



ORIENTATION

HANDBOOK

FOR YEARS PREP- 6

2020

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INTRODUCTION

Welcome to Ryan Catholic College.

The purpose of this booklet is twofold. Firstly, it is designed to provide prospective members of our community with a brief overview of the philosophical principles on which our College is based. Secondly, it seeks to provide some basic, practical information to assist new students and parents to make a relaxed and comfortable entry into the Ryan Catholic College community.

An examination of the initial pages of this booklet should reveal some recurring themes. As a Catholic College, we form an important, integral part of the Catholic Church. The teachings of the Church and its values (those of Jesus Christ) become the foundations of our ethos – the ethos supported wholeheartedly by all members of the College community – staff, parents and students.

Although Ryan Catholic College is based on the concepts of community and family, it is the individual in which our efforts are directed. Each member of our community is seen as an individual with needs specific to that person. Our system of pastoral care focuses on the needs of the individual, our curriculum is diverse and its structure flexible to cater to individual requirements. The opinions of individuals are sought, welcomed and valued.

What has been painstakingly constructed and lovingly nurtured at Ryan Catholic College over the years is an atmosphere – a very noticeable atmosphere, particularly to our visitors. It is variously described as an atmosphere of caring, security, friendliness, honest endeavour and dedication, to list but a few descriptions.

Furthermore, Ryan Catholic College aims to promote the pursuit of excellence through a wide and varied curriculum. Students are encouraged to achieve at the highest level no matter what direction in education they choose to follow.

David McNeale

PRINCIPAL

SECTION 1: COLLEGE IDENTITY

1.1 HISTORY

Ryan Catholic College was established by the Catholic Diocese of Townsville in 1979 to serve the rapidly developing areas on the outskirts of the city and the corridor development of the Upper Ross area.

In order to foster a sense of community and to provide a support for family life, the College was planned as a co-educational institution from its inception. It was Townsville's first co-educational Catholic school for children from Preparatory to Year 12.

Named after Bishop Hugh Ryan (the long-serving Catholic Bishop of Townsville), Ryan started in January 1979 with 74 boys and girls in Years 1, 2, 3 and 8. The first Principal was Barry Taylor, who led a staff of 5. By 1980, Years 4, 5 and 9 had been added and, as our reputation grew, additional groups followed until we received full Year 1-12 status in 1983. In 1992, a two-stream Preschool was added.

The Junior Campus was opened in 2001, beginning with a new intake of Year 1 students. 2004 saw a full complement of students from Prep to Year 4 located on the Junior Campus, with four streams in each year level. Ryan is now Townsville's largest Catholic school, with enrolments of 1891 students and 257 staff.

1.2 MISSION STATEMENT

Ryan Catholic College lives the Emmaus Story, inspiring students in their journey to a life of faith, service, compassion and learning. Our inclusive community challenges and prepares our young people to embrace their future with confidence and success.

1.3 COLLEGE MOTTO

Our motto is *Stay With Us Lord*, the words of the two disciples on the road to Emmaus (Luke 24:29). It is also the title of the College song and prayer.

1.4 COLLEGE CREST



The colours of the College crest: DARK BLUE, LIGHT BLUE and GOLD, along with the stars of the Southern Cross signify the College's place in the Diocese of Townsville where we are under the patronage of Mary, the Mother of Jesus and help of all Christians.

The special crossed R is particularly significant. Besides paying homage to the College's namesake, Bishop Hugh Ryan, the logo is the Chirho, the sign of identification used by the first Christians as followers of Christ – a perpetual reminder of God living among us.

1.5 COLLEGE PRAYER

Stay with us Lord all through today.
Stay in our hearts and in the things we say.
Stay with us Lord through right and wrong.
As we go our way, help us to be strong.
Help us when the going's easy and the burden's light;
But be closest when it's dreary and our day is night.
When all seems empty and we're down and out
Keep our faith from being clouded with fears and doubt.
Help us always to remember how others feel,
Help us make your love within us into something real.
There are many people needing just a little care,
Make us the kind of people who can put it there.

1.6 OUR CHARTER

We strive to educate our students within a community centred on the Gospel of Jesus. Our faith is nurtured and expressed through our curriculum, prayer and liturgy, and our relationships.

In accordance with our Mission Statement this charter expresses our vision for educating our students from Preparatory to Year 12.

We care about:

- ~ developing faith in a loving and caring God, and the integration of faith and daily living;
- ~ the development of the academic, social, physical, spiritual and emotional potential of each student;
- ~ imparting academic skills, fostering the ability to cope with schoolwork and enabling each student to achieve success;
- ~ celebrating each student's uniqueness, gifts and talents, leading to a genuine self-esteem;
- ~ striving to make learning and teaching exciting and stimulating for students and teachers;
- ~ the health and safety of students, and the fostering of appropriate self-discipline;
- ~ ensuring the continued development of the College community - students, teachers and parents working together towards common goals;
- ~ offering pastoral support to families as needed.

We commit ourselves to:

- ~ developing a harmonious, safe and just College environment where students and staff will be encouraged and supported;
- ~ developing a quality learning environment which promotes curriculum principles of access, success and balance;
- ~ enabling each student to experience success by positive affirmation and setting attainable goals, thus planning for the developmental progression of each student;
- ~ recognising the rights of students and parents to be involved in planning and implementing curriculum;
- ~ celebrating our involvement in the liturgical, educational and social development of each child in our care;
- ~ fostering attitudes in students which will lead to an appreciation of their uniqueness; including in our curriculum the opportunity to celebrate the love of God in life and each other, fostering an atmosphere of respect and stewardship for our earth and each other;
- ~ developing the community concept and experience of Ryan through the continuing collaboration of the students, families, staff and friends in all aspects of the life of the College;
- ~ a process of continuing renewal.

1.7 CORE VALUES

- ~ We will balance our work and play
- ~ We will treat everyone with dignity and respect
- ~ We will live by the Gospel values
- ~ We will strive for quality before quantity

1.8 HOUSE GROUPS

Upon enrolment, each new Ryan Catholic College student is placed into one of four House groups. Various activities are conducted during the year where students have the opportunity to represent their House and interact with others in their group.

Ryan has four Houses. Each is named after a significant person in the Catholic tradition. A brief description of each House is printed below.

| | | | |
|------------------|----------------|------------|---|
| CONNOLLY | Colour: Yellow | Named for: | Fr James Connolly |
| GRIFFIN | Colour: Red | Named for: | Mother Columba Griffin (RSM) |
| MACKILLOP | Colour: Purple | Named for: | Mary MacKillop, Saint Mary of the Cross |
| MCGUIRE | Colour: Green | Named for: | Bishop Terence Bernard McGuire D.D. |

CONNOLLY

Fr James Connolly was born in Ireland and studied at All Hallows College, Ireland and in France. The *Queenslander* of March, 1871 mentions the arrival of Fr. Connolly from London. Records show that while a member of the clergy of the Brisbane diocese, Fr. Connolly was one of the two priests who made periodic visits to Townsville, and the *Queenslander* of August, 1871 records that Fr. Connolly laid the foundation stone of a new Chapel at Ravenswood. He was appointed as the first Parish Priest of Townsville in 1872, and in the same year opened the first Church of St. Joseph in Townsville at the Strand.

Fr. Connolly's signature on 27th March 1871 is the first in Vol. 1 of the Townsville Baptismal Register, and his last signature in this register is on 5th August 1878. In this year he was transferred to Sandgate, where he served as Parish Priest until his death on 22nd September 1907. He is buried in the Nudgee cemetery.

GRIFFIN

Mother Mary Columba Griffin (RSM) was one of the first Sisters of Mercy to come to Townsville. Mother Columba had joined the Sisters of Mercy in Athy (Ireland) in 1865, and subsequently volunteered for "the Queensland mission". After a journey from Ireland to Brisbane on "The Golden Land", she joined the Sisters of Mercy, All Hallows' Convent, Brisbane, on 2nd January, 1868.

When the Sisters of St. Joseph withdrew from Townsville in March, 1878, the then Parish Priest of Townsville, Fr. William Mason Walsh, requested the Sisters of Mercy from All Hallows in Brisbane to come to Townsville in their place. St. Patrick's College Annual of 1968 records: "In 1968 Brisbane (Sisters of Mercy) established a branch Convent in Townsville to take the place of the Sisters of St. Joseph who were recalled to Sydney. Three Sisters, with Mother M. Columba Griffin in charge, arrived....."

Mother Columba's stay in Townsville was a short one, returning, it seems to St. Vincent's Home for Children at Nudgee, where she spent many years of her life. She died in Brisbane in 1919.

MACKILLOP

Mary MacKillop, Saint Mary of the Cross. She was truly an Aussie battler.

Mary was born in Melbourne on January 15, 1842. She was born into a poor family and from her early teens to her mid twenties she supported her family by working as a school teacher and governess.

With the help of Fr. Julian Tenison Woods, the Parish Priest of Penola in South Australia, she opened a school for children of the working class in a stable on March 19, 1866.

In 1867, she took her vows as a nun. Her group became known as the "Sisters of St. Joseph." Mary had a radical vision for her order and at one stage had to go to the Pope himself to secure the Constitution for her Sisters.

Mary and her Order pioneered schools in all parts of Australia and New Zealand. Her vision, courage and leadership and capacity to forgive others have become an inspiration to all Australians.

She died peacefully in Sydney in 1909.

McGUIRE

When Townsville became a separate diocese in 1930, **Terence Bernard McGuire (D.D.)** was appointed as first Bishop of the new diocese.

He was born at Moree, New South Wales, on September, 1881. As a young man he studied for the priesthood at St. Patrick's College, Manly (Sydney), and at *Propaganda Fide* College in Rome. He was ordained in Rome on 19th March, 1904. After many years of service within the diocese of Lismore, he was consecrated as Bishop of Townsville in the Sacred Heart Cathedral on 25th May, 1930.

Among his many achievements as Bishop of Townsville was the establishment of St. Teresa's Agricultural College, Abergowrie, in 1933, and St. Anne's Mission on Palm Island in 1934.

He was transferred to Goulburn as Bishop in 1938, and became the first Archbishop of Canberra-Goulburn on 11th February, 1948. He was succeeded by Hugh Ryan as Bishop of Townsville.

Bishop McGuire died at Lewisham Private Hospital, Sydney on 4th July 1957.

1.9 UNIFORM

The Uniform Shop is the only stockist of the College uniform and is located in the Administration building on the Senior Campus.

JUNIOR SCHOOL

Girls Prep – Year 4

Blue checked print overblouse with attached navy tie and Ryan logo; worn with navy culottes with front and back pleats. Plain white socks that cover the ankles with black leather lace up school shoes (black laces) or plain black leather joggers (black laces). A reversible coloured House hat.

Sports Uniform: Navy sublimated polo with light blue side panels and gold pinstripe; House colour stripe on shoulder and Ryan logo on left side of chest. Shorts are navy blue with two zip pockets and Ryan logo on leg. Plain white socks that cover the ankles with proper sports shoe. A reversible coloured House hat.

Boys Prep – Year 4

Blue checked print jac shirt with navy blue wash and wear shorts. Grey socks that cover the ankles with black leather lace up shoes (black laces) or plain black joggers (black laces). A reversible coloured House hat.

Sports Uniform: Navy sublimated polo with light blue side panels and gold pinstripe; House colour stripe on shoulder and Ryan logo on left side of chest. Shorts are navy blue with two zip pockets and Ryan logo on leg. Plain white socks that cover the ankles with proper sports shoe. Coloured House shirt with emblem on chest. A reversible coloured House hat.

Winter - Boys and Girls Prep – Year 4

Navy long or short sleeve fleecy knit zip up jumper with Ryan emblem OR a plain navy fleecy knit pullover. (If purchasing these please ensure the navy is the same as the school navy). A microfibre jacket in Ryan colours is available in larger sizes only for the Primary levels. On very cold mornings students may wear navy blue track pants, or girls may wear navy stockings or tights.

*Please note that the sports shorts are not permitted to be worn with the boys' jac shirts, tuck-in shirts or girls' blouses.
Socks: No brand names or logos permitted.*

MIDDLE SCHOOL

Girls Years 5-8

Blue checked print overblouse with attached navy tie and Ryan logo. Navy blue culottes of reasonable length or navy blue skirt, pleated front and back. Plain white socks that cover the ankles with black leather lace up school shoes (black laces) or plain black leather lace up joggers (black laces). A reversible coloured House hat.

Boys Years 5-8

Blue checked print jac shirt with Ryan logo. Navy blue wash and wear shorts. Grey socks that cover the ankles with black leather lace up shoes (black laces) or plain black leather lace up joggers (black laces). A reversible coloured House hat.

Sports Uniform Years 5-12

Girls: Navy sublimated polo with light blue side panels and gold pinstripe; House colour stripe on shoulder and Ryan logo on left side of chest. Shorts are navy blue with two zip pockets and Ryan logo on leg. Plain white socks that cover the ankles with proper sports shoe. A reversible coloured House hat.

Boys: Blue polo shirt with Ryan emblem and navy blue taslon shorts with gold Ryan on leg. Plain white socks that cover the ankles; lace-up sports shoes (no casual shoes). A navy blue Ryan hat or reversible coloured House hat.

*Please note that the sports shorts are not permitted to be worn with the boys' jac shirts, tuck-in shirts or girls' blouses.
Socks: No brand names or logos permitted.*

All girls' skirts should be worn from the waist to near the knee, with blouse overlapping the skirt. Please be aware that joggers may not be allowed in classes where safety is an issue. Black leather lace-up shoes will be required for these classes.

Winter – Boys and Girls Years 5-12: Navy microfibre jacket in Ryan colours and front zip OR navy long sleeve fleecy knit pullover with Ryan emblem OR plain navy long sleeve fleecy knit pullover. (If purchasing these please ensure the navy is the same as the school navy).

Jewellery and Make-up Regulations

1. If ears are pierced, one small, plain stud or sleeper per ear may be worn in the lobe of the ear.
2. Rings may not be worn
3. No lipstick, nail polish or make-up etc. to be worn.
4. One simple chain or small cross with a simple chain may be worn. Neck thongs, Indian beads, sharks' teeth etc. are not permitted.
5. Anklets or bracelets are not allowed.
6. A plain wrist watch is the only wrist jewellery permitted.
7. Hair should be of a natural colour and neat and tidy in appearance. Hair of shoulder length or longer is to be neatly tied back. No extreme hairstyles/hair colours are acceptable. This will be at the discretion of the Principal or Deputy Principal. Hair Accessories are to be in school colours only.
8. Facial hair is not allowed.
9. False nails are not permitted.

**NB: Earrings (studs or sleepers) are the ONLY acceptable form of body piercing allowed.
(At Ryan Catholic College the tragus is considered part of the face)**

1.10 1.10 CAMPUSES

Ryan Catholic College is situated on two campuses, comprising 21 hectares. The Senior Campus, accessed via Canterbury Road, houses the Middle School (Years 5-8) and Senior School (Years 9-12). The Junior Campus, accessed via Golf Links Drive and adjacent to 1300 SMILES Stadium, houses Prep - Year 4.

1.11 1.11 CELEBRATIONS

Throughout the year, there are a number of important community celebrations. Ryan Day marks the Feast Day of the College and is normally celebrated in Term 3. The College production and the Spring Fair also provide opportunities for all members of the Ryan community to gather and celebrate our efforts and achievements.

1.12 1.12 CARNIVALS / RETREATS

Ryan holds inter-house competitions in swimming, cross country and athletics. There are also other events specific to certain year levels. These carnivals and events are an important feature of our calendar and student attendance is compulsory.

1.13 Indigenous Education

Indigenous students are eligible for support from our Indigenous Team. They are invited to engage in cultural celebrations and activities e.g. Reconciliation Week, NAIDOC Week, Yarning Circles, cultural learnings and experiences, etc. Parents are invited to participate in Personalised Learning Plans twice a year.

1.14 Defence

There are two Defence Mentors at the College who provide support to students and families of the Australian Defence Force. They assist students and their families in four key areas throughout students' education and as they move from one school to another. The key areas are: welcoming, integrating, parental absence support and farewelling. Students are invited to engage in Defence Club and Defence Day and be involved in Remembrance Day, Anzac Day and community events.

SECTION 2: STAFF STRUCTURE

2.1 LEADERSHIP TEAM

| | |
|--|---------------------|
| Principal: | David McNeale |
| Deputy Principal – Junior School: | Paula Duffy |
| Deputy Principal – Mission and Culture (5-12): | Adam Weier |
| Deputy Principal – Teaching and Learning (5-12): | Catherine Whittaker |
| Assistant to the Principal – Religious Education (P-4): | Sean White |
| Assistant to the Principal – Religious Education (5-12): | Anita Livingston |
| Assistant to the Principal – Administration (P-4): | Erin Stafford |
| Assistant to the Principal – Student Services (5-12): | Shayne Harrison |
| Assistant to the Principal – Curriculum (P-12): | Graham Joseph |

Parents and students need to be aware of whom to contact in order to discuss personal, academic, pastoral and social issues.

Appointments for all staff may be made through the office.

Academic, Personal, Social, Pastoral:

| | |
|--------------------|---|
| Years P-4: | Classroom teacher ▯ Deputy Principal (Junior School), Paula Duffy |
| Years 7-12: | Classroom teacher ▯ Deputy Principal (Mission and Culture), Adam Weier |
| Years 7-12: | Classroom teacher ▯ Deputy Principal (Teaching and Learning), Catherine Whittaker |

Religious Education:

| | |
|-------------------|--|
| Years P-4 | Classroom teacher ▯ Assistant to the Principal (Religious Education), Sean White |
| Years 7-12 | Classroom teacher ▯ Assistant to the Principal (Religious Education), Anita Livingston |

2.2 CONTACT WITH STAFF

Students wishing to see staff members during the day should report to the office.

SECTION 3: BEHAVIOUR EXPECTATIONS

3.1 STUDENT CODE OF CONDUCT

As a student of Ryan Catholic College I have both rights and responsibilities. These rights and responsibilities apply to each student in our school.

I have the following rights:-

- To learn
- To courtesy and respect for persons and property
- To a clean and tidy environment
- To work in a secure environment
- To feel proud of the school

I have the following responsibilities:-

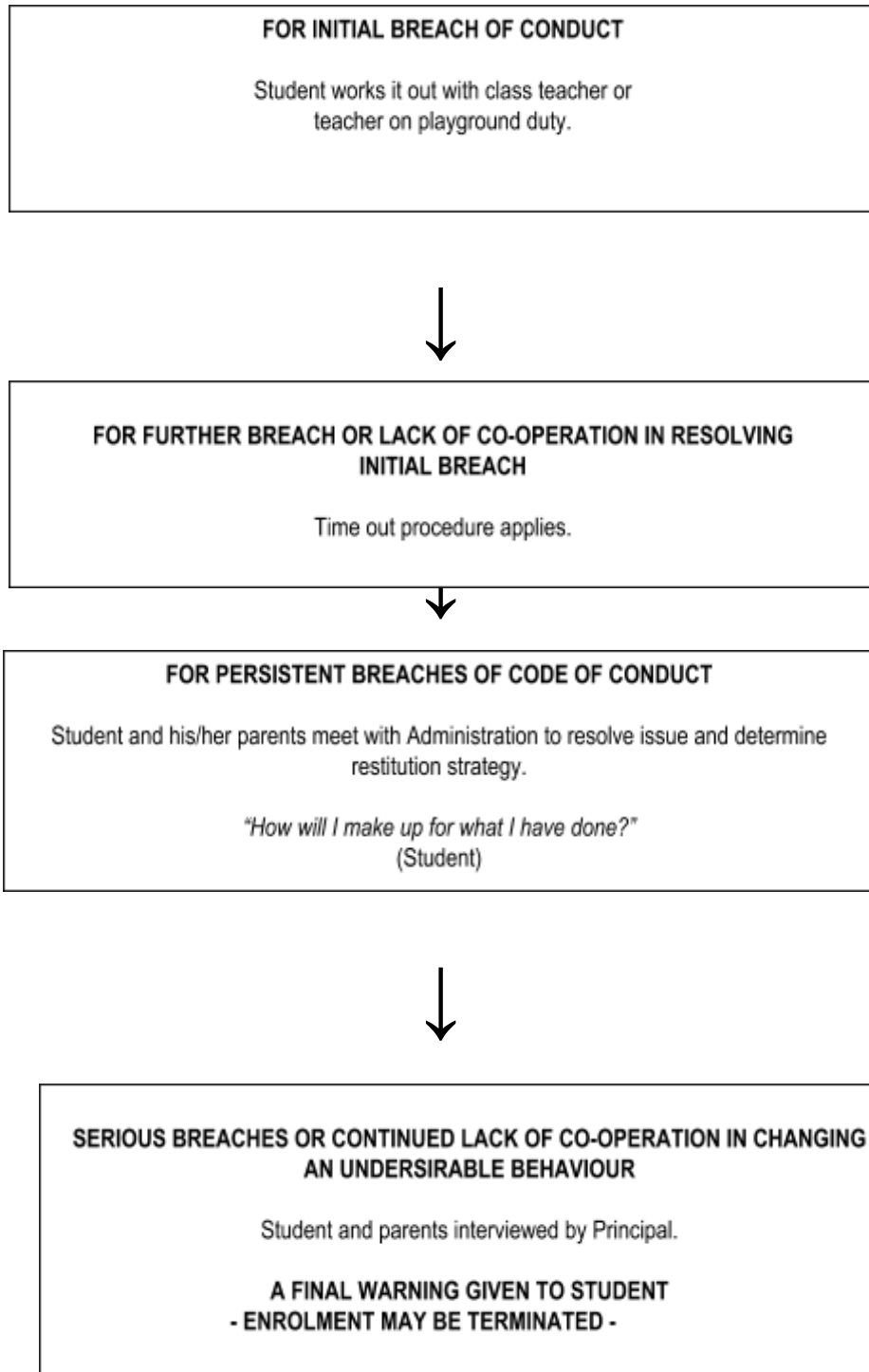
- To contribute to a safe, supportive and therefore effective learning environment
- To recognise the God-given dignity of all members of the school and to treat them and their property with courtesy and respect
- To assist in the maintenance of clean and tidy classrooms, grounds and College property
- To refrain from actions or words which may endanger or bully others
- To help build a good public image of my College.

AS A STUDENT OF RYAN CATHOLIC COLLEGE

I recognise the need for me to play my part in ensuring the successful exercise of these rights and responsibilities.

I recognise that if I am unwilling to observe these rights and responsibilities I must face the consequences of my actions.

STUDENT CONSEQUENCES FOR BREACH OF CODE OF CONDUCT



3.2 TIME OUT PROCEDURE

1. Students will be referred to the Time Out room for behaviours that are deemed to be bullying or excessively or consistently disruptive and/or aggressive.
2. Teachers will be issued with pro-formas to complete as part of the referral process i.e. to write the name of the student and their unacceptable behaviour. This pro-forma will then be sent to the Time Out room as a record of attendance.
3. Students who spend time in the Time Out room will be given a note to take home to give to their parents. This note is to be signed by the parents and returned to the class teacher.
4. The Time Out room will be supervised at lunch times, as required on both campuses.
5. While in the Time Out room the students will complete a piece of writing relating to their unacceptable behaviour. Their presence there is a consequence of their unacceptable behaviour. They are therefore required to write and reflect on how they can behave in a more acceptable manner.
6. The Time Out room follows a step-by-step procedure. The following is the usual procedure. However, depending on the situation, staff at any time may jump steps, add extra consequences or seek administrative intervention.

Step One:-

All staff to inform students of the process and to review the College Behaviour Policy.

Step Two:-

If there is unacceptable behaviour, the student will be given a warning and a choice to change their behaviour or they will be referred to the Time Out room.

Step Three:-

Students are referred to the Time Out room using the pro-forma referral form. This pro-forma is sent to the Time Out room. If a student is repeatedly referred to the Time Out Room, the parents may be requested to meet with the Deputy Principal and / or take their son/daughter home for the rest of the day.

7. Serious incidents of violent behaviour are unacceptable and parents will be phoned immediately for consultation.
8. In parallel with this process we need to maintain positive reinforcement for acceptable behaviours.

3.3 GUIDELINES FOR HOMEWORK

PRINCIPLES

Homework on a regular basis is seen as:-

- A valuable means of communication between home/school
- An effective means of detecting study difficulties
- A way of establishing worthwhile work and study habits
- A means of practising skills established in class

Homework should not be reviewed in a punitive sense in any way:-

- It must be seen as relevant to the student's learning
- It should be set to fit reasonably into other family routines
- It should be followed up effectively by the class teacher.

Parents welcome proper use of Homework exercises to support the values of the College and the efforts of the teachers.

AIMS

- To provide regular Homework exercises for all students
- For teachers and parents to work in collaboration in implementing Homework programmes which take into account the age and ability of learners so that a consistent approach from both home and the College is evident to the student.

Details of Homework requirements for each year level will be discussed at initial Parent/Teacher meetings at the beginning of each year or via class newsletters.

At teachers' discretion parents may be informed via a brief email if a student has consistently not completed/handed in set homework.

It may also be deemed appropriate to detain students at lunch breaks so Homework can be completed. In the event that the above consequences do not result in Homework being completed, parents will be consulted to determine the next step.

ORGANISATIONAL STRATEGIES

A nightly checklist

- ✓ Check which classes you have tomorrow
- ✓ Have you completed your homework?
- ✓ Are any assessment pieces due?
- ✓ Do you require any special uniform or other material?
- ✓ Any permission slips or notes to be returned?
- ✓ Pack your school bag with the necessary equipment: *Books, Texts, Pens, Notes, Lunch.*

3.4 STUDENT COMPUTER USAGE AGREEMENT

The College encourages students to become familiar with the use of Information and Communication Technology. This agreement is designed to ensure the CyberSafety of Ryan Catholic College students and must be accepted by students, parents and guardians in order to have access to the school's ICT equipment.

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
- (b) '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (c) '**School ICT equipment**' refers to the school's computer network, Internet access facilities, desktop computers, laptops, netbooks and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other future technologies as they become available
- (e) '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of but not limited to the definition used in the Films, Videos and Publications Classification Act 1993.

Student: I understand

- That the school's ICT equipment can connect me to useful information
- While I have access to the school's ICT equipment, whether at school, home or elsewhere, I will follow all rules as stated in the Student Computer Usage Agreement
- I cannot use school ICT equipment until my parent(s) and I have signed this agreement and the completed form has been returned to school
- The College requires all users of its ICT resources to do so in an ethical, legal and responsible manner
- That the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
- That the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content and all aspects of their use, including email. The College retains rights and ownership of all data created or stored on the College network.

I hereby agree that while using the school's ICT equipment:

I WILL:

- Only use the schools' ICT equipment for the purposes directed.
- Use the internet and my print account solely for educational purposes.
- Be responsible for any action carried out under my username.
- Observe all copyright laws, including those relating to computer software and format shifting.
- Respect the rights and privacy of other users.
- Report to a teacher or relevant person any inappropriate email or online messages that I receive or any inappropriate use of ICTs at the College.
- Report any security lapses that I may discover.
- Make available any ICT equipment/ devices for checking by College staff.
- If I accidentally come across something that is illegal, objectionable, dangerous or offensive, I will power off the screen and immediately, quietly inform my teacher.
- Report any damaged, faulty or missing computer equipment to the teacher in charge or relevant person immediately.
- Log off when finished using a College computer (excluding netbooks)

I WILL NOT:

- Use the network in any such way that would disrupt network services for other users.
- Disclose my or any other person's private information such as address or phone number any credit card or pin number.
- Attempt to retrieve, view or disseminate any objectionable, obscene, offensive, pornographic or illegal material.
- Login under another person's username and password.
- I will not tell anyone else my password. If I believe my password has been compromised, I will change my password immediately and notify my teacher or relevant person immediately.
- Send offensive or objectionable messages or anonymous or falsely addressed electronic mail.
- Bring the school into disrepute in any way whatsoever.
- Have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
- Download information without the knowledge of my teacher.
- Download unauthorised software or digital content from the internet or bring from home unauthorised downloads (such as music, video, shareware etc.)
- Use chat channels or social networking sites (Facebook, My Space, Bebo etc.)
- Install software on the school's system.
- Connect any ICT equipment/device (apart from a USB drive) to, or attempt to run any software on, the school network without the permission of the College IT staff. This includes all wireless technologies.
- Attempt to change or tamper with the school's computer network in any way.
- Attempt to bypass any security and internet filter settings.
- Alter any control panel configurations or settings on the school's ICT equipment or interfere with hardware.

SECTION 4: DAILY ROUTINES

4.1 BELL TIMES

YEARS PREP-4

| | |
|--------------------|---------|
| Warning Bell | 8.25am |
| Classes Commence | 8.30am |
| Eating Time | 11.00am |
| Play Time | 11.10am |
| Warning Bell | 11.35am |
| Classes Commence | 11.40am |
| Afternoon Tea | 1.30pm |
| Warning Bell | 1.45pm |
| Classes Recommence | 1.50pm |
| Classes Dismissed | 2.50pm |

YEARS 5 and 6

| | |
|-------------------|---------|
| Warning Bell | 8.35am |
| Homeroom | 8.40am |
| Classes Commence | 9.00am |
| Lunch | 11.00am |
| Warning Bell | 11.35am |
| Classes Commence | 11.40am |
| Afternoon Tea | 1.40pm |
| Warning Bell | 2.05pm |
| Classes Commence | 2.10pm |
| Classes Dismissed | 3.00pm |

4.2 STUDENT ABSENCE

Parents are asked to notify the College by phone or email if their child is absent from school.

| | | | | |
|---------------|------------------|-----------|-----------------------------|-----------|
| Junior Campus | 8:00am – 10:00am | 4755 9900 | Junior Campus Absentee Line | 4755 9988 |
| Senior Campus | 7:30am – 10:00am | 4773 0100 | Senior Campus Absentee Line | 4773 0188 |

absent@ryan.catholic.edu.au

Absence for family holidays: Family holidays must be taken when they become due. Children, in most cases, must and should accompany the rest of the family, but we see it as neither profitable nor practical to set formal written activities for a student during such a period. Parents are asked to inform the College when such occasions arise.

Absence for the purpose of joining sporting or other excursions: The decision for such an absence rests with parents who must weigh the merits of these activities.

Absence from College grounds: Students may not leave the College grounds during school hours unless accompanied by a teacher on a College excursion or upon request by parents. Should parents require a child to leave the College grounds for any reason, previous advice should be given to the class teacher. If a student is to be removed from the College during the day, or an older student is required to leave the College grounds for a medical appointment etc., it is expected that the student will be furnished with a letter of authority from his or her parents.

4.3 LOST PROPERTY

Items of lost property are retained in a box in the office or outside MP1 on the Junior Campus and in the cupboard at Student Reception on the Senior Campus. Students should have all belongings clearly marked so that property can be returned to them. At the end of the term, all unclaimed items will be donated to the St Vincent de Paul Society.

4.4 LATE ARRIVALS

Students who arrive late for school should present a note from parents. Parents will be contacted when students are repeatedly late for school. Students in Prep-6 must sign in at the office on arrival at school and take a late slip to their class teacher.

4.5 EARLY DEPARTURE

Junior Campus

If parents/carers need to collect their child early from the Junior Campus, they must report to the office, sign their child out and get an Early Departure card. They then need to hand the Early Departure card to their child's teacher as proof they have been signed out at the office. Students will not be permitted to leave the College grounds unless accompanied by a parent/carer.

Senior Campus

If parents have arranged early departure for their child, they are requested to report to the office and the child will be sent up and be signed out at the office. All such arrangements should be made in writing or personally with the classroom teacher. Students will not be permitted to leave the College grounds unless accompanied by a designated carer.

4.6 STUDENT ILLNESS/INJURY

Student Illness

In general, students who are sick should not attend the College. We do not have a College nurse or sickroom facilities to deal with sickness except that which occurs unexpectedly during the day. Sick children at the College can also contribute to a spread of infectious illness and are often unable to concentrate in lessons. Parental cooperation in this matter is very much appreciated.

Medication

Should a student be prescribed by their medical practitioner medication to take while at the College, we wish to inform you of the College's regulations with respect to this matter.

1. The parent/guardian must complete a "Student Medication Authority" and hand this and the medication in at Student Reception.
2. The student medication, with the pharmacist's written instruction on the container, must be lodged with the College office for security purposes.
3. Administering of the medication will be carried out by an adult staff member designated by the Deputy Principal, not the Homeroom teacher.
4. Non-prescription medications should not be brought to the College and will not be administered. No medication should be in a child's bag and no student is to self-administer medication or administer medication to another child.
5. Pain relief (Panadol / Nurofen) will not be administered by College staff unless written instructions regarding dosage from a doctor are provided.
6. The use of prescribed Ventolin asthma medication in a self-management style is permissible. In the case of severe asthmatics, an asthma management plan should be lodged with the office.

Unexpected Sickness

Students who become ill during the school day should report to the office. They will normally be accommodated in Sick Bay and parents contacted with a request to collect them.

Student Injury

In the case of physical injury, where warranted, parents will be contacted, first aid applied and the student accommodated in Sick Bay until collected. If the injury requires the attention of a doctor, an ambulance may be called. It is particularly important that the College's files of emergency telephone numbers are kept up to date by parents to enable us to make contact quickly.

First Aid

In all cases first aid/emergency assistance will be given as a means of supporting student's health and safety while awaiting professional medical assistance.

4.7 PERMISSION SLIPS

Permission slips to attend excursions and other activities are to be handed to the Homeroom teacher. Failure to submit permission slips by the due date will exclude a student from the excursion. Copies of all parent notes and permission slips are available from the College website.

4.8 MOBILE PHONES

Whether we like it or not, rapid advances in technology have seen an explosion in the use of mobile phones in Australia. As a society we have embraced this communication medium on a grand scale.

Schools are not exempt from technological advances – we would hasten to say that in many ways we promote it. The proliferation of mobile phones in the possession of students is therefore easily understood.

Schools will constantly struggle to keep pace with new innovations and their potential problems and misuse. Our aim is not to ban the new technology but rather to meet and counter the possible problems it creates.

Any student who brings a mobile phone to school is personally responsible for it and is therefore the recipient of any consequences which may arise from it being brought to school.

Mobile phones are not to be used during the day. This includes recess and lunch times. The excuse that the mobile phone is used as a calculator is not acceptable. Students are encouraged to purchase a calculator.

Misuse of mobile phones by a student may result in the College notifying parents to ban it being brought to school.

It is extremely discourteous to have a mobile phone switched on during class time. Therefore, parents need to be aware that unlimited access to their children is not appropriate. Parents are asked to contact their sons and daughters through the office during school hours.

Students are not permitted to phone parents on mobile phones to ask to be collected. Students who are ill are to report to the office and a member of staff will contact parents if required.

Camera phones are not to be used to take photos on the College grounds or College-related events.

4.9 TUCKSHOPS

The Tuckshop operates daily on the Senior Campus and only two days a week on the Junior Campus. A general pricelist is available from the College office, website or Tuckshop. Orders should be written on a brown paper bag with name, order and class. Orders can also be placed online using the Flexischools system. Visit the College website for more information.

4.10 NEWSLETTERS

The College newsletter is issued each Wednesday electronically and is also available to download from the College website www.ryan.catholic.edu.au. A paper copy of the newsletter is available by request.

4.11 ASSEMBLIES

Assemblies are held every week. Prep-Year 4 assemblies are held on the Junior Campus on Wednesdays in the Shelter Shed. Parents are encouraged to attend these assemblies. The purpose of assemblies is to recognise student achievements and promote College events. A special Prep-Year 4 assembly is held on the Junior Campus each month for the presentation of “Student of the Month” awards. A special Middle School Assembly is held each term to present “Star of the Term” awards to students in Years 5-8.

4.12 CLEANING DUTIES

At the end of the school day and each break during the day, students in each classroom are responsible for cleaning a designated area.

4.13 DIARY

Students from Years 5-12 will be supplied with a Homework diary. This diary is to be used solely to record Homework, assignments, tests and other matters related to school. It is a vital tool of communication between teachers and parents. Parents are encouraged to check the diary regularly.

4.14 COLOURED CLOTHES DAYS

When we have Coloured Clothes Days, appropriate clothing must be worn. Following are some guidelines for all students. These guidelines are in place to comply with Workplace Health and Safety Regulations. They need to be followed to promote the safety of all students at Ryan Catholic College.

Students who are not suitably dressed may be sent home or not allowed to attend class.

Coloured clothes are an option otherwise the College uniform may be worn. If you choose to follow the theme or wear coloured clothes you must follow the guidelines below. These guidelines are in place to comply with Workplace Health and Safety Regulations. They need to be followed to promote the safety of all students at Ryan Catholic College.

- Sunsafe hats must be worn. Caps are not acceptable.
- Students must have closed-in footwear (the whole foot must be covered, not just the toes). **Closed-in Footwear must be worn at all times while at school.**
- Students **must** wear appropriate clothes for classes on the day.
- Strapless tops or shirts with shoestring straps are not acceptable. Midriff tops, revealing tops or backless tops are not acceptable.
- Clothing with inappropriate pictures or messages must not be worn. This will be at the discretion of the Principal.
- Skirts and shorts must be an appropriate length – similar to the school uniform.
- **Jewellery and make-up rules, as per the Uniform Policy, still apply**
- **No mixing part of the Ryan Uniform with coloured clothes, with the exception of the College Bucket hat or Formal hat.**

4.15 SUN SAFETY

Students are required to wear hats when they are not inside a building.

4.16 BUSES

The Ryan Catholic College bus provides transport for students attending Ryan for the Kirwan, Cranbrook and Heatley areas. The bus completes one run each morning and afternoon. The College also operates a shuttle service between the two campuses, both before and after school, for students who catch connecting town buses and students of staff members.

Use of the bus for transport to and from school is limited to full time users. The costs associated with this are outlined in the 2020 School Fee Schedule which is available from the College website or offices.

SECTION 5: CURRICULUM

Ryan Catholic College provides a broad-based Junior and Middle School program based around the Key Learning Areas of Religion, English, Mathematics, Science, HASS (Humanities and Social Science), Health and Physical Education, Languages Other Than English, Technology and The Arts.

5.1 EDUCATION IN FAITH

Our Education in Faith programs for PrepYear 12 follow the guidelines approved by the Bishop of Townsville.

These guidelines speak of the child, life, family, the world, historical events, created things, scripture, tradition, human relationships, Christian witness, Church and people as these all contribute towards a deeper friendship with God as Creator, Word and Holy Spirit.

In our faith education we hope to teach each student to see and understand a little more clearly that "God is with us" in the everyday realities of life. Whilst we recognise the importance of imparting knowledge, we are strongly committed to leading students to know God as a friend who always loves and cares. This is accomplished through our personal witness to each other as members of our College community and extending this to all who come into our College.

Prayer and liturgy are part of our College life.

In our Parish sacramental program, parents are invited to prepare their child for the Sacraments of Reconciliation, Confirmation and First Eucharist. The program is supported by the College and parish community.

Religious Education classes are conducted by teachers. Programs are based upon guidelines approved for the Diocese of Townsville. Coordination of the programs is the specific responsibility of the Assistants to the Principal (Religious Education).

5.2 EARLY YEARS POLICY STATEMENT

The Early Years of Schooling is a significant phase of human development that underpins later cognitive, spiritual, emotional, social, creative and physical success. Children's experiences early in life have a profound and long-lasting impact on their future development and well-being.

Ryan Catholic College acknowledges the diverse needs and challenges of Catholic schools in implementing quality early years education for children in Prep to Year 4.

During the Early Years of Schooling, the provision of educational programs for children aged from Prep to Year 4, delivered by qualified and passionate teachers is imperative for promoting a strong foundation for success in life. Learning and teaching opportunities incorporate a variety of contexts such as:

- explicit instruction
- inquiry-based learning
- meaningful and purposeful play
- routines and transitions
- real life, cultural and family experiences
- prior-learning experiences
- culturally responsive pedagogy.

The Early Years of Schooling nurtures:

- the development of literacy and numeracy skills
- faith through prayer, ritual, silence and contemplation
- diversity through valuing life experiences, equity and prior-learning of children
- imagination and curiosity through exploration and problem-solving
- a sense of belonging where all learners are encouraged and valued.

"Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of God belongs." (Luke 18:16)

5.3 MIDDLE YEARS POLICY STATEMENT

The Middle Years span primary and secondary schooling from Year 5 to Year 8. They correspond to the developmental period of early adolescence and include young people aged approximately 10 to 14 years. It is a period when learners undergo rapid physical, social, emotional and cognitive development. This position statement outlines appropriate and effective practices used at Ryan Catholic College to meet the needs of this complex and unique phase of learning.

The Middle Years are an important period of learning, in which knowledge of fundamental disciplines is developed, yet this is also a time when students are at the greatest risk of disengagement from learning. Student motivation and engagement in these years is critical and can be influenced by tailoring approaches to teaching, with learning activities and learning environments that specifically consider the needs of middle years students. Focusing on student engagement and converting this into learning can have a significant impact on student outcomes. Effective transitions between primary and secondary schools are an important aspect of ensuring student engagement.

Key principles guide our approach to Middle Years education. We believe that students are entitled to be engaged, connected and motivated in their education with a focus on their future. High expectations are set and positive relationships that support individuals and promote learning are valued. Partnerships with home are nurtured to provide success in learning and to achieve common goals. There is a strong commitment to collaborative learning practices and the promotion of leadership for our students.

Learning spaces need to have the flexibility to accommodate the developmental needs of young adolescents and to facilitate continuity of learning. This is characterised by creative timetabling, curriculum adjustments, suitable assessment, flexible use of space and the innovative teaming of teachers and students.

We recognise that the Middle Years needs a research-based approach to pedagogy best suited to this phase of learning. At Ryan Catholic College, we are committed to continually researching and identifying what is best and providing programs in the middle years that are challenging, engaging and rewarding.

5.4 PRIMARY CURRICULUM

In the Primary department curriculum development is based on the syllabi set out by the Queensland Curriculum and Assessment Authority and school-based curriculum policies. Within this framework we allow for considerable innovation in approach to cater for the varying needs and abilities of individuals and class groups. Teachers work together both within their year level and across age groups to achieve the best use of resources and to allow for individual abilities and differences among children.

Physical Education

Students from Prep–Year 4 enjoy two Physical Education lessons per week. These lessons are conducted by a specialist Physical Education teacher. Years 5 and 6 have one PE lesson per week and also participate in school sporting activities once a week during the year. Year 6 also participate in two Interschool Gala days. Some of the sports offered are Hockey, Softball, T Ball, Rugby League, Basketball, Cricket and Netball. Students in Prep–Year 4 attend swimming lessons.

Development Officers from Rugby League, Soccer, Australian Rules, Tennis and Basketball associations visit the College and run skills- based programs over three or four weeks.

Music

Music lessons are part of the Primary Curriculum. A sequential program for Prep–Year 6 based on Queensland Education Department guidelines is conducted by a specialist teacher. A Junior Campus Choir (Year 4) and Primary School Choir (Years 5 and 6) are organised each year and choral training is provided. The choirs perform regularly at liturgies, formal College functions, eisteddfods and at local community gatherings.

A formal Instrumental Program provides opportunities for students to learn woodwind, brass, strings, guitar and percussion instruments. Four specialist teachers work with students in this program and tuition fees are charged. These students form both a College concert band and group ensembles which present at competitions, formal occasions and school assemblies.

LOTE

Our LOTE (Languages Other Than English) at Ryan Catholic College are Japanese and Italian. Japanese is taught to students in Years 4-7. Year 3 students receive one 30 minute Italian lesson per week. Year 4 students receive one 45 minute

LOTE lesson per week and alternate with one semester of Italian and one semester of Japanese. Years 5-6 receive a 1 hour lesson per week. Japanese and Italian are offered in Years 7-12.

As well as learning basic language, children also learn about culture and customs. In addition to teaching the children about Japan and Italy, the program is designed to be an enriching experience that will foster student interest in pursuing the language in further years.

Dance Troupe

The Junior Campus Dance Troupe consists of students' from Years 3-4. The Middle School Dance Troupe consists of students from Years 5-8. Entry is by audition. Students practise outside normal class times e.g. lunch times or before and after school. The Troupes perform at special events such as Spring Fair and Presentation Night.

5.5 LEARNING ENRICHMENT

The Primary Learning Enrichment team consists of a number of full-time and part-time teachers and teacher aides.

The purpose of Learning Enrichment is:

- to work in a collaborative partnership with the class teacher to identify the needs of all students in the class
- to deliver evidence based intervention programs to meet the needs of students.

Students are referred to Learning Enrichment by the class teacher. The Learning Enrichment teacher and the class teacher use data from various sources to identify the students' specific needs and then provide the most appropriate support.

Prep

PreLit/Support-a-Talker - Small group withdrawal: Evidence based literacy program to develop phonological awareness and oral language.

Numeracy - Small group withdrawal: Focusing on developing and extending mathematical knowledge.

Year 1 and Year 2

MiniLit - Small group withdrawal: Evidence based early literacy program to teach reading skills by focusing on letter/sound knowledge and decoding skills.

Numeracy - Small group withdrawal: Focusing on developing and extending mathematical knowledge.

Critical Reading - Daily reading practise.

Year 3 and 4

MacLit - Small group withdrawal: Evidence based reading intervention program developing the key components of reading including phonemic awareness, fluency, vocabulary and comprehension.

Numeracy - Withdrawal/In Class support: Focusing on developing and extending mathematical knowledge.

Critical Reading - Individual daily reading practise.

Inclusive Education

Ryan Catholic College is committed to working collaboratively with key stakeholders to meet the diverse needs of all students. We are committed to ensuring our students are valued and supported fully so they can participate, learn, develop and succeed in our school community. We support the concept of inclusion as outlined by the Queensland Catholic Education Committee which recognises:

- the uniqueness and diversity of students as children of God
- the need for belonging within a community
- a collaborative whole school approach to inclusive planning, curriculum development and school organisation
- access to reasonable differentiated resources and learning opportunities so all students can participate
- Catholic social teaching and practice that is informed by legislative requirements educational philosophy and societal expectations.

5.6 ASSESSMENT

The work and progress of each student is continually assessed by the teacher or teachers, who may use a number of methods e.g. oral and written tests, assignments, assessment tasks, daily work samples and observations. These procedures are intended to provide a more comprehensive indication of a student's achievement in a course of study.

5.7 INTERVIEWING AND REPORTING

Interviews, along with written reports, are used to inform parents of their child's progress. An interview may be arranged by appointment at any time following a request by teacher, parent or student. Oral Reporting for Prep-Year 6 occurs in Terms 1 and 3. Written report cards are issued in Terms 2 and 4.

5.8 HOME STUDY

Teachers may require that individual home study appropriate to age and ability be done by the student. In the Primary Department. Homework should take no longer than 10-15 minutes (Prep-Year 3) or 30-45 minutes (Years 4-6) per evening. Parents are encouraged to keep this activity in the correct perspective: it is designed to help create a valuable work habit, to keep parents aware of what is being undertaken in class and to provide a support for what is learned in class.

Parents are encouraged to consult with the teacher whenever they consider that home study is causing untoward anxiety.

5.9 PROMOTION

Classes are allocated annually, in order to extend each student's field of acquaintance rather than retain the same class membership. A student is promoted each year unless a conference between class teacher, parents and Principal determines the student's best interests will be served by an extra year in a year level.

5.10 LIBRARY

Prep-Year 4

The Junior Campus Library is a modern, engaging space for Prep-Year 4 students and staff. It provides the Junior School with:

- a comprehensive, age-appropriate Library
- a literature and information literacy program for 21st-century learners
- access to high-quality print and electronic resources to support teaching and learning
- professional staff to support the use of Library, its resources and equipment.

Resources

The Junior Campus Library provides access to a variety of resources:

- Print: books, teacher resources, audio-visual material
- Online: databases, encyclopedias, educational video, ebooks, digital subscriptions, software
- Equipment: interactive whiteboard, laptops, iPads, audiovisual equipment, cameras.

Opening Hours

8:10 am - 3:10 pm Monday to Friday.

- During school, the Junior Campus Library is used for Library lessons, small group activities and special events.
- Before and after school the Library is open for reading, borrowing and parent enquiries.
- Students use the Library at lunchtime on a roster basis, for reading, borrowing and games.

Students are asked to observe a few rules to ensure the Library is a welcoming space for everyone.

- Respect the Library space by keeping it tidy and leaving food, drink and bags outside.
- Use Library resources responsibly, including the proper use and care of books borrowed.

- Show respect for all staff and students using the Library.

Borrowing

Prep-Year 4 students visit the Library weekly for Library lessons and borrowing. All borrowing is for two (2) weeks and these items can be renewed.

Prep: 2 items.
Year 1: 2 items.
Year 2: 3 items.
Year 3: 3 items.
Year 4: 3 items.

Years 5-6

The Senior Campus Library provides a welcoming and engaging space for students to study, read and collaborate. The Library has been designed to meet the needs of 21st Century learners, and features:

- Spaces for different modes of study, both individual and collaborative, including a computer classroom and quiet reading lounge
- Flexible furniture to support a variety of learning modes
- An expertly-curated collection of both print and electronic resources designed to support the academic and leisure needs of students
- Professional staff to support the use of the Library, the equipment and resources

Resources

The Library provides access to a variety of information resources:

- Print - books, newspapers and magazines
- Online - databases, encyclopedias, educational video, ebooks, digital subscriptions, software
- Equipment - laptops, scanners, printers, photocopiers, audiovisual equipment, cameras, iPads
- Textbooks - individual and class sets (print and online)

Opening Hours

Monday to Friday 8:15am - 4:30pm.

During school hours, the Library is used by staff and students for classes and related activities. Before school, during break times and after school, the Library is open for borrowing, reading, study, games and clubs.

While using the Library, students are asked to observe a few rules to ensure the space is pleasant for all:

- Choose appropriate areas for their activities, eg work silently in quiet areas and conduct group work in collaboration spaces
- Respect the Library space by keeping it tidy and using it appropriately
- Leave food, bags and drinks outside
- Be responsible for books and other resources that are borrowed

Borrowing

Students in Years 5 and 6 visit the Library weekly during class time. They may borrow five (5) items for two (2) weeks and these items can be renewed. Students who need to borrow more than five items may request this from the Librarian.

SECTION 6: PREPARATORY YEAR

Welcome to Ryan Catholic College's Preparatory Year

I have come that you may have life and live it to the full (John 10:10)

With seeds of love, a child's mind flowers like a garden, but children need gardeners—those who nurture, care for and help sow the seeds.

We are pleased to welcome your child to our College community. Early Childhood education is highly valued as children are naturally curious and eager to learn.

Early Childhood years at Ryan Catholic College have “smart” learning as the foundation for educating children. Smart learning provides for holistic development of children—educationally, socially, physically, emotionally and spiritually. In Preparatory, we provide holistic experiences that allow children to interact with the world around them. We aim to provide a challenging and stimulating environment where differing learning styles are catered for through well-planned, developmental and sequential learning opportunities. Children want to try new things, test ideas and make their own conclusions about specific experiences. Therefore, the scope of smart learning at Preparatory ensures elements of active and creative work, recreation, interaction with peers and adults, and rest.

During this period of transition, a Prep student is given a sense of God in their life as they learn how to show love and respect for those around them. As they work and pray together, children are able to experience values of love, hope, faith, sharing, community, reconciliation and giving thanks. These values are further developed throughout Primary and Secondary Education. We are dedicated to provide creative and uplifting experiences that raise children's awareness to the world of beauty within.

6.1 EARLY YEARS RELIGIOUS EDUCATION

In addition to this, as a Catholic school, we have the additional Early Learning Area of Religious Education. Closely linked to the Early Years Curriculum Guidelines, this area allows students to explore religious texts and Catholic Christian beliefs and religious practices.

6.2 BELIEFS ABOUT CHILDREN AND LEARNING

At Ryan Catholic College we understand:-

1. Children are unique individuals who come from unique backgrounds:

- they need to be accepted as people in their own right
- their language, culture and experiences differ widely
- they have differing needs, interests and motivations
- they have differing ability levels

2. Children develop holistically and these elements are interdependent:

- they develop at their own rate
- they develop through stages that are identifiable
- they have a past and present which affects their development of values and opinions
- their development is continuous

1. Children are naturally curious and learn:

- by imitation
- by building on what they already understand and can do
- through concrete experiences with materials
- through exploration, experimentation and discovery
- in a secure environment where risk taking is encouraged
- when learning is personally relevant and meaningful
- where children's initiatives are valued
- where decision making is shared with learners

Consequently, all children are given every opportunity to develop to their potential. Parent involvement is encouraged.

Please feel welcome to speak with the Prep teacher or Deputy Principal - Junior School about any matter related to Prep year.

6.3 CHARACTERISTICS OF 5/6 YEAR OLDS – PREPARATORY YEAR

| SOCIAL | CULTURAL |
|---|---|
| Moving from solidarity to co-operative play | Movement, music, games, stories |
| Egocentric (with a growing awareness of others) | Hands-on |
| Routine is very important | Diverse cultures, imitate these |
| Growing attention span | Limited understanding of whole world |
| Show affection through physical contact | Diverse backgrounds |
| Move into unfamiliar settings when they go to Preparatory | Strong interest in other cultures |
| Strong family attachment | RELIGIOUS |
| Emotional – like to explore emotions | Limited knowledge/experience |
| Becoming aware that everyone is different, with their own strengths and weaknesses. | Developing care, share, love and ideals through egocentricity means they don't always act this way. |
| Eager to please | Sharing ideas |
| Active | Some have knowledge from parents, church etc. |
| Learn through play, especially exploratory play | Traditional symbols/gestures, stories of Jesus |
| Imaginative | Curious about Jesus and God |
| Imitate roles of people in society | |
| Expanding their social settings | |
| Friendly, open to new relationships | |
| Dependent/big growth in independence | |

6.4 BEGINNING SCHOOL

It is a big change for a five year old to pass from the intimacy of the family circle to school. Here are some practical ways in which you can help this transition:-

- See that all articles brought to school (shoes, hat, cap, jumper, bag, books, lunch box, etc) are marked clearly in a prominent place with the child's Christian name and Surname.

If possible, teach your child to:-

- Tie shoelaces, do up buttons, put on and take off outer clothing without help;
- Recognise his/her name among other names;
- Repeat his/her name and address;
- Use his/her handkerchief and put it away when not in use;
- Put away toys, books etc after use;
- Wash his/her hands and flush the toilet unassisted;
- Know how he/she goes home after school;
- Open and close his/her school bag;
- Listen to stories, look at pictures and talk about them;
- Greet teachers and companions by title and name.

However, your child's greatest asset is the development of a measure of independence. At Ryan Catholic College we provide a happy, safe and nurturing environment, not to replace the home, but to compliment it. It is most important that home and school work together in partnership for the educational benefit of your child.

6.5 HOW PARENTS CAN HELP THEIR CHILD BECOME 'SCHOOL READY'

Social and emotional competence

- Ensure that children have some regular contact with another child or other children before they start school. Children have to be exposed to other children in order to learn how to make friends.

- Introduce games that involve taking turns, such as playing on swings, hitting with a bat or jumping on a trampoline.
- Introduce games where children have to share or play cooperatively in order to attain a joint or an individual goal, such as making cakes and sharing coloured pencils.
- Introduce games of chance where children can learn to lose gracefully (such as board games like Snakes and Ladders) by observing who loses without worrying about it, as well as experiencing it themselves.
- Encourage them to come up with a fair solution if conflict arises, by sitting down and helping them sort through it.
- Make them aware of rules and the reasons for them, such as crossing the road only when the green man walks or that the person who divides the chocolate doesn't get to choose which piece he/she receives.
- Use positive labels to help build their self-esteem, such as 'helpful', 'kind', 'responsible', 'grown up' and avoid using negative behaviour in terms of the event ("That wasn't a very sensible thing to do"), rather than labelling the child's personality ("You're stupid").

If children see you being kind and helpful to your family and friends, they will learn from your behaviour.

Language

- Talk to children, ask them to tell you about events, listen to them and sing familiar songs with them.
- As part of everyday life, give them experience in simple instructions that can also help you, such as getting food out of the fridge. Make sure you thank them and let them feel appreciated.
- Children are better readers when they have been read to a lot by their parents (a better predictor than if they read to themselves when young. Offord, 2001).
- Use different sorts of markers to draw and write, such as pens, pencils, chalk and sticks in the sand.

Physical and motor development

- Avoid junk food where possible.
- Make sure your child is well rested and has a balanced diet.
- Play ball games, hopping games and organise obstacle courses.
- Limit TV viewing, screen time and computer usage.
- Join Kinder Gym, Little Athletics, ballet or a soccer club.

General Knowledge and skills

- Read to children.
- Talk with and listen to children.
- Visit museums, galleries, the beach, the park, go for walks or see friends.

There are specific skills that can help children to be 'school ready'

- Teach them to dress themselves.
- Ensure that they can manage the toilet by themselves.
- Teach them to tie their own shoe laces, or are able to use Velcro, buckle or elastic sided shoes.

- Get them to pack away their games and toys after use.
- Give them little errands to help you, such as taking their clean clothes to their bedroom, so they learn to follow instructions.

6.6 STAFF

Each Prep group has a fully qualified teacher and an assistant.

6.7 DAYS OF ATTENDANCE

Preparatory year is full time ie 5 days a week for four school terms.

6.8 HOURS OF ATTENDANCE

Preparatory sessions begin at **8.30am** and finish at **2.50pm**. We appreciate a prompt 2.50pm pick up for your child.

Children may become distressed if they are the last to leave. If you are delayed for any reason, a phone call will be most appreciated. **After 3:00pm children may be collected at the College office.** Ryan Outside School Hours Care provides a good alternative for parents who work or may be late.

In consideration of non-custodial parents, access will be granted upon the College receiving a copy of the custody order to verify access. Staff will be made aware of the existence of such documentation.

6.9 MEALS

| | |
|---------------------------|---|
| Drinks | The College provides cold water. Alternatively, parents are encouraged to provide fruit juice or milk. |
| Brain Boost Break & Lunch | Healthy and nutritional food is requested. Please avoid sending cakes, sweets and soft drinks. Sandwiches and fruit are the preferred items for eating times. Tuckshop is available for Prep students at the 11am break two days a week (Terms 2-4 only). |

It is recommended that food items are stored in a small esky. For the children's safety, please do not bring pull-top tins to school. It is recommended these food items be placed into plastic containers.

6.10 UNIFORM

Prep students are to wear the College uniform. These details can be found on page 8 of this booklet.

6.11 PARENT INVOLVEMENT

Parent/Carer involvement is always encouraged e.g. assistance with excursions, liturgy days, mini fete, etc. You are encouraged to attend Parents and Friends' Association meetings held on the third Monday of each month.

6.12 HEALTH AND SAFETY

Students suffering from infectious illness or head lice are asked not to attend school. If your child is absent because of illness, please phone or email the school early in the day. Only medicine prescribed by a medical practitioner can be administered. Parents must fill out the medication form stating the exact dosage required and forward this to office staff. Please refer to Section 4:6 in this booklet. If your child has head lice they need to be effectively treated prior to attending school.

Sensible sunsafe hats are essential. **NO hat means NO play.** Sunscreen is provided for students to apply.

Dental van visits are available to Prep students as advertised. This is optional and students need to be accompanied by an adult.

Prep students are expected to be independently toilet trained.

6.13 INTERVIEWS, MEETINGS & ORIENTATION SESSION

Orientation sessions are scheduled in November the year prior to your child/children commencing Prep. The Orientation session is an important opportunity to introduce children and families to the Prep setting, meet the staff and familiarise yourselves with the facilities, activities and programs offered. Your attendance encourages a smooth transition into school life. Information packages will be issued during this session.

You may make an appointment for other interviews regarding your child's progress at any time. Prep teachers and members of the Leadership Team are always willing to meet with you to discuss any concerns you may have and we are available to offer advice and reassurance regarding the development of your child. Prep students will receive a written report each semester and oral interviews will be offered in Terms 1 and 3.

6.14 HOUSE TEAMS

Prep students take part in our Sports and Tabloid activities. Students will be placed in one of the four house teams, or the same team as older siblings:

GRIFFIN—Red

CONNOLLY—Yellow

McGUIRE—Green

MACKILLOP—Purple

Coloured House shirts are available from the Uniform Shop.

6.15 MEDIA RELEASE

Students' photos may be used for class and College publications. To allow us to use these photos, please indicate your approval on the enrolment form.

6.16 EXCURSIONS

During the year, excursions appropriate to the students' age level and interests may be arranged. A note will be sent home requiring your written consent.

Parents/Carers may be invited to assist with supervision of the students. We ask that supervising adults are not accompanied by younger siblings due to safety concerns.

6.17 LIBRARY

Students require a clearly labelled Library bag (these are available through our Uniform Shop as an optional item).

6.18 SWIMMING LESSONS

Swimming lessons will be offered. Costs are incorporated into school fees. Information notes and permission slips will be sent home prior to the swimming lessons.

6.19 SPECIALISED LESSONS

| | |
|---------------------|--|
| Physical Education: | 2 lessons a week with a specialist teacher |
| Music: | 1 lesson a week with a specialist teacher |
| Drama: | 1 lesson a week with a specialist teacher |

6.20 COMMUNICATION

It is important for parents/carers to foster frequent communication with their child's Prep teacher. Students are provided with a blue Ryan bag for safe transport of important information. Newsletters are published every Wednesday electronically and are available from the College website. A paper copy is available by request.

6.21 ASSEMBLY

Prep students attend assemblies every Wednesday at 2.00pm in the shelter shed (next to the Tuckshop).

6.22 CHECKLIST- WHAT TO BRING

- School hat
- Brain Boost Break and lunch in esky or cooler bag
- A change of clothes in case of "accidents"
- Library bag
- Box of tissues
- Blue Ryan bag

Most items can be purchased from the Uniform Shop and need to be clearly named.

SECTION 7: CO-CURRICULAR PROGRAM

Ryan Catholic College offers a wide range of academic, sporting and cultural activities in which students may participate.

7.1 SPORT

SPORTS MAY INCLUDE

Swimming
Cross Country
Athletics
Touch
Basketball
Netball
Softball
Hockey
Soccer
Rugby League
Rugby Union
Cricket
Tennis

ACTIVITIES

Liturgies / Masses
Retreats
Feast Day and special celebrations
Production / Musical
Camps (various year levels)
Excursions
Arts Council / Nexus Arts
Hosting visiting exchange students

7.2 MUSIC

In addition to classroom music, students in Years 4-6 may join the Instrumental Program and have small group tutoring from specialist tutors.

Instrumental lessons take place for half an hour each week on a rotational basis during the school day and are taught in groups of approximately three students by specialist teachers. Students are required to purchase their own instrument and music book. Instrumental program tuition fees are currently \$400 per semester for groups and \$560 per semester for individuals. They will be charged separately to school fees. Instrumental Music fees must be paid in full each semester by the due dates.

The College also offers opportunities for students to participate in one of the College bands, the senior choir, vocal ensemble, string ensemble or guitar band.

The instrumental program at Ryan Catholic College allows students to undertake tuition in the following areas:

- Strings – Violin, Viola, Cello and Double Bass
- Guitar (from Year 5)
- Piano
- Woodwind – Clarinet, Flute, Saxophone
- Brass – Trumpet, Trombone, Euphonium
- Percussion
- Voice (from Year 5)

SECTION 8: COLLEGE ANCILLARY SERVICES

8.1 COLLEGE OFFICES

The College offices open each morning at 8.00am and close at 4.15pm.

Students may have contact with the office staff in several ways. For example:

- reporting sick (with the approval of the teacher)
- leaving valuables/money at office for safe-keeping
- requests to see teachers during lunch breaks

Parents requesting to make appointments with teachers are asked to do so through the office.

8.2 INTERNET ACCESS

Internet access is available to students through the Library or the other technology centres. Students are required to observe College policy when using the internet and sign a contract to that effect.

Students who misuse facilities will have their privileges withdrawn.

8.3 COLLEGE BOARD

The Board is comprised of College staff, College Chaplain, parents and other community members. It is responsible for the development of policy and advises the Principal on the overall direction of the College.

The Board meets on the first Wednesday of each month.

8.3 PARENTS AND FRIENDS' ASSOCIATION

All parents are invited to participate in the life of the College by attending regular meetings and Parents & Friends' functions.

Our main fundraising event for the year is the Spring Fair, held in September.

Our P and F Association meets on the third Monday of each month. These meetings are advertised in the College newsletter and website.

8.4 UNIFORM SHOP

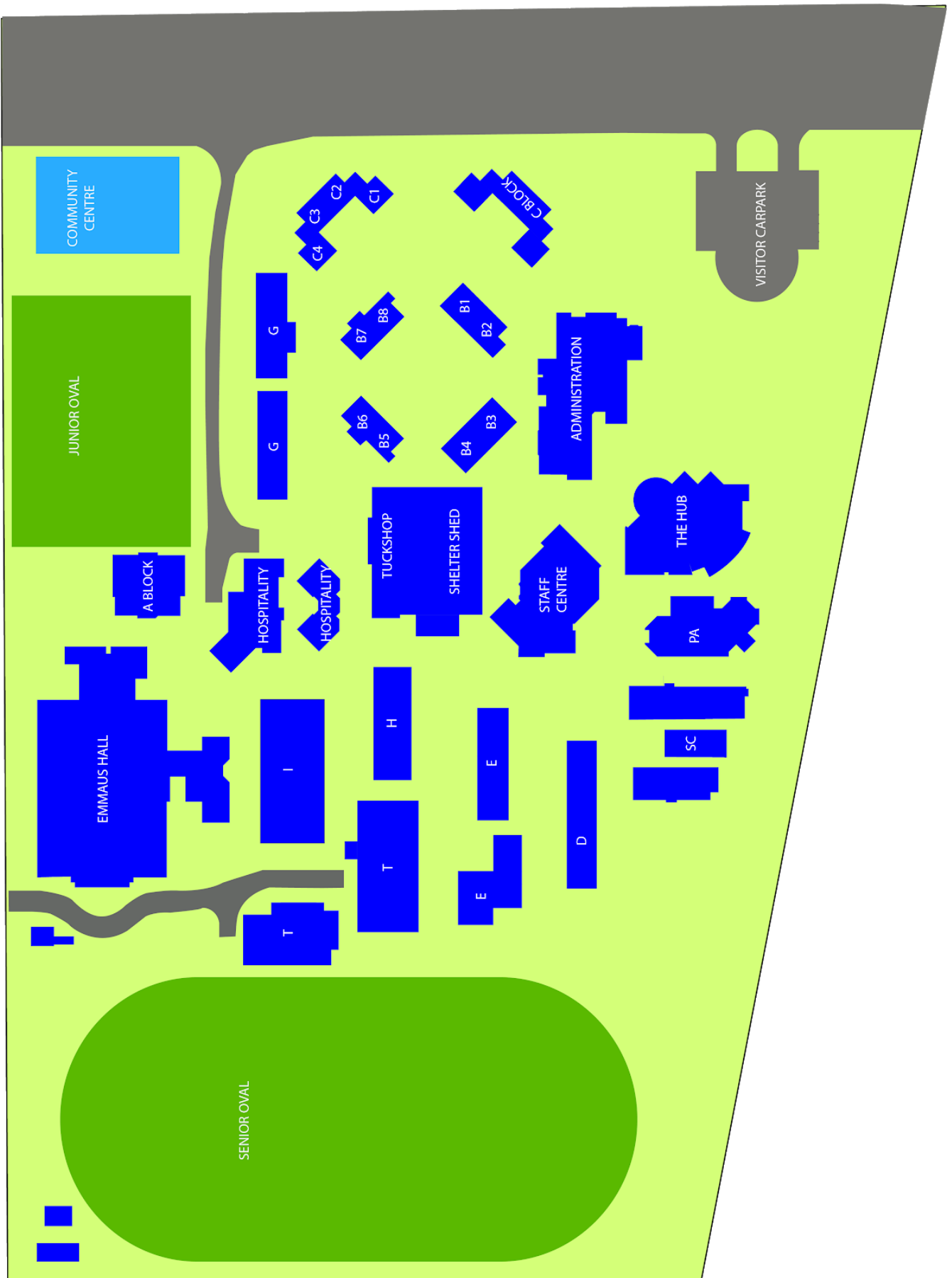
The College operates a Uniform shop for the convenience of families. The Uniform shop is the only stockist of the Ryan uniform and is located in the Administration building on the Senior Campus. Uniform Shop opening hours are advertised through the College newsletter.

There are extended operating hours during the school holidays and at the beginning of the school year. Any additional opening hours will be advertised through the College newsletter.

8.6 OUTSIDE SCHOOL HOURS CARE

The school provides an Outside School Hours Care service for students from Prep-Year 6. The service is a safe and fun venue for students, before school, after school or during the school holidays. More details can be obtained from the Coordinator on 4755 9955 or from the College office at the Junior Campus. Outside School Hours Care is located on the Junior Campus.

SENIOR CAMPUS



JUNIOR CAMPUS

