From the Headmaster

Dear members of the John Paul College family

I warmly welcome all of our new parents along with our continuing families and look forward to celebrating with you the many successes of your sons and daughters during 2013.

We are extremely excited about this year as we look forward to once again celebrating the many kinds of excellence that come with being a member of our family.

John Paul College has a strong strategic vision emphasising exceptional teaching and learning and strong traditional values and will continue to help each student excel in their chosen pathway.

It is vital that parents are ready to have open dialogue with teachers and administration to create a partnership that is dynamic and successful. We encourage every student to aim high, whether it is in the classroom or during co-curricular activities.

It is vital that we always keep our school motto at the centre of our planning and organisation of our programs and objectives. In Unity, Christ and Learning we will soar above our expectations and achieve greatness in all we do in 2013.

We are determined to keep John Paul College at the forefront of global education and continue to provide a distinct “point of difference” for our students and families. We have a College to be proud of as we continue to be recognised internationally for what we do and who we are.

I look forward to working with you in partnership to make your child’s journey through John Paul College the finest educational experience in Queensland.

Yours sincerely,

Peter Foster
Headmaster
Contact Details

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Daisy Hill
Queensland 4127

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Senior School (Yr 7-12)  Ph: 3826 3386   Fax: 3826 3486
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Absentee Line (All Years) Ph: 3826 3566
Outside School Hours Care Ph: 3826 3361

Retail Centre

Schoolwear     Ph: 3826 3397   Fax: 3826 3318
Resales        Ph: 3826 3449   Fax: 3826 3318
Books          Ph: 3826 3349   Fax: 3826 3318
Wet Weather Sports Line Ph: 3826 3370

Term Dates 2013

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Term 1</td>
<td>29 Jan</td>
<td>Term 1 Commences (Orientation)</td>
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<td></td>
<td>29 Mar</td>
<td>Term 1 Concludes</td>
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<tr>
<td>Term 2</td>
<td>15 Apr</td>
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<td>ANZAC Day</td>
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<td>Monday</td>
<td>10 Jun</td>
<td>Queen's Birthday</td>
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<td>12 Aug</td>
<td>EKKA Show Day (Logan)</td>
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<td>Tuesday</td>
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<td>EKKA Show Day (Brisbane)</td>
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<td>Tuesday</td>
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### Key Personnel

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Gordon</td>
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</tr>
</tbody>
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### Support Services

<table>
<thead>
<tr>
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<th>Position</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
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### Team Leaders

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade Level</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
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1.0 Philosophy

1.1 Introduction

Welcome to John Paul College, one of Queensland’s largest and most progressive independent co-educational schools, offering Kindergarten to Year 12 for students, and Early Learning (Long Day Care) facilities for parents with young children.

Our College is located in Daisy Hill, near Springwood on the south-side of Brisbane. We are known for our high educational standards and for the range of opportunities our students are offered through our comprehensive academic pathways and co-curricular sporting and performing arts programs.

Our 40 hectare campus features excellent facilities including a state-of-the-art aquatic centre with heated 10-lane swimming pool, an indoor sporting complex, many modern air-conditioned classrooms, Early Learning and outside hours child care for busy families, world class sporting ovals and well kept, litter free play-grounds to name a few.

Teaching and learning at John Paul College is supported by a leading technology program, which sees each of our students from Year 4 through to Year 12 routinely using a notebook computer in their day-to-day life at school. Our John Paul College teaching staff are dedicated professionals who are recognised as leaders in integrating technology into the curriculum.

Our aim is to develop well-balanced students who are real world ready, by providing a stimulating, positive and interconnected learning environment which supports the development of our students and improves their learning experience and outcomes.

To ensure the diverse needs of our students are met, John Paul College is divided into two schools:

- Primary School (Kindergarten – Year 6)
- Senior School (Years 7–12) (including Middle School Years 7 – 9)

The College also operates the John Paul International College.

Our school community grows in an ecumenical faith-based environment where the Christian faith is foundational; where our values are embraced; where mutual respect offers a hand that reaches out and welcomes all cultures and faiths; and where the potential for our students is unlimited.

1.2 Educational Philosophy

We are what we repeatedly do. “Excellence, therefore, is not an act but a habit.” Aristotle

This vision of anywhere, anytime learning is realised by the creation of a connected learning community which provides access to personalised information, services, communication and opportunities for all John Paul College stakeholders. Learning is at the heart of this community and all students and teachers have access to the tools and the information to support learning today and for a lifetime.

Teaching and Learning in the Connected Learning Community

Horizons are forever expanding in our borderless world where the twenty-first century learner is now a global participant. It is essential that young people are prepared to meet the demands that this technologically-linked global community will make of their personal and working life. To succeed students need to update their learning skills continually. Flexibility, adaptivity, creativity, autonomy and, above all, the ability to communicate effectively, and in the media of their time, are fundamental skills that each must acquire.

John Paul College recognises that young people have their own skill-sets, aptitudes, aspirations and prior knowledge. These individual needs and qualities require careful assessment, if the student’s interests are to be met and their learning opportunities maximised as they navigate the diverse yet flexible curriculum pathways on offer at the College.

John Paul College’s commitment to offering student’s a continuous learning environment requires that our teachers combine contemporary teaching practices with the finest technological opportunities available. This modern learning environment seeks to meet the individual needs of a new style of learner while allowing them to continually develop competencies within an information-rich, multi-layered, continuous learning environment that requires use of tools such as digital devices, online databases, and a host of software.

By having access to information that provides a comprehensive picture of how a student learns, and his or her learning profile, enables the teacher to provide a rigorous and challenging program that is personalised where appropriate. This student learning profile is developed through a commitment to online, continuous communication. Parents, teachers and...
students all form part of this three-way collaboration process to ensure all learners are provided with opportunities to achieve personal standards of excellence, thus creating a genuine learning community.

1.3 Ecumenism

Our ecumenical school is one where our Christian Doctrine program not only highlights what we have in common, but also celebrates what is distinctive about our faiths and practices. We rejoice in the individuality of our faith and discuss our differences. We do not seek any change in practice which would be ahead of that recognised by the authority of the individual churches, but promote adherence by every church member to the laws, traditions and authority of his/her church while seeking that unity which was Christ's prayer.

By being involved in ecumenism, our first bonus is the discovery of who and what we are ourselves. As a consequence, we gain a new pride in ourselves within our own Christian beliefs and traditions, for example as Anglicans or Uniting Church members or Catholics.

Our first resolution is to promote an increased sensitivity so that we can always hear, understand and respond to those of other faiths. We do not hide our differences; we let them surface so we can discuss and understand them. This will allow us to be as one in the common love of Jesus.

To John Paul College, ecumenism is that advocacy which reaches out to reduce the breach between the various faiths. It does not seek to ignore these differences; nor does it expect that these differences will vanish overnight; but through understanding of them and through love and charity, we aim to lessen their effect. Ecumenism recognises that people from different Christian faiths and traditions can work together and towards greater unity while each preserves his or her traditional faith and practice.

1.4 College Crest, Motto and Symbol

The College crest portrays, in visual terms, the values and ideals which the College upholds and which all students are encouraged to follow. The crest is the shape of a shield, reminding us of St. Paul's words, "So stand ready, with truth as a belt tight round your waist, with righteousness as your breastplate, and as your shoes the readiness to announce the Good News of peace. At all times carry faith as a shield." (Ephesians 6:14-16)

At the centre of the shield is the cross, the central symbol of Christianity. It reminds us that Christ died and rose from the dead for love of us, and that this love must remain at the centre of our lives. The openings at all ends of the cross indicate that, through Christ, we must reach out to others with the same love Christ shows his followers.

On one side of the cross is a bundle of sticks which have been tied together. As it is much more difficult to break a bundle of sticks compared to one single stick, this symbol reflects the values of Ecumenism which promotes Unity among all Christian denominations. Christianity, therefore, would receive added strength from a united witness. As a consequence of this ecumenical practice, we are all challenged to foster peace, harmony and unity among all humankind.

On the other side of the cross is an open book. This is a symbol of Learning which is the “raison d'être” of the College. This book has emblazoned on it the first and last letters of the Greek alphabet (the Alpha and the Omega) which remind us that Christ is the beginning and end of all learning.

It provides and carries with it the profound obligation that we prepare students to lead a life of compassion in service to others. It offers a model of education, of professionalism, of leadership and of living that is not merely about enrichment of the self but is about commitment to the welfare of our common humanity.

The Eagle is a symbol of spirit, vision, strength and courage. It is considered to be the king of the air and the messenger of the highest Gods. As a Christian symbol, the eagle represents salvation, redemption and resurrection. The eagle seems to easily ascend the skies and is held to represent a noble nature from its strength and aristocratic appearance. "But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles they shall run, and not be weary; and they shall walk, and not faint." (Isaiah 40:31)

A lesson to be learned from the eagle is not to depend exclusively on intellectual solutions. Through its connection to the air element, the eagle is connected to intelligence, but also to the Spirit, the knowing that goes far beyond intellect. When you look at an image of the eagle, the wings signify protection, and the gripping talons symbolise ruin to evildoers. In spite of its enormous size, the eagle still takes flight seemingly effortlessly. This symbolic cue is the epitome of John Paul College aiming to provide the ‘wind beneath the wings’ of its students so that they can ‘soar like
eagles’. Not all students can be leaders and not all leaders will succeed, but we must not allow the illusion of limitation to ground us in our flight.

The eagle teaches us to courageously face our fear of the unknown, so we are then able to fly as high as our heart’s joy can take us; to soar. As members of the John Paul College family, we must give up our limited perspectives and release ourselves from comfortable, familiar thought patterns, as to fly into a larger world requires that we are brave enough to enter unknown realms.

Thus it is that the College crest reflects symbolically the philosophy and religious values that underpin the John Paul College Mission Statement and which are reflected in the College motto: Unity, Christ, Learning. The College colours are burgundy and blue.

1.5 Houses

Students are allocated by the Registrar to one of four houses: Gilmour (Blue), Burke (Red), Doulin (Green) and Enright (White). They remain in the same House throughout their schooling and all children in the one family will belong to the same House. Parents are invited to attend the various Inter-House competitions throughout the year. These are detailed in the school calendar. Houses are organised by nominated staff as House Patrons.

1.6 What We Believe

John Paul College is a learning community in which all members have the opportunity to reach their individual potential for living a contributing and fulfilling life. Our community grows in an environment where our values are embraced, where mutual respect demands a hospitality that reaches out and welcomes those of all cultures and faiths, and where excellence in every endeavour is sought and applauded.
2.0 Ethos

2.1 Guidelines for Mutual Respect

Ethos

John Paul College is a community comprising students, parents and staff who all share in the vision and responsibility of delivering a holistic education in a supportive and co-operative Christian environment. Our ethos fosters the development of the whole person in spirit, mind, body and character. All members of our community are expected to treat others with dignity, graciousness and mutual respect, understanding the importance of co-operating in a Christian community with diverse interests and traditions, a common concern for the well-being of all its members, and for the promotion of Christian values.

Every student will take personal responsibility for their own development by diligent and careful preparation for, and participation in, all the classes and activities of which they are a member. Mutual respect requires us all to be conscious of the learning needs of others and how our actions may affect them also.

Attendance

Students are expected to attend the various formal events in the College calendar, as relevant to the School that they are in. Regular attendance at the College is a legal responsibility for both students and their parents. Students may not leave the grounds for any purpose during the school day without permission and must sign in/out at the relevant School office. For further detail, refer to section 4.1.

Conduct

Students should conduct themselves at all times in a manner that reflects positively on them, their family and the College. The College maintains a ‘no tolerance’ policy towards the use or possession of tobacco, alcohol or any other illegal drug or substance by students on the campus, at any College activity or while wearing the College uniform. Parents share the responsibility of ensuring that the reputation of the College is maintained at the highest level when students are beyond our direct control. Behaviour or conduct in a social context that brings the reputation of the College into disrepute, that is brought to our attention, may also have serious consequences.

Grooming

Students are expected to reflect the conservative, professional nature of the College. High standards of dress and grooming are important at all times, and particularly when students represent their College in the wider community. Students are expected to wear their uniform with pride as appropriate to the occasion. All items of the uniform must be clean and kept in good repair. For further detail, refer to section 4.15

Co-curricular Activities

Holistic education means that the College offers a wide range of spiritual, cultural and sporting co-curricular activities in addition to our academic program. Students, from Year 4, are expected to participate in at least one co-curricular activity in each school year. In the event of any clash between this commitment and involvement in a community cultural or sporting group, the College team/group must take priority. Should club sport be offered by the School, the expectation is that the student will play for the School in that competition, unless otherwise approved by the Headmaster. Students who play club sport for John Paul College or teams other than John Paul College are expected to also play in the JTAS/TAS competitions. Membership of a College team or group implies a commitment to attend all fixtures and training/rehearsal sessions, out of mutual respect for fellow team members and staff involved. For further detail, refer to section 5.

Property

Students should foster the attitude of care and concern for their own property and the property of others. Interfering with, mistreating or removing any property which is not theirs is not acceptable.

Technology

Students are fortunate to learn in a technology-rich environment. Appropriate use of that technology is outlined in section 4.

Conclusion

In matters which are not specifically covered above or by other College policies, students, staff and parents are encouraged to apply the principles outlined above, to maintain the outstanding reputation of the College, the dignity of each person and the mutual respect that we encourage for each other.
2.2 Student Behaviour Management

The College Mission is achieved in a safe, secure and supportive environment where behaviour is based on a commitment to mutual respect for all members of the John Paul College family. Every endeavour is made to promote a positive, caring and cooperative atmosphere, in which the rights and responsibilities of all members of the school community are acknowledged and upheld.

Working together

Rights
Every person has the right to:
- be treated with respect and understanding
- be treated as an individual
- work and learn in a positive classroom environment
- feel safe while learning and interacting with others
- expect property and belongings to be safe
- appreciate the beauty of our surroundings
- be proud of their appearance
- enjoy the traditions and culture of John Paul College.

Responsibilities
Every person has the responsibility to:
- be respectful, truthful, courteous and considerate
- respect individual differences
- meet classroom expectations and contribute positively to the learning environment
- act responsibly and safely
- treat all property and belongings with respect and care
- care for the College environment
- adhere to uniform and dress codes
- honour the values of the John Paul College community.

2.3 Safe School Policy and Counselling

At John Paul College we believe that everyone should be treated with dignity and respect. Every person has a right to feel safe and a right to learn free from anxiety. Bullying and harassment are contrary to these beliefs and can have a significant effect on children in many different forms.

BULLYING and HARASSMENT means on-going verbal or physical attacks on another person. It means putting someone else down to make YOU feel better. It might be in a look or action or words. It is not fun or mucking around, it is unacceptable.

Examples OF BULLYING and HARASSMENT include:
- Hitting or being violent
- Threatening or frightening others
- Jostling, pushing and spitting on others
- Interfering with another’s property by hiding, damaging or destroying it
- Using put-downs, belittling others’ poor abilities and achievements
- Writing mean or spiteful notes or graffiti about others
- Making degrading comments about another’s cultural religious or social background and exclusion from groups on grounds of gender, race, nationality
- Making suggestive comments or other forms of sexual abuse
- Ridiculing another’s body appearance
- Using nicknames or making silly noises
If you are present when bullying happens you are encouraged to walk away and inform a teacher as soon as possible.

When does bullying and harassment occur? Anytime and anywhere

If you are bullied or harassed you can do something about it. If you are bullying and harassing others – YOU MUST STOP!

**Being bullied and harassed? Here’s what you can do**

Ignore it. Don’t let the harasser know that you are upset. Perhaps it will stop. If this doesn’t work:

**STEP 1** Confront them. Tell the person who is harassing you that you do not want them to continue.

If this is not successful…

**STEP 2** Talk to your class teacher or Student Counsellor

If this is not successful…

**STEP 3** Report the matter to the Head of School.

Remember, if ignoring it fails, then keeping it to yourself only makes it worse.

**How the College will respond**

ALL EPISODES OF BULLYING AND HARASSMENT WHICH ARE REPORTED TO THE COLLEGE WILL BE DEALT WITH APPROPRIATELY.

If you are bullying and harassing others the College will:

- Counsel you
- Detain you
- Interview you and your parents

### 2.3.1 Home / School Relationships

“Children whose parents spend time with them in educational activities or who are involved in school activities achieve more in school, regardless of socio-economic status.” Benson, Charles S.; Buckley, Stuart; and Mendrich, Elliot A. “Families as Educators,” Time: Contributions to School Achievement.

At John Paul College we recognise the necessity of close co-operation between the home and school to ensure the best possible educational opportunities are achieved by students. We strongly encourage parents to become involved in their son or daughter’s academic, social and general development, and to communicate with the school on matters of interest or concern.

It is vitally important that the values espoused by the home and the school are in harmony, and that parents are seen to support the school in maintaining the reasonable standards of behaviour and performance expected. Parents who allow children to disregard these during the holidays, for example, by allowing haircuts or behaviour not in line with school policy, reflect that they do not hold these values deeply. Students are likely to become confused by such inconsistency.

### 2.3.2 Child Protection Policy

John Paul College recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of the students within our College will always be a primary consideration.

We expect our students to show respect to our staff and volunteers and to comply with safe practices and we expect all employees to ensure that their behaviour towards and relationships with students reflect proper standards of care for students. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

**What does the College mean by harm?**

Recent Queensland legislation defines harm as “any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused”. Harm can be caused by:

- physical, psychological or emotional abuse or neglect;
- sexual abuse or exploitation; or
- domestic or family violence.
How does the College protect students from harm?

The College has a comprehensive Child Protection Policy, which covers the actions to be taken if a member of staff or a parent of the College becomes aware or reasonably suspects that harm has been done to a student of the College by other staff, people outside the College or by other students.

What should you do if you become aware or reasonably suspect that harm has been caused to a student of the College by a member of staff, someone outside of the College or by other students?

You should report your concerns to the Headmaster or the relevant School Head or to any other member of College staff.

What will happen next?

If you report your concerns to a member of staff other than the Headmaster, the member of staff will report it to the Headmaster immediately, or if the subject of the complaint is the Headmaster then the member of staff will report to the Chairman of the College Board.

How will the College help my child?

The College will ensure that the following things are done to reduce the chance of harm occurring:

- Ensure that each staff member understands and fulfils their obligations under this Policy and the Policy for reporting abuse.
- Ensure that there is an acceptable reference for each staff member engaged since the commencement of this protocol, from his or her previous employer.
- Ensure that each staff member and volunteer who has contact with children has a current positive suitability notice issued by the Commissioner for Children and Young People.

If the Headmaster receives a report of harm to your child, he will support the child by:

- responding rapidly and diligently to the report
- reassuring the student
- protecting the child’s confidentiality as much as possible
- offering continuous support; and
- providing counselling if requested.

What should I do if I require more information?

The College’s complete Child Protection Policy is available at the College Administration and on JPConnect. Parents and students may have access to this policy at any time. You may also make an appointment to discuss the policy with the Headmaster if you wish to clarify any matters.

2.3.3 Chaplaincy and Counselling

In today’s rapidly changing society our students are challenged daily to cope effectively and act responsibly, this challenge is often best met with the support of others. The Counselling Service in collaboration with the Learning Enhancement, Pastoral Care, and Christian Living programs provides the John Paul College family the necessary support to assist young people in reaching their individual potential for living.

The College Counsellors provide professional counselling and assessment services to students, families and staff of the College who may be experiencing learning, personal, familial or school difficulties.

This service may include:

- personal counselling
- group programs
- family and parent support
- specialist educational and psychological assessment and diagnosis
- consultation with significant others such as parents or teachers or other professionals.

With the agreement of parents or carers, school counsellors work together with families, staff, and other professionals to improve the wellbeing and education stability of students.

Students may refer themselves to the school counsellor or consultation may be sought at the suggestion of a teacher,
parent and carer or friend. Parents and carers often seek advice from school counsellors about their child’s wellbeing, educational options, behaviour, family situation, and for information about help available from other agencies.

Whether working with students, parents and carers, teachers, or other professionals, school counsellors explain how they work, listen carefully to what is said, help clarify options, and encourage informed decision making. As with every part of our John Paul College experience, a vibrant partnership between school and home is crucial to our experience of success.

The Chaplain and Counsellors work together to provide students, families and staff with the coordinated support they need to lead healthy, fulfilling, productive and responsible lives. A priority is the support of at risk students, and students with special needs and their families. This support is provided through offering:

- An understanding, supportive and confidential environment*.
- Individual and group counselling to meet the educational, emotional, social, spiritual and personal needs of students.
- Educational and behavioural assessment.
- Development of support programs in areas of specific need (academic, careers, personal, behavioural etc).
- Parent and teacher consultation regarding student needs.
- Classroom visits and support.
- Professional Development for teachers.
- Personal support and counselling for staff members.
- Referral.

*NB Confidentiality shows respect to and for the person seeking counsel and it is a fundamental principle in any counselling situation. However, there are limits. We cannot keep conversations confidential if a person is a danger to themselves or to others. Also, as John Paul College employees, we are legally and morally obliged to report suspected child abuse or neglect.

### 2.4 Leadership

John Paul College has a progressive and dynamic leadership program that is based on a servant leadership model. Students are encouraged to explore and develop leadership roles in each of the relevant schools in the College. Students are encouraged to build on their leadership skills through an involvement in councils, committees and by applying for formal leadership positions.

The Leadership program at John Paul College aims to be:

1. **Educational**
   - Students develop skills in leadership and communication

2. **Democratic**
   - Every student has a voice

3. **Responsible**
   - Students solve real problems and make real decisions

4. **Sharing**
   - Students share with the school executive and teachers in the decision making.

5. **Caring**
   - Students care about their College and what happens in it and to it.

6. **Fun and Rewarding**
   - Students experience enjoyment through successful participation.

   Every student of the College is considered to be a leader, representing the College through their actions, role modelling and service to others on a daily basis.

### 2.5 Service

The Leadership Crook, which is passed each year from the departing College Captains to the new ones, symbolises the pastoral shepherd’s nurture and protection of his flock. With this annual ritual, the concept and value of service to the other is reinforced as a central building block in the philosophical foundation of the College. Jesus, as the Good
Shepherd, showed us by his words (“the Son of Man did not come to be served but to serve” - Mt 20:28) and his actions (“I have just washed your feet...I have set an example for you, so that you will do just what I have done for you” – Jn 13:14,15) that service to our fellow human being is far more important than any knowledge, power or authority we may possess. Our task, our goal and our responsibility is to take every opportunity to put that theory into practice.

Ecumenical Services are held regularly in the Senior School. The services are organised by students in each House Group on a rotational basis, with guest speakers from one of the traditions represented at John Paul College delivering the sermon and benediction. Parents are invited to worship with the students and the staff at these services.
3.0  Academic Overview

3.1  Programs and structure

Classes are organised both in the two-teacher co-operative style and in the single classroom situation, all of which are developmental and, therefore, activity based with “hands-on” learning experiences.

Each class from Prep to Year 6 has the assistance of a Teacher Aide for a regular number of hours.

Our current programs cater for the individual differences of all of our students in line with the developmental philosophy of the school. While classroom teachers cater for all learning needs within the classroom, there is added support from Learning Enhancement Teachers, who also contribute to class programs.

Specialist lessons in Health and Physical Education, Art, Spanish, Information Technology and Music are taught to offer our children as broad an education as possible.

Our children also have the Senior Class Mate System to assist them in settling into the whole school environment. Each class is assigned a prefect (a “big brother” or “big sister”). These mature Senior School students fulfil a social and caring role in their daily contacts with children in the Primary School, assisting them both within and outside the classroom at specific times of the day.

3.2  Connected Learning Community

John Paul College students are part of a connected community when it comes to computer use. Technology is completely integrated into our teaching and learning processes to support the learning needs of students, to help develop their creativity and logical and lateral thinking, to assist with research, and to develop digital and information literacy skills.

Our Early Learning, Kindergarten and Junior Primary students begin their technology educational journey through the use of interactive whiteboards and access to computers in all classrooms.

Our Year 4 to Year 12 students participate in our well established Notebook Computer Program and routinely use their own personal notebook computer as part of their daily school life. This use is supported by College-wide, wireless connectivity and a range of printers.

The empowerment of students, teachers, parents and the community is the striking innovation that distinguishes John Paul College as a very real example of a 21st learning community. This, blended with innovation in knowledge management, an unparalleled infrastructure and 24-hour access to an online student-centred curriculum has allowed the College to realise our simple vision – to create an anywhere, anytime school where parents, teachers and students are part of an interconnected learning community. In providing students with such opportunities, we recognise the importance in educating our students to become responsible, ethical and safe users of technology. Our overall goal is to maintain a cybersmart culture which is in keeping with the values of the school and our legislative and professional obligations.

Our parents are part of our connected community via the parent portal, where they can access up-to-date reports, news and information in relation to their child.

3.3  Newsletters & Email

Newsletters

To keep you informed about what is happening within the College, the Primary School and within your child’s classroom; alerts and news postings are updated daily on JPConnect, while School Newsletters are posted to the portal every fortnight. The Newsletter is emailed to parent email addresses and can be also accessed via the Quicklinks on the front page of JPConnect. Parents are advised to visit JPConnect.net regularly to stay up to date with school news.

Email

To keep you informed about what is happening within the College, please ensure your email and contact details are up to date. Email and the College Portal are primary sources of information within the College.
3.4 Learning Enhancement

Our Learning Enhancement Program takes pride in providing educational programs that place the individual student at the centre of all learning.

Our program offers a service that facilitates the holistic development of individual students and ensures that it is possible for all students to achieve their academic potential.

Our Learning Enhancement Program caters for students across all year levels. Specialist staff are allocated to work across K–12, to provide support for the following students:

- Students with English as a Second Language (ESL)
- Students with Non-English Speaking Backgrounds (NESB)
- Students with learning difficulties or impairments
- Gifted and talented students

3.5 Homework

Homework is a significant and important part of the teaching and learning process. The following guidelines will help students, parents and teachers to be clear about the purpose and expectations of homework through the learner profile.

Year level expectations

Prep

Home Reading and Sight Words

In Prep the children will bring home reading each night. This needs to be read to, with and by the children. Home Reading Records will include the date the book was read, the title and a parent signature. Sight words will be based on the level that each child is at, so the words may be different for each child. Sight words will be given on a Monday and tested on a Friday. We will also work on these in class throughout the week.

Year 1

Home Reading and sight words/ spelling words.

Reading should be done nightly and recorded in the reading log. Sight words/ spelling words should also be practised nightly using the Humpty Words booklet.

Years 2-6

Weekly homework grid and home reading.

Reading should be done nightly from Year 2 through to Year 6. Reading should take a variety of text forms for example recipes, magazines, instructions as an alternative to books. Enjoyment and a love of reading are the aims.

The homework grid includes tasks to enhance the development of the basics in English (e.g. spelling) and Maths (e.g. tables, number work, operations). These tasks should be differentiated for the needs and abilities of the individual.

Why a homework grid?

The grids were established in the Primary School following some research conducted into effective and productive homework that allows for the busy life of many of our students after school and on weekends. The grids are a way of emphasising diversity, family life and active pursuits for children. They are weekly and allow for flexibility in when students complete the activities and student choice in varying the activities. It is also helpful for parents to have input into the grid activities. The learning experiences within the grid can be negotiated with the class teacher (particularly for students on individualised work programs). There will be a compulsory section on the grid including the basics of literacy and numeracy. The other sections should provide a balance of learning areas which:

- are varied in nature
- make connections to class learning and inquiries
- are open ended
- may be a written response or a verbal discussion.

Suggested time allocation
Prep and Year 1  Generally not more than 1 hour per week (approx 10-15 mins per night)
Years 2-3  Generally not more than 1 ½ hours per week (approx 10-20 mins per night)
Years 4-5  Generally not more than 2-3 hours per week (approx 30 mins per night)
Year 6  Generally not more than 3-4 hours per week (approx 45 mins per night)

3.6 Assessment & Reporting

Assessment is the ongoing process of gathering, analysing and reflecting on evidence to make informed and consistent judgements to improve future student learning.

While the primary focus of assessment is constructive feedback to students, assessment information also contributes to teachers’ planning for future student learning; to state and national reporting requirements and reporting to parents. These processes should be designed to improve student achievement.

Assessment practices can assist students to learn more effectively if they develop the capacity to reflect on learning, develop deeper understanding and cultivate higher order thinking skills. Assessment for improved student learning and deep understanding requires a range of assessment practices to be used with three overarching purposes:

- **Assessment for learning** occurs when teachers use inferences about student progress to inform their teaching.
- **Assessment as learning** occurs when students reflect on and monitor their progress to inform their future learning goals.
- **Assessment of learning** occurs when teachers use evidence of student learning to make judgements on student achievement against goals and standards.

Regular communication of student assessment information between teachers contributes to a better understanding of a student’s development over time. This assists teachers in developing plans for students’ future learning, in the context of whole school planning. Regular communication of student assessment information forms the basis for involving parents and students in the school’s reporting processes.

Each student in the Primary school will maintain their own Learning Journal in collaboration with teachers.

Student Learning Journals provide a record of a student’s involvement in learning which is designed to demonstrate success, growth, higher order thinking, creativity, assessment strategies and reflection. A Learning Journal is a celebration of an active mind at work.

Parent/teacher discussions are an essential part of understanding a child’s development. Please feel free to discuss your child’s progress with his/her teacher at any stage of the school year, after making an appointment.

Arrangements will be made for such discussions to take place at a time convenient to both teacher and parent.

In addition to these incidental contacts, arrangements will also be made for students and parents to partake in a Three-way conference (Term 1) and Student-led Conference (Term 3).

Should parents wish to discuss problems or receive advice on any school matter, they should feel free to contact the Team Leader or any member of the Primary Administration Team.

End of semester progress reports for each child will be provided at the end of Terms 2 and 4 for Prep to Year 6 children. These are available online for parents.

Kindergarten children will receive a Transition Statement at the end of the year.

3.7 JPConnect

JPConnect is a password protected online portal designed for communication between the College and parents. JPConnect provides parents with access to alerts, messages, news items, general information, student reports, co-curricular and financial information.

For access to JPConnect parents will require a unique username and password.
Steps to Connect

1. You will need an email address.
2. Visit https://www.JPConnect.net/
3. Select New user register from the bottom right of the dialogue box and complete to the e-form and press submit.
4. Your details will be processed and you will receive an email at a later date with your username and password details.
5. After you receive your username and password, go to: https://www.JPConnect.net
6. Fill in your details in the parent dialogue box and click login.
7. You will now be able to view information from the myFamily pages

JPConnect informs the school community of such things as:
- Student’s reports
- Student’s academic timetable (including private music lessons)
- Co-curricular activities
- Excursion permissions and details
- Absentee notifications
- Parent functions
- Messages from the Headmaster
- Special events
- School calendar
4.0 Routines

4.1 Attendance and Punctuality

Daily attendance by each child is necessary to ensure satisfactory progress. Therefore, parents must assume responsibility for the regular attendance of their children. Illness is the only automatically acceptable reason a child may be absent from school.

Request for a child to be absent for any reason other than illness, needs to be in writing to the Primary School Head or Deputy Head of Primary requesting such permission, at least one week before leave is required.

It is not expected that any student will be taken out of school for family holidays, as John Paul College provides adequate vacation periods at various times throughout the year for this purpose.

If your child is unable to attend school because of ill health, please advise the Office between the hours of 7.45am and 8.15am on the day of absence from school. This is to be followed by a note to the class teacher when the child returns to school advising the reason for his/her absence.

Appointments in school time

At John Paul College, we take the education of our children very seriously. It would, therefore, be expected that children would not be withdrawn from school for any appointments unless it is absolutely necessary, given the fact that there is ample holiday time for children to visit dentists and other professionals who may be treating them.

If your child has to be taken out of school for any reason such as a doctor’s appointment, it is necessary to proceed to the Primary School Office to receive a “Leave Slip” before collecting your child. A “Leave Slip” will be issued for the classroom teacher to release the child from class. When the child returns to school from such an appointment, it is necessary to sign the child back into school at the Primary School Office where a class slip will be issued for presentation to the class teacher.

If a student has an appointment (e.g. medical or dental) during school hours, notification from parents, in the form of email or written note is required to explain the reason for the request to leave. Details are provided to the class teacher out of whose class the student leaves. These procedures allow the school to account for the presence or absence of a child at all times.

This request is one of courtesy. Advance warning also allows the classroom teachers to make adjustments for the teaching of any new work that may be scheduled at that time, if at all possible.

Late procedures

If your child is late to school, it is necessary to proceed to the Primary School Office for a Late Slip, which is then presented to the classroom teacher by the child.

Our teachers assume the responsibility of supervision over the children in their charge. Therefore, it is necessary to account for the whereabouts of each child every day and for teachers to be informed about every member of their class.

Special events

At John Paul College, students are offered a wide range of experiences which include not only academic, spiritual and co-curricular activities, but also opportunities to develop commitment and loyalty and to be part of, and dedicated to, worthwhile real life experiences.

All Primary School students are also expected to participate in such events as Mayfair, Book Week Activities and annual end-of-year events, such as the Junior Primary End of Year Celebration and Senior Primary Presentation Ceremony.

Of course, the Swimming Carnival, Sports Day, Barefoot in the Park, excursions, camps and other activities which are organised are automatically attended by all students.

4.2 Camps and Excursions

Camps

Primary students have the opportunity to experience camps in Years 4 and 6. At Year 4, this involves an in-school sleepover, along with two days of activities. At Year 6, an off-campus 3-day experience is provided and this incorporates many outdoor activities. Both camps are a compulsory part of the curriculum and a separate fee is charged accordingly.
Excursions

Throughout the year, the school will organise educational excursions. It is expected that all students will participate as part of the educative process provided by the College.

Excursions will include on and off-campus academic excursions and co-curricular, cultural and sporting excursions, such as eisteddfods and athletics, as well as school organised camps.

Prep – Year 6: Academic and Co-curricular Excursions

The cost of most excursions / camps is now charged as part of the annual school fees. If money needs to be forwarded for a particular excursion or co-curricular activity, it should be sent to the school in a sealed envelope with child’s name, class, amount, and the name of the excursion clearly marked on the outside.

Permission for such activities is granted by parents at the commencement of the school year through an e-form located on JPConnect. Notification of the details and requirements of such outings are also provided online, and issues regarding permission, medical concerns and limits to participation can be discussed with the teacher concerned as the case arises.

4.3 Guidelines for Parent Helpers on excursions

We appreciate the assistance of parent helpers during class excursions. To enable the excursion to run smoothly, the following guidelines apply:

- Be at the classroom or bus (as appropriate) at the pre-arranged time
- Keep a list of the children in your group and mark that roll when getting on and off the bus and during the excursion
- Please note any comments besides students’ names regarding special needs
- Please ensure that you accompany your group at all times for the whole of the excursion
- If students need to attend toilets while on excursion, please make sure that two or more students visit the bathroom at a time
- Behaviour of students on excursion is of the same expectation as that on campus. Please refer any behaviour issues to the class teacher
- Throughout the excursion, please support the school’s expectation regarding uniform standards.

4.4 Health

4.4.1 Illness or accidents at school

Children who are injured or become ill during the day will be removed from the class to rest. If necessary the School Nurse will contact the parent / guardian to come and collect the child from the Health Centre.

Health Centre

The Health Centre is staffed by a full time Registered Nurse between the hours of 8.00am – 4.00pm. If a student becomes ill during the day, he or she will be sent to the School Head, and then given permission to go to the Health Centre, located next to the Tuckshop. If the illness is serious, parents will be contacted. Under no circumstances will be students be allowed to go home unless parents or close relatives can be reached. Students are not to make their own arrangements to go home for safety reasons.

Student Medical Information

To ensure the best possible health provisions for each student, up to date information is imperative. A Student Medical Profile may be downloaded off JPConnect, completed and forwarded to the Health Centre at the beginning of each school year. This can be updated accordingly when necessary. If your child has a specific medical condition, a plan of action may be implemented following consultation between parents, health professionals, teaching staff and the student.
Medication

All medications are to be kept in the Health Centre. Students are not permitted to carry any medication (prescription or over the counter) on their person or in their locker/bag. The exception to this is asthma medication (Yrs 3-12) and some other medications after it is cleared with the Health Centre.

Prescription Medication

If a child requires prescription medication, it must be supplied in the original packet or container, with the pharmacy label attached, showing the student’s name and directions of use. A medication permission form can be completed by the parents/guardian when the medication is dropped off to the Health Centre or OHSC. OHSC staff will organize for the medication to be brought to the Health Centre after 8.00am. The school nurse can return the medication to OHSC after 3.00pm if the child is being collected from there.

Asthma Management

All students with Asthma should have an Asthma Management Form completed by their Medical Practitioner and forwarded to the School Nurse. Medication for students in Preschool – Year 3 must be kept with the School Nurse, along with a signed permission slip for administration. Students in Years 4 – 6 are encouraged to carry their puffers with them for their own use, only. Puffers must not be used by any other student.

If there is no Asthma Action Plan provided by you for your child’s asthma management, standard asthma first aid will be applied if someone has asthma or difficulty breathing.

NOTE: Medication for students in Prep – Year 3 must be kept with the School Nurse, along with a signed permission slip and directions for administration.

Anaphylaxis Management

In Primary School, students with medical conditions such as anaphylaxis, diabetes or epilepsy are encouraged to wear medical alert tags to assist staff in the event of an emergency. Numerous staff members come into contact with the children and this is a way of making them aware should the need arise.

All students with Anaphylaxis must have an Action Plan signed by a Medical Practitioner – a copy of this should be forwarded to the School Nurse. Primary students are encouraged to keep an epipen and a copy of the Action Plan in a waist wallet with their class teacher. This can go with the students if they attend specialist lessons outside of their classroom. Students may carry a second epipen, together with a copy of their action plan securely in their school bag, for attending co-curriculars and movement to and from school. Students may carry an epipen on their person, securely fastened in a waist wallet or similar bag, particularly at lunch time.

Parents are requested to replace epipens before the expiry date, and notify the College should there be a change in contact phone numbers.

4.4.2 Infectious Diseases - exclusion from School

Children with infectious diseases must be excluded from school for the specified time, as recommended by the Australian Government Department of Health and Aging. In cases of minor ailment, parents are asked to use discretion about whether a child is fit to attend school. Usually if you are in doubt, then he/she is not well enough to attend.

Minimum exclusion times

As recommended by National Health and Medical Research Council

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>CASES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox and Shingles</td>
<td>Exclude until fully recovered or at least five days after the eruption first appeared. (Some remaining scabs are not a reason for continued exclusion)</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has stopped</td>
</tr>
<tr>
<td>Cytomegalovirus Infection</td>
<td>Exclusion not necessary</td>
</tr>
<tr>
<td>Diarrhoea (campylobacter, giardia, shigella, cryptosporidium, rotavirus,)</td>
<td>Exclude until diarrhoea has stopped.</td>
</tr>
<tr>
<td>Disease</td>
<td>Exclusion Requirement</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>salmonella, intestinal worms</td>
<td>Exclusion not necessary</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Exclusion not necessary</td>
</tr>
<tr>
<td>Hand, Foot &amp; Mouth Disease</td>
<td>Exclude until blisters have dried</td>
</tr>
<tr>
<td>Haemophilus influenza Type B (Hib)</td>
<td>Exclude until medical certificate of recovery is received</td>
</tr>
<tr>
<td>Headlice</td>
<td>Exclude until day after proper treatment has started</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before seven days after the jaundice or illness started</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary</td>
</tr>
<tr>
<td>Herpes (cold sores)</td>
<td>Exclude if child cannot comply with good hygiene practices while sores are weeping. (Sores should be covered with a dressing where possible)</td>
</tr>
<tr>
<td>Human immune deficiency virus infection (HIV / AIDS virus)</td>
<td>Exclusion not necessary unless child has a secondary infection which requires exclusion in its own right</td>
</tr>
<tr>
<td>Impetigo (“school sores”)</td>
<td>Exclude until proper treatment has started. (Sores on exposed skin should be covered with a watertight dressing)</td>
</tr>
<tr>
<td>Influenza and influenza-like illnesses</td>
<td>Exclude until well</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four days after rash has started</td>
</tr>
<tr>
<td>Meningitis (other than meningococcal infection)</td>
<td>Exclude until well</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until carrier eradication antibiotic course is completed</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiosum or “Fifth Disease”)</td>
<td>Exclusion not necessary</td>
</tr>
<tr>
<td>Ringworm, Scabies, Pediculosis, Trachoma</td>
<td>Exclude until day after proper treatment has started</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the rash started</td>
</tr>
<tr>
<td>Streptococcal infection</td>
<td>Exclude until child has received antibiotic treatment for at least 24 hours and</td>
</tr>
</tbody>
</table>
(including scarlet fever) feels well

Typhoid Fever (including paratyphoid fever) Exclude until a medical certificate of recovery is received

Whooping Cough (pertussis) Exclude for 21 days from onset or until child has taken five days of a 10-day course of antibiotics.

4.4.3 Immunisation Policy

John Paul College supports the recommendations of the National Health and Medical Research Council in Australia, that all children should be immunized, unless there is a clear medical reason as to why this should not occur. Queensland Health provides the following Vaccinations as a School Based program through the Logan City Council:

Hepatitis B – Year 8

HPV (Cervical Cancer) – Yr 8

Boostrix (diphtheria, tetanus & whooping cough) – Yr 10

All students vaccinated will be provided with a record of immunization. Parents are encouraged to provide this information to their GP so that family records may be kept up to date.

Further information about immunization can be obtained from the School Nurse. Parents are asked to update their children’s records when changes occur.

4.4.4 Immunisation program

It is expected that all students at John Paul College will be vaccinated according to the following National Immunisation Program (NIP) Schedule.

<table>
<thead>
<tr>
<th>Age</th>
<th>Vaccine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth</td>
<td>Hepatitis B (hepB)</td>
</tr>
<tr>
<td>2 months</td>
<td>Hepatitis B (hepB) Diphtheria, tetanus and whooping cough (acellular pertussis) (DTPa)</td>
</tr>
<tr>
<td></td>
<td><em>Haemophilus influenzae</em> type b (Hib)</td>
</tr>
<tr>
<td></td>
<td>Polio (inactivated poliomyelitis IPV)</td>
</tr>
<tr>
<td></td>
<td>Pneumococcal conjugate (7vPCV)</td>
</tr>
<tr>
<td></td>
<td>Rotavirus</td>
</tr>
<tr>
<td>4 months</td>
<td>Hepatitis B (hepB) Diphtheria, tetanus and whooping cough (acellular pertussis) (DTPa)</td>
</tr>
<tr>
<td></td>
<td><em>Haemophilus influenzae</em> type b (Hib)</td>
</tr>
<tr>
<td></td>
<td>Polio (inactivated poliomyelitis IPV)</td>
</tr>
<tr>
<td></td>
<td>Pneumococcal conjugate (7vPCV)</td>
</tr>
<tr>
<td></td>
<td>Rotavirus</td>
</tr>
<tr>
<td>6 months</td>
<td>Hepatitis B (hepB) Diphtheria, tetanus and whooping cough (acellular pertussis) (DTPa)</td>
</tr>
<tr>
<td></td>
<td><em>Haemophilus influenzae</em> type b (Hib)</td>
</tr>
</tbody>
</table>
Polio (inactivated poliomyelitis) (IPV)  
Pneumococcal conjugate (7vPCV)  
Rotavirus  

12 months  
Hepatitis B (hepB)  
*Haemophilus influenzae* type b (Hib)  
Measles, mumps and German measles (rubella) (MMR)  
Meningococcal C (MenCCV)  

18 months  
Chickenpox (varicella) (VZV)  
18-24 months  
Pneumococcal polysaccharide (23vPPV) (Aboriginal and Torres Strait Islander children in high risk areas)  

4 years  
Diphtheria, tetanus and whooping cough (acellular pertussis) (DTPa)  
Measles, mumps and German measles (rubella) (MMR)  
Polio (inactivated poliomyelitis) (IPV)  

10-13 years  
Hepatitis B  
Chickenpox (varicella) (VZV)  

12-18 years (School based program)  
Human Papillomavirus (HPV)  

15-17 years  
Diphtheria, tetanus and whooping cough (acellular pertussis) (dTPa)  

Further information about immunisation and vaccination can be obtained from the School Nurse. Parents are asked to update their children's records annually.

**4.4.5 Smoke-free Environment**

John Paul College is a smoke-free environment and as such, smoking is not permitted on any part of the College grounds at any time.

**4.4.6 Sun Safety**

The risk of skin damage, and ultimately skin cancer is a threat to the student and staff population at John Paul College. Subsequently, students and staff will be required to take measures in order to minimise the risk of skin damage. The John Paul College Sun Safety Policy (for students and staff) provides an opportunity to develop personal skills to minimise the impact of sun exposure.

**Student Policy**

The formal College hat is to be worn when students are in academic uniform and in direct exposure to sunlight, at all times, including:

- Travelling to and from school
- During morning tea and lunch
- During excursions and
- During other college events where necessary.

Students who fail to wear the formal hat when required will be directed by staff to:

- Seek appropriate shade,
- Seek the appropriate head wear for participation in the activity or
- Apply sunscreen (available from all staff rooms).

The College PE hat (or suitable College co-curricular hat) is to be worn when students are in PE uniforms and in direct
exposure to sunlight at all times, including:

- Physical Education classes (or the like)
- Classes whereby students are required to be outside
- Travelling to and from school
- during morning tea and lunch
- During excursions and
- During other college events where necessary.

Due to the high risk of sun damage during Physical Education classes, a NO HAT NO PLAY rule will be strictly enforced.

Students who fail to wear the PE hat when required will be directed by staff to:

- Seek appropriate shade
- See the appropriate head wear for participation in the activity or
- Apply sunscreen (available from all staff rooms).

We educate our students to:

- be aware of the school’s SunSmart Policy
- take responsibility for their own health and safety by being SunSmart
- comply with SunSmart rules and guidelines by wearing suitable hats, clothing, sunscreen and sunglasses
- Apply SPF 30+ broad-spectrum, water resistant sunscreen 20 minutes before going outdoors
- Use shaded or covered areas when outdoors
- Act as positive role models for other students in all aspects of SunSmart behaviour
- Help to design and regularly update the SunSmart Policy
- Participate in SunSmart education programs

4.4.7 John Paul College Swimming Uniform Policy

In keeping with the standards and expectations that John Paul College upholds, a consistent and appropriate set of guidelines for students in relation to swimming uniform is needed. To maximise participation and give students the best opportunity to fulfill course requirements, a swimming uniform policy has been devised for students participating in pool activities. This policy does not extend to those who are involved in co-curricular swimming activities.

**Boys**

- Speedos or
- Board shorts or
- PE shorts together with
- sun shirt (swim shirt/rash shirt)

**Girls**

- One piece swim suit or
- Swim suit with board shorts or
- Swim suit with PE shorts together with
- Sun shirt (swim shirt/rash shirt).

To maintain the quality and longevity of the PE shirt and House shirt, these are not to be worn in the pool. A suitable sun shirt (swim shirt/rash shirt) is to be worn to ensure that the students are adequately protected from the harmful effects of sun exposure.
4.5 Instrumental and Vocal Music Tuition

Instrumental Music, Dance and Tennis

Private tuition is available to all students in the Primary School for the above activities, as follows:
• Private tuition in instrumental music for students from Prep to Year 6, across a range of instruments.
• Private tuition in ballet, jazz and tap for students from Prep to Year 6.
• Private tuition in tennis for students from Prep to Year 6.

The private tuition is provided by qualified teachers.

If you wish to avail yourself of these services, please contact the respective school secretaries for the appropriate enrolment forms.

Private fee charges will be made by some part-time teachers to whom the account will be paid directly. All other private tuition fees will appear on the school accounts.

4.6 Noelene Munns Learning Centre (NMLC)

Reading encourages children to be thinkers, be open minded and knowledgeable. Primary students have access to our well-resourced Learning Centre and the expertise of our teacher-librarians and helpful support staff. We offer a wide range of book and audio visual resources for students to borrow, lunch time activities, as well as online resources and e-books through the secure Learning Centre workspace.

Library Books

To be a responsible borrower is encouraged and every child from Prep to Year 3 will need a library bag to carry books to and from school to keep them in good order.

The bag needs to be made of sturdy material and to be able to comfortably hold a large picture book. Please mark the library bag clearly with child’s name and year level. John Paul College Library Bags are available for purchase at the Schoolwear Shop.

Borrowing

Students are encouraged to borrow a balanced selection of resources to enhance their recreational reading. Prep to Year 3 students may borrow up to 3 resources each week for a period of one week. Students in Years 4 to 6 may borrow up to 6 resources for two weeks. Reminder slips will be issued to students if resources are not returned by the due date. Students may not borrow until their overdue resources are returned. As we encourage our students to be principled, we ask that lost or damaged resources are replaced or the cost reimbursed to the college.

Use after hours

Students from Prep to Year 6, in the company of parents (not with older siblings), may access the Learning Centre from 7.30am until 8.15am and from 3.30pm until 5.00pm Monday - Thursday and until 4.30pm on Friday. Extra resources may be borrowed at these times at the discretion of parents.

The only exception to after school use is for students who are going to swimming. They may use the Learning Centre until their swimming lesson begins. Names of those students will be coordinated through the primary office.

Parent help is always appreciated with the processing of new materials. Please see the learning centre staff or phone 3826 3439 to offer your time.

4.7 Use of Mobile Phones and Other Digital Devices

Mobile phones, MP3 players and other similar digital devices have become a normal and acceptable technological accessory for people of all ages to use to their own advantage. As in the wider society, so too is this the case increasingly in schools.

The College recognises that there are occasions when it is genuinely appropriate and beneficial for students to have access to such devices. Students may, for example, need to contact parents in emergencies or to confirm or change a
collection time after school. However, there are occasions when the use of these devices by students should be restricted.

The following expectations constitute the John Paul College policy on the use of mobile phones, MP3 players and other similar digital devices by students.

- The College strongly recommends that students use only phones that have a disabling facility.
- It is important that students display courtesy, consideration and respect for others whenever they are using a mobile phone.
- These devices should not be used in any manner or place that is disruptive to the normal routine of the College.
- Students should only use their mobile phones before or after school, or during recess and lunch breaks.
- Students should have mobile phones switched off and out of sight during classes, assemblies and services, ensuring that they are stored in a safe and secure place, for example, in uniform pocket or notebook computer case. Storage of these devices in student bags, unsecured on port-racks, is not advisable.
- MP3 players and similar digital devices must be switched off and out of sight during assemblies and services however their use during class time is at the discretion of the teacher and the music being listened to should be conducive to learning and must be legally procured.
- Earphones or headphones are not to be worn while moving around the College campus for the following reasons:
  - If hearing is restricted then student safety is at risk.
  - Students are not able to return greetings if they cannot hear them.
- These devices are not to be brought into an area where exams are taking place.
- In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
- Students must not photograph or film other individuals without their consent or send harassing or threatening messages.
- Mobile phones and other portable digital devices are brought onto College property and used at their owners’ risk. No liability will be accepted by the College in the event of the loss, theft or damage of any device.
- This policy also applies to students during school excursions, camps and co-curricular activities. The College reserves the right to ban the taking of devices by students to certain College excursions or tours.
- Failure to abide by the above policy expectations will result in appropriate disciplinary action being taken against the offending student(s).

It is hoped that the pursuance of this policy will lead to the sensible and trouble free use of mobile phones and other digital devices by students.

4.8 Notebook Computer – Years 4-6

The care and security of the notebook is of paramount importance. Students have been given the following guidelines to assist them to properly care for their notebook.

Security

- Never leave your notebook unattended.
- In the case of a lost notebook – contact Techsphere immediately. Off campus access is through Techsphere (3826 3358) or Security (3826 3338)
- While on campus, if not in class, your notebook must be with you, secured in your locker or with Techsphere. Otherwise it is considered as being unsecured and may not be covered by insurance if it goes missing.
- Lockers are used only for “Daytime storage”.
- For added security, we recommend adding a “startup” password to your notebook or using the security measures in the Operating System. If you need assistance in setting this up, Techsphere will provide this support.
- Do not permit other students to use your notebook.
4.9 Technology

The empowerment of students, teachers, parents and the community is the striking innovation that distinguishes John Paul College as a very real example of a 21st learning community. This, blended with innovation in knowledge management, an unparalleled infrastructure and 24-hour access to an online student-centred curriculum has allowed the College to realise our simple vision – to create an anywhere, anytime school where parents, teachers and students are part of an interconnected learning community. In providing students with such opportunities, we recognise the importance in educating our students to become responsible, ethical and safe users of technology. Our overall goal is to maintain a cybersmart culture which is in keeping with the values of the College and our legislative and professional obligations.

The following Guidelines outline the use of the John Paul College Information and Communication Technology systems. Adherence is for the benefit of all users as well as for ensuring a safe, digital environment.

4.9.1 School

At John Paul College, staff members take all reasonable measures to ensure that students use the computer network correctly. The College is committed to:

- Providing learning experiences that maximise the benefit of the ICT’s and enhance classroom practices;
- Developing in students the relevant competencies to be effective and critical users of information and the relevant skills to use the Internet and other information communications technologies safely and responsibly;
- Minimise the potential for inappropriate use of the network through the installation of appropriate filtering and monitoring systems; and
- Teaching students the correct use of equipment and online etiquette including respecting the privacy of other students’ work, email procedures and the need to keep information private.

4.9.2 Parents and Guardians

We believe that the proper use of information communications technology should be a joint responsibility between parents, guardians and College staff. Parents and guardians should, therefore, share with the College the responsibility for setting and conveying standards for acceptable use when using electronic media and information sources. We recognise the necessity of close co-operation between the home and College in this area in order to provide the best possible educational opportunities for students. It is vitally important that the values espoused by the home and the College are in harmony, and that parents support the College in maintaining acceptable standards of use.

4.9.3 Students

As users of the John Paul College Information and Communication Technology systems, students have important responsibilities when accessing the network and the Internet. This is to ensure their safety and the safety of others and to develop the appropriate responsibilities when interacting in an online environment.

Students are to abide by the Responsible Use Policy as stated below.

4.10 Responsible Use Policy

1. In using the technology provided by and through the College, the student must:

   a. Respect and protect the privacy of others. This includes:

   - Using only assigned accounts.
   - Not viewing, using or copying passwords, data, or networks to which they are not authorised.
   - Not distributing private information in any form (including through emails, photographs, mobile phones and the Internet) about others or themselves.

   b. Respect and protect the integrity, availability, and security of all electronic resources. This includes:
• Observing all network security practices.
• Not providing their password or access to the College network to another student or anyone outside the College.
• Not destroying or damaging data, networks, or other resources.
• Not installing any software onto the network without authorisation from Techsphere.
• Not creating “peer to peer” networks or sharing their notebook’s resources across the College network without express permission of a teacher or Techsphere.
• Not accessing any proxy sites that attempt to mask or hide their identity or network activity from the College’s network security.
• Not hacking or attempting to gain unauthorised access to files or the network of any organisation or individual.

c. Respect and protect the intellectual property of others. This includes:

• Not altering, moving or deleting files belonging to others.
• Not plagiarising, copying or presenting as their own, the work of others.
• Not infringing or violating copyright laws (including copying and transmitting documents, software, music, games and/or video files) without license or permission. Such games or music should be legally acquired. Students may be required to provide software licences or proof of music purchase for any installed items found on their notebook during inspections or servicing.

d. Respect and practise the principles of the Guidelines for Mutual Respect. This includes:

• Communicating only in ways that are appropriate and respectful. Harassing, insulting, defaming or attacking others through any digital communication amounts to cyber-bullying and is not acceptable.
• Not accessing, downloading, sending or displaying offensive, abusive, racist, pornographic, sexist, obscene language or excessively violent material in any electronic communication.
• Not sending emails that contain information which is abusive, impolite, offensive, defamatory, inaccurate or illegal.
• Not sending spam, chain letters, or other mass unsolicited mailings.
• Not accessing sites, applications or files during class time that are not relevant to the lesson.
• Accessing only appropriate sites. Inappropriate sites include, but are not limited to:
  o Sites that are illegal;
  o Are pornographic or contain inappropriate or obscene sexual material;
  o Advocate hate/violence;
  o Contain discriminatory material; or
  o Other inappropriate games or software.
• Storing only up to 1GB of either music and/or games. If more than this is detected by the College, then the excess may be wiped immediately. Music is to be stored under the “My Music” folder and students are requested to create an accompanying “My Games” folder for the installation of games.
• Ensuring material on computers is age-appropriate as per the Government classification for movies and games.
• Not engaging in network gaming on the College network unless under the direction of a teacher.

e. Respect and protect College equipment. This includes:

• Ensuring the student follows the care and protection instructions for notebooks and other College technology equipment.
• Not deliberately damaging or defacing computer and other technology equipment.

All of these policies and protocols (excluding the 1 GB music/games limit) apply to USB drives, external hard drives and other technology equipment brought into the College or connected to College provided equipment or network.
4.10.1 Cyber Safety

In the case that the student receives or accidentally accesses inappropriate material, the student MUST immediately minimise the screen and inform the teacher. This includes any material which is offensive, abusive, racist, pornographic, sexist or excessively violent.

If the student receives or knows or suspects another student of receiving any harassing or threatening messages, or any other content that makes them feel uncomfortable, the Student must immediately inform a teacher.

The student must NEVER give out their password to another student or any person outside the College. If the student suspects or knows another student or a person outside the College has their password, they must inform a teacher and change their password immediately.

4.10.2 Breaches and Consequences

Dependent upon the nature of the breach, a first offence in relation to breaking any of the above protocols could lead to suspension or expulsion (the student’s access to the Internet and other College provided Network and technology resources may also be restricted).

If games, images or videos depicting pornography at a significantly higher level than the appropriate age of the student or child pornography i.e. depicting children below the age of 16, are detected an escalation to probational enrolment will be implemented at the very least. This will be determined by the Headmaster.

Consequences, along with possible restrictions to access to College provided technology, network resources and/or the Internet will include:

a. Detention
b. A second offence – three day suspension from school.
c. A third offence – probational enrolment.
d. Any further offence – expulsion.

Depending on the severity of the breach, a Student’s access to the College provided technology, network and Internet may be:

a. Restricted including forced reduction in download speed and / or capacity from the Internet.
b. Limited to specific access times.

4.11 Outside School Hours Care

Outside School Hours Care takes place before school, after school and during school vacations, and consists of care for Kindergarten, Prep and Years 1 – 7 Care.

All children enrolled in Prep – Year 7 at John Paul College are automatically enrolled in the Outside School Hours Care Program (OSHCP).

The program is based on the overall College Philosophy as outlined in this Information Book. The aims of the Program, together with other detailed information regarding the Program, can be found in the Parent Information Booklets which are available from Outside School Hours Care.

The Program is organised and conducted by a qualified and experienced staff team, headed by a Coordinator of OSHC, Assistant Coordinator (Early Learning Care) and Assistant Coordinator (Primary Care).

Early Learning (Kindergarten) Before and After Care is held in the Kindergarten building, from 7.00am – 8.30am and 3.00pm – 6.00pm, during term time. The children are escorted to their Kindergarten rooms by Kindergarten Care Staff, and delivered for care at the end of the Kindergarten Day. Bookings are essential for children attending Kindergarten Before and After Care. Booking forms are available from OSHC.
Prep to Year 7, *Before School Care* is held in the OSCH room in the Wicks building from 7.00am. Children attending *Before School Care* must be signed in by a responsible adult/caregiver. However, children who arrive at school unsupervised, before 8.15am will be directed to *Before School Care*, where they will be signed in by a staff member, and parents will be charged accordingly.

Prep to Year 7, *After School Care* is conducted until 6.00pm and uses OSCH room with adjacent playground. Children are able to proceed directly to *After School Care* at the end of their school day. Prep children attending *After School Care* are escorted to the rooms by OSCH staff at the conclusion of their day (2.45pm). For safety reasons, supervision is provided at the Chatswood Road and Mayflower car parks until 3.30pm. After this time, all children who are not collected will be required to attend *After School Care*. For regular *Before and After School Care*, parents are requested to fill in a booking form which is available from OSCH. This will be used as a guide for staffing. Extra places will still be available for care which is needed on a casual basis.

### 4.12 Transport – to and from School

#### Road safety procedures

The safety of our children is of utmost importance to us. It is, therefore, important that careful road safety precautions be outlined for your information.

Children are to enter the school grounds along the pathways provided. There is comfortably only enough room for two cars to pass on the driveways and children who walk along the driveways put themselves at risk. Within car parks, students should use the footpaths provided, and then cross directly to their awaiting vehicle.

Children who are delivered to and collected from school need to alight from cars in the “set down” and “pick-up” areas designated for that purpose.

#### School crossing

We are fortunate to have an official school crossing and “Lollipop” assistants to ensure the safe crossing of all children on Chatswood Road. It is important that children who cross Chatswood Road use the road safety service both in the mornings and the afternoons.

Times for this service are as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Service Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>7.45am – 8.30am</td>
</tr>
<tr>
<td>Afternoon</td>
<td>2.55pm – 3.40pm</td>
</tr>
</tbody>
</table>

It is suggested that children who alight from cars on Chatswood Road are to do so on the footpath side of the vehicle and not on the street side, in order to ensure safety at all times.

#### Car parking

At John Paul College, we are fortunate to have been provided with generous car parking facilities for the convenience of parents. It is to be noted, however, that a certain number of the parking bays are for the use of selected staff and need to be kept clear at all times.

For the safety of our students, it is absolutely necessary to keep the driveways clear of parked cars at all times. This sensible procedure will allow for the smooth flow of traffic for all parents and will help avoid traffic congestion.

Specific car parks have been set aside for Ambulance Bays and Disabled Parking. Parents are requested to co-operate with the Administration to ensure that others are not disadvantaged or put at risk by non-compliance with these requests.

As a result of the unavoidable congestion at school opening and closing times, it is important that the following rules and protocols be understood and demonstrated by all parents using the College car parks.

1. Common courtesy and common sense should be used at all times, eg. to go in turn when two lines of traffic are merging; to allow sufficient space for other drivers to reverse out of car parks, etc.
2. Under no circumstances should students disembark from cars in carriage-ways, even if the line of traffic is momentarily halted.
3. Movement across car parks by pedestrians should be by use of the pedestrian crossings.
4. Car parks are allocated as follows:
   a. Primary School/Middle School, Chatswood Road car park – entrance from Chatswood Road
b. Senior School/Middle School, Markwell car park – entrance from John Paul Drive.
c. John Paul International College, John Paul International College car park – entrance from Daisy Hill Road.
d. Main Admin car park, Outside School Hours Care before 7.30am and after 4.00pm; Admin staff and bona fide visitors only - entrance from John Paul Drive.

5. If there are special needs, e.g. a temporary infirmity, parents should call the College Security and Safety Officer on 3826 3338 in order to make special arrangements.

6. All parents are reminded that the Headmaster has the authority, under relevant legislation, to ban persistent offenders from driving on campus.

All of the above rules and protocols have, as their one ultimate aim, the safety and security of our students, which is our paramount consideration.

**Bus arrangements**

We do not encourage students in Prep to Year 3 to catch the bus home from school, but if this has to be arranged then we would appreciate your contacting the Primary Office and informing us of such.

Students in Year 3 who catch the bus home from school will remain with their class teacher until 3.15pm when they will be released to walk to the bus stop. Years 4 to 6 students who catch the bus home from school will be dismissed from class as usual, at 3.15pm. They will walk directly to the bus stop.

**Bus travel notification:**

Prior to the commencement of bus travel, to or from school, written notification of the arrangements, including responsibilities for others (e.g. Names of siblings who may be collected from After School Care), must be submitted to the Primary School Head. This information will then be given to all staff with responsibilities for these students.

While it is not expected that students from Kindergarten to Year 3 will arrive at school by bus, the services outlined below are included for your information, as arrangements may be made for students of Years 1, 2 and 3 to take advantage of these services for the journey from school to home in the afternoons.

Students who arrive before 8.15am are cared for in the Before School Care facility. Students from Years 4 to 6 may avail themselves of these transport services to and from school if they so desire. These details will be recorded on the “School Arrangements” forms and Heads of School notified accordingly. **All students going home by bus must advise their classroom teachers accordingly.**

The following private bus services are available to students attending John Paul College. Full route details are available from the Registrar’s office. Fare details are obtainable from each company.

**Bus Transport to John Paul College:**

Translink provides a single public transport network covering South East Queensland, with one Translink ticket permitting transport via bus, trains and ferries within the system. Zones, fares and concessions have been standardised across the system. Translink is working with the Queensland Government, Brisbane City Council, Queensland Rail and private operators, such as Mt Gravatt Coaches to improve the integration of services.

Full route details are available from the Registrar's office.

Non Government Schools’ Bus Assistance application forms are available from the Independent Schools Queensland website; [www.isq.qld.edu.au](http://www.isq.qld.edu.au)

Fare details are obtainable from each company.

The following school bus services operated by Mt Gravatt Coaches are available to students attending John Paul College:

- **Eight Mile Plains** - operated by Mt Gravatt Coaches - Route 24
- **Burbank, Rochedale, Rochedale South, Underwood, Eight Mile Plains, Runcorn, Kuraby, Underwood**
- **Sunnybank** - operated by Mt Gravatt Coaches - Route 26
- **Robertson, Sunnybank, Sunnybank Hills, Calamvale, Runcorn, Kuraby, Eight Mile Plains, Underwood**
- **Algester** - operated by Mt Gravatt Coaches - Route 28
- **Algester, Parkinson, Calamvale, Sunnybank Hills, Stretton, Runcorn, Eight Mile Plains, Slacks Creek**
- **Carindale** - operated by Mt Gravatt Coaches - Route 30
Mackenzie, Carindale, Mansfield, Mt Gravatt East, Mt Gravatt, Wishart, Macgregor, Eight Mile Plains

Bayside Suburbs - operated by Mt Gravatt Coaches - Route 32 [User pay service - not subsided by Translink] Burbank, Capalaba, Alexandra Hills, Cleveland, Thornlands, Sheldon, Mt Cotton, Logandal, Carbrook, Kimberley Forest Park East, Cornubia, Shailer Park.

Timetables for all Mt Gravatt Coach services are available via www.mtgcoach.com.au.

For all other suburbs, please access the Translink website for information of transportation to the College from the suburb where you live or work.

Mt Gravatt Coaches 3841
Logan City Bus Service 3200 9606 / 3200 6754
Translink 13 1230 or www.translink.com.au

Children under the age of 8 travelling on Mt Gravatt Bus Service

In order to provide the safest possible transportation for your student parents/carers please be advised that children under the age of 8yrs are requested to be supervised and/or assisted by an older sibling or a responsible bus monitor, as assigned by the student’s school when travelling on school services operated by Mt Gravatt Bus Service.

All school bus timetables are available online via www.mtgcoach.com.au. Please contact Mt Gravatt Bus Service on 3841 3722 for any additional information.

4.12 Emergency contact

From time to time, accidents or emergencies will occur. If a child is ill or has a minor accident contact will be made with the parent and further instructions obtained. If the accident is serious, an ambulance will be called immediately and parents advised accordingly.

It is essential that parents leave all emergency telephone numbers with the school, including the family doctor, and ensure that an up-to-date record is available at all times. Parents are able to update their details by downloading the associated form from JPConnect. The completed form should be returned to Main Administration.

4.13 Tuckshop

John Paul College operates a cashless tuckshop. The state-of-the-art tuckshop uses touchscreen and swipercard technology. The College has introduced a new debit card for Years 4-6 students, with all staff and students (Prep – Year 12) provided with an online account called My School Account. Through the ‘myschoolaccount’ web page, internet banking and via the phone, parents can access and manage their account securely, enabling them to top-up, set a low balance alert and access reports on purchases.

Every purchase made from the account can be tracked and viewed online and all funds deposited can only be spent at the John Paul College tuckshop. Students in Years 4-6 will be required to use their school ID card to make purchases from the tuckshop. Purchasing by card is safer and more secure than cash, with a photo and identification displayed on the register screen every time a purchase is made.

Parents are provided with a unique ID number and a link to activate their account. Parents will require both identifiers to activate the account. The tuckshop menu and online ordering will be available through JPConnect.

The tuckshop is operated by Metropolitan Canteens for the College. For students in Years 4-6, the Tuckshop operates on a self-serve basis. Students are required to line up in the designated areas and move quickly and quietly as they make their selection. When paying for their food, students scan their purchases and then their school ID card. At all times in the tuckshop Piazza precinct, students are to be mindful of their manners.

For students in Prep-Year 3, parents may order online via their ‘myschoolaccount’. Please note that the paper bag ordering system no longer operates, and all orders must be submitted online.

No soft drinks are to be purchased by Primary School students at the Tuckshop.
4.14 Student Property

Please mark all personal possessions clearly. If this is done, there will be no difficulty in returning articles which have been misplaced. An article which cannot find an owner will be placed in the Lost Property box in the Sails Area near the Primary School Office for up to a term. Please make sure that if your child is looking for lost property that he/she visits the Sails Area.

If children take home another child’s named item of clothing by mistake, please return this article to the respective school office as soon as possible.

Please ensure all articles of clothing and equipment are clearly and permanently labelled.

Lost property that includes uniform items, books and stationery will be processed through school offices. Items that are named will be returned to the owner via the school offices. Un-named items will be held for one month in each of the school offices. Items not claimed by the 29th day of each month will be sent to the Retail Centre where they will be laundered and made available for re-sale through the “Second Hand” store.

Any musical instruments found as “lost property” will be sent directly on to the School of Performing Arts.

Lunch boxes and drink bottles are emptied before being placed in the lost property bin. If not claimed, these will be disposed of after one week.

Items that may cause health and safety concerns will be reported to Security, who will then make the decision as to how the item should be dealt with.

4.15 Uniform & Retail Centre

The school uniform for P – 12 children at John Paul College is compulsory and designed to be both functional and attractive. It is worn with pride by our students and has become well recognised and well respected within the community.

Full school uniform is to be worn to and from school and to all school functions except for HPE days when the HPE Uniform can be worn to and from school. Students being driven home by parents from the school car park after sports practice may wear sports uniform home.

Full and correct sports uniform must be worn at all sporting fixtures, practices, HPE lessons and games periods.

Uniforms must be clean, pressed and in good state of repair, with shoes polished. Skirts should be checked to ensure they are of correct length.

All girls’ dress and skirt lengths must be on or below the knee. Their dress length must be altered to meet this standard as they grow in height.

Hats are a compulsory part of the formal uniform and must be worn to and from school and at outdoor assemblies or occasions.

When a spectator at a co-curricular activity, a student must wear full HPE uniform or full formal school uniform.

The sports uniform and appropriate footwear are to be worn in order to participate in all Physical Education lessons which are a vital part of the curriculum.

Students must wear full school uniform to and from school, unless otherwise permitted.

- Children in Prep are permitted to wear their sports uniform to and from school two days per week, as indicated by the teacher at the start of the year.
- Children in Years 1 - 6 are permitted to wear their sports uniform to and from school on the days they have their HPE lessons.
- Attendance with siblings at formal school functions requires full school uniform to be worn.

Students who attend After School Care may wear their sports uniform home from the facility after 4.00pm if they go directly home by car.

Our standards also require children to be dressed neatly and tidily at all times, both in summer and winter, when wearing the full school uniform. Therefore, T-shirts, cardigans, tracksuits, socks and shoes which are not regulation school uniform, are not allowed. T-shirts are not permitted to be worn underneath the regulation school uniform.

Our standards also require that our students present themselves with regulation hair requirements. Girls’ hair, if longer than shoulder length, must be tied back with regulation uniform ribbons, scrunchies or hairclips purchased only at the
College Retail Centre. Girls whose hair is above the collar may wear a headband which may be purchased only at the College Retail Centre.

Boys’ hair must be cut in a conservative fashion. Long hair which reaches the top of the collar is unacceptable. Hair styles for boys and girls must be conservative – punk styles, crew cuts, spikes, wedges, ridges or any other unusual lines or shapes cut into the hair are unacceptable, as is dyed or artificially coloured hair. Fringes should clear the eyebrows and hair must be worn above the collar. Girls with long hair must wear it tied back or up, and must have it tidy around the face.

Students who continue to flout uniform, or hair regulations, will be sent home until such time as their uniform or hair meets the requirements of the College, and assurances have been received from the student and his / her parents, or guardians, that such disrespect will not be repeated.

These expectations remain in place for those students attending Vacation Care.

At John Paul College, no jewellery is allowed to be worn as part of the school uniform with the exception of one pair of plain unadorned standard sized studs or sleepers in the earlobe for girls. Religious jewellery of special significance for a specific faith may be worn, if approved by the Deputy Head, in consultation with the Chaplain. For boys, piercings of any kind remain unacceptable.

In keeping with the conservative, professional dress code of the College, tattoos and body piercings are not acceptable. Rings are not allowed and coloured nail polish is unacceptable.

It may be necessary for you, as parents, to assist your child to maintain articles of uniform daily (e.g. cleaning of shoes) in the appropriate John Paul College condition. The uniform, including hair ribbons and socks, is available from the College Retail Centre only. Special opening times, prior to the commencement of school are advised annually. Regulation shoes should be black leather, plain, lace-up, standard soles.

A lay-by system is available at the Retail Centre and sizes can be changed should your child/ren grow during the Christmas Holiday period.

**Prep – Year 3: Boys and Girls**

- Unisex shirt
- Grey shorts for boys
- Grey socks for boys
- Burgundy culottes for girls
- Unisex burgundy school hat (Bucket hat is an option for the PE uniform)
- Unisex burgundy pullover
- *Black shoes
- Unisex burgundy school hat
- Unisex fleecy track suit
- Unisex anorak top
- Unisex track pants

**Prep – Year 3: PE Uniform**

- Sports polo shirt
- Burgundy shorts
- White sports socks
- White sports shoes (white laces or Velcro)
Years 4 – 6: Girls

- Primary School dress – compulsory item worn for formal occasions or as a day uniform
- Primary School blouse – worn with burgundy skirt
- Burgundy skirt
- Unisex burgundy pullover
- *Black shoes
- Burgundy socks
- Burgundy straw hat
- Unisex anorak– for cold, wet days moving to and from school and between buildings.
- Unisex track pants with Jacket
- JPC Swim Shirt

*Black leather shoes, plain, lace-up, standard soles

Years 4 – 6: Boys

- Primary School shirt
- Grey shorts
- Grey trousers
- Unisex burgundy pullover
- *Black shoes
- Grey short socks
- Grey felt hat
- Unisex anorak– for cold, wet days moving to and from school and between buildings.
- Unisex track pants with Jacket

Years 4 – 6: PE Uniform

- Sports polo shirt
- House polo shirt
- Burgundy shorts
- White sport socks
- White sports shoes with white laces
- JPC swim shirt
- Sports cap / visor or bucket hat
- Jacket and track pants

Bags

P – 12 Small School backpack
P – 12 Medium School backpack

P – 12 Large School backpack
P – 12 Trolley bag
10 – 12 School carry bag
4 – 12 Sports bag

Accessories

- Burgundy hair ribbons
- Burgundy scrunchies
- Burgundy hair bands
- Burgundy hair clips
- Burgundy hair ties
- Tights (Years 4 - 6)

Tights (Years 4 - 6)
All Uniform items and school bags (except shoes) are to be purchased from the Retail Centre and are to be clearly labelled with the student’s name.

**Winter**

- In addition to the blouse and skirt for girls, the JPC pullover/jumper and tights or stockings can be worn. These are available from the Retail shop. Warm undergarments are obviously also recommended.
- Boys in Senior Primary may wear long trousers.
- The JPC anorak may be worn in the classrooms on cold days.
- Scarves and gloves may be worn on particularly cold days (burgundy or black).
- The tracksuit remains an option for Junior Primary.

Students are expected to take care with their appearance, to keep their clothes, including shoes, clean and presentable. Hats are a part of the formal school uniform, and must be worn to and from school, except by students riding bicycles, who must wear protective headgear. Hats are also to be worn at outdoor and other designated functions.

**Shoes**

Both boys and girls are required to wear the regulation Clarks style leather lace-up school shoe. Shoes must be black leather lace up shoes with suitable sole. Shoes should not be bulky, embellished or have chunky bases.

**Retail Centre**

<table>
<thead>
<tr>
<th>Schoolwear</th>
<th>Phone: 3826 3397</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resales</td>
<td>Phone: 3826 3449</td>
</tr>
<tr>
<td>Books</td>
<td>Phone: 3826 3349</td>
</tr>
</tbody>
</table>

The John Paul College Retail Centre is located at the top of the Primary School Car Park, off Chatswood Road.

For your convenience, the Retail Centre will be open at the following times from the first day of Term 1.

- **MONDAY** 7.30am to 4.00pm
- **TUESDAY** 7.30am to 4.00pm
- **WEDNESDAY** 7.30am to 4.00pm
- **THURSDAY** 7.30am to 4.00pm
- **FRIDAY** 7.30am to 4.00pm

To assist you, the Retail Centre has EFTPOS available and accepts major credit cards.

Please note: The Retail Centre will not be open during holiday times, other than when specified on JPConnect.
5.0 Co-Curricular Activities

5.1 Introduction

At John Paul College, academic and co-curricular activities are important in the overall holistic development of the student and we offer a wide ranging co-curricular program to complement the student's academic life. We encourage all students to become highly committed in both of these domains. Students who wish to participate in a particular co-curricular activity are assured their full involvement will be supported.

John Paul College is a major force in inter-school, regional, state and national competitions, with a pleasing number of students gaining state and national selection. Our students are encouraged to take part in sport, with special emphasis on fitness, skill development and self discipline.

Similarly, our cultural opportunities are also recognised nationally and internationally. The College’s major productions receive the highest accolades, giving performance students of all ages the opportunity to excel.

This booklet summarises our cultural, sporting and related co-curricular opportunities for the information of parents and students. Should you have any queries, please do not hesitate to contact either the Director of Activities or the School of Performing Arts. Please refer to JPConnect for specific details.

This booklet also contains the College’s Co-curricular Code of Behaviour for students, parents and coaches involved in co-curricular activities. This clearly outlines the College’s expected standards of behaviour for groups involved in the College’s co-curricular program. We encourage parental involvement and welcome their assistance as coaches and managers of sporting and other teams and most importantly parents are invited to attend matches, practices or performances to support and encourage their children.

We look forward to seeing every student play a full and active part in the co-curricular life of the College.

Student Responsibilities

We encourage all students to participate in the co-curricular activities offered at John Paul College. We must insist that, when a student accepts membership of a school team or group, she or he accepts all the commitments involved in that membership. It is, therefore, not acceptable for students to miss practices, matches or performances, or to arrive late for these commitments.

Students are discouraged from making personal arrangements which conflict with their co-curricular commitments and it is important that parents support their child’s commitment by not placing them in a position that forces them to shun their responsibilities to their team or group. We urge parents to recognise their child’s obligations to his/her team or group, and ensure that these obligations are met.

If for some reason a student is unable to attend a Saturday fixture or cultural performance students must seek permission from the Director of Activities / Director of the School of Performing Arts.

Students must wear full sports uniform or other prescribed dress to practices and competitions. They will not be permitted to participate if they are improperly dressed and parents will be advised. Students are expected to show complete respect to coaches, managers and umpires, to learn to win or lose gracefully and with dignity, and always to behave in a manner that reflects positively on themselves and the College.
Parents and students are reminded of the school policy, stated in the Code of Conduct, that if a student is involved in an activity outside the College, which is offered at the College, then the students must participate in that activity for the College. To ensure a balanced education, students in Years 4 – 6 must participate in at least one co-curricular activity per year or one whole year activity. However, if a child in Prep - Year 3 elects to participate in a co-curricular activity he/she must remain in that activity for the duration of its course: e.g. Choir – Full year, Soccer – Full Season.

Team and Ensemble Selections.

It is important that parents leave operational matters, such as team and ensemble selections and recognition of achievement (like trophies) to the appointed Coaches, Directors and Administrators.

Uniforms

Full and correct sports uniforms must be worn at all sporting fixtures and training sessions. Full school uniform, sports uniform or other required rehearsal uniform must be worn as directed for cultural co-curricular rehearsals. Students being driven home by parents from the school car park, after sports practice or cultural rehearsal may wear sports uniform or rehearsal uniform home.

Sporting/Cultural Rehearsal Clashes

It is a priority at John Paul College to cater for the needs of all students. If students experience a clash with sporting and cultural activities, they should contact Mrs Karen Graham in the Main Administration office or Jenny Pocklington in the Dame Joan Sutherland Music Centre in order to accommodate the students.

TAS Sporting Venues Directory

The TAS sporting venues directory will be available on the College website – www.johnpaulcollege.com.au. This provides detailed maps and locations of schools in the TAS competition.

Senior

Cultural Priority Days: Wednesday & Friday
Sporting Priority Days: Tuesday & Thursday

Primary

Cultural Priority Days: Tuesday & Thursday
Sporting Priority Days: Wednesday & Fridays

Training

Training days/times for a number of co-curricular sports/activities will be determined by the Co-ordinator prior to the commencement of the season.

The College participates in a number of Sporting Associations:

Years 8 –12 | The Associated Schools Association - Co-educational | REGION Metropolitan East Region, South District.
Years 4 – 7 | JTAS Primary | REGION Metropolitan East Region, Logan District.
5.2 Performing Arts

5.2.1 Concert Bands

Years 5 - 12
The School of Performing Arts offers students the opportunity to perform in a number of ensembles which include - Wind Orchestra, Symphonic Band, Primary Concert Band, and the Junior Concert Band. Students receiving tuition on brass, woodwind and percussion instruments have the opportunity to join a Concert Band as their core ensemble. These (brass, woodwind and percussion) students enrol for a full year and receive a minimum of one group lesson and a rehearsal with at least one concert band each week. For an additional cost private lessons are optional for all students from Yr 6 - Yr 12. The majority of students enter tuition and the Concert Band Program through the Junior Concert Band in Year 5. Brass, woodwind and percussion students must participate in at least one concert band in order to be eligible for extension ensembles in any year (e.g. Big Band, JPConnection, John Paul College Conquest). Participation in the Wind Orchestra and Symphonic Band requires a College performance uniform which is available for purchase through the College Retail Centre.

Ensembles
Wind Orchestra; Symphonic Band; Primary Concert Band; and Junior Concert Band

5.2.2 Big Bands

Years 7 - 12
Big Band is a full-year extension activity available to students enrolled in brass, woodwind, percussion, guitar and keyboard tuition. Students audition for a position in Big Band for a full year and must contribute to the Concert Band Program concurrently with Big Band/Stage Band commitments. Participation in Big Band requires a performance costume which is purchased at own cost to the student.

Ensembles
Big Band and Stage Band

5.2.3 Guitar Ensembles

Years 3 - 12
Guitar Ensembles are the core ensembles for students receiving tuition on guitar and bass-guitar. Students commit to tuition for a full year (group lesson; with the option of additional private lesson at extra cost) and must commit to a minimum of one guitar ensemble while receiving tuition. Advanced students have the option of auditioning for Big Band and/or JPConnection as an extension ensemble while receiving tuition.

Ensembles
Rock Band 1 and Rock Band 2; Guitar Ensemble 1 and Guitar Ensemble 2

5.2.4 Choirs

Years 2 - 12
Choirs are full-year core ensembles for students wishing to perform in a vocal ensemble and/or receive singing tuition. Students from Years 2 - 12 commit for a full year to perform with a choir of their age/performance standard. Students from Years 7 - 12 may apply for and enrol in private singing tuition (at additional cost) for a full year. Students receiving tuition must commit to and participate in a choir concurrently. Choral students must participate in at least one core choral ensemble in order to be eligible for extension ensembles in any year. Participation in Performance Choir requires a performance uniform which is available for purchase through the College Retail Centre.

Ensembles
Performance Choir (Yrs 7 – 12); Chamber Choir; Primary School Choir; Primary Chamber Choir; Years 3 – 4 Singstars; and Year 2 Choir
Extension ensembles: JPConnection and John Paul Conquest
5.2.5 John Paul College Fusion (Cheer and Dance)

Years 4 - 12

John Paul College Fusion encompasses the performance domains of cheer and dance. Students have the option of being involved in cheer and dance or they may choose to participate in all genres. The Cheer program will consist of a Pom (Dance) and Cheer (Stunts and Tumbling) Program. There are four teams available in each domain. - Levels1, 2, 3 and 4. The Dance program will consist of a Jazz and Hip Hop program. There will be two troupes available - Intermediate and Advanced. John Paul College Fusion performs at John Paul College events as well as state, school and national competitions. John Paul College Fusion is offered as a full year co-curricular for students in Years 7-12. Rehearsals occur once a week for each domain plus additional competition rehearsals throughout the year. John Paul College Fusion students are selected via an audition. Any new students to the College in 2011 should contact the co-ordinator to see if positions are available. Places in all domains are limited due to venues, staffing and competition requirements. Cheer and Dance students will be required to purchase uniform/costume Items depending on which domain they choose.

Extension Ensembles
JPConnection; John Paul Conquest

5.2.6 Orchestra and String Ensembles

Years 3 - 12

String Ensembles and Orchestras are the core ensembles for students receiving tuition on violin, viola, cello and double bass. These students enrol for tuition for a full year and participate for the full year in a minimum of one ensemble, of appropriate standard, concurrently. Group tuition is the core tuition but, dependent upon standard, private tuition (at additional cost) may be required.

Silver Strings is a full year extension ensemble available to advanced students. It is an audition ensemble which requires a full year commitment to Orchestra. Silver Strings members are required to provide, at own cost, conservative Concert Blacks (costumes) as members of these premier ensembles. Participation in Orchestra requires a College Performance Uniform which is available for purchase through the College Retail Centre.

Ensembles
Orchestra; Silver Strings and Simply Strings; Munchkin Maestros; Year 4 Strings and Year 3 Beginner String Ensemble.

5.3 Sports

Parents and guardians are encouraged to utilize JPConnect to access information on Co-curricular activities. This services offers up to date information on each co-curricular. As co-curriculars are available for students each term, parents and students will be notified via JPConnect. Once your son or daughter has registered for an activity, information will be sent directly to parents via the messages section of JPConnect, this may relate to upcoming fixtures, events, carnivals, cancellations, uniform requirements, etc. Co-ordinators or specific coaches will also communicate information to parents via email on a regular basis.

Below is a list of the sports that are offered to Primary students.

<table>
<thead>
<tr>
<th>Sports Co-curricular program</th>
<th>Year Level</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFL</td>
<td>Years</td>
<td>Term 4</td>
</tr>
<tr>
<td>Athletics</td>
<td>Years 4 – 6</td>
<td>From Term 2</td>
</tr>
<tr>
<td>Basketball</td>
<td>Years 2 – 6</td>
<td>Terms 1, 2 &amp; 3</td>
</tr>
<tr>
<td>Chess</td>
<td>Years 4 – 6</td>
<td>Terms 1 &amp; 2</td>
</tr>
<tr>
<td>Cricket</td>
<td>Years 4 - 6</td>
<td>Terms 1 &amp; 4</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Years 4 – 6</td>
<td>Terms 1 &amp; 2</td>
</tr>
<tr>
<td>Football</td>
<td>Years 2 – 6</td>
<td>Terms 2 &amp; 3</td>
</tr>
</tbody>
</table>
Golf                      Years 4 – 6                      All Year
Hockey                   Years 5 – 6 (girls)                  Terms 2 & 3
Netball                  From Year 2                       Terms 2 & 3
Opti-Minds               Years 4 – 6 (selected)                  Terms 2 & 3
Rugby                    Years 5 & 6                       Terms 2 & 3
Swimming                 Open                              All Year
Tennis                   Years 4 – 6                       All Year
Touch Football           Years 5 & 6 (JTAS)                    Term 4

Discipulus Concilium (Student Council)
In 2013 we will introduce the Primary Discipulus Concilium (Student Council) as a co-curricular activity. This activity will include a commitment of one afternoon session of an hour per week, starting after the Primary Leaders are selected. The activity will run for the whole year. Further details will be forthcoming during the first few weeks of Term 1.

5.4 Co-curricular Codes of Behaviour

5.4.1 Parents’ Co-curricular Code of Behaviour

• Remember that children participate in sport for their enjoyment, not yours.
• Encourage children to participate, do not force them.
• Focus on the child’s efforts and performance rather than winning or losing.
• Encourage the children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
• Never ridicule or yell at a child for making a mistake or losing a competition.
• Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
• Support all efforts to remove verbal and physical abuse from sporting activities.
• Respect officials’ decisions and teach children to do likewise.
• Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate. A simple ‘thank you’ goes a long way with people.
• Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
• Support ‘the team’ in a positive manner whether winning or losing.
• Encourage ‘the team’ aspect of each contest and not just your own child.

5.4.2 Students’ Co-curricular Code of Behaviour

• Play by the rules set by the coach, officials and the school.
• Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
• Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in this school.
• Work equally hard for yourself and/or your team. Your team’s performance will benefit, so will you.
• Be a good sport. Applaud all good plays and always acknowledge the person who made the pass to create the basket.
• Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor or team mate.
• Co-operate with your coach, team mates and opponents. Without them there would be no competition.
• Participate for your own enjoyment and benefit, not just to please parents and coaches.
• Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

5.4.3 Coaches’ Code of Behaviour

• You must set the example for being supportive and positive. The team is a reflection of how you coach. They will be negative if you are always critical.
• On commencement of each season lay down your team rules immediately to all players and parents. Leave no grey areas.
• Remember that young people participate for pleasure and winning is only part of the fun.
• Never ridicule, swear or yell at a young player for making a mistake or not coming first.
• Be reasonable in your demands on players’ time, energy and enthusiasm.
• Operate within the rules and spirit of your sport and teach your players to do the same. It is imperative our children represent the school with class.
• Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention, opportunities and fairness.
• Avoid overplaying the talented players; the just-average need and deserve equal time, especially against easier opposition.
• Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
• If there is conflict with a player due to poor attitude or form, deal with it professionally, never in the public eye and if necessary, include parent/s so the message is clear to all parties.
• Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
• Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
• Any physical contact with a young person should be appropriate to the situation and necessary for the player’s skill development.
• Respect the rights, dignity and worth of every young person.
• Show respect for the referees. Never argue with the referee, as students will be influenced by your behaviour. Always discuss concerns calmly and at an appropriate time.
6.0 Parent Involvement

6.1 School-based Activities

There are many opportunities for you to participate in your child’s education apart from regular classroom assistance. In our school calendar you will see outlined such activities as Parent/Teacher Meetings, Family Nights, Sporting Carnivals, Cultural Events and Performances, etc. During the year, you will be advised when these opportunities occur so that you will be able to participate in the full academic and social life of the school community.

6.2 Parents and Friends Association

The aim of the Parents & Friends’ Association and all of its sub-committees is to lend support to the School Administration in its endeavour to provide the best educational outcomes for your children. All parents are invited to attend meetings of the Parents & Friends’ Association. The input of parents at such meetings is regarded as essential.

The major Parents & Friends’ Association fund raising activity is Mayfair.

6.3 Friends of Group

Friends of Groups operate to support a number of the Co-curricular activities within the College. They assist with raising funds and co-ordinating events associated with sports teams and SOPA groups. Any parent is welcome to attend their meetings. A Friends of Primary Group support specific initiatives within the Primary School.

6.4 Class Representatives

We encourage parents to connect to build a strong school community and we establish, maintain and support a system of Year Level Parent Representatives to facilitate this socialisation.

Year Level Representatives help facilitate communication between parents for:

- carpooling for school and co-curricular runs
- organising get-togethers for kids outside school time
- staying informed on social issues for your older kids
- help new families feel welcome
- liaise with Heads of Schools to increase ways that staff can assist with and benefit from parent engagement and create information evenings that are structured to foster parent engagement.

Parents also have the opportunity to socialise and establish connections at:

- Book club
- Craft group
- Parent Prayer Network