

# St Joseph's School

## PARENT HANDBOOK

### 2022



#### **Mission Statement**

**To provide an affordable, quality Catholic education.**

**St Joseph's School, as an integral part of the Waroona Catholic community, is inspired by Christ's teachings. We endeavour to nurture all children to grow as confident, independent life-long learners, enabling them to contribute to society with dignity, respect and a spirit of service.**

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## **1.0 St Joseph's School**

### **1.1 A Catholic School**

We believe that the ethos of the Catholic School is that it recognises Jesus Christ as the Head of the school, as He is the Head of the Church of which the school is a part. It is 'Catholic' to the extent that each member of its community bases their vision of education upon Him and His Gospel.

A 'Catholic' school calls all community members to be committed to the Christian vision of the student as a person. Jesus' teachings and the values of his Gospel are the educational norms that permeate the school's entire curriculum and life.

The ethos of a Catholic school community includes everything that contributes to its life as a place of evangelisation.

Catholic schools are Christian prophetic communities, always seeking to foster the 'new life in Christ' and growth in Christian values, as proclaimed by the Catholic Church.

### **1.2 What Is Distinctive About A Catholic School?**

*It:*

- Promotes a particular view of the person, the community, the nation and the world, centred on the person and teachings of Jesus Christ.
- Challenges students to find meaning and value in their lives, by knowing God through the Gospels of Jesus Christ.
- Is an integral part of the Catholic Church community in which generations live, worship and grow together.
- Is a welcoming and reflective community where the most distinctive sign is the discernment of God's presence.
- Is a witness to a spirit of simplicity and Gospel poverty and calls students to develop a spirit of responsibility for all.
- Provides an inclusive learning environment where diversity is celebrated and students are encouraged to discover their abilities and explore their potential. Catholic education goes beyond the classroom, offering values-based programs and pastoral care that respond to the diverse needs of each student.



### **1.3 School Crest and Motto**

The crest contains several symbols:

- The Candle symbolises Christ as the light and leader of the world.
- The Bible symbolises the Word of The Lord.
- The Lamb of God. (Latin Paschal Candle).
- The Body and Blood of Christ.

The motto of St Joseph's School is 'Striving in Faith' and as Paul Birch, the crest designer in 1985, states;

***“The students of St Joseph’s School  
are striving to grow in their faith with Christ,  
the Lamb of God, as their leader,  
being nourished by the Word of God and the Sacraments.”***

## **1.4 Goals**

St Joseph's School endeavours:

- To guide the development of the whole child spiritually, intellectually, emotionally, socially and physically;
- To integrate all areas of learning with knowledge and experience of the Christian values of Catholicism;
- To value the dignity of the individual as a child of God and a member of God's family;
- To provide a range of experiences which allow the discovery and development of the full potential of the child;
- To provide a Curriculum where there is a coverage of the Early Years Learning Framework, the WA Curriculum and the Australian National Curriculum;
- To ensure there is an awareness of the realities of today's society and the children's need to adapt to change;
- To place Jesus as our model of the Gospel values. With His help we can grow in love, justice, freedom and forgiveness;
- To work with the family in encouraging the full development of the child; and
- To encourage an atmosphere which nurtures positive, caring relationships with God and with each other.

## **1.5 School Prayer**

***We, the community of St Joseph's School,  
who have been touched by the spirit of Mary MacKillop  
ask you Lord to help us live our lives as she did.***

***We commit ourselves to you Lord as we recognise God's presence  
in every person we meet and as we help the suffering and the poor.***

***St Mary MacKillop. Pray for Us.  
St Joseph. Pray for Us.***

## **1.6 The History of St Joseph's School**

The Order of Sisters of St Joseph of the Sacred Heart came to Waroona in 1943. There were strong Irish and Italian communities in the district who were keen for their children to receive a Catholic education and so St Joseph's Catholic School was opened by the order.

Sr. Elizabeth Murphy was the foundation principal and the sisters maintained a presence in the school until the end of 1993. The first lay principal, Mr. Tim Emery, was appointed in 1988.

Classes for 25 pupils began in 1943 in a building which served as the convent for the Sisters until 1986. The first group of students ranged from infants to Year 10. By the end of the first term in 1943, classes transferred to an old wooden church situated on the site of the present car park. The old wooden church became available after the construction of the existing church in 1941.

Three brick classrooms opened in 1955 with extensions being added in 1969 and 1978. Other building projects were completed in 1981 and 1985. Recent projects were the construction in 1991 of a Kindergarten classroom on the site of the Waroona Bakery. In 1995 new toilets were constructed; in 1998 a new Administration area was built; in 2000 a new Pre-primary; and in 2011 a new Library through the Building Education Revolution.

In conjunction with the Parish Community, the Old bakery on the Kindy Site was refurbished and a Community Hall shared by School, Parish and the wider Community was completed in 1996.

The Parents and Friends' Association was formed in 1954/55 and has traditionally made a significant contribution to the level of resources available in the School, as well as providing a social dimension to the life of the school.

### **1.7 The Present**

St Joseph's School is a co-educational Primary School. There are 8 classrooms including a purpose built Early Learning Hub (consisting of Kindergarten, Pre-Primary and Year 1) and a standalone Library.

A Uniform Shop is managed within the school administration office and the Canteen facilities are utilised by the School and Parish Communities.

In conjunction with the Parish, the School Community assisted in the refurbishment of the old Bakery building, and construction of new sections, to form the Josephite Community Centre, a large spacious hall area with a mezzanine level, kitchen facilities, toilets and store area. The Josephite Community Centre is shared with the Parish although the School has major use of it.

The School has one grass playing area, a nature playground and a hard-court area. The Shire oval, adjacent to the school, is also available for use by the School.

Many of the children are of Italian descent and enrolments are taken from within the Waroona Shire.

The school takes opportunities to be involved in the parish and plans its activities in conjunction with the various parish groups. The Parish Priest is supportive of the school programme and is available for liturgical celebrations. The students of St. Joseph's Primary school are warm and friendly and are involved in many community projects and activities.

## **2.0 Religious Education**

Our Catholic School's Religious Education programme is a systematic and sequenced programme of helping children to integrate our Catholic Faith with their daily lives. Religious Education units of work are issued by CEWA Ltd. The teachers use the guidelines to guide the students in their faith formation and develop knowledge and skills in this area.

Students are involved in the sacraments of Reconciliation, Eucharist and Confirmation, as well as prayer assemblies and liturgies. Please support your child's faith development by attending Saturday evening or Sunday morning Eucharist regularly.

### **2.1 Our Parish**

St Joseph's School is the school that serves the Parish of St Patrick's Waroona. We are fortunate to have a church so close as this provides the children with a real sense of belonging to the wider Catholic community. Our Parish Priest is Father Concord Bagoisan and he plays a vital role in the spiritual life of our school.

Families and children are encouraged to participate in the parish in a variety of ways. The most important of which is the celebration of the Eucharist together.

Mass times: Saturday 5pm and Sunday at 8.30am. Wednesday and Friday at 9am. Each first Friday of the month at Pam Corker House 10.30am.



## **3.0 School Organisations and Services**

### **3.1 *The School Advisory Council (SAC)***

The School Advisory Council (SAC) is responsible for the advisory financial management of the school. Members are elected at the November Annual General Meeting. Our SAC is entrusted with the duty of planning, with the Principal and school staff, to meet the present and future needs of students. In representing the Catholic School community, our SAC is to actively promote and support the Catholic ethos of the school. Meetings are held monthly on the second Thursday.

The SAC has no authority in the internal operation of the school. It is however, available as an advisory service to the Principal and staff. It is also required to be an effective liaison agent between the school and the parent community.

Its members are mostly elected parent volunteers. When a position becomes vacant nominations are called for from the school community and members are elected at the Annual General Meeting. All parents and interested community members are welcome to attend this meeting and you are encouraged to consider serving on the SAC as a way of supporting the school.

### **3.2 *Parents and Friends' Association***

The Parents and Friends' Association fosters community interest in education, promotes closer liaison between school and community and assists with school amenities. Meetings are held monthly on the second Tuesday and are advertised in the School Newsletter and Facebook.

Every parent of St Joseph's school is a member of the Parents and Friends' Association (P&F). It makes an important contribution to the development of our school's community spirit, as well as providing essential morale and financial support to our school.

The objectives of the P & F Association are:

- To develop community within the school;
- To promote closer liaison between the school and community;
- To foster community interest in education
- To assist in the provision of school amenities.

Our P&F activities are organised by a core group of volunteers nominated at the school's Annual General Meeting. You do not need to be one of the elected committee to attend any meetings or assist with any of the activities held throughout the school year.

### **3.3 *Canteen***

The successful operation of the school canteen is entirely due to the parents who have volunteered to give their time in helping on a rostered basis. So that the canteen may continue to service the school, a roster is drawn up and sent home with a current menu at the beginning of each term.

The management of the school canteen is the responsibility of the SAC through the

Principal. Heather Brown handles the day to day organisation of the Canteen.

When there are sufficient volunteers the school canteen operates one day a week for the children to order lunch. The school manages the canteen and relies heavily upon the volunteer work of parents and friends to ensure our children are offered a variety of good foods to eat. Menus for summer (Terms 1 and 4) and winter (Terms 2 and 3) are sent home. Parents and friends are asked to support the canteen by being available for roster duty.

### **3.4 Library**

The Library serves the St Joseph's community by providing a centralised collection of books and other resources. These resources enable teachers to programme resource based learning and students to develop independent learning skills and literacy through enjoyment of real literature. The children come to the Library weekly to select reading materials and for sessions planned in cooperation with class teachers to develop their learning skills.

The Library houses Literacy Pro and has a variety of games, including chess, for the children to play at lunchtime. By encouraging reading through a bright and enticing Library, we can assist to develop the literacy skills of the students.

Parents can help by sharing their children's library books with them - either reading with them or by discussion about them. While the responsibility for regular returning is the child's, gentle reminders from home on Library day can help.

## **4.0 Routines and Procedures**

### **4.1 School Hours**

School for PP to Year 6 commences at 8.35am and concludes at 3.10pm each day, other than Monday when we have early close at 2.10pm.

Kindergarten children attend 8.45am to 3.00pm on Tuesday, Wednesday and Thursday.

### **4.2 Before and after school**

Children are not to arrive at school prior to 8.15 am. Bus children are supervised as they arrive at the school stand between 8.20am - 8.30am. A teacher is on duty after school to supervise bus children and escort them to their bus.

The 'Kiss & Go' lane will also be supervised during this time. Parents are to pull into the lane from the west direction of the highway. Please do not complete a 'U' turn in front of the school for student safety reasons. Once in the lane, students are to alight from the vehicle whilst the parent stays inside the vehicle, then drives away. If you are in need of leaving your vehicle, please park across the road in the carpark.

On arrival at school, students wait outside their classrooms in an orderly manner until the teacher is present to supervise them at the 8:30am bell.

### **4.3 Children's Attendance**

To ensure the children's safety and for legal reasons, parents are asked to comply with the following:

- If your child is sick or will be away from school, please contact the school office via email or the school website by 9am of that day.
- If a child is to be absent for part of the day or arrives after the 8.35am bell, parents are required to sign them in at the Office using SEQTA Kiosk.
- Children who leave the School grounds for appointments during the day also need to be signed out and in at the Office using SEQTA Kiosk.
- When a child returns to school after being absent a written explanation must be given to the teacher on a separate note if they have not sent an email on the day.
- Children are not permitted to leave the school grounds during school hours without a parent or guardian. A written permission note must be provided if someone else is collecting your child.
- Parents who intend on taking their child/ren out of school during the term for a family holiday or for an extended period of time, must put their request in writing to the Principal for approval.

#### **4.3.1 Sign In/Sign Out Book and SEQTA Kiosk**

- In the case of an emergency or school evacuation it is important for the staff to have the correct information as to who is on the school grounds.
- Therefore should you need to take your child out of school during school hours SEQTA Kiosk should be utilised showing the reason for the departure. If you return your child to school, you will need to sign the student back in using SEQTA Kiosk.
- There are always days when you will be late getting your children to school. If you are late, the office will need to be notified and the student tagged in using SEQTA Kiosk.

### **4.4 Monies**

St Josephs's School no longer accepts cash as payment for school fees. We do however allow cash for canteen orders or the once a term Scholastic Book Club.

Scholastic Book Club orders are available during the year. Parents can pay online or by cash. If paying with cash, correct money must accompany orders in an envelope with the child's name, year level and Book Club clearly marked. This needed to be handed in to the school office before the due date advertised on the brochure.

### **4.5 Bicycles**

Children riding bicycles are expected to know and obey traffic regulations. All cyclists are required by law to wear helmets. Once on the school grounds, students must walk bicycles to the bicycle rack. It is recommended children be at least 10 years of age to ride to school. No bicycles, scooters, skateboards etc. to be ridden on school premises.

#### **4.6 Visitors to the School**

All visitors to the school, including parent helpers and canteen volunteers, during school hours must report to Administration to 'Sign In' and collect a visitor's lanyard. On completion of their visit, visitors 'Sign Out' and return the lanyard to the Office. By signing in to enter the school, you are also committing to the school's Code of Conduct which must be adhered to at all times.

#### **4.7 Lost Property**

No responsibility is taken by the school for lost articles. Parents are most welcome to check for lost items in the lost property collection in the Office. We make every effort to have lost items claimed. Unmarked/unclaimed items left at the end of each term will be donated to a local Opportunity shop.

### **5.0 Children's Health**

#### **5.1 The School Nurse**

The Nurse's main role is to conduct a screening program, commencing in Kindergarten and continuing on with services throughout the school. As per new government regulations, all children enrolled after 22 July 2019 must provide an up to date Immunisation History Statement downloaded from the myGov website. If your child is not fully immunised, the school nurse can be contacted for further information.

Routine School Health screening is carried out throughout the school with students receiving appropriate Health Services at appropriate stages throughout Primary School. Referrals are made, if necessary, to other agencies after discussion with parents.

#### **5.2 School Psychologist**

The School Psychologist is available to students at St. Joseph's as required. Parents or teachers have access to the Psychologist and may refer a student if they believe there may be a possibility of learning difficulties, social or behavioural problems. The School Psychologist is employed by the Non-Government Schools Psychology Service. To affect such a referral, parents should contact the Principal, Assistant Principal, or class teacher. A 'Managing Student Concerns' document will be filled in to accompany the referral.

#### **5.3 Health and Emergency Information**

It is vital that all contact details are kept up to date. If at any time your address, phone number or emergency contact details are changed, please notify the school immediately.

Sick children do not enjoy school and often spread their sickness to others. Students who are too ill to remain at school will be sent home. Parents are asked to ensure that sick children have fully recovered before sending them back to school.

The School should be informed of any physical or emotional problem your child has that may affect his/her progress at school.

#### **5.4 Hair Lice (*Pediculosis*)**

A note will be sent home to inform parents when Head Lice (Nits) has been found in their child's class.

If a student has nits, he/she should not return to school until they have been treated and all eggs removed. If further treatment is still required, information and assistance will be provided to parents.

#### **5.5 Students Requiring Medication**

The Staff are not permitted to administer medication. If a child needs to have medication during the day, parents must complete a Medication Form and leave the medication clearly labelled with the Admin staff. In general, students must be able to self administer their own medication. The Admin staff will supervise and assist the child taking the required medication, where appropriate.

Parents of any student who has a serious medical condition must complete a Medical Action Plan in the event a medical emergency arises.

#### **5.6 Dental Clinic**

Children in all grades are eligible for free government dental treatment. Parents are to contact Pinjarra Primary School direct on 9531 1856 to make arrangements .

#### **5.7 Medical Procedures**

##### **SICKNESS**

If a student is unwell, the school will notify a parent to inform them of the situation. When parents cannot be contacted, the Emergency Contact details provided will be used.

##### **INJURY**

Minor injuries will be treated and the student returned to class. More serious injuries will be treated according to the School's Medical Action Policy. If a child is struck on or hits their head, the parent will be contacted by the school. Parents will be contacted if any serious accident occurs at school.

#### **5.10 Sunscreen**

We encourage students to apply sunscreen before attending school, particularly on hot days. Sunscreen will be available at school for further application, students are required to self-apply.

If your child is allergic to sunscreen components please complete a Medical Action Plan, available from the school office, and supply your child with sunscreen suitable to his/her needs.

## **6.0 School Framework**

### **6.1 Student Enrolment Guidelines**

The school's enrolment guidelines can be located on the school website;  
<https://www.stjoeswaroona.wa.edu.au/enrolments>

## 6.2 School Fees Policy

### INTRODUCTION:

1. St Joseph's School is part of a Catholic Education Western Australia 'Affordable Schooling Project' in which school fees for every child in Kindy to Year 6 will be capped at \$390 (\$300 tuition & \$90 Building Levy). As part of the project, CEWA will subsidise the difference of the remaining fees. CEWA in consultation with the School Advisory Council, have approved the following additional fee charges: P&F Levy (K-Yr. 6), ICT Levy (Years 3-5) Screening Test (Kindergarten), School Camp (Year 6 - \$360).
2. The collection of school fees is approached in the spirit of Christian charity and justice. No Catholic child is to be denied a place in a Catholic school due to financial circumstances. Families with limited financial resources and means tested Health Care Card holders have an entitlement to claim some form of fee concession. Requests for fee concession shall be treated with dignity, compassion and confidentiality.
3. Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payments of school fees.
4. In order to assist future planning of resources, **parents are required to advise the school in writing a term in advance (10 weeks) of their child's departure**, unless it is in their graduating year. All outstanding fees owed to the school, must be paid in full except in extenuating circumstances at the Principal's discretion.

### PAYMENT:

1. Tuition fees are set to contribute to the cost incurred in educating a child for the year and **are payable per child in advance**. The \$390.00 capped fee will include the cost of K-6 student booklists, Amenities Levy, Literacy & Numeracy Levy, Sacramental Levy (Years 3, 4, & 6), School Incursions/Excursions & PP-Year 6 Swimming Lessons but exclusive of the cost of the Year 6 Camp.
2. The Building Levy is charged per family and is used to debt service loans for past buildings and used to raise funds for any future capital development programmes.
3. The Parents and Friends Levy is also payable per family and is used to contribute towards resources for student use, as determined by the Parents and Friends Association.
4. Sibling discounts apply for the second, third, fourth and subsequent children on the tuition fee Kindy to Year 6.
5. Family discount also applies to students who are in another Catholic School in the Peel Region.
6. Fees are pro rata for any child who enrolls during the year. For convenience, families also have the option of paying school fees in advance.

## COLLECTION:

1. The payment of fees is part of the contract of enrolment and is essential for the efficient financial management of the school. Where parents have the financial means to pay the fees, the payment of fees will be actively pursued.
2. School Fees will be issued once a year in Term 1. Payment options are available including an annual payment or regular instalments on a monthly, fortnightly or weekly basis. 50% of the school fees payment instalments need to be paid to the school by Term 1, Week 5. **The full amount will need to be paid off by no later than the end of August** of the current year. Parents who have not paid fees within that time will be issued with a reminder notice. Parents who have not made other arrangements with the Finance Officer or the Principal for payment of the fees will be considered a “bad debt” and further action, as set out below, will apply.
3. Where parents have refused reasonable attempts to negotiate a fee payment strategy and further action is required, the school will: document all attempts to resolve the problems of outstanding fees; parents will be notified that the services of a solicitor or debt collection agency will be engaged to recover outstanding fees; a summons can be issued, with the approval of the Director of Catholic Education, and judgement entered against the parent. **Any additional costs for this process will be added to the account in accordance with CEWA Ltd. policy.**

### **6.3 School Insurance (CCI School Care)**

St Joseph’s School uses Catholic Church Insurance in protecting you from some of the financial burdens of children’s accidents, by making an important choice regarding students’ personal accident and disability insurance for your child. Available is the CCI School Care-24 Hour Cover from Catholic Church Insurances Limited (CCI). Should you have any further enquiries please contact the School Office.

### **6.4 Student Voice**

Students who find their own voice in supportive schools are more likely to develop a confident voice, a capacity to act in the world and a willingness to lead others. Student engagement is enhanced when students feel able to exert influence and participate more fully in the classroom, school and community.

Voice, agency and leadership represent different aspects of student empowerment. Each aspect relies on a student’s belief that they are both supported and empowered, in ways that help them to develop their knowledge, skills and dispositions in the classroom, school and community. As part St Joseph’s planned approach to embedding voice, agency and leadership within a positive climate for learning is the creation of student leadership groups; such as School Captains, Class Representatives, Waste Warriors, Mini-Vinnies and other groups.

### **6.5 Curriculum: Learning Areas**

St Joseph’s School follows the mandated Western Australian Curriculum and CEWA’s requirements which covers the following learning areas;

- Religion
- Mathematics
- English
- Science

- HASS
- Languages
- Health & Physical Education
- The Arts
- Technologies

### **6.5.1 Religious Education**

Our Religious Education program aims to help students learn the teaching of the Gospel as proclaimed by the Catholic Church. Students develop a sense of the nature of Christianity and how Christians live their lives. At St Joseph's School we are committed to fostering a total Faith and Life development, showing tolerance and respect, where children will grow to their full potential and recognise their self worth.

This program:

- Is developmental.
- Is modelled on the School Curriculum and Standards Authority (SCSA) Western Australia Curriculum.
- Is based on sharing faith through life experience.
- Is Christ-centred.
- Focuses on the unconditional love of God.
- Makes religious education living in the daily lives of the children.
- Emphasises the importance of a vital, caring and loving atmosphere where children can become the people God wants them to be.
- Stresses the place of the Eucharist and the whole sacramental life of the Church.
- Meets CEWA Ltd. Executive Directive Religious Education

School Mass/Liturgy is celebrated every term as well as on other 'special' occasions. Children are encouraged to actively participate by singing, preparing church decorations, reading, carrying the offertory gifts or serving. All family members and the community are encouraged to attend.

St Patrick's offers our students Sacraments with the support of our school. St Patrick's offers the Sacrament of Reconciliation to students in Year 3. First Holy Communion is offered in Year 4. Confirmation is offered in Year 6. These are wonderful and memorable occasions for your children and you are encouraged to participate in all aspects of these celebrations. Students in Years 3 and 5 also take part in the Bishops Religious Literacy Assessment (BRLA).

### **6.5.2 English**

The study of English is central to the learning and development of all young Australians. It helps create confident communicators, imaginative thinkers and informed citizens. It is through the study of English that individuals learn to analyse, understand, communicate with and build relationships with others and with the world around them. The classroom program is based on the WA Curriculum: English.

The WA Curriculum: English aims to ensure that students:

- learn to listen to, read, view, speak, write, create and reflect on increasingly complex and sophisticated spoken, written and multimodal texts across a growing range of contexts with accuracy, fluency and purpose



- appreciate, enjoy and use the English language in all its variations and develop a sense of its richness and power to evoke feelings, convey information, form ideas, facilitate interaction with others, entertain, persuade and argue
- understand how Standard Australian English works in its spoken and written forms and in combination with nonlinguistic forms of communication to create meaning
- develop interest and skills in inquiring into the aesthetic aspects of texts, and develop an informed appreciation of literature.

Students in Years Three and Five will take part in the NAPLAN administered by ACARA. This is designed to measure overall Literacy and Numeracy skills. Please keep in mind that this form of testing is just one of the many assessment tools used by our school to evaluate children's progress. Please make an appointment with the class teacher if you have any concerns regarding your child's progress.

### 6.5.3 Mathematics

The classroom program is based on the Western Australian Curriculum: Mathematics. The proficiency strands **Understanding, Fluency, Problem Solving and Reasoning** are an integral part of mathematics content across the three content strands: **Number and Algebra, Measurement and Geometry, and Statistics and Probability**. The proficiencies reinforce the significance of working mathematically within the content and describe how the content is explored or developed. They provide the language to build in the developmental aspects of the learning of mathematics.

### 6.5.4 Physical Education

Children from Pre-Primary to Year 6 receive weekly lessons, with our specialist Physical Education teacher. Each class will have a further sport session with their class teacher. This session will be based on team games. You will be notified of the day/s your child's class has sport. On these days, students are required to wear the school sport uniform. The program also includes a school sports carnival and inter-school sports carnival.

### HOUSE AND SPORTS CARNIVALS

Every child is a member of one of our three Houses: Elizabeth (Red), Leah (Green), and Claude (Blue). Your child will be placed in a house when they are in Kindy. All children from the same family will be placed in the same house.

Once a year we have school House Swimming (Yr 3-6) and Athletics Carnivals (K-6). Each class group takes part in team and individual events. Points are awarded for all places and the faction with the highest combined total wins the shield for the year. An Inter-School Swimming and Athletics Carnival are also held every year for the schools of the local area. Our interschool teams are made up of the children who do well in the school swimming and athletics carnival. On occasion our school has the task of organising these events.

Your family is invited to attend sports carnival days, many bring a picnic lunch, dress in faction colours and generally get involved in the carnival spirit. This is an event that needs a lot of people to run well. A request will be made in the newsletter prior to the day for volunteers.

### **6.5.5 ICT**

In the WA Curriculum, Information Technology is part of the general capabilities that encompass the knowledge, skills, behaviours and dispositions that, together with curriculum content in each learning area and the cross-curriculum priorities, will assist students to live and work successfully in the twenty first century. Our school Information and Technology programs are organised by all classroom teachers and support all learning areas of the West Australian Curriculum.

ICT, including computers, is used throughout the curriculum, integrated into teaching and learning programmes providing students with access to update information as well as the ability to produce work in a variety of formats. Each classroom is equipped with an Apple TV or equivalent technology and a bank of iPads. Children in Years 3 - 6 are involved in a one to one device program.

### **6.6 Assessment and Reporting**

The reporting mechanism for Pre-Primary to Year 6 includes:

1. At the conclusion of Term 1, a parent interview will take place – includes Personal and Social checklist.
2. A school report will be distributed to parents at the conclusion of Terms 2 & 4.

The reporting mechanism for Kindergarten includes:

1. A portfolio Term 2.
2. A portfolio and checklist report in Term 4.

Parents are encouraged to make an appointment with the class teacher at any time if they are concerned about their child's progress.

### **6.7 Homework**

Each year level has regularly set homework. The quantity of homework varies according to individual year levels. Generally, homework will not be set for the weekend.

Your child's class teacher will issue homework guidelines at the beginning of each year. If these instructions are not received, please contact the class teacher. Parents can support the teachers by ensuring that the set homework is completed. Please let teachers know if there are any difficulties with homework.

### **6.8 Active Learning Excursions**

Students are provided maximum opportunities to be active learners in the environment in which they live. To this end, opportunities for learning outside the classroom e.g. excursions, are provided to complement learning objectives. This allows the students to develop concepts about their world in a way that connects life with school learning.

Throughout the year teachers will notify parents about forthcoming excursions. If excursions are not Curriculum based, student permission notes will be provided. Students must return the permission slip allowing them to attend excursions; students will not be permitted to leave the school grounds without consent from parents or guardians. All students are invited on excursions, however this invitation can be withdrawn if a student has not followed the school behaviour policy, Student Code of Conduct or have the applicable attendance percentage required.

## **6.9 Camps**

Camps are an integral part of the active learning programme at St Joseph's. A graduated, balanced program of experiences outside the school is undertaken for students in Year 6.

## **6.10 Chaplaincy**

St Joseph's has been provided Government funding for a chaplaincy program to operate within the school. If there are circumstances where families would like to access this program, please speak with your child's classroom teacher or the administration staff. Respect and confidentiality will be adhered to in relation to all chaplaincy requests. The role of the chaplaincy worker is to support the social, and emotional wellbeing of students. School chaplaincy workers also have a key role in supporting the spiritual wellbeing of students, regardless of faith or beliefs. They can become involved in a wide variety of issues including health, social and values education and emotional support.

## **7.0 Awards**

### **7.1 Merit Awards**

During the school year the staff award students for their efforts. Merit Awards are given to students or classes during assemblies in recognition for outstanding effort on their part in any area of their school life. Parents are most welcome to attend Friday assembly if they wish. Parents will be notified if their child is receiving a merit award via an SMS message.

### **7.2 Making Jesus Real Award – MJR Award**

The MJR Award will recognise an individual who has been identified by school members as 'making Jesus real' by demonstrating values and qualities representative of Jesus. Students, staff, parents and community members are invited to nominate a member of the school community for the award, providing a reason for their nomination. The nominations will be counted and the award will be presented at a ceremony where the whole school is present. The nomination box and nomination slips will be located in the school office. The person who earns the MJR Award will receive a certificate and will foster the school mascot, Josephine the Bear for two weeks. The recipient will also have his/her name inscribed on the MJR Award Signature Bear, which will be on display in the school office. The MJR Award seeks to recognise people doing their best for themselves and for others in our community. All students, staff, parents and helpers are eligible for the MJR Award. The MJR Award will be presented at least twice a term. Parents will be advised by the Principal via a phone call if their child has been chosen as the MJR recipient.

### **7.3 Graduation Awards**

Graduation Awards will be presented to students of the Year 6 Graduating Class after the Year 6 Graduation Mass. The Mass and Graduation Ceremony will be held during the last week of school.

### **7.4 End Of Year Individual Awards**

The following awards will be presented at the School Concert for each year level between Pre Primary and Year 5.

Academic Achievement Award – Awarded to the student who has achieved the highest overall achievement in Literacy and Numeracy in their year group. This is a prestigious award that recognises the student's hard work and consistency throughout the year.

Academic Endeavour Award – Awarded to the student who has demonstrated the greatest overall growth in Literacy and Numeracy over the course of the year in their year group.

This is a prestigious award that highlights a 'growth mind set' and any student has the potential to achieve.

Mary Mackillop Award – Awarded to the student who demonstrates the values exhibited by Mary Mackillop herself. Faith, determination, loyalty, compassion, love and willingness to help others are the qualities we have particularly recognised in a student. We feel they will be outstanding ambassadors for St Josephs School as they continue through life and will always embody the spirit of St Mary of the Cross.

### **7.5 House Points System**

The St Joseph's House Point System is designed to complement the positive behaviour system which occurs within each class and is an integral part of the overall school Positive Behaviour Policy. The House Point System is designed to develop cohesiveness and pride in each House and is focussed on student conduct inside and outside of the classroom, rewarding sustainability behaviours and positive behaviours during school-based events where appropriate.

Students are informed of cumulative House Points at each assembly. At the end of Term 1,2 and 3 the winning House will receive a treat for their accomplishment. At the end of Term 4 the winning House will be awarded with a special House Activity day. Students play an integral part in the development of the House Points system.

### **7.6 Other Achievements**

Individual, class or whole school achievements are recognised throughout the year in many ways. Our school encourages all students to strive to achieve their personal best in all they participate in, both inside and outside the school.

## **8.0 School Uniform – Dress Code**

### **8.1 NO HAT – NO PLAY IN THE SUN**

- The Sun Protection Procedure (actively promoted at St Joseph's School) meets the requirements of students and staff with respect to skin damage, which can occur during outdoor activities.
- Students are required to wear the School hat for Physical Education and sporting activities and for recess and lunch breaks.

It is important to note:

- Sharing of hats is not recommended due to the possibility of spreading head lice.
- There is a NO HAT - NO PLAY IN THE SUN rule; this means students without a hat will be asked to remain in the shaded area during recess and lunch.

### **8.2 STUDENT DRESS CODE**

It is the policy of St Joseph's School for students to wear correct school uniform unless there is a Free Dress or Theme Day. The Principal must approve any deviation from the uniform policy.

It is not compulsory for Kindergarten students to wear the school uniform. A casual colourful t-shirt with the school name on it can be purchased from the Uniform Shop located in the office. Pre-Primary to Year 6 students wear the school uniform throughout the year.

### **8.2.1 St Joseph's School Uniform and Grooming Procedure**

The current Uniform Procedure can be found on the school website;

<https://www.stjoeswaroona.wa.edu.au/school-uniform>

### **8.3 Dress Code On Excursions**

For the many excursions or performances that students may attend, the school polo shirt is required, unless the class teacher informs parents otherwise.

### **8.4 Lost Property**

There is a lost property basket in the office. It is usually full of various pieces of uniform.

**PLEASE LABEL ALL ITEMS OF UNIFORM AND PERSONAL PROPERTY**, as this will make it more likely to be returned or identified. Our children are encouraged to hand into the office anything they find. Thoroughly check the lost property before deciding lost items are gone for good. It is a good idea to check that names have not been washed off. Also remember that, even if you and your child know that there is a different name (in the case of 2<sup>nd</sup> hand items) or you've used a symbol on the tag of their jumper, nobody else will know whose it is. Correct names must be used please.

### **8.5 Personal Property**

All personal property needs to be clearly identified. No child has the right to interfere with another's property. Children are **NOT** to bring toys and games to school. The school will not take responsibility for items that should not be at school.

## **9.0 Communication**

St Joseph's communicates with parents using a variety of media including notes home, SMS messages, SEQTA, emails, Term Planners, Seesaw App, Facebook and the school website. If a parent has a query, you are advised to make an appointment to speak with your child's teacher first and then the Principal if your query is not satisfactorily resolved. An appointment can be made through the school office. Parents should not contact teachers on social media. **Parents are asked not to take teachers' time first thing in the morning or after school without an appointment.**

### **9.1 Parent-Teacher Communication**

Ongoing communication between parents and teachers is essential in providing the best education for our students. If there is any matter that you feel needs clarification you are strongly urged to contact the class teacher to arrange a convenient time to meet. This will allow both of you to give your full attention to the discussion. All teacher email addresses can be located in the school newsletter. If you are not satisfied with the result of the meeting, an appointment can then be made with the Principal. The Seesaw App is used school-wide as a means of communication. If you do not have access to Seesaw, please see the class teacher for assistance to set up an account.

#### **9.1a Dispute & Complaint Resolution Procedure**

The Dispute & Complaint Resolution Procedure can be located on the school's website under Policies.

### **9.2 Classroom Information Nights**

An information meeting for each class is held early in the first term. Class teachers explain classroom policies, practices and procedures at these meetings. Attendance at the Classroom Information Night is highly recommended and all parents are requested to attend. If you are unable to attend, please arrange an alternative meeting time with the class teacher.

### **9.3 Newsletter**

Our digital newsletter is sent home to each family once a fortnight and is uploaded directly to the school website. It is important that we all take time to read the newsletter, as this is the main form of communication between school and home.

### **9.4 Assemblies**

Our formal Assemblies are held on scheduled Friday mornings throughout the year in the Josephite Centre at 8.40am. The assembly is facilitated by the rostered class and the presentation of Merit Awards takes place.

### **9.5 Staff Meetings**

Staff meetings are held weekly on Thursday afternoons immediately after school to develop procedures, discuss curriculum issues, plan school activities and deal with school administrative matters. If parents need to see the class teacher, please avoid Thursday and try to make an appointment for another day.

### **9.6 Parent Involvement**

Your support is vital to ensure that your child achieves to their full potential, learns from you about the things that are important to you as their parents and develops friendships within the school community.

Your assistance and interest are most welcome, particularly in the following ways:

**P&F class representative.** As a parent group the P&F welcome suggestions and guidance on how we can actively support and improve our school. Please add your items to our agenda early. We can then collect the necessary information, or invite the appropriate people, so you will receive the quickest response possible.

**Nominate yourself to serve on the P&F Committee.** Being part of the P&F is a rewarding way to support our school. These nominations will be accepted at the school's Annual General Meeting held in November. The Executive positions (President, Vice-President, Secretary, Treasurer and P&F School Advisory Council Representative) are filled at the P & F meeting following the AGM.

From time to time, it may be necessary to call on people with specific expertise to assist in different projects. You can help us to help your children. Your involvement will enable many friendships to develop and will help all concerned to provide a better place for your children to be educated; it is a rewarding way to support your school.

**School Advisory Council - SAC (Formerly known as the School Board)** The SAC consists of the Parish Priest, the Principal, Assistant Principal, a Parents and Friends' Association representative and representatives elected from the school community.

**Canteen** If you are available to volunteer in the canteen, please contact Mrs Heather Brown in the administration office. The work is not demanding. It involves working with

other volunteers to prepare lunches and serve at lunchtime. This is a great way to get to know the children and put faces to names, especially for those in classes different to your children. Please arrive at 10:00am with your hair tied back and wearing closed in shoes.

**Classroom Help** There are many opportunities for parents to assist in classrooms – through art and craft activities, writing, helpers in the Library, Kindergarten and Pre-Primary rosters, hearing children read, assisting with excursions or other class activities. Please see your child’s classroom teacher if you can assist, and fill out any help rosters that may come home.

## **10.0 Transport and Parking**

The majority of students are dropped off and picked up by car. It is understandable that potentially we can experience congestion and child/car conflicts. St Joseph’s School is committed to the safety of our children.

Parents are to refrain from driving into the staff carpark at any time for the safety of our students as the carpark is used as an extension of the school during school the day. This includes alongside the rear of the church.

### **10.1 Parking**

- Please do not park on Hesse Street.
- Parent parking is available in the town oval carpark on Millar Street, across the road from the school. Please walk with your child as you cross the road safely.
- Please do not park in the staff carpark, including around the rear of the Church.
- Parent parking is also available north of the school oval.
- The ‘Kiss & Go’ lane is for dropping students off or picking up. Parents are to stay in their vehicle at all times. There is no parking allowed in this lane.

### **10.2 Buses**

1. Students travelling on school buses must obey the bus rules and instructions of the driver. As bad behaviour on the bus may distract the driver and endanger all bus travellers, this offence will be viewed seriously.
2. A teacher is always assigned to before and after school bus duty from 8:15am and 3:10pm Tuesday to Friday (2:10pm on Mondays).
3. Students who travel to school by bus, but do not intend to travel home by bus must notify the driver on the way to school, and inform the class teacher.
4. Non-bus travellers who wish to ride on the bus for the odd special reason must obtain a note from the school office requesting permission to travel on the bus. A parent and the Principal are to sign the note. As some buses have full loads, it is not possible for more than one or two children at a time to be granted this privilege. Approval is important for Insurance purposes.
5. School bus travel is only available to students who live more than 4.5kms from the School. Please contact School Bus Services for more information on;  
<https://www.schoolbuses.wa.gov.au/ContactUs/ContactUs.aspx>

## **11.0 Common St Joseph's Expressions**

1. **RE** – Religious Education
2. **AGM** – Annual General Meeting
3. **CEWA LTD.** – Catholic Education of Western Australia Limited (formerly the CEO)
4. **P & F** – Parents and Friends Association
5. **NO HAT NO PLAY IN THE SUN**– Being aware of the need for sun protection for our children, the school procedure states that all children must wear their school hat while playing during recess and lunch, and also when participating in outdoor Physical Education classes.
6. **PUPIL FREE DAYS** – There are pupil free days each year set aside for teacher development. On these days, children do not attend school. Dates for the following year are advised in the final newsletter of the previous year.
7. **THE MISSIONS** – Missions are project run to assist communities in need both in Australia and overseas. At St Joseph's School we support several different Catholic missions. This is a commitment to Social Justice in our community, country and the world. Throughout the year the students will be asked to make donations to the missions. This could be in the way of a gold coin donation for the privilege of wearing casual clothes (free dress or theme). Details will be placed in the newsletter.
9. **FREE DRESS** - When the school has a free dress day this means that our children do not have to wear their uniforms. Neat and tidy appearance is still expected, and be sure that your children have suitable footwear for playing.
10. **MJR – Making Jesus Real** - A values programme within our school. We are encouraged to recognise the presence of Jesus in everyone we meet. Names must be used when speaking to someone. Everyone is encouraged to greet each other, rather than passing by without acknowledgement. Different greetings are encouraged.  
Manners Monday  
Thanking Tuesday  
Winking Wednesday  
Thumbs Up Thursday  
High Five Friday



## 12.0 School Hours

### Class Times

<b>PP to Year 6 Monday</b>		<b>8.35am –2.10pm</b>
<b>PP to Year 6 Tuesday to Friday</b>		<b>8.35am- 3.10pm</b>
<b>Morning recess</b>		<b>10.40am – 11.00am</b>
<b>Lunch</b>		<b>1pm – 1.40pm</b>
<b>Kindergarten Hours</b>	<b>Tuesday</b>	<b>8.45am – 3.00pm</b>
	<b>Wednesday</b>	<b>8.45am – 3.00pm</b>
	<b>Thursday</b>	<b>8.45am – 3.00pm</b>
<b>Pre-Kindy Hours (3 Year Old)</b>	<b>Friday</b>	<b>8.45am-10.45am</b>
<b>Aboriginal Playgroup</b>	<b>Monday</b>	<b>12:00pm-2:00pm</b>
	<b>Tuesday</b>	<b>12:00pm-2:00pm</b>

## **13.0 Staff for 2021**

Principal – Michael O’ Dwyer  
Assistant Principal – Peter Hazebroek and Deborah Glorie  
Administration – Heather Brown  
Finance – Kathy Dwyer & Renae Croft  
Aboriginal Playgroup Facilitator – Jennifer Turner  
3-Year Old Playgroup – Robyn Trewen and Karen Gear  
Kindy Class Teacher – Robyn Trewen  
Pre-Primary Class Teacher – Maxine Mulholland  
Year 1 Class Teacher – Joshua Wells  
Year 2 Class Teacher – Kate Vidulich  
Year 3 Class Teachers – MaryAnn Landwehr and Deborah Glorie  
Year 4 Class Teachers – Tori Johnson and Jan Young  
Year 5 Class Teachers – Annie Bala  
Year 6 Class Teachers – Melissa Fuller and Vicki Hodgson  
Support Junior – Deborah Glorie  
Support Mathematics - Peter Hazebroek  
Support Toe by Toe - MaryAnn Landwehr  
Italian – MaryAnn Landwehr  
Extension - Michael O'Dwyer  
The Arts – Melissa Fuller (Semester 1) and Yvonne Langan (Semester 2)  
Physical Education – Tori Johnson  
Digital Technologies – Peter Hazebroek  
Library - Karen Gear  
Seasons for Growth – Jan Young  
Special Needs Support - Rebecca Cherry  
School Chaplain – Michelle Ward  
Groundsman – Leigh Hodgson

Kindy EAs - Karen Gear and Silvana Vitale  
Pre-Primary EAs – Mia Catalano and Michelle Ward  
Year 6 EA - Michelle Ward

## **14.0 School Contact and School Address**

PRINCIPAL	Mr Michael O’Dwyer
SCHOOL ADDRESS	14 Millar Street Waroona WA 6215
POSTAL ADDRESS	P. O. Box 129 Waroona WA 6215
SCHOOL PHONE	(08) 9782 6500
EMAIL ADDRESS	admin@stjoeswaroona.wa.edu.au
WEB PAGE ADDRESS	<a href="http://www.stjoeswaroona.wa.edu.au">www.stjoeswaroona.wa.edu.au</a>
FACEBOOK	@stjosephswaroona
INSTAGRAM	stjosephswaroona