Building Independent Collaborative and Innovative Learners

St Joseph’s Primary School

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Welcome to St Joseph’s Primary School

St. Joseph’s Primary School has a strong tradition of providing quality, Catholic education in Trafalgar. In 1930 the Sisters of St. Joseph conducted classes in the Church until a small school opened in 1932. To meet the growing needs of the community, new classrooms were constructed in 1961 and a major refurbishment was undertaken in 1984. Since then the administration area has been completely renovated and classroom and teaching areas have continually been upgraded. In 2010 a new library/resource centre was built along with two classrooms and a meeting room.

St. Joseph’s Primary School has a wonderful community spirit where the involvement of families is continually encouraged. It is a Catholic school that also prides itself on the pastoral care that is offered to each child. At St. Joseph’s we believe children learn best when they are happy, confident and feel safe. We value every child and teachers work to build relationships with the children and actively teach problem solving strategies and effective social and communication skills.

We aim to educate our students to be skilled, informed, tolerant, open and just, to discover God and to help them reach their full potential.

We offer a curriculum that is inclusive and allows for success. All children are encouraged and supported throughout their years at primary school. The children are exposed to strong Literacy and Numeracy teaching and learning. We also recognise the importance technology has in the world today so each class has access to the latest interactive technology with apple TV and computers in all classrooms. Children in grades 3- 6 also have their own iPads. We recognise that children have different gifts and talents and have varied learning styles and we endeavour to cater for the individual needs of each child.

We warmly welcome you to our school and I would be pleased to discuss any further questions that you may have.

Lidia Goodwin.
Our Vision and Mission Statement

Mission

St Joseph’s is a vibrant, engaging learning community which is true to the teachings of Jesus as modelled by Mary MacKillop.

Vision

At St Joseph’s, the Catholic Faith and traditions will be lived and expressed. At St Joseph’s, our empathetic community of learners will be harmonious, encouraging, accepting and respectful. At St Joseph’s our empowered learners will be independent, collaborative and confident to be innovative.
KEY LEARNING AREAS

Religious Education

An important learning area in Catholic Schools is Religious Education. At St Joseph’s we seek to actively promote the faith development of each child and we teach the children about God’s love for them and their responsibilities as Christians.

We are committed to the development of the whole child, spiritually, emotionally, physically, psychologically and academically. Our teaching is founded on Gospel values and is summed up in scripture by, “Love one another as I have loved you”.

There are many liturgical and Sacramental celebrations throughout the year where the children are actively involved and we invite parents to share in as many of these as possible with us.

The Sacramental program is Parish based, Family centred and School supported. Before each of the Sacraments family nights are offered to help renew ideas about the Sacraments for family members and to give a sense of partnership between the school, home and parish.
Independent, Collaborative and Innovative Learners

St Joseph’s has developed a learning culture of building independent, collaborative and innovative learners. Students are encouraged and supported to develop Good Learning Behaviours, such as focusing on task, asking effective questions and reflecting on challenges and achievements. From this regular reflection, students develop plans for improvement and future direction of learning. The skills of problem-solving are actively taught in a variety of contexts. Students are given opportunities to practice problem-solving and effective decision making in their learning and in social contexts. Teachers focus on empowering students to take responsibility for their learning and behaviour.

Australian Curriculum (AusVELS)

St Joseph’s is progressively introducing the new Australian curriculum with English, Mathematics, History and Science being introduced in 2013. Victorian Essential Learning Standards continue to be taught in all other subject areas and together the curriculum being followed is called AusVELS which is in line with State and Federal government guidelines. AusVELS is based on the following three strands.

Physical, Personal and Social Learning
Students learn about themselves and their place in society. They learn how to stay healthy and active. Students develop skills in building social relationships and working with others. They take responsibility for their learning, and learn about their rights and responsibilities as global citizens.

Discipline-based Learning
Students learn the knowledge, skills and behaviours in the arts, English, humanities, mathematics, science and other languages

Interdisciplinary Learning
Students explore different ways of thinking, solving problems and communicating. They learn to use a range of technologies to plan, analyse, evaluate and present their work. Students learn about creativity, design principals and processes.
## AusVELS Curriculum

<table>
<thead>
<tr>
<th>PHYSICAL, PERSONAL and SOCIAL LEARNING</th>
<th>DISCIPLINE-BASED LEARNING</th>
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<td>Speaking and listening</td>
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<td><strong>Health and Physical Education</strong></td>
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<td>Movement and physical activity</td>
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<td>Science Inquiry Skills</td>
<td>ICT for communicating</td>
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<tr>
<td>The individual learner</td>
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<td>Managing personal learning</td>
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<td><strong>The Arts</strong></td>
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<td>Economic reasoning and interpretation</td>
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<td><strong>The Humanities – Geography</strong></td>
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LITERACY: Reading, Writing, Spelling and Oral Language

Students are exposed to a variety of text types such as narratives, recounts, procedures, reports, explanations and expositions. Students participate in learning experiences where explicit teaching takes place to cater for particular needs of students. A typical literacy learning session consists of modeled and guided reading, comprehension, genre writing, spelling and grammar activities.

The numeracy program is focused on mastering basic mathematical skills, understanding mathematical concepts and solving problems. It involves hands on activities, using concrete materials and tools to ensure new concepts are learnt. Areas covered in the numeracy curriculum consist of number, space, measurement and data and using reasoning strategies.

READING/WRITING INTERVENTION

This program is offered to small groups of children in the early years of schooling. Even in a language rich classroom, where the best methods for teaching reading, writing, speaking and listening are employed, some children still need extra help to learn to read. They are given this opportunity through specialist support where they work with a specially trained literacy teacher on a daily basis.
INTEGRATION PROGRAM

Children with special learning needs or with disabilities are included in school and class activities. Regular program support group meetings (PSG’s) are held throughout the school year to set goals for the children. Teachers write up individual learning plans so as each child can experience success and reach their own individual potential. Our integration aides work with a number of children across the school. Integration aides always work under the direction of a class teacher.

EXTENDING MATHEMATICAL UNDERSTANDING (EMU)

This program is an early intervention program to assist mathematical learning. EMU is research-based and aims to enhance children’s number learning and prepares them to benefit more fully from regular classroom mathematical teaching.

LOTE (Language other than English)

Students in all classes study Japanese as part of the LOTE program. The children have weekly classes where the focus is not just on learning to speak the language but to get an understanding of the country’s rich culture and its diversity.

HOMEWORK

Homework reflects the learning in the classroom and helps children to work towards organising their own time and develop independence. Homework should be a positive experience where the children feel a sense of achievement. Time spent with your child talking, reading, shopping, cooking, exercising and playing games is invaluable to the relationship you develop with your child and their overall development.

Children are given a range of homework activities on a regular basis and at other times more informal tasks such as interviewing parents, reading stories together, baking a cake etc. may be given.

BUDDIES PROGRAM

Children in grades Prep and One are buddied with children from grades five and six. This helps the younger children feel safe and secure in the school while it helps the older children develop responsibility and leadership skills. Throughout the year a number of buddy activities are held to build positive relationships.
FAMILY LIFE

The Family Life program, which is based on Christian values, is presented in the school every second year. It aims to promote the worth and dignity of each child, the expression of love and the development of healthy relationships. This program also aims to open channels of communication between parents and children to explore sexuality issues.

PHYSICAL EDUCATION/SPORT

All classes participate in physical activities on a weekly basis. Engaging in physical activity, games, sport and outdoor recreation contributes to well being and good health. The focus is on participation, enjoyment and the importance of a healthy lifestyle.

Children are also given opportunities to compete in a variety of different sports in the Victorian Primary School Sports Association at a local, regional and state level. Children who show talent in sport are given the opportunity to progress to higher levels of competition.

Athletics: An annual carnival is held at the Newborough Athletics Track in term one. Children across all grades are able to experience a variety of activities that enable them to show their skills and fitness levels.

Interschool sports are held in the winter months. Teams are entered for netball, modified volleyball, soccer and football depending on interests of the children. A final round robin is held at Marist-Sion College in Warragul. The emphasis is on having a go, enjoyment and socialisation.
PERCEPTUAL MOTOR PROGRAM (PMP)

Years prep and one are involved in this program throughout the year. This program aims to improve gross motor skills of children, which is an important area of physical development.

GO FOR YOUR LIFE SCHOOL

St. Josephs is a “Go for Your Life School.” This means that we encourage healthy lifestyles by providing recommended hours of physical activity and teaching the importance of good nutrition.

- Healthy foods and water to be available to all students during activities such as interschool sports.
- Children will be encouraged to bring water bottles to school. These will be kept on classroom desks or lockers to allow for hydrating as needed.
- Fruit/Veggie breaks throughout the day to be held in each class
- Staff members will be encouraged to model healthy eating around the children.
- School community members are encouraged to provide healthy snacks and lunches and not to bring confectionary, high sugar drinks or fries to school.

PASTORAL CARE

Pastoral care is integral to our whole school life. The children are encouraged to show respect for one another and all at St Joseph’s. Our pastoral care policy is intended to provide a blueprint for the qualities we strive to foster among the children, staff and parents at St Joseph’s.

- The qualities of acceptance, understanding and love are the hallmarks of our communal relationships.

- The qualities of justice and forgiveness permeate our Discipline policy.

- The qualities of honesty and truthfulness will be valued and part of school life.

- The qualities of compassion and caring will permeate our school life.
WELLBEING

Our School Wide Positive Behaviour is a philosophy and practice of recognising the importance of positive relationships among all members of the school community. It emphasises prevention, teaching problem solving skills and incorporates our Christian values into our everyday interactions.

The School wide behaviour and learning expectations are encompassed in our HEART approach.

- Harmonious
- Encouraging
- Accepting
- Respectful
- Thinkers

These expectations create a common vision and a common language that can be embraced by the whole school community.

DISCIPLINE POLICY

At all times staff at St Joseph’s School work to promote positive approaches to managing behaviour and endeavour to foster in students self discipline and the capacity to accept responsibility for their actions.

- Students are made aware of the rights of others to feel safe and learn.
- Students learn that each action has a positive or negative consequence.
- Students are expected to act in an appropriate and safe manner.
- Students are given opportunities to interact with others in a positive way.
Every effort is made to ensure all students understand rules and behaviour expectations. Consequences are as much as possible logically connected to the actions involved. Parents are consulted and are encouraged to work together with the school in helping children manage their behaviour appropriately. By working together we aim to provide a friendly, safe and caring environment.

ANTI BULLYING POLICY

St Joseph’s Trafalgar does not tolerate bullying or harassment. We believe everyone has the right to feel safe at all times and that we should treat each other fairly and with respect.

- Positive behaviour is reinforced
- Open communication about bullying is encouraged
- Social skill development is taught
- Where appropriate a buddy system is implemented
- Provide peer support
- Support parents in their roles

Our school is a place where all people are appreciated and respected as individuals and support, encouragement and care is shown as part of our ethos.
SCHOOL UNIFORMS

St Joseph’s has a very smart and practical uniform that is to be worn with pride. The uniform looks good and is functional in that it enhances the ability for playing and it also has the added benefit of giving the children a sense of belonging to their school community. It is an expectation of parents enrolling children at the school that they will come in correct uniform, conforming to the season and/or activity. If there is a relevant reason why children are out of uniform, a note explaining the reason why and how soon before they will be back in full uniform is necessary.

Uniform Shop
St Joseph’s runs a uniform shop that is open on the First Friday of every month from 2.45pm to 3.05pm. Uniform items can be ordered and paid for at these times. Order forms can be collected from the office or downloaded from our webpage. The uniform coordinators for 2013 are Pru Scanlon and Cassie Dubelaar

Jewelry
A number of concerns have been raised over the safety of the children and the possibility of playground incidents involving children wearing earrings and other jewellery. As a result watches and sleepers/studs are the only jewellery to be worn by children at school.

The school takes no responsibility for any loss or damage to jewellery worn and in the interests of safety and loss prevention we would prefer that jewellery is not worn.

Hairstyles
Students who have hair that is long should have their hair tied up or back at all times. Hair decorations need to be in the school colours and should only consist of ribbons, small clips, scrunchies or hair bands that are green in colour.

Hair colour should fall within the range of normal hair colouring.

Makeup
Students are not permitted to wear makeup to school. This includes nail polish.
SCHOOL HATS

Compulsory in Terms 1 and 4

School hats are available from the school uniform shop. If children do not have a school sunhat, they will be asked to stay in shaded area during recess and lunchtime. Be sure to label all articles of clothing, as items are often mislaid or wrongly claimed by other children.

Uniform Requirements

Girls Winter Uniform

Pleated skirt or pinafore in school fabric or bottle green slacks
Gold polo shirt or skivvy
Bottle green V neck windcheater, complete with school logo
Bottle green tights or bottle green socks.
Black school shoes

Boys Winter Uniform

Grey school trousers
Gold polo shirt or skivvy
Bottle green V neck windcheater, complete with school logo
Grey socks
Black shoes or black school boots

Girls Summer Uniform

Dress in school fabric
Bottle green V neck windcheater, complete with school logo
Black school shoes
Bottle green socks
School hat complete with logo

Boys Summer Uniform

Grey school shorts
Gold polo shirt complete with school logo
Bottle green V neck windcheater, complete with school logo
Black school shoes or black boots
Grey socks.
School hat complete with logo
**Girls Sports Uniform:**
only to be worn on sports day

Bottle green V neck windcheater, complete with school logo
Gold polo shirt, complete with school logo
Bottle green shorts or bottle green skort
Bottle green track pants.
Runners with white socks

**Boys Sports Uniform:**
only to be worn on sports day

Bottle green V neck windcheater, complete with school logo
Gold polo shirt, complete with school logo
Bottle green shorts
Bottle green track pants
Runners with white socks
MEDICAL INFORMATION

EMERGENCY RECORDS

In the event of your child becoming ill, or sustaining an injury, all attention considered necessary for the child’s physical and emotional welfare will be given by the school staff.

In the case of serious illness or injury every effort will be made to contact the child’s parents or the emergency contact/s. If we are unable to make contact the Principal will decide the next step in response to the illness or injury and may summon an ambulance to transport the child to hospital.

Parents who have other wishes in this regard may state those directions in writing and submit to the Principal at the beginning of the new school year.

Regardless of any above arrangements, in life threatening situations an ambulance will be called immediately. Parents are assured that the child’s best interests will be considered at all times in all circumstances.

INJURY AT SCHOOL

In the event of injury or sickness at school, except in the cases of minor first aid, parents will be contacted immediately, or if unavailable, the emergency person listed on the child’s file will be contacted. In the case of an emergency an ambulance will be called immediately. Parents will be notified as soon as possible. The school does have trained first aide staff members who attend to minor injuries.

All children are covered by Catholic Church Insurances in the event of accidents that may occur at school. The policy covers school activities only.

MEDICATION AT SCHOOL

Should your child need medication during school time and you need the staff member to administer the medication you are asked to fill out an Authority to Administer Medication form which can be found in the classrooms or at the office. Please note the school will not administer Medicine to students if there is no written authorisation.
The note must include the following information:

* Permission for the teacher to administer
* The child’s name
* The time of day the medication is to be administered
* The dose required

All medication is to be handed in at the office for safe keeping and should not be taken up to classrooms or left in bags.

This does not apply to Ventolin and other Asthma inhalers. These can be kept in the child’s bag as long as the school has an asthma action plan for your child.

**MEDICAL INFORMATION ABOUT STUDENTS**

It is important that the school is informed of any ongoing illness or medical problems your child may have. Appropriate plans for managing such problems should be discussed with school staff at the start of the school year or when the condition is discovered.

**SCHOOL NURSE**

The School Nurse visits the school each year and performs a screening procedure on Prep children. Parents are fully involved in this program and must sign appropriate permission forms.

**SERVICES AVAILABLE**

We have a range of services available to students and families that can be accessed through the school. These services include access to counseling, speech therapy, psychologists and occupational therapists. We also liaise with agencies such as Centacare if the need arises.

**HEAD LICE**

Parents are asked to check their children’s hair regularly for head lice, if found they are to notify the school and exclude their child until he/she has been treated. Parents are notified if there is an outbreak and by working together, and making sure that children are treated, the problem is quickly brought under control.
HEALTH (IMMUNISATION) REGULATIONS

Since 1990, all children enrolling in primary school are required to present a School Entry Immunisation Certificate, which the parents can only obtain from the health department of a local council. This certificate states if they have completed the required childhood immunisations against Diphtheria, Tetanus, Poliomyelitis, Measles and Mumps.

INFECTIOUS DISEASES

The Ministry of Education requires the following Exclusion Table to be observed in cases of infectious diseases. Please note that for children who have not been inoculated prior to coming to school the exclusion time is much longer.

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>POLICY</th>
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<tbody>
<tr>
<td>Chicken Pox</td>
<td>Student excluded until fully recovered, or for at least 5 days after eruption first appears.</td>
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<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down</td>
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<tr>
<td>Measles, Rubella</td>
<td>Exclude for at least 4 days after onset of rash</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Exclude until appropriate treatment has begun. Sores must be covered with a watertight dressing.</td>
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<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from the eyes has ceased.</td>
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</tbody>
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For other less than usual infectious diseases please contact the office for information.

PARENTAL CONSENT

On enrolment and on each excursion parents are asked to sign a form consenting to their child receiving emergency treatment and ambulance attention if the need arises.
STARTING DETAILS FOR PREP STUDENTS

Prep students will attend school for the full day (8.55am – 3.30pm) but will have every Wednesday as a rest day for part of first term.

TERM DATES - 2015

**Term 1**  
Friday 28th January - Thursday 27th March  
(Staff return)

**Term 2**  
Tuesday 13th April - Friday 20th June

**Term 3**  
Monday 13th July - Friday 18th September

**Term 4**  
Monday 5th October - Friday 18th December

The school is closed on public holidays. Each term the school has closure days to enable staff to participate at in-services to refresh and enhance their teaching skills. Parents will be advised by newsletter when the school will be closed. At least two weeks notice will be given prior to each school closure day.
**ABSENCES**

The Education Department requires parents to supply the school with an explanation for the absence of any child.

If a child is absent due to illness or any other reason, please telephone the school after 9.00am as a security measure so that we know why your child has not arrived at school. If children are absent for longer periods, written notification must be provided to the school.

Please contact the office if you intend taking your child/ren from school during the day, or if your child/ren are to be collected by someone other than yourself or the usual minder.

**ASSEMBLIES**

School assemblies are held twice a week in the Assembly Area. On Monday we gather for any notices about the week ahead and sing the Australian Anthem. On Friday each grade takes a turn in presenting an item which is based on Sunday’s Gospel to the rest of the school. Weekly awards are presented and birthdays are recognised and celebrated. Parents, family members and friends are always welcome to attend.

**ASSESSMENT**

Children in Prep are assessed on Performance Indicators in Primary School (PIPS). This On-Entry Baseline Assessment is used to assess progress in literacy, numeracy and phonological awareness.

Children in grades 3 and 5 also participate in the national testing program (Naplan). Diagnostic testing occurs across all classes usually in the first week of school and then periodically throughout the year.

Observational surveys, literacy and numeracy tests, as well as Extending Numeracy Understanding tests (EMU) are just some of the tests used to help each teacher get a clear understanding of where each child is at so they can then plan learning activities that meet the needs of the individual learner.
BOOK CLUB

Scholastic Australia provides an excellent opportunity, on a regular basis, for children to purchase quality books at a most reasonable price. From this further discounts are also provided for the school. Order forms are sent home on approximately eight occasions per year. Completed forms and money need to be returned in an appropriately marked envelope by the nominated closing date.

BOOKLISTS

Books are purchased from Trafalgar Newsagency. Booklists are issued in November. Children enrolling for the 2014 Prep class will receive their booklist on the first orientation day. Booklists need to be returned by the required date. The cost of the books must be paid when books are collected on the due date. Families are welcome to purchase items from any supplier, provided they match the item requested by the school.

CLASS LEVY

This levy is used to purchase classroom materials such as computer software, maths equipment, art supplies, and other items relevant to teaching and learning programs that will enhance your child’s learning. In 2014 it was set at $90 per class.

CLASSROOM AND PLAYGROUND RULES

At the start of each year children and teachers discuss how to make our school a happy and safe place. From this discussion rules are formulated and displayed in classrooms. The rules are revisited on a regular basis so that all children are aware of how to act and how to look after our environment.

COLLECTION OF CHILDREN AFTER SCHOOL

Car pickup
Bus Travellers
Walkers/bike riders

Parents must notify the school if children are to be collected by other people. When picking up by car parents are required to form a car line in the laneway beside the school, where children will be bought out by the teachers and placed in cars in an organised fashion. Parents are reminded that there is a 40km speed zone operating at drop off and pick up times. Parents are asked to drive carefully and obey the parking signs. We ask that parents not drop off and pick up children from in front of the church.
Children travelling home by bus are supervised by a teacher in the afternoons. Your child’s behaviour on the bus is your responsibility. Continual misbehaviour will result in the withdrawal of the privilege of bus travel for the child concerned. Trafalgar High School coordinates all bus travel. The Trafalgar office can be contacted on 56331733 should you wish to make any comment regarding behaviour, safety, convenience, satisfaction etc.

Children who walk or ride home are supervised by a teacher until they have crossed the railway line and are handed over to the Shire traffic officer.

**CONVEYANCE ALLOWANCE**

The conveyance allowance may be available to families who live more than 4.8kms for St. Joseph’s School. Full details regarding this allowance are available at the office.

**EDUCATION MAINTENANCE**

The Education Maintenance Allowance (E.M.A.) is a Government funded allowance available to families who are currently holders of a Health Care Card or Pension Card. Full details are available at the school office.

**EMERGENCY RECORDS**

There is an emergency card on file for every child in the school. This enables contact with parents in case of illness or accident. Parents are required to advise the school of any changes to their address or telephone number so they can be contacted during school hours.

**ENROLMENT OF STUDENTS**

* Priority of access to St Joseph’s School will be given to Catholic children and siblings of students currently enrolled at the school.

* Where vacancies exist within a grade, non-Catholic students will be enrolled.

* An enrolment interview with the Principal will be conducted with the parents of the prospective students.

* They may be enrolled only after an undertaking by the parents that the nature, life and identity of the school will be respected and that their children will participate in the Religious Education Program.
EXCURSIONS

The school provides a variety of educational experiences, including one or two excursions each year. Excursions are always part of a unit of work and provide a stimulus for deepening knowledge around a curriculum area being studied in class. Excursions usually involve bus travel and require parental permission. There is an excursion levy of $50 which covers major excursions for the year.

INFORMATION COMMUNICATION TECHNOLOGY

Our school is well equipped with information communication technology resources. The junior classes share a bank of wireless laptops and eight iPads with a wide range of educational apps on each iPad.

This year the school introduced a 1:1 iPad program for students in grades 3 – 6. Effective twenty-first century learning is about reshaping the way we view education as our children are growing up in a world where technology and information use are growing exponentially, and it is important that schools provide a curriculum that meets the demands of an increasingly globalised and interconnected world. By providing each child with the opportunity to constantly have access to their own iPad, students are able to further build independent learning skills and to learn through collaboration.

LIBRARY/RESOURCE CENTRE

Our library is well resourced with a wide range of reading materials. All children borrow books regularly from the school library. Children are given library lessons and specific times for borrowing each week. Children are required to have a library bag before they can borrow books from the library. These can be purchased from the uniform shop.
LOST PROPERTY

Please mark all items of clothing and requisites clearly and distinctly for ease of return to your child. All “lost” clothing and other property is kept in the assembly area. Staff are not responsible for misplaced and lost items of clothing, requisites, toys, or any other property belonging to your child but will assist where and when possible to locate misplaced items and return them to your child.

PLEASE MARK YOUR CHILD’S BELONGINGS CLEARLY AND DISTINCTLY.

LUNCHTIME

All children are supervised by their teacher while eating lunch. The lunch bell goes at 1.05 and finishes at 1.15pm. Lunch is normally eaten in the classroom or on the verandah in warmer weather.

MOBILE PHONES

Mobile phones in most cases are unnecessary in primary school as, if there is an emergency situation, messages can be sent through to the office. If your child does need to bring a mobile phone to school for before or after school safety reasons, it should not be bought out from the school bag during school hours.

NEWSLETTER

A newsletter is sent home via email each fortnight on a Thursday or if requested a paper copy will be sent home with the eldest child in the family. The newsletter is an important means of communication from the school to home so please ensure you receive and read your newsletter. Classroom teachers send home an information letter at the start of each term and notes throughout the year informing about events and activities as they occur. The Newsletter can be accessed on the school website - (www.trafalgar.catholic.edu.au) then click on the newsletter icon.

NON-SMOKING AREA

St Joseph’s Primary School is a Non-Smoking Area. This includes all classrooms and Staff areas. We believe that this decision will provide a good example to the children and any visitors to our school of the need to provide a smoke-free environment. In addition it will hopefully, in some small way, lessen children’s exposure to cigarettes and hopefully will lessen their desire to smoke at a later point in their lives.
PAYMENTS TO THE SCHOOL

All money sent to the school should be enclosed in a sealed envelope, marked with your child’s name, class, the amount enclosed and what it is for. Parents may make payments directly to the school office. There is an office box at the front counter where payments can be dropped off.

PARENT INVOLVEMENT

Parents are encouraged to participate in many activities throughout the school year and we are very grateful for the support that is given by so many parents in the classrooms, in the library and in outdoor programs. Please note that any volunteers working in our school are required to have a current Working With Children’s Check.

Parents and Friends Association

Is a group that is active in fundraising and organising social events. The Association meets on a monthly basis throughout the term. The Executive of this Association is the President, Vice President, Secretary and Treasurer for that period of office.

The maintenance of the school property is an ongoing concern and is a shared responsibility of all users. Parents are asked to come along and help in a variety of different tasks, ranging from gardening, painting, cleaning etc. All students are expected to take pride in their school by keeping the grounds litter free and looking after the gardens.

It is always great to see parents and family members attend Mass, excursions, assemblies, sporting events and carnivals.
PARENT/TEACHER MEETINGS

An essential feature of the partnership between families and schools in the education of students is in the dialogue and information sharing between the two. This is why the school has two formal parent teacher meeting times, one at the beginning of the year and one midyear when children come along to present their work and learning. It is important that parents are in touch with what their children are doing at school and teachers are happy to meet and confer with parents throughout the year. This must be done out of class time and an appointment should be made.

PLAYGROUND SUPERVISION

Children are supervised at all times, both inside and outside the classrooms. Staff members are on duty out on the school playground supervising children while they play. On wet days and very hot days the children are supervised inside their classrooms.

PREP ORIENTATION

In November/December a school orientation program is held. The children attend three sessions to help them become familiar with the school. The children visit the prep grade where they spend time taking part in activities and becoming familiar with class routines. While the kinder students are in class, parents attend information meetings about preparing the children for a positive start to school.
REPORTING

The school reporting system is set out to meet Commonwealth Government requirements. The report card will report on the following curriculum areas:

- English
- Religious Education
- Science
- Communication
- Technology
- Thinking Processes
- Humanities (History/ Geography/Economics)
- Design Creativity and Technology
- Information and Communication
- Languages Other than English (LOTE)
- Mathematics
- Personal Learning
- Civics and Citizenship
- Health and Physical Education
- The Arts
- Interpersonal Development

The report card will enable parents to understand how well their child is doing with an A to E scale as prescribed by the Government.

SCHOOL FEES

School fees for 2014 are currently set at $720 per family per year. This amount of $720.00 is payable in term installments of $180.00 due at the beginning of each term. There is also a capital levy of $90 per family. Please refer to the Fee Structure for more information.

Fees can be paid by direct debit either fortnightly or monthly, by direct credit to the school bank account or in person at the school office during school hours. There is a small increase in fees each year in line with CPI inflation rate.

Prompt payment of fees is greatly appreciated as they form an important part of the budget on which the school operates throughout the year.

SIGNING IN / OUT

Parents are asked to come through the office area and sign the attendance book if children are brought to school after 9.00am or leave before 3.00pm. Parents also need to sign children out if they are to leave the school during school hours, then if they return they must be signed back in. Parents are required to sign in if they need to go to the classrooms during school hours.
SCHOOL HOURS

8:55 am to 3:30 pm
Parents are encouraged to see that their child arrives at school no later than 8:50 am.

Timetable

8:25 am  Playground supervision begins
8:50 am  First bell rings.
8:55 am  Children are expected in classrooms

10.55 am  Recess – supervised eating for five minutes.
11:25 am  Warning bell rings
11:30 am  Lessons resume

1:05 pm  Lunch - supervised eating for the first ten minutes.
1:55 pm  Warning bell rings
2:00 pm  All children go into classrooms and lessons begin.
3:30 pm  Classes dismissed
3:45 pm  Supervision ends.

STAFF MEETINGS

Staff members are involved in a number of meetings after school. Staff meeting night is generally held on a Tuesday with Professional Learning Team meetings held every Wednesday. The school leadership team also meets regularly.

STAFF IN-SERVICE DAYS

Education is an evolving process, continually changing. As such staff needs to stay abreast of new curriculum developments. During the year there will be in-service / staff development days where the school will be closed to students. Parents will be notified not less than two weeks prior to these days.

TRANSITION - KINDERGARTEN TO PRIMARY SCHOOL

Children currently at kindergarten come to visit our school during the year. Then in term 4 the kindergarten children take part in an orientation program where they become familiar with the school and class teacher.
TRANSITION BETWEEN PRIMARY AND SECONDARY SCHOOL

Close contact and liaison is kept with Marist Sion, Warragul as this is the Catholic Secondary school in our area. Visits from Marist Sion staff are made throughout the year and children in grade 6 visit Marist Sion in Term 4. All children spend a day at the secondary school of their choice late in term four.

SCHOOL STAFF MEMBERS (subject to change in 2015)

Administration
Parish Priest
Father Bernie Krotwaar
Principal
Lidia Goodwin
School Administration Officer
Casandra Maffei
(Carmen Rowlings)

Classroom Teachers
Year Five/Six
Lucy O’Connell
Year Three/Four
Matthew Grimshaw
Year One/Two
Janet Poelsma
Year Prep/One
Laura Sanchez

Teacher Aide/Integration
Carmen Farrell
Carolyn Draper
Janet Parker

Specialists
Literacy Intervention
Glenda Mynard
Librarian
Glenda Mynard
Library Assistant
Tanya Stephens
Extending Mathematical Understanding (EMU)
Katie Balfour
Computer Technician
Jacob Carr
Japanese
Jo Kondo
PE
Katie Balfour

Positions of Responsibility
Deputy Principal
Lucy O’Connell
Wellbeing Coordinator
Janet Poelsma
Religious Education Coordinator
Katie Balfour
St Joseph’s School Song
Written by Andie Brown

1. We’re children of St Joseph’s, we listen to the call, Jesus sends His message now to reach us one and all. In our work and in our play, we hear it loud and clear, And with Jesus as our guide, there’s no need to fear. He says:

COME FOLLOW ME, COME FOLLOW ME,
COME FOLLOW ME,
AND WALK MY WAY.

AND WE SAY:
WE’LL FOLLOW YOU, WE’LL FOLLOW YOU,
WE’LL FOLLOW YOU, EACH AND EVERY DAY.

2. We all make our school a place where everyone belongs, When somebody needs a hand, we help them right along. Always giving of our best to live up to the aims, Try hard at schoolwork and be good sports in games.

COME FOLLOW ME....

3. Each of us is special and has a special place In the heart of Jesus and he fills us with His Grace. In our school we have the chance to show who we can be. We work and play and pray together in this family.

COME FOLLOW ME....