St Joseph’s Primary
Port Macquarie

2014
Handbook
WELCOME to our school –

ST JOSEPH’S PRIMARY SCHOOL
PORT MACQUARIE

In light of St Agnes’ Parish Vision Statement

“Everything Is To Be Oriented Towards The Praise And Glory of God”

OUR SCHOOL VISION

“ONE IN CHRIST”

OUR MISSION

At St Joseph’s Primary we will:

• give witness to Catholic values
• respect the dignity and sacredness of each student
• work with the parents to build within the child an awareness of the presence of God
• endeavour to discern and fully develop the potential of each student
• foster a love for learning
• create a happy, accepting and enriching environment
SCHOOL PRAYER

This is our School
Let peace be found here
May the rooms be full of contentment.

Let love abide here
Love of one another
Love of life itself
And love of God.

Let us remember that
As many hands build a house
So many hearts make a School.

O Lord,
We ask a blessing as we live
And work today in your Name.
Amen.

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PRINCIPAL’S MESSAGE

Dear Parents and Carers,

The St Joseph’s Primary staff and community are especially committed to the example of Jesus and the teachings of the Catholic Church. Sacramental programs through the life of the school are important focus points for our children maturing in their understanding of self and their relationship with God, others and the earth.

The school has a very dedicated staff who see a changing world as a great opportunity for young people to be inspired and encouraged to develop knowledge, think creatively, engage in new skills and value life long learning. Creative Minds, Creative Writers, Tournament of the Minds and Technology Workshops are some of the programs implemented to inspire enrichment within the school. Reading Recovery and an extensive Learning Support agenda cater for children who have specific needs in identified aspects of their education.

St Joseph’s Primary has become synonymous with cultural achievements. After school Speech, Drama, Art and Dance classes create wonderful interest and opportunity for children who are inspired in the Arts. Each year classes from St Joseph’s Primary participate in the Port Macquarie Speech and Drama Eisteddfod with outstanding results. The St Joseph’s Primary Band and Choir as well as Instrument tuition and various other clubs (eg. Garden, Card, and Chess) provide a great range of cultural and interest pursuits for our young people.

A wide range of sporting activities ensure children value and engage in healthy lifestyles. Athletics, Swimming and Cross Country as well as a full range of team sports, motivate children to attempt and develop skills that will foster a positive attitude to healthy living and the great rewards that are achieved through individual and team pursuits.

St Joseph’s Primary is reimagining education as we move further into 21st century learning, providing new environments for a more intense, contemporary focus on children’s learning based on current research. Large scale building projects granted through ‘Building the Educational Revolution’ included a Multi Purpose Area (MPA), a sophisticated information and technology hub, a redesigning of the administration wing, as well as P&F supported alternative playground initiatives, assist us in redesigning learning and broader educational opportunities for our children.

The strength of St Joseph’s Primary is fuelled by its sense and value of working together to support each other in a Professional Learning Community. Year 6-Kinder buddies, Student Representative Council, Peer support, Staff teams, Stage Parent teams, Parents & Friends and Parent education forums are working examples of the heart of St Joseph’s Primary – our sense of community, ‘One in Christ’.

We take this opportunity to warmly welcome you to our community and trust that the handbook will answer many of your questions. Please contact the front office or myself if you have any other requests or concerns.

With every best wish and God Bless

Geoff Leary
Principal
INDEX

<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAPHYLAXIS</td>
<td>35</td>
</tr>
<tr>
<td>APP (Skoolbag)</td>
<td>22</td>
</tr>
<tr>
<td>APPOINTMENTS</td>
<td>6</td>
</tr>
<tr>
<td>ASSEMBLIES</td>
<td>12</td>
</tr>
<tr>
<td>ASSISTING PROGRESS</td>
<td>21</td>
</tr>
<tr>
<td>ASTHMA</td>
<td>35</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>8</td>
</tr>
<tr>
<td>BANKING (Students)</td>
<td>13</td>
</tr>
<tr>
<td>BECOMING A CATHOLIC/BAPTISM</td>
<td>12</td>
</tr>
<tr>
<td>BEHAVIOURAL CARE and EDUCATION POLICY</td>
<td>16</td>
</tr>
<tr>
<td>BIKE RIDERS</td>
<td>16</td>
</tr>
<tr>
<td>BOOK CLUB</td>
<td>24</td>
</tr>
<tr>
<td>BOOK PACKS</td>
<td>28</td>
</tr>
<tr>
<td>BOOKWORK</td>
<td>21</td>
</tr>
<tr>
<td>BUS TRAVEL</td>
<td>14</td>
</tr>
<tr>
<td>CANTEEN/TUCKSHOP</td>
<td>27</td>
</tr>
<tr>
<td>COLLECTING CHILDREN</td>
<td>9</td>
</tr>
<tr>
<td>CONTACTING SCHOOL</td>
<td>6</td>
</tr>
<tr>
<td>CURRICULUM</td>
<td>18</td>
</tr>
<tr>
<td>DATES (Other notable)</td>
<td>10</td>
</tr>
<tr>
<td>ENROLMENTS</td>
<td>31</td>
</tr>
<tr>
<td>FEES</td>
<td>32</td>
</tr>
<tr>
<td>HEAD LICE</td>
<td>36</td>
</tr>
<tr>
<td>HOMEWORK</td>
<td>20</td>
</tr>
<tr>
<td>IMMUNISATION</td>
<td>35</td>
</tr>
<tr>
<td>INFECTIOUS DISEASES</td>
<td>34</td>
</tr>
<tr>
<td>LATE ARRIVAL / EARLY LEAVING (School Hours)</td>
<td>6</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>23</td>
</tr>
<tr>
<td>MASS and PENANCE</td>
<td>11</td>
</tr>
<tr>
<td>MEDICATION POLICY</td>
<td>36</td>
</tr>
<tr>
<td>MISSION</td>
<td>1</td>
</tr>
<tr>
<td>MOBILE PHONES</td>
<td>16</td>
</tr>
</tbody>
</table>

St Joseph’s Primary School, Port Macquarie
‘One in Christ’
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONEY</td>
<td>13</td>
</tr>
<tr>
<td>NEWSLETTER</td>
<td>12</td>
</tr>
<tr>
<td>PARENTAL and OTHER ACCESS</td>
<td>9</td>
</tr>
<tr>
<td>PARENT HELP</td>
<td>29</td>
</tr>
<tr>
<td>PARENT/TEACHER NIGHTS</td>
<td>22</td>
</tr>
<tr>
<td>P&amp;F</td>
<td>26</td>
</tr>
<tr>
<td>PARENT ASSEMBLY</td>
<td>27</td>
</tr>
<tr>
<td>PERMISSION NOTES</td>
<td>8</td>
</tr>
<tr>
<td>POLICIES</td>
<td>22</td>
</tr>
<tr>
<td>PRINCIPAL’S MESSAGE</td>
<td>3</td>
</tr>
<tr>
<td>PUPIL FREE DAYS</td>
<td>10</td>
</tr>
<tr>
<td>REPORTING TO PARENTS</td>
<td>23</td>
</tr>
<tr>
<td>RULES</td>
<td>17</td>
</tr>
<tr>
<td>SACRAMENTS</td>
<td>11</td>
</tr>
<tr>
<td>SCHOOL BAGS</td>
<td>26</td>
</tr>
<tr>
<td>SCHOOL HOURS</td>
<td>6</td>
</tr>
<tr>
<td>SCHOOL LEADERS</td>
<td>24</td>
</tr>
<tr>
<td>SCHOOL PRAYER</td>
<td>2</td>
</tr>
<tr>
<td>SCHOOL SONG</td>
<td>38</td>
</tr>
<tr>
<td>SPORT/P.E.</td>
<td>20</td>
</tr>
<tr>
<td>STAFF PROFESSIONAL DEVELOPMENT DAYS (Pupil-free)</td>
<td>10</td>
</tr>
<tr>
<td>SUN PROTECTION</td>
<td>37</td>
</tr>
<tr>
<td>SUPERVISION</td>
<td>7</td>
</tr>
<tr>
<td>TEACHING TIME (Interruptions)</td>
<td>7</td>
</tr>
<tr>
<td>TERM DATES</td>
<td>10</td>
</tr>
<tr>
<td>UNIFORMS</td>
<td>25</td>
</tr>
<tr>
<td>UNIFORM SHOP (Joprim)</td>
<td>24</td>
</tr>
<tr>
<td>VISION STATEMENT</td>
<td>1</td>
</tr>
<tr>
<td>VISITORS TO THE SCHOOL</td>
<td>7</td>
</tr>
<tr>
<td>WEBSITE (School)</td>
<td>22</td>
</tr>
<tr>
<td>YEAR 6 AWARDS</td>
<td>24</td>
</tr>
</tbody>
</table>

APPENDIX 1 – Who’s Who of Catholic Education | 39

APPENDIX 2 – And that means ... ??? | 40
**SCHOOL HOURS**

School commences at **8.55 am**.
Supervision begins at 8.30 am. Children should not attend school prior to this supervised time without written indication to the Principal.

School lessons conclude at **3.10 pm**.
Supervision concludes at 3.30 pm. Children should not remain at school after this supervised time without written indication to the Principal.

- First buzzer: 8.55 am
- Morning recess: 11.00 am to 11.20 am
- Lunch: 12.50 pm to 1.40 pm

*Please make an effort to have your child at school well before 8.55 am so that school bags are unpacked and books are in the classroom. This is REALLY IMPORTANT.*

- Continual late arrivals at school can disrupt classroom organization and disadvantage your child in class
- Children miss out on valuable school lesson time
- Children need to be signed in/out at the front office if they arrive late or leave early
- Early departure from school is also disruptive to the class, and parents are encouraged as much as possible to arrange appointments for children outside of school hours to avoid interruption to class learning time

A Sign Out / Sign In slip must be completed at the front office during times when students need to be collected during school hours and in the event of students arriving late for school. Parents are requested to attend the front office with the student in both these cases. Please do not just drop children at the front of the school.

**CONTACTING THE SCHOOL - APPOINTMENTS**

If you wish to speak to the Principal or Assistant Principal at length, on any matter, please ring the front office (6583 3848) and make an appointment.

Staff prayer and meetings are held each Wednesday and Friday morning at 8.20 am and Tuesday afternoons until 5.00 pm.

If you wish to speak to teachers at length, on any matter, please make an appointment with them.

*If you have a concern, would like to express your appreciation, or are uncertain about something at any time ... please phone, email or call in and see us.*
TEACHING TIME (Interruptions)
Please avoid conferring with the teacher during teaching time – 8.55 am to 3.10 pm – or interrupting class, as valuable teaching time is lost. If you need to speak with your child’s teacher please make an appointment for a mutually convenient time.

SUPERVISION OF PUPILS
We wish to clarify the position concerning the hours during which school is conducted each day and for which period normal supervision is provided.

Lessons commence each morning at 8.55 am and conclude at 3.10 pm on Mondays to Fridays. The school grounds are open to pupils from 8.30 am each morning and remain open until 3.30 pm each afternoon. At all times outside the period from 8.30 am to 3.30 pm on Mondays to Fridays the school grounds and buildings are out of bounds to all pupils.

It is therefore the case that, while normal supervision of pupils by the school will be undertaken between 8.30 am and 3.30 pm on Mondays to Fridays, no supervision will be provided other than between those hours, and no responsibility will be taken by the school for any consequences of the activities of pupils outside those hours.

Would you please assist the school in the interests of the students’ safety by ensuring that your child does not attend or remain in the precincts of the school outside the hours of 8.30 am and 3.30 pm on Mondays to Fridays.

*If any parent or guardian has difficulty in ensuring that their child only attends school between 8.30 am and 3.30 pm, would that parent or guardian kindly contact the school in writing to indicate the nature of your request.*

The school will not be responsible for supervising or caring for students outside the school premises unless the students are engaged in a school sponsored activity e.g. an excursion or a sporting event. The school will not be responsible for supervising or caring for students on their journey to and from school. In particular, the school will not be responsible for supervising students at bus stops either on their way to school or on their way home from school. Each student’s journey to and from school shall be the responsibility of each student’s parent or guardian.

*The above information will be sent out to all families as an official letter at the beginning of each school year.*

VISITORS TO THE SCHOOL
In line with Child Protection Guidelines all visitors to the school outside of normal drop off and pick up times, i.e. between 8.55 am and 3.10 pm, are to report to the front office, sign in and wear an official visitor’s badge. This enables us to know who is in the school at any given time, especially in the case of emergency. They are also required to sign out when leaving the school.
**Gates are locked at 9.10 am and unlocked at 3.00 pm**

This includes regular classroom helpers and canteen volunteers.

Parents dropping off and picking up children within the normal school opening and closing times, i.e. before 8.55 am and between 3.10 and 3.30 pm, do not have to sign in and wear a visitor’s badge. Exemptions are given to special celebration times when large crowds are expected.

**PERMISSION NOTES**

An official Parents Authority and Consent form for each new child to the school (including new kindergarten children) is required to be signed by parents.

This signed form is kept with the child’s records and, thereafter, permits the child to:

- receive medical treatment at Hospital Outpatients
- attend swimming and Kinder to Year 2 gymnastics
- attend school masses

A signed permission note is required from a parent or guardian for a child to:

- leave school early
- travel in anyone else’s car
- leave the school grounds
- explain change to any part of the school uniform
- give authority to school staff to administer medication
- attend certain school organised functions or activities; or
- explain any absence from school

**ATTENDANCE**

Please notify the Principal if:

- you are seeking leave for your child – there are mandatory reporting requirements in relation to extended leave, and written notice to and approval by the Principal is required prior to any such leave being taken
- you are leaving the school

**Please Note** – Children arriving late or leaving early need a parent to drop off or collect their child at the front office and sign a slip in the Sign Out / Sign In folder. Permission is also needed in writing to collect other parents’ children.
PARENTAL ACCESS ARRANGEMENTS

In the case of access disputes, staff cannot refuse a parent access to a child unless documentation of guardianship and/or access arrangements has been presented to the principal for inclusion in the child’s file.

Single parents, separated parents or guardians must show evidence of access upon enrolment if there is a restriction of access to the child. A copy of the Court papers must be kept by the front office along with, if available, a photo of any person that is not to have access to the child.

Please inform staff:

- if someone different is picking up your child
- if your child, through sickness or holidays, will be away for more than a week
- if custody/access arrangements have changed
- if your address/phone number has been changed
- if your place of employment/work phone number has been changed
- when you are leaving the school early with your child

COLLECTING CHILDREN

There is parking available along Warlter Street and Dixie Street. Please be attentive to parking and road signs as they are regularly monitored by authorities. Teachers accompany children to the Home Lines area (Kinder - Year 2 in Hall; Years 3-6 in Primary courtyards) each afternoon and parents MUST collect children from here, NOT FROM the classroom.

Please DO NOT GO to the classroom door to collect children during or after school. Parents can assist school routines by collecting children from the Home Line area ONLY (not from the congested Covered Outdoor Learning Area (COLA) gate exit or from outside infants classrooms, nor whilst walking in lines to the hall collection area for Infants) and leaving via the gate beside the hall. The gate near the COLA/Year 6 classrooms is for the bus children and bike riders/walkers exit only.

Children catching buses will be accompanied to the supervised bus lines in the COLA.
TERM DATES - CALENDAR &

PUPIL-FREE STAFF PROFESSIONAL DEVELOPMENT DAYS 2014

The first day of the new school year is always a Pupil-Free Staff Professional Development day for teachers.

Pupil-Free Staff Professional Development days for the teachers are usually held once each term. The planned dates are listed on the Google Calendar on the school website and advertised in Joey’s Jottings.

The school will attempt to give six weeks’ notice of the other Pupil-Free Staff Professional Development days that will occur during the year.

TERM 1  Staff Professional Development Day - Tuesday 28th January
Classes commence – Wednesday 29th January (Years 1-6)
(Kindergarten children commence on Wednesday 5th February)
Term finishes – Friday 11th April

TERM 2  Term and classes commence – Monday 28th April
Term finishes – Friday 27th June

TERM 3  Staff Professional Development Day (Australian Curriculum in NSW) – Monday 14th July
Classes commence – Tuesday 15th July
Staff Professional Development Day (Australian Curriculum in NSW) – Monday 11th August
Term finishes – Friday 19th September

TERM 4  Staff Professional Development Day (Australian Curriculum in NSW) – Tuesday 7th October
Classes commence – Wednesday 8th October
Term finishes – Friday 19th December

Other Holidays in 2014
Queen’s Birthday Holiday – Monday 9th June

OTHER NOTABLE DATES

Planned dates will be listed on the Google Calendar of our school website and published in Joey’s Jottings.

Some of the notable dates will be for:

- sacramental programs for Confirmation, Reconciliation and Eucharist
- first P&F and fundraising meeting of the year
- P&F Annual General Meeting
- NAPLAN National Testing - Years 3 and 5 (13- 15th May 2014)
• Year 6 Religious Education Test
• International Competitions and Assessments for Schools (ICAS) -
  ★ Computer Competition ★ Science Competition ★ Spelling Competition
  ★ English Competition ★ Maths Competition
• Year 5 Camp- Wednesday 21st May- Friday 23rd May (3 days)
• Year 6 Camp- Monday 25th August- Thursday 28th August (4 days)

MASS AND PENANCE

Catholic schools exist so that we can assist you, the parents, in enabling your children to receive an education based on Christian values and the traditions of the Catholic Church. Therefore we give the children opportunities for Liturgical Worship as a school community.

During the year we hold Whole School Masses and Grade Penance Services for Years 3 to 6.

**PRAYER IS AN IMPORTANT PART OF SCHOOL LIFE**

We encourage you to include Prayer in your home life

SACRAMENTS

At St Joseph’s Primary, we consider it a privilege to share with you in your child’s faith journey. This includes the various stages of initiation into the full life of the Church.

Children receive detailed instruction and preparation for each of the Sacraments but it must be remembered that coming to understand and appreciate the Sacraments properly is the work of a lifetime - our presentation of the Sacraments takes place throughout the following years:

• Confirmation – Year 2 students will receive this Sacrament
• First Reconciliation – Year 3 students will receive this Sacrament
• First Communion – Year 3 students will receive this Sacrament

A Parent Night will be conducted prior to each Sacramental Program.

BAPTISMAL CERTIFICATES

It is essential that we have a copy of the child’s Certificate of Baptism on record – this is initially requested at the time of enrolment.
BECOMING A CATHOLIC / BAPTISM OF CHILDREN

If you would like to consider having your children or family members baptised in the Catholic faith please enquire at the front office.

NEWSLETTER

A weekly newsletter, Joey’s Jottings is emailed (or sent home with your eldest primary school child on request) to parents on Friday of every week. The newsletter can also be accessed from our website www.pmacjlism.catholic.edu.au and our Skoolbag App.

Please be sure to read this newsletter – it contains all important school details from week to week.

Please make a note of upcoming dates on your calendar or in your diary and save yourself unnecessary phone calls to the front office.

ASSEMBLIES

Whole school prayer and assemblies are held on Mondays at 9.00 am and most Friday afternoons.

Special assemblies include:

- St Joseph’s Day
- Student Representative Council (SRC) Induction
- Holy Week
- Anzac Day
- Mother’s Day
- Father’s Day
- Catholic Schools Week
- NAIDOC Week
- Advent

There is a warm invitation extended to parents to attend whole school assemblies and special assemblies. Each class is rostered for Monday’s prayer and assembly throughout the year. The newsletter will indicate which class is leading prayer at the assembly the following Monday.

MONDAY MORNING ASSEMBLY (9.00 am – Hall)

The whole school meets to:

- pray together
- receive messages for the week
- distinguish specific staff and their roles
FRIDAY AFTERNOON ASSEMBLY (MPA)
The whole school meets to:

- present awards
- showcase spiritual, educational, cultural or sporting achievements/opportunities
- communicate school news and updates
- pray together
- sing our National Anthem

MONEY SENT TO SCHOOL
When sending or delivering money to the school, for any reason (fees, excursions, etc.), PLEASE ENCLOSE IT IN AN ENVELOPE AND MARK IT CLEARLY WITH:

- child’s name
- child’s class
- amount of money enclosed
- purpose for which the money is enclosed

Please ensure ends of envelope are sealed with sticky-tape as $2 coins can slip out very easily.

BANKING SERVICE
The front office facilitates the Commonwealth Bank school banking on Tuesdays.
Children are to be responsible to place their bank books in the class bank bag each Tuesday morning and to collect them from the class bank bag when they are returned to classes after the banking has been processed.
BUS TRAVEL

BUS COMPANY: BUSWAYS PORT MACQUARIE          PHONE NUMBER: 6583 2499

Busways’ office staff will be able to tell you which bus your child will catch, where to catch it and what time it leaves.

The following conditions apply for bus travel:

- all children in the **INFANTS** school are eligible to travel free on the bus. Bus pass application forms, available from the school, must be completed and returned to the front office
- to be eligible for free bus travel, **PRIMARY** children must reside more than **1.6 kilometres** (radial distance) from the school or **2.3 kilometres** by the shortest practicable walking route
- lost or mutilated bus passes may be renewed for a fee payable to the bus company
- at the commencement of each school year, those children who have previously travelled on the bus will automatically receive a new bus pass for the new school year UNLESS the child is in Year 2 going into Year 3. **ALL Year 2 students** **MUST** complete a new bus pass application to obtain a new pass for the following year. Any student who has changed address must also complete a new bus pass application for the new year. Please note that when applying for a bus pass Busways require an acknowledgment of travel conditions to be completed as well as the bus pass application
- bus passes **must** be shown to the bus driver **every day**
- new “application for free travel” forms are only required to be completed when a child is new to the school or changes address – **NOT** when the child has lost his/her bus pass. When filling in new application forms, please make sure you complete Part A only

*Please ensure your child understands that, in the event they get on the wrong bus, they should go straight to the bus driver.*

*Please ensure your child understands that, if your child misses the bus, they should go straight to the teacher on duty who will send them to the front office.*

**NEW CHILDREN, KINDER, YEAR 1 AND YEAR 2 CHILDREN CATCHING BUSES**

Parents are requested to send a note to the teacher stating the bus number and the days your child will be catching the bus so that the teacher may organise a bus buddy for your child initially.

Behaviour on buses can become a matter of great concern to many people. Children who travel by bus must understand and obey the following Code of Conduct:

**Offensive Behaviour:**
- such as offensive language, spitting, throwing objects inside the bus, eating on the bus, distracting the driver with unreasonable noise, or failing to show a bus pass
- may lead to the loss of free school travel privileges for up to ten school days
Dangerous Behaviour:
- such as allowing any part of the student’s body to protrude from the bus or causing discomfort and distress to other passengers
- may lead to the loss of free school travel privileges for up to ten school weeks

Very Dangerous Behaviour:
- such as throwing objects from the bus, fighting, or damaging or destroying bus property
- will lead to the loss of free school travel privileges for up to ten school weeks, and may also lead to civil court action or police prosecution

HOW PENALTIES ARE DECIDED
If a student’s behaviour leads a bus operator to contact the parents and the school seeking disciplinary action under this code, a clearly marked interim pass will be issued to the student, except in cases where the behaviour was life-threatening. This interim pass temporarily replaces the student’s normal free travel pass. It allows free travel to continue for a further seven days, while a decision is made about whether there should be a penalty and what it should be. This decision is made through consultation between the student’s parents or carers and the bus operator and school Principal. Free travel privileges may be withdrawn only after these discussions have occurred.

If you think your child has been treated unfairly please contact the bus operator. If you are still not satisfied, please contact the nearest office of the Ministry of Transport.

Please note that: In addition to any penalties imposed under this code, the school Principal may take other action under the school’s Behaviour, Care and Education Policy.

PARENTS ARE RESPONSIBLE FOR THE BEHAVIOUR AND SAFETY OF THEIR CHILDREN ON THE WAY TO AND FROM SCHOOL AND SHOULD INSTRUCT THEIR CHILDREN ACCORDINGLY.

Students will:
- behave safely at all times
- respect the needs and comfort of other passengers
- respect bus property by not marking or damaging it
- always follow instructions about safety on the bus
- show their bus pass or ticket to the driver on boarding and when requested

Students will not:
- distract the driver except in an emergency
- smoke, eat or drink on the bus
- allow any part of their body to protrude from the bus
- fight, spit, use offensive language or place their feet on the seats
- throw any article inside, or out of, the bus
- alter, deface, misuse or fraudulently obtain a bus pass
- give, lend or transfer their bus pass to another student
BIKE RIDERS

- Please make sure children are **competent and safe** riders before allowing them to ride to and from school. Safety regulations state that children should be 10 years of age to be able to ride a bike in safety.

- **ALL** children must **walk** their bikes **into and in** the school grounds. Bikes should be secured in the bike rack.

- At home time children riding bikes will assemble in the appointed courtyard and leave at 3.15 pm. They must have permission from the bus duty teacher to leave.

- Children must wear an approved safety helmet if riding to and/or from school.

- Skateboards and scooters are not to be brought to school

MOBILE PHONES

Children are not to bring mobile phones to school. However, it is appreciated that for after school communication for working parents, etc., it may be convenient for a child to have a mobile phone. We encourage parents and carers to contact the front office **directly** on the school phone number; 6583 3848, if a message needs to be passed onto children. Please do not attempt to contact children whilst at school.

If it is necessary for a child to have a mobile phone at school, then the following rules apply:

- the phone is switched off upon arrival at school and is not turned on at school for any reason (**contact during the day should be directed through the front office**)

- the phone may be switched on after the child has left the school grounds

- if a child does not abide by these rules, the phone will be confiscated and taken to the front office to be collected by the child at the end of the school day

It is emphasised that the school cannot accept responsibility for lost, stolen or damaged mobile phones.

BEHAVIOURAL CARE AND EDUCATION POLICY

WE BELIEVE

Children need love, respect, acceptance, consistency, justice, equality, security and responsibility. Behavioural care and management is about:

- positive relationships
- learning and accepting logical and sequential consequences
- consistency and routines
- positive reinforcement
• developing innate potential and values
• choices, autonomy and responsibility
• mutual support from home and school

We believe behavioural care and management at St Joseph’s Primary is founded in Christ’s love and is based on gospel values of justice and respect. All methods involved in behavioural care and management are in full accord with the school’s Vision and Mission Statement. Because of these beliefs we hold that corporal punishment and ridicule is demeaning to children and will not be used in any form.

Behavioural care and management will emphasise acknowledgment of positive behaviour and agreed upon consequences for choices conflicting with the 4Rs:

• Respect for God
• Respect for self
• Respect for others
• Respect for the environment and property

It will be proactive rather than reactive.

Our Behavioural Care and Education Policy can be viewed in full on our website or requested at the front office.

RULES FOR THE CHILDREN OF ST JOSEPH’S PRIMARY

School and class rules and expectations are drawn from the Behavioural Care and Education Policy and are constructed through the 4Rs (set out above). Our predominant Safety and Courtesy rules are as follows:

SAFETY RULES
• I will follow a 'hands-off' rule, where I do not hurt others
• I will play in the correct area at all times
• I will walk on verandahs and pathways to make it safer around the school for myself and others
• I will wait sensibly on bus, home or bike lines until directed by a teacher
• I will stay out of school buildings unless a teacher is present
• I will gain permission from a teacher before leaving school grounds
GENERAL COURTESY RULES

- I will show good manners and common courtesy towards other children, teachers and visitors to our school
- I will wear my correct school uniform
- I will respect and look after school property
- I will care for the school environment

CURRICULUM

St Joseph’s Primary is proud to deliver a high quality curriculum. Students are individually catered for through a personalised learning approach including contemporary teaching and learning programs, learning support, and extension and enrichment groups. Teachers plan, deliver, assess and report on the following subject areas:

- Religious Education (RE)
- English
- Mathematics
- Science and Technology
- Human Society and its Environment (HSIE)
- Personal Development, Health and Physical Education (PDHPE)
- Creative Arts including Dance, Drama, Visual Art and Music

Currently St Joseph’s Primary is in the process of implementing and planning for the new Australian Curriculum in NSW. We will keep parents informed through Joey’s Jottings and the school Website.

St Joseph’s Primary has also developed an award winning partnership with the Primary Education Faculty at Newcastle University, Port Macquarie Campus. Student teachers work under the guidance of our staff in both a volunteer capacity or as part of their course requirements, which enables us to offer small group targeted learning in Literacy and Numeracy. St Joseph’s Primary won a NAB Schools First grant in 2012 in recognition of the success of this partnership in maximising student learning and engagement.

EXTENSION AND ENRICHMENT OPPORTUNITIES

Learning Support and Extension opportunities are provided across the curriculum both in classes and as special groups. These include:

- Targeted Literacy and Numeracy groups
- Creative Minds
- ICT classes
- Clubs such as Chess, Carbon Cops, Garden Club, Choir
- Year 6 leadership opportunities
• Speech and Drama classes
• Dance classes
• Talented Art groups
• Band and Music tuition
• Sports coaching

AFTER SCHOOL ACTIVITIES
There are a variety of after school activities available here at St Joseph’s Primary, including:
• Kids Fitness and Games program
• Drama classes
• Maths tutoring
• English Tutoring
• ICT tutoring
• Computer Capers

WELL-BEING PROGRAMS
At St Joseph’s Primary, we appreciate that the well-being of our students and community is vital to optimal learning and a happy, supportive community. The Well-being Programs we offer include:
• School Chaplain
• Peer Support K-6 program
• Rock Water Resilience Program (Stage 3)
• Passive Play
• Play options for the playground including clubs
• LAP (Learner Assistance Program with volunteers from the community)
• Seasons for Grief
• Intergenerational relationship with Mt Carmel Nursing Home
• Units covered in class through RE and PDHPE
• Year 5/6 Kindergarten Buddies

ANTI-BULLYING POLICY
St Joseph’s Primary is a happy and safe school. Bullying is not tolerated. Programs in class and during Peer Support teach the anti-bullying message. A copy of our policy on Bullying is available on our website as well as the Diocesan Catholic Schools Office Lismore website (www.lism.catholic.edu.au).
SPORT AND P.E.

Physical education is conducted for all children regularly each week. Days and times for Primary and Infants will vary and you will be advised of these as the school timetable is developed.

Sport morning or afternoon on Thursdays involves introduction to skills of specific sports (e.g. athletics) and team games.

During Term 1 swimming is offered to Primary classes while Kinder to Year 2 participate in gymnastics. Infants classes undertake an Intensive Swimming program in Term 4. There is a dance program during Term 3 for all classes. Primary students also have an Elective Sports program available to them in Term 4.

SCHOOL HOUSES are:

- **HASTINGS — GREEN**
- **MITCHELL — BLUE**
- **MACQUARIE — YELLOW**
- **OXLEY — RED**

ORGANISED SPORTS

Parent sport committees organise teams to play weekend sport in netball, soccer, rugby union, touch football and cricket independently of the school.

These committees welcome volunteers to be coaches or managers of these teams. Notes regarding organisation, dates etc. are published through Joey’s Jottings.

*On training afternoons parents are asked to please collect children at the arranged time.*

HOMEWORK

Homework for Years 1 to 6 is given on Monday to Thursday nights.

- Kindergarten to Year 2 - 15-20 minutes per night
- Years 3 and 4 - 30 minutes per night
- Years 5 and 6 - 45-60 minutes per night

Some class teachers set a sheet on Monday for the week’s homework. Please sign completed work. Some teachers send notes home via homework sheets.

A letter of exemption may be written by the parent if a child is sick, has attended a family celebration or for other reasons.

Failure to complete set homework without a reasonable explanation and/or a note from a parent may result in a working lunch.
The Religious Education Curriculum is supported by the resource student textbook *To Know, Worship and Love* for each Grade. The children will regularly bring home the textbook to complete tasks at home. If the book is lost or misplaced a replacement cost will be requested.

**BOOKWORK**

Our Bookwork Policy states that we encourage neat handwriting and a high standard of bookwork:

- books are not to be defaced in any way
- please check that your child has the necessary writing implements. These may need replenishing throughout the year
- lines will be ruled with a ruler
- Liquid Paper is not to be used at school. Correction tape is permitted in Year 6
- all exercise books are to be covered

**ASSISTING PROGRESS**

Parents can encourage their child’s learning by:

- reading to and with your children
- having plenty of books in the home
- assisting children to read labels and signs
- joining the library
- giving books as gifts
- encouraging children to talk about experiences
- showing delight in children’s learning achievements
- letting children see you write letters and lists
- reading what they have written
- having a family notice board
- providing a place for writing away from the TV
- providing things for writing – paper, pencils
- praising all attempts at writing
- building children’s confidence as a speller – by praising attempts
- using simple dictionaries
- attending any parent education workshops the school facilitates
THE SCHOOL WEBSITE

The new St Joseph’s school website was created in 2013 to more adequately reflect the vibrant and contemporary nature of our school. There is a wealth of information to assist parents to work in partnership with the school for the good of our children.

To gain access go to our website www.pmacjlism.catholic.edu.au.

SKOOLBAG APP

Skoolbag is a mobile App for the school to communicate directly to parents and carers. It works through both smart phones and smart devices (such as iPads and Android Tablets).

We are able to communicate - push notification alerts, school events, newsletters, school documents, canteen ordering and more. In your enrolment pack we have provided information on how to install Skoolbag if you have any questions please contact the school office.

POLICIES

These Policies are available to view on our school website. Others are available on request.

- Attendance Policy
- Compulsory School Attendance Info
- Explanation of Student Absence B 1 Form
- Anti-Bullying
- Behavioural Care and Education
- Grievance/ Complaints Handling
- Electronic Devices Users Policy
- Homework
- Digital Media Users Agreement

Policies are regularly formulated and updated

PARENT/TEACHER NIGHTS

While parents feel the need to be informed about what each class teacher is hoping to achieve in each class, it is also our wish as partners in education to assist parents in supporting their child’s educational development. Parent education opportunities are advertised in Joey’s Jottings.

A Parent Information Night is held early in Term 1 for you to hear about the focus areas for your child’s new grade. Kindergarten has nights both in Term 4 prior to commencement and early in Term 1 to assist transition and early development.
REPORTING AND PARENT/TEACHER INTERVIEWS

REPORTING
Our school collates student learning assessments and reports formally to parents twice a year. Teachers continuously assess students’ learning throughout the year.

- First Semester - June
- Second Semester - December

The report is based on:

- continuous assessment of class work
- homework tasks
- child’s general attitude and conduct
- child’s personal and social development

National Assessments in Writing, Reading and Numeracy (NAPLAN) are given in Years 3 and 5.

PARENT / TEACHER INTERVIEWS
Towards the end of Term 1 appointments are made by all parents to speak individually with class teachers. Special appointment times are arranged over a period of two weeks. Children from Years 3 to 6 are expected to attend interviews with their parents and class teacher to assist setting personalised learning goals.

Kindergarten – Parents of children in Kindergarten will have an earlier parent/teacher interview to discuss their child’s entry into school and the information gathered during the “Best Start” interview.

Throughout the year opportunities will be made for either parents or teachers to make appointments to discuss relevant aspects of children’s progress. We encourage parents to contact class teachers if there is an area of concern or if there are significant changes in the child’s behaviour or circumstances.

LIBRARY
We have a very well resourced library which we encourage the children to use. In order to do this we ask parents to assist us in seeing that children have a LIBRARY BAG. Teachers inform parents which day is their child’s library day so that they can ensure the child returns books in the library bag. Library bags are on sale in the front office, or parents can supply their own.

We encourage all children to borrow from the library. To help us make the library an enjoyable experience for children, would you please ensure children have library bags and return books promptly.

There is a parent resource section of the library. Parents are welcome to browse and borrow.

The Parent Assembly welcome requests for titles to be purchased.
BOOK CLUB

Order forms are issued by the class teacher. Children may buy books applicable to their reading ages at a reasonable price. Order forms, together with the correct money, are to be placed in an envelope, sealed and taken to the front office on any day up until the closing date which is the TUESDAY after the day that the forms are issued. We regret that it is impossible to accept orders after the closing date.

SCHOOL LEADERS

Year 6 students are our School Leaders. The elected Student Representative Council consists of four boys and four girls who each serve as School Captain for one school term. This Council meets regularly each term to consider how they can contribute to the growth of the St Joseph’s Primary community. Two students are also elected as House Captains for each of the four Sport Houses.

YEAR 6 AWARDS

Year 6 Students are contenders for our Major Awards which are presented at their graduation.

The Awards are:

- Dux of the School
- Wally Dick Award inaugurated by St Joseph’s Primary P&F
- Paul Wilson Memorial Award inaugurated by Kim and Justin Post
- Sportsperson of the Year Award inaugurated by Fernhill Tavern
- Cultural Award inaugurated by St Joseph’s Primary P&F

UNIFORM PURCHASE - JOPRIM

SCHOOL UNIFORMS are obtainable from our Parish Uniform Shop ‘Joprim’ situated at the rear of St Agnes’ Primary School carpark in Boronia Street - Phone 6584 1076

Joprim caters for school wear applicable to St Joseph’s Primary through to St Joseph’s Regional College, St Paul’s High School and MacKillop Senior College. Material, as well as ready-made girls’ uniforms, is available along with socks, sportswear, tracksuits and school hats. The Uniform Shop is run by a Co-ordinator and voluntary staff, and is open from February to December on:

Tuesday to Friday from 12.00 noon to 5.00 pm and
Saturday mornings from 9.00 am to 12.00 noon

The Uniform Shop is usually closed from the end of Term 4 until the first week in January. During JANUARY opening hours are usually:

Monday to Friday from 10.00 am to 5.00 pm and
Saturday mornings 9.00 am to 12.00 noon

These dates will be notified through Joey’s Jottings before the end of the school year.
UNIFORMS

- **Summer** uniform will be worn in Terms 1 and 2 (until the June long weekend) and in Term 4
- **Winter** uniform will be worn in Term 2 from the June long weekend and in Term 3
- **Sport** uniform is worn every Thursday
- All children are expected to wear the prescribed uniform
- A note is required from a parent if there is a change made to any part of the uniform (even a hair ribbon colour change)
- Jewellery is not permitted to be worn at school except for simple sleepers or medical bracelets

*Please mark your child’s name on all clothing*

**GIRLS (SUMMER)**
Green and white check dress  
Black shoes with polishable uppers  
Long or short white socks (not anklets)  
Cottontail pants (preferably green)  
Navy jumper with emblem (if cool)  
Green or white hair ribbons  
Green school hat

**BOYS (SUMMER)**
Blue shirt (short sleeves)  
Grey shorts  
Black shoes with polishable uppers  
Long or short grey socks (with school colours)  
Navy jumper with school emblem (if cool)  
Green school hat

**GIRLS (WINTER)**
Navy tunic  
White blouse (long sleeves)  
School tie  
Navy jumper with emblem  
White socks (plain – not anklets) or  
Navy blue ribbed tights  
Black shoes with polishable uppers  
Navy or white hair ribbons  
Green school hat

**BOYS (WINTER)**
Blue shirt (long or short sleeves)  
Grey shorts or long grey trousers  
School tie  
Grey socks (with school colours)  
Black shoes with polishable uppers  
Navy jumper with emblem  
Green school hat

**GIRLS (SPORT)**
Green sport shorts  
Polo shirt with emblem  
White sandshoes/runners  
Short white socks  
Regulation green tracksuit on sports day (if needed)  
Green school hat

**BOYS (SPORT)**
Green sport shorts  
Polo shirt with emblem  
White sandshoes/runners  
Short white socks  
Regulation green tracksuit on sports day (if needed)  
Green school hat
NOTE:

- boys and girls may wear brown school sandals in Summer Terms 1 and 4. School sandals do not have heels or different colours
- a school hat is required and a policy of **NO HAT – NO PLAY** is in place
- girls with long hair are expected to wear it plaited or tied back with regulation ribbon (NO coloured baubles or feather ornaments please)
- extreme or inappropriate hairstyles are not permitted. Hair is to be of natural colour
- makeup is not permitted

**SCHOOL BAGS**

Well-designed green school backpack bags with the school crest are available from the front office.

**PARENTS AND FRIENDS ASSOCIATION (“P&F”)**

P&F Meetings:

- Annual General Meeting is held in NOVEMBER followed by a general meeting of the P&F
- general meetings are to be held as determined by the Executive – usually one general meeting per month (3rd Tuesday of each month normally)
- fundraising meetings shall be determined through P&F general meetings

The P&F arrange both social and fundraising functions; provide a welcoming environment which enables parents to become better acquainted with the happenings in the school; support the school in its total and specific objectives; and assist with the acquisition of resources and equipment which **otherwise we would not have** e.g. the Netbook computers for the IT Lab, Readers, COLA.

The P&F also support Pastoral needs through consultation between the Principal and the P&F Executive.
PARENT ASSEMBLY

GOALS
The Parent Assembly has three principal goals:

- to enrich families through support and education as they journey through their children’s school years
- to enhance the partnership between families, schools and parishes
- to provide representation on appropriate Catholic and secular parent organisations

FUNCTIONS
The functions of the Parent Assembly are to:

- listen to families and seek ways to serve their authentic needs through support and education at a parish and diocesan level
- provide a parish and diocesan network to disseminate and exchange information important to parents
- maintain an effective Catholic School Parent Assembly organization
- promote and foster a co-operative partnership between parents, teachers, students, administrators, clergy and the wider community
- monitor and analyse policies of governments, external agencies and vested interest groups for their impact on Catholic schools
- provide leadership training at appropriate levels of forum participation
- advise the Bishop of Lismore and the Diocesan Education Board on the views of parents
- provide parent nominations where needed for all Committees and Working Parties of the Diocesan Education Board

At St Joseph's Primary, building and strengthening class parent networks is a high priority of the Parent Assembly. Our current representative, Rosie Adams, may be contacted through the school.

CANTEEN/TUCKSHOP - “SUNSHINE CAFÉ”

The school canteen runs under the direction of the School Canteen Supervisor. The canteen provides lunches, drinks and snacks.

Our Canteen Supervisor is employed for very limited hours to ensure that the canteen runs as smoothly as possible. Her role includes ordering and buying.

The canteen operates each day at 11 am for “recess” and, after supplying lunches at 12.50 pm, sells other available items until approximately 1.20 pm.

A price list with sandwich fillings etc. is available at the beginning of the school year and may be reviewed as necessary during the year.
As the canteen is manned by voluntary helpers, we would like to hear from parents, friends and grandparents who could spare approximately four hours on one or more days per month.

It is important for the smooth running of the canteen to attend on your rostered day or organise your own replacement where possible.

Please note – NO school aged children are allowed in the canteen. The only exception to this is if a student is requested to enter the canteen by a Year 6 Teacher.

To assist the volunteers working in the canteen, could you please, when placing an order, fold lunch bags along the dotted line (as indicated) and fill in details in the bottom right hand corner, placing the money in the bag.

There is also an online canteen ordering facility which can be accessed through the School Canteen link on the School website www.pmacjism.catholic.edu.au and our Skoolbag App (the link connects to the Flexischools website)

BOOK PACKS

Book packs are available at the end of each year in readiness for the following school year. The cost of the Basic Book Pack for 2014 is $48 which is required to be paid in full when obtaining the book packs.

Each student will also be billed a second amount to pay for the annual Glasshouse performance ($11), the Life Education Van visit ($11), two bus fares for School Masses ($3) and the online subscriptions chosen by their teachers to enhance learning.

The cost for these extras varies and must be paid by the end of Term 1, 2014. You can pay the amount off over the two terms, or in one lump sum.

Kindergarten to Year 2 - $45 (Total cost $93)  includes Reading Eggs $20

Year 3  - $25 (Total cost $73)

Year 4 & 5  - $27 (Total cost $75)  includes Spelling City $2

Year 6  - $47 (Total Cost $95)  includes Spelling City $2 & Maths Online $20

A detailed list of what is included in the Basic Book Pack is included on collection.

- Please supply your child with the additional requisites specified in the book pack list
- Please replenish stationery when necessary and check supplies at the start of each term.
- All books need to be covered and clearly marked with your child’s name and subject
- Teachers may send home a note indicating additional or replacement items are required for your child.
PARENT HELP

We value our partnership with you.

At various times during the year we may ask for your assistance in:

- assisting in classrooms
- Carnivals – Athletics, Swimming and Cross Country
- sport
- Canteen
- repairing books
- Art and Craft
- excursions
- covering of books
- cleaning
- Music

You are invited to offer your services to your child’s classroom teacher.

Many people are very willing to help but feel shy or unsure of how to offer. Likewise it is hard for some people to ask another for help. Please don’t hold back - we are all here for the benefit of your children.

So when you see a request for help in Joey’s Jottings or someone asks – please consider giving a little of your time.

WAYS OF BECOMING INVOLVED

- Read Joey’s Jottings, put upcoming dates in your diary and plan to attend one or two events each term
- Respond to requests for help by filling out the response slips and sending them in to school with your child. Try to assist during at least one function per year.
- Attend P&F meetings and/or Parent Assembly meetings to find out what is going on in the school, to meet other parents and to add your input

PARENT HELP- Code of Conduct

The following is general information regarding parent helpers and volunteers.

At St Joseph’s Primary we believe educational opportunities for our children are enhanced by parents and teachers working together. Parent assistance is valued. We appreciate all offers of help.

All such help is to be voluntary. The times of help are to be negotiated between the class teacher and helpers. Helpers are to be advised and, if necessary, given in-service training to skill them for the task.

Limits of responsibility:

- parents are to be utilised as ‘helpers’ only in a supervisory capacity
- helpers may not be allowed sole responsibility for supervision
- helpers should be within teacher’s range of supervision at all times
- helpers will not be held responsible for children’s misbehaviour
• children’s progress academically is not the responsibility of helpers
• disciplining of children under helpers’ supervision is to be the sole responsibility of the teacher
• misbehaviour whilst in care of helpers needs to be reported to the teacher at the earliest opportunity
• criticism of any child is to be deplored as damaging
• verbal admonishing or threatening is negative and not to be indulged in by helpers
• due care is to be exercised by helpers to prevent accidents and potentially upsetting situations. Implementing solutions for such situations is the teacher’s responsibility
• confidentiality is essential

Parent helpers/visitors must enter the school through the front office and collect the appropriate identification.

HELPER’S GUIDE TO POSITIVE SUPERVISION
• Display a relaxed attitude
• Encourage trust and confidence
• Praise children – equally
• Look for something positive in each child
• Become aware of class rules and expectations and refer to them when managing individuals or small groups
• Try to be sympathetic and understanding – it is not a sign of weakness and children will not interpret it as such
• Display enthusiasm – always infectious
• Maintain confidentiality

The Child Protection (Offenders Registration) Act 2000 requires all volunteers and helpers in our School to complete a Working with Children Declaration form before they are permitted to work with children. For the purposes of the Act this is required for any person entering the school for assemblies etc. as well as volunteers in the canteen, reading and excursion helpers. Forms are available from the front office or online. Any helper who has not completed one of these forms will be required to complete one before assisting in our school.

PRIVILEGE OF POSITION

As a person working with children, you are in a privileged position which demands that you maintain the strictest confidentiality at all times.

Please do not discuss any child unless you do so with a teacher.

We at St Joseph’s Primary welcome parents into our community.
We value the help given so generously, and by these parameters seek to ensure that parent helpers are able to perform their service without fear of recriminations or stressful situations. We want them to enjoy their work, and so enable children to enjoy learning.

We encourage all parents/carers to involve yourself in your child’s education. Research indicates that the outcomes are mutually very beneficial. Becoming involved in your school has many advantages:

- getting to know other people, particularly the families of your child’s friends
- knowing what is going on in the school and feeling part of the school community
- providing a boost to children by having their parents interested and involved in their school will lead to higher achievement and better behaviour
- your efforts lead to more opportunities for the children at school and being able to provide our children with better facilities

**ENROLMENTS**

**KINDERGARTEN**

Applications for enrolment into the Kindergarten classes of St Agnes’ Parish primary schools are available from the Parish Administration Centre, pre-schools and primary schools during the early part of Term 2 the year prior to the child starting Kindergarten. The closing date for these applications is generally 31st May.

The Diocesan Policy, with regard to Kindergarten enrolments, is as follows:

- ideally, those who TURN FIVE BY 31ST MARCH will be considered
- those who turn five between 31st March and 30th June may be considered
- the Parish Policy indicates the following criteria which assists prioritisation of enrolment:
  - children who are baptised Catholics
  - siblings of children already attending the school
  - children baptised in another Christian faith
  - children of parents who will support Catholic education

All applications are handled by the Enrolments Committee of our Parish Education Council and it is important to note that, when considering the possible enrolment of children in one of our Parish schools, this Committee takes into account the need to maintain a balance of numbers in each school and a zoning principle based on home addresses.

Towards the end of Term 2, parents are informed of the interview process conducted by the Principals in each of the schools during the first few weeks of Term 3.

After the completion of these interviews the Parish Enrolment Committee meets towards the end of Term 3 to consider all the applications and determines the placement of children into Kindergarten classes for the following year. This Committee makes its decisions according to the specific enrolment guidelines and policies of the Parish Education Council.

Towards the end of Term 3, parents are notified as to whether or not their applications have been successful.
GENERAL
Applications for enrolments are available at the Parish Administration Centre and each of the parish primary schools throughout the year. All applications are considered by the Parish Enrolments Committee which then decides on the placement or otherwise of these applicants.

SCHOOL FEES POLICY

BACKGROUND
To maintain our excellent Catholic education system in the Diocese of Lismore, school fees are an unavoidable necessity. The Government subsidies which apply to your child/children are applied to providing the teaching establishment in each school and the specialist services for our schools. Building costs and the day to day running costs of our Parish schools are the responsibility of the Parish.

The extent of that responsibility is understood when it is realised that these costs add up to millions of dollars annually. The bulk of this must be met from school fees although to keep these fees as low as possible, the Parish subsidises the costs to the extent of approximately half a million dollars.

With the benefit of long experience, a benchmark fee has been established that is reasonable and relative to a normal household. This fee is adjusted annually to meet increasing costs and extraordinary items such as information technology, higher insurance premiums, new curricula etc.

THE FEE ASSISTANCE PROGRAM
Justice and equity require that many factors should be taken into account in order that every family is treated equally. Factors such as the number of children, family income and employment situation all need to be considered. To this end the Parish has established a structure called “The Fee Assistance Program”. In other words, parents may apply for a fee adjustment in the light of their present circumstances. This is not seen as charity but an honest attempt to ensure that the burden of fees is applied justly and equitably to every family. If you wish to avail yourself of this benefit, you are requested to ask the Principal or apply to the School Fees Manager at the Parish Administration Centre for the appropriate application form. Any dealings in this regard are completely confidential.

SCHOOL FEES
Tuition fees are billed three times during the year and may be paid by instalment, monthly or weekly. In addition to the tuition fee there is a School Building Fund levy per family.

PAYMENT OF FEES
Other than the once only, annual payment of fees, which attracts a 5% discount, fees are to be paid by direct debit. These can be paid in any of the following ways: 52 weekly instalments; 26 fortnightly instalments; 12 monthly instalments; 3 payments per year per invoice. Other methods of payment by
request include: EFTPOS, BPAY and deposit booklet with the Commonwealth Bank. Payments can be made either at the school or at the Parish Administration Centre.

School fees comprise of two components, the Tuition Fee and the School Building Fund Levy. The School Building Fund Levy is paid once per family. Families who contribute at least an amount specified by the Parish each year to the Port Macquarie Parish Planned Giving Program are exempt from the School Building Fund Levy. The Declaration (on the Enrolment Application Form) accepting responsibility for payment of school fees should be signed by both parents or guardians whenever possible.

FAMILY DISCOUNTS
Families who have 3 or more children in our school system are eligible for discounts in their fees:

- 3 children - 10% discount
- 4 children - 30% discount
- 5 children - 40% discount
- 6 children - 50% discount

The discount does not apply to the School Building Fund Levy.

NON PAYMENT OF FEES
As clearly stated, The Fee Assistance Program is readily available to people who are experiencing genuine financial hardship. While genuine inability to pay school fees will never be a cause of an enrolment being refused or discontinued, all families are expected to fulfil their individual commitment to the payment of fees. School Fee Accounts must be finalised by the completion of each school year.

The essential ingredient in negotiating a fair and relevant fee is open and honest communication. In cases where fees are not being paid and there is no communication with the school or the School Fees Manager, enrolment may be terminated. Such drastic action would only take place after an extensive process which includes several reminder notices and phone calls to discuss the situation. In cases where there is no attempt by parents or guardians to communicate or cooperatively resolve the issue, the enrolment may be terminated and other forms of debt collection (including the possibility of legal action) will be implemented.

DEPARTURES
It is a requirement that parents or guardians contact the school or Parish Administration Centre regarding departures, otherwise school fees may continue to be charged up until formal notice is received.

CHANGE OF CONTACT DETAILS
It is the responsibility of parents and guardians to advise any changes of address or other relevant contact details. The school and Parish office should also be contacted regarding other significant issues which may alter or affect the ability to pay school fees.
INFECTIOUS DISEASES – (EXCLUSION PERIOD)

**Acute Conjunctivitis:** Exclude until all discharge has ceased.

**Chicken Pox:** Exclude until fully recovered – for at least five days after the first spots appear. Note – some remaining scabs are not an indication for continued exclusion.

**Diarrhoea:** Exclude until diarrhoea has ceased.

**Diphtheria:** Isolate immediately. It is necessary to stay away from school until a doctor gives a certificate. The doctor can do this after at least two negative nose and throat swabbings, the first not less than twenty-four hours after cessation of antibiotic treatment and then forty-eight hours later.

**Glandular Fever (Infectious Mononucleosis):** Exclusion is not necessary.

**Infectious Hepatitis (Viral Hepatitis Type A):** Exclude until receipt of a medical certificate of recovery but not before seven days after the onset of jaundice.

**HEPATITIS B and HEPATITIS C:** Exclusion is not necessary.

**HIV:** Exclusion is not necessary unless the person has secondary infection requiring exclusion in its own right.

**Impetigo:** Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.

**Measles:** Exclusion for at least four days from the appearance of rash.

**Meningitis:** Exclude until well.

**Mumps:** Exclude until fully recovered. For at least nine days after the swelling occurs.

**Pediculosis (Head Lice):** Exclude until the day after treatment has commenced. All eggs must be removed - refer to information on Page 32.

**Poliomyelitis:** Exclude for at least fourteen days from onset. Readmit on a medical certificate of recovery.

**Ringworm:** Exclude until the day after appropriate treatment has begun. The school may ask for a medical certificate to say that this has happened. When returning to school any exposed ringworm must be covered.

**Rubella (German Measles):** Exclude until fully recovered. For at least four days after the rash appears.

**Scabies ("The Itch"):** Exclude until the day after appropriate treatment has begun. The school may ask for a medical certificate to say that this has happened.

**Scarlet Fever:** Exclude until child has received antibiotic treatment for at least twenty-four hours and child feels well.

**Slapped Cheek Syndrome:** Exclude until child is well.

**Tuberculosis:** Exclude until production of medical certificate from appropriate health authority.

**Typhoid:** Exclude until production of a medical certificate of recovery.

**Whooping Cough:** Exclude for five days after starting antibiotic treatment.

**GENERAL**

*If children are unwell please look after them at home or with a carer. It is unwise to send ill children to school as school days are quite demanding of them and they may infect other children.*
IMMUNISATION

We request a copy of each child's Immunisation Certificate on enrolment. The Public Health (Amendment) Act 1992 outlines that school Principals must request that parents provide the school with an Immunisation Certificate on enrolment. This is a Certificate that is issued by the Department of Health and is available from Medicare Offices or website - the child's Blue Book is insufficient to satisfy the requirements of the Act.

Principals must be able to identify unimmunised children in order that they can be excluded from school in the event of disease outbreaks. Accurate and reliable immunisation data entry is necessary in the event of excluding unimmunised children from school. Unimmunised children are considered to be at risk of contracting a vaccine preventable disease and therefore should be excluded from a school for the duration of the outbreak or for the incubation period of the disease.

*The Health Department states that the information on immunisation status must only be taken from sighting the child’s Immunisation Certificate and there are no exceptions to this.*

If a parent fails to provide the school with an Immunisation Certificate, the child must be classified as unimmunised and will be excluded from school in the event of a vaccine preventable disease outbreak. Children who have received homeopathic "immunisation" are classified as unimmunised and will be excluded from school in the event of a vaccine preventable disease outbreak.

ANAPHYLAXIS

We have students in our school who have a severe allergy to peanuts and/or cashews. In order to provide as safe an environment as possible we ask parents' co-operation in not sending *nut products* to school at any time.

This includes peanut butter, nutella (which, even though mainly hazelnuts, has peanut content and is of a consistency that can stick to items), nut muesli bars and dips.

Whilst we cannot guarantee the elimination of peanut and cashew products from the school environment your full and alert co-operation will ensure risks are minimized especially around special food events e.g. cake stalls, parties and everyday lunch and recess.

ASTHMA

Primary children are encouraged to keep their asthma puffers on them and take responsibility for their use. Puffers should have the child’s name marked on them. Infants children have their puffers in the care of the front office.

Accessibility is the important element. Parent’s preference or requests will be taken into account when organising accessibility and safety.

We maintain an Asthma Register in the front office and parents are requested to help us keep our records up to date regarding children with asthma and their medication by providing a current Asthma Action Plan.
MEDICATION POLICY

If a child requires medication to be administered at school the following rules must apply. A written note from the parent indicating:

- the name of the medication
- the name of the child
- the dosage and time(s) of administration
- authority to supervise the receiving of medication

**NOTE:** This information is often printed by the pharmacy and attached to the medication. The school will require the medication in the original bottle/packet.

- only designated office staff will supervise the receiving of medication
- parents are requested to present medication to the front office rather than sending it with children
- all medication must bear the child’s name

**A DEED OF INDEMNITY** regarding medication must be held in the School Record Card for each child. If this is not held we are unable to dispense medication.

OUTBREAKS OF HEAD LICE

Unfortunately this occurs from time to time. We request that parents pay special attention to children’s heads, particularly during the warmer months of the year.

Parents should:

- examine your child’s hair for nits (eggs) frequently. If you see any eggs or live lice your child needs treatment
- **please note that some parents are having success by applying a cheap conditioner to the hair – leaving it on the hair for at least half an hour during which time it smothers the eggs**
- after rinsing the hair remove the nits with a fine-toothed comb. Dipping the comb in vinegar may assist
- it may be necessary to remove stubborn eggs by actually pulling them off with your fingernails

Certain lotions require one application but if lice are still present a further treatment after seven days will be necessary. If lice are detected:

- check the hair of everyone in the family
- remove lice or nits from combs, bedding, caps, car seat covers etc.
- wash bed linen and soft toys

Children may go back to school when they have been treated with a head lice lotion and **ALL eggs** have been removed as directed above.
Children should not miss more than one or two days school each time they have head lice.

We appreciate this can be a very frustrating problem however the CSIRO advises that lice have built up an immunity to many of the standard treatments and the only way to keep the problem under control is constant vigilance and treatment – parental assistance in this regard is sought and appreciated.

*Please notify the school if head lice are found and call at the front office after treatment before returning your child to class.*

**SUN PROTECTION**

Australia has the highest incidence of skin cancer in the world, with two out of three people contracting skin cancer at some stage during their lives.

The major cause of the common skin cancers is cumulative unprotected exposure to the sun. Research shows that most skin damage occurs during childhood and adolescence. As such, there is a need to raise awareness within the whole school community about precautions needed to maximise protection from the sun. **Children must wear hats when exposed to extended periods in the sun.**

Other suggested precautions and strategies:

- wear protective clothing. Closely woven fabrics offer the best protection
- apply at least a 15+ strength broad spectrum sunscreen to any exposed skin before going outside and reapply frequently as directed by the manufacturer
- avoid extended periods of time in the sun

- other incorporated strategies may be recommended to parents/carers through newsletters/notes

We have incorporated skin cancer prevention education within the curriculum.

We have incorporated procedures whereby students without hats remain within shaded or covered areas during recess and lunch times (No Hat - No Play or No Hat - Sit in the Shade)

*Please ensure your child wears sunscreen to school each day.*
SCHOOL SONG

“THIS IS OUR SCHOOL”

This is our School, let peace be found here
May the rooms be full of happiness
Let love abide – love for one another
The love of life itself and the love of God

Everybody knows that many hands are needed
If you want to build a house
But to build a good school there’s a very simple rule:
What you need isn’t hands but hearts
So Lord, a blessing we ask of you

Everybody’s special, everyone’s important
In St Joseph’s School
Doesn’t matter at all if you’re big or small
Being fair to each other, that’s the rule
So Lord, a blessing we ask of you

Just like the Hastings, flowing to the Ocean
We are flowing into God
So let Peace be the way as we live and work today
As we wander in the tracks you have trod
Yes Lord, a blessing we ask of you

This is our School, let peace be found here
May the rooms be full of happiness
Let love abide – love for one another
The love of life itself

This is our School, let peace be found here
May the rooms be full of happiness
Let love abide – love for one another
The love of life itself and the love of God.

(Composer: Peter Kearney – October ‘85)
# The “Who’s Who” of Catholic Education

<table>
<thead>
<tr>
<th><strong>Board of Studies</strong></th>
<th>The Board of Studies (NSW Government) develops the education curriculum and syllabuses that are implemented K-12 in all schools. <a href="http://www.k6.boardofstudies.nsw.edu.au">www.k6.boardofstudies.nsw.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>National Tests</strong></td>
<td>There are national tests for children in Year 3 and Year 5. These 4 tests examine basic literacy and numeracy skills.</td>
</tr>
</tbody>
</table>
| **CSO**              | **Catholic Schools Office Broken Bay**  
Under the guidance of Br. Tony Whelan cfc (Director of Education), the CSO is responsible for overseeing the management of 43 Schools – 36 Catholic primary schools and 7 Catholic high schools with approx 15 000 students – in the Broken Bay Diocese. [www.cso.brokenbay.catholic.edu.au/schools/parents.html](http://www.cso.brokenbay.catholic.edu.au/schools/parents.html) |
| **P&F**              | **Parents & Friends Associations (Parents and Citizens in State Schools)**  
Both of these help build community in schools.                                                                                                                                                                                                                                                                          |
| **DPC**              | The Diocesan Parent Council represents *all* parents of children attending Catholic Schools in the three clusters of our Diocese. Each Schools P & F has representatives on the **Cluster Parent Councils**. Reps from each of the three clusters form the **DPC Executive**. A parent from the DPC represents Broken Bay on the **CCSP**. Contact parentcouncil@dbb.edu.au or ph. 9847 0340 |
| **CCSP**             | **Catholic Council of School Parents** is the official parent organisation recognised by the Catholic Bishops to represent parents of children attending Catholic schools in the 11 Dioceses of NSW/ACT. [www.ccsp.catholic.edu.au](http://www.ccsp.catholic.edu.au) |
| **CEC**              | **Catholic Education Commission** is responsible to the Bishops of NSW for coordination and representation of Catholic education in NSW /ACT. [http://www.cecnsw.catholic.edu.au/](http://www.cecnsw.catholic.edu.au/) |
| **YOU**              | The parents! The most important factor in your child’s education. You were your child’s first teacher and will continue to be, as you guide, encourage and nurture your child.                                                                                                           |
**And that means ...???
Jargon Busting the ABC of “school talk”**

<table>
<thead>
<tr>
<th>Curriculum KLA’s</th>
<th>Key Learning Areas - we used to call these subjects. There are 6 KLAs - with a syllabus for each from the Board of Studies. English, Mathematics, Science and Technology, HSIE (Human Society and its Environment), Creative Arts, PDHPE (Personal Development, Health &amp; Physical Education). Catholic schools also include Religious Education. Teaching is done across KLA’s. For example a teacher may use a linkage unit of Space to include aspects of several KLA’s.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus</td>
<td>The ‘what’ and ‘how’ KLAs are taught .... A syllabus describes the purpose, direction and subject matter for each KLA. It includes aims, objectives, content and outcomes for each stage of learning. These are statements in the syllabus that describe the knowledge, skills and understanding of what is expected to be gained by most students in each stage within each KLA. See <a href="http://www.k6.boardofstudies.nsw.edu.au">www.k6.boardofstudies.nsw.edu.au</a></td>
</tr>
<tr>
<td>Outcomes</td>
<td></td>
</tr>
<tr>
<td>Learning Stages</td>
<td>The curriculum is organised into different stages of learning that correspond with school year classes. It is important to note that stages in the curriculum usually cover two years of schooling.</td>
</tr>
<tr>
<td></td>
<td>ES1 (Early Stage One) Kindergarten</td>
</tr>
<tr>
<td></td>
<td>S1 (Stage One) Year 1 and Year 2</td>
</tr>
<tr>
<td></td>
<td>S2 (Stage Two) Year 3 and Year 4</td>
</tr>
<tr>
<td></td>
<td>S3 (Stage Three) Year 5 and Year 6</td>
</tr>
<tr>
<td>PD /PL days (pupil free days)</td>
<td>Professional Development or Professional Learning days are days within the school term when teachers attend courses. Children do not attend school on those days.</td>
</tr>
<tr>
<td>G &amp; T</td>
<td>Gifted &amp; Talented is a term used to refer to programs developed for those children who may have special needs with regards to extending their learning. Programs will differ from school to school.</td>
</tr>
<tr>
<td>ESL LBOTE</td>
<td>English as a Second Language Language Backgrounds other than English</td>
</tr>
<tr>
<td>Learning Support</td>
<td>Teachers recognise that all children all learn differently and at their own pace, however some children may need extra support due to a diagnosed disability or learning disability. Our schools are “inclusive”, which means children are integrated and learning support is given within the regular classes.</td>
</tr>
</tbody>
</table>