

ST. JOSEPH'S

H A W T H O R N



Parent Handbook 2019



VISION STATEMENT

*At St. Joseph's School we aspire to live the values of Jesus
within a welcoming Catholic community that celebrates
and integrates faith, life, learning and culture; empowering all to
live with integrity and to contribute to an ever changing world.*

St. Joseph's is committed to the protection of children in line with the Victorian Government Child Safety reform

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FROM THE PRINCIPAL

Welcome to St. Joseph's. On behalf of the community, I welcome you and your child to the school and look forward to a rewarding and enriching time together. The school is dedicated to ensuring your child settles happily into school life.

As a Catholic School, St. Joseph's is here to support your efforts in providing a Catholic education for your child. We aspire to live the values of Jesus within a welcoming Catholic community that celebrates and integrates faith, life, learning and culture; empowering our students to live together harmoniously in an ever changing world.

At St. Joseph's we are committed to effective teaching and learning practices. We promote learning as an ongoing process and recognize that students learn at different rates and in different ways. Therefore, we personalise learning in order that the individual remains the focus.

To assist your child in adjusting to what will be an exciting time of change, we ask parents to:

1. Speak positively about the school, the teachers and all that they experience at school.
2. Focus on the possibilities of their day and equip them with strategies to cope with times of possible disappointments.
3. Ensure they sense a spirit of friendliness and co operation between the school and home. School should be like an extension of a good home where the same values and beliefs are shared.

Finally, the school is and always will be what we as a community make of it. You are an important part of this community and your voice may be the one that makes a significant contribution. Please be involved, be positive and help our community to continually grow and strive to be the best we can be.

I trust that 2019 will be the first of many happy and valuable years for us all, as we continue our life long journey of learning.

Mrs. Sharon Kenyon-Smith
Acting Principal



BRIEF HISTORY

The first Roman Catholic School in Hawthorn was commenced in 1854 by Michael Lynch on his own property on the east side of Power Street. Perceiving the need to educate his students and servants, he built a school room and tin chapel and all were marshalled to Sunday Mass under his watchful eye. With the building of a brick school/chapel on the Roman Catholic Reserve opposite in 1859 his school ceased and the new building, known as St. Joseph's School, served as a chapel for Richmond.

The Jesuits from the Richmond Parish supported this little school, said Mass, gave religious instruction and visited frequently on horseback. It must have been a very crowded affair with the infants sitting in front and the older students working behind. A school photograph dated 1876 shows 87 students, the girls in white pinafores and the boys in suits, flanked by two female teachers.

In 1873 Father Dalton, Parish Priest of Richmond, wrote to his Superior in Ireland begging for other religious orders to send out teachers to help in his Richmond and Hawthorn schools. The Christian Brothers arrived in 1875 and the Faithful Companions of Jesus, Sisters in 1882.

At first, two sisters travelled each Sunday by train from Richmond to Hawthorn to give catechism lessons to the girls, the Jesuit novices teaching the boys. In 1889, the F.C.J. Sisters took charge of St. Joseph's in what was known then as Lower Hawthorn. The interior of their one room building was far from prepossessing. In 1900 plans were made for the building of substantial new classrooms which were completed in January 1908. In the late 1880's a private school for boys called St. John's was started on Glenferrie Road. The F.C.J. Sisters decided to keep boys at St. Joseph's for the infant classes, only sending them up to St. John's when they had turned seven. The two schools combined for many activities, spelling competitions, essay writing, and catechism testing, with the girls frequently winning. In 1923 the Brigidine Sisters took over the running of the school. The policy of catering substantially for "girls only" continued until 1967 when there were 80 pupils. With a substantial increase in the migrant population, the need to expand and cater for boys became pressing.

St. John's School was taken over by the Marist Brothers in 1925 following lack of funds and falling enrolments in the school in 1922. Under the Brothers the school was developed and expanded, catering for boys from Prep (Foundation) up to Intermediate. The School had moved to a larger site known as Brennan's Paddock, opposite Urquhart Street in 1911. The Brothers added more in 1931 and built the oval, the envy of all in 1937. A separate junior school was built between 1953-58 and a second storey to the main building in 1964. In all of these activities the Brothers were supported by the Hawthorn Parish. By the early 1970's it became clear that the Brothers could no longer support the School, resources were exhausted, salaries were high due to the increased number of lay staff and parents preferred to send their boys to schools catering beyond intermediate standard. At the end of 1976 the Brothers closed the school after fifty years of service.

The Hawthorn Parish responded to these changing needs and decided to reconstitute the St. Joseph's Parish School by moving it to the St. John's site. On 4th March 1978, the new St. Joseph's was opened by Archbishop Little as Hawthorn's Parish School, catering for boys and girls from Prep (Foundation) to Year Six. The Brigidine Sisters continued their close association with St. Joseph's until 1985. Since 1980 the running of the school has been with a lay Principal and lay teachers.



EDUCATION IN FAITH

Learning brings hope. In a Catholic school that hope is based on the experience of God's love and care for all. Catholic educators see learning as a journey of endless possibilities, where students are energized to seek meaning and explore questions about the world around them. In partnership with parents and the broader Church, Catholic schools contribute to a life-foundation for students that is centered in Jesus Christ and grounded in truth, beauty and love. At the very heart of each Catholic school is a desire for the full flourishing of each student, across religious, physical, cognitive, emotional and social domains. Here we support our students to grow in virtue and to embrace a view of themselves and the world that leads to peace, justice, and the prospering of the whole of creation. It is a journey that is enlightened by faith, animated by love and leading to hope

(Horizons of Hope – An Education Framework for the Archdiocese of Melbourne)

In this context, approaches to curriculum and pedagogy are deeply rooted in faith, which empowers our students with the essential knowledge, skills, and capacities for active citizenship and lifelong learning. Our responsibility to the formation of the Catholic identity of our students is shared by all within our community.

The school responds to its responsibilities in ensuring that the learning from Prep (Foundation) to Year 6 follows a systematic, strategic and developmental approach. We use a Hermeneutical Approach as a means for engaging learners in a deep and rich dialogue with each other. Learners explore concepts from a Catholic and Church viewpoint. We use the 'To KWL' standards and 'tracking tool' for monitoring student progress. We use the recommended resource of the Archdiocese of Melbourne 'To Know, Worship and Love' as a primary reference to direct us.

The school appoints a Religion Education Leader, Faith Formation Leader and Parish Liaison Leader to guide us in these endeavours. Together with the Parish Team, School Staff, Parent Community and Students of the school, the leaders ensure all aspects of learning, liturgical celebrations and formation is professionally led.

Students of the school are prepared and presented for the Sacraments of Reconciliation in Year 3, First Eucharist in Year 4 and Confirmation in Year 6.

We invite you as parents is to work closely with us in the formation of your child in order that we teach them how to become free, responsible, and capable of living a spirited life in relationship with God.

ST. JOSEPH'S PRAYER

Joseph
Teach us to work as you did,
With patience and perseverance.
Help us to live, love and learn as
Your son Jesus did,
and to value the support from
those around us.
Guide us to use our gifts and
make good choices,
with you by our side.
Amen



LEARNING AND TEACHING

At St. Joseph's, our curriculum is set by the Victorian curriculum and Assessment Authority. The Victorian curriculum caters for students from Foundation (previously Prep) to Year 10.

The Victorian Curriculum outlines what is essential for all Victorian students to learn from Foundation to Year 10. It provides a single coherent and comprehensive set of common achievement standards which we use to plan student learning programs, assess student progress and report to parents. For further information about the Victorian curriculum please visit: <http://victoriancurriculum.vcaa.vic.edu.au>

Victorian Curriculum Overview

Learning Areas	Capabilities
The Arts English Health and Physical Education The Humanities <ul style="list-style-type: none">• Civics and Citizenship• Economics and Business• Geography• History Languages (Mandarin) Mathematics Science Technologies <ul style="list-style-type: none">• Design Technologies• Digital Technologies	Critical and Creative Thinking Ethical Intercultural Personal and Social

At St. Joseph's, learning and teaching aims to develop skills, attitudes and deep understandings about the world and how it works, and to enable students to live and operate effectively in that world.

ENGLISH AND MATHEMATICS

Our English and Mathematics programs are designed to maximise each students' outcomes ensuring that they achieve success in English and Mathematics. Data is continually used to inform teachers' planning and to scaffold students' learning. St Joseph's employs a whole/small/whole approach during English and Mathematics sessions, providing focused teaching for all students to explicitly teach skills and understandings. Students are actively involved in English and Mathematics activities through differentiated learning opportunities to ensure that individual needs are met.

MULTI DOMAIN

St. Joseph's delivers the Victorian Curriculum through a whole school Multi Domain approach. The subject areas of Science, Technologies, The Humanities and the Capabilities are taught through termly concepts.

DIGITAL LEARNING

iPads, laptops and desktop computers are networked across the school and are an integral part of the Teaching and Learning process. Students have access to the Internet. Students are expected to abide by the Internet and Email Policy of the School. All students from Foundation to Year 6 participate in weekly 45 minute specialist lessons. Our five specialist subjects of Visual Arts, Performing Arts, Physical Education, Technologies and Chinese Mandarin also follow the Victorian curriculum.



VICTORIAN SPECIALIST SUBJECTS

MUSIC and PERFORMING ARTS

All classes experience Music/Performing Arts throughout the year in our dedicated Performing Arts Space.

PHYSICAL EDUCATION

Physical Education lessons are led by a Physical Education specialist. Sports uniform is to be worn on this day. Development of skills and opportunities to display those skills in game situations form part of lessons for all classes.

VISUAL ARTS

Visual Arts lessons are led by a visual arts specialist. All students from Prep (Foundation) to Year 6 are asked to have either an art smock or 'old shirt' to protect their clothing during art classes.

LANGUAGE OTHER THAN ENGLISH (Mandarin)

Students will be exposed to Chinese culture and language during Mandarin lessons.

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM)

Students experience learning opportunities in the areas of Design and Technologies and Digital Technologies in a specialist setting.

EXTRA-CURRICULAR PROGRAMS

At St. Joseph's, we offer a diverse range of co-curricular, support and extension activities aimed at enriching student learning. These include:

- Year 5/6 Camp
- 'Buddies' Program
- Transition Programs
- Extension and Enrichment Programs – including Maths Extension and Meet the Expert
- Instrumental Program
- ERIK (Enhanced Reading Intervention Knowledge)
- PERI
- Reading Recovery
- Years 5 and 6 Interschool Sports
- Lunchtime Activity Clubs
- Seasons for Growth, Loss and Bereavement Program
- Maths Intervention



HOME LEARNING

We believe parents are the primary educators of their children and one of our roles as formal educators is to foster positive home school partnerships. We believe that home learning takes students' learning beyond the classroom and builds on their capacities as learners. At St Joseph's home learning is assigned to students from Prep/Foundation to Year 6 and is always aimed at fulfilling one or several of our noted purposes.

The purpose of home learning is to give students the opportunity to:

- celebrate their learning
- transfer new learning to different situations/in a different environment
- consolidate knowledge, skills and understandings
- develop confidence as a learner
- develop intrinsic motivation to learn and be a learner
- develop independent learning behaviours
- share school learning with family

All home learning will be assigned with careful consideration that the tasks and expectations are within the capabilities of the student. Home learning is aligned to school learning and within the student's capacity to complete the task/s or any challenges it may offer.

- Students from the same year levels will have similar expectations.
- Teachers will articulate the purpose and establish clear expectations with the class, various identified groups or individuals prior to setting any home learning.
- All students will receive relevant teacher feedback pertaining to any home learning assigned by their teacher.

At St. Joseph's we invite and encourage parents to actively promote the school's noted purposes for home learning to their children and to liaise with their children's classroom teacher if necessary to ensure clarity and positivity from the student's perspective.

SCHOOL CAMP

Students in Years 5 and 6 participate in a camp every year. This experience provides an opportunity to develop personal and interpersonal skills such as community living, independence and self- confidence. The camp program alternates between an outdoor adventure based camp and a Civics and Citizenship based camp to Canberra.

INTERSCHOOL SPORT

We provide opportunities for students in Years 3-6 to participate in a range of interschool sporting competitions throughout the year. These include football, netball, swimming, athletics, cross country, and Hooptime.



ASSEMBLIES

School Assemblies are held on a weekly basis in the Multi Purpose Room (MPR) with each class taking responsibility for showcasing aspects of their work each term. Assemblies provide an excellent opportunity for students to develop public speaking skills and confidence when presenting to an audience. Parents are always welcome to be part of our whole school assemblies.

EXCURSIONS

Each year all students will have the opportunity to participate in excursions (away from school) and incursions (where educators come to the school). These are planned by teachers to consolidate and enhance student learning. Parents will be notified of the excursion in advance and details will be provided about the outing.

PARENT INFORMATION EVENING

A general meeting is held early in Term 1 to give parents an opportunity to meet staff and be informed about the vision for the year. Other opportunities will be provided throughout the year.

STUDENT LEARNING REVIEWS/COMMUNICATION WITH YOUR CHILD'S TEACHER

Written reports detailing student progress against mandated curriculum standards are regularly prepared for parents.

An opportunity to 'Meet the Teacher' will be provided in Term 1, allowing you to communicate important information about your child.

Student Learning Reviews will be conducted for all students during the first reporting phase.

If at any time through the year you wish to discuss any matters with the teachers, please make an appointment and they will schedule a time to meet with you.



LEADERSHIP and MANAGEMENT

SCHOOL LEADERSHIP TEAM

The School Leadership Team is comprised of the Principal, Deputy Principal and some staff with positions of leadership. The team meets weekly to ensure that the vision and direction of the School is reflected in its daily practices and across all facets of school life. The Leadership Team works strategically to develop and sustain a culture of continuous improvement.

ST. JOSEPH'S ENROLMENT POLICY

St. Joseph's welcomes interest in enrolments at any time. Priority will be given to siblings and Catholic students within the Parish boundaries. Other Catholics and non-Catholic students may be considered for enrolment depending on availability of places.

SCHOOL ENTRY REQUIREMENTS FOR IMMUNISATION IN VICTORIA

Information sheet regarding 'Immunisation information for parents enrolling a child' is located on the back page of this handbook.

ENROLMENT OF STUDENTS WITH DISABILITIES

St. Joseph's is an inclusive school community open to parents who seek enrolment for a student with a disability. This is possible when it is in the best interests of the student and the school community, and where special services or facilities can be reasonably provided by the school.

SCHOOL FEES

School Fee accounts will be sent out at the beginning of Term 1, 2, 3 and 4 with payment due within six weeks. Preferred payment is by cheque, credit card and EFT. The school is dependent on fees to enable it to meet the financial gap between operating costs and government grants.

At St. Joseph's parents have an obligation to pay the set fees. As a matter of fairness to other parents and students, all parents are expected to meet their commitments. Fee concessions and exemptions can be negotiated sensitively and confidentially.

School Fees are determined by the Parish Priest and Principal in consultation with the School Advisory Committee and are reviewed annually.

School Fees and the Capital Levy, together with Commonwealth and State Government Grants; pay the running costs of the school. These costs include: salaries, building, equipment and grounds maintenance, light, power and heating, insurance and rates, resource development and loan repayments.

School curriculum levies contribute directly towards education costs which include general classroom needs, text books, library books, art and craft materials, class incursions and excursions and religious education texts.

An additional levy will be charged for School Camps and Book Levies.

School Fees are based on a family rate, which is designed to support families with more than one child at school.



ENROLMENT FEE FOR NEW FAMILIES

At the time of lodging an enrolment application all new families will be required to pay a non-refundable enrolment administration fee of \$100.

OUTSTANDING DEBTS

Be assured that we shall always allow for families who have genuine trouble paying fees because of financial difficulties and that any discussions will remain completely confidential. It is Parish Policy that no child shall be excluded from school because of family financial difficulty.

The following procedures will be followed for non-payment of fees for families who do not initiate appointments:

- A reminder notification will be issued requesting payment within two weeks of the due date.
- If payment is not forthcoming immediately a letter requesting an interview with the Parish Priest and Principal will be issued.
- If the family's representatives do not attend the meetings, or if the matter cannot be resolved at the meeting, the outstanding amount will be treated as a debt owing to the school and appropriate action will be initiated to recover the debt.
- Finally the matter will be referred to the Catholic Education Office for advice regarding Debt Collection.

CAREMONKEY

At St. Joseph's we use the health, safety and electronic consent form system named 'CareMonkey'. It is an electronic platform which will replace paper based forms previously used for excursions, camps, photographs, etc. It provides parents the opportunity to update medical information promptly and accurately while providing the school with instant access to the emergency information provided by you.

The CareMonkey system is located in a highly secure environment and the data will always reside in Australia.

ST. JOSEPH'S SCHOOL APP

St. Joseph's has a school App. It can be downloaded on iPhones and Androids and is free. The app is used for communicating with parents across a broad range of subjects.

NEWSLETTER

A newsletter is used to develop and maintain communication between School and the Parish Community. The newsletter is produced regularly on every second Friday. The newsletter is emailed to all parents and available on the App. The Login details are Username: parents Password: hawthorn. The newsletter lists important events during the term. It also includes reminders and other general information on matters concerning the school.

VISITOR'S LANYARD

All visitors to the school are required to wear an Identification Lanyard. All visitors must register at reception.



PUPIL FREE DAYS

On set days during the year the school is closed to enable the staff to take part in professional learning activities. This ensures that the staff is kept informed of the latest teaching methods and strategies and that curriculum policies are developed. The school's programs are then assessed and updated when necessary.

The Parish Priest and Catholic Education Melbourne must first approve these Professional Learning days. Parents are always given a number of week's notice of such days.

PARKING

Student safety is our priority and we seek your co-operation in this very important matter.

As the movement of traffic in Glenferrie Road is very heavy, particularly at 3:30 pm each day, please observe all parking signs, avoid double parking or parking across driveways and encourage your child to use the school crossing.

1. Plan ahead

Consider parking away from the school to avoid busy roads such as Glenferrie Road.

Off-street parking is available just 250 metres away in the Swinburne Avenue car park. This is only a 4 minute walk away. Families can follow the walk to school footprints from this car park to St. Joseph's.

Be aware that parking restrictions apply at the front of the school. In the morning, the spaces have 'No Parking' restrictions and it is a designated 'Kiss and Drop' zone. In the afternoon, the spaces have 5-minutes parking limits. You must park elsewhere if you plan to stay longer than the time limit or leave your vehicle unattended.

The staff car park (situated off Wattle Rd) is **ONLY** for the use of staff members.

RIDING TO SCHOOL

We encourage students to ride to school safely on their bicycle or scooter. There are storage facilities available on school premises. Students are to walk their bicycles and scooter on school grounds and wear helmets to and from school.

THE SCHOOL CROSSING

A Council Crossing attendant operates the pedestrian crossing in Glenferrie Road before and after school. Parents have a duty to teach their children to use the crossing in the correct manner and also to set a good example by making use of the crossing themselves. Bikes also need to be walked across the crossing.

LATE ARRIVAL/EARLY DEPARTURE PROCEDURES

Parents are asked to 'sign in' their children at the office when arriving or leaving the school out of regular arrival and dismissal times. Students who are late should enter their classrooms alone without disruption to the class. The office staff will phone the class teacher to send students to the office for early departures.

Please be aware that the number of days absent or late appears on the student's mid year and end of year reports.

It is an expectation that appointments in school hours are not made unless in exceptional circumstances such as a specialist's appointment.



LOST PROPERTY

Please make sure that all your child's belongings are clearly marked or labelled with your child's name. The school does NOT take responsibility for missing items. However, if items are lost there is a lost property collection, which may be inspected at any time.

CLASSROOM CUISINE

This is an online lunch order service. The website is www.classroomcuisine.com.au for delivery to St. Joseph's on Monday, Wednesday, Thursday and Friday. Payment is made online using credit card.

OUT OF SCHOOL HOURS CARE PROGRAM

St. Joseph's Out of School Hours care program provides quality childcare and recreational activities in a caring, safe and well supervised environment before and after school and on curriculum days during the year. The Program is available to all students attending St. Joseph's; however, there is a legal limit.

During term time on weekdays:

- Before-School Care operates from 7.00am to 8.40am
- After-School care operates from 3.30pm to 6.30pm (students are collected from the basketball court)

Where students are dismissed earlier than 3.25pm (e.g. all students on the last day of term), after-school care will extend to cover the additional time.



SCHOOL UNIFORMS

The Uniform Shop co-ordinator is Mrs. Kamanie Vanlangenberg.

Summer uniform is worn in Term 1 and Term 4. Winter Uniform is worn in Term 2 and 3. It is a school requirement that all shoulder length hair be tied back, no jewellery is to be worn to school and all hair accessories must be school colours.

St. Joseph's is a Sun Smart School. We encourage the wearing of school hats throughout the whole year, especially for those children with sensitive skin. However it is compulsory in Terms 1 and 4 where most skin damage can sometimes occur. Students are required to sit under the M.P.R verandah during recess and lunchtime if they do not have a hat. Sunscreen is also encouraged to be worn.

<u>Girls Summer Uniform</u>	<u>Girls Winter Uniform</u>
Blue A-line dress	Maroon/Blue Tartan Pinafore
Light Blue Socks	Light Blue Shirt
Black School Shoes	Black Tights
School Hat with St. Joseph's logo	Black School Shoes
St. Joseph's School Jumper	St. Joseph's School Jumper
	A Winter Jacket (Term 2 and 3 only)

<u>Boys Summer Uniform</u>	<u>Boys Winter Uniform</u>
Light Blue Open Neck Shirt	Navy Blue Corduroy Pants
Navy Shorts	Light Blue Socks - Knee High
Light Blue Socks – Knee high/ankle	Light Blue Shirt
Black School Shoes	Black School Shoes
Hat with St. Joseph's logo	St. Joseph's School Jumper
St. Joseph's School Jumper	A Winter Jacket (Term 2 and 3 only)

Sports Uniform (Boys and Girls)

Summer

P.E. Blue polo shirt, Navy Shorts, Light Blue Ankle Socks and White Runners.

Winter

P.E. Blue Polo Shirt, Navy Track Pants (no zips at ankle), Navy Blue Windcheater with school logo, Light Blue Ankle Socks and White Runners. Rugby Tops are also available for the Year 6.

Please note that the school Winter Jacket is **NOT** part of the sports uniform.

The Uniform Shop operates every Tuesday afternoon (school term only) between the hours of 2.00pm and 4.00pm and Friday (school term only) between 8.30am and 9.30am.) Second hand clothing can also be purchased through the shop. Order forms are available from the school office, Skoolbag App and CareMonkey.



WELLBEING

Students requiring special assistance are referred to the Individual Needs Leader. If you have any concerns about your child's wellbeing, please speak to the class teacher or Individual Needs Leader.

CHILD SAFETY

All schools have an important responsibility for keeping children safe and we are required to develop practices and strategies to embed a culture of child safety at school.

In response to the Child Safety Act and the Child Safety Standards specified by Ministerial Order No. 870, St Joseph's has developed a Child Safety Policy and Code of Conduct (available on St Joseph's website). The purpose of these documents is to ensure the child-safe standards are adhered to and a culture is created where protecting children from abuse is part of everyday thinking and practice. At St. Joseph's we have a strong emphasis on prevention and a commitment to zero tolerance of child abuse.

We ask that you read and adhere to our Child Safety Policy and Code of Conduct so that we can all comply to these standards in our endeavour to keep every child safe.

TRANSITION TO SCHOOL

We recognise that starting school is a significant milestone in the life of your child and we support his/her transition to school through a comprehensive program that develops partnerships between the child, parents, school and kindergarten.

Features of our transition program include:

- opportunities for you and your child to become familiar with the school environment, to meet members of staff and make new friends
- multiple transition sessions
- a Parent Information Evening
- a 'Welcome' Mass and Morning Tea
- kindergarten visits/communication by the Prep (Foundation) teachers
- an interview with your child's Prep (Foundation) teacher on commencement
- a 'welcome' family for new families

'BUDDIES'

Our 'Buddy' program involves Year Five and Six students being paired with a Prep (Foundation) student. Rich activities are planned where the students work together and support each other in their learning. Friendships are developed and authentic leadership opportunities are provided for our senior students.

STUDENT LEADERSHIP

At St. Joseph's, we are very committed to ensuring that every student feels valued and has a 'voice' within our school community. All Year Six students are elected to leadership roles and play an important role within the life of our school. Opportunities are provided for students to be actively involved in decision making.



STUDENT REPRESENTATIVE COUNCIL (SRC)

The Student Representative Council is comprised of representatives elected from each of the classes and Year Six leaders in designated 'portfolios'. The SRC meets regularly and takes an active role in the life of the school.

CUSTODY ARRANGEMENTS

Parents who have custody arrangements regarding their child/ren should make this known and provide copies of court orders to the school stating the school's responsibilities in these matters.

LUNCHES

Students eat their play lunch and lunch under the supervision of their teacher, in the classroom or outside on warmer days.

Students must have their lunch boxes and drink bottles clearly labelled, and **MUST NOT SHARE FOOD** with others due to the fact that many of our students have food allergies. We ask that you do not send nuts or nut products to school.

PLAYGROUND SUPERVISION

Students are supervised by teachers during playtime and lunchtime. Teachers supervise students before school from 8.30am and after school until 3.40pm. Students not collected by 3.40pm are taken to the After Care Program. Staff at the school cannot accept responsibility for students after that time as staff meetings and level meetings are scheduled.

On wet days and very hot days the students remain inside under supervision.

FIRE DRILL AND EMERGENCY PLAN ROUTINES

Fire drills and emergency plan routines are practised throughout the school year.

The school's Emergency Management Plan is located in the school office and each classroom. We ask parents to observe our "late arrival" or "early departure" procedures as they are vital to our Emergency Management Plan and procedures.

ABSENCES

Please inform the school, by telephone, if your child is unwell and will be absent from school. A written or emailed explanation by the child's parent/guardian is required the day the child returns to school. Attendance rolls are marked twice daily. Parents will be contacted by telephone if a child needs to be sent home.

SCHOOL NURSE

The school employs a nurse who oversees first aid duties between 10.30 am and 2.30 pm daily. The school staff are responsible for any health or medical issues at all other times.



MEDICATION

Medication required to be taken during school hours must be accompanied by the official 'Administration of Medication' form and handed to the office.

These forms are available from the office. Information required includes:-

- The type of medication
- The reason for its administration
- The dosage and time to be taken

Medication taken by students during school hours is done under the supervision of the school medical officer or office staff.

ASTHMA

Students with asthma are required to keep their medication at school in the First Aid Room. An asthma action plan needs to be completed and signed by the student's medical practitioner.

ANAPHYLAXIS

Parents of students who are diagnosed to be at risk of anaphylaxis must meet with the school nurse to develop an anaphylaxis management plan. A copy of the ASCIA action plan (signed by the child's doctor) must be provided, as well as the appropriate prescribed medication such as an EpiPen.

SCHOOL NURSE VISITS - DEPARTMENT OF HEALTH

A school nurse visits the school each year. Prep (Foundation) students will be tested for any speech, hearing or visual impairment each year. Students with problems identified in previous years are also examined.

Upon a teacher's recommendation and with parental approval, students across all other levels of the school may be checked for speech, hearing, visual or other medical impairment. In all cases parents are contacted if there are any concerns regarding their child's health.

MEDICAL/ DENTAL APPOINTMENTS

If your child needs to leave school early for a medical or dental appointment or for any other reason, please notify your child's class teacher in writing. **No child is allowed to go home alone during school hours.** Please arrange to have your child picked up if he or she has an appointment. If a child is to attend an appointment during school hours, parents should collect their child from the school office and fill in the late arrival/early departure form.

INFECTIOUS DISEASES

The school should be contacted in the case of an infectious disease or prolonged illness.

HEAD LICE

Children with head lice should not attend school until treatment has commenced.

The school nurse will conduct regular head lice checks (with parental permission). If the school nurse finds live lice and eggs during a head check, parents will receive a note, asking them to confirm that treatment is applied before returning to school.

SCHOOL INSURANCE

Your child is protected by a School Care Accident Policy.



SCHOOL COMMUNITY

OPEN DAY

Open Days are held throughout the year giving parents the opportunity to see the school in action.

PARISH SCHOOL ADVISORY COMMITTEE

The Parish School Advisory Committee is an advisory body appointed by the Parish Priest. Representatives from the staff and parent body act together in a spirit of co-operation to provide responsible, informed support and advice to the Parish Priest and School Principal in their roles as leaders of the Parish School. It serves to support and advise on matters of school policy, finance, future planning, communications and the promotion of Catholic Education.

PARENTS AND FRIENDS' ASSOCIATION

The St Joseph's Parents and Friends' Association is an important and highly valued part of the school community. It forms an important social link between parents and the school. The principal roles of the Parents and Friends' Association are fundraising, the organisation of social functions and welcoming new families to our school and parish.

Class Representatives are also appointed at the beginning of each year as liaison persons to assist the class teachers and school in a variety of ways.

PARENTAL INVOLVEMENT

We endeavour to promote rich partnerships between home and school and provide authentic opportunities to work together in the spirit of building community. The 'school community' leaders will often call upon parents to assist them as a member of a 'Parent Support Team', working in partnership to support school events.

A Classroom Helpers Training session in English and Mathematics is offered in Term One for parents and friends who are interested in assisting in these areas. Parents are welcome to support other areas of the curriculum and share their interests and talents in the school by supporting the teachers.

'Working with Children' Checks are a pre requisite of any parents' involvement in the classroom or assisting in children related activities.

ST. JOSEPH'S PRIMARY SCHOOL
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