



## Parent Handbook

# St Joseph's Catholic Primary School Southern Cross

*Inspiring Hope*

*Educating for the 21<sup>st</sup> Century*



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## ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

### *Educating for the 21st Century Inspiring Hope*

#### **VISION**

St Joseph's Southern Cross offers a contemporary Catholic Education that inspires hope and is inclusive of all. Centred on Christ, St Joseph's provides high quality programs with a strong focus on taking action for good in the world. Students are supported and extended in our innovative curriculum and Staff are committed. Quality teaching and learning is consistently demonstrated and high standards set for every learner. The students learn the social, emotional and academic skills needed for the future. Digital Literacy is a valued learning area where students learn new skills and consolidate those already known. All staff at St Joseph's strive to ensure communication with the school community is of the highest standard. Staff work collaboratively to promote student success and are encouraged to participate in professional development, to model learning for life, challenge and gain new knowledge. Parents are encouraged to approach the school at any time if they have any questions or concerns. They understand that school matters are kept in school and only discussed in our school environment.

#### **MISSION ACTION PLAN:**

St Joseph's School is an extension of the Southern Cross Community:

- Fostering the holistic growth of children
- Committed to our school motto of 'Honesty'
- Values as modelled by Jesus Christ
- Honouring the vision and mission of Saint Mary of the Cross MacKillop

#### **CORE VALUES**

- Students and Staff are honest and courageous
- Students and Staff demonstrate equality and fairness between all
- Students and Staff work collaboratively to create a joyful learning environment
- Students and Staff challenge motivate and encourage everyone to reach their full potential

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**PARISH CONTACT:** Our Lady of Montserrat Church  
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Southern Cross WA 6426  
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## **WELCOME TO ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**

St Joseph's School extends to you a sincere welcome. The information included in this booklet is to assist you and your family to become familiar with our school. Our school takes pride in the fact that it was built by parents of the school and the parish. The school currently caters for children for Pre-Kindergarten-Year Six. St Joseph's Catholic Primary School was established to respond to the needs of those parents in the Southern Cross area who sought a Catholic education for their children. In 1900 the Presentation Order of Sisters, under the direction on Nano Nagle, founded our school, however due to extreme hardship, they were recalled to the city after only three years. In 1903 the Sisters of St Joseph of the Sacred Heart, under the direction of Mary MacKillop began teaching in our school. Every year our school honours our Charism through both faith traditions – Presentation Sisters and the Sisters of St Joseph of the Sacred Heart.

At St Joseph's we endeavour to educate our future citizens to have effective social and emotional skills. Children are taught and encouraged to show empathy toward others. Children at St Joseph's School are constantly working toward attaining the academic skills needed for the future. The children understand that the world is bigger than just them and even the younger children have more resilience in dealing with social conflict.

We have a very supportive parent population. Our parents are encouraged to come forward and approach the school comfortably when needed. Parents strive to ensure that school matters are kept in school and only discussed in our school environment. Parents of all religious denominations ensure that they support the catholic ethos at St Joseph's regardless of their personal views and beliefs.

Staff at St Joseph's School strive to ensure communication with the school community is of the highest standard. Communication is of the highest standard ensuring all information is shared, however, still remains confidential within the school environment. Prior to a new staff member commencing at St Joseph's School, a comprehensive handover and induction will occur, to ensure knowledge of all students and the school is passed on. Currently Education Assistants are working throughout the school, monitoring students in their learning, by supporting and extending.

Our innovative curriculum is based on promoting student success, by building from what the student actually knows, with teaching and assessments catering for individual learning styles and a strong emphasis on collaboration, impacting on all staff involved in the success of each student.

We use assessment information more effectively as a collaborative group, so we can all help and have the shared responsibilities for individual children. We have a system in place where staff comes together to share information to make sure each staff member has the knowledge and understanding of the children.

The Technology learning area, comprising of Design and Technology and Digital Technologies is valued by all at St Joseph's Primary School. The staff incorporate a large number of technologies into their teaching and learning practices, including Office 365, robotics, STEM and 1:1 iPad program. Quality teaching and learning is focused on educating for the 21<sup>st</sup> century.

At St Joseph's School we are proud of our collaborative effort to develop children's skills allowing them to interact with the wider community and represent our school and what we believe in.

### **CHARISM CELEBRATIONS**

St Joseph's Day – March 19<sup>th</sup>

Mary MacKillop & the Sisters of St Joseph's – August 8<sup>th</sup>

Nano Nagle & the Presentation Sisters – November 21<sup>st</sup>

## **MORNING SCHOOL PRAYER**

Dear Jesus

I offer you today, with all my ups and downs,

All my prayers and all my words, all my happy times and all my sad times.

Help me to come to the end of this day, a better person having loved you and others,

Especially my family and school mates.

Amen

## **PRAYER TO HONOUR NANO NAGLE (Foundation Order of St Joseph's School) to be recited at Morning Assembly on Feast Day**

An Irish Blessing

May the road rise to meet you

May the wind be always at your back

May the sun shine warm upon your face

The rains fall soft upon your fields and,

Until we meet again, may God hold you in the palm of his hand

## **PRAYER THROUGH SAINT MARY MACKILLOP (to be recited on Feast Day)**

Bountiful and loving God, You have filled the heart of Mary MacKillop with compassionate love for those who are in need at the margins of our society.

Deepen that love within us that we may embrace the mystery of the Cross which leads us through death to life.

We ask this in the Spirit of Jesus who having broken the bonds of death leads us to everlasting life.

Amen

## **ST JOSEPH'S SCHOOL SONG (P Kearney)**

This is our school,

Let peace be found here.

May the rooms be full of happiness.

Let love abide.

Love for one another.

The love of life itself

And the love of God. (entire lyrics available)

## **ST JOSEPH'S SCHOOL MOTTO: Honesty**

## **ST JOSEPH'S SCHOOL CREST**

Reminds us that our school continues a tradition of dedication and service brought to Southern Cross by the Presentation Sisters and the Sisters of St Joseph of the Sacred Heart over 100 years ago. The "S" and the "J" represent the Sisters of St Joseph and the five stars, the stars of the Southern Cross.

## **AIMS OF THE ST JOSEPH'S SCHOOL**

- To give the students' knowledge and skills for the 21<sup>st</sup> Century.
- To provide a Catholic education and to develop in them Christian values.
- To be a loving community of parents, teachers and students.
- To develop in children the ability to make responsible decisions and to accept the consequences.
- To provide the necessary knowledge and skills to be successful members of the community.
- To encourage parent involvement in school activities by linking the home and the school.

## **ABSENCES**

Children are required by law to attend school every day. In the case of sickness, the school must be notified by phone or some other means such as a message. If the school has not been notified by either classroom teacher or parent by 9:00am, a text message will be sent to the families inquiring about their absence. On return to school a written absentee note available from the class teacher, must accompany the child explaining the absence.

## **EXTENDED ABSENCE FROM SCHOOL**

If parents choose to take their children on a family holiday during the school term, the school should be notified in writing. Should the holiday be extended for some weeks or months, the child must undergo testing on return, to determine whether he/she is sufficiently skilled to be promoted to the next class or needs to repeat. School fees must be paid prior to departure to ensure placement for the following term.

## **AFTER SCHOOL**

Children waiting to be collected after school must wait within the school grounds until collected. A teacher will remain on duty until all children are collected or alternatively the child/ren will wait inside the office. Parents must notify the school if usual collection arrangements change.

## **ASSEMBLIES**

Assemblies are held fortnightly on a Friday afternoon at 3:00pm. Students assemble for Birthdays, Prayer and Awards, with parents invited to attend. Parents will be notified by SMS if their child is receiving an award.

Once a Term, there is a whole school assembly and parents and friends are invited to attend. The date for this Assembly is decided at the beginning of each Term and will be advertised in the Term Planner or the fortnightly newsletter.

## **ATTENDANCE TIMES**

Office Hours:	Monday – Thursday, 8.30am – 3:30pm Friday, 8:45am – 2:30pm
Playgroup Junior Joeys	Thursdays 9:00am – 10.30am (Held in the Library)
Three Year Old Kindergarten	Mondays 8.50am – 11.30am
Kindergarten	Tuesday 8:50 – 2:30pm, Wednesday & Thursday, 8.50am – 3.10pm
Pre-Primary – Year 6	Full Time Attendance, 8.50am – 3.10pm (Except for Tuesdays Early Close 2:30pm)

## **CALENDAR – TERM PLANNER**

A calendar listing all of the events is distributed to each family at the beginning of each Term. A copy of this planner can also be found on the school webpage. Parents are encouraged to check the planner regularly in order to be properly informed of any events that are happening in the school [www.stjoessx.wa.edu.au](http://www.stjoessx.wa.edu.au)

## **COLLECTION OF MONIES**

In the event of children bringing money to school for School Fees etc, it is essential that such money be placed in an envelope, labelled with NAME, CLASS, AMOUNT and what the money is for. The money is given directly to the class Teacher and then sent to the office.

## **COMMUNICATION DIARIES**

Student Communication Diaries provide an opportunity for daily teacher/parent communication. These diaries are to be **checked daily** and signed by a parent/guardian. Comments recorded as required.

## **DAILY TIMETABLE**

### **Bell Times**

8:50am	Morning Fitness (Tuesday, Wednesday, Thursday)
9:00am	Teacher instruction commences in the classroom
10:50am -11:10am	Recess
12:50pm - 1:30pm	Lunch (12:50pm-1:05pm the students eat in designated lunch area) (1:05pm-1:30pm the students play in designated areas)
3:10pm	School/ Students Dismissed (except for Tuesdays Early Close 2:30pm)

Children should not be left alone at school prior to 8.30am or after 3.30pm due to safety reasons unless specific arrangements have been made for their supervision. There is a staff member on duty from 8:30am. Students arriving prior to 8:30am need to wait quietly on the bench outside their classroom.

### **DISCIPLINE** *(Please familiarise yourself with St Joseph's Behaviour Management Plan)*

1-2-3 Magic Behaviour whole school approach develops courtesy, respect and self-discipline from each child. It is expected that parents have instilled these same values and attitudes at home. If there is a need regarding the behaviour of a student the parents will be requested to attend an interview with the Teacher. All new staff and parents are serviced on the whole school behaviour program. There are Parent CDs and Books available to borrow.

### **DRILL – LOCKDOWN / EVACUATION / BUSHFIRE**

These are practised regularly throughout the year to ensure familiarity with the drill in the event of an emergency. The drills are displayed in classrooms and throughout the school.

### **EXCURSIONS**

Children will be taken on various excursions during the year. Written permission must be given for children to participate. Due to the legal implications, unless written permission is received, the children will be unable to leave the school.

### **HEALTH SERVICES**

SCHOOL NURSE	The school is regularly visited by a School Nurse.
DENTAL CARE	Children receive free dental care from the visiting School Dental Clinic.
SPEECH PATHOLOGIST	Regularly visits for the Pre-Kindy – Kindy – Pre Primary classroom.

Children who have communicable diseases will be excluded from school according to the current guidelines from the Health Department of Western Australia [www.health.wa.gov.au](http://www.health.wa.gov.au)

### **HOMEWORK** *(Please see the Homework Policy on the school website for further information)*

Homework is set to develop efficient study habits and practice skills. Children must complete homework whenever it is set. Parental supervision is necessary for a child to develop good study habits. Incomplete homework must be accompanied by a note from a parent or guardian.

On occasions, unfinished class activities may be sent home for completion overnight and a note will be written by the teacher in the student's communication diary.

As a rule, homework is not given in the first week and last week of term.

Our students need daily home reading opportunities with parents and this is also part of homework routine. The homework each day should take approximately:

Year Level	Reading	Other Tasks	Total Time
1	10 minutes	10 minutes	20 minutes
2	10 minutes	15 minutes	25 minutes
3	10-20 minutes	15 minutes	25-35 minutes
4	10-20 minutes	15 minutes	25-35 minutes
5	20-30 minutes	20-25 minutes	40-55 minutes
6	20-30 minutes	20-25 minutes	40-55 minutes

### INJURIES

Minor injuries will be treated at school. In the event of a major injury, if parents cannot be contacted quickly, the school will attempt to act as it considers a parent would act. The student is covered by the Catholic Church Insurance Student Policy while at school.

### LUNCH ORDERS

Lunch orders are available three days a week on Monday, Wednesday and Friday. Students place lunch orders in the lunch baskets outside the Office by 9am. Orders need to be written on supplied lunch bags located in the basket. Please supply the correct amount. The Coffee Lounge supplies the ordered food. Lunches are collected from the same place the baskets were left at 12:50 pm.

### Warmer

During the colder months – Term Two and Three, students are permitted to bring lunch wrapped in alfoil or heat proof container which can be placed in the warmer. (Please no soup or liquid for safety reasons) Lunches need to be labelled clearly with your child’s name. The warmer is turned on at recess and a member of the office will retrieve them in readiness for lunch. **Please consider Healthy Food Options for the warmer as sausage rolls/meat pies etc. are high in salt and fat, and should not be eaten for lunch every day of the week.**

### MASS TIMES AT OUR LADY OF MONTSERRAT CHURCH

48 Altair Street, Southern Cross (08) 9049 1049

Monday 9:00am (Students from Years One to Six attend) Parents are invited

Saturday Evening 6:00pm (Vigil Mass)

Sunday Morning 8:30am

Sacrament: First Reconciliation – Year 3 students or older  
Confirmation – Year 6 students or older  
First Holy Communion – Year 4 students or older

### MEDICAL INFORMATION

If children are unwell they should not be sent to school. If a child becomes ill during school hours, parents will be contacted to collect their child. Please ensure that contact information is always up to date to alleviate difficulties.

### MOBILE PHONES

Mobile phones brought to school by students are to remain in the students’ school bag and turned off.

## NEWSLETTER

Newsletters are an important means of communication between the school and parents. We encourage parents to opt for paperless newsletters, however, a paper copy will be sent home if desired.

## PARENT CONTACT INFORMATION

Student Information sheets are retained in the office for each family. Throughout the year some information may become out-dated. We ask your assistance in supplying the details to update the Student Information sheets. This information is kept as a handy contact reference.

## PARENTAL INVOLVEMENT

The school recognises the importance of parents as the first and prime educators of their children and the need to effectively involve them in school programs. When parents enrol their children at St Joseph's, it implies approval and support for the vision, aims, objectives and programs of the school. Full involvement particularly in the Sacramental programs and the religious practices of the school are expected. Parents are welcome to visit the school and are encouraged to volunteer their skills whenever the need may arise. Your attendance is particularly welcome at any school function and assisting on a rostered basis in the classroom.

Other school activities of which parents are encouraged to support are:

- a. Attendance at Parent and Teacher Information Sessions
- b. Attendance at Parent Interviews
- c. Participation in religious programs
- d. Attendance at Class Assemblies and School Masses, participation in functions organised by the Parent and Friends Association, as well as attendance at the Parent & Friends (P&F) meetings.
- e. Athletic-Swimming Carnivals - Yilgarn Small Schools' Sports Association.(YSSSA)
- f. Assistance with class reading, library work, sporting activities or general classroom assistance.

## PARENTS AND FRIENDS ASSOCIATION

The P&F meet regularly and all St Joseph's parents are part of the committee so therefore invited to take part in meetings or events that are organised. Please check the Term Planner or fortnightly Newsletter for information regarding the P & F meetings and planned events.

## POLICIES – CATHOLIC EDUCATION

Policies are located at [www.ceo.wa.edu.au](http://www.ceo.wa.edu.au) and St Joseph's School policies at [www.stjoessx.wa.edu.au](http://www.stjoessx.wa.edu.au).

## PUNCTUALITY

Children must be at school no later than 8:45am and no earlier than 8:30am. ***There is no Teacher on duty before 8:30am.*** This will give the child time to unpack books, order lunch, play in the grounds and be ready to commence class.

## REPORTS AND INTERVIEWS

### Term 1 Three Way Interviews

Yr K-6 Teacher / Parent / Student Interview

### Term 2 Mid -Year Report

Yr PP-6 Report sent home

Pre-Kindy and Kindy interview

### Term 3 Work Samples – Should be annotated by teacher and include some assessment piece

Yr PP-6 Literacy-numeracy-RE-sent home

Pre-Kindy and Kindy interview

### Term 4 Final Report

Yr PP-6 Report sent home

Pre-Kindy and Kindy interview

Parents are always welcome to request an interview with the Teacher through the communication book.

## **SCHOOL BUS TRAVEL**

Children travelling by bus must behave in an orderly manner. Misbehaviour at bus stops or on the bus will not be tolerated.

Violations of the Code of Conduct including, eating, moving around, shouting, yelling, foul language, racist remarks, ignoring driver's direction, interfering with other children, will be issued with an Infringement notice.

Three (3) strikes and you're out.

Permission must be obtained for casual travellers on any bus route.

It is the responsibility of the parent to contact the bus company if their child will not be travelling by bus on any given day.

*Notification must be made to the school if children are not travelling by normal bus route, otherwise children will be sent home on the bus as usual.*

## **SCHOOL FEES**

The school fees are charged at the beginning of Terms One, Two, Three and Four. Prompt payment is appreciated. To facilitate ease of payment, we offer a BPay system, where each family is allocated a Biller Code and Reference Number. Should parents be experiencing difficulties, please contact the Principal as soon as possible. This discussion will be treated confidentially.

**CECWA's Health Care Card Discount Scheme is available to eligible card holders.**

## **SCHOOL ORGANISATIONS**

The school provides an opportunity for parents to be involved in the education of their children both directly and indirectly. Through these opportunities, parents assist in the work of the school as well as getting to know other parents. The avenues for involvement are:

- School Board - Governance and Management
- Parents & Friends - Fundraising and Social events
- Rostered Classroom assistance in any Learning Area
- Excursions, Class Liturgy and weekly school Mass
- Busy Bees

## **SCHOOL UNIFORM AND DRESS CODE**

A standard of appropriate dress must be maintained at all times. It is essential that parents and the school have the same set of values in this regard. There will be no deviation from the set school uniform and parents are required to ensure that children are always presented neatly and in the appropriate school uniform with all items clearly labelled. In Year One to Year Six, the school requires all children to wear a Summer, Winter and Sport uniform. A Navy blue beanie, scarf and winter jacket are an optional part of the winter uniform and are available for purchase from the uniform shop. **Pre-Primary and students are required to wear sports uniform all week.** Pre-Kindergarten and Kindergarten students are not required to wear a uniform. (However, if they wish to, it must be the Pre Primary Uniform)

A uniform dress code reinforces a sense of belonging and pride of association at St Joseph's School but also promotes the safety and security of students by allowing for the ready identification of students as belonging to the school. Equality is fostered through the school Uniform Policy. Following are the basic uniform rules:

- Hairstyles for all students are to be conventional. No colours or trendsetting haircuts are acceptable. Hair that is shoulder length or longer must be tied back with plain royal blue/sky blue or white scrunches, ribbons or headbands.
- Correct school uniform to be worn at all times
- Acceptable jewellery: wristwatch, religious medal or cross, ear rings (plain studs or sleepers permitted, one per ear only). Medic alert bracelets should be worn by children who require them.

- Unacceptable jewellery includes all other assorted chains, bracelets, bangles, rings and earrings, necklaces etc.

The uniform items can be purchased through the Uniform Shop, situated at the school and opening times are advertised in the newsletter.

***A school hat must be worn all year round – No Hat No Play Policy***

**STANDARDS OF BEHAVIOUR** *(Please see St Joseph's Dealing with Bullying, Harassment, Aggression and Violence Policy)*

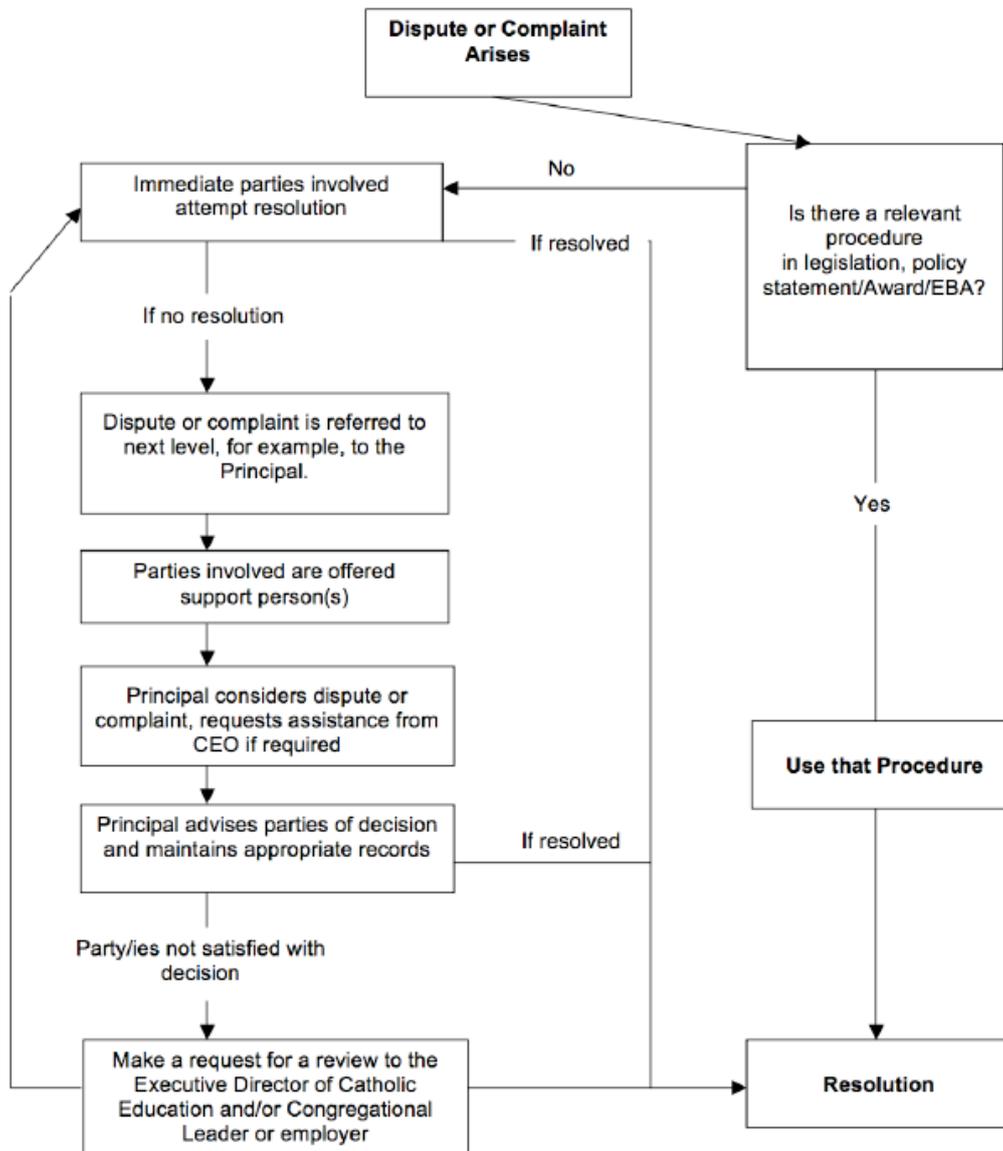
- Courtesy and respect must be apparent in relationships between members of the staff and students.
- Students must obey all instructions of the teachers, visiting instructors and speakers whilst acting in their supervisory role.
- Prompt and regular attendance at all scheduled classes is expected. In case of absence, the Principal or class teacher must be notified by parents by letter.
- Foul or abusive language must not be used.
- General care and respect for school property is expected.
- Complete school uniform must be worn.
- All children except with medical or special reasons are expected to participate in sport, and the sports uniform must be worn on sport days each week.
- Students are not permitted to leave the school grounds without a written request made by parents/guardians.
- There must be no misconduct on buses and the driver should be respectfully obeyed.

**STUDENTS LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS**

Students are to remain on school grounds unless a parent/authorised guardian picks them up. Any parent collecting their child during school hours are required to sign the student/s in and out of the register located at the school office.

# Dealing with Disputes and Complaints

Flowchart for Dealing with Disputes and Complaints



**Note: An individual has the right to make appeal to the Minister for Education with regard to a dispute or complaint (School Education Act 1999). An appeal will only be heard on a breach in process and will not be a reexamination of the merits of the case.**

<http://www.ceo.wa.edu.au/Publications/Documents/Other%20Publications/How%20to%20deal%20with%20a%20Dispute%20or%20Complaint%20in%20a%20Catholic%20School.pdf>

## ST JOSEPH'S UNIFORM REQUIREMENTS

### YEAR 1 – 6 UNIFORMS (GIRLS)

#### SUMMER

Uniform	Sports Uniform
Summer Tunic Sandals (Brown, Black or Navy Blue) School Shoes (Black) Grey School Socks Blue School Jumper School Hat	Brown Skort/Tracksuit Sports Polo Shirt Sports Shoes (Black/Blue or White) Blue Sports Socks School Hat

#### WINTER

Uniform	Sports Uniform
Grey Skirt Blue Shirt – Long or Short Sleeve Blue School Jumper Black School Shoes Grey Tights or Grey Socks School Hat <i>School Winter Jacket, Scarf &amp; Beanie - optional</i>	School Tracksuit/Skort Sports Polo Shirt Sport Shoes (Black/Blue or White) Blue Sports Socks School Hat <i>School Winter Jacket, Scarf &amp; Beanie - optional</i>

### YEAR 1 – 6 UNIFORMS (BOYS)

#### SUMMER

Uniform	Sports Uniform
Grey School Shorts Blue Shirt – Short Sleeve Sandals (Brown, Black or Navy Blue) School Shoes (Black) Grey School Socks Blue School Jumper School Hat	Brown School Shorts/Tracksuit Sports Polo Shirt Sports Shoes (Black/Blue or White) Blue Sports Socks School Hat

#### WINTER

Uniform	Sports Uniform
Grey Trousers Blue Shirt – Long or Short Sleeve Blue School Jumper Black School Shoes Grey Socks School Hat <i>School Winter Jacket, Scarf &amp; Beanie - optional</i>	School Tracksuit/Shorts Sports Polo Shirt Sports Shoes (Black/Blue or White) Blue Sports Socks School Hat <i>School Winter Jacket, Scarf &amp; Beanie - optional</i>

## PRE-PRIMARY

### SUMMER

<b>Girls</b>	<b>Boys</b>
Sports Uniform Brown Skort Sports Polo Shirt Sports Shoes (Black/Blue or White) Blue Sports Socks School Hat	Sports Uniform Brown School Shorts Sports Polo Shirt Sports Shoes (Black/Blue or White) Blue Sports Socks School Hat

### WINTER

<b>Girls</b>	<b>Boys</b>
School Tracksuit/Skort Sports Polo Shirt Sport Shoes (Black/Blue or White) Blue Sports Socks School Hat School Winter Jacket, Scarf & Beanie	School Tracksuit/Shorts Sports Polo Shirt Sport Shoes (Black/Blue or White) Blue Sports Socks School Hat School Winter Jacket, Scarf & Beanie

