



# ST JOSEPH'S PARISH SCHOOL

## PARENT HANDBOOK





# Table of Contents

<b>Welcome from the Principal</b>	3
<b>History of School</b>	4
<b>Vision &amp; Mission</b>	5
<b>Staffing</b>	6
<b>School Partnerships</b> .....	7
<b>Daily Routines &amp; Procedures</b>	8-9
<b>Our School Day</b> .....	10-12
<b>Student Wellbeing &amp; Leadership</b> .....	13
<b>Uniform</b>	14-15
<b>Behaviour Management</b> .....	16
<b>General Information</b>	17-22
<b>How to enrol your child</b>	23
.....	





# Welcome from the Principal

Welcome to St Joseph's Parish School. We are a caring and inclusive learning community, which in the Catholic tradition, strives to be a place where children, parents and staff work together, worship together and value and respect each other. In honouring our rich Josephite tradition, we continue to provide an exciting and enthusiastic place of learning, where we work in collaboration to create a contemporary educational environment for every child in our care.

Our Motto, "Let your light shine before all" provides us with a clear message on how we must live out the true mission of Jesus, by recognising and acknowledging the unique sacredness and giftedness of each individual. As we collaboratively support our students to develop their unique gifts and talents, we believe they are better able to share these with the community and so let their light shine before others.

We have a dedicated staff at St Joseph's who embrace on-going professional learning and model the importance of life-long learning to our students. Our teachers and support staff embrace 21st century quality teaching and learning, providing a wide range of rich and student focused learning opportunities.

It is hoped that this handbook will provide an opportunity for the sharing of common understandings around school expectations. If you have any further queries, please direct them to the administration staff via phone or email.

Thank you for your interest in St Joseph's Parish School Hillston. We acknowledge the trust you have placed in us and we are privileged to share in the growth and learning of your sons and daughters as we work towards shining the light of Christ to all.





# HISTORY



St Joseph's is a systemic school in the Diocese of Wilcannia Forbes catering for children Kindergarten to Year 6.

St Joseph's Parish School was opened in 1892. The school is situated on the banks of the Lachlan River in Hillston.

The town has a population of approximately 1300 and the town services vast areas of pastoral and irrigation properties. The original school was erected in 1892 at a cost of 185 pounds with an enrolment of 75 children (32 Anglican and 43 Catholic). The first sisters to teach at the school were from the black St Joseph's order.

In 1902 they amalgamated with the Mary MacKillop North Sydney Order and thus the Sisters in Hillston became the brown Sisters of St Joseph, and continued to teach at the school until 1992, when the sisters retired from here.

In the 1950s the original school was not only used as classrooms but as the parish church. Over the years students have been encouraged first by the Sisters and then by many young and enthusiastic teachers, to excel in matters of faith, educational expertise and to set an example in all they do.

The legacy of these Josephite Sisters is treasured and items from the original convent, such as the altar, kneeler and bible, are on display in the Mary MacKillop Hall which now stands proudly in its place.

## VISION

Honouring the Josephite Charism, we aspire to be a dynamic Christ-centred learning community where each individual receives the teaching and support needed to live meaningful lives that will shape and enrich them and the world in which they live.

## MISSION

The following values of Jesus as presented in the Gospels inform our Vision and Mission Statements at St Joseph's School:

**Community:** We believe in affirming the presence and worth of each member of the school community as uniquely gifted by the Holy Spirit so that everyone is recognised as having something special to bring to the lives of others and to the building of the Kingdom of God.

**Love:** Our School is filled with love; towards God, towards ourselves and towards each other, as expressed through the promotions of reverence, self-esteem, care, concern, respect and acceptance of all.

**Faith:** St Joseph's is a living community of Faith, based on belief in God and a Christian way of life centred on Jesus Christ.

**Learning:** Our school is a Christian educational community where human knowledge and truth, enlightened by faith, are valued by the teachers and students.

**Freedom:** St Joseph's aspires to open the student's minds, brighten their imagination and nurture their ability to become responsible, inner directed and capable of acting and choosing freely according to an informed conscience.

**Compassion:** We recognise the woundedness within us and around us, which sometimes makes it more difficult for us to respond fully and freely to the Gospel. We are committed to help each other on our shared journey of life.

**Respect:** St Joseph's is committed to the view that God's love in Christ is in everyone without exception, with a special priority for those who are poor and marginalised.

# Our School Vision and Mission



# STAFFING



Staff photo from 2019

## 2020 Staff

PARISH PRIEST: Fr Peter Zytka

PRINCIPAL: Ms Beverley Hayes

RELIGIOUS EDUCATION CO ORDINATOR :

Mrs Mandy Hutchison

NAPA ROLE: Mr Jeremy Auld

ADMINISTRATION: Mrs Jodi Simpkin/ Mrs Tabatha Sarkis

TEACHING STAFF: Ms Beverley Hayes

Mrs Vicki Gordon

Mrs Cassandra Auld

Mr Jeremy Auld

Mrs Mandy Hutchison

TEACHER ASSISTANTS: Mrs Olivia Dauth ( AEW)

Mrs Jane Watkin

Mrs Jenna Rogers

Mrs Christine Yerbury

Mrs Robyn Gaze

CLEANING:

Mrs Kellie Wallace

## OFFICE HOURS

MONDAY 8.45 - 3.30

TUESDAY 11.00 - 3.30

WEDNESDAY 8.45 - 3.30

THURSDAY 8.45 - 3.30

FRIDAY 8.45 - 3.30

# OUR SCHOOL PARTNERSHIPS

## PARENTAL INVOLVEMENT

Walking in partnership with parents and parish we are inspired by our motto "*Let your Light Shine Before All*".

Parental involvement and communication is encouraged through:

- our active Parents & Friends Association, both socially and as a fundraising group
- regular Newsletter available digitally or in hard copy each fortnight
- regular contact with teachers
- volunteering to help with canteen and other catering events
- attendance at masses and liturgies
- attendance at fortnightly assemblies, and other special events such as Book Week events, Harmony Day, NAIDOC, Grandparents' Day and Lunch on the Lawn
- assisting at swimming, cross country and athletics carnivals
- our school's Facebook and website site and Compass App



## ST JOSEPH'S PARISH SCHOOL ADVISORY COMMITTEE

Supporting the Catholic identity and mission of the school is the most important responsibility of the Parish School Committee. Working in conjunction with the principal and the parish priest, the School Advisory Committee has a role to play in seeing that the school is not only faithful to its mission as a Catholic school but also flourishes in that role. The Parish School Advisory Committee is a committee formed by the Parish Priest. Members are appointed by the Parish Priest, and the Committee is comprised of himself, the School Principal, a representative from the school staff and two to four parent/carers.

## ST JOSEPH'S PARISH SCHOOL PARENTS & FRIENDS COMMITTEE

This association serves as a community building and fundraising body for the school and contributes substantial funds annually towards the purchase of equipment and resources. Meetings are held at an advertised date each term. Reminders of date and time for the meetings are provided in the Newsletter and on Compass. All parents are invited and encouraged to attend these meetings, with all ideas and assistance greatly welcomed.

# DAILY ROUTINES and PROCEDURES

## SCHOOL HOURS

<b>8.57 am</b>	Morning bell (Whole School Assembly)
<b>11.00 - 11.50 am</b>	Lunch
<b>1.50 - 2.15 pm</b>	Recess
<b>3.15 pm</b>	Conclusion of lessons
<b>3.20 pm</b>	Final Bell

## SUPERVISION

- Children are not permitted to be on school premises prior to 8.20 am and they are to remain seated until 8.27 am when supervision begins.
- No legal responsibility will be accepted prior to this time.

## ENTERING THE GROUNDS

- Cars entering the grounds from Florence Street are asked to comply with the speed signs and park in the car park.
- Students arriving by car may be dropped off at the Admin building gate in the 'Drop and Go' area or in Aidan Street, being mindful to not park in the bus zone.
- If drivers are leaving the vehicle, they are asked to park in the area designated, switch off their motor and use the handbrake.
- Students coming by bus will enter via the Aidan Street gate which is unlocked each morning by 8.27 am.
- Students riding bikes or walking to school, are to enter via the Aidan Street gate.
- Students who enter through the Florence Street gate are to be supervised by an adult.

## LEAVING THE GROUNDS

- All students leave their classrooms at 3.15 pm.
- All parents who are waiting to collect their children must wait outside the administration block or in their car in the 'Drop and Go' area and not proceed to classrooms.
- Students who are being collected by parents/care givers are walked to the administration block after dismissal. Parents may either queue in the 'Drop and Go' area at the entrance gate to collect their child/children or park in the designated area to collect the students from the gate. Adults must walk students to the vehicle. Vehicles in the 'Drop and Go' queue have right of way leaving the driveway. Students are supervised until 3.30 pm.
- Students going home on the buses will be escorted to the bus pick up area on Aidan Street and supervised whilst boarding the buses.
- Students who are leaving the school premises on foot or who are riding a bike or scooter, are escorted off the premises via the Aidan Street gate, after the buses have driven away.
- Parents are asked to advise the school office either by email or telephone if there is a change in normal afternoon routines.

## NO FOOD SHARING

There are a number of children enrolled in our school who have extreme allergic reactions to nuts and other food types. Parents are asked to be mindful of this when packing school lunches. Students are not allowed to share food.

# DAILY ROUTINES and PROCEDURES

## PLAYGROUND

No child is permitted to leave the school grounds without the permission of the Principal. Children are not to play in the school grounds or playground after school, over the weekend, or during holiday breaks.

## SCHOOL/TERM CALENDAR

At the commencement of each school year / term a calendar of events is provided. A Parent Google calendar is available on the school website and on Compass.

## SIGNING OUT OF STUDENTS

No child is permitted to leave the grounds during school hours unless collected from the school office by a parent or other authorised person. In the case of children leaving early due to illness or to attend medical, dental appointments etc, an online Partial Absence is recorded by the administration staff in the office, outlining the date, time and purpose of the appointments.

## SIGNING OF THE VISITORS' BOOK

When visitors, parents, or classroom helpers arrive at school it is required that they sign in at the administration office using our Compass Kiosk. When leaving the school, visitors are required to sign out using the same process.

## UNINTERRUPTED LEARNING TIME

To ensure that the children have time to complete and fulfill all curriculum requirements St Joseph's has a block of time when there are to be NO interruptions to classroom routines. This is between 9.00 am and 1.50 pm, Monday to Friday. Please ensure that you respect this time when organising appointments.

## WEEKLY SPORT

Whole school sport is on Thursdays, unless otherwise advised. Students wear sport uniforms.

## TECHNOLOGY INFORMATION

St Joseph's offers students an innovative curriculum with well resourced classrooms. Every classroom has an interactive whiteboard. All students have their own Chromebook and effective use of technology a tool for learning is embedded in all subject areas. All students have access to the school network and wireless internet. Students and parents are required to sign a user agreement to ensure appropriate use of technology. Students in Kindergarten do not take their Chromebook home whereas students in Year 1 to Year 6 take their Chromebook home for use and nightly charging. Parents pay a levy for these Chromebooks and they can be purchased at the end of the lease period.

## FORTNIGHTLY NEWSLETTERS

School Newsletters are emailed home and sent out via Compass every fortnight on a Wednesday of an odd week. Hard copies are available on request. It is vital that parents and guardians take the time to read the Newsletter as it carries important and relevant information needed in the education of your child/children and about events occurring at school.

# OUR SCHOOL DAY

## TEACHING AND LEARNING

Our school adopts the following high-yield assessment and instruction strategies in order to lift student performance in a significant and sustained way:

- **personalising learning** for all students - success for each student;
- adopting the **gradual-release of responsibility model** so that students are more engaged in their learning;
- sharing responsibility for all students through the **case management** approach;
- **school data walls** – putting FACES on the data by creating visuals of all students progress and providing a forum for rich conversation among teachers;
- **instructional walks** – the school leadership team inquiring, learning, reflecting and collaborating with teachers about teaching practices that impact outcomes for each student;
- **learning intentions** – developed from curriculum expectations, stated in student-friendly language and visible in classrooms for students to reference; and
- **success criteria** – directly developed from the learning intention, visible in classrooms for students to reference and measure progress toward their own learning goals.

Our goal is that the child's school experience leaves them feeling valued, resilient and well prepared for the next phase of their lives and their ongoing faith journey.

## INTERVIEWS AND REPORTING TO PARENTS

We believe that parent support of their child's learning is integral for success and growth. For this reason we provide an opportunity each term for parents, teacher and student to meet. These 3-way conversations empower students to share in the responsibility for their learning. Valuable feedback is provided to parents on the Best Start assessments that are undertaken at the beginning of the year. Formal semester reports are issued at the end of Term 2 and Term 4. These reports are a record of your child's academic (based on that semester's curriculum content) and social progress. Parent interviews are available following the reception of written reports. Interviews are also available on parent request when NAPLAN reports are issued in September and on a needs basis any other time by appointment through the office.

# OUR SCHOOL DAY

## STUDENT ASSESSMENT

Students are supported in their learning through the use of student friendly de-constructed learning intentions and co-constructed success criteria so that students know what they are learning, why they are learning it and how they can be successful. Teachers support learning through the use of the gradual release model. Assessment is the broad name for the collection and evaluation of evidence of a student's learning. It is integral to teaching and learning and has multiple purposes. Assessment can enhance student engagement and motivation, particularly when it incorporates interaction with teachers, other students and a range of resources.

The school participates in NAPLAN (National Assessment Program - Literacy and Numeracy) for students in Years 3 and 5. Year 3 to 6 students may enter into the International Competitions and Assessments for Schools (ICAS) Mathematics, English, Science, Digital Technologies, Spelling and Writing. Year 2 students may attempt some of these exams.



## MEETING THE NEEDS OF ALL STUDENTS

At St Joseph's we cater for the needs of all students through:

- Personalised Learning Goals and Individual Education Plans
- Tier 1, 2 and 3 Intervention Programmes including; Extending Mathematical Understanding Early Intervention, MultiLit Reading Intervention (MiniLit and Reading Tutor programmes)
- Royal Far West Telecare Speech Pathology, Occupational Therapy and Clinical Psychology/Counselling
- Enrichment programmes
- Cultural inclusiveness for students from varying cultural background
- Focus Teacher support in Literacy and Numeracy
- Teacher Support in classrooms
- Engagement of Aboriginal Education Worker to support students and for cultural awareness.

# OUR SCHOOL DAY

## THE CURRICULUM

Our school follows the NSW Education Standards Authority (NESA) NSW Australian Syllabus in all the Key Learning Areas - English, Mathematics, Science and Technology, Human Society and its Environment (History and Geography), Personal Development, Health and Physical Education and Creative Arts. Our curriculum is organised to cover Learning Outcomes specific to a student's stage of learning. Teachers also programme for the NESA required amount of minutes per KLA. The curriculum summarises the knowledge, understanding, skills, values and attitudes essential for students to succeed in and beyond their schooling.

## RELIGIOUS EDUCATION

In Wilcannia-Forbes diocesan schools, all students experiences Religious Education using the Educating In Christ Curriculum for two and a half hours per week. Like all other KLAs the RE programme has the same academic rigour. It is outcome based and student progress is reported on each semester.

Through Masses and liturgies we endeavour to help students realise God's great love for them, so as to enable them to respond to that love in their daily lives. Masses and liturgies are held on some major feast days. As a school community we gather every Monday morning in the Mary MacKillop Hall for prayer and on other school morning to pray our school prayer together. Class groups pray before meals, at the beginning and end of the day and the Angelus daily at noon.

Once per month, we also celebrate a Children's Mass in the parish and students at Sunday Mass, and students are encouraged to undertake ministries appropriate to their age and experience.

Parents and family members are warmly invited to be involved in any of these activities. Parents with a positive attitude towards their own faith, set a good example for their children to follow, including reception of the Sacraments.



# Student Wellbeing and Leadership

## YEAR 6 LEADERSHIP

At St Joseph's we consider all of our Year 6 to be student leaders. We provide many opportunities for students to develop and demonstrate leadership through shared responsibility. Students are expected to recognise their roles and responsibilities and become positive role models for others. There are specific roles that students can nominate themselves for each year, including:

- School Captains
- Sports Captains
- President of Mini Vinnies
- President of Student Representative Council (SRC).

As stated in our school policy, the student leadership structure may vary each year, depending on enrolment numbers.

## WELLBEING

At St Joseph's we have in place the following activities/programmes to ensure we cater for the wellbeing of all.

- Buddy System
- Mini Vinnies
- Making Jesus Real
- Royal Far West
- Kidsmatter
- Peer Support

## RESTORATIVE PRACTICES

St Joseph's Parish School supports Restorative Practices which have been developed to support and facilitate the building of healthy, respectful relationships.

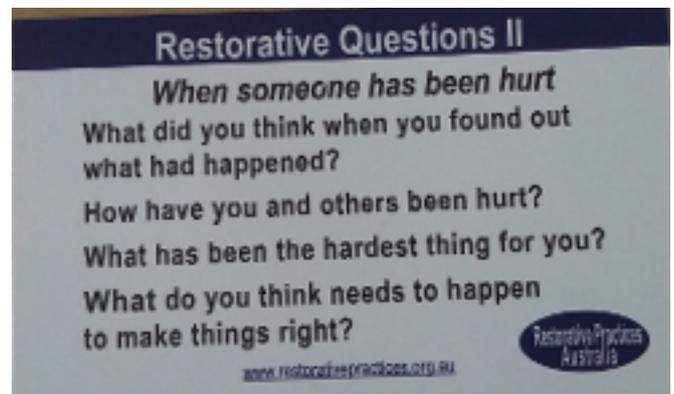
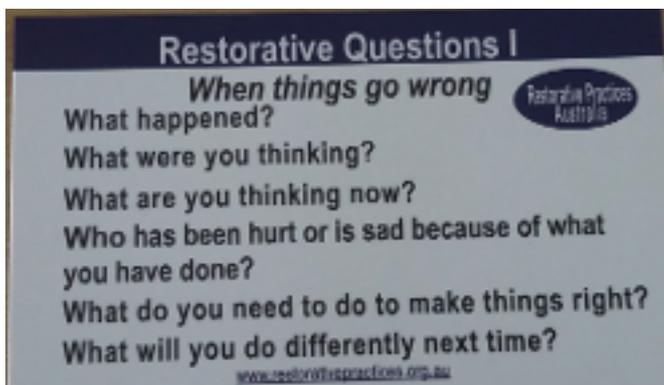
Foundational to this approach are the **Restorative Questions**, which focus on the harm and the relationship.

### Restorative Questions 1

These questions are about the story, challenge, reflection and reparation of harm.

### Restorative Questions 2

These questions offer a voice for students who have been harmed by the actions of others.



AVOID asking the "WHY" question.

# UNIFORM

## SCHOOL UNIFORM

At St Joseph's Parish School we believe uniforms assist in creating a sense of community and eases the financial burden placed on parents. It is an expectation that students present in correct school uniform daily.

## UNIFORM CODE

- Students are to always wear correct uniform.
- The only jewellery worn is a simple flat chain, flat banded ring and watch.
- Sleepers/studs worn in the earlobes only, no long or dangling earrings.
- Nail polish is NOT to be worn.
- Brand name items are NOT to be worn.
- No extreme hairstyles/colours, avoiding unusual and extreme styles which will draw attention to the person. The principal reserves the right to deem hairstyles not suitable for St Joseph's.
- Boys hair neat and tidy and of an acceptable style.
- Long hair is to be tied back neatly. Ribbons, bands and combs worn in the hair should be in the school colours.
- No visible drawing on skin or temporary tattoos.

## UNIFORM:

- Summer uniform (Terms 1 & 4)
- Winter uniform (Terms 2 & 3)
- All children are required to wear a school hat. In Terms 2 and 3, the wearing of hats may be relaxed depending on UV rating
- St Joseph's has a **NO HAT, PLAY IN THE SHADE POLICY** at times when hats are required to be worn.
- There is a transition period as we move from summer to winter uniform and vice versa. Notification is provided in the newsletter.

## Summer:

**Boys:** Blue short sleeve shirt

Grey shorts

Black shoes with grey socks

**Girls:** Summer dress - until end of 2020

From 2021 - skirt and blue shirt ( These are already available )

Black shoes with navy blue socks



# UNIFORM

## Winter:

### **Boys:** Grey trousers

Long sleeve blue shirt

Black shoes with grey socks

Navy School jumper and/or jacket and/or vest all with emblem

School tie

### **Girls:** Navy slacks or navy skirt

Blue long sleeve shirt

Navy School jumper and/or jacket and/or vest all with emblem

Black shoes and navy blue socks

Plain navy tights maybe worn with the skirt

School tie

Navy beanie and scarf with school emblem may be worn .



## Sports Uniform for both girls and boys:

**Shorts** - Navy blue shorts with emblem.

**T-Shirt** - School polo with emblem.

**Socks** - Plain white sports socks.

**Sports joggers** - no specified colour.

**Tracksuit** - Pants to be plain navy with emblem.



### **Uniforms Available from the Office:**

- Girl's summer blue blouse
- School Ties
- School Hats
- School Jumpers
- All other items are only available through B&D Work and Leisure Wear Banna Avenue Griffith by order only through the school office. Orders placed each Friday of newsletter week with a one week turn around.

Students who qualify to represent at diocesan level or above are offered the opportunity to purchase representative sports gear. **These items do NOT form part of our school sport uniform.**

**As of Term Two 2019, there will be new school uniform items and some items updated. All clothing items will have the school name or crest. Current items may be worn until the phase in period expires at the commencement of the 2021 school year.**

**PLEASE LABEL CLEARLY every article of clothing your child wears. Also label library**

# BEHAVIOUR MANAGEMENT

## BEHAVIOUR MANAGEMENT

Consistent with the Wilcannia-Forbes Diocesan Statement of Faith and Mission, each person within our school is responsible for the safety and wellbeing of each other. All members of the school community have the right to enjoy a safe school and work environment that is conducive to teaching and learning.

Acknowledging and addressing the particular needs of each person leads to more positive behaviours for the whole school community. The following procedures seek to ensure that appropriate codes of practice operate within our school community. These practices should be consistent with the applicable legislation and NESAs requirements to ensure that each person is treated in accordance with the teachings of Christ and the requirements of the law. At St Joseph's we have developed a consistent management structure with behaviour expectations taught explicitly and consistently.

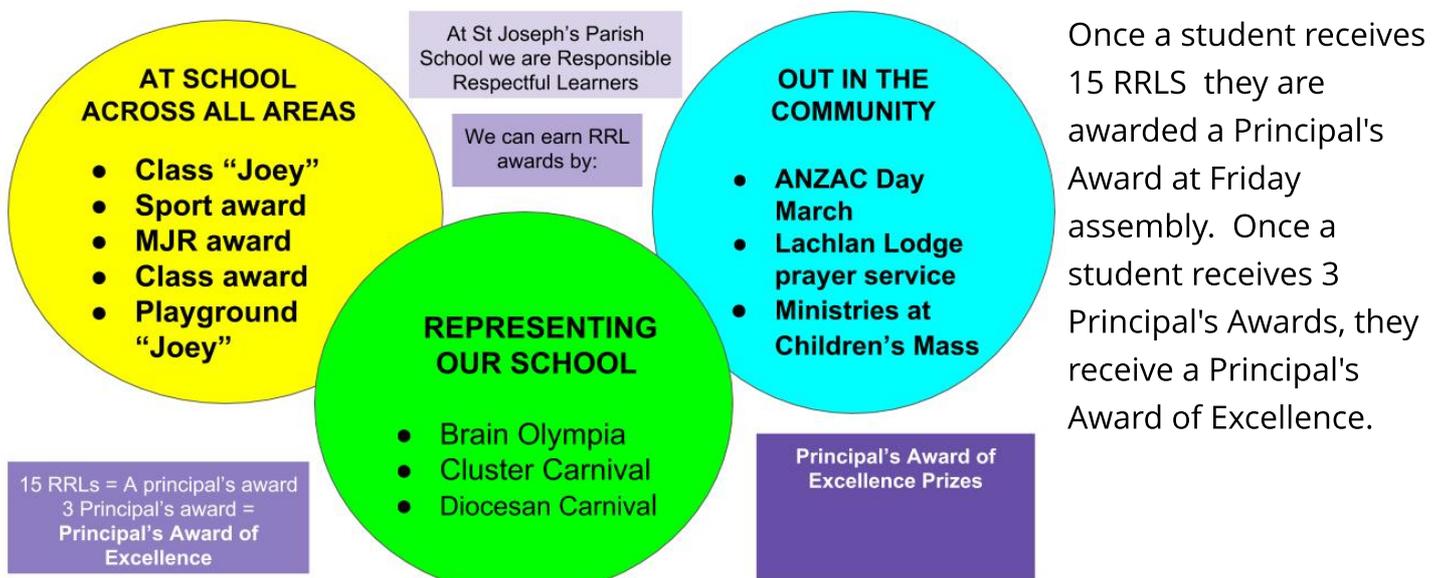
The behaviour expectations in our school are:

1. Hands Off
2. Hats on, Games on
3. Play it Safe
4. Right Place, Right Time, Right Task
5. Respect.
6. Speak to Please

Behaviour expectations are learnt and can be taught. Teachers complete an explicit and consistent behaviour teaching program at the beginning of each year and student leaders are integral to this as trained Peer Support Leaders. Students refer to the "Positive Behaviour Matrix" which explicitly lists what the positive behaviours look and sound like in each area of the school.

## RESPECTFUL RESPONSIBLE LEARNERS (RRL) REWARD SYSTEM

Positive behaviour choices are recognised and rewarded at St Joseph's through our RRL award system. RRLs are given to students who display qualities of our school mantra, Respectful, Responsible Learners. Each student has a card with 15 spaces. The ways students are awarded RRLs are shown in the following diagram;



Once a student receives 15 RRLs they are awarded a Principal's Award at Friday assembly. Once a student receives 3 Principal's Awards, they receive a Principal's Award of Excellence.

# OUR SCHOOL - GENERAL INFORMATION

## ABSENCES

Students are expected to attend every day the school is open. This is a NESAs requirement. The class roll is marked daily at the beginning of the day. As per legal requirements absences are carefully recorded and students are marked present from the 8.57am bell.

Should your child be absent from school, parents need to notify the school via telephone/email or through Compass. In the event of an explanation not being received from the parent/carer within 7 days, your child will be marked with an unjustified absence.

Late arrivals, early departures or any partial absences are now recorded via the school office using the Compass Kiosk. These absences may be recorded as medical/doctors appointment, sickness or unexplained/unjustified.

If a student is to be absent from school for more than 10 school days, an Application for Extended Leave must be completed. These forms are available from the school office or on our school website, then make an appointment to see the Principal to lodge the application. The Principal's permission must be granted for the student to be absent.

## ACCIDENTS/ ILLNESS & MEDICATION

In the case of accidents or sudden illness, the following procedures are followed:

1. For serious accidents or illness, an ambulance will be immediately contacted and parents will be notified. On enrollment all students are covered by the Diocesan Insurance provider. Please note that the school's ambulance cover only covers accidents which happen at school or on a school excursion. Pre-existing medical conditions e.g. asthma/anaphylaxis will not be covered by the School Insurance. It is recommended that parents have ambulance cover.

2. If a child becomes mildly unwell or suffers a minor accident, appropriate first aid is given. Parents will be notified via email if their child is treated after being sent to the office during the day. The email will come from Compass Chronicle and will automatically go to both parents. Parents will be contacted to collect unwell children as we have limited provision for sick students.

**MEDICATION** - Only when absolutely necessary should prescribed medication be administered during school hours.

- Prescribed medication can only be administered at school when the St Joseph's Medication Policy form has been completed. This form is sent to parents at the start of each school year, a copy can also be downloaded from our school website or obtained from the office as needed.
- Medication is only to be administered by the School Administration staff or the principal and will be administered in the First Aid area of the office.
- All medication is to be kept in the office. No medication is to be kept in student's bags, the only exception being Ventolin puffers for students in Year 3 upwards.
- An Action Plan completed by a medical physician is required for students with pre-existing allergies, Asthma or Anaphylaxis. This MUST be updated each year.

# OUR SCHOOL - GENERAL INFORMATION

## ALLERGIES

Parents of students who suffer from extreme allergic reactions are required to provide an action plan to the school on the first day of each year. The Action Plan must be updated yearly in consultation with a doctor and signed by the doctor.

## ASSEMBLIES

Assemblies are held fortnightly on the Friday of even weeks beginning at 12.30 pm in the Mary MacKillop Hall. At assemblies students are presented with class awards, sport awards and Principal Awards and/or Principal Awards of Excellence. Classes take it in turns to present learning completed in the class or some item of sharing. Notification of when each class will be sharing at assembly is published in the school newsletter and any changes are advised via note, Facebook or Compass.



## BOOK CLUB

Scholastic Book Club is offered several times each year. The Book Club is coordinated by a member of staff. Brochures are sent home and orders are to be submitted and paid for online or through the Admin Office, with the correct money in an envelope labelled with child's name and class, by the nominated date which will be advertised in the newsletter. Profits made from this are used to purchase library resources.

## BUS TRAVEL

Students in Kindergarten, Year 1 and Year 2 who travel by bus are eligible for a free bus pass. Passes can be applied for online at [transportnsw.info/school-students](https://transportnsw.info/school-students)

Free bus travel is also available for children in Years 3-6 who live more than 1.6kms from the school. Rural and remote students who travel more than 1.6km to the bus stop are also eligible for a travel subsidy. A brochure "Cash back on the school run" explains this. All these can also be applied for online at [transportnsw.info/school-students](https://transportnsw.info/school-students).

## CANTEEN

Canteen is run by our P & F committee. Canteen is held every Monday if there are enough parent helpers. Requests for help are made at the end of every term for the following term on the school's Newsletter and on Compass. A canteen roster and menu is also available on the school's newsletter and Compass.

# OUR SCHOOL - GENERAL INFORMATION

## CARNIVALS

School Swimming, Athletics and Cross Country Carnivals are held annually. The school participates in carnivals organised on a local basis. Children with exceptional talent have the opportunity of competing for state selection in Catholic teams at state PSSA competition level. Parents are invited to assist at these events. The school sports houses are Waratah (red) and Wattle (yellow). Your child will be notified of their house team when they commence school. Siblings are automatically placed in the same sport team as other family members.

## CHANGE OF ADDRESS OR RELEVANT PHONE NUMBERS

Please inform the school IMMEDIATELY if there is any change to your telephone number, address or change to phone numbers of your emergency contact persons. This enables us to maintain accurate records so that parents can be contacted promptly, especially in the case of emergency. The Enrollment Form is a legal document. A Change of Details Form must be completed as changes are required to be made in writing. This form is available from the school office or can be downloaded from the school website.

## CHILD PROTECTION

The safety and welfare of children is of the highest importance to all those who work in the field of education. All staff in the school have their Working With Children Check.

### Working with Children Check

If you are in child-related work you are required to have this check. The check is free for Volunteers. Register online at [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au) OR call the Helpline for someone to fill in the form for you. Take the application number to a [motor registry](#) or [government access centre](#), pay the fee (if applicable) and have your identity confirmed (you will need to take [appropriate identification](#) with you). You will receive a clearance number. Employers will verify a child-related worker's or volunteer's clearance number.

There are specified exemptions from the WWCC under Part 4, Clause 20 of the Child Protection (Working with Children) Regulation 2013. People covered by these Regulations are not required to have a WWCC. However, a person who is exempted from the WWCC legislative requirements may still be required by the CEO to sign a declaration. Refer to the WWCC Guidelines for Schools for specific information on who requires a WWCC or declaration to be completed and when.

# OUR SCHOOL - GENERAL INFORMATION

## CHROMEBOOKS

Each student is given a Chromebook when they start school. The cost of this Chromebook is added to the school fees, paid over a three year term. On completion of the 3 year period students may buy their Chromebook for \$1. Students and their parents must sign a Chromebook Agreement Form at the start of each year before they are allowed to take their Chromebooks home. All students Chromebooks must be charged at home. Kindergarten students are not permitted to take their Chromebook's home and these are charged at school. The first two students in any one family are charged this fee, and subsequent children are free.



## COMPLAINTS AND GRIEVANCES PROCEDURE

St Joseph's Parish School follows the policies and procedures of the Wilcannia-Forbes Diocesan Education Handbook regarding complaints and resolving grievances.

St Joseph's Parish School encourages any person or group of people with a complaint to seek the assistance of the Principal. Members of the community are encouraged, should they have a concern, to express their views in writing to the Principal or the Parish Priest. If the person/persons are not satisfied that the matter has been resolved within the school or has a grievance with the Principal then they may approach the Catholic Education Office. The Schools Consultant dealing with the issue will ensure that the above relevant procedure has been followed prior to contact with the Catholic Education Office

## CORPORAL PUNISHMENT

Corporal punishment is expressly prohibited in this school. The school does not sanction administration of corporal punishment by school persons and non-school persons, including parents, to enforce discipline in the school.



# OUR SCHOOL - GENERAL INFORMATION

## EMERGENCIES

The school's Critical Incident Policy outlines procedures to be followed in the event of an emergency. Each term students and staff participate in drills to ensure familiarity with the procedures.

## DISEASE NOTIFICATION REQUIREMENTS

In the event of a vaccine-preventable disease occurring in a school, the School Principal must:

- Notify the Medical Office of Health or the local Public Health Unit, ensuring that the Medical Officer of Health has access to the school files containing Immunisation Certificates
- Follow the Medical Officers of Health's direction and ensure that immunised children are excluded for the incubation period of the disease for the duration of the outbreak. A notice that the child is to be excluded and indicating the period of exclusion must be sent home with the child.
- In the event of a major disease outbreak in a school, staff from the nearest Public Health Unit and Community Health nurses will be available to assist the administration staff in identifying susceptible children.

## EXCURSIONS

Local Class excursions are held throughout the year as planned by class teachers.

- Overnight excursions for children in Grades 3 - 6 are held every year.
- K-Yr 2 students undertake a day excursion.
- 'Cultural' experiences such as plays, concerts, films, bands, poets, acrobats, writers, storytellers, attending memorial ceremonies and so on are also attended yearly by the school.

Strict Risk Assessments are undertaken for ALL excursions and incursions. Supervision requirements required by the CEO are adhered to strictly.

## ADDRESSING ALLEGATIONS OF INAPPROPRIATE BEHAVIOUR BY STAFF

The Catholic Education Office has a procedure which should be followed in response to child protection complaints or allegations made against employees (including volunteers) of the Diocese of Wilcannia-Forbes. The Catholic Education Office provides consistent direction to the management of all child protection complaints and allegations made about employees and volunteers, having regard to the particular facts of each individual case.

Steps in the process:

1. Complaint/Allegation received and registered in Child Protection Register and matter referred to Head of Human Resource Services;
2. Protocols followed (clarifying allegation and identifying whether it needs to be reported to external authorities for inter-agency cooperation or whether external and/or internal investigations need to be conducted); and
3. Initial risk assessment undertaken and assessment of the nature of the complaint.
4. The principles of confidentiality are applied to all complaint procedures.

# OUR SCHOOL - GENERAL INFORMATION

## SCHOOL FEES

Fees are charged annually to the school account. The first three students in the family are charged fees, the fourth and subsequent children, provided they attend St Joseph's in the same year, are free of charge.

1st Child \$220.00 per term \$880 per year

2nd Child \$198.00 per term \$792 per year

3rd Child \$154.00 per term \$616 per year

Resources: \$127 per child per year

Chromebook: K – Year 5 = \$43.25 per term

(first two children in the one family only) - \$173 pa

Copyright: \$17.50 per year per child

Insurance: \$32 per year per child

Technology \$21 per year per child



## PLUS

Building Levy: \$52.50 per term per family = \$210/year.



Accounts are sent home at the start of Term 1. Payments may be made at the office.

Alternatively you may direct deposit as follows: **Hillston & District Community Bank branch of the Bendigo Bank, BSB No: 633 000 A/c 156730194, St. Joseph's Catholic Primary School, Hillston. Please use your surname as reference.**

As per a new Diocesan policy, school fees are now billed annually. However you may still continue to pay per term, as long as all bills are finalised before the end of the school year.

Please note the Curriculum, Insurance, Copyright and Technology levies are charged in Term 1 of each school year. The tuition charges and the Chromebook fees are per term.

St. Joseph's is happy to enter into an agreement with parents regarding payment of these fees. Weekly payments can be discussed with the principal.

When genuine financial hardship exists, private arrangements are to be made with the Principal and the Parish Priest so that a child is not prohibited from a Catholic Education.

# OUR SCHOOL - GENERAL INFORMATION

## IMMUNISATION

Under the Public Health Act 2010 and the Public Health Regulation 2012, primary schools must request and record the immunisation status of each enrolled student. The Immunisation History statement which is issued by the Australian Childhood Immunisation Register (ACIR) is required as proof of immunisation status under the the NSW Public Health Act 210. The Personal Health Record (Blue Book) is not acceptable evidence. Parents who do not receive a History Statement after these events should contact the ACIR on 1800 653 809. The certificate will need to be presented to the school office by the first day of your child's attendance at school.

The school will copy the certificate for the student's file.



## HEAD LICE

Periodically the presence of head lice is found in individual students. If lice or nits are found, parents are contacted and information can be provided to help treat the problem. Be assured that this process is respectful and discrete. Children must not attend school if lice or nit eggs are present in the hair. It is advisable that parents regularly check their children's hair and report any infestations to the school.

## PERSONAL ITEMS AT SCHOOL

Students may be encouraged to bring an item of interest to school for news or discussion. However, students are not permitted to bring personal items to school to play with or to swap.



# How to enrol your child at St Joseph's



We welcome new students at St Joseph's and enrolments are accepted at any time. In Term 2, the school advertises through a variety of channels, when enrolments for Kindergarten students for the following year are being accepted. Interviews for these students are carried out in Term 3. An orientation programme is held in Term 4 of each year for children entering Kindergarten in the following year. Children enrolling for school must turn 5 years of age prior to 30 April to be eligible for entry into Kindergarten. Foreign students are welcome to enrol, however prior to commencing school a copy of the students passport and visa must be provided to the school. For all enquiries please contact the school office on 69672464.

