



# St. John's Lutheran School

## SCHOOL INFORMATION 2024



*Valuing*

Faith, Friendship & Family

*and Focussing on*

Relationships, Responsibility & Results

# Welcome to our School Community

Please keep up with St John's latest news and events



## School App

Download our school App from the App store to access Newsletters, order tuckshop and uniforms, school contact details and events.



## SCHOOL OFFICE HOURS

Monday to Friday 8:00am – 3:30pm

## CONTACT DETAILS

Street Address:- 84 – 94 Ivy Street, Kingaroy Qld 4610

Postal Address:- P O Box 506, Kingaroy Qld 4610

Email:- [office@sjls.qld.edu.au](mailto:office@sjls.qld.edu.au)

Principal - Karyn Bjelke-Petersen:- [kbje@sjls.qld.edu.au](mailto:kbje@sjls.qld.edu.au)

Deputy Principal - Steven Lake:- [slak@sjls.qld.edu.au](mailto:slak@sjls.qld.edu.au)

Primary School Co-ordinator - Shelley Murphy:- [smur@sjls.qld.edu.au](mailto:smur@sjls.qld.edu.au)

Secondary Co-ordinator – Megan Danslow:- [mdan@sjls.qld.edu.au](mailto:mdan@sjls.qld.edu.au)

Website:- [www.sjls.qld.edu.au](http://www.sjls.qld.edu.au)

Facebook/Instagram:- Search for St John's Lutheran School on Facebook

Telephone:- (07) 4162 3988

Fax:- (07) 4162 4255

Tuckshop:- 0403 671 909

P & F Email:- [sjlspf@gmail.com](mailto:sjlspf@gmail.com)

## MISSION STATEMENT

Our school community is committed to providing quality education that endeavours to prepare children for the future in a caring, supportive Christian environment.

## LOGO

**The School Logo highlights that** - St. John's Lutheran School is a strong and confident Spirit-created community where Christ and His cross is central to its philosophy of life and learning and where God's message of love is made open and available to all involved in this community.



The title “**St. John's**” reminds both the School and the Congregation that they are united as one in the commitment to and support of this ministry of communicating God's love in Jesus Christ to us all.

- **CROSS** The cross is central to Christian Faith. It represents God's love for us in Jesus Christ. It leans to represent a faithfulness to the Great Commission –a Church community on the move (in, with and for the wider Community).
- **DOVE** The dove represents the presence of God's Spirit creating, leading, teaching and empowering this community of faith.
- **OPEN BIBLE** The open Bible represents the source and focus of our inspiration and wisdom/learning.
- **PEOPLE** The people represent male and female, young and old making up this close community of faith. Children, staff and parents/friends help to form this community, all working together.
- **CIRCULAR SHAPE** The circular shape represents our unity and sense of community bound and held together in God's love.

## AN INTRODUCTION TO PARENTS

St. John's Lutheran School is an intentional Christian faith community. We value 'Faith, Friendships and Family while focussing on Relationships, Responsibility and Results'.

We are serious in our proclamation of the Good News message about Jesus. We are here to assist parents in leading the children in our care through the process of faith formation. We believe that a grounding in the fundamentals of the Christian faith lays the foundation for our children to have the opportunity to enter the world of work with a set of values that are 'time proven'.

As a Christ-focussed school community, we regard having the right relationships with each other and our Lord as being fundamentally important. We have a Christian Studies curriculum and daily spiritual activities, involving both whole school and individual class daily devotions.

Another special feature of our school is its sense of community. The children have the opportunity to get to know each other closely, and to learn to care for each other. The community life that we aim to foster is one of helping each other, and of co-operation as part of a team. St John's highly values close parent/teacher relationships. It is our belief that together as a team each of us can achieve more.

The St. John's Congregation established our school because of the importance it places on caring for families and children. Members have a strong desire to provide a Christian education for their children, and for those within the wider community. The school is maintained through the combined efforts of the parents and Federal and State Government grants.

We hope and pray that your time with us at St. John's is a fulfilling and enriching experience.

## ANNUAL PARENTAL UNDERTAKING REMINDER

As part of the enrolment procedure, it is the usual practice for parents or guardians, having been made aware of the nature of the school and its aims, to sign a statement of support indicating the following.

As Parents, Carers or Guardians we will:

1. in every way possible, uphold the school in its philosophy and in seeking a Lutheran Education support the Christian ethos, values and other stated purposes of St John's Lutheran School and understand that our child /children is/ are expected to participate in and support the Christian education program of St John's Lutheran School.
2. contribute to a safe school community where there is no tolerance for intimidation or harassment and uphold the school's expectations and policies that are in place for the wellbeing and effective learning of students
3. model responsible and respectful behaviour within the school community in both the real and digital worlds and treat every member of the community with courtesy and respect.
4. listen, talk collaboratively and share relevant information with teachers and school staff to understand and harmoniously resolve any issues, misunderstandings or concerns
5. respect the privacy of every member of the school community
6. adhere to the commitments made at the time of enrolment, including the prompt payment of school fees.

# ATTENDANCE

It is important that students be regular in their attendance so as to gain maximum benefit from their time as a student at St. John's.

## ARRIVAL TIME

- Students are expected to arrive at school between 8:00am and 8:40am, in time for school commencement at 8:45am.
- Secondary students wishing to access study time from 8:00am on designated mornings may proceed directly to the study classroom.

## EARLY ARRIVAL

- Students will not be supervised in the school grounds prior to 8:00am, which is the official time for the commencement of yard supervision. Prior to this students **must** go to the office.
- Prep – Year 6 students arriving prior to 8:30am will be expected to wait quietly in the undercover area at the hall.
- Students arriving at school before 8:00am must have the electronic form, 'Parents Consent for Pupils – Family Permissions - Arriving at School Early' completed; in your back to school pack. If you have not completed the consent form at the start of the year, please see the office staff to adjust.

## DEPARTURE TIME

- School finishes at 2:55pm. All students are dismissed at 2:55pm including bus students.
- Students not remaining for extra-curricular activities are expected to leave the grounds by 3:15pm.
- NO YARD SUPERVISION IS AVAILABLE AFTER THIS TIME.

## COLLECTION OF CHILDREN

- Parents or authorised persons are not allowed to collect children during school hours unless they have signed the student out at the office. Children are not to be collected by persons unknown to the school, unless prior notification and identification has been provided to the school by parents/guardians in person or writing.
- The school must be notified if there are any changes to regular collection methods, otherwise staff will ensure that children continue with normal arrangements.

## LATE ARRIVAL OR LEAVING THE SCHOOL GROUNDS

Students are to remain on the school grounds throughout the school day unless accompanied by a teacher or parent/guardian.

- **Arriving Late** - If children arrive after 8:45am, they are required to go to the office to advise office staff of their arrival at school, pick up a 'late pass' enabling rolls to be updated.
- **Leaving Early/Appointments** - If children are leaving for an appointment, parents / guardians should collect their child from the school office, where they are required to advise office staff of their departure from school.
- **Returning from Appointment** - When children return from appointments, it is necessary to report to the office staff to inform staff of their arrival back at school.

## ABSENCES

**Any absence from school** requires the parents / guardians to notify the school on the morning of the absence. With our electronic roll marking and attendance system, all variations to attendance or absences **must be reported either in person, in writing, by phone, via the school app or by email to the school office**, in addition to contacting the teacher. If children are not present at school when the roll is marked by 9:30am, the school is required under Workplace Health and Safety Legislation to contact the parents regarding their absence. If parents are not contactable, the police will be notified that the child has not arrived at school.

It is inadvisable to remove children for absences such as holidays during the start of any term, as new work is often introduced at this time. Teachers cannot be expected to provide individual programs for children who are away on holidays – a teacher's first responsibility is to those children in class. The responsibility for making up work missed through absences lies with the child and his/her parents. Please negotiate this with the teachers.

Parents should notify the school if their child is absent for any reason including:-

- **Illness**
- **Anticipated absence** - Requests for absence including medical and family appointments, music or dance examinations and the like are to be submitted to the office and the teacher.
- **Absences for more than 10 days (e.g due to extended holidays)** – These need to be formally requested via a Letter to the Principal, as per the Non-State Schools Accreditation Board Regulations. Please contact the school office for more information.



## APP

Our school has an app which can be downloaded onto your Apple or Android devices. To access this free app, search for St John's Lutheran School Kingaroy. The app can be used to:-

- ★ advise student absence
- ★ access newsletters
- ★ purchase uniforms online
- ★ check school contacts
- ★ access school information
- ★ order tuckshop

## ASSEMBLY AND PRIMARY & SECONDARY SCHOOL DEVOTION

**Primary School Devotion** (Year 4 – 6) Monday at 8:55am

(Prep – 3) Monday at 2:30pm

**Secondary School Devotion** (Year 7- 12) Friday at 8:45am

**School Devotion** will be held on two different mornings for primary and secondary students. Parents are invited to share this time with our students and staff, and also enjoy a tea or coffee before and after. It is a great time to catch up with other parents.

**Assembly** for Prep – Year 3 and Year 4 – Year 6 may be held on alternate Wednesday afternoons at 2:30pm in the Hall. Parents are also invited to attend this assembly for Student of the Week presentations. Please read the weekly newsletters for assembly rosters.

## BRIDGE AWARD – *Duke of Edinburgh Award for 11½ - 14 years old*

The Bridge Award is a youth development program designed to give your child the chance to challenge themselves and be rewarded for their achievements. If your child is aged between 11½ and 14 years of age, they are eligible to participate in this first stage of the Duke of Edinburgh Award program. The contact person is Greame Moseling:- email at [gmos@sjs.qld.edu.au](mailto:gmos@sjs.qld.edu.au)

## BUS CODE OF CONDUCT

To keep other passengers and bus drivers safe and comfortable, all school students who use buses either to travel to and from school or for other school-related activities (e.g., school sport, excursions and camps) are required to comply with the [Code of Conduct for School Students Travelling on Buses](#) (Department of Transport and Main Roads). Refer to Code of Conduct for School Students Travelling on Buses for details of the Code. All students travelling are required to sign they have read the code of conduct.

## BUS INFORMATION

As a registered school, students of St. John's are eligible to travel on the various bus runs provided through Queensland Transport. Owing to the number of bus services provided, parents should contact the operator of the service relevant to their needs and advise the operator that you wish to use their service. There are other bus services which work together with the two main bus services.

**Please contact for further information:- Pusters 4168 1533; Coast & Country Buses 54966589**

### **Route 1 - Across Town Service –**

To assist students to get to St. John's, we have a free-of-charge across town service. Pick-up and drop-off is at the Kingaroy High School Bus Interchange in Markwell Street with other bus services connecting with the bus service to and from St John's.

### **Route 2 & 3 - Murgon/Wondai/ Nanango -**

Tickets **must** be purchased at the school office. (In person or over the phone)

Tickets are \$6.50 per trip per child and can be purchased as single tickets or a booklet of 10 if you wish to use this service. Families can also participate in a school SPA agreement, please see the information below about the SPA agreement.

## BUS ASSISTANCE - Wondai, Murgon, Nanango Bus Routes - SPA (School Parent Agreement)

St John's offers parents on the Wondai – Murgon, and Nanango Bus Routes a School Parent Agreement (SPA) so the school pays the bus company and applies to the NSSTAS (Non State Schools Transport Scheme) on behalf of the parents commencing in Term 1. Pursers have a list of students who are on a SPA agreement with St John's and this list is provided to the School for payment. If you wish to participate, please see Tracey Williams in the Office to apply as soon as possible.

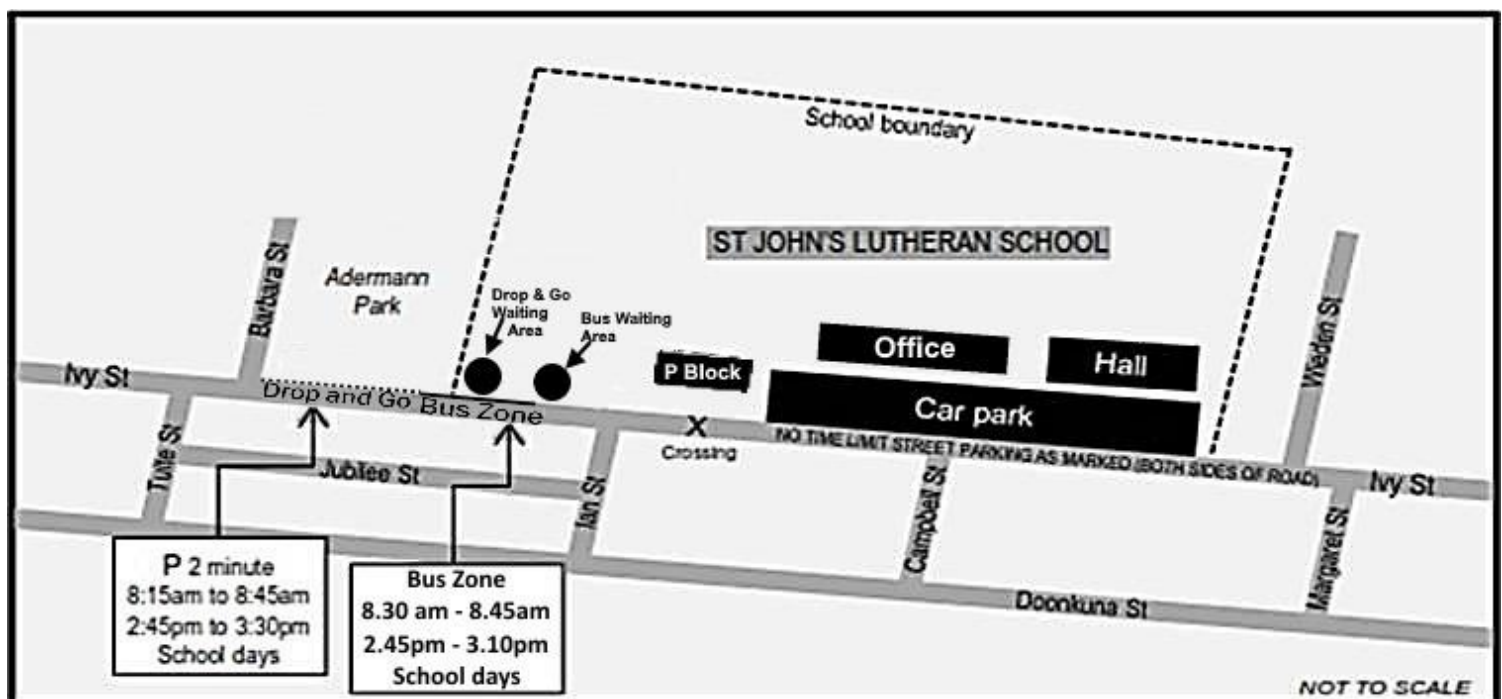
## BUS & DAYCARE BUS ZONE

Bus students are supervised at they arrive in the morning and as the leave in the afternoon. Students leaving by bus and daycare buses in the afternoon are marked off on a daily roll. The bus zone is located in front of the school's junior playground. Students going to daycare centers are to assemble near the fence at bus zone as directed by staff.

## CARPARK - DROP & GO

The Drop & Go Zone is behind the Bus Zone in front of Adermann Park. Please note this is not a parking area. This area eases traffic congestion in front of the school. Please read the signs carefully (as shown in the map).

- Parents are permitted to use the entire Drop Area before 8.30am and after 3.10pm provided the buses have departed (buses usually arrive after 8.30am and leave by 3.05pm).
- Children must exit vehicles on the footpath side of the vehicle only.
- Parents should not need to exit their vehicles except to secure seatbelts.
- A list of Drop & Go students will be compiled during the morning roll call.
- In the afternoons, Drop & Go students will go directly to the far gate waiting area. Students must await their parents' arrival and then proceed to their car.
- Supervision finishes in this area at 3:15pm, as, by this time, the carpark is less congested, and parents may then enter the carpark and collect students from the waiting area.
- To keep the drop and go traffic flowing, please move your car forward as other cars leave or as indicated by staff.

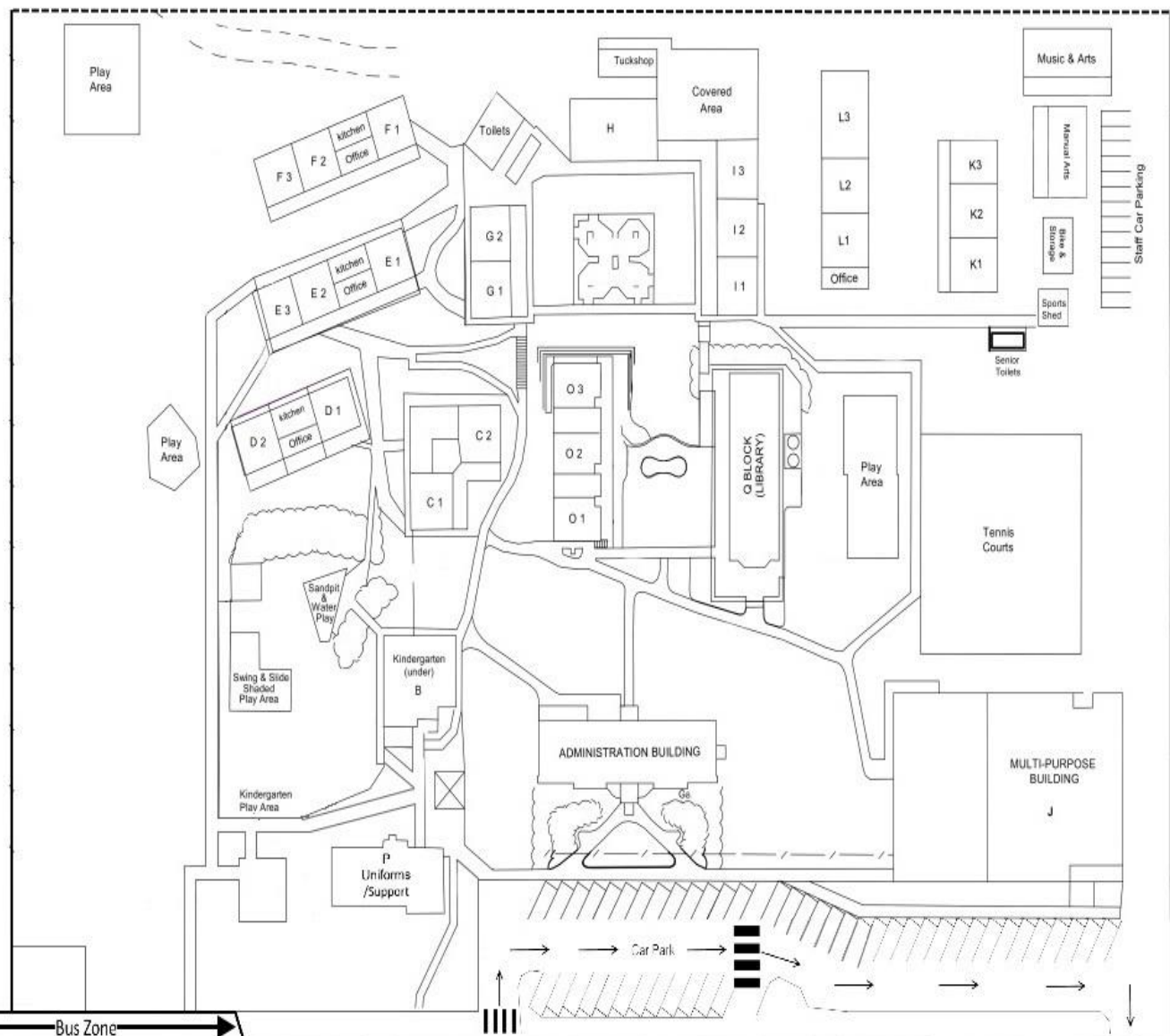


# CARPARK AND SCHOOL MAP

The school carpark has limited spaces. If you drive into the grounds and find all parking bays full, please park in Ivy Street or surrounding streets. Please do not park outside the marked bays or stop in the driveway of the car park or neighbours to collect/unload your children. Please note, the carpark is ONE WAY.

Please follow these instructions, which are intended to make our carpark as safe as possible for all users – especially children.

- Please note: The first bay in our school carpark is a delivery area only. This is not a drop off zone for children.
- Drop off zone is the space behind the bus zone in front of Adermann Park.
- Due to Workplace Health and Safety issues, staff who park long term will use the car park bays as well as the first 6 bays from the carpark entrance. This will assist to alleviate the “bottleneck” at the entrance to the carpark.
- Parents & children need to walk across the designated crossings only, to access and leave the school grounds.
- Please remember that NO-ONE is to walk through the CARPARK except on the marked crossings.
- **Carpark Pedestrian Crossing:** Pedestrians have right of way unless a teacher supervising indicates differently.
- Please ensure that anyone who collects your child in your absence is aware of these safety considerations.



School Entrance

IVY

STREET

Carpark Exit



## CAMPS

Camps are an important part of the school program. Camps for 2024 are:-

Year 3 – Duckadang	21 <sup>st</sup> – 22 <sup>nd</sup> November 2024
Year 4 – Currimundi	20 <sup>th</sup> – 22 <sup>nd</sup> November 2024
Year 5 – Mapleton	26 <sup>th</sup> – 28 <sup>th</sup> August 2024
Year 6 – Cairns	8 <sup>th</sup> – 11 <sup>th</sup> October 2024
Year 7 – Koojarewon - Highfields	7 <sup>th</sup> – 9 <sup>th</sup> February 2024
Year 8 - Luther Heights Coolum	22 <sup>nd</sup> – 24 <sup>th</sup> April 2024
Year 9 – Barambah	12 <sup>th</sup> – 14 <sup>th</sup> February 2024
Year 10/11 – Emu Gully	12 <sup>th</sup> – 14 <sup>th</sup> February 2024

## CHANGE OF ADDRESS & PHONE NUMBER

If at any time you change your address, email, mobile, home or other contact details, please notify the office of the change as soon as possible so we can keep our records up to date.

## CLASSROOM HELP

We appreciate parents helping in our school community when they are available. There are various avenues which offer these opportunities, such as class help or involvement in the P & F.

Many of our classroom teachers appreciate parent help in the classrooms for reading, Maths, sport, art/craft, etc. If you would like to be a parent helper, please contact your child's teacher as soon as possible on or after the first week of Term 1. Please contact the teacher if you have any questions or wish to change any rosters.

A reminder to all parents to **please sign in at the office** before proceeding to classrooms as a helper. As teachers, we are very aware of the legal implications of school and classroom life. As a Parent Helper, your maintenance of **confidentiality** is important. No matter what opinion you may have or witnessed in the classroom, about a child's ability or behaviour, it is not appropriate to discuss this with anyone except the class teacher.

## CROSSING SUPERVISOR

The Transport Department has appointed a crossing supervisor to assist children in crossing Ivy Street safely. This also enables parents to park across the road in Ian and Campbell Streets at pick up and drop off times.

## CONVEYANCE ALLOWANCE

Financial assistance for transport to school via buses is available for students who live outside of Kingaroy, or for students who travel by car if your child has special learning needs. A summary of these circumstances is available from the Registrar, Mrs Tracey Williams in the office. See Bus Assistance on previous page.

# CHILD PROTECTION

- As a school community, we recognize the need for Child Protection, and staff complete training and follow procedures according to QLD legislation.
- Staff also complete a “Valuing Safe Communities” workshop.
- All adults on campus are required to conduct themselves according to the Annual Parent Undertaking spelled out in the Valuing Safe Communities. Please see a copy at the sign in desk or on our website.
- Parents attending camps are also required to participate in a “Valuing Safe Communities” workshop.
- The Child Protection Policy and Child Risk Management Strategy can be viewed on our school website or a hard copy is available from the front office on request.
- Students are briefed in a relevant manner regarding Child Protection matters.

## The Blue Card system and Restricted Person Declaration

The ‘Blue Card’ system regulates activities which are essential to children’s lives. These include child care, education, sport, cultural activities and foster care. Blue Card services check and monitor people who work in these industries and help organisations to create safe environments for children. The Blue Card system is made up of 3 parts: screening, ongoing monitoring and risk management strategies.

A Blue Card is required if you have paid work at a school. Blue Card applications go through a screening process known as the ‘Blue Card Check’. The No Card, No Start law means you must have a valid Blue Card before you start work.

Currently there are some exemptions that allow certain people to work or volunteer with children without a blue card in specific circumstances. For example, a parent who volunteers as a coach at their child’s sporting club.

To further strengthen the Blue Card system, they have introduced 2 new terms—‘restricted person’ and ‘restricted employment’—*Restricted employment* refers to the situations or exemptions that allow a person to work with children without a blue card, such as if they are:

- a volunteer parent
- a volunteer who is under 18
- paid or unpaid staff who work in regulated child-related employment for not more than 7 days in a calendar year
- a person with disability who is employed at a place where the person also receives disability services or NDIS supports or services
- a secondary school student on work experience who carries out disability related work under the direct supervision of a person who holds a blue or exemption card.

## DECLARATION FORM

As a volunteer at our organisation we require any parents or volunteers to sign a declaration form, stating which exemptions you are relying on to volunteer at St John’s and that you are not a restricted person. Please see the form in our blue ‘Back to School’ forms and please complete.

# COMMUNICATIONS

In most instances, any communication between parents and the school relates to their own particular children. Occasionally, parents may be concerned about incidents that also involve other children in their child's class. In all such instances, parents should speak with, or send a note to, the relevant class teacher. Parents are encouraged to confer with teachers and arrange a mutually convenient time to meet to discuss such matters.

From time to time, misunderstandings occur or events happen which need to be sorted out. These situations are best handled when a suitable time can be arranged to speak with the teacher when they are free from classroom duties and away from students, to discuss the problem.

At these times, we ask everyone in our community to show respect, care and concern for each other as we work together to teach our children. A caring Christian community is something that has to be worked on by all members of that community - teachers, parents and students.

On occasions, parents and others connected with the school may wish to offer suggestions or raise concerns about the organisation of the school or school policy and we encourage you to contact the Principal or the School Council Chairperson in these circumstances.

Administrative staff to whom you are able to direct your queries are:-

Karyn Bjelke-Petersen - Principal - has the responsibility for the day-to-day running of the school and will refer matters to the School Council to whom she is responsible. Please feel free to contact the Principal if you wish to share your ideas about our school to assist our community.

Steven Lake – Deputy Principal – assists in supporting positive communication across Prep – 12.

Jon Kotzur - Relationship Facilitator - is responsible for all relationship management from Prep – 12.

Shelley Murphy (Primary School Co-ordinator P - 6) and

Megan Danslow (Secondary Co-ordinator 7-12)

The Co-ordinators are responsible for the administration of the Primary and Secondary School.

Please contact your classroom teacher initially and then the Primary or Secondary Co-ordinator.

There are communication guidelines on the school's website, which further explain our policy on communication and use of social media within our school community.

## Parent – Teacher Contact

If you have any questions please contact your classroom teacher via email to arrange a suitable mutual time to meet, so the teacher is free from classroom duties and away from students to discuss the issues.

A compulsory parent/teacher interview will be held at the end of Term 1, while an optional interview may be held at the end of Term 2. At the end of each semester, written progress reports are sent home. Parents or teachers may initiate individual interviews as necessary during the year.

The school communicates with families through weekly newsletters and classroom notes, along with postings on our website, social media, school app and Seesaw (Years P - 4). Your child's teacher may also contact you via phone or email. Many teachers prefer email contact initially, and they will notify you of their email address early in Term 1.

The school office may use SMS text messages to the main caregiver if your child is absent, or for class group notifications, for example, advising of time of return to school after camps or excursion.

**If you wish to telephone a teacher, a message will be taken and you will receive a return call as soon as possible to organise a time to call.**

# FEES - SCHEDULE OF SCHOOL FEES & CHARGES – 2024

St. John's School fees include all exercise books, biros, rubbers, pencils, pencil grips and colouring pencils. Only set textbooks need to be purchased. Should you have any further queries regarding the fees or the fee process, please contact our Registrar or Business Manager.

PRIMARY P - 6							
	TUITION	ACTIVITY LEVY	P & F LEVY	BUILDING FUND (Voluntary per term)		PER TERM	PER YEAR
	Per child	Per child	Per family				
1 <sup>st</sup> child	\$682.50	\$32.50	\$25.00	\$25.00		\$765.00	\$3060.00
2 <sup>nd</sup> child	\$392.50	\$32.50		\$25.00		\$450.00	\$1800.00
3 <sup>rd</sup> child	\$355.00	\$32.50		\$25.00		\$412.50	\$1650.00
4 <sup>th</sup> child	\$262.50	\$32.50		\$25.00		\$320.00	\$1280.00
5 <sup>th</sup> child	\$0	\$32.50		\$25.00		\$57.50	\$230.00

SECONDARY 7 - 12							
	TUITION	ACTIVITY LEVY	P & F LEVY	BUILDING FUND (Voluntary per term)		PER TERM	PER YEAR
	Per child	Per child	Per family				LEVIES Per child
1 <sup>st</sup> child	\$1068.75	\$50.00	\$25.00	\$25.00		\$1168.75	\$4675.00
2 <sup>nd</sup> child	\$631.25	\$50.00		\$25.00		\$706.25	\$2825.00
3 <sup>rd</sup> child	\$515.00	\$50.00		\$25.00		\$590.00	\$2360.00
4 <sup>th</sup> child	\$257.50	\$50.00		\$25.00		\$332.50	\$1330.00
5 <sup>th</sup> child	\$0	\$50.00		\$25.00		75.00	\$300.00

## SECONDARY LEVIES

Each year apart from the Fees above, secondary students will be charged a one off levy at the start of the year to access the online textbook resources. This amount is not included above as position in family and year level can all be different. The ICT programs used include:-

Jacaranda	Years 7 – 12	\$115.00
Maths Pathways	Years 7 – 9	\$72.00
Atomi	Years 10 – 12	\$90.00

## TEXT BOOK AND RESOURCE ALLOWANCE SCHEME - (YEARS 7 – 12)

The Textbook and Resource Allowance Scheme is designed to assist parents to offset the cost of textbooks and other learning materials associated with education. Parents do not apply for this grant, the school claims this on behalf of students and payment comes directly to the school where it is credited to your fees in Term 1.

Per annum – 2024 rate - (Year 7 - 10 - \$155.00 per student) (Year 11 & 12 - \$337.00 per student)

## YEAR 7 CHROMEBOOK

A Chromebook is provided to all year 7 students for their use at school and home. A bond of \$100 for the Chromebook will be charged to all Year 7's on your Term 1 fees. This will then be refunded at the end of the year when the Chromebook is returned in an acceptable state to the school. From Year 8 and onwards we have a BYOD (bring your own device), we will provide families with the specifications for a laptop, for use in their senior years. This will allow students to keep up with the ever-demanding changes of curriculum and ICT-related subjects.

## YEAR BOOK

Each year a professionally published full-colour year book is produced. One copy per family \$20 is charged on Term 3 fees. This is optional.

## BUILDING FUND DONATION (CAPITAL CONTRIBUTION)

Parents are invited to make a voluntary contribution to our School Building Fund. The amount is \$100.00 per annum (\$25 per term) per child. This is to assist in the finance of our School's planned building program and in meeting the School's loan repayment commitments.

## SPA BUS

Families who travel to St John's on the Blackbutt, Nanango, Wondai and Murgon bus routes have the option to sign a SPA agreement with the school. This allows the school to include the bus fares on your school fees each term. We have been advised the threshold for Terms 1 & 2 in 2024 will be \$35 per family/ per week or \$25 for a concession card holder. Please see the Back to School forms for further information.

## WHAT DO THE TUITION FEES INCLUDE

Tuition fees along with government funding help to support the ongoing day-to-day running expenses of the school. Extra-curricular activities (i.e. camps and elective programs such as instrumental music lessons, camps, SPA bus and school photos) will be charged additionally.

### SIBLING DISCOUNT

Families who have more than one child at St Johns receive a sibling discount. This discount applies to tuition fees only.

### DISCOUNT EARLY PAYMENT

5% Discount on tuition fees is given if annual fees are paid in full by 31<sup>st</sup> March each year.

### LEVIES FOR EACH CHILD

**Activity Levy:-** An activity fee is charged per child per term to cover such things as Swimming Fees, Gymnastics, Dance, Book Week, Arts Council Performances, Excursions, including entrance fees & bus fares for class excursions.

### LEVIES PER FAMILY

**P & F Levy** – This levy is collected on behalf of the St John's P & F Association and provides resources to benefit the children.

## FEE PAYMENT OPTIONS

Fees can be paid weekly, fortnightly, monthly, per term or yearly, by:

- Cash
- EFTPOS/VISA/Mastercard – by phone or in person
- Cheque
- Direct Debit – from your nominated bank account
- Centrepay

Regular payments can be made on a weekly, fortnightly, or monthly basis to help to spread the cost of your fees over the year. Bank Account details:- Westpac BSB 034 625 Account No. 870 618

**Payment Dates:-** School fees and levies are mailed out to each family at the start of each term. The published School Enrolment Policy is that all fees are payable in advance. In line with this policy, fees for each term will be due on or before the following dates in 2024:

	TERM 1	TERM 2	TERM 3	TERM 4
<b>Date Invoice Sent Out:</b>	23/2/2024	10/5/2024	26/7/2024	18/10/2024
<b>Date Payment Due:</b>	15/3/2024	24/5/2024	9/8/2024	1/11/2024

**Arrangements:-** Where arrangements are made to pay fees by instalments, the first instalment must be paid by the due date and the full terms' fees must be settled before the last day of term. The Principal or Business Manager should be approached, before the *Payment Due Date*, in situations of additional financial hardship.

**Centrepay:-** If you would like your school fees and other charges to be paid directly from your Centrelink payment, please collect a Centrepay form from the School Business Manager. This arrangement is at no cost to families, and school fees can then be spread over 26 fortnights.

**Difficulty Paying? :-** It is important to contact the School if you are unable to pay your fees by the due date. It has always been our policy to meet with parents who maybe experiencing any difficulties to discuss fee payments. By contacting the school as early as possible, this allows us to come to an arrangement before circumstances become more difficult.

## WITHDRAWAL OF STUDENT

In the case of withdrawal of a student, a full term's notice to the Principal is required in writing or a half-term's fees in lieu of notice will be payable. For a student leaving at the end of the year, notice is required by the middle of Term 4. The only exception to this is where employers announce work transfers after that time.

**Should you have any further queries, on any aspect of fees or the fee process, please don't hesitate to contact our Business Manager – Mrs Teresa Lucas**



# Time Out

Keeping your child and other kids healthy!



- Information for a number of infectious conditions that may require<sup>1</sup> exclusion of children from school, education and care services.
- Additional public health recommendations that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health requirements<sup>1</sup> and recommendations.

<sup>1</sup>Refers to contagious conditions as per the Public Health Regulation 2018.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.

2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
<b>*Chickenpox (varicella)</b>	<b>EXCLUDE</b> until all blisters have dried, and at least 5 days after the onset of symptoms. <sup>1</sup>	<b>EXCLUSION MAY APPLY</b> <b>EXCLUDE</b> non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
<b>Cold sores (herpes simplex)</b>	<b>NOT EXCLUDED</b> if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	<b>NOT EXCLUDED</b>
<b>Conjunctivitis</b>	<b>EXCLUDE</b> until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	<b>NOT EXCLUDED</b>
<b>*COVID-19<sup>2</sup></b>	<b>EXCLUDE</b> those who have symptoms and relevant contacts. <sup>1</sup> See latest Queensland Health guidance for exclusion periods and criteria. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
<b>Cytomegalovirus (CMV)</b>	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
<b>Diarrhoea and/or Vomiting including:</b> <ul style="list-style-type: none"> <li>• amoebiasis</li> <li>• campylobacter</li> <li>• cryptosporidium giardia</li> <li>• rotavirus</li> <li>• salmonella</li> <li>• *gastroenteritis</li> </ul> <b>but excluding:</b> <ul style="list-style-type: none"> <li>• *norovirus</li> <li>• shigellosis</li> <li>• toxin-producing forms of E.coli (STEC)</li> </ul> <b>See advice for these specific conditions below</b>	Exclusion periods may vary depending on the cause. <b>EXCLUDE</b> a single case until the person, has no symptoms <sup>1</sup> (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. <sup>1</sup> <b>EXCLUDE</b> all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. <b>NOTE:</b> If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. <b>Diarrhoea:</b> 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy.  <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	<b>NOT EXCLUDED</b>
<b>*Enterovirus 71 (EV71 neurological disease)</b>	<b>EXCLUDE</b> until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. <sup>1</sup>	<b>NOT EXCLUDED</b>
<b>Fungal infections of the skin and nails (ringworm/tinea)</b>	<b>EXCLUDE</b> until the day after antifungal treatment has commenced. (No exclusion for thrush).	<b>NOT EXCLUDED</b>
<b>Glandular fever (mononucleosis, Epstein-Barr virus)</b>	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
<b>*German measles (rubella)<sup>2</sup></b>	<b>EXCLUDE</b> for 4 days after the onset of rash <sup>1</sup> or until fully recovered, whichever is longer.  Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
<b>*Haemophilus influenzae type b (Hib)</b>	<b>EXCLUDE</b> until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
<b>Hand, foot and mouth disease</b>	<b>EXCLUDE</b> until all blisters have dried.	<b>NOT EXCLUDED</b>
<b>Head lice</b>	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	<b>NOT EXCLUDED</b>
<b>*Hepatitis A<sup>2</sup></b>	<b>EXCLUDE</b> until at least 7 days after the onset of jaundice; <sup>1</sup> OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for Specialist advice.</i>	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>



Condition	Person with the infection	Those in contact with the infected person <sup>1</sup>
Hepatitis B and C	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Hepatitis E	<b>EXCLUDE</b> until at least 2 weeks after the onset of jaundice.	<b>NOT EXCLUDED</b>
Human immunodeficiency virus (HIV/AIDS)	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Influenza and influenza-like illness	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	<b>NOT EXCLUDED</b>
*Measles <sup>2</sup>	<b>EXCLUDE</b> until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. <sup>1</sup>  <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <b>NOT EXCLUDED</b> vaccinated or immune contacts. <b>EXCLUDE</b> immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. <b>EXCLUDE</b> non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	<b>EXCLUDE</b> until well and has received appropriate antibiotics.	<b>NOT EXCLUDED</b>
Meningitis (viral)	<b>EXCLUDE</b> until well.	<b>NOT EXCLUDED</b>
*Meningococcal infection <sup>2</sup>	<b>EXCLUDE</b> until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Mumps	<b>EXCLUDE</b> for 5 days after onset of swelling. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
*Norovirus	<b>EXCLUDE</b> until no symptoms and no loose bowel motions for 48 hours. <sup>1</sup>	<b>NOT EXCLUDED</b>
Roseola, sixth disease	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Scabies	<b>EXCLUDE</b> until the day after treatment has commenced.	<b>NOT EXCLUDED</b>
School sores (impetigo)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	<b>NOT EXCLUDED</b>
Shiga toxin-producing E.coli (STEC)	<b>EXCLUDE</b> until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor. <b>Note:</b> Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
Shigellosis	<b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	<b>EXCLUDE</b> all children until blisters have dried and crusted. <b>EXCLUDE</b> adults if blisters are unable to be covered. <b>NOT EXCLUDED</b> in adults if blisters can be covered with a waterproof dressing until they have dried.	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed.	<b>NOT EXCLUDED</b>
*Tuberculosis (TB) <sup>2</sup>	<b>EXCLUDE</b> until written medical clearance is received from the relevant Tuberculosis Control Unit.	<b>NOT EXCLUDED</b>
*Typhoid <sup>2</sup> and paratyphoid fever <sup>2</sup>	<b>EXCLUDE</b> until appropriate antibiotics have been completed. <sup>1</sup> Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) <sup>2</sup>	<b>EXCLUDE</b> until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	<b>EXCLUDE</b> until diarrhoea has stopped for 24 hours and treatment has occurred.	<b>NOT EXCLUDED</b>

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at [www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units](http://www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units)

#### Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines  
<https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition [www.nhmrc.gov.au/guidelines-publications/ch55](http://www.nhmrc.gov.au/guidelines-publications/ch55)
- Queensland Department of health Communicable Disease Control Guidance  
<http://disease-control.health.qld.gov.au>



Use this QR Code to access a digital copy of this poster or visit  
[www.health.qld.gov.au/public-health/schools/prevention](http://www.health.qld.gov.au/public-health/schools/prevention)

## HEALTH

- Children who are unwell should stay home from school.  
Recommended minimum exclusion periods for infectious conditions for schools are listed in the table following.
- A child with HEAD LICE may return to school after treatment, which is available from your local pharmacist.
- In the upper primary, students will be invited (via a note to their parents) to participate in a personal hygiene lesson and discussion time, usually in Term 4. Parents may view the material at any time by contacting the Office.

**INFECTIOUS DISEASES:** Children contracting infectious diseases **MUST BE KEPT HOME** until the NHMRC recommended minimum periods of exclusion have elapsed. Please consult the Exclusion Policy for Infectious Diseases.

**SUN PROTECTION:** All children must wear a school hat whenever they are outdoors. Our policy, regardless of the weather, is **no hat – no outdoor play**. Parents may also wish to supply their children with suitable (**15+ etc.**) sunscreen for times when children are in the sun.

**DENTAL SERVICE:** The State Government provides a free dental service to school children. The service visits our school from time to time. Enrolment forms are sent home for all children new to this service, and records are kept by the School Dental Service. Appointment cards are also distributed by them.

**IMMUNISATION:-** Each year, the Department of Health offers the following vaccinations to all Year 7 students through their school. Co-ordinated by Queensland Health, the School-Based Vaccination Program provides parents/guardians with the opportunity to have their children vaccinated against certain diseases at no cost. The Program is offered to children of secondary school age in state and non-state schools. Please contact your doctor or the Australian Childhood Immunisation Register on 1800 653 809 if you need to check your child's records.

A child is eligible to be vaccinated as part of the School-Based Vaccination Program according to the year level they are in school (eg. Year 7), not their age.

For more information, see the [School Based Vaccination Program - advice for parents who home school, fact sheet](#).

## HOUSE TEAMS

Every child will be assigned to a House Team. Our three houses are: Boondooma, Wivenhoe, and Somerset named after the three large dams surrounding our area. Nominees for House Captains present a speech to their house team who will vote accordingly. Year 4, 5 and 6 students listen to the speeches for the Primary Leadership positions and Year 6 – Year 12 students listen to the speeches for the Secondary Leadership positions. House competitions may be held in a range of school activities. The most notable carnivals are:- Swimming, Athletics and Cross Country.

## SECONDARY PROGRAM

We are committed to providing a supportive and stimulating learning environment for our Secondary students, with a strong focus on quality learning and developing quality relationships between students, staff and families. Students will study the core subjects of the Australian Curriculum (including Christian Studies as an extra subject) in our Secondary.

**TIMETABLE:-** Timetables will be provided for each student at the beginning of the each term and available through the learning management system.

**UNIFORM:-** Students will be required to wear the formal secondary uniform one day each week. Either formal or sports uniform may be worn on other days.

**FOOTWEAR:-** Due to the subject areas covered in the Secondary School, it is a requirement that black leather joggers are to be worn every day.

If you have any questions regarding our Secondary School program, please refer to the Secondary Handbooks or contact our Co-ordinator Megan Danslow by phone or email [mdan@sjls.qld.edu.au](mailto:mdan@sjls.qld.edu.au)

## KINDERGARTEN

St. John's Lutheran School has a kindergarten on site, administered by Queensland Lutheran Early Childhood Services, offering a high quality educational play-based program for 3 – 5 year olds. The Kindergarten Director, Mrs Jenny Christensen, can be contacted on 4162 7846 or email St. John's Kindergarten [stjohns.kgting@qlecs.org.au](mailto:stjohns.kgting@qlecs.org.au)

## LLL BANKING

The Lutheran Laypeople's League (L.L.L.) is a type of bank set up by the Lutheran Church of Australia. Low interest loans are taken out by church groups such as our school to assist in the construction of buildings. Our school can borrow against money deposited in the L.L.L. and earmarked for St. John's.

Parents interested in establishing a pattern of regular saving for their children should encourage them to use this facility. Banking is transacted every WEDNESDAY of the school term. Your child should place his bank book, plus money, in the container provided at the front office. If you would like further information about L.L.L., please contact the school. Please make any cheques payable to L.L.L.

L.L.L. have a BSB number – **704942**. By quoting the L.L.L. BSB number and their L.L.L. account number, depositors are able to have any payments they would normally receive electronically transferred directly into their L.L.L. account instead of other bank accounts. This includes government payments, tax refunds, share dividends, salaries, farm product payments etc.

L.L.L. also has Internet access to accounts. Depositors are able to apply to the L.L.L. for a password to allow them to access their L.L.L. account to view the balance, print out a statement, and transfer funds between L.L.L. accounts or to other bank accounts. Further information is available from the school office.

## LEARNING SUPPORT PROGRAM

A literacy and numeracy support program is part of our educational program. Students may receive long or short-term support for a range of literacy or numeracy activities. If your child is involved in this program, you will receive information regarding the support program your child is involved in.

## LIBRARY BORROWING

Children may borrow books from the school library during library lessons, or at other times when the library is open. They must have a suitable protective bag to transport the books. The library bag should be made of cloth or backed curtain material, measure approximately 40cm x 40cm and be clearly named. A sample is available at school for parents to copy, or ready-made bags are available through the Uniform Shop.

## MUSIC PROGRAM - INSTRUMENTAL

St. John's Lutheran School Instrumental Music Program is structured to provide the students with a wonderful opportunity for learning to play a musical instrument. It has assisted past students to develop a love of music, has enhanced their level of educational achievement, and has provided lasting life skills, through combining with others in performance.

St. John's Lutheran School's music program includes instrumental lessons and ensemble sessions. The school offers group instrumental lessons from Year 4 onwards. Students may choose to receive tuition in Brass, Woodwind and Percussion. Lessons take place during the school day, and an additional fee is charged for those selecting this aspect of the school's music program. For further information on our music program, please collect the music information brochure from the office.

Choirs, and class music lessons etc. are included in general tuition fees.

## NEWSLETTER

Our school newsletter is published every WEDNESDAY and emailed home to all families, to keep parents informed of important information and events. **If you are unable to receive a copy via email, please indicate on your "Back to School" forms your preference for a paper copy, which will be sent home with the oldest in the family.**

Please read our newsletter carefully, as it is the main method of communicating with school families. Other circulars (e.g. P & F fundraisers) intended for distribution, will also be attached to your emails. A copy of each week's newsletter is also available on the school website and the school app.

## PARENTS AND FRIENDS (P & F)

St John's P & F meets regularly on the third Monday night of each term. All parents and friends of the school are invited to become involved. See the separate P & F page enclosed in this pack for further information.

The Annual General Meeting will be held at the last meeting of the year, when all executive positions will become vacant. Please consider in what capacity you may be able to help your P & F.

The P & F and the School Council includes a \$25 per family per term Resources Contribution on the school fee account. All money contributed is allocated to the P&F who, in turn, spend money on increasing the resources and equipment available to help our children.

## PERMISSION NOTE

A single permission/consent form for local outings and publishing of photos is enclosed with your information packages, to be completed and returned electronically for beginning of 2024. This will reduce the number of notes that need to be returned throughout the year.



## PLAY IS THE WAY

This is a Primary School program used in the school to guide children to live and work harmoniously in a community based around social skilling, games and values that help promote social competency, perseverance and resilience in students.

## POLICIES

Below is a listing of school policies which may be accessed via the website at [www.sjls.qld.edu.au](http://www.sjls.qld.edu.au) If you would like a paper copy of the policy booklet please ask at the office. The following documents have been adopted by St. John's School Council and are provided as information for parents

- Anti-Bullying and Anti-Harassment Policy
- Anti-Discrimination Statement
- Bus Travel Code of Conduct
- Camping and Excursion Policy
- Child Protection Policy
- Christian Studies Policy
- Communication and Social Media Policy
- Enrolment Policy
- Fee Collection Procedures
- Complaint Handling Policy
- Home Learning Guidelines
- Internet Use Guidelines and Procedures
- Mobile Devices Guidelines
- Pastoral Care Guidelines
- Privacy Policy
- Uniform Policy
- Student Code of Conduct Statement

## PREP

A separate handbook has been supplied to all families who have a Prep child enrolled at our school. This has information relevant to the Prep classes. The Prep program is a full-day 5-day-a-week program, with full-time teacher aides.

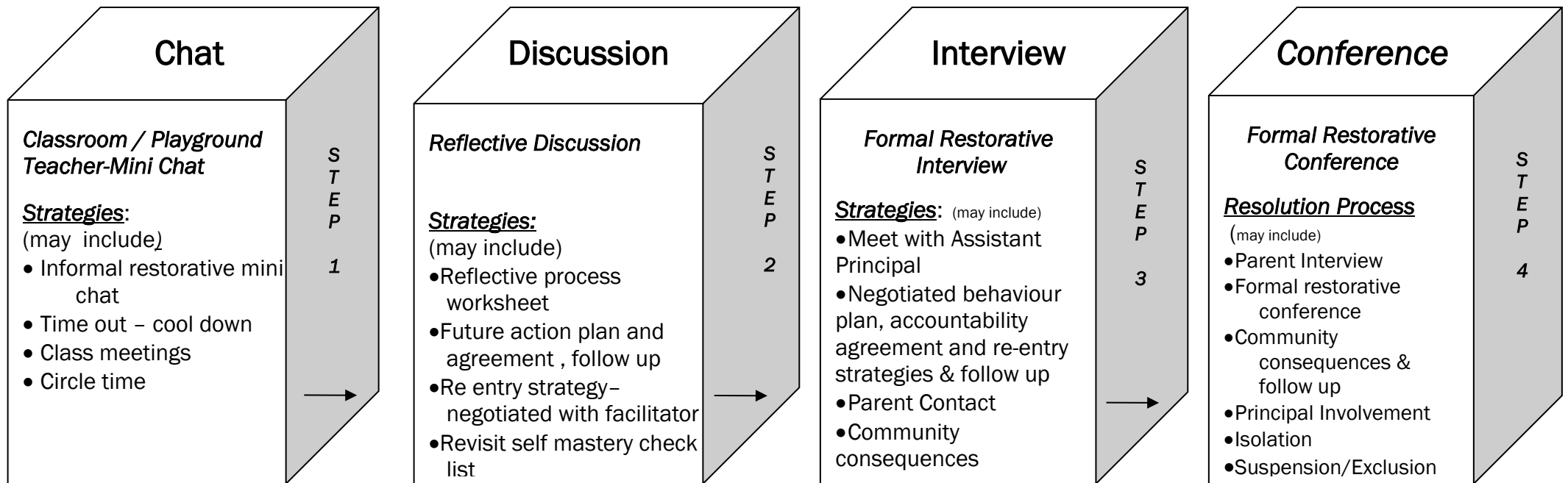
## PRIVACY

All information gathered in the enrolment process, or data collected as a part of school life (e.g. report cards), is confidential, and will be stored and treated according to our Primary Policy. To release documents to specialists, we will need written permission from parents authorising the sharing of this information. If you would like view the full policy or find out further information, please contact the Principal or view the policy on our website.

## RELATIONSHIP MANAGEMENT PROCESS (*Behaviour Management*)

Here at St John's Lutheran School, we seek to build a safe, caring and productive community. We use a Restorative Practices approach to relationship management, which acknowledges that healthy relationships are vital for our lives, our learning and our school community. Our aim is to develop in all children a sense of responsibility for their own behavior, and an understanding that how they treat others has consequences that can either enhance or harm relationships. When relationships break down, we use a four-step process to reflect, repair, rebuild, and reconnect relationships. If there are any relationship issues, please see the Relationship Facilitator, Jon Kotzur. Guidelines are available on our school website.

# RELATIONAL MANAGEMENT PROCESS - 4 STEPS TO RESTORE



**REFLECT, REPAIR, REBUILD & RECONNECT RELATIONSHIPS**

**POSITIVE RELATIONSHIPS & STUDENT BEHAVIOUR**  
= *Harmonious School Community*

## The SEVEN C's

The 7 C's underpin our school ethos. There are posters displayed in each class. They serve as a reminder to students, staff and parents how we treat each other in this community.

### The Seven C's

#### CHRIST

- We ask, "What would Jesus do?"

#### CO-OPERATION

- We co-operate with others.

#### COMMUNICATION

- We communicate in socially acceptable ways

#### COURTESY

- We use good manners in all situations

#### CONSIDERATION

- We respect the feelings and property of others

#### CARE

- We care for ourselves, others and our world

#### CHRISTIAN LEADERSHIP

- We serve, help and encourage others

## SCHOOL COUNCIL

A School Council, nominated by the Lutheran Church Australia - Queensland District, oversees the running of the school, and meets monthly. Our School Council Chairman is Mr Warren Layt, and he can be contacted by email at [chair@sjls.qld.edu.au](mailto:chair@sjls.qld.edu.au). Copies of the LCAQD Constitution that governs this committee are available on the LCAQD website under the Governance tab.

## TUCKSHOP

Tuckshop is held on Mondays, Wednesdays and Fridays. The tuckshop will recommence on the first Friday of the year. There are two ways of ordering tuckshop.

**Electronic Orders:-** Orders can be placed electronically using the Flexischools online system at [www.flexischools.com.au](http://www.flexischools.com.au). Flexischools cut off time is 8:30am, and registration is easy and free!

**Paper Menus:-** Paper copies of the tuckshop order forms are available from the school office. If using a printed order form, please hand your order and payment in the office on the **day before** the requested Tuckshop Day.

## SEESAW

Students in Prep to Year 4 will be using Seesaw, a secure online journal where students can document what they are learning in class. Your child or teacher will be able to add the things they work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal, and we can share them privately with you and other family members to view and comment on. In order for your child to use Seesaw, certain personally identifiable information – like the student's name, photos, videos or voice recordings – may be collected. Seesaw has a robust privacy policy and is committed to never share or sell your child's personal information or journal content. Payment for this program comes out of the activity levy. If you have questions regarding this program, please contact Ashley Dalton - Seesaw Co-ordinator, [adal@sjls.qld.edu.au](mailto:adal@sjls.qld.edu.au).

## SPORTING SCHOOLS PROGRAM

This is a Government-funded scheme to encourage students to participate in sport after school. Further information on sports and days will be advised in the school newsletter each term.

## SPORT

Throughout the year, P – Year 12 students have the opportunity to participate in a variety of sporting and fitness activities. Students are also involved in carnivals and interschool competitions. St John's children participate in weekly Physical Education lessons, with our P.E. teachers.

Primary Students may also participate in gymnastics, dance and skipping classes with accredited external providers such as Zing (formerly known as Dance Fever).

In addition to their P.E. lessons, Prep & Year 1 students may be involved in further physical activities to develop their fine, gross and perceptual motor skills.

Sporting events with other schools may also take place throughout the year, such as Summer and Winter Carnivals, BP Shield and Zone Sports Trials.

## SUNDAY NIGHT LIFE

Classes in the school may participate in a Sunday Night Life gathering from time to time. The classes share with their families and school community a devotional theme based on their classroom Christian Studies program. These services are usually on Sunday evening during the school term, at 5:00pm, in the school hall. These times may vary due to other school events. Everyone is very welcome to attend, and we ask you to please bring a plate to share for a fellowship tea afterwards.

## SWIMMING

Our swimming program will take place at the Kingaroy pool, with students transported by bus. This is a Swim and Survive program, not a stroke correction program. General costs for swimming are covered under the Activity Levy. Parents will be notified by newsletter when the swimming program will run.

## YEARBOOK

Each year, the school produces a professionally published full-colour yearbook. Families are charged on their Term 3 fees. It is voluntary if families wish to purchase a copy.

## TECHNOLOGY

Our vision is that our community will have enriched teaching and learning experiences across all aspects of the curriculum through the use of Information and Communication Technology (ICT). Students will use ICT to enhance their learning, collaborate with peers, and discuss ideas, equipping them for a future of life-long learning.

Students in Years 3 – 12 will be asked to sign an ICT Usage Agreement form after having the agreement and our safe internet usage policy explained to them during an ICT lesson. Each student at St John's is given a unique login, allowing secure access to their work. The school uses filtering software, which endeavours to filter as much inappropriate content as possible, although this is not guaranteed.

Secondary students use Chromebooks supplied by the school in Year 7. From Year 8 upwards students BYOD (Bring your own device). This allows students to keep up with the ever-changing demands of the curriculum and ICT related subjects, they are an integral part of the school curriculum in the Secondary School, with students transporting the devices to and from home. Students in Primary year levels will access devices during school hours.

More information on responsible use of school ICT resources is available as part of the school's Internet Policy, which is on the school website under the Policies tab.

Students are expected to:

- show respect to their peers when communicating with them through ICTs.
- only use the internet for research or activities as directed by their teacher.
- immediately and discreetly minimise or close the window, and inform their teachers, when an inappropriate site, words or pictures have come up on their screen.
- not download any material from the internet unless directed to by a teacher.
- inform a teacher of any error messages that appear on the device.
- take care when inserting any non-school computer peripherals (e.g. USB memory stick, camera, etc.) into devices.
- store only items relating to school work in their allocated storage, and respect the settings of the profile assigned to them.

If students do not meet these standards, their right to access devices and/or the internet at school may be restricted or withdrawn until further notice.



## THINGS TO BE LEFT AT HOME

- |                                               |           |                         |                         |
|-----------------------------------------------|-----------|-------------------------|-------------------------|
| *Chewing/Bubble Gum                           | * Lollies | *Toys                   | *Jewellery              |
| *Pets (unless arranged with the teacher)      |           | *Knives                 | *Swap cards and marbles |
| *Valuables (unless arranged with the teacher) |           | *Toy guns, swords, etc. |                         |

*Mobile Devices* - (Apple Watches, Phones, iPods, etc.) - If it is necessary that students bring these devices to school, phone, iPod, etc. **must be left at the office on arrival at school in the morning and collected from the office at the end of the day.**

**Secondary students** can hand their phones in to the Secondary office. Mobile watches including Apple Watches are not to be used to text / call during school hours - If used inappropriately, the device will be kept in the office for parents to pick up.

## UNIFORM AND APPEARANCE

We encourage students to take pride in their uniform and encourage students from Year 1 – 11 to wear their formal uniform every Wednesday. All students are expected to wear the approved school uniform (including hats), not only while at school, but also while travelling to and from school. Details of uniform requirements are set out clearly in this Information Book. **Correct uniform is to be worn each day.** Parents are reminded that they sign an annual undertaking to support the school's policies and this includes the Uniform Policy.

Parents are required to provide a written explanation if their child is not in correct uniform. These notes should be addressed to the classroom teacher, and handed in or e-mailed prior to the commencement of the school day. If requests are for longer than a week, please address the notes to either of our Principal, Mrs Bjelke-Petersen.

- Black joggers with black laces are the only acceptable footwear.
- SCHOOL HATS must be worn whenever out of doors.
- No MAKE-UP (including nail polish) is to be worn to school.
- School Policy is that students may wear one sleeper or plain stud per ear. NO other jewellery except a watch may be worn.
- Hair is to be neat, clean and worn well out of the eyes. Any ribbons, headbands or hair clips should be in our school colours – brown or gold.

**House Sports Shirts** will be worn on Interhouse Athletics, Cross Country and Swimming Carnival days and also on an afternoon sports day each week:-

- Year 4 – 6 Friday only (Team events are conducted on this day)
- Prep, Year 1, 2 and 3 students wear house shirts on their PE lesson days. Teachers will advise in their class notes which day this will be.
- Year 7- 12 Carnival Days/House events.

If house shirts need to be worn on any other occasion, a note will be sent home, or you will be advised in the Newsletter.

# UNIFORM

## Secondary Uniform – Year 7 - 12

Formal Uniform to be worn **every Tuesday**, official school activities, ceremonies etc.

Option One:	Summer	Shirt: Light Brown stripe and brown band on sleeve with gold tie.	Skirt: Brown with front pleats, knee length
	Winter	Skirt and Shirt: as above	Optional: Brown tights
	Sport	Shorts: Unisex brown shorts with gold stripe	Shirt: Brown and gold polo shirt
Option Two:	Summer	Shirt: Light brown stripe with gold polo, not to be tucked in.	Shorts: Brown Ruggers
	Winter	Shirt and Shorts: as above	Trackpants: Long brown pants
Shoes, Socks & Hat:		Shoes: Plain black sports no markings Socks: Short light brown	Hat: Brown with gold logo

## Primary Uniform – Prep to Year 6

Formal – Official school activities (Choirs, excursions, ceremonies, etc.)

Optional – May be worn except when formal uniform is required	Summer	Shorts: Brown Polo Shirt: Gold with Brown (Screen Printed) Formal Dress: From Year 1 onwards,	Skort: Brown with yellow ribbon stripe
	Winter	As above and/or: Fleecy Jumper: Brown V Neck with School Logo Taslon Jumper: Zip up, Gold and Brown with School Logo	Fleecy Pants: Brown Taslon Pants: Brown
Shoes, Socks & Hat:		Shoes: Plain black sports no markings Socks: Short light brown	Hat: Brown with gold logo

Shoes: Children learn by feeling their feet as well as their hands, and because it is safer, children may at times be asked to remove their shoes to play. For safety reasons, shoes will go back on before children leave each day. If there is a medical reason for your child to keep shoes on, please let us know.

# WEBSITE

Visit our school website at [www.sjls.qld.edu.au](http://www.sjls.qld.edu.au) to download:

- Newsletters
- Term Dates
- Policies
- School general information including reporting data from Year 3, 5, 7 and 9 NAPLAN tests.

# WORKPLACE HEALTH AND SAFETY

For information relating to Workplace Healthy and Safety, please view the policies provided on our website.

## WELLBEING SUPPORT PROGRAM

St. John's continues to support this initiative and has established a Well-being Team, which co-ordinates and runs activities such as mentoring, pastoral care sessions, and lunchtime activities. Permission forms for participating in the Well-being Support Program are included in your "Back to School" package.

In 2024, the school has appointed two staff to assist in promoting and fostering well-being and successful school engagement for all students.

The well-being team consists of a School Counsellor and a Well-being Officer. As part of our school community, your family and child/ren are very important to us. Our team will work collaboratively with parents, students and staff to provide a safe and supportive environment with positive experiences.

The School Counsellor has formal counselling qualifications, and will work primarily with students. This specific service will require parental permission. There may be occasions when families are referred to local external agencies.

The Wellbeing Team will be involved in school life throughout the school year, working in the following ways:

- supporting students to lead healthy, positive and productive lives
- assisting in referral of families and students to support agencies, according to their level of need
- providing support to families in times of need
- attending school functions

## SCHOOL HOURS

<b>Primary</b>	
8:00am	Office Opens
8:00am	Before School Supervision commences at the Hall
8:45am	First Bell – Classes commence
10:35 – 11:05am	Morning Recess
11:05am	Classes Resume
12:45pm – 1:15pm	Lunch
1:15pm	Classes Resume
2:55pm	Classes dismissed
3:15pm	After School Supervision concludes
<b>Secondary</b>	
8:00am	Office Opens
8:00am	Before School Supervision commences at the Hall
8:45am	First Bell – Pastoral Care Class
9:00am – 10:10am	Period 1
10:10am – 11:20am	Period 2
11:20am – 12:10pm	Morning Recess
12:10pm – 1:20pm	Period 3
1:20pm – 1:45pm	Lunch
1:45pm – 2:55pm	Period 4
2:55pm	Classes dismissed
3:15pm	After School Supervision concludes

# TERM DATES

Term	Student Term Dates	School Holidays / Public Holidays / Interview Days
Term 1	Monday 22 <sup>nd</sup> January to Wednesday 27 <sup>th</sup> March  10 Weeks	Public Holidays <b>Australia Day</b> - Friday 26 <sup>th</sup> January <b>Easter</b> - Good Friday 29 <sup>th</sup> March, Easter Sunday 31 <sup>st</sup> March, Easter Monday 1 <sup>st</sup> April  <b>Pupil Free Day &amp; Parent Teacher Interview</b> – Thursday 28 <sup>th</sup> March <b>Staff Pupil Free Week</b> - Monday 15 January – Friday 19 January  <b>School Holidays</b> - Friday 29 <sup>th</sup> March to Sunday 14 <sup>th</sup> April
Term 2	Monday 15 <sup>th</sup> April to Thursday 20 <sup>th</sup> June  10 Weeks	Public Holidays <b>Anzac Day</b> - Thursday 25 <sup>th</sup> April <b>Labour Day</b> - Monday 6 <sup>th</sup> May  <b>Pupil Free &amp; Parent Teacher Interview</b> - Friday 21 <sup>st</sup> June  <b>School Holidays</b> - Friday 21 <sup>st</sup> June to Sunday 7 <sup>th</sup> July
Term 3	Monday 8 <sup>th</sup> July to Friday 13 <sup>th</sup> September  10 weeks	Public Holidays <b>Kingaroy Show Holiday</b> – Monday 12 <sup>th</sup> August.  <b>Pupil Free Day</b> - Friday 30 <sup>th</sup> August  <b>School Holidays</b> - Saturday 14 <sup>th</sup> September to Sunday 29 <sup>th</sup> September
Term 4	Monday 30 <sup>th</sup> September To Friday 29 <sup>th</sup> November  9 Weeks	Public Holidays <b>King's Birthday Holiday</b> - Monday 7 <sup>th</sup> October  <b>Year 12 Exam Block</b> - 21 <sup>st</sup> October – 15 <sup>th</sup> November <b>Last Day of School – Year 12 only</b> - 15 <sup>th</sup> November <b>Last Day of School – Year 10 &amp; 11 only</b> - Friday 22 <sup>nd</sup> November <b>Last Day of School - Prep – Year 9</b> Friday 29 <sup>th</sup> November  <b>Staff Pupil Free Week</b> - Monday 2 December – Friday 6 December <b>Christmas Holidays</b> – Saturday 30 <sup>th</sup> November to Monday 27 <sup>th</sup> January 2025