



PARENT INFORMATION BOOKLET

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www.stjosephschilders.qld.edu.au

Christian Values • Catholic Family • Individual Growth

Introduction From The Principal

St. Joseph's School aims to build 'A Connected Community' by instilling a sense of belonging in students, staff, parents and visitors. We access all available resources to provide high quality teaching and learning in a Catholic Christian environment. Our motto 'Christian Values, Catholic Family and Individual Growth' are the touchstones of our community.

Christian Values

We teach Christian values and prepare students to make strong decisions, both at school and in the wider community.

Catholic Family

We foster a sense of belonging and build a connected community in our school, parish and wider community.

Individual Growth

We empower students to achieve their personal best through working self-confidently and considerately with others.

This information booklet attempts to capture some of the beliefs and practices of the school. While it covers key areas, it does not attempt to cover all possibilities. Rather, it is meant as a guide to allow

you to gain a sense of what St. Joseph's School is about. The handbook also complements our official school website;

www.stjosephschilders.qld.edu.au



Building on our educational story, which spans more than ninety years, and being the educational leader of this fine school is a true privilege. I look forward to the opportunity of sharing some of the St. Joseph's School story with you and inviting you to contribute to the school's ongoing development in partnership with each member of the school community.

Petrea Hass

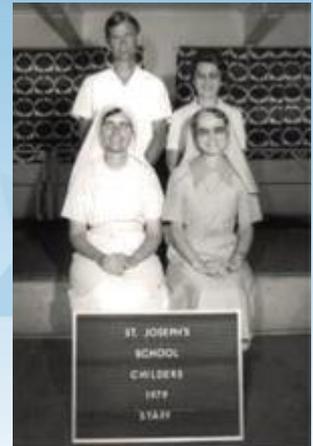
Principal

History of St. Joseph's School

In 1926, the Sisters of Saint Joseph accepted an invitation from the Parish Priest of Childers, and founded St. Joseph's School to cater for the primary and religious education of the children of the Isis District.

The first sisters were Sisters Sylvia, Cassin and Teresa. They were joined in May, 1926, by Sister Victor, who also attended the Farewell Mass to the Sisters of Saint Joseph on December 4, 1988.

The first convent was in Ridgway Street, to which additions were made for suitable classroom space. During 1944, the Fitzgerald home in Taylor Street became the school and the Sisters moved to the newly acquired convent adjacent to the Church.



In 1948, the present school building was erected in Churchill Street, due largely to the generosity of the late Mr J. J. Butler. In 1956, an additional classroom was added to cater for the increased number of students attending the school.

A new administration block, covered area and tuckshop were added in 1985. During 1994, a new classroom block was constructed, the administration block was extended, and the original building was refurbished. In 2000, a new Resource Centre was opened on the site of the old convent.

Preschool Education was introduced at St. Joseph's School in 2003. A purpose built "Early Education Centre" caters to the needs of our younger students. Refurbishments to the Administration Block and Staff Hub were completed in 2015.

The present day facilities are being enjoyed by many of the second and third generation pupils of the Isis District.

Our Vision & Mission

Our tradition stems from Christ himself, who sought to be a beacon of light for the world, whilst encouraging others to be beacons themselves. The founders of our school, the Sisters of Saint Joseph of the Sacred Heart, lived Christ's message through action. Mary MacKillop, Australia's first Saint and co-founder of the Sisters of Saint Joseph, stated "Never see a need without doing something about it." Spirituality through action has its fulfillment in the unique ethos of St. Joseph's School.

Our School's Vision Statement is - A Connected Community.

The word "connected" should be interpreted as our link with humanity, recognising that we are all interconnected. When we recognise this we make different choices. Our choices become more collaborative, selfless and good.

Creating 'A Connected Community' at St. Joseph's School starts within and moves outside of us. Lily Tomlin wrote "I always wondered why somebody didn't do something about that. Then I realised I was somebody."

The more we give of ourselves in the spirit of service, the more we create 'A Connected Community'.



St. Joseph's School Behaviour Support Plan

Effective Learning and Teaching is supported by a safe, positive and productive learning environment based on principles of consistency, fairness and engagement. This starts in the classroom with each and every individual student.

St. Joseph's School has developed an Expected Student Behaviour Matrix that is in line with our three school rules – We are Safe, We are Respectful, We are Learners. This matrix was developed in consultation with the School Wide Positive Behaviour Support committee, staff, students and the School Board.

Please visit the School Website for a full copy of the Behaviour Support Plan. Choose the "Our School" tab and then "Policies"

At St. Joseph's School we expect that staff will:

- Provide safe and supportive learning environments
- Provide inclusive and engaging curriculum and teaching
- Initiate and maintain constructive communication and relationships with students and parents/carers
- Promote the skills of responsible self-management
- Maintain student attendance records

At St. Joseph's School we expect that parents/ caregivers will:

- Show an active interest in their child's schooling and progress
- Cooperate with the school to achieve the best outcomes for their child
- Support school staff in maintaining a safe and respectful learning environment for all students
- Initiate and maintain constructive communication and relationships with school staff regarding their child's learning, wellbeing and behaviour
- Contribute positively to behaviour support plans that concern their child

Enrolment Policy

A Connected Community – Christian Values, Catholic Family, Individual Growth

Enrolment is open to all children whose parents value full participation in St. Joseph's School's activities, share in the values of our school, contribute positively and actively to enhance the spiritual life of the school, commit to and support the Guidelines for the Religious Life of the School and participate in and contribute to the achievement of the school mission.

The following Brisbane Catholic Education Policies and Guidelines are applied at the school:

- Students with Disabilities Policy
- Enrolment Application Support Procedures for Students requiring Significant Educational Adjustments
- Financial Accessibility of Catholic Education Schools Policy and the subsequent local fee concession processes
- Students who are at the Margins of Society and/or Out-of-Home Policy

If numbers exceed our capacity to cater for these children, preference will be accorded following the criteria below: -

1. Children who belong to the Sacred Heart Catholic Parish or outlying Parish Centres
2. Brothers or sisters of present or past students
3. Children of past students
4. Children transferring from another Catholic school
5. Close relatives of present or past students
6. Non-Catholic children whose parents desire a Christian Education and will actively support the Catholic identity of the school

The entry point for St. Joseph's School is the Prep Year. A copy of the child's Birth Certificate and where appropriate, Baptismal Certificate, should accompany enrolment applications. The following table explains when children are eligible for Prep.

| BIRTH DATE | ELIGIBLE FOR PREP |
|---------------------------------------|-------------------|
| Child born 1 July 2013 – 30 June 2014 | 2019 |
| Child born 1 July 2014 – 30 June 2015 | 2020 |
| Child born 1 July 2015 – 30 June 2016 | 2021 |
| Child born 1 July 2016 – 30 June 2017 | 2022 |
| Child born 1 July 2017 – 30 June 2018 | 2023 |

The process for Prep enrolment is as follows: -

1. Enrolment applications to be lodged by the advertised date
2. Parents and child attend an interview with the Principal
3. Parents are advised of successful application

A Pre-Prep program is held for parents and children in Term's Three and Four.

Enrolment Application Forms can be completed online through the school website. Forms are also available from the school office.



School Fees & Levies

St. Joseph's School has been established to provide excellence in education that is Catholic in its goal, holistic in its scope and pastoral in its process.

It is necessary for St. Joseph's School to collect school fees to cover financial costs in meeting the goals of the school and the parents who choose Catholic education for their children. School fees cover basic tuition, maintenance and development of school buildings. To sustain quality Catholic education at St Joseph's, it is agreed by parents at enrolment that school fees and levies are payable when the school accepts the enrolment of their child.

School fees are set annually, taking into account the Archdiocesan recommended minimum fee and the local circumstances of the community. We recognise that in particular circumstances, from time to time, parents may need an avenue for discussion and mutual decision with school personnel about the procedure and capacity to pay the given fees. The Parish has placed the role of fee management with the Principal of the school.

A copy of this year's fees and levies can be obtained from the School website, office or enrolment package.

Communication with Parents

This is the most important ingredient in the establishment of the home/school partnership. It is imperative that both school and home inform each other fully of the happenings that affect both elements of the partnership.

Issues Regarding Your Child

Should parents have concerns relating to their child's education, the first step would be to contact the teacher to arrange a suitable time to meet to discuss the issue. If parents feel that it is a broader school-based related issue, an appointment should be made to discuss the issue with the Principal. For full details about the School's Grievance Procedure please refer to the School website. The Grievance Procedure is located under the "Policies" tab.

Absences from School

Should your child be absent from school on any occasion, it is the school's policy that the parent/guardian phone the school that morning or email pchilders@bne.catholic.edu.au by 9:00am of the day in question.

Late Arrivals and Early Departures

If children arrive late for class, the expectation is that the parent and child first report to the school office and complete the necessary documentation. For early departures parents should report to the school office and notify office staff and fill in necessary paperwork for the early departure. Office staff will in turn inform the teacher of the child's class. The child will then meet with the parent at the school office.

Information and Computer Technology

All students and parents sign an Acceptable Use of Computer and Internet Resources Consent Form on enrolment. The school is required to report all known data breaches of the conditions of use of computer and internet resources to Brisbane Catholic Education's Legal Counsel.



School Newsletter

Our main vehicle of communication is via the school's weekly newsletter, which is distributed on **Monday**. The newsletter is also available on our school website www.stjosephschilders.qld.edu.au. Please make sure that you read, understand and attend to relevant articles in this document.

Phone Calls/ Messages

At times, parents may wish to speak to the class teacher or want to give a message to their child. You can do this by phoning the school office and the message will then be passed onto the class teacher. Your child's teacher will reply at an appropriate time, if necessary.

Curriculum

We believe that every learner is in some respect like all others, like some others and like no other. Every person can achieve success in learning and can contribute positively to their community.

Our goal for learning at St. Joseph's School is to empower learners of all ages to shape and enrich our changing world by living the Gospel of Jesus. We believe that the person of Jesus gives meaning to life and to learning. Therefore we strive to develop life-long, reflective, self-directed learners who are becoming:

- Community contributors
- Quality producers
- Active investigators
- Effective communicators
- Designers and creators
- Leaders and collaborators

St. Joseph's School implements the Australian Curriculum. This curriculum provides opportunities for children to engage in purposeful and real life learning, fostering the capacity within each student for lifelong learning so that they can achieve their potential and play an active role in enriching our world. St. Joseph's School has implemented all areas of the Australian Curriculum.



Students also have the opportunity to engage in specialist programs, including:

- Swimming (Terms One & Four)
- The Arts (Music, Drama, Dance and Art)
- STEM (Science, Technology, Engineering and Maths)
- LOTE – Chinese is taught in all year levels
- Optional Instrumental Music (Strings)
- Optional Tennis lessons
- Optional private Singing lessons

St. Joseph's School provides a comprehensive Religious Education Program that focuses on the religious and moral development of students within the framework of the Catholic traditions. Our aim is to provide opportunities for each child to develop a close personal relationship with God. Special days and significant religious events are celebrated throughout the year within the church community. Parents are encouraged to join with the children in celebrating these special events.

Reporting and Assessment

Reporting and assessment are vital components of the learning and teaching process at St. Joseph's School. Progressive assessment of each child is made as he/she grows and develops in all areas of his/her education. Assessment of students' achievements occurs for a variety of reasons:

- Provide information on a student's progress
- Improve the learning processes by providing feedback
- Keep parents informed
- Guide future school goals

Open communication concerning your child's progress is encouraged throughout the school year. Interviews with teachers to discuss your child's work may be arranged at any time by appointment.

We use the following reporting practices:

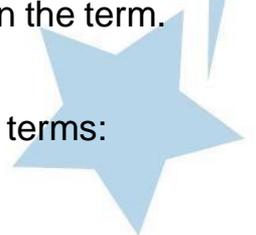
Information Evening - Usually in the third week of the school year to inform parents of curriculum matters and class procedures.

Beginning Term Letter - Sent home in the first weeks of each term to inform parents of class curriculum and any special events occurring within the term.

Formal Reporting - Procedures occur at the end of the following terms:

- Term 1 (Semester 1) - Parent and Teacher Interview.
- Term 2 (Semester 1) - Written report
- Parent and Teacher Interview by arrangement.
- Term 4 (Semester 2) - Written report
- Parent and Teacher Interview by arrangement.

End of Semester reports describe individual student progress against Year Level Achievement Standards as described in the Australian Curriculum.



Excursions & Camps



Teachers are encouraged to take the educative process outside the classroom whenever it is appropriate to the learning needs of the students. The General Levy ensures parents will not have additional costs throughout the year.

Children in the upper year levels attend a school camp. The cost of this camp is in addition to regular fees and levies.

Homework

At St. Joseph's School, homework is viewed as an important part of the learning process. Homework that is set is relevant to the teaching and learning that is taking place in the school, is appropriate to the ability of the learner assists and supports the learning process.

Homework will vary from class to class depending on the teaching strategies of the class teacher and the maturity and learning needs of the children. It may take the form of weekly homework focused on the classroom concepts, daily review and completion of class work or individual research and project presentation. Reading is an important part of daily homework. Parents can assist their children by taking an active interest in their child's homework as well as setting a regular work time, providing encouragement and promoting a high standard of work. Refer to our Homework Policy on the school website.

Medical/Health

The safety of the children in our care is paramount. Our policies and procedures are focused on providing a safe environment in which children can learn and develop.

Accidents – Regardless of the policies developed and the quality of supervision provided, accidents do occur in schools. At St. Joseph's School, while many staff have Senior First Aid certification, no treatment is permitted except for basic First Aid. As such, it is vital that parents provide current telephone numbers and emergency contact details. In the event of an emergency or if parents are unable to be contacted, the injured child will be transported to hospital by ambulance.

Allergies – Some children in our school have life threatening allergies, particularly to nuts and dairy products. Please be aware when packing lunches or providing birthday cakes of the need to check with the class teacher about potential allergies. If you wish to know more, please contact the school office.

Infectious Conditions – For the safety and well-being of all members of our school family, we ask that parents contact the school if they are unsure of exclusion periods for children with infectious conditions.

Sickness – Any child who is unwell should be allowed to recuperate at home until they are able to fully complete a school day. Children who are unwell at school will be sent to the school office by the classroom teacher. Parents will be contacted to collect their child as soon as possible.

Medication – At times, some children may need to receive medication at school. Parents must complete, with the child’s doctor, a “Student Administration of Medication” form for each medicine including those available over-the-counter (*forms are available from the office*). All medication must be forwarded in the original packaging dispensed by a chemist (even over-the-counter medication), with clear instructions for administration, as well as signed off by your family doctor. The school has clear policies in this area and these must be followed to ensure the safety of all.

Head Lice - St. Joseph’s School has established a practice that if head lice are present, even if you have treated your child, you should advise the office of the head lice incident so we can discretely alert parents in your child’s class of the problem. In the event of your child having head lice, it is a requirement that his/her hair be treated prior to returning to school. It is best to check with your local pharmacy about the most suitable choice of treatment. A suggested treatment is the application of conditioner and then combing the hair with a fine toothed comb.

Student Protection – The safety and well being of students is paramount. St. Joseph’s School has three Student Protection Contacts: Petrea Hass (Principal), Liam Dougherty (APRE/STIE) and Narelle Bloomfield (Guidance Counsellor). If you have any concerns about the safety or wellbeing of our students, we encourage you to make contact with these Student Protection Contacts at any time.



Parental Involvement

We encourage parents to be involved in the school life of St. Joseph's School. Some of the ways parents can support the education of their children is through:

- Volunteer Classroom support in Learning Areas
- School liturgies & celebrations
- Sports Carnivals
- Parent Teacher Interviews
- School Board
- Tuckshop
- Parents & Friends Association

If you would like to offer assistance in your child's classroom, you will need to sign and complete the 'Volunteers Code of Conduct'. This ensures that all volunteers at our school have a good understanding of the requirements set by Government Legislation. Please see the school office for more information.

Parents are also encouraged to be involved in the St. Joseph's Parents and Friends (P&F). The P&F works to distribute collected funds in fair and equitable ways that support the annual goals of the school. The P&F also aims to bring parents together in connected ways, and meets once a month for one hour during the school term.



Tuckshop

Our tuckshop operates on alternate Wednesdays of each week using a volunteer system. On non-tuckshop weeks, we access Subway for school lunches.

Parents are encouraged to support the tuckshop whenever possible.

Parish Sacramental Program

In accordance with the Archdiocesan Sacramental Policy, the Parish is 'responsible for and ultimately involved in the Sacramental preparation and presentation of students'. The students are properly instructed for sacramental reception through the use of the Religious Education Guidelines here at school. It is the parents' responsibility to enrol their children in the appropriate Parish Sacramental Program. The Sacred Heart Parish Sacramental Team can be contacted through the Parish or through the APRE at school. Children are eligible for Confirmation in Year 3, First Holy Communion in Year 4 and Reconciliation in Year 5.

Uniforms

St. Joseph's School takes pride in its school uniform. It is a highly visible symbol of who we are, and students are expected to wear the full school uniform neatly and with pride. Parents are asked to ensure their child is wearing the correct school uniform at all times. If there is a genuine reason as to why a student cannot wear the uniform at any time, it would be appreciated if you would send a note to the class teacher. Uniforms are available through *Leopard Tree Creations* (located in the main street beside True Value Hardware). Second hand uniforms are available through the school office.

Uniform Requirements: GIRLS**Uniform Requirements: BOYS****SUMMER:**Day Uniform:

Blue check dress with badge on left chest or blue check blouse (with badge on left chest, navy buttons) and navy skorts.

Sports Uniform:

Red and navy spliced polo shirt with embroidered logo on left chest with either navy skorts or navy sports shorts.

WINTER:

Blue check dress (as above) with navy tracksuit top or spray jacket OR check blouse (as above) with spray jacket or navy tracksuit, navy tights and/or skorts.

Prep Uniform:

Same as Sports Uniform for both boys and girls, every day.

SUMMER:Day Uniform:

Mid-blue shirt with navy cotton blend shorts.

Sports Uniform:

Red and navy spliced polo shirt with embroidered logo on left chest with either navy cotton-blend shorts or navy sport shorts.

WINTER:

Summer uniform with either spray jacket or navy tracksuit

Prep Uniform:

Same as Sports Uniform for both boys and girls, every day.

All students wear navy above ankle socks, black shoes and a St. Joseph's navy blue hat.



St. Joseph's School is a registered Sunsmart School. We follow the rule of 'No Hat, No Play'. Children are required to wear the school hat at all times when outside.

Hair: Hair must be kept neat and tidy at all times, and it is at the discretion of the Principal to decide on the suitability of any student's haircut. Long hair must be tied back from the face. Hair ties must be red, white, blue, or black. Headbands are not adequate for tying back long hair.

Jewellery: Long, dangling earrings are dangerous to the wearer during periods of play and are not acceptable at St. Joseph's Childers. Studs are the safest earrings. Sleepers may also be worn. There must be no more than one earring per ear. Due to safety reasons, the wearing of jewellery other than earrings and wristwatches is not permitted.

Make-Up: Students must not wear make-up of any description at school, including nail polish.

Lost Property: Lost property will be retained in the school office. If items are clearly named, they will be returned to the children. Unmarked clothing not collected, will be sent to St Vincent de Paul, sold through the school office or disposed.

School Hours

School commences at 8.35am and the children are dismissed at 2.50pm. Early bus children are dismissed when required. No child is allowed to leave the school grounds during school hours, except with parents and authorised persons.

Teachers are rostered for before school duty for supervision from 8.15am. Parents are encouraged not to drop off children before 8.15am as active supervision before this time is not possible.

Office hours are Monday to Friday, 8.00am – 3.00pm.

LUNCH TIMES:

Lunch: 10.45 – 11.30am

Afternoon Tea: 1.30 – 1.50pm

School Facilities

All the classrooms have interactive whiteboards or projectors, and thanks to our P&F, air-conditioning and fridges for student lunches.

All students are encouraged to utilise the well-equipped school library facility as often as possible. The main aim of the library is to encourage research orientated teaching and learning experiences for students, as well as to encourage a life-long love of literature. The school library is a resource centre for the use of all members of the school community.

Mobile Phones and Electronic Devices

Mobile phones and electronic devices should not be brought to school, however circumstances may arise when parents require their child to have a mobile phone or electronic device with them before or after school. If this is the case, the phone or device will be kept in the office during school hours.

Have we covered everything?

A lot more policies and information appears on our website including:

- Volunteer Code of Conduct
- Internet Usage
- Grievance Policy (Moving Forward Together)
- Child and Youth Risk Management Strategy

Please feel free to contact the school office on 07 4126 1866 should you require any further detail.