the year they commence preparatory year.



Child's Birth Date	Eligible for Kindergarten in	Eligible for Preparatory in
Child born 1 July 2007 to 30 June 2008	2011	2013
Child born 1 July 2008 to 30 June 2009	2012	2014
Child born 1 July 2009 to 30 June 2010	2013	2015
Child born 1 July 2010 to 30 June 2011	2014	2016
Child born 1 July 2011 to 30 June 2012	2015	2017
Child born 1 July 2012 to 30 June 2013	2016	2018



Enrolling

Enrolment Information

Welcoming to All

Catholic schools are welcoming to all who understand and accept the aims of Catholic schooling and seek to share in their community. Catholic schools are welcoming to people of all races, abilities, religions and socio-economic backgrounds. All educational programs, religious and academic, are developed in consideration of the multicultural nature of our local area and the requirements of students with special learning needs.

Although preference is given to Catholic enrolments, your family does not have to be Catholic to seek enrolment. There is an expectation though, that families are supportive of our Catholic school ethos.

Open Days

Invitations are extended to the community and interested families to attend our various Open Days: St John's Silkwood Community Kindergarten, Prep, and School.

At this time visitors are invited to inspect our facilities and become familiar with the students' learning environment. It also enables families to experience the routines and teaching practices at St John's.

Enrolment Application

Enrolment enquiries at John's School are welcome at any time and applications may be taken at the beginning of, or during the school year.

An Enrolment Application Form is available from the school office or the school website. This needs to be completed before an enrolment interview can take place.

It is necessary for all families applying to enroll children at the school to attend an interview with the principal. It is important for the enrolling child to also attend this interview.

What to bring to the enrolment interview includes:

- Enrolment form
- Copy of Birth Certificate
- Reports from previous schools attended
- Details of anything out of the ordinary in respect to your child's health
- Questions you may like to ask

At the interview the principal will also take you on a tour of the school and show you the facilities St John's has to offer.

An interview does not guarantee enrolment. The school must be able to cater for the needs of the child/children seeking to be enrolled.

Once enrolled, parents are asked to update enrolment/family details regularly so that information remains current. Reminders to update enrolment details will be circulated via the school newsletter.

Enrolment application forms are available from the school secretary or the website. To arrange an interview with the Principal, contact the school secretary or submit a request to be contacted from the website's contact page.

Costs

Schools Funding

Catholic Primary Schools in Australia are funded in four ways: Federal Government Grants, State Government Grants, school fees and community fund raising.

Successive Australian governments have demonstrated a belief that parents' choice of schooling, including schooling based on the Catholic religious and education tradition, is a right deserving of government support. They have demonstrated a belief that all children have the right to share equitably in public expenditure in education, and a commitment to the provision of adequate and appropriate resources to all schools.

However, even when parent contributions are taken into account, on average, Catholic schools operate at a resourcing level of 87% of that of government schools.

As there is a shortfall between the costs of running a school and the amount funded by Governments, a reasonable fee structure is necessary for Catholic schools to operate and provide quality learning environments. Catholic schools strive to keep fees as low as possible to remain accessible to all who seek their values.

Tuition Fees and Levies

The cost of a Catholic Education is made up of a Tuition Fee which is set by Catholic Education Services as well as Levies which are set by the school.

Fees and levies are invoiced to each family at the commencement of each term. Fees can be paid on a weekly, fortnightly, monthly or term basis according to your preference. A direct debit facility is also available.






Fees and levies are kept as affordable as possible at about \$30 per week for one student, with substantial concessions for families with more than one child attending a Catholic school in the Diocese of Cairns. In comparison with other non-government schools and Catholic schools 'down south', parents are quite often pleasantly surprised at the affordability of Catholic Education in the Cairns Diocese, especially if they are accustomed to paying childcare costs.

In keeping with Gospel values, no family seeking a Catholic education for their child is denied on the grounds of genuine financial hardship. Families in these circumstances are encouraged to arrange an interview with the Principal to confidentially discuss fee concessions.



School Uniform

Uniform / Student Dress Code Prep – Year Seven

Girls	Boys
<p>Formal / Summer Dress - Striped poly/cotton (Fabric 8282), “A” Line design with collar and full sleeve the same colour as the dress and School crest embroidered on the left breast.</p> <p>Blouse - Striped poly/cotton (Fabric 8282), Royal Blue tie, splits in side and embroidered pocket.</p> <p>Sports Skort - Royal Blue</p> <div style="display: flex; justify-content: space-around;">   </div>	<p>Formal / Summer Shirt - Striped poly/cotton (Fabric 8282) Shirt with splits in side and School crest embroidered on the left breast.</p> <p>Shorts - Plain Royal Blue or Royal Blue with St John’s School logo. (No other exposed brand name e.g. UMBRO etc).</p> 
<p>Winter As Above / Listed Variations</p> <p>Jacket – School Royal Blue Ripstop Jacket with white trims and zipper. School crest embroidered on the left breast.</p> <p>Track Pants – Royal Blue Track Pants</p>	<p>Winter As Above / Listed Variations</p> <p>Jacket – School Royal Blue Ripstop Jacket with white trims and zipper. School crest embroidered on the left breast.</p> <p>Track Pants – Royal Blue Track Pants</p>
<p>Sport School Sports Polo – Royal and Navy Blue with School crest embroidered on the left breast.</p> <p>Shorts – Plain Royal Blue or Royal Blue with St John’s School logo. (No other exposed brand name e.g. UMBRO etc)</p> <p>Sports Skort - Royal Blue</p>  <p>Year Seven Sports Polo – Royal Blue and White to be worn as an alternative to the School Sports Polo.</p>	<p>Sport School Sports Polo – Royal and Navy Blue with School crest embroidered on the left breast.</p> <p>Shorts - Plain Royal Blue or Royal Blue with St John’s School logo. (No other exposed brand name e.g. UMBRO etc)</p>  <p>Year Seven Sports Polo – Royal Blue and White to be worn as an alternative to the School Sports Polo.</p>

Additional/Compulsory Items

Hat - Royal Blue wide brimmed poly/cotton “slouch” with St John’s logo, DEFINITELY no caps - no hat no play

Footwear –

- Terms 1-4 – Enclosed laced up or Velcro shoe e.g. jogger, school shoe, in predominately conservative colours e.g. black, blue, white or brown.
- Terms 1 and 4 – As above or a sandal with a back strap in predominately conservative colours e.g. black, blue, white or brown. No thongs.

Sports Days – Jogger – No sandal.

Socks -Uniform colours. i.e. Royal Blue or white only.

Hair - All long/shoulder length hair to be tied back or plaited. This applies to males and females as it discourages head lice. Hair should only be of a natural colour.

Hair Decoration - Kept to a minimum, Royal Blue, White or band matching hair colour.

Jewellery - Sleepers/studs in ears only. Chains with religious significance, e.g. a crucifix, are allowed.

Rings should be kept at home and not be worn to school. (A maximum of one earring per ear).

Watches that are silver, gold, black or matching school colours.

Uniform Discrepancies

Any discrepancies in relation to the dress code and condition of school uniforms, including exemption to the dress code, remain at the principal’s discretion.

Footnote for all children in Prep to Year Seven

The current St John’s Uniform Policy was ratified in 2012 to coincide with several uniform changes. All newly enrolled students in Prep to Year Seven will be expected to commence school wearing the new uniform. Current enrolments may continue to wear pre-existing uniforms until the end of 2013.

Evaluation

The St John’s Uniform Policy will be reviewed in 2017 as part of the school’s review cycle.

Going to School

Terms Dates

Semester One	Term 1	Tuesday 29 January - Thursday 28 March
	Term 2	Monday 15 April - Friday 21 June
Semester Two	Term 3	Monday 8 July - Friday 20 September
	Term 4	Tuesday 8 October - Friday 6 December

Public Holidays

Australia Day	Monday	28 January
Good Friday	Friday	29 March
Easter Monday	Monday	1 April
ANZAC Day	Thursday	25 April
Queen's Birthday	Monday	10 June
Labour Day	Monday	7 June



Pupil Fee Days

It is Diocesan policy for staff to attend a Professional Development day each term. This is the most economical way to in-service staff and to keep Catholic schools abreast of the latest educational developments. These days are titled Pupil Free days and students do not attend school. Pupil Free days are well advertised in our school newsletter to give parents plenty of prior notice. Pupil Free days may not always be on a Monday.

School Timetable

8:20am	Students are permitted to enter the school grounds
8:35am	First bell, children to prepare for class
8:40am	School commences
10:45am – 11:10am	Lunch Break
11:10am – 11:15am	Children to prepare to return to class
11:15am – 1:15pm	Lessons recommence
1:15pm – 1:45pm	Afternoon recess
1:45pm – 1:50pm	Children to prepare to return to class
1:50pm – 2:55pm	Lessons recommence
2:55 pm	School concludes

Absences

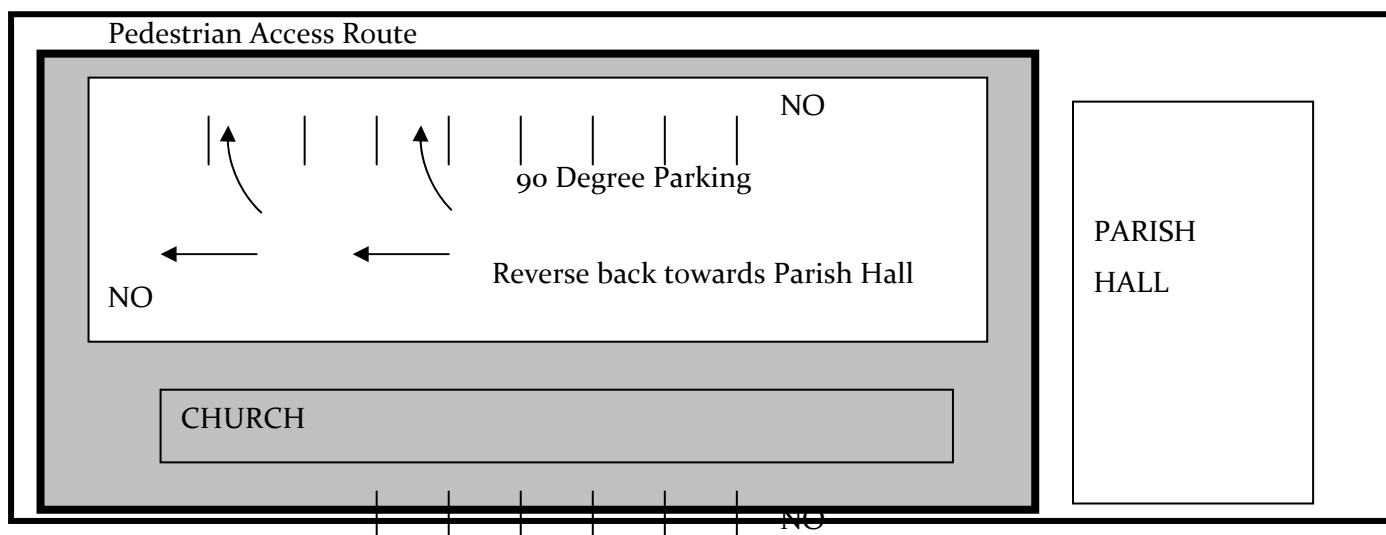
If your child is absent from school parents are required to contact the school either through a phone call to the office or by a note to the classroom teacher. Please note that parents are required to provide a written explanation for any student's absence. During periods of long absences from school, teachers will organise work for students to complete at home.

If there is any variation to the normal or usual procedure for the collection of children:

- A letter must be supplied to the school on the day of the variation, with details of the variation, dated and signed by the parent or guardian.
- A phone call to the school explaining changes to regular details should only be made in an emergency. In this case only people listed in the 'Emergency Section' of the enrolment form would be able to collect your child / children.

Parking and Collection of Students

To ensure pedestrian safety, visitors to the school are requested to park nose to curb as marked in the school car park. At the end of the school day students travelling home by car are checked off by the car duty teacher. Parents and students should walk on the school playground to gain safe access to the car park. All other driveways should be left clear for emergency entry or exit.



Please remember:

- Parents/Guardians should use the walkway above the retaining wall and behind the fence as a walkway to and from the undercover veranda when picking up children. This can be accessed via the ramp near the administration building or via the clearway.
- Parents/Guardians are to park and exit their vehicle and escort their child/ren back to their vehicle via the safety zone in front of the car parks.
- Parents/Guardians are requested to park on a ninety degree angle in the car park and reverse back towards the parish hall.
- Everyone is requested to leave the drive through area in front of the Three Saints office area clear. We treat this drive through area as a no standing zone in case of emergency.
- The first bay closest to the school on the new skillion off the church is to be left vacant at all times.

Buses

There are bus services to and from the school from the following locations each day:

- Kurrimine Beach
- Lever Estate / No. 4 Branch
- Liverpool Creek / Kurrimine Beach
- El Arish / Mission Beach

A teacher supervises the boarding of these buses each afternoon. Queensland Transport “Travel Safety” Information and Bus Conveyance Forms can be obtained from the school office.



Bicycles

A bicycle rack is provided for children who wish to ride their bike to school. Children must dismount when on school grounds and walk to this area near the church. On leaving the school children should walk their bicycles to the front of the school and may ride home after all buses have departed. All children who ride to school should be using the council bike path which runs parallel to Japoon Road. Please note that bicycle helmets must be worn by any person who rides a bicycle.

School Routines

Tuck-shop

This is a weekly service which provides the children with healthy and nutritious lunches while keeping prices to a minimum. This service is supported by our Parents and Friends Association. Parents are asked to volunteer to assist with food preparation and serving. The Tuckshop assists in the provision of a break for parents from the school lunch routine and encourages children to “shop wisely” with money. Each Thursday the Tuckshop operates during the first lunch break. Please volunteer to assist in the Tuckshop to support this worthy service. The tuckshop is also a great way to meet new people and make lifelong friends.

Book Club / Book Fair / Book Week

The school participates in the Scholastic Book Club Scheme. Brochures outlining books and their appropriateness for the child's reading level are sent home to enable suitable choices to be made and order forms completed. Orders must be returned to the school office in a clearly named envelope with the correct money or cheques made payable to 'Scholastic Australia' by the due date. The St John's Book Fair is held in Term 4 and provides parents with the opportunity to purchase quality books for their children at discounted prices. Book week is also celebrated at St John's. This is an opportunity to promote our library and the benefits of reading to children and parents.



Library

The school library is an important information and resource centre for teachers and students. St John's School maintains an up to date collection of fiction and non-fiction books. All students visit the library on a weekly basis. Students are permitted to borrow up to 3 books each. Books can be borrowed for 1 week and then must be returned to school. Book loans can be extended, however the book must be returned to school by the due date for the extension to be recorded. If a book on loan becomes damaged in any way or misplaced, parents are required to pay for the replacement of this book. Parents are welcome to browse and borrow from our school library. Parent helpers in the school library are always welcomed and appreciated.



Parents are encouraged to teach children how to care for school library books by:

- Providing their child/children with a clearly named library bag.
- Keeping books in a library bag when it is not being read.
- Teaching children how to hold the book and to turn pages without damaging the book.
- Ensuring students act responsibly when borrowing, caring for and returning school library books by the due date.

Assembly

The school gathers each Friday at 8:50am in the school library for assembly. The assembly is run by the Year 7 school leaders. At this time each week we pray our school prayer, honour our flag, sing the national anthem, present student SEL awards, acknowledge birthdays and pass on important notices. We encourage parents to attend these assemblies. Once a term each class will present a class item and other weeks each class recounts what has been happening in their class by presenting their "News Book". Once a term, music tuition students perform at a combined Kindy/School Assembly.

Student Leadership

Year 7 students are invited to form a Leadership team. The team meets informally with the class teacher at least once per term. A Rite of Commissioning Ceremony is held and badges are presented at the beginning of the school year. Encouragement is provided to these students to develop their leadership skills. School leaders are expected to assist the Principal and Staff in providing a supportive school environment.

One of the main functions of our school leaders is to commentate and organize our weekly assemblies. The makeup of our school leaders i.e. one or two captains will be determined by the school executive and will take into consideration the Year 7 cohort on a yearly basis.

Mini Vinnies

As a Christ-centered environment, students are encouraged to be responsible and contributing members of society and the local community.

As part of this preparation for a life of worth and not merely a life of work, students play an active part in Mini Vinnies, a social justice group that gives back to those in need in the community.

The Mini Vinnies committee coordinates visits to local Aged Care facilities, Winter and Christmas Appeals, as well as promoting community health and wellbeing programs.

School Camps and Excursions

Students in Years 4-7 attend camp on an annual basis. Whilst the camp location may change each year they will be generally held for a period of 3 days and 2 nights. The camp aims to provide students with outdoor learning experiences different and unique to that of the normal classroom. Class educational excursions also form part of the school curriculum and provide important learning and social experiences for all students' years prep to seven. Parents will be advised by class teachers of the details of such excursions/camps. Participation of all students in these activities is expected. Parents experiencing financial difficulty in regard to such activities should contact the principal.

Money Collection

All student notes/money/permission slips go into the Class Bag every morning. This bag is then brought to the secretary's office every morning.

Lost Property

All enquiries regarding lost property should be directed to the principal. At the end of each term any unnamed and unclaimed items will be forwarded to St Vincent de Paul. Parents are requested to ensure that all articles of clothing and equipment are clearly marked with the student's name and that the lost property box is checked regularly.

Parent Communication and Involvement

Newsletter

Newsletters are published each week and sent home on Thursday. Newsletters keep parents up to date with school information. They are handed to the eldest child in each family along with any other school notices. Any significant changes to school routines will be noted in the newsletter as are the recipients of class and school merit awards. The newsletter is considered the main form of contact between the school and home and should be viewed weekly.

Parent/Teacher Appointments

Parents are welcome to meet with classroom teachers or the principal to discuss any matter. Parents seeking an interview are invited to contact classroom teachers to arrange a mutually suitable time to meet (before or after school). Teachers are not permitted to arrange interviews with parents during class time. An interview with the principal can be arranged by contacting the school office. At this time you should also state the nature of your business so that information pertaining to your appointment can be organised prior to the meeting. A detailed description of parent protocols including your rights and responsibilities as a parent at St John's appears in our school 'Code of Behaviour'.



Parental Support

Parent help is invaluable in areas such as excursions, swimming, sports carnivals, tuckshop, reading groups, library, fundraising etc. Teachers will indicate how parents can assist in their children's classes at parent information evenings held early in the first term of each year. From time to time special appeals for your assistance are made through our newsletter, and we appreciate your support when needed.

Parent Involvement

Parental involvement in school activities demonstrates an interest in your child's education. The following list represents some of the ways in which parents can help at St John's:

- Listen to your child and respond positively about school activities;
- Assist teachers by helping in the classroom;
- Assist with tuck-shop, working bees, social functions and fundraising activities. We request that all parents working with children visit the office and sign our Visitors' Register. Once the register has been signed, a VISITORS badge must be worn and returned to the office when parents are ready to leave the school. The badge must be returned and the register signed again.



Visitors

All visitors to the school are requested to sign in upon arrival at the school office. Visitors including Relief Staff and volunteers will then be issued with an appropriate badge, which they must attach to their clothing to identify themselves to staff, students and parents. Badges should be returned to the school office when the visitor signs out. A detailed description of protocols associated with school volunteers, visitors, and all staff including their rights and responsibilities as a part of the St John's community can be obtained from the schools office upon request.

Parents and Friends

The Parents & Friends Association is an important organisation within the school community and is open to all. In carrying out its role the Parents and Friends Association:

- Endeavors to develop in the school a community of parents, teachers and students which reflects a truly Christian ethos;
- Works collaboratively with the Principal and other school authorities in pursuit of common goals;
- Ensures that a high level of interaction exists between the home and school, and parents and teachers;
- Endeavors to have all parents enjoy the exciting experience of their children's formal school years by their active participation and personal involvement in the learning activities and life of the school;
- Assists parents to better understand and more fully appreciate the teaching and learning programs being implemented in the school;
- Gives special attention to working collaboratively with the appropriate teachers in the faith education programs and activities;
- Creates a healthy forum for ideas to be discussed on any relevant issue that will benefit the education of the children or the school community;
- Benefits the education of the children or the school community;
- Provides additional resources which are considered necessary for the children. These resources also assist the teachers in their professional work;
- Assists in planning and organizing functions associated with the social, sporting, cultural, spiritual and educational life of the school community;

Meetings are held monthly on Tuesdays during the day at 3.00pm in the school library. Agenda items for discussion are welcome and must be presented to either the school secretary or a P & F Executive member by the Monday prior to the meeting. All parents and friends are welcome to attend.

Working Bees

Parents are invited to assist with planned school projects each term. Parental assistance helps to keep maintenance costs to a minimum and also builds bonds of friendship and community. Every family is expected to support the school through their participation.

Student Support

Gifted and Talented

Gifted and Talented students are encouraged to achieve to their full potential. Integral to the success of our gifted and talented program is participation in academic competitions at local, state and national level across a number of curriculum areas.

Learning Support

St John's has a specialist Learning Support teacher who works across the school from Prep to Year 7 assisting students who have special learning needs. St John's aims for early and systematic identification of students at risk.

Students who encounter difficulty with English and Mathematics will be assisted by a combination of withdrawal from classes for intensive assistance and programs within the classroom developed by the Learning Support / Classroom Teachers. Students also have access to visiting specialists.

St John's School staff are committed to achieving excellence in teaching and learning. Student achievement is regularly reviewed to enhance opportunities for improvement.

Teachers conduct transition meetings each year so knowledge about student achievement can be transferred as required.

Students who fail to meet National Benchmark Testing Standards are provided with every opportunity to remedy skills and knowledge in their specific areas of need.

Behaviour Management

St John's has developed a Student Code of Behaviour. It is based upon the following four rules:

- Respect God and the Catholic faith
- Respect self
- Respect others
- Respect property

These rules encourage personal responsibility. The Social Emotional Learning Program being implemented throughout the school supports the Behaviour Management Plan as it teaches the skills associated with developing good patterns of behaviour.



Counselling

The emotional wellbeing of your child is needed to create success at school academically and socially. Students have access to a school counsellor.

When does the Counsellor help?

- At times of emotional stress at home – grief, parent separation, family illness
- If there are social or emotional problems at school – fitting in, regulating feelings
- Helping to develop the best learning environment for your child

What does the Counselor do?

- Talks with your child to help them understand and manage feelings
- Talks with teachers to help support your child at school
- Talks with parents to offer ideas, referrals and strategies to help your child develop emotional resilience

How can you access counseling services?

- Talk with your child's teacher
- Sign a referral form
- Set up a meeting time with the Counsellor to talk about your child
- If in doubt, talk to your Principal.

Student Safety

Custody Matters

In the case of custody, the school must comply with directions set down by a court of law. It is the duty of the parent to advise the school of decisions handed down by the courts. When the school is given proof that the custody of a child rests with one parent only, the school will do all in its power to ensure that the child returns home to the parent to whom custody has been granted. Parents must make children fully aware of the correct procedure to be adhered to when leaving or being collected from the school grounds. The principal should be advised immediately if a problem arises in this area. Parents must advise the school by letter if permission has been granted for the child to be collected by a person other than the legal custodian.

Student Protection

Schools have a responsibility to provide an environment for children and young people that are free from abuse and to protect students within the school environment from abuse and from improper conduct of a sexual nature. Schools play a vital role in recognising and responding to indications of abuse when it is occurring and providing appropriate student protection programs. Cairns Catholic Education has adopted a Protective Behaviour Program which provides schools with easily recognisable and simple to implement protective processes for students and staff. St John's has two child protection contacts available to children. A full copy of the Student Protection Manual is available for you to borrow from the school office. All staff, volunteer helpers and P & F executive are required by law to have a current Blue Card. At the time of print parents are not required by law to possess a Blue Card.

Student Health

Accidents and Illnesses

When your child is enrolled at St John's, we will seek information from you which will enable us to act, as far as possible, in accordance with your wishes in instances of an accident or illnesses involving your child. Should there be any changes to a student's health details, please contact the school office so that our records can be kept up-to-date.

The school supplies First Aid Kits for teachers to deal with minor accidents which occur in the playground. In cases of severe accidents or sudden illness, the school will endeavour to contact parents, then the local Ambulance. If a parent is unavailable, the school will take steps to have the Ambulance transport the child to hospital if necessary.

Medication

Medication at school cannot be administered to any child without the correct parental consent forms being completed. All medication will be stored in a locked cupboard in the school office. Medication must have attached to it a sticker (original label) from a chemist with the individual child's name, instructions for administering medicine, use by date, doctor's name, phone number, pharmacy name and phone number. Non-prescribed medications should not be brought to school and will not be administered by school staff.



Dental Clinic

Free Dental treatment is offered to all students via the mobile dental van which visits St John's. Your child can receive this treatment at school during the visit by the mobile dental clinic. Written consent from parents will be required before your child is treated.

Head Lice

If head lice are observed in a child's hair, the parents are contacted and would be expected to collect the child and immediately treat the condition. On discovery of infestation, parents are urged to follow this suggested treatment:

1. Kill the lice by using a proprietary treatment shampoo/lotion e.g. KP 24
2. Remove the eggs (nits) by regular combing with a fine toothcomb.
3. Prevent re-infestation by:
 - a) Regular checking every week.
 - b) Checking and treating other family members.
 - c) Cautioning children not to use others' brushes and combs.
 - d) Wash all linen, towels, hats, combs, etc with a germicidal solution.

The child may return to school once the initial head lice treatment has commenced. It is important that the recommended follow up treatments take place as recommended by the product supplier.

Exclusive Diseases

The following is a list of exclusion periods for infectious diseases for children and staff of day care facilities, kindergartens and schools published by the Tropical Public Health Unit – Queensland Department of Health.

Chicken Pox (and “Shingles”)	Exclude for at least 5 days from the first appearance of rash. Note some remaining scabs are not an indication for continued exclusion.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diarrhoea (Rotavirus, Giardia, Salmonella, Cryptosporidium, Campylobacter, Shigella)	Exclude until diarrhoea has ceased.
Glandular Fever	Exclusion is not necessary.
Hand, Foot and Mouth	Exclusive until all blisters have dried.
Hepatitis A	Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.
Hepatitis B	Exclusion is not necessary.
Herpes (Cold sores)	Children to be excluded while the sores are weeping. Where possible, the sores should be covered with a dressing.
Impetigo (School sores) ‘Strep’ Infections	Exclude until the day after treatment has commenced. Where possible, the sores should be covered with a dressing.
Measles	Exclude for at least 4 days from the first appearance of rash.
Meningitis (bacterial) Meningococcal Infection	Exclude until well.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).
Ringworm, Scabies, Head Lice	Exclude until the day after treatment has commenced.
Rubella	Exclude for at least 4 days from the first appearance of rash.
Whooping Cough (Pertussis)	Exclude for 5 days after starting antibiotic treatment.

Curriculum

Curriculum Overview

Staff members at St John's are committed to achieving excellence in teaching and learning. All our staff undertake regular professional development to keep abreast of current educational trends including the implementation of the Australian Curriculum.

Our targeted professional development in literacy enrichment has attained exceptional student improvement to date and promises to further promote St John's as a school of academic achievement. All teaching and support staff work to ensure that we have a collaborative approach to teaching, learning and assessment that is up-front and explicit.

Programs are created with the understanding that children develop and learn differently and with an awareness of multiple intelligences and different learning styles.

The curriculum taught at St John's School encompasses all Learning Areas (LAs), with an emphasis placed on **English, Mathematics and Religious Education**. Other LAs include **Science, Studies of Society and the Environment (SOSE), Health and Physical Education (HPE), The Arts (Music, Art, Drama), Technology, Language Other Than English (LOTE) – Japanese**.

The curriculum aims to develop the whole child, not only academically, but spiritually, physically, culturally, socially and emotionally.

Curriculum initiatives include **Social and Emotional Learning, Information Communication and Technology, Speech and Drama, Music Tuition** and a **Literacy Enrichment program**.



Overview of Prep Curriculum

The St John's Preparatory Year Curriculum focuses on students learning oral language, mathematics, social skills and problem solving through play and small group activities.

It is based on the most effective ways of helping young children learn and reach the Achievement Standards outlined in the Australian National Curriculum.

Teaching and learning programs in Prep

- Use play-based and enquiry-based learning and teaching
- Involve children in active, multi-sensory learning experiences
- Involve children in collaborative learning
- Develop self-management skills and independence
- Develop early literacy and numeracy understandings
- Develop children's positive dispositions to themselves and learning
- Monitor children's learning
- Provide continuity between settings

Prep's weekly programs are supported by our Prep school officer and our learning support team, and focus on children

- making decisions
- solving problems
- developing thinking processes
- developing effective communication
- developing collaboration strategies
- developing positive dispositions towards learning
- developing a positive sense of self

Our Prep students develop

- social and emotional competence
- health and physical wellbeing
- language development and communication
- early mathematical understandings
- active learning processes
- positive disposition to learning

The learning experiences in the Prep Year will help your child to

- take on responsibilities
- become more independent
- respect other people
- cooperate with others
- make sensible choices about their health and safety
- develop their physical skills
- develop their oral language

Your child will

- develop their early literacy understandings
- develop their early mathematical understandings
- learn how to be thinkers and problem solvers
- use their imagination and creativity
- learn about their environment



- You will see your child
- investigating interests
- making choices
- planning with their teacher about the things they might do, and carrying out their plans
- talking with teachers and other children
- designing and making things
- singing, dancing and painting
- listening to stories
- playing games indoors and outdoors
- climbing, balancing, jumping
- planning and sharing in
- make-believe play
- using our modern computers to draw pictures, make signs, play games and find out about the world.
- taking part in everyday experiences like gardening, cooking and tidying up
- writing and copying signs during their play
- learning about size, shape, weight and measurement as they construct things indoors and outdoors



Factors related to success in school (the early learning areas)	Specific focus in the early learning areas	Links to KLA syllabuses
Social & personal learning	Social learning Self-identity Independence	SOSE/History HPE
Health & physical learning	Making healthy choices Gross-motor Fine-motor	HPE
Language learning & communication	Oral language Early literacy	English National Curriculum
Early mathematical understandings	Early numeracy	Mathematics National Curriculum
Active learning processes	Thinking Investigating Imagining & responding	Science National Curriculum SOSE/History Technology The Arts

Evidence of your child's learning will be collected throughout the year and kept in an individual portfolio. This evidence will come from observations, assessments such as running records, talking with your child and adults, and collecting examples of the things your child does.

Overview of Learning Areas

Religious Education

Religious Education holds an important place within Catholic Schools. The religious education program of St John's school is aligned with the Brisbane Catholic Education Guidelines. The Assistant to the Principal - Religious Education (APRE) oversees the implementation and review of the program. The APRE is also responsible for the facilitation of the prayer and faith life of the school and coordinating with the staff and Priest in its liturgical celebrations. Class Masses, assembly prayers, liturgies and celebration of the sacraments are all aspects of the program. St John's aims to encourage strong links between church and school. We actively support Sunday Parish Masses. Parental support is essential to maintain these links.

Liturgies

Children are encouraged to celebrate their faith in class liturgies. Students are involved in a variety of school and class liturgical activities throughout the school year. Families are always welcome to attend. There are several school/parish liturgies which also occur throughout the school year on Feast days, Holy days of obligation and celebrations such as Grandparents' Day.

Sacraments

Children in Year 3 and above have the opportunity to participate in the Parish Based Confirmation, First Eucharist and Reconciliation Programs. Parents wishing to enrol their children in these programs need to do so when notices appear in school and parish newsletters. Families are encouraged to attend celebrations of the Eucharist at Sunday Masses in our Parish.



Class Prayer

Prayer is an important daily activity at St John's. Formal prayers are taught as well as spontaneous prayer and Christian meditation. Some examples of prayers used at St John's are:

Grace before Meals

Now before I eat my lunch I'd like to stop and say, thank you God for giving me this food to eat today.

AMEN

Prayer before Play

We give you thanks Almighty God for all the gifts that you have given us.

AMEN

Prayer to go home

Thank you for this happy day, for all our work and all our play.

Guide us on our homeward way, God our loving Father.

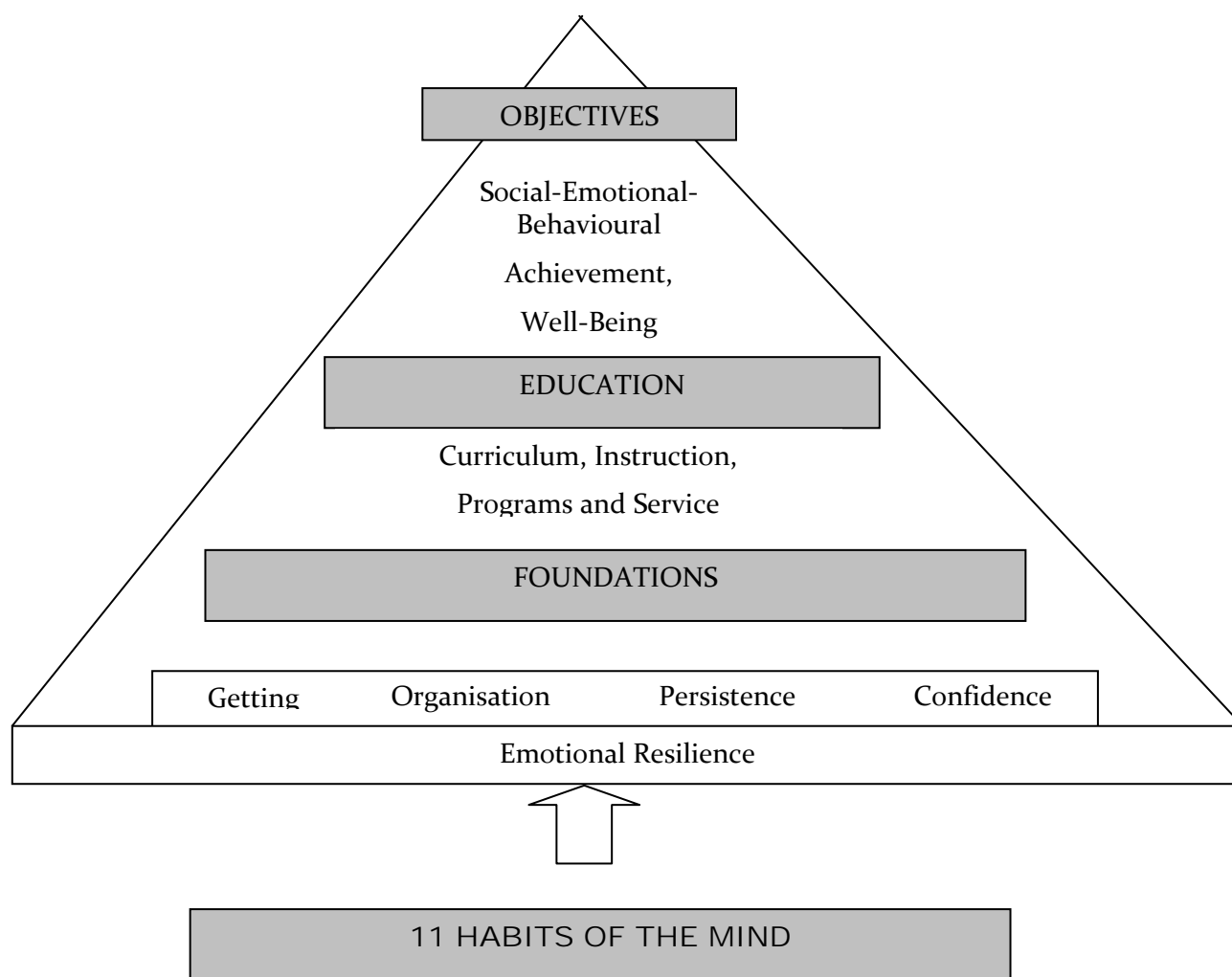
AMEN

Living Relationships - Social and Emotional Learning

A Catholic education is a holistic one that seeks to develop the 'whole child', not only academically, but also physically, culturally, socially and emotionally. The foundations of Social and Emotional Learning are the keys to wellbeing and are essential for success in school, home life, work and the world of tomorrow.

Social and Emotional Learning is developed through the "You Can Do It!" program to help foster better social and emotional intelligence and is integrated into all areas of the curriculum. 'You Can Do It!' education known as 'Program Achieve' is used throughout the school to help build the foundations of Getting Along, Organisation, Persistence, and Confidence. It aims to increase achievement and emotional wellbeing.

The 'You Can Do It!' Parent Program actively aims to help parents nurture and develop these foundations in their children.



Goals of
"You Can Do It!" Education for young people

English

St John's daily timetable for students incorporates a unique two hour literacy block dedicated to the English program. The English curriculum consists of a number of components including:

Speaking and Listening: Using oral, aural and gestural elements to interpret and construct texts to achieve a specific purpose.

Reading and Viewing: Using a range of strategies to interpret and appreciate written, visual and multimodal texts in a range of contexts.

Writing: Using language elements to construct literary and non-literary texts.



Mathematics

The mathematics program includes:

Number and algebra: Counting, number sense, common fractions, addition and subtraction, multiplication and division.

Statistics and probability: Chance, collecting data and data displays

Measurement and geometry: Length, mass, capacity, area, time units and conventions, duration of time. 2D and 3D shape, location, direction and movement.



Our Mathematics program follows the National Curriculum – Mathematics. Teachers use a range of practical resources as well as a range of texts to deliver this program. The completion of our Mathematics Curriculum document provides a firm scaffold for teachers to reference when preparing their programs throughout the year.

Health and Physical Education

Each week all students are actively involved in two one-hour sessions structured physical education. These lessons take place each week on a Wednesday and Friday. They link to seasonal sports such as swimming, athletics and various sporting events.

St John's School's Health and Physical Education program is based on the Queensland School Curriculum Council's HPE Years 1-10 syllabus (2002). This syllabus promotes HPE as a key learning area that reflects the dynamic and multidimensional nature of health and recognises the significance of physical activity in students' lives.

Interschool Sport

Organised games are a regular and important part of our school curriculum and every child has the opportunity to participate in school sport. Regular fitness and skill programs are also organised on a weekly basis including 2 hours of physical activity each week. Sport uniforms are worn each Wednesday and Friday.

Our school is a founding member of the Silkwood / Mena Creek Sports Association. As a member of this association, students are provided

with the opportunity to participate in sporting events with children from other local schools and may be eligible to qualify for selection in a range of sports at Peninsula level. We confidently anticipate your support in encouraging your child/children to take part.



Term 1 – Soccer / Netball / Rugby League

Term 2 – T-Ball / Softball / Aus Tag / Rugby League / Cross Country

Term 3 – Athletics / Rugby League

Term 4 – Kanga Cricket / Swimming

St John's also holds Inter-house Cross Country, Athletics and Swimming Carnivals each year. Children are assigned a sporting team on enrolment: **Francis House** (Royal Blue) **MacKillop House** (White). Children compete in these teams on inter-house sports days.

Personal Development Program

St John's School co-ordinates a Personal Development program for students. The information sessions are conducted by accredited Family Life Educators appointed by the Diocese. Parents are welcome to preview the videos – *The Wonder of Living* series that students will view during the presentation. Parents are welcome to attend the information sessions. This program runs biannually, i.e. 2013, 2015.

Science

St John's School follows the National Curriculum – Science and teachers utilise 'Primary Connections – linking science with literacy'. This is an innovative approach to teaching and learning which aims to enhance primary school teachers' confidence and competence for teaching science. Primary Connections supports teachers to improve students' scientific literacy, as well as their learning outcomes in both science and literacy. Linking science with literacy enriches the learning experience for students. It is based on the theory that students learn best when they are allowed to work out explanations for themselves over time through a variety of learning experiences structured by the teacher. Students use their prior knowledge to make sense of these experiences and then make connections between new information and their prior knowledge.

By engaging in a wide variety of experiences, students appreciate the importance of 'working scientifically'. This concept involves the processes of investigating, understanding and communicating. The scientific understandings within the learning area of Science are organized into five sub-strands: *Biological Sciences, Chemical Sciences, Physical Sciences and Earth and Space*.

The development of the St John's Science Curriculum Statement further supplements the Primary Connections Program ensuring National Curriculum – Science is adequately covered.

Study of Society and Environment (SOSE)

At St John's School the SOSE curriculum rotates on a two year cycle. This key learning area centres on human fascination with the way people interact with each other and with environments. This key learning area encourages young people to be active participants in their world. Students develop abilities to reflect on the values of democratic process, social justice, economic and ecological sustainability and peace to make decisions about issues related to societies and environments.

Technology

Teachers at St John's have developed a St John's Technology Curriculum Statement which outlines process of designing, making and appraising which is at the heart of the Technology Key Learning Area. Students explore, apply and develop information, materials and systems. The development process is not a linear one; appraising is as much a part of designing as it is about making, for example. All aspects of the process are interconnected and as they interconnect they generate new ideas that can be acted upon.

Information Communication Technology (ICT)

St John's has developed an Information and Communications Technology (ICT) Plan. This includes identifying the processes, applications and equipment we will use to access, create, organize, analyze, present and communicate information. In essence, the vision of this ICT plan is to significantly enhance the learning opportunities for the pupils and the community within the school area. With the implementation of an integrated approach to ICTs in the classroom, the teaching and learning of ICT will be significantly enhanced.

Student-centered learning is supported and the teaching of information communication technology is promoted to provide the necessary skills and knowledge to promote lifelong learning. At St John's school each student has the opportunity to access their own work via the school server. Each classroom has a minimum of five computers and access to a mobile lab of lap-top computers. This way, technology is able to be incorporated into every aspect of the curriculum in the class setting. All students and teachers are able to access the internet for research and communication from each and every computer in our school. Students also utilize digital cameras (video and still) and other multimedia devices for curriculum and project work. St John's has recently installed interactive white boards in classrooms and the library. These are regularly used by students and teachers in the delivery of our curriculum. In addition iPads are now regularly used in classrooms.



Internet and Electronic Mail - Catholic Schools in the Diocese of Cairns

We are pleased to offer students of St Johns School Silkwood access to the CENet computer network for electronic mail. Access to e-mail and the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, St Johns School supports and respects each family's right to decide whether or not to apply for access.

Internet User Agreement

St John's School actively supports students accessing information resources with the development, by staff, of appropriate skills to analyze and evaluate such resources. We recognize that technology continually changes and evolves and with that student instruction and learning will change and evolve as well. The school recognizes that electronic information research skills are now required as essential tools.



St John's School Silkwood expects staff to incorporate appropriate use of information technology throughout the curriculum. Teachers will provide both guidance and instruction to students in their daily use of this resource. Teachers will facilitate and support students when accessing information to help enrich their learning while taking into account the various learning styles, abilities, needs and development levels of students. Access is a privilege, not a right. Access entails responsibility! Parents and students are required to sign an Internet User Agreement.

School Computer Network

Students are responsible for good behaviour on school computer networks just as they are in a classroom. Communications on the network are often public in nature. General school rules for behaviour and communications apply. The network is provided for students to conduct research and to communicate with others in our collaborative learning community. Access to network services is provided to students who agree to act in a considerate and responsible manner. Access entails responsibility. Individual users of the school computer network are responsible for their behaviour and communications over the network. It is presumed that users will comply within school standards. Network storage areas may be treated like school lockers. Network administrators may review student documents to maintain system integrity and ensure that users are using the system responsibly.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers and computer networking equipment
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.

Mobile Devices

Mobile communication technologies are a significant and seemingly necessary part of modern life. In order to educate students about the appropriate use of mobile phones and associated technology, St John's has implemented a policy requiring students to hand in any devices to the office to be kept safe until collected at the end of the school day. This ensures classes are not disrupted by gadgets and gizmos. This will assist students to remain focused on their learning.

Arts

The concepts of Art are organized into five strands: Dance, Drama, Media, Music, and Visual Arts. Students at St John's also have the opportunity to perform in Choric Speaking. Private music tuition with a qualified teacher is offered during school hours. Students have access to saxophone, trumpet, guitar, clarinet, trombone, flute, drums and other instruments on request.

We participate an annual presentation evening to showcase the talents of the students in these art forms.



Language Other Than English (LOTE)

Japanese was initiated in 2013 to develop alignment between St John's Primary School and Good Counsel College at Innisfail. Japanese is taught as a key learning area of the curriculum to ensure a quality and sustained languages program provision.

Weekly, hour long classes enhance cultural awareness and develop our students' bilingual capabilities. All students from prep through to Year 7 are taught Japanese language skills and cultural identity. St John's language curriculum provides an opportunity to ensure that all students benefit from learning Japanese to provide continuous, equitable, appropriately sequenced and educationally challenging pathways through the primary curriculum.

Assessment and Reporting

Homework Expectations

At St John's School we believe that homework is a worthwhile educational activity. Homework is provided to help consolidate, reinforce and revise student's skills, knowledge and understanding of class work. Home study does not consist of written work only. Spelling and basic facts may be incorporated into a regular revision task for homework. Reading each night is essential for students from Prep to Year 7. It is suggested that parents provide a suitable area at home (away from distractions such as TV, computer games, radio, etc.) and allocate time for homework.

Parents are requested to oversee homework tasks and are encouraged to assist where possible. Homework is however, the responsibility of students and needs to be returned to school on the due date. Consequences for incomplete, late or untidy homework are implemented by classroom teachers. If parents have any questions regarding their child's homework, please advise the class teacher as soon as possible either by phone or in writing.

Parent Meetings

At the commencement of each school year Parent Information meetings are held by classroom teachers to outline class routines, practices and curriculum focus areas. Additional parent meetings are conducted from time to time. Preschool parents are encouraged to make weekly contact with their child's teacher. The regular involvement of parents with their child's preschool year will provide continuous information about their child's progress and development.

Three Way Conferences

The school is committed to a variety of assessment and reporting procedures that demonstrate student achievement and success at their respective level of development. Both Terms 1 and 3 culminate in a Three Way Conference in which student, parent and teacher celebrate aspects of the students learning journey and set goals for the following term or semester.

All students at St John's have a portfolio consisting of work samples, annotations and evaluations which are used to gather information and make judgements about student progress. Portfolios are presented to parents at the Three Way Conference at the end of Term 3.

Written Report

A written report on your child's progress is forwarded to parents at the end of Terms 2 and 4. The report presents valuable information for students and parents to evaluate their progress. Reports include a standardized scale of A-E. These varied forms of reporting provide parents with a detailed account of a students' overall achievement across all aspects of school life.

Formal Government Testing

St John's participates in the following Government tests:

- Year 2 Diagnostic Net
- Year 3 and Year 5 National Literacy and Numeracy Test (NAPLAN)
- Year 4 and 6 QCATs (Queensland Comparable Assessment Tasks).

These Government Tests support teachers' assessment practices and help achieve the best outcomes for the students.

