



Saint Stephen's College

Prep to Year 6

# Junior College

Information Handbook

2022

Developing character,  
inspiring hope

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# WHAT IS THE JUNIOR COLLEGE?

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The Junior College is made up of students from Prep through to Year 6 and is divided into two programs:

- Foundations Program (Prep to Year 3)
- Consolidations Program (Years 4 to 6)

## Prep to Year 6 Administration Office

This office is located in the breezeway tunnel which runs through the ground floor of the QE building. In this office you will find the following staff:

Dean of Junior College .....	Leith Biggs
Assistant Dean of Junior College .....	Katrina McLachlan
Head of Students   Foundations Program .....	Katrina Riley
Head of Students   Consolidations Program .....	Jane Couché
Prep to Year 6 Administration Officers .....	Karen Ball
Prep to Year 6 Administration Officers (Wednesday to Friday) .....	Linda Hall

## The Daily Timetable

7.55am .....	Staff on duty in selected playgrounds
8.15am.....	Bell to move to classrooms
8.20am .....	Roll call and start of day (Period 1)
10.35am to 11am .....	Break 1
1pm to 1.45pm.....	Break 2
2.50pm .....	Prep finish
3.05pm .....	Years 1 to 6 finish

## Supervision in the iCentre from 7am

No need to book.

## After School Care

Telephone: ..... 07 5573 8647

Email: ..... oshc@ssc.qld.edu.au

## After School Care Hours

After School Care: ..... 3pm - 6pm

Vacation Care: ..... 7am - 6pm

Pupil Free Days: ..... 7am - 6pm

Public Holidays: ..... Closed

Christmas Period: ..... Closed for two weeks during this time.

# JUNIOR COLLEGE PROGRAMS

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## The Foundations Program – Prep to Year 3



It is widely accepted that the early years of learning are among the most significant periods of growth for children. Experiences during this time not only affect cognitive, social and physical development, but deeply influence dispositions to learning and children's views of themselves as learners.

At Saint Stephen's College, our Foundations Program prepares children for their ongoing years of schooling, with the aim of instilling in them a love of learning!

In the Foundations Program, we believe firmly in the following principles:

- Children are capable and competent and have been learning since birth;
- Children build deep understandings when they learn through all senses and are offered choice in their learning experiences;
- Children learn best through interactions, active exploration, experimentation and by representing their learning through a variety of modes;
- Children's positive dispositions to learning, and to themselves as learners, are essential for success in school and beyond;



- Children learn best in environments where there are supportive relationships among all partners in the learning community;
- Learning experiences are most effective when they recognise, value and build upon the cultural and social experiences of children;
- Building continuity of learning as children move through school provides a solid foundation for their future success.

Children in Prep to Year 3 participate in a variety of learning experiences and host many events throughout the year. Children in Year 3 participate in the Year 3 Sleepover in preparation for the camps that are scheduled in Years 4 to 6.

## The Consolidations Program – Years 4 to 6



The Consolidations Program focuses on the care and education of students in Years 4, 5 and 6. The program has been established to build upon the Foundations Program of Prep to Year 3, to develop confidence, responsibility and independence in learning, leading to a smooth transition into the Connections Program of Years 7 and 8 within the College.

The Consolidations Program teaching team work collaboratively as a year level. They work closely together to enrich the learning experience for students and to facilitate a supportive, caring and hands-on learning environment.

The aim of the Consolidations Program is to continue to build upon the knowledge, skills and personal attributes the children have developed throughout their foundation years of learning. Literacy and numeracy skills continue to play an important role in the curriculum, along with providing students with exposure to a variety of learning styles and real-life experiences.

Students in Years 4 to 6 have more specialist lessons in their week, to provide a wider range of experiences in the areas of sport and culture. Students enjoy Music, Physical Education, Art, Spanish and Japanese lessons with specialist teachers. All teachers provide a differentiated program to allow for individual learning styles. The needs of students are met with the provision of personalised programs and learning support or extension as required.



All students in Years 4 to 6 participate in a school camp, as well as the interschool competition of APS Sport where they choose a Summer and a Winter sport. The skills and experiences gained from these activities are further developed during their future years at the College.



Students in the Consolidations Program develop further skills in digital technology. All students from Year 5 use their own laptop each day at school and become proficient in their use of OneNote, the Learning Management System as well as various online software and tools. Students are explicitly taught about online safety and the importance of creating a positive digital footprint.

## Curriculum Offerings

Much of the learning that takes place in the Junior College revolves around the Key Learning Areas (KLAs) of English and Mathematics. Each year many new concepts are introduced and practised, with the aim of laying a foundation for each student's future schooling.

Our teaching and learning approaches are based upon the importance of:

- building upon the students' prior knowledge;
- providing many opportunities for the students to learn through all sensory pathways.

Other curriculum areas, including Science, STEAM, HASS (Humanities & Social Sciences), Design and Digital Technology and Religious Education are also explored throughout the year.

Music, Art, Health and Physical Education and Foreign Languages, are taught by specialist teachers. Students in Prep to Year 4 learn Japanese and Spanish. Students then have the opportunity to choose one language to focus on for Year 5 and 6.



## Positive Education

Positive Education brings together the science of positive psychology with best-practice teaching. Saint Stephen's College has a rich history in developing the 'whole' student; academically, socially, spiritually, and emotionally. We have a whole school approach to Positive Education, educating students, staff and the entire school community in evidence-based wellbeing programs to foster an environment that promotes flourishing.

At the core of what we do at Saint Stephen's College, is this continued focus on the wellbeing and the individual success of the children in our care. Through the building of genuine relationships between students, staff and parents, we aim to create an environment where all members of the College community feel they are connected and respected. It is this positive connection with their classroom and school environment that in turn enhances the students' willingness to take positive risks and meet the challenges of their day.

Positive Education philosophies are embedded into our existing pastoral care programs which run from Prep through to Year 12. It is in these targeted Positive Education lessons where we can specifically teach age appropriate life skills designed to establish growth mindsets, mindfulness, signature strengths, increased resilience and positive emotions, all of which support students to flourish in their lives.

Although there is an explicit program which is used to highlight and strengthen the skills and knowledge that students require, it is the implicit or incidental connections upon which we pride ourselves. It is not just the learning and teaching of our wellbeing message but also living it as well, that reinforces to our community that we are real in our commitment to have the personal wellbeing and individual success of the children at the core of what we do.



We believe that raising and educating a child should be the responsibility of the whole community and it is through our positive education framework that this belief turns into action. Working together and communicating effectively are crucial ingredients required for assisting the children to be successful and we look forward to working with each family in the journey ahead.



# IMPORTANT INFORMATION

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## Absences

Parents/guardians must notify the College if a student in Prep to Year 6 will not be attending school. This can be done through various channels listed below, but the College preference is via the App.

The College App enables the Saint Stephen's College community to stay informed with important information and urgent school announcements. It also streamlines the absentee reporting process, enabling parents to alert the College if and when their child is away from school.

### Via the College App (To download the College App please scan below)

#### College App (Apple Tunes)



#### College App (Google Play)



### Via [Parent Lounge](#)

Via Email: [jnrabsentee@ssc.qld.edu.au](mailto:jnrabsentee@ssc.qld.edu.au)

Via Telephone: 07 5573 8673. Parents and carers are required to leave a voice message on the absentee line **prior** to 8.20am.

In the event that your child has been marked absent and the College has not been notified, you will be sent a text message asking you to verify the absence.

***Note: If you receive a text message but believe your child to be at school, please phone the College to confirm that they are present. If your child misses roll call for any reason and no notice has been provided, a text message will be automatically sent.***

## Late Arrivals and Early Departures

If your child is going to be late for school then this must be lodged in the Parent Lounge. Alternatively this communication can be made through the College App or via the absentee line.

If you wish to collect your child before dismissal time, an early email (preferably prior to 8.30am) should be sent to both [jnradmin@ssc.qld.edu.au](mailto:jnradmin@ssc.qld.edu.au) and the class teacher to advise the time you plan to collect your child. You will then collect your child from the Junior Administration Office where you sign the departure sheet prior to leaving campus.

## Extra and Co-Curricular Activities

Saint Stephen's College offers a wide range of Extra and Co-Curricular activities, which contribute greatly to a student's all-round development. Should you be interested in exploring the options offered, Extracurricular Handbooks are available on the College website.

- ***Performing Arts***

Please contact the Performing Arts Department directly on 07 5573 8672 or via email [performingarts@ssc.qld.edu.au](mailto:performingarts@ssc.qld.edu.au)

- ***Sporting***

Please contact the Sports Department on 07 5573 8674 or via email [scurtis@ssc.qld.edu.au](mailto:scurtis@ssc.qld.edu.au)

- ***Other***

For all other activities, please contact the activity coordinator as outlined in the handbook

## Homework

At Saint Stephen's College we believe that homework is an important part of a student's learning. In the Junior College, we aim to support each student to develop effective homework habits in their primary years of education, to assist their learning as they move into the senior years. Nightly home reading is an important aspect of homework for all children in Prep to Year 6.

Our homework policy aims to:

- consolidate classroom learning
- reinforce literacy and numeracy concepts
- develop positive habits for self-directed reading and home study
- develop independent study skills

Homework is a direct means of supporting the home-school partnership by providing parents with opportunities to observe student progress and encourage positive attitudes to education.

## Parent Teacher Interviews and Student Reports

Saint Stephen's College is committed to effective parent, teacher and student communication. Should you at any time wish to speak with your child's class teacher to discuss their progress, whether it be academic, social, emotional or physical, please contact them to arrange a suitable time. Formal Parent Teacher Interviews are conducted, in Terms One and Three. Bookings for these scheduled interviews can be made via the online booking system in Parent Lounge, accessible through the Saint Stephen's College Portal. A Student Report is issued at the end of each semester, Term Two and Four. Events are held throughout the year for parents and carers to come to the College and celebrate their child's learning. We have an open-door policy for parents to visit their child's classroom, and they are most welcome to assist in classroom activities.

## **Lost Property**

Lost property may be claimed from the Junior College Administration Office, or alternatively from Main Administration. Please ensure all property is clearly named.

## **Uniform Policy**

At Saint Stephen's College we encourage students to take pride in their school, and as a part of this we expect students to wear their uniform correctly.

Children in Prep wear the College sports shirt with sports shorts. In the winter months, children can wear the College Prep fleece track top and pants, or they can wear the College sports jacket and sports pants, which are used in older year levels. The uniform is worn with non-fluorescent sports shoes. A College sport bucket hat is worn during outdoor activities, and a house coloured polo shirt is worn on carnival days.

Students in Years 1 to 6 are expected to wear the College day uniform, including their formal hat, with pride to and from school. This means wearing their shorts and skirts at the correct height (and with a belt for shorts in Years 4 to 6), having their shirt tucked in and their correct socks pulled up. School shoes should be fully enclosed upper leather shoes with a low heel and not the ballet or open buckle-and-strap style shoes. They should have non-marking soles. There should be no obvious branding.

The sports uniform for Years 1 to 6 is a College logo rust and navy shirt, College logo navy shorts, College white sports socks, non-fluorescent sports shoes and College logo sports hat. Other shoes, including skate shoes are not appropriate for sport use. Students in the Junior College are permitted to wear their sports uniform all day on the two days when their Physical Education lessons are scheduled. Students in Years 4 to 6 are expected to change into their sports kit prior to APS training and matches.

In the winter months, children in Years 1 to 6 can wear either the rust jumper or the navy day jacket with their day uniform. Girls can wear navy tights if they wish, long pants are available by order. On P.E. days, the College tracksuit can be worn, as separates or as a set.

The House sport uniform that is worn on College carnival days, is the same as the sport uniform with a House coloured College shirt (available from the Uniform Shop). Please be sure to check your House allocation before purchasing a top.

# COMMUNICATION

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## **Communication from the Class Teacher**

Communication is vital for home and school to work together with success. Each year level will inform parents with regards to how notices will be communicated; Dojo, email or via a student's device. Your child (or their teacher) will add important information and notices into this for you to read at home. Teachers will also send emails home regarding the class program and the upcoming events.

These forms of communication can be useful, particularly if you are unable to meet with your child's teacher in the morning or afternoon. If an issue or question arises, simply send an email and your child's teacher will get back to you as soon as possible. They will always be happy to arrange a time to meet with you if there is an issue that you would like to discuss. Staff are available to respond to parent emails during the hours of a regular working day. Please be aware, however, that it may take up to 24 hours for staff to respond due to their teaching commitments.

## **Messages**

If an urgent message needs to be passed on to a staff member, we ask that you phone the Junior College Administration Office on 07 5573 8610, as sometimes emails to teachers may not be accessed during the College day. All correspondence from the College is sent home either via email or through the College App. Please ensure that you notify the College of any changes to your email address so that you receive all necessary information.

## **Acta Ludi**

The Acta Ludi is the College newsletter, which is published fortnightly and is sent home via the College App. Included in the Acta Ludi is important information about special events and happenings around the College, including after school activities.

## College Portal

The College Portal allows parents to access a wealth of information online at any time, ensuring you are kept connected and informed at all times. Access to the College Portal is through the College website [www.saintstephenscollege.net.au](http://www.saintstephenscollege.net.au)

Information available includes:

- ***Parent Lounge***

The interactive web-based portal, Parent Lounge, is the College's primary means of communication between school and home. This is a secure, password-protected site and allows access to information, such as:

- Student Details including Timetable, Medical Information and Teachers' contact information
- Student Reports
- Student Attendance Details
- College Calendar/Events
- Daily Student Notices
- Parent Details/Directory
- Parent Teacher Interviews
- Events and Payments
- Links to various documentation

- ***iCentre Website***

From this website, you can access the library catalogue, databases to which we subscribe, and resources specific to year levels and subject areas. There is also a wealth of information including help with research and referencing, and many ideas for reading.

- ***Portal Login Details***

If you have misplaced your login details, please use the Password Reset Tool <https://reset.ssc.qld.edu.au>. If you are still having issues, please email the IT Department via [IT@ssc.qld.edu.au](mailto:IT@ssc.qld.edu.au)

## Events and Payments

Any activity, such as camps, excursions, etc. that a student is invited to attend, will be available online via Events and Payments in Parent Lounge. You will receive formal notification via email of the activity, prompting you to login to Parent Lounge and view the information. You will also be required to give your permission online.

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[www.saintstephenscollege.net.au](http://www.saintstephenscollege.net.au)

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