St. Joseph’s Parish Primary School
70 Botanic Road, Warrnambool
www.sjwarrnambool.catholic.edu.au

School Information Handbook
2014 / 2015

“Proud History Contemporary Thinking”
Dear Parents/Guardians,

Welcome to St. Joseph’s Parish Primary School Community.

On behalf of Our Parish Priest (Fr. John Fitzgerald) and our school community, I welcome new families to St. Joseph’s Parish Primary School.

Our community values your choice of schooling for your family and supports your choice of a Catholic Education at St. Joseph’s. I trust that your family association with our school will be enjoyable, supportive and personally rewarding for you and your child.

St. Joseph’s Parish Primary School is a learning community; striving to create a school where parents, parish, students and the local community work in partnership to:

Support and nurture a student’s **Faith** where:
all partners strive to give students the opportunity to grow in wisdom and faith, with Christian values emphasised and modelled.

Encourage **Friendship** by:
striving to develop in students a sense of belonging within a community based upon trust and mutual respect.

Provide a quality, comprehensive, **Education** where:
we recognise and nurture students’ individual skills and talents. The development of the whole person is a key focus. We encourage a love of learning and endeavour to ensure that each child is being equipped to fully participate in our changing world.

These goals are interactive, interdependent and founded on the person of Jesus Christ.

The purpose of this Information Book is to help us communicate with you about our school. The book outlines our history, vision, management, curriculum and the importance of parents as partners in the education of your child.

To further support the transition to the new learning environment parents and children are encouraged to meet with our Leadership Team to discuss the educational needs of your child before starting school. The details of this meeting will be outlined in a letter offering a placement at St. Joseph’s.

Starting school is an exciting, challenging and enjoyable time for all involved. St. Joseph’s school strives to support, nurture and extend this experience. I look forward to meeting and working with you over the years you are associated with our school.

Regards,

Michael Gray
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HISTORY
From an early age Catholic Education has been an important part of the development of Warrnambool. At Bishop Gould’s initiative the first Catholic school was commenced in 1851 with Mr. Thomas Meagher as principal. This original St Joseph’s School was on the site of the corner of Kelp and Timor Streets.

In 1872 the Sisters of Mercy arrived to provide education for girls in the district opening a day and boarding school at the convent of Mercy, “Wyton”, Warrnambool. As well as the day and boarding school for girls, the sisters were to staff St. Joseph’s Primary School. The boys continued to be educated by lay teachers. Due to the increasing number of children, Bishop O’Connor (Diocese of Ballarat) opened an extension to the original school building in 1877.

By 1902 the Christian brothers arrived to support the education of boys within the Warrnambool area and established St. Mary’s High School in Russell’s Creek. Within the next ten years the Christian brothers relocated their College to the present day Emmanuel College site in Canterbury Road Warrnambool.

In 1935, St. Joseph’s commenced on the Lava Street site. It was officially opened on March 15th of that year. The principal at that time was Sister Mary Berchmans O’Callaghan of the Sisters of Mercy. Within ten years of the development of the Lava Street site there was a need for further expansion due to increased enrolments. Three more classrooms were made available by the conversion of neighboring houses between the church and the school.

Monsignor O’Connell spoke at the opening of the new extensions in 1964 and concluded by saying “there was a need for further extensions the following year.” This did not happen because primary schools in the east and west of Warrnambool were built to ease the pressure of enrolments.

In 1981 the Christian Brothers left primary education which further increased enrolment pressure at the Lava Street site. In the latter part of 1981 an advisory planning committee was formed to investigate the future development of primary education in St. Joseph’s Parish. This committee made an application to the then State Rivers and Water Supply Commission to see if a school could be built on the Botanic Road site. Permission was received in April, 1982.

In October, 1982 the advisory committee recommended to Father Bohan that the Botanic Road site be purchased and that a new school be built. The construction of St. Joseph’s Primary School on its current site began in December of 1984. The last principal, Sister Monique Nyland, affiliated with the Sisters of Mercy, saw completion of the school in 1985. St Joseph’s commenced in 1986 at the current site with a lay principal, Mr. Phillip Sherry.
Since that time extensions and refurbishments in 1990, 1994 and 1996, have attempted to accommodate the needs of an increasing enrolment. In 1998 a major building program took place and saw the extension of nine classrooms and the construction of five new classrooms, a multi-purpose room, toilet block and an update of the library computer network. This refurbishment was initiated by the then principal Mr. Gerard Barake and completed by the current principal Mr. Michael Gray. The Vicar General Fr. William Van de Camp officially blessed the refurbishment.

In 2002, after two years of planning and consultation, the St. Joseph’s School Board ratified a School Master Plan for the site based on an enrolment ceiling of 525 students with a variance of up to ten students depending on Catholic family needs in the parish. In 2004 Stage 1 refurbishment was undertaken. This included the extension of the school library, development of new staff facilities and construction of a new administration centre. The Stage 1 project value was $600 000. Funding for the project was made available by the Australian Government, St. Joseph’s Parish and the school community.

In 2005 Stage Two of the School Master Plan was completed. This included the building of two reading recovery rooms, small group work areas, support staff work areas and a Wellbeing office. The project value was $120 000. Student records were centralized and upgraded as part of this project.

In 2006 Stage Three of the Master Plan was completed. This stage saw the construction of a new art room and development of a performing arts classroom. This project was funded by the School Building Fund and St. Joseph’s Parish. The total costs of works, including painting of the two small Multi-Purpose Areas, was $200 000. During this period four portable classrooms were also added, this was funded by the Catholic Education Office, Ballarat and the school.

In 2009 Stage Four of the Master Plan saw a new senior area constructed consisting of 6 classrooms as part of the Building the Education Revolution (B.E.R.) funding from the Federal government. Part of this funding also included upgrades to the playgrounds and a permanent bike shelter for students. The school received a total of $3 million as a result of this federal funding. This project was valued at $1 million and included re-cycling of water from school buildings.

In 2011 the school opened a new multipurpose hall. This facility was also funded by the Federal Government’s B.E.R. scheme. The multipurpose hall comprises of sporting facilities, drama room, and stages areas. (Value $2 million) Warrnambool’s wider community benefited from the construction of this facility as groups within Warrnambool access it outside of school hours. During 2011 the school’s board also ratified to again increase the enrolment ceiling by 15, to provide for a ceiling of 540 students.

In 2013, increased student numbers required another full-time classroom. The Van Rooy multipurpose area was converted into three new rooms; a classroom and two meeting rooms. Major works were also completed on the Allen Oval, re-surfacing of the oval provided for level playing fields and improved drainage. Car parking facilities were increased in size and rear sealed access to the school completed.
SOCIO-ECONOMIC BACKGROUND OF PARENT COMMUNITY.

In 2014 there are 363 families, 573 children and 63 staff at St Joseph’s. The language background of the students is predominately English, with a small percentage (3.36%) from backgrounds other than English. Nineteen students are funded under the school Integration Program.

The majority of parents draw their income from a business, professional, or trade basis. Many of the families have both parents working in these industries on either a full or part-time basis. 20% of mothers choose to stay at home. Many of the families making up the St. Joseph’s school community reside within the City of Warrnambool. There are a small percentage of children who commute from smaller rural areas surrounding Warrnambool on a daily basis.

DISTINCTIVE MISSION OF THE SCHOOL

A: FAITH:

St. Joseph’s School, by its very nature as a Catholic school, is deeply committed to the faith education of children attending the school with Jesus and his gospel values at the centre. A comprehensive, school based religious education program, derived from “Awakenings”: Religious Education P – 12 Curriculum, published by the Catholic Diocese of Ballarat, is taught. The teaching and learning of Religious Education permeates all learning at St. Joseph’s and a strong partnership exists between parish, school, families and the wider community.

B: EDUCATION:

St. Joseph’s student population is 565 children. The children are divided in to 23 multi-age groupings (average class size of 24.57 students per room) Junior (P/1& Gr2), Middle (Gr 3 /4) and Senior (Gr 5/6). A comprehensive, coordinated program is available Prep to 6 based on the needs of our students and the AusVELS Curriculum. Some student’s individual needs are supported by individual learning plans.

C: FRIENDSHIP:

A very rich history and tradition has been developed at St Joseph’s of parent partnership in the education of their children. This is fostered through an active parish, structured school improvement reviews, an active parent association, parent classroom coordinators and invitations to support classroom programs. The school has a focus on respectful, open and honest relationships, accountable to each other. Friendships, social skills and community are developed, nurtured and supported.
At St Joseph’s we teach to the Australian Curriculum F-10.

Endorsed Curriculum areas include English, Mathematics, Science, History and Geography. Awaiting endorsement are Economics and Business, Civics and Citizenship, The Arts, Technologies and Health and Physical Education.

These learning areas are designed to promote the general capabilities of literacy, numeracy, information and communication technology capability, critical and creative thinking, personal and social capability, ethical understanding and intercultural understanding.

The curriculum is interwoven with Aboriginal and Torres Strait islander histories and culture, Asia and Australia’s engagement with Asia and sustainability.

**TEACHING AND SUPPORT PROGRAMS**

1) Wellbeing: Program Support Group process (P.S.G.)
   - Individual Learning Plans (I.S.P.)
   - Support Programs (Confident Kids)
   - Counseling Referral
   - Integration Program
   - Student Handbook
   - Consulting Psychologist
   - Transition programs (Pre-school and Secondary Schools)
   - Restorative Practices

2) Literacy: Reading Recovery
   - Oral Language Supporting Early Literacy (OLSEL)
   - Supporting Early Literacy Learning (S.E.L.L.)
   - Fitzroy Readers
   - Rainbow Reading
   - Pre and Post Literacy Testing
   - Early Reading Intervention Knowledge (E.R.I.K.)

3) Numeracy Numeracy intervention
   - Extending Mathematical Understanding (E.M.U.)
   - Numeracy Interview Program
4) Information Communications Technology
- Computers in the classrooms
- Senior School Mobile laptop class set
- Internal TV network
- Hard Wire and Wireless Network
- Laptop Laboratory

5) Health & Physical Education
- Perceptual Motor Program (P.M.P.JuniorSchool)
- Excursion and Camp program
- Zone\District \State Sport Program
- Swimming and Beach Safety program
- Bike Education
- School Sports

6) The Arts
- School Concert Year 1 Senior & Middle School
  Year 2 Junior School
- School Choir & School Band
- Individual Instrumental Music Program

7) Religious Education
- Young Vinnies

**PHYSICAL RESOURCE SUPPORT**
- Multi-purpose Hall (Sports, Drama, Music, Canteen, Meeting space)
- Library Resource Centre (Specialist Teacher Prep to 6)
- Two Multi –Purpose Areas
- Designated playground and oval areas, including Allen Oval and tennis courts
- Wellbeing Support Area: Student work rooms
- Performing Arts Centre: Art Room & Drama Room

**SPECIALIST SUPPORT STAFF**
- Arts Teachers
- Reading Recovery Teachers
- Teacher Aide Support
- Integration Aide Support
- Wellbeing Team
- Integration Staff
OUR SCHOOL CREST

" OMNIA PRO DEO " - ALL FOR GOD -

Our motto encompasses all that we hold dear in our Vision and Mission as a Catholic Community. In particular we as teachers will follow this motto as we strive to give Christian witness and to foster in the children a love for all they do. To kindle in them a desire to learn for themselves by providing them with experiences, understandings, concepts and skills.

OUR SCHOOL SIGN

Our School Sign depicts an outline of the figure of St. Joseph, our Parish and School Patron with Mary and the child Jesus in the shape of a cross, the symbol of Christianity. Our School Community chose this design to also include the imagery of family, a value central to our School Community. The colours are in keeping with the traditional School colours.

Our thanks is expressed to Sr. Anne McMillan R.S.M. (now retired) from the Religious Education Centre in Ballarat, who was commissioned by the School in 1991 to assist with the drawing up of the sign. The original Sign was blessed by Monsignor H. Nolan on Friday 26th. June 1992 on the Feast of the Sacred Heart and had to be replaced in 2011 due to unfortunate vandalism.

PHILOSOPHY OF EDUCATION

Our Society is an ever changing one which challenges us to reaffirm the values that we believe as Catholics. As educators we are entrusted to support families to help transform these values into practices. We are very much aware that our society is a pluralistic one where conflicting attitudes to religion, morality, human rights and justice are often clouded by materialistic issues. Education must address the development of the individual’s ability to evaluate critically, to provide processes and skills which allow the individual to make decisions based on informed judgement and Christian principles, decisions reflecting a faithful use of the freedom given us by God.

Therefore, Catholic Education must reflect the Gospel Values of Community, Service, Love, Trust, Honesty, Tolerance, Courage, Hope, Reconciliation, Justice, Respect, Commitment, Faith and Peace. Our school community sees Jesus Christ at the centre of all teaching, so our curriculum will be taught in the light of the Gospel Values so that children will be helped to see Jesus in all their experiences. We will work towards the total development of the Spiritual, Intellectual, Psychological, Social and Physical growth of each child.

All are encouraged to develop to their full potential, allowing students to appreciate themselves as worthwhile people who, as members of society, have certain duties and responsibilities, rights and privileges reflecting the Gospel values.
SCHOOL ARRANGEMENTS

As educators we believe that the most effective way of delivering quality education is an education centred on curricula which is developmentally appropriate. To support this our school is organised into three distinct areas known as The Junior School (Prep-2), The Middle School (Grades 3-4) and the Senior School (Grades 5-6).

The children in the Junior School are arranged into 11 Home Groups, 7 Grade Prep/1 and 4 Grade 2, and a Junior School Coordinator monitors, supervises and coordinates the implementation of the Junior School Program.

The Middle School is housed in six classrooms and the Senior School in six, each with a co-ordinator whose roles are similar to that of the Junior School Co-ordinator. All areas have planning meetings to ensure sequential programming is maintained across the school. The three levels also meet regularly to plan and evaluate programmes. These Coordinators regularly meet with the Principal to facilitate efficient and effective communication throughout the School.

Support programs include Library, Reading Recovery, S.E.L.L., EMU, Student Wellbeing, Integration, Perceptual Motor Program, Community Co-ordinator and Music Tuition.

For administrative purposes each class has a home room teacher, parents are notified of their child’s teacher at the end of the year and again at the beginning of each School year.

Each year we examine and evaluate our school structures and practices in the light of continuing development and improvement, assess the needs of this group of children as well as that of the individual child and allocate the resources to match the appropriate needs.

Key Learning Area convenors have been appointed and a role description for each of these has been provided to all Staff. The Curriculum Coordinator is also responsible for overseeing the development of that subject area as recommended in the School Development Plan.

A School Student Leadership Team has also been established to provide direct input in the development of the school by the children.

SCHOOL DEVELOPMENT PLANS

The School has established a School Development Team which assists the Principal and Staff in developing, implementing and monitoring in a systematic manner the School's Development Plan. As this process continues parents are involved through their participation on the various school committees and surveys which are established to undertake the implementation of these plans, e.g. Insight SRC.

An Action Plan has been developed which outlines the proposed time table for the School Development for the next five years. The major areas in this plan are:-

1. Catholic School culture
2. Learning & Teaching
3. Student Well Being
4. Leadership and Management
5. School Community

This plan is reviewed annually and presented to the School Board for ratification. The Parish School Advisory committee oversees the ongoing development of the school in all these areas and commissions members of the school community, that is the parents, staff as well as specialists in a variety of fields to assist with this ongoing development. As a consequence many policies, programs and procedures have been developed. Copies of these documents are available from the school office.

The school community, through the School Board and various committees, has developed a variety of policies which form the basis for sound ongoing and cohesive curriculum and administrative implementation. As part of our school's overall development plan these documents are reviewed on a cyclical basis. Copies of these documents are also available.
Curriculum at St. Joseph's

St Joseph’s Primary School

Education          Faith          Friendship
Curriculum Overview

Education Principles:

Our school curriculum is underpinned by a clear set of educational principles which reflects the community’s expectations for schooling. Specifically, the educational principles are:

1. **Learning for all** - proceeding on the basis that all students can learn given sufficient time and support, and that good schools and good teaching make a positive difference to student outcomes.

2. **Pursuit of excellence** - seeking to accomplish something noteworthy and admirable individually and collectively, and performing at one’s best.

3. **Engagement and effort** - acknowledging that student ability is only one factor in achievement and that if students work hard and make an effort, they improve.

4. **Respect for evidence** - seeking understanding and truth through structured inquiry and the application of information, evidence, opinion, knowledge and history.

5. **Openness of mind** - being willing to consider a range of different views and consider different ways in which evidence is perceived and solutions can be reached.

Religious Education:

Religious Education intends to awaken learners intellectually by:

- Encouraging critical thinking and inquiry
- Firing imaginative capacity
- Enlightening experience with reason
- Broadening perspectives through Scripture and Tradition

Religious Education intends to awaken learners spiritually by:

- Forming moral character
- Arousing a desire for wisdom
- Attuning minds and hearts to the attitudes of Jesus
- Promoting responsibility and integrity in living

Developmental Learning & Student Grouping

A whole school approach to programming is used at St Joseph’s. We recognise that student learning is developmental and can be monitored along a continuum from Prep to Grade 6. Individual students are always at different stages, in different areas and at different times. Recognising this, our Junior School (Prep to Grade 2) is a three year program, our Middle School (Grades 3 & 4), is a two year program and our Senior School (Grades 5 & 6), is also a two year program. This grouping of our students is supported by cyclic curriculum, three year cycles in the Junior School and two year cycles in both the Middle and Senior Schools. Class size is also capped for each area of the school.

Three strands of learning:

To succeed, all students need to develop the capacities to:

- manage themselves as individuals and in relation to others;
- understand the world in which they live and
- act effectively in that world.

St. Joseph’s curriculum is based on the framework of the Australian curriculum, which is being developed and reviewed simultaneously. The first phase of the Australian curriculum involved the learning areas of English, Mathematics, Science and history. English, Mathematics and Science are each organised around 3 interrelated strands and history is organised around 2 strands.

English:
1. Language
2. Literature
3. Literacy

Mathematics:
1. Number and algebra
2. Statistics and probability
3. Measurement and geometry

Science:
1. Science understanding
2. Science inquiry skills
3. Science as a human endeavour

History:
1. Historical knowledge & understanding
2. Historical skills

The domains describe the knowledge, skills and behaviours considered essential in the education and development of students to prepare them for further education, work and life. They also include the standards by which student achievement and progress is measured. The three strands for the new curriculum and their associated domains are:

Physical, Personal and Social Learning

- Health and Physical Education
- Interpersonal Development
- Personal Learning
- Civics and citizenship

Discipline-based Learning

- The Arts
- Religious Education
- English and Languages Other Than English
- The Humanities (Economics, Geography and History)
- Mathematics
- Science

Interdisciplinary Learning

- Communication
- Design, Creativity and Technology
- Information and Communications Technology
- Thinking

Please note that whilst the State of Victoria is phasing in the Australian Curriculum, St. Joseph’s will use the hybrid curriculum AUSVELS, which is a combination of the already mandated Australian Curriculum And the VELS (Victorian Essential Learning Standards).
Core Curriculum Areas

Our approach strives to focus on the core curriculum areas of Religious Education, Mathematics, English, the Arts, LOTE (Japanese) and Physical Education. The other key learning Areas of Humanities, Health and Physical Personal and Social Learning, as well as the Interdisciplinary Learning and Information Communication Technologies are integrated into cyclic units of work to give the greatest possible meaning to learning. The learning is also supported by a well equipped library resource centre, the internet and an extensive range of educational resources. The learning experiences for the children will be modelled, purposeful and creative to build up knowledge, develop skills and positive attitudes about learning. These will take place in an environment of trust and respect, where children are actively involved in their own learning.

Learning experiences will demonstrate a balance of hands on activities, co-operative group work, independent time as well as incorporating a variety of activities such as oral and written presentations, reports, research projects, discussions, utilising excursions and technology.

1. RELIGIOUS EDUCATION

At the heart of the culture of the Catholic school is an explicit commitment to the promotion of each human person in all their dimensions, capacities and relationships. A religious culture relates each person to the Christian “reading” of existence. It connects experience and insights in a framework of meaning.

The Human Person  Who do we think we are?
Creation  What sort of world do we live in?
The Common Good  How can we live together?
Past-Present-Future  What time is it?
Faith and Commitment  What can we trust?
Justice and Compassion  Whose side are we on?
Identity and Boundaries  Who is our neighbour?
Spirituality and Interior Life  What is our hearts desire?

(Awakenings Core Document p42)

The methodology of our program is “Shared Christian Praxis.” This process is grounded in the understanding that God has been and continues to be present and active in the community of faith through the Spirit. Religious Education promotes the knowing, valuing and acting of the learner who is making meaning of his or her life now.

(Awakenings Core Document p117)

In teaching a unit of work, lessons begin with a focusing activity, then movements of Naming, Reflecting Critically, Accessing the Christian Story and Vision, Understanding and Integrating, and Responding.

SACRAMENTAL INFORMATION

For children in St Joseph’s Parish the guideline for the reception of sacraments is –

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<th>Year</th>
<th>Sacrament</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr3</td>
<td>Confirmation</td>
</tr>
<tr>
<td>Yr4</td>
<td>Eucharist</td>
</tr>
<tr>
<td>Yr5/6</td>
<td>Reconciliation</td>
</tr>
</tbody>
</table>

(First Communion) (Confession)

While this timeline will suit most students, other factors may mean this is not possible, if this is the case children can participate in the sacramental program at other ages. Issues of readiness can be discussed with classroom teachers, the school Religious Education Co-ordinator or Parish priest. Changes may then be made.

St Joseph’s Parish has a Family Based Sacramental Program. Sacramental preparation is parish coordinated, family based and supported by the school. Students prepare for the sacraments in Home Groups and participate in religious education at school.

St Joseph’s Parish has a Sacramental Team which coordinates the dates, parent information meetings, organization of family groups, children’s booklets, certificates, badges etc. If you have any queries, this is the group to contact.

Family groups meet weekly at one of the family homes. During this time a parent acts as a leader for the group. A group may maintain the same leader or it can be shared about. Parents and children complete one session in their preparation booklet during each meeting. These meetings continue for four to five weeks.

The role of the school is to support the preparation that is happening in the family groups. It should also be noted that Catholic schools in our Diocese are asked to provide sacramental education for all children. While the family based sacramental program is taking place children throughout St Joseph’s school will complete a unit of work on the sacrament into which children are being initiated. This ensures that children’s understanding of each of the initiation sacraments is ongoing and developmental. In this way, the school seeks to promote and build on the faith education which children have received within their own families through the family based Sacramental Program.
2. LITERACY (ENGLISH)

English is an integral part of human development and communication. It leads to a more informed and fulfilled life through enjoyment of Reading, Writing, Speaking and Listening.

Therefore we wish to promote the children’s interest, achievements and enjoyment of English through stimulating language activities.

We teach English at St. Joseph’s Primary School in order to:

- Develop in students the ability to speak, listen, read, view, compare, research and write with competence, confidence, purpose and enjoyment in a wide range of contexts.
- Provide students with the skills to experience how language works and how to use it appropriately.
- Foster in students the ability to use texts to explore ideas and to think critically about their world and global community.
- Empower students to evoke feelings, to form and convey ideas, to inform, to discuss, to persuade, to entertain and to argue a point of view.

3. L.O.T.E. (Japanese)

The Language Other Than English taught at St. Joseph’s is Japanese. This is taught formally as a language from Grades 3 ~ 6. For 2014 classes from P-4 also participate in a Japanese day per Term, developing language skills and understanding of tradition. Secondary colleges in Warrnambool offer Japanese language as part of their curriculum.

4. HEALTH & PHYSICAL EDUCATION

The purpose of our Health and Physical Education Programme is to enable children to:

- Develop the knowledge and skills that promote participation in physical activities, fitness, health, growth and development, effective relationships and the safety and health of individuals and groups.
- Develop an understanding of the concept of fitness and health.
- Take an active part in creating environments that support health and participation in physical activity.
- Promote their own and others’ worth, dignity and rights as individuals and as members of the group.

The children will be involved as skilled participants in play, games, human movement, gymnastics, aquatics, sport, outdoor activities, leisure and recreation. The children will learn about themselves through active participation.

5. NUMERACY (MATHEMATICS)

The Mathematics Programme aims to enable all the children to:

- Acquire mathematical skills and knowledge so that they can deal confidently, positively and competently with daily life.
- Interpret and communicate mathematical ideas.
- Recognise the fundamentals of mathematics in every day life.
- Understand and appreciate the nature and processes of mathematical thinking.
- Understand the role of mathematics in social and technological change.

The nature of our program is organised into the content strands of:-

- Number and Algebra
- Measurement and Geometry
- Statistics and Probability.
6. INTEGRATED CURRICULUM

At St. Joseph’s our Integrated Curriculum is a process to learning, which has key host content areas of Humanities, Science, Health and Technology. These areas are essentially concerned with ideas about how the world works. The process areas of English, Mathematics and the Arts offer a range of ways of allowing us to represent how we see and make meaning to our world. (The Big Picture – Keith Pigdon, Marilyn Woolley)

At St. Joseph’s school we believe that by having an Integrated Curriculum we will:

- Assist students in making links and connections to the real world.
- Allow learners to explore, gather, process, refine and present information about the world in which they live.
- Allow students to develop skills, values and understandings within meaningful contexts.
- Encourage students to become independent and life-long learners.

The Integrated Curriculum will assist children to:

- Develop a big picture of the world
- Choose units that are relevant and meaningful to their lives
- Use a variety of strategies that are stimulating and foster deep understandings.
- Encourage students to reflect on their learning
- Nurture, value and use thinking skills.
- Become independent learners

This Integrated Inquiry approach is supported by:

Our Learning To Learn Unit of Work. Each year at the start of the school term students participate in a Unit of Work which helps establish each classroom’s learning community. Students reflect on how I best learn, establish their classroom rules, re-visit our school rules and codes of conduct, and identify how they can be supported in their learning and social development. The Unit of Work also identifies how thinking occurs and what I need to focus on for the term.

Content, skills and process are drawn from:

Science
- Acquire and use the skills of scientific investigation
- Develop scientific attributes such as curiosity and critical reflection
- Appreciate the dynamic role of science in social and technological change

Humanities (Geography, History and Economics), Civics & Citizenships
- Develop knowledge skills and values that enable them to participate in Australian and global society.
- Develop skills in gathering, analysing and presenting information
- Experience real and active citizenship

Design Creativity & Technology
- Explore the consequences of using technology at home, school and the community
- Develop confidence and efficiency in using the tools of our technological world

Health
- Develop an understanding that health has physical, social and emotional dimensions
- Develop an understanding of the importance of relationships and how they can change
- Develop an understanding of the importance of safety.

Interdisciplinary Learning
- Information and Communications Technology
- Communication
- Thinking

Physical, Personal and Social Learning
- Health
- Interpersonal Development
- Personal Learning
7. THE ARTS

The Arts consists of two distinct areas defined as;
• Creating & Making
• Exploring and Responding

THE VISUAL ARTS:
At our School The Visual Arts consist of Art and Media. The Programme aims to allow children to be creative, to be individual, to learn about other cultures and to appreciate contemporary, historical and cultural works of Art. Art/Craft is integrated with other Curriculum Areas where possible. A specialist art teacher is employed to teach P – 6 Visual Arts. Art is also used to support learning in our Integrated Learning Units of Work.

THE PERFORMING ARTS:
The Performing Arts encompasses those areas of Music, Drama and Dance. An optional School Choir & Band have been established for children in Middle and Senior School. The Drama component of The Arts consists of many types of Drama- these include improvisation, games and exercises, dance, drama, script, theatre, puppetry and mime. Appreciation is an important part of Drama. The children at our school are encouraged to be part of an audience at various Arts Shows which are made available to them.
The School Concert is held every year with the Junior School performing one year and the Middle and Senior areas of the school, the next year. Dance is taught in a variety of situations. Children are provided with opportunities to perform in both formal and informal settings through school assemblies, concerts, eisteddfods as well as experiencing professional performances.

8. ASSESSMENT AND REPORTING

Teachers assess students progress and development after gathering information from a variety of sources (Student Assessment tasks, samples of work, tests, interviews, observations, anecdotal records and specialist advice) Programs will be reported to parents twice per year at the end of Term 2 and Term 4. Students reports will include comments on achievement in relation to the standards on a five point scale, A to E. “C” indicates the students are on track and at the expected level for that time of year. Reports will also comment on behaviour and effort. Reports will be distributed in an “Assessment Folder” containing assessment tasks and work samples.
Support Programs at St. Joseph's
The School has also developed a variety of support programmes to supplement and assist with the implementation of the Key Learning Areas. Key programmes are:

**LIBRARY RESOURCE CENTRE**

Our Library/resource Centre has been established to provide an organised central resource where stimulating, current material is accessible to the whole school community. Its primary aim is to offer quality service and support for all children through effective utilisation of resources and programs that support staff with the implementation of the School's curriculum.

Each class has a specified time for specific Resource Centre classes, which are integrated with the classroom programs. At other times the Resource Centre is available for children to utilise during the day for browsing, borrowing and research purposes. Additional opportunities are offered daily as outlined below:

- 8.30 a.m. - 8.55 a.m.
- 1.10 p.m. - 1.35 p.m.
- 3.30 p.m. - 4.00 p.m.

The Resource Centre, which offers a quality service program, promotes reading for research and leisure. Parents are always most welcome to visit, browse and borrow material from the Centre. Much of the stock in the Centre has been acquired through the generous support of parents. Our Primary School Association raises funds annually for the ongoing development of the Centre. The Resource Centre staff, along with the support of volunteers, have now automated and computerised the borrowing process. Children now utilise this facility for accessing information and borrowing books. Supervised internet access is also available. Lessons are taken on a fortnightly basis for 1.5 hours for children Grade P – 4. Grade 5 & 6 students receive 1 hour instruction per week.

**READING RECOVERY PROGRAMME**

Reading Recovery is a specialised early intervention program for those students in Grade 1 who, after good first wave teaching in Grade Prep are not yet under way with Literacy. Students are taught one on one for 30 minutes everyday for a 15 - 20 week program.

**S.E.L.L. / ERIK / MULTILIT**

At St. Joseph's we offer a range of literacy intervention programs. We recognise that children acquire literacy and different rates and need support in different areas, phonemic awareness, spelling and comprehension. S.E.L.L. / ERIK and MULTILIT are offers to students from grade 2—6.

**STUDENT WELLBEING PROGRAM**

Our school recognises that all children are unique and that each child will have special needs. To this end we have established a Wellbeing Committee which aims to assist those children who are identified by parents and teachers as possibly requiring some additional assistance so that they may grow in to their fullest potential.

This Committee assists the classroom teacher to develop an individual program to meet the needs of such children. This program is closely monitored by the Co-ordinator who also provides a variety of strategies and support mechanisms to ensure that the needs of these children are met. The Wellbeing Co-ordinator also monitors these children's progress by meeting with the teacher and parents if necessary.

The school's Integration Program, for children with special needs, is also coordinated by the Well being Coordinator. For further details about this program please contact your child's teacher or the school.

The Wellbeing Team also co-ordinate other programs from time to time as required. Examples include "Confident Kids” and “You Can Do It”
**PERCEPTUAL MOTOR PROGRAM (P.M.P.)**

PMP is a program which aims to teach a child perceptions and understandings of themselves and their world through movement/motor experiences. During the time in the Junior School children progress through PMP levels 1 and 2, then they join the morning fitness group. Fitness components include: endurance, strength, speed, power, flexibility and agility. Fundamental motor skills include catch, kick, skip, ball bounce, throw, leap etc.

**LITERACY PROGRAM**

As Literacy is an important and integral part of your child’s education, we at St. Joseph’s have established a Literacy program and have appointed a Literacy Coordinator. The Co-ordinator works across the school with teachers and children. As well as on-going monitoring and assessment, age appropriate formal assessments of Literacy knowledge and skills occur at the beginning and end of each year of your child’s primary education. The results of these assessments inform teachers of your child's progress and allows them to plan the next steps in your child’s learning. This information is made available to parents at parent/teacher interviews, on your child’s report or on request.

**SEASONS PROGRAM**

Seasons is a peer support program for young children who have experienced the loss of a significant person in their lives. This loss and change is essentially because of a death or separation and divorce within the family unit. A trained adult companion provides opportunities for young people to express, acknowledge, normalise and integrate their grief.

**EXTENDING MATHEMATICAL UNDERSTANDING (EMU)**

Extending Mathematical Understanding is an early intervention program for mathematics. Students identified “at risk” in Numeracy in Grades 1 & 2 have access to E.M.U., a small group situation with a specially trained teacher dealing with specific mathematics skills in counting and operations of addition, subtraction, multiplication & division.

*Planting of remembrance tree during Seasons Program*  *A PMP Floor Session with Prep students*
Administration at St. Joseph’s

St Joseph’s Primary School
‘Building a Great School in a Great City’
ENROLMENT POLICY.

Our School has adopted an Enrolment Policy and Procedure, a copy is made available to all parents requesting placement in our school. A summary is provided below.

ELIGIBILITY:- The School Advisory Council has set the following priorities to ensure that Catholic children living within the Parish have a place available to them in our School.

• Siblings of families already enrolled at St. Joseph's School.
• Catholic children living within St. Joseph's Parish. A map showing the boundaries is available at the school.
• Catholic children outside the Parish, provided the applicant has been made aware of a Catholic school within their area and has made contact with that school. These requests are co-ordinated through the Principals concerned.
• Non-Catholic children with a history of Catholicity or Christianity in keeping with the Catholic Teachings, in the family.

AGE:- Only children who will be five years of age on or before the 30th. April of the year they enter "Foundation" Year will be accepted.

PROCEDURE:- Applications for enrolment are called for at the beginning of Term 3 of each year and this usually occurs through the School Newsletter, Parish Church Bulletin, Warrnambool Standard as well as posters at the Kindergartens. Application for enrolment is made through the School Secretary. For children commencing their school life a copy of the Birth Certificate as well as Baptismal Certificate is required if not baptised in St. Joseph's Church, Warrnambool. An immunisation certificate is also required.

SCHOOL FINANCES.

1. SOURCES OF INCOME FOR CATHOLIC SCHOOLS:

Catholic school's income is derived from three sources:

• 1) Government Grants.
These grants cover such areas as salaries, superannuation, work cover, Interest on the Capital debt and central office Levies.

• 2) Local Contribution.
This is described as SCHOOL FEES, STUDENT FEES, PARISH GRANTS, SCHOOL BUILDING FUND, FUND RAISING EFFORTS and DONATIONS and interest earned on investments. Governments expect school communities to contribute financially to their Parish school in order to qualify for Government funds. A minimum level of local contribution is set for each year by the system authorities. In 2014 this was set at $1150.00 per family.

• 3) Classroom Income:
Student Fees often referred to as Subject Levies are charged at the beginning of each year to supplement the area of classroom expenses, for 2014 this was set at $182.00 per child, with a separate excursion fee of $50 for Junior and $38 for Middle school and Senior school students.

2. ST. JOSEPH’S SCHOOL FEES ARE:

Our school has three types of fees that are payable by parents whose children attend our school.

PART 1: STUDENT FEE CLASSROOM REQUISITES, PER STUDENT:

This meets the costs of running the classrooms for the year and are set annually. Costs include:

• Books and stationery used by individual children.
• Class texts, Art materials, Reference Books for the Classroom.
• Library, Photocopying, Sports and Music Equipment.
• Local Excursions and visiting entertainers (incursions).

The Book Fees are now known as Student Fees and are arrived at in consultation with Staff to meet all of the above educational expenses for your child. For 2014 this figure was set at $182-00 per pupil.
PART 2: SCHOOL FEES: PER FAMILY

To meet the local contribution level school fees have been set by the Catholic Education Office for 2014 at a minimum of $1090 per annum. The School Business Manager monitors the annual school budget and recommends our school fee structure each year to the School Advisory Council. These fees cover recurrent costs not provided for in government grants. Costs include power, electricity, grounds and maintenance etc.

For 2014 the School Advisory Council has set the School Fees at $1150-00- per family. In term four the School Advisory Council will make a recommendation for the 2014 School Fee and Student fee.

Fees may be paid weekly, fortnightly, monthly, or yearly. Accounts are issued each term during the school year. Payment early in the year or early in each payment period is appreciated. Fee payment options now include cash, cheque, credit card, BPAY, direct debit or centrepay.

It is school policy to provide a Catholic Education for all Catholic children in our Parish, irrespective of the capacity of parents to contribute to school fees. Fee relief is available to families in need after a meeting with school administration. Fee collection is also monitored and supported by clear policies seeking everyone's contribution, including the judicial use of debt collection agencies if required.

PART 3: SCHOOL BUILDING FUND: PER FAMILY

St. Joseph's Parish makes a tremendous contribution to the life of the school through meeting capital repayments on the loans which were taken out to build the school. The Parish meets these loan repayments through the Planned Giving Programme, money received by the Parish by parishioners, of all ages who commit themselves by "pledging" to give to the Parish on a regular basis, usually at Sunday Eucharist, to enable the Parish to function effectively.

It is expected that all school families should endeavour to also participate in this responsibility and to this end a member of the Parish Planned Giving Team may contact you to invite you to indicate your willingness to participate. To assist the Parish with the school improvements our fee includes a Capital Building Levy of $250 per family.

PART 4: OTHER COSTS

CAMPS PER EXPERIENCE

Overnight camps occur every year in the Middle School and in the Senior School. The costs are reviewed each year and are included on the school fees at the beginning of each year.

SUPPORT

3. EDUCATION MAINTENANCE ALLOWANCE (Government Support):

The Government provides an annual Education Maintenance Allowance for each child in families whose parent or parents have a Pensioner Health Benefits Card, or a Health Care Card or Health Benefit Card. Application forms are obtained from the School Office and this allowance is made available each February and July. Health Cards must be presented at the School office when submitting the application and a copy will be taken and kept on file.

Special concessions for families experiencing financial difficulties may be arranged by contacting our Parish Priest, the School Principal or the School Finance Officer. Confidential support is reviewed annually and supported by School Advisory Council fee collection policies.

4. FAMILY FEE ASSISTANCE (Catholic Education Office Support)

The Catholic Education Office in Ballarat also offer support to those families who choose to apply for it if they are eligible for the Education Maintenance Allowance. This assistance if applied for on a separate form and is paid to the school with the July school grants. The amount differs each year depending on the school's family fee amount; the Family Fee Assistance is set to make sure that the family will pay no more than $520 for the family fee.
5. ANNUAL FINANCIAL STATEMENT - BUDGET:

The school Annual Financial Statement for the previous year and the Budget for the coming year is presented each year at the Annual General Meeting of the School Advisory Council. School finances are overseen by the Financial Manager, Principal and the Catholic Education Finance Team. The budget is monitored by the School Advisory Council.

SCHOOL ADMINISTRATION:

PROCEDURES & ROUTINES

A. ACCIDENTS:

Our first duty in case of an accident or illness is to care for the child. So the Principal or the person in charge will arrange for immediate medical treatment in the case of such an event. All serious accidents are recorded in an Accident Register at School, and parents are notified either by telephone if serious or by a special accident report form.

There may be times when parents are requested to collect a child due to a minor accident or illness, please check with the Secretary before picking up your child from the school on these occasions.

The school recommends all families to have Ambulance Cover as it is our policy to call an ambulance for any serious injuries rather than have them travel to hospital by car.

ATTENDANCE & PUNCTUALITY:

Regular attendance is important for ongoing successful instruction as is punctuality. Please contact the school if your child is going to be absent. An absence note is required for all absences. This may be brought on returning to school after an absence. It is advisable to telephone the school if your child is to be absent as everyone is then aware of the whereabouts of the child. The Senior and Middle School children have a diary which can be used to communicate information between home and school.

B. BICYCLES / SCOOTERS:

Children in the Middle and Senior School are permitted to ride their bikes / scooters to and from school, please note that it is now compulsory to wear Safety Helmets. Children are required to walk their bikes to the bike racks upon entering the school grounds and leave their bike there until home time.

C. COLLECTION OF MONEY:

When forwarding money to school, please place it in an envelope clearly labelled with your child's name, room number and or activity/reason. This will greatly assist us in our record keeping. Please note that the school office does not hold any money for change purposes. Staff appreciate if correct money can be brought into the school for payment of additional activities such as special days, school photo's etc.
D. DISCIPLINE:

To ensure all children in our school access the excellent learning climate they deserve we will at all times aim to hold before the children the Christian and Moral values of truthfulness, honesty, diligence, obedience and respect. We believe that in preparing children for Christian living, parents as well as teachers, need to be living examples of what is taught. We will aim at helping each child to develop self discipline, which will lead each child to be responsible for his/her actions. We believe that all students can behave appropriately and so allow each person, pupil and teacher alike to work in harmony.

Children, even at a very early age are capable of making choices, and when they make positive choices we reward them in a positive manner. On some occasions they choose to make decisions which affect those around them in a negative manner, on these occasions we as adults need to help them to see that this is unacceptable.

By having clear guidelines children generally respond more positively and grow in greater appreciation of themselves, their needs, as well as the needs of others. So for the common welfare of all we have adopted a code of acceptable behaviour which includes:-

- Respect for one another at all times which includes actions, attitudes and speech.
- Honesty in all our dealings with one another.
- Consideration for others at all times, this particularly relates to movement through the building, and out in the playground.

As a guide we define unacceptable behaviour as:
- swearing, bad language
- disrespect to peers staff and parents
- hitting, kicking, aggressive behaviour
- bullying, physical or verbal
- negative behaviour
- abusing school and/or personal property.

In helping children with their behaviour, if the above unacceptable behaviour occurs consistently, the following steps may be implemented:-

a) A LETTER:
A child may be asked to write a letter (to his/her parents outlining his/her behaviour), this will be endorsed by a teacher, and taken home. We ask you to please discuss the content with your child, sign the letter and return it to School. If you wish to see the teacher please arrange an appropriate time.

b) TIME OUT:
This is a period of inactivity/isolation, where a child reflects upon his/her behaviour and then renews his/her commitment towards the main aim of learning. (If time out is for misbehaviour in the school ground, the designated area is at the rear of the foyer.) Time out may last from ten to thirty minutes.

c) DISCIPLINE WELFARE CONFERENCE GROUP:
If a serious issue or offence is identified regarding behaviour, learning, social development or welfare a “Discipline Welfare Conference Group” will be established. The “Discipline Welfare Conference” process will be informed by the values of our school and will be supportive of students, parents, staff and our school. This group will provide a forum for collaborative decision making in the light of civil, diocesan, school and most importantly, pastoral accountability. The process described acknowledges that in some instances, where the behaviour of a student is deemed to cause immediate or ongoing harm, distress or danger to others it may be necessary to withdraw or suspend him/her from the student community, pending the deliberations of the “Discipline and Welfare Conference Group”.

CODES OF CONDUCT & COMPLAINTS PROCEDURES

To help ensure a safe, caring, productive and happy school environment various codes of conduct apply. For teachers this is outlined in the school policy “Professional Standards”. For students the school code of conduct is re-visited each year via the “Student Handbook” and provided to all students and families on a yearly basis. This code is also outlined in this document. A parent code of conduct also operates at St. Joseph’s. Parents are requested to show respect and care towards each other, staff and students at all times. These codes of conduct help ensure St Josephs maintains a safe and happy school for all. A Complaints Procedure is available on request via telephone to the school office or school principal.
EMERGENCY INFORMATION:
It is most important that our records held at School are up-to-date. Therefore if there is a variation in address, phone, emergency contact it is essential that the School be notified.

EXCURSIONS/CAMPS/SLEEP-IN OVERNIGHT:
At various times throughout the year your children will be participating in activities that will extend beyond the normal school hours and/or take them away from the school as part of the school's Outdoor Education Programme. Prior to your child's participation in one of these activities specific details will be provided. We find that these activities help to make more meaningful the formal education process.

HOMEWORK:
It is a widely held view that children who consistently do extra work at home to follow up their school studies, will grow stronger in their work. Most children at our school will be asked to do some homework, Monday to Thursday, in reading, spelling, mathematics and research work for the cultural subjects. Parents who try to ensure that their children have a suitable time and place to properly carry out their home study, will be doing their children a favour.

As a general rule, children in the Junior School area will not be expected to spend more than a quarter of an hour on homework, and for children in the Middle and Senior School it should not exceed half an hour. Homework will often be seen as a reinforcing agent, a chance for you as a parent to be more involved in your child's work, and geared to meet the needs of your child.

We provide homework to:
1. Enable parents to be involved and share with the teacher the task of educating children.
2. To foster closer links between family and school in the learning process.
3. To assist children to assume an increasingly greater responsibility for their own learning.
4. Encourage children to develop work and study habits including time management and routines.
5. Provide an opportunity to consolidate and practise learning that has taken place at school.

LEAVING DURING SCHOOL HOURS:
Before a child is permitted to leave the school grounds the class teacher must have received notification from the parents. The only children allowed to leave the school during the day are those going home for lunch, having provided the school with a parent permission note. Parents who need to take their children from school early for a medical or dental appointment or for pressing family reasons, need to inform the office prior to collecting their children. Parents need to collect a “Permission to Leave School Grounds” permission slip from the office and then present this to the classroom teacher before the child is allowed to leave.

RESOURCE CENTRE - LIBRARY:
The Resource Centre (Library) is an integral component of our School's Curricula implementation and a vital school resource and we are indeed grateful to have such a valuable asset. The Resource Centre is available to all for borrowing and exchanging books before and after School as well as during Lunch Times everyday each class has a formal library session each week. Keeping the shelves stocked needs co-operation. Each child is required to have a Library Bag in which to carry books to and from school. This could be a draw string bag clearly labelled with the child's name or there are School Library bags available from the School Office for $8. If a book is lost, the Librarian will issue a notice for the parents informing them of the replacement cost of the book.

LOST PROPERTY:
Inevitably children leave or misplace items of clothing. If property is lost parents and children may check the "Lost Property Basket" in the front foyer. All clothing and articles should be clearly labelled. Unclaimed clothing and items will be forwarded to the St. Vincent de Paul Shop and the Second Hand Uniform Co-ordinator.
LUNCH PROCEDURES:

Each child is expected to bring his/her lunch in a clearly marked container. Any un-eaten food is to be taken home. Drink containers must also be clearly marked. No drinks are to be in glass bottles.

Lunches may be purchased daily at school through the School Canteen using our lunch order system. Children are to have their orders written on a paper bag with the correct money placed in the bag. Upon arrival at school children must place their lunch order in a lunch basket in their classroom. Monitors from each class collect the baskets from the Canteen and return them to the Classrooms. Our Canteen operates through the generosity of our parent volunteers, we always welcome more helpers.

Sample of lunch order bag:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 wholemeal chicken salad sandwich</td>
<td>4.00</td>
</tr>
<tr>
<td>1 Hedgehog</td>
<td>1.50</td>
</tr>
<tr>
<td>1 Orange Juice</td>
<td>1.20</td>
</tr>
<tr>
<td>1 Choc Fudge Ice Cream</td>
<td>.70</td>
</tr>
<tr>
<td>Paper bag (if you need one supplied)</td>
<td>.10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$7.50</td>
</tr>
</tbody>
</table>

Please write sauce if required.

MEDICAL POLICY:

The following table is a guide for parents to follow in case of a child contracting one of the following illnesses.

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>EXCLUSION OF PUPILS</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKEN POX:</td>
<td>For at least 7 days after the beginning of the illness and until the last lesion has healed.</td>
<td>Not to be excluded</td>
</tr>
<tr>
<td>VIRAL HEPATITIS:</td>
<td>Until a Medical Certificate of recovery is produced, or where a certificate is not available may be re-admitted on subsidence of the symptoms.</td>
<td>Not to be excluded</td>
</tr>
<tr>
<td>MEASLES:</td>
<td>For at least 7 days from the appearance of the rash or until medical certificate of recovery.</td>
<td>Not to be excluded</td>
</tr>
<tr>
<td>MUMPS:</td>
<td>Until at least 5 days after the onset of the symptoms.</td>
<td>Not to be excluded</td>
</tr>
<tr>
<td>RUBELLA:</td>
<td>German Measles - Until 4 days have passed since the appearance of the rash.</td>
<td>Not to be excluded</td>
</tr>
<tr>
<td>SCABIES:</td>
<td>If ordered by the School Medical Officer.</td>
<td>Not to be excluded</td>
</tr>
<tr>
<td>HEAD LICE:</td>
<td>To be excluded until treatment is satisfactory.</td>
<td>Not to be excluded</td>
</tr>
<tr>
<td>RINGWORM:</td>
<td>satisfactory. If there is any doubt, please contact your family doctor.</td>
<td></td>
</tr>
<tr>
<td>SCHOOL SORES:</td>
<td>To be excluded until medical certificate of recovery is satisfactory.</td>
<td></td>
</tr>
<tr>
<td>SLAP CHEEK:</td>
<td>Contagious before the onset of the rash, it is thought Children are not infectious after the rash appears.</td>
<td>Not to be excluded</td>
</tr>
<tr>
<td></td>
<td>Children may be kept home if they are unwell.</td>
<td></td>
</tr>
</tbody>
</table>

Please remember that infections can spread quickly at school so we ask you to please attend to any of the above conditions as soon as you become aware of them. The school will also contact you should we notice any of the above symptoms.
MEDICAL SERVICES:

Each year the School Medical Services visit the School to conduct routine medical examinations for the children in their first year at school. Other children will be reviewed upon request by either the parents or the child's teacher.

The Dental Van is now permanently located at 26 Ryot St, Warrnambool next to the Adult Public Dental clinic. Each school is offered care once every two years which is advertised through the school newsletter. However any prep child can access this service at anytime throughout the year. Emergency cases will be seen at short notice if the parent rings the dental van at 8:15am on 5560 5765. More information is available through the School Dental Service on 1300 360 054.

The School provides trained staff to conduct Head Lice Inspection's. As cases of head lice are reported a letter is sent home to each child within that room to notify families so that they can check their own child. Once a number of cases have been reported within the same classroom an inspection will take place within that room. Parents are notified if any necessary action is needed. Head lice treatments are available from all chemists and supermarkets.

PARENT AUTHORISATION NOTES:

Throughout the school year we will be taking the children on a variety of Educational Excursions which requires the leaving of the School grounds. This will cover all activities and excursions (e.g. swimming, Church visits, short walks, local sports programmes, musical/entertainment, major excursion etc). Please note that all these activities will be published beforehand in the weekly School Newsletter. A permission note for each excursion, whether local or a major excursion, will be sent home for your authorisation.

PARENT HELPERS:

Any parents or friends who can be of assistance to the school; e.g. making aids, assisting on excursions, giving talks, elective programmes, supporting reading, typing, ground's, canteen and furniture maintenance, etc. is most welcome to share that talent with us. Please feel free to contact the school - we welcome all offers of help. Victorian State Government Legislation requires all people working with children to complete a "Working With Children Check (WWCC). This check is valid for 5 years; our school Human Resource Manager can step volunteers through this process.

PARENT NEWSLETTER:

We will endeavour to keep you informed about the life of the School through our weekly newsletter - which will be sent home every MONDAY with your eldest child at school. School organisations may also keep you informed through our newsletter.

PARISH PRIEST:

Parish Priest- FR. JOHN FITZGERALD
St. Joseph's Presbytery, 169 Kepler St. Warrnambool 3280 Telephone 55622231

PASTORAL CARE SUPPORT: Mrs. Anne McGrath

PHOTOGRAPHS:

Each year parents are given the opportunity to acquire School photographs, Class photos, Family group photos and individual photos are provided. Our School uses a pre-paid order scheme and parents will be notified of the date that the School photos are to be taken. The school photographs occur in Term Two. Also each exiting Grade 6 child will receive a complimentary graduation pack at the end of the year.

PLAYGROUND BEHAVIOUR:

Children are encouraged to use the playground in a safe, sensible and reasonable manner. Adherence to the School code is expected. The School discipline policy establishes these expectations. Children will be supervised in the playground by staff who will be allocated playground duties. These duties ensure active supervision is provided during all playing times.
PRIMARY SCHOOL ASSOCIATION:

St. Joseph's Primary School Association is a forum for all parents to become involved in the life of the School. Meetings are held at 7.30 p.m. on the Tuesday evening of weeks 3 and 7 of each term, meetings are held in the Staffroom.

The aims of the Association are -:
* To work to provide, improve and maintain the amenities available for the school students, including equipment and maintenance of School Buildings and grounds.
* To provide opportunities for social meetings between parents, and promote a spirit of union and good fellowship.
* To co-operate with the Parish Priest, Principal and Staff in matters relating to the Parish Primary School.

Each Class has two Parent Coordinators who act as a link between the Class and the Primary School Association. The Primary School Association co-ordinates the following sub-committees; Canteen, May Time Fair, Social, Second Hand Uniform, Catering, Maintenance which encompasses grounds development, and when necessary forms ad-hoc committees to carry out specific activities.

The Primary School Association has a representative on the Parish Schools' Board, and also the Finance Committee.

SCHOOL (STUDENT) BANKING:
Children may open an account with the Commonwealth Bank, deposits are collected from the students on a Monday and returned to them on a Friday. All recording and administration of this service is performed at school by parent volunteers.

ST JOSEPH'S PRIMARY SCHOOL ADVISORY COUNCIL:
The St. Joseph's Primary School Advisory Council is the body that assists and advises the Parish Priest and Principal in the formalisation and adoption of school policies. The School Advisory Council meets eight times a year and is made up of parents, our Parish Priest, co-opted expertise and school staff. The Chairperson is an elected parent. The Chief Executive Officer is the school principal. The School Advisory Council is governed by its Charter of Operations as well as parish, diocesan and system policies. Its key roles include:

- the maintenance and development of Catholic Primary Education in St. Joseph's Parish,
- to ratify and monitor school policy, budget and procedures,
- to support the School Master Plan, employment and the School Annual Action Plan and
- to promote Catholic education in the region.

SCHOOL HOURS:
Children should be in attendance before 8.55 a.m. so that they will have time to prepare themselves for the day's activities. Children are permitted to enter the school building via their regular classroom when they arrive at school, but for safety reasons must do so only if a teacher is in the classroom.

Teachers will provide supervision from 8.40 a.m. in the School grounds and throughout all recess periods and after school until 3.45 p.m. Children are expected to line up outside their classrooms at the end of each recess, where their teachers will meet them.

Classes commence at: 8.55 a.m.
Morning Recess: 11.00 a.m. - 11.30 a.m.
Lunch Recess: 1.00 p.m. - 2.00 p.m.
Messages & First Bus Bell: 3:20
Dismissal: 3.25 p.m.
SCHOOL PRIVACY POLICY–

STANDARD COLLECTION NOTICE FOR STUDENT ENROLMENT:

The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of chats. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.

The School also provides support services for its students as part of its Pastoral Care Program. Pastoral Care support at St. Joseph’s involves staff working in a proactive, restorative way with all students. This can include group and individual sessions. Teachers, Wellbeing Staff or School Leadership may recommend support services from time to time. Students and parents are encouraged to access any recommendations.

There are however a number of things that parents should know about our collection and storage of information.

Categories of information collected by the school are:

- Personal Information. (Is information about an identified individual? Example is name, address and telephone numbers.)
- Sensitive Information. (Is additional personal information that is given extra protection and must be treated with extra care).
- Health Information. (Is a subset of sensitive information. It is any information or opinion about the health or disability of an individual).

Process and Procedures that may require information:

- One to one chats between staff and student.
- Restorative Chats, which can include a group of students.
- Internal referral to Student Wellbeing.
- External referral to professional services. (Parent permission and involvement is always part of this process).
- Program Support Group Meetings – PSGs.
- Parent Teacher Interviews.
- Parent Conferences.
- Parenting Education Programs.
- Individual Learning Plans (I.L.P.s).
- Whole Classroom Chats.
- School Reports and School Learning Interviews.
- Formal Assessments (e.g. Naplan).
**Information Overview.**

1. Records can be made of these sessions. Records made by staff belong to the school.

2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, the School's local diocese and the parish, Schools within other Dioceses and other Dioceses, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.

6. Personal information collected from students is regularly disclosed to their parents or guardians.

7. The School is very conscious of the need for confidentiality between individuals. However at times it may be necessary to divulge the contents of discussion or records to the Principal if the Principal or Staff considers it necessary for the student's welfare to discharge the school's duty of care to the student.

8. The School may store personal information in the school record keeping files or offsite in an electronic form (i.e. Catholic Education System and Cloud technology), which may mean that it resides on servers which are situated outside Australia. This storage of information overseas will be undertaken in a manner which complies with Australian Privacy legislation.

9. The School's Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care.

10. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

11. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to groups within the school community that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to external third parties for their own marketing purposes without your consent.

12. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines and on our website. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our intranet. The School will obtain permission from the pupils' parent or guardian at the time of the student's enrolment.

13. We may include pupils' and pupils' parents' contact details in a class list and School directory.

14. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.
SCHOOL UNIFORM:
We encourage all parents to ensure that your child/children are dressed according to the prescribed School Uniform. All items of the school uniform can be purchased through Lowes at Gateway Plaza. The St. Joseph’s School uniform is described as;

GIRLS' SUMMER: Blue and white check dress, navy blue jumper or official tracksuit top or plain navy culottes, white socks, black sandals black school shoes or black elastic sided, black school runners, pull on boots. Girls may wear navy blue sports shorts/briefs under the school dress and plain blue shorts as an option to dress (culottes).

GIRLS' WINTER: Navy blue tunic or pinafore, or navy blue trousers, navy blue jumper or official tracksuit top, light blue skivvy or light blue shirt, or polo top, navy tights or socks, black school shoes, black runners or black elastic sided boots.

BOYS' SUMMER: Grey shorts, light blue shirt, navy blue jumper or official tracksuit top, grey socks, black, sandals, black school runners, black elastic sided boots or black school shoes.

BOYS' WINTER: Long grey trousers, navy blue jumper or official tracksuit top, light blue skivvy or light blue shirt, polo top, black school shoes, black school runners or black elastic sided boots.

SCHOOL VESTS: Navy blue school polar fleece vests can be worn, they MUST display the school logo.

GIRLS' & BOYS' SPORTS - WINTER: Navy blue tracksuit pants (no logos), light blue polo shirt or Light blue T-shirt with emblem, sandshoes or sneakers.

GIRLS' & BOYS' SPORTS - SUMMER: Navy school shorts with emblem, light blue polo shirt or light blue T-shirt with emblem. Navy shorts are to be the school shorts only.

SCHOOL APPROVED HATS: During Terms 1 and 4 the children are required to wear the school approved navy, wide brimmed hat before and after school, during recess and lunchtimes and also during times children are outside during school hours.

ACCESSORIES: Jewellery: One set of ear rings studs/sleepers only and a watch may be worn. Hair: A navy blue hair band/clip/ribbons may be worn.

SCHOOL BAG: A compulsory school bag was introduced in 2003 for grade prep and current students replacing a bag.

LABELLING: Please ensure that all items are clearly labelled.

LOST PROPERTY: A basket is kept at the rear of the front foyer for all lost property and parents are invited to check its contents regularly.

PURCHASING/ACQUIRING:
School Uniform items can be purchased from Lowes, located at Gateway Plaza, East Warrnambool. Lowes stock our full range of Summer and Winter uniform.

SECOND HAND/ USED:
A selection of Second Hand Uniform items may be obtained from the School. These items are available to purchase throughout the year, if interested please contact the school office.
St Josephs Primary School now has our own up to date website. We will use this website as a major tool in communicating with our parents and wider community. As a parent of our school you will be able to access copies of:

- Canteen price lists
- Uniform order forms and price lists
- Weekly newsletters
- Copies of school policies

Current and prospective parents can also use this site to access copies of:

- Enrolment Policy
- Pastoral Care Policy
- School Board Constitution
- Teaching and Learning Policy
- School Annual Report
- Complaints Procedures

Apart from using this website to access documents it also includes a comprehensive overview of our school, curriculum and parent partnerships. There are also links to other helpful websites which we believe you may find useful.

Prospective parents can submit enrolment enquiries directly from this site.

ST JOSEPHS SKOOL BAG APP:

St Joseph’s have a Skoolbag App that is available to be downloaded for your iPhone, iPad or Android device. The app is free, easy to use and contains up to date and relevant information for families at our school.

In the App Store Search for:

St Josephs Primary Warrnambool

SECONDARY EDUCATION:

Emmanuel College, is a Catholic Co-educational Year Seven to V.C.E. educational college and is situated on two campuses. The Ardlie Street Campus accommodates Years Seven to Ten, and the Canterbury Road Campus caters for the Year Eleven and Twelve students. The Principal is Mr. Peter Morgan.

Telephone 5560 0888.

SWIMMING:

The school will provide an intensive swimming program for all children. The costs for the 2014 program were $75 per child in the Junior (P-2) and Middle School (3-4) and $35 per child in the Senior School.

The program structure will be:

<table>
<thead>
<tr>
<th>Age</th>
<th>Timetable</th>
<th>Key Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>P – 2</td>
<td>5 weeks x 2 lessons per week</td>
<td>Water Familiarisation</td>
</tr>
<tr>
<td>3 – 4</td>
<td>5 weeks x 2 lessons per week</td>
<td>Stroke Development</td>
</tr>
<tr>
<td>5 – 6</td>
<td>Beach Safety Program</td>
<td>Survival in open water or Canoeing</td>
</tr>
</tbody>
</table>

TERM DATES FOR 2015:

Numeracy interviews for ALL 2014 students will be conducted from Tuesday 16th - Thursday 18th December, 2014.

<table>
<thead>
<tr>
<th>TERM 1</th>
<th>MONDAY 2nd FEBRUARY (Good Friday 3rd April, Easter Sunday 5th April) TO FRIDAY 27th March</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM 2</td>
<td>MONDAY 13th APRIL TO FRIDAY 26th JUNE</td>
</tr>
<tr>
<td>TERM 3</td>
<td>MONDAY 13th JULY TO FRIDAY 18th SEPTEMBER</td>
</tr>
<tr>
<td>TERM 4</td>
<td>MONDAY 5th OCTOBER TO FRIDAY 18th DECEMBER.</td>
</tr>
</tbody>
</table>
TRAFFIC SAFETY:
Our School is situated in an area of heavy traffic and adherence to the traffic laws by all parties is essential. The school is directly served by a two school crossings which are supervised on school days, children must use the crossing in the correct manner.

Parents dropping off or collecting children must obey all road rules and laws. This applies to the practice of correct parking and crossing the roads. All cars entering the Loop Drop Off Zone need to queue in the left hand lane of Botanic Road to turn into either the car park or the loop. Cars cannot cross in front of cars in the queue to turn in to the car park.

We have developed the following practice to assist with the safety of all at our school.
- Parents may drop off and pick up children from the drive way road loop in front of the school building, but strictly NO PARKING. It is recommended that you drive through the loop as far as possible before stopping, this will make it easier and safer for the cars following you.
- The school car park is generally for staff, visitors and parents helping during the day.
- **NO STANDING** signs are displayed along both sides of Botanic Road, this applies also whilst the School Crossing Flags are displayed. Please note these restriction signs as they are policed.
- Please refrain from parking in the BUS STOP which is the indent along the Northern side of Botanic Road, in front of the carpark.
- Please inform your family, friend or the person designated to pick up your children at school, of the above practices, so that we may avoid unnecessary confusion leading to possible accidents.
- It may be quite appropriate to pick your children up a little later so that most of the traffic has cleared away from the immediate school area. If you are going to adopt this idea please do let your children know about this arrangement.
- Long Term Parking is also available for parents in Queens Road, Botanic Road south side, at the Allen Oval or Aquazone Car Park.

TRANSFERS
When a child transfers from another school an official transfer form is required. Copies of the Baptismal Certificate, Reports and Record cards would also be appreciated.

Similarly when a child is transferring to another school we will issue parents with a transfer notice plus any record cards which may be taken to the new school. The Students VSN (Victorian Student Number) is provided with the transfer note.

TRANSPORT:-[SCHOOL BUSES]:
Most children are driven to school by their parents, some walk others ride their bikes and some children travel to School by Bus. There are two bus systems, one is the Country Contract Bus Service which is organised through the Warrnambool Secondary College and brings children in from outlying areas. This service is fully subsidised by the Ministry of Education. The second is the Town Bus System which provides a Government Subsidised service for children in Warrnambool. For specific details regarding routes and times please contact Warrnambool Bus Lines in Raglan Parade, or telephone 5562 5748.

VOLUNTEERING TO HELP:
Parents are encouraged to support our school and students by volunteering their time to help in classrooms, school events, excursions, canteen and various other times as invited by the school. From 2008 onwards all volunteers working with children in Victoria will have to comply with new State Legislation requiring helpers to have a current Working with Children Check (WWC Check).

If you would like to volunteer your time at our school for any purpose/event you will need to:
1. Working With Children Check (WWC Check) Victorian Government legislation,
2. Helping in the classroom. Each year our school provides parent helper training via a “Parent Helpers Program”. This program provides training in working in classrooms with children. Parents wanting to work in classrooms must complete this program.

WEATHER (EXTREME) CONDITIONS AND TIME-TABLE:
When the weather and ground conditions are unsuitable for the children to go outside, they will remain indoors under supervision. We are fortunate to have two covered play areas that we will be able to utilise so that the children will have some opportunities for play. It will be of great assistance if games, reading materials, etc. could be brought to school when wet weather is likely.

Children are required to wear an appropriate hat before going outside during Term One and Four. Those children who are unable to comply with this policy will be required to stay under the veranda. All outdoor activities during those days deemed to be "Extreme Weather" will be held prior to 11.30 a.m.
OUR SCHOOL SIGN

Our school sign depicts an outline of the figure of St. Joseph, our Parish and School Patron with Mary and the child Jesus in the shape of a cross, the symbol of Christianity.

Our School Community chose this design to also include the imagery of family, a value central to our school community. The colours are in keeping with the traditional school colours.