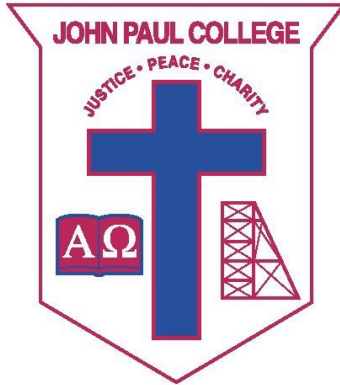




# JOHN PAUL COLLEGE

## Parent & Student Handbook





## PARENT & STUDENT HANDBOOK

This handbook has been published to inform parents as to how they can support their children and be involved in the life of the College. It also informs parents of relevant practices and procedures that will facilitate cooperation between home and school.

Please refer to it as required.

Email Address

[admin@jpc.wa.edu.au](mailto:admin@jpc.wa.edu.au)

[webmaster](mailto:webmaster@jpc.wa.edu.au)

Absentees

To notify the College of your child's absence, please email

[absentees@jpc.wa.edu.au](mailto:absentees@jpc.wa.edu.au)

Telephone

(08) 9021 4377

Postal Details

Lionel Street  
Kalgoorlie WA 6430  
P.O. Box 4552  
Kalgoorlie WA 6433

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## JOHN PAUL COLLEGE HISTORY

In 1897, Father John Palmer, who had arrived from England, purchased two blocks of land in Boulder and built a Church and school. All Hallows was opened and the school became the responsibility of the Sisters of St Joseph.

On October 10, 1900, on a block of land adjoining the hospital in Dugan Street, the foundation stone of St Mary's school was laid. This school catered for primary and Secondary students and was run by the Sisters of St John of God.

In 1904, a Church school, conducted by the Sisters of St John of God, was opened in North Kalgoorlie before being taken over by the Sisters of Mercy from Coolgardie in 1918. In the late 1920s, when this building was disposed of, the school continued in Butler Street, where the Sisters of Mercy had established themselves. This school was called St Michael's.

The first community of Christian Brothers arrived in Kalgoorlie in 1906. An old hospital in Wilson Street was acquired and set up as living quarters. In the adjoining block a school for boys was erected.

The St John of God Sisters, Sisters of Mercy, Sisters of St Joseph and the Christian Brothers worked tirelessly to build a strong Catholic presence in the Kalgoorlie Boulder region and to offer high quality education to the sons and daughters of the community. John Paul College recognises the efforts of our founding Orders by naming each of our Pastoral Care Houses after the founder of each Order. Each year we celebrate the great debt we owe to the pioneering spirit of these men and women through Founders' Day.

In December 1927, the Boulder school was destroyed by a cyclone. A State school nearby was empty and this was used as a school until St Joseph's was built in Wittenoom Street in 1949.

The St John of God Hospital in Kalgoorlie had grown enormously and the Sisters were trying desperately to provide staff for both the hospital and the school. In 1937, Archbishop Prendiville relieved them of the school and asked the Sisters of St Joseph to assume responsibility for the St Mary's School.

A regional Catholic High School for girls had long been the dream of the Religious on the Goldfields. The Christian Brothers provided Secondary education for boys. Secondary school girls were educated at St Mary's, St Michael's and St Joseph's. However, there was no provision for Catholic Secondary education for girls after their third year (Year Ten).

In June 1969, the dream began to materialise. With the help of government grants, the work on the school commenced. The plan was to staff the school jointly with Mercy and Josephite Sisters. Sister Concepta, a Josephite, was the first Principal and a Sister of Mercy was the first Deputy Principal. The new high school was called Prendiville College, after the late Archbishop Prendiville. It opened in time for the 1971 school year and the official blessing and dedication by Bishop Goody took place in April 1971. St Mary's, St Joseph's and St Michael's continued to provide Primary education.

In 1976, a new Christian Brothers College was opened on the land adjoining Prendiville College in Lionel Street and the Brothers moved from Wilson Street. Prendiville and CBC shared resources, and co-education in Years Eleven and Twelve became a feature of their cooperation.

The possibility of complete co-education was considered, but as the boys continued to enrol at CBC in Grade Five there were problems, as the local Primary school had no provision for boys in upper Primary

(By this time St Michael's and St Mary's had merged to form Kalgoorlie Catholic Primary School). The school resumed using the name St Mary's in 1999, in time to celebrate its Centenary.

In 1984, Prendiville College and Christian Brothers College amalgamated to form John Paul College with the first principal, Brother John Ahern. The new College was named in honour of both Pope John Paul I and John Paul II. For the first time a co-educational Catholic Secondary school functioned in Kalgoorlie.

The last Christian Brothers Principal, Br Pat Kelly left the College in 1999 and Mr Reg McManus became the first Lay Principal from 2000 to 2007. The Sisters of St Joseph were still involved with the school until the end of 2006, providing support to the student community. John Paul College continued to develop with Mr Joseph Hoyne as Principal from 2008 to 2015. In 2013, the College saw the first intake of Year 7 students and the formation of the fifth house – Prendiville House. In 2016, current Principal Mr Bradley Hall joined the College.

John Paul College is continuing to grow and develop in response to the changing needs of the Goldfields community. Our facilities are second to none and the envy of many schools even in metropolitan Perth. Building programmes and resource development in recent years has fuelled rapid and sustained growth. John Paul College is well placed to continue to offer high quality secondary education to our community and we look forward to the challenges of the future in the certain knowledge that our foundations have stood the test of time and that Spirit which inspired and guided the work of our Founders, continues to guide our hands.



## THE CREST

The College crest contains the cross, a sign of faith that inspires one to excellence with God as our leader. The open book with the Greek letters Alpha and Omega symbolises God as the beginning and the end of all truth. The headframe is symbolic of Kalgoorlie and indicates the close relationship that has developed between the school and the community.

The motto of the College is 'Justice, Peace and Charity'. These words have been strongly exemplified by the Religious Congregations who brought Catholic Education to the Goldfields and remain a relevant focus in the College today.

## CORE VALUES

John Paul College is a Catholic school in which we live out the Christian values of Justice, Peace and Charity in all activities we engage in as a school.

At John Paul College, we believe that to be a better school it is essential that staff, students and parents uphold the four core values in all activities, relationships and dealings we have with one another.

- We show respect for one another.
- We share pride in the College community.
- We support each other.
- We strive to be the best we can.

## HISTORY OF THE FOUNDERS

There are five Houses: each House is named after a person who has demonstrated, in their life, an outstanding commitment to the Church and Society of their time. Such a person would become the source of inspiration and a model to all our students, but especially those in the House bearing the person's name.

### **Clancy (Red):**



Bridget Teresa Clancy was born in 1842 and worked for a number of years in the French Congregation of Bon Secours Sisters. In 1871, a group of women came together to continue God's compassionate care for his people. These women, led by Bridget Clancy, founded the group known as the Sisters of St John of God.

### **McAuley (Blue):**



Catherine McAuley was born into a wealthy family in Ireland in 1778. In 1827, she opened the House of Mercy to help the poor and homeless. She also educated and trained young servant girls and unemployed women. Catherine founded the Sisters of Mercy in 1831 and dedicated her life to providing a Catholic education for needy children.

### **MacKillop (Green):**



Mary Helen MacKillop was born in 1842. Mary became the first Sister and Mother Superior of the newly formed order of the Sisters of St Joseph. Dedicated to the education of the children of the poor, it was the first religious order to be founded by an Australian. Mary was beatified by Pope John Paul II in 1995 and was elevated to sainthood in 2010.

### **Rice (Yellow):**



Edmund Rice was born in 1762 in Ireland and died in 1844. When Edmund's wife died, he began to devote himself to prayer and charitable works, training teachers to teach the children of the poor. He then founded the Congregation of Christian Brothers in 1802. Edmund's reputation for holiness spread rapidly and he was beatified by Pope John Paul II in 1996.

### **Prendiville (Orange):**



Archbishop Redmond Prendiville (1900 – 1968) was responsible for the building of many schools and churches in Western Australia during his time in office (1933 – 1968). This was a period of remarkable growth of Catholic Primary and Secondary education in Western Australia. Under his spiritual leadership, a Catholic education was made possible for the majority of Catholic families across this vast, lightly populated State. His motto was "da anima cetera tolle" or "nothing else matters except the salvation of souls". Prendiville College, Kalgoorlie, opened in 1971 was named after Archbishop Prendiville.



## THE MEANING OF THE SYMBOLS



### CLANCY

The crest of the Sisters of St John of God congregation shows a pomegranate set between two branches beneath a cross. The pomegranate is a symbol of charity. When the fruit is ripe, the skin bursts open and the seeds pour out – symbolising love in action. The cross is a reminder that Christ is both the source and the inspiration of love; that to love is to suffer as well as to give. The branches are a sign of victory to those who persevere.

### MCAULEY

The 'Mercy Cross' was designed by Catherine McAuley and reflected her deep love for the crucified Jesus. The tradition of the Sisters of Mercy is that the body of Jesus is not shown on the Cross as each Sister places herself upon the Cross in union with Jesus. It was black with a white inset and attached to a large rosary hanging from a belt worn at the waist. It was modernised in 1966, keeping the basics of the original symbol in place.



### MACKILLOP



The Josephite Emblem, worn by the Sisters of St Joseph, is symbolic and traditional in its origin. The M is for Mary, the Mother of God. The three Js are for Jesus, Joseph and John the Baptist. Mary MacKillop had great devotion to John the Baptist – the one who came to prepare the way for Jesus. This monogram, formed in blue braid, was first worn by the early Sisters on the front of their brown habit.

### PRENDIVILLE

The crest of the Bishop Prendiville shows his Irish heritage with the harp, his Australian home with the Southern Cross and Black Swans for Western Australia. The Gaelic football reminds us of his sporting skills and the cross tells us of his deep faith.



### RICE



The crest of the congregation of Christian Brothers has many symbols. The Celtic lettering and tracery are symbolic of the congregation's Irish origins and the star is a symbol of enlightenment and guidance. The circle represents eternity, and the open book indicates learning is to be brought to the young. The letters Alpha and Omega remind us that God is the beginning and the end of all truth. The motto "*Facere Et Docere*" means: 'To do and teach'.



## PASTORAL CARE

### **Home Rooms:**

Within each House there are 6 Home Rooms, each made up of students from Years 7 to 12. A student is allocated to a Home Room upon entering the College and generally remains in that Group until Year 12.

### **Home Room Teacher:**

The teacher responsible for a Home Room is called a Home Room Teacher and this teacher is the primary contact person for students and parents in all school matters. The Home Room teacher is also the person to whom absentee notes/letters should be addressed.

### **Pastoral Care Team:**

The Pastoral Care Team is made up of members of the Senior Leadership Team, House Coordinators, Education Support Coordinator and the College Counsellor. Together this team ensures the safety and wellbeing of all students.

### **House Coordinators:**

The House Coordinators are responsible for the development of students within their House. Pastoral and behavioural issues are dealt with in liaison with appropriate staff and the student's parents. The House Coordinators work very closely with the Dean of Students, and they will help the Dean in all matters concerning the House. They also have a have particular responsibilities for organising House events that encourage the sense of belonging and association of students with their House.

### **Counsellors and Careers Advisor:**

The College is well placed in terms of counselling services for students and families, having on staff the College Counsellor and Careers Advisor.

## STUDENT RECOGNITION SYSTEM

The Student Recognition System is designed to recognise and reward the achievements of students at John Paul College. Students are recognised for their Academic Achievement with the issuing of Certificates of Merit or a Certificate of Excellence at the completion of each term. These certificates are announced at the final assembly each term.

All students have an opportunity to receive these certificates through displaying good or excellent academic achievement through the term. All students are expected to perform at a level that is going to permit them to achieve at the highest level.

At the annual Awards Night, students received Academic and Sporting Awards in recognition of achievement throughout the year.

At College assemblies and other gatherings, student achievement in the areas of the Arts and Sport are recognised.

John Paul College also presents Colours. Children will be recognised for outstanding contribution and time to their field of excellence, whether it be within the area of Academia, Sport, Arts or Christian Service. The children receive a badge for Half or Full Colours

All students are expected to have good standing within the College throughout the year. If a student does not meet the standards (behavioural and academic) expected of all students, they may be excluded from functions conducted during the year. This will be in consultation with parents.

## COMMUNICATION

### **Parents contacting staff:**

Parents are encouraged to telephone or email staff to make an appointment in order to discuss any issues. This can be done in writing, through the College Diary, by telephoning Administration or by email to arrange direct teacher contact (i.e. an interview). Parents need to understand that teachers may not be able to get back to them on the same day, as they are involved in full-time teaching. Under normal circumstances a 48hr response time would be reasonable.

### **Parents contacting students:**

The College does not have a public address (PA) system and messages are only delivered in the case of an emergency. If parents need to collect students, this must be done at Administration and students must have a note written in their College Diary to allow them to leave class.

### **Staff contacting students:**

There are a number of ways staff can communicate with students. These include:

- Assemblies - Various types of assemblies occur depending on the cohort of students that need to be informed of upcoming events etc. Assemblies can be College or House Assemblies.
- Daily Notices - Notices are read out every morning to students. It is the responsibility of all students to ensure that they hear these notices during morning Home Room.

### **The College communicating with parents:**

The College has a number of ways that it communicates with parents. It is critical that parents are fully aware of these so that they have a sound knowledge of what is occurring at school and they can keep in touch with the education of students. The forms of communication used by the College are:

- Annual - Each year all families receive a copy of the College Annual, which gives an overview of many of the events that have occurred during the year.
- Calendar - Located in the early pages of the College Diary is the calendar for the year. Any changes to the calendar are communicated via the College newsletter.
- Newsletter - The Newsletter is emailed to all families on a weekly basis. Hard copies are also available at the College Administration. This is the College newsletter and includes a range of articles written by staff and students including results of various activities, forthcoming events, outstanding student performances, relevant prayers/reflections and other items of interest. An electronic version of the Newsletter can be accessed on the College website [www.jpc.wa.edu.au](http://www.jpc.wa.edu.au).
- Student Diary - The Student Diary contains essential information for both parents and students. It is the primary means of communication between parents and the College regarding academic and discipline concerns. It is a communication tool for both parents and staff. It is necessary for parents to sight and sign the Student Diary weekly.

## PARENTAL CONCERNS/COMPLAINTS/GENERAL QUERIES

John Paul College is committed to ensuring that parents have a clearly articulated avenue for raising concerns, issues or general queries, which is understood by all staff, enabling fair and expedient resolution.

John Paul College aims to:

- Create a community where all members are treated with dignity and respect;
- Treat all concerns and complaints in a sensitive, fair, timely and confidential manner; and
- Promote an atmosphere where any concern or complaint can be heard openly, free from victimisation and/or reprisal.

Parents wishing to seek clarification, register a concern or lodge a complaint are encouraged to do so with the staff member directly concerned.

Examples are listed below:

- Overall progress: House Coordinator
- Subject progress: classroom teacher
- Curriculum concern (specific): relevant teacher and/or Head of Learning Area
- General curriculum concern: relevant Head of Learning Area
- One-off behaviour concern: staff member involved
- General behaviour concern: House Coordinator
- Significant behaviour concern: House Coordinator.
- Serious behaviour or academic concern: Dean of Students.

Parents can raise concerns in writing or by telephone with the appropriate staff member. In some instances, staff may feel it necessary to ask the parent to put the concern in writing.

Should parents be satisfied with a staff member's response then the matter in most cases would rest.

However, parents may wish to ensure that the Administration of the College is made aware of any unresolved concerns. It is a parent's right to do so by writing a follow-up letter to the Principal outlining the events that occurred. In such a case the Principal may decide whether to act further or let the matter rest.

Should a resolution occur, the staff member would generally record the details of the incident. Should a resolution not occur, parents are free to contact a more senior staff member. This should be the 'next most' senior staff member. For example, a parent who is unable to resolve an issue within a classroom teacher should contact the relevant Head of Learning Area, not simply go straight to the Dean of Students or the Principal.

NB: Parents are reminded that the Catholic Education Dispute or Complaint in a Catholic School Procedure is followed when dealing with such matters. This information is provided at time of interview and is available from the College.

## PARENTAL INVOLVEMENT

Parental involvement is important and is encouraged. Many areas of parental involvement exist, some of these are listed below:

### **Canteen**

The Canteen employs a full-time Manager and an assistant; however, without voluntary help from parents, on a rostered basis, the Canteen would not be able to offer an efficient and economical service to students.

### **The Arts**

The Arts Learning Area welcomes voluntary assistance from parents and community members with regards to events support and the sewing of costumes as well as donations of props, costumes etc.

### **Library**

The Library welcomes voluntary assistance from parents and community members.

### **Sport**

Parents are encouraged to offer their assistance in the coaching of school sporting teams. Requests for help with carnivals and inter-school sporting activities are also often made. Parents with some expertise in the relevant activities are encouraged to offer their assistance.

### **Parents and Friends Association (P&F)**

Involvement in the Parents and Friends Association enables parents to contribute to a variety of activities held during the year.

## ADMINISTRATIVE PRACTICES AND PROCEDURES

### **Absent/Sick Students**

Parents are asked to inform the College of any absentees by contacting the College as soon as a decision has been made to keep a child away from school. This can be done, preferably before 8:45am, by leaving a message on the College answering machine or by speaking with the receptionist at the College. However, should a child's absence not have been confirmed by a call from a parent then an SMS alert will be sent to parents asking them to call and confirm their child's absence.

Students who are sick should NOT be sent to school as the College does not have facilities to care for them. Any student who feels ill or requires medical attention during the day must report to the office. The College's Sick Bay is suitable only for holding an unwell student for a short period of time. After this time, the student will return to class or parents will be telephoned to collect the student. Parents must collect unwell students from the Administration Office. The College requires a daytime contact number and an emergency number for this reason.

Please note that students may not call home on their mobile phones if unwell. All calls need to be made by the office.

Please note that the College is not permitted to provide ANY medication to students, including paracetamol, without a standard form being completed.

If a student needs to leave school during the day, written permission from a parent is required using the College Diary (Notes from Parents Concerning Absences). Students must leave and return through Student Reception and sign the 'Student Sign Out Book'. In instances where someone other than a parent is picking up the child or where students are walking or riding to an appointment, parents are asked to include the specific details on the note. Should these details not be included, parents will be contacted and if contact is not made, a decision as to whether or not to give the student permission to leave, will be referred to one of the Deputy Principals.

### **Attendance**

Students are required to attend school or an alternative approved College activity every day unless a medical issue, illness or family matter prevents attendance.

All student absences are followed up by the relevant Home Room Teacher. On return to school from an absence, students MUST supply a parent-signed written explanation for the absence. A handy tear-off note is provided in the College Diary for this purpose.

If families are taking extended absences during school time, this must be communicated in writing to the Principal. The taking of such absence during the term for an extended period of time is not condoned by the College. Extended absences, especially those that are unexplained, will be investigated, and in certain circumstances students may be referred to the Participation Coordinator at the Kalgoolie Education and Training District.

## **Banned Items**

The following items are not permitted to be brought to the College:

- Chewing/bubble gum;
- Pocket knives or any dangerous item/weapons;
- Electronic games or laser pointers;
- Permanent markers or spray cans of any form; or
- Correction fluid (corrective tape only is permitted).
- Alcohol, tobacco or any unlawful substances are not permitted at school, while students are wearing the school uniform or at any school function.

## **Bullying**

According to the College's Enrolment Agreement, bullying, teasing or intimidating other students physically, verbally or via use of technology (e.g. mobile phones, online, etc) on or off the campus is not tolerated. If you become concerned that your son/daughter is involved in or being affected by these behaviours, contact the Dean of Students.

Cyber-bullying, that is using technology to intimidate others, is not tolerated. Inappropriate distribution of emails, texts and images also constitutes cyber-bullying. Parents/students are also encouraged to report instances of bullying by contacting the College and speaking to their child's House Coordinator in the first instance.

## **Classroom Rules**

The underlying philosophy of a Catholic community is one of care. This is based on respect for oneself and others and incorporates the principles of restorative justice. Student behaviour should reflect caring and respectful attitudes towards classmates, the school and the wider community. This is the basis of Student Responsibilities.

## **Student Responsibilities**

Below are the 10 principles which all students should follow at John Paul College;

1. Be on time.
2. Come prepared and participate to the best of your ability.
3. Follow the uniform and grooming procedure.
4. Be polite, honest and respectful to everyone.
5. Respect yourself and others, including all property.
6. Keep John Paul College clean.
7. Act in a way that keeps everyone safe.
8. Follow staff members' directions.
9. Respect everyone's right to learn.
10. Talk to a staff member if you or others have a concern.



## **Discipline Procedures**

The Discipline Procedures at John Paul College has a strong pastoral dimension, where the dignity and worth of all is the primary concern. All good pastoral care is based on maintaining the dignity of the individual and it must be taken in order that corrections be timely and beneficial both for those who receive it and for those who witness it. This is based upon the following fundamentals:

- A consistent approach to classroom management and discipline by classroom teachers;
- A pleasant and caring environment in their classrooms where there is mutual respect for the dignity and rights of all;
- Clear and concise rules and sanctions which are known, understood and supported by all staff, students and parents; and
- A clearly defined support structure designed to assist teachers and students work out behavioural problems.

Teachers endeavour to sort out minor issues themselves. More serious issues or consistent offenders are dealt with by the respective Head of Learning Area, House Coordinator or Dean of Students. Incidents resulting in a breach of enrolment are dealt with by the Deputy Principals, who have the discretion to call on the Principal for additional support.

Students are continuously monitored by the staff. Breaches of the Enrolment Agreement and any of the College's policies are recorded electronically on the student's profile. Students who receive inappropriate behaviour notices may be placed on Wednesday afternoon / Saturday morning detention by the relevant Deputy Principal.

In addition, a Student Academic and Behaviour Review is conducted during the year. The following sanctions are used when students do not follow the expected behaviour:

**Informal Sanctions** – Students are given sanctions for poor behaviour as a deterrent and as a punishment. These are minor and would be given as a lesser punishment than Wednesday detention.

Examples would include cleaning desks, chairs, tidying rooms/yard duty, or Recess/Lunchtime detentions. NOTE: Any detention during recess and lunchtime still allows students adequate time to eat and go to the toilet.

**Formal Sanctions** – The following may be given to students and are recorded:

- Lunchtime Detention.
- Wednesday Detention.
- Saturday/Holiday Detention – given to students who continue to accumulate entries in their College Diary related to behaviour. This is an indication that a greater sanction is required. A Saturday or Holiday Detention may also be given immediately for breaking serious College rules.

NOTE: Any Saturday/Holiday Detentions are determined by the relevant House Coordinator or Deputy Principal.

**Suspension** occurs when a student has:

- Been involved in a most serious act of misbehaviour e.g. teacher abuse, hitting another student, which is dealt with by a Deputy Principal; or
- Continued to display poor behaviour.

NOTE: All suspensions are at the discretion of the Dean of Students in consultation with the Principal.

**Exclusion** may occur when a student has:

- Exhausted all avenues within the College's discipline procedures; or
- Committed an act which is in total contradiction to the ethos of the College.

The Principal with Dean of Students manages the exclusion of a student. The final decision to exclude a student is in consultation with the Principal and the Executive Director of Catholic Education.

Students who refuse or fail to do the work required, are in need of as much attention as those who are disruptive. Refusal by students to do work is strictly a behavioural issue; however, failure to do so may need a more supportive approach. Parents are notified of missed assessments. Help is offered to students in a variety of ways. The College also offers a number of means of extra support in the form of a homework club that operates on a Monday night after school and various subject specific homework groups and tutorials. Parents should contact the College and relevant Head of Learning Area to access these opportunities.

### **Late Students**

Students who arrive after Home Room (8:45am) must sign in at Student Reception. A note of explanation is required.

### **Library**

The College library is open at the following times:

Monday:	8:30am to 4:00pm
Tuesday:	8:00am to 4:00pm
Wednesday:	8:00am to 4:00pm
Thursday:	8:00am to 4:00pm
Friday:	8:00am to 3:30pm

### **Locks and Lockers**

Lockers must be kept securely locked at all times. Students must keep their bag inside their own locker area.

### **Lost Property**

Lost property should be handed to the Student Reception. Property not claimed is likely to be donated to the St Vincent De Paul Society or to the Uniform Shop at the end of each school term.

## **Medication**

Parents of students requiring medication during school hours should provide the office with written details including:

- name of student;
- name of medication;
- dosage and frequency.

Medication should be presented in appropriate container, clearly labelled, to the designated staff member in Student Reception.

The College is NOT permitted to administer paracetamol or any other medication without prior arrangements being made and confirmed in writing.

## **Payment of Fees and Other Monies**

There are several methods available for payment of accounts. Cheques can be posted or, as with cash, paid at the office, which is open for most of the school holidays. Credit cards, EFTPOS and BPAY are also acceptable. Direct debit bank transfers can also be arranged. Please contact the Assistant Bursar in writing or with the Direct Debit Form to pay fees by regular instalments. These can be paid via your bank to the College. Parents who are having financial difficulties are encouraged to make an appointment with the College Business Manager and Principal to discuss their needs.

A full term's notice (i.e. 10 weeks) is required on withdrawal of a student from the College during the year. If the required notice is not given of early withdrawal of a student, a full term's fee is payable in lieu of notice.

Music Fees are sent out when the Instrumental Music Programme is finalised. These are to be paid in advance so no student may start lessons unless payment has been received. Parents should note that if a student wishes to withdraw from the Instrumental Music Programme, a full term's notice must be given so that suitable arrangements can be made with the contracted tutors.

Other charges e.g. Outdoor Education Camps, excursions, will be communicated by the relevant teacher and the monies are to be paid by the required date to the Bursar's Assistant.

## **Student Departure – Permanent**

Parents should notify the College in writing if a decision has been made to withdraw a student from the College. The letter should be addressed to the Principal. A Clearance Form can be collected from Student Reception. This form ensures that all College property has been returned and is completed for the benefit of both the student and the College.

A term's notice is required on withdrawal of a student from the College before the end of the year. If notice is not given of early withdrawal of a student, a term's fee is payable in lieu of notice. Parents/students will be asked to complete an exit questionnaire to provide feedback on their experience at the College.

### **Student Representative Council (SRC)**

Being selected as a member of the Student Representative Council is a significant responsibility and requires serious consideration. Nominations and voting for the SRC is conducted during Term 3 each year.

In order to be eligible as a member of the Student Representative Council, a student must satisfy the following criteria.

He or she must demonstrate:

- A positive attitude towards the College;
- Commitment to the College Mission Statement;
- Attendance and support of College functions, e.g. Athletics Carnivals, House Activities and Retreats;
- Good communication skills (e.g. with staff, students, public speaking, presenting ideas);
- A sense of responsibility;
- A high level of motivation;
- Sound organisational skills;
- Cooperation and teamwork skills;
- A good school record;
- Politeness to teachers and students; and
- That he/she complies with uniform and grooming standards.

### **Supervision of Students and School Hours**

School hours are from 8:25am to 3:10pm Monday to Friday. Supervision will be provided between 8:00am and 3:30pm. Unless a student is involved in a school sanctioned and supervised event outside of these hours, the College cannot assume responsibility for the student's welfare. Students should not arrive at school before 8:00am, and should leave by 3:30pm, unless involved in a College authorised and supervised activity.

### **Travel and Parking**

Students are to travel to school and home again by the quickest, most direct route. It is an expectation of the College that students are exemplary in their behaviour and standard of dress when travelling or in public places such as Hannan Street.

- **Public Transport:** Students are expected to behave while waiting for and travelling on public transport. Students who cause annoyance to others may lose the right to travel on public transport services. Parents are able to contact Transperth for further information of bus routes. Copies of the various bus routes for Kalgoorlie-Boulder are also available at College Reception.
- **Transperth Smartrider Cards:** Transperth Smartrider cards (for travel concession) are distributed to students at the beginning of Year 7. Replacement Transperth Smartrider cards can be ordered via Student Reception for a small cost.
- **Parent Parking Area:** Parents may park in the visitor's parking bays in front of the Administration Office when conducting business at Student and Public Reception. At all other times parents must use the drop off and pick up zones.

## **Cyclists**

Students riding bicycles to and from school:

- Must wear a bicycle helmet as required by law;
- Whilst on College grounds, students should walk their bicycles to and from the racks and the access gates; and
- Must secure their bicycles in the racks with a locking device.

## **Driving a car or moped**

Students who are licensed to drive and wish to drive to school must seek permission to do so in writing from the Principal/Deputy Principal. If students are given permission to drive to school, they must complete a Driver Permission Slip which can be obtained from Student Reception. They must not transport other students without written permission.

## **Canteen**

Lunches must be ordered and paid for before school commences. Snacks are available to purchase at Recess 1 and Recess 2. Students who have forgotten their lunch can make arrangements with the Canteen Manager. Assistance from parents is always welcome, contact the Canteen Manager directly on 9021 6407.

## CURRICULUM PRACTICES AND PROCEDURES

### **Vice Principal Responsibilities**

The Vice Principal has the overall responsibility for the College curriculum and the study programme of each student. They are assisted by the Heads of Learning Area.

### **Heads of Learning Area Responsibilities**

Heads of Learning are responsible for the programmes and assessment of students in their area. It is the responsibility of the staff to:

- Develop a teaching/learning programme that adheres to current College guidelines;
- Provide students with a subject outline and assessment schedule at the commencement of the subject;
- Provide students with feedback on all assessments completed within a reasonable timeframe;
- Ensure that assessments are fair, valid and reliable;
- Maintain accurate records of student achievement and assessment;
- Meet school and external timeframes for assessment and reporting; and
- Inform students and parents of academic progress as appropriate.

### **Student Responsibilities**

It is the student's responsibility to:

- Complete the prescribed work requirements in each subject by the due date;
- Complete all assessment tasks described in the Assessment Outline;
- Maintain a good record of attendance, conduct and progress; and
- Initiate contact with teachers concerning absence from class, missed assessments, extensions required and other issues pertaining to assessment.



## JOHN PAUL COLLEGE STUDENT CODE OF CONDUCT

### **Purpose**

John Paul College is committed to ensuring a respectful and Christ centred learning environment that is safe, positive and supportive for all students of the College.

It is the intention of John Paul College to provide clear guidelines to all students regarding the conduct expected of them whilst at the College, engaging in College related activities or representing the College. Students are expected to uphold the core values of the College at all times.

### **Application**

This code will apply to all students at John Paul College. The application of the Code is not limited to the College grounds and College hours. It extends to all activities and events that are related to the College and representing or acting on behalf of the College. The Code also requires that student actions do not bring the College into disrepute at any time regardless of whether the action occurs within or outside of College activities.

### **Core Values**

John Paul College is a Catholic College in which we live out the Christian values of Justice, Peace and Charity in all activities we engage in as a College Community.

At John Paul College, we believe that to be a better College it is essential that staff, students and parents uphold the four core values in all activities, relationships and dealings we have with one another.

- We show respect for one another.
- We share pride in the College community.
- We support each other.
- We strive to be the best we can.

### **Definition of a 'student'**

For the purposes of this procedure, a 'Student' of John Paul College shall be considered to be a current student of John Paul College until they withdraw from the College and are no longer enrolled or (in the case of Year 12 students) the day after the completion of an individual's final examination.

### **Conduct and Bearing of All Students**

It is expected that every student will:

- Uphold the College values at all times;
- Behave in a manner that does not endanger the health, safety or wellbeing of themselves or others;
- Abide by all health and safety rules and procedures operating within the College and other locations at which the student may visit;
- Ensure that their actions do not bring the College into disrepute;
- Uphold the reputation of the College by observing an appropriate standard of behaviour in transit (car, bus, bicycle, moped or motorbike) to and from the College and when wearing the College uniform;



- Respect the authority of members of staff and observe College rules as required;
- Strictly adhere to the College's policies and procedures as required;
- Be respectful and supportive of the College values and beliefs;
- Behave with courtesy and consideration for others. In particular, students must refrain from all forms of bullying and harassment;
- Refrain from behaviour that would interrupt the work of any class or hinder the learning opportunities of other students;
- Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the College, employees or students of the College (including activities on social media);
- Respect the College property, and the property of staff, visitors and other students;
- Be punctual and attend all classes;
- Be prepared for the day, including bringing PE kit to all PE lessons;
- Attend Interhouse Carnivals;
- Remain in the College grounds during the school day, unless otherwise approved by the principal;
- Complete work set by teachers promptly and to the best of their ability, and to take full advantage of the educational opportunities offered by the College;
- Follow the College uniform requirements as set out in the College Diary;
- Not possess or smoke cigarettes, e-cigarettes, possess or use or be under the influence of alcohol or illicit drugs or other substances harmful to health, on the College grounds or on College excursions, in transit between home and the College or otherwise while wearing the College uniform.

### **Unacceptable conduct**

Unacceptable conduct includes, but is not limited to:

- Touching, handling, pushing or otherwise physically or sexually engaging with students, staff or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person;
- Any form of physical or verbal violence including fighting, assault or threats of violence;
- Any form of cyber bullying or cyber abuse;
- Sending inappropriate, offensive or explicit text messages, photos or videos;
- Gambling of any form (both on-line gambling and in person) during school time, whilst undertaking College activities or whilst wearing the College uniform;
- Language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, teacher, contractor or visitor;
- Theft, fraud or misuse of College resources;
- Damaging or defacing another student's locker or lock;
- Using another student's device;
- The use of inappropriate or profane words or gestures and images;
- Unacceptable class attendance levels;
- Smoking or consuming alcohol or illicit drugs on the College grounds, on College excursions, in transit between the College and home or otherwise while wearing the College uniform;

- Attending the College, social, sporting or other functions as a representative of the College whilst under the influence of alcohol, illicit drugs or other substances harmful to health.

**Reporting**

It is expected that all students will report any cases to a teacher or senior staff member (in confidence) of unlawful behaviour or of behaviour in breach of this conduct which may have been observed or reported to them.

**Breach**

Students who breach the Code of Conduct may be sanctioned by the observing teacher, House Coordinator, Head of Learning Teacher or member of the Leadership Team, as deemed appropriate given the nature of the breach and the age of the student.

Students who continue to breach the Code will be interviewed by the applicable staff member. Appropriate action, which may include behavioural contracts, detentions, mediation, suspension or exclusion, is at the discretion of the House Coordinator and/or the Leadership Team.

This handbook is to be reviewed within three years of publication.

## JOHN PAUL COLLEGE – PARENT AND STUDENT COMMUNICATION GUIDE 2021

This guide is to be used in determining the most relevant person for parents or students to contact regarding College related matters. The College phone number is 9021 4377. Please call through and request to be directed to the recommended staff member. Feedback, queries or requests of the Principal are best directed via email to: [admin@jpc.wa.edu.au](mailto:admin@jpc.wa.edu.au).

**Please note:** Email is often the best first point of contact.

CONCERN	YEAR GROUP	DIRECT TO
Attendance: General absences	Year 7 – 12	<a href="mailto:absentees@jpc.wa.edu.au">absentees@jpc.wa.edu.au</a> 9021 4377
Attendance: Vacation absences	Year 7 – 12	<a href="mailto:absentees@jpc.wa.edu.au">absentees@jpc.wa.edu.au</a> 9021 4377
Attendance: Prolonged Medical absences/injuries	Year 7 – 12	<a href="mailto:absentees@jpc.wa.edu.au">absentees@jpc.wa.edu.au</a> 9021 4377
New Enrolments	Year 7 – 12	<a href="mailto:admin@jpc.wa.edu.au">admin@jpc.wa.edu.au</a> 9021 4377
Queries about school fees	Year 7 – 12	<a href="mailto:sue.guerin@cewa.edu.au">sue.guerin@cewa.edu.au</a> 9021 4377
IT issues	Year 7 – 12	<a href="mailto:ITSupport-JPC8360@cewa.edu.au">ITSupport-JPC8360@cewa.edu.au</a> 9021 4377
Library/Book Lists	Year 7 – 12	<a href="mailto:karen.waite@cewa.edu.au">karen.waite@cewa.edu.au</a> 9021 4377
School Chaplaincy Worker	Year 7 – 12	<a href="mailto:carla.vanheerden@cewa.edu.au">carla.vanheerden@cewa.edu.au</a> 9021 4377
Aboriginal Teaching Assistant	Year 7 – 12	<a href="mailto:rebecca.o'brien@cewa.edu.au">rebecca.o'brien@cewa.edu.au</a> 9021 4377
College Psychologist	Year 7 – 12	<a href="mailto:rachel.silvini@cewa.edu.au">rachel.silvini@cewa.edu.au</a> 9021 4377
Parent query about class-specific academic information	Year 7 – 12	Specific class teacher (or relevant Head of Learning) <a href="mailto:Firstname.Surname@cewa.edu.au">Firstname.Surname@cewa.edu.au</a>
Parent/student concern about a staff member	Year 7 – 12	Keith Nicholas – Vice Principal <a href="mailto:Keith.Nicholas@cewa.edu.au">Keith.Nicholas@cewa.edu.au</a>
Parent/student concern about the school's management of a behaviour, bullying or other non-academic support issue	Year 7 – 12	Denise Franklyn – Dean of Students <a href="mailto:Denise.Franklyn@cewa.edu.au">Denise.Franklyn@cewa.edu.au</a>
Community concern about student behaviour	Year 7 – 12	Denise Franklyn – Dean of Students <a href="mailto:Denise.Franklyn@cewa.edu.au">Denise.Franklyn@cewa.edu.au</a>

**Additional contacts:**

ROLE	NAME	EMAIL
Head of Learning Area (HOLA) – Oversees the learning area, including relevant curriculum and staff:		
Mathematics	David Metzke	<a href="mailto:David.Metzke@cewa.edu.au">David.Metzke@cewa.edu.au</a>
English and Literacy	Carmen McBrearty	<a href="mailto:carmen.mcbrearty@cewa.edu.au">carmen.mcbrearty@cewa.edu.au</a>
Science	Gary Grafton	<a href="mailto:Gary.Grafton@cewa.edu.au">Gary.Grafton@cewa.edu.au</a>
Humanities and Social Sciences	Sarah Eldridge	<a href="mailto:sarah.eldridge@cewa.edu.au">sarah.eldridge@cewa.edu.au</a>
Religious Education	Sara Manton	<a href="mailto:Saralee.Manton@cewa.edu.au">Saralee.Manton@cewa.edu.au</a>
Liturgy Faith Formation	Adriane Markham	<a href="mailto:Adriane.Markham@cewa.edu.au">Adriane.Markham@cewa.edu.au</a>
Health and Physical Education	Judy Bailiff	<a href="mailto:Judy.Bailiff@cewa.edu.au">Judy.Bailiff@cewa.edu.au</a>
The Arts/T and E	Elizabeth Sloan	<a href="mailto:elizabeth.sloan@cewa.edu.au">elizabeth.sloan@cewa.edu.au</a>
Teacher in Charge:		
NAPLAN/OLNA	Rachel Moore	<a href="mailto:rachel.moore@cewa.edu.au">rachel.moore@cewa.edu.au</a>
Education Support	Alexis Grafton	<a href="mailto:Lexy.Grafton@cewa.edu.au">Lexy.Grafton@cewa.edu.au</a>
German	Inga Koletzko	<a href="mailto:Inga.Koletzko@cewa.edu.au">Inga.Koletzko@cewa.edu.au</a>
ViSN	Rachel Moore	<a href="mailto:rachel.moore@cewa.edu.au">rachel.moore@cewa.edu.au</a>
Vocational Education and Training	Kim Adams	<a href="mailto:Kim.Adams@cewa.edu.au">Kim.Adams@cewa.edu.au</a>
Director of Music	Graham Green	<a href="mailto:Graham.Green@cewa.edu.au">Graham.Green@cewa.edu.au</a>
Academic Performance Manager – Parent query regarding child's overall academic performance		
House Coordinators – General non-academic support of students:		
Clancy	Caroline Parsons	<a href="mailto:caroline.parsons@cewa.edu.au">caroline.parsons@cewa.edu.au</a>
MacKillop	Alberto Runco	<a href="mailto:alberto.runco@cewa.edu.au">alberto.runco@cewa.edu.au</a>
McAuley	Tonya Parr	<a href="mailto:Tonya.Parr@cewa.edu.au">Tonya.Parr@cewa.edu.au</a>
Prendiville	Xavier Bochat	<a href="mailto:xavier.bochat@cewa.edu.au">xavier.bochat@cewa.edu.au</a>
Rice	Jack Leeder	<a href="mailto:Jack.Leeder@cewa.edu.au">Jack.Leeder@cewa.edu.au</a>
Year 7 Transition Co-ordinator	Braden Faithfull	<a href="mailto:Braden.fithfull@cewa.edu.au">Braden.fithfull@cewa.edu.au</a>

In the event you are unsure of the relevant contact, please ring the front office and explain your query. You will then be directed to the appropriate member of staff. If you are seeking classroom teachers, please follow email guide: [Firstname.Surname@cewa.edu.au](mailto:Firstname.Surname@cewa.edu.au).

APPENDIX 1: PARENTS, WHAT YOU NEED TO KNOW

PARENTS

WHAT YOU NEED TO KNOW ABOUT

JOHN PAUL COLLEGE



# Welcome to John Paul College

At the start of your child's schooling at John Paul College they will be placed in a house:

	Clancy House	Red faction
	Mackillop House	Green faction
	McAuley House	Blue faction
	Prendiville House	Orange faction
	Rice House	Yellow faction

**Each house has a teacher in charge called the House Coordinator (HCO)**

<b><u>Clancy</u></b>	Ms Caroline Parsons	<a href="mailto:caroline.parsons@cewa.edu.au">caroline.parsons@cewa.edu.au</a>
<b><u>MacKillop</u></b>	Mr Alberto Runco	<a href="mailto:alberto.runco@cewa.edu.au">alberto.runco@cewa.edu.au</a>
<b><u>McAuley</u></b>	Ms Tonya Parr	<a href="mailto:tonya.parr@cewa.edu.au">tonya.parr@cewa.edu.au</a>
<b><u>Prendiville</u></b>	Mr Xavier Bochat	<a href="mailto:xavier.bochat@cewa.edu.au">xavier.bochat@cewa.edu.au</a>
<b><u>Rice</u></b>	Mr Jack Leeder	<a href="mailto:jack.leeder.@cewa.edu.au">jack.leeder.@cewa.edu.au</a>

Each house has six Home Rooms, your child will be allocated to one and this will be their school family for their time here. Their Home Room teacher and House Coordinator will be their first port of call if they need help whilst they are at school.

## **5 WAYS TO HELP YOUR CHILD AT SCHOOL**

**1. Provide a consistent daily routine:**

This could include reading and discussion time, study time, dinner time etc.

**2. Monitor use of time:**

This includes time watching TV and using computers for non-school related work.

**3. Have a positive attitude to school:**

Show an interest in what your child is doing at school, this shows you value education. Stay in contact with teachers and remember they are always concerned about the interest of your child.

**4. Have high but realistic expectations:**

Encourage special interests and inform other family members about your child's achievements, no matter how big or small.

**5. Encourage home learning:**

Ask about school experiences, and keep asking even if you get nothing more than a grunt! Make time to help your child with homework if needed.

## **Being an Involved Parent**

- Check SEQTA Engage regularly.
- Throughout the year, JPC runs Parent Information Nights, Virtual Parent Information Sessions, and Parent, Teacher, Student conferences (interviews) where you have the opportunity to come and speak to your child's teachers. Look out for these dates in the newsletter, which is available on our website: [www.jpc.wa.edu.au](http://www.jpc.wa.edu.au) and this is also in the annual calendar which is in the student's diary.
- At school, children want to be accepted by peers, teachers, mentors or leaders and be reassured that they are a valued member of their community.
- Set goals with your child before the school year begins. Without goals we lose focus and direction. Parents need to remember that bumps along the road are going to happen, and students can be encouraged to use these challenges as steps towards success.
- Teachers are here to help, so please ask if you are worried about anything. If we cannot give you the answer straight away, we will direct you in the right way.
- John Paul College has a 'Parents and Friends' committee who are always looking for new parents. Please contact the College if you are interested in this. Dates are published on the Term Planner.

## ***What to do.....***

- **If your child struggles to make friends**  
Every child has periods where they struggle socially, so do not be unduly alarmed. Give your child a few weeks to settle in, and if you are still concerned, contact your child's Home Room teacher. Encourage your child to be involved in team sports or clubs either within the College or the community. Students will always be welcomed in circles of similar skill.
- **If your child is being bullied**  
If your child is coming home more teary than usual, does not want to come to school some days, or does not want any friends over, you may want to get in contact with the school about bullying. By asking your child questions, about their day, who they had lunch with, why would someone have made them upset, did you talk to the teacher etc. you may get more answers. Talk to your child's Home Room teacher or HCO about a plan, and how to move ahead. JPC has zero tolerance for bullying.
- **If your child is falling behind in classes**  
A good sign of this would be if your child is not wanting to or is simply not doing any homework. Another could be them not wanting to go to school on certain days, perhaps assessment days. It's really important to nip this one in the bud early because once adolescents turn off learning; it's very hard to reel them back in. Talk to either the specific class teacher or make an appointment to see the HCO. Find out if your child still has an interest for this subject, is something going on with other students in the class that would turn your child off learning? If answers still cannot be found after discussion with teachers, the HCO will recommend further help.



# BELL TIMES

*All Students are to be at school by 8:20am*

<b>Home Room</b>	8:25am - 8:40am	(15 Minutes)
Period 1	8:40am - 9:35am	(55 Minutes)
Period 2	9:35am - 10:30am	(55 Minutes)

**RECESS 1**                      10:30am – 11:55am                      (25 Minutes)

Period 3	10:55am - 11:50am	(55 Minutes)
Period 4	11:50am - 12:45pm	(55 Minutes)

**RECESS 2**                      12:45pm – 1:15pm                      (30 Minutes)

Period 5	1:20pm - 2:15pm	(55 Minutes)
Period 6	2:15pm - 3:10pm	(55 Minutes)

# MODIFIED BELL TIMES

<b>Extended Home Room</b>	8:25am - 9:40am
Period 1	9:40am - 10.25am
Period 2	10.25am - 11.10am

**RECESS 1**                      11:10am – 11.35am

Period 3	11.35am - 12.20pm
Period 4	12.20pm - 1.05pm

**RECESS 2**                      1.05pm – 1.40pm

Period 5	1.40pm - 2.25pm
Period 6	2.25pm - 3.10pm

APPENDIX 2: STUDENTS, WHAT YOU NEED TO KNOW

STUDENTS

**WHAT YOU NEED TO KNOW AT  
JOHN PAUL COLLEGE**



# ABOUT YOUR SCHOOL



**Principal**

*Mr Hall*



**Vice Principal**

*Mr Nicholas*



**Dean of Students**

*Mrs Franklyn*



**Dean of Staff**

*Ms Moore*

## **House Coordinators (HOUSE COs)**



**Clancy**

Ms Parsons



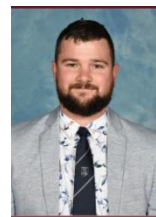
**MacKillop**

Mr Runco



**McAuley**

Ms Parr



**Prendiville**

Mr Bochat



**Rice**

Mr Leeder

## **Year 7 Transition Coordinator**



Mr Braden Faithful

# About Your School

## **Student Services**

*Mrs Hinchliffe's office*

Go here if:

- you are late and need a late note
- you feel sick
- need to take medicine
- are waiting for your parents to pick you up for an appointment



## **IT**

Go here if you have any computer, password or logon problems

## **Front Reception**

*Mrs Molloy's office*

This is where parents sign you in and out









## **Year 7 - 9 Drop Off Zone**

If you come to school by car, this is where you get dropped off or picked up

## **Houses**

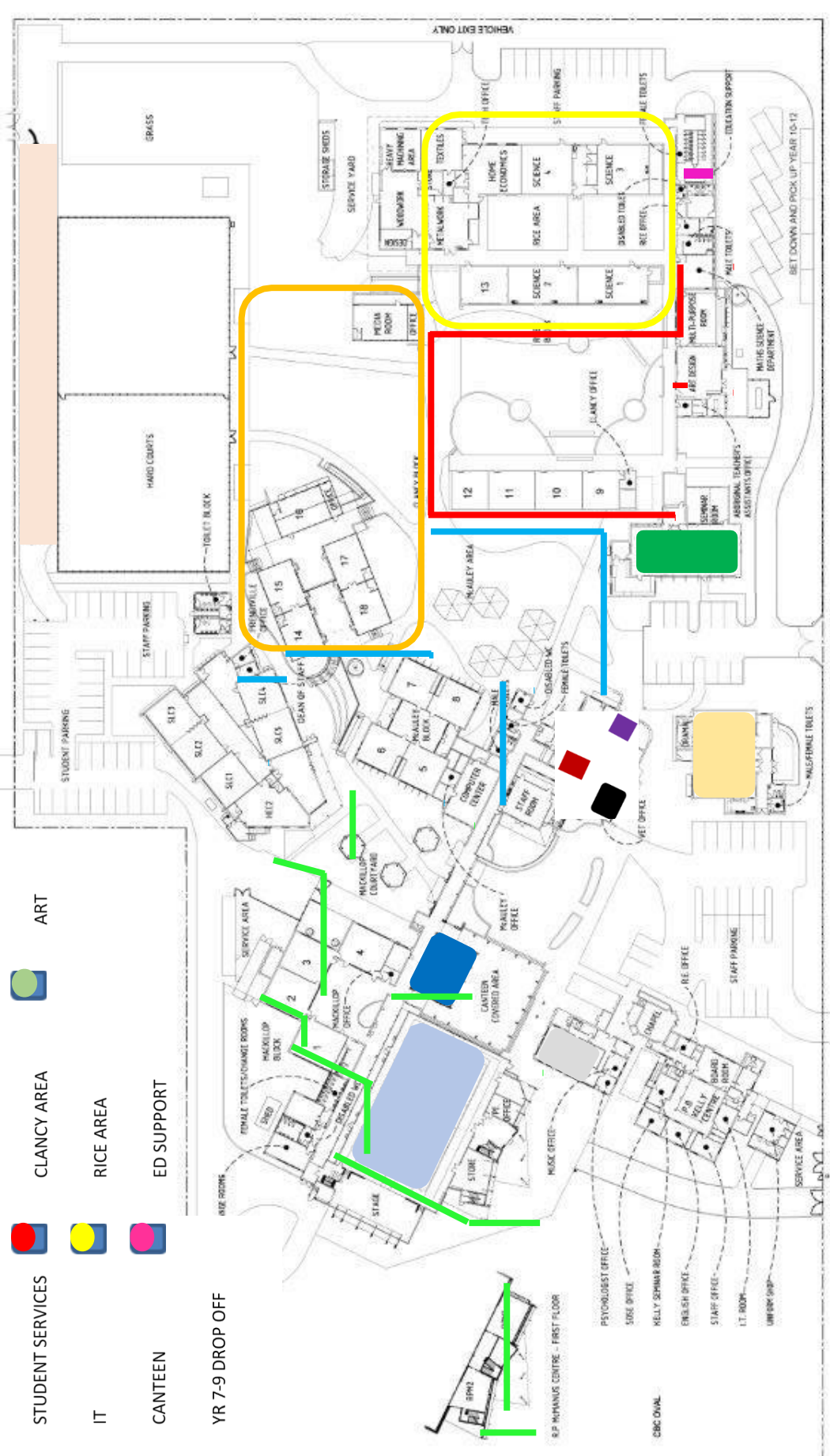
	MacKillop House	Green faction
	McAuley House	Blue faction
	Prendiville House	Orange faction
	Clancy House	Red faction
	Rice House	Yellow faction

- Each House has their own area
- Each House has six homerooms
- Each House has a Coordinator (teacher in charge)
- Each House has two House Captains (Yr 12 students)
- Each Home Room has a Home Room teacher
- You go to Home Room every morning
  - Your Home Room teacher is like your House mum or dad. If you have any problems, at school or out of school, you go to them for help

-  SEMINAR ROOM
-  MACKILLOP AREA
-  LIBRARY
-  FRONT OFFICE
-  STUDENT SERVICES
-  IT
-  CANTEEN
-  MACKILLOP AREA
-  MCCAULEY AREA
-  PRENDIVILLE AREA
-  CLANCY AREA
-  RICE AREA
-  ED SUPPORT
-  HALL
-  GYM
-  MUSIC
-  ART

YR 7-9 DROP OFF

HUGHES STREET



HAMPDEN STREET

LIONEL STREET



What if I.....	
am <b>late</b> ?	Go straight to <b>Student Reception</b> to get a late note and take it to your class teacher.
am <b>away</b> ?	Your parents need to <b>call</b> the school before 8.45am and then bring a <b>note</b> to your <b>Home Room teacher</b> when you get back.
need to go to an <b>appointment</b> ?	Your parents need to write a <b>note</b> with the time you will be leaving and must come to <b>sign you out</b> .
get <b>sick</b> at school?	Go to <b>Student Reception</b> .
have a <b>problem</b> with a student, subject or teacher?	See your <b>Home Room teacher</b> as soon as possible or your parents can contact them through a note in your diary or by calling or contacting through SEQTA.
have a <b>problem</b> at school or on the bus e.g. bullying?	Talk to your <b>Home Room teacher</b> .
have a <b>problem</b> at home that affects me at school?	Talk to your <b>Home Room teacher</b> .
don't understand a subject?	Talk to your <b>subject teacher</b> to get some help.
forget my <b>diary</b> ?	Go to <b>Student Reception</b> to get a photocopy to use for that day.
can't open my <b>locker</b> ?	Tell <b>House Coordinator</b> .
lose my bag or books or clothes or money?	Tell your <b>subject teacher</b> and then go to <b>Student Reception</b> .
get <b>hurt</b> in class, before/after school or at recess?	Tell your <b>subject teacher</b> , a <b>duty teacher</b> or go to <b>Student Reception</b> .
find it <b>hard to finish work</b> by the due date?	You need a <b>note</b> from your parent explaining what is stopping you from finishing the work. If you need extra time you must talk to your <b>subject teacher</b> <u>more</u> than a day before it is due.
am going on <b>holiday</b> during school term?	Your parents need to write a <b>letter</b> to your <b>homeroom teacher</b> well before you leave. When you get back, you will need to catch up on any work you have missed.

# Bell Times

***All Students are to be at school by 8:20am***

<b>Home Room</b>	8:25am - 8:40am	(15 Minutes)
Period 1	8:40am - 9:35am	(55 Minutes)
Period 2	9:35am - 10:30am	(55 Minutes)

<b>RECESS 1</b>	<b>10:30am – 11:55am</b>	<b>(25 Minutes)</b>
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Period 3	10:55am - 11:50am	(55 Minutes)
Period 4	11:50am - 12:45pm	(55 Minutes)

<b>RECESS 2</b>	<b>12:45pm – 1:15pm</b>	<b>(30 Minutes)</b>
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Period 5	1:20pm - 2:15pm	(55 Minutes)
Period 6	2:15pm - 3:10pm	(55 Minutes)

## ***Modified Bell Times***

<b>Extended Home Room</b>	8:25am - 9:40am
Period 1	9:40am - 10.25am
Period 2	10.25am - 11.10am

<b>RECESS 1</b>	<b>11:10am – 11.35am</b>
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Period 3	11.35am - 12.20pm
Period 4	12.20pm - 1.05pm

<b>RECESS 2</b>	<b>1.05pm – 1.40pm</b>
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Period 5	1.40pm - 2.25pm
Period 6	2.25pm - 3.10pm