

St John's College

Nambour



Parent Handbook 2023

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1. Term Dates 2023

Term 1

Tuesday 24 January – Friday 31 March (10 Weeks)

Tuesday 24 January is the first day of term for Years 7, 11 & 12

Wednesday 25 January is the first day of term for Years 8, 9 & 10 (all students attend on this day)

Thursday 26 January is Australia Day

Easter Long Weekend – Friday 7 April to Monday 10 April

Term 2

Monday 17 April – Friday 23 June (10 Weeks)

Tuesday 25 April is ANZAC Day

Monday 1 May is Labour Day holiday

Friday 9 June is Nambour Show Day Holiday

Term 3

Monday 10 July – Friday 15 September (10 Weeks)

Friday 1 September is a Student Free Day – Panel Day & CTJ Day

Term 4

Tuesday 3 October – Thursday 30 November (9 Weeks)

Monday 2 October is the King's Birthday holiday

Finishing dates for 2022

Year 12 – Friday 17 November

Years 10 & 11 – Friday 24 November

Years 7, 8 & 9 – Thursday 30 November



2. Significant Dates

Term 1

23 January	Laptop distribution
24 January	School commences for Year 7, 11 & 12
25 January	School commences for Year 8, 9 & 10
27 January	Swimming carnival
08 February	Buddy afternoon, Welcome BBQ
10 February	Opening Liturgy
22 February	Ash Wednesday Liturgy
28 March	Year 7 & 10 vaccinations
20-24 March	NAPLAN
3-5 May	Year 7 Unite Camp

Term 2

17 May	King and Queen of the Mountain
21 April	Cross Country
TBC	Parent/Teacher/Student Learning Conversations
TBC	Parent/Teacher/Student Learning Conversations
24 April	ANZAC Day Liturgy
23 June	Student reports uploaded to Parent Portal

Term 3

14 July	Athletics Carnival
23-29 July	Catholic Education Week
TBC	Parent/Teacher/Student Learning Conversations
TBC	Parent/Teacher/Student Learning Conversations
31 August	St John's Day

Term 4

09 October	Year 7 Vaccinations HPV (2)
18 October	Annual Awards Presentation
08 November	Year 7 Reflection Day
16 November	End of Year Mass
30 November	Final Day and Christmas Liturgy

Dates are subject to change.

Notification of changes will be published in the College Newsletter and on Parent Portal.



3. General Procedures

Contact Information

St John's College
Perwillowen Rd
NAMBOUR QLD 4560

Phone: 5441 5666
Email: snambour@bne.catholic.edu.au

Office Hours: 8.00am - 4.00pm



Bell Times

First bell for students is 8.30am and final bell is 2.45pm. There are 5 lessons per day of 60 minutes each.

Picking-Up and Dropping-Off Students

Parents dropping-off or picking-up students should do so in Perwillowen Rd, not in the College car park. Please ensure that you do not occupy a bus zone or block the entrance to the College when stopping. It is also not safe to drop students off in the service entry to the College in Dandenong Street.

Parents are not permitted to drive in or out of the College grounds between 8.00am and 8.30am nor between 2.45pm and 3.00pm, due to congestion caused by students, buses and cars.

Please note that the section of Perwillowen Road outside the College has been designated as a School 40km/hour Zone in the morning and afternoon.

Text Hire

Student texts are supplied under our Text Hire Scheme. We believe that this is a cost saver for parents and ensures that all students have the required up-to-date textbooks.

Lost or damaged books must be replaced, so it is essential that all students care for the textbooks that they receive.

Pastoral Concerns

Contact the Year 7 Pastoral Middle Leader, Mr Rob Charlton. Contact email address: rcharlton@bne.catholic.edu.au

Curriculum Concerns

Contact the appropriate Subject Curriculum Middle Leader – contact via the College office on 5441 5666 or snambour@bne.catholic.edu.au

Newsletter

The College newsletter is emailed every Monday to the email address nominated. This newsletter contains important information about the day to day running and activities of the College.

What to do when your child is . . .

Absent from College

Please log in to the Parent Portal or the BCE Connect app to log student absences. Further information on how to do this is located in your Welcome Pack.

Late to College

Your son or daughter must report to Student Reception on their arrival at College and enter details into the ALLE (Arrive Late Leave Early) computer program. If your child does not bring an explanatory note, they will have an 'unexplained absence' recorded, until a parent notifies via phone or diary note.

Leaving College Early

Provide a signed and dated note requesting permission for your son or daughter to leave at a specific time. Students need to report to Student Reception before they leave and enter details into the ALLE (Arrive Late Leave Early) computer program. Your child must be collected from the office.

Out of Uniform

If your child is not wearing the full and correct uniform, write a note in their Student Diary. This note is to be shown to the PC teacher during morning PC. All items of uniform must be clearly labelled

Carrying Valuables

Have your son or daughter hand any valuable items or large sums of money to the office for safekeeping during the day.

Each student will be allocated a locker and provided with a combination lock. Textbooks, mobile phone, lunch, and valuables should be kept in these locked lockers. Lost locks will be replaced by the College at the parent's cost.

Students are asked not to bring surfboards, skateboards or speakers to College, unless special permission has been obtained.

Mobile Phones

Mobile phones are to be used only for emergencies and should be kept turned off and in the student's locker throughout the day. They are not to be carried or taken to class unless instructed by their teacher or for medical reasons.

Students are allowed to check their phones for important messages whilst at their locker during first and second break. Mobile phones being used incorrectly are confiscated and kept at the office until 2.45pm.

Students who consistently misuse their mobile phone will have to submit it to the office at 8.25am and collect it at 2.45pm or a designated time as set by the Pastoral Middle Leader. No responsibility will be taken for damage or loss of mobile phones.

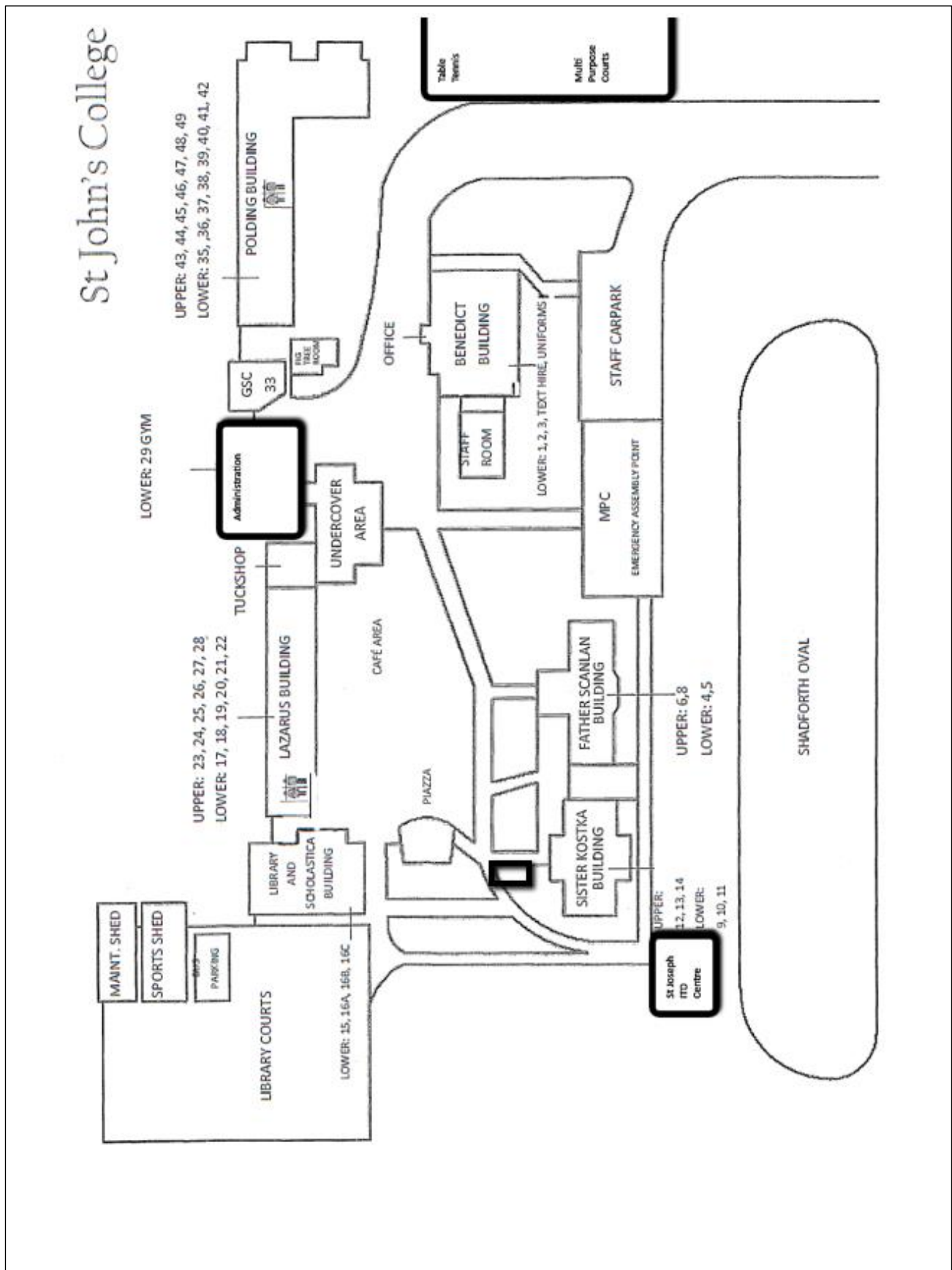
Unable to Participate in a Sporting Activity/Carnival or HPE Class

Provide a note in your child's Student Diary.

Feeling Ill

Parents will be contacted in the case of an accident or emergency. As students cannot stay in sickbay for an extended period of time, parents will be contacted if a student has been unwell for a prolonged period.

4. College Map



5. Tuckshop

Students are able to take advantage of a wide range of healthy and nutritious food each week day for breakfast, morning tea, lunch and afternoon tea, all made on site by Sharon Brady, her staff and the very willing and friendly volunteers who help out every day. The menu is healthy, diverse, well-priced and very popular amongst students and staff. Students can also pre-order to avoid the long queues at lunch time via the Qkr! App which can be download from the App Store or Google Play



Tuckshop Volunteer Email

For those parents willing to volunteer their precious time to the tuckshop, Sharon is very happy to work out times to suit everyone's needs. Please email Sharon at SNAMcanteen@bne.catholic.edu.au to advise the days you are available to volunteer your time. You are welcome to include additional information if required. A reminder email will be sent a few days before your rostered day.



6. Bus Information

Wests National Coaches

Please note that Wests National Coaches do not accept Go Card.

Bus passes can be purchased from Wests National Coaches and must be presented at all times for student travel. The information below is a general guide only, for specific information relating to the travel needs of your students please contact Wests office to check eligibility and bus times or contact QLD School Transport.

Address 357 Chevellum Road, Sunshine Coast QLD 4555
Phone 5445 9724
Email charter@nationalcoaches.com.au
Website www.westsnationalcoaches.com.au

Areas Serviced: Maleny, Montville, Flaxton, Mapleton, Dulong, Kureelipa, Rosemount, Panorama Drive, Nambour, Image Flat, Yandina, Maroochy River & Coes Creek

Coolum Coaches

Please note that Coolum Coaches do not accept Go Card.

Bus Passes can be purchased from Coolum Coaches, whether they are free travel, concession, or full fare. To arrange a pre-paid pass please email Coolum Coaches at the address below. Timetables, forms and information regarding bus passes and bus routes can also be found on the website.

Address PO Box 128, Coolum Beach Qld 4573
Phone 5351 1165
Trevor 0488 095 612
Glynn 0428 359 288 (school runs)
Email info@coolumcoaches.com.au
Website www.coolumcoaches.com.au

Areas Serviced: Bridges, Cooloolabin, Kiamba, Kulangoor, Maroochy River, Mt Ninderry, North Arm, Parklands, Valdora, Yandina and Yandina Creek

CDC Sunshine Coast (formerly Buslink Sunshine Coast)

Address 11 Page Street Kunda Park Qld 4556
Phone 5476 6622
Email info.sunshinecoast@cdcbus.com.au
Website www.cdcqueensland.com.au

Valdora
Ninderry
North Arm
Bridges
Cooloolabin
Yandina
Kulangoor
Maroochy River
Yandina Creek
Kiamba
Parklands
Wappa Falls



New students enquiring about eligibility for a Go Card, Bus Pass and/or routes can be found on CDC's website noted above.

Location of Buses

B U S L I N K	5773 Bli Bli, Buderim, Kunda Park, Forest Glen	P e r i o d R o a d	W e s t N S H S	N O I T A L M o n t v i l l e			
	5765 Woombye, Buderim, Little Mountain						
5701 Forest Glen, Buderim, Maroochydore, Alexandra Headlands, Mountain Creek	E u m u n d i / N o o s a H e a d s , S u n s h i n e B e a c h	TRANSLINK					
5728 Forest Glen, Buderim	Y a n d i n a / C o o l u m					T w i n W a t e r s , M a r c o o l a , M t C o o l u m	
							
						5748 Palmwoods	C o o l u m B u s (l a t e)

Bus Fare Assistance

You may be eligible for either one or both of these forms of assistance depending on where you live, distance travelled to College and the weekly cost incurred per family.

1. Discounted Weekly Fares - Queensland Transport

This scheme takes into consideration where you live, your distance from the nearest state high school and your distance from the nearest Catholic high school. Depending on these distances, you may be eligible for a reduced price on weekly bus tickets.

All students who have changed College or changed address will need to complete a new application form. Application forms can be collected from bus drivers or from the Bus Company the student will be traveling on.

School Transport Assistance is available from Queensland Transport as part of the [School Transport Assistance Scheme \(STAS\)](#). Paper forms are available to be printed from the website of the bus companies listed above, conversely you can apply online by clicking on the link above. **These forms must be completed prior to travel.**

2. The Non State Schools Transport Assistance Scheme - QCEC (Queensland Catholic Education Commission)

This scheme is available to all families who have children attending non-government Colleges. Eligible applicants will receive a rebate for any bus they have paid in excess of the weekly threshold.

The weekly threshold is a per family threshold, not a per student threshold and is determined on a semester by semester basis and depends on the government funds available for distribution to eligible applications as well as the amount of money spent on fares during the semester by all eligible applications.

Applications for this scheme can only be applied for online at <https://schooltransport.com.au/> in **May** (for travel January to June) and **October** (for travel July to December). Details of when the application forms are available will be published in the College newsletter.

7. Fee Information

St John's College, Nambour

School Fee Policy

Dear Parents and Carers,

Fees and Levies collected at St John's College are used for the following purposes which are aligned to the Vision and Mission of the College to:

- Provide teaching, administrative, classroom support and facilities.
- Provide essential resources, materials and equipment.
- Assist with providing activities such as excursions, retreats and camps.
- Support the College building program.
- Maintain buildings, grounds and other facilities.

St John's College Parents and Friends Association also collects a levy through the school/college fee structure to support the initiatives of the parents and community within the college.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Principal, Business Manager or member of the finance team for further information concerning the concession application process.

School Fee and Levy Collection Process

1. School fees and levies are charged on a term basis and sent out in the first two weeks of term, in accordance with the School Fees and Levies Schedule (available on our website).
2. Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:
 - a. Extension of Time
If an extension is required, please contact the school finance office prior to the due date.
 - b. Payment Plan
Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal or Business Manager.
 - c. Fee Concessions
In cases of financial hardship an application may be made for a fee concession.
 - (i) Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.
 - (ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and St John's College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education colleges for assessing eligibility.
 - (iii) Concession application forms are available at the school finance office.
 - (iv) All matters are dealt with on a confidential basis.

4. Recovery of unpaid fees

In fairness to families who pay their school fees regularly and on time, college will follow up all overdue school fee accounts.

- a. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
- b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
- c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the college Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the college.
- d. Recovery of any legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be pursued by the college.

Agreed Payment Plans

As mentioned in point 3b above, our college offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to an Agreed Payment Plan must be negotiated with the Principal or Business Manager. To establish an Agreed Payment Plan, forms are available on the college website, Parent Portal or from the college finance office.

Late Start Enrolment

New students entering St John's College after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal or College Business Manager's discretion.

Withdrawal of Enrolment

Fees will be payable for the whole term in which the enrolment is terminated. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.

Student text books, library books, laptops and all accessories are to be returned to the School. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

Extended Leave/ Holding an Enrolment Place

Please refer to our SJC Student Place Holding Fee Policy on our school website. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the college, the number of previous leave occurrences, and the existence of student waiting lists.

For further clarification regarding the above school fee and levy collection process, please contact the college finance office.

Kind regards

Mark Maguire
Business Manager
07 5441 5666

8. Acceptable Use of Computer and Internet Resources

Computer and Internet resources have become of critical importance to schools in facilitating and supporting learning and teaching. **Technology resources are provided to students for educational purposes.**

St John's College have established policies and procedures regarding laptop use. The document, "Student Laptop Computer Program Policy & Guidelines" has been developed to inform users of their rights, responsibilities and obligations when using Computer and Internet resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

The requirements and rules set out below apply to all St John's College technology resources whether they are accessed through computers owned by the school or through privately owned devices (for example, accessing school internet through a personal notebook or mobile phone).

Please read this document carefully. Each student and his/her Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of acceptable use and the potential consequences of a breach of this policy.

Responsibilities of Users

1. Students must comply with the rules for accessing technology resources in this document.

Permitted use of technology resources

2. Students must only access St John's College technology resources for schoolwork.

Students must not:

- a. buy or sell items or services over the internet;
- b. access or enter chat rooms;
- c. access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive;
- d. amend documents created by another student without that student's consent;
- e. download, install or use unauthorised computer programs;
- f. deliberately install computer viruses or other malicious programs;
- g. gain unauthorised access to any system by any means;
- h. use technology resources to attack or compromise another system or network;
- i. access or intercept emails sent to other persons.

Confidentiality and Cybersafety

3. Students should be aware that material they post on Internet sites (including Facebook and other social media sites) is **public**. The content of public posts may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community as a whole. Once information is on the internet it may not be possible to remove it.
4. Students should not display personal information about themselves or others in a way which is public. For example, students should not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students should not distribute someone else's personal information without their permission.
5. Where disclosure of personal information is made through authorised avenues (e.g. by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside St John's College control to prevent such instances from occurring.
6. Students should be aware that persons on the Internet might not be who they say they are. Students must not arrange to meet persons who they have met on the Internet.

7. The operation and maintenance of technology resources often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. St John's College may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.
8. 'Cloud' based tools and services may be used for data storage and learning opportunities. We are aware that these services may store data on servers located outside Australia.

Cyberbullying and defamation

9. Students must not use email or the Internet to say malicious or discriminatory things about other people or send threatening, harassing or offensive messages. Improper use of technology resources could amount to defamation.

Security

10. Students must perform a virus check on all attachments received by email and on all storage devices (e.g. USB, Discs, music devices, etc.) before opening. Students must ask for assistance if they are unsure as to how to perform a virus check or the virus check identifies a problem with the attachment/disk.
11. Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess. Students must log off at the end of their computer session.
12. Students must not use another person's name and password to access resources.
13. Students must report a suspected breach of security to a teacher.

Copyright

14. Just because something is on the Internet it is not freely available - copying or downloading material from the Internet may be a breach of copyright or other intellectual property rights. Students must not use St John's College technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

Consequences following a breach of this policy

15. A breach of this policy will be taken seriously and may result in disciplinary action.
16. Any known breaches of these Acceptable Use conditions must be reported by St John's College to Brisbane Catholic Education's Legal Counsel and/or Chief Information Officer.
17. Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for breach of the School Discipline policy. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.
18. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

Parental support

19. Support of parents regarding student technology use is available through the College. To further support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home, we recommend the following resources:
 - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
(<https://www.esafety.gov.au/education-resources/iparent>)

9. Uniform Information

Uniform Shop

Convenor

Ms Marie Stokes

Opening Hours (term time)

Wednesday 8.00am – 3.45pm
Thursday 8.00am – 3.45pm
Friday 8:00am – 3:45pm

Payment

Cash, Cheque, EFTPOS, Credit Card or Qkr!

Christmas Holiday Opening Times 2022 & 2023

Tuesday 6 December 2022	By appointment 8.00am – 3.30pm
Wednesday 7 December 2022	By appointment 8:00am – 3:30pm
Thursday 8 December 2022	By appointment 8.00am – 3.30pm
Thursday 9 December 2022	By appointment 8:00am – 3:30pm
Friday 9 December 2022	By appointment 8:00am – 3:30pm
Saturday 10 December 2022	By appointment 9:00am – 1:00pm
Monday 16 January 2023	By appointment 8:00am – 3:30pm
Tuesday 17 January 2023	By appointment 8.00am – 3.30pm
Wednesday 18 January 2023	By appointment 8:00am – 3:30pm
Thursday 19 January 2023	By appointment 8:00am – 3:30pm
Friday 20 January 2023	By appointment 8:00am – 3:30pm



Uniform Costs

BOYS	
Item	Cost
Formal Shirt – short sleeves	\$45
Formal Shorts	\$40
Formal Trousers	\$45
Belt	\$20
Tie	\$20
Socks	\$10
Jumper	\$65
Blazer (Year 11 & 12)	\$165
Sports Shorts	\$30
Sports Shirt	\$40
Sports Hat	\$20
Sports Cap	\$20
Sport Socks	\$10
Sports Jacket	\$50
Sports Track Pants	\$40
College Backpack - <i>Optional</i>	\$65
St John's Apron- <i>Optional</i>	\$20
St John's Scarf - <i>Optional</i>	\$15

NB:

Although the College does try to keep uniform costs down, prices may change due to suppliers.

GIRLS	
Item	Cost
Formal Blouse – short sleeves	\$45
Formal Skirt	\$55
Tie Junior	\$20
Senior	\$20
SJC Logo Socks	\$10
Stockings	\$15
Formal Hat	\$55
Jumper	\$65
Blazer (Year 11 & 12)	\$165
Sports Shorts	\$30
Sports Shirt	\$40
Sports Hat	\$20
Sports Cap	\$20
Sports Socks	\$10
Sports Jacket	\$50
Sports Track Pants	\$40
College Backpack- <i>Optional</i>	\$65
St John's Apron- <i>Optional</i>	\$20
St John's Scarf – <i>Optional</i>	\$15

PLEASE NOTE:

It is compulsory for students in Years 11 and 12 to wear a blazer in Terms 2 & 3 and on formal occasions.

Uniform Standards

Correct and full uniform must be worn to and from the College, during College time and at designated College functions.

Boys Formal Uniform:

Navy shorts or long navy trousers, worn with belt and striped shirt, tie optional in Terms 1 & 4, compulsory in Terms 2 & 3
Navy socks with blue and white stripes
Formal black leather **lace-up** College shoes with heel
Navy College jumper with College crest.
College navy blazer with school crest worn by Year 11 and 12 students.
College hat

Boys Sports Uniform:

SJC sports shorts
College sports shirt
White SJC sports socks
Supportive sports shoes eg. NO DUNLOP VOLLEYS, CONVERSE OR SIMILAR – any colour joggers or trainers may be worn
Sports hat or cap
Navy College jumper with College crest or
College sports jacket and/or track suit pants

Girls Formal Uniform:

Navy skirt (worn below the knee) worn with striped shirt and tie
SJC logo socks or navy stockings
Formal black leather **lace-up** College shoes with heel
Navy College jumper with College crest.
College navy blazer with school crest worn by Year 11 and 12 students.
College hat

Girls Sports Uniform:

SJC sports shorts
College sports shirt
White SJC sports socks or SJC logo socks
Supportive sports shoes eg. NO DUNLOP VOLLEYS, CONVERSE OR SIMILAR – any colour joggers or trainers may be worn
Sports hat or cap
Navy College jumper with College crest or
College sports jacket and/or track suit pants

Uniform Regulations

General guidelines

- The formal uniform is to be worn each day.
- The sports uniform should only be worn on days when students have their PE practical lessons. They may also be worn on designated sport days, including intercollege sports days and whole College carnivals.
- A mixture of sport and formal uniforms is NOT acceptable.
- Students must wear their full sports uniform for PE practical lessons.
- Boys' formal shirts are to be worn tucked-in.
- Pants are NOT to be worn below the hips. The College belt should be worn at all times with the formal uniform.
- The College sports jacket and/or track suit pants may ONLY be worn with the sports uniform.
- No clothing items, other than the official uniform, should be visible. If T-shirts are worn under the uniform, they must be plain white with no logo or printing.
- All students in Years 8 to 12 must have a sports uniform.
- Girls' skirts must be worn below knee length.
- Boys ties are worn during Terms 2 & 3.

Shoes

Formal shoes must be black leather lace up shoes. Shoes with buckles, zips or high heels, suede shoes, boots, sandals, jogger style shoes and slip on shoes are unacceptable. The uniform shop has further information on acceptable styles. Sports shoes should be supportive sports shoes eg. NO DUNLOP VOLLEYS, CONVERSE OR SIMILAR – any colour joggers or trainers may be worn.

Hats

College hats (formal and sports) are a compulsory part of the uniform. Hats should be worn, with the appropriate uniform, on excursions and when students are outside.

Ties

Ties are a compulsory part of the formal uniform for girls. Junior and senior ties should be worn with the blouse. Ties are an optional part of the formal uniform for boys in Terms 1 and 4 and a compulsory item to be worn in Terms 2 and 3. Boys wearing ties must have their top shirt button closed and ties drawn up.

Hair

Hair must be neat, brushed and regularly trimmed. Hair is to be tied back if shoulder length or longer. Boys must be clean-shaven. Hair must be worn in a conventional style and must be a natural colour. Students should seek advice from the school if they are considering a style that may not meet the guidelines.

Hair accessories

Girls – pale blue, white, navy or yellow ribbon.

Boys – a black or brown band.

Jewellery & Make-up

The following jewellery is acceptable: a watch, a medic alert bracelet, a chain with an approved Christian symbol, ONE set of plain gold or silver sleepers or studs (girls only), one in each ear lobe. 'Keepers' designed to keep other piercings open are NOT acceptable. No other piercings are acceptable. Make-up and coloured or false nails are NOT to be worn.

Uniform Notes

When the full uniform cannot be worn, parents are asked to notify the College by writing a note in the Student Diary. Lost or damaged items of uniform need to be repaired and/or replaced within a reasonable period of time.

Uniform Detention

Consideration is given as to why a student is out of uniform and discretion is applied by the appropriate PC teacher or Pastoral Middle Leader. However, where a student has control over how they wear their uniform and it is done so incorrectly, action will be taken. This can take the form of a lunchtime detention when two occasions of uniform infringement have been logged in one week. Persistent incorrect wearing of the uniform will result in an afternoon detention.

10. Your First Day at St John's College

On your child's first day, our Year 12 Induction Captains and a member from Leadership will be at the front gates to greet your child. Students may arrive at the school from 8.00am and our day begins formal at 8.25am. Year 7 students will be directed to the canteen area where Mrs White will be waiting for them. Here they will also be met by their Year 11 buddy.

At the end of the day the Year 7s will be allowed to leave a little earlier at 2.35pm so that they can find the bus they need to catch and be ready for parent pick up. This early dismissal will also occur for the rest of the week, to ensure that they are familiar with the process. Normal dismissal time will resume Week 2.

What to bring on your first day...

- Wear formal school uniform – no PE uniform necessary
- Schoolbag clearly named
- Pencil case – pens, pencils, highlighter
- ONE exercise book to write notes in (Do not bring all equipment from the booklist on this day – you will be told when to bring other books in by class teachers)
- Morning tea and lunch or money to buy this from the tuckshop
- Water bottle
- Fully charged LAPTOP

What you will receive on the first day...

- School Diary
- Lock and Locker allocation
- Timetable
- "WISE UP" Transition booklet





*Explore, Transform and Create
Your Story at St John's College*

