



**JPC**  
**Student**  
**Guide**  
**2022**

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## PRINCIPAL'S WELCOME



In 2013, St John Paul II College opened its doors to its first cohort of Year 7 students. Each year, a year group has been added and the College became a Year 7 to 12 College in 2018. Together with Good Shepherd Amaroo, Holy Spirit Nicholls and Mother Teresa Harrison, we are proud to be offering a P-12 Catholic education pathway in Gungahlin.

St John Paul II College is a welcoming and inclusive learning community and a true flagship of twenty-first century education. We combine the hardware of modern technology with the software of innovation, adaptability and personal resilience.

Drawing on our expanding understanding of the developing brain and individual learning styles, our staff work with families to build personal pathways for every student. We follow the Australian curriculum and we also cater to individual needs, engage with individual passions and extend individual talents, in a community of curious minds. Mentor Teachers assigned to each student provide a continuous point of contact for families and a source of guidance on the learning journey.

Our beautiful, modern campus is a model of smart design and a testament to our ethos of excellence and sustainability.

As a Catholic school, we support each student to develop in wisdom and self-knowledge, alongside academic achievement. An essential part of our life as a Christian community is working together for the common good, whilst fostering in each individual a feeling of belonging and self-worth. Close ties with Holy Spirit parish, Gungahlin's three Catholic primary schools and other Catholic secondary colleges, enrich our community.

The diversity of our school family and the enthusiasm of all its members, have given the Canberra community a wonderful example of what education for the twenty-first century can be.

I look forward to building the future with you.

**Catherine Rey**

## 2022 TERM DATES

Term Dates	First Day	Last Day
<b>Term 1</b>	Monday 31 January (Years 7, 11 & New Students)	Friday 8 April
	Tuesday 1 February (Years 8, 9, 10 & 12)	Friday 8 April
<b>Term 2</b>	Tuesday 26 April	Friday 1 July
<b>Term 3</b>	Monday 18 July	Friday 23 September
Term 4	Monday 10 October	Friday 16 December

Class Times	
Before School supervision	8.35am - 8.55am
PC Time	9.00am - 9.10am
Period 1	9.15am - 10.15am
Period 2	10.20am - 11.20am
Lunch	11.20am - 12.00pm
Period 3	12.05pm - 1.05pm
Period 4	1.10pm - 2.10pm
Recess	2.10pm - 2.30pm
Period 5	2.35pm - 3.35pm
After School Supervision	3.35pm - 3.55pm

### Pastoral Care (PC)

PC time commences at 9.00am each day and is an important part of the day where the student's attendance is marked, they receive important messages and take part in house activities.

All Students are expected to attend PC, including Seniors.

Students who are late are required to get a late note from the College office before heading to class.



## WHO TO CONTACT

### JPC Office - [office.jpc@cg.catholic.edu.au](mailto:office.jpc@cg.catholic.edu.au)

- Absences
- Contact Details
- First Aid
- Fees and all other payments ([jpc.finance@cg.catholic.edu.au](mailto:jpc.finance@cg.catholic.edu.au))
- Enrolment

### Pastoral Care (PC) Teacher

- Notices
- House Activities

### Mentor Teacher and/or Leader of Learning and Wellbeing

- Academic queries
- Personal issues
- Behavioural/Learning requirements

### IT Office

Students can visit the IT Helpdesk before or after school or at lunch and recess for IT assistance.

Email addresses for all staff are listed on the College website or Email the College office <https://www.jpc.act.edu.au/contact-us/staff-emails/>

Email - [office.jpc@cg.catholic.edu.au](mailto:office.jpc@cg.catholic.edu.au)

## ABSENCES



Qkr!

### Absences

All absences from school (partial and/or full day) must be explained in writing. A note or email from an address recorded on file for a parent or carer will be accepted. A telephone call is no longer sufficient as all attendance is required to be stored digitally.

- An SMS Alert will be sent to parents each day if a student is absent from Pastoral Care and Period 1 Class without prior notification. Parents can reply to the SMS with the reason for the students absence. No further action is required if you reply to the SMS.
- All absences must be emailed to the College Office ([office.jpc@cg.catholic.edu.au](mailto:office.jpc@cg.catholic.edu.au)).

If a student needs to leave the school during the day, they must bring a note that morning or have an email from their parent/carers (cc: the College office into the email). They are to give this note or show the email to their classroom teacher at their departure time, then present themselves with the note/email at the student office to sign out.

If no note or email is provided, students must be signed out in person by a parent or carer. Early departure should only occur during Lunch or Recess, or between Periods to avoid disturbance to other students.

Parents arriving during the day to collect students without prior notification will be asked to wait until Lunch or Recess, or between Periods unless there is an emergency. If something has come up unexpectedly and you need to collect your child, we ask parents to email their child using their son or daughters's school email address and copy in the college office ([office.jpc@cg.catholic.edu.au](mailto:office.jpc@cg.catholic.edu.au)) into the email so they are aware. The student is to show the teacher the email message if they need to leave class.

Student Absentee and Late or Partial Day Absence forms are available to download from the College website and Moodle.

The JPC Attendance policy sets out the requirements for Attendance and Absence reporting. The policy is available on the College website.

Qkr! is the payment method for:

- School Fees
- Excursion Permissions
- School Payments - Extra Curricular Activities/Electives/School Clubs
- Music/Band

### Excursions

All Excursion permission forms are to be completed through Qkr!

If there is no cost associated with excursion, the form still needs to be completed through Qkr!

Further information on how to install Qkr! or how to complete an excursion permission form is available on our website -

<https://www.jpc.act.edu.au/wp-content/uploads/2015/10/Qkr-Instructions.pdf>

Families will be informed of other options for paying school fees prior to the beginning of the school year.







## MY MONITOR

Monitor is the Point-of-Sale system which is used at the **JPC Canteen to pay for any purchases.**

Students will be issued a 'Student Key' to access the Monitor Point-of-Sale system online **when they start at JPC.** This will enable them to top up their Student account with money either online or at the kiosk located opposite the College office.

Students will need to share the 'Student Key' with their parents/carers so they can link the student account and enable the parent account for top ups and account balance enquiries.

### Creating your Parent Web Account:

1. To create your Parent Monitor Account you will need to have a valid Email Address. My Monitor will communicate with you via this Email Address. We Suggest that you use the same address as for your other school communications.
2. Go to the Monitor Portal: <https://monitor.jpc.act.edu.au/mymonitor>
3. Click on the Parents - sign up here at the My Monitor Site.
4. Enter your first and last name in the Name edit box in the first column.
5. Create a Password. Please note it must meet the Password Requirements on the website.
6. Type in your email address in the second column.
7. Retype your email address in the Confirm Email Address edit box.
8. Click on the Terms and Conditions link and study the terms.
9. Tick the I agree check box once done.
10. Click the Create Account button.
11. You will now be on the Add Account page. Enter your student's key into the Account Key box and then click Add Account.



### Adding additional Student Accounts to Your Parent Web Account:

1. Login to the My Monitor web page site. You will see a link on the left hand side saying Add Account.
2. Enter your Students Account Key.
3. Click the Add Account button. You will now see the main screen with your Student's account details.
4. If you have more Student Accounts to add, click the Add Account link in the left hand column and repeat steps 2 and 3.
5. Once Student Accounts are added you can start getting reports, adding or transferring funds to/from Student Accounts.

Further help is also available from the Monitor portal - <https://monitor.jpc.act.edu.au/mymonitor/helpindex.php#createParent>



## SENTRAL PARENT PORTAL

The Sentral Parent Portal, provides parents with access to key information about their student, book appointments for the Parent-Teacher-Student interviews.

An email will be sent to families when Parent-Teacher-Student interview are available online to book and how to access the Portal.

To access the Parent Portal go to <https://sentral.jpc.act.edu.au/portal/register>

- You must use a valid email address to create your username.
- Once successfully registered you will be prompted to enter your username (email address) and the password you created.
- To see information from the school and to link to your enrolled student, you will need an access key which will be emailed to you. Please note that the access key is case sensitive so copy it into the box provided on screen, exactly as it appears in this letter.

The URL for continued access to the portal is: <https://sentral.jpc.act.edu.au/portal>

Should you experience difficulties please do not hesitate to contact IT Support for assistance, email [JPCPortal@cg.catholic.edu.au](mailto:JPCPortal@cg.catholic.edu.au)

**Download the Sentral for Parents app**

The Sentral for Parents app allows you to monitor your child's school journey simply and efficiently. You will find numerous smart features that help streamline your day. Receive messages and notifications from teachers, report absences, make payments for school activities and more. The Sentral for Parents app helps you stay connected and informed about your child's education.

GET IT ON Google Play | Download on the App Store

## CANTEEN

A popular feature is our College canteen, where all meals are prepared on the premises from fresh, locally sourced and unprocessed ingredients. As part of our commitment to minimising landfill waste, no food is packaged.

Canteen offerings change every day with a seasonal blackboard menu, set at a minimal cost for accessibility for all families. Students enjoy food in a café environment, using cutlery and crockery.

To purchase food students swipe their student card. Student accounts can be topped up online through MyMonitor or at the kiosk machine before school, at recess or at lunch time.



### Sample Canteen Menu

### Canteen Menu

Term 3 - Week 5  
9 August - 13 August 2021

*We will be serving fruit, yoghurt, hummous, ham, salami & salad rolls/wraps daily*

#### Monday

- Ham, apple & mustard quiche
- Broccoli & spinach spegehetti
- Variety of toasted sandwiches

#### Wednesday

- Chicken Ceasar salad
- Chicken & leek pies
- Tandoori grilled chicken naan breads

#### Tuesday

- Thai green chicken curry with rice
- Cheesy vegetable muffins
- Parmesan crusted chicken sliders
- Raisin toast

#### Thursday

*Moderation Day - Pupil Free Day*

#### Friday

- Lentil & spinach stew
- Easy beef & zucchini lasagne
- Beef buritos
- Spiced pumpkin cake with cream cheese icining

*\* All menu items and prices are subject to change, based on availability*

Gluten Free options - please speak to the canteen staff

## SCHOOL COUNSELLOR & DEFENCE SCHOOL MENTOR (DSM)

### School Counsellor

JPC offers School Counselling on campus throughout the school year. School Counselling is delivered by a qualified mental health professional with experience working with young people who have mental health concerns such as anxiety, depression, stress, grief, persistent demotivation, significant social difficulties or other similar challenges.

A referral to the School Counsellor can be made through the House Leaders while identifying the best initial support path.

School Counselling is a short-term, goal-focused therapy available to support students to reduce the impact that their mental health is having on their learning and life. It is important to know that School Counselling is not a long-term support service, and is therefore not always able to provide the length or depth of support that some students may need to maximise their chance of recovery. In addition, School Counselling is reserved for students who are not already accessing external professional support for their mental health.

The School Counsellor's office is located within the 'Wellbeing Hub' of the school.

### Defence School Mentor

JPC recognises the extra challenges which face Australian Defence Force (ADF) families through their unique circumstances. Our Defence School Mentor (DSM) works together with our Mentor Teachers, Pastoral Care Teachers and Leaders of Learning and Wellbeing to provide support, assistance and advocacy for students from ADF families.

The DSM's role includes:

- assisting with the integration of students into our school community
- supporting students as they transition out of the community due to postings
- building relationships and monitoring Defence students' wellbeing
- providing care throughout times of parental absences due to deployment, MWD(U) or exercises
- raising awareness within the community in matters relating to the ADF lifestyle
- organising significant events such as ANZAC and Remembrance Day Commemorations

For further information or if you would like to contact the DSM, email [vicki.walsh@cg.catholic.edu.au](mailto:vicki.walsh@cg.catholic.edu.au)



## WHAT TO BRING

## YEARS 7 - 9 iPad REQUIREMENTS

*Please ensure all your child's items and uniform are clearly labelled with their name.*

- iPad + Protective iPad Case
- Sturdy A4 Exercise Books - 120 pages (approximately)  
(6 for Year 7, an extra 2 are required for Years 8 to 10, 6 for Year 11 and 5 for Year 12)
- A4 grid book 120 pages (Year 11 & 12 - only required grid book if doing Maths or Science)
- Pencil case containing
  - pens, pencils (lead pencils)
  - textas (12 textas is enough)
  - scissors
  - glue
  - ruler
  - eraser (NB: No white-out)
- Scientific Calculator - Casio Education FX 82AU Plus II  
*(Senior students doing **Specialist Mathematics** and **Specialist Methods Mathematics** require a graphics calculator - TI-Nspire CX CAS- Texas Instruments Calculator - check with teacher prior to purchasing)*

Elective subjects may specify additional requirements and we suggest having an organisational zipped folder to keep work together for these subjects.

**The school will provide padlocks for lockers for Year 7 students.** Replacement locks will incur a cost. Padlocks are available for sale for other year levels or students can bring one from home.

All students in Years 7 to 9 are required to have an Apple iPad for use in the classroom. The following specifications will help you purchase the best device and accessories.



<b>Hardware</b>	Apple iPad capable of running the most current version of iOS.
<b>Battery Life</b>	A minimum of 6 hours.  The iPad will need to hold charge for a minimum of 6 hours, to ensure the device is usable for the entire school day.  Charging will not be permitted at school, to alleviate risk of tripping on cords or device damage.
<b>Case</b>	To protect the device at school, a solid case must be purchased and installed correctly.  Below are some recommended cases:  OtterBox Defender: <a href="http://www.otterbox.com">www.otterbox.com</a>  Griffin Survivor: <a href="http://www.griffintechology.com">www.griffintechology.com</a>
	For further information, please go to the JPC Website  <a href="https://www.jpc.act.edu.au/teaching-learning/technology/">https://www.jpc.act.edu.au/teaching-learning/technology/</a>



## YEARS 10 - 12 BYOD REQUIREMENTS

Students in Year 10 - 12 have the option to bring devices other than an iPad for use at school. If the student's current iPad is in good working order and they are happy with occasional access to the desktop computers available within the school, there is no requirement to purchase another device.

If you do purchase another device, the following requirements must be met to ensure your device works on the JPC Network.

<b>Hardware</b>	<p>Tablets: Apple iPad - capable of running the most current version of iOS. Microsoft Surface - Running Windows 10.</p> <p>Laptops: Apple MacBook, MacBook Pro, MacBook Air - Capable of running the most current version of Mac OS X</p> <p>PC Laptop - Running Windows 10.</p> <p><i>Office 365 is supplied and supported by JPC</i></p>
<b>Case/Sleeve:</b>	It is recommended to have a protective case or sleeve for the device
<b>Size</b>	15.5 inch or under - this will ensure the device fits in to the student lockers when not in use.
<b>Battery Life</b>	<p>A minimum of 6 hours.</p> <p>Charging will not be permitted at school, as charging cables are a hazard in the classroom.</p>
<b>Wireless</b>	<p>802.11AC Previous versions of Wi-Fi are not supported on the JPC Network. All new Apple devices are 802.11AC: on any other device, look for one of these two logos, or ask the shop assistant:</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>

Current Information is available on the JPC Website  
<https://www.jpc.act.edu.au/teaching-learning/technology/>

Questions/queries can be directed to [office.jpc@cg.catholic.edu.au](mailto:office.jpc@cg.catholic.edu.au)

## JPC HOUSES

### House System

All staff and students are assigned to one of six Houses, each with its own identity.

Each house is named for a modern day prophet: inspirational men and women from every continent who walked in Christ's footsteps in our time. As contemporaries of John Paul II, they represent his breadth of vision and generosity of spirit. We honour their lives and seek to take up their legacies through our Houses.



**DREXEL**  
Katherine Drexel



**FERRÉ**  
Isolina Ferré



**KENNEDY**  
Father Ted Kennedy



**MAATHAI**  
Wangari Maathai



**MATHIEU**  
Marie Helene Mathieu



**VAN THUAN**  
Cardinal François-Zavier  
Nguyễn Van Thuan



As a sustainable school, we encourage students to think about how to travel sustainably to and from school each day – for example, walking, cycling or catching public transport.

### ACT School Buses

Please check the Transport Canberra website at <http://www.transport.act.gov.au/> for timetables of school buses for JPC, as well as normal route buses.

A My-Way Card is required for all bus transport in the ACT and a 7-digit ACT Student ID Number is required for a My-Way Card. The ACT Student ID number is allocated to each student when they first enrol at an ACT school (some primary schools use it for network access – check with your son or daughter as they probably know their ID number without realising). Students attending an interstate primary school who require a My-Way Card will need to contact the JPC office from **January** (ID numbers are not allocated until the new year) to obtain their ACT Student ID number.

### NSW School Buses

Application for Subsidised Travel from NSW (Deanes/Transborder) is available online at [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students)

Your child's bus pass will be sent to the College and passed on to your child.

### Bike Sheds

Bikes can be left in the secure bike sheds during the school day. Bike sheds are open before and after school and locked during the school day. Please bring a bike lock to attach bikes to the racks.

Any bikes left overnight are not the responsibility of the school.

Students **must** wear a bike helmet when riding to and from school.

### Car Travel

If travelling by car, please note that student safety is paramount and **school buses have priority** in the driveway. Slow down in the carpark and respect other road users. Please be aware of parking signs and keep disabled parking spaces and loading zones clear for those who need them. If you have to collect your child in a car, we recommend you arrive after the buses have departed or arrange a meeting point in the local vicinity.



All students are required to have the JPC school bag and JPC hat.

#### Girls Summer Uniform (Terms 1 & 4)

- JPC summer dress (knee-length) or
- JPC summer shorts and College white shirt with blue contrasting piping
- Black lace-up leather school shoes – traditional polishable
- Short white socks (above the ankle). No logos or bands of colour
- JPC red V-neck jumper

#### Girls Winter Uniform (Terms 2 & 3)

- JPC pleated tartan skirt or JPC navy trousers. Skirt should be knee-length
- JPC short or long sleeve white shirt with blue contrasting piping
- Black or navy opaque footed stockings about 100 denier or above
- Black lace-up leather school shoes – traditional polishable
- JPC red V-neck jumper
- Navy JPC weather-proof jacket (optional). This is the only jacket to be worn
- Beanies and scarves in school colours if desired (only to be worn outside)

#### Boys Summer Uniform (Terms 1 & 4)

- Dark grey JPC school shorts
- Short sleeve blue JPC shirt
- JPC long socks or plain short grey sock (above ankle).
- No logos or bands of colour
- Black lace-up leather school shoes – traditional polishable
- JPC red V-neck jumper

#### Boys Winter Uniform (Terms 2 & 3)

- JPC dark grey long trousers
- JPC long sleeve blue shirt. Shirts must be tucked in at all times
- Junior navy and red tie
- JPC red V-neck jumper
- JPC long socks or plain short grey socks (above the ankle).
- No logos or bands of colour
- Black lace-up leather school shoes – traditional polishable
- Navy JPC weather-proof jacket (optional). This is the only jacket to be worn
- Beanies and scarves in school colours if desired (only to be worn outside)

## UNIFORM - SPORTS - YEARS 7 - 10

### Boys & Girls Sports Uniform

- JPC PE polo shirt
- JPC shorts or College tracksuit pants
- Traditional sports shoes (Please note: Converse, Volleys, Vans and ballet flats are not safe footwear for sport and are not acceptable at any time)
- White ankle socks
- JPC tracksuit and jacket
- JPC bucket hat
- JPC Leggings for girls will be available from Lowes in 2021 (*date to be confirmed*)

### Second-Hand Uniform

The College has a small stock of second-hand uniform for sale, from donations to the College. Email the JPC Office ([office.jpc@cg.catholic.edu.au](mailto:office.jpc@cg.catholic.edu.au)) to find out what is available.

### JPCII – Uniform & Tech to You

St John Paul II College Community Council has established a Facebook Page to enable parents and carers to buy and sell preloved uniform and school technology equipment (ie laptop/ipads). This is a private group and can be found here - <https://www.facebook.com/groups/407570756539093>



## UNIFORM YEARS 11 - 12

All students are required to have the JPC school bag and JPC hat.

### Girls Uniform

#### All Year

- JPC pleated tartan skirt. Skirt should be knee length
- JPC short or long sleeve white shirt with red contrast piping
- JPC navy V-neck jumper
- Short white socks (above the ankle). No logos or bands of colour
- Black lace-up traditional polishable leather shoes

#### Terms 1 & 4 - *Optional*

- JPC navy shorts
- Short white socks (above the ankle). No logos or bands of colour

#### Terms 2 & 3

- JPC pleated tartan skirt or JPC navy trousers
- Black or navy opaque footed stockings 100 denier or above
- College Blazer (compulsory for Terms 2 & 3 and formal occasions)
- Beanies and scarfs in school colours if desired (only to be worn outside)

### Boys Uniform

#### All Year

- The College navy V-neck jumper
- JPC long socks or plain short grey socks (above the ankle). No logos or bands of colour
- Black lace-up traditional polishable leather shoes

#### Terms 1 & 4

- JPC dark grey shorts
- JPC short sleeve white shirt

#### Terms 2 & 3

- JPC dark grey trousers
- JPC long sleeve shirt. Shirts must be tucked in at all times
- The College Senior tie
- College Blazer (compulsory for Term 2 & 3 and formal occasions)
- Beanies and Scarves in school colours if desired (only to be worn outside)

The full uniform policy is available on the JPC website

<https://www.jpc.act.edu.au/wp-content/uploads/2019/08/Uniform-Policy-Updated-Aug-2019.pdf>

# PARENT CHARTER

FOR CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF CANBERRA & GOULBURN

Catholic schools in the Archdiocese of Canberra Goulburn work in partnership with parents and their school communities to promote a shared responsibility for the education of each child.

This Charter provides the principles and expectations that will help to achieve this critical partnership.

**1** This partnership recognises:  
 Parents as the primary and continuing educators of their children.  
 The contribution that parents make by valuing the Catholic identity of our schools.  
 The shared responsibility for the moral, spiritual, emotional and social development of students in our schools.

**2** Parents can expect that their child's school will:  
 Provide an excellent education based on the traditions of Catholic teachings.  
 Strive to maintain a safe, secure and welcoming environment for their children.  
 Involve parents as the first educators in any decisions that affect their child's learning or well being.  
 Provide timely and accurate information about their child's progress.  
 Demonstrate respect for the privacy of families in all interactions, including through the use of technology and social media.

**3** The School can expect that parents will:  
 Actively support school policies and expectations.  
 Work collaboratively with school leaders, teachers and staff.  
 Respect the skills, knowledge and experience of school leaders and teachers.  
 Demonstrate respect for the school and staff in all communications including digital technologies and social media.  
 Contribute to the life of the school in ways that reflect their interests, skills and experience.  
 Support their child's consistent and punctual attendance at school.  
 Fulfill their commitment to pay all fees in a timely manner, and in hardship circumstances to actively work with the school to seek out mutually suitable arrangements for their payment.  
 Respect a teacher's working hours in terms of response times to emails and phone calls.  
 Request a formal interview time with their child's teacher when there is a concern to be discussed.

**4** Integral partners in the life of school communities, the school with parents have a co-responsibility to:  
 Value and respect the Catholic identity of the School, its relationship to its parish community and the teaching of Catholic beliefs.  
 Model Christian values and support the ethos of Catholic schools with all members of the School community.  
 Value and respect the diversity of faiths and cultures within the School community.  
 Contribute to a welcoming and inclusive school community.  
 Support the child's learning at school and home.  
 Contribute to consultation and decision making processes.  
 Work toward resolving grievances through respectful discussion and negotiation.  
 Contribute to a culture where privacy and confidentiality are assured.  
 Ensure respectful and caring relationships are reflected in the ways in which staff, students and parents interact when engaging in sporting and extra-curricular activities.  
 Acknowledge and support the work of the School Community Council/Board and associated committees.



*Parent is used in this document as a term to include natural, adoptive or foster parents, guardians and caregivers of students.*





**St John Paul II College**  
1021 Gungahlin Drive  
NICHOLLS ACT 2913

Phone (02) 6163 4800  
Email: [office.jpc@cg.catholic.edu.au](mailto:office.jpc@cg.catholic.edu.au)  
Website: [www.jpc.act.edu.au](http://www.jpc.act.edu.au)