



St John the Apostle Primary School

Pawsey Circuit
FLOREY, ACT, 2615

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GENERAL SCHOOL INFORMATION 2017

Welcome to the new school year!

Every year we embark on several focus areas for school development. I would like to take this opportunity to share some of these with you.



Our school theme for this year comes from a passage in John's Gospel (1: 38-39) that tells the story of a crowd following Jesus. One of the crowd asks "Rabbi, where are you staying?" and Jesus responds "Come and you will see."

This year our aim is to transform our understanding of **God's constant invitation to relationship**. We will explore this through the lens of John's Gospel with a view to deepen our understanding of and connection to the person of John as our school's namesake.

St John the Apostle is patron saint of friendship, love, loyalty and authors. We will explore each of these with the children over the coming year with Term 1 focus on friendship, Term 2 focus on love, Term 3 focus on authors and Term 4 focus on loyalty.

Learning is a positive experience

We will also **deepen our school's positive learning culture**. We will increase the opportunity for students to take ownership and have a voice in their learning. One of the ways we will do this is to explore with students the idea of a **growth mindset**.

At its core, a growth mindset requires us to recognise that learning is a process involving effort, trial and error, feedback and eventual achievement. A key word we will introduce is 'yet'. This is a powerful word. It changes our belief in the future and ourselves:

- "I can't read this book by myself *yet*."
- "I'm not able to ride the bike home *yet*."
- "I haven't written my own story *yet*."

Students will know what they are learning, how they are doing, where they can seek help and where their learning takes them next. We look forward to the empowerment and confidence that grows in each learner as a result.

A great year is planned and we look forward to working in partnership with you. Thank you for your ongoing support.

Matthew Garton, Acting Principal

What Kind of Mindset Do You Have?



I can learn anything I want to.
When I'm frustrated, I persevere.
I want to challenge myself.
When I fail, I learn.
Tell me I try hard.
If you succeed, I'm inspired.
My effort and attitude determine everything.



I'm either good at it, or I'm not.
When I'm frustrated, I give up.
I don't like to be challenged.
When I fail, I'm no good.
Tell me I'm smart.
If you succeed, I feel threatened.
My abilities determine everything.

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General Information

Staff

K Maroon	Bianca Gomez
K Blue	Andrew Aifantis
1 Maroon	Rebecca Stevenson
1 Blue	Rose Lee/Leticia Young
2 Maroon	Luke Folkard
2 Blue	Rebekah Brown/Nicole Nolan
3 Maroon	Angela McDonald
3 Blue	Beth Curtis
4 Maroon	Melanie Monaghan
4 Blue	Annie Mulcahy
5 Maroon	Ellen Fletcher
5 Blue	Stephanie Stewart/Marianne Foley
6 Maroon	Lyn Griffiths
6 Blue	Jack Gibson

Specialist Curriculum

Teacher - Librarian	Jessica Figura
Performing Arts	Kate McDonald
Kitchen Garden	Leticia Young

Student Centred Learning Team

Student Diversity Team

Classroom Support	Anthony Ganley, Leticia Young
Early Literacy	Rose Lee
Early Numeracy	Marianne Foley

Student Wellbeing Team

Counsellor	Bronwyn Whyatt (Thursdays)
Chaplain	To be appointed

Support Staff

Leanne Griffiths	Karen Norley
Geanean Gillett	Marina Philip
Tiffeney Ronneburg	

School Executive Team

Principal	Matthew Garton
Assistant Principal	Anthony Ganley
Religious Education	
Coordinator	Stephanie Stewart
Coordinator	Rebekah Brown

School Administration Team

Office Manager	Debbie Milne
Office Support	Leanne Griffiths
Finance Officer	To be appointed
Janitor	Colin Sneesby

Community Council

The Community Council is a representative body of elected parents, staff and parish members including the Principal and a Parish Representative. Guided by the *Community Council Constitution*, its role is to support the mission of Catholic Education at St John the Apostle.

The Community Council makes decisions in some areas of school life and provides advice in others. It provides particular support in the development of the Catholic ethos, pastoral care, financial matters, strategic planning and the promotion of the school in the local community. The Community Council, while not always the face of fundraising, plays an important role in driving fundraising to support the implementation of high quality teaching and learning programs in the school. The Community Council also has a significant role to play in developing the relationships and spirit of the school community as a positive place for families and students to learn and grow together. It takes pride in its capacity to support the provision of pastoral care for families.

Community Council meetings are closed meetings due to the confidential nature of some agenda items. However, the Council holds two open community meetings each year to enable community members to contribute to the ongoing development of the school. All community members can direct questions, concerns or issues to the Community Council through emailing

CommunityCouncil.sjaps@cg.catholic.edu.au.

Membership is open to staff, parents and parish members and elections are held at the AGM in Term 1 each year should positions become vacant due to a member resigning or the end of a term as outlined in the Constitution.

Living and Learning Together

At St John the Apostle we have three *shared expectations* that form the basis of the way we live, learn and work together as the school community.

Respect Ourselves	Respect Others	Respect the environment
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They form the basis of any conversation with students about how they are working with others. We and acknowledge and celebrate students who follows these, particularly through weekly awards at assembly.

We also remind students when they don't and support them in making things right again. Parents will always be informed and involved in working through any serious issues about student behaviour.

We expect all students, staff and parents to all follow these expectations, creating a kind and caring learning community for all.

School Uniform

All students are expected to wear the school uniform. While the basic items are easy to obtain, here are a few points of clarification and safety:

- Hair longer than shoulder length is to be tied up.
- Hairbands, ribbons, clips and headbands are expected to match the colours of the school uniform.
- Socks should cover the ankle.

- Watches and simple earrings (studs) are the only jewellery permitted.

Sports shoes are for sports days only. Black, lace-up, polishable shoes are worn on all other days.

The Clothing Pool is an excellent source of both used and new uniforms. As the year progresses we will inform you of the schedule for opening times.

School Hours and Punctuality

- School begins at 8.50am and concludes at 3.00pm.
- Recess is from 10.50am – 11.20am and Lunch from 1.20pm – 2.00pm.
- Supervision begins at 8.20am and students are not expected to be here before this time. Before School Care is provided for such situations.
- All students are expected to be on time before classes begin. A record is kept of the time of arrival.
- Late arriving students are to be signed in at the Front Office before proceeding to the classroom.

Absentee/Early Pick-Up

Our school archives a record of student absences and accompanying absentee notes for a required number of years so we ask parents to:

- make a courtesy phone call on the day of an absence when possible;
- provide a simple written explanation for the absence (this can also be done via Skoolbag or email); and
- sign out students early at the Front Office before being collected from the classroom. A note/email informing us of this intention would be appreciated in the morning.

Assemblies

Assemblies are held every Monday afternoon at 2.00pm in the school hall. Classes are rostered on to run school assemblies. They begin with a prayerful focus for the week. This is followed by awards that recognise the excellent achievements of particular students and then concludes with the class sharing an aspect of their current learning.

Students receiving awards at the assembly will be named in the school newsletter the previous week. The class running the assembly is identified on the school calendar on Skoolbag and the school website.

Liturgies and Masses

These celebrations are an important part of the life of the St John the Apostle school community. All dates are available on the School Calendar on the school website and in the Newsletter. Parents, extended families and friends are always welcome.

Excursions & Excursion Levy

All students will participate in excursions throughout the year. Parents will receive notification of these and permission will be sought for students to attend. E-forms through Skoolbag will be used for simple excursion only. More complex forms will be provided in hard copy. All forms and notes are always found on our school website.

Should notes not be returned, every effort will be made to seek verbal permission via a phone call. If no permission is provided then a student will have to remain under supervision at school.

The Excursion Levy within the school fees covers the cost of all whole school or whole class excursions and carnivals for 2017. It does not cover the cost of camps and some sporting events, e.g. zone carnivals or gala days, where selected students attend.

Instrument Programs

We have a number of private music tutors who operate at school, making this very achievable for families to manage. If interested, our Front Office can provide you with the contact information for these tutors.

Student Centred Learning

At St John the Apostle it is important that all students can access and participate in the curriculum and life of the school. Sometimes some students, for a time, need assistance to do this. The Student Centred Learning Team (see staff list) works alongside staff and parents to make this happen. Personal Plans are developed for students identified with specific yet complex needs. Parents and students are always involved in developing these plans. Support can be in the form of one-to-one assistance, counselling, training for the teacher, team teaching, access to software or apps, specific programs, equipment aids and general assistance in the classroom.

Requests for support by the Student Centred Learning Team come from the teacher or Principal. Teachers will always notify you of any assistance that your child receives. Talk to your child's teacher if you think there is something the Student Centred Learning Team can do for your child.



Counselling support for students is provided by Catholicare each Thursday. Should parents wish their child to access this they can speak to the teacher or Principal to initiate the referral process.

Assessment & Reporting

Assessment is ongoing throughout the year and happens prior to learning, during learning and after learning using both formal and informal means.

An initial Progress Report is provided for families in Week 5 of Term 1 to identify how the student is settling into the year. School Reports are sent home at the end of each Semester (Term 2 and Term 4). Parent/Teacher Interviews are held at the end of Term 1 and parents are welcome to meet with teachers throughout the year as required. There will be additional opportunities to engage with your child and their learning as the year progresses.



Physical Education

All students participate in Physical Education lessons on **Wednesdays** and **Fridays**.

Sport-specific clinics may be organised through the year to support the PE Program and Years 3-6 students will have the opportunity to participate in

Gala Days for various sports. The school will continue to hold Swimming, Athletics and Cross Country Carnivals where students may also be selected to represent the school at zone carnivals.

Homework

Teachers will individually outline their expectations for homework. The staff have met to develop consistency of Homework from Kindergarten to Year 6. Throughout Term 1 the staff will review current research to identify and implement effective Homework routines from Term 2.

The *Homework Club* for students with English as an additional language or dialect runs each Monday from 3.15pm to 4.15pm. This will begin in Week 3.

Library

While there are many books already in classrooms to read, all students have an opportunity to borrow from the Library on a weekly basis. Classes will have specific days and times. The Library is also open at lunch time every day. Library bags are required for all students to help protect the books in school bags.

Volunteering in the school

Assistance is always welcome from parents, grandparents and volunteers.

Regular assistance in the classroom is determined by teachers and there are a variety of options from working with small literacy groups to assisting in Art or Physical Education classes. We really enjoy when parents share their expertise with students.

Occasional assistance at events or excursions are organised by the staff team coordinating the event and an opportunity to volunteer will be provided leading up to the event.

All volunteers working with children must be registered with the Office of Regulatory Services to *Work With Vulnerable*

People. Please see the Front Office for more information or visit www.ors.act.gov.au.

Contacting/Communicating with Teachers

Teachers are more than happy to make time to talk to parents and prefer to make appointments for important conversations rather than be caught incidentally so that they can give you the time you need.

Parents are welcome to make contact via email or leave a message with the Front Office to have a teacher call back. A reply may not be likely until after school as teachers do not check email during teaching time and have daily supervision duties that make a rapid response very challenging.

Teacher emails are firstname.lastname@cq.catholic.edu.au. Please call the Front Office if you are experiencing difficulty in reaching a teacher via email.

Fruit Break

Students are given the opportunity to eat a simple non-messy fruit snack each morning to help with concentration. This will occur shortly after school starts and gives them the energy to focus during the morning. Please assist by encouraging students to pack something suitable.

Food sharing and food sensitivities

Some students have a variety of food allergies. We ask that no food containing nuts be sent to school under any circumstances.

Students celebrating birthdays can bring a food item to share with the class. Please provide a list of the ingredients/packaging label with it. There are a number of students with gluten, dairy or other sensitivities so please be mindful of these students when choosing. Distributing individual items is much more preferable to cutting up something such as a cake.

Parents of students with food sensitivities are welcome to make alternative arrangements for their child, e.g. bag of appropriate food items in the teacher's draw or staff freezer for when birthday cakes have come in.

Students are asked to not share food during Recess or Lunch and where appropriate to wrap and take home any uneaten food so parents can see what has been eaten.

Tuckshop

The Tuckshop operates from Tuesday to Friday and is ordered through the classroom or online through Flexischools (www.flexischools.com.au). A menu is available on the school website.

Students can purchase small items at Recess and Lunch to supplement food from home. We prefer a limit of \$5 spending money for general purchases. A gold coin can go a long way!