

# Parent Information Booklet



Year 1 - Year 5

2018



ST JOHN BOSCO  
COLLEGE



# Philosophy

The curriculum at St John Bosco College from Year One to Year Five will be based on the Western Australian Curriculum and the Early Years Learning Framework “Belonging, Being and Becoming”. There will be a balance between tasks based on the students’ interests and explicit teaching of the curriculum, with a strong emphasis on literacy and numeracy. Students will be provided with opportunities to develop their thinking skills by problem solving with real life situations using innovation, shared collaboration and digital technology.

## *Image of the Child*

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

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

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

## *The Learning Process*

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

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

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

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

## *Environment*

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

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

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

## *Partnership*

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

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

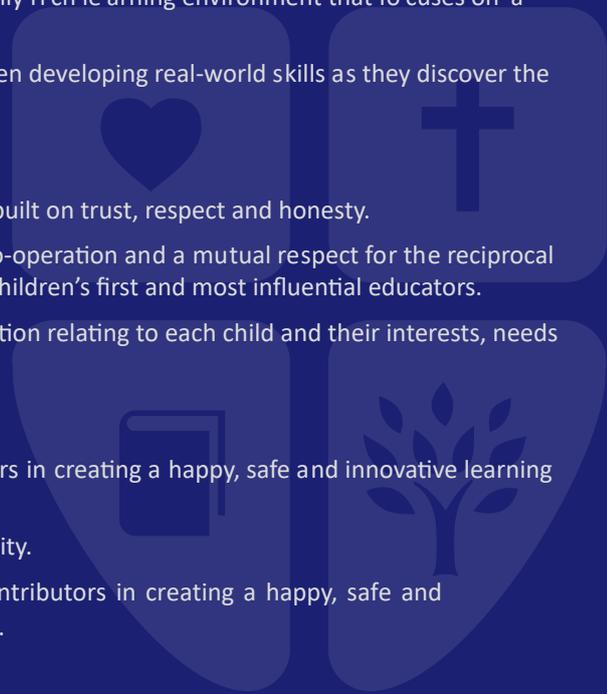
We believe that partnerships with families provide us with invaluable information relating to each child and their interests, needs and cultural backgrounds.

## *Community*

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

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

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



## Everything you need to know

### College Day

Studio opens:	8:30am
Start of College day:	8:40am
Recess:	10:40 - 11:00 am
Lunch:	12:40 - 1:20 pm
End of College day:	3:00pm

### Attendance

If a student is to be absent from the College for any reason, a parent/guardian needs to email the College Administration on

[absentee@stjohnbosco.wa.edu.au](mailto:absentee@stjohnbosco.wa.edu.au)

before **9.00am** on the day of absence.

If it is not possible to email, a telephone call to the College Administration is required before **9.00am** but must be followed with an email. An SMS message to parents/guardians will be generated for all absences unexplained by **9.30am**. If your child is ill please keep them at home to recover. This will minimise the risk of infection to other children. If your child becomes ill at the College we will contact you or other emergency contacts that you have nominated for your child. Please ensure that all College records and the admin staff are kept up to date with any changes in contact details. We do require a written note or email either on return or prior to the day of absence.

### Birthdays

Parents are advised not to send in any treat or party favours on their child's birthday. Rest assured we will certainly celebrate them and their special day in the

classroom. In this way families are released of the cost of providing items for the whole class which can be an unnecessary cost and not affordable for all families.

### Recess and Lunch

We are going **GREEN IN '18!**

This year at St John Bosco College we are focusing on the environment and your child's healthy eating habits. We would be most grateful for your support and participation in these initiatives. We have implemented a reduced bin environment and introduced a compost/worm farm recycling program. After students eat their recess and lunch, they will do the following:

Put in the compost/worm farm:

- Apple cores
- Banana peels
- Other fruit skins and peels
- Vegetable scraps

Place plastic wrappings and bags from sandwiches, or any other wrappings from packaged food, back into their lunchboxes to take home. In addition, citrus peels will not be able to be composted or added to worm farms.

Please support us by sending your child to the College with healthy, nutritious snacks and lunches. Foods that we would like to see at the College to encourage this program include:

- Fresh fruits and vegetables
- Yoghurt/Fruit cups
- Cheese
- Pikelets
- Plain crackers
- Sandwich or wrap
- Left-overs or homemade meals
- Dips
- Lean meats

Drink bottles with WATER ONLY are still encouraged with students' lunches.

Please refrain from sending any of the following items in lunchboxes:

- Packets of chips or other types such as Twisties etc.
- Chocolate – in any form (bars, cakes, biscuits)
- Juice boxes or cordials
- Flavoured milk
- Nut products (including Nutella, bags of nuts or nut bars)

We would appreciate it if all treats were saved for after the College day or at home, so the students can see benefits of these initiatives.

**\* Please ensure that if your child has special dietary requirements the necessary staff are aware of this.**

## Hat

Please ensure that your child has their College hat each day. During the summer months, please apply sunscreen to your child's arms, legs and face before school. We are a Sun Smart College and have a '**No Hat, No Sun**' policy.

## Children's Property

Please ensure that your child comes to the College in the correct College uniform each day and that all of their property is clearly labelled with your child's first and last name, to avoid any lost property. Lost property without a name on it will be placed in the Lost Property basket in the Assembly Space. Please encourage children to leave toys and treasured items at home to avoid distress of loss or damage at the College.

## Independence

Please encourage your child to develop independence and responsibility for themselves by making sure that they:

- Carry their own College bag.
- Organise their belongings each day on their

arrival into the classroom.

## Morning Routine

The Studio doors will open at **8:30am** every day. This is an opportunity for students to unpack their College bag and organise themselves for the day. Once they are organised they can complete a morning activity assigned by their class teachers. Supervision of students does not begin until 8:30am each day. Please ensure that the students remain with an adult along the verandahs until the Studio doors have been opened. Our learning day will commence at **8:40am**.

The morning is a very important part of your child's day, and we ask that you make every effort for them to be at the College on time. If your child arrives to the College later than **8:45am**, an adult must sign them in at the College Admin and escort them to their class. A pink 'Late slip' will be given to you to pass on to your child's teacher to show that they have been signed in.

## Classroom Management

All students will be encouraged to participate and contribute to all aspects of their learning. They will be given the democratic right to negotiate rules, positive and negative consequences and contribute topics of interest to the teaching and learning programs. We believe that this contributes to a sense of ownership and responsibility among students in the classroom for their own learning. The staff at St John Bosco College continually model the skills, behaviours and attitudes we expect of the children, with reference to the nine Fruits of the Holy Spirit. With support and involvement from parents and the College community, we reinforce these as being reflective of the ideals and expectations of the wider society. We actively applaud and reward positive efforts and encourage reflection on undesirable behaviour. All children will be treated with fairness in a timely manner. Ongoing problems or issues of concern will be discussed confidentially with parents.

## Religion

Religious Education is the first learning area in the Catholic school curriculum with a variety of units being covered throughout the College year. At St John Bosco College, we are building upon the example of how Jesus lived using 'The Fruits of the Holy Spirit'. Our College works closely with the St Francis Xavier Parish and welcomes Father Joseph Tran and Father Anthony Vu to our community in 2018.

## Literacy

The Literacy programme addresses the areas of Language, Literature and Literacy as outlined in the Western Australian Curriculum. Reading, Writing, Viewing, Speaking and Listening are integrated across all learning areas, and are also explicitly taught during Literacy lessons. The reading component is designed to develop students' ability to gain meaning from the text, with a focus on comprehension skills and strategies, language structures and conventions. Students are exposed to a variety of genres, including fiction and non-fiction texts. Daily reading is facilitated in the classroom and expected as part of the purposeful practice routine at home, with the aim being to further develop oral expression and fluency when reading aloud. Students are also encouraged to read for pleasure.

Writing is an imperative component of the Literacy programme and is practised and incorporated into activities across all learning areas. The skills of brainstorming ideas, planning and writing recounts, reports, persuasive texts, procedures, journal writing and narratives are developed throughout the year. To assist with writing skills, formal grammar, spelling and handwriting lessons are also an integral part of the Literacy programme. Students work in groups of various sizes, which change regularly, to suit individual needs and tasks, to provide opportunities for the children to work collaboratively, learn from each other and further their language development.

We will inform you of the key understandings we will focus on each term.

## Numeracy

The Numeracy programme is designed to actively engage the children in mathematical understanding and applications. Thorough explicit explanations are complemented with hands-on learning. This assists students in developing their understanding of mathematical concepts and problem solving skills, and demonstrating fluency as well as mathematical literacy. Students are made aware that mathematics occurs in daily life through integrating mathematical problems into classroom conversation.

Throughout the year the students will explore mathematical concepts as outlined in the Western Australian Curriculum and develop understanding and skills that relate to number and algebra, fractions, decimals, money, patterns, measurement, geometry, shape, location and transformation, chance and data. Mental strategies will also be developed.

We will inform you of the key understandings we will focus on each term.

## Technology

In Years One to Five students at St John Bosco College are required to bring their own iPad to class each day.

We would appreciate it if you made sure that your child's iPad meets the minimum requirements below:

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

If your child already has an iPad or iPad Air, there is no need to purchase a new one as long as it meets the minimum requirements above. We also ask that you do not purchase an iPad mini as we have been advised that the system requirements are not compatible with online assessments.

Please ensure that your child's iPad is fully charged each day ready for learning. The iPad is transforming the way teachers teach and has changed the learning landscape. At St John Bosco College, teachers are

maximising the opportunities provided by the digital technologies available to them. When students are at the College they will only be using the apps as requested by the teachers. Please note that students will not be able to access any other apps that may be on their iPads whilst at the College.

### Seesaw

At St John Bosco College, all classes will be using an app called Seesaw. Seesaw will allow the students to create a digital portfolio that will capture their learning journey as it is taking place in the classroom. This app empowers students to independently document their learning by uploading photos, videos, drawings, text, PDFs, and links. It also gives families an immediate and personalised window into their child's learning each day. Parents are notified when content is uploaded to their child's profile making it easy to observe their progress and development throughout the College year.

### Purposeful Practice

We believe in children being involved in purposeful practice at home where they revise Literacy and Numeracy skills that have been focused on in class in a 'hands on' and interactive manner. Each child is expected to complete 20 minutes of practice each weeknight.

Purposeful Practice will consist of the following components:

- **Reading**
- **Spelling**
- **Mathematics**

Individual classes will communicate the Purposeful Practice requirements in more detail at Parent Information Evening and throughout the year.

If you or your child are experiencing any stress or difficulty with purposeful practice at any time or require further activity examples, please feel free to contact your child's teacher.

### Note Folder

Each child will be given a note folder that will need to come to and from the College every day. These note folders will include their reading books and any other activities that need to be completed each week. Please check your child's note folder each night for any notes that may come home as well. To help build independence, remind your child to place their note folder in their College bag each day.

### Assessment

Students will be assessed with a variety of formal and informal assessment tools. Self and peer assessment tools will also be employed. Not all work that the children complete is for assessment purposes and because of this some work may look as though it has not been corrected. However, this is not the case all work is seen, and anecdotal notes are taken.

Formal assessments for Literacy and Numeracy will be completed in Term 1 and Term 4. The results of these tests will be discussed with you during Parent Interviews.

## Rights and Responsibilities

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

### STUDENTS

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

### PARENTS and GUARDIANS

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

**STAFF**

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

**PRINCIPAL and DEAN of STUDENTS**

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

## Communication

Communication is a vital part of your child's education. It is important that parents and teachers maintain regular and open dialogue about the educational and social needs of your child. We encourage you to always speak with your child's teacher first to discuss progress or any concerns regarding your child throughout the year. Any issues or confidential information should not be discussed in front of the child or other families. A respectful demeanour is encouraged at all times.

Parent interviews will be held throughout the year as needed. We will make time to meet with each parent on more than one occasion throughout the year. Email is usually the most effective way of contacting your child's classroom teacher.

We can be contacted via our College email addresses:

Year 1 Purple: [justine.bennett@cewa.edu.au](mailto:justine.bennett@cewa.edu.au)

Year 1 Teal: [kate.lovell@cewa.edu.au](mailto:kate.lovell@cewa.edu.au)

Year 2 Purple: [emily.driscoll@cewa.edu.au](mailto:emily.driscoll@cewa.edu.au)

Year 2 Teal: [lisa.jordinson@cewa.edu.au](mailto:lisa.jordinson@cewa.edu.au)

Year 3 Purple: [amanda.oregioni@cewa.edu.au](mailto:amanda.oregioni@cewa.edu.au)

Year 3 Teal: [laura.oorschot@cewa.edu.au](mailto:laura.oorschot@cewa.edu.au)

Year 4 Purple: [lauren.bayley@cewa.edu.au](mailto:lauren.bayley@cewa.edu.au)

Year 4 Teal: [toby.millar@cewa.edu.au](mailto:toby.millar@cewa.edu.au)

Year 5 Purple: [kim.lewis@cewa.edu.au](mailto:kim.lewis@cewa.edu.au)

Year 5 Teal: [celine.pen@cewa.edu.au](mailto:celine.pen@cewa.edu.au)

**Please understand that teachers have time constraints during the College day and that issues are best dealt with when uninterrupted time and attention can be given to them. Therefore, parents and guardians should allow time for a reply to any communication.**

## Parent Help

Parent help is very much appreciated, by teachers and students alike. An integral part of our teaching and learning programs is to seek information and collaborate with our community. So, we would appreciate it if you shared your skills and areas of expertise or employment with us. Assistance will also be welcomed within our classes. Further details will be sent out once all formal assessments have been completed. We ask that when you volunteer to support our students and teachers, that you respect the rights of everyone. Confidentiality is of the utmost importance whilst on parent help.

## Special Dates

### Sacraments - Year 3 and Year 4

	Sacrament of Reconciliation	Sacrament of Eucharist
Commitment Mass	Saturday 24 February 6:30pm @ SFX	Saturday 24 February 6:30pm @ SFX
Parent/Child Workshop	Thursday 10 May 6:30pm in Assembly Space @ SJBC	Thursday 24 May 6:30pm in Assembly Space @ SJBC
Retreat	Tuesday 5 June @ Schoenstatt Shrine	Friday 27 July @ SJBC with 24.7 Ministry
Rehearsal in the Church	Tuesday 5 June 4:00pm @ SFX with ChiRho	Tuesday 24 July 4:00pm @ SFX with ChiRho
Reconciliation before the Sacrament of Eucharist		Thursday 2 August 1:00pm @ SFX with Salvado
Celebration of the Sacrament	Thursday 14 June 6:30pm @ SFX with ChiRho	Saturday 4 August 6:30pm @ SFX with ChiRho

### NAPLAN – Year 3 and Year 5

May 15 to May 18 2018

### Bishops Literacy – Year 3 and Year 5

Wednesday 8 August – Year 5

Wednesday 15 August – Year 3