

St. Joseph's Catholic Primary School, Warragul

PARENT INFORMATION BOOKLET



Committed to Christian Values and Excellence in Education...



Parent Information Booklet

St. Joseph's Catholic Primary School

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Welcome from the Principal

Welcome from the Principal...

St Joseph's Primary School is pleased to welcome you to our school. Selecting a school that recognizes the uniqueness of each child and is able to meet the needs of your child is an important investment in your child's future.

St Joseph's school exists to provide students with a Catholic education based on the Gospels and teachings of Christ. Our school is an important part of the Catholic Church's mission. We strive to build a community that offers a warm and welcoming environment to families. In the spirit of our motto, 'Advance in Wisdom', we work towards achieving each member's personal potential, enhancing the spiritual needs in the Catholic tradition, in partnership with parents.

We affirm our ethos, or guiding beliefs, by;

- Encouraging our caring and dedicated staff to create strong relationships with students
- Making every child feel important because of the security and care they receive
- Welcoming the support provided by our school families
- Celebrating special events as a community
- Providing a pastoral care program that reinforces to each child that they are valued as an individual



St Joseph's is a place where a love of learning is fostered and developed, where success is celebrated. The value placed on learning is essential as we prepare our children for a global workplace, and a society which will be dramatically different to what we experience today.

We are blessed with a wonderful degree of parental support for all activities and program requirements, with parents assisting with the many aspects of school life! Through this, we hope to be a vibrant centre of learning. Saint Joseph's depends entirely upon the caring people for whom it exists. We are blessed with generous, thoughtful and selfless people in our school community.

We invite you to be a special member of our school family where your involvement will be valued and appreciated. If you would like a tour of our school and to meet with me, please ring to organise an appropriate time. I can also be contacted via email.

Paul Mulqueen

Principal

Values and Expectations

Values and Expectations...

Vision Statement

- At Saint Joseph's the Good News of the Gospels will be lived in the everyday lives and actions of our school community.
- Our students will be active learners who are motivated and challenged to experience success in a stimulating learning environment that caters for individual needs.
- Through the quality of their interactions at St. Joseph's, students will realise and actively use their unique talents as a gift from God.

Mission Statement

Inspired by St. Joseph we will endeavour to facilitate learning in which our Catholic identity permeates all areas of the school, living a message of love, acceptance and value. We will encourage and support individuals as they take responsibility for making positive contributions in a global community throughout their life.

At Saint Joseph's we believe that:

- We live the values of the Catholic faith in our everyday lives.
- We promote a learning culture which is motivating and engages the individual, supporting them to achieve success.
- We believe that every individual has the right to learn in a stimulating and happy environment, where calculated risk taking facilitates learning development.
- We value and encourage positive relationships and working in partnership with the wider community.
- We value positive relationships where we accept differences and show empathy and compassion for others.
- We believe we are preparing students to engage and participate in a global society.
- We believe all learners will challenge experiences, ideas and opinions, in a thoughtful, caring and respecting manner.

At Saint Joseph's our Strategic Plan helps provide direction and continuous improvement ensuring we provide the best possible Catholic Education for our children. The plan comprises the following key directives:

Area One - Faith and Catholic Identity

Area Two - Learning and Teaching

Area Three - Well Being and Growth

Area Four - Leadership

Area Five - Stewardship and Sustainability



What to expect from St Joseph's

- A Catholic Education in spiritual, moral and cultural values that is intimately linked with daily living so that the children see their religion not as part of life, but as a way of life.
- Quality education in a Christian environment - a sense of belonging to a truly Christian community formed of Priest, Teachers, Pupils and Parents.
- An atmosphere which allows the actions of the Holy Spirit to permeate lives with Christian values.
- A well balanced, comprehensive curriculum - a basis for future study and therefore equipping children to choose a suitable vocation in life.
- Progressive and ever-improving teaching methods.
- Opportunities to become familiar with modern educational trends.
- Guidance and discipline.
- A secure, happy atmosphere to stimulate physical and mental growth.
- A development of the child's interest in cultural subjects - music, art, drama.
- An ongoing concern for the individual child within and outside the school.
- Comprehensive and regular reporting on the progress of each child both verbally and in written formats.



- A qualified, competent and dedicated staff.
- An opportunity for the parents to express their aspirations for their children and an assurance that the individual needs of children are considered.

What St Joseph's expects from its pupils

St Joseph's school expects that pupils make an effort to live the Gospel values. These can be observed through;

- a sense of pride and belonging in St Joseph's School;
- an attitude of respect for self and others, as well as for belongings and property; use of manners and courtesy
- tolerance and respect for the uniqueness of each individual;
- caring and Christian approach towards others; participation in prayer and faith development
- development of conscience and self-discipline through a growing awareness and acceptance of self;
- enthusiasm and openness to learn and to work to greatest potential;
- constructive use of leisure time;
- strive to do one's best - to participate to the best of ability, take pride in achievements, and strive for excellence.

Values and Expectations

Values and Expectations...

At St Joseph's school we aim to create a safe, supportive and caring environment for all. We expect our children to:

1 Treat everyone in our community deserves respect;

- we speak with respect
- we listen and respond politely when spoken to
- we do not tolerate teasing or bad language
- we cooperate so that everyone can learn
- we wear our uniform with pride

2 Be responsible and show respect for our own belongings and those of others including school property;

- we do not use things without asking and we make sure that we return things after use
- we take care of our surroundings

3 No one may hurt another person. For this reason

- we insist on walking inside at all times
- we treat others gently and with respect
- we insist that bikes are walked on the playground
- we prohibit throwing objects such as sticks and stones



We endeavour to build self-disciplined and responsible students who understand their actions and feelings; and take responsibility for their behaviours. Logical consequences are pursued to help children become responsible and change inappropriate behaviours.

Self-Discipline

St Joseph's aims to embed a sense of self-discipline in its students. Its goals of discipline are;

- To develop students' self discipline and self control
- To enable students to be on target with their learning
- To enhance students' self esteem
- To encourage accountability for behaviour
- To encourage students to recognise and respect the rights of others
- To affirm co-operation as well as responsible independence in learning
- To promote the values of honesty, fairness, respect for others
- To enable rational conflict resolution

Teachers aim to be fair and consistent in nurturing an environment which enhances learning and fosters a sense of well being for all class members. This is based on a belief that all teachers have the right to teach and all students have the right to learn, with a minimum of disruption.

Children are encouraged to be responsible for their own behaviour. At the beginning of the school year, each class draws up its list of agreed values which form the basis of the class code of behaviour, an example is 'Because we value respect, we will listen to one another, look out for each other, be careful with property and belongings'.

Children may be sent off the yard if their behaviour is offensive (bad language) or dangerous (physically hurting others).

Enrolment

St Joseph's school has been established by the Catholic community of Warragul to provide a full primary education, including appropriate religious education. Aspects associated with enrolment are;

- Priority of access to St Joseph's School will be given to Catholic children and siblings of students currently enrolled at the school.
- Where vacancies exist within a grade, non-Catholic students may be enrolled.
- Generally, the intellectual or physical capacity of a Catholic child seeking a place should not be criteria of entry.



- A normal criteria of entry into our school is that the child is a resident of the parish.
- An enrolment interview with the Principal will be conducted with the parents of the prospective students.
- Children may be enrolled only after an undertaking by the parents that the nature, life and identity of the school will be respected and that their children will participate in the Religious Education Program.

Applications for enrolments for Prep students open each May/June with offers of places made in August/September.

School Logo



The three symbols in our school logo are closely linked to Saint Joseph in Catholic tradition.

The hammer and square are symbols that remind us of the work Saint Joseph undertook as a carpenter.

The lily is seen as a symbol of innocence and purity and is often observed on statues of Saint Joseph. This reminds us of Saint Joseph's goodness and his faith and trust in God.

School Routines

School Routines...

Daily Timetable

8.40 am	Classrooms open
8:55 am	Prepare for Class, unpack bags
9:00 am	Classes commence
11.00 am	Recess
11.30 am	Classes resume
1.00 pm	Lunch - children eat in classrooms
1.10 pm	Lunch recess
1.45 pm	First Bell (end of lunchtime)
1.50 pm	Classes resume
2.50 pm	Assembly on Friday
3.20 pm	Dismissal

Dismissal Routine

Students are supervised by teachers at the bus line and the car line. Children waiting for buses or for parents wait in an orderly fashion until their transport arrives. Car line operates from 3.20 pm to 3.40 pm. Children not picked up by 3.40 pm are moved from the outside area to wait in the school office. If there is any change to a student's regular transport arrangements, parents should notify the school.

Absences

Parents are required to notify their child's teacher of any absence during the school year. This notification may be in writing, email or by contact by phone or in person. Notification of the absence is a legal requirement.

Please contact the office if you intend taking your child/ren from school during the day, or if your child/ren are to be collected by someone other than yourself or the usual minder.

Visitors

Any parent or visitor to the school is expected to go to the office and sign in. This way we know who extra is in the school in the case of an emergency, as well as being a legal safeguard.

Assembly

Monday assembly is at 9am and focuses on prayer and spiritual formation. We also sing our national anthem, present birthday certificates and announce events of the week.

Friday assembly is held at 3.00pm. Teachers give a class award to a child.



The Principal also gives a value award and this value is advertised in the weekly newsletter.

Classes are encouraged to take this opportunity to share an item such as a song, a poem, or to display work.

Lunches

We encourage healthy lunches that are free of lollies, chips and soft drinks. If children are not hungry, we ask them to take their food home. You then know what they have eaten for the day.

LUNCH ORDERS

Lunch orders are available every day. Orders should be clearly written on an envelope or brown paper bag, including the child's room number and the money enclosed. Lunch orders need to be placed in classroom lunch bags before 9:05am. Price lists are sent home at the beginning of the year. Children who forget to hand in their lunch order are given a sandwich.

HOT FOOD DAYS

Our Parents and Friends Auxiliary provide special food days, such as Hot Dog Days, about once a term. Parents can support these days by helping on the day. Children receive a cheap "lunch order" which usually includes a hot dog, cake and drink.

Supervision and Wet Day Procedures

Children are supervised by teachers from 8.30 am till 3.45 pm. Teachers are rostered on duty at each recess and after school. As there is no supervision prior to 8.30 am it is inadvisable for children to arrive at school before this time. Although formal supervision ceases at 3.45 pm, teachers will be available should unexpected circumstances arise. Parents are asked to be punctual when collecting children from school.

During wet weather or extremely hot weather, children are supervised in their classrooms at recess and lunchtimes, where they participate in quiet activities. Children ask teachers for permission to go to the toilet while indoors. Toilet visits are made in pairs for safety.

Staff Meetings

Staff meetings are held each Tuesday and level meetings on Thursday. Meetings are straight after school, and so teachers are unavailable. We ask that parents collect children promptly on Tuesdays and Thursdays.

Emergency Management Plan

Our school has an Emergency Management Plan which is kept in the Principal's Office. A copy is also available to the emergency services of our town.

In the event of ANY emergency, the safety and welfare of the children are paramount when determining the action to be taken. All emergencies are reported to the office.



The Principal will be responsible for any emergency situations which occur. The response will be in accordance our Emergency Management Plan and policies.

Any response will automatically include all visitors on the school's premises. Any emergency response will be coordinated from the Principal's office.

Annual Timetable

First term	St. Joseph's Day Return Bus Conveyance Allowance forms by 15th February School Athletics Sports Day
Second term	Report - in the form of parent and Teacher Interviews Winter Sport - Grades 5 & 6 Report - Written and sent home
Third term	Winter Sport continues Report - in the form of parent and Teacher Interviews
Fourth term	Prep orientation School Concert Grade 6 graduation Report - Written and sent home

Transport

Transport...

Bus Travel

Children boarding buses are supervised by a teacher. Your child's behaviour on the bus is your responsibility. Continual misbehaviour will result in the withdrawal of the privilege of bus travel for the child concerned.

Town Bus Service

Warragul Bus Lines runs four of these services;

Warragul North Bus.

Warragul Central Bus.

Warragul East Bus.

Warragul South Bus.

More information on the exact routes can be obtained from the office.

Country Bus Service

In the morning this service connects with all country buses at the bus loop at Warragul Regional College, and brings the children to St Joseph's. In the afternoon, the country bus collects children from St Joseph's at 3.40pm and takes them to the bus loop at Warragul Regional to connect with other country services.

Contact details

- The bus coordinator is Sarah Kent. Sarah is based at Warragul Regional College. If parents have a concern about bus travel, they should express concerns to the Principal of St Joseph's who will then pass on information to Sarah.
- Warragul Bus Lines phone number is 5623 5377.

Car Parking and Car Line

Children travelling to and from school by car should be dropped off and collected in the designated parking bays at the front of the school.



Parents are to line up taxi rank style, following the arrows. All cars must give way to buses. Children may enter their cars when given permission to do so by the supervising teacher. Parents are encouraged not to get out of their cars on car line as this disrupts the flow of traffic. If parents need to go into the school, they should use designated car park spaces rather than park in the car line.

Bikes and Scooters

Bikes and scooters are to be walked on the playground. No one is to touch bikes or scooters or be near the bike rack during school hours. Cyclists and scooter riders are to ride sensibly to school; unacceptable behaviour will result in students being asked to leave their bicycles or scooters at home. The wearing of helmets is compulsory for cyclists and scooter riders. The recommended age for bike riding and scooter riding is 10 years unless accompanied by a parent.

Conveyance Allowance

To be eligible to receive a Conveyance Allowance a student must reside more than 4.8km from the school or from the nearest practicable bus stop.

The Conveyance Allowance application forms are available from the school and must be completed and returned to the school by the 15th of February. The current refund for private car conveyance is \$400 for 1st child and \$200 for an additional child per year. For private bus conveyance the refund is \$450 per child per year.

Curriculum Related

Curriculum Related...

Reports

Reporting will include a comprehensive account of each child's religious knowledge, academic attitude, effort and progress, and behavioural and social responses to teacher and peers.

Parents are encouraged to visit their children's classrooms and keep close contact with teachers. If you wish to speak to teachers at length, it is best to make an appointment so they can allocate time to devote their full attention to you. Informal meetings may be arranged upon request of teachers or parents.

Report Type	Timing	Method of Reporting
Oral Report	Early Term One	Scheduled individual Parent/Teacher meetings
Written Report	End of Term 2	Report sent home with children Scheduled individual Parent/
Oral Report	End of Term Two	Teacher meetings
Written Report	End of Term 4	Report sent home with children

The whole school is involved when children choose to celebrate the sacraments of First Reconciliation, First Holy Communion and Confirmation. School Masses are celebrated at the beginning and end of term and on special occasions, such as Ash Wednesday. A roster for Mass and Reconciliation is established and each class has at least one class Mass per term.

Books and Stationery Supply

In Term Four of each year a list of your child's books and stationery requirements for the following year will be forwarded to you. Order forms are returned to the school. Collection of book orders occurs prior to the commencement of the new school year.

Religious Education

We are here to assist the family in the total development of the child (both religious and secular). We assist with the religious development through formal and spontaneous prayer. It's important that children can pray in their own words and within liturgy and live their faith in everyday experiences where they become aware of the presence of God. We encourage you to introduce your child to their faith by involving your family in the Parish Community and getting to know our Parish Priest, Fr Herman Hengel.

At school we lead from the child's own experiences to the faith of the Church through traditional and informal prayers and devotion to the Mass, Sacraments, Scripture and other Liturgies.



Australian Curriculum (AusVELS)

AusVELS is the Foundation to Year 10 curriculum that provides a single, coherent and comprehensive set of prescribed content and common achievement standards, which schools use to plan student learning programs, assess student progress and report to parents.

AusVELS incorporates the Australian Curriculum F-10 for English, Mathematics, History and Science within the curriculum framework first developed for the Victorian Essential Learning Standards (VELS). AusVELS uses an eleven level structure to reflect the design of the new Australian Curriculum whilst retaining Victorian priorities and approaches to teaching and learning. In 2017 the new Victorian Curriculum will commence its roll out into Victorian schools.

Curriculum Related

Curriculum Related...

These areas are all important to the development of a well-rounded and confident young person. They have often been part of the school experience of young people, but they have not always been linked closely with traditional subject areas. Bringing them together emphasises their value and relevance in student learning. As a Catholic school, we include a further area of study - Religious Education.

Educators recognise that students at a particular year level will typically demonstrate a wide range of achievement within and across all of the levels. Students do not learn at uniform rates.

AusVELS Level	Grade
Level F	Prep
Level One	Grade One
Level Two	Grade Two
Level Three	Grade Three
Level Four	Grade Four
Level Five	Grade Five
Level Six	Grade Six

Library

The Library is a valuable resource for your children and is an important facility in the development of a love of literature. Such a love of reading is developed by being read to, by being encouraged to read, and by having ready access to a high standard of fiction and factual material.

Borrowing from the library is conducted at various times during the week. The class teacher or the librarian may assist the children with the borrowing process. Parents and friends are welcome to borrow materials from any section of the library simply by using their child's number. The usual term for borrowing is two weeks.

Sporting Houses

Each child is allocated to a Sporting House when they commence school. These are used mainly for our Athletics and Swimming Sports. Siblings are allocated to the same Sporting House as their older brothers or sisters. Children are encouraged to wear their house colours on the Sports Days. House Captains and Vice Captains from Year Six are appointed each year.

House Team Colour

Mary	blue
John	green
Luke	red
Therese	yellow

Homework

Homework is an ideal opportunity for on-going communication and interaction between home and school. Homework will not be excessive, but should relate to what children are doing in school. At Saint Joseph's, this will usually consist of reading and number facts revision. Work not completed during class time will be done during lunchtime. If sent home, parents will be informed that it is not homework, but incomplete work.

At the start of the year, parents will be given a letter explaining the homework structure for the class. This should remain consistent for the year. All children should be expected to complete homework according to the suggested time lines (see Homework Policy) and have it signed by a parent.

St Joseph's School expects the support of parents in the area of homework. Parents can help by:

- Being interested and supportive.
- Setting aside a regular time for homework.
- Signing their child's homework (especially reading logs) and ensuring that it is of an acceptable standard with regard to effort and neatness.
- Monitoring their child's progress and maintaining regular contact with the classroom teacher.

Year Level Guidelines to homework expected

Prep and year 1 and 2	Parents are encouraged to read for ten minutes either with or to their child. Occasionally, simple tasks may be set - particularly for Year Two students.
Year 3 and 4	Fifteen minutes reading per night plus fifteen minutes number and literacy work.
Year 5 and 6	Minimum of thirty minutes reading per night plus twenty minutes number and literacy work.

Other Important Information

Other Important Information...

Book Club

Ashton Scholastic provide regular opportunities for children to purchase books at a reasonable price. From this, further discounts are also provided for the school. Order forms are sent home on approximately eight occasions per year. Completed forms and money need to be returned in an appropriately marked envelope by the nominated closing date.

Classroom Contacts

Classroom contacts help to build a lot of smaller communities within the school which is especially important for new families attending. The classroom contact for each class help parents get to know other parents and make sure they feel welcome to be involved in special events.

The classroom contact often helps the teacher to disseminate information as well as follows up with any special requests of parents.

At the start of the year, the classroom contact will distribute a list of parent names and phone numbers to the rest of their classroom community. These lists are useful when parents need to contact other parents to organise play-visits, birthday parties or other activities. The classroom contact may also help organise occasional social events for parents of the class.

Newsletter and Communications

A primary source of communication between home and school is our weekly newsletter. This is sent home each Tuesday with the eldest child in the family. The newsletter is also available on the school website. We also use our school app as another form of communication.

A strong partnership of student and teacher is crucial to achieving educational goals. This partnership is nurtured by effective communication. Here are some suggestions for fostering quality home-school communication.

- 1 Try to establish a relationship of trust -don't lose any opportunity to express welcome, support and appreciation.



- 2 When there is a possible cause of conflict or a complaint, begin by seeking to clarify the situation, problem.
- 3 Try to understand the other person's world, and the pressures that he/she is under at this time.
- 4 Ask yourself 'What is this parent/teacher really saying to me? How can I let them know that I have heard?'
- 5 Try to end difficult interviews with some resolution (e.g. 'Let's try this and then we'll meet again to see how it has gone'.)

In the final analysis, parents and teachers are on the same side. We share a common commitment to the young person in the middle - the child.

Assisting with Curriculum

Parents are encouraged to take an active role in assisting teachers in particular areas of the curriculum. This includes listening to reading, helping students with writing, typing children's stories, coaching or supervising sports or physical activities, supervising excursions, art and craft activities and many other areas.

Your contributions and input are always valued.

Other Important Information

Other Important Information...

School Photos

Arrangements are made annually to have photos of individual students, class groups, family groups and the whole school taken by professional photographers. The photographers offer different photo package to parents. While there is no obligation to purchase any photos, all students have their photo taken for school records.

Valuables and Lost Property

Children's valuables such as mp3 players, mobile phones, power driven or electronic toys are generally not allowed at school.

Please clearly mark all items of clothing and belongings for ease of return to your child.

All "lost" clothing and other property is kept in the office. At end of term, unclaimed and unnamed items are donated to St Vincent de Paul or the uniform shop.

Staff are not responsible for lost clothing, toys, or other property but will help to try to locate the misplaced item so it is returned to your child.



Health

Health...

Accident/Injury/Illness

In the event of your child becoming ill, or sustaining an injury, all attention considered necessary for the child's physical and emotional welfare will be given by the teacher(s). In the case of serious illness or injury, every effort will be made to contact either parent. On very rare occasions when neither parent nor the emergency contact person can be located after a reasonable time, the Principal or his/her deputy will decide the next step in response to the illness or injury and may summon an ambulance to transport the child to hospital.

At the commencement of each year parents will be asked, if necessary, to fill out or amend the "Medical Alert" file which contains valuable information for teachers on illnesses such as asthma, diabetes, anaphylaxis, epilepsy etc. with a well documented action plan.

Medication

Should your child need medication during school time and you need a teacher to administer that medication you are asked to provide a signed note indicating the following:

- permission for the teacher to administer.
- the child's name.
- the time of day the medication is to be administered.
- the dose required, and
- the name and phone number of the medical practitioner who prescribed the medication.

Asthma

Students with asthma need to carry, or have available in the school, appropriate medication including, for example, a bronchodilator metered dose aerosol puffer.

Health

Health...

Every asthmatic student must provide the school with an Asthma Management Plan completed and signed by the child's medical practitioner.

In the event of a child developing an asthma attack:

- 1 The child will be seated in a restful area with fresh air.
- 2 A child with their own bronchodilator medication will be encouraged to self administer it. If children cannot self administer, then staff will help.
- 3 If the child shows no improvement within ten minutes of taking the medication, medical assistance will be sought immediately and parents notified.

School Nurse

The School Nurse conducts health examinations on all children in Grade Prep and any new enrolments at school. The nurse also accepts referrals by parents and teachers, refers children with problems to other appropriate agencies and reviews children referred for action.

Head Lice

Checking a child's hair for the presence of lice or nits should be a regular routine, especially in the case of an outbreak. Teachers are required to report a suspected infestation to the Principal, who will then contact the child's parents outlining the procedures to be followed.

An awareness, education and prevention program has been implemented at our school. Part of the program is to eradicate any stigma of head lice infestations. When an outbreak occurs, parents will be given or directed to recommendations from the Health Department. Some of that information emphasises that eggs can only be removed by hand or by combing and that chemical treatments of live louse are available from pharmacist.

Head lice are annoying and can be unsightly but they are not a threat to health and can be easily treated. When head lice are found on a child, the whole family should be checked as they can afflict all age groups.



Immunisation Regulations

In Victoria, vaccination is promoted in multiple ways. One of these is through the provision of Health (Immunization) Regulations. Since 1990, parents of children enrolling in primary school are required to present a School Entry Immunization Certificate, which the parents can only obtain from the health department of a local council. This certificate states if they have completed the required childhood immunizations against Diphtheria, Tetanus, Poliomyelitis, Measles and Mumps.

Note that the legislation does not make immunization compulsory. However, certification of Immunization status is compulsory, and this must be done only on the prescribed form, issued by the local council. Doctor's letters, photocopies of Infant Welfare books and statutory declarations are not acceptable by the school, but can be submitted to the local council so that an appropriate certificate can be issued. If the child has not completed the required vaccinations, then their parent or guardian must obtain a certificate of incomplete immunization from the local council.

Infectious Diseases

Withdrawal of students from school due to various infectious diseases can be necessary. If your child has an infectious disease and you are unsure of what to do with respect to keeping your child at home or sending them to school, please consult with your doctor or call the school. Both can inform you of particular health requirements in this area.

Finance and Legal Issues

Finance and Legal Issues...

Fees and Levies

The Principal is the responsible authority at the school level and administers all aspects of affairs pertaining to the school.

Both Federal and State Government contribute financially to our school and such money covers primarily the costs of teachers' wages. While we receive State and Federal Government grants for approximately 78% of our expenditure, we rely on school fees and fundraising for the balance.

School fees are determined each year after consultation with the Parish Priest and School Committee. Accounts for fees are sent out each term, and families are encouraged to pay fees in a way that best suits them e.g. payment in full at the start of the year, payment at the end of each term, fortnightly electronic payments. Families experiencing financial difficulties are encouraged to talk with the Principal to make suitable arrangements.

In 2016, the fees that apply on a family basis are school fees of \$1,070, school building levy of \$200 and a working bee fee of \$50 per family. The latter is totally refundable after participation in one of the working bees throughout the year. Fees that apply on a per student basis include excursion and camp fees. Student subject levies and compulsory fees are also included on the booklists.

Custody Orders

If your child is in the care of one parent, and there are restrictions on the other parent, it is important for the school office to hold a copy of the court order.

Money

Money sent to school must be in an envelope with the student's name and the purpose of the money on the outside. All letters requiring money come from the Office on official letterhead.



2016 School Fees

Per Family

Family Fee	\$1100.00
Working Bee	\$50.00
Building Levy	\$200.00

Per Child

Tuition	\$155.00
P-4 Excursion Levy	\$66.00
5-6 Sport Levy	\$73.00
Gr3 Sleepover	\$60.00
Gr4 Overnight Camp	\$115.00
Gr5 Camp	\$220.00
Gr6 Camp	\$270.00

2017 School Fees

Per Family

Family Fee	\$1,160.00
Working Bee	\$50.00
Building Levy	\$210.00

Per Child

Tuition	\$160.00
P-4 Excursion Levy	\$70.00
5-6 Sport Levy	\$75.00
Gr3 Sleepover	\$60.00
Gr4 Overnight Camp	\$120.00
Gr5 Camp	\$240.00
Gr6 Camp	\$270.00

Excursions and in school performances

All classes go on excursions, which enhance the learning program. We also have performances come to us which keep costs low as transport is not required.

Costs of excursions and performances are included in the 'per child levy' which you pay at the start of each year.

Prior to each excursion, parents need to complete a form sent home with the children. Parents approve their child attending the excursion by signing the form and providing their contact details at the time of the excursion.

Police Checks

It is diocesan and school policy that all parents volunteering to assist at Saint Joseph's have a current Working With Children check carried out. Volunteer forms are available from the school office or Post Office. These checks are free and take about three weeks to be processed.

Privacy

At St Joseph's School Warragul, your privacy is important. The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The school's full policy on privacy can be obtained from the Principal or can be seen on the school website. Excerpts of this policy are included below:

The School collects and holds personal information about;

- pupils and parents and/or guardians before, during and after the course of a pupil's enrolment at the School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School.

The purposes for which the school uses personal information of pupils and parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social and medical well being;
- seeking donations and marketing for the School;
- to satisfy the School's legal obligations and allow the School to discharge its duty of care.

The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities to enable the School and the volunteers to work together.

The School may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to the School, including specialist visiting teachers and sports coaches;
- recipients of School publications, like newsletters and magazines;



Finance and Legal Issues

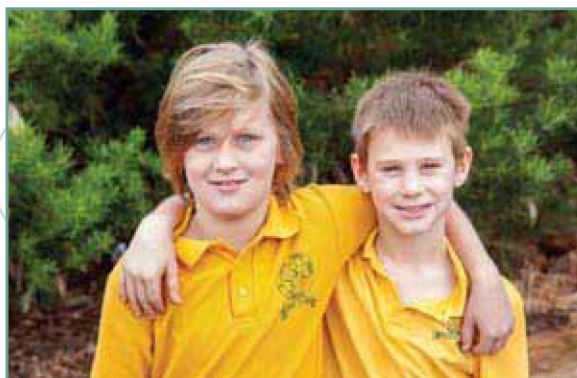
Finance and Legal Issues...

- people providing services to the School, including specialist visiting teachers and sports coaches;
- recipients of School publications, like newsletters and magazines;

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

The School's staff is required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals. The School has in place steps to protect the personal information the School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

If you would like further information about the way the School manages the personal information it holds, please contact the School Principal.



Parent Participation

Parent Participation...

Parents are encouraged to consider these methods of participation;

- If possible, participate on committees and give opinions to the staff.
- Join the Parents and Friends Auxiliary or the School Committee.
- See the school as 'your' school. Encourage your children to see it the same way, to join in all school activities and to take a pride in the buildings, the grounds and the school community as a whole.
- Let the Principal and the teachers know that you support them, even if you have to be a friendly critic or a critical friend. Direct your comments to the right people.
- Welcome new parents and help them feel that they belong.

- Support the class teachers when they call for help in class activities or excursions.
- Reading the Newsletter is a great way to stay informed about daily activities at the school.



School Committee

The School Committee exists to serve the needs of our school community. It is an advisory body, which provides a structure for discussion, policy support, planning formulation and implementation, and financial advice regarding our school. The School Committee meets on the second Wednesday evening of each month.

St Joseph's School Committee is elected annually and consists of ten members comprising:

- Parish Priest
- School Principal
- Six members elected by the parent body
- One Staff Member nominated by the school staff
- One member from the Parent's Auxiliary

The Committee consists of three office-bearers, non-office bearer positions and sub-committees for:

- Communication
- Building and Maintenance
- Family Support
- School Promotion

Parents and Friends Auxiliary

This Association meets when necessary. It exists as a group closely identified with, and representative of, the parents of our school. Its role includes coordination and management of fundraising and social activities, and a direct voice to school administration.

Its Mission Statement is "As Parents and Friends we will endeavour to provide a warm and welcoming atmosphere to all families in the St. Joseph's School Community".

We believe in supporting each other, working together, and sharing gifts and talents in a Catholic environment for the benefit of our children and the school as a whole. In conjunction with the School Committee and in light of the School ethos, we endeavour to;

- respond to school related needs,
- foster a sense of community well being, and
- assist in the provision of school requirements.



Working Bees

Periodically working bees are conducted to attend to particular building, grounds or equipment needs as these arise. You are encouraged to attend these and participate to the best of your ability and experience.

A Working Bee Levy of \$50 per family is charged. This is refundable by attendance at a working bee. It is acknowledged that not everyone can participate in working bees so their levy money is used to purchase necessary materials and hire equipment.

Uniforms and Dress Code

Uniforms and Dress Code...

At St. Joseph's Primary School, we have a standard of dress of which the members of our school community can be justifiably proud. Our uniform is neat, attractive, practical, economical and wearing the uniform adds to the feeling of belonging and builds school spirit for students.

Our uniform is available for purchase from Beleza, Williams Square, Warragul Monday to Friday 9am-5pm, Saturday 9am-1pm

St. Joseph's Primary School Committee supports the following uniform as the official compulsory uniform.

Summer uniform will be worn during Terms 1 and 4. Winter uniform will be worn during Terms 2 and 3.

Sports uniform are to be worn for the sports day only each week.



GIRLS' SUMMER UNIFORM

- Bottle green/white check dress with white collar, or
- Bottle green cotton shorts or gabardine culottes with gold polo with logo
- Bottle green rugby jumper/windcheater with logo
- White socks
- Bottle green bucket or broad brimmed hat with logo
- Black shoes with no visible logos

GIRLS' WINTER UNIFORM

- Bottle green tunic/skirt or bottle green slacks
- St. Joseph's PS gold polo with logo
- Bottle green rugby jumper/windcheater with logo
- Bottle green socks or tights
- Black shoes with no visible logos

BOYS' SUMMER UNIFORM

- Grey shorts or trousers
- St. Joseph's PS gold polo with logo
- Bottle green rugby jumper/windcheater with logo
- Grey socks
- Bottle green bucket or broad brimmed hat with logo
- Black shoes with no visible logos

BOYS' WINTER UNIFORM

- Grey trousers
- St. Joseph's PS gold polo with logo
- Bottle green rugby jumper / windcheater with logo
- Grey socks
- Black shoes with no visible logos

SPORTS UNIFORM

- St. Joseph's PS gold polo with logo
- Bottle green shorts
- Bottle green culottes or wrap netball skirt (girls)
- Bottle green tracksuit pants
- Bottle green rugby jumper / windcheater with logo
- Sneakers, these are to be worn on physical education days only

- Footwear should be appropriate for school and the activities timetabled on that day.
- Only black sandals with toes covered are suitable for school.
- Socks or tights are to be worn at all times.
- Shoulder length hair, or longer, needs to be tied back neatly.
- School hats with logo are compulsory during terms 1 and 4. Caps are not permitted.
- Hats are not to be worn at assembly or inside the classrooms.



Prep Students

Prep Students...

Transition

- 1 To assist children with transition to school, during November of the Kinder year, we organise a special playgroup for the children enrolled to begin Prep the following year.
- 2 Our Prep children attend school all day Monday, Tuesday, Thursday and Friday during term one, with Wednesdays off until the Labour Day weekend in March. Experience has shown that this transition to fulltime school attendance is very beneficial for the children and workable for families.

Buddy System

Each year Prep children are allocated a buddy from the Grade 6 class. The older children help their Prep buddy throughout the year. They undertake a variety of roles such as helping their Prep to their classroom, cross-age tutoring, sitting next to them in Mass or simply by being a 'big person' in the yard that they can go to if they feel they need help.

School Readiness

Choosing when to send children to school can be difficult. It is advisable that parents consult with kindergarten teachers and other people involved in assessing school readiness eg. health care providers. It is important to listen to the advice of people who are there to help you make an informed judgement.

Children may be ready when they;

- Have reasonable control over their behaviour and emotions
- Can cope when minor things go wrong
- Can talk confidently to adults, ask for help and express their feelings
- Can entertain themselves
- Are toilet trained
- Can make things for themselves
- Can tackle new or challenging tasks
- Can solve simple problems on their own and stand up for themselves
- Can look after their belongings
- Can respect others' toy and games and share their own
- Have friends and can make friends

Policies

Policies...

The St Joseph's website, www.stjwarragul.catholic.edu.au, will have some copies of school policies available for your access. These policies will assist you in understanding what the school is trying to achieve and how best you might be able to assist the school in its goals.

