



**St Joseph's Parish School  
Hillston**

# **Parent Information Book 2016**

## **“Let Your Light Shine before All”**

### **STATEMENT OF FAITH**

Our schools are communities of faith, learning and transformation founded upon the person of Jesus Christ, the Way, the Truth and the Life, where the gospel is proclaimed and lived within the communion and the rich traditions of the Catholic Church

<http://www.wf.catholic.edu.au/vision-mission/vision.php>

### **VISION STATEMENT**

St. Joseph's School, Hillston is a Catholic educational community, centred on Christ and the values of the Gospel. We are committed to the development of the whole person, recognising, valuing and celebrating the individuality of each member of our school community. St. Joseph's is an active presence in both the parish and the wider community

**Last Review: 11/5/16**

**Reviewed: Annually**

**St. Joseph's Parish School  
Aidan Street**

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## **INTRODUCTION**

St Joseph's is a systemic school in the Diocese of Wilcannia Forbes catering for children Kindergarten to Year 6. St. Joseph's School is focused on educating the whole person so that the total educational experiences offered has the potential to inform, form and transform students. As educators our Ministry is to work in partnership with the home, parish and wider Church community to help children develop a personal understanding and relationship with Jesus.

St. Joseph's Parish School was opened in 1892. The school is situated on the banks of the Lachlan River in Hillston. The town has a population of approximately 1300 and the town services vast areas of pastoral and irrigation properties. The original school was erected in 1892 at a cost of 185 pounds with an enrolment of 75 children (32 Anglican and 43 Catholic). The first sisters to teach at the school were from the Black St. Joseph's order. In 1902 they amalgamated with the Mary MacKillop North Sydney Order and thus the sisters of Hillston became the brown Sisters of St. Joseph, and continued to teach at the school until 1992 when the Sisters retired.

In the 1950's the original school was not only used as classrooms, but as the parish church. Over the years the students have been encouraged first by the Sisters and then by many young and enthusiastic teachers, to excel in matters of faith, educational expertise and to set an example in all they do.

St. Joseph's School Motto is "**Let Your Light Shine Before all**". The Motto comes from the Gospel of St Matthew Chapter 5; 16 in his Sermon on the Mount.

In Mathew Chapter 5 Christ calls his followers the Salt of the earth and Light of the World. The true Christians living as true followers of Christ will banish the darkness of evil. "Let your light shine before all" promotes us as Christians must not hide our faith and the true knowledge of God and love for people which we have received. The gifts we have been given are not for ourselves alone and we must spread these out to our neighbours as the lamp- light spreads around the room. We are true followers of Christ and want to live by example for others.

We strive to live out our school's motto by promoting an authentic Catholic School which will be rich in symbols and action associated with the Catholic Faith. Members of the St. Joseph's school community are encouraged to live out the true mission of Jesus by recognising and acknowledging the sacredness and uniqueness of each individual. The school Motto promotes that each of us has been gifted in some way and we are called to share these gifts with others. By sharing our gifts we shine our light before all.

Religious Education is an integral part of the curriculum at St. Joseph's. All children are expected to participate in the Religious Education Program and liturgical activities whilst attending St. Joseph's School.

St. Joseph's provides a comprehensive education comprising all Key Learning Areas (KLA'S) as mandated by the NSW Board of Studies. The following curriculum areas are taught at St. Joseph's; English, Mathematics, Science and Technology, Human Society and its Environment, Personal Development, Health and Physical Education and Creative & Practical Arts.

Every student at St. Joseph's has the opportunity to be involved in sport and participate in Diocesan, Inter-diocesan and State Carnivals. Staff at St. Joseph's are committed and dedicated to ensure that the needs of every student are catered for.

St. Joseph's Parish school welcomes direct personal involvement from parents and has an active Parents and Friends Association. Parents participate in all facets of St. Joseph's school life.

## **VISION STATEMENT**

St. Joseph's School, Hillston is a Catholic educational community, centred on Christ and the values of the Gospel. We are committed to the development of the whole person, recognising, valuing and celebrating the individuality of each member of our school community. St. Joseph's is an active presence in both the parish and the wider community.

## **MISSION STATEMENT**

The following values of Jesus as presented in the Gospels inform our Vision and Mission Statements at St. Joseph's School:

### **Community:**

We believe in affirming the presence and worth of each member of the school community as uniquely gifted by the Holy Spirit so that everyone is recognised as having something special to bring to the lives of others and to the building of the Kingdom of God.

### **Love:**

Our School is filled with love; towards God, towards ourselves and towards each other, as expressed through the promotions of reverence, self-esteem, care, concern, respect and acceptance of all.

### **Faith:**

St. Joseph's is a living community of Faith, based on belief in God and a Christian way of life centred on Jesus Christ.

### **Learning:**

Our school is a Christian educational community where human knowledge and truth, enlightened by faith, are valued by the teachers and students.

### **Freedom:**

St. Joseph's aspires to open the student's minds, brighten their imagination and nurture their ability to become responsible, inner directed and capable of acting and choosing freely according to and informed conscience. As fully integrated people they will be more truly compassionate and just human beings.

### **Compassion:**

We recognise the woundedness within us and around us, which sometimes makes it more difficult for us to respond fully and freely to the Gospel. We are committed to help each other on our shared journey of life.

### **Respect:**

St. Joseph's is committed to the view that God's love in Christ is everyone without exception; with a special priority for those who are poor and marginalised.

## **STAFFING 2015**

PRINCIPAL:	Mrs. Judith Ryan
PARISH PRIEST:	Fr. G. Murray
RELIGIOUS EDUCATION COORDINATOR:	Mrs. Judith Ryan
SECRETARIES	Mrs. Ita Milthorpe Mrs. Kelly Sloan
TEACHERS:	Mrs. Judith Ryan Mrs. Vicki Gordon Mrs. Mandy Hutchison Mrs. Emma Laird Mr Jeremy Auld Miss Sharni Scott Mrs Dale Zambon
CLASSROOM ASSISTANT:	Mrs. Jane Watkin Mrs. Robyn Gaze Mrs. Olivia Dauth (AEW) Mrs. Andrea Cashmere
Cleaner:	Mrs. Mandy Hutchison

## **SCHOOL HOURS:**

<b>8.55am</b>	Morning bell (Whole School Assembly)
<b>9.00am</b>	Morning Classes Commence
<b>11.00 – 11.20am</b>	Recess
<b>1.00 – 1.50pm</b>	Lunch
<b>1.50 – 3.15pm</b>	Afternoon classes finish
<b>3.20pm</b>	Dismissal

## **STUDENT PASTORAL CARE & WELFARE POLICY**

In keeping with our vision of respecting the dignity of each person and our desire to promote the achievement of potential within each student, the staff of St. Joseph's, Hillston has formulated a policy to assist with the effective running of the school.

### **Aims**

- That all members of the school community will realise their full potential and feel supported in their endeavours.
- That our school will be a centre of culture learning and evangelization within the Hillston Parish community where the Gospel is lived and the dignity of people is respected in the tradition of the Catholic Church.

### **Policy Statement**

St. Joseph's School fosters an atmosphere of co-operation in which everyone's feelings are respected and where student, staff and parent self-esteem is valued and supported. This policy aims to encourage students to take responsibility for their own actions and to promote self-discipline.

As a Catholic community we are called to provide a loving, caring and trusting environment in which our children will develop self-discipline, a sense of dignity and respect for themselves and others.

Our Pastoral care policy encourages working partnerships between home and school and promotes awareness and involvement in the activities of the school community.

### **The Right of the Student:**

We believe that every child has the right to:

- Learn & play in a safe, happy school environment.
- Access to any support which will assist them to achieve their potential.
- Be valued as individuals, free from discrimination.
- Work and play without interference.
- Know what is acceptable behaviour and the consequences of unacceptable behaviour.

### **The Responsibility of the Student:**

- To develop increasing responsibility for their own behaviour and learning.
- To respect the right of other students to learn and teachers to teach.
- To accept consequences and work at improving behaviour.
- To consider the significance of being sorry for their inappropriate actions and to forgive others.
- To follow School rules.

### **The Responsibility of Teachers:**

- To facilitate the establishment of norms at the start of each year which enhance positive attitude and behaviours.
- To ensure the duty of care is given to all students.
- To model responsible behaviour and acknowledge and reinforce positive behaviours.
- To create a safe and positive school environment where students can learn and are encouraged to display 'pro-social' behaviour.
- To work co-operatively with staff members, parents and students in implementing the pastoral care policy.
- To differentiate between the behaviour and the person.
- To maintain open communication with relevant stakeholders.

### **The Responsibility of Parents/Caregivers:**

- To support the school in its promotion and implementation of the pastoral Care Policy.
- To work in partnership with the school to encourage learning and positive behaviour.

- To support the school in implementing policies in regards to uniform and homework.
- To maintain open communication with the school.
- To support school based decisions in the home environment.

## **RELIGIOUS EDUCATION**

The purpose of the Catholic School is related to the mission of the Church to enable children (and eventually adults) to know God and to live in communion with Him. The Catholic School assists the child in understanding the world in which they live in the light of the Gospel.

Catholic schools share in this mission by their commitment to helping spread the good news of Jesus Christ. The staff of St. Joseph's recognise that parents, as the first educators of their children, have prime responsibility for the faith development of their child and believe it our privilege to share in this task. We believe that faith is a gift from God who loves us and that education in faith is a life-long process which occurs in many different contexts – the home, the school, the parish and community.

Religious Education is an integral part of the curriculum at St. Joseph's. All children are expected to participate in the Religious Education Program and liturgical activities whilst attending St. Joseph's School.

Students at St. Joseph's participate in a Religious Education lesson daily. This involves instruction, reflection, action and prayer.

Regular opportunities are provided for the children to plan, prepare and participate in prayer and liturgies. Every term each class has a Class Mass or Liturgy of the World. Parents are invited and encouraged to attend and participate in these celebrations. Preparations for the Sacraments of Penance (Reconciliation), Holy Communion and Confirmation are coordinated by the Parish Priest and the Principal. Parents wishing their children to receive these sacraments are encouraged to participate fully in all preparation programs.

## **ENROLMENT**

The enrolment of students for Kindergarten is usually held from August. This is done by the Principal in accordance with the Diocesan and local policy. Only children who will be five years of age on or before April 30<sup>th</sup> of the year of their starting school may be admitted.

Enrolments will be accepted for interviews for all grades at the beginning and throughout the year in accordance with our enrolment policy. All new enrolments will be required to provide evidence of Immunisation.

Each family is required to complete an enrolment form when a child starts school. Parents are also required to attend a formal interview with the school Principal and Parish Priest.

The school may review any student's enrolment from time to time and may cancel the enrolment if the school, in its absolute discretion, considers that it can no longer appropriately meet the student's educational or other needs

## **IMMUNISATION**

From 1994, children enrolling in Kindergarten at St. Joseph's School will be required to provide the school with an Immunisation Certificate (as per the Public Health (Amendment) Act 1992). If your child has exemption to immunisation, a letter from a physician is required.

## **UNIFORM**

### **SCHOOL UNIFORM**

#### **AIMS:**

- To standardise the clothing of pupils at St. Joseph's Parish School.
- To create an equal environment.
- To establish pride in the school.
- To preserve the dignity of children.

#### **POLICY STATEMENT**

Uniforms assist in creating a sense of community and ease the financial burden placed on parents in having to dress children in different outfits each day.

#### **IMPLEMENTATION/GUIDELINES**

Whilst having a quality garment, uniform costs are kept to a minimum.

The uniform is as set out in this policy. Any amendments shall be updated from time to time, and the date of those amendments shall be clearly stated. In wearing their uniform with pride the students of St. Joseph's will have their:

- Collars down,
- Shirts tucked in,
- All attire will be correct.

Uniform is a priority at St. Joseph's and children not in school uniform are required to supply a written note explaining why. Failure to do this will incur a letter to parents to let them know that their child has not been wearing the correct uniform. If a child is attending school for part of the day, they are still expected to be in full uniform.

A second hand uniform pool is available to the school community and is maintained by the secretary for items needed to fulfill requirements of the school uniform.

All uniform requirements are available through school or local businesses. This is outlined in the Parent Information booklet. Children will be regularly affirmed for wearing correct school uniform and parents will be affirmed through newsletters, assemblies and parent information sessions for supporting the implementation of the correct uniform.

### **OUTCOMES**

The policy will be effective if:

- All children of St. Joseph's School have a sense of belonging to the school, wear their uniform with pride, and show a responsibility to the school.
- Parents will be kept informed and encouraged to adhere to the uniform policy and will be notified when their child is continually out of uniform.
- All children will feel comfortable in the school environment.

## **SCHOOL UNIFORM**

A strict policy exists with respect to this area. All sales outlets are aware of uniform regulations.

### **UNIFORM CODE**

- Students are to always wear correct uniform.
- The only jewellery worn is a simple flat chain, flat banded ring and watch.
- Sleepers/studs worn in the earlobes only.
- Nail polish is NOT to be worn.
- Brand name items are NOT to be worn.
- No extreme hairstyles/colours.
- Boys hair neat and tidy and of an acceptable style.
- Long hair is to be tied back neatly.
- No visible drawing on skin or temporary tattoo's.

### **UNIFORM:**

- Summer uniform (Terms 1 & 4)
- Winter uniform (Terms 2 & 3.)
- All children are required to wear a School Hat for all terms. St. Joseph's has a **NO HAT, PLAY IN THE SHADE POLICY**

### **Summer:**

**Boys:** Blue short sleeve shirt  
Grey shorts  
Black shoes with grey socks

**Girls:** Summer dress  
Black shoes with blue socks

### **Winter:**

**Boys:** Grey trousers  
Long sleeve blue shirt  
Black shoes with grey socks  
Navy School jumper with emblem  
School tie

**Girls:** Navy slacks  
Blue long sleeve shirt or skivvy  
Navy School jumper with emblem  
Black shoes and blue socks  
School tie

### **Sports Uniform:** **Girls and Boys**

**Shorts** - Navy blue shorts (No stripes or brand names to be visible).  
**T-Shirt** - Yellow school polo. School emblem screen printed on.  
**Socks** - Plain white sports socks and sports joggers (no specified colour)  
**Tracksuit** - Pants to be plain navy. (No stripes or brand names visible)

### **Uniforms Available from the Office:**

- Girl's summer dresses.
- Boys and Girls sports T-Shirts.
- School Ties
- School Hats.
- School Jackets
- School Jumpers
- All other items are available from O'Sullivan's

**PLEASE LABEL CLEARLY every article of clothing your child wears. Also label library bag, swimming towels, lunch boxes and other personal property.**

### **TRANSPORT PICK- UP AREAS**

All students assemble under the COLA (Covered Outdoor Learning Area) for afternoon dismissal.

Children line up according to:

- Various bus names
- Bikes
- Walkers
- Pick up
- Students being collected are to wait with teachers until they have been collected. Students must be accompanied to car park by an adult.
- Teachers escort children to buses in Aidan St.
- Teachers escort walkers and bikes to Aidan St where they are accordingly dismissed.

### **GENERAL INFORMATION**

#### **ABSENCES**

Should your child be absent from school, a note to the class teacher explaining is required. Notes are kept in the absentee book. This is a legal requirement.

#### **ACCIDENTS OR ILLNESS:**

In the case of accidents or sudden illness, the following procedures are used:

1. For serious accidents or illness, medical authorities will be immediately contacted and parents will be notified.
2. When a child becomes mildly unwell or suffers a minor accident, appropriate first aid is given. Parents may be contacted to collect unwell children as we do not have provisions for sick children.

It is imperative that the class teacher be notified in writing of any medication which must be taken during school hours. Do not just send medication in the child's bag without an explanation. If your child is taking long-term medication, permission forms must be completed by parents prior to administering of such medication by staff.

**Please make sure your emergency contact details are up to date and notify the school of any changes.**

#### **BEHAVIOUR MANAGEMENT:**

The Behaviour Management Policy at St. Joseph's is devised to promote a safe environment for all students. If a problem exists, be it in the class or on the playground, it is dealt with by the supervising teacher. If a serious breach occurs the child is sent to the Principal. As

necessary, parents are informed of the problem so the school and parents may work together to promote a healthy, positive attitude to self and to school life.

### **Discipline - prohibition of corporal punishment**

#### **At no time will the staff at St. Joseph's engage in Corporal Punishment**

St. Joseph's school has policies in place related to discipline of students attending the school that do not permit corporal punishment of students.

The Behaviour Management Policy explicitly states and expressly prohibits corporal punishment and also clearly and exhaustively lists the school's discipline methods so as to plainly exclude corporal punishment

- St. Joseph's code of conduct explicitly prohibits the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the school.

#### **SCHOOL BEHAVIOUR RULES**

- Hats On, Games On
- Right Time, Right Place, Right Task
- Speak to Please
- Respect
- Play it safe
- Hands Off

#### **ANTI-BULLYING POLICY**

The implementation of the Anti-Bullying and Teasing Policy reflects the school's commitment to the Diocesan Statement of Faith and the Vision and Mission statements of the school.

##### **Purpose**

At St. Joseph's School, we believe that all members of the community have the right to a learning and work environment free from intimidation, humiliation and hurt. We all share a responsibility to foster, promote and restore right relationships. We believe that bullying is unacceptable and we (students, staff and parents) all share a responsibility for preventing it.

The school policy can be accessed from the school website or Skoolbag. This policy builds on the school's Pastoral Care and Behaviour Management Policies to provide clear procedures and strategies to prevent, reduce and respond to bullying.

##### **BUS TRAVEL**

Children in Kindergarten, Year 1 and Year 2 who travel by bus are eligible for a free bus pass. Free bus travel is also available upon application from bus companies for children in Years 3-6 who live more than 1.6kms from the school.

##### **BOOK CLUB**

This is an opportunity to buy very reasonable priced books for your children. If wishing to place an order, place the order form and the CORRECT MONEY in an envelope, label with child's name, class and "Book club" The due date is advised in the Newsletter. Orders take at least 10 days to arrive.

##### **CARNIVALS**

School Swimming, Athletics and Cross Country Carnivals are held annually. The school participates in carnivals organised on a local basis. Children with exceptional talent have the opportunity of competing for state selection in Catholic teams at state PSSA competition level. Parents are invited to assist at these events. The school sports houses are Waratah

(red) and Wattle (yellow). Your child will be notified of their house team. Siblings are automatically placed in the same sport team as other family members.

### **CANTEEN**

The canteen operates on Mondays providing morning tea and lunches for the children. Helpers are always needed. If you can assist please notify the Parents & Friends President. A price list is sent home regularly.

### **CAKE RAFFLE**

Cake raffle is every Monday. A family is rostered on to cook a cake. The children buy a ticket for 20c. All funds raised go towards excursions for the year. **(NO NUTS PLEASE.)**

### **CHANGE OF ADDRESS OR RELEVANT PHONE NUMBERS**

Please inform the school immediately if there is any change to your telephone number, address or change to phone numbers of your emergency contact persons. This enables us to maintain accurate records so that parents can be contacted promptly, especially in the case of emergency.

### **CHOIR**

Choir is available to all interested students. The choir performs at special functions and at the Leeton Eisteddfod.

### **CHILD PROTECTION**

The safety and welfare of children is of the highest importance to all those who work in the field of education.

#### **Working with Children Check**

If you are in child-related work you are required to have this Check. The check is free for Volunteers. Register online at [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au) OR call the Helpline for someone to fill in the form for you. Take the application number to a [motor registry](#) or [government access centre](#), pay the fee (if applicable) and have your identity confirmed (you will need to take [appropriate identification](#) with you). Receive a clearance number. Employers will verify a child-related worker's or volunteer's clearance number

#### **Exemptions:**

The following groups of people do not need to apply for a Working with Children Check:

Volunteering by a parent or close relative:

- of a child in activities for the child's school, early education service or other educational institution; except where the work is part of a formal mentoring program or involves intimate personal care of children with a disability
- with a team, program or other activity in which the child usually participates or is a team member; except where the work is part of a formal mentoring program or involves personal care of children with a disability.

A visiting speaker, adjudicator, performer, assessor or other similar visitor at a school or other place where child-related work is carried out if the work of the person at that place is for a one off occasion and is carried out in the presence of one or more other adults.

Work as a referee, umpire, linesperson or otherwise as a sporting official or a grounds person, if the work does not ordinarily involve contact with children for extended periods without other adults being present Providing food or equipment at or for a sporting, cultural or other entertainment venue or providing a venue.

## **CODE OF CONDUCT**

### **A Shared Responsibility**

St. Joseph's School is a place that promotes responsibility, respect and academic excellence in a safe learning and teaching environment. We recognise that all people are created in the image and likeness of God and as such, have the right to be treated with dignity and fairness. Our School Code of Conduct exists to:

- ensure that all members of the school community are treated with respect and dignity
- promote a safe, structured learning environment for all children
- maintain an environment where clear and transparent communication enables effective solutions for problems which arise
- promote the safety of all people in our school

St. Joseph's code of conduct policy can be accessed from the school website or Skoolbag.

## **CASUAL TEACHERS**

During the year teachers may be absent due to in-services, illness or family matters. Qualified relief staff are employed to teach the children on these occasions. The relief teacher will normally follow the program of the classroom teacher.

## **COLLECTION OF MONEY**

Money sent to school is collected by classroom teachers, recorded and then sent to the school office for accounting. Any money sent to school should be in a securely sealed envelope on which is written:

- The child's name
- Class
- What the money is for

## **CRITICAL INCIDENT NOTIFICATION**

In the event of a critical incident, parents will be notified as per the schools critical incident policy procedures.

## **DISEASE NOTIFICATION REQUIREMENTS**

In the event of a vaccine-preventable disease occurring in a school, the school Principal must:

- Notify the Medical Officer of Health or the Local Public Health Unit. Ensure that the Medical Officer has access to the school files containing Immunisation Certificates.
- Follow the Medical Officer of Health's direction and ensure that unimmunised children are excluded for the incubation period of the disease for the duration of the outbreak. A notice that the child is to be excluded and indicating the period of exclusion must be sent home with the child.

In the event of a major disease outbreak in a school, staff from the nearest Public Health Unit and Community Health nurses will be available to assist staff in identifying susceptible children.

## **EXCURSIONS**

Local Class excursions are held throughout the year as planned by class teachers.

- Overnight excursions for children in Grades 5/6 are held every two years.
- 'Cultural' experiences such as plays, concerts, films, bands, poets, acrobats, writers, storytellers, attending memorial ceremonies and so on are also attended yearly by the school.

## **HEADLICE**

Periodically the presence of head lice is found on individual children. If lice or nits are found, parents are contacted and information is provided to help treat the problem. Children must not attend school if lice or nit eggs are present in their hair. It is advisable that parents regularly check their children's hair and report any infestation to the school. Advice treatment can be obtained at any time for the school office.

## **HOMEWORK**

Homework is set regularly by the class teacher, and includes oral and written work. Recommended times are listed below.

<b>Year Level</b>	<b>How Long</b>	<b>How Often</b>
Kinder, Year 1 and 2	10 – 20 minutes	Daily
Years 3 and 4	30 minutes	Daily
Years 5 and 6	40 Minutes	Daily

## **INFORMATION TECHNOLOGY**

St. Joseph's offers students an innovative curriculum with well resourced classrooms and library. Every room including the special education room has on line connections with the internet. All classrooms have Interactive white boards. The use of computers is integrated into all Key Learning Areas. From 2015 each child has their own individual Chromebook. Students are asked to supply their own earphones. St. Joseph's has a Technology User agreement and all students and parents are required to sign this annually.

## **LIBRARY**

The School Library is very well resourced. The students participate in a weekly Library lesson and each student is required to have a library borrowing bag. Lost or damaged books are to be replaced at parents/guardians expense. An award is given out each term for the most frequent library user.

## **LOST PROPERTY**

The lost property is stored in the office. It is amazing how much unlabelled property, mainly clothing, remains unclaimed and is eventually given to the clothing pool for resale. Parents are invited to make regular checks and are reminded that all articles should be clearly and permanently marked with the child's name.

## **MEDICATION**

If your child requires medication then appropriate forms are to be completed and medication sent to the School Office in the original packaging. Children are not permitted to have their medication in their school bags, as it could pose a danger to other students. All medication is securely locked away.

## **NEWSLETTERS**

School Newsletters are sent home every week on a Wednesday, and are given to the eldest child in the family or sent by email. It is vital that parents and guardians take time to read the Newsletter as it carries important and relevant information needed in the education of your child/children. We encourage parents to opt for receiving their newsletter by email, to reduce our carbon imprint.

## **PERMISSION TO LEAVE THE SCHOOL GROUNDS**

If your child is to be collected by someone other than yourself please inform the teacher in writing. If there is a change in travel, especially bus children, please inform the teacher in writing. Children do forget by the end of a school day what they are supposed to do and that is why we ask for notes to alleviate any confusion. A phone call to the office is also recommended if collection details change.

Should it be necessary for children to leave school early for any reason, parents must send a note with the child stating reason, time of departure, and who will be collecting them.

**CHILDREN ARE NOT PERMITTED TO LEAVE THE SCHOOL GROUNDS AT LUNCH TIME.** This is for your child's protection. Should special circumstances arise, please notify the teacher in writing. **CHILDREN ARE TO BE SIGNED IN/OUT IN THE EVENT THAT THEY ARE REMOVED FROM THE SCHOOL GROUNDS**, e.g. for a doctor's appointment.

**NO CHILD IS PERMITTED TO LEAVE THE SCHOOL GROUNDS WITHOUT THE PERMISSION OF THEIR PARENT OR GUARDIAN.**

## **PEER SUPPORT**

At St. Joseph's we have a "Buddy System". Senior students are assigned to new junior students to help them in their transition to school life. Throughout the year, children have the opportunity to work together in multi-age groups for various planned activities.

## **PARENT/TEACHER MEETINGS**

Parent/teacher interviews are offered

- End of term One
- End of Term Two (following Semester One reports)
- End of Term Four (following Semester Two reports)

If you feel you need to discuss your child's progress at any other time, or discuss a problem, please contact the teacher to arrange an interview time. Parents are also requested to respect the private lives of the staff by not telephoning teachers at home. **These interviews should take place outside school hours. Please make an appointment so as not to conflict with staff meetings and bus duties.**

## **PARENT COMPLAINTS & GRIEVANCES**

Parents wishing to express concern about some aspect of the school, a teacher or the Principal should:

- In the first instance, approach the principal and if dissatisfied with that encounter;
- Approach the Parish Priest with the aspiration for a joint resolution, and if dissatisfaction remains,
- Contact the Diocesan Office where your concerns will be heard, then the Principal's account obtained and an attempt made at resolving the matter to the satisfaction of all parties.

## **PARISH WEEKEND MASS TIMES**

Our Lady of Good Counsel weekend Mass times are;

- 6pm Saturday 1<sup>st</sup> and 3rd Sat of every month.
- 9am Sunday 2nd and 4<sup>th</sup> Sunday of every month

These times can be changed at the discretion of the Parish priest.

## **PHOTOGRAPHS**

School photographs are taken each year. The date is announced in the school newsletter. There are opportunities for parents to receive photos of individual children, class groups and family photos.

## **PHYSICAL EDUCATION**

A wide range of individual physical skills are catered for by a balanced programme which includes gymnastics, games, skills, swimming, athletics and dance. Four mornings a week the students participate in a "Get Skilled Get Active program". During this time the students are taught and practice fundamental movement skills.

## **PERSONAL ITEMS AT SCHOOL**

- Students are encouraged to bring an item of interest to school for news or discussion.
- Students are not permitted to bring personal items to school to play with or swap (e.g. toys, cards, collectables)

## **PARENTS AND FRIENDS ASSOCIATION**

The Parents and Friends Association meets each month in the school library. Meeting times are advertised in the Newsletter. All parents are encouraged to attend these meetings and take an active role in supporting this association, which works hard to provide equipment and resources for the school. The P & F also makes a large financial contribution to the annual school budget through its fundraising.

## **SCHOOL COMMITTEE**

The School Committee is a committee of the parish priest and works in consultation with the parish priest and principal. This committee forms a representative, consultative, and advisory role to support and assist the parish priest (bishop's appointee) and the principal in the administration of the school. The school committee provides for community involvement and participation in the life of the school.

## **Functions of the School Committee**

- Promoting Catholic education
- Pastoral care
- Developing school/community relationships
- Contributing to the formulation of school policy
- Guidance in the financial management of the school
- Maintenance
- Planning for the future

Meetings are twice a term.

## **STUDENT REPRESENTATIVE COUNCIL**

We have a Student Representative Council (SRC), which is made up of all of the Year 6 students and two representatives from Grades 2-6. These students are elected by their class peers at the beginning of each term. The students meet regularly with the co-ordinating teacher to discuss issues, plan events and fundraising activities.

## **SUPERVISION**

Children are **not permitted** to be on school premises prior to 8.30am. Supervision commences at 8.30am, and children are **not to** be at school before this time. No legal responsibility will be accepted prior to this time.

## **SPECIAL NEEDS PROGRAM**

Children with intellectual, sensory, physical and emotional disabilities or specific learning difficulties are catered for within the Integration Program. This program provides an Individualised Education Program (IEP) which sets objectives, monitors and evaluates their individual progress while catering for their personal needs. Programs are devised by a support team which may include people within the educational and medical systems. Children are supported within the classroom situation by the school assistant in consultation with the classroom teacher, parents, Special Needs Coordinator and the Principal.

## **SPORTS DAY**

Whole school sport is on Thursdays, unless otherwise advised.

## **SACRAMENTS**

The Sacrament of Confirmation is received in Year 3: the Sacrament of Reconciliation and Eucharist are received in Year 4. Sacramental preparation requires active parent participation.

## **STAFF DEVELOPMENT DAYS: (PUPIL FREE DAYS)**

The school is permitted 5 Pupil –Free days for Staff Development. The dates of these days will be included in the Term Planner and each term's Newsletter. Frequent reminders will be given so suitable arrangements can be made for children.

## **SIGNING OF THE VISITORS BOOK**

When visitors, parents, or classroom helpers arrive at school it is required that they sign in, in the visitors' book located in the foyer of the administration office. Visitors' badges are to be worn. When finished helping and leaving the school, visitors are required to sign out.

## **TESTING**

The school participates in the mandatory National Assessment Program for Literacy & Numeracy (NAPLAN). This testing involves Grades 3 and 5.

## **TRANSITION TO SCHOOL PROGRAM:**

St. Joseph's strives to work in conjunction with the prior to school learning centres and parents of students beginning their first year of school. Below are some of the activities to ensure a smooth transition process.

- Term 2: Staff at St. Joseph's visit the prior to school learning centres to meet possible students attending St. Joseph's in the following year.
- Staff at prior to school learning centres are invited to visit St. Joseph's with possible enrolments.
- Open Day to the public.
- Parent Information evening for Kindergarten students.
- Term 4 Orientation Program: students attending St. Joseph's will attend two morning and two afternoon sessions to experience what school will be like.
- Tea/Tissues morning tea for new Kindergarten Parents /new families.

Grade six students have the opportunity for a full day and two half day visits to Hillston Central School to assist them with the transition from primary to secondary school.

## **WORKING BEES**

At times there will be calls for large group efforts to complete specific tasks or general clean-ups. Parents are notified in the weekly newsletter when these occasions arise.

## **SCHOOL FEES**

Fees are subject to change each year.

School fees are set in consultation with the Diocesan Office in Forbes. Fees can be paid per term, yearly or can be paid weekly. Please see the Principal or Secretary to arrange instalments.

1 Child	\$205 per term	\$820 per year
2 Children	\$185 per term	\$740 per year
3 Children	\$145 per term	\$580 per year

PLUS (Payable in Term 1)

Curriculum:	\$123 per year per child
Chromebook:	\$35 per term (first two children in the one family only)
Chromebook:	\$37.50 per term (kindergarten and Year 1)
Copyright:	\$16 per year per child
Insurance:	\$31 per year per child
Technology	\$20 per year per child

PLUS

Building Levy: \$50 per term per family.

Accounts are sent home in the first week of the school term and are due by the end of **Week 4**. Payments may be made at the office. Alternatively you may direct deposit as follows: Hillston & District Community Bank branch of the Bendigo Bank, BSB No: 633 000 A/c 156730194, St. Joseph's Primary School Hillston. Please use your surname as reference.

Please note the Curriculum, Insurance, Copyright and Technology levies are charged in Term 1 of each school year. The tuition charges and the Chromebook fees are per term.

St. Joseph's is happy to enter into an agreement with parents regarding payment of these fees. Weekly payments can be discussed with the principal.

When genuine financial hardship exists, private arrangements are to be made with the Principal and the Parish Priest so that a child is not prohibited from a Catholic Education.

## HEALTH GUIDE

### IMMUNISATION CERTIFICATE

Following amendments to the NSW Public Health Act 1991, children starting school in Kindergarten from 1994 must present an Immunisation Certificate at the time of school enrolment. In the event of an outbreak of a vaccine preventable disease e.g. measles, whooping cough, children who are not immunised will be excluded from school. (Public Health (Amendment) Act 1992).

#### **Recommended Immunisation Schedule**

The following table applies to infants and children who are being Immunised for the first time. It shows all the immunisations that a Child should have, beginning at the age of two months.

2 months	First injection of Triple Antigen (DTP). This is a three-in-one vaccine for protection against diphtheria, tetanus and whooping cough. First dose of Sabin oral vaccine. This protects against poliomyelitis.
4 months	Second injection of Triple Antigen (DTP). Second dose of Sabin Oral vaccine.
6 months	Third injection of Triple Antigen (DTP). Third dose of Sabin oral vaccine.
12 months	One injection of combined Measles-Mumps-Rubella vaccine
18 months	Booster injection of Triple Antigen (DTP)
5 years or prior to school entry	Injection of Combined Diphtheria and Tetanus (CDT) vaccine Booster dose of Sabin oral vaccine
10 – 16 years (female only)	Booster injection of Rubella Vaccine
15 years or prior to leaving school	Booster injection of Adult Diphtheria and Tetanus (ADT) vaccine Booster dose of Sabin oral vaccine

#### **COMMON INFECTIOUS DISEASES IN CHILDREN**

<b>DISEASE</b>	<b>ISOLATION AND EXCLUSION FROM SCHOOL</b>	<b>CONTACTS</b>
Acute Conjunctivitis	Exclusion from school until all discharge has ceased.	Contacts need not be excluded
Chicken Pox	Exclusion from school is necessary for minimum of 5 days after the first spots appear.	Contacts need not be excluded.
Measles	Isolate immediately. Exclusion from school is necessary for at least 4 days from appearance of rash.	Unimmunised contacts should be excluded for 14 days unless immunised within 72 hours from exposure to the disease.

Mumps	Exclusion from school is necessary for 9 days from onset of swelling.	Contacts need not be excluded.
Rubella (German Measles)	Exclusion from school for at least 4 days after the appearance of the rash.	Contacts need not be excluded
Impetigo (School Sores)	If sores are being treated and effectively covered by clean dressings, children are allowed to attend school.	Contacts need not be excluded but should be regularly inspected by the Principal.
Ringworm	Keep your child home until you have seen your pharmacist and begun treatment.	Contacts need not be excluded.
Infectious Hepatitis	Exclusion from school is necessary until Doctor's Certificate is received.	Contacts need not be excluded.
Head Lice	Child need not be excluded provided treatment is given.	Contacts need not be excluded but should also be treated.
Pertussis (Whooping Cough)	Exclude for 14 days from onset of illness or until 5 days of a 14 day course of antibiotics have been completed.	Unimmunised contacts in K-6 do not need to be excluded.
Tetanus	Exclusion from school until fully recovered.	Contacts need not be excluded.
Diphtheria	Exclusion from school until receipt of Doctor's Certificate.	Unimmunised contacts excluded until investigated by Doctor