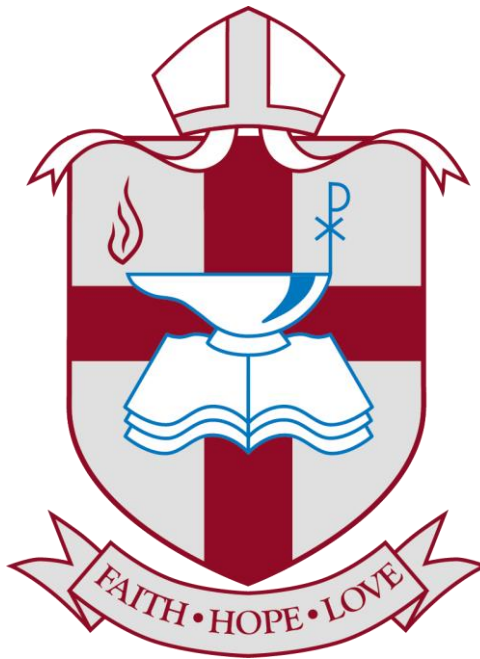


John Septimus Roe Anglican Community School



Parent Handbook

INTRODUCTION

The intention of this Handbook is to provide parents with an overview of the School's Policies and Procedures.

A school is a complex organisation. Efficient daily management and pastoral care are dependent on clearly spelled-out guidelines, open communication and availability of information on which to base decisions.

No-one can be expected to accurately recall or interpret all aspects of policies and procedures. This Handbook provides you with a summary of the key Policies and Procedures of John Septimus Roe Anglican Community School. You are asked to read it carefully and to use it as a first reference when you have any queries concerning expectations and procedures the School has established.

I trust this Handbook will be of use to you. Suggestions regarding changes or additions are welcomed.



Jason Bartell
PRINCIPAL

INDEX

Introduction	2	ICT and Library Services	17
John Septimus Roe Anglican Community School	4	Library – including	17
Anglican Schools Commission	4	- Library Hours	17
School Council	4	- Library Borrowing	17
Management	4	- Lost Resources	18
Finances	4	- Library Rules	18
Mission Statement	4	- Photocopying and Printing	18
Vision Statement	5	Lockers	18
Values	5	Lockers - includes Music Lockers	19
School Ethos	5	Lost Property - includes	19
Christian Emphasis	5	- Confiscation of Property	19
Special Features of the School - includes	6	Medic Alert and Emergency Response Plans	19
- The School Crest	6	Out of School Care Programme	19
- The School Motto	6	Daily Notices	20
- The School Prayer	6	Reporting to Parents	20
- The Lord's Prayer	6	School Colours and Honours	20
- The School Creed	6	School Day	21
- The School Hymn	6	School Calendar	21
Chaplaincy at John Septimus Roe	7	School Hours & Supervision of Students – includes	21
Parents & Friends Association	7	- Early Arrival/Late to Pick Up	21
Voluntary Services	7	- Playground Supervision	21
The Primary Section of the School	7	Student Administration Offices	21
Middle Years of Schooling (Years 7-9)	8	School Office	21
Senior Years of Schooling (Years 10-12)	8	School Uniform Shop	22
Education Support Services	9	School Rules	22
Organisation of Pastoral Care	9	- Includes Mobile Phone Policy	23
Co-curricular Activities	9	School Traffic Routes	23
School Expectation regarding Behaviour		- Access to Administration	23
- Rights and Responsibilities	10	Set Down and Collection	24
School Policy on Bullying & Harassment	10	School Uniform and Personal Presentation	24
School Drug and Alcohol Policy	11	- Casual Dress Days	24
Complaints and Dispute Resolutions	11	- Excursions	24
Anglican Schools Commission Dispute & Complaint Resolution Policy & Procedures	12	School Uniform Requirements	24
		Sun Protection Policy	24
		Student Attendance - Whole School Events	25
		Student Council	25
		Student ID Card/Smartrider Card	25
		- Horizons West Bus Travel	26
		Student Welfare	26
		Term Dates	26
		Policies	
		Click here to view the following Policies	
		Bullying and Harassment	
		Dispute and Complaint Resolution	
		Drug and Alcohol	
		Head Lice	
		Mobile Phone	
		Privacy	
		Sporting Uniform	
		Sun Protection	
		Student ICT and Internet Usage	
		Revised: January 2023	
Parent/Student Specific Information			
Absence from School - includes	12		
- Late Arrival at School	12		
- Special Leave	12		
- Illness or Injury	12		
Accident Insurance	13		
Assessment Policy	13		
Behaviour Outside the School	13		
Bicycles	13		
Books and Stationery	13		
Bus Routes	13		
BYOD Programme	14		
Cafeteria/Canteens	14		
- Includes Nut Awareness Information	14		
Cars in the School Grounds	14		
Change of Contact Details	15		
Contacting Your Child's Teacher	15		
Clothing	15		
Dangerous Items	15		
Detentions	15		
Diary	15		
Excursions	15		
Functions for New Parents	16		
Fees - includes	16		
- State Gov't Secondary Assistance Scheme	16		
Head Lice	16		
Homework and Study	16		

JOHN SEPTIMUS ROE ANGLICAN COMMUNITY SCHOOL

John Septimus Roe Anglican Community School was established by the Anglican Schools Commission, and, therefore, works within the broad parameters set by the Commission. The School caters for students from Pre-Kindergarten to Year 12

ANGLICAN SCHOOLS COMMISSION (INC)

The Anglican Schools Commission (ASC) (Inc) is responsible to the Perth Diocesan Council for the operation of the ASC Schools. Presently there are 15 ASC Schools <https://www.asc.wa.edu.au/>

The Anglican Schools Commission (Inc) is also responsible more generally, for promoting worship and faith education in all Anglican schools in the Diocese and other West Australian Dioceses if asked.

SCHOOL COUNCIL

A Council, comprising eleven members governs the School. The School Council is responsible for the overall development and governance of the School.

The Principal, as Chief Executive Officer, is responsible for the operation of the School and reports to the School Council on a monthly basis. The current list of Council Members is published on the School website.

MANAGEMENT

To view the management structure for the School please click [here](#)

In managing the School, the Principal works with the Business Manager, Associate Principals – Primary, Middle and Senior Years of Schooling, Directors of Pastoral Care or Directors of Teaching and Learning in the formulation of policies and procedures for the whole School. Teaching and ancillary staff are also involved through mechanisms such as professional development days, staff meetings, committees and special purpose groups.

FINANCES

The Anglican Schools Commission (Inc.) is an incorporated body and is the legal employer of all staff employed at John Septimus Roe Anglican Community School.

The School operates on a budget approved by the Anglican Schools Commission (Inc.) each year.

The School Council has responsibility for formulating and managing the budget.

The School is funded from three main income sources:

- Parent contributions by way of school fees and other levies and donations. This income is about 37% of the School's income.
- State per capita grants. The State Government pays a grant based on the number of students, the Commonwealth funding category and the enrolment level. These funds are approximately 17% of the School's income.
- Commonwealth recurrent grants. The Commonwealth Government pays a grant to the Anglican Schools Commission (Inc.) based on the number of students in the Anglican Schools Commission (Inc.) system and the socio-economic scores of each of the Schools in the system. The Anglican Schools Commission (Inc.) is responsible for distributing the recurrent grant to individual schools in the system. The funds equal approximately 44% of the School's income.

MISSION STATEMENT

We provide an education which, secure in the traditions of our past and our Christian belief, opens students' minds to the rich diversity of the world in which they live and challenges them to be curious and explore everything they find with integrity and compassion. We will do this in an engaging, relational environment which nurtures self-expression and self-worth while promoting the uniqueness of each student.

OUR VISION

JSRACS – A diverse community of Faith, Hope and Love, where students seek the best of the human spirit in themselves and others.

OUR VISION STATEMENT

John Septimus Roe Anglican Community School will be a dynamic, Christian community that offers a broad, high quality education to students from diverse backgrounds. We will embrace the educational challenges and opportunities of the future, where each student will be encouraged to explore their spiritual, intellectual, social, physical and creative capacities. We value the individuality of all community members and cultivate a global perspective that all may seek the best of the human spirit in themselves and others.

OUR VALUES

Faith in Christ.

Faith in each other.

Faith in ourselves to make a difference.

Hope in Christ.

Hope for each other.

Hope for a better future.

Love for Christ.

Love for each other.

Love that knows no boundaries.

SCHOOL ETHOS

The Anglican nature of the School is reflected in its ethos.

The School seeks to foster the intellectual, physical, creative and spiritual dimensions of each student within a Christian environment.

The School aims to ensure that its students are educated as considerate human beings, grounded in Christian teachings, ethics and traditions, with an understanding and tolerance of others.

In support of the community nature of the School, close cooperation and liaison between the school, parents and guardians and the wider community is sought. Education is the shared responsibility of the whole school community.

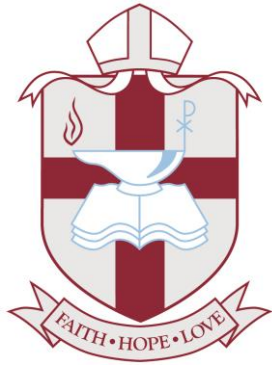
CHRISTIAN EMPHASIS

John Septimus Roe Anglican Community School is integrated into the life of the Anglican Church. It has strong ties with local parishes and has a Chaplaincy Team that serves the needs of the school community.

All families are expected to support the Christian ethos of the School. All students participate in regular chapel services and a religious education programme that helps them understand faith issues.

The School aims to ensure that its students are educated as considerate human beings with an understanding and tolerance of others.

THE CREST



Bishops' Mitre: representing the authority of the Anglican Archbishop of Perth

St George's Cross: the Anglican Church's link with the Church of England

Bible: the basis of our belief and values

Oil Lamp: representing light and knowledge

Handle: Chi Rho - the initial letter of the word Christ

MOTTO

"Faith, Hope and Love"

Taken from 1 Corinthians Chapter 13 Verse 13.

SCHOOL PRAYER

Father, we ask your blessing on our School, that it may be a lively centre for sound learning, new discoveries, and the pursuit of wisdom. Guide us all as we seek to teach and to learn. Through Jesus Christ our Lord. Amen

THE LORD'S PRAYER

Our Father in Heaven
Hallowed be your Name.
Your Kingdom come,
Your will be done,
On earth as it is in Heaven.
Give us today our daily bread.
Forgive us our sins,
As we forgive those who sin against us.
Save us from the time of trial,
and deliver us from evil.
For the Kingdom, the power, and the glory,
Are yours now and forever.
Amen

SCHOOL CREED

This is our School.
Let peace dwell here.
Let the rooms be full of contentment.
Let love abide here.
Love of one another;
Love of all humanity.
Love of life itself,
And love of God.
Let us remember,
That as many hands build a house.
So, many hearts make a school.
Lord, bless this School,
And all who work in it.
Amen

SCHOOL HYMN "In Faith and Hope and Love"

Refrain *In faith and hope and love,
with joyful trust we move,
towards our Father's home above.*

Verse 1 Christ, our star, our map, our road,
to the Father's high abode.

Verse 2 Christ, our bread along the way,
Christ, our rescue when we stray.

Verse 3 Christ, our shelter, Christ our friend,
Our beginning and our end.

Verse 4 Christ, our hope and our reward,
Our redeemer and our Lord.

CHAPLAINCY AT JOHN SEPTIMUS ROE ANGLICAN COMMUNITY SCHOOL

With a population of over 1700 students and 230 staff, the spiritual and pastoral needs of the school community are often great and always varied. The Chaplains are involved in the development and delivery of the Religious Education Curriculum and are Priests to the School Community with the responsibility of pastoral care by way of spiritual and personal counselling, leading the community in worship and arranging liturgies for various occasions.

Chaplains are often involved in simply being there as a support or perhaps remaining in the background as a support for those already involved in looking after the needs of their peers. They work closely with the Associate Principals and are an integral part of the Pastoral Care Team. These working relationships mean that the Chaplains are part of a team whose aim is to look after the needs of the whole person.

The Chaplains can be contacted by calling the School office on 9247 2242.

PARENTS & FRIENDS ASSOCIATION

The School has an active Parents and Friends Association which meets each month. While the P & FA engages actively in fund-raising for additional resources for the School its main objective is to provide opportunity for fellowship and the development of community among parents. If you wish to contact the P & FA, please speak to the School Office staff who will provide a telephone contact number or you can email the P & FA at p&f@jsracs.wa.edu.au

VOLUNTARY SERVICES

Parents are encouraged to offer service in the many voluntary activities which are available including the School Council, Parents and Friends Association, assisting in classroom activities, school excursions, carnivals and the Twilight Fair.

You should contact the particular teacher in charge for other curriculum activities to volunteer.

Depending on the nature and duration of the activity, volunteers may be required to possess a current Working with Children Check card. Please note any parent involved in overnight camps will be required to hold a current Working with Children Check card.

The Parents and Friends' Association President welcomes contact from parents interested in assisting with P & FA activities.

SECTORS OF THE SCHOOL

THE PRIMARY SECTION OF THE SCHOOL – (Pre-Kindergarten to Year 6)

There are two Associate Principals Primary who are responsible for the oversight of the Primary section of the School. Each of the Associate Principals has a particular responsibility. Associate Principals are supported by a Director of Primary, Director of Pastoral Care and a Director of Teaching and Learning

Staff meet regularly. It is organised around Early Childhood and Middle Childhood Years. Staff members are appointed to the positions of Director of Teaching and Learning and Director of Pastoral Care. In addition, staff plan curriculum and support programmes across year levels, including excursions and sports carnivals.

Many facilities in the School are shared by Primary, Middle and Senior students and staff. The Primary School students participate in specialist areas such as Art, Dance, Drama, Languages – Chinese or Indonesian, Library and ICT, Music, Physical Education and Rock and Water.

Contact with a member of the Primary School staff can be made by calling the School Office. Your call will be directed to the appropriate person's voicemail. While parents who pick up their children from School may have brief contact with the class teacher at the classroom, they need to be conscious that this is not the time for extended discussion about their child. An appointment should be made out of class time if a parent wants to have a more in-depth discussion with the teacher.

THE MIDDLE YEARS OF SCHOOLING - (YEARS 7 – 9)

The oversight of the Middle Years of Schooling (Years 7, 8 and 9) is undertaken by the Associate Principal Middle School, who is supported by a Director of Teaching and Learning and a Director of Pastoral Care.

In Years 7 to 9, students undertake a programme of study which consists of core (Religious Studies, English, Mathematics, Science, Humanities and Social Sciences, Health Education and Physical Education) and specialist subjects. The specialist subjects include: Languages, Art, Dance, Drama, Design and Technology, Media, Music, Food and Digital Technology.

The classes at Years 7, 8 and 9 levels are generally heterogeneous. Some grouping of students according to academic performance begins in Year 8

Contact with a member of the Middle School staff can be made by calling the School Office. Your call will be directed to the appropriate person's voicemail.

THE SENIOR YEARS OF SCHOOLING - (YEARS 10 –12)

The oversight of the Senior Years of Schooling (Years 10, 11 and 12) is undertaken by the Associate Principal Senior School, who is supported by a Director of Teaching and Learning and a Director of Pastoral Care.

In Year 10, students undertake a programme of study, which consists of core (English, Humanities and Social Sciences, Mathematics, Science, Health Education, Physical Education and Religious Studies) and specialist courses. The specialist courses include Accounting and Finance, Applied Information Technology, Children and Family Studies, Chinese, Computer Science, Dance, Drama, Engineering Studies, Indonesian, Materials Design and Technology Wood and Metal, Media, Music, Outdoor Education, Physical Education Studies, Science Project, Specialist Basketball and Visual Art.

In Year 10, students are grouped by levels of academic achievement for English, Humanities and Social Sciences, Mathematics, and Science. Further details regarding the Year 10 curriculum can be found on the School website at <https://www.jsracs.wa.edu.au/year-11-and-12-course-handbook-2023-2024/>

In Years 11 and 12, the programme of study is made up from a selection of WACE (Western Australian Certificate of Education) courses and Vocational Education Training (VET) courses. Students select a combination of courses, with high emphasis placed on students enrolling in the best possible pathway for them. This will enable each student to reach their maximum potential, by taking courses that are personally challenging, enhance their development and maximise their future study and career options.

There are an increasing number of pathways to TAFE and University. The School offers five pathways to cater for all learning styles and to prepare students for life beyond school. The five pathways are:

- Direct ATAR entry to university
- Flexible pathway – pathway to University, TAFE, Apprenticeship/Traineeship
- CareerLink – pathway to TAFE, Apprenticeship/Traineeship, employment and university (depending on Level of VET Certificate), and also alternative entry to university.
- Hospitality School Based Traineeship – develops industry specific skills, as well as the pathway options outlined above for the CareerLink pathway.
- Trade Preparation Pathway – pathway designed to prepare students for trade apprenticeships or employment.
- UniReady – Year 12, by invitation only

Further details of pathways and all Year 11 and 12 courses can be found in the Year 11 and 12 Course Handbook on the school website at this link <https://www.jsracs.wa.edu.au/year-11-and-12-course-handbook/>

Pathway and course selection is based on post-school destination plans, as well as academic ability, interests and potential for success.

For any queries related to course preferences or pathways, contact with a member of the Senior School staff can be made by phoning the school office.

Students can either study a range of subjects that will prepare them for entrance to university, TAFE, apprenticeships or further training and employment.

Students can also choose Workplace Learning, which is part of our CareerLink program that helps prepare a student more directly for TAFE entry and the workforce. This subject includes some blocks of work placement.

Students in Years 10, 11 and 12 and their parents are encouraged to attend the respective parent/student information nights held throughout the year to assist them with understanding the process for selecting subjects for the Secondary Years of Schooling.

Contact with a member of the Senior School staff can be made by calling the School Office.

EDUCATION SUPPORT SERVICES

Education Support at JSRACS comprises of wide ranging but interconnected support systems for students, teachers and families. These support systems include remedial support and special needs programmes along with the services of our School Psychologist, Social Worker, Chaplains and Education and Pastoral Care teams.

The Education Support Services Department acknowledges the diverse needs of members of the JSRACS community and is active in developing and implementing inclusive support responses for students at this School.

Contact with a member of the Education Support Services staff can be made by calling the School Office. Your call will be directed to the appropriate person's voicemail.

ORGANISATION OF PASTORAL CARE

For organisational purposes, students are grouped in Houses - Durham, Kelmscott, Newbury, Parmelia, Roebourne and Sandleford.

In the Primary section of the School, the class teacher is the PCG tutor. Students from each of the six Houses are mixed in each class but they regularly meet in House groups for a variety of House activities and compete for the House shield that is awarded to the winning House each year.

At Secondary level, the students in each House are organised into Pastoral Care Groups. Each group is led by a Pastoral Care Group (PCG) Tutor. In the normal course of events, students will be in the same Tutor Group, with the same Tutor Teacher, from Year 7 to Year 12.

The PCG Tutor is the first point of contact at the School for parents. Pastoral Care Groups meet daily for, roll call, prayer notices and activities. Houses meet to prepare for whole house events and to celebrate the achievements of students within their house. Year groups meet fortnightly for Chapel Services and when required for year group meetings.

CO-CURRICULAR ACTIVITIES

The School inherits the tradition that the gifts we each have received must be developed for our own benefit and enjoyment and for the service of others.

The School seeks to promote excellence in a range of activities including sport, music, art, drama and various clubs. These pursuits must be coordinated and one should not be developed at the expense of the others.

Furthermore, children who would seek to benefit from the School without seeking to contribute to its life, limit themselves to a narrow passage through the School. Most students should attempt to participate in at least one co-curricular activity every year.

The School offers opportunities for participation in a wide range of experiences, as listed below, as well as other clubs and activities offered by teachers specifically related to subjects being studied by the students (for example the Chinese Club and after-school Mathematics assistance). The School is a member of the Associated and Catholic Colleges (ACC) Sports Association and competes in the North Western Associated Schools (NWAS) interschool sporting competition and various other interschool competitions.

Students in Years 7 – 12 are strongly urged to participate in at least one of the following:

- Sporting Teams
- Band/Orchestra
- Cadets (Emergency Services, Bush Rangers and River Rangers)
- Choir
- Dance
- Drama Swimming, Athletics and Cross Country
- Running club (300 club)
- Swimming club
- Other School activities which entail extended commitment of time and effort

PCG Tutors will seek to ensure all students make a choice of activity appropriate to their interests.

A range of co-curricular activities is available and advertised throughout the year, at each campus for primary students.

SCHOOL EXPECTATIONS REGARDING BEHAVIOUR

John Septimus Roe Anglican Community School seeks to provide a caring and co-operative environment.

It is expected that all behaviour will be characterised by courtesy and respect for others and concern for the environment. When students join John Septimus Roe Anglican Community School, they assume certain obligations and responsibilities to the School and we look for the willing cooperation of students and their families.

The following regulations are considered important for the harmonious and efficient running of the School.

At John Septimus Roe Anglican Community School, everyone has responsibilities and rights:

Responsibilities:

- to respect yourself
- to respect others
- to use common sense
- to support others

Rights:

- to feel safe
- to learn and grow
- to be respected
- to be valued

Responsibilities are deliberately placed ahead of rights. It is through the recognition of one's responsibilities to others that one's rights are established. Simply put "we should treat others as we would wish to be treated ourselves".

BULLYING AND HARASSMENT

The School aims to provide an environment in which each student is personally involved and where each student can grow as a caring human being.

To this end, staff, students and parents aim to establish a community in which everyone feels valued and safe, and where individual differences are appreciated, understood and accepted. Every student has the right to enjoy time spent at School.

John Septimus Roe Anglican Community School does not tolerate bullying or harassment. Respect for others is expected.

It is each student's responsibility and right to report bullying, whether it happens to them or to someone else. Please click [here](#) for the School's Bullying and Harassment Policy.

SCHOOL DRUG & ALCOHOL POLICY

Introduction

The Drug Policy has been established to:

- (1) Publish guide-lines and sanctions that are relevant to our School.
- (2) Address prevention, intervention and sanctions in regard to drug use.
- (3) Be consistent with State and Federal laws.

Drug use is a complex issue and it is recognised that drug use can result from a combination of many contributing factors. The School's response, therefore, is as comprehensive as possible. In addition, a standardised approach to drug education and incidents of use will be maintained by the School as a result of this Policy. Please click [here](#) for the School's full Drug and Alcohol Policy.

DISPUTE AND COMPLAINTS RESOLUTION

Complaints should only be made directly to the Principal where parents consider they have a serious complaint or there has been a failure to adequately address a matter by the staff member(s) concerned.

The Principal, however, is not ordinarily the first port of call.

For example, if a parent considers that a matter has not been dealt with effectively by a class teacher, a complaint in writing, detailing the basis of the complaint should be made to the relevant Head of Department (Secondary) or relevant Director of Pastoral Care or Teaching and Learning (Primary), whose task it is to deal with the matter, to keep a record of the action taken and to report the matter to the relevant Associate Principal.

If the matter is not dealt with effectively at this level, then the parent should refer the matter to the relevant Associate Principal. The Associate Principal will alert the Principal to the matter raised with them by a parent.

Most matters of concern are dealt with satisfactorily by following the referral process outlined above. Where a parent remains dissatisfied with the outcome, the Principal will intercede to resolve the matter.

If the parent continues to be dissatisfied with the outcome at this stage, then the parent should complain to the Principal in writing. Email communication will be sufficient for this purpose. The Principal will review the complaint, the action taken to resolve it and the outcome and then will make a decision.

The Director General

The Director General of the Department of Education is responsible for ensuring that the School observes the registration standards, including the standard about its complaints handling system. Any student, parent or community member is entitled to contact the Director General with concerns about how the School has dealt with a complaint. Information is available on the Department of Education website. While the Director General may consider whether the School has breached the registration standards, they do not have power to intervene in a complaint or override the School's decision.

ANGLICAN SCHOOLS COMMISSION DISPUTE AND COMPLAINT RESOLUTION POLICY AND PROCEDURES

The School Education Act 1999 [174 1(d)] requires an educational system such as the Anglican Schools Commission (Inc) to have a means by which disputes and complaints about the provision of education are resolved.

We seek to be a caring Christian community, where people are in harmony with each other. Therefore, this policy is designed to assist staff, parents, students and others in Anglican Schools Commission schools to resolve conflict in an appropriate and satisfactory way.

This policy is written with the understanding and experience that, in most cases, matters are best resolved at the local school level. Please click [here](#) for the full Anglican Schools Commission Dispute and Complaint Resolution Policy and Procedures.

ABSENCE FROM SCHOOL

The School requires:

- a) For a planned absence, e.g. dental appointment, a note or email to Student Administration before the absence is required. Students who need to leave School for an appointment must bring a note to Student Administration before 8.40am.
- b) Absence from a sporting fixture or carnival or any other official School function is treated as an absence from School. A note must be forwarded to the Principal stating the reason why the student is unable to attend.
- c) Holidays – parents should plan family holidays for the end of term holiday periods **and not during school term time.**

Late Arrival at School

All students are expected to be on campus prior to the first bell which sounds at 8.40am. Secondary students are expected to access their lockers and be in class in time for the 8.45am bell.

Students arriving late after 8.45am **MUST** present a signed late note from their parent/guardian at Student Administration or an email must be sent to studentadmin@jsracs.wa.edu.au prior to 8.40am, and then the student will receive a late pass which they present to the class teacher. The only exception to this is if one of the school buses arrive late. **Note:** Forms are in the School diary.

Special Leave

If a student has an appointment where they need to leave School early, a signed note from their diary must be handed to Student Administration or an email received to studentadmin@jsracs.wa.edu.au prior to 8.40am. The student will then be given a Special Leave Pass (pink slip), which is used to be excused from class at the time indicated on the pass and wait at Student Administration.

The Special Leave Pass is to be taken with the student when they leave the School grounds to show to anyone who queries why they are not at School.

Parents of Middle and Senior School Students are to come to the Main Administration Office to collect their child. Parents of Primary Students are to come to Primary Student Administration. Please allow enough time when picking up your child for any delay that may occur – e.g. your child forgetting that he/she needs to leave early and someone having to go and personally collect them. This procedure is important to facilitate the school tracking movements of students during the day. Please **do not make any arrangements to** collect your child from elsewhere around the School.

For students in Pre-Kindergarten and Kindergarten, parents must register their child's departure at the Primary Student Administration by obtaining a pink leave slip, and then collecting their child from the class.

Illness or Injury

When students are ill and cannot attend School, parents/guardians must notify the School by telephoning the absentee line (9247 9333) or emailing (studentadmin@jsracs.wa.edu.au) before 8.40am. **When the student returns to School, an absence note in the back of their school diary needs to be completed and presented to their teacher or PCG Tutor. (If the absence was advised to the School by email there is no requirement to complete an absence note in their diary.)**

Parents are asked to use their discretion when a student is ill. Obviously, a sick student is unlikely to learn effectively. A sick student should not be sent to School - particularly if the illness is infectious.

Students who become ill during the school day and cannot continue in class are taken to Sickbay and parents are contacted to collect the student immediately.

When students are ill or injured to such an extent that medical treatment is required, the School will act as a concerned parent, i.e. we will try to contact you so that you can advise what course of action to follow. If you are not contactable, we will seek medical advice including calling an ambulance if necessary.

Any costs associated with seeking medical advice, including ambulance costs, will be payable by Parents and Guardians. (Refer to Accident Insurance details below.)

Please note that staff members do not administer prescribed drugs to students without written advice from parents.

Students taking medication should bring only the required daily dosage, in an original container/pack clearly marked with the student's name and dosage. For the administration of medications on a short-term basis the parents/carers are required to complete a Short-Term Medical Authority-Medication Dosage form. Students are required to take medication on an on-going basis should have the details updated in their child's record on Consent2Go. Prescribed medications **should be** given to Student Administration for safe-keeping during the day.

Please note that headache and pain relief drugs such as Paracetamol are not generally available at School. Parents will be contacted by Student Administration to gain verbal permission for the administration of pain relief to a student if required. Parents of students in Years 10-12 will not be contacted prior to providing paracetamol as the students are deemed able to make the decision themselves in relation to the dispensation of paracetamol.

ACCIDENT INSURANCE

The School has a student personal accident insurance policy that provides a 24-hour per day cover for accidental injuries to students. Claim Forms and details of the Policy are available from Reception. Please contact the Business Manager for any enquiries regarding this insurance cover. Please note that claims for an accident in one year cannot be made more than 120 days after the end of the year.

ASSESSMENT POLICY

All students in Years 7 – 12 are issued with an electronic copy of the Assessment Policy at the start of each year, via SEQTA. There are separate policies for Middle School and Senior School. During PCG sessions at the start of each year the tutor ensures that all students are familiar with the content of this policy. This information is also emailed to parents/guardians, who are strongly encouraged to familiarise themselves with this policy.

BEHAVIOUR OUTSIDE THE SCHOOL

It is presumed that students by their dress, behaviour and general courtesy will on all occasions, uphold the good name of the School.

BICYCLES

Students who cycle to School **MUST** wear an approved safety helmet and park their bicycles in the bike racks. Bicycles should be chained for security. The School does not insure bicycles against theft or damage.

BOOKS AND STATIONERY

Booklists relevant to your child are emailed to parents of who will be commencing Years 1 – 10 in early November and are available to view on SEQTA Engage. Books and Stationery for Kindergarten and Pre-Primary students are purchased in bulk by the School and charged to the family's school fee account. Students in Year 11 going into Year 12 will receive their booklists at the end of August for the commencement of Year 12 in Term 4. Books will be available from the supplier indicated. Some of the items may be available at a lower price at the large supermarkets. Parents are welcome to shop around in order to purchase items at the best price - including purchasing second-hand books. The School does not have its own bookshop.

BUS ROUTES

Details of the Horizons West private bus routes, which can be used by students, are available on the School website, SEQTA and from the Main Administration Office. If at all possible, students should use the Horizons West private bus routes or public transport to travel to and from School to help reduce traffic congestion at the beginning and end of the school day. Please refer to the Transperth website for Transperth bus routes and timetables.

BYOD PROGRAMME

All students in Years 4 to 6 are required to have their own iPad devices at School. Students in Years 7 to 12 can choose to either continue to use an iPad or switch to a laptop/tablet as outlined in the link below

. Students in K – Year 3 use School provided shared devices.

- Primary iPad
- Secondary Device Requirements

CAFETERIA/CANTEEN

The School Cafeteria and Canteen are open every day:-

Please ensure correct money is enclosed with orders. Student ID Cards may have money loaded on to them for use in the Canteen. See page 25 for details on how this may be done.

PK – Year 2 students must place their orders in class baskets before school.

Year 3 – 6 students must place their orders at the Canteen before school.

Middle and Senior School students using the Cafeteria – Yr7-12 there is no pre-ordering for recess or lunch. It is self-service only in the Cafeteria. Secondary students can also use the Meet'N'Eat Café.

Primary Students have the option to order online via Flexischools. Flexischools is a fast and secure way to order and pay online. A link to Flexischools is available on the School website under the 'Parents' heading or via www.flexischools.com.au.

Awareness of Nuts (Peanuts and tree nuts):

As part of its care for people with allergies, the School insists on the following:

- The Cafeteria/Canteens do not sell peanut paste rolls, sandwiches or any other products containing peanuts.
- The Cafeteria/Canteens are to be kept informed about those students who the School has been advised have peanut allergies.
- Although it is difficult to eliminate peanut traces because products are labelled 'may contain traces of nuts' the Cafeteria/Canteens are to be alert to sourcing alternative products that do not contain peanuts. The Cafeteria/Canteens will display large warning signs alerting purchasers if alternative products cannot be found.
- **Peanuts are not to be used in any activities conducted by the School (in or out of school).**
- Parents who send children to School with packed lunches should not send peanut paste sandwiches.
- Peanuts, peanut paste or any other peanut based products must not form any part of the purchases made for school camps (this includes the cadet units).

The School has a comprehensive policy and associated procedures relating to students who have medical conditions that may result in an anaphylactic shock response.

CARS IN THE SCHOOL GROUNDS

All roads and parking areas in the School are likely to be crossed by young children. Consequently, all drivers should drive at walking pace. It is essential for the safety of the whole school community that this is strictly observed. Great care is essential when driving through the grounds or parking. Please adhere to the direction arrows, speed and parking signs.

Only staff vehicles may be parked in staff car parking areas. Students are not permitted to park anywhere on the School grounds..

Traffic within and near the school during morning drop-off and afternoon pick-up is particularly busy. All drivers are reminded to obey the Road Traffic Code, which also applies to the school's internal road system, in an effort to help alleviate traffic congestion at these busy times. This includes but is not limited to not stopping on a road with a continuous yellow edge line, including not stopping on a roundabout for drop-off and collection of students.

CHANGE OF CONTACT DETAILS

Our ability to keep in contact with you is only as good as your ability to keep us informed of changes to your:

- work and home mobile/telephone numbers
- home, mail, billing and email addresses
- emergency contact numbers

We rely on you to keep us up-to-date by updating changes to your details as soon as they occur in Consent2Go. A link to Consent2Go is available on the School website under the 'Parent' heading. Changes to email addresses are required to be notified to the school either via phone call to 9247 2242 or email to info@jsracs.wa.edu.au

CONTACTING YOUR CHILD'S TEACHER

Parents are encouraged to make contact with the Class Teacher or Pastoral Care Group Tutor as the need arises. Contact can be made by telephone or a note in the student's diary and the teacher will respond to the request. These teachers are the first point of contact for parents and they will direct parents' enquiries to other teachers of specific subjects if the need arises. On some issues, a parent may wish to speak with a Year Coordinator/House Leader, Head of Department or a Director of Pastoral Care or Director of Teaching and Learning. If you wish to contact a member of staff, please call the School Office. Your call will be directed to the appropriate person.

CLOTHING

It is important that ALL articles of clothing be clearly marked. Name tags sewn on to the clothing are the most effective means of marking clothing. Please ensure all items purchased from the Uniform Shop have been labelled correctly.

DANGEROUS ITEMS

A student may not bring dangerous items to School, nor should such items be carried on the student or in a school bag. A list of penalties and sanctions has not been provided. It should be sufficient for students to note the School's attitude towards these expectations and presume that disregard of these expectations will be treated seriously.

DETENTIONS

Detentions may be issued for breaches of school rules, breaches of uniform requirements, for unacceptable behaviour, and for incomplete homework. Students will be given at least one day's notice of detention so that appropriate transport arrangements can be organised by parents if necessary.

Detentions are run after school, starting at 3.40pm and usually finishing at 4.30pm. Students who do not attend detention without a valid reason may be placed on in-school suspension the next day.

For a breach of school playground rules in Primary, a child may be asked to remain with the duty teacher during the following recess/lunch for a period of time. For more serious breaches of school rules, a child may be required to spend time out of the classroom during a school day.

DIARY

Each student is issued with a School Diary. The diary is a record of homework and assignments and is also an excellent means of communication between Home and School.

Parents, Teachers and PCG Tutors are welcome to comment in the diary and in fact, parents and staff are encouraged to sign the diary at least once a week to ensure communication is regular. A replacement for lost or damaged diaries can be purchased from Main Reception for \$7.00.

EXCURSIONS

Excursions, camps and retreats are integral components of the School's programme and students are expected to attend these activities. Costs are normally covered by the School. The School will provide written notification of all excursions to parents via Consent2Go.

FUNCTIONS FOR NEW PARENTS

The School holds various functions for new parents to assist them to develop knowledge of the school operation in relation to their child. Dates for these events will be advised by email to parents. It is essential that parents provide their current email address to the school, and update this if the details change.

FEES

The School fee accounts are issued to parents in mid-January each year. If you have any difficulty paying the fees, you are strongly encouraged to contact the Accounts Office as soon as possible.

Assistance may be provided if you make the School aware of your difficulties.

SECONDARY ASSISTANCE SCHEME

Financial assistance from the State Government Secondary Assistance Scheme, including a clothing allowance, is available to parents or legal guardians who have students enrolled in Years 7-12 studying a full-time secondary course (up to the age of 18) and hold one of the following cards:

- Department of Human Services (Centrelink) Health Care Card
- Department of Human Services (Centrelink) Pensioner Concession Card
- Veterans' Affairs Pensioner Concession Card

Parents or legal guardians may obtain further information and an application form from the School Office. Applications for the above close each year at the end of Term 1.

HEAD LICE

It is possible that at some time in their school career, a child may come in contact with Head Lice. If this does happen, parents need to be aware that a Head Lice infestation is easily treated and is not a disease. Students found to have Head Lice may, however, be excluded from School at the discretion of the Principal or delegate until treatment has begun.

Advice about Head Lice infestation treatment and animated procedures is given in the Department of Health's Head Lice Fact Sheet, which is available from the School Office or on their website https://www.healthywa.wa.gov.au/Articles/S_T/Treating-head-lice Please click [here](#) for the School's Head Lice Policy.

HOMEWORK AND STUDY

Homework will be set in accordance with the published Homework Guidelines below. Individual teachers will ensure that students are complying with the requirements of their course with respect to homework. This may take the form of written work set for the following school day, assignments or projects set over an extended period, revision of the day's work or reading for the following day.

Compulsory, supervised lunchtime or after-school detention may be deemed to be necessary to provide certain students with the time and opportunity to comply with this School requirement. In the case of a Secondary School after-school detention, the relevant Associate Principal will advise the parents.

Secondary students are able to see homework in SEQTA but they **MUST** also use their diaries to record homework. Parents are encouraged to use the diary for communication between teachers and themselves.

Students are encouraged to set themselves goals for work to be done each night, e.g. revision, research for assignments, extra reading, etc. If a student is spending excessive time doing homework or becomes stressed about the work that is set, parents are asked to contact **the Class teacher, PCG Tutor or the Year Coordinator/House Leader**, using either a note in the diary (for Primary) or by telephone message (preferred method of contact for Secondary).

The following table outlines the homework expectation for each year group.

Primary School

Year	Recommended time per night
Year 1	15 minutes
Year 2 – 5	15 – 30 minutes
Year 6	30 – 45 minutes

Middle School

Year	Structured Homework Literacy. Reading	Structured Homework Numeracy. Mathspace	Self-Managed Homework. Revision and Study	Total time per night. 5 nights of the week
Year 7	15mins	15mins	15mins	45mins
Year 8	20mins	20mins	20mins	60mins
Year 9	25mins	25mins	40mins	90mins

Senior School

Year	Recommended time per night – 5 times per week
Year 10	150 minutes
Years 11 & 12	ATAR pathway students - Minimum of 3 hours General and CareerLink pathway students – Minimum of 2 hours

ICT AND LIBRARY SERVICES

ICT HELP DESK

The ICT Help Desk is open every school day. Students needing ICT assistance can seek help during the opening times. Visiting the Help Desk during class times is only permitted with the classroom teachers' permission.

ICT Centre Staff also provide help desk advice and on-site call out assistance for staff members and students .

ICT Help Desk Hours of Operation - 8.00am – 4.00pm

ICT Support outside these hours can be sought by emailing: ITSupport@jsracs.wa.edu.au

The ICT Help Desk is closed to students during PCG 2.

LIBRARIES

The Library provides students with access to fiction and non-fiction books, online and print reference materials, charts, internet, educational software, a place to study and associated services such as printing, photocopying, laminating and binding. Additionally, Secondary students may borrow equipment including laptops, and projectors.

Library Hours:

8:15am – 4:00pm, Monday to Friday - Primary

7:30am – 6:00pm, Monday to Thursday and 7:30am – 4:00pm Friday for Secondary students for study purposes, homework or reading (**not games**).

Borrowing for students in Pre Kindy – Year 1

1 item at a time for one-week loan.

Resources must be carried in a JSRACS library bag.

It is possible to renew an item provided it is not reserved by another student.

Borrowing for students in Years 2

Up to 2 items at a time for one-week loan.

Resources must be carried in a JSRACS library bag.

It is possible to renew an item provided it is not reserved by another student.

Borrowing for students in Years 3 - 6

Up to 3 items at a time for one-week loan.

Resources must be carried in a JSRACS library bag.

It is possible to renew an item provided it is not reserved by another student.

Borrowing for students in Years 7 - 12

Up to 5 items at a time. These may be borrowed for the following duration:

- Library items (2 weeks)
- Class set resources (1 term)
- Textbooks (1 year)

Resources for high demand topics may be restricted.

Lost Resources

Students are responsible for all materials borrowed in their name and the exact copy of any class set allocated to them. Students will pay replacement costs if resources are lost or damaged. DO NOT let anyone else have your student card or resources borrowed in your name.

Rules of the Library

Students using the Library are expected to abide by the following rules:

- No Food or Drink in the Library, the doorway to the Library or the Library foyer
- No Bags in the Library or the doorway
- Activity in all areas of the library must be constructive and considerate
- Do not move tables or chairs unless requested by a staff member
- Leave the Library clean and tidy with resources correctly shelved
- All resources leaving the Library must be booked out correctly using your student card.

Photocopying and Printing

Printing for school work is permitted. Students should not print pages directly from the Internet. Instead, make notes with a pen or copy the information you need to a Word document and then print. (One page only)

Colour printing is available at 20c per A4 page and 40c per A3 page. Students can access colour printing by debiting their student SmartRider card. No cash printing is possible. Money for printing can be loaded on Student ID Cards at the Administration Office.

LOCKERS - (Years 7– 12)

All students in Years 7 – 12 are allocated a locker with a locker code. The student is responsible for the locker and ensuring the locker code is kept secret.

Lockers may only be accessed before the start of the school day, at recess and lunchtime and the end of the school day.

Students are not permitted to go to lockers during class times or between classes. The exception to this is when students have a course requiring them to change clothes, for example, Physical Education, Hospitality and Dance, when students who may go to lockers between classes to collect their change of uniform.

Every student has a locker and school bags must remain inside the student's allocated locker during the school day, except when students have to change clothes for a class.

Any damage to or problem with a student locker must be reported to the relevant Student Administration area. **Significant sums of money and valuable items should not be brought to school but if some reason this is needed these items should be left at Student Administration.** While due care is taken of these items, no responsibility for loss or damage will be accepted.

LOCKERS – Music

Students who have hired a musical instrument from the School and those students who bring their own instrument to School for tuition or who are band members, may apply for the use of a limited number of music lockers. Lockers will be issued to students by the Head of Music. An application form will be completed by the student and held on file by the Head of Music.

LOST PROPERTY

Any items found on campus should be handed in at the Primary, Middle School or Secondary Student Administration Office, Students may check for misplaced items at any of these locations during recess, lunchtime and after school.

All personal property must be clearly identified. No student has the right to interfere with another's property and School equipment should be used responsibly.

Any damage to property or equipment must be reported immediately. It is preferable that students **do not** bring valuable personal items to School. The School does not accept any liability for the loss of student property.

Confiscation of Property

On occasion, items which are inappropriate to have at School or which are permitted but which are not being used appropriately may be confiscated by a staff member, e.g. unauthorised jewellery, mobile phones, etc. Staff members label these items and deliver them to Student Administration for safe-keeping as soon as their timetable permits.

Students may collect their belongings from Student Administration at a time negotiated with the appropriate staff member.

Mobile phones used or that are visible at School will be confiscated by a staff member. Student Administration will contact the student's parents to advise of the confiscation and that a parent is required to collect the phone at their convenience. Please click [here](#) to view the School's Mobile Phone Policy.

While due care is taken with these items, no responsibility for loss or damage will be accepted.

MEDIC ALERT AND MEDICAL EMERGENCY RESPONSE PLANS

Medical conditions of significance relevant to the care of your child should be updated **in Consent2Go at the start of each new year.** From this information, the Directors of Pastoral Care or delegates will liaise with the parent/guardian to ascertain the severity of the condition and the best way to manage it while the student is at School.

If the condition is life-threatening, the parent/guardian is to provide an Action Plan from a doctor. The necessary information will be distributed to the appropriate staff. The School strongly advises that the student wear a registered Medic Alert bracelet while at School or any School associated function.

The School is continually updating the register of students requiring Medic Alert status. It is critical that the information the School has regarding your child is current and relevant. Please ensure you update your child's medical details in Consent2Go if the medical status of your child changes.

OUT OF SCHOOL CARE PROGRAMME

This programme is operated by the School for any students in Pre-Kindergarten to Year 7. There are three components:

- **Before School Care** - 7.00am – 8.30am each weekday (each student school day)
- **After School Care** - 3.30pm – 6.00pm each weekday (each student school day)
- **Vacation Care** - 7.00am – 6.00pm each weekday (operates during all student school holidays except the defined Christmas/New Year and Public holidays break).

Further information regarding these Programmes can be obtained from the office. Separate fees are payable for these Programmes.

Students from K – Year 6 who are at School before 8.25am and after 4.00pm will be placed in Before School or After School Care as general staff supervision in the grounds does not occur outside these times. The relevant Out of School Care fee will be charged to parents/guardians for this service.

DAILY NOTICES

For Secondary students Daily Notices are used to inform students of events that will be taking place during the school day. Notices are read out every morning in PCG to keep students and staff informed as to what is happening around the School. Daily notices are updated each afternoon and students and parents can also access the Daily Notices on SEQTA, both at school and from home, at any time.

REPORTING TO PARENTS

Pre-Kindergarten to Year 6

In Pre-Kindergarten to Year 6, formal reports are uploaded to SEQTA Engage at the end of Semesters 1 and 2. At every year level from Pre-Kindergarten through to Year 6, parents have the opportunity twice per year to view student work across the range of learning areas through parent/student interactive evenings as well as performance based occasions covering the creative domains of the curriculum.

Formal interviews are scheduled for Terms 1 and 3, but parents and teachers may request interviews throughout the year as needed.

Years 7 – 12

Formal reports are uploaded to SEQTA Engage at the end of Semesters One and Two. Ongoing feedback is provided in SEQTA Engage and is accessible to parents at any time. Interviews with parents are held at the end of Term One, and again at the start of Semester Two but parents and teachers may request interviews at any time throughout the year if any concerns arise.

SCHOOL COLOURS AND HONOURS

Colours and Honours provide formal recognition of the significant contribution that individual students make to John Septimus Roe Anglican Community School.

These are awarded to students who have demonstrated a high order of ability in the particular activity in which they are engaged and brought credit upon that activity and the School. The student must have been involved in the majority of opportunities offered in the activity and displayed a concern for the work of others, dedication to the task at hand and humility in attainment.

Colours are awarded to students who have made an outstanding contribution in any of four areas – House, Academic, Sport and Co-Curricular (e.g. Music, Drama). Usually students in Years 7 - 12 are eligible to be awarded Half Colours. In addition, students in Years 10, 11 and 12 are eligible to be awarded Full Colours where these are deserved,

Honours are awarded to students in recognition of an outstanding effort and/or achievement over an extended period of time. They are awarded only to a student who has already been awarded Full Colours in that particular activity.

Colours and Honours are awarded to a student by the Principal on the recommendation of staff. Recipients of these awards have their school blazer decorated with the appropriate embroidery. In addition, students receiving Honours are presented with a School Honours Tie.

SCHOOL DAY

The normal school day is:

Pre-Kindergarten	8.30am – 11.30am 12.30pm – 3.30pm 8.30am – 3.30pm	Tuesday and Thursday
K – Year 6	8.45am – 3.30pm	Monday – Friday
	10.45am – 1.05pm	Recess
	12.25pm – 1.05pm	Lunch
Secondary	8.40am – 3.30pm	Monday – Friday
	11.00am – 11.20am	Recess
	12.50pm – 1.25pm	Lunch

SCHOOL CALENDAR

The School Calendar can be found on the JSRACS website in the News and Events section. The calendar is updated throughout the year. The School is a busy place and has many events; therefore, all parents/guardians are strongly encouraged to subscribe to the school calendar.

SCHOOL HOURS AND SUPERVISION OF STUDENTS

Primary classes commence at 8.45am and end at 3.30pm, Secondary classes commence at 8.40am and end at 3.30pm Monday to Friday. The School Library is open to Secondary students from 7.30am. At all other times outside these, the grounds and buildings are out of bounds to all students unless they are participating in an official before or after school activity. Library opening times can be found on page 20.

Early Arrival/Late to Pick Up

General supervision of students will be provided **ONLY** between 8:25am – 4.00pm. No responsibility will be taken by the School, for the consequences of any student(s) activities on or in School property outside these hours. Students from K – Year 6 who are at School before 8.25am and after 4.00pm will be placed in Before School or After School Care. The relevant Out of School Care fee will be charged to parents/guardians for this service.

Parents are asked to assist in this matter, in the interest of student safety, by ensuring students do not enter or remain in the precincts of the School outside the stipulated times. Special arrangements for the supervision of students will be made in relation to authorised School activities that require student attendance at the School outside the normal School hours, e.g. sports, detentions, etc.

Playground Supervision

Playground supervision is provided from 8:25am until 4:00pm. Students should not arrive at School before 8:25am (unless they intend to visit the Library which opens at 7.30am for Secondary students and 8.15am for Primary students) and should leave the School as close to the dismissal time as possible.

STUDENT ADMINISTRATION OFFICES

The main Reception area is separate from the Student Administration Offices. Students are attended to, in relation to administration matters, from the Student Administration Offices.

Parents of Middle and Secondary students should report to the main Reception area in the Administration building and not visit the Student Administration areas.

Parents of Primary students should report to Primary Student Administration which is located in the Primary School building.

SCHOOL OFFICE

The School Office location and office hours is as follows:

Cnr Boyare and Mirrabooka Avenues, Mirrabooka

Phone: 9247 2242 Email: info@jsracs.wa.edu.au Website: www.jsracs.wa.edu.au

Hours during term time: 8.00am – 4.00pm

Hours during School holidays: 9.00am – 4.00pm

The Administration office closes one week after the end of Term 4 and reopens approximately two weeks prior to the commencement of Term 1 each year.

SCHOOL UNIFORM SHOP

The School Uniform Shop is open during school terms as follows:

Monday	8.00am – 11.00am
Wednesday	8.00am – 11.00am
Thursday	12.30pm – 4.30pm

Uniforms can be ordered online via www.matrixuniforms.com.au or by telephoning 6148 5000.

School holiday opening times are advertised on the School's website. The Uniform Shop can be contacted on 9247 9308 during opening hours. Uniform Shop information sheets and price lists can be obtained at any time from the Administration Office, the Uniform Shop or the School website [School Uniforms](#).

SCHOOL RULES (GENERAL)

School Rules for both Primary and Secondary are reviewed for the beginning of each year and are clearly displayed and understood by all students. There is not a precise rule for every situation. The rules need to be applied with common sense.

In observing the rules, members of the school community should always be considerate of the rights of others as a guiding principle and should try to conduct themselves and carry out their activities in a manner which is in keeping with Christian principles. Cooperation in standards of behaviour, courtesy and appearance is expected from everyone.

For your information, the School Rules that your child receives are listed below. Your support in these matters would be appreciated.

Daily Routines:

1. Students are to line up quietly outside of the classroom at the start of a class until told to enter the room by a teacher.
2. Classrooms are out of bounds to students during recess and lunch times, except when given specific permission by a teacher (who will stay in the room with them).
3. Food and drink may only be consumed outside of classrooms, and only in designated areas. (Students have permission to bring personal water bottles into class, and to drink water from their own bottle).
4. Secondary students are only permitted to go to their lockers before school, at recess, lunch and the end of school.
5. Bags are not permitted in the Library during school hours. Only students doing private study before or after School are permitted to bring their school bag into the Library.
6. Students are not permitted to run or play chasing games or ball games in the building area, lawns or on the pathways for safety reasons.
Running and ball games must take place on the school ovals, courts and other areas set aside for these purposes. Ball games may only be played in the areas provided, ie on the ovals and hard courts.
Grassed areas around the School are not to be used as thoroughfares between classes, though students may sit on the lawns during recess and lunch. When moving about the School, staff and students are to keep to the paths.
7. Litter must be placed in the bins provided. Students are required to leave benches and the areas where they have been sitting or playing, free of litter particularly after recess and lunch break.
8. Students are not to go into any area that is out of bounds. These designated areas are drawn to the attention of students and may change from time to time. Primary Class Teachers and Secondary PCG Tutors will notify students of any changes.
9. The only visitors permitted on the school grounds are those who have an appointment for official school business. All visitors (other than parents collecting or dropping off students or attending an assembly) must wear a visitor's identification label. Visitors to the Primary area are to sign in at Primary Student Administration, all other visitors to the campus are to sign in at Main Reception.

10. Bicycles must be padlocked in an approved bicycle rack.
11. Cyclists must wear safety helmets whilst riding to and from School.
12. Secondary students may only bring and park motor vehicles and motor cycles at School if allocated a parking permit.
13. Students catching buses must line up in an orderly manner in the assigned areas.
14. All personal belongings including books and other equipment are to be kept in lockers. School bags should be inside lockers and left there throughout the school day. School bags are not to be taken to classes unless a student requires a change of clothes for a particular class.
15. Money and valuables are not to be left in lockers overnight. The School is not responsible for the theft of valuables from lockers. Valuables should remain at home.
16. Radios, CD players, iPods, MP3 players, electronic games, laser pointers, skateboards and other similar toys or electronic equipment must not be brought to School, unless associated with a class activity and specific permission, accompanied by a note, has been given by a teacher.
17. All breakages and damage to school property must be reported to the duty teacher immediately.
18. Chewing gum is not permitted.
19. Liquid paper and whiteout pens are not permitted.
20. Thick felt tip pens and markers are not to be brought to School. Where needed in art, they will be provided by the class teacher. They may not be used outside of the art area.
21. All items of school uniform and equipment should be marked with the full name of the student.
22. Graffiti is not permitted on any part of the school uniform, including the school cap, student diary and school bag.
23. Students are required to wear a School hat at all times when they are in uniform and exposed to the sun for extended periods.
24. Students must wear their uniform correctly, and must observe all rules regarding school bags, jewellery, hair, make-up, nail polish, shoes and socks. (See Uniform Requirements [Uniform Guidelines](#).)
25. The use of mobile phones by students is not permitted during the School day. To clarify our position, please refer to the School's Mobile Phone policy.

MOBILE PHONE POLICY

Please click [here](#) for the School's Mobile Phone Policy.

SCHOOL TRAFFIC ROUTES

Vehicular and pedestrian traffic around the School at the beginning and end of each day is very heavy and the risk of injury to students is ever present. Please drive carefully – **drive slowly in accordance with the speed restrictions and with the utmost care.**

The School cannot provide sufficient parking for all parents to drive their children to School.

Parents are encouraged to car pool. Parents are also asked to ensure their children use public transport and the Special School Buses wherever possible or ride their bicycle or walk to and from School where these options are possible.

If this is not possible and you must drive your children to and from School, you are asked to set down and pick up only. Do not park and escort your children to their classroom (except Pre-Kindergarten and Kindergarten children), and do not arrive too early and park and wait for your children.

Details of the traffic routes are shown here [Traffic Flow Map](#).

Please follow the directions indicated, do not linger unnecessarily in the car park or driveways, drive slowly and keep a look out for students!

ACCESS TO ADMINISTRATION

Parents wishing to visit the Administration Building should use the Main Boyare Avenue entrance and use the visitor's bays (near the Administration Building) marked for this purpose. There are two specifically labelled Disabled Bays for those with the relevant permits to use in front of the Uniform Shop. **Parents must not park in this area waiting to collect their children prior to the end of the school day and between the peak period of 3.30pm and 4.00pm, nor encourage their children to wait to be picked up from this area.**

SET DOWN AND COLLECTION OF STUDENTS

The School has developed particular traffic routes for the safe set down and collection of students before and after School. Parents should note that there is significant traffic movement in the period immediately before and immediately after School each day.

Patience, tolerance and care must be exercised to ensure the set down and collection areas work properly. **Under no circumstances may parents park in staff parking areas.**

All students must be set down at and collected from the designated areas which are accessed from Thyme Court or Mirrabooka Avenue.

No students are permitted to be set down at, or collected from, the main entrance roundabout on Boyare Avenue.

Special parking bays have been arranged for Pre-Kindergarten and Kindergarten student set down and collection in the Vietnamese Church car park next to the School in Thyme Court and in the unmarked bays parallel to Boyare Avenue.

All students must be set down from 8.25am but before 8.40am and collected by 4.00pm. Primary students set down before 8.25am or not collected by 4.00pm are transferred to the Out of School Care Centre and a sessional fee is incurred for attendance at the Out of School Care Programme.

Collection of students after 4.00pm is to occur via the main entrance gates on Boyare Avenue with parking available in front of the Administration Building or Middle School Learning Street. At no time should students be dropped off or picked up on the roundabout.

Collection of students from Out of School Care and students who are collected after 4.00pm is to occur via the gates into the Out of School Care carpark. At no time should students be dropped off or picked up in this carpark.

SCHOOL UNIFORM AND PERSONAL PRESENTATION

The uniform is a sign of identity and belonging with the School and should be worn with pride. Each student is expected to be properly attired in full uniform whilst at the School, travelling to and from the School, and when representing the School at external functions and events.

School Uniform and Personal Presentation Requirements are outlined on the website. Please click on the following link - [Uniform Expectations & Requirements](#)

Casual Dress Days

On casual dress days, students are required to dress in accordance with the School's published standards in order to participate in the day's program and activities. The School's expectations of such occasions are published in the daily notices prior to the event.

Excursions

Students would normally be expected to wear their full school uniform on excursions. However, should there be a need for students to wear the sports uniform, they will be advised by the coordinating staff.

School Uniform Requirements

Please follow this link to view all of the School uniform requirements
<https://www.jsracs.wa.edu.au/school-structure/uniforms/>

SUN PROTECTION POLICY

As outlined in School Rule No. 23, students are required to wear their school cap or wide brimmed hat at all times when they are in uniform and exposed to the sun for extended periods.

The School also endeavours to ensure that students use broad spectrum, water resistant sun screen when exposed to the sun, as outlined in the Sun Protection Policy. Please click [here](#) for the full Sun Protection Policy.

STUDENT ATTENDANCE AT WHOLE SCHOOL EVENTS

The School's policy is all students are expected to attend on days when there are major events such as sporting carnivals, Founders' Day and Presentation Night. Students who choose not to attend on days such as this may not be allowed to attend activities such as year level socials and the School Ball. On days such as these, the School will insist on a doctor's note for students who are sick, as would be expected for a student who was unable to sit an external examination. Any other excuse will not be acceptable.

STUDENT COUNCIL

The Student Council is made up of the School Captains and School Vice Captains; Arts, Sports and House Captains, with Prefects, Chapel Prefects and Year 7 to 11 Student Councillors from each House, as well as Middle School Captains and House Captains, and Year 2-6 Primary School Captains, House Captains and Student Councillors. They are responsible for the leadership and assisting with the welfare and interests of the student body.

Primary Chapel Monitors and Secondary Chapel Prefects are responsible for Chapel and other religious services as directed by the Chaplain, Director of Pastoral Care or Director of Teaching and Learning.

STUDENT IDENTITY CARD / SMARTRIDER CARD

The card will be current for all of the time that you are enrolled at the School and can be used for the following:

- Borrowing from the School Library
- Verification for student concession entry fees at relevant outlets
- Purchasing from the School Cafeteria/Canteens and Café using Flexischool preloaded by parent via Flexischools APP
- Transperth concession travel
- Colour printing
- Travel on Horizons West buses

How to put money on your SmartRider

Transperth only - you can pay any bus or ferry driver, use Add Value Machines located at stations or by internet using BPay and the code located on the card. Should you have any queries you can contact **Transperth** on their Info line on **13 62 13**.

You can also organise an Autoload which debits your account automatically once the card goes below a certain value. It also entitles you to 25% discount on your bus fares. You can access the information by going to: <http://www.transperth.wa.gov.au/smartrider/using-smartrider/add-value-methods>

How to use your SmartRider for Transperth travel

Tag on by tapping your SmartRider on the processor when getting on any bus, ferry or entering any train station.

Tag off by tapping your SmartRider on the processor when getting off any bus, ferry or exiting any train station.

Please **do not** load money on for the Cafeteria / Canteens / Café / Colour Printing / Horizons West using the BPay code.

CAFETERIA/CANTEEN, CAFÉ and COLOUR PRINTING

Cafeteria/Canteens and Café Purchases - Student ID Cards may have money loaded on to them via the Flexischools App for use in the Canteen. To get started, create a Flexischools account via the following website (www.flexischools.com.au) or click on [How to Register with Flexischools](#) for information on how to register. Please ensure you add the Student Number to the profile section when setting up the APP. The Student Number can be found on the front of the Smartrider card under the student's birthdate.

Colour Printing - Money can be loaded on for this by the student at the Administration Office before and after school or during recess and lunch times

Card Replacement

If your Student Identity Card is lost, damaged, stolen or defective please contact Main Reception immediately and complete the relevant form for a replacement card. The cost to replace your card is \$5.00 and it takes approximately one week to process.

HORIZONS WEST BUS TRAVEL

Students travelling on the Horizons West private bus services to Ellenbrook, Dianella/Bayswater, Northern Suburbs and Beechboro will need to have an online account set up and funds added. The Beechboro Bus service is free of charge to primary students until the end of 2025. To set up an account and add funds go to <https://www.horizonswest.com.au/eticketing/>

STUDENT WELFARE

The School Psychologists help with learning and other difficulties. The Psychologists can be contacted through the School Office.

TERM DATES

The term dates and other significant dates in the school year will be included with information published early in the year to parents and also on the School Website - <https://www.jsracs.wa.edu.au/news-and-events/school-calendar/>