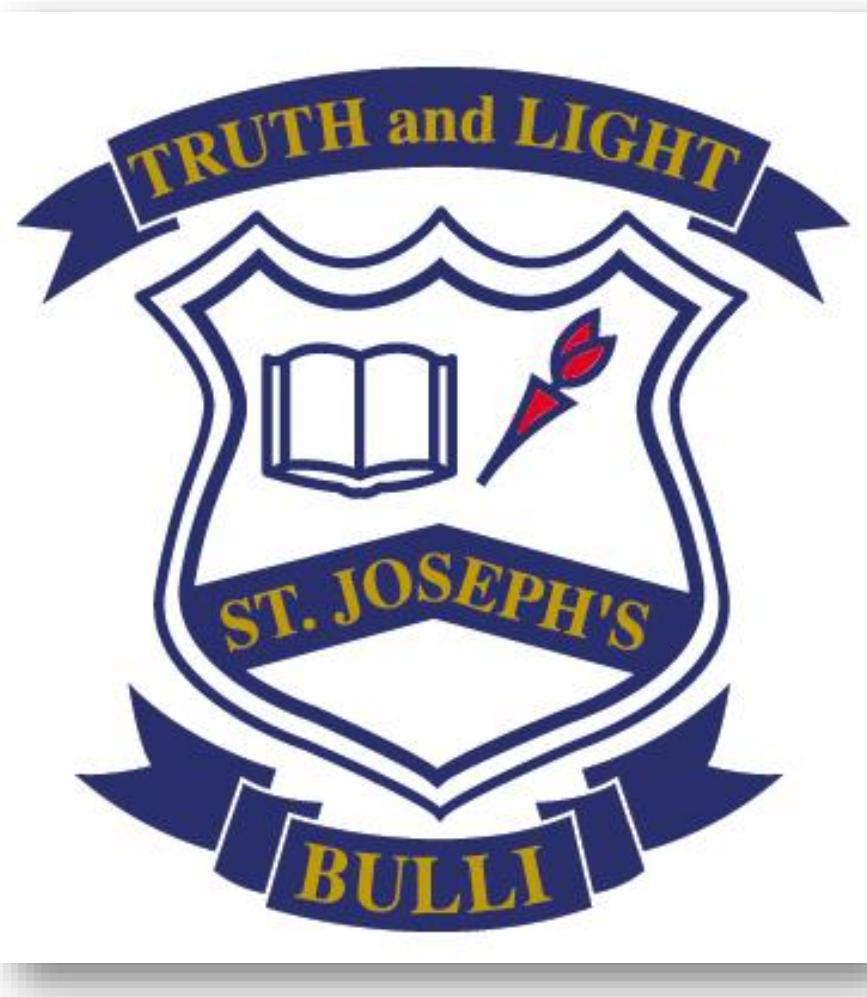


St Joseph's Catholic Primary School Bulli



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 most Rev Brian G Mascord DD, Bishop of Wollongong.

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.

**Mrs Kaylene Duffin
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 do so.

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.

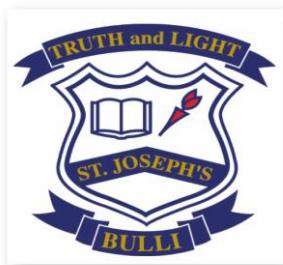
At the end of 1985 the Sisters of St Joseph withdrew from the school after one hundred and three years of delivering Catholic education in Bulli. A plaque commemorating over one hundred years of love, dedication and service to the school is displayed in the school's office. In 1986, renovations to the 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 completed 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.

A-Z of Information

General Information

Office Hours

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

Contact Us

Phone: 4283 1111

Email: info@sjbdow.catholic.edu.au

Address: 2 Rowan Street Bulli

Postal Address: PO Box 305 Woonona NSW 2517

Website: 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*)

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, these details should be kept up to date on the Compass portal.

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, Dairy and Sesame Seeds***, some life-threatening. All parents are requested to refrain from sending children to school with nuts and nut products, sesame seeds, fish (Year 5 only), 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 gather on the playground 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 Bulli 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. Drivers are asked to 'Reverse Park – rear to wall' in the parish carpark. There is to be NO parking in front of Parish Priest garage at all times, and please DO NOT park in the parish Secretary car space between 8:00am – 3:00pm, these car spaces are clearly labelled. 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 or on the Bulli Park across from the school, as it is a pedestrian area for children and adults.

Do not ever park in the Anglican Church car park on Park Road, as this is private property and blocks residents who live behind the Church.

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 or Park Road Hall 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 Bulli Park, in No Standing / Parking Zones or cars that are 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. 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 are locked within school grounds. The school is not responsible for bicycles on school grounds. Students should not use skates, scooters 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 dismissed in the following ways.

- **Parent 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 via 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 and line up on the concrete area for dismissal in the following order. Students are dismissed by the teacher on microphone in this order.

1. Bikes
2. Rowan St Walkers
3. Basketball court walkers
4. OOSH CatholicCare after school care
5. Bus
6. Hutton Ave walkers
7. Parent pick-up

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/carer.

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 line up with their class on the concrete area. Staff members on bus duty, escort the students to the school hall in lines. Teachers supervise these students until they board the bus outside the hall on Park Road.

- **Walkers and bike riders**

Students who cross Park Road to walk or ride home line up with their class on the concrete area. Staff members on duty escort students through the basketball court and are supervised to cross the road at the crossing. Walkers exiting west on Park Road and Rowan Street line up with their class on the concrete area. Staff members on duty walk students to cross Rowan Street. Students who exit via Hutton Ave gates line up with their class on the concrete area. Staff members on duty escort and cross students at Rowan Street.

Note: Hutton Ave gate is for parent drop-off/pick-up only.

- **After School Care**

Children attending after school care line up with their class on the concrete area. Staff members escort the OOSH students to assemble outside the hall, near the canteen area. They are collected by the supervising OOSH provider.

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.

Extreme Weather Dismissal Procedures

The safety of our students, staff, and families is our top priority. During extreme weather conditions (including severe heat, storms, heavy rain, or strong winds), the following dismissal procedures will apply to ensure a safe and orderly process:

1. **Notification to Parents/Carers:**

- A message will be sent via COMPASS to inform families that extreme weather dismissal procedures are in place.

2. **Dismissal Adjustments:**

- Students will remain **safely indoors** until collected or it is safe for them to leave.
- Parents/carers are requested to arrive at the designated areas for pick-up.

3. **Pick-Up Procedures:**

- **Designated Areas:**

- Parents must proceed to specific indoor or sheltered pick-up points (e.g., school hall, classrooms, undercover areas). Locations will be communicated in the COMPASS notification.

- **Staff Assistance:**

- Teachers and staff will assist in ensuring students are safely handed over to their parent/carer.

4. Walkers, Bike Riders, and Bus Students:

- **Walkers and Bike Riders:**

- Students who usually walk or ride bikes home will remain at school until weather conditions improve or until a parent/carer collects them.
- Parents are encouraged to pick up bike riders during extreme weather for safety reasons. Bikes can be stored securely at school overnight if necessary.

- **Bus Students:**

- Bus students will be supervised in the hall until buses arrive.

5. Communication During the Dismissal Process:

- Staff will remain in contact with parents if there are further updates or changes to dismissal.

ASSEMBLIES

Each fortnight (even weeks) 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 record *whole day* absences only, 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* (leave between 10 – 100 days) 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

Class Merit Contributions

Each week, class teachers nominate students for Blue Merit/PB4L Awards which are presented at the fortnightly assembly. This is in recognition of achievement in learning, Positive Behaviours for Learning, or Religious Education. Each week class teachers nominate students for:

- 2 x Positive Behaviours for Learning Award (PB4L)
- 4 x Classroom Merit Awards that may include a Habits of Mind (HOM) focus

Principal's Awards

When five Blue Merit Awards have been received, students are eligible for a Principal's Award. On attaining their fourth Principal's Awards (twenty Blue Merit Awards) students are awarded a Principal's Medallion at an assembly. On attaining an eighth Principal's Award students are awarded the Principal's Trophy.

School Awards - End of Term Contributions

At the end of each term, special end-of-term awards are presented to nominated students from each class. The special end-of-term awards count as a Blue Merit Award.

- Academic Achievement Award for learning growth or achievement in a nominated Key Learning Area.
- Mary MacKillop Award for showing exemplary action and attitudes 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.

School Awards Currently Contributing to Blue Award Recognition

- Annual St Francis of Assisi Award: annual environmental award for students who demonstrate great interest in nature, the environment, conservation, stewardship, ecology, and/or sustainability and sustainable development
- Stage 3 Public Speaking Winners (1st, 2nd, 3rd)
- Diocesan Christmas Story Art Competition and Exhibition (Top three students in Year 5 and Year 6 selected to represent the school)
- Annual Spelling Bee (1st, 2nd, 3rd for each grade)
- Other awards may be included from time to time at the discretion of the Principal.

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

BICYCLES

For Primary aged students, adult supervision while riding is recommended for their safety. All cyclists who are riding independent of an adult, must have completed a permission form by a parent/carer before using a bicycle as a mode of transport to and/or from school. Skateboards and rollerblades/ roller-skate and scooters are not to be used on school grounds.

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

Private bus company, Premier Charters, offers a service to and from school for St Joseph's students. Details of the school bus routes 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



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 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.

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.

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 a member of the Leadership Team.

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.

CANTEEN

The school canteen is managed by the Fresh Start Canteens. The canteen provides a service for students before school, at Break 1 (recess) and Break 2 (lunch) Monday

to Friday.

Snacks and lunches can be ordered **on-line** using [Flexischools](#) to register. Once registered parents/carers can log on to submit an order. A confirmation email will be sent to confirm the order has been processed. All on-line orders need to be submitted by **9.15am** on the day of ordering.

Before school purchases can be made with cash, as well as over the counter snacks at recess and lunch.

The school canteen menu can be found on the school webpage and the weekly school newsletter. Flexischool Parent Support Line - 1300 361 769 (Hours: 7.00am-12.00 noon)

CHANGE OF ADDRESS, EMAIL or TELEPHONE NUMBERS

Parents are asked to update change of address, email or telephone numbers via Compass. 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

<https://www.sjbdow.catholic.edu.au/>

St Joseph's Newsletter

A fortnightly school newsletter is provided on Thursdays (even weeks) for parents and caregivers. It is available through Compass and the school website.

It is important that parents and caregivers read the newsletter 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 Greets

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 and Instagram, however, this does not replace the appropriate methods of Home- School communication. Parents are encouraged to like our

Facebook and Instagram pages.

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 Kindergarten 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 info@sjbdow.catholic.edu.au, telephone or in writing.

Emails may be sent to teachers via 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.

Seesaw parents should not contact teachers via seesaw.

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 their child's teacher or 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. representing whole numbers forming groups and additive and multiplicative relations
- Measurement and space e.g. geometric measure and 2D and 3D spatial structure
- Statistics and probability, e.g. data and chance.

Student's develop their Working Mathematically capacity through communicating reasoning, understanding and fluency and problem solving.

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* each year. 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

Excursion details such as the cost, dates, location, means of transport and staff attending will be provided to parents and caregivers prior to the excursion via Compass.

Consent and payment (*if necessary*) must be submitted via Compass on the date requested and not on the day of the excursion. No student will be permitted to attend an excursion without the consent 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 not-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 i.e.; 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 our school library is to help every member of St Joseph's community gain new knowledge, skills, and foster positive attitudes for learning and personal development that they will use throughout their lives. The school library is a hub for all kinds of reading and literacy, providing access to information, facilitating cultural activities, whilst building knowledge, encouraging deep thinking and promoting lively discussions.

The library is open every Monday and Tuesday at lunch time. This is a tranquil space for students to read and participate in passive play activities; mindful colouring, origami, craft and much more.

St Joseph's has a student library monitor program in place that mentors' students in the care and organisation of the library resources and learning space. It is a great opportunity for students that are passionate about reading and books to assist not only the librarian but also their fellow classmates during break times.

All the books in our library are amazing shared resources. To ensure their protection, 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 by 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 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.

Any parent (or grandparent) volunteers are welcome and encouraged at St Joseph's to assist with the covering and shelving of books. If you are willing and able to assist in any way, please leave your name with the Office.

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 respect 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. Tablet medication should be provided in a sealed "Webster" pack from the pharmacy.

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 at school begins at 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 contact 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. Please refer to Online booking form below:

https://prodadmin.myxplor.com/enrollment_v2/centre/TuMcOVrsCifkAEU3rbETpA

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 or staff member is nominated to take photos at sporting events etc (Working with Children Check verification is required) and on occasion some of 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 eight 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.

Term 1: NAPLAN

Year 3 and Year 5 sit the NAPLAN tests in Term 1 and 3. NAPLAN reports are sent home as soon as they are released by NESA.

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.

Term 3: NAPLAN (see above)

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

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.

POSITIVE BEHAVIOURS FOR LEARNING (PB4L)

Positive Behaviours for Learning (PB4L) 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

PB4L 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. At the end of each term Year 6 representatives share the house token tally and award the winning house a 'Mutti' day. Each Assembly an individual raffle is drawn and prizes are awarded.

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 Low or High.

Negative behaviour (non-compliance of school rules) is recorded on behaviour slips and entered into the Compass chronicle data system. The recording of 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 Low or High. Three Low behaviours (within one fortnight) or one High

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 High 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, PB4L, 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 eight 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 during the 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.

The following items are also available for purchase from the school office:

Navy Legionnaire's Hats, Slouch Hats, Ties, Girl's tab ties and St Joseph's School Bags.

All items of clothing, including school hats, 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. '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.

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.

Optional Uniform – Peter Pan collared blue shirt with school logo, to be worn with Navy Culotte.

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

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.

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.

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

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.***

Shoes and Socks

Students are required to wear black polishable **leather** school shoes (not skate style eg: Converse or Vans nor 'boot' style) Shoes should be cleaned and polished.

Vivobarefoot school shoes are acceptable (Not boot style)

Sports shoes should be supportive, predominately white sport shoes. Canvas

'Raben' type shoes are not appropriate for school wear. Laces should be white.

Sports socks must be white socks i.e. covering the ankle. 'Sockettes' or 'no show' socks are not appropriate for school wear.

Uniform Requirements:

- **Black School shoes** - Black polishable leather school shoes.
- *Skate style eg: Converse, Vans, 'boot' style or jogger type black shoes are not to be worn*
- **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.
- The correct school and sports uniform are 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.
- 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 not permitted.
- The School hat is to be worn outdoors at break times, morning and during PE and sport lessons.
- The school hat should be worn to and from school as part of the school uniform.
- St Joseph's School Backpack, Navy with School Logo, is compulsory for all students.
- Students will be issued with an 'Out of Uniform' note if regular uniform breaches occur.

Changing from Summer/ Winter Uniform

Change of winter and summer uniform will be advised in the school newsletter.

Term 1 – Summer uniform

Term 2 – Winter uniform (*Weeks 1 & 2 are at the discretion of parents depending on the weather*).

Term 3 – Winter Uniform (*Weeks 9 & 10 are at the discretion of parents depending on the weather*).

Term 4 – Summer uniform

Hair

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

- Hair should be well brushed and combed.
- Hair, longer than shoulder length, 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.
- 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, and chains with religious symbols may be worn under the uniform. Students may wear one pair of small earrings (studs or sleepers) in the ear lobe – no multiple earrings to be worn.

2nd Hand Uniform Shop

The Preloved Clothing shop is operated by P&F Committee 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. Any unclaimed articles of clothing are given to the P&F 2nd Hand uniform shop 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 Volunteer Declaration. Declarations

are available from the school office.

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

(The Habits of Mind by Art Costa and Bena Kallick)

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