This is our school, let peace dwell here.
May the rooms be full of contentment,
Let love abide here.
Love for one another, love of mankind
Love of life itself and love of God.
Let us remember,
That, as many hands build a house,
So many hearts make our school.

Peter Kearney
ST JOHN’S SCHOOL, 
BARADINE

We are a community of parents, staff, students, relatives and friends who strive to live according to Gospel Values. To achieve this ideal we need to be actively involved in the life of the School and Parish. All members of our school community are encouraged to participate.

You have chosen a school whose basic belief is that God loves us and we are called to respond to Him in love, faith and praise.

St John’s does not replace the home but compliments it, in the education of your child. It is vital that you continue to take a positive part in your child’s education, particularly as it concerns his / her faith.

Your choice to enrol your child in this Catholic school means that you realise the importance of the faith dimension in life.

We invite you to attend Education functions arranged by this, your school. Your child will then have the encouragement of seeing that you are actively involved in his / her education. Parent / Teacher conferences, meetings and other parent gatherings are important avenues of communication which need your attendance.

I wish you and your family a very happy association with your parish school.

Annette Cooney
Principal
St John’s School

Vision Statement: In a Christ–centred learning environment St. John’s Catholic Primary School will develop each child to their full potential;
- Spiritually
- Intellectually
- Emotionally
- Physically
- Socially

Mission Statement: In partnership with parents, parish and community St. John’s Catholic Primary School will provide quality education in a positive and caring learning environment.
- Catholic Education and faith development will take place under the guidelines of the Diocesan Curriculum and Catholic Church doctrine.
- NSW Board of Studies curriculum will be implemented in all Key Learning Areas.
- A safe, secure and professional learning environment will be provided.
- Teachers will use a variety of practices, strategies, resources and technologies to promote excellence in teaching and learning.
- The diverse needs of each learner will be catered for.
- All members of the St. John’s School community will be treated with respect and dignity.
- Learning experiences and the development of relationships will endeavour to foster in each student a desire to make a positive contribution to our world.
- There will be continuous improvement, innovation and evaluation of performance in all aspects of school life.
SCHOOL PROFILE

St John’s is a Catholic School situated in Baradine. We are in the Parish of St Lawrence’s, Coonabarabran and administered by the Diocese of Bathurst.

All schools are directly responsible to the Bishop. Our School Manager is the Parish Priest based in Coonabarabran. The Diocesan Catholic Education Office is situated in Bathurst with a subsidiary office in Dubbo.

Baradine is situated geographically in North Western NSW with a population of 800. The town relies on the rural, timber and service industries to sustain its economy.

Children who attend St John’s come both from rural and town families. These children travel in on one of three buses, walk, ride bikes or are driven by parents. Being a small community, families are known by everyone and associate a lot together.

Classrooms, Library, Computer room and a storage/photocopy room are situated in the main building. A Canteen and Creative Arts room is to the north of the school. The administration area, staff room, music room and storage areas are located in the old convent.

The students are taught from the NSW Board of Studies Syllabus. The curriculum is divided into the Key Learning Areas of Religion, English, Mathematics, Science and Technology, Human Society and Its Environment, Creative and Practical Arts, Personal Development and Health, Sport and Physical Education.

The content in each subject area is broadly divided into stages:

Early Stage 1 = Kindergarten
Stage 1 = Year 1 & 2
Stage 2 = Year 3 & 4
Stage 3 = Year 5 & 6
STUDENT PROFILE

There are two educational groups at St John's. The Infants class comprises of K, 1 & 2 and two Primary class, years 3, 4, 5 & 6. Teachers cater for differing abilities by group work, vertical integration and extension activities.

Support is available to children having difficulty with reading through the Multilit Intensive Reading Programme. These programmes are individualised to the needs of each child. Assessment, materials and support for the programmes are provided by the Diocesan Special Education Consultants.

All children have access to computers.

STAFF PROFILE

St John's consists of:

- A teaching Principal - with Release time supplied by a part time teacher.
- A full time Class Teacher.

Part time Teachers' Aide and support staff are employed to cater for special needs and to allow for small group activities. These staff are funded through Country Areas Programme, The Catholic Education Office and the school budget.

- A part time secretary (Currently a shared position)
- A part time cleaner.

Teachers perform teaching duties, playground duties and other tasks required for the well being of the school. The Principal meets weekly with the Parish Priest and is a member of the Pastoral Council.

Multilit Intensive Reading Programme and QuickSmart Numeracy Programme are used to support individual students experiencing difficulty in mathematics and reading.
ENROLMENT POLICY

Parents/guardians who support the Vision and Mission statements of St John’s School and after consultation with the principal may have their child enrolled at the school.

Kindergarten children are admitted at the beginning of the school year.

a) If they have already turned 5 years of age, or
b) If they will turn 5 no later than 30th June in the year they commence school.

Children in other classes are admitted after consultation with the Principal.

SCHOOL HOURS

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Commences</td>
<td>9.00 am</td>
</tr>
<tr>
<td>Recess</td>
<td>11.00 am - 11.30 am</td>
</tr>
<tr>
<td>Lunch</td>
<td>1.15 pm - 2.00 pm</td>
</tr>
<tr>
<td>Dismissal</td>
<td>3.20 pm</td>
</tr>
</tbody>
</table>
SPIRITUALITY

RELIGIOUS EDUCATION LESSONS ARE TAUGHT FROM THE “RELIGIOUS EDUCATION CURRICULUM” UNITS, PRODUCED BY THE DIOCESE OF BATHURST.

PRAYERS
At the beginning of each day, and at the beginning of each break some form of prayer is said. Grace before lunch is said in each classroom.

MASS
Every Wednesday the whole school attends the Parish Mass. Parents and parish community members are always welcome.

PARALITURGIES
Paraliturgies are conducted within R.E. lessons at assemblies and on special occasions.

SACRAMENTS
First Reconciliation  Year 2 - Usually Term 3
First Communion     Year 3 - Usually Term 2
Confirmation        Year 6 - As Bishop decrees

MISSIONS
Mission money is collected each year, through various fundraising activities.
SCHOOL FEES

School fees are set by the Diocese of Bathurst each year. Every effort is made to keep these to a minimum. Accounts are sent out in February, May and July. In Term 4, accounts are issued in respect of book fees for the following year.

*The school relies on these fees to pay its everyday running costs i.e. rates, insurance, telephone, electricity, support staff, resources, maintenance etc.*

*It is expected that fees will be paid in full by the end of each term unless prior arrangements have been made with the school.*

SCHOOL BANKING

The Catholic Development Fund conducts banking at the school each week. This is a non-profit banking facility which is organised by a volunteer parent or community member on behalf of the Diocese.

LIBRARY

The school library is available to all students. It is a place where children may browse, find delight in good literature and locate information within our reference centre. One period each week is allocated for library.

When students borrow books from the library they are asked to take particular care of them at home. It would be appreciated if parents would co-operate in this matter by ensuring the correct use and handling of books taken home. Pupils borrowing books are required to have a bag in which to carry the books to avoid damaging them. Each year Kindergarten children are provided with a school library bag.

*Books are to be brought in each week to be exchanged or to receive an extension.*
COMMUNICATION

STAFF
Communication between staff members occurs at many times during the day. This is possible due to the small number of staff. Messages are written on the staff room whiteboard. Staff meetings are held regularly.

PARISH PRIEST
The parish priest visits the school each Wednesday and meets with staff. He also receives a copy of the school newsletter. Communication between the Parish Priest and the Principal occurs regularly.

PARENTS
- A newsletter is sent home each week.
- Parent interviews occur after school reports are sent home in June and at other times by appointment.
- The Parents and Friends meetings are held monthly.

COMMUNITY
School news and photos are regularly placed in the Coonabarabran Times and the Catholic Observer.
PARENTS AND FRIENDS ASSOCIATION

The St John’s Parents and Friends Association plays a vital role in the development of the school. It has a proud record of achievement in supporting the school in its educational endeavours.

The Association serves many functions:

- It provides an important forum through which parents can offer suggestions and advice on a wide range of issues
- Through fund-raising it provides resources for the quality education which is offered by the school
- It helps with school functions such as sporting carnivals, presentation nights, open days etc.
- It encourages participation in activities such as ground maintenance and working bees.

We have a strong sense of pride in our school and you as a parent will be made to feel a part of the St John’s community. All parents are encouraged to attend.

Meetings are held at the beginning of each term or as needed. See flyer for specific details.
Students are required to wear the correct uniform for each occasion. Remembering that this uniform is a symbol of their school, wearing of a correct and tidy uniform is a reflection of the school. Uniform, except Sports Uniform, is set by the Diocese of Bathurst, and is:

<table>
<thead>
<tr>
<th>Season</th>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER</td>
<td>Blue open neck short sleeve shirt, grey shorts, black shoes and grey socks.</td>
<td>Pink check short sleeve dress, black shoes and white socks.</td>
</tr>
<tr>
<td>WINTER</td>
<td>Blue long sleeve shirt, maroon tie, grey trousers, black shoes and grey socks, grey Gotcha V neck top. Navy blue hats.</td>
<td>Maroon slacks or maroon uniform, fawn shirt, maroon tie, maroon Gotcha V neck top, black shoes, white socks. Maroon hats.</td>
</tr>
<tr>
<td>SPORT</td>
<td>Green shorts, white polo collared top with three buttons, <strong>white sports shoes</strong>, short white socks. Green Hats. <strong>Sports uniform is to be worn Tuesdays and Fridays</strong></td>
<td></td>
</tr>
</tbody>
</table>

**TRACKSUIT AND SHORTS** - Made to order. Taslon Green and White. Orders are sent mid first term through P & F. Limited stocks are kept at school.

- Maroon trousers, tunics, pink check dress, boys & girls short and long sleeved shirts are available from Grace’s Uniforms, Coonabarabran.
- Ties, hats, jumpers and all uniform shirts, dresses trousers are also available from Orana Uniforms in Dubbo.
- Limited numbers of hats and ties are kept in stock at school.

There is a clothing pool located at the school where there is an assortment of pre-loved uniforms. These may be borrowed by any student at no charge.

**JEWELLERY**
Wrist watch, religious crosses, or medallions are permitted. Also plain stud earrings or sleepers for girls. Any other form of jewellery is not appropriate.

Please note that all articles of clothing must be clearly marked with child’s name.

* Wearing of incorrect uniform requires a note of explanation from the parent.
WAYS PARENTS CAN HELP PREPARE CHILDREN FOR SCHOOL

♦ Talk to your child about school.
♦ The friends they will make and the people they will meet.
♦ The types of activities he/she will experience.

♦ Teach your child how to put on his/her shoes and if possible to do them up.

♦ Give your child simple duties around the home. This will help foster confidence in the performance of small tasks.

♦ Allow your child to stay with relatives or friends for short periods so that he/she will understand that it is not always possible to stay with parents.

♦ If your child is not familiar with St John’s School drive or walk them past from time to time.

♦ Help your child to recognise his/her name in print.

♦ Help your child to recognise his/her belongings.

♦ Teach your child the following hygiene etiquette-
  
a) that hands should be washed before meals and after visiting the toilet.
  b) that they should carry a handkerchief.
  c) how to use the toilet and flush it without assistance

♦ Teach your child how to take off outer clothing without help.

♦ Teach your child to put playthings and materials away after using them.

♦ Teach your child road safety rules.

♦ Listen to your child answer their endless questions; it is their way of learning.

♦ Count objects together.

♦ Throw and kick a ball together. **PLAY**

♦ Cut paste and draw together.
WAYS TO HELP YOUR CHILD BECOME A BETTER LEARNER

1. Make home a place where talking and listening are valued activities: These are amongst the most basic of all learning skills - their foundations are firmly laid at home.

2. Show the importance of reading. Read to your child every day and encourage him / her to talk about pictures and stories and encourage them to read to you.

3. Encourage your child to draw (which is the beginning of writing) and write often. Have lots of their drawings, paintings and writings on display.

4. From the earliest age, develop your child’s Mathematical sense - that is his / her awareness of numbers, sizes, lengths, heights, widths, volumes, areas, weights, time. Find maths around the home. Everyday activities and games teach children the practical usefulness of mathematics.

5. Recognise the importance of play in every child learner’s life.

6. Encourage your child to ask questions and to make simple investigations. A good learner is a person who is good at making inquiries and solving problems.

7. **PRAISE, EXPRESS DELIGHT.** In short do everything to make sure that your child has a good self image. Good learners see themselves as being able to do things; they are open to new challenges.

8. Refuse to play the “School is a race game.” Your child’s success is a personal thing; it does not depend on him / her being better than other children. Every child is an individual and will progress at an individual rate.

9. Remember that your own attitude to what your child makes or says or does are enormously significant, he or she will be delighted and encouraged when you show real interest in what they are doing at school.

10. Let your child see you as a learner. If you read, write, enquire, solve problems, make things, express yourself creatively ... then your child will value the qualities shared by all good learners.
WHAT IS EXPECTED OF A CHILD IN KINDERGARTEN

SELF HELP SKILLS
- Put on and take off clothes
- Put on shoes
- Eat drink without help
- Use a tissue / handkerchief
- Use and flush the toilet
- Take care of own belongings

SOCIAL SKILLS
- Initiate interaction with peers
- Play well with others
- Respect other’s feelings
- Respect other’s belongings
- Participate in large and small group situations
- Take turns
- Follow simple instructions
- Adhere to routines and rules
- Operate within the space and time constraints of the school situation

LANGUAGE SKILLS
- Speak clearly
- Ask for help when needed
- Listen to others
- Share thoughts, ideas and experiences.
- Enjoy listening to stories
- Shows an interest in print
- Demonstrate some familiarity with books
- Recognise his / her name in print

COGNITIVE SKILLS
- Categorise information in simple ways e.g. according to similarities differences, colour, size and shape
- Use own thoughts and ideas in creative and expressive ways
- Concentrate despite possible auditory / visual distractions
- Persist with a set task
- Persevere when faced with difficulties
- Respond positively to new situations and challenges
- Experience a sense of self satisfaction resulting from achievement

PHYSICAL - MOTOR SKILLS
- Use outside play equipment, e.g. climb safely
- Use pencils / crayons and scissors effectively
BEHAVIOUR MANAGEMENT

Students attend St John’s to participate in quality education that will help them become self-directed, lifelong learners who reflect Christian values and create a positive future for themselves and the wider community.

Inappropriate behaviour that disrupts teaching and learning or interferes with the well being of other students is unacceptable.

The school rules and behaviour management policy at St John’s are centred on a “climate of care” by staff and students.

*Self discipline is the most desirable form of discipline.*

**STRATEGIES FOR AFFIRMATION**
- Each teacher has their own system of reward and acknowledging effort and good behaviour in their classroom. This is documented in their teaching program.
- Merit and school spirit awards are given out at each Assembly.
- Praise and acknowledgement of meritorious deeds are mentioned on daily lines.
- Classes are given points daily for good behaviour, correct uniform, citizenship etc. The winning class each week is given a reward. After winning three times, the class celebrates by having a “Free Clothes Friday”. This encourages team effort and discourages negativity towards students who are always good.

**PUNISHMENT**
When school rules are broken it will be regarded as a serious offence and will be dealt with in the following manner:-

The child will be given:-

a) **1st warning**  This means the incident will be recorded. The child will be given an undesirable task to do and removed from the playground for a specified period.

b) **2nd warning**  As above, with parents being contacted.

c) **3rd warning**  Depending upon previous discussions with parents, the child will be placed on “Suspension” for a period of time.

**Corporal punishment involving physical action by a staff member is not permitted at St John’s**

This is in accordance with the Education Reform Amendment (School Discipline) Act 1955.

“Corporal punishment of a student means the application of physical force in order to punish or correct the student, but does not include the application of force to prevent physical injury to, or damage to, or the destruction of property of, any person (including the student)”. 
TERMINATION OF ENROLMENT
Termination of a student’s enrolment is an extreme disciplinary action reserved for cases of gross misconduct.
Termination of enrolment will only be imposed after consultation with parents/guardians, staff, parish priest and the Executive Director of Schools.
Careful consideration will be given to the overall good of the student and the welfare of the school community.
ST JOHNS SCHOOL RULES

- All Staff have authority over children

- *Children are not to arrive at school before 8.30 am and must leave by 3.30pm except where special arrangements have been made with the teacher and principal.*

- Children must remain in the school grounds during school hours unless picked up by parents or other adults with written permission from parents. Parents must see the Principal or Class teacher before taking the child.

- If routine for travelling is to be changed, The Class Teacher must have written notification or, in an emergency, a telephone call.

- Chewing Gum is not permitted at school.

- Children must not enter the classrooms at any time unless supervised by a teacher.

- The Queen Street side of the school building, the western side of convent and toilets are “out of bounds” as play areas.

- *Children must not play on equipment unless supervised by a teacher. All play must be conducted in a safe and appropriate manner.*

- All bags and hats should be kept neatly in the appropriate place.

- All clothing/belongings should be clearly marked with owner’s name.

- Jewellery is not to be worn except for stud earrings and signet rings.

- Breakable or valuable toys and belongings are not encouraged

- Children should behave in a fair and safe manner.

- Children will not use inappropriate language.

- Physical or verbal abuse is unacceptable. All people are to be treated with respect and consideration.

- Acts of vandalism or destructive behaviour will not be tolerated.
HOMEWORK POLICY

It is the policy of St John’s School for children to have homework each night Monday to Thursday from Kindergarten to Year 6.

The reasons for having homework are as follows:

- to help reinforce work covered at school;
- to help parents keep in touch with what children are doing at school;
- so children will see parents in an educationally supportive role;
- to help parents be aware of levels of ability of their children;
- to help the children develop good study habits.

Homework may be seen as three general types:

1. Drill and exercises in basic subjects (tables/spelling)
2. Reading practice 15 - 20 minutes
3. Activities which supplement school instruction e.g. collecting materials, working on an informal project, viewing a T.V. programme, visiting places or people, informal research and so on.

Homework should be a pleasant time for all concerned. If it is not, parents need to think about a change in homework routine. If homework time becomes a situation causing frustration it might be best to leave homework for that day. Teachers will always accept a note of apology and explanation if homework is not done, if this practice is not too regular.

Kindergarten children tend to love homework and it is essential to capitalise on enthusiasm and develop positive habits and routines from the start, therefore they will be assigned homework.

Years 1 - 2 could do all types of homework, but reading and spelling is more specifically beneficial, on a regular basis.

Years 3 - 6 children are capable of homework of type 1, 2, and 3. A balance of all would be recommended. Types 1 & 2 homework should be completed every night, Monday to Thursday and children should not need to be reminded each day by the teacher. It should become a normal part of the child’s routine each evening.

Time spent daily on homework should be approximately:

- Infants 15 minutes
- Primary 20-40 minutes

St John’s staff understands that some nights at home are not conducive to homework study.
ASSESSMENT & REPORTING POLICY

RATIONALE
♦ It is important for the teacher to ascertain the stage of development of each student in each KLA. To allow children to work at their own ability level it is vital to know whether a child has mastery of a skill or concept, or is still developing in this area.

♦ For the teacher, assessment will affirm if teaching strategies have been successful.

♦ Assessment provides valuable feedback to the student to encourage and motivate him/her for further learning.

♦ Parents need to be informed of the progress of their child. When reporting to parents, assessments will be used to demonstrate the level of achievement attained by the student.

ASSESSMENT STRATEGIES

INFORMAL
Evaluation of students work based on observations and performance in class. This is generally in the form of comments in the Teacher’s Programs.

CLASS ASSESSMENTS
Assessment tasks set by the teacher in accordance with KLA Policy and individual programs. A record of results is kept in the Teacher’s Program.

FORMAL ASSESSMENT
A number of formal tests and assessments are carried out each year.

RECORDING
Results of standardised tests and those conducted outside the classroom environment by specialist teachers are kept in the student’s file in the office.

Each Student has a “Profile Folder” kept in the classroom. This folder includes classroom tests and a varied sample of the student’s work.

REPORTING
♦ Teachers concerned about a student’s progress will inform the Principal and, as soon as practical, make arrangements to speak with the parents. This process also applies for children who have greatly improved or those who are excelling in class.

♦ This allows for early remediation or extension supported by the school and parents.

♦ Progress reports based on informal assessments are sent to parents at the end of Terms 1 & 3.

♦ Formal reports are sent home at the end of terms 2 & 4.

PARENT TEACHER INTERVIEWS
Formal interviews are held at the end of Term 2 and at other times deemed necessary by the parents or teacher (by appointment).
MEDICATIONS TO BE ADMINISTERED AT SCHOOL

Parents or guardians should notify the school if their child is on regular medication for a specific reason e.g. diabetes, epilepsy, asthma, ADD etc.

Should medication need to be given during school hours, a Request Form must be completed and signed by the parent/guardian. The form details times, dosage, child’s name and the name of any medication that needs to be given (see copy in booklet). It is signed and dated by the staff member administering the medication. Copies of these forms are available in each classroom and the completed form should be given to the child’s teacher along with the required medication.

INFECTIOUS DISEASES etc

Children with infectious diseases are excluded from school for the following periods:-

- Chicken Pox - 7 days after appearance of rash / first spots
- Measles - at least 5 days from the appearance of rash
- Mumps - 10 days from the onset of swelling
- Rubella - 7 days from the appearance of rash
- Whooping Cough - 3 weeks after “whoop” commences
- Hepatitis - readmitted after receipt of medical certificate.

Other contagious diseases which may require exclusion from school are Impetigo (school sores) and Conjunctivitis. Contact the school, your doctor or pharmacist for further information.

Information about the more common Infectious Diseases of Children is included in this booklet.

HEAD LICE

Parents should keep a constant look out for head lice. If lice or their eggs (nits) are found, hair should be treated immediately and the school informed.

Children do not return to school until appropriate treatment has taken place.

IMMUNISATION

Parents enrolling children in kindergarten are required by the Public Health Department Act 1992 to provide an Immunisation certificate at the time of school enrolment. This is not compulsory immunisation. Parents always have the right to choose. Nevertheless, a certificate must be supplied.
ACIDENT POLICY

EDUCATIONAL PHILOSOPHY

While at school the students are in the care of the teachers. Active supervision is undertaken to ensure
the safety of students in the designated area.

STRATEGIES FOR TREATING INJURIES

When an accident occurs the teacher will quickly assess the nature of the injury.

If a serious injury occurs, the teacher will remain with the injured child while a senior student seeks the
assistance of another staff member.

An ambulance will be called if necessary and parents notified.

With all injuries, appropriate First Aid will be administered. Parents, or contact persons nominated by
parents, will be notified if the child is distressed or seriously injured. An accident report will be filled out
by the teacher on duty.

No medication will be administered by staff except where written notification of dosage and times are
given by parents or a doctor.

When treating students, all staff will take suitable precautions to ensure hygiene and safety.
STRATEGIES FOR SKIN PROTECTION

This Policy is for implementation throughout the year.

The purpose of the Policy is to ensure that all children attending our school are protected from skin damage caused by the harmful ultraviolet rays of the sun.

AS PART OF GENERAL SKIN PROTECTION STRATEGIES:

♦ Children will wear hats which protect the face, neck and ears whenever they are outside, eg sport, sports carnivals, outdoor excursions and activities.
♦ Children who do not have their hats with them will stay in an area protected from the sun.
♦ Children will be encouraged to use available areas of shade for outdoor play activities.

WET WEATHER ROUTINE

Children are dropped and collected from Queen St entrance. Children will enter and leave the school through the front doors. Parents are asked to pick up their children via the Queen St gate rather than Darling St.

FIRE DRILL POLICY

♦ The children leave the school in an orderly manner and with a staff member proceed to the Lions Park.
♦ The School Captain then notifies the fire brigade from C.R.T.
♦ The Principal remains ensuring all students have left the premises.