



ST JOHN'S
SCHOOL



St John's School
SCHOOL HANDBOOK
2025

Welcome	3
School Contact List.....	4
School Dates	5
Event Dates.....	5
Uniform Shop & Tuckshop Hours	5
School Map.....	6
About St John's School	7
Important Information	11
School Uniform	22
School Health	27
Religious Life of the School.....	29
Pastoral Care	30
Student Protection	32

Welcome to St John's School Roma.

Our school, located in the heart of the Maranoa, was established by the Sisters of Mercy in 1881. Catherine McAuley and the Sisters of Mercy sort to focus on addressing the educational injustices in society at the time. St John's values of Compassion, Excellence, Justice and Respect, stem from this humble and prayerful woman who had unbounded confidence in God. Today these very values act as a moral compass and guide us in building strong relationships based upon Christian love.

Our key focus is on creating and providing opportunities for all students to achieve excellence in all areas of their educational journey, including spiritual, academic, sporting, cultural and social education. Guided by the strategic plan set forth by the Toowoomba Schools Office under the leadership of Executive Director Dr. Pat Coughlan, our Diocese is committed to realizing this vision through two core principles:

Fostering exemplary learning environments where every student can achieve academic success.

Creating spaces for spiritual growth in the Catholic faith, where every student can come to know and experience the loving presence of Jesus in their lives.

Our School offers an inclusive and diverse curriculum which caters for all needs and abilities. We have high expectations of all learners; learning should be enjoyable and rewarding, but always accompanied by excellent standards in the classroom.

At St John's, we acknowledge parents as the first and foremost educators of their children. We believe in working with families to guide students through the many stages of growth towards perceptive understanding, responsible self-direction, and religious and moral autonomy. As a school and a community of educators, it is our duty to provide unwavering support in this endeavour. Through collaborative efforts among parents, teachers, and students, we create an environment where students can achieve their full potential in their academic and spiritual development.



This Handbook is a quick guide which outlines important information and expectations for students, parents and teachers here at St John's School. We encourage you to please read it carefully and become familiar with the rules and procedures to ensure smooth operations and the best outcomes for our students.

At St John's, we embrace a Catholic ethos where all are warmly welcomed. We extend our heartfelt gratitude to you for entrusting us with the education of your children. Let us be guided by our faith and the message of Jesus Christ in all that we do.

Mark Watson
Principal, St John's School

School Contact List



SCHOOL LEADERSHIP TEAM

Principal	Mark Watson	roma@twb.catholic.edu.au
Deputy Principal	Ryan Doig	ryan.doig@twb.catholic.edu.au
Assistant Principal: Teaching & Learning	Melissa Irwin	melissa.irwin@twb.catholic.edu.au
Assistant Principal: Faith & Mission	Trish Parker	trish.parker@twb.catholic.edu.au
Business Manager	Heather Brittain	heather.brittain@twb.catholic.edu.au

WELFARE

Student Wellbeing & Engagement Leader	Kimberley Challenor	kimberley.challenor@twb.catholic.edu.au
P-6 Pastoral Leader	Hayley Sayer	hayley.sayer@twb.catholic.edu.au
Pastoral Leader Theresian	Matt Creeley	matthew.creeley@twb.catholic.edu.au
Pastoral Leader Xaverian	Aaron Brown	aaron.brown@twb.catholic.edu.au
Pastoral Leader Marian	Sami Rogers	alison.henning@twb.catholic.edu.au
School Counsellor	Sarah Clear Michelle Rottcher	sarah.clear@twb.catholic.edu.au michelle.rottcher@twb.catholic.edu.au

MIDDLE LEADERSHIP

Academic Leader	Catherine Cooper	catherine.cooper@twb.catholic.edu.au
P-6 Curriculum	Natalie Beattie	natalie.beattie@twb.catholic.edu.au
Curriculum Leader (Maths, Technology)	Jenny Schuss	jenny.schuss@twb.catholic.edu.au
Curriculum Leader (English, Arts)	Kate McAuley	kate.mcauley@twb.catholic.edu.au
Curriculum Leader (Science and PE)	Bonnie Meyer	bonnie.meyer@twb.catholic.edu.au
Curriculum Leader (Inclusion)	Kate Row	kate.row@twb.catholic.edu.au
Curriculum Leader (Humanities)	Sarah Flessner	sarah.flessner@twb.catholic.edu.au

School Dates



TERM DATES

Term 1	Wednesday 29 January – Friday 4 April 2025
Term 2	Wednesday 23 April – Friday 27 June 2025
Term 3	Tuesday 15 July – Friday 19 September 2025
Term 4	Tuesday 7 October – Wednesday 3 December 2025
Student Free Days	Monday 27 January 2025 Tuesday 22 April 2025 Monday 14 July 2025 Wednesday 30 July 2025 Friday 5 September 2025

Event Dates

UPCOMING EVENTS

Tuesday 21 January 2025	School Reception opens 8:00am – 3:30pm
Wednesday 29 January 2025	First day of school
Monday 2 February 2025	Inter-house Swimming Carnival
Friday 21 March 2025	Moonlight Fair
Monday 31 March 2025	Inter-house Cross Country
Friday 23 and Saturday 24 May 2025	School Musical
Monday 23 June 2025	Inter-house Athletics Carnival P-3
Tuesday 24 June 2025	Inter-house Athletics Carnival 4-12
Wednesday 16 July 2025	School Photos
Friday 1 August 2025	Mercy Day
Friday 22 August 2025	Grandparents Day
Saturday 23 August 2025	St John's Race Day
Tuesday 11 November 2025	Presentation Night Yr 5-12
Wednesday 12 November 2025	Presentation Morning P- Yr 4

Uniform Shop & Tuckshop Hours

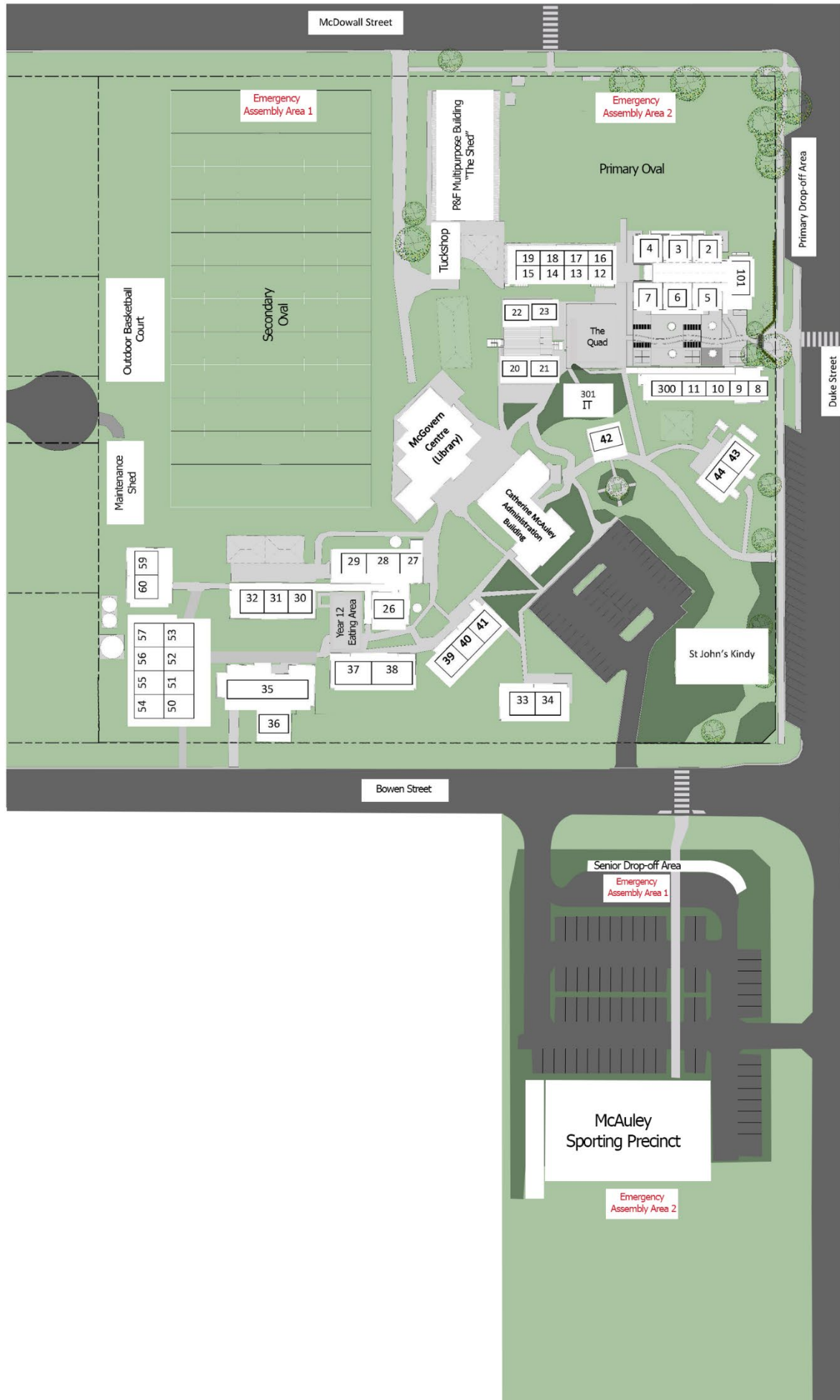
UNIFORM SHOP

Monday	2:00 pm - 4:30 pm
Wednesday	8:00 am - 10:30 am

TUCKSHOP – Available Everyday

First Break	10:20 am
Second Break	12:45 pm

School Map



The Spirit of St John's

St John's School is a Kindy to Year 12 co-educational school which offers students a comprehensive educational opportunity in a rural setting. From its beginning in 1881, the Sisters of Mercy established a caring and respectful ethos based on the values of Compassion, Excellence, Justice, and Respect. This ethos continues to permeate every aspect of learning here at St John's School.

From as young as four years of age, students are not only given an excellent academic grounding, but a sense of belonging to a caring community that embraces the whole life of the school. Throughout the years at St John's and guided by these Christian values, students grow and develop as complete individuals who are encouraged to use their talents and abilities to benefit society and themselves – *That's the Spirit of St John's.*

History

Catherine McAuley, the Foundress of the Sisters of Mercy, was an Irish woman dedicated to helping the poor, sick, and uneducated. She and her companions began their religious training in 1831. By 1861, a group of Sisters of Mercy, led by M. Vincent Whitty, arrived in Brisbane, Queensland. The foundation of the Convent School in Roma began twenty years later.



The first Roma Sisters, recruited from St John's in Tralee, Ireland, arrived in 1881. They faced many challenges, initially teaching in the church and later moving to a dedicated school building in 1913. Sr Mary Xavier Kenyon, the first Superior of St John's, passed away in 1887, followed by Sr Mary Attracta McGillicuddy in 1911.

Financial struggles were common, with the Sisters relying on music lessons and school fetes for income. State and Federal aid began in the late 1960s. In 1941, the Sisters started a co-educational High School, officially recognized in 1942. The school expanded over the years, with new buildings for primary and secondary classes erected between 1957 and 1979.

In 1981, Mr. Terry Frawley became the first lay principal due to a decline in religious vocations. Under Principal Mrs. Bruton, St John's advanced to Year 12 in 2001. The school continues to grow, opening a new primary building and Kindergarten in 2018.

Since its foundation in 1881, St John's has provided holistic education, aiming to develop students spiritually, academically, socially, physically, and culturally. The school works with the community to guide students towards becoming responsible and morally autonomous individuals.

Vision

St John's School acknowledges the work of parents as the first and foremost educators of their children. Therefore, St John's sees itself as working with home and community, guiding students through many stages towards perceptive understanding, mature judgement, responsible self-direction and religious and moral autonomy to prepare in their becoming fully participating Christians in society.

Mission

St John's School aims to:

- Foster and encourage the education of the whole person.
- Promote and live the message of the Gospels.
- Foster respect for one another, self-discipline and awareness of the rights and needs of others.
- Nurture, challenge and support the faith development of each student.
- Encourage learning and the pursuit of excellence.
- Create an environment that fosters a sense of belonging and positive self-esteem.
- Empower the students with the necessary life skills to be positive contributors to society and the Church and to enkindle in them a spirit of hope for a Future in Faith.

Motto

Future in Faith

Values

COMPASSION

Compassion is a non-judgmental understanding of another's need, which results in unselfish giving to meet that need.

EXCELLENCE

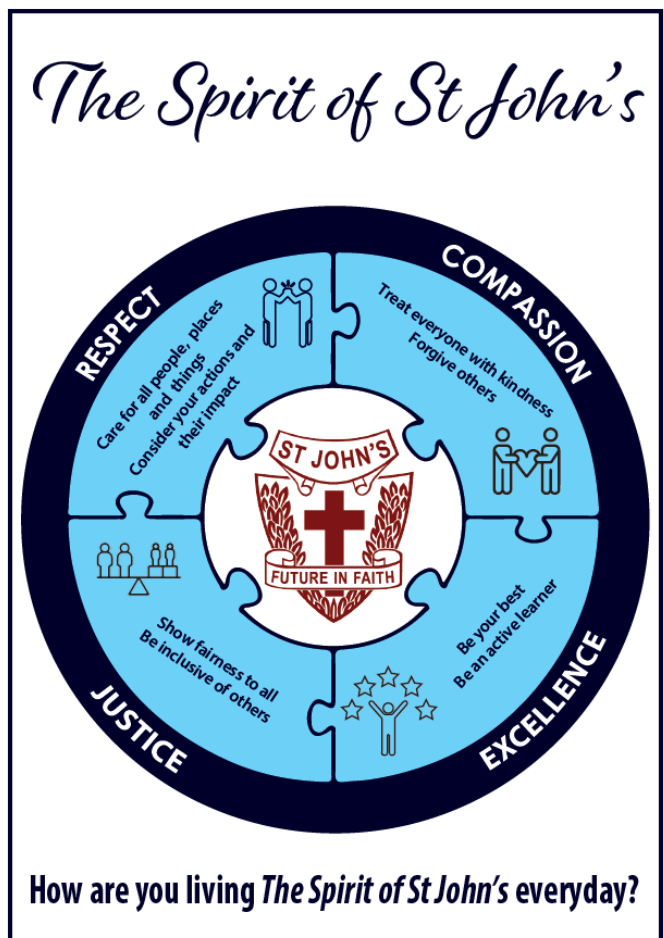
Excellence is the state of achievement of the highest possible standards.

JUSTICE

We must treat each person with fairness in relation to the equality of all, and the maintenance of a balanced and fair relationship with self and all members of the community.

RESPECT

We must respect the dignity of each person and the recognition of their inherent value and worth.



School Song

THE SPIRIT OF ST JOHN'S

This is our school, in the Mandandanji Land
In the heart of Roma, united we stand
As students and family, community and friends

That's the Spirit of St John's since 1881
Now our Future in Faith rests in the young
When the Sisters of Mercy
Built a culture of learning and life
That's the Spirit of St John's

A place of opportunity, learning and fun
In the image of Jesus, loving everyone
Through justice, compassion and acceptance of all
Hand in hand, together we're called

That's the Spirit of St John's since 1881
Now our Future in Faith rests in the young
When the Sisters of Mercy
Built a culture of learning and life
That's the Spirit of St John's

Humble in victory, graceful in defeat
The challenges we face are the standards we'll meet
We share of ourselves, our own special gifts
Respecting each other, as one voice we lift

That's the Spirit of St John's since 1881
Now our Future in Faith rests in the young
When the Sisters of Mercy
Built a culture of learning and life
That's the Spirit of St John's x 3



Houses



MARIAN

Motto - Mighty and Glorious

Colour - Yellow

Mascot - Lion

Marian shadows the motto of Mighty and Glorious. We, as Marian, are mighty and glorious. We are the lions of the school. Lions demonstrate courage and faith in their natural environments. They watch over their cubs and lead the pride of other lions. In the wild, they teach us to hold our heads high, even in times of conflict, to conduct ourselves with dignity. A lion is a symbol of strength. Marian is a symbol of strength and together we nurture this strength. As Marians, we need to release this strength and courage in order to lead both in the classroom and in life. A lion paces in every one of our hearts.



THERESIAN

Motto - Fight the Good Fight

Colour - Red

Mascot - Tiger

Theresian House was founded on the principals and values of their patron saint, St Therese of Liseaux. Also known as the 'Little Flower', St Therese had a fierce spirit and believed that what matters in life "is not great deeds, but great love" and that people could make a difference by doing ordinary things, with extraordinary love. Like St Therese, members of Theresian House consistently strive to their very best in all that they do and try each day to make a difference for themselves and others by paying attention to the little things, for example, a smile, a helping hand or an ear to listen. They are spirited with a healthy competitive side that motivates them to rise to a challenge and support others when faced with challenging times. Theresian's are kind, welcoming and compassionate people who genuinely care for each other.



XAVERIAN

Motto - Respect all, Fear None

Colour - Green

Mascot - Crocodile

Xaverians embody the motto of Respect All, Fear None. As Xaverians we exemplify respectful behaviour within our school and wider community and certainly are not fearful of a challenge. Like crocodiles, we are willing to take a powerful bite out of any challenge that lies ahead. Xaverian House was named after St. Francis Xavier, the patron saint of missionaries. Like St. Francis Xavier, members of Xaverian house rise to the occasion to help others in need.

Important Information



First Day of School

New students should arrive at 8:20am at Reception where they will be accompanied to their classroom. Returning students may go straight to their classroom to place their bags and then wait in the before-school areas, Primary Assembly Area / Secondary Assembly Area, until the first bell.

If you are accompanying your child on the first day, please park in the surrounding streets. Students can be dropped off and picked up in designated drop-off areas in Duke Street and Bowen Street. Please refer to Traffic and Parking in the General Information section of this Handbook.

Administration

Main Reception (Ph: 4622 1842) is located in the Catherine McAuley Administration building and is open 8:00am - 4:00pm each week day during the term.

The front office is a dynamic part of our school. Parents and visitors are to use the entrance at the front and students are only to enter the office via the entrance near the staff room. Busy times in the office are just as school is beginning or just before it ends. As our office is a busy place, please keep messages to a minimum. This school operates a delivery system. Every afternoon, notes from the office: newsletter, flyers, basically all correspondence, are sent to each classroom via communication folders at 2.30pm. The folders are then returned to the office each morning by 9.00am with any notes/forms from parents. In order to minimise disruption to classroom routines, we ask that all bus messages or changes to daily routine for your children be left on our answering machine by pressing 1 after dialling the school number. This answering machine is checked several times during the day and all messages are followed up. Please do not ring in bus changes or messages for your child after 1pm, as we cannot guarantee that they can be dealt with before school finishes.

If students forget notes, homework, permission forms, the office staff will not be calling parents to bring them up. It is important that we develop responsibility and resilience in our students and that lack of organisation and pre-planning does have consequences.

Attendance and Absences

If your child is absent from school due to illness, please phone Reception on 4622 1842, between 8:00am - 9:00am on the day of absence or alternatively complete the absentee form on the school app. If they are not present for roll call in Pastoral Care time, students will be documented as late and will need to sign-in at Reception before going to class so we know they have arrived safely.

It is expected and indeed law, that students attend school every day. As education is developmental and builds upon previous knowledge, missing school is detrimental to their education and opportunities in life. Students have 14 weeks in the year for holidays. Please ensure that you take your family holidays in this time. If you miss school, it is not the responsibility of the teacher or the school to make up what is taught in this time. Failure to attend is serious and detrimental to your child's development. If continued absences occur, you will be contacted by the Deputy Principal or the Principal. If this continues, then by law, the police and/or DOCS (Department of Child Services) must be contacted. Extended absence due to illness must be verified by a doctor's certificate.

Permission to leave school during the day must be approved by the Deputy Principal or Principal. Students then sign (out and in) at Reception.

Compulsory School Activities

Specific compulsory attendance for school activities other than class lessons:

- School Mass
- Assembly
- Pastoral Care Group and House Sessions
- Inter-house Competitions
- Presentation Night (Years 5 to 12) or Presentation Morning (Years Prep to 4)
- Outdoor Education Program
- Mercy Day

Early Arrival

Classes begin at 8:25am. The school **cannot accept responsibility for any children who arrive before 8:10am** unless they have been specifically requested to attend early morning sports or music practices at which they will be supervised. Ideally, students should arrive at school between 8:10am and 8:20am. Students in Years 7-12 have access to the Library in the McGovern Centre from 8:10am.

Early Departures

Students will only be permitted to leave the school grounds early, when reception has received prior notification from a parent in writing, or, if there has been a change of plans, by phone.

App for Apple and Android devices

The St John's School "Sentral for Parents" App is available on the App Store (Apple devices) or the Play Store (android devices) as a free download. This App is used as the main form of communication to parents about events and daily activities at the school.

Communication

SCHOOL NEWSLETTER

The School Newsletter is published every fortnight. This publication contains important up-to-date information so that you are aware of what is happening in the School. Our Newsletter is sent out via email, so please make sure we have your correct email address. If you do not have an email facility, let us know and one will be put into your child's classroom communications. The Newsletter is also published on the school website www.roma.catholic.edu.au.

Messages, reminders and notes will also be sent electronically via the School App "Sentral" and/or email, so it is imperative that we have your correct and current email address and contact details. The St John's App is also used to send immediate messages (reminders, cancellations etc.) so it is important that you have the App downloaded and accessible to keep up to date. To obtain this app please download "Sentral for Parents" from the App Store (for Apple devices) or the Play Store (for Android devices).

TEACHER/PARENT EMAILS

If you have a problem or a concern, speak to someone about it.

The correct procedure is:

1. Speak to your child's teacher about your concern calmly and with respect
2. If you feel that the concern has not been addressed, speak to the teacher again.
3. If you are still not satisfied, speak to the relevant person on the Middle Leadership Team.
4. If the issue has not been resolved, speak to someone on the Executive Leadership Team.

While email can be used to make an appointment or bring something to our attention, a scheduled meeting in person is preferred if you have an issue. Remember, emails can be quick, but can sometimes be a very unsatisfactory way of dealing with a problem as they are open to misinterpretation. Please be mindful that teachers may be in class and may not reply immediately.

Contact Details

Contact details are maintained so that you can be notified in an emergency (e.g. your child may be injured or become ill). Staff may also wish to contact you urgently to discuss a change in routine or an academic matter. It is essential that these records are kept up-to-date. Please ensure your details are updated if your address, phone numbers or other important circumstances change.

Changes to Student Status

Families are reminded that a full term's notice must be provided, in writing to the Principal, if a student is to be withdrawn or if there is to be change of enrolment status. If notice is not provided, fees for a full term plus GST will be charged in lieu of notice. Please note that this fee cannot be waived.

Animals in the school grounds

Even on a leash, animals are not permitted on school property at any time. Special permission may be sought if an animal is brought for educational purposes.

Birthday Parties (Primary)

Please do not ask teachers to hand out invitations to birthday parties unless every member of the class is invited. The school staff must not be expected to take the RSVPs or organise the transport. This is the responsibility of the family conducting the party. Children are not to attend birthday parties in school uniform.

Bullying

Bullying is hurtful behaviour that is ongoing and repetitive. It is not when two children have a one-off disagreement. The process we use at school is as follows. If someone does something to you:

1. Tell them to stop, you do not like it and name what it is (calling me names, excluding me from a game, pushing me etc.)
2. If it happens again, tell a teacher or a significant adult.

Everyone should feel safe and it is everyone's responsibility. Bystanders who do nothing, condone bullying behaviour.

Class Placements - Primary School

All parents are reminded that allocation of students to all classes is the professional and operational responsibility of school staff and that a great deal of care and time is taken in such vital decision making.

Many factors are relevant, and outlined here are the main criteria that are considered:

- Ability levels - we aim to have an even spread of ability levels across each class. All children have strengths and weaknesses in different areas of the curriculum and these need to be taken into consideration.
- Friendships - we try to ensure that all children are in a class with people with whom they are likely to form friendships. At other times, we may choose to separate students who, whilst being friends, are a distracting influence on each other in a classroom, where one is the dominant partner in a

friendship or where they are over-reliant on each other to the exclusion of others and need to be encouraged to increase their friendship circle.

- Group dynamics - we try to ensure that we have an even spread of personality styles, behavioural styles, etc. and that the group dynamics are such that each class will bond well and harmonise as a group.

As you will appreciate, consideration of all these factors makes class placement a very time-consuming and thought-provoking process. Each child is considered carefully as an individual. Our ultimate aim is to ensure that each child is placed in a class where they will be given the optimal chance for happiness and success. We feel positive that the extensive time and care that we give to this process, together with the talented and committed team of staff into whose classes we are placing each child, mean that we are able to produce the best possible class combinations to benefit each and every child.

Your trust in our decision making, your appreciation of the time and care that goes into this process, and your respect for the competence and dedication of every member of our teaching team are greatly appreciated.

Computer/Internet Use

St John's School is a wireless networked school and our belief is that computers are a tool for learning to support delivery of the school curriculum. Our Secondary cohort is now a one-to-one environment where all students have their own device. Our Primary students have access to class sets of laptops as well as iPads. All students receive an Internet Acceptable Use Contract form which needs to be signed by both the student and the parent. Students are reminded of the conditions for acceptable use of computers/internet at the beginning of the school year and via frequent automatic messages whenever they connect their device at school. The purpose for use at school is for educational activities specified by their teachers.

Students will respect the rights and privacy of others and not disclose any personal information about themselves, others, or the school. All student online activity is monitored by TSCO. Inappropriate use of the internet or computers will result in disciplinary action including loss of privileges (e.g. time without computer access). Popular social networking sites are considered inappropriate for students while at school and these are blocked at St John's.

It is important that parents are aware of the dangers that these can pose and that both parents and students are educated in their usage. Interaction between students that happens out of school is not our responsibility unless it affects their behaviour at school. Please teach your children to be wise while online, to stop and think about who their actions will affect and what the consequences might be. Students need to fully understand that everything put in email/social media is in the public domain and can be accessed and/or retrieved by anyone at any time. Parents should also be aware of the privacy of others, especially other St John's students, in operating their own social media accounts and how public photos and comments can affect others within the school community.

The laptop provided by the school is an educational device only. Therefore, no games, music, videos, movies or social media platforms are to be downloaded or used on the device. USBs and external hard drives are also not permitted to be accessed whilst at school.

Students must only access school technology resources for schoolwork. Students must not:

- buy or sell items or services over the internet
- access or enter social media platforms or chat rooms

- access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive
- amend documents created by another student without that student's consent
- download, install or use unauthorised computer programs
- deliberately install computer viruses or other malicious programs
- gain unauthorised access to any system by any means
- use technology resources to attack or compromise another system or network
- access or intercept emails sent to other persons

Custody Orders

Please ensure that the school is notified in writing to the Principal of any custody or access orders that are in effect for your child. Copies of these orders are to be placed on file.

Emergency Procedures

FIRE DRILLS

Fire drills are held several times a year. This procedure is the responsibility of the staff and is carried out regularly and with precision by the whole school. When the alarm is sounded, everyone is to remain calm and move as quickly as possible to the nearest exit, then proceed to the Secondary Oval and line up in classes.

LOCKDOWNS

Lockdown drills also occur during the year. The students should follow teacher directions, sit quietly and ensure they are not visible from outside the room. Students who are not in their classroom should go to the nearest room. All doors will be locked and will remain locked until there is an announcement informing the school that the lockdown situation has been resolved.

Enrichment Activities

St John's School offers a broad range of activities that foster essential skills to equip students to become successful, independent, lifelong learners. These enquiry-learning skills include problem solving, creative thinking, flexibility and curiosity.

Excursions and Activities

As part of the school's curriculum and extracurricular program, your child will have the opportunity to participate in a number of activities beyond the classroom and, in some cases, outside the school. These activities may include a whole year level or subject-specific excursions, House and/or class events and Interhouse carnivals.

At the start of each school year, or upon commencement at St John's School, parents are asked to indicate their permission for their child/ren to participate in such school events for the year. Interhouse events appear in the school calendar. You will receive reminders and more details about these events, and ample notification of other events. You are required to provide to the School all relevant medical information.

Extracurricular Activities

The students of St John's School have the opportunity and are encouraged to participate in and become involved with a wide range of extracurricular activities which are appropriate to their age or year level. The following list indicates many of those activities which are available to our students:

- Choir/Musical
- Public Speaking
- Easter in the Country Activities
- Opti-MINDS
- R&D Eisteddfod
- Art Shows
- Presentation Night Entertainment
- Roma Show Activities
- Moonlight Fair
- Social Justice Programs
- Sporting Activities

The involvement of students in extracurricular activities is dependent on good effort and behaviour whilst at school and a minimum attendance of 85%. This includes a satisfactory pattern of appropriate arrival and departure times, and participation in all *Compulsory School Activities* listed on Page 13.

Choir

Primary students in Years 4-6 are offered the opportunity to be part of the Primary Choir. In the Secondary, students from Years 7-12 can participate in the Secondary Choir. There is no audition process, with the focus firmly on enjoying singing and teamwork. Students meet with Mrs Treasure (Primary) and Miss Cooper (Secondary) once a week during their lunch breaks, and enjoy a varied repertoire of songs, hymns and games. Choir is often called on to lead the singing at Liturgies, Masses and Assemblies at school, and are proud of their ability to add meaning to these gatherings. The St John's School Choirs are well known and are often called upon to perform at community events. Sharing your gifts for the benefit of others and is a core value at St John's and we encourage this generosity of spirit as much as possible. Choir has performed at Easter in the Country, the Food and Fire Festival, Combined Churches Christmas Gatherings and ecumenical services, All Saints Parish Picnic and masses to name a few.

Instrumental Music

Instrumental Music is available to students from Year 3 in a variety of instruments. Application forms are available from the office.

Finance

St John's Catholic School is what we call a Systemic School. We are part of the Catholic Schools of the Toowoomba Diocese and are under the leadership of the Toowoomba Catholic Schools Office (TCSO). The fees at Catholic schools are highly competitive compared to other institutions, and we are committed to maintaining affordability, even during periods of rising costs. School Fee Guidelines are provided for us by TCSO and we also contribute a school levy to this organisation. Your fees are used for the operation of the school. All that is covered by the government is the payment of teachers and some school officer wages. The school must pay for administration officers, secretaries, grounds persons, extra school officer time, cleaners, rates, electricity, insurance, repairs as well as all operating costs. We also cover costs of all resources from reading books to computers, sporting equipment as well as teaching and professional development.

It is the school's expectation that all school fee accounts are paid on time (14 days from date of issue). However, we understand that sometimes people experience difficulty in meeting financial commitments. If this is the case, please make an appointment with Heather Brittain (Business Manager) to discuss a payment plan. Fees are sent via email at the beginning of each term. St John's offers a number of payment methods including Direct Debit, BPay, Direct Deposit, Credit Card, Cheque or Cash.

In addition to School Fees, the following charges may apply:

- Device Levy
- Stationery and consumable levy (primary only). This is charge so that the school can order consumables in bulk resulting in significant savings for parents.
- Bus Fares – Students opting to attend St John’s travelling from Mitchell, Wallumbilla and Surat are required to pay bus fares. These fares are partially subsidised by the school.
- Camps and excursions
- Music books
- Extracurricular sporting activities

Each year we compile a budget which is taken to the School Board. Once this has been approved, it is then sent to the Diocesan Board and accepted or rejected. Auditors come to the school once a year to audit our books. We thank you for your contribution through your school fees, and look to providing state of the art resources and support for our school community.

STATIONERY LEVY

A primary stationery levy of \$37 per primary student, per term is added to and payable on the quarterly school fee accounts. The school utilises a bulk buying scheme for stationery and resources for our classrooms. By doing this, parents are able to spread the stationery costs over the full school year, whilst all students have access to the same quality of stationery. The scheme also eliminates wastage and unused resources being returned to students at the end of the year.

Homework and Study

SET HOMEWORK

This is work set by the teacher to be completed for the next day or for the next lesson in that particular subject. Set homework may be written work or learning work.

STUDY HOMEWORK

This is always a necessary part of homework and is the revision of work covered that day at school which is set by the student for him/herself. This revision is very valuable as it consolidates class-work and maximises learning.

Recommended study times for each year level:	
Years 1-3	10-15 minutes/night
Years 4-5	20-30 minutes/night
Years 6-7	40-60 minutes/night
Years 8-9	1-2 hours/night
Years 10-12	3 hours minimum for full Authority subject load

Immunisations

St John’s School facilitates the Queensland Health Immunisation Program for students in Years 7 and 10. Parents are sent permission forms for completion and return to the school.

Library

The Library is located in the McGovern Centre and is open 8:10am to 3:00pm each week day during the term.

Prep to Year 6 students have Class Borrowing timetabled each week and all students are encouraged to borrow books on a regular basis. No item may be removed unless it has been processed in the correct way and books must be returned by the due date. Parents of children who lose school library books may be asked to replace them or to provide funds to replace.

Locks and Lockers (Yrs 7-12)

Each student in Years 7 to 12 has an allocated school locker. Locks are provided by the school and must be in place, keeping the locker locked at all times. Any replacement of locks will be at parents' cost. The swapping of lockers is not permitted and the school keeps a record of each student's allocation.

To ensure the safety of all personal items, books, laptops and bags, all items not in use during a lesson must be stored inside lockers; however, valuables, such as money, are to be handed in to reception for safekeeping during the day. Students are reminded that theft or interference with another person's locker will be considered a serious offence and may involve police investigation.

Each student is responsible for the cleanliness and tidiness of their locker. This includes on top of the lockers, under the lockers and the floor around them. Lunches may be left in lockers during the day but no food/drink should be left overnight. Locker areas will be cleaned daily. Any student whose locker has been found dirty will be asked to clean it.

Lockers are not available during class times or between lessons. Students are not to congregate, eat or drink in the locker areas. If there is a problem with a locker (e.g. a jammed door or broken handle) students should refer the problem, with the number of their locker, to their Dean of House.

Lost Property

Misplaced articles that are found will be placed in the lost property basket located in the Primary Assembly area. So that found property can be returned to its rightful owner, all articles must be clearly named. Articles that are not claimed by the end of each semester will be disposed of.

Lunches

It is important that parents are providing students with a healthy lunch. Students are not to share or swap lunches. A healthy sandwich, fruit, vegetables, a health bar with limited sugar are all good ideas. Lollies and chocolates are not allowed at school and are best left for home.

Mobile Phones/Personal Electronic Devices

The school does not permit the use of personal electronic devices, such as mobile phones and smart watches, during the school day. Students in P-6 who bring a mobile phone to school must hand it in to Reception. Students in 7-12 who bring a mobile phone to school must either hand it in to Reception or turn it off and secure it in their locker.

If a student breaches the policy, the phone will be confiscated and handed in to Reception for safe keeping. Parents will be contacted to collect the phone from reception.

Messages from home can be relayed to students during the school day. Parents should call reception on 4622 1842.

Outside Hours School Care (OHSC)

At St John's School, OHSC is operated by Diocese of Toowoomba Catholic Kindergartens and Care, and provides care for school age children, before and after school, and during holiday times. St John's Outside School Hours Care is registered as an After School Care provider for school age children.

For further information, please call: 0408 392 819

Parent and Friends Association

The Parents and Friends Association warmly welcomes all families to the St John's School community. The P&F provides many opportunities for parents to be involved in their children's schooling through regular committees, occasional volunteering, or simply through attending fundraising events or social gatherings.

At St John's School, we have both a School Board and a Parents and Friends Association. P&F meetings are the first Tuesday of each month at 6.00pm and we encourage all parents to come along and get involved. The meetings usually go for approximately one and a half hours and are held in the Viv Bruton Room at St John's School. The School Board meets on the second Wednesday of each month and is a representative consultative group who supports the school.

Make yourself available and get involved. It is wonderful for your children to see you involved in your community and serves as a good role model of what Community means. Research shows that children whose parents are involved in the school achieve better and have a more positive attitude to education.

MOONLIGHT FAIR

This is our major fundraising event held bi-annually with many stalls and items. Please support this as the money raises funds to purchase resources for our students.

Parent Photography

It is preferred that parents take photographs or video footage of their own child or children only. Where this is difficult to achieve, we ask that the images are not shared outside your own family, and certainly not on electronic media in the public domain, e.g. YouTube, Facebook. We endeavour to respect the privacy of all our families.

Parent/Teacher Interviews

The time formally given for interviews is at the beginning of Terms 2 and 3 for all students. These times will be communicated via the school app.

If a particular aspect of your child's progress is troubling you, please arrange an appointment to see staff at any time suitable to all parties.

Pick Up and Drop Off

The safety of our students is a high priority at St John's School. There are designated areas in McDowall Street, Duke Street or Bowen Street to drop off and collect your child/children. To ensure that this system runs effectively, Parents/Caregivers need to be considerate of others by not parking in the drop off zones while waiting for their child/children as this causes traffic build up and frustration.

REMEMBER

- No students are permitted on school grounds before 8.10am unless prior approval has been given.
- Drop off zones are for quick drop offs or pickups - parents are not to leave their vehicle.
- Bikes and scooters are to be walked within the school grounds.

- All younger siblings are to follow the school rules at all times.
- When delivering and collecting students from the school grounds, school rules apply to all. This is not a play time, and students or younger siblings are not permitted on play equipment.

Playground Supervision

Teachers supervise children from 8:10am each morning. Supervision is also carried out by staff throughout the first and second lunch breaks.

Presentation Events

PRESENTATION NIGHT

Presentation Night is for Years 5-12 and is held at the Maranoa Regional Council Cultural Centre. Formal School uniform (with blazer for students in Years 10 to 12) without the hat is the required dress.

PRESENTATION MORNING

Presentation Morning is for Prep to Year 4 and is held at the School in the P&F Multi-Purpose Building. Parents are invited to join.

Reports

Reports are published four times each year for Prep to Year 12 students. An Interim Report are available after Terms one and three, a Semester One Report June/July, and a Semester Two Report at the end of the year. Reports are sent home via the Sentral app.

School Calendar

A school calendar is available via Sentral

School Support Services (SSS)

The School has School Support Teachers and School Officers who work with our students to support their educational and emotional needs. These children are identified through observations by the class teacher and the School Support Teachers, and screener tests done at the beginning of the year. In Primary School, Student Support occurs with the children in small group work with either a teacher or a school officer. Support continues in Secondary School in a developmentally appropriate manner and generally occurs within regular classes. Our school counsellor works in collaboration with our learning support teachers, Mrs Silvester P-6, Mrs Row 7,8,9, Mrs Emery 10,11,12 and Mrs Densley EALD. As well as this, Mrs Melissa Irwin and Mrs Beattie (Early Years) will support students and teachers in this area. Consideration is also given to ensure that students in need of extension are catered for adequately within the classroom.

Staff Carpark

The staff carpark is for staff and visitors/contractors and emergency vehicles who visit the school throughout the day. Due to the safety of our students, parents, under no circumstances, are to collect/drop off their children in this carpark.

Storm Policy

In the event of a storm, which could include: strong winds, hail or lightning, coinciding with school dismissal, students will be held in class until the danger has passed. Parents will be advised of a Wet Weather pickup via the school app. If it is just raining, the students will be dismissed as normal.

Traffic and Parking

Parents are not permitted to drive onto any other part of the school grounds including the staff carpark or oval. All parents are asked to obey road signs including parking restrictions. Parents are asked not to double park to collect a student, and not to encourage a student to cross the road other than at the designated crossings. Local residents also seek our support in ensuring their driveways are not blocked and their vehicles not put in danger.

Transport Options – Bus Children

We have a large number of children who travel to and from school via bus. This year, two rostered primary teachers and various rostered secondary staff will be on duty in the afternoon to ensure that the correct procedure is followed. Correct behaviour and wearing of uniform is an expectation for our students. If your child travels on a bus either to or from school, please contact the office to complete the relevant details. Parents are not to park in the bus zone.

Tuckshop

Tuckshop is every Tuesday and Thursday. The tuckshop relies solely on the help and volunteering of parents under the guidance of the Tuckshop Convenor Kesley Hewitt.

We use an online ordering system, this system is a secure way to order and prevents the need for children to bring money to school. All orders must be in before 8:30am.

Secondary Students (Yr7-12) are also able to access Café 54 van which is located on site in the secondary precinct. This service offers cash and EFTPOS facilities and is available Monday-Friday.

Visitors

Visitors must report to Reception to sign in and collect a Visitor's Badge and sign out at the end of the visit. This includes any person who is not a staff member, so parents coming to assist in classrooms need to follow this procedure. Adults on site without a badge will be approached with a request to go immediately to the Reception.

St John's School is proud of its uniform which instils a sense of personal pride and is representative of school unity. The school uniform must be worn properly and totally, to and from school. The School Uniform Policy is available from the school office and is also on our School website. Your child is expected to wear their full uniform in good condition and on the correct days. Following three uniform infringements, parents will be contacted. St John's School has its own uniform shop on campus where the correct uniform can be purchased.

General Uniform Rules

- All hats, jackets and uniforms are to be clearly named and in good condition.
- Coloured articles of clothing or other gear that is not part of the uniform (e.g. navy leggings, generic pull overs or track pants etc.) are not allowed at school.
- Girls should be mindful of the length of their culottes and skirts – these should be at knee level or slightly above.
- NO HAT NO PLAY.
- In Years P-6, school shoes are plain black leather with laces (or Velcro - only for Years P-2 students). In Years 7-12, it is expected that students wear their formal lace up leather dress shoes.
- Only the St John's school socks are to be worn.
- Plain black sunglasses (at the Principal's discretion) are permissible outdoors.
- Skivvies and singlets are not to be visible under any uniform.
- Canvas shoes are not to be worn e.g. Vans, Converse, Volleys, etc.
- Students are only to wear their Sports Uniforms on the appropriate day.
- Year 7-12 Formal hats can only be worn with Formal uniform and Sports hats can only be worn with sports uniform

JEWELLERY

- Jewellery worn should be minimal and safe.
- Earrings are only to be worn with a maximum of one earring per ear. Earrings are to be plain gold, silver or pearl studs, no larger than 4mm. Plain gold or silver sleepers are also allowed. Earrings are to be worn in earlobe only. Any other piercings need to be covered or a clear earring must be worn.
- Bracelets are an unnecessary item of jewellery unless they are of religious or medical significance.
- Rings are not appropriate items of the school uniform.
- Necklaces will only be worn inside the clothing and should have a religious or medical significance. A note is required to the Principal seeking permission.
- Tattoos and body piercing are considered inappropriate in the school environment.
- Students who are wearing unacceptable jewellery will have the jewellery confiscated and parents will be required to collect the jewellery from reception.
- Jewellery is brought to school at the owners risk. No Liability will be accepted by the school in the event of loss, theft or damage.

GROOMING AND HAIR

- Student's hair should be clean, tidy and of an appropriate style.
- Hair that is longer than the collar should be tied back to conform to Health & Safety guidelines.
- Other than two natural hair colourings is not acceptable.
- Extreme hair styles are not permitted eg mohawk, mullets, tracks, rats tail. Students hair must not be covering their face and be no shorter than a Number '2' Blade.

- To maintain neatness and pride in the uniform, all hair accessories (hair ties, hair bands and ribbons) will be of a colour to match the uniform, i.e. maroon, white, black or dark blue. Ribbons are to be no more than 7cms wide.
- Male students are to be clean-shaven every day.
- Students are not permitted to wear make-up, nail polish, false lashes or nails.
- Students who are not compliant with make-up and shaving requirements will be required to present to the office. Parents will be contacted and required to address the issue before the student may return to school routines.

SPORTING COMPETITIONS AND INTERSCHOOL MEETS

The sports uniform is part of the school uniform and should be worn intact and with pride. The jewellery and hair rules of the school apply.

DRESS CODE FOR EXCURSIONS, CAMPS AND FREE DRESS DAYS

Dress standards must be sun smart and conservative. Tops/shirts must be of a suitable length to have no midriff showing and must have sleeves. Slogans, logos, etc, must not be obscene or offensive and must be fitting with the image of St John's School. Shorts and skirts must be of suitable length, no shorter than the tips of figures when arms are placed by your side. Footwear should generally be enclosed. Normal rules apply to the wearing of jewellery and make-up.

P-12 Summer Uniform

Year Level	Girls Summer Uniform	Boys Summer Uniform
P-6	• Blouse –blue, (full button down) collar, maroon trim, school emblem, worn out • Culottes – tartan • Shorts – tartan, worn no shorter than the top of the knee • Socks - white with navy and maroon stripe • Shoes – Enclosed plain black low-cut lace-up leather dress shoes or enclosed plain black low-cut lace-up leather joggers. Velcro fastenings are for students in Prep and Year 1 only. • No Mary Janes are permitted. • Hat - maroon bucket, school emblem • Pullover/Vest - wool/nylon, maroon, school emblem	• Shirt - blue, (full button down) collar, school emblem, worn tucked in • Shorts - formal, navy • Socks - white with navy and maroon stripe • Shoes – Enclosed plain black low-cut lace-up leather dress shoes or enclosed plain black low-cut lace-up leather joggers. Velcro fastenings are for students in Prep and Year 1 only. • Hat - maroon bucket, school emblem • Pullover/Vest - wool/nylon, maroon, school emblem
7-9	• Blouse - blue, collar, maroon trim, school emblem, worn out • Cravat - maroon • Skirt – tartan • Shorts – tartan, worn no shorter than the top of the knee • Socks - white with navy and maroon stripe • Shoes – Enclosed plain black low-cut lace-up leather dress shoes. No sneakers, slip on or leather joggers allowed. • Hat – panama, cream, with school hat band • Pullover/Vest - wool/nylon, maroon, school emblem	• Shirt - blue, collar, school emblem, worn tucked in • Shorts - formal, navy, belt loops • Belt - black leather with plain buckle • Socks – white with navy and maroon stripe • Shoes – Enclosed plain black low-cut lace-up leather dress shoes. No sneakers, slip on or leather joggers allowed. • Hat - felt, charcoal, with school hat band • Pullover/Vest - wool/nylon, maroon, school emblem
10-12	• Blouse - white, collar, maroon trim, school emblem • Cravat - maroon (Years 10 and 11) tartan (Year 12) • Skirt – tartan • Shorts – tartan, worn no shorter than the top of the knee • Socks - white with navy and maroon stripe • Shoes - plain black low-cut lace-up leather dress shoes. No sneakers, slip on or leather joggers allowed. • Hat – panama, cream, with school hat band • Pullover/Vest - wool/nylon, maroon, school emblem	• Shirt - white, collar, school emblem, worn tucked in • Tie - maroon, school emblem (Years 10 and 11) navy, school emblem (Year 12) • Shorts - formal, navy, belt loops • Belt - black leather with plain buckle • Shoes - plain black low-cut lace-up leather dress shoes. No sneakers, slip on or leather joggers allowed. • Hat - felt, charcoal, with school hat band • Pullover/Vest - wool/nylon, maroon, school emblem

P-12 Winter Uniform

Year Level	Girls Winter Formal	Boys Winter Formal
P - 6	• Blouse – blue (full button-down shirt), collar, maroon trim, school emblem, worn out • Culottes – tartan • Tights (optional) – black, no pattern • Trousers – navy worn with navy or black socks • Pullover - polar fleece, maroon, school emblem • Vest - wool/nylon, maroon, school emblem • Scarf - maroon, school emblem • Shoes - plain black low-cut lace-up leather shoes or joggers. Velcro fastenings are for students in Prep and Year 1 only. • Hat – maroon, bucket, school emblem	• Shirt - blue, (full button-down shirt) collar, school emblem, worn tucked in • Shorts - formal, navy with socks - white with navy and maroon stripe OR Trousers - formal, navy with black or navy trouser socks. • Pullover - polar fleece, maroon, school emblem • Vest - wool/nylon, maroon, school emblem • Scarf - maroon, school emblem • Shoes - plain black low-cut lace-up leather shoes or joggers. Velcro fastenings are for students in Prep and Year 1 only. • Hat – maroon bucket, school emblem
7 - 9	• Blouse - blue, collar, maroon trim, school emblem, worn out • Cravat – maroon • Pullover/Vest - wool/nylon, maroon, school emblem • Blazer (optional) – Maroon, school emblem left pocket • Skirt – tartan • Trousers – navy worn with navy or black socks • Scarf - maroon, school emblem • Tights – black, no pattern • Shoes - plain black low-cut lace-up leather dress shoes. No sneakers, slip on or leather joggers allowed • Hat – panama, cream, with school hat band	• Shirt- blue, collar, school emblem, worn tucked in • Tie - maroon, school emblem • Trousers - formal, navy • Belt - black leather with plain buckle • Pullover/Vest - wool/nylon, maroon, school emblem • Blazer (optional) – Maroon, school emblem left pocket. • Scarf - maroon, school emblem • Shoes - plain black low-cut lace-up leather dress shoes. No sneakers, slip on or leather joggers allowed • Hat - felt, charcoal, with school hat band • Socks – black or navy trouser socks
10 - 12	• Blouse - white, collar, maroon trim, school emblem, worn out • Cravat - maroon (Years 10 and 11), tartan (Year 12) • Pullover - wool/nylon, maroon, school emblem • Blazer – Maroon, school emblem left pocket. Must be worn before pullover. • Skirt – tartan • Trousers – navy worn with navy or black socks • Tights – black, no pattern • Scarf - maroon, school emblem • Shoes - plain black low-cut lace-up leather dress shoes. No sneakers, slip on or leather joggers allowed • Hat – panama, cream, with school hat band	• Shirt - white, collar, school emblem, worn tucked in • Tie - maroon, school emblem (Years 10 and 11) navy, school emblem (Year 12) • Trousers - formal, navy, belt loop • Pullover - wool/nylon, maroon, school emblem • Blazer – Maroon, school emblem left pocket. Must be worn before pullover. • Belt - black leather with plain buckle • Scarf - maroon, school emblem • Shoes - plain black low-cut lace-up leather dress shoes. No sneakers, slip on or leather joggers allowed • Socks – black or navy trouser socks • Hat - felt, charcoal, with school hat band

P-12 Sports Uniform

Year Level	Sports Uniform – Summer	Sports Uniform - Winter
P-6	• Shirt - Blue/maroon sports shirt with emblem – worn tucked in • Shorts – Ink navy microfibre, embroidery on leg • Hat – Maroon bucket with logo • Tracksuit Top – Navy/Maroon embroidered with school logo. • Enclosed plain black low-cut lace-up leather joggers which must be work with the sports uniform. • Socks - white with navy and maroon stripe • Female students are not permitted to wear stockings under their sports shorts.	• Shirt - Blue/maroon sports shirt with emblem – worn tucked in • Shorts – Ink navy microfibre, embroidery on leg • Hat – Maroon bucket with logo • Tracksuit Top – Navy/Maroon embroidered with school logo. • Tracksuit Pants - Ink Navy Tracksuit Pants embroidery on leg. • Enclosed plain black low-cut lace-up leather joggers which must be work with the sports uniform. • Socks - white with navy and maroon stripe • Female students are not permitted to wear stockings under their sports shorts. In the event of cold weather, students are expected to wear the tracksuit pants.
7-12	• Blue/maroon sports shirt with emblem work tucked in • Shorts – Ink navy microfibre, embroidery on leg • Hat – Maroon bucket with logo • Light or plain-coloured mesh sports shoes. • Tracksuit Top – Navy/Maroon embroidered with school logo. • Students in Year 12 are allowed to wear their Senior Jersey with their sports uniform only. • Socks - white with navy and maroon stripe • Female students are not permitted to wear stockings under their sports shorts. No canvas shoes e.g. Volleys or vans.	• Blue/maroon sports shirt with emblem work tucked in • Shorts – Ink navy microfibre, embroidery on leg • Hat – Maroon bucket with logo • Light or plain-coloured mesh sports shoes. • Tracksuit Top – Navy/Maroon embroidered with school logo. • Tracksuit Pants - Ink Navy Tracksuit Pants embroidery on leg. • Students in Year 12 are allowed to wear their Senior Jersey with their sports uniform only. • Socks - white with navy and maroon stripe • Female students are not permitted to wear stockings under their sports shorts. In the event of cold weather, students are expected to wear the tracksuit pants. • No canvas shoes e.g. Volleys or vans.

Asthma

If a student is identified as having asthma in the School's medical records, parents must supply reception with an Asthma Management Plan from their doctor updated yearly.

Anaphylaxis

Students with severe and life-threatening allergies should have an EpiPen on themselves and another that is kept in the Reception. Parents are to supply an up to date 'Action Plan for Anaphylaxis' for their child.

Counselling

St John's School has School Counsellors available onsite for all students. The School Counsellors work collaboratively with school communities to promote and foster the development and mental health of all students, through the provision of a comprehensive guidance and counselling service.

First Aid Kits

First Aid Kits are taken by school staff members to all off campus sporting events, excursions and outdoor education camps.

Head Lice

As head lice are a recurring problem in Australian schools, parents are asked to be vigilant about checking their child's head and immediately treating family members and washing all hats, pillows, etc. If an infestation is found, you will be notified. The student will be taken to Reception and you will be contacted to collect your child to begin treatment. Your child may return to school the day after a recognised treatment has been applied. A note will be sent home to all class members. Please be proactive in dealing with this problem.

Infectious Diseases

Some medical conditions require exclusion from school to prevent the spread of infectious diseases among staff and children. The link below will direct you to a poster titled *Time Out* which provides information on the recommended minimum exclusion periods for infectious conditions so that the school can meet the requirements of the Public Health Act 2005:

https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf

In order to protect the remainder of the students, those suffering from infectious diseases must remain at home for the duration of their illness. Infectious sores or lesions should receive medical attention and be kept covered. Students must not swim while suffering any infection. Please keep the Class Teacher or Pastoral Leader up to date with any treatment your child may be receiving. If staff have any doubts about contagion, the school reserves the right to make an on-the-spot decision which is in the best interest of the majority.

It is highly recommended that your child is fully immunised against vaccine preventable illnesses.

Medical Information

Please fully inform the school about any health or medical issues that your child has. It is important that we are aware and that this information is received and updated as soon as it becomes known to you. Each year, we expect that parents of students with severe medical problems will update the management and treatment information provided to the school complete with a recent photograph of the child.

Medication

At times, it is necessary for children under doctor's instructions, to take medication during school hours. All medication must be handed in to reception where staff will administer the medicine only when a form has been completed by a parent. It is the parents' responsibility to ensure that this medication is not out of date. Medication must also be supplied in its original container. Medication forms can be obtained from Reception. Staff are not permitted to give common painkillers such as Panadol, without written approval (supplied as part of enrolment procedures).

Notes regarding Injuries/Physical Disabilities

All Physical Education classes, including swimming, are compulsory. If your child is suffering from an injury or other physical disability which prevents them from participating, they must have a note from a parent. Similarly, when a child is able to resume Physical Education lessons or sport after an injury, a letter must be provided.

Sickness

Children should not attend school if there is doubt about their health or wellbeing. Besides the risk of infecting other children, it is time consuming for teachers to attend to a sick child; however, if a child becomes ill at school, every care will be taken and parents notified. If you are notified that your child is unwell, please organise to have the child collected straight away from Reception. The school does not have the facilities or personnel to provide long-term care and a sick child is unhappy and uncomfortable at school.

External Specialist Contact Details

The diagnosis of students with learning difficulties or any form of impairment will only be carried out by relevant external practitioners. The classroom teachers, in conjunction with Learning Support, may identify a student of concern, and can then follow up by contacting the parents and recommending that they seek the assistance of a medical or allied health professional.

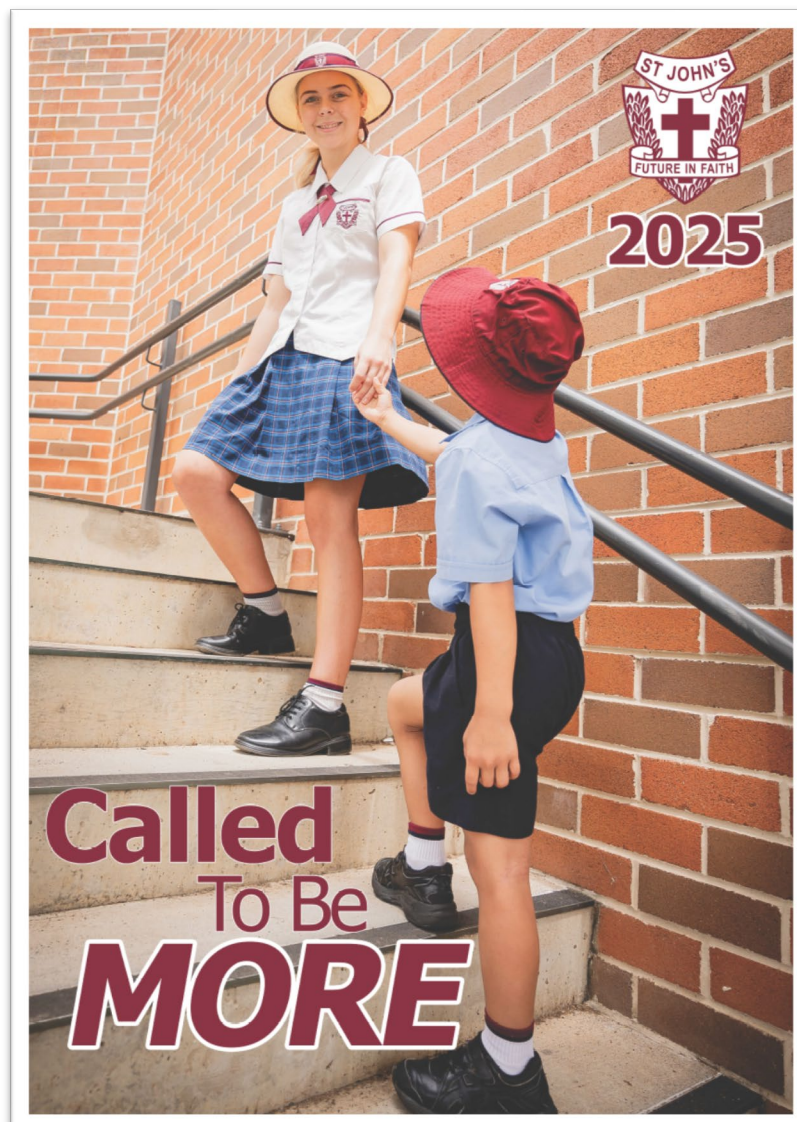
Religious Education

The Religious Education Program is foundational in the life of St John's School and is an essential aspect of our Catholic schools' curriculum. Students across all year levels from Prep to Year 12 will participate in lessons in Religious Education, as they do all other subjects. Our school-based religious program integrates the everyday experiences of the local community whilst striving to assist each student in their faith development. Students see the importance of the values of the Gospels at school, in the parish community and also at home.

2025 School Theme

CALLED TO BE MORE

Our theme for 2025 is "Called to be More." This theme, based upon Jesus' ideals of the Beatitudes, encourages each of us to recognize the power of small actions in creating significant change. Whether it's a kind word, a helping hand, showing respect or always doing our best, every little effort contributes to a larger impact. We believe that by embracing this mindset, we can foster a community where everyone feels valued and empowered to make a difference.



House System

The House system is both the administrative and the support backbone of the school. Each student from Prep to Year 12 is allocated to one of three Houses: Marian, Theresian or Xaverian. Each House is a community within the larger school community, and the vertical structure provides a family-like mixture of ages, interests, responsibilities and opportunities. The system allows students and staff to interact beyond the classroom and provides further opportunities for students to develop positive school relationships.

The Pastoral Care teachers work closely with the Pastoral Leaders to promote a fun, compassionate and encouraging learning environment. Through this program, students are developing the skills and abilities necessary to face the challenges of life. It is here where Pastoral Care Groups, as a family, collectively support, nurture and motivate each other to succeed.

In the Primary School, there are Inter-house competitions and regular interaction with Secondary School students from the same House. In years 7 – 12, activities span the spectrum of academic, sporting and cultural disciplines, as well as community service.

Students entering Secondary School join Pastoral Care (PC) Groups within each House. These multi-age groups have two or three students from each year level. Each group is under the care of two PC teachers and students remain in these groups until they leave the school. Pastoral Care Groups meet daily, morning and afternoon, for administration – roll marking, notices. Pastoral Care groups also meet every Wednesday for a Pastoral Care lesson.

Pastoral Leaders are responsible for the holistic development of each student from their time of entry into a PC Group. Core and subject teachers have a significant role each year, but Pastoral Leaders are kept up to date with all communication between home and school and monitor the extracurricular involvement, academic and social progress of each of their Houses.

Student Leadership

In the Primary School, student leadership encompasses a broad range of formal and informal activities beginning with daily opportunities.

In years 5 and 6, students also have the opportunity to nominate and stand for Primary School Council. The aim is to give as many girls and boys as possible the opportunity to develop leadership skills and to help them learn that responsibility goes with the privilege of leading their peers. They are encouraged to recognise the qualities of competent leaders and the importance of cooperative and supportive followers and participants.

In the Secondary School, the first half of Year 11 sees students applying formally for significant leadership positions. Those wishing to be considered for a leadership position must make presentations to the whole school. Those short listed for school leadership are also interviewed by the Principal. Leadership positions are held during Semester 2 of Year 11 and Semester one of Year 12.

The ability to influence others is an important leadership skill, and St John's School student leaders are encouraged to use regular Assemblies as a platform.

Behaviour Management

At St John's School, we see Behaviour Management as a positive way of looking at the choices our students make. With regard to disciplinary measures, it is always about the choice not the person. Great efforts are made to identify and support positive behaviour and celebrate this within our community.

Our Welfare Team consists of Deputy Principal Ryan Doig, Student Wellbeing & Engagement Leader Kimberley Challenor, P-6 Pastoral Leader Hayley Sayer, and 7-12 Pastoral Leaders Ali Henning, Aaron Brown and Matt Creely. Our school counsellors, Sarah Clear and Michelle Rottcher are also available to offer additional support.

We want to grow strong, positive, resilient young men and women who contribute to society, so it is important that we, as adults, act with justice and compassion and teach our students the skills necessary to navigate difficult situations.

The Student Protection Contacts for this year are:



EVERYONE HAS THE RIGHT TO FEEL SAFE

Feeling safe

You can talk to an adult you trust
- parents, family, teachers, school staff
and our Student Protection Contacts

Principal
Mark Watson

7-12 School Student Protection Contact
Ryan Doig

Student Wellbeing & Engagement Leader
Kimberley Challenor

P-6 School Student Protection Contact
Hayley Sayer

School Counsellor
Michelle Rottcher

School Counsellor
Sarah Clear

 Kids helpline **1800 55 1800**  Child Safety Services **1300 683 259**  Remember, if you are in danger call **000**

These people are specifically trained in this area. The children will know who they are and be aware of their role. If you have a concern about physical, sexual or emotional abuse of any nature, whether it is your child or someone else's, these are your contacts. Reporting of sexual abuse or the suspicion of sexual abuse is mandatory (it is the law, staff can be fined or jailed if they do not). If something is reported to us whether we have suspicion or not we MUST report it to DOCS or the Police. Failure to do this is breaking the law. It is not our job to interview and decide if we think something has happened or not. If reported or we have suspicion, we must act.

St John's School

St John's School is dedicated to providing opportunities for all students, from Kindergarten to Year 12, to excel in every aspect of their educational journey—spiritual, academic, sporting, cultural, and social. We foster a sense of belonging within a caring Catholic community.

Guided by the Christian values of compassion, excellence, justice, and respect, St John's School students are encouraged to use their talents and abilities for the benefit of society and themselves. This ethos continues to permeate every aspect of the school, ensuring a sense of belonging for everyone.



P: 07 4622 1842
E: roma@twb.catholic.edu.au
www.roma.catholic.edu.au
29 Duke Street, Roma Qld 4455
PO Box 41, Roma Qld 4455

