



Parent Handbook 2021

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# 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 students to be active and discerning servants of God by providing education consistent with the fundamental values and beliefs of the Free Reformed Churches of Australia 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. The Board is served by a part-time Executive Secretary.

## 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 Administrator, who together make up the school leadership team. Other administrative or leadership tasks or roles are delegated 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 Business Administrator. 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

This is an operational committee and is therefore directly responsible to the Principal. Members of this committee are appointed by the Principal and committee and approved by the Board. It assists in determining school uniform policies. It helps the parents to acquire appropriate uniform items.

## 7. **ENROLMENT PROCEDURE** *(see Enrolment Policy and procedure on website)*

### 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 2021

|                         |            |                    |              |
|-------------------------|------------|--------------------|--------------|
| <b>Term 1 commences</b> | 3 February | <b>Term 1 ends</b> | 1 April      |
| <b>Term 2 commences</b> | 21 April   | <b>Term 2 ends</b> | 2 July       |
| <b>Term 3 commences</b> | 20 July    | <b>Term 3 ends</b> | 24 September |
| <b>Term 4 commences</b> | 11 October | <b>Term 4 ends</b> | 16 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 *(refer to Attendance Procedure on website)*

### 9.1. Primary

School commences at 8:50 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.

Morning break: at the discretion of the teacher

Recess time: 10:45 am – 11:10 am.

Lunch time: 12:45 pm – 1:30 pm.

Afternoon break: at the discretion of the teacher

### 9.2. High School

The school day commences at 8:30 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 10:10 am – 10:30 am

Lunch time: from 12:00 noon – 12:45 pm.

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

### 9.3. Staff supervision *(see Supervision Policy and leave application form on website)*

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. If a student is to leave the school grounds, the parents must fill and sign a Leave Application form which can be found on the school website under the title 'Information and Forms'. The student will hand in this form and advise the office when they are leaving and when they are due to return. 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** (see *School Pick up procedure and Vehicle and Pedestrian safety procedure on website*) – During COVID adjustments to these arrangements have been necessary – please refer to the COVID pickup procedures on the website)

- 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 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. (see *Supervision Policy*)
- 11.2. Children wishing to leave the school grounds during school hours (to buy their lunch, for example) must fill in a dated and signed leave application form to present to Admin on each occasion. (see *Leave application form*)
- 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. (see *Uniform Policy*)
- 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, as well as digital technology. 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 Policy). As we are a SunSmart school 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. (see *Sun Protection Policy*)
- 11.7. JCS phone policy (including mobile phones) (see *Electronic and Digital Media Policy*)
- Our preference is that students do not bring their smart watches or 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 smart watches and 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 smart watches and mobile phones in class (or before/after school without school authorization to do so) will have their device confiscated.
  - If students offend regularly, the Principal will keep the smart watch or phone indefinitely and request the parents to collect the phone from his office.

## **12. DISCIPLINE POLICY** (see *Behaviour 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** *(see Behaviour Policy)*

- 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 and aligned with the schools core values of sincerity, stewardship and service.
- 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** (see *Grievance Policy and Complaints and Compliments form on website*)

- 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 Midford store 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. 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 cash. For all financial enquiries, please contact the Administration team. 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 – gr 5/6 compulsory (gr7/8 Art and grade 9/10 Art elective students)- clearly marked with name. | Non-aerosol deodorant (students are 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. DIARIES/MEMO BOOKS

At the commencement of the school year teachers will confirm their preferred method of communication at the first parent meeting in the second week of the year. Parents are requested to maintain a high level of communication with teachers throughout the year, rather than waiting for formal parent-teacher meetings only.

Each teacher will advise of any recording processes students are required to use, either a memo book, diary or electronic tool.

## 19. BANKING

The Commonwealth Bank School Banking programme was put on hold at JCS in 2020 due to money-handling issues related to COVID. The programme has also come under significant scrutiny across the country in recent times.

The school will not be offering a school banking service for students in 2021.

## 20. ATTENDANCE POLICY (see 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 8:30 AM - 3:00 PM, 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/email, School Star Messaging or 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 (*see Leave Application form on website*)

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 communicated to the teacher/school office at the earliest convenience.

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 Leave Application form 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 or assessment tasks.
- 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. These 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 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 weeknight. This may include regular tasks such as mathematics and reading, or preparation for tests or special assignment work. Extensions for assignments can be applied for using the *Application for Extensions form* on the website.
- 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. Parents are not required to 'teach' during homework time, but to support and supervise. If further 'teaching' is required, please contact the teacher to discuss the matter.

## **22. REPORTING TO PARENTS** (see *Evaluation and Reporting Policy*)

Reports are issued four times a year and may be in hard-copy or electronic.

### Primary

Attitude, behaviour and effort progress report. Term 1, week 5.

Term 1 interim report. Term 1, week 10.

Term 2 full report. Term 2, week 10.

Term 4 full report, including detailed portfolio for Kinder/Prep. Term 4, week 10.

### Secondary

Term 1 interim report. Term 1, week 10.

Term 2 full report. Term 2, week 10.

Term 3 interim report. Term 3, week 10.

Term 4 full report. Term 4, week 10.

## **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 or other visible space.
- 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). Alternatively make an appointment to chat or meet, or send an email. Individual staff will advise parents of their preferred method of communication at the group information session at the beginning of the year.

Please respect the division of work and private life and, preferably, keep school related matters to business hours.

## 24. **SCHOOL UNIFORM** *(see Uniform Policy)*

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.

Non-compliance with the uniform will be followed up with the student and, if necessary, the parent/guardian. Secondary students will be asked to complete a disciplinary task if they are non-compliant without a parental explanation on 3 occasions within a term.

If students are representing the school off campus or participating in a formal event, but their uniform is non-compliant, the school reserves the right to keep the student at school or take reasonable steps to provide the correct uniform item, potentially with costs being passed on to parents.

### 24.1. Primary

| <b>Girls Summer uniform - primary</b>   |
|---|
| Dress with JCS logo                     |
| Jumper - green woollen with JCS logo    |
| Jacket – soft shell green with JCS logo |
| Girls 'over brief' – black              |
| Socks - plain white (anklets)           |
| Hat – bottle green bucket/slouch        |
| Shoes – black polishable lace- up       |

|   |
|---|
| Dust coat - art year 5/6  |
| Library Bag   |
| <b>Girls Winter uniform - primary</b>   |
| Pinafore  |
| Blouse – Midford lemon long sleeved square collar   |
| Jumper - green woollen with JCS logo  |
| Jacket – soft shell green with JCS logo   |
| Tights – black opaque   |
| Socks – bottle green knee-hi's  |
| Girls 'over brief' – black  |
| Shoes - black polishable lace- up   |
| Dust Coat – art year 5/6  |
| Library Bag   |
| <b>Boys Summer uniform - primary</b>  |
| Shorts – grey mélange or cotton - full belt, elastic back or full elastic                           |
| Shirt – Midford short sleeve open neck white with JCS logo  |
| Jumper - green woollen with JCS logo  |
| Jacket - soft shell green with JCS logo   |
| Socks – grey anklets  |
| Hat – bottle green bucket/slouch  |
| Shoes - black polishable lace- up   |
| Dust coat – year 5/6 art  |
| Library Bag   |
| <b>Boys winter uniform - primary</b>  |
| Trousers – long grey mélange or grey cotton full belt, elastic back or full elastic.                |
| Shorts – grey mélange or cotton - full belt, elastic back or full elastic                           |
| Shirt – Midford long sleeve white   |
| Jumper - green woollen with JCS logo  |
| Jacket – soft shell green with JCS logo   |
| Socks –grey anklets   |
| Shoes - black polishable lace- up   |
| Dust coat – year 5/6 art  |
| Library Bag   |
| <b>Sports uniform - Primary – unisex</b>  |
| Shirt – gold short sleeved or long sleeve polo with JSC logo  |
| Jumper – ½ zip green polo fleece with JCS logo or full zip fleece jacket with JCS logo for year 5/6 |
| Track pant or shorts- plain black with JCS logo   |
| Socks – plain white anklelet sport sock   |
| Hat – bottle green bucket/slouch  |
| Shoes – sports shoes  |

24.2. High

|   |
|---|
| <b>Girls Summer - High school</b>                           |
| Jumper - green woollen with JCS logo                        |
| Dress – with JCS logo                                       |
| Blazer – green with JSC logo                                |
| Girls 'over brief' – black                                  |
| Socks –plain white (anklets)                                |
| Hat – bottle green bucket/slouch                            |
| Dust Coat available from Midford shop                       |
| Shoes – black polishable lace- up with black laces          |
| Library bag to protect books                                |
| <b>Girls Winter - High school</b>                           |
| Skirt   |
| Blouse – Midford lemon long sleeved square collar           |
| Jumper - green woollen with JCS logo                        |
| Blazer - green with JSC logo                                |
| Tights – black opaque                                       |
| Girls 'over brief' – black                                  |
| Dust coat available from Midford shop                       |
| Shoes - black polishable lace- up with black laces          |
| Library bag to protects books                               |
| <b>Boys Summer - High school</b>                            |
| Blazer – green with JSC logo                                |
| Shorts – grey mélange/cotton - full belt (no cargoes)       |
| Shirt – Midford white, short sleeve open neck with JCS logo |
| Jumper - green woollen with JCS logo                        |
| Socks – grey marle, knee high walk socks                    |
| Hat – bottle green bucket/slouch                            |
| Shoes - black polishable lace- up                           |
| Dust coat available from Midford shop                       |
| Library Bag to protect books                                |
| <b>Boys Winter - High School</b>                            |
| Blazer – green with JSC logo                                |
| Jumper - green woollen with JCS logo                        |
| Shirt – Midford long sleeve white with JCS logo             |
| Trousers or Shorts grey melange– full belt.                 |
| Socks – grey marle knee high walk socks                     |
| Dust coat available from Midford shop                       |
| Library Bag to protect books                                |
| <b>Sports uniform – High School -unisex</b>                 |
| Shirt – gold short sleeved polo with JSC logo               |
| Jacket – green polar fleece full zip with JSC logo          |

|   |
|---|
| Shorts or Track pants - plain black with JCS logo                           |
| Socks – plain white ankle sport sock  |
| Hat – bottle green bucket/slouch  |
| Shoes – sports shoes  |
| Optional shirt of appropriate faction colour for sports day (Gold or White) |
| Optional soft shell jacket – green with JCS logo                            |

24.3. Kinder/Prep

|   |
|---|
| <b>Summer Uniform – Kinder/Prep</b>                       |
| Polo – gold short sleeve with JCS logo                    |
| Jumper – green ½ zip polar fleece with JCS logo           |
| Vest -green polar fleece zip up with JCS logo (optional)  |
| Skorts – black with JCS logo (girls)                      |
| Shorts – black with JCS logo (boys)                       |
| Hat - Bottle green slouch/bucket                          |
| Socks – white ankle                                       |
| Shoes – black sport shoes or other lace up                |
| Library bag   |
| <b>Winter Uniform – Kinder/Prep</b>                       |
| Polo -gold long sleeve with JCS logo,                     |
| Jumper – green ½ zip polar fleece with JCS logo           |
| Vest - green polar fleece zip up with JCS logo (optional) |
| Track pant – black with JCS logo                          |
| Jacket – green soft shell with JCS logo                   |
| Socks – white ankle                                       |
| Shoes – black sport shoe or other lace up                 |
| Library bag   |

24.4. Labelling Uniform items

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

24.5. Accessories

- No jewellery should be worn, except one pair simple earrings or a simple ring for girls.
- Other than non-smart watches, no jewellery of any kind is to be worn by boys. Smart watches to be handed into office daily.
- 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 will be asked to wear it up.
- No hair dying allowed.

## 24.6. Uniform Shop

- The school uniform is now managed through the Midford store at 132 Charles St. Launceston 8:30-5:00 weekdays, 9:00-2:00 Saturdays.
- Members of the uniform committee, Mrs K Wielstra, Mrs T Drew, Mrs R VanderSchaaf and Mrs I Bakker can be contacted at [uniform@jcs.tas.edu.au](mailto:uniform@jcs.tas.edu.au) for any uniform policy matters.
- Changeover dates for 2021 are:
  - Summer to winter:  
End of term 1. Winter uniform compulsory Monday 21<sup>st</sup> April
  - Winter to summer:  
End of term 3. Summer uniform compulsory Monday 11<sup>th</sup> October.

## 25. **SCHOOL HEALTH** (see *First Aid Medication Policy and Allergy aware and Anaphylaxis Policy*)

### 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 students must take medication during school hours, parents are requested to inform the school and complete Medication Authorisation FormA(parent) and FormB (doc,pharm,nurse). Available on website.

### 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.

[https://www.dhhs.tas.gov.au/oralhealth/dental\\_services\\_for\\_children\\_and\\_a\\_dolescents](https://www.dhhs.tas.gov.au/oralhealth/dental_services_for_children_and_a_dolescents)

## 26. **SCHOOL EXCURSIONS / CAMPS**

Various excursions and camps are held throughout the school year. These will be announced in the school's newsletter and by letter or memo. A levy is sometimes 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 holidays 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** (see *Enrolment Policy and Procedure*)

- 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. 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, or delayed entry to Prep, please contact the Principal.
- 28.4. 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.
- 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 years 7&8 and 9&10 respectively is 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. If damage is caused by the student, the parents will be expected to cover all of the repair costs. At the end of the year the laptops are handed in and prepared for the following year. 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). If the computer is damaged through mishandling, then the parents of the students are responsible for the costs involved with the repair. 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 *Information and Technology Use policy*, and students in all grades 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<br>P O Box 89<br>Launceston TAS 7250    | John Calvin School<br>53 Howick Street<br>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)<br><a href="mailto:cooted@jcs.tas.edu.au">cooted@jcs.tas.edu.au</a>                   |
| Assistant Principal                          | Mr T VanWinden (also teaching)<br><a href="mailto:tim.vanwinden@jcs.tas.edu.au">tim.vanwinden@jcs.tas.edu.au</a> |
| Business Administrator / Executive secretary | Mrs K Wielstra<br><a href="mailto:wielstrak@jcs.tas.edu.au">wielstrak@jcs.tas.edu.au</a>                         |
| Administration                               | Miss J VanAsperen<br><a href="mailto:admin@jcs.tas.edu.au">admin@jcs.tas.edu.au</a>                              |
|  | Mrs T DeRuiten<br><a href="mailto:admin@jcs.tas.edu.au">admin@jcs.tas.edu.au</a>                                 |
| Kinder teacher                               | Mrs H Coote<br><a href="mailto:cooteh@jcs.tas.edu.au">cooteh@jcs.tas.edu.au</a>                                  |
| Prep teacher                                 | Mrs J Hart<br><a href="mailto:hartj@jcs.tas.edu.au">hartj@jcs.tas.edu.au</a>                                     |
| Grade 1-2 teacher                            | Mrs E Sutcliffe<br><a href="mailto:evelin.sutcliffe@jcs.tas.edu.au">evelin.sutcliffe@jcs.tas.edu.au</a>          |
| Grade 3-4 teacher                            | Miss R Visser<br><a href="mailto:rebecca.visser@jcs.tas.edu.au">rebecca.visser@jcs.tas.edu.au</a>                |
| Grade 5-6 teacher                            | Mr N Gunnink<br><a href="mailto:nick.gunnink@jcs.tas.edu.au">nick.gunnink@jcs.tas.edu.au</a>                     |

|                                |   |
|--------------------------------|---|
| High School Teachers           | Mr L Huizinga<br><a href="mailto:huizingal@jcs.tas.edu.au">huizingal@jcs.tas.edu.au</a>                             |
|                                | Mr G Brouwer<br><a href="mailto:brouwerg@jcs.tas.edu.au">brouwerg@jcs.tas.edu.au</a>                                |
|                                | Mr J Bredenhof<br><a href="mailto:josiah.bredenhof@jcs.tas.edu.au">josiah.bredenhof@jcs.tas.edu.au</a>              |
|                                | Mrs K Heys<br><a href="mailto:heysk@jcs.tas.edu.au">heysk@jcs.tas.edu.au</a>  |
|                                | Ms D Plug<br><a href="mailto:plugd@jcs.tas.edu.au">plugd@jcs.tas.edu.au</a>   |
| Teacher Assistants             | Mrs I Mulder<br><a href="mailto:mulderi@jcs.tas.edu.au">mulderi@jcs.tas.edu.au</a>                                  |
|                                | Mrs T Drew<br><a href="mailto:drewt@jcs.tas.edu.au">drewt@jcs.tas.edu.au</a>  |
|                                | Mrs S VanWinden<br><a href="mailto:vanwindens@jcs.tas.edu.au">vanwindens@jcs.tas.edu.au</a>                         |
|                                | Mrs D Brouwer<br><a href="mailto:demi.brouwer@jcs.tas.edu.au">demi.brouwer@jcs.tas.edu.au</a>                       |
|                                | Mrs SJ Groenewold<br><a href="mailto:sarah-jane.groenewold@jcs.tas.edu.au">sarah-jane.groenewold@jcs.tas.edu.au</a> |
|                                | Mrs K Heys<br><a href="mailto:heysk@jcs.tas.edu.au">heysk@jcs.tas.edu.au</a>  |
| Resource Centre Aide (Library) | Mrs W Veldhuis<br><a href="mailto:veldhuisw@jcs.tas.edu.au">veldhuisw@jcs.tas.edu.au</a>                            |

### 33 HIGH SCHOOL SUBJECT TEACHERS 2021

|   |  |
|---|--|
| D Coote   | Health & Physical Education  |
| G Brouwer   | Bible Knowledge<br>Geography/History<br>Woodwork<br>LOTE (French)              |
| J Bredenhof   | English<br>Geography/History<br>Church History<br>Creative Writing<br>Commerce |
| L Huizinga  | Digital Technology<br>Mathematics<br>Science<br>Science Extended<br>STEM       |
| K Heys  | Music<br>Food Studies / Textiles   |
| D Plug  | Art<br>Drama<br>Church History   |
| Other community members may be assisting with the delivery of short courses or units within subjects. |  |