

2018 Parent Information



Handbook



**ST JOHN BOSCO
COLLEGE**



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WELCOME TO ST JOHN BOSCO COLLEGE



The staff and I would like to extend a very special welcome to you and your family to St John Bosco College and we very much look forward to working with you collaboratively in 2018 and the years ahead.

I feel very privileged and honoured to be the principal of this new exciting twenty first century Pre-K-12 Catholic College in Piara Waters. The vision for our College is to create a flourishing environment in which every student can thrive in a Catholic learning community; where development of the whole person is of utmost importance. Opportunities are created to promote inquiry, reflection and feedback, continuous learning and growth and best educational teacher practice. The mission of staff is to nurture students so that they can become successful learners, confident, creative, and active informed citizens, who are able to contribute positively to society.

Students need to learn to function within a rapidly changing society, in a world dominated by multimedia. Twenty first century teaching and learning incorporates higher order critical thinking and creativity to problem-solve with real life world situations using innovation, shared collaboration and the global digital world.

In 2018, we have students from Pre-Kindergarten to Year 5, as well as an Aboriginal Families as First Educators Playgroup. Over time we will grow to a Pre-K-12 College with our Year 7 students commencing in 2020. Currently, we have facilities that will cater for up to Year 6 students, including an early learning centre, junior primary and upper primary classrooms, grass play areas including an oval, hard courts, an assembly space, multi-purpose space an administration building and car parks. Stage Three will commence in July 2018 in readiness for our secondary students and will see completion of a Science Learning Centre and a two storey Practical and Creative Arts Technology and Enterprise facility.

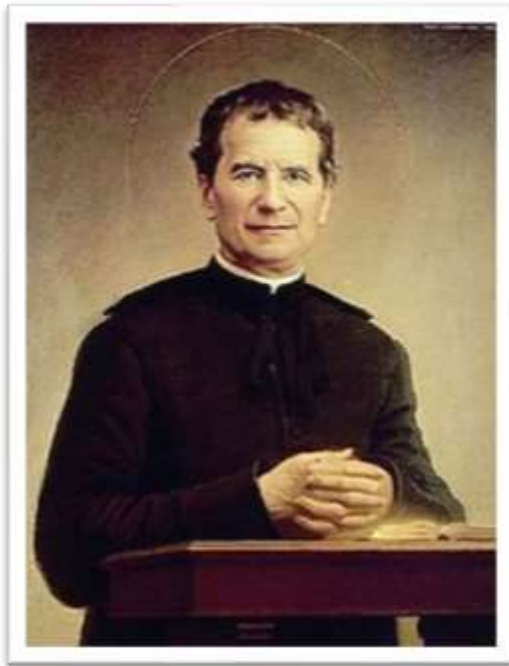
I look forward to the journey ahead and your active involvement in this exciting learning community at St John Bosco College.

Yours in Christ

Kevin Sheehy

Principal

OUR PATRON ST JOHN BOSCO



Name:	Giovanni Melchior Bosco (Known as St John Bosco and Don Bosco)
Born:	16 th August 1815
Died:	31 st January 1888
Feast Day:	31 st January
Canonised:	1 st April 1934
Patron of:	School children Young people Christian apprentices

Giovanni Melchior popularly known as Don Bosco, was an Italian Roman Catholic priest of the Latin Church, educator and writer of the 19th century. While working in Turin, where the population suffered many of the effects of industrialisation and urbanisation, he dedicated his life to the betterment and education of street children, juvenile delinquents, and other disadvantaged youth. He developed teaching methods based on love rather than punishment, a method that became known as the Salesian Preventive System. A follower of the spirituality and philosophy of Saint Francis de Sales, St John Bosco dedicated his works to him when he founded the Salesians of Don Bosco, based in Turin. Together with Maria Domenica Mazzarello, he founded the Institute of the Daughters of Mary Help of Christians, a religious congregation of nuns dedicated to the care and education of poor girls.

In 1876 St John Bosco founded a movement of laity, the Association of Salesian Cooperators, with the same educational mission to the poor. In 1875 he began to publish the Salesian Bulletin. The Bulletin has remained in continuous publication, and is currently published in 50 different editions and 30 languages.

St John Bosco established a network of organisations and centres to carry on his work. Following his beatification in 1929, he was canonised as a saint in the Roman Catholic Church by Pope Pius XI in 1934.

Relevance to St John Bosco College

- Patron of School Children and young Children appropriate for a Pre-K-12 College.
- Dedicated his life to education and developed teaching methods based on love.
- Founded the religious congregation, 'Mary Help of Christians'.

COLLEGE PRAYER

Dear Lord

We ask you to bless the St John Bosco College Community.

Thank you for the life and teachings of St John Bosco.

Fill us with his joy so we too may use our gifts for the service of others.

We pray that you guide us to discover the goodness that is within us.

May we learn from his example and teachings and grow in our love of God and others.

Mary Help of Christians **Pray for us**

St John Bosco **Pray for us**

Amen.



MOTTO, MISSION, VISION AND LOGO

Motto of St John Bosco College “JOY IN LEARNING”

The College motto “JOY IN LEARNING” is strongly exemplified in the person, life and teachings of our patron, St John Bosco. Our vision for this new Pre-Kindergarten-Year 12 College is to create a flourishing environment in which every student can experience the joy in learning and thrive in a Catholic learning community; where development of the whole person is of utmost importance.

Our Mission:

Nurturing our students to become successful learners who can contribute positively to society.

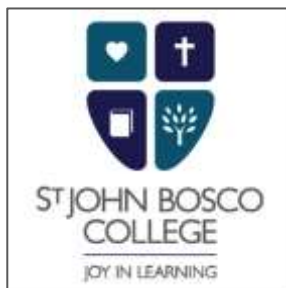
Our Vision:

Creating a flourishing environment in which every student can thrive in a Catholic learning community; where development of the whole person is of utmost importance.

Logo Design

The logo is a modern re-working of a traditional 'coat of arms', with the four quadrants coming together to create a contemporary 'shield'.

Within each quadrant is an icon that relates directly to St John Bosco and his philosophy of education.



The ‘**HEART**’ at the top left embodies St John Bosco's pedagogical approach to teaching methods, which were based on love rather than punishment. This approach later became known as the “Salesian Preventive System”.

The ‘**CROSS**’ at the top right is the most obvious symbol of the College’s Catholic identity which is at the heart of what St John Bosco College stands for. It will be the College’s Catholicity that sets it apart from other schools in the area.

The ‘**BOOK**’ icon assumes a dual role, representing the Bible but also the generic concept of 'learning' and 'education' within Bosco's teachings and by extension the teachings of the College.

The symbol of the ‘**TREE**’ is intended to represent “Bosco” whose literal translation means “woods”. The tree is also intended as a reference to the geographical location of the College close to the bush of Piara Waters.



PHILOSOPHY OF EDUCATION

Image of the Child

We believe that each child is a unique individual who needs to develop emotionally, intellectually, physically and socially.

We believe in building a respectful and nurturing relationship with each individual child so they feel valued and heard.

We believe our actions, attitude and teaching nurtures children to apply Gospel teachings and values in all they do.

The Learning Process

We believe in engaging children in authentic inquiry based learning and open-ended tasks so they can reach their full potential. This enhances their ability to think and research, and to manage and be responsible for their own learning.

We value the knowledge and understanding students bring to the classroom, resulting in higher levels of engagement, motivation and productivity.

We recognise there is the need for a well-balanced program including explicit teaching, with a strong emphasis on literacy and numeracy.

We believe that all students can be curious, creative, critical, reflective and independent thinkers.

Environment

We believe that the innovative learning spaces we create will inspire deep, purposeful and authentic experiences and develop a strong foundation and passion for life-long learning.

We believe in creating a safe, contemporary, collaborative and technologically rich learning environment that focuses on a child-centered approach to learning.

The College environment encourages collaboration and focuses on the children developing real-world skills as they discover the 'Joy in Learning'.

Partnership

We believe that partnerships with students, families, staff and the parish are built on trust, respect and honesty.

We strive to build relationships with families and other agencies, based on co-operation and a mutual respect for the reciprocal roles that each play in the lives of the child, recognising that families are the children's first and most influential educators.

We believe that partnerships with families provide us with invaluable information relating to each child and their interests, needs and cultural backgrounds.

Community

We believe that all members of our College community are equal contributors in creating a happy, safe and innovative learning environment that promotes continual growth and change.

We believe in the importance of an inclusive community that embraces diversity.

We acknowledge that all members of our College community are equal contributors in creating a happy, safe and innovative learning environment that promotes continual growth and change.



HOUSE PATRONS

Savio - Joy in Christ

St Dominic Savio (1842-1857)

Feast Day – May 6

St Dominic Savio is one of the few teenage saints in the history of the Church. He attended the school of St John Bosco, who personally guided Dominic's human and Christian development. Dominic's life is a great example for all members of the College community. He was a young man whose short life was dedicated to loving and serving God by actively fulfilling his responsibilities as a Christian, a friend and a student. His dedication to his studies, his loyalty as a friend, the generosity of his service to others and his love of God have inspired generations of young people throughout the world to love with an attitude of excellence and service, men and women for others. Young Dominic Savio is the first fruit of the Preventive System.

Mazzarello - Joy in Serving

St Maria Domenica Mazzarello (1837-1881)

Feast Day – May 13

With the assistance of St Maria Domenica Mazzarello, St John Bosco founded the Institute of the Daughters of Mary Help of Christians, a religious congregation of nuns dedicated to the care and education of poor girls. The Daughters of Mary Help of Christians have spread throughout the entire world in the service of young people, of the poor and suffering, with schools of every type and level, technical and professional institutes, hospitals, dispensaries, oratories and parishes.

de Sales - Joy in Loving

St Francis de Sales (1567-1622)

Feast Day – January 24

St John Bosco was a follower of the spirituality and philosophy of Saint Francis de Sales. St John Bosco developed teaching methods based on love rather than punishment, a method that became known as the Salesian Preventive System. St John Bosco dedicated his works to St Francis when he founded the Salesians of Don Bosco. St Francis became noted for his deep faith and his gentle approach to the religious divisions in his land. He is known also for his writings on the topics of spiritual direction and spiritual formation.

MacKillop - Joy in Caring

St Mary MacKillop (1842-1909)

Feast Day – August 8

St Mary MacKillop is Australia's first saint. She came from a poor family and early in her life, worked as a shopkeeper and teacher to support her family. Later she moved to South Australia and founded the Sisters of St Joseph, a religious order devoted to education, nursing and welfare in impoverished areas in large cities and the outback. Mary MacKillop's life is a great example for all members of the community. She was a woman who dedicated herself to serving God and others and a woman who lived the Gospel through her service of the poor and those in need, especially through education.

COLLEGE BOARD

Board members provide a **service** in the Christian tradition and serve the College Community according to their particular skills. It is a **shared ministry** which draws upon the **shared** wisdom of its members working together as Christians to support the ethos of the **Catholic** College and to provide for the **material** needs of the College.

BOARD MEMBERS ARE:

ROLE	NAME
Parish Priest	Fr Joseph Tran
Assistant Priest	Fr Anthony Vu
Chair	Tracy Marshall
Treasurer	Pamela Taylor
Secretary	Rachael Hingley-Wilson
Friends of St John Bosco Rep to the Board	Erin Parry
Parish Council Rep	Helen Lesniak
	Brian Mutete
	Julia Mallott
	Sharon O'Neill-Brown
	Nicholas Morgan
College Principal	Kevin Sheehy

FRIENDS OF ST JOHN BOSCO

Friends of St John Bosco plays a primary role in 'Friend Raising and Fundraising'.

EXECUTIVE MEMBERS ARE:

ROLE	NAME
President	Tenille Lee
Vice President	Nicole Di Conza
Secretary	Catharine Alweyn
Treasurer	Chereena Horne
Rep to the College Board	Erin Parry

2018 NAMES AND ROLES OF COLLEGE STAFF

CLASS					
Class		Teaching		Education Assistant	
Pre-Kindergarten Program		Mrs	Angela Crane	Miss	Emily Roberts
Kindy	Teal	Miss	Courtney Tetlow	Miss Mrs	Emily Roberts Carmel Galic
	Purple	Mrs	Angela Crane	Mrs Miss	Nicola Baird Jessica Alcock
Pre-Primary	Teal	Mrs	Vanessa Byrne	Mrs	Nicola Britton
	Purple	Mrs	Rebecca Catchpole	Ms	Kelly Glen
Year 1	Teal	Mrs	Kate Lovell	Mrs Mrs	Nicola Baird (Mon and Thur) Caitlin Wunhym (Tue, Wed and Fri)
	Purple	Mrs	Justine Bennett		
Year 2	Teal	Mrs	Lisa Jordinson	Mrs	Bhindu Ramasundaram
	Purple	Miss	Emily Driscoll		
Year 3	Teal	Mrs	Laura Oorschot	Mrs	Jessica Boatwright (Mon, Tue, Wed and Fri)
	Purple	Miss	Amanda Oregioni	Miss	Keely Kramer
Year 4	Teal	Mr	Toby Millar	Miss	Melissa Riley
	Purple	Miss	Lauren Bayley		
Year 5	Teal	Mrs	Celine Pen		
	Purple	Mrs	Kim Lewis		
Music Specialist		Miss	Kathryn Woodward (Mon and Tue)		
Italian Specialist		Ms	Elizabeth Allan (Thurs and Fri)		
Physical Education Specialist		Miss	Kristy Wise		
Staff Contact Officer		Mrs	Nicola Baird		
Occupational Health and Safety Officer		Miss	Melissa Riley		

OSHC STAFF

OSHC Supervisor	Miss	Valeria Campos
OSHC Educator	Miss	Lauren Petridis
OSHC Educator	Mrs	Maria Leonor

ABORIGINAL FAMILIES AS FIRST EDUCATORS (AFAFE) STAFF

Teacher	Mrs	Tamara Lacroix
Family Liaison Officer	Ms	Kylie Collard

ADMINISTRATION STAFF

Administration Officer	Mrs	Maggie Burton (Tues, Wed, Thurs and Fri)
Administration Officer	Mrs	Karen Orchard (Mon, Wed and Fri)
Dean of Finance	Mrs	Patricia Daniels (Tue, Wed, Thurs and Fri)

COORDINATORS

ICT	Miss	Courtney Tetlow
Physical Education	Miss	Kristy Wise
Geckos (Growing Enriched Cultural Knowledge in Our Schools)	Mr	Toby Millar

LEADERSHIP

Dean of Students (Pre-K-Year 2)	Mrs	Sara Tonkin
Dean of Students (Years 3-6)	Miss	Chrystal Leavers
Dean of Finance	Mrs	Patricia Daniels
Principal	Mr	Kevin Sheehy

STUDENT ENROLMENT

St John Bosco College exists to further the mission of the Church in Western Australia. The Mandate of the Bishops requires the Catholic Education Commission of Western Australia (CECWA) to make Catholic school education available to all Catholic children as far as resources allow.

Enrolment Process

An Application for Enrolment Form is available from Maggie Burton Administration Officer on telephone number 08 9234 9600 or email admin@stjohnbosco.wa.edu.au

The completed Application for Enrolment Form with supporting documents should be submitted to the College Principal St John Bosco College, PO Box 4110, Harrisdale WA 6112 with the required non-refundable application fee of **\$35**.

Parents should understand that the College's acceptance of an Application for Enrolment does not guarantee a place, but simply includes the student's name on a waiting list with other candidates in that year of entry. An interview is part of the process for enrolment.

Enrolment Deposit

\$200 non-refundable bond per student. Where an offer of a place is made parents/guardians will be required to sign a Letter of Acceptance and Enrolment Agreement Forms and to pay a deposit to secure the place. The place will not be held until the deposit has been received by the College. This amount will be deducted from the family fee account in the year the student commences at the College. **Please note this is a non-refundable deposit should the application be withdrawn.**

College Board's Payment Schedule for College Fees

Fee accounts are issued **once a year** in February. Fees are payable in **three equal instalments**.

Please be advised that if you intend leaving St John Bosco College, the College Principal MUST be notified in writing as soon as possible. Payment of one term's fees is required when less than one term's written notification of withdrawal from the College is not given. Any outstanding fees must be paid in full prior to departure.

Health Care & Pensioner Concession Card Holders

Please contact Administration within two weeks of commencement of Term 1 to check your eligibility for the Catholic Education Office's HCC/PCC Discount Scheme. This scheme assists all families that hold a current Family Health Care Card or selected Pensioner.

Enrolment Priority

- Catholic students from the Parish with a Parish Priest Reference
- Catholic students from outside the Parish with a Parish Priest Reference
- Other Catholic students
- Siblings of non-Catholic students
- Non-Catholic students from other Christian denominations
- Other non-Catholic students

RELIGIOUS EDUCATION

Children's Religious Education begins at home. The experiences they have at home will be the primary influence on their faith development. Teachers hope to build on the firm foundations already laid by the parents. This means that teachers and parents are partners in teaching children about how they can best live their faith. Religious Education complements Catechesis offered in family, College and parish.

"Religious Education is the first learning area in the Catholic school curriculum. This is because, through classroom activity, Religious Education is a form of the Ministry of the Word. Unlike the other learning areas, it is an activity of Evangelisation in its own right." (Mandate Letter, 43, Catholic Education Commission of Western Australia).

Religious Education at St John Bosco College follows the Perth Archdiocese Religious Education Units of Work. This program is to promote understanding of Christian beliefs and practices. Religious Education is taught in a context with the same systematic demands and rigour as any other learning area. Teachers will plan and provide quality programs, environments and pedagogical practices to raise the religious awareness of their students.

The Religious Education units contain learning experiences that will foster an understanding of all the fundamental Catholic beliefs and values. All students learn about the Sacraments, Prayer and the Word of God at an age-appropriate level.

The Word of God allows us to come to know the person of Jesus as well as informing us of what is required of us as Christians. As such, providing time for the children to become familiar with stories about Jesus and his teachings is essential and forms a significant part of every unit of work. Students will also have opportunities to actively participate in Liturgies at a class and whole college level.

Celebration of the Sacraments

St John Bosco College Staff work in collaboration with our Parish Priest Father Joseph, Father Anthony and the Sacramental Team at St Francis Xavier Parish. In 2018 our Year 3 students will be provided with an opportunity to make their Sacrament of Reconciliation and our Year 4 students will have the opportunity to make their First Holy Communion at St Francis Xavier Church. All Year 3, Year 4 and Year 5 students will attend a Retreat. Parents/guardians will also be able to attend Reconciliation and First Holy Communion workshops at the College where you will be provided with more information about the sacraments.

Some key dates for our Sacramental Calendar in 2018 are:

- **Year 3 and Year 4 Commitment Mass Saturday February 24, 6.30pm St Francis Xavier Church Hilbert.**
- **Year 3 Sacrament of Reconciliation Thursday June 14, 6.30pm, St Francis Xavier Church.**
- **Year 4 First Holy Communion Saturday August 4, 6.30pm, St Francis Xavier Church.**

CURRICULUM

The curriculum at St John Bosco College from Kindergarten to Year 5 will be based on the Western Australian Curriculum and the Early Years Learning Framework “Belonging, Being and Becoming”. There will be a balance between active engagement of students in authentic interests and these interests will be linked back into explicit teaching in all areas of the curriculum, with a strong emphasis on literacy and numeracy. Students will be provided with opportunities to develop their thinking skills by problem solving with real life situations using innovation, shared collaboration and digital technology. Students will benefit from access to educational support and enrichment services.

The Western Australian Curriculum sets consistent high standards for what all young Australians should learn as they progress through schooling. It prepares Australia’s next generation for the future and lays the building blocks for generations to come. The Western Australian Curriculum focuses on learning area content and achievement standards that describe what students will learn and teachers will teach. It also gives attention to general capabilities that are important for life and work in the 21st century and to issues identified in the Melbourne Declaration as needing more attention than they have received in curricula to date. The Western Australian Curriculum has eight learning areas: English, Mathematics, Science, Humanities and Social Sciences, the Arts (visual arts, Music, Dance and Drama), Technologies, Health and Physical Education and Languages.

The Early Years Learning Framework forms the foundation for ensuring that children in early childhood education experience quality teaching and learning. It has a specific emphasis on play-based learning and recognises the importance of communication and language, including early literacy and numeracy and social and emotional development. The Framework has been designed for use by early childhood educators working in partnership with families, children’s first and most influential educators.

At St John Bosco College, there will be a strong emphasis on pastoral care in our programs, which address the social and emotional development of our students. Our teaching and learning programs will assist students to become competent, confident and creative learners who grow to become responsible citizens.



STUDENT RESOURCES/BOOKLISTS

Parents/guardians are required to pay a resource fee in Term One for resources/booklists. This eliminates the need to complete order forms and comply with return dates. The College will order from OfficeMax, before the end of the year and these resources will be available in class for students to use on the first day of Term One in 2018.

Students will have access to a number of Literacy and Numeracy resources in class and will have reading books to take home. We will also be using some online Literacy resources. Students are able to make use of the library as well, which is set up in the Multi-Purpose Space.

TECHNOLOGY



At St John Bosco College, all our classrooms are fitted with digital screens and Apple TV. All students have access to a class set of iPads in the Early Learning Centre i.e. Kindergarten and Pre-Primary share 10 iPad mini's and 10 iPads.

In Year 1 to Year 5, students are required to bring their own iPad to class. Any new or current students who are purchasing an iPad for 2018 we ask that they do not purchase an iPad mini as we have been advised that the system requirements are not compatible with NAPLAN and other online assessments.

Student iPad's should meet the **minimum requirements** below:

- iPad (2014 model+)
- 32 GB
- Powerful apps included at no additional cost (iMovie, Pages, Keynote, Garage band)
- Uses a Lightning Connector for charging

If students already have an iPad, there is no need to purchase a new one as long as it meets the minimum requirements above. However, it is highly recommended that iPad's brought to the College are set up with an individual student Apple ID (separate from any other devices that you may currently own).

Parents will be provided with a list of College Apps to download.

Please see our College Policy on Information and Communication Technology use by students on our website at http://web.stjohnbosco.wa.edu.au/pdf/policies/policy_2_b8.pdf

COMMUNICATION

Communication between parents/guardians and the College staff is vital for our educational program at St John Bosco College. **We value the importance of staff and family relationships in order to cater for our students' social-emotional wellbeing and academic achievement.** Throughout the year, there will be many opportunities for teachers and parents to engage in meaningful conversations about their child's learning. There will also be formal reporting for Pre-Primary to Year 5 students in Semester One and Semester Two. Appointments can also be made with staff throughout the term. Discussion with a class teacher through an appointment is an effective way of learning about your child's progress. It is advisable to make a before/after school appointment by contacting Administration or communicating directly with the class teacher via email at:

firstname.surname@cewa.edu.au

Communications of a general nature can be sent to admin@stjohnbosco.wa.edu.au

We will also communicate with our College community via SEQTA, Seesaw, eNews, website and our Facebook page. Any changes to the College calendar dates and important events will also be posted. It is essential that all parents/guardians keep well informed to allow for excellent communication between home and College.



ALLERGY AWARE

St John Bosco College is an **ALLERGY AWARE** College. Therefore, we ask all parents/guardians to be mindful not to put any nut products in their children's lunch box, this includes peanut paste and Nutella. Severe allergies can be potentially life threatening so we appreciate your care and consideration when making lunchbox choices and educating yourself about allergies. **This is critical in Kindergarten and Pre-Primary as the children are often a lot more tactile with their play.** If at any time you are aware, or become aware of your child experiencing an allergic reaction or an anaphylactic reaction you must notify the College immediately so that important procedures can be established. We also have the situation where some children are allergic to milk products. To assist with the management of this, children are not permitted to share food with another child.



HEALTH AND NUTRITION

St John Bosco College promotes healthy eating choices and as a result we ask that parents/guardians give careful consideration to what is packed in your child's lunchbox. Children should only bring **water** to the College. Please do not pack foods that do not sustain your child's energy levels throughout the day such as lollies, chips, etc. Aim to provide your child with a well-balanced, healthy recess/lunch with the minimum of packaging. There are plenty of great ideas on the Internet. The healthy diet your child has today, paves the way for lasting health into adulthood.

MEDICATION FOR STUDENTS

No medication (prescription or non-prescription, including analgesics) will be supplied by the College. Where possible, student medication should be administered by the parent/guardian at home in times other than College hours or be administered by the student at the College. Any prescription or non-prescription medication which students bring to the College must be in its original packaging.

The College accepts it is not possible in all instances for students to self-administer medication. Before College staff administer medication to students, the following requirements must be met.

- The medical doctor prescribing the medication is to be aware that College staff will administer or supervise the administration of medication to students.
- The medical doctor has completed the Health Care / Action Plan.
- A medical form needs to be completed by parent/guardian (forms are located in Administration) before any medication is administered.
- If medication is to be administered during College hours for any student, the medication is to remain in Administration and the student is to go there to receive the medication.

If a child has been diagnosed with a recent medical condition, parents/guardians will need to ensure they have filled out the appropriate paper work.

1. Asthma
2. Anaphylaxis

Both forms must be accompanied with a doctor's 'medical plan'.

ILLNESS OR INJURY AT THE COLLEGE

Parents/guardians will be notified ASAP if your child has a serious or concerning illness or injury at the College. If parents/guardians are unavailable, the nominated emergency contact person will be contacted. Please ensure your contact numbers are kept up to date through the College Administration.

SUNSCREEN

Sunscreen will be available for students to apply at regular intervals during the day. If your child has a reaction to any sunscreen please advise the staff. Parents are asked to provide sunscreen for their child if they have a specific brand that they require.

EXCURSIONS



Parents/guardians will be informed of all instances when a student is to participate in an excursion. Parents/guardians are required to give **written permission** for students to attend excursions away from the College. If your child requires medication to be taken on an excursion, please indicate this on the permission slip that will be in the excursion letter. Students will not be able to attend an excursion if written permission is not evident.



PROCEDURES FOR STUDENT ABSENCES

In keeping with requirements by the Education Department of Western Australia all cases of absenteeism require written notification by the parent/guardian. In order to exercise a duty of care towards students, the College must be aware of all cases of absence, late arrival or early departure. The following outlines what students and parents are expected to do to assist the College in this regard. It should be noted that students are expected to attend the College on all scheduled days as noted in the College calendar. The procedures outlined below apply to all of these days.



If a student is to be absent from the College for any reason, a parent/guardian needs to email the College Administration on absentee@stjohnbosco.wa.edu.au before 9.00am on the day of absence. If it is not possible to email, a telephone call to the College Administration is required before 9.00am but must be followed with an email. An SMS message to parents/guardians will be generated for all absences unexplained by 9.30am.

LATE ARRIVAL OR EARLY DEPARTURE

All cases of late arrival or early departure are required to be recorded against the student's attendance record. Students who arrive late are required to be signed in by a parent/guardian at the College Administration. Should you require your child to leave early, a written letter is to be sent in with your child on the day, indicating the time of departure. **All parents are to sign-out child/ren from the Administration then take the purple slip to the class teacher for release of the student.**

PICK UP AND DROP OFF OF STUDENTS

Kindergarten and Pre-Primary students need to be escorted to and picked up from outside their studio by an adult. Entry and exit is via the gate and doors in the Early Learning Centre.

Students in Year 1 – Year 5 may enter and exit the College via the gate next to the Assembly Space or via the carpark adjacent to the Junior Primary Learning Centre.

Students should not arrive at the College prior to 8:25am or remain at the College after 3.15pm, unless accompanied by an adult. Students are not to be dropped off and left unsupervised outside the supervision hours, as it can be dangerous and unsafe. **Students should not be playing on any devices whilst waiting for the studio doors to open at 8:30am.**

2018 UNIFORM AND PERSONAL PRESENTATION

Uniforms are compulsory for every student from Kindergarten to Year 5 at St John Bosco College. Students need to wear the College uniform with pride. Personal presentation needs to be impeccable and reflect the self-respect of each person. **It is important that parents and students actively support St John Bosco College with personal presentation and the correct wearing of the uniform.**

KINDERGARTEN AND PRE-PRIMARY ARE TO WEAR SPORTS UNIFORM ONLY.

Uniform

- College hats are compulsory for all outdoor activities and events.
- The College bag is compulsory for students in Year 1 to Year 5.
- Sport shoes for all students need to be predominately white (lace up not required).
- Students in Year 1 to Year 5 are to wear black leather lace up shoes with their formal uniform.

Hair

- Hair should always be neat and tidy. Fashion hair styles are not permitted at the College, for example, but not limited to; undercuts, long sweeps, razor designs and mohawks.
- All shoulder length hair or longer must be tied up.
- Hair accessories need to be in the College colours.

Jewellery

- A watch and/or necklace with a Religious symbol may only be worn.
- Only matching sleeper earrings or studs are to be worn. One earring or stud of a matching pair to be worn in each ear. An earring in one ear only is not to be worn. No other body piercing is permitted.
- Expensive and valuable jewellery is not to be worn due to loss or damage.
- Nail polish and makeup is not permitted during College hours.



CODE OF CONDUCT

The purpose of the Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students at St John Bosco College. The Code applies to staff, students, parents, guardians and volunteers at St John Bosco College.

Conduct Statements

1. We act safely and competently.
2. We give priority to students' safety and well-being in all our behaviour and decision making.
3. We act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. We conduct ourselves in accordance with laws, agreements, policies and standards relevant to our relationship with our College community.
5. We respect the dignity, culture, values and beliefs of each member of our College community.
6. We treat personal information about members of our College community as private and confidential.
7. We give impartial, honest and accurate information about the education, safety and well-being of students.
8. We support all members of our College community in making informed decisions about students.
9. We promote and preserve the trust and privilege inherent in our relationship with all members of our College community.
10. We maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. We act reflectively and ethically.
12. We allow students to have a voice in their education, safety and well-being.

Please visit our College website for more detail on our Code of Conduct at

http://web.stjohnbosco.wa.edu.au/pdf/codeofconduct_01.pdf

Please visit our College website for detail on our Code of Ethical Conduct at

<http://web.stjohnbosco.wa.edu.au/pdf/codeofconduct.pdf>

BEHAVIOUR MANAGEMENT

RATIONALE

Creating a safe and supportive environment where the rights of all members of the St John Bosco College community are respected underpins the philosophy and the vision of our College. The development of appropriate and acceptable behaviour is the responsibility of students, staff and parents.

Learning appropriate behaviour is part of your child's social development. Our staff aims to help students to be responsible for their own behaviour and to develop an understanding of what is appropriate in different situations. At St John Bosco College we believe that every student has a right to feel safe; therefore, bullying will not be tolerated.

Open communication is encouraged between staff and parents to ensure consistent behaviour expectations are met, both at home and at the College. Behaviour expectations of the students will always be clearly expressed in positive terms and reinforced consistently in a developmentally appropriate way. Students will be encouraged to settle their differences in a peaceful manner and staff will focus on modelling positive behaviour, providing praise and encouragement where appropriate. Wherever possible, problems will be prevented before they arise and a focus will be on student engagement.

COLLEGE BEHAVIOUR GUIDELINES

For the safety of everyone at the College, we recognise that all persons have the right to work, learn and play in a supportive and secure environment. The following guidelines apply:

Treat each other with kindness, respect and dignity

- Talk to each other positively and try to work out problems
- Always tell the truth
- Use your manners when speaking with other

Show respect for our College and community

- Use College equipment responsibly and purposefully
- Keep our College clean and care for the environment
- Keep a neat and tidy appearance and wear the correct College uniform at all times
- Make safe and responsible decisions
- Stay within the College grounds
- Cooperate with others and play safe, friendly games
- Stop, Look and Listen when the signal is given
- Walk on all pathways and around buildings
- No hat, no sun

Follow the directions of staff at all times

- Listen carefully to all instructions
- Respond positively when spoken to
- Accept correction and take responsibility for our own actions

Provide a caring and supportive environment

- Apply the virtues of the Fruits of the Holy Spirit in everyday College life
- Choose your words and actions carefully; the College is a bully-free zone
- Work collaboratively to enhance the learning of yourself and others

RIGHTS AND RESPONSIBILITIES

Every member of St John Bosco College has a right to fully participate in an educational environment that is safe, supportive and inclusive. Everyone deserves to be treated with respect and dignity. We have developed statements of rights and responsibilities for all members of our College community that are detailed in the Behaviour Management Plan on our website.

STUDENTS

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none"> • To learn without disruption • To feel safe and secure • To openly communicate any issues or concerns and be heard by teachers and parents • To be treated with respect, honesty and courtesy 	<ul style="list-style-type: none"> • Treat other students in a friendly and respectful way by including others, playing fairly, avoiding rough play and not using 'put downs' • Treat all staff, parents, guests and members of our community with respect • Support the teacher by listening, helping, cooperating and behaving responsibly • Treat the environment with respect, and keep the classrooms and outdoor areas clean and tidy • Be a supportive peer and report inappropriate behaviour to a teacher

PARENTS and GUARDIANS

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none"> • To know your child is safe and protected • To know your child is treated in an equitable and fair way • To know that inappropriate behaviour is dealt with in a consistent and appropriate manner • To be able to approach appropriate staff without prejudice if concerned about any situation 	<ul style="list-style-type: none"> • Understand, accept and respect the behaviour management policy • Model appropriate behaviour on College grounds, and at all College occasions and events • To not become personally involved in issues that do not directly impact on your child • Take an active interest in your child's educational progress • Support the College in maintaining a safe and respectful learning environment for all students • Contact the class teacher first, to communicate any concerns, questions or seek clarification • Regularly communicate any information that may affect your child's behaviour or performance at the College • Respect the privacy of all students and families, especially when participating as a parent helper.

STAFF

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none">• To be able to teach without disruption• To be able to work in a safe and supportive environment• To be treated with respect, courtesy and honesty• To be supported by the whole College community	<ul style="list-style-type: none">• Support the College ethos, policies and procedures• Treat all students, parents and other staff with respect, courtesy and honesty• Be well organised, and provide relevant and challenging educational programs• Share responsibility for making sure the College environment is safe, clean and tidy• Communicate effectively and respectfully with other staff, students and parents• Deal effectively with students whose behaviour disrupts the learning of others

PRINCIPAL and DEAN of STUDENTS

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none">• To be treated with respect, courtesy and honesty• To be able to work in a safe and supportive environment• To be supported by staff in the implementation of the behaviour management policy• To be supported by the whole College community	<ul style="list-style-type: none">• Develop and implement the behaviour management policy within the College• Promote the policy through communication and on the College website• Be aware of the legislative requirements relating to bullying and harassment (refer to CECWA policy 'Harassment in Schools')• Ensure that all students, staff and College community members are familiar with the College policies• Support staff in the investigation and resolution of all incidents and allegations of bullying and behavioural issues• Ensuring that the College plans to counter behaviour management are monitored; including documentation, intervention, follow up, initiating reviews of approaches at regular intervals

FRUITS OF THE HOLY SPIRIT

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such there is no law. Galatians 5:22-23

At St John Bosco College we want to enable our students to grow in resilience and social-emotional intelligence through the 'Fruits of the Holy Spirit' – joy, love, patience, self-control, kindness, faithfulness, goodness, peacefulness and gentleness. We want to strive for excellence, build emotional well-being, respect each other and provide a safe and nurturing environment.

This means that the students must learn about each of the 'Fruits of the Holy Spirit' and how it should be demonstrated at our College, follow the expectations of the classroom, playground and College, and accept consequences if/when expectations are not followed.

Love	this is an unselfish love like that found in Jesus Christ
Joy	this is a happiness or contentment that lasts even when there are reasons to feel sad
Peace	this is a tranquility of spirit that does not change as circumstances alter
Patience	this is not getting upset or angry when one thinks they have a reason to do so or when someone "does you wrong"; includes perseverance and not becoming upset or angered when one thinks they are right or being mistreated
Kindness	this is a kind attitude expressed toward other people
Goodness	this is doing (and being) good to other people, like the example God has given to us
Faithfulness	here the idea is faithfulness to the Lord and in what one does for Him
Gentleness	this is not having a higher opinion of oneself than one should; not getting angry easily; it is seen in our relationships with others
Self-control	this is personal discipline or control in all aspects of one's life

BUDDY CLASSES

A 'Buddy Week' will be organised once a semester where the two buddy classes will complete shared activities. Buddy classes will also organise shared activities between their two classes whenever possible.

Pre-Primary Purple	➔	Year 3 Purple
Pre-Primary Teal	➔	Year 3 Teal
Year 1 Purple	➔	Year 4 Purple
Year 1 Teal	➔	Year 4 Teal
Year 2 Purple	➔	Year 5 Purple
Year 2 Teal	➔	Year 5 Teal

FRUITS OF THE HOLY SPIRIT CERTIFICATE

Certificates are awarded twice a term to those students who demonstrate the Fruits of the Holy Spirit in each Learning Centre (total of THREE awards per Assembly).

CERTIFICATE OF EXCELLENCE

Our vision is to create an environment where every student thrives in a Catholic learning community; where development of the whole person is of the utmost importance. In 2018, we will introduce a 'Certificate of Excellence'. The certificate will be awarded to TWO students per class at each Fruits of the Holy Spirit Assembly. The certificate may be awarded to a student for personal or academic achievements.

OUTSIDE SCHOOL HOURS CARE

St John Bosco OSHC service operates in Studio 1 in the Early Learning Centre.

Our OSHC Philosophy

The OSHC service is a child-centred place where children, families and educators are valued as individuals. The service is provided within the Catholic ethos. Children are encouraged to develop to their full potential within a safe, caring and supportive environment. Planning and programming ensures that it is inclusive of every child and developmental play is regularly incorporated. The service aims to link the program with the wider community where possible, and to educate children about the opportunities within our community.

Operating Hours

The service provides before and after school care programs for children attending Kindergarten to Year 5 classes.

Before School Care (BSC)	After School Care (ASC)
\$20.00 per child/per session*	\$30.00 per child/per session*
7 am – 9 am	2.45 pm – 6 pm
Program includes breakfast	Program includes afternoon tea

* **CCB & CCR rebates will be available to families that can greatly reduce parents out of pocket costs.**

An associated Vacation Care program is available to families attending St John Bosco College from another local primary school (Xavier Catholic Primary School) located at 271 Forrest Road, Hilbert WA 6112 during 2017.

OSHC STAFF

Miss	Valeria Campos	OSHC Supervisor
Mrs	Lauren Petridis	OSHC Educator
Mrs	Maria Leonor	OSHC Educator

Please contact Valeria on 9234 9628 / 0447 957 341 or at oshc@stjohnbosco.wa.edu.au for more information.



ABORIGINAL PLAYGROUP

What we are about

Aboriginal Families as First Educators for your children. Providing a safe and positive playing and learning environment for your children. Parents will be their child's teacher within the playgroup, and support and encourage a successful and enjoyable education for your child. We are based on the Australian Abecedarian Approach for learning (3A).

Location

St John Bosco College, 170 Monticello Parkway, Piara Waters WA 6112

Time: Monday and Thursday, 9.30am - 11.20am

Contact : Mrs Tamara Lacroix and Ms Kylie Collard

Mobile : 0497 678 051

Email : tamara.lacroix@cewa.edu.au / kylie.collard@cewa.edu.au

CALENDAR FOR KINDERGARTEN – YEAR 5 STUDENTS 2018

Term One	Wednesday January 31	-	Friday April 13	(11 weeks)
Term Two	Tuesday May 1	-	Friday June 29	(9 weeks)
Term Three	Tuesday July 17	-	Friday September 21	(10 weeks)
Term Four	Tuesday October 9	-	Friday December 7	(9 weeks)

Final Day for Kindergarten – Year 5 Students is Friday December 7.

In keeping with the guidelines of Catholic Education WA and the Department of Education Services, the following days have been set for staff professional learning. **Students do not attend the College on these student free days.**

STUDENT FREE DAYS 2018

Term One	Monday January 29	Tuesday January 30
Term Two	Monday April 30	
	Catholic Day Friday June 1	
Term Three	Monday July 16	
	Friday August 10	
Term Four	Monday October 8	

Final Day for Staff is Friday December 14.

Term Calendars with more detail are available on the College website at

http://web.stjohnbosco.wa.edu.au/pdf/calendar_2018.pdf

COLLEGE CONTACT INFORMATION

Website

web.stjohnbosco.wa.edu.au

Mail

St John Bosco College, PO Box 4110, Harrisdale WA 6112.

College Address

170 Monticello Parkway, Piara Waters WA 6112.

Phone: 08 9234 9600

Mobile: 0417 919 583

Email: admin@stjohnbosco.wa.edu.au

Administration Times

The College Administration is open from **8.15am to 3.45pm** during term time. Office hours during the term holidays will be published prior to the end of each term.

College Times

The following days and times outline the sessions for the different student year groups.

Year Level	Start	End	Days
Pre-Kindergarten Education Program	Day begins at 8.45am	2.45pm	Thursday
Kindergarten	Day begins at 8.45am	2.45pm	Tuesday, Wednesday & Friday
Pre-Primary to Year 5	Studios open at 8.30am Day begins at 8.40am Recess: 10:40 – 11:00am Lunch: 12:40 – 1:20pm	3.00pm	Monday - Friday

EVACUATION AND LOCKDOWN

In the event of an emergency, staff, students and visitors will need to vacate all of the buildings immediately and follow the instructions in the Evacuation Plan. The “**Muster Point**” is located on the College Oval.

Please visit our College website for more detail on our Emergency Management Plan at

http://web.stjohnbosco.wa.edu.au/pdf/policies/policy_emp.pdf

BUSHFIRE PLAN

This plan is for St John Bosco College and has been designed to assist staff in the event of a total fire ban, catastrophic fire danger rating, or a bushfire.

Please visit our College website for more detail on our Bushfire Plan at

http://web.stjohnbosco.wa.edu.au/pdf/policies/policy_bushfireplan.pdf

SITE PLAN EXAMPLE AND LOCATION OF EVACUATION ASSEMBLY AREA



SUMMARY CHART

170 Monticello Parkway, Plara Waters WA 6112

