



PARENT INFORMATION BOOKLET

38-44 Churchill Street Childers QLD 4660

Phone: (07) 4126 1866

Email: pchilders@bne.catholic.edu.au

www.stjosephschilders.qld.edu.au

or find us on Facebook

Courage - Compassion - Creativity

Introduction from the Principal

At St. Joseph's School, we have dedicated, professional staff who are committed to providing our learners with a curriculum that promotes a broad knowledge base and problem-solving skills in a supportive, technology-rich environment. We aim to develop our students as both independent and collaborative learners.

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.

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, 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.

Christina Day

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.

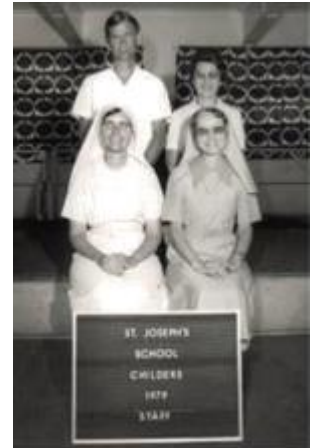
The first convent was in Ridgway Street, to which additions were made for suitable classroom space. During 1944, the Fitzgerald home in Taylor Street became the school and the Sisters moved to the newly acquired convent adjacent to the Church.

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 current facilities are being enjoyed by many second and third generation students of the Isis District.



Our Vision, Mission and Values

Our school 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.

School Vision: Learning Together to Make A Difference

School Mission: As a faith-filled contemporary learning community inspired by the teachings of Jesus and life of St Mary MacKillop, we nurture, challenge and empower one another.

School Values: In our thoughts, words and actions we are committed to showing:

- Courage
- Compassion
- Creativity



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 Behaviours" matrix that is in line with our school behaviour expectations.

This matrix was developed in consultation with staff, students, the Parents Engagement group and the School Board.

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

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

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 implemented 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 2018 – 30 June 2019	2024
Child born 1 July 2019 – 30 June 2020	2025
Child born 1 July 2020 – 30 June 2021	2026
Child born 1 July 2021 – 30 June 2022	2027
Child born 1 July 2022 – 30 June 2023	2028

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 Terms Three and Four. This is an opportunity to experience our school with no obligation for subsequent enrolment.

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, with consideration given to 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. Various payment options are available including Direct Debit, please contact the school office for further information.

Communication with Parents

This is the most important component in establishing strong home-school partnerships. It is imperative that both school and home inform each other fully of the happenings that affect all members of the partnership. Other updates and information can also be accessed via our Facebook page and the BCE Connect App.

School Newsletter:

To keep up to date with what is happening at school, a copy of the weekly newsletter is emailed to parents and available on the BCE Connect App every Monday.

Please make sure that you read, understand and attend to relevant articles in this document.

Absences from School:

If your child is absent from school on any occasion, it is the school's policy that the parent/guardian contact the school either via phone (41261866), email (pchilders@bne.catholic.edu.au) or register your child/children's absence on the Parent Portal **by 9:00am** on the day in question. Absences can also be conveyed to the school using the BCE Connect App.

Late Arrivals and Early Departures:

If a child arrives 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, notify office staff and electronically sign their child/children out for an 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.

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.

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 "Student, Parent and Guardian Complaints Management" procedure is located under the "Policies" tab.



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 (Term Four)
- The Arts (Music, Drama, Dance and Art)
- STEM (Science, Technology, Engineering and Maths)
- LOTE – Auslan is taught in all year levels
- Optional Tennis lessons
- Sporting Clinics

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.

Our Religious Education Program consists of two complementary elements – the classroom teaching of Religion, and the Religious Life of the School which includes special days and significant events which are celebrated throughout the year. Parents are encouraged to join with the children in celebrating these special events.

Information and Computer Technology

All students have access to a range of devices at school including laptops and ipads. These may be shared devices or a device allocated to an individual student for use at school. 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.



Reporting and Assessment

Reporting and assessment are vital components of the learning and teaching process at St. Joseph's School.

Progressive assessment is an ongoing process used for both formative and summative purposes which collects evidence of students' knowledge, understanding and skills within or at the end of a learning and teaching cycle.

Teachers use a variety of practices and techniques that are the most appropriate for the age and stage of learning. Evidence that is collected from assessment is used to:

- Provide information on a student's progress and achievement
- Provide feedback to teachers about the impact of their teaching on each student's progress and achievement to inform further planning and teaching
- Provide feedback to students about their progress and achievement against curriculum standards and objectives to inform their next steps and goals for learning.
- 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.

Our reporting practices include:

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-Teacher Interview.
- Term 2 (Semester 1) - Written report
- Parent and Teacher Interview by arrangement.
- Term 3 (Semester 2) - Parent-Teacher Interview.
- 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. These reports are sent home with students and are also available for download from the BCE Connect App.

Excursions & Camps



Teachers are encouraged to take learning 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, and 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. For further information please 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. BCE has a specific set of guidelines for administering all medication (prescribed, non-prescribed and emergency medication), and the management of individual health concerns.

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 provided in the original packaging dispensed by a pharmacist (even over-the-counter medication) with clear instructions for administration, as well as signed off by your family doctor.

All medication is administered from the office (at the required time), and a record is kept of all medication dispensed. The school has clear policies in this area and these must be followed to ensure the safety of all.

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/anaphylaxis. If you require further information, 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.

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: Christina Day (Principal) and Michelle Adamson (Guidance Counsellor). If you have any concerns about the safety or wellbeing of our students, we encourage you to contact any of these staff members at any time.



Parental Involvement

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

- Volunteer classroom support in Learning Areas
- School liturgies & celebrations
- Sports Carnivals
- Parent-Teacher Interviews
- School Board
- Tuckshop
- Parent Engagement Teams

If you would like to offer assistance in your child's classroom, you will need to sign and complete the mandatory Volunteer Training Pack. 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 SMURFS Group – **S**ocial **M**eetings **U**pholding **R**elationships between **F**amilies and **S**chool. The Smurfs work in 3 sub-teams to enhance the pastoral care of our families, organise social functions and better connect parents and their children's learning. They aim to bring parents together in connected ways and meet on various occasions during the year.

Tuckshop

Our tuckshop operates Friday of every week using a volunteer system. Orders are placed online through the QKR Tuckshop App (see office staff for details).

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. Staff at St Joseph's assist by leading the sacramental preparation lessons. It is the parents' responsibility to enrol their children in the appropriate Parish Sacramental Program. The Sacred Heart Parish can be contacted by calling the office 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 students take pride in their 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 Shawline Embroidery, 17 Walker St Bundaberg and can be contacted on (07) 4152 8139. Second-hand uniforms are available through the school office.

Uniform Requirements: GIRLS

SUMMER:

Day Uniform:

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 blouse and skorts (as above) with fleece navy jacket or navy jacket with St Joseph's emblem. Navy tracksuit pants or navy tights may also be worn.

Prep Uniform:

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

Uniform Requirements: BOYS

SUMMER:

Day Uniform:

Blue check 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 fleece navy jacket or navy jacket with St Joseph's emblem. Navy tracksuit pants may also be worn.

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 their 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 or navy blue. 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 staff hub. If items are clearly named, they will be returned to the children. Unmarked clothing not collected after a period of time, 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: 10.45am – 11.30am

Afternoon Tea: 1.30pm – 1.50pm

Outside School Hours Care

Catholic EarlyEd Care operate an Outside School Hours Care Service at St Joseph's using the hall for Before and After School Care. Students from Prep to Year 6 are eligible to be enrolled.

Their hours of operation are:
6:00am-8:30 am – Before School
3.00pm – 6:00pm – After School

For information regarding enrolment, please contact the office.

School Facilities

All the classrooms are well equipped with modern technology (including Apple TV connections) and flexible furniture, 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?

Further policies and information appear on our website. These include:

- 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.