



Parent Handbook

St Joseph's Catholic Primary School Southern Cross

Inspiring Hope

Educating for the 21st 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 comfortably when needed. 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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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, but 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. New staff in our community are mentored on past programs in order to understand how classes worked previously in the school. Prior to a new staff member starting at St Joseph's School coaching happens, to ensure knowledge of all students 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.

Information Communication and Technology is a learning area valued by all at St Joseph's Primary School. This can be seen through the use of Interactive Whiteboards, iPads, Laptops and Desk top computers as another vehicle for children to undertake their learning. At St Joseph's School we have a dedicated ICT block, where students are able to learn new skills and master those already learned. Within this block children also learn skills for cyber safety to help prevent cyber bullying. Finally, staff and students at St Joseph's have access to a bank of APPS and Interactive Whiteboard resources that can help extend learning.

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.

The staff at St Joseph's School are proud to be part of the OUR Network:-

- Ownership of our teaching, our learning, our education
- Unifying around a shared vision that we create together, and
- Releasing the human potential currently locked away in each of us

CHARISM CELEBRATIONS

St Joseph's Day – March 19th

Mary MacKillop & the Sisters of St Joseph's – August 8th

Nano Nagle & the Presentation Sisters – November 21st

MORNING SCHOOL PRAYER

Dear Jesus

I offer you today, 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)

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

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.

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 ST JOSEPH'S SCHOOL

- To give the students knowledge and skills for the 21st 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. 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. There is a Teacher on Duty until 3:30pm. 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.

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 – 4:00pm; Friday 8:30am – 2:30pm
Playgroup (Junior Joeys)	Monday 8:30 – 10:30am
Pre-Kindergarten	Monday and Friday 8:30am – 10:30am
Kindergarten	Tuesday, Wednesday and Thursday 8:30am – 3:10pm
Pre-Primary to Year Six	Monday to Friday 8:30am – 3:10pm

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

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 comments recorded as required.

DAILY TIMETABLE

Bell Times

8:30am	Teacher instruction commences in the classroom
10:50am – 11:10am	Recess

12:50pm – 1:30pm	Lunch 12:50pm – 1:00pm the students eat in designated lunch area 1:00pm – 1:30pm the students play in designated areas
3:10pm	School Students Dismissed

Children should not be left at school prior to 8:15am or after 3:30pm due to safety reasons unless specific arrangements have been made for their supervision. There is a staff member on before school playground duty at 8:15am and again on duty at 3:10pm – 3:30pm.

DISCIPLINE

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 inserviced on the whole school behaviour program.

DRILL – LOCKDOWN / EVACUATION / BUSHFIRE

These are practiced 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

HOMEWORK

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.

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 1/2	10 - 15 minutes
Year 3/4	20 - 30 minutes
Year 5/6	40 - 60 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. The Coffee Lounge supplies the ordered food. Lunches are collected from the same place the baskets were left at 12:50 pm.

MASS TIMES AT OUR LADY OF MONTSERRAT CHURCH

48 Altair Street, Southern Cross (08) 9049 1049

Monday 9:00am
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.

NEWSLETTER

Newsletters are an important means of communication between the school and parents and are sent home fortnightly on Thursday but an email copy can be sent if requested.

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 programmes. When parents enrol their children at St. Joseph's, it implies approval and support for the vision, aims, objectives and programmes of the school. Full involvement particularly in the Sacramental programmes 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 required to support are:

- a. Attendance at Parent and Teacher Information Sessions
- b. Attendance at Parent Interviews
- c. Participation in religious programmes
- 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 and St. Joseph's School policies at www.stjoessx.wa.edu.au.

PUNCTUALITY

Children must be at school no later than 8:25am and no earlier than 8:15am. ***There is no Teacher on duty before 8:15am.*** 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 PP-6 Teacher / Parent / Student Interviews Pre-Kindy and Kindy interviews
Term 2	Mid -Year Report Yr PP-6 Electronic Report mailed home Pre-Kindy and Kindy interviews
Term 3	Work Samples Yr PP-6 Literacy-numeracy-RE-sent home Pre-Kindy and Kindy interviews
Term 4	Final Report Yr PP-6 Electronic Report mailed home Pre-Kindy and Kindy interviews

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.

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 1, 2, 3 and 4 and 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.

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 1 – Year 6, 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 Kindergarten students are required to wear sports uniform all week. Pre-Kindergarten are not required to wear a 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

- 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.
- 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.

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 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 School Hat <i>School Winter Jacket, Scarf & 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 & 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 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 & Beanie - optional</i>	School Tracksuit Sports Polo Shirt Sports Shoes (Black/Blue or White) Blue Sports Socks School Hat <i>School Winter Jacket, Scarf & Beanie - optional</i>

PRE-PRIMARY/ KINDERGARTEN

SUMMER

Girls	Boys
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

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

