



# **St Joseph's School**

## **Parent Handbook**

# **2026**

## Important Contact Information

**School Address**

40 Milners Rd  
Yarra Junction 3797  
(Postal PO Box 42A  
Yarra Junction 3797)  
Ph: 5967 1183

**Parish Priest:**

Fr Michel Corriveau  
PO Box 42A  
Yarra Junction 3797  
Tele: 9736 2850  
Fax: 9736 3285

**Principal:**

Nicholas Boyhan  
Tele: 5967 1183  
E-mail: [principal@sjyarrajunction.catholic.edu.au](mailto:principal@sjyarrajunction.catholic.edu.au)

**Catholic Education Office****Regional Principal Consultant (Outer Eastern Zone)**

Mr John Corkhill  
PO Box 1121, Croydon 3136  
Tele: 039724 0200  
E-mail: jcorkhill@macs.vic.edu.au

**Executive Director of Catholic Education**

Dr Edward Simons  
PO Box 3  
East Melbourne 8002  
E-mail: [execdirector@macs.vic.edu.au](mailto:execdirector@macs.vic.edu.au)

## St Joseph's School Prayer

Together we pray for our school St. Joseph's,  
Our families, our community and our country Australia.  
We ask St. Joseph to guide and help us in our work and play  
May we care always for one another,  
just as Christ cares for us.  
May Christ be our light, and may his light shine from us this week.  
This we ask through Jesus Christ, our Lord. Amen.

## Welcome

*Dear Parents*

We would like to welcome all new families to our parish school community and welcome back all our existing families.

As part of the Parish of Sacred Heart, Upper Yarra Valley, St. Joseph's School continues the work of our faith community. We provide an environment that follows the beliefs and teachings of the Catholic Church and the values of care, responsibility, respect, justice, collaboration and learning are evident in all aspects of our school life.

St Joseph's School continues to grow on its proud history and provide quality Catholic education in the Upper Yarra Valley. We are proud of the comprehensive, exciting and challenging curriculum that we provide to cater for the needs of all students.

We pride ourselves as being a warm, welcoming and friendly community, inclusive of everyone. I encourage your participation and invite you to be actively involved in the school and parish community. There are many opportunities throughout the year for this and I look forward to your involvement.

We encourage you to take the time to thoroughly read through the following Handbook. This has been developed to answer a lot of questions relating to school and parish life. If you have further questions please do not hesitate to contact us.

We thank you for your ongoing support and look forward to working with you in the year ahead.

God bless us all,

*Nicholas Boyhan*

"The end product of Catholic education is not the perfectly socialized pupil, but a pupil who is able to inquire into everything and everyone positively and with an open mind, inspired by a profound sense of humanity and by a connection with old and new stories which can open alternative worlds and which grant the future a utopian orientation i.e. the promised land, the kingdom of God"

## Table of Contents

### Table of Contents

<u>School Prayer</u>	2
<u>Welcome</u>	3
<u>Mission</u>	7
<u>We value</u>	7
<u>Vision</u>	7
<u>OUR PARISH COMMUNITY</u>	8
<u>A Parish School</u>	8
<u>Sacred Heart Parish Mass Times</u>	8
<u>Parish – School Programs</u>	8
<u>STAFF ARRANGEMENTS AND SCHOOL ORGANISATION</u>	9
<u>Class Organisation</u>	9
<u>SCHOOL SITE PLAN</u>	10
<u>SCHOOL ATTENDANCE</u>	11
<u>Term Dates 2025</u>	11
<u>Foundation Class Arrangements</u>	11
<u>Time table</u>	11
<u>Approved Pupil Free Days</u>	12
<u>Attendance At School</u>	12
<u>Before and After School Care</u>	12
<u>Yard Duty Supervision</u>	12
<u>Before and After School Yard Supervision Times</u>	13
<u>ENROLLING AT ST. JOSEPH'S SCHOOL, YARRA JUNCTION</u>	13
<u>Enrolment Procedure</u>	13
<u>Immunisation Certificate</u>	13
<u>Transition Program</u>	13
<u>INVOLVEMENT AND COMMUNICATION</u>	14
<u>Assistance in the classroom and on excursions</u>	14
<u>School Committees</u>	15
<u>Assemblies</u>	15
<u>Contact with School</u>	16
<u>Curriculum Nights</u>	16
<u>Democratic Principles</u>	16

<u>Reporting</u>	17
<u>Personal Information</u>	17
<u>Funding, School Fees and Levies</u>	17
<u>Camps</u>	18
<u>Maintenance of Grounds &amp; Buildings - Working Bees</u>	19
<u>SCHOOL UNIFORM</u>	19
Uniform	20
<u>Casual Clothes Days</u>	20
<u>Marking of Possessions</u>	21
<u>SunSmart Policy</u>	21
<u>Jewelry / Make Up</u>	21
<u>CURRICULUM</u>	21
<u>Behavioural Management</u>	22
<u>Homework</u>	23
P/1/2 (JUNIOR):	23
3/4 (MIDDLE):	23
5/6 (SENIOR):	23
<u>Library</u>	24
<u>Specialist Subjects and Support Staff</u>	24
TRAVEL INFORMATION	25
<u>Bicycles at school</u>	25
<u>Bus Travel</u>	25
Eligibility to travel on the bus	25
<u>Car Park and Driveways</u>	26
OTHER GENERAL INFORMATION	27
<u>Birthdays</u>	27
<u>School FACEBOOK Page</u>	27
<u>Lunches</u>	27
<u>Masses</u>	28
<u>NCCD - Students with additional needs</u>	28
<u>Personal Belongings</u>	29
<u>Pets</u>	29
<u>NFORMA Permission and Reply Slips / Money</u>	29
<u>Internet User Agreement / Computers in school</u>	30
<u>Notifications</u>	30
<u>Visitors</u>	30
<u>Useful Internet Sites For Parents</u>	30

STUDENT HEALTH	30
<u>Accidents &amp; Illness</u>	30
<u>Head Lice</u>	31
<u>Medication at School</u>	31
<u>Student Health</u>	31
<u>Minimum Period of Exclusion from Schools and Children's Services Centres for Infectious Diseases Cases and Contacts</u>	31
<u>School Procedures for Bushfire Season</u>	35

***“The illiterate of the Year 2000 will not be the individual  
who cannot read and write,  
but the one who cannot learn, unlearn and relearn.”*** Alvin Toffler



## Mission

Our purpose for existence is

- to transmit the Catholic tradition and heritage and
- to make the values of the Gospel the mainspring of everyday teaching and learning

## We Value

- care for each other
- respect
- Responsibility
- resilience
- justice
- collaboration
- love of learning

## VISION

**Inspired by Jesus Christ,  
St Joseph's school is  
a community;  
nurturing personal, spiritual  
and academic growth  
empowering all for a future of  
hope.**

*The future is not some place we are going,  
But one we are creating  
The paths to it are not found but made  
And the making of those pathways changes both the maker and the destination.*  
Commission for the Future



## OUR PARISH COMMUNITY

## A PARISH SCHOOL

St Joseph's School is a parish school and as such exists within the context of the Sacred Heart Parish community; thus there is a strong relationship between the parish and the school. The principal and staff of a parish primary school are accountable to the parish priest for the conduct and operation of the school.

St Joseph's School offers the same curriculum as Victorian Government schools. The source document for the curriculum is the Victorian version of the National Curriculum. This document describes the expected outcomes – skills and knowledge – that students should have achieved in each domain at different levels.

In addition to the Victorian Curriculum, all students participate in the Religious Education program. It is hoped that through the RE program the students will have a better understanding of God in their everyday lives. Integrated into the daily classroom program are occasional whole-school Masses, class Masses and classroom prayer services. Students participate in daily prayer in the classrooms.

## SACRED HEART and St Mary's PARISH MASS TIMES

### St Thomas à Becket

40 Milners Road,  
Yarra Junction

Sunday 8.30am

Wednesday 9.00am

### St Mary's

58-60 Clegg Road,  
Mount Evelyn

Tuesday 6:00p.m, Thursday 9:00a.m, Friday 9:00a.m,

Saturday Vigil 5:00p.m, Sunday: 10:30a.m., 5:00p.m.

## SACRAMENTAL PROGRAMS

Sacramental Programs are Parish-Based and families are encouraged to contact the parish when they believe their child is ready to prepare for and receive a sacrament. Reconciliation and Eucharist are available each year. Confirmation is available to Year 5/6 students in alternate years and is generally celebrated by the Regional Bishop.

## STAFF ARRANGEMENTS AND SCHOOL ORGANISATION

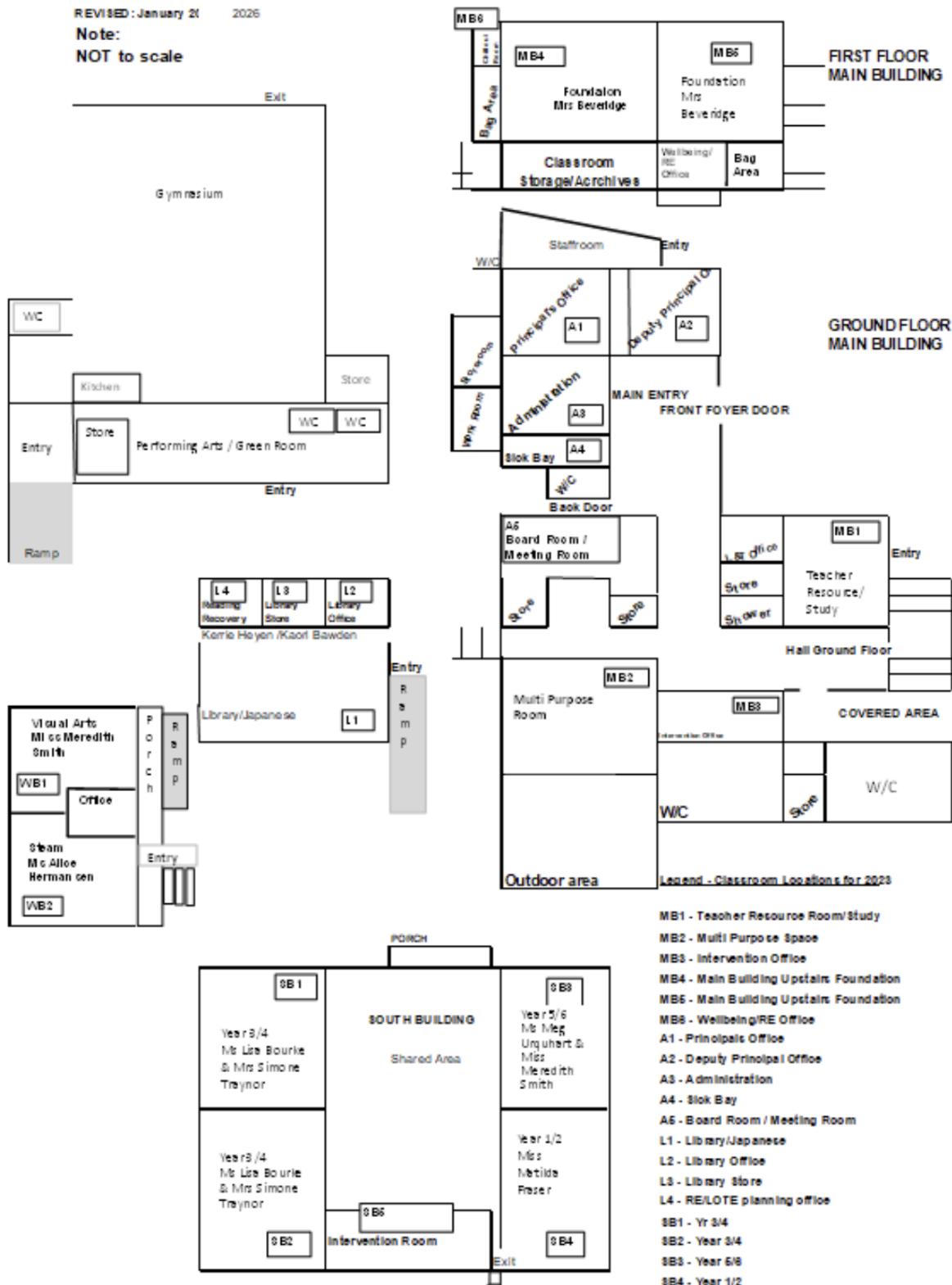
<b>Parish Priest:</b>	Fr. Michel Corriveau
<b>Principal:</b>	Mr Nicholas Boyhan
<b>Assistant Principal:</b>	Mrs Katie Vranken
<b>Administration Officers:</b>	Mrs Alison Waldron, Miss Kerrie Heyen
<b>Foundation:</b>	Mrs Rebecca Beveridge
<b>Year One/Two :</b>	Miss Matilda Fraser
<b>Year Three/Four:</b>	Ms Lisa Bourke / Mrs Simone Traynor
<b>Year Five/ Six:</b>	Ms Meg Urquhart / Miss Meredith Smith
<b>Learning Support Staff:</b>	Mrs Sue McConachy, Ms Paula Cooper, Ms Samantha Forbes, Mrs Cassandra Darwall, Mrs Sharon Cosham and Mrs Renee Darwall
<b>Wellbeing Leader:</b>	Mrs B Beveridge
<b>Mental Health and Wellbeing Leader:</b>	Mrs Katie Vranken
<b>Student Services:</b>	Mrs Katie Vranken
<b>Christian Life Leader:</b>	Mr Terry Foley
<b>Library:</b>	Miss Kerrie Heyen
<b>Japanese:</b>	Mrs Kaori Bawden (Bawden Sensei)
<b>Physical Education Leader :</b>	Mr Terry Foley
<b>Literacy Leader :</b>	Mrs Simone Traynor
<b>Maths Leader:</b>	Ms Lisa Bourke
<b>STEAM:</b>	Mrs Alice Hermansen
<b>Visual Art:</b>	Miss Meredith Smith
<b>Maintenance:</b>	Mr Anthony Willemsen

## CLASS ORGANISATION

St Joseph's School is organised into multi-age classes: Foundation, Year One/Two, Year Three/Four and Year Five/Six. Multi-age classes provide children with a sound academic, social and emotional education. These classes are an extension of the families from which the children come, and in them as students, they experience interaction and co-operation with older and younger children. Opportunities for initiative, leadership, the development of self-esteem and the acceptance of responsibility continue the experiences of family living.

**2026 SITE PLAN - ST JOSEPH'S SCHOOL YARRA JUNCTION**

Note:  
NOT to scale



## SCHOOL ATTENDANCE

## TERM DATES 2026

### **2026**

#### **TERM 1**

Tuesday 27<sup>th</sup> January (*Teachers commence*)

Wednesday 28th January – Thursday 29th January staff will conduct the required Literacy / Numeracy Testing for Year 1 to Year 6 students. Children only attend for their timetabled session to meet with their class teacher for the testing.

Foundation students begin Wednesday 28th January 8:45am-12:00pm and Thursday 29th January 8:45am - 3:00pm, Friday 31st January 8:45am - 3:00pm.

Foundation students have Wednesday's off school until the week of the March Long Weekend (beginning Week 2).

Friday 31st January 2026 - Normal classes begin for Year 1 to Year 6.

Term ends on Thursday 2nd April at 3pm. (Good Friday is 3rd April 2026)

#### **TERM 2**

Monday 20th April to Friday 26 June 2026

#### **TERM 3**

Tuesday 14th July to Friday 18th September 2026

#### **TERM 4**

Monday 5th October to Tuesday 15th December 2026

## FOUNDATION CLASS ARRANGEMENTS

Wednesday 28th January half day commencing at 8:45am and finishing at 12.00pm

Thursday 29th January 2026 - Foundation commences full days with Wednesdays off school until Wednesday 4 March when they commence 5 days per week.

## DAILY TIMETABLE

### **Daily Timetable**

8.30am	Supervision begins - all teachers in classrooms
8.42am	Preparation Music begins - Students assemble in lines at front of building
<b>8.45am</b>	<b>Morning Greeting and students go to Morning Fitness (T,W,Th,F)</b>
9:00am	Class begins (roll to be marked by 9:15am)
<b>11:15am</b>	<b>Eat snack in classroom</b>
<b>11.25am</b>	<b>Morning Recess</b>
11.50am	Classes resume
<b>1:20pm</b>	<b>Eat Lunch in classroom</b>
<b>1.30pm</b>	<b>Recess</b>
2:00pm	Students assemble to return to classrooms
<b>2.55pm</b>	<b>Pack up - Bus children dismissed</b>
<b>3.00pm</b>	<b>Dismissal</b>

**Children are expected to be at school by 8.45am.**

## APPROVED PUPIL FREE DAYS

The staff at St Joseph's School makes every effort to be informed about current thinking in education in order to meet the learning needs of all students. The school will be closed for up to 4 days each year to allow this to happen. Parents will be given adequate notice via the school newsletter so that they can make alternative arrangements for their children. The first pupil-free day is scheduled for Friday 24th April for staff Professional Learning and further pupil free days are expected to be held on 26th June, 13th July and 2nd November 2026.

## ATTENDANCE AT SCHOOL

### **ATTENDANCE AND ABSENCES**

Attendance at school is compulsory for all children over the age of six years. If your child is unable to attend school on any given day, you are asked to send an email to the office and classroom teacher or ring (5967 1183) and notify the school of your child's absence. When your child returns to school a note of explanation should be sent to your class teacher for inclusion in the official attendance roll.

Research and literature support that there is a correlation between student attendance and their academic achievement. Students who attend school regularly achieve greater success than those with high levels of absenteeism.

The school will always give clear notice of any alteration to the published school hours, which may arise for particular reasons, e.g. Staff Professional Development days. This notification will appear in the Parent Newsletter.

[MACS Attendance Policy](#)

### **LATE ARRIVALS**

Punctuality is encouraged at all times. Repeated lateness interferes with the child's progress and causes bad habits to develop. It can also be disruptive to the learning of other students. Children arriving late must report to and be signed in at the office by a parent/carer and collect a *Late Arrival Pass* before proceeding to class. Parents will be phoned by the office when children are marked absent and no explanation has been received by the school.

### **EARLY DEPARTURE**

If your child needs to leave the school for any reason you will be asked to sign the *Early Leavers section on Passtab* at the school office prior to collecting your child.

## BEFORE SCHOOL AND AFTER SCHOOL CARE

St Joseph's Supervision is from 8:30 am to 3:20 pm. Currently we do not provide Before School or After School Care.

## YARD DUTY SUPERVISION

During recess and lunchtime staff members supervise the playground. One teacher in the staffroom is also allocated to First Aid Duty. Staff are trained in First Aid (including CPR).

Before school one staff member supervises the grounds from 8.30am until the bell goes to commence the school day and one staff member supervises the driveway Kiss and Drop.

## BEFORE AND AFTER SCHOOL YARD SUPERVISION TIMES

The school playground is supervised from **8.30am** until **3.20pm**. We ask that parents adhere to these times for the safety of your children. Although there may be staff on site they are doing preparation and planning work in classrooms/offices or involved in meetings. Staff are therefore unaware of students arriving prior to 8.30am.

At the end of the day the yard is supervised until 3.20pm. Students still at school after this time will wait in the office area and parents will be contacted.

Students are not permitted to play on the playground after school until after 3:20pm as this area is not supervised at this time. Children must wait with their parents if being collected or in the Kiss and Drop area.

## ENROLLING AT ST JOSEPH'S YARRA JUNCTION

By enrolling your child at St Joseph's you accept:

1. That we are a Catholic Primary School based on the traditions and beliefs of the Catholic Church and your child will be a part of the Catholic culture of our school community.
2. To adhere to the policies and procedures outlined by the Catholic Education Commission of Victoria and St Joseph's School.
3. To commit to paying school fees:
  - 2026 Family fee \$1680
  - 2026 Curriculum levy per student is \$260
  - 2026 Excursion Levy per student; \$200 (Year F - 4) \$205 (Year 5 - 6)
4. Your child is expected to take part in camps, excursions and the swimming program as a normal part of the school curriculum.
5. To attend at least one Working Bee during the year or pay the \$100 Working Bee Levy.

## ENROLMENT PROCEDURE

- The principal will conduct enrolment interviews. The Parish Priest may participate.
- Applicants for the Foundation class must turn 5 years of age prior to April 30th of the year of enrolment.
- Parents submit to the school copies of baptismal certificates, birth certificates and immunisation status certificates.
- Children who have been accepted for the Foundation class participate in the St Joseph's School transition program, which occurs during Terms Three and Four of the kinder year.
- A Foundation Enrolment and Information Evening is conducted to inform parents during the year prior to entering school.
- If your child/ren has additional needs or has a diagnosed disability, please ensure this is communicated to the school to ensure adjustments and supports are put in place to support you and your child/ren.

## IMMUNISATION CERTIFICATE

Under the Health Act the school is required to maintain the approved records of immunisation of all students. The **School Entry Immunisation Certificate** is available in two ways:

- Parents will automatically receive a history statement from the Australian Childhood Immunisation Register (ACIR) after your child has completed the 4-year-old vaccine schedule and has completed all childhood immunisations required. On the bottom of the page it should state: "This child has received

all vaccines required by 5 years of age" If it does, this is now accepted as a school entry immunisation certificate in Victoria.

- Parents whose child's immunisation records are incomplete, missing, or your child has never been vaccinated, contact your local council immunisation service who will be able to assist you in obtaining a school entry immunisation certificate.

## TRANSITION PROGRAM

We invite all the coming years' students to attend St Joseph's School for several 45 minute "Drop In" sessions, and then some longer sessions. During each session the new students will share some activities with their schoolteachers and buddies. Prospective Foundations are assigned to a student who may continue as their Year 5 and Year 6 Buddy the following two years. The relationship between the teachers the buddy and the younger child develops during the transition program through a range of planned activities. This time has proven to be a valuable introduction to school life for beginning students. A flyer of proposed dates is available at the office and in the School Calendar.

You are asked to report to the school office on arrival from where you and your child will be shown to the classroom each week. Parents are encouraged to leave the child in class, and then meet with other parents in the staffroom.

## INVOLVEMENT AND COMMUNICATION

Partnership between parents and teachers is essential.

### As parents you have the right to

- Expect learning and development in your children
- Accurate information about your child's learning
- Be respected
- Expect a high level of professionalism from staff
- Confidentiality regarding your child's learning
- Feel safe and to be confident that your children are safe
- Expect co-operation

### As parents you have the responsibility to

- Support the development of your child
- Value the information
- Show respect to all members of the parish school community
- Support the staff in implementing the school's vision
- Be discreet
- Ensure the safety of others and encourage your children to do the same
- Co-operate with staff

*Parent and Student Codes of Conduct are available on the School Website. A signed copy is to be submitted to the school. These will be sent via Nforma to be signed.*

 [Parent-Guardian-Carer Code of Conduct.pdf](#)

 [Student Code of Conduct.pdf](#)

## ASSISTANCE IN THE CLASSROOM AND ON SCHOOL EXCURSIONS

Volunteers are a much-valued resource in our school community. At St Joseph's we are proud of our tradition of strong parental support. Family-school-community partnerships have many benefits to the school, to the parents and especially to our children.

Classroom helpers are volunteers who have undergone training to assist in our classrooms. Explicit, small group activities enable our students to be active and involved learners. Parents and caregivers are encouraged to attend a parent Helpers information and training session, which is designed to support and prepare volunteers to assist in our classrooms.

Excursion supervisors assist by supervising small groups of students on external school excursions. This is always done as a support to teaching staff supervision.

Parents assisting in the school, classroom helpers, and parents attending excursions and transporting students will be required to have a 'Working With Children' check. The **Working With Children Check (WWC Check)** has been introduced to protect children from sexual or physical harm by checking a person's criminal history for any serious sexual, violence or drug offences. The cost for the WWC Check is approximately \$121.10 for paid employees and free for volunteers. Forms are available online at <https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

## SCHOOL COMMITTEES

The following groups operate within our school community. Parental involvement is welcomed and encouraged.

### **SCHOOL ADVISORY BOARD**

The School Advisory Board is the leading group associated directly with the provision of education in the Parish. It provides a representative structure for the discussion and development of educational policy, advises and assists the Parish Priest and Principal of the Parish School. The members of the Board are the Parish Priest, Principal, elected Parents / Guardians, and a representative from the Staff. Meetings are generally held on the third and eighth Friday of each term beginning at 9.00am. At times during the year School Advisory Board information is included in the school newsletter.

### **PARENTS AND FRIENDS ASSOCIATION (PFA)**

The Parents and Friends Association provides the opportunity to gather and to become involved with the implementation of the school's plan for growth and development. The primary function of this Association is to arrange fundraising and social activities that support and build the school community. Each week during the year Parents and Friends Association information is included in the school newsletter. The PFA hold an AGM annually.

## ASSEMBLIES

Students line up in front of the main school building at the start of each day under the shade sails. Information relating to the day or forthcoming events may be given.

A whole-school assembly is held in the Sports and Performing Arts Centre at 2.15 pm on Wednesday's (fortnightly). These are advertised on the School calendar. Assembly is an opportunity for classes to share work, awards to be given and information to be shared. Parents are very welcome to attend.

## CONTACT WITH SCHOOL

As a teacher has the responsibility to the students in their care it is not possible to meet with parents during class time, including at the start of the day when students are walking to the class, unpacking their bags or preparing for the start of the day. As staff meetings are held on Mondays from 3.15 pm – 5.30 pm this time is also unavailable. Therefore, if you need to meet with the principal, class teacher or other staff members, it is best to ring the school or email the staff member to make a time for an appointment.

(email example [psmith@sjyarrajunction.catholic.edu.au](mailto:psmith@sjyarrajunction.catholic.edu.au))

Office or Principal contacts are [principal@sjyarrajunction.catholic.edu.au](mailto:principal@sjyarrajunction.catholic.edu.au)  
[office@sjyarrajunction.catholic.edu.au](mailto:office@sjyarrajunction.catholic.edu.au)

## CURRICULUM NIGHTS

On these nights the curriculum or information for the year will be explained to parents. It is expected that all parents will make every effort to attend and be informed about the programs in the school and take the opportunity to ask questions. Dates for information evenings will be published in the school newsletter and calendar.

## DEMOCRATIC PRINCIPLES

At St Joseph's we recognise that the school plays a vital role in advancing democratic ideals and principles. For democracy to continue to thrive, children must be taught democratic ideals and principles and to value its way of life. St Joseph's will explicitly and implicitly support and promote the principles of Australian democracy, including a commitment to

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

Through our curricular and extracurricular programs, St Joseph's will prepare our children to become citizens who will preserve and shape democracy in the future. Democratic values will be taught explicitly in the curriculum and implicitly in the child's experience of the school, from classroom practice, and from what is taught to how it is taught.

## Reporting

The Melbourne Archdiocese Catholic Schools (MACS) Board will ensure schools have published this Democratic Principles Statement through the Annual Report to the School Community and regular school review processes (at least once every four years).

## REPORTING

There are a number of ways that reporting of student's progress is communicated to parents/guardians:

### **PARENT TEACHER MEETINGS**

#### **Introductory Meetings**

These are held in early Term 1. They are an opportunity for parents to meet with staff and give them information about their child (including: medical conditions, behavioural issues, strengths, areas of concern) The date for Introductory interviews is Monday 16th February. Notification of how to book will be emailed to families.

### **PARENT / TEACHER / STUDENT MEETINGS**

These are held at the end of Term Two. They are an opportunity for staff to meet with parents and students to report on student progress including: medical conditions, behavioural issues, strengths, areas of concern and suggested areas to focus on for the remainder of the year.

### **STUDENT LEARNING PORTFOLIOS**

This year Student Learning Portfolios may take the form of an online portfolio of work that Parents will have access to. Classes may use an online portfolio, such as Seesaw, where children regularly upload work samples, which parents can view from their phones. More information will be coming home in the coming weeks.

### **WRITTEN REPORTS**

Written Reports are sent home at the end of Term 2 and Term 4. These reports meet the Australian Government Student Reporting requirements in line with the Victorian Curriculum. These address student achievement, areas for improvement and future learning, how the school will support the student and what you can do at home to support your child.

## PERSONAL INFORMATION

For school records and emergency situations it is necessary for us to have current information on home addresses, phone numbers – work and home, as well as the name of emergency contacts in case of illness or injury. Please inform the office of any change in these. It is also imperative that the school is notified of any change in medical requirements. Please regularly update your child's personal and medical information on Nforna so we have the most current and up to date information and contacts.

The school Privacy Policy ensures that personal information is kept safe and only shared in approved ways

## FUNDING , SCHOOL FEES AND LEVIES

### **FUNDING:**

Catholic schools have three sources of funding which are approximately indicated here:

- Commonwealth Government – 55%
- Victorian Government – 25%
- Fees and Levies – 20%

Parents who choose to enrol their children in a Catholic school accept the responsibility of paying these fees and levies.

## **SCHOOL FEES**

In Catholic Primary Schools the setting of school fees is an integral part of the funding process. Our funding is calculated according to a formula that takes into account that approximately 20% of our running costs will be raised in fees. The school is dependent upon school fees to enable it to meet the financial gap between operating costs and the funding provided by Commonwealth and State Government Grants. The School Fees for 2026 will be **\$1680 per family**. A 2026 Fee Option letter is sent to all parents outlining the arrangements for fee payments for 2026. You are able to pay St Joseph's School Fees by any of the following methods: Cash, Credit Card, Eftpos, Direct Debit and Direct Credit.

## **EDUCATION LEVY**

These are charged on a per student basis and will be spent in the current financial year for the educational program for your child. The Education Levy for 2026 will be **\$260 per student**.

All items are purchased by the school and will be delivered to the classroom for immediate use by your child when school commences; therefore prompt payment is needed for cash flow purposes.

As well as stationery that your child will receive individually, there is a comprehensive range of curricular materials and equipment used in classrooms for:

- Religious Education
- Literacy
- Numeracy
- Integrated Studies (includes: Health, Science, Humanities, Civics & Citizenship and Design, Creativity & Technology)
- Computer – Information and Communications Technology
- Information Literacy (Library)
- LOTE (Japanese)
- Physical Education & Sport
- The Arts (Visual & Performing)

## **EXCURSION LEVIES**

This levy includes the cost of the excursions and incursions. The Excursion Levy for 2026 will be **\$200 for students in Year F - 4 and \$205 for Year 5 - 6**

## **EXCURSIONS**

The school's excursion program enables students to further their learning and social skills development in a non-school/school setting. Excursions/incursions complement, and are an important aspect of the educational programs offered at our school. Students will participate in curriculum-based excursions each year.

## **SPORTING ACTIVITIES**

Students in all year levels attend a number of events per year conducted by the Upper Yarra Primary School Sports Association (UYPSSA). Some of these are covered by the excursion levy. These events often have costs related to entry, facility hire and transport.

## **FEES AND LEVIES SUMMARY**

<b>School Fees</b> (per family) Payable in regular instalments	<b>\$1680 per year</b>
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If you have a Health Care Card you may be eligible for discounts off your camp/excursion and other levies.

**School Levies** (per student)

Books, programs, art, science materials	\$260
Excursions including swimming program	\$200 Year F - 4
Excursions including swimming program	\$205 Year 5 - 6
<b>Total individual student levies</b>	<b>\$460 Year F - 4 and \$465 Year 5 - 6</b>

In addition, a Working Bee levy of \$100 will be on your invoice, but will be rebated if you attend a working bee.

**Camps:**

Year 3 and Year 4 attend ADANAC Camp \$185  
Year 5 and Year 6 attend a camp at Sovereign Hill \$485

**CAMPS**

All students at St Joseph's School participate in our school camps program. Foundation, Year One and Year Two students will experience extended out of school hours activities at school. The Year 3/4 classes have a one-night camp away from school, at Adanac and alternate years a city camp or other alternative. This year in 2026, Year 3/4 will attend Adanac Camp on April 1 & 2. The 5/6 classes have a 2-night camp, alternating between different venues. These will have either a curriculum focus or an outdoor education focus.

In 2026 Year 5/6 will attend Sovereign Hill Camp on June 17-19 2026.

**MAINTENANCE OF GROUNDS AND WORKING BEES**

Working Bees are an important part of the school; they assist with the maintenance and upkeep of the buildings and grounds. If we did not have Working Bees this could considerably increase school fees to pay for private contractors to perform these tasks.

We ask that every family attend one working bee per year. If you are unable to attend you are required to pay a **\$100 levy** towards the cost of maintenance of the school and grounds.

**SCHOOL UNIFORM**

School uniform is **compulsory** for all students. If students are out of uniform, a note must be sent to the class teachers advising them of the reason. If a student is out of school uniform without reason a note needs to be sent home to parents informing them of this. A copy is included in the appendix.

Summer

- Navy blue broad-brimmed hat (TERM 1 & 4)
- Navy blue polo top with school logo worn with navy knee-length school shorts/skorts or navy school pants

- Knee length School checked dress
- White or Navy socks (no logos)
- Black school shoes (leather or all black school runners)

Winter

- Navy blue polar fleece beanie, scarf and vest with school logo – optional wear
- Navy blue windcheater with school logo
- Navy polo top with school logo (long or short sleeved), worn with navy knee-length school pinafore/winter skirt or navy school pants - no leggings
- Navy tights (no leggings)with winter skirt or pinafore (optional) .
- White or navy socks (no logos)
- Black school shoes (leather or all black school runners)

• Year 6 Jacket may be worn by Year 6 students in place of windcheater.

(\*Year 6 students have the opportunity of wearing a Year 6 jacket to promote pride, leadership and responsibility. This is seen as a privilege. The jackets are presented to the students at the commencement of the school year\*)

Sport

- Navy tracksuit pants or navy sport shorts
- Navy blue sport top with school logo
- Runners only worn on Sport Days
- White or navy socks

Hair

- Navy or white hair ties and ribbons
- Hair colours - Natural colours only
- No “radical” styles or cuts
- Shoulder length hair to be tied back

If your child requires uniform in larger sizes than the stock on the website, please feel free to source like items from other stores that are near to identical to the school uniform. A gentle reminder that **no students should be wearing netball or cotton stretchy skorts style skirts as part of the everyday or sport uniform.** We are currently working with stockists in regards to additional sizings.

**Jewelry / makeup**

- No jewellery is permitted in the form of rings, bangles, bracelets, anklets or chains. The only jewellery permissible is that of a religious nature which is not visible, or an SOS medical notification.
- Plain Studs are permitted in each ear with a maximum of one in the lower lobe of each ear. Sleeper earrings are only to be worn if they are small enough for the students little finger not to fit in the ring. This mitigates the risk of them being caught during play.

**Make-up**

- No make-up or nail polish permitted

**School bag** - There is a St Joseph's school bag available (preferred but not compulsory).

**Art smock** - Students also require a suitable art smock, to be bought in the first week of school.

**Library bag** - Students require a library bag (cloth/plastic/reuseable bag) to protect the school's library books.

**Box of Tissues**

**CASUAL CLOTHES DAYS**

On occasions during the year students are permitted to wear casual clothes. Parents and/or students are notified of these days in advance. On these days students must wear appropriate casual clothes, including footwear (thongs and open toe shoes are not suitable). Hats must also still be worn on these days and SunSmart practices considered including no bare midriffs or shoulders, or brief shorts. Also consider slogans on tee shirts and whether they are appropriate for school.

#### NAMING OF POSSESSIONS

All children's possessions, including all articles of school clothing (shoes included), lunch boxes and drink bottles, art smocks and library bags must be clearly named.

It is recommended that students do not bring toys to school. No responsibility will be taken for expensive toys, electronic games, etc which are brought to the school.

We ask that all parents make sure that all students' belongings are clearly named. All unnamed lost property will be placed in the Lost Property basket located in the Interview Room or First Aid Room. At the end of each term all unclaimed items will be given to the second-hand uniform shop or St. Vincent de Paul.

#### SUN SMART POLICY

St Joseph's School is a SunSmart School - All students, staff and helpers are required to wear a school hat at all times for Term 1 and 4 when they are outside at play. Students without hats are required to sit in the designated shaded area during recess, lunchtime and during sporting or other outdoor activities. Students are also encouraged to bring their own sunscreen and apply it before they go outside for any activity. Some Cancer Council sunscreen is available in classrooms. Teachers encourage the application of sunscreen, especially in Terms One and Four. On Casual Clothes days, excursions or camps, hats must be worn. Students walking home after school must wear school hats. After school, students must wait in the shade under the sails. Children playing under the care of their parents must wear a sun hat.

#### JEWELRY AND MAKE-UP

Stud earrings and small sleepers worn in the ears, and watches are the only acceptable jewellery. Students are advised not to wear items of personal or expensive value as these may be lost or broken. Chains, dangling earrings and bracelets are a safety issue especially on the playground. Make-up is **not** to be worn at school. Nail polish is **not** permitted.

Hair bands etc. **must** be in school colours.

#### CURRICULUM

St Joseph's offers a comprehensive and challenging curriculum to cater for the needs of all students. As well as proven literacy and numeracy programs, the school provides a broad integrated curriculum based on the Victorian version of the National Curriculum. The school also offers excellent sporting, visual and performing arts experiences, receiving numerous awards in each area. The curriculum areas offered at St. Joseph's School include:

- Religious Education
- English
- Mathematics
- Integrated Studies (Science, Humanities, Health, Civics & Citizenship and Design, Creativity & Technology)
- STEAM - Science, Technology, Engineering, Art and Mathematics
- Japanese
- Physical Education and Sport
- Performing Arts

**SPORT and Physical Education** sometimes requires parent transport for extra curricular sporting excursions eg district athletics or Kayacking. These additional sporting events also incur an additional charge as they are optional activities. Students will not be permitted to attend the event without prior permission and payment for the event.

## BEHAVIOUR MANAGEMENT

At St Joseph's School we implement Positive Behaviours for Learning PBL- Promoting positive outcomes for all.



PBL - Promoting positive outcomes for all

	Classroom/Indoor	Playground/Outdoor	Transitions - including Toilet	Community	Online
Respect	<ul style="list-style-type: none"> <li>• Respect myself and others</li> <li>• Use whole body listening</li> <li>• Participate appropriately</li> <li>• Look after school, others' and our own equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Respect myself and others</li> <li>• Include others</li> <li>• Look after our school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Respect myself and others</li> <li>• Use inside voices</li> <li>• Keep our spaces clean</li> </ul>	<ul style="list-style-type: none"> <li>• Respect myself and others</li> <li>• Use whole body listening</li> <li>• Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>• Respect myself and others</li> <li>• Use appropriate language</li> </ul>
Responsibility	<ul style="list-style-type: none"> <li>• Move calmly and safely</li> <li>• Follow instructions</li> <li>• Use appropriate voice</li> </ul>	<ul style="list-style-type: none"> <li>• Move safely</li> <li>• Follow the rules of the game</li> <li>• Treat each other kindly</li> </ul>	<ul style="list-style-type: none"> <li>• Move calmly and safely</li> <li>• Follow instructions</li> <li>• Toilet, Wash, Dry, GoodBye</li> </ul>	<ul style="list-style-type: none"> <li>• Move calmly and safely</li> <li>• Follow instructions</li> <li>• Use appropriate voice</li> <li>• Wear appropriate school uniform</li> </ul>	<ul style="list-style-type: none"> <li>• Follow instructions</li> <li>• Use technology for learning purposes</li> </ul>
Resilience	<ul style="list-style-type: none"> <li>• I can do my best</li> <li>• I can do things to help myself <ul style="list-style-type: none"> <li>• I can bounce back</li> <li>• I can learn from my mistakes</li> <li>• I can use my calming strategies</li> </ul> </li> </ul>				

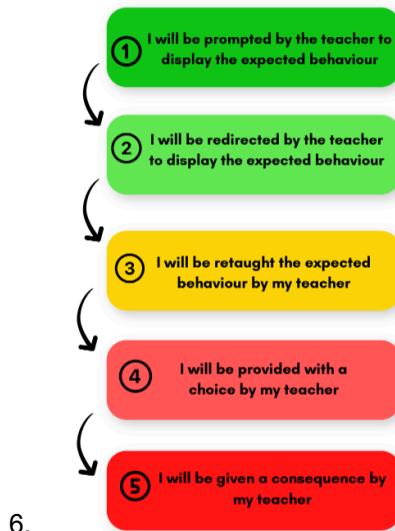
We aim to do this by: establishing and maintaining a supportive environment in which all individuals feel safe; establishing and maintaining an environment which is conducive to learning; and fostering self discipline in students.

The school will provide a positive culture where bullying is not accepted. All members of the school community have the right to be respected, the right to learn or to teach and a right to feel and be safe and secure in the school environment. The behavioural management of students is based on principles of procedural fairness and DOES NOT permit Corporal Punishment.

Students who display positive behaviours according to our behaviour matrix will be rewarded with 'Gotcha tokens'. These are added to a whole school catchment, on the completion of set goals the whole school will be rewarded.

Sometimes children may require assistance with their behaviour and choices. The following procedures will be implemented by all staff: at St Joseph's School when students exhibit minor misbehaviours:

1. Behaviour prompt from teacher
2. Verbal reminder which identifies the behaviour and redirects the child
3. Reteaching of the expected behaviour.
4. Student is provided with a choice to display the expected behaviour or ... (eg sit by self)
5. Student has a consequence which may include being asked to leave the class or removal to the office. Student to be delivered to the office by a Learning Support Officer or collected by another staff member, where there is non-compliance. They are then escorted to the Office. The behavioural concern is communicated directly to a member of the leadership team by the classroom teacher or LSO. Behavioural concerns are then addressed by the member of the Leadership Team. The teacher and leadership team member then discuss the behaviour with the child at the next available time. Parents are informed by the classroom teacher.



Students will be involved in classroom lessons that teach the expected behaviours of the Behaviour Matrix. Just like in any other subject at school when students are displaying undesirable behaviours, the expected behaviours will be retaught so that all students understand the expectations. PBL lessons occur weekly within each classroom, and the whole school focuses on the same expected behaviour. Classroom teachers may add more lessons to the week depending on classes needs at the time.

**Severe or constant behaviour** will involve school, child and parental discussion. Individual plans such as a Behavioural Support Plan may be implemented to support the child. Outside agencies such as medical professionals or therapists may also be involved in planning appropriate strategies or programs.

## HOMEWORK

### Foundation /1/2 (JUNIOR):

#### READING

Daily reading with parents, older siblings or other adults of take-home books and library books.  
Children read decodable readers to parents or can be read to by parents  
Sounds and sight words are important for the foundations of reading  
Approximately 5-10 minutes each night.  
Parents to sign Reading Record.

#### OTHER

Regular family oriented tasks related to units of work which may include collecting items, interviewing, listing, simple research or creative activity.  
Phonics activities.

### 3/4 (MIDDLE):

#### READING

Daily reading with parents, older siblings, other family members or quietly to themselves.  
At least 10 – 15 minutes each night.  
Reading Record completed.

#### OTHER

Regular family oriented tasks related to units of work which may include collecting items, interviewing, listing, research or a creative activity.  
Spelling activities.

### 5/6 (SENIOR):

#### READING-

Independent reading 20-30 mins a night recorded by student.

#### OTHER-

-Research for current topics as discussed in class.  
-Maths facts as needed.

Reference: <http://www.education.vic.gov.au/aboutschool/lifeatschool/homework.htm>

--[http://www.mathgoodies.com/articles/homework\\_polic...](http://www.mathgoodies.com/articles/homework_polic...)

--<http://www.ed.gov/pubs/HelpingStudents/>

## LIBRARY

Students have the opportunity to borrow books each week. A cloth or plastic library bag must be used for borrowing.

### **SPECIALIST SUBJECTS AND SUPPORT STAFF**

A number of staff are employed to support classroom teachers in either specialist or support roles. These roles offer students extra support in areas of need such as Reading Recovery and intervention support. Specialist staff provide students with valuable, quality experiences in their areas. The following specialist and support staff roles are offered in 2026:

#### **SPECIALIST PROGRAMS**

**Japanese:** Students in Years Foundation - 6 will receive a 60-minute Japanese lesson once a week.

**VISUAL Arts:** Students in Foundation – Year 6 receive a 60 minute Performing Arts lesson once per week plus an opportunity to be part of the school choir

**Physical Education:** Students in Foundation – Year 6 receive a 60-minute Physical Education lesson once a week.

**STEAM:** Students in Foundation – Year 6 receive a 60-minute STEAM lesson once a week.

### **BICYCLES AT SCHOOL**

Bike riders are expected to walk their bikes within the confines of the schoolyard. Bike racks are located behind the main building / classroom areas and bikes should be locked up during school hours. By law, riders must wear safety helmets.

### **BUS TRAVEL**

***Parents are responsible for the supervision of their children at bus stops in the morning and afternoon.***

Eligibility to travel on the bus

The Upper Yarra Secondary College buses are provided by the government to transport eligible students to and from government schools. The Conveyance Allowance received from the Government finances these contracts. Therefore only students for whom the school receives conveyance funding will be allowed to travel on the bus i.e. those who have returned the *Conveyance Allowance Form* and those who live outside the regulatory 4.8-kilometre radius of the school. Families are reminded that if they use the school bus service they are ineligible for conveyance allowance. Therefore applications can only be made at the beginning of the year and midyear.

Please note that all applications for bus travel will be submitted to Upper Yarra Secondary College for approval where seating is available. If there is no availability, then bus travel to and from the school may not be accommodated.

Students from non-government schools are able to access any space not required by government school students if they meet the eligibility requirements.

New and existing families who may wish to use the school bus service need to complete an expression of interest with Upper Yarra Secondary School. Once the school bus routes, times and loadings are established they will not be altered during the school year.

Families should also be aware that some buses are currently fully loaded and/or depending on students enrolling at Upper Yarra Secondary College next year will/may not be able to be used by new travellers in 2021.

Families should make other arrangements for their child to travel to and from school until they have received confirmation from Upper Yarra Secondary College that there is a seat on the bus for their child.

***Students travelling on the bus are required to follow the code of conduct according to the Policy and Procedures for Contract School bus Services in Rural and Regional Victoria and the Upper Yarra Secondary College Conditions of Bus Travel.***

We are hoping that these measures will ensure the safety of all students and drivers and that the general standard of behaviour while travelling on the bus will be appropriate. We thank you in anticipation of your cooperation in this matter.

## CAR PARK AND DRIVEWAYS

### **Pick up and drop off**

The school driveway is only accessible before school and after school. During school times it is a play area and walkway for students. Before school the chain will be put up to block the entrance when the bell sounds at 8.45am. Sometimes the bus arrives after the bell and uses the driveway. **Cars are NOT to use the driveway at anytime after the first bell (8:45am)even if the chain is down.**

Parents will access the school via the church driveway in the afternoon to drop children off at school (reverse order to the morning). In the afternoon, Parents will collect their children by parking in the lower carpark and walking up to school OR by driving up the church driveway to collect children at the Roundabout. Parents are to wait at the chain until the bus moves to the other side of the roundabout where it will wait for 5 minutes. The bus will then exit the school. Please give way to the bus when it begins to drive off. Please **DO NOT** cross the driveway at anytime from the staff carpark/basketball area due to cars accessing the driveway during drop off and pick up. Once the chain is up, students and parents may cross at this point.

The driveway has a chain across it to keep vehicles from the playground after the morning bus until the afternoon bus. After school the driveway is accessible once the buses have left the school. **THE BUSES ALWAYS HAVE PRIORITY.** If a bus is in the loop, cars must not proceed past the yellow line halfway up the driveway. After school, cars waiting in the driveway must wait behind the yellow line until the bus has left at 3 pm.

The speed limit for the driveway is **5km/h.**

When in the line of waiting cars, there is NO passing or overtaking.  
Cars must keep moving until the top of the line is at the yellow line outside the staffroom.  
Students may be dropped off and picked up on the building side of the driveway **only**.  
For their safety, they must exit and access cars using the passenger side doors.  
Children may access the car door only when the car is past the end of the fence.  
There is **no parking** along the driveway – it is solely for drop-off and pick-up of children.  
Drivers must stay in the car.  
**At all times - please DO NOT overtake other cars in the line as children may be exiting from either side of the car.**

Please remember there is a **Stop** sign at the bottom of the driveway. Trucks and heavy vehicles often pull out from the Shire Depot on the left. Please give way to all traffic.

#### **Parking**

When parking, parents are reminded to park in an orderly manner and leave access for cars to leave and enter. Parent and visitor parking is usually in the SPA (Sport and Performing Art centre) car park. Reverse parking is advised so that the safety of pedestrians is paramount.

When walking to or from the SPA car park parents and students must use the concrete footpath. If you park in the staff car park for pick up or drop off, you must cross at the painted crossing and walk up the concrete footpath.

Walking across the roundabout during pick up and drop off times is **NOT** permitted to ensure safety. Please ensure you communicate this to all carers who may collect your child/ren from the school.

**N.B. Please do not park in the top car park as this is reserved for people visiting the church and parish house.**

#### **OTHER GENERAL INFORMATION**

#### **BIRTHDAYS**

If your child is celebrating a birthday and you wish to bring along something to celebrate, this must be pre-arranged with the class teacher. When planning this staff need to take into account food allergies and special dietary requirements. **Pre-arrangement is crucial as we may have a student who suffers from Anaphylaxis, a severe peanut allergy which is life-threatening, as well as a range of food intolerances. Pre-packaged treats are advisable.**

#### **SCHOOL FACEBOOK PAGE**

The school has an official Facebook page on which photos of school activities and some community messages posted. Go to St Joseph's Yarra Junction to join.

The parents have a closed Facebook group. Go to St Joseph's Yarra Junction Community - Parents and Families to join. Please follow the Parent Code of Conduct in regards to posts for these sites.

## LUNCHES

Students provide their own cut lunch and drink daily.

No glass bottles or cans are permitted at school. Boxed drinks and plastic containers are acceptable, but water is recommended.

Students are **not** to share any food or drink as some students have severe food allergies. If your child has a nut product in their lunchbox, please remind them to speak to the teacher before eating it so that tables, can be wiped down after eating time. Please also discuss and stress with your child/ren the importance of washing hands following eating and not sharing food.

We encourage healthy eating. The children have a fresh fruit break at 10 am. We discourage foods with high fat or sugar content. We encourage "nude" food - reduced or no packaging.

## LUNCH ORDER MENU

Lunch Orders are beginning Wednesday 4th February.

All lunch orders are to be put into the classroom lunch tub by 9am Wednesday mornings. (preferably by Tuesday afternoon) They will be collected from the school and delivered back to the school at 1:15pm on Wednesday's.

All lunch orders are to be in a brown paper bag or cooler lunch bag with name, year level and order clearly marked. Please ensure correct money is included.

Please see below the new menu for 2026.

## St Joseph's School Menu Term 1 2026

- Please ensure their lunch orders are written on a paper bag with the exact money enclosed (if paying for multiple siblings then please indicate clearly)
- Please note: a charge of 10c will be added to your lunch order if no paper bag supplied
- Whilst every endeavour will be made to provide exactly what is ordered there maybe occasions where this is not possible- the closest possible alternative will be provided.
- We will make every effort to cater for dietary requirements. Please ring Larissa on 0437005554 or Kim 0412893110 if you have any questions.

<b>Sandwiches &amp; Salads</b>	
Salad or sandwich	\$2.50
Ham or chicken & Salad	\$4.00
Ham or Chicken & Cheese	\$3.00
Sweet Chilli Sub (w lettuce, chicken tender)	\$3.00
Salad Tray (meat \$1 extra)	\$4.00
Fruit Salad (term 1 & 4)	\$3.50
Homemade Soup (term 2 & 3)	\$2.00
Extras:	
50c bread roll/wrap or extras: egg, avocado	
20c Toasted	

<b>Hot Food (20c extra for sauce)</b>	
4n20 Pie	\$4.00
Chicken Snitzel Wrap	\$4.00
Party pies	\$1.20
Sausage Roll - Jumbo	\$3.50
- Regular	\$2.00
Pizza - Ham & Pineapple	\$3.00
- Margherita	\$3.00
Dim Sim (Steamed)	\$1.50
Corn on the cob	\$1.30
Hot dog	\$3.50
Puppy dog	\$1.80
Garlic Bread (cheese extra 20c)	\$2.50
Nachos	\$4.00
Chicken nuggets (4)	\$2.80
Vegetarian spring roll	\$1.50
Bolognaise Pasta (w/cheese) small	\$3.00
Large	\$4.00

\*owned sealed container 20c discount. Where possible we use sustainable and recycled packaging

<b>Burgers</b>	
Cheeseburger	\$5.00
Chickenburger	\$5.00
Parma burger	\$5.60
Egg & Bacon	\$4.50
Croissant – Ham and Cheese	\$4.00

<b>Snacks</b>	
Crunch Pack (Carrot, apple, cheese, Biscuits)	\$2.00
Popcorn	\$1.00
Hot Jam Donut	\$2.00
Homemade Slice of the week	\$2.50
Jelly Tub	\$1.20
Choc Balls (3)	\$1.20
Giant Choc Chip/M&M Cookie	\$2.50

<b>Drinks (Inc state recycling tax 10c)</b>	
Bottled Water	\$1.10
100% Juice (Apple, Blackcurrant, Orange)	\$2.00
Oak Milk (Chocolate, Strawberry)	
Small	\$3.60
Large	\$4.60

### **Masses**

There are many opportunities for students to participate in Liturgy. Whole School and Year Level Masses are held during most terms. A number of weekend Parish masses seeking students' involvement are also held during the year.

Families and friends are encouraged to attend and participate in all liturgies.

### **NCCD - STUDENTS WITH ADDITIONAL NEEDS**

Under the Disability Discrimination Act of 1992 (the Standards), Australian students with disability must be able to access and participate in education on the same basis as their peers. To ensure this, students with disabilities may receive adjustments to access education, based on the professional judgement of teachers, in consultation with the student and/or their parents, guardians or carers.

The Nationally Consistent Collection of Data on School Students with Disability (NCCD) gives Australian schools, parents, guardians and carers, education authorities and the community information about the number of students with disability in schools and the adjustments they receive. The Australian Education Regulation 2013 requires all schools to report the data collected for the NCCD to the Australian Government on an annual basis. The data is collected to inform teachers about the level of adjustments required for students.

Each term, parents and teachers meet to discuss goals in collaboration with students and other professionals to meet the needs of all students who meet the NCCD criteria. The PSG meetings are an integral component of the teacher/parent partnership in making the best curriculum goals suited to the child. The meetings run for 30 minutes and are designed to give parents an up to date snapshot of their child's progress. Each student under NCCD has a personalised learning plan which addresses current learning goals for the child.

### **PERSONAL BELONGINGS**

It is advised that personal belongings such as toys, sports equipment and anything of personal or expensive value are not brought to school. No responsibility will be taken for any of these items that are lost or broken. The school supplies a range of sporting equipment for students to use.

Bringing mobile phones to school is discouraged and the school takes no responsibility if they are lost or stolen. If parents choose to allow students to bring **Mobile Phones or SMART watches** to school to assist with the communication with parents on their travels before and after school, these must be switched off during school

hours and left at the office. Phones accessed by students during school time will be confiscated and will need to be collected from the office by parents. Access to the internet via mobile phones and the use of the camera for digital photography during school time is strictly forbidden.

## PETS

**The Melbourne Archdiocese Catholic Schools policy states that dogs should NOT be brought to school.** Pets are not permitted for visits at school unless a prior arrangement has been made with the classroom teacher. Members of the school community may suffer from allergies and fears relating to pets. These can also be a distraction to the programmed events for the day. With permission, some teachers bring controlled pets sometimes.

## NFORMA

Occasionally parents are requested to send permissions, reply slips or money to school for excursions, sporting events and many other reasons. It is important that these are returned to school by the requested date. If permission is not returned before the organised sporting event or excursion students will, unfortunately, be unable to attend.

The NFORMA digital platform is used to maintain up-to-date medical information, family details including contact numbers and to convey information and gain permission for various sporting and other events via email. If returning money, it is important to send this in an envelope with the family name, the event (eg. Senior Kayaking) and the amount of money enclosed. Hand them into the classroom teacher. Each class has a “black box” that carries communication to and from the office.

NFORMA login information can be collected from the office.

## INTERNET USER AGREEMENT / COMPUTERS AT SCHOOL

Students and parents are required to sign an Internet User Agreement in accordance with Child Safety Standards and appropriate use of computers, ipads and safety on the internet each year. These forms are sent home to families to sign and return to school at the beginning of each year. Access to technology will only be allowed once the Internet User Agreement has been returned.

Students at St Joseph's have access to Chromebooks from year 1-6 and iPads in Foundation.

## NOTIFICATIONS

Families will be emailed communication from the Principal / Office or class teachers. Please supply a current and preferred email address via NFORMA.

Notifications may also be via the school Parents and Community Facebook Page, email, newsletter, NFORMA, Text message or note sent home from the office. Parents and Carers are encouraged to regularly check all forms for communication.

## VISITORS

Any visitor or helper to the school must report to the front office and are required to sign in on the iPad and collect a Visitors or Helpers Badge to wear.

### USEFUL INTERNET SITES FOR PARENTS

Anglicare Parentzone	<a href="http://www.parenting.sa.gov.au">http://www.parenting.sa.gov.au</a>
Catholic Education Melbourne	<a href="https://www.macs.vic.edu.au/">https://www.macs.vic.edu.au/</a>
Catholic Education Commission of Victoria	<a href="http://www.cec.vic.catholic.edu.au/">http://www.cec.vic.catholic.edu.au/</a>
Department of Education Employment & Training Victoria	<a href="http://www.education.vic.gov.au/">http://www.education.vic.gov.au/</a>
Michael Grose	<a href="http://www.parentingideas.com.au">http://www.parentingideas.com.au</a>
Eastern Regional Libraries	<a href="http://www.erl.vic.gov.au">http://www.erl.vic.gov.au</a>
Head Lice	<a href="https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/head-lice-nits">https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/head-lice-nits</a>
Infectious Diseases	<a href="https://www2.health.vic.gov.au/public-health/infectious-diseases">https://www2.health.vic.gov.au/public-health/infectious-diseases</a>

### ACCIDENTS AND ILLNESS

All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid. This is achieved by: administering first aid to children when in need in a competent and timely manner; communicating children's health problems to parents when considered necessary; and providing supplies and facilities to cater for the administration of first aid.

All treated accidents are recorded in the Illness/Injury Parent Notification book and a duplicate sent home to parents. If necessary, parents (or another emergency contact) will be contacted and notified of the illness or injury.

### COVID-19

Parents are encouraged to stay up to date with the most recent communications around the regulations for Covid-19 from the Victorian Government. Regular communication is sent to parents through emails and newsletters about mandatory requirements for schools. Parents are asked to inform the school office as soon as possible when reporting a positive case of Covid -19.

### HEADLICE

We encourage parents to regularly check your child's hair and ensure that if head lice or eggs are found the child does not return to school until the hair has been thoroughly treated. Please also notify the school of these incidents.

If lice are identified in a child's hair, parents, guardians or emergency contacts will be called to take the child from the school and have them appropriately treated before returning.

Students need to have their hair tied back to further assist in minimising the spread within the school. This includes casual/free dress days. Students are also encouraged not to play with other students' hair.

## MEDICATION AT SCHOOL

If you require medication to be administered to your child at school you are asked to comply with the procedure in place. A form is available from the school office for this purpose. Staff will not be responsible for administering medication without the completed form.

[Medication-Authority-Form-Schools-2024](#)

## STUDENT HEALTH

SCHOOL NURSE The School Nursing Program is also available to parents. The school nurse visits the school each year to conduct Foundation Health assessments. Children from other year levels may also be referred.

## MINIMUM PERIOD EXCLUSION FROM SCHOOL AND CHILDREN'S SERVICES FOR INFECTIOUS DISEASES

Table 1: Minimum period of exclusion from primary schools and children's services for infectious diseases

In this Schedule "medical certificate" means a certificate of a registered medical practitioner. Published by the Communicable Diseases Section, Victorian Government Department of Human Services, December 2019.

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 – Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

<https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>

Conditions	Exclusion of Cases	Exclusion of Contacts
1 Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
2 Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3 Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded

4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
13	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced.	Not excluded

		Sores on exposed surfaces must be covered with a watertight dressing	
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment

23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
28	Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
29	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
30	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

## BUSHFIRE PREPAREDNESS

In response to Black Saturday 2009 the way schools in Victoria respond to bushfires was revised.

Fire danger ratings and warnings have been introduced in Victoria to provide clear direction on the safest options for preserving life.

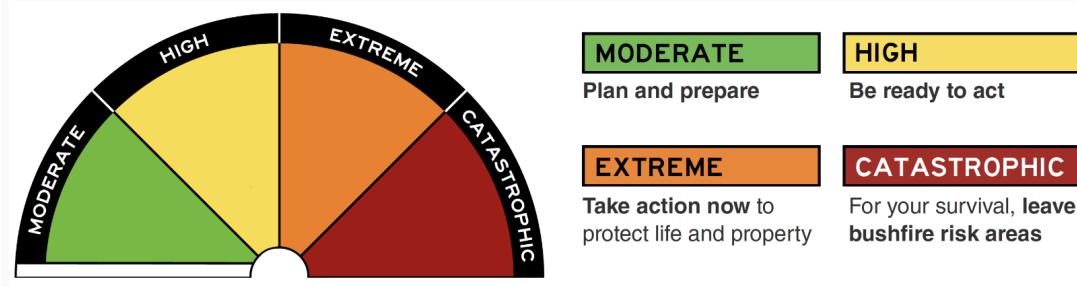
Schools – and children’s services – identified, as being at high fire risk will be closed on days declared by fire authorities to be Code Red.

## Fire Danger Ratings tell you how dangerous a fire could be if one started.

They are important because they help you decide what actions to take to protect yourself and others from bushfires and grassfires.

A new Fire Danger Rating system was introduced in 2022 across Australia so whether you're at home or travelling, you will see the same rating system.

### The new Fire Danger Ratings



There are four levels of fire danger in the new system:

- **Moderate** - Plan and prepare
- **High** - Be ready to act
- **Extreme** - Take action now to protect your life and property
- **Catastrophic** - For your survival, leave bushfire risk areas

Fire Danger Ratings will be issued on days when there is a fire risk.

Each fire danger rating will have a clear set of messages including the actions the community can take to reduce their risk.

Ratings are forecast using Bureau of Meteorology data for up to four days in advance, based on weather and other environmental conditions such as vegetation.

The rating is your trigger to take action to stay safe.

**Our school has been identified as a school at high fire risk. Our school must close on some high and extreme days and all catastrophic days.**

Where possible, we will provide parents with up to three days notice of a planned closure. We will contact you directly by NFORMA notification, email and possibly, by SMS and or Facebook message with advice on planned closures and will confirm the decision to close by 12 noon the day before the planned closure.

Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child.

No staff will remain on site when the school is closed by the threat of fire.

We will also cancel any off-site activities and out-of-school care during the fire season if the activities are at risk. There may also be changes to school bus routes.

On high fire risk days families are encouraged to enact their Bushfire Survival Plan – on such days, children should never be left at home unattended or in the care of older children.

For those of us living in a bushfire prone area, the safest option when a Catastrophic (Code Red day) is declared is to leave the night before, or early in the morning of the Catastrophic (Code Red day).

### **What can parents do?**

Make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our school is closed. Make sure we have your current contact details, including your mobile phone numbers. Keep in touch with us by reading our newsletters, by checking our website [www.sjyarrajunction.catholic.edu.au](http://www.sjyarrajunction.catholic.edu.au), and by talking to your child's teacher or any other member of the teaching staff.

If your child is old enough, talk to them about bushfires and your family's bushfire survival plan.

You can access more information about school closures on the Catholic Education Commission of Victoria Ltd's (CECV) website [www.cecvcatholic.edu.au](http://www.cecvcatholic.edu.au).

For up-to-date information on this year's fire season, visit the CFA website at [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) or call the 24-hour Victorian Bushfires Information Line on 1800 240 667.