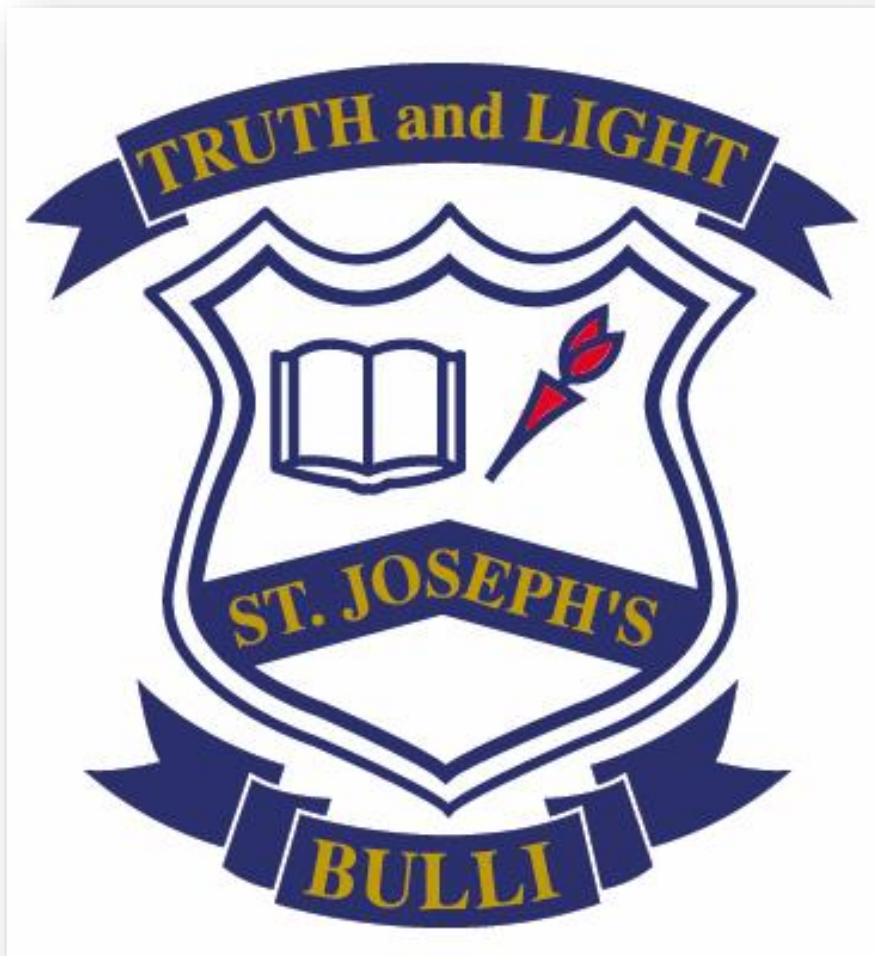


# St Joseph's Catholic Primary School Bulli



## School Handbook



# Welcome

Since 1882, St Joseph's has had a proud history of Catholic education. Founded by the Sisters of St Joseph, the school is now a systemic Catholic Education Diocese of Wollongong primary school under the jurisdiction of the Bishop of Wollongong, Bishop Peter Ingham.

St Joseph's school is grounded in the community of the St Joseph's parish. Together, we provide an education that opens the hearts of children to the presence of God in this community and in their daily lives. We do this by coming to know Jesus Christ and his teachings and, at St Joseph's, through the lived examples of Mary the mother of Jesus, and St Joseph.

The St Joseph's school life operates around our motto, *Truth and Light*. Our vision is to ignite a passion for learning within a Catholic ethos. We work to provide a quality curriculum that provides opportunity for every child to be a successful learner and considers the diverse learning needs of the individual child. Our many spiritual, academic, sporting, creative and pastoral programs support students to flourish and to develop their full potential spiritually, academically, physically, emotionally and socially.

The children, staff and parents are guided by our school rules of being safe, respectful and responsible in all their actions and words.

This handbook is designed as a quick reference guide and further information is available on the school website or by contacting the school office.

**Jen Charadia**  
**Principal**

# Parish Priest

Dear Parents and Caregivers,

Welcome to St Joseph's Parish School.  
St Joseph's School is a Parish community.

Wanting to have your child at St Joseph's only means that you wish to take part in the life of the Parish through worship and involvement e.g. attending Mass, through Parish planned offering and other community functions.

Why do we have St Joseph's School?

To help parents in the important task of passing on to their children the Catholic Faith *through practising and learning!*

The staff of our School are only too willing and able to help you do this. But they are not there to do the job for you, nor can they be expected to so do.

*No one can replace parents in their role as the first teachers of the faith to their children.*

At our Parish School, we will try to introduce your children to the person of Jesus and the discipleship we are called to live.

May the Lord Jesus, through the intercession of St Joseph bless you and your family abundantly with peace and joy.

**Fr Patrick Vaughan**  
**Parish Priest**

# Catholic Identity and History

St Joseph's is a Catholic Parish Primary School educating students from Kindergarten to Year 6.

St Joseph's acknowledges and pays respect to the traditional custodians, past and present, of this land, the Dharawal people - who long before us lived, loved and raised their children on this land.

Catholic education has a long history in the Bulli area, beginning when the Sisters of St Joseph, who began the first school in Mailbag Hollow, Bulli, in 1882. It is believed that St Mary of the Cross MacKillop visited the convent and school several times. In 1923, the school moved to the Park Road site where the old hall was used for classrooms.

As the school expanded, a two-roomed weatherboard block was built and officially opened by Bishop McCabe. In 1974 the school became a systemic Catholic school supported by the Catholic Education Office. The school today remains a part of the system of schools within Catholic Education, Diocese of Wollongong.

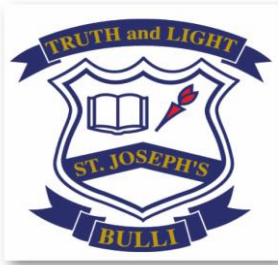
At the end of 1985 the Sisters of St Joseph withdrew from the school after one hundred and three years of delivering Catholic education in Bulli. A plaque commemorating over one hundred years of love, dedication and service to the school is displayed in the school's office. In 1986, renovations to the Church were completed and blessed by Bishop William Murray. In the same year the Parish of Bulli celebrated its centenary. Between 2009 and 2010, a new hall, administration block and refurbishment of classrooms were completed.

For most of its life, our school has been a single-stream primary school catering for students from Kindergarten to Year 6. In 2001, with considerable growth in the area, it was decided to enrol two Kindergarten classes for two years (2002 and 2003) to accommodate the short-term pressure on enrolments. The school returned to one stream in Kindergarten in 2004. In 2012, the school again began taking two Kindergarten classes to accommodate the large enrolment. 2017 saw the last single-stream class (Year 6) graduate, thus making St Joseph's Catholic School Bulli a fully operational two-stream school from 2018.

The building of a new school office and six new classrooms was complete in November 2017. In early 2018, a further classroom was built and four existing classrooms were refurbished on the eastern wing, along with the development of the new Adventure Playground.

As a Parish School, grounded in the Parish community, it is intended that our school should be an integral and vital part of the whole Parish and indeed, of the wider Church community. It is intended that the spiritual growth and welfare of the students be carefully integrated with quality Catholic education. This is a shared responsibility between the Parish Priest, Principal, staff and parents, under the supportive supervision of both Catholic and Federal and State Government education authorities.

# Motto & Crest



The school motto found in the school crest is 'Veritas et Lux' meaning ***Truth and Light***.

It is hoped that each child, who journeys through St Joseph's, leaves having grown in the truth and light of our Catholic faith. Our school strives to provide a solid Catholic foundation on which the experiences of life can have meaning.

# Vision

To ignite in all our students, the passion for learning within a Catholic ethos

# Mission

Our Mission is to develop in our students:

- Active and creative minds
- Empathy, understanding and compassion for others
- Courage to act upon their beliefs.

We are guided in our mission by the Gospel of Jesus Christ and we immerse students in the traditions of our Catholic faith.

# School Prayer

Lord, bless this day for me and all of us.  
Make it a day in which we grow a little more like your Son  
and gentle as Mary His mother.  
Saint Joseph, pray for us.  
Saint Mary of the Cross MacKillop, pray for us.  
Amen

# School Song

## Song of St Joseph's

© Carmela Dardanelli & Miguel Aguilera 2003

**At St Joseph's School we believe in the truth and the light  
In the truth and the light of our God.  
At St Joseph's School we believe in the truth and the light  
In the truth and the light of our God**

St Joseph bless us with your love of work  
Help us be meek, yet be strong  
Guide us with courage to follow your way  
And to walk humbly with our God  
And to walk humbly with our God. (Chorus)

Mary MacKillop said never walk away  
From a need - no never walk away  
Without doing something about it  
Without doing something about it. (Chorus)

We are the candles reflecting his light  
We shine as we work and we play  
We are living the truth  
When we love Him each day  
There's never darkness with our God  
There's never darkness with our God. (Chorus)

At St Joseph's School we believe we need never walk away  
From the truth and the light of our God  
At St Joseph's School we believe we need never walk away  
From the truth and the light of our God.

# General Information

## Office Hours

Monday to Friday 8:30am- 3:45pm

## Contact Us

Phone: 4283 1111

Email: [info@sjbdow.catholic.edu.au](mailto:info@sjbdow.catholic.edu.au)

Address: 48-50 Park Rd Bulli. (School Office entrance is on Rowan Street)

Postal Address: PO Box 305 Woonona NSW 2517

Website: [www.sjbdow.catholic.edu.au](http://www.sjbdow.catholic.edu.au)



## School Hours

8:30am Morning supervision begins

8:50am School commences

10:50am -11:20am Recess

1:20pm - 2:00pm Lunch (Includes a 10-minute supervised eating time)

2:55pm Dismissal/ Buses

## Late arrivals and Early Departures

Late arrivals and early departures from school are generally discouraged as they interrupt student learning. On occasion this may be unavoidable and parents and caregivers should adhere to the following procedures. Legislation requires that schools record on class rolls any late arrivals and early departures and the reason.

- Students arriving at school after the 8:50am first bell are required to attend the school office with a parent/caregiver. Students must be signed in and a reason for the late arrival provided so that the roll can be marked correctly.
- Students departing from school early should be signed out at the school office by parents or caregivers. Please advise the school office, by email or phone, of intended early departure by 11:00am on the morning of the early departure. A reason for the early departure must also be given.

## Out of School Hours Care (OOSH) Catholic Care

Catholic Care offers students of St Joseph's before and after school care. Parents requiring supervision of child/ren prior to 8:30am or after 3:00pm are advised to make use of the Out of School Hours Care provider. Further information is available from the School Office or from the Out of School Hours care provider. (Refer to *Out of School Hours Care/ Supervision*)



# A-Z of Information

## ACCIDENTS

If your child has a serious accident parents or carers will be contacted by phone. When necessary, your nominated emergency contact person will be called. When time does not permit or parents cannot be contacted, the Principal or Principal's delegate will assume responsibility and seek medical or hospital treatment immediately.

It is important that the School Office be notified immediately if there is a change to your home, mobile, work, or emergency contact phone number, address or email.

Members of staff are continually updating their first aid skills, with some members holding current First Aid Certificates and CPR Certificates.

## ANAPHYLAXIS

Several children in the school are allergic to **Nuts, Eggs, Seafood, Fish and Dairy**, some life threatening. All parents are requested to refrain from sending children to school with peanuts, peanut butter, peanut products including Nutella type spreads, fish, and whole eggs. This policy is enhanced by the 'No sharing of Food' rule.

Students with an anaphylaxis, requiring an EpiPen, must provide the school with an annual **Anaphylaxis Medical Plan** completed by a 'General Practitioner'. These students should carry their medication on their person at all times.

## ARRIVAL AND DISMISSAL PROCEDURES

### Arrival

Students arrive at school between 8:30am and 8:50am and place their school bags in the designated areas. Students play until the bell at 8:50am when they move to morning assembly and prayer to begin the school day. During wet weather students are supervised in classrooms by teachers. Students arriving at school after 8:50am are to be signed in at the School Office by a parent/caregiver.

- **Cars**

Parents and caregivers are asked to park in the parish car park or streets and walk child/ren onto school grounds. Please take care in car park areas to ensure the safety of all students. Parking is available on the surrounding streets and all care should be taken to obey traffic rules and signs.

Please be considerate of local residents as they are our neighbours and need to be able to access their driveways.

**Do not ever park in the park across from the school**, as it is a pedestrian area for children and adults.

Students may be dropped off on Rowan Street in the *No Parking* zone and care should be taken to adhere to traffic regulations regarding *No Parking* zones. Students dropped off on Rowan Street should enter via the *lower* Rowan Street gate.

Parents parking on Hutton Ave should walk their child/ren to the school gate on Hutton Ave and not drop them off from a vehicle.

Parking on Park Road in front of the school and church is illegal and unsafe. Please note that cars parked on the footpath, in the park, in No Standing / Parking Zones or double-parked can incur fines from the police or rangers. Cars parked within 3 metres

of double lines are also parked illegally and may be fined. This applies to the road directly in front of the church and up to the church car park driveway even though it is not signed. Parents have been fine for parking there.

The drive-through of the Church should not be used during arrival and dismissal times as it is a walkway to the church car park.

- **Buses** (See *Buses*)  
Students catching a bus to school are set down on Park Road outside the school hall. These students enter the school via the Hall Gate and move to the concrete area. See *School Bus Policy and Code of Conduct*.
- **Bicycle riders** (See *Bicycles and Skateboards*)  
Bicycle riders should walk their bicycle on the footpaths around the school and onto school grounds. Bicycles are stored by riders in the designated area and locked up. The school is not responsible for bicycles on school grounds. Students should not use skates or a skateboard to travel to or from school.
- **Before School Care** (*Out of School Hours Care*)  
At 8:30am students attending OOSH are walked to the concrete area by OOSH staff.

### **Dismissal**

At 2:55pm all students are assembled and dismissed from the concrete area. During wet weather, students are collected by parents and caregivers from their classrooms.

- **Pick-up**  
Parents and caregivers collecting children from school may access the school from 2:50pm via the gates on Rowan St (*lower gate*), Hutton Ave or Park Road gate next to the Hall or basketball court. (*Please note that these entry points may change from time to time depending on circumstances and safety.*) Please adhere to the parking requirements outlined for morning arrival above.

Teachers walk each grade to the concrete area for line up and ready for dismissal. Parents/caregivers may collect children from the concrete area once they have been dismissed at 2:55pm and not before. Students are supervised until 3:00pm when remaining students are brought to the school office. These students should be signed out at the school office by a parent.

Students should remain with parents/caregivers once collected and no ball games or use of play equipment is permitted.

- **Buses**  
Students travelling home by bus assemble on bus lines in the school hall. Teachers supervise these students until they board the bus outside the hall on Park Road.
- **Walkers and bike riders**  
Walkers and bike riders assemble on the concrete. Students who cross Park Road to walk or ride home are supervised to cross the road at the crossing. Walkers exiting west on Park Road assemble outside the canteen area, and will be supervised to cross Rowan Street.
- **After School Care**  
Children attending after school care leave their classroom with the supervised bus group line. They are collected by the supervising OOSH provider at the rear of the school hall.

If a student misses their bus, parents will be contacted. Parents will be asked to make arrangement for their child to travel home as soon as possible.

At times, parents need to make other arrangements for the collection of their child/ren from school. If so, this should be communicated, in advance, to the School Office or class teacher with all relevant details.

## **ASSEMBLIES**

Each week a whole school assembly is held for prayer, acknowledgement of country, the national anthem, weekly class awards, fortnightly Principal's Awards and other acknowledgements. The time and day of weekly assemblies is included in the school newsletter each week. Parents and carers are most welcome to attend.

## **ASTHMA**

Students with asthma who are medicated with Ventolin, Bricanyl or Respolin do not require the *Consent to Dispense Medication* form. However, an **Asthma Medical Plan** must be completed by a 'General Practitioner' and provided to the school office each year along with the required medication.

## **ATTENDANCE AND ABSENCES**

### ***Compulsory Schooling Age***

A young person between the ages of 6 and 17 years is of compulsory school age and must be enrolled in a government school, a registered non-government school or registered with the Board of Studies for home schooling.

### ***Absences and Part Absences from School (Late arrival or early departure)***

It is most important that students attend school for the full school day unless there exists a genuine reason for absence. Whilst the first 10 minutes of school or the last 10 or 20 minutes of the school day may seem unimportant, it is during these times that students are given instruction and reminders that help to create productive learning environments.

Parents are urged to ensure their child/ren arrive at school on time and stay for the complete school day, every day of the week. Any activities such as therapies, sport, art lessons or appointment should be scheduled outside of school hours.

### ***Reason for Absence***

Schools are required to record student absences under the Education Act 1990 (Amended 2009). The school must receive notification by a parent or caregiver of any whole day absence. This can be done via [Compass School Management System](#) on the day of the absence. In the event that notification is not supplied the absence will be recorded as Unjustified/Unexplained. The School Office records partial absences when a child enters school late or leaves school early and parents are not required to enter these via Compass.

### ***Unexplained absences***

If your child is away from school please advise the office, on the morning of the absence, via [Compass School Management System](#). Unexplained extended absences from school are serious and the school adheres to the *School Attendance Guidelines and Procedures* of the Catholic Education Office, Wollongong.

The following process will be used to support the regular attendance of students at school.

### Step 1:

Up to 3 days absent - unexplained

- Phone call to parents (if required).
- Follow up with letter to parents if absences continue - arrange meeting with parents to discuss.
- Review situation for the following week.

### Step 2:

4 - 10 days absent.

- Regular phone call to parents regarding attendance.
- Registered letter to parents regarding attendance concerns.
- Referral to school counsellor/Family Support.
- Meeting with school Principal.
- Head of School Services to be informed.

### Step 3:

11-20 days absent.

- Inform Head of School Services.
- Regular contact to parents.
- Possible report to authorities.

### ***Extended Leave and Exemptions from attending school:***

Students are expected to attend school on all scheduled days unless sick. Family holidays should be taken during the school holiday periods. Absences for a family holiday will be at the discretion of the principal.

Principal	Granting of an exemption from school attendance for periods totalling up to 50 days in a 12-month period for any one student (this includes part day exemptions). The Principal may decline to accept an explanation as satisfactory.
Head of School Improvement Services	Granting of exemption for between 50-100 days in a twelve month period for any one student.
Minister for Education and Communities	Granting of an exemption from school attendance totalling more than 100 school days in a twelve month period for any one student.

Applications for *Extended Leave or Exemptions* must be made in advance via the school office. The principal may request an interview. All requested documentation must be provided. The school will issue a *Certificate of Extended Leave or Exemption* if approved, the original is given to the parents or caregivers and copies are kept on the student's file.

### **AWARDS**

Each week, class teachers nominate students for Blue Merit Awards and are presented at the weekly assembly. This is in recognition of an achievement in school life and learning. When five Blue Merit Awards have been received, students are eligible for a Principal's Award. On attaining four Principal's Awards (twenty Blue Merit Awards) students are awarded a Principal's Medallion at an assembly. At the end of each term, special end-of-term awards are presented to nominated students from each class for:

- Academic Excellence in a nominated Key Learning Area.
- Mary MacKillop Award for showing exemplary action or behaviour in the tradition of St Mary of the Cross MacKillop.

- Habits of Mind Award for using one or more of the sixteen dispositions for success in life.

The special end-of-term awards count as a Blue Merit Award.

*The St Francis of Assisi Award* is an annual environmental award for students who demonstrate great interest in nature, the environment, conservation, stewardship, ecology, and/or sustainability and sustainable development.

## **BEFORE AND AFTER SCHOOL CARE** (See *OUT OF SCHOOL HOURS CARE*)

### **BICYCLES AND SKATEBOARDS**

Students under the age of 10 are required to be supervised by an adult if riding their bike to and from school. All cyclists aged 10 years and over must have a completed a permission form from a parent or carer before using a bicycle as a mode of transport to or from school. Skateboards and rollerblades/ roller-skates are not to be used to and from school.

### **BIRTHDAYS**

Students celebrating a birthday are acknowledged in the school newsletter. Birthday cakes and treats are not to be distributed at school.

Parents are requested to distribute birthday party invitation to other parents and not via students at school. Distribution of birthday invitations at school can distract student learning and cause distress and concerns among students.

### **BUSES**

A private bus company, Premier Illawarra, offers a service to and from school for St Joseph's students. A copy of the bus route is available from the School Office. To travel by bus, students need an Opal card and parents need to complete an online application form available at:  
[apps.transport.nsw.gov.au/ssts](http://apps.transport.nsw.gov.au/ssts)



To be eligible for a free school travel pass the student must be a resident of NSW, at least 4 years and 6 months of age and enrolled as one of the following:

- an infant student (K –2) regardless of the distance between their home and school
- a primary student (Years 3–6) who lives more than 1.6 km (straight line distance) from school, or 2.3 km or more by the most direct practical walking route to the nearest entry point to the school

If a student lives too close to the school to be eligible, they may still be eligible for a Term Bus Pass which provides discounted travel on buses between home and school for the whole school term. Visit [apps.transport.nsw.gov.au/ssts](http://apps.transport.nsw.gov.au/ssts) for details. Opal cards are scanned on each bus trip.

School staff assist students boarding each afternoon bus. Once students board the bus on Park Road outside the school hall, they are no longer under the supervision of the school.

### **Bus Behaviour**

Students are expected to maintain the school rules and expectations whilst on the bus. The duty of care is the responsibility of the bus company and the school will always work with the bus company management to resolve any issues that may arise. Parents are advised to contact both the school and bus company if they have a concern about their child whilst

travelling to and from school. Students are encouraged to report inappropriate behaviour to their class teacher or the principal.

Please see the School [Bus and Student Code of Conduct](#)

## **CALENDAR**

The St Joseph's school calendar is located on the school website and is continually updated with events. Events for the term are also published in the school newsletter each week.

## **CANTEEN**

The school canteen is managed by the P&F and staffed entirely by volunteers. The canteen provides a service for students at Break 1 (morning tea) and Break 2 (lunchtime) on specified days according to the number of volunteers. A canteen helpers' roster is drawn up each term. Assistance in this area is vital as lack of helpers jeopardises the opportunity to provide canteen facilities and services to the students. Parents, carers and grandparents are encouraged to offer their assistance.

The school canteen operates under the Healthy Canteen guidelines and the P&F Food Inclusion Guidelines. Profits from the canteen go towards the Parent and Friends Association to support the school.

Student orders are placed **on-line only** using Our School Online Canteen Website. Simply logon to the site [QuickCliq](#) to register. Once registered parents can sign in at any time and submit an order form. A confirmation email is sent once the order is processed.

All online orders are to be made prior to **9.15 am** on the day of ordering. A list of canteen products is available from the School Office, School website or on the P & F website.

## **CHANGE OF ADDRESS, EMAIL or TELEPHONE NUMBERS**

Parents are asked to notify the School Office of changes of address, email or telephone numbers. This includes emergency contact numbers. If a child is ill or in the event of an accident, up-to-date information enables the school to contact parents effectively and efficiently.

## **COMMUNICATION – HOME/SCHOOL**

Open and clear communication between the school and parents is important in ensuring students are fully able to engage in learning and school life. Throughout the year, every effort is made by the staff of our school to communicate frequently with parents. It is equally important for parents to inform the school of anything which may impact upon their child participating in learning or school life.

The school provides the following for communication to parents and caregivers:

### ***St Joseph's Website***

[www.sjbdow.catholic.edu.au](http://www.sjbdow.catholic.edu.au)

### ***St Joseph's News***

A weekly school newsletter is provided each Wednesday for parents and caregivers. It is available through Compass and the school website.

It is important that parents and caregivers read the newsletter each week to be informed of school news, events and celebrations.

## **Compass**

Regular communication from the school is provided via the Compass app. Compass is available for iPhones and Androids.

## **Class Message Bag**

Each class has a message bag that is sent each morning to the school office by classroom teachers. It contains any notes from parents, including reason for absence from school notes. The message bag is returned to classrooms before the end of the school day with any notes for teachers or notes for distribution to students for parents.

## **Beginning of Year Parent/Teacher Meet and Greet**

At the beginning of each school year, parents are invited to meet their child's teacher. Interview times are booked via Compass and parents will be notified of this in the school newsletter.

## **School Facebook Page**



The school regularly showcases school events on the school Facebook page, however, it does not replace the appropriate methods of Home- School communication. Parents are encouraged to like our Facebook page.

## **School Report Parent/ Teacher Interviews**

At the end of Semester 1 (end of Term 2) student reports are provided to parents and caregivers for students from Year 1 to Year 6. The reporting process includes a meeting between a student's parents and the class teacher. Interviews are booked using Compass and details are provided in the school newsletter leading up to each reporting period. All parents are encouraged to attend an interview to discuss their child's progress.

During the Semester 2 (Term 4) reporting period, parents may request an interview with class teachers via the school office.

## **Teacher - Parent Communication**

Exchange of information between parents and teachers is a vital and important part of successful learning and participation in school life for students. Parents are requested to seek interviews and discussions at mutually agreeable times to both the teacher and the parent. Therefore, parents are asked not to seek conversations with teachers during class time or at morning lines. Teachers have a duty of care to all students during this time and must not be distracted from it.

**Telephone calls** to teachers should be made prior to 8:40am or after 3:00pm. A message can also be left at the office for teachers to return a call.

**Requests for meetings with a teacher** – appointments with teachers can be made through the School Office via email, telephone or in writing.

**Emails** may be sent to teachers via [info@sjbdow.catholic.edu.au](mailto:info@sjbdow.catholic.edu.au). Teachers and staff cannot be expected to reply to emails immediately or out of hours. On most occasions teachers will respond to emails by contacting parents/caregivers directly by telephone.

## **Addressing Concerns**

It is essential that as members of one community we continually strive to develop open channels of communication. This can be achieved by bringing any concerns and issues related to the school to the attention of the relevant staff member. Only when we are aware of a concern can we begin to address it in partnership.

Parents are urged to allow the school to follow due process when dealing with conflicts between students. At times parents, who meaning well, may feel the need to contact other parents regarding issues that may have occurred. This can result in embarrassment and a heightened level of anxiety between both the child and the parent involved. Communication with the school should always be the preferred means of resolving concerns.

Parents should contact the classroom teacher through the School Office to organise an interview date and time. Should the issue with the class teacher not be resolved then an appointment is requested with the Principal or Assistant Principal.

Areas of concern outside your child's learning or behaviour are welcomed and can be discussed with the Principal by making an appointment e.g. financial concerns, clarification of issues, discussion of school policies etc.

If your concern relates to bus behaviour or the School's Student Management and Pastoral Care Policies, please make an appointment to see the Assistant Principal.

### ***Social Media (Parents)***

Parents are always encouraged to bring any concerns regarding the school to the appropriate person within the school. Social media is a common part of modern life however it does not replace the appropriate methods of Home-School communication.

Parents are advised not to post anything online that is derogatory or demeaning of the school, other students, parents, school or parish staff. When such a post is made the Catholic Education Diocese of Wollongong is informed and the matter is dealt with accordingly. Please remember that what your child/ren see you post online is what they will think is appropriate.

See the Catholic School Diocese of Wollongong [Social Media Policy](#)

### **COUNSELLING**

Catholic Care provides regular counselling services for students who may be experiencing social, emotional or behavioural concerns that effect their learning. Parents or caregivers should contact the Principal to discuss and arrange counselling if required.



### **CURRICULUM**

There are seven Key Learning Areas within the curriculum of Catholic schools that provide a broad range of learning for students. Six syllabus documents for the Key Learning Areas are developed and approved by the NSW Education Standards Authority (NESA), and are based on the Australian Curriculum. The Religious Education Curriculum is set by the Catholic Education Office and approved by the Bishop of Wollongong Diocese.

The syllabuses identify the knowledge, understanding, skills, values and attitudes that students are expected to develop in each learning area. They are designed to provide flexibility for teachers to develop their teaching and learning programs to meet the needs of students.

### ***Religious Education (RE)***

Religious Education aims to develop students in their knowledge of the faith through formal instruction. Religious Education is at the heart of who we are at St Joseph's Catholic Primary



School. It is in our genuine desire to be a community that reflects the values of Christ that we educate children in the faith through daily Religious Education instruction.

Religious Education also engages students in the Catholic life of the school and parish through school Masses, liturgies and prayer, parish sacramental programs, and class Masses with the parish community.

It is important that families support their child's education in the faith by attending Sunday Mass and other Parish based initiatives.

### **English**

Students develop their language skills through activities involving speaking and listening, reading and writing, and viewing and representing. During English lessons students:

- Learn about language and literature through working with a wide range of print, spoken, visual, media, multimedia and digital texts.
- Interpret and express their views on what they hear, see and read.
- Create written and digital texts, and deliver formal and informal presentations.

There is an emphasis on grammar, spelling and the teaching of quality literature.

### **Mathematics**

Students develop their mathematical knowledge, skills and understanding through a range of learning experiences across:

- Number and algebra, e.g. whole numbers and fractions and decimals
- Measurement and geometry, e.g. length, area and time
- Statistics and probability, e.g. data and chance.

They develop their Working Mathematically capacity through problem-solving skills, and mathematical reasoning and communication.

### **Science & Technology K-6**

Students develop their skills in Working Scientifically and Working Technologically to answer interesting questions and develop creative solutions to important 21st century problems. They develop their curiosity and understanding about the Natural Environment and the

Made Environment through learning about:

- The Physical World
- Earth and Space
- The Living World
- The Material World
- Built Environments
- Information and Products

Students learn about the influence and relevance of science and technology in their lives now and in the future.

### **Human Society and Its Environment (HSIE)**

#### History

Students investigate their personal, family and community history. They develop understanding of Australia's Indigenous and colonial history and how Australia became a nation.

Students learn about:

- historical concepts such as viewing an historical event from a different point of view
- historical skills, such as using historical sources for an investigation.

#### Geography

Students investigate people, places and environments. They explore geographical

concepts, such as place and sustainability, through real world examples and issues. Students learn how to acquire, process and communicate geographical information using geographical tools and inquiry.

### ***Personal Development, Health and Physical Education***

The aim of this syllabus is to develop in each student the knowledge and understanding, skills and values and attitudes needed to lead healthy, active and fulfilling lives. Students learning occurs across eight strands:

- Active Lifestyle.
- Dance
- Games and Sports
- Growth and Development
- Gymnastics
- Interpersonal Relationships
- Personal Health Choices
- Safe Living

### ***Creative Arts***

The Creative Arts includes Dance, Drama, Visual Arts and Music. Learning these art forms provides opportunities for students to develop their abilities to make works and appraise their own works and the works of others, and to perform.

## **EXCURSIONS AND INCURSIONS**

Excursions and Incursions are planned to support student learning and achieve educational outcomes. Students do not necessarily attend an excursion each year.

### ***Local Excursions***

Parents and caregivers will be asked to complete a *Local Excursion and Incursion Permission Note* at the beginning of each Stage of learning (Kinder, Year 1, Year 3 and Year 5) These permit students to attend excursions within walking distance of the school and all incursions. Parents and caregivers will be notified of these local excursions or incursion in the school newsletter or via the Compass app.

### ***Excursions***

A note providing details such as the cost, dates, location, means of transport and staff attending will be provided to parents and caregivers prior to the excursion.

The excursion permission note must be signed and returned to the school on the date requested and not on the day of the excursion. No student will be permitted to attend an excursion without the written permission of a parent or caregiver. Permission cannot be given over the phone or by text message.

### ***Incursions***

An incursion is where a presenter or group visits the school such as a theatre group, cultural artist or sports program. This can occur throughout the year depending on the unit of work a class group is studying or for school celebrations e.g. Book Week. Parents and caregivers will be advised of incursions via the school newsletter.

### ***Overnight Excursions***

Each calendar year, Year 5 students attend an overnight excursion to Canberra and Year 6 students attend an overnight camp.

### ***Excursion or Incursion Costs***

Costs for excursions/incursions are included on the school fee statement under *Extra-Curricular Activities*. While all effort will be made to plan and cost excursions at the beginning of the year, occasionally an incursion or excursion opportunity may arise throughout the year, the cost of which is not included in the school fee statement. In such circumstances, parents will be notified of any additional excursion costs.

### **Attendance at Excursions and Incursions**

While all students are required to attend excursions and incursions, it is important to note that excursions/incursions are seen as a privilege not a right. The Principal has the discretion to withdraw this privilege dependent upon a student's behaviour prior to the excursion/incursion. However, before removal of this privilege parents would have been notified regarding the student's behavior.

### **FUNDRAISING/ADVERTISING IN SCHOOL NEWSLETTER**

Charity is an integral part of our school identity. As a Catholic school we primarily support Catholic charities like Caritas and St Vincent de Paul. As a school community and through our P&F Association, fundraising events are conducted specific to Catholic Charities and to support school improvements. St Joseph's supports local community organisations who are non-for-profit within our local area through advertising in our school newsletter. All such support is at the discretion of the principal.

### **HOUSES**

Each student enrolled at St Joseph's Catholic Primary School is assigned to one of the following Houses.

MacKillop-	Blue
McCabe-	Green
O'Reilly-	Gold
Polding-	Red

### **INFECTIOUS DISEASES**

It is important that parents seek medical advice if an infectious disease is suspected. Many of these diseases require that the patient (and sometimes contacts at home) be excluded from school for varying lengths of time. In all cases, parents or caregivers must contact the school to advise of the disease. **A medical certificate is required before the child can be allowed to return to school.** Infectious Diseases include, Measles, German Measles (Rubella), Diphtheria, Chicken Pox, Mumps, Pediculosis (Head Lice), Conjunctivitis, Impetigo, Whooping Cough (Pertussis), Poliomyelitis, Slap-cheek.

### **INJURIES received out of school**

#### ***What Should I Do If My Child Is Returning To School with A Significant Injury?***

The care and safety of a student with a significant injury while at school is important.

Students who have sustained a significant injury ie; broken arm/leg or one requiring a boot or crutched or a sling, and cannot participate in normal school/sport activities, must present the school with a Medical Certificate signed off by a Third Party Medical Practitioner prior to returning to school.

The certificate must state that the student is medically fit for school, the activities he/she is able to participate in and the activities the child should not participate in.

Once the certificate is received the school will conduct a risk assessment for the student before the child can return to school.

The Risk Management Plan will remain in place at school until a further medical certificate is provided clearing the student to resume normal school activities.

## **LAWN MOWING ROSTER**

The P&F have a regular roster for lawn mowing. Involvement by parents ensures that the grounds are kept clean and tidy. Types of work include: clearing or pruning gardens, topping up mulch to garden beds, mowing grass and trimming edges. To volunteer please contact the P&F directly or via the school office.

## **LIBRARY**

The purpose of the school library is to encourage a love of literature and learning in all students, enthusing the children to read for pleasure, relaxation and learning.

In order to protect the Library books each child is required to use a waterproof Library Bag. For convenience, Kindergarten, Year 1 and Year 2 students will use their Home Reader folder as a Library bag. Year 3-6 students who no longer use a Home Reader folder will need a suitable bag which is waterproof and has secure closure. The school appreciates the cooperation of parents in insisting on proper care of books once they are taken home.

Each class has a specified day for Library borrowing. Generally, books are changed each week or fortnight. Overdue notices will be issued at the end of each term. Parents will be responsible for the replacement of any books that have been lost or damaged and will be notified of the value of the book. Please talk to the Office or Library staff if you have any concerns regarding this.

Parent and grandparent helpers are greatly valued at St Joseph's to assist with the covering and shelving of books and many other tasks. Please leave your name with the office if you are willing to assist in any way.

## **MASSES AND LITURGIES**

The school community throughout the school year celebrates Masses and Liturgies. Notification of these will be given in the School Newsletter and parents, caregivers and family members are always welcome to attend.

Masses and Liturgies are celebrations of our faith as a Catholic school community. As such these are sacred events. It is important that all parents, visitors and the community respects these sacred times by demonstrating respect and reverence. As such no photography or videoing is permitted. It is also important to note that eating and drinking in the Church is not permitted.

## **MEDICATION AT SCHOOL**

Medication is not normally administered during school hours. Prior arrangements must be made with the Principal if a student needs to take prescribed medication during the school day. The Principal is to be assured that it is necessary for the student to consume the medication during the school day. The parent/caregiver is to provide the Principal with the *Consent to Dispense Medication* form signed by the parent or caregiver. The form is to detail the following information- the dosage, time of ingestion, contact person and Doctor.

No student should bring a medication to school without parents making a prior arrangement via the school office. This includes headache medications. The school is unable to provide a medication to a student even with the verbal permission of a parent over the phone.

## **OUT OF SCHOOL HOURS CARE/ SUPERVISION**

Supervision of students begins from 8:30am and concludes at 3:00pm. Students should not be at school out of these hours as they will be unsupervised by staff. Parents are asked to

assist the school, in the interests of all students' safety, by ensuring that their child does not attend or remain in the precincts of the school, outside the hours of 8:30 am to 3:00 pm.

In the event where a student cannot be collected from school because of extenuating circumstance or family emergencies, parents/caregivers are to make contact with the School Office explaining their predicament and expected time of arrival. Students will be supervised in the Office area until parents/caregivers can find another means of collection for their child/children. Late student pick-up parents/carers are required to sign out student/s on office iPad.

OOSH by Catholic Care, offers students of St Joseph's before and after school care. Parents wishing to drop their child/ren to school prior to 8:30am or collect their child after 3:00pm are advised to make use of this service. Further information is available from the School Office or from the Out of School Hours care provider.

### **PAINT SHIRTS**

Each child is required to bring their own paint shirt to school.

### **PARENTS AND FRIENDS ASSOCIATION**

The St Joseph's Parents and Friend Association works in close partnership with the school. Parental engagement has always been a strong ethos of St Joseph's. The formal mechanism for the engagement of parents is through the Parents & Friends Association (P&F). This is a formal structure in the school community and facilitates parental involvement and the contribution of parents and carers in the faith-life and educational goals of the school.

The P&F aims to:

- Promote the faith life and educational goals of the school in the context of its particular role within the mission of the Catholic Church in the Diocese of Wollongong;
- Foster effective partnerships involving parents, students, staff, parish, and diocese for the provision of authentic Catholic education within a quality learning environment;
- Work at all times in a cooperative manner with the Principal of the school and consult with them in matters relating to the educational needs of the school, staff and pupils;
- In consultation with the Parish Priest and Principal, raise funds to provide material assistance in equipping, maintaining and developing the school;
- Be represented by the Diocesan Delegate, who has previously held a position on the school P&F Executive, at various and appropriate public meetings and gatherings as guided by the Diocesan Parents and Friends Forum;
- Promote appropriate social contact among the parents and friends of the school;
- Where appropriate, be a voice for parents on matters of education and school life.

P&F General Meetings are held each school term and notification of meeting dates are given in the school newsletter and on the P&F website <http://sjbpandf.wixsite.com/sjbpandf>.

### **PETS**

Bringing pets onto school grounds is ***not permitted***. Having pets at school poses safety and health risks for students and teachers, who have allergies which can be triggered by certain animals. This includes for news/ show and tell or when walking student to and from school.

### **PHOTOS**

Students and Class photographs are taken at school by a Professional Photographer each

year. A parent is nominated to take photos at sporting events etc (Working with Children Check verification is required) and these photos are uploaded onto our school Website and School Facebook page.

For the protection and respect of staff and students, parents are not permitted to take photos unless prior consent has been given.

No photo of a student should be uploaded to a parent or student social media account without the express permission of the child and their parents. See the Catholic School Diocese of Wollongong [Social Media Policy](#)

## **PUPIL FREE DAYS**

The Catholic Education Office requires staff to undertake four professional development days per year. To enable staff to benefit fully from these days, students do not attend school, hence the term 'Pupil Free Day'.

Timely notice will be given in the school newsletter and through school calendars to allow families to make alternative arrangements for their child/ren on these days.

## **REPORTING STUDENT PROGRESS**

### ***Term 1- Beginning of Year Parent/Teacher Meetings***

At the beginning of each school year, parents are invited to meet their child's teacher. Interview times are booked via Compass online system and parents will be notified of this in the school newsletter.

Kindergarten parents will receive a *Best Start* update on their child.

### ***Term 2: Semester 1 reporting period***

At the end of Semester 1 (end of Term 2) student reports are available on the Parent Portal on Compass. The reporting process includes a meeting between a student's parents and the class teacher. Interviews are booked using the Compass online process provided in the school newsletter prior to the reporting period. All parents are encouraged to attend an interview to discuss their child's progress.

A Semester 1 report for Kindergarten students is not provided. Kindergarten Parent/teacher meeting can be booked via Compass.

### ***Term 3: NAPLAN***

Year 3 and Year 5 generally sit the NAPLAN tests in May. NAPLAN reports are sent home towards the end of Term 3.

### ***Term 4: Semester 2 reporting period***

Semester 2 reports are available on the Parent Portal on Compass. During the reporting period parents may request an interview with class teachers via the school office. Reports for students from Kindergarten through to Year 6 are available on the Compass Parent Portal.

## **SACRAMENTS**

Sacraments are received within the context of the parish community. Catholic students from St Joseph's Catholic Primary School and the surrounding public schools join together with the parish community.

## **Penance and Eucharist**

At St Joseph's Parish Church, any child in Year 3 or above at a Catholic or Public School, who has been baptised, may receive the Sacraments of Penance (Reconciliation) and then Eucharist (Holy Communion).

## **Confirmation**

Any child in Year 6 or above may receive the Sacrament of Confirmation providing the candidate has met the criteria.

## **Preparation to receive a Sacrament**

It is the responsibility of the priest, parents and teachers or catechists, to ensure that each individual child is adequately prepared to receive Sacraments. Parents are the 'first educators in faith' of their child and provision is made for parents to participate in the preparation for Sacraments.

Sacramental Programs for students at St Joseph's Catholic Primary School are co-ordinated by the Parish. Enquiries should be made through the parish office.

A Parent Prayer Night is conducted prior to the commencement of each Sacramental Program. Children and parents are invited to commit to the Sacramental Program prior to its commencement. A 'Mini-Retreat' is held for each group prior to receiving the Sacrament at a suitable venue.

First Eucharist is celebrated prior to receiving the Sacrament of Confirmation in the Parish of St Joseph and the date for Confirmation is determined by the availability of Bishop Brian Mascord. The Sacrament of Penance is undertaken before receiving First Eucharist. The date for this Sacrament is set in collaboration with the Parish Priest, School Principal and Religious Education Coordinator.

Each year, notification for each sacrament is given in the church bulletin and the school newsletter.

## **SCHOOL FEES**

In Term 1, a School Fee Statement is sent to families. Included with the Statement is a *School Fee Agreement* form that must be completed by parents or caregivers and returned to the school office. The agreement outlines a parent's intention to meet their school fee commitment for the year. If a *School Fee Agreement* is not received, all school fees must be fully paid within 30 days of receipt of fee statement.

School Fees are made up of the following components:

**Resource fee:** Payable in Term 1. Covers costs of exercise books, resource materials, art and craft equipment etc.

**Tuition fees:** annual fee set per family

**SEDSO** (School Enhancement and Debt Servicing Obligation): a levy set by the Diocese to provide an income stream for construction, upgrade and maintenance works. This is an annual fee in addition to the primary tuition fee.

**Extra-Curricular Fee:** Excursions and Incursions, including overnight camps, are billed onto school fees. (excludes Gala Days, Representative Sport)

## **Payment Options**

There are several methods of payment for school fees:

- BPay
- EFTPOS – Both Savings and Credit Card facilities

- Cash
- Cheque

Any family experiencing difficulty in meeting these fees is asked to contact the Principal.

### **SCHOOL- WIDE POSITIVE BEHAVIOURS FOR LEARNING (SPB4L)**

The School-Wide Positive Behaviours for Learning (SPB4L) framework is used to guide and support student behaviour. This framework involves clear, consistent and specifically defined rules and expectations for classroom and non-classroom settings.

#### **The School Rules are: Be Respectful, Be Responsible and Be Safe.**

SPB4L uses positive, values-based approaches to teach and reinforce behaviour. It is a whole school approach, which acknowledges that, just as individual students need different support in their learning, so they need different interventions to support and teach what is acceptable behaviour. Clearly defined behaviour expectations are explicitly taught at the beginning of each school year and booster lessons provided when needed.

Positive behaviour is recognised and affirmed on the playground using house tokens and individual raffle tickets. Each Friday morning Year 6 representatives share the house token tally with the whole school and the individual raffle is drawn.

At the end of each term the house colour with the highest number of tokens receives an extra privilege eg more time to play.

In the classroom each grade level uses a reward system appropriate to their class to affirm positive behaviours for learning.

Students are given verbal redirections on the playground and in the classroom reminding them of school and or classroom expectations. If the non-compliant behaviour continues the student's behaviour is recorded as a Minor or Major.

Negative behaviour (non-compliance of school rules) is recorded on behaviour slips and entered into Compass chronicle data system. The recording of this data allows staff to track patterns in behaviour and to identify problematic areas on the playground or in the classroom (in order to review and alleviate future issues). Negative behaviour is categorised as Minor or Major. Three 'Minor' behaviours (within one fortnight) or one 'Major' behaviour results in a referral to the Principal or Leadership Team member for discussion and suitable consequence and ongoing support if required. Parents will be contacted and advised of a major behaviour so that the school and parents can work together to support the child to improve their behaviour.

The school's '*Non-Classroom and Classroom Behaviour Expectations*' are available on the school website along with the '*Classroom Correction Sequence*'.

### **STUDENT LEADERS**

Each year, a Year 6 girl and boy Captain and Vice-Captain are chosen to represent the school. Students in Year 4 to Year 6, the staff, and the Principal elect the school leaders. Eight House captains are also elected from the Year 6 cohort, to help lead and support the staff, students and community of St Joseph's School.



All Year 6 students belong to the Student Leadership Team. They support various aspects of school life in the following teams: *Liturgy, SPB4L, Sport, Green Thumbs, Newsletter, Public Relations.*

## **TEACHER PROFESSIONAL LEARNING**

As is the case with all professions, ongoing professional learning is required to continually improve teaching and therefore student learning. As Catholic educators we highly value our Professional Learning Community and the opportunities that are offered to continually improve our teaching. All teachers are required by the Catholic Education Office to attend four days of professional learning each year. To enable staff to benefit fully from these days, students do not attend school, hence the term 'Pupil Free Day'.

In addition, teachers may be required to attend professional learning opportunities on a school day. These help to build a collegial learning community for staff and students. On such occasions casual teaching staff will take classes.

## **TEACHER PROFESSIONAL PLANNING TIME (PPT)**

Teachers work under the structure of an Enterprise Agreement that includes a number of entitlements. One of these is the engagement in Profession Planning Time (PPT) where they are released from class to carry out other professional responsibilities. Each full time teacher is entitled to the equivalent of 2 hours PPT each week, or on a pro-rata basis for part time teachers. Therefore, all students operate across the school week with at least two teachers engaging in the classroom program of learning.

## **TECHNOLOGY**

The use of technology is an integral part of the teaching and learning process at St Joseph's. Technology, in all its forms, is a tool for learning, a source for research, storage and presentation of work. The safe and responsible use of technology is actively encouraged across the school. The school has a 1:1 iPad program in place for primary students. The Kindergarten to Year 2 students have access to school computers and iPads in their classrooms.

## **TOYS**

It is recommended that students not bring toys to school. The loss or damage of any toy or valuable item brought to school by a student is not the responsibility of the school.

## **UNIFORMS**

Wearing of the correct school uniform is a condition of enrolment and is an outward sign of pride in and respect for the school. At St Joseph's Primary School, students wear full school uniform at all times unless designated by the Principal.

The St Joseph's School Uniform for boys and girls is available at Lowes Wollongong or Lowes online [www.lowesschoolwear.com.au](http://www.lowesschoolwear.com.au). School legionnaire's hats (\$15), ties (\$20), girl's tab ties (\$5) and School Bags (\$40) are all available from the school office.

***All items of clothing, including the school hat, should be clearly labelled.***

Classroom teachers will monitor the wearing of uniform on a day-to-day basis and inappropriate dress will be brought to the attention of the student and parents. When necessary the Principal will speak to both the student and parents. If the uniform is not worn, a note from parents is required. **AT ALL TIMES STUDENTS MUST WEAR THE APPROVED SCHOOL HAT IN THE PLAYGROUND. A 'NO HAT – NO PLAY' rule exists**

## Girls School Uniform

**Winter:** Tunic, sky blue long sleeve shirt, tab tie (not school tie), school sloppy-joe, navy blue tights or white above ankle length school socks, black leather shoes.  
Optional Uniform- long navy blue trousers, blue long-sleeved shirt and school tie, navy blue or white socks. On cold days a sky blue skivvy may worn under the school shirt only.

**Summer:** Blue school pattern tunic, white above ankle length school socks, black polishable leather shoes or Vivo school shoe.

**Sports:** Navy shorts, school sports polo shirt with crest, school track suit (jacket and pants), white above ankle length socks and predominantly white joggers with white laces.

**Note:** The sports jacket is only to be worn on sports days with the sports uniform. On very cold days it may also be worn with the summer or winter uniform but over the school sloppy-joe. ***The school sloppy-joe should be the first choice for warmth.***

## Boys School Uniform

**Winter:** Long grey pants, sky blue long sleeved shirt, school tie, school sloppy-joe, grey socks, black - polishable leather shoes.  
Optional Uniform – On cold days a sky blue skivvy may be worn under the school shirt only.

**Summer:** Grey shorts (not cargo type), blue short- sleeved shirt with school logo, grey socks, black-polishable leather shoes or Vivo school shoe.

**Sports:** Navy shorts, school sports polo shirt with crest, school track suit (jacket and pants), white above ankle length socks, joggers

**Note:** The sports jacket is only to be worn on sports days with the sports uniform. On very cold days it may also be worn with the summer or winter uniform but over the school sloppy-joe. ***The school sloppy-joe should be the first choice for warmth.***

## Uniform Requirements:

- The correct school and sports uniform is to be worn at all times.
- Winter boy's shirts are to be tucked in, unless at play.
- The top button of the Winter uniform for boys' and girls' shirts should be fastened at all time.
- School shoes should be polished and clean each day.
- School shoes should not to be a skate style shoe.
- Sports shoes are to be predominantly a white sport shoe with white laces or Velcro. Canvas 'Raben' type shoes are not appropriate for school wear.
- All sports socks should be plain white and an ankle length sock i.e., above the ankle.
- Nail polish, make-up or hair colouring is for outside school events.
- The School hat is to be worn outdoors at break times, during PE and sport lessons.
- The school hat should be worn to and from school as part of the school uniform.

## Changing from Summer/ Winter Uniform

Change of winter and summer uniform will be advised in the school newsletter. Generally, students change from Summer to Winter uniform on the Monday following Mother's Day. Students change from Winter to Summer uniform on the Monday following Father's Day.

Parents may use their discretion in the 2 weeks following the change-over should the weather be too cold or too hot.

## Hair

Students are required to wear their hair in a neat and tidy manner.

- Haircuts should be of an even grade.
- Hair should be well brushed and combed.
- Hair will not be in such a condition as to invite comment.
- Long hair is to be tied back or plaited, off the face and should not extend to cover the eyes.
- Navy blue headbands, ribbons and scrunchies are to be worn in the hair.

### BE AWARE OF THE FOLLOWING:

- Extreme styles, bleaching, colouring or dyeing of hair are not permitted.
- Gel, mousse and hair spray or other substances should not be used.
- There will be no undercuts, steps or shaved lines within the hair.
- Nothing shorter than a Number 2 comb is acceptable.
- Students who do not abide by the haircut requirements will be asked to fix the identified problem.

## Jewellery

Jewellery should be kept to a minimum – students may wear a watch. Chains with religious symbols may be worn under the uniform. Girls may wear one pair of small earrings (studs or sleepers) in the ear lobe – no multiple earrings to be worn.

## Shoes and Socks

- Students are required to wear black leather polishable school shoes.
- Shoes should be cleaned and polished.
- Vivobarefoot school shoes are acceptable for those wanting to encourage natural growth, development and movement through minimalist footwear. (Not boot style) <https://www.vivobarefoot.com/au/kids/school>
- Sports shoes should be supportive, predominately white sport shoes. Canvas 'Raben' type shoes are not appropriate for school wear. The laces should be white.
- Sports socks must be white socks i.e. covering the ankle. 'Sockettes' are not appropriate for school wear.

## Clothing Pool

The Clothing Pool is operated by parent volunteers throughout the year. Opening days and times are advertised in the Newsletter. All contributions to the clothing pool of clean school uniforms are gratefully accepted and donations may be left at the school office.

## Lost Uniform Items

All clothing **is to be clearly marked with the child's name**. Any lost property which is handed in to the office and is clearly labelled is returned to the student. Articles of clothing etc. not claimed from lost property are given to the uniform pool or St Vincent De Paul at the end of each term.

## VISITORS AND VOLUNTEERS

Visitors and volunteers are most welcome at St Joseph's. All visitors and volunteers are required to sign in and out at the School Office and wear the school's visitor badge at all times.

At St Joseph's, the contribution that parents make to the school is highly valued. Many

classroom teachers invite parents to assist in some daily classroom activities. Parents also volunteer in the canteen, at sports events, fundraisers, hospitality, library, Book Club, fete and other school events

The *Working with Children Check (WWCC)* is required by law for some workers including some volunteers in the school. All volunteers working with students, and who are not a parent or close relative of a student enrolled in the school, are required to provide a Working with Children Check approval number. This requirement ensures the safety and welfare of all children.

School Volunteers who are a parent or a close relative of a student enrolled at the school are EXEMPT from obtaining a Working with Children Check (WWCC). There are some circumstances where it is required and the principal will provide guidance in those circumstances. Most of our volunteers will not require the WWCC but our schools take important steps to help create Child Safe Schools.

**If you are exempt from the WWCC and you don't already have a WWCC, you will need to provide the School with a completed Declaration.** Declarations are available from the school.

If you already have a WWCC or have applied for a WWCC, obtain the form *School Volunteer has a WWCC* available from the school - Fill it in and return it to the School. Those with a WWCC are not required to complete the school declaration form.

## WEBSITE

The school website contains a wealth of information about St Joseph's school. <http://www.sjbdow.catholic.edu.au>. The website is updated regularly so that newsletters, notes, policies etc. are readily available for parents.

## THE HABITS OF MIND AT ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

The 16 Habits of Mind or Learning Dispositions are embedded into the teaching and learning at our school. The intention is to continually educate our students to know and understand their thinking. The Habits of Mind are learning dispositions displayed by intelligent people in response to problems, dilemmas, enigmas, ambiguities and challenges. The resolutions of which are not immediately apparent. Students (and adults) need to know the purpose for their actions and their thinking.

The Habits become habitual if they are used purposefully and through practice, practice, practice. The culture of our school and our classrooms is heavily influenced by the mindful behaviour of our staff and students. We want to surround our students with a mindful curriculum and so we believe we need to focus on five themes;

Learning to Think

Thinking to Learn

Thinking Together

Thinking about our own thoughtfulness

Thinking Big

 <p><b>1. Persisting</b> <i>Stick to it!</i> Persevering in task through to completion; remaining focused. Looking for ways to reach your goal when stuck. Not giving up.</p>	 <p><b>2. Managing Impulsivity</b> <i>Take your Time!</i> Thinking before acting; remaining calm, thoughtful and deliberative.</p>
 <p><b>3. Listening with understanding and empathy</b> <i>Understand Others!</i> Devoting mental energy to another person's thoughts and ideas; Making an effort to perceive another's point of view and emotions.</p>	 <p><b>4. Thinking flexibly</b> <i>Look At It Another Way!</i> Being able to change perspectives, generating alternatives, considering options.</p>
 <p><b>5. Thinking about your thinking (Metacognition)</b> <i>Know your knowing!</i> Being aware of your own thoughts, strategies, feelings and actions and their effects on others.</p>	 <p><b>6. Striving for accuracy</b> <i>Check it again!</i> Always doing your best. Setting high standards. Checking and finding ways to improve constantly.</p>
 <p><b>7. Questioning and problem posing</b> <i>How do you know?</i> Having a questioning attitude; knowing what data are needed &amp; developing questioning strategies to produce those data. Finding problems to solve.</p>	 <p><b>8. Applying past knowledge to new situations</b> <i>Use what you Learn!</i> Accessing prior knowledge; transferring knowledge beyond the situation in which it was learned.</p>
 <p><b>9. Thinking &amp; communicating with clarity and precision</b> <i>Be clear!</i> Striving for accurate communication in both written and oral form; avoiding over-generalizations, distortions, deletions and exaggerations.</p>	 <p><b>10. Gather data through all senses</b> <i>Use your natural pathways!</i> Paying attention to the world around you. Gathering data through all the senses. taste, touch, smell, hearing and sight.</p>
 <p><b>11. Creating, imagining, and innovating</b> <i>Try a different way!</i> Generating new and novel ideas, fluency, originality</p>	 <p><b>12. Responding with wonderment and awe:</b> <i>Have fun figuring it out!</i> Finding the world awesome, mysterious and being intrigued with phenomena and beauty.</p>
 <p><b>13. Taking responsible risks</b> <i>Venture out!</i> Being adventuresome; living on the edge of one's competence. Try new things constantly.</p>	 <p><b>14. Finding humor</b> <i>Laugh a little!</i> Finding the whimsical, incongruous and unexpected. Being able to laugh at one's self.</p>
 <p><b>15. Thinking interdependently</b> <i>Work together!</i> Being able to work in and learn from others in reciprocal situations. Team work.</p>	 <p><b>16. Remaining open to continuous learning</b> <i>Learn from experiences!</i> Having humility and pride when admitting we don't know; resisting complacency.</p>