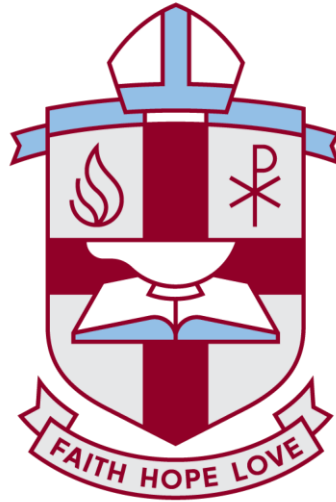




John Septimus Roe

ANGLICAN COMMUNITY SCHOOL

PARENT HANDBOOK

INTRODUCTION

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

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

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

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

A handwritten signature in black ink, appearing to read 'JB', with a long horizontal stroke extending to the right.

Jason Bartell
PRINCIPAL

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JOHN SEPTIMUS ROE ANGLICAN COMMUNITY SCHOOL

John Septimus Roe Anglican Community School was established by the Anglican Schools Commission Inc in 1990, and opened in 1992. The School works within the broad parameters set by the Commission and caters for students from Pre-Kindergarten to Year 12. John Septimus Roe Anglican Community School is referred to as JSR.

ANGLICAN SCHOOLS COMMISSION (INC)

The Anglican Schools Commission (Inc), trading as AngliSchools, is responsible to the Perth Diocesan Council for the operation of the AngliSchools schools. Presently there are 15 schools who are members of the AngliSchools community [AngliSchools](#)

AngliSchools is also responsible more generally, for promoting worship and faith education in all Anglican schools in the Diocese and other West Australian Dioceses if asked.

SCHOOL COUNCIL

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

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

MANAGEMENT

To view the management structure for the School please click  [School Policies - Parent](#)

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

FINANCES

The Anglican Schools Commission Inc., trading as AngliSchools, is an incorporated body and is the legal employer of all staff employed at JSR.

The School operates on a budget approved by AngliSchools each year.

The School Council has responsibility for formulating and managing the budget.
The School is funded from three main income sources:

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

MISSION STATEMENT

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

OUR VISION

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

OUR VISION STATEMENT

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

OUR VIRTUES

Faith: Faith in Christ. Faith in each other. Faith in ourselves to make a difference.

Hope: Hope in Christ. Hope for each other. Hope for a better future.

Love: Love for Christ. Love for each other. Love that knows no boundaries.

OUR VALUES

Faith: Living our Anglican identity and teaching Gospel Values.

Inclusion: Promoting diversity, celebrating difference, welcoming all.

Respect: Compassionately respecting self, others and the world.

Excellence: Pursuing high personal standards in all endeavours.

SCHOOL ETHOS

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

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

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

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

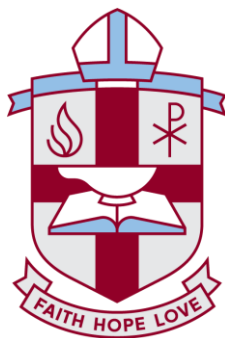
CHRISTIAN EMPHASIS

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

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

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

THE CREST



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

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

Bible: the basis of our belief and values

Oil Lamp: representing light and knowledge

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

MOTTO

"Faith, Hope and Love"

Taken from 1 Corinthians Chapter 13 Verse 13.

SCHOOL PRAYER

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

THE LORD'S PRAYER

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

SCHOOL CREED

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

SCHOOL HYMN "In Faith and Hope and Love"

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

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

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

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

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

CHAPLAINCY AT JSR

With a population of over 1780 students and 282 staff, the spiritual and pastoral needs of the school community are often great and always varied. The Chaplains are involved in the development and delivery of the Religious Education Curriculum and are Priests to the School Community with the responsibility of pastoral care by way of spiritual and personal counselling, leading the community in worship and arranging liturgies for various occasions.

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

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

PARENTS & FRIENDS ASSOCIATION

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

VOLUNTARY SERVICES

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

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

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

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

SECTORS OF THE SCHOOL

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

There are two Associate Principals Primary who are responsible for the oversight of the Primary section of the School. Each Associate Principal has a particular responsibility for the early years from Pre-Kindergarten to Year 1, or for Years 2 to Year 6. Associate Principals are supported by a Director of Early Childhood, Director of Pastoral Care and Director of Teaching and Learning.

Many facilities in the School are shared by Primary, Middle and Senior students and staff. The Primary School students participate in specialist areas including Art, Dance, Drama, Languages (Chinese or Indonesian), Digital Technologies, Music, Physical Education and Religious Education.

Primary parents wanting to make an appointment with their child's teacher should request this using the Student Diary. While parents who pick up their children from School may have brief contact with the class teacher at the classroom, they need to be conscious that this is not the time for extended discussion about their child.

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

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

In Years 7 to 9, students undertake a programme of study that consists of core subjects (Religious Studies, English, Mathematics, Science, Humanities and Social Sciences, Health Education, and Physical Education) and specialist subjects. The specialist subjects may vary slightly from year to year, but generally include

Languages, Art, Dance, Drama, Design and Technology, Media, Music, Food and Digital Technology, The Rite Journey, and Trailblazer. In Year 9, additional electives are also available, including the Basketball Program and Outdoor Education.

The classes at Years 7, 8 and 9 levels are generally heterogeneous. Some grouping of students according to academic performance begins in Year 8. Contact with a member of the Middle School staff can be made by calling the School Office. Your call will be directed to the appropriate person's voicemail.

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

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

In Year 10, students undertake a programme of study, which consists of core (English, Humanities and Social Sciences, Mathematics, Science, Health Education, Physical Education and Religious Studies) and specialist courses. The specialist courses may vary slightly from year to year, but generally include Accounting and Business, Applied Information Technology, Children and Family Studies, Chinese, Computer Science, Dance, Drama, Engineering Studies, Indonesian, Materials Design and Technology Wood and Metal, Marine Science, Media, Music, Outdoor Education, Physical Education Studies, Science Project, Specialist Basketball and Visual Art. The most up-to-date list can be found at the Year 10 link below.

In Year 10, students are grouped by levels of academic achievement for English, Humanities and Social Sciences, Mathematics, and Science. Further details regarding the Year 10 curriculum can be found on the School website at [Year 10 – My Year to Explore](#)

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

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

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

Further details of pathways and all Year 11 and 12 courses can be found in the Year 11 and 12 Course Handbook on the school website at [Year 11 and 12 – Course Handbook](#). Pathway and course selection is based on post-school destination plans, as well as academic ability, interests and potential for success.

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

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

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

Students in Years 10, 11 and 12 and their parents are encouraged to attend the respective parent/student

information nights held throughout the year to assist them with understanding the process for selecting subjects for the Secondary Years of Schooling.

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

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

The Learning Support Team acknowledges the diverse needs of members of the JSR community and is active in developing and implementing inclusive support responses for students at this School.

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

ORGANISATION OF PASTORAL CARE

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

In the Primary section of the School, the class teacher is the PCG tutor. Students from each of the six Houses are mixed in each class but may join or work in House groups during Physical Education or other lessons. Students compete in House groups for sporting carnivals, musical festivals and may operate in house groups for incursions/excursions or various other school events.

At Secondary level, the students in each House are organised into Pastoral Care Groups. Each group is led by a Pastoral Care Group (PCG) Tutor. In the normal course of events, students will be in the same Pastoral Care Group, and where possible, depending on staffing changes, with the same PCG Tutor, for their Secondary School journey from Year 7 to Year 12. The Pastoral Care Group Tutors are supported by a Year Coordinator, who oversees the Pastoral Care of students in their assigned year level.

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

CO-CURRICULAR ACTIVITIES

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

The School seeks to promote excellence in a range of activities including sport, music, art, drama and various clubs. These pursuits must be coordinated, and one should not be developed at the expense of the others. Furthermore, children who would seek to benefit from the School without seeking to contribute to its life, limit themselves to a narrow passage through the School. Most students should attempt to participate in at least one co-curricular activity every year.

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

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

- Sporting Teams
- Band/Orchestra
- Cadets (Emergency Services, Bush Rangers and River Rangers)
- Choir
- Dance

- Drama
- Swimming, Athletics and Cross Country
- Running club (300 club)
- Other School activities which entail extended commitment of time and effort

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

A range of co-curricular activities is available and advertised throughout the year, for Primary and Secondary students.

In Primary, there are a range of co-curricular activities on offer which are published on the JSR website. This will include the applicable year level/s, day and time of the week.

SCHOOL EXPECTATIONS REGARDING BEHAVIOUR

JSR seeks to provide a caring and co-operative environment.

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

At JSR everyone has responsibilities and rights:

Responsibilities:

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

Rights:

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

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

BULLYING AND HARASSMENT

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

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

JSR does not tolerate bullying or harassment. Respect for others is expected.

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

SCHOOL DRUG & ALCOHOL POLICY

Introduction

The Drug Policy has been established to:

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

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

DISPUTE AND COMPLAINTS RESOLUTION

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

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

For example, if a parent considers that a matter has not been dealt with effectively by a class teacher, a

complaint in writing, detailing the basis of the complaint should be made to the relevant Head of Department (Secondary) or relevant Director of Early Years, Pastoral Care or Teaching and Learning (Primary), whose task it is to deal with the matter, to keep a record of the action taken and to report the matter to the relevant Associate Principal.

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

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

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

The Director General

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

ANGLISCHOOLS DISPUTE AND COMPLAINT RESOLUTION POLICY AND PROCEDURES

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

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

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

ABSENCE FROM SCHOOL – PK-12

The School requires:

- a) For an absence, please log your child's absence using the JSR SchoolApp, SEQTA Absences or send an email to Student Administration - studentadmin@jsracs.wa.edu.au before the absence is required.
- b) Absence from a sporting fixture or carnival or any other official School function is treated as an absence from School. A note must be forwarded to the Principal stating the reason why the student is unable to attend.
- c) Holidays – parents should plan family holidays for the end of term holiday periods **and not during school term time**.

Late Arrival at School

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

Students arriving late after 8.45am **MUST** present a signed late note from their parent/guardian at Student Administration, notification via the [JSR School App](#), SEQTA Absences via the Parent Portal or an email must be sent to studentadmin@jsracs.wa.edu.au prior to 8.40am, and then the student will receive a late pass which they present to the class teacher. The only exception to this is if one of the school buses arrive late. Late arrivals to class are disruptive and should be avoided.

Special Leave

If a student has an appointment where they need to leave School early, notification via the [JSR School App](#), SEQTA Absences via the Parent Portal or an email sent to studentadmin@jsracs.wa.edu.au prior to 8.40am. The student will then be given a Special Leave Pass (pink slip), which is used to be excused from class at the time indicated on the pass and wait at Student Administration.

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

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

For students in Pre-Kindergarten and Kindergarten, parents must register their child's departure at the Early Learning Centre Administration by obtaining a pink leave slip and then collecting their child from the class. Families with children across both phases of primary should collect all siblings at the Early Learning Centre.

Illness or Injury

When students are ill and cannot attend School, parents/guardians must notify the School via the JSR School App, SEQTA Absences or emailing (studentadmin@jsracs.wa.edu.au) before 8.40am.

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

Primary students who become ill during the school day and cannot continue in class are taken to either ELC or Primary Admin to be monitored and parents are contacted to collect the student if necessary.

Secondary students who become ill during the school day and cannot continue in class are taken to the Health Centre and parents are contacted to collect the student immediately. Please note that the Health Centre staff will contact the parent/guardian, and under no circumstances should students be contacting parents/guardians themselves to arrange to be picked up.

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

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

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

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

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

ACCIDENT INSURANCE

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

ASSESSMENT POLICY

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

BEHAVIOUR OUTSIDE THE SCHOOL

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

BICYCLES

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

eRIDABLES

eRidables and eBikes are not permitted on school grounds by students under 16 years old. Any student over 16 who chooses to use eRidables to get to school, must comply with WA road safety laws e.g. wear a helmet and wheel it only, not ride it on school grounds. eRidables are not to be charged on school grounds and the school does not take any responsibility for them on our premises. For more information, please see the attached flyer from AngliSchools [AS-eScooters-Brochure-v1.pdf](#)

BOOKS AND STATIONERY

Booklists relevant to your child are emailed in early November to parents of students who will be commencing Years 7 – 12 and are available to view on SEQTA Engage. Books will be available from the supplier indicated. Some of the items may be available at a lower price at the large supermarkets. Parents are welcome to shop around to purchase items at the best price – including purchasing second-hand books. The School does not have its own bookshop. Books and stationery for Kindergarten to Year 6 students are purchased in bulk by the School and charged to the family's school fee account.

BUS ROUTES

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

BYOD PROGRAMME

- Year 10 – 12 students are required to BYOD
- Kindergarten to Year 9 students at JSR will be provided with school-owned devices (KG to Year 2 shared iPad devices and Year 6, 7, 8 and 9 students 1:1 school-owned Laptop).
- Years 3, 4 and 5 students will have access to 1:1 school-owned iPad devices.

General Use Specifications		Specialised Subjects (see FAQ attached)
Minimum	Desirable For those looking to purchase a new Laptop the following specifications are	Desirable

		desirable	
Processor	Intel Core i3/AMD Ryzen 3 or higher.	Intel Core i5/AMD Ryzen 5 or higher. Apple M2/M3/M4.	Intel Core i7/AMD Ryzen 7 or higher. Apple M4 or higher.
RAM	8GB	16GB or higher.	16GB or higher.
Operating System	Windows 11 OR MacOS Sequoia (version 15 or later).	MacOS Sequoia (version 15 or later)	Windows 11 OR MacOS Sequoia (version 15 or later)
Battery Life	6 hours.	8 hours.	8 hours.
Wireless	Wifi 5 802.11 ac	Wifi 6 802.11 ax	Wifi 6 802.11 ax
Screen Size	13"+	13"+	13"+
Hard Drive Capacity	120GB or higher.	256GB or higher.	512GB or higher.
External Port	USB-A* Audio Out.	USB-A* Audio Out.	USB-A* Audio Out.
iPad	iPad 9th Gen 64Gb or higher. iPadOS 18 or higher.	iPad 11 th Gen 128Gb or higher. iPadOS 18 or higher.	iPad Air M3 128Gb or higher. iPadOS 18 or higher.

Frequently Asked Questions

What do I need to consider when purchasing a device?	<i>Outside of the minimum specification, size and weight. You may also want to consider a touch screen option. Please review the after-sale service options. Please also consider any insurance options there may be. We also strongly recommend the purchase of a bag. A cover for the device may also be helpful to mitigate any damage.</i>
Why should I consider a laptop?	<i>In Senior Secondary, students are increasingly required to produce more sophisticated and complex content using a broad range of functions found in applications installed on a computer. In addition, they need to type large amounts of text. A device with a keyboard is preferable to many students for this. The iPad was designed as a personal device, is great for accessing content and producing more simple content, often utilizing slimmed down versions of the applications found on computer systems.</i>
What brand or model do I buy?	<i>This is a personal choice.</i>
Why are parents given free choice over what and where they purchase the device?	<i>This enables parents to seek the best deal for their purchase. They may also seek to finance the laptop through their own chosen vendor.</i>

What support will the school offer in terms of help?	As it currently stands, we will ensure students have an account to access the school's network. Our students all have access to free Microsoft Office License as part of this account. No assistance can be provided for laptops that do not meet our minimum specifications. However, we will attempt to diagnose any faults and recommend a course of action to all students.
Will I be able to install Office365 for free?	Yes. Students at JSR, once they commence, will be able to install Office365 on their BYO Device. This can also be installed free of charge on your home computer. Once students commence school, they will be given further details including their Username and Network Password.
Do I need anti-virus software?	Yes. Avast is an example of a free program. There are also commercially available options.
How do I care for the device?	This is the responsibility of the students. Students are reminded that they need to bring their device to school fully charged. Devices should be clearly labelled.
Repairs and Maintenance	This is the responsibility of the students and parents. Speak to your vendor about these options. Some vendors offer a pickup service.
When can I purchase a laptop?	All Year 10-12 students and parents are permitted to purchase a laptop at any time they choose. Once a purchase is made, students are required to pick up a BYOD form from the IT Help desk, complete it, get it signed by parents, and return it to the help desk.
Why do we specify minimum specifications?	This ensures the devices have capacity to run all of the software now and into the near future. Students interested in ICT, Media or Art, may wish to purchase computers with greater specification. (See grey highlighted section in the table on the previous page).
What additional hardware will I need to provide?	All students are required to have a set of earphones.
Who should I see if I have any queries about BYOD?	Students can go to the IT Support Help Desk in the ICT Department.

CAFETERIA/CANTEEN

The School Cafeteria and Canteen are open every day, unless notified-

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

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

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

Middle and Senior School students using the Cafeteria – Yr7-12 there is no pre-ordering for recess or lunch. It is self-service only in the Cafeteria. Only Senior students (Year 11 & 12) may use the Meet'N'Eat Café during recess and lunch.

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

Awareness of Nuts (Peanuts and tree nuts):

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

- The Cafeteria/Canteens do not sell peanut paste rolls, sandwiches or any other products containing peanuts.
- The Cafeteria/Canteens are to be kept informed about those students who the School has been advised have peanut allergies.

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

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

CARS IN THE SCHOOL GROUNDS

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

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

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

CHANGE OF CONTACT DETAILS

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

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

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

CONTACTING YOUR CHILD'S TEACHER

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

CLOTHING

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

DANGEROUS ITEMS

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

PRIMARY DETENTIONS Year 2–6

For a minor breach of school playground rules in Primary, a child may be asked to remain with the duty teacher or sit out from an activity for a period of time. For more serious breaches of these rules, a child may be issued with a lunchtime detention. A consistent approach to behaviour management is followed in Primary classrooms to support students to actively engage in their learning and respect the learning of others. Students who are engaging in ongoing poor choices in class and receive their fourth formal warning, will receive a lunchtime detention.

Detention will take place during lunchtimes and students and parents will be provided one day's notice of a detention. Repeated detentions may result in an after-school detention which will run from 3.20–4.20pm on Wednesdays. Parents and students will be given a minimum of 48 hours' notice of the need for their child to attend an after-school detention. Parents will be requested to attend a meeting with the Director of Pastoral Care should a child receive an after-school detention.

SECONDARY DETENTIONS Years 7–12

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

Detentions are run after school on a Wednesday, starting at 3.30pm and usually finishing at 4.20pm. Students who do not attend detention without a valid reason may be placed on in-school suspension the next day and will still be required to complete the missed detention the following Wednesday afternoon.

DIARY

Each student in Years Pre-Kindy to Year 7 will be assigned a diary. The diary is an excellent means of communication between home and School as well as a record of homework, assignments and events throughout each week. Year 8 to 12 students are not issued with a school diary and are encouraged to use the Calendar in Outlook to organise and manage their school commitments and home study. Alternatively, students may purchase a JSR Diary for \$20 from Main Reception. Parents and Teachers are welcome to comment in the diary. Parents and staff are also encouraged to sign the diary at least once a week to ensure communication is regular. A replacement for lost or damaged diaries can be purchased from Main Reception. A replacement diary for years Pre-Kindy to Year 1 is \$7.00 and \$20 for Years 2 to 12.

EXCURSIONS

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

FUNCTIONS FOR NEW PARENTS

The School holds various functions for new parents to assist them to develop knowledge of the school operation in relation to their child. Dates for these events will be advised by email and or School App to parents. It is essential that parents provide their current email address to the school, and update this if the details change via Consent2Go.

FEES

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

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

SECONDARY ASSISTANCE SCHEME

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

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

Parents or legal guardians may obtain further information and an application form from the School

Office. Applications for the above close each year at the end of Term 1. HEAD LICE

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

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

HOMEWORK AND STUDY

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

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

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

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

Primary School

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

Middle School

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

Senior School

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

ICT AND LIBRARY SERVICES**ICT HELP DESK**

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

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

ICT Help Desk Hours of Operation – 8.00am – 4.00pm
The ICT Help Desk is closed to students during PCG 2.

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

LIBRARIES

The Library provides students with access to fiction and non-fiction books, a place to study and associated services such as printing, photocopying, laminating and binding.

Library Hours:

8:15am – 3:00pm, on Monday, 8:15am – 4:00pm on Tuesday to Thursday – Primary

7:30am – 5:30pm, Monday to Thursday and 7:30am – 4:00pm Friday for Secondary students for study purposes, homework or reading (**not games**).

Borrowing for students in Pre Kindy – Year 1

1 item at a time for one-week loan.

Resources must be carried in a JSR library bag.

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

Borrowing for students in Years 2

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

Resources must be carried in a JSR library bag.

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

Borrowing for students in Years 3 – 6

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

Resources must be carried in a JSR library bag.

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

Borrowing for students in Years 7 – 12

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

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

Resources for high demand topics may be restricted.

Lost Resources

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

Rules of the Library

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

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

Photocopying and Printing

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

Colour printing is available at 20c per A4 page and 40c per A3 page. Students can access colour printing by debiting their student Smartrider card. No cash printing is possible. Money for printing can be loaded

on Student ID Cards at the Administration Office.

LOCKERS – (Years 6– 12)

All students in Years 6 – 12 are allocated a locker and code to lock it. The student is responsible for the locker and ensuring the code is kept secret.

Lockers may only be accessed before the start of the school day, at recess and lunchtime and the end of the school day. Students are not permitted to go to lockers during class times or between classes. The exception to this is when students have a course requiring them to change clothes, for example, Physical Education, Hospitality and Dance, students may then go to lockers between classes to collect their change of uniform.

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

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

LOCKERS – Music

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

LOST PROPERTY

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

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

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

Confiscation of Property

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

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

Mobile phones used or that are visible at School will be confiscated by a staff member. Confiscated mobiles are collected from their relevant student Admin at the end of the school day it was confiscated. Please click ☐ [School Policies - Parent](#) to view the School's Mobile Phone Policy.

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

MEDIC ALERT AND MEDICAL EMERGENCY RESPONSE PLANS – To be updated yearly

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

If the condition is life-threatening, the parent/guardian is to provide an **Action Plan from a doctor at the**

start of each year. The necessary information will be distributed to the appropriate staff. The School strongly advises that the student wear a registered Medic Alert bracelet while at School or any School associated function. The School is continually updating the register of students requiring Medic Alert status. It is critical that the information the School has regarding your child is current and relevant. Please ensure you update your child's medical details in Consent2Go if the medical status of your child changes.

OUT OF SCHOOL CARE PROGRAMME

This programme is operated by the School for any students in Pre-Kindergarten to Year 6. There are three components:

- **Before School Care** - 7.00am – 8.30am each weekday (each student school day)
- **After School Care** - 2:40pm – 6.00pm (Monday) and 3:20pm – 6pm (Tuesday-Friday)
- **Vacation Care** - 7.00am – 6.00pm each weekday (operates during all student school holidays except the defined Christmas/New Year and Public holidays break).

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

DAILY NOTICES

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

REPORTING TO PARENTS

Kindergarten to Year 6

Formal reports are uploaded to SEQTA Engage at the end of Semesters 1 and 2. Parents have the opportunity to meet with teachers to review student progress, as well as opportunities to view student work across the range of learning areas through parent/student interactive evenings, as well as performance-based occasions. Feedback is provided to students and parents throughout the year and across the range of subject areas via SEQTA Engage. Scheduled interviews with parents are held during Term One, and again at the start of Semester Two but parents and teachers may request interviews at any time throughout the year should any concerns arise.

Years 7 – 12

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

SCHOOL APP

The JSR app is the most convenient way for parents and caregivers to access information about events and daily activities at the school. The information on the app is always up to date and can be tailored to provide you with alerts and information specific to your child's Year Group and Co-Curricular activities. The App is available for iPhones, iPads and Android devices - [JSR School App](#)

SCHOOL COLOURS AND HONOURS

Colours and Honours provide formal recognition of the significant contribution that individual students make to JSR.

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

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

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

in that particular activity.

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

SCHOOL DAY

The normal school day is:

Pre-Kindergarten	8.45am - 11.55am	Tuesday- Thursday
	12.10pm - 3.20pm	Tuesday- Thursday
	8.45am - 3.20pm	Tuesday- Thursday
K – Year 6	8.45am - 2.40pm	Monday
	8.45am - 3.20pm	Tuesday - Friday
	10.55am - 11.15pm	Recess
	1.05 pm - 1.45pm	Lunch - Monday
	12.40pm - 1.20pm	Lunch - Tuesday-Friday
Secondary	8.45am - 2.40pm	Monday
	8.45am - 3.20pm	Tuesday - Friday
	10.55am - 11.15pm	Recess
	1.05pm - 1.45pm	Lunch - Monday
	12.40pm - 1.20pm	Lunch - Tuesday-Friday

SCHOOL CALENDAR

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

SCHOOL HOURS AND SUPERVISION OF STUDENTS

Primary and Secondary classes start at 8:45am and finish at 2:40pm (Monday) and 3:20pm (Tuesday – Friday).

Early Arrival/Late Pick-Up

General supervision of students is provided only from 8:25am to 3.00pm Mondays and 8:25am to 3.40pm Tuesday – Friday. Students should not arrive at school before 8:25am, unless they plan to visit the School Library, which opens at 7:30am Monday – Friday for Secondary students and 8.15am Monday – Thursday for Primary students.

Students should leave as close to dismissal time as possible. The School does not take responsibility for students' activities on school property outside these hours. For the safety of all students, we ask parents to ensure that children do not enter or stay on school grounds outside the specified times.

If Primary-aged children have not been collected by 3.40pm, students will be taken to their appropriate Student Administration Office (2-6 Primary) or (Kindy – Year 1 ELC) and parents will be contacted. Older siblings of Kindy – Year 1 students will be taken to the ELC. Students will be under the supervision of a Primary Director at this time. Please note these offices close at 4pm. The late collection of students should only occur in rare instances and in the case of an emergency situation. If you are aware you will be late, please contact Administration who will inform the relevant Director or staff member. Parents are asked to assist in this matter, in the interest of student safety, by ensuring students do not enter or remain in the precincts of the School outside the stipulated times. Special arrangements for the supervision of students will be made in relation to authorised School activities that require student attendance at the School outside the normal School hours, e.g. sports, co-curricular, detentions, etc.

STUDENT ADMINISTRATION OFFICES

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

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

Parents of Primary students should report to Primary Student Administration which is located in the Primary School building, or the Early Learning Centre.

SCHOOL OFFICE

The School Office location and office hours is as follows:

Cnr Boyare and Mirrabooka Avenues, Mirrabooka

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

Hours during term time: 8.00am – 4.30pm

Hours during School holidays: 9.00am – 4.00pm

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

SCHOOL UNIFORM SHOP

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

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

Uniforms can be ordered online via www.tarauniforms.com.au or by telephoning 0481 985 322 during opening hours.

School holiday opening times are advertised on the School's website. The Uniform Shop can be contacted on 0481 985 322 during opening hours. Uniform Shop information sheets and price lists can be obtained at any time from the Administration Office, the Uniform Shop or the School website [School Uniforms](#).

SCHOOL RULES (GENERAL)

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

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

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

Daily Routines:

1. Students are to line up quietly outside of the classroom at the start of a class until told to enter the room by a teacher.
2. Classrooms are out of bounds to students during recess and lunch times, except when given specific permission by a teacher (who will stay in the room with them).
3. Food and drink may only be consumed outside of classrooms, and only in designated areas. (Students have permission to bring personal water bottles into class, and to drink water from their own bottle).
4. Year 6-12 students are only permitted to go to their lockers before school, at recess, lunch and the

- end of school.
5. Bags are not permitted in the Library during school hours. Only students doing private study before or after School are permitted to bring their school bag into the Library.
 6. Students are not permitted to run or play chasing games or ball games in the building areas or on the pathways for safety reasons. Running and ball games must take place on the school ovals, courts and other areas set aside for these purposes. Ball games may only be played in the areas provided, i.e. on the ovals and hard courts. Grassed areas around the School are not to be used as thoroughfares between classes, though students may sit on the lawns during recess and lunch. When moving about the School, staff and students are to keep to the paths.
 7. Litter must be placed in the bins provided. Students are required to leave benches and the areas where they have been sitting or playing, free of litter particularly after recess and lunch break.
 8. Students are not to go into any area that is out of bounds. These designated areas are drawn to the attention of students and may change from time to time. Primary Class Teachers and Secondary PCG Tutors will notify students of any changes.
 9. The only visitors permitted on the school grounds are those who have an appointment for official school business. All visitors (other than parents collecting or dropping off students or attending an assembly) must wear a visitor's identification label. Visitors to the Primary area are to sign in at the Early Learning or Primary Student Administration, all other visitors to the campus are to sign in at Main Reception.
 10. Students who cycle to School MUST wear an approved safety helmet and park their bicycles in the bike racks. They are not permitted to ride them on school grounds and must walk once they are on school. Bicycles should be chained for security. The School does not insure bicycles against theft or damage. eScooters and eRideables are not permitted on school grounds.
 11. Bicycles must be padlocked in an approved bicycle rack.
 12. Students may not park on school premises. In exceptional cases, they may apply for a temporary permit from the Senior School Director of Pastoral Care.
 13. Students catching buses must line up in an orderly manner in the assigned areas.
 14. All personal belongings including books and other equipment are to be kept in lockers. School bags should be inside lockers and left there throughout the school day. School bags are not to be taken to classes unless a student requires a change of clothes for a particular class.
 15. Money and valuables are not to be left in lockers overnight. The School is not responsible for the theft of valuables from lockers. Valuables should remain at home.
 16. Electronic games, laser pointers, skateboards and other similar toys or electronic equipment must not be brought to School, unless associated with a class activity and specific permission, accompanied by a note, has been given by a teacher.
 17. All breakages and damage to school property must be reported to the duty teacher immediately.
 18. Chewing gum is not permitted.
 19. Liquid paper and whiteout pens are not permitted.
 20. Thick felt tip pens and markers are not to be brought to School. Where needed in art, they will be provided by the class teacher. They may not be used outside of the art area.
 21. All items of school uniform and equipment should be marked with the full name of the student.
 22. Graffiti is not permitted on school premises and includes any part of the school uniform, including the school cap, student diary and school bag.
 23. Students are required to wear a school hat at all times when they are in uniform and exposed to the sun for extended periods.
 24. Students must wear their uniform correctly, and must observe all rules regarding school bags, jewellery, hair, make-up, nail polish, shoes and socks. (See Uniform Requirements [Uniform Guidelines](#))
 25. The use of mobile phones by students is not permitted during the School day. To clarify our position, please refer to the School's Mobile Phone policy.

MOBILE PHONE POLICY

Please click  [School Policies - Parent to view the School's Mobile Phone Policy.](#)

SCHOOL TRAFFIC ROUTES

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

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

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

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

Details of the traffic routes are shown [JSR Traffic Flow](#)

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

ACCESS TO ADMINISTRATION

Parents wishing to visit the Administration Building should use the Main Boyare Avenue entrance and use the visitor's bays (near the Administration Building) marked for this purpose. There are two specifically labelled Disabled Bays for those with the relevant permits to use in front of the Uniform Shop. **Parents must not park in this area waiting to collect their children prior to the end of the school day and between the peak period of 3.20pm and 4.00pm, nor encourage their children to wait to be picked up from this area.**

SET DOWN AND COLLECTION OF STUDENTS

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

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

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

All students must be set down from

- **Monday – 8.25am but before 8.40am and collected by 3.00pm.**
- **Tuesday – Friday 8.25am but before 8.40am and collected by 3.40pm.**

If Primary-aged children have not been collected by 3.40pm, students will be taken to their appropriate Student Administration Office (Kindy – Year 1 ELC) or (2–6 Primary) and parents will be contacted. Older siblings of Kindy – Year 1 students will be taken to the ELC.

Late Collections

Late collections after 3:40pm should be avoided, however should a late collection be required due to unforeseen circumstances, please follow the procedures below.

Pre-Kindergarten and Kindergarten

Special parking bays have been arranged for Pre-Kindergarten and Kindergarten student set down and collection in the Vietnamese Church car park next to the School in Thyme Court and in the unmarked bays parallel to Boyare Avenue or available in the Early Learning Centre carpark. **These parking bays are for parents with Pre-Kindy or Kindy children only.**

Primary Students

Collection of Primary students after 3.00pm on Mondays or 3:40pm Tuesday – Friday, should occur from the Early Learning Centre (ELC) Admin for Pre-Kindy to Year 1 and from the Primary Admin Office Years 2–6. These offices close at 4:00pm. For these late collections parents may park in the car park adjacent to Boyare Ave.

Secondary Students

Collection of students after 3.00pm on Mondays or 4:00pm Tuesday – Friday is to occur via the main

entrance gates on Boyare Avenue with parking available in front of the Administration Building or Middle School Learning Street. At no time should students be dropped off or picked up on the roundabout.

Out of School Care (OSC)

Collection of students from Out of School care is to occur via the Thyme Court entrance gates to the Early Learning Centre.

SCHOOL UNIFORM AND PERSONAL PRESENTATION

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

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

Casual Dress Days

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

Excursions

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

School Uniform Requirements

Please click [here](#) to view all of the School uniform requirements.

SUN PROTECTION POLICY

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

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

STUDENT ATTENDANCE AT WHOLE SCHOOL EVENTS

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

STUDENT COUNCIL

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

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

STUDENT IDENTITY CARD / SMARTRIDER CARD

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

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

- Travel on West Coast Bus Charters buses preloaded by parent via the RollCall APP
- Transperth concession travel

How to put money on your Smartrider

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

You can also organise an Autoload which debits your account automatically once the card goes below a certain value. It also entitles you to 20% discount on your bus fares. You can access the information by going to: <http://www.transperth.wa.gov.au/smartrider/using-smartrider/add-value-methods>

How to use your Smartrider for Transperth travel

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

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

Please **do not** load money on the card for the Cafeteria / Canteens / Café / Colour Printing / West Coast Bus Charter using the BPay code. Funds can only be loaded via the steps below.

CAFETERIA/CANTEEN, CAFÉ and COLOUR PRINTING

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

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

Card Replacement

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

WEST COAST BUS CHARTERS BUS TRAVEL

The School contracts West Coast Bus Charter (WCBC) to provide bus services to and from Ellenbrook, Dianella, Northern Suburbs, Bayswater and Beechboro. See here for the link to the timetable [Bus Timetable](#).

Students new to the School will be issued with a Smartrider card. Parents will be emailed a link to set up the RollCall Parent App to manage funds for the use of this service. This app will be a valuable tool for you to stay informed about your child's bus service and ensure their safe transportation to and from school.

STUDENT WELFARE

The School Psychologist and Social Worker help with learning and other difficulties. The Psychologist or Social Worker can be contacted through the School Office.

TERM DATES

The term dates and other significant dates in the school year will be included with information published early in the year to parents and also on the School Website – [Term Dates](#)