



# Cooktown P-12



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Dear Junior Secondary Parents and Guardians,

Welcome to Junior Secondary at Cooktown P-12 State School for 2020! We are excited for an amazing year at Cooktown P-12 State School, and are hoping to emulate the fantastic work that students and teachers achieved in 2019.

At Cooktown P-12 State School, we are passionate about student success, and acknowledge the essential role that parents/guardians and the community have in that success. In 2020 we are wanting to amplify that success, by continuing to promote the strong connections between home and school.

In this letter I am detailing a few initiatives that we will be rolling out in 2020, and outlining the process for contacting the school.

## **DIARIES**

Student use of School Diaries last year was wonderful, and a real feature of teaching and learning in Junior Secondary. The School Diary is a valuable asset for students as they organise their learning, and utilise it to develop their goals, maximise their learning and character strengths, and acquire study skills that will guarantee success in Junior Secondary. It allows students to record their homework, goals, when assessment is due, and when significant school events are occurring.

All students are provided with a School Diary. The School Diary is the only diary that we allow in Junior Secondary for consistency for staff and students alike. If students lose the School Diary they will have to pay for a replacement.

The School Diaries belong to the student **and** the parent/guardian. We invite you to peruse your child's diary, look at their goals, timetable, assessment schedule etc. In the next fortnight, ALL Junior Secondary students will be setting learning and personal goals in their diaries, and we ask you to sight them, discuss them with your child, and sign off on them, so that your child understands that they have both the support of their parents and their school in 2020!



## **WELLBEING**

In 2020, all student wellbeing at Cooktown P-12 State School will be delivered under the **PULSE** framework. This will allow streamlining of all the previous student wellbeing activities and programs, and ensure that student wellbeing is at the forefront. The **PULSE** framework at Cooktown P-12 State School is our signature Social and Emotional Well-Being framework.

**PULSE** addresses the 4 Elements of the ACARA Personal and Social Capability Learning Curriculum:

- Self-Awareness
- Self-Management
- Social Awareness
- Social Management

**PULSE** encompasses a range of programs and initiatives that are already in use and places them under the one umbrella. Some of these programs include:

- Positive Behaviour For Learning
- KidsMatter
- Year 8 Boys to Men Bike Ride
- Junior Secondary Celebration Days
- Resilience, Rights and Respectful Relationships
- Rock and Water
- Mental Health Week
- Love Bites
- Life Education
- School Diaries
- Retreat Week

**PULSE** has been created to ensure a consistent and focussed approach to the embedding of social and emotional wellness at Cooktown P-12 State School. The aim is to adopt a free-flowing continuum from Prep to Year 12 that provides students with the necessary tools and skills as they progress through their school lives.

As mentioned above, Positive Behaviour for Learning now sits in **PULSE**. Our focus for the next fortnight in Junior Secondary is Arrive Prepared. Arrive Prepared means:

- Arriving to class/school on time
- Lining up in two straight lines
- Organised to have all the necessary equipment for that particular class (e.g. exercise book, pencil case, textbook)
- Taking the School Diary to every class
- A smile on your face and a willing attitude to learn and succeed!



## **CONTACTING THE SCHOOL**

At Cooktown P-12 State School, all staff will engage with the members of the school community in a positive and supportive manner. If a member of the school community feels the need to make a compliment or complaint, the process below is to be followed, so that all parties can reach an outcome that is in the best interests of your child.

Our Junior Secondary staff are committed to your child succeeding, and are committed to making you a partner in their learning and social and emotional well-being. They will be in contact with you when your child's success is to be congratulated, and let you know when your child is not engaging or failing to realize their potential.

Methods of communication from Junior Secondary staff may include:

- Phone Calls
- Emails
- Letters sent home
- Postcards sent home
- Meetings at school
- Parent-Teacher events
- Junior Secondary Pop Up Events

Please note that staff will be unable to contact you through social media.

It is also important that you feel comfortable in contacting the school if you have any questions, concerns, compliments, ideas or suggestions.

Please ensure that when you contact the school that you are respectful, and refrain from **derogatory, slanderous or defamatory statements, coarse language, personal attacks, or threatening behaviour**. Failure to comply with this request can lead to action being taken by the Principal under the *Education (General Provisions) Act 2006 (Qld)*. Teachers have the right to a safe, respectful workplace and will kindly terminate any contact that does not reflect this. Remember as adults we are models for how we want our children to act, behave, and speak. This ensures a level of respect for all parties involved.

### ➤ **System Process for Class Issues**

#### **1. Discuss issues with the class teacher**

Most issues can be resolved at the local level. The teacher will make a record of your conversation. Contact the school to make an appointment with your child's teacher through an interview, email, or phone conversation

#### **2. Discuss your issue with the Deputy Principal – Junior Secondary**

If the issue can not be resolved after speaking to the classroom teacher you can raise your issue with the Deputy Principal – Junior Secondary. The Deputy Principal – Junior Secondary will endeavour to help you and the teacher resolve the issue. Please note that the Deputy Principal – Junior Secondary will not address the issue unless the class teacher has been contacted first. Complaints to the Deputy Principal – Junior



Secondary can be submitted in person (via appointment), by telephone, in writing or via email.

### ***3. Discuss your issue with the Principal***

If the issue can not be resolved after speaking to the Deputy Principal – Junior Secondary you can raise your issue with the Principal. The Principal will endeavour to help you and the teacher resolve the issue. Please note that the Principal will not address the issue unless the class teacher **and** Deputy Principal – Junior Secondary has been contacted first. Complaints to the Principal can be submitted in person (via appointment), by telephone, in writing or via email.

#### **➤ System Process for Student Welfare / Other Issues**

#### ***Discuss issues with the Deputy Principal – Junior Secondary***

All issues other than classroom issues can be resolved at the local level. Contact the school to make an appointment with Deputy Principal – Junior Secondary through an interview, email, or phone conversation. The Deputy Principal of Junior Secondary may be able to forward your issue to another staff member if needed, such as the Guidance Officer, Head of Department – Curriculum, or School Nurse.

Kind regards

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