Junior School Expectations

Whitsunday Anglican School
The School Motto, **Spiritus Scientiae** is taken from (1 Corinthians Chapter 12). Saint Paul regarded the *Spirit of Knowledge* as one of God's gifts to His people and, as such, this motto seemed eminently in keeping with the School's objective of imparting knowledge to its students through the auspices of the Holy Spirit.

**SCHOOL MISSION STATEMENT**
Within a framework of Christian values provide the challenging and supportive learning experience that achieves the best outcome for the individual.

The School offers an education that caters to the individual needs of its students and proudly promotes Christian values.

To ensure the development of each student, emphasis is given:
- discipline that is firm but fair;
- to respect and be responsible for oneself and for each other;
- to participate in co-curricular activities and service;

The combined intention of which is the development of a commitment towards responsible citizenship.

There is a strong tradition of co-operation and friendship between parents and staff in the School. The process of education is a combined operation, with School and home each playing an important part. The School expects to contribute to the full intellectual, physical, social, aesthetic, moral and spiritual development of each student.
JUNIOR SCHOOL EXPECTATIONS

It is important that all associated with the life of the School regard themselves and others with respect, and learn the importance of co-operating in an Anglican Christian community characterised by diverse interests and traditions. It is particularly important that no student, either through neglect or intent, interferes with the rights of others to learn.

It is expected that all students will come to accept responsibility for their progress through diligent and careful preparation for, and participation in, all activities of which they are members.

Students are expected to conduct themselves at all times to reflect self-respect and to reflect pride in the School. Students must conduct themselves at all times to ensure their dignity and reputation.

Students should at all times be tidy and presentable and maintain and wear the uniform with pride. Cleanliness and tidiness are of paramount importance in a student’s appearance. It is a requirement of the School that the uniform be worn to all School functions unless otherwise directed.

Being enrolled at the School implies acceptance of this Code of Behaviour and the following School Rules. Offenders in any of these areas may incur a consequence, a suspension or be asked to leave the School.

SCHOOL RULES – Junior School

General
1. Students are expected to arrive at School before the first bell at 8.20am and not depart before the last bell at 3.00pm. Supervision is not provided for students who arrive at School before 8:00am. Students should not arrive at School before 8.00am unless required for supervised activities. Students in Before School Care are also exempt.
2. Students are not permitted to leave the School grounds without permission. This will only be granted in specific circumstances and only with the knowledge and consent of the parents/guardians.
3. Irresponsible behaviour within the School grounds and buildings including the defiance of the authority of both teaching and non-teaching staff is not acceptable behaviour.
4. The use of offensive language, smoking, consumption of alcohol, taking or possessing illegal drugs, carrying or possessing dangerous objects, and stealing are regarded as serious breaches of discipline.
5. Harassment of any kind, including bullying, is regarded as a serious breach of discipline. The School has a ‘zero tolerance’ policy on all forms of harassment.

Timetabled Lessons
6. Regular and punctual attendance at all lessons is expected. Arrival at all lessons with the correct and named equipment is essential.
7. Students must respect the rights of others in benefiting from the educational opportunities being at the School.

Uniform
8. The School uniform is designed to be functional and not subject to fashion statements. All items of uniform must be clean and kept in good repair.
9. Hair is to be neatly trimmed and pulled and tied back from the face. Unnatural hair colours, including streaks and foils, and “fashionable” and radical cuts and/or trends are not permitted. Fringes must clear the eyebrows and not be swept back behind the ears. Boys’ hair must be trimmed
at reasonably frequent intervals, have the ears showing and must not be worn below the level of the collar. Girls’ hair must be tidy and pulled back from the face including when working at desks and computers. Hair accoutrements are to be similar in colour to the School colours i.e. red, grey, black, white and must be modest in appearance. Hair should not interfere with the wearing of the School hat. Coloured nail polish is not permitted and will be removed.

10. Jewellery is restricted to a watch; and for girls only, one pair of small plain gold or silver stud earrings, less than 5mm in diameter and worn in the lobes. Students unable to wear small studs may wear plain gold or silver sleepers after written parental requests have been made. Clear plastic inserts in any body piercings are not acceptable. Medical bands verified by medical practitioners are permitted. Religious crosses and symbols on chains are permitted if worn beneath the uniform.

11. Hats are to be worn on all occasions when students are in the sunlight for extended periods. The formal Grey Hat and/or the Panama (for girls) are to be worn to and from school each day and on formal school occasions. The Red Sports Hat may be kept at school and worn when in the playground or at HPE lessons. The wearing of sunglasses is encouraged although reflective lenses are not permitted.

12. The correct school shoes to be worn with the day uniform are black leather lace up shoes which are to be kept polished with socks pulled up and held in place with garters at all times.

13. Sports shoes (running shoes or cross trainers only) are to be worn with the Sports and House Uniforms. These can be of any colour but conservative colours are recommended (i.e. not completely ‘fluoro’). Street (fashionable) shoes e.g. Dunlop Volleys, high top basketball shoes and canvas/skate shoes cannot be worn. These are to be worn with either the official school sports sock or completely white sports socks without logos and must cover the ankle.

14. The red School jumper may be worn over the day uniform, the sports uniform or the formal uniform. The tracksuit is only to be worn as a suit over the sports uniform. The tracksuit jacket is not to be worn over the day or formal uniform.

15. In the Junior School students may only wear their School Physical Education (PE) uniform all day on the days that they have PE lessons. They may wear their House uniform for their second PE lesson of the week and on House Sports & Spirit Days.

**Lunch Breaks**

16. All students are to be in the sub-School designated eating areas until the 10 minute bell rings. Students must remain in their eating area until dismissed by Staff on duty. No food is to be consumed in any other areas of the School.

**GENERAL INFORMATION**

**Please refer to the Junior School’s ‘WASformation’ information booklet for more detailed information**
ABSENCES
Any student who is absent must supply a note explaining the circumstances and show it to the Class Teacher on returning to School. Where a student is absent for two consecutive days, parents are contacted. Parents are also requested to provide a letter to the Head of Junior School outlining reasons for any extended absence over two days. An absence of 100 consecutive school days or more will require permission from Education Queensland and an Application for Exemption from Compulsory Schooling form will need to be filled out. These are available through the Junior School Office. The cooperation of parents is requested with prior notification to the School if extended absences are going to occur. Where parents are leaving students in the care of others for short or extended periods of time, the School expects notification of all contact details.

ARRIVAL AND DEPARTURE FROM THE JUNIOR SCHOOL
Kindergarten
As our Kindergarten is a licensed (registered) Centre we are obliged by legislation to adhere strictly to the prescribed hours of 8.15am – 3.00pm. Parents may arrive at 8.15am and are invited to remain with their child in the Kindergarten room at least until 8.30am. Before Kindy Care operates from 7.30am from the Kindergarten room and is available up to 8.15am, at a cost for families. Kindergarten ends at 3.00pm each day. Families can also access After Kindy Care from 3.00pm onwards. We encourage all parents to collect children promptly at the end of each day. Children who are not collected by the designated time will be placed in After Kindy Care at cost to the parents.

Years P – 4
Students are able to arrive at school from 8.00am onwards with the first bell sounding at 8.20am for the beginning of the school day. Students who arrive before 8.00am will be sent to Before School Care at cost to the parents, to be suitably supervised. School ends at 3.00pm. Students who are not collected by 3.20pm or are not involved in co-curricular activities will be sent to After School Care for supervision. Students who remain with their parents in the School grounds must be supervised by their parents at all times. Whilst students are in the School grounds, they need to remain in their full School Uniform including shoes and socks at all times.

LATE ARRIVAL TO AND EARLY DEPARTURE FROM SCHOOL
Students arriving late to School must report to the Junior School Office. Any students who depart from school early must also report to the Office. This will be shown on the daily Absentee list.

PERMISSION TO LEAVE THE SCHOOL GROUNDS
Students will not be permitted to leave the School grounds at any time during the school day unless special notification has been given by parents. In the case of Junior School students, they must sign out and in at the Junior School Office.

SUPERVISION AND YARD DUTY
Overall the students are supervised from 8:00am to 3:00pm, either by way of Yard Duty or as part of classes. Whilst on Yard Duty, staff will carry a ‘Yard Duty Log’ in which all observed and reported incidents are recorded. Students involved in serious incidents will also have that incident recorded in their Student Diary so that parents and Class Teachers are made aware of the incident/behaviour. All ‘logs’ are checked by the Head or Assistant Head of the Junior School, ensuring that unsatisfactory patterns of behaviour are not allowed to develop unchecked.

FIRST AID/ILLNESS
If students are injured or become unwell at School, parents may be contacted. It is therefore important that the School has the correct contact number. In the case of more serious medical issues
we ask that the School be given an appropriate ‘medical action plan’. If you are in doubt as to the well-being of your child, and in the case of potentially ‘infectious’ illness, please do not send your child to school. This is particularly relevant during times of seasonal illnesses to help reduce infection rates. Should students require application of medications whilst at school, the medicines are to be registered at the Junior School Office where their administration will be monitored. Students, who experience a head injury e.g. contact with hard surfaces, will be assessed and a determination made as to whether parents should be contacted to pick up their child.

BEFORE AND AFTER SCHOOL CARE/VACATION CARE
The School does offer an excellent Before and After Kindergarten/School Care and Vacation Care service to students and parents of the School. Within the program for this Service there are appropriate developmentally programmed activities, supervised care, plus a wholesome afternoon tea. Details are available from the Junior School Office located in the Jessie Wickins Building.

DAILY ROUTINE

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<th>Period</th>
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<td>1</td>
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<td><strong>Pastoral Access</strong></td>
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<td><strong>MORNING TEA BREAK</strong></td>
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<td>11.55 am – 12.25 pm</td>
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<td><strong>LUNCH BREAK</strong></td>
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REPORTING
Formal reports (Preparatory Year-Year 4) will be available to parents at the end of each semester. A progress report in the form of a formal interview will be held towards the end of Term One for Junior School (Preparatory Year-Year 4) families. Kindergarten interviews will also be held throughout the year. Staff will be pleased to discuss your child’s progress and development at any time throughout the year, subject to the arrangement of a mutually convenient time.

CO-CURRICULAR
A comprehensive program of co-curricular activities is available after normal School hours for students from Preparatory to Year 12. Activities that apply to Junior Schools at present include Speech & Drama, Kids Plus, Choir, Science Club, OptiMinds, and Sport inclusive of Football, Netball and Tennis. The range of Co-curricular Activities may change, depending on student interest.

JUNIOR SCHOOL HOMEWORK POLICY
The Junior School policy for homework reflects a consensus of opinion of the School Board, staff and parents. The majority of parents believe that homework is essential in order to keep parents
informed of school learning activities and to help students develop time management and study skills to meet their future learning needs.

Aims
✓ To aid each student’s progress towards achieving their full potential with the assistance, support, and co-operation of parents.
✓ By setting homework on a regular basis, and on an increasing scale from the Preparatory Year to Year 4, the School will assist in preparing the students for the demands and responsibilities of the Middle and Senior Schools.

Purpose
✓ To provide an enjoyable and purposeful extension to class work.
✓ To provide practice of skills (i.e. independent research) and to develop mental recall of facts (i.e. sight words, spelling, tables).
✓ To inform parents of learning activities done in class and of their child’s progress.
✓ To provide a practical opportunity for students to develop interdependence in learning, time management, and study skills.

Homework tasks may consist of reading, rote learning, research and project work, oral presentation preparation and practice, consolidation of skills learnt in class, and creative thinking. Homework enriches and consolidates, and cultivates the mind to nurture the seeds of knowledge.

As a primary school, best practice requires that we acknowledge the developmental needs of the students. At the Whitsunday Anglican School we appreciate the value of co-curricular activities. In setting homework we do take these activities into consideration for a well-balanced, healthy student should be encouraged to develop their particular interests in their own time. Should parents wish for their child to spend more time in structured academic work they will find suitable material in most good book stores or on a range of appropriate web sites (see your child’s teacher).

SCHOOL UNIFORM
School Uniform requirements will be available in November of the year prior to commencement at the School and may be purchased from the Clothing Pool. Second Hand Uniforms may also be purchased.

TEXTBOOKS
A textbook list and order form will be available in November of the year prior to commencement at the School. WASMART carries a supply of stationery. All books should be covered and neatly maintained.

HOUSE SYSTEM
The School is divided into four Houses: These are named after the three Parishes in Mackay and the Brotherhood of Barnabas.

Ambrose  Barnabas  Charles  Trinity

SUN SAFE
The School has a Sun-Safe Policy. All students are expected to wear a School hat when arriving and departing from the School grounds and at all times they are exposed to sunlight, such as outside
play. The formal ‘grey’ hats are also mandatory for official activities including the ANZAC Day march for students in Years 1-12; Kindergarten and Preparatory students wear the School ‘red’ bucket hat.

DISCRIMINATION
Discrimination of any nature, including sexual harassment is unacceptable and will not be tolerated at the School under any circumstances. All students who believe that they have a discrimination complaint should report that immediately to a member of staff and/or the Senior Management team. All people who are identified as the recipients of the complaints will be contacted and given an opportunity to respond to the complaints. A resolution to the complaint will be achieved by internal conciliation if at all possible.

Policy implementation is as follows:
I Written confirmation of complainant’s initial report
ii Respondent notified and response expected
iii Mediator interviews both complainant and respondent
iv Appropriate disciplinary action will be taken in any proven instances of discrimination.
   These could include exclusion from the School.

BEHAVIOUR MANAGEMENT
The School’s attitude to discipline is that it should be self-regulatory, i.e. students should assume responsibility for all aspects of their own behaviour, including academic pursuits. Where student behaviour management beyond the classroom becomes necessary, students are referred to Head of Junior School (K to Year 4). Repeated misdemeanours or major breaches of discipline are referred to Principal. See Junior School Pastoral Care and Behaviour Management Booklet.

SAFE AND SUPPORTIVE ENVIRONMENT
First and foremost the School affirms the rights of all community members to feel safe at School. Through words and actions, all staff and students will promote care, respect, cooperation and celebration of diversity. While quality leadership is an essential element that underpins the creation of a safe and supportive school environment, the responsibility rests with the entire School community. See Junior School Pastoral Care and Behaviour Management Booklet.

You Can Do It! Education (YCDI!)
The YCDI! Program provides the Junior School with an explicitly taught framework around foundations for achievement, and social and emotional well-being. Our core value is the development of the potential of all students – academically, intellectually, socially, and emotionally – through instilling in our students the 5 foundations of:

Confidence, Organisation, Cooperation/Getting Along, Persistence, Resilience

Bullying
“Bullying” is defined as any unsought and repetitive attention which results in physical, emotional or moral discomfort of any kind. By nature it can be verbal (name calling, put downs, threats), physical (hitting, tripping, punching, stealing), social (ignoring, ostracising), cyber (via email, SMS,
social networking sites), psychological (stalking, ominous looks, spreading rumours, hiding or damaging property). “Attention” may be direct (a person says or does something) or indirect (bystanders watch the incident).

The School’s guiding principle is **Zero Tolerance**. The School’s policy is both **Proactive and Reactive**. The School acknowledges that there must be an appropriate communication between School and home throughout the processes.

If we all use the same words across the Junior School then it reinforces this skill with the students and makes it very real and active. The strategy following empowers students and gives them the “words” to use to control a situation that may be uncomfortable to them. Talk to your children about provoking and retaliating.

Many of the little incidences that occur during the course of a day have eventuated from provocation or retaliation. Teachers work with their classes in this area also and we implement a method that students can use to control situations they become part of.

The words and action plan we introduce to them are:

**TALK – WALK – ASK – TELL**

The words mean:-

1. **TALK**
   Say “NO! Stop! I don’t want you to do that!”

2. **WALK**
   If they still persist in annoying or provoking you walk away and ignore them.

3. **ASK**
   If they still persist. Face them and ASK them in a strong voice, “Why are you doing this. I do not like that. Leave me alone!”

4. **TELL**
   If they still persist, walk away and TELL the first teacher you see. That teacher will then help you.

To encourage all students in this area, could parents please foster this form of reaction with these words? Working together to help our students in this way can only encourage our students in the areas of independence and resilience. It helps our students become problem solvers not problem makers.

**CHAPEL**

The spiritual journey of our students is at the core of the School and as such we are committed to Christian values and encourage our students to explore the spiritual dimensions to their lives and to follow Christian ethics. Chapel in the Junior School comprises of two services a fortnight; incorporating a class from each of the Junior School year levels. Participation in Chapel services is a requirement of all students. The students are involved in each service by leading prayer, taking part in role play, and through song. There are also Family Services held on a Sunday each month at the Chapel (refer to School calendar).

**SPORT – Code of Behaviour**

It is important that competitive sport which involves school teams be kept in true perspective. Sport should be seen as the means by which the ideals of fair play, good sportsmanship, friendly rivalry
and skill development are enhanced. For this reason the following Code of Behaviour has been adopted by the School.

**Staff and Coaches:**
Each student should not be expected to give more than a reasonable time each week to training so that a proper balance of study, home duties, cultural enjoyment and social activities is maintained. Every opportunity afforded by competitive games should be grasped to encourage the social growth of competitors. Teams must be punctual and well turned out. Correct uniform should be worn.

**Emphasis must be on:**
(i) sportsmanship and the concept of fair play.
(ii) the rules of the games and their observance.
(iii) the development of team respect for the ability of opponents, as well as for the judgement of officials and opposing coaches.
(iv) the development of a sense of achievement deriving from increased mastery of the skills and tactics of the game.
(v) an emphasis on enjoyment and that winning is only part of the process.
(vi) rewarding skill improvement and good sportsmanship. Players need a coach they can respect.
(vii) emphasising sound coaching principles and the principles of growth and development of students of all ages. The scheduling and length of practice times and competitions should take into account the maturity level of players.
(viii) encouraging an awareness of the physical fitness value of sports and their lifelong recreational benefit.
(ix) supporting all efforts to remove verbal and physical abuse from sporting fixtures.

**Parents:**
While the School encourages the support of parents, it is important to recognise that games are organised for the benefit and enjoyment of the students.

In addition Parents should;
(i) ensure the correct uniform is worn and those responsible are advised if commitments cannot be met.
(ii) encourage their children always to observe the rules of the game. The good example Parents set by respecting the decisions of officials can do much to support this. The use of profane language or the harassment of players, coaches, and officials detracts from the spirit of games.
(iii) inculcate the virtue of honest effort to be as important as winning so that the result of each game is accepted without undue disappointment.
(iv) promote the ideals of good sportsmanship and a sense of fair play to maximise enjoyment. Good play both by your child’s team and by members of the opposing team should be applauded.
(v) recognise and support the value and importance of coaches. They give their time and resources to provide activities in which your child is involved.

_Admiration to this Sports Code of Behaviour will assist in the growth and development of all aspects of School life._
LEARNING through LOVE

LIVING by FAITH

LEADING with SERVICE