



Parent Handbook  
2019

## Table of contents

<u>Section</u>	<u>Page</u>
1. INTRODUCTION	3
2. FOUNDATION	4
3. OBJECTIVES	4
4. NAME AND BADGE	4
5. SCHOOL SONG	4
6. SCHOOL STRUCTURE	4
7. ENROLMENT PROCEDURE	5
8. TERM DATES 2019	6
9. SCHOOL HOURS	6
10. TRANSPORT	6
11. SCHOOL RULES PARENTS NEED TO BE AWARE OF	7
12. DISCIPLINE POLICY	8
13. CODE OF BEHAVIOUR	9
14. GRIEVANCE POLICY	9
15. LIBRARY	10
16. SCHOOL-RELATED PURCHASES	10
17. STATIONERY	10
18. DIARY/MEMO BOOKLET	11
19. BANKING	11
20. ATTENDANCE POLICY	11
21. HOMEWORK	13
22. REPORTING TO PARENTS	14
23. HOME AND SCHOOL COMMUNICATION	14
24. SCHOOL UNIFORM	16
25. SCHOOL HEALTH	20
26. SCHOOL EXCURSIONS	20
27. STUDENT ASSISTANCE SCHEME (STAS)	20
28. KINDER/PREP INFORMATION	20
29. TEXTBOOKS, SUPPLIES AND LAPTOPS	21
30. HIGH SCHOOL LOCKERS	22
31. SCHOOL ADDRESS AND CONTACT DETAILS	23
32. STAFF DETAILS	23
33. HIGH SCHOOL SUBJECT TEACHERS 2019	24

# INFORMATION FOR PARENTS AND STUDENTS

## 1. INTRODUCTION

The John Calvin School is run by the Free Reformed School Association (Tas) Inc. It was set up to enable parents in the Free Reformed Church to carry out the promise they made at the baptism of their children "to instruct and have them instructed in the doctrine of salvation to the utmost of their power". Since all of creation is under the dominion of Christ, it follows that all aspects of education are likewise to be subject to His sovereign authority. Therefore, the John Calvin School is not just another private school with high standards of education and behaviour, nor is its curriculum identical to that of the state schools except for the addition of Biblical and Church History, a few prayers and some Psalm-singing. On the contrary, God's will, as it is revealed in the Bible and confessed in the doctrinal standards of the Free Reformed Church, permeates the whole curriculum.

History of the school:

In the early 50's a group of parents formed an association with the aim of providing Christian education for their children.

An executive committee made a feasibility study. When the school building was completed in 1964, the executive committee was replaced by a Board of Management which is elected from the association members.

The school was opened in 1965 with 52 children and 2 full-time teachers. In 1977 a High school section was added to the Primary school. It started with 14 pupils in Grade 7. At that time, Mr FJ Veldhuis was teacher/headmaster of the primary and secondary sections.

By 1980, the High School was extended to comprise 4 classes, Grades 7 to 10, with a total of 35 students.

In 1989, the Primary and High School sections were officially separated, although they remained on the same campus. Mr J.J. Hoekstra of Canada, who had been Acting Principal for some time, became Principal of the High School. In that same year there were 55 High School students, divided over the 4 grades.

In 1995 Mr G. Brouwer was appointed as Acting Principal.

In 1996 the High school section comprised Grade 7 only with Mr G Brouwer as co-ordinator and senior teacher.

In 1997 the school expanded again to Grade 8. Mr Brouwer became Principal of both Primary and High School sections in 1998.

In 2003 a decision to re-open Gr 9 in 2004 and Gr 10 in 2005 was made when suitable staff became available. In 2006 a major refurbishment took place, physically connecting the Primary and Secondary sections of the school.

In 2009 further refurbishment work was undertaken and completed under the government's BER (Building Education Revolution) programme.

In 2014 Mr Brouwer retired as principal and the board appointed Mr D Coote in his place.

In 2017 the board appointed Mr Tim VanWinden as assistant principal beginning in 2018.

## 2. FOUNDATION

The foundation of the school is the doctrine contained in the Old and New Testaments as summarised in the Reformed Confessions, (Belgic Confession, Heidelberg Catechism and the Canons of Dort) of the Free Reformed Churches of Australia.

## 3. Mission, Vision and Core Values

### **Mission statement**

Equipping children to be active and discerning servants of God by providing Reformed Christian education founded upon the Word of God as confessed in the Three Forms of Unity, in order to support parents in fulfilling their baptismal promise to raise their children in the fear of the Lord.

### **Vision statement**

**Connected and Committed:** We aspire to be a strongly connected community of learners, deeply committed to our faith and to continual growth, nurturing every individual to be their best in the service of God and to His glory.

### **Core values**

**Sincerity:** We strive to be open and honest, living with integrity, showing love, respect and humility, and taking responsibility for our actions.

**Stewardship:** We strive to use our abilities, resources and opportunities to our best, striving for growth and supporting others to grow.

**Service:** We strive to serve God with all we have, and to serve others in our local and global communities.

## 4. NAME AND BADGE

The school has been named after one of the most important leaders of the Protestant Reformation of the 16th century, John Calvin. This name was chosen to reflect the Reformed Christian character of the school. The logo, in English translation, has its origin in this Reformation as well.



## 5. SCHOOL SONG

To God our heart we offer  
In study, work and play.  
We strive, we fail, we falter  
And often go astray.  
Each day we start anew  
And trusting in our Lord  
Our utmost we shall do  
All to the praise of God.

The world and all creation  
God made for us to share.  
The gift of Christ our Saviour  
A blessing rich and rare.  
He gave us hands to serve Him  
And hearts with which to love  
His Word to guide and lead us  
And blessings from above.

May covenant love surround us  
John Calvin School convey  
The glory of our Saviour  
In all we do and say.  
As children of the Lord  
In Christ we stand secure.  
Our school, a place to serve Him  
Our King forevermore.

## 6. SCHOOL STRUCTURE

### 6.1. The School Association

The name of the Association is: The Free Reformed School Association (Tas) Incorporated. Membership is restricted to communicant members of one of the Free Reformed Churches of Australia.

## 6.2. The Board

The Board is the elected, representative executive of the association, which determines major policy and practice in educational, financial and building matters. Its members generally serve three-year terms and are usually eligible for re-election.

## 6.3. The Principal - School Leadership Team

The School Principal is responsible to the Board for the day-to-day operation of the School. Where necessary, he represents the Board. The Principal is supported in the role by the Assistant Principal and Business Manager, who together make up the school leadership team. Other administrative or leadership tasks or roles are allocated to appropriate staff from time to time.

## 6.4. The Finance Committee

The members of this committee are appointed by the Board and include the school administration manager. This committee assists the board treasurer in the financial affairs of the association.

## 6.5. The Fundraising Committee

The members of this committee are appointed by the Board. The committee organises events and fundraising activities to help fund special projects at the school.

## 6.6. The Property Committee

The members of this committee are appointed by the Board. The committee deals with the maintenance and improvement of the physical school environment. It is directly responsible to the Board.

## 6.7. The Uniform Committee

The members of this committee are appointed by the Board. It assists in determining school uniform policies. It helps the parents to acquire appropriate uniform items. The committee is directly responsible to the Principal.

## 6.8. The Information Technology Committee

The members of this committee are appointed by the Board. The committee assists the Principal to maintain high standards of IT infrastructure and contemporary use of IT throughout the school. The committee is directly responsible to the Principal.

# **7. ENROLMENT PROCEDURE**

## 7.1. Enrolment of Students

A child of a member may be enrolled at the school where that child satisfies such rules governing enrolments as the Board of the Association may determine.

## 7.2. Children of non-members

The parent (s) or guardian (s) must contact the Principal to arrange a preliminary discussion, after which an 'Application for Enrolment' form must be completed (available from the Principal or the school's office). On receipt of this, an interview will be conducted by the Principal and two members of the Board.

- 7.3. A child of a non-member may be enrolled at the school if:
- The parents of such a child diligently attend church services where the preaching is consistent with the Foundation, and display a Christian lifestyle;
  - The school can accommodate the student;
  - The application for such enrolment has been approved;
  - The tuition fees, as determined by the Annual General Meeting of the Association, or as determined by the Board in exceptional cases, are paid in advance each term.

## 8. TERM DATES 2019

<b>Term 1 commences</b>	6 February	<b>Term 1 ends</b>	12 April
<b>Term 2 commences</b>	29 April	<b>Term 2 ends</b>	5 July
<b>Term 3 commences</b>	22 July	<b>Term 3 ends</b>	27 September
<b>Term 4 commences</b>	14 October	<b>Term 4 ends</b>	19 December

Other significant dates can be found on the school website [www.jcs.tas.edu.au](http://www.jcs.tas.edu.au)

## 9. SCHOOL HOURS

### 9.1. Primary

School commences at 8:45 am and finishes at 3:00 pm. Children are not permitted inside the building before 8:30 am or after 3:00 pm unless supervised by a teacher.

Recess time: 10:30 am - 10:55 am.

Lunch time: 12:00 noon - 12:45 pm.

Afternoon break: at the discretion of the teacher

### 9.2. High School

The school day commences at 8:35 am (Fit for learning session). All students are expected to be on campus by that time, however, the West Tamar bus arrives later. The school day is divided into 7 periods - 35 periods per week.

Recess time: from 10:05 am – 10:25 am

Lunch time: from 12:45 pm – 1:30 pm.

Copies of the school timetable are available on the website and are supplied to students at the beginning of each term.

### 9.3. Staff supervision

Children are not permitted to be on the school grounds before 8:25 am and after 3:45 pm except with the express permission of the Principal. The school grounds are actively supervised only between 8:25 am and 3:15 pm, so no responsibility can be taken for students outside of those hours. Non school-aged children remain the responsibility of parents/guardians at all times.

## 10. TRANSPORT TO AND FROM SCHOOL

10.1. Students of the school utilise two main public bus services; Metro for Prospect and Hadspen, and Manion's Coaches for West Tamar. For further information about these services contact the school office or the bus companies directly.

10.2. School driveway access: For the maintenance of traffic flow and safety, please only access the school driveway from the west-bound lane of Howick

Street, turning left into the school grounds. When exiting the school, please turn left only.

- 10.3. Speed limit: for the safety of pedestrians and vehicles, please limit speed on the school grounds to 10km/h.
- 10.4. Parking: All vehicles parked in the driveway carpark are to be reverse parked to enable safe loading and unloading of the vehicles. Drivers are advised to reverse their cars right back until rear wheels touch the stops. If the driveway carpark is full, the front playground may be used for parking when the safety chain and bollards are removed from the driveway.
- 10.5. Pedestrians: Pedestrians are required to use the designated paths for access to parked vehicles. Pedestrians accessing vehicles parked on the east side of the driveway (against the fence) are asked to use the designated path next to the church to access the school and vehicles. The space next to the fence is for loading and unloading only.
- 10.6. Catching buses: Bus services will be accessed via Howick Street. Students will be accompanied by a supervisor when catching buses in the afternoon, and will not proceed to their bus until asked to do so by the supervisor.

## **11. SCHOOL RULES PARENTS NEED TO BE AWARE OF**

- 11.1. Once a child has arrived at school, he/she may not leave the school grounds again before 3:00 pm without the permission of a teacher and advising the school office.
- 11.2. Children wishing to leave the school grounds during school hours (to buy their lunch, for example) must bring a dated, written request from their parents to the teacher for each occasion.
- 11.3. Full school uniform must be correctly and neatly worn on all occasions unless otherwise indicated. See elsewhere in this handbook for details on correct uniform.
- 11.4. For reasons of safety, bicycles, scooters, rollerblades and the like may not be ridden in the school grounds. Children may ride bicycles to and from school but must park them in the areas designated. No bicycle may be borrowed under any circumstances. Children riding bicycles or scooters etc. must wear appropriate protective equipment.
- 11.5. Primary students are supplied with a stationery pack at the beginning of the year, whilst high school students must come to school with the required stationery for the first day of the school year (see stationery list under section 17). Any extra stationery that may be required throughout the term (because of loss or damage, for example) must be paid for. Children are encouraged to be responsible stewards and are expected to look after their clothing, stationery and text and library books. Loss of or damage to school property will likewise have to be paid for by students/parents.

- 11.6. During summer months' children are required to wear hats (see uniform section). Children will not be permitted to play outside or participate in outdoor activities unless they wear hats. Sunscreen is also provided during Term 1 and 4.
- 11.7. JCS phone policy (including mobile phones)
- Our preference is that students do not bring their mobile phones to school;
  - If parents wish their children to have access to their mobile phone (before or after school)
    - they, the parents, must apply for an exemption to the general rule in writing to the Principal;
    - the students must leave their phones at the office for safekeeping during the day.
  - Any urgent phone calls can be made from the office with the permission and at the discretion of the office staff.
  - Students who use mobile phones in class (or before/after school without school authorization to do so) will have their phone confiscated.
  - If students offend regularly, the principal will keep the phone indefinitely and request the parents to collect the phone from his office.
- 11.8. Student Cards:
- More and more organisations are requiring student cards as proof of identity, age, and attendance at school. In response to this, the school will provide all students with student cards. The cards will contain basic information about the student including a photograph.
- Student cards will also be needed to borrow equipment and resources from the school. Students should ensure that they look after the card well as it has the potential to be used fraudulently. Where cards are lost, replacements can be issued; this will attract a fee of \$5.00.

## **12. DISCIPLINE POLICY**

- 12.1. In the school situation, discipline refers to the establishment, maintenance and, where necessary, the restoration of order. Order is essential for learning to take place. The purpose of discipline is to help the child towards increasing self-discipline. Furthermore, discipline is necessary to train the child in the ways of the LORD so that he may from an early age learn to obey God and respect those authorities which represent Him on earth; to recognize and put to death his old nature; to develop his talents according to God-given norms, and to ultimately take his place as a mature and responsible Christian in whatever station and position God is pleased to put him.
- 12.2. Effective discipline, in the Scriptural sense of the word, must take place within the framework of Christian love as summarized in Matthew 22:39. Parents are expected, as a matter of course, to uphold and promote respect for the authority of the teachers who represent them in the school.
- 12.3. Minor misdemeanours in student behaviour usually result in some form of detention or loss of one or more privileges. More serious delinquency may result in the offender being suspended or expelled from the school.



#### 12.4. SUSPENSION

If a student, in the opinion of the Principal, has been guilty of serious misconduct, the Principal may suspend the student from school for such a period as he considers appropriate, but suspension will not exceed four weeks unless approved by the Board. Alternatively, he may organise for the student to be on an 'internal suspension'.

#### 12.5. EXPULSION

A student shall be expelled from school by the Principal if he, after consultation with the Board, is of the view that the student is guilty of such serious misconduct as to warrant expulsion, or in the case of a child of a non-member, the student no longer qualifies under the guidelines for children of non-members.

### **13. CODE OF BEHAVIOUR**

- 13.1. The school exists as a caring Christian community that aims to nurture and develop the talents of each of its students within a secure and disciplined environment. Therefore:
- 13.2. It is most important that all associated with the life of the school regard themselves and others with dignity and respect as image bearers of Jesus Christ.
- 13.3. The students in their behaviour should show self-control and moderation, thereby reflecting credit upon themselves, their families and the school.
- 13.4. It is expected of students that they will respect the property of others, and in their behaviour demonstrate a consideration and sensitivity for the privacy and feelings of others.
- 13.5. No student, either through neglect or lack of concern, is to prevent others from achieving their fullest potential in all fields of endeavour.
- 13.6. Bad language or offensive behaviour is always unacceptable.
- 13.7. Students must show courtesy and politeness of the highest standard.
- 13.8. Students must strive to do their best by using their God-given talents.
- 13.9. Teachers will encourage students to develop their God-given talents.
- 13.10. Teachers will demonstrate love and understanding, not only for their class but also for individual students.

### **14. GRIEVANCE POLICY**

- 14.1. The John Calvin School grievance policy is published on the school website and should be referred to for any grievance within the school community.

## **15. LIBRARY**

- 15.1. The school library is maintained to provide a carefully selected range of resources for Kinder to Year 10 students. A stringent resource selection process is undertaken to provide appropriate books for our Christian school. This does limit the range of books kept in the library and parents are encouraged to also make use of the state library and teach their children to be discerning readers.
- 15.2. Library bags are available from the uniform shop and are compulsory for all primary students.
- 15.3. All school children are encouraged to use the school library. Parents are requested to ensure that library books are returned by the due date.
- 15.4. Most classes visit the library at a specific time each week to borrow and return books. Parents will be notified concerning library days at the beginning of each year.
- 15.5. Books may be borrowed for a fortnight.
- 15.6. There are some non-fiction materials and books that may not be borrowed, and fiction restrictions exist for different ages. Parents are encouraged to consult with class teachers regarding any adjustments to these restrictions. The restricted categories are clearly marked.
- 15.7. The librarian will issue any children who have overdue library books with an initial reminder through the class teacher. If the books concerned have not been returned within another week, the parents will be notified. If, after another two weeks the item/s are not returned, an account for the books will be sent to the child's parents. The child may borrow no further material from the library until the account has been settled or the book(s) returned.

## **16. SCHOOL-RELATED PURCHASES**

- 16.1. In 2019 the school will be managing most school related payments or purchases through invoicing. This means that special levies, excursion or camp fees will be invoiced to the parents, rather than dealing with large amounts of cash. For all financial enquiries, please contact the administration manager. The school also has EFTPOS services available at the office.

## **17. STATIONERY**

- 17.1. Primary students are provided a stationery pack at the beginning of the year and replacements due to normal use are replaced free of charge. High school students must supply a basic stationery pack at the beginning of the year, and replacements are available for purchase from the office. Loss and damage due to carelessness and vandalism will be rectified by the child at their own cost.

## 17.2. High School Stationery List

Pens – 1 of each colour black/blue/red	2 x 4 ring binders
Pencil	3 packs loose leaf binder paper
Pencil sharpener with catcher	1 x USB – 8gb
Eraser	1 pair scissors
30cm ruler	1 glue stick
1 x 4 pack highlighters	1 Small stapler
1 pencil case	1 large box tissues (named)*
A4 visual diary - Art (gr 7/8 & 9/10 elective students)	3 x A4 8mm ruled 64-page binder exercise books
Casio Classpad graphing calculator fx-CP400 - <b>Grade 9/10</b>	Scientific calculator (with sin, cos, tan, square root) - <b>Grade 7/8</b>
Dust coat – grey Hard Yakka (gr7/8 Art and grade 9/10 Art elective students)- clearly marked with name.	Non-aerosol deodorant (students not permitted any aerosols or spray perfumes at school)
headphones	

\*Each child is requested to bring to school a large box (200) of tissues. These will be stored and made available to children for use as required throughout the year.

## 18. DIARY/MEMO BOOKLET

At the commencement of the school year all children may be supplied with a diary or memo booklet and instructed how to use them (Teachers will confirm their preferred method of communication at the first parent meeting in the second week of the year). Its purpose is to facilitate home-school communication. Parents and teachers will use it to communicate with each other concerning such matters as dental appointments, incomplete school uniforms, purchasing lunch, questions arising from children's work and behaviour etc. Children in the upper grades will also enter homework and other assignments, test results etc. in their diaries. Parents are requested to check diaries/memo booklets every day, and to instruct their children to return them to their schoolbags promptly after inspection, so that they are not misplaced or forgotten.

## 19. BANKING

A school banking service is provided through the Commonwealth Bank. The administration staff process deposits each week. A competitive interest rate is offered. The school benefits with each deposit in the following way; it receives 5.5c for every \$1.00 the students deposit. Money raised in this way is spent on learning resources for the students (library resources, play equipment, wet-weather games etc.). Parents are therefore encouraged to support the school banking scheme. In 2019 the banking day will be on Wednesdays.

## 20. ATTENDANCE POLICY

20.1. The John Calvin School community is bound to the state law, also as far as attendance is concerned. Compliance with this law will promote Christian work ethics for life and learning at school and beyond.

20.2. Tasmanian Law re attendance at school

The full-time attendance of students in Prep through to Gr 10 is a legal requirement which needs to be strictly adhered to, unless there are

exceptional circumstances. Children, aged 5 years (at January 1) and over, are required to attend school full-time on each day it is officially open to students. The school is open from Monday to Friday during term time, from 8:35 AM - 3:00 PM (High School) or 8:45 AM - 3:00 PM (Primary School), except on public holidays and on student-free days when the teaching staff is engaged in curriculum work or professional development.

### 20.3. Unplanned absence

- Exceptional circumstances, and therefore the only legitimate reasons, causing a student to be absent from school can be illness, temporary, physical or mental incapacity, a crisis in the family or anything of that nature which may reasonably be the cause of an unexpected absence.
- If for any of these types of reasons a student cannot attend school, parents/guardians are required to notify the school in writing or to contact the school by telephone between 8:30 and 9:30AM on the day of the student's absence. The school's 'duty of care' dictates an accountability and awareness as to the whereabouts of the students enrolled at any time during school opening hours.
- Parents/guardians, whose child is absent without notification, are contacted by the school office as soon as practicable after 9:00 AM on the day of absence.

### 20.4. Planned absence

As a rule, in the case of planned absence, the parents/guardians are required to comply with the following guidelines in order that the legal attendance requirements be adhered to as much as is possible.

- In planning for a student absence, parents/guardians should avoid the day and hours during which the school is open; eg, doctor/dentist appointments, or anything of that sort, should be scheduled outside of school hours if the possibility exists; an interstate or overseas trip should be planned for when the school is not open.
- Any planned absence, eg, a doctor or dentist appointment, should be explained in writing via a student's memo book, diary or via email, if possible at least a week before the absence will occur.

20.5. Students must report to the office first before leaving and when returning to the school after any approved absence during school hours.

20.6. In the case of any extended planned absence (i.e. more than a day), such as a trip interstate or overseas, the writing should

- be provided at least at a month's notice after consultation with the principal;
- take the form of a request for the student to be absent;

- be followed up by the parents/guardians by contacting the principal or relevant teacher with a view to negotiate how the lost time might be compensated, either by extra work at home and/or school, either before or after the planned absence.

#### 20.7. Part-time attendance

- Those parents/guardians of Prep students who believe that part-time attendance is in the best educational/emotional/physical interests of their child should discuss this matter with the child's teacher and the school principal.
- Exemptions from regular full-time attendance  
The Education Act 2016 lists several different possible reasons why an exemption for regular full-time attendance might be sought and given. Please contact the Principal.

### **21. HOMEWORK**

- 21.1. Formal homework is not set in the infant grades (Kinder - Grade 2) other than the weekly psalm verse and/or text. Children in these grades are, however, encouraged to take library books home and to participate in the Primary School's Home Reading scheme (K-6), in which parents read to children and /or children read to parents for a minimum of 10 minutes a day. Children will be given record books, together with an explanatory sheet for parents, at the beginning of the year.
- 21.2. Primary school teachers will update the 'Fridge Page' in the school's newsletter 'Connections' with details of the Psalm verse to be memorized and the Bible stories to be dealt with.
- 21.3. Some formal homework may be set in Grade 3 and 4, in addition to the weekly psalm verse and text and to revise and prepare for tests.
- 21.4. Written homework in the junior primary grades is designed to give children extra practice in skills already learned in class. It should not exceed 20 minutes per evening. This 20 minutes should include time spent on learning psalm verse, text and on any test. If your child is consistently spending more than this on homework, please contact his/her teacher to discuss the matter.
- 21.5. In Grades 5 and 6, regular homework of up to half an hour per night may be set, in addition to memorizing psalm verse/text and revising for tests. Children will be guided in their recording and scheduling of homework with the use of a diary or other suitable method. In this way, children are preparing for the much more demanding homework load they will face at High School.
- 21.6. In high school, students should expect to spend up to an hour on homework each week night. This may include regular tasks such as mathematics and reading, or preparation for tests or special assignment work.

- 21.7. Children will record details of their homework assignments in the preferred format, and parents are requested to discuss homework regularly to ensure that it is being done and not left until the last possible moment. High school teachers utilise digital communication methods that will enable more effective communication between students, teachers and the home.

## **22. REPORTING TO PARENTS**

Reports are issued four times a year for Prep-Year 10 students. Interim reports are issued at the end of term 1 and term 3. Full reports are issued at the end of term 2 and term 4. Kinder students receive two full reports, one at the end of term 2 and term 4.

## **23. HOME AND SCHOOL COMMUNICATION**

- 23.1. The school utilises various forms of communication that parents are advised to look out for. Contact details for the school office are included at the end of this document. We are moving towards more electronic communication formats, especially the School Star Application that is available for apple and android devices. This app can be used to communicate with the school and reminders and notices are sent home via this medium also. To get the app follow the instructions below:

### **School Star for iPhone users:**

1. Open the App Store on your iPhone by tapping its icon.
2. Search the App Store for "MGM School Star".
3. Tap the button that says "+GET", then "INSTALL".
4. If asked, enter your Apple ID password.
5. The "INSTALL" button will turn into an indicator that shows the progress of the download.
6. Once the download has finished, tap "OPEN" to launch School Star.

### **School Star for Android users:**

1. Open the Play Store on your Android Phone by tapping its icon.
2. Search the Play Store for "MGM School Star", and tap the search result in the list.
3. Tap the button marked "INSTALL".
4. The "INSTALL" button will turn into an indicator that shows the progress of the download.
5. Once the download has finished, tap "OPEN" to launch School Star.

After you register a new account, School Star will automatically detect your school and configure your news feed.

- 23.2. Letters and Memos  
Letters and memos are sent home with students and also emailed home. Please regularly ask your children for correspondence that has been sent home. Primary students are instructed to put notes in their green library bag.
- 23.3. Connections and Calvinist

The weekly school newsletter is called the 'Connections' and is published on Fridays. It contains useful information, updates, important dates and articles about school activities. A Fridge Page is attached which contains important reminders for each class for the upcoming week. Parents are encouraged to display this page on the fridge at home.

- 23.4. The Board periodically publishes a newsletter called the 'Calvinist' and provides updates on its activities and governance matters.
- 23.5. School website  
The school website provides links to useful information, including pertinent policies and procedures. [www.jcs.tas.edu.au](http://www.jcs.tas.edu.au)
- 23.6. School yearbook  
Each family receives a copy of the annual school yearbook, and year 10 graduates receive their own additional copy. Further copies can be purchased for a small fee.
- 23.7. Visitors to the school  
For workplace health and safety reasons, all visitors must report to the office and check-in. In the case of an emergency, this system will help the school keep staff, students and visitors safe. All parents and helpers are advised to obtain their Working With Vulnerable People registration. [http://www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children) . Access to students will be restricted if a visitor does not have WWVP registration.
- 23.8. Parent-teacher contact  
Good communication between teachers and parents is critical for the ongoing development and well-being of the students. Parents are encouraged to keep regular informal contact with the teachers of their children during the year, being mindful to keep Sundays as a day of rest. Teachers will advise parents at the beginning of the year what their preferred method of communication is, but staff email addresses are included at the end of this document for your reference. For more formal contact with parents, the following options are advised:

#### Parent-teacher sessions

An initial parent-teacher information session is conducted at the beginning of each year, followed by parent-teacher sessions after the term 1 interim report and term 2 full report.

#### Interviews

Staff members are available for discussion by appointment about anything needing more attention.

#### Phone calls

Because teachers are generally with their classes between 8:30 am and 3:00 pm, please restrict phone calls to convenient times: before 8:30 am, during lunch breaks and after school (3:00 pm). Individual staff will advise parents of

their preferred method of communication at the group information session at the beginning of the year.

## **24. SCHOOL UNIFORM**

The John Calvin School, along with most other schools in Tasmania, has an official school uniform. The school is proud of its uniform and the way parents have cooperated in designing and providing it for the children. A uniform provides a sense of identity and belonging. All articles of clothing should be clearly marked with the owner's name.

### 24.1. Primary

<b>Girls Summer uniform - primary</b>
Dress – available only from uniform shop
Jumper - green woollen with JCS logo available only from uniform shop
Spray Jacket - green/gold with JCS logo available only from uniform shop
Girls 'over brief' – black
Socks - plain white Red Robin Delights
Hat – bottle green bucket/slouch
Shoes – black polishable lace- up
<b>Girls Winter uniform - primary</b>
Pinafore – available only from uniform sho
Blouse – Midford lemon long sleeved square collar
Jumper - green woollen with JCS logo available only from uniform shop
Spray Jacket - green/gold with JCS logo available only from uniform shop
Tights – black opaque
Socks – bottle green knee-hi's
Girls 'over brief' – black
Shoes - black polishable lace- up
<b>Boys Summer uniform - primary</b>
Shorts – grey mélangé or cotton - full belt, elastic back or full elastic
Shirt – Midford short sleeve open neck white
Jumper - green woollen with JCS logo available only from uniform shop
Jacket - green/gold with JCS logo available only from uniform shop
Socks – Red Robin Delights grey – short
Hat – bottle green bucket/slouch
Shoes - black polishable lace- up
<b>Boys winter uniform - primary</b>
Trousers – long grey mélangé or grey cotton full belt, elastic back or full elastic.
Shirt – Midford long sleeve white



Jumper - green woollen with JCS logo available only from uniform shop
Jacket - green/gold with JCS logo available only from uniform shop
Socks – Red Robin Delights grey short
Shoes - black polishable lace- up
<b>Sports uniform - summer - primary – unisex</b>
Shirt – gold short sleeved polo with JSC logo available only from uniform shop
Jumper – green/gold rugby with JSC logo available only from uniform shop
Shorts- plain black
Skorts- (girls) - plain black
Socks – plain white
Hat – bottle green bucket/slouch
Shoes – sports shoes
<b>Sports uniform – winter - unisex – primary</b>
Shirt – gold short sleeved polo with JSC logo available only from uniform shop
Jumper – green/gold rugby with JSC logo available only from uniform shop
Trackpant – plain black
Socks – plain white
Shoes – sports shoes

24.2. High

<b>Girls Summer - high school</b>
Jumper - green woollen with JCS logo available only from uniform shop
Dress – available only from uniform shop
Blazer – green with JSC logo on pocket available only from uniform shop
Girls 'over brief' – black
Socks – Red Robin Delights plain white
Hat – bottle green bucket/slouch
Shoes – black polishable lace- up
<b>Girls Winter - high school</b>
Skirt – available only from uniform shop
Blouse – Midford lemon long sleeved square collar
Jumper - green woollen with JCS logo available only from uniform shop
Blazer - green with JSC logo on pocket available only from uniform shop
Tights – black opaque
Girls 'over brief' – black
Shoes - black polishable lace- up

<b>Boys Summer - high school</b>
Blazer – green with JSC logo on pocket available only from uniform shop
Shorts – grey mélange/cotton - full belt (no cargoes)
Shirt – Midford white, short sleeve open neck
Jumper - green woollen with JCS logo available only from uniform shop
Socks – grey marle, knee high walk socks
Hat – bottle green bucket/slouch
Shoes - black polishable lace- up
<b>Boys Winter - high school</b>
Blazer – green with JSC logo on pocket available only from uniform shop
Jumper - green woollen with JCS logo available only from uniform shop
Shirt – Midford long sleeve white
Trousers – long, grey melange– full belt. Shorts are permitted and are to be grey mélange – full belt
Tie – green school stripe available only from uniform shop
Socks – grey marle knee high walk socks
<b>Sports uniform – high school - summer – unisex</b>
Shirt – gold short sleeved polo with JSC logo available only from uniform shop
Jumper – green/gold rugby with JSC logo available only from uniform shop
Shorts- plain black, mid-thigh length (no curved edged running shorts)
Socks – plain white
Hat – bottle green bucket/slouch
Shoes – sports shoes
Optional shirt of appropriate faction colour for sports day (Gold or White)
<b>Sports uniform– high school - winter - unisex</b>
Shirt – gold short sleeved polo with JSC logo available only from uniform shop
Jumper – green/gold rugby with JSC logo available only from uniform shop
Track pants - plain black or Shorts - plain black, mid-thigh length
Socks – plain white
Shoes – sports shoes

24.3. Kinder/Prep

<b>Summer Uniform – Kinder/Prep</b>
Gold short sleeved polo with JCS Prep logo
Green/gold rugby jumper with JCS logo

Bottle green polar fleece zip up vest with JCS logo (optional)
Black skorts (girls)
Black shorts (boys)
Bottle green slouch/bucket hat
<b>Winter Uniform – Kinder/Prep</b>
Gold skivvy/Long Sleeve gold polo with JCS Prep logo,
Green/gold rugby jumper with JCS logo
Bottle green polar fleece zip up vest with JCS logo (optional)
Black track pant
Spray jacket with JCS logo

#### 24.4. Labelling Uniform items

PLEASE ENSURE THAT YOUR CHILD'S CLOTHING IS MARKED so as to avoid any confusion about ownership - especially Rugby jumpers, polos, vests, blazers.

#### 24.5. Accessories

- No jewellery should be worn, except one pair simple earrings or a simple ring for girls.
- Other than watches, no jewellery of any kind is to be worn by boys.
- No make-up or nail polish is to be worn.
- Any hair accessories should be limited and only school colours black, yellow/gold, white and green are to be worn.
- Hair at/over shoulder length should always be tied back.
- Boys are required to keep their hair neat and tidy, and if it is long they too may be asked to wear it up.
- No hair dyeing allowed.

#### 24.6. Uniform Shop

- A uniform shop has been set up by the committee to assist parents with the purchase of uniform items. All items are available from uniform shop except for shoes. Parents are encouraged to make use of this service by selling items no longer needed that are in good condition, and to patronize the regular sales. The shop will be open on a regular basis and the times will be advertised in the school newsletter.
- Members of the uniform committee: Mrs I Mulder, Mrs R VanderSchaaf and Mrs I Bakker.
- Changeover dates for 2019 are:
  - Summer to winter:  
End of term 1. Winter uniform compulsory Monday 29<sup>th</sup> April
  - Winter to summer:  
End of term 3. Summer uniform compulsory Monday 14<sup>th</sup> October.

## **25. SCHOOL HEALTH**

### 25.1. Sick Children

In the case of an absence of a student, parents must notify the school (preferably between 8:30-9:30am) on the day, and each day, the child is absent from school. More information, including a list of infectious diseases can be found in the school attendance policy.

### 25.2. Medication

In instances where children must take medication during school hours, parents are requested to inform the school.

### 25.3. Dental Service

Parents can use the dental service offered by the School Dental Service. The Dental Therapy Centre is in Kelham Street, off Howick Street, only a few minutes' walk from the School campus. Children who have visited the centre before will receive reminders to make appointments. Parents are asked, however, to check with the school's administration before making appointments to minimize class disruption. Orthodontist appointments should be kept to an absolute minimum during school hours. The phone number of the Dental Centre is 1300 011 013.

## **26. SCHOOL EXCURSIONS**

Various excursions are held throughout the school year. These will be announced in the school's newsletter and by letter or memo. A levy is often requested to help cover costs of these events.

### 26.1. Year 10 Canberra trip

The school arranges an annual tour to Canberra and the NSW snow fields, as well as a quick visit to Sydney in conjunction with the John Calvin Christian College in W.A. The tour runs from Monday to Saturday in July and includes visiting key educational attractions in the National Capital. The costs for this tour are borne by the students and the Federal Government provides a subsidy for travel to the Capital. As flight bookings must be made in advance, students will be invited to participate in a meeting in the latter half of Year 9. To secure a place in the tour they will need to pay a deposit. The remainder of the costs associated with the Canberra trip will need to be paid in full the next year charged to the parents monthly.

## **27. STUDENT ASSISTANCE SCHEME (STAS)**

A State Government Subsidy is available for school books, subject levies and stationery. In our school these levies are incorporated in the school membership fees. To determine eligibility, parents must meet the criteria of the income test, which vary from year to year, and fill in a form. The subsidy is sent directly to the school. Please contact the school office with enquiries on STAS.

## **28. KINDER/PREP INFORMATION**

28.1. In line with the 600 hours per year legal requirement, the John Calvin Kindergarten operates on Monday, Wednesday and Friday each week, from 8.50 am to 3:00 pm. Teaching in Kindergarten is linked to the EYLF (Early Years

Learning Framework) learning outcomes.

[http://docs.education.gov.au/system/files/doc/other/belonging\\_being\\_and\\_becoming\\_the\\_early\\_years\\_learning\\_framework\\_for\\_australia.pdf](http://docs.education.gov.au/system/files/doc/other/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)

- 28.2. The Prep children are required to attend school full-time, ie, 5 days a week.
- 28.3. Each day is divided into two sections:
- Morning session - 8.45 am to 12.00 noon. This is the more formal part of the day and includes Bible story, Psalm singing and whole group activities.
  - Afternoon session - 12.45 to 3.00 pm. In the afternoon, the Preps and Kinders participate in structured and educational play, which may include small group and individual work.
- 28.4. Eligibility  
Children are admitted to Kindergarten from age 4 (as at 1 January) and to Prep from age 5 (as at 1 January). For enquiries regarding early entry to Kindergarten, please contact the Principal.
- 28.5. It is compulsory that your child has a library bag - available at the uniform shop.

## **29. TEXTBOOKS, SUPPLIES AND LAPTOPS**

- 29.1. Textbooks  
In high school, most texts and library books are supplied free of charge, but all students are required to pay a \$25 book levy (\$25 for the first child and \$45 for two or more children).
- 29.2. Stationery  
At the beginning of each academic year, high school students are required to provide their own basic stationery package in accordance with the prescribed stationery list under section 17. The office staff will record and charge the parents for all additional stationery supplied to individual students. Some equipment may be borrowed free of charge. Any damage or loss of borrowed equipment must be paid for by the student.
- 29.3. Laptops/digital devices  
Each student from Kinder to Grade 10 will have access to a school-provided IT device to aid their learning at the discretion of the teacher. The approach for 2018 for years 7&8 and 9&10 respectively are outlined below.

29.3.1 Year 7 and 8 students will be provided with a laptop for their use at school and home. Students will retain this machine until the end of year 8 then return it to the school when moving to year 9. The laptop will be administered by the school and preloaded with the necessary resources, including Microsoft Office 365. The computer will need to be charged overnight and brought to school each day. If there is a problem with the computer, it is handed to the administration staff and an immediate replacement will be supplied until repairs are complete. At the end of the year the laptops are handed in and prepared for the following year, where year 8 students will receive their laptop back. There is no cost for the parents associated with this.

29.3.2 In year 9 and 10 each student is issued with a laptop for their use at school and home. These machines will be purchased by the students over a two-year period (The parents will be invoiced \$50 per month for 2 years) and will remain the property of the student when they leave the school. The laptop will be administered by the school and preloaded with the necessary resources, including Microsoft Office 365. The computer will need to be charged overnight and brought to school each day. If there is a problem with the computer, it is handed to the administration staff and an immediate replacement will be supplied until repairs are complete (next business day warranty). At the end of the year the laptops are handed in and prepared for the following year, and school leavers can retain the machine.

### 29.3.3 Insurance

All computers are issued with a protective bag and are covered by the school's insurance for accidental breakage at school and travel to and from school. It is up to the parents to cover them at home for theft and/or accidents. As with all school resources, any malicious damage must be paid for by the parents.

29.3.4 Use of these machines is governed by the school IT acceptable use policy, and students from grade 3-10 will be required to indicate their agreement with this policy.

## **30 HIGH SCHOOL LOCKERS**

30.3 High school students are assigned a locker. It is their responsibility to keep their locker tidy. An organised locker will enable more efficient participation in the school learning program. Regular locker checks are made and unsatisfactory lockers need to be attended to by offending students in their own time.

- 30.4 Abuse of lockers may result in the loss of all locker privileges. Any damage to the locker must be paid for by the student.

### 31 SCHOOL ADDRESS AND CONTACT DETAILS

Postal address:	Campus address:	Telephone	Email
John Calvin School P O Box 89 Launceston TAS 7250	John Calvin School 53 Howick Street Launceston TAS 7250	63 443794	<a href="mailto:admin@jcs.tas.edu.au">admin@jcs.tas.edu.au</a>
Website			
<a href="http://www.jcs.tas.edu.au">www.jcs.tas.edu.au</a>			

### 32 STAFF DETAILS

Position	Name and email address
Principal	Mr D Coote (also teaching) <a href="mailto:cooted@jcs.tas.edu.au">cooted@jcs.tas.edu.au</a>
Assistant Principal	Mr T VanWinden (also teaching) <a href="mailto:tim.vanwinden@jcs.tas.edu.au">tim.vanwinden@jcs.tas.edu.au</a>
Business Manager	Mrs K Wielstra (also teaching) <a href="mailto:wielstrak@jcs.tas.edu.au">wielstrak@jcs.tas.edu.au</a>
Administration	Mrs M Kooistra <a href="mailto:admin@jcs.tas.edu.au">admin@jcs.tas.edu.au</a>
	Mrs T DeRuijter <a href="mailto:admin@jcs.tas.edu.au">admin@jcs.tas.edu.au</a>
Kinder teacher	Mrs H Coote <a href="mailto:cooteh@jcs.tas.edu.au">cooteh@jcs.tas.edu.au</a>
Prep teacher	Mrs J Hart <a href="mailto:hartj@jcs.tas.edu.au">hartj@jcs.tas.edu.au</a>
Grade 1-2 teacher	Mrs E Sutcliffe <a href="mailto:evelin.sutcliffe@jcs.tas.edu.au">evelin.sutcliffe@jcs.tas.edu.au</a>
Grade 3-4 teacher	Miss D Plug <a href="mailto:plugd@jcs.tas.edu.au">plugd@jcs.tas.edu.au</a>
Grade 5-6 teacher	Mr N Gunnink <a href="mailto:nick.gunnink@jcs.tas.edu.au">nick.gunnink@jcs.tas.edu.au</a>
Music / Student Support Coordinator	Mrs H King <a href="mailto:kingh@jcs.tas.edu.au">kingh@jcs.tas.edu.au</a>
High School Teachers	Mr L Huizinga <a href="mailto:huizingl@jcs.tas.edu.au">huizingl@jcs.tas.edu.au</a>
	Mr G Brouwer <a href="mailto:brouwer@jcs.tas.edu.au">brouwer@jcs.tas.edu.au</a>
	Mrs S Jonker <a href="mailto:jonkers@jcs.tas.edu.au">jonkers@jcs.tas.edu.au</a>
	Mrs K Heys (also Teacher's Aide) <a href="mailto:heysk@jcs.tas.edu.au">heysk@jcs.tas.edu.au</a>

Teacher's Aides	Mrs I Mulder <a href="mailto:mulderi@jcs.tas.edu.au">mulderi@jcs.tas.edu.au</a>
	Mrs T Drew <a href="mailto:drewt@jcs.tas.edu.au">drewt@jcs.tas.edu.au</a>
	Mrs S VanWinden <a href="mailto:vanwindens@jcs.tas.edu.au">vanwindens@jcs.tas.edu.au</a>
	Miss S Eilander <a href="mailto:shannon.eilander@jcs.tas.edu.au">shannon.eilander@jcs.tas.edu.au</a>
Resource Centre Aide (Library)	Mrs W Veldhuis <a href="mailto:veldhuisw@jcs.tas.edu.au">veldhuisw@jcs.tas.edu.au</a>

### 33 **HIGH SCHOOL SUBJECT TEACHERS 2019**

D Coote	Health & Physical Education Drama
G Brouwer	Bible Knowledge Church History Geography/History Woodwork
S Jonker	Creative Writing English LOTE (French)
L Huizinga	ICT Mathematics Science Science Extended Music technology
K Wielstra	Mathematics Commerce
D Plug	Art
H King	Music Student Support Coordinator
K Heys	Food Studies
Other community members may be assisting with the delivery of short courses or units within subjects.	