



ST JOSEPH'S
PRIMARY SCHOOL **WOODBURN**

Parent Information Booklet 2011

SCHOOL PHILOSOPHY

St Joseph's School, Woodburn, recognises the parents as the first educators of their child. The school is a sign of Faith and sponsors the faith development of the children.

We believe that a parent/school partnership is essential for effective school education. Positive parental attitude towards school is a must if this partnership is to develop.

Catholic Education strives for excellence in the academic areas and whilst we give due emphasis to the acquisition of knowledge and skills, we are equally concerned with the development of Christian attitudes and values.

We particularly wish to encourage in each child self-acceptance, respect for themselves and others, and the feeling that each child is an important member of the school community.

The school, assisted by the Parish Priest, staff and parents, sees the end product of Christian education as the integration of the child spiritually, socially, emotionally, physically and intellectually.

VISION STATEMENT

Evangelisation

A Catholic community that celebrates and promotes quality education in a faith filled environment.

Worship

A community that nurtures an ongoing loving relationship with God through faith, prayer and the Sacraments.

Service

A community committed to its mission to serve in the spirit of Mary MacKillop.

Community

A community that recognises and promotes individual gifts.

Witness

A Catholic faith community where the teachings of Jesus are lived through words and actions.

SCHOOL PRAYER

Dear Jesus,

I offer you today, all that I think and do and say. I offer you this as my special prayer to you, Lord, help us today "To Grow in Truth and Love".

SCHOOL MOTTO: "TO GROW IN TRUTH AND LOVE"

All the Commandments are based on real love (Matt. 22:34-40). At St Joseph's we strive to develop within each child an understanding of what real love means. To grow as a person, each child needs to learn to love others. Our love of God is linked with the love we show to others.

In all our educational endeavour we encourage within each child:

- a quest for knowledge;
- a love of learning;
- and a search for truth.

Thus we see our school motto "To Grow in Truth and Love" as promoting and fostering an integrated development of the whole personality - natural and spiritual.

SCHOOL HISTORY

St Joseph's has been at its present site since 1932. Its origin, however, goes back many years to 1881 in the Swan Bay area. At this time the teaching was done by 'persons of education'.

In 1883, presumably at the request of Father Jeremiah Doyle, four Sisters of St Joseph arrived to operate the school. This was during the lifetime of Mary MacKillop. Legend has it that Mary MacKillop spent one night at Swan Bay.

The Sisters remained until 1893 when they were forced to leave owing to the repeated floods. The school at Swan Bay was then closed. The Josephite Sisters were petitioned several years later and returned to open the school in 1914 in Duke Street after an absence of twenty-one years. The enrolment at this time was seventy-five pupils.

In 1932, construction of the new school on the present site began. The school continued to progress for many years until the 1970s when the shortage of religious vocations and falling enrolments necessitated the withdrawal of the Sisters from Woodburn in 1975. Sister Antoinette was the last Principal from the Sisters of St Joseph. With the guidance and leadership of Father Dacey, the Parish Council decided to keep St Joseph's School open with Lay leadership which continues to this day.



SCHOOL AIMS

At St Joseph's we aim to:

- To promote the students' growth in faith.
- To help the children become more understanding of themselves in care, concern and compassion for others.
- To encourage openness to growth among members of the school community.
- To nurture within each student a genuine commitment of justice.
- To provide the students with opportunities to assimilate knowledge and develop positive attitudes and intellectual skills appropriate to their age and abilities.
- To help prepare students to lead a balanced, active and independent life.
- To help the children to be more responsible for their physical development and health.

ST JOSEPH'S DIRECTORY - 2011

Parish Priest

Principal

Assistant Principal

CoRE Ministry

CoRE Curriculum

Curriculum Co-ordinator

Fr Richard Foley

Mrs Janelle Heffernan

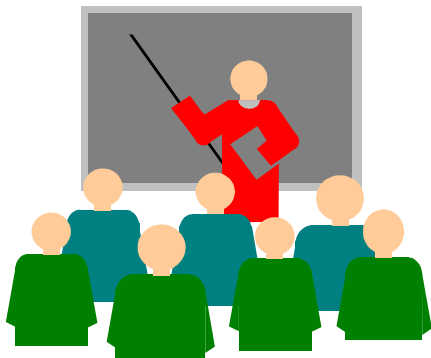
Mr John Cocciola

Amanda Egan

Amanda Egan

Ern Sandral

SCHOOL DETAILS



St Joseph's School
20 Coraki Road
Woodburn NSW 2472

Phone: 6682 2468

Fax: 6682 2494

Email: sjpwood@lism.catholic.edu.au

Website: www.wdbplism.catholic.edu.au

SCHOOL TIMES

Morning Session

9.05am – 11.15am

Recess

11.15 – 11.45am

Middle Session

11.45am – 1.45pm

Lunch

1.45pm – 2.30pm

Afternoon Session

2.30pm – 3.30pm



TERM DATES – 2011

Term 1: Friday, 28th January to Friday, 8th April
Students commence Monday 31st January
Kindergarten commence Tuesday, 1st February

Term 2: Tuesday, 26th April to Friday 1st July

Term 3: Monday, 18th July to Friday 23rd September

Term 4: Monday 10th October to Tuesday 20th December

OFFICE HOURS

The school secretary is in the office between 8.30 am and 3.45pm and will provide information required, take messages, accept fees and inform parents of the most suitable time to contact teachers.



ENROLMENT PROCEDURES

ENROLMENT POLICY

St Joseph's Catholic Primary School was established by the Catholic Parish of Coraki to support them in educating their children in the Catholic Faith.

When seeking enrolment of your child in St Joseph's School you commit yourself to a partnership with the Parish Priest, school staff and the school and parish community so that we may all work together to achieve our mission.

An acknowledgment that ALL students will participate in the Catholic Religious Education program and an acknowledged willingness to commit to this mission and the ethos of a Catholic School are essential when seeking enrolment.

Attendance in a Catholic School is regarded as an integral part of the Faith development of young Catholics and their families.

ENROLMENT CRITERIA

All children must be turning five years of age by 31st July.

ELIGIBILITY CRITERIA

Priority is given to:

- Catholic families with a commitment to the faith life, worship and service of the parish;
- other Catholic families of the parish
- Catholic families from other parishes.

In the case of enrolments of children of other faiths and beliefs, the following considerations will apply:

- those who already have children in the school
- those who can show a commitment of Gospel values
- Children of other faiths and beliefs will be expected to participate in the school's Religious Education program and all that it encompasses.

The Principal, in consultation with the Parish Priest, may exercise discretion regarding any application and may determine a child's eligibility beyond the stated criteria.

ENROLMENT OF SPECIAL NEEDS CHILDREN

Enrolment of children with special needs will be considered in accordance with Diocesan Catholic Education Office procedures.

After initial parent interview arrangements will be made to:

- discuss enrolment details with CEO Special Education Advisor
- meet with other professionals involved in the child's development eg. medical personnel, therapists, pre-school, Early Intervention etc.

Follow up team meetings will be held with all parties concerned to:

- inform the parents fully of what the school has to offer
- to inform the school of the child's needs in all aspects of his/her life

- to develop a plan for the child's transition to school.

Parents and staff concerned will be committed to ongoing meetings and reviews to plan together the child's personal, social and academic program.

ENROLMENT PROCEDURES

Applications for enrolment of Kindergarten children open in May of the year preceding their commencement of school. The steps in this process are:

- Parents are invited for an interview with the Principal.
- Enrolment Application Form is completed and submitted with necessary documentation (see below) to St Joseph's School.
- Parents sign a Fee Declaration Form and return to St Joseph's School.

ENROLMENT DOCUMENTATION

For enrolment to be completed, the following must accompany the Enrolment Form:

- Copy of Birth Certificate
- Baptismal Certificate for Catholic children
- Immunisation details
- A copy of the latest school report if the child has attended school previously, reports from other professionals; eg – speech pathologist, occupational therapist, child psychologist, etc (where applicable)
- Current Court Orders regarding Residential Care Arrangements and access rights where applicable.

SCHOOL FEES

School fees form a major part of the school's annual budget and are needed to supplement Government Funding and Grants. Payment of fees is expected, but concessions and exemptions are available depending on circumstances. An interview with the Principal will be required to arrange these variations to fees and to renew arrangements each year. It is a condition of enrolment that parents who experience difficulty with the payment of fees contact the Principal as soon as possible and before the date when fees are due.

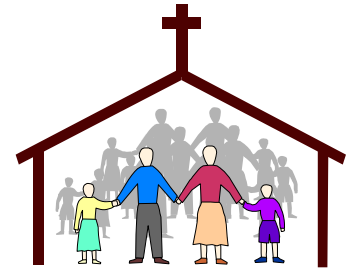
SCHOOL FEES PAYMENT

School fees accounts will be issued early in Term 1 and can be paid at the commencement of the school year or by the following methods:

- Per term over 3 terms
- Per fortnight over 3 terms (15 payments)
- Per fortnight over 4 terms (20 payments)
- Direct Debit from your bank account to the school account

Lesley can help you with any of these matters.

RELIGIOUS EDUCATION



Religious Education is an important Learning Area in St Joseph's curriculum. Religious Education endeavours to promote the religious knowledge of children. This means that students develop a knowledge and understanding of the Catholic heritage and the skills required for them to be active and involved participants in the Church, parish and society.

Religious Education also encourages attitudes and values that are consistent with the teachings of Jesus in the Gospels and which, when lived out, help to transform society. Because we are a faith community consisting of parents, staff and children, the interaction within the community will convey Gospel values and beliefs. Children experience love, sharing, justice, forgiveness and reconciliation in the day to day life at St Joseph's.

Religious Education is taught so that students will:

- Be aware of God's love for them;
- Understand that Religious Education is an important part of Catholic living;
- Have some knowledge of the life of Jesus through exposure to the scriptures;
- Recognise that God is present in all human experiences;
- Develop skills and knowledge essential to the understanding of the Catholic faith;
- Be exposed to and participate in Sacramental and Liturgical celebrations;
- Be given the opportunity to explore and question their own faith development in an environment that is supportive of them;
- Be encouraged to respond positively to Jesus' example in the school, home and broader community.

SACRAMENTAL PROGRAMS

At the appropriate stage, children have the opportunity to prepare for the Sacraments of Confirmation (Year 2), Penance and Eucharist (Year 3) .

It is the responsibility of parents and teachers, working with the child in the parish community, to make the preparation and reception of these Sacraments the most enriching faith experience possible. Parental involvement in the preparation is a parish requirement.



PARISH WEEKEND MASS TIMES

Woodburn	Saturday, 6.00 pm (Daylight Saving) Saturday, 5.00 pm (non Daylight Saving)
Evans Head	Sunday, 7.30 am
Coraki	Sunday, 9.15 am



Children who have made their First Holy Communion are invited to be Parish Altar Servers at weekend and school masses.

The school also participates in the Parish Liturgies at the weekend on regular occasions and all families are invited to attend these celebrations.

SCHOOL CELEBRATIONS



Children have the opportunity to share different celebrations including class prayer services, class masses or whole school masses and liturgies. Parents and families are very welcome to join us for these celebrations. Special celebrations include Holy Week presentations, Easter, Anzac Day, Mother's Day and Father's Day, NAIDOC Week, Remembrance Day and Christmas.

OUTREACH ACTIVITIES

As a committed Catholic School, we try to live the gospel values of service. In our outreach activities we not only pray for the spread of the Good News, we also commit ourselves to action. Such charitable works include fundraising, collection of clothing, food and books/toys and visitations.

Each year a major focus is Project Compassion during Lent and responding to appeals for disasters such as the tsunami, earthquakes and drought. We have also supported such activities such as SIDS Red Nose Day, Jeans for Genes, World Vision 8 Hour Famine, Bandaged Teddy Day, Cancer Council activities. Mini Vinnie's group was formed in 2005 and actively co-ordinates special events to support our local Parish Conference, eg Christmas Hamper appeal, Winter Clothing Appeal and Diocesan initiatives.





KEY LEARNING AREAS

In addition to Religious Education our school teaches the six Key Learning Areas as prescribed by the NSW Board of Studies. The curriculum documents produced by the Board of Studies are used to develop our school courses in:

- English (Talking and Listening, Reading, Writing, Spelling, and Handwriting)
- Mathematics
- Science and Technology
- Human Society and Its Environment
- Creative and Practical Arts (Music, Drama and Visual Arts)
- Personal Development, Health and PE

EXCURSIONS

Excursions form part of the education program throughout the school. We try to keep costs to a minimum and parents will be asked to contribute. In the case of major excursions all school fees payments must be paid before the child will be considered for participation. Both permission notes and money must be received by the school prior to the event, unless other arrangements have been made with the Principal.

LIBRARY

Children are encouraged to borrow books from the Library each week. They will need a waterproof cloth library bag to protect their books. Unfortunately we need to enforce the rule – NO BAG – NO BOOK. Parent assistance is also valuable in the smooth running of the library.

A Book Fair is held each year to provide an opportunity for parents to buy books for the children and to raise funds to purchase additional resources for the library.

Reading stories to your children throughout their Primary Education is an important way of supporting their learning. Access to good quality books is a vital ingredient for a well rounded development – staff can assist you in advising suitable books for your child's age or interest.

HOMEWORK

Students in all classes are expected to do homework. Homework is important for the following reasons:

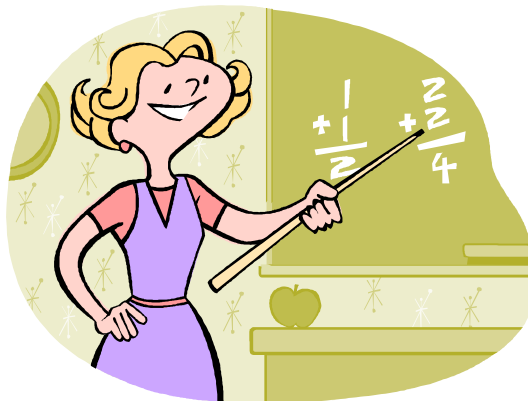
- reinforces class learning;
- increases time available for learning;
- develops an independent study pattern;
- enables parents to monitor their child's work.
- develops time management skills
- encourages initiative in their learning.

Parents' role in Homework:

- provide a suitable quiet work area
- negotiate or establish a timetable and routine for homework
- encourage children to work efficiently and set reasonable time limit
- maintain a positive approach and avoid conflict situations
- sight, and where necessary, assist with homework
- provide a note for non-completion of homework where necessary
- contact class teacher with any concerns or problems related to your child's homework.

SCHOOL ASSEMBLIES

On several occasions during each term students present items from their class work at a whole school assembly. This is usually held on a Friday in the library. Parents are cordially invited to be present at these times. Dates and details of classes presenting items will be advertised in the Newsletter.



COMMUNICATION BETWEEN HOME AND SCHOOL

COMMUNICATION BETWEEN THE SCHOOL AND HOME

Parents are welcome to visit the school and to speak with teachers whenever they feel the need. Appointments can be made by contacting the school office. This avoids disappointment as teachers are unable to speak to parents during class times or when on duty.

SCHOOL NEWSLETTER

The school newsletter is printed every week and is sent home with the eldest child in the family each Friday. It is a most vital link between the home and school and keeps parents informed about school events. Please read carefully and keep for reference.

PARENT TEACHER EVENINGS

At the commencement of each school year we invite parents to a meeting to hear from the teaching staff their major plans for the year. This meeting sets out major curricular content, expectations for the students in that year, important school dates for that class; ways parents can help in the class, homework format and general school news.

GRIEVANCE PROCEDURE

The school has a procedure for helping parents to quickly resolve any matters of concern they may have in relation to the school. This is an excerpt from the school policy:

Parent Complaints or Grievances:

- Try to establish the facts as clearly possible, be wary of third hand information or gossip.
- If the matter involves your child or an issue of everyday class operation, make an appointment to see their classroom teacher, detailing the reasons for the appointment.
- An appointment should be made with the principal to discuss issues involving school policy, operations beyond your child's classroom, concerns about staff, or grievances you feel uncomfortable discussing with the class teacher or if you feel your concerns are not accepted or addressed.
- All grievances are to be kept as confidential as possible.
- Community members may be accompanied by another person, in a support role, at appointments to resolve grievances.
- All formal discussions and processes involving grievances will be documented.
- The principal and School Executive will exercise their judgement as to whether or not they will act upon anonymous complaints but normally these will not be acceptable.

- The principal will provide community members with appropriate contact names and numbers if grievances are not resolved (Parish Priest, CEO personnel)

Parent Responsibilities:

- If your complaint is related to a child's issue clarify your child's concerns, ask how you can best help and assure them they have done the right thing in reporting the matter.
- Establish the facts regarding the issue, eg what happened, who was involved, when, where and whether there was any provocation.
- Model appropriate ways of problem solving.
- Do not try to sort out the situation yourself. Make an appointment to see your child's teacher and/or Principal to present your concerns with the aim of working together to resolve the problem.
- It is important that parents do not allow matters outside the school arena to impinge on the matter at hand.
- Do not condemn or label others.
- Do not take your concern to others in the community – go to the correct people to solve the problem.
- Respect confidentiality at all times.

PARENTAL INVOLVEMENT

We believe strongly in parental involvement and we invite you to develop a close link with the school. In this way, parents can be kept informed of school developments and of the progress and welfare of their children. Any parents who feel concerned about any matter relating to their children at school should in the first instance make contact with the class teacher. Usually concerns can be dealt with at this level. Should the matter require further attention, an appointment should be made with the principal. Unfortunately, misunderstandings can sometimes occur, often because parents receive second-hand information that is not accurate. We believe that teachers and parents need to work in close partnership for the maximum benefit of the children, and to minimise the effects of inaccurate communication.

Lots of opportunities exist for parents to be involved in the life of the school – classroom helpers, sport, library, tuckshop, excursions, assemblies and liturgies, craft, helping in the office, attending meetings, etc.



SCHOOL PARENT FORUM

Parents are asked to participate actively in this group which exists to support the school in a number of ways and to organise activities which involve parents and community members. Meetings are held at least twice a term and committee meetings can be held at times to suit the participants.

Our School Parent Forum is part of a larger Diocesan Network. The Catholic Schools Parent Assembly aims to highlight the role of parents in education and to provide support and information regarding education, parenting, social issues, political and financial matters concerning our schools.

SCHOOL REPORTS



A comprehensive report on academic performance and personal growth will be issued mid year (June/July), and in December. These reports give parents a clear indication of their child's development in academic areas, social skills and work habits. Feedback from parents is an important part of our reports, and your comments are most welcome.

In 2006 the Commonwealth Government implemented legislation as to how our schools were to develop reports for Children in Years 1 – 6 and this current regulation means that we have to give an A – E grading to children for the subject areas. Parent Education in this area was provided in 2006 and we will offer ongoing opportunities for parents to help you understand the meaning of the grade levels.

Parents will also be invited to attend an interview at the end of Term 1 to discuss their child's progress and plan any ways the home and school can work together in closer partnership.

As part of the pupil's mid-year and end of year reports, individual parent/teacher interviews are offered to all parents and ideally the student is involved in these as well as they get older. This does not exclude parents discussing their child's development, when necessary, at times convenient to both teacher and parents.

STUDENT ATTENDANCE

Children are expected to attend school unless there is a legitimate reason. By law, absences should be explained in writing. For absences of more than a day or two, we would appreciate a call to the school office, so that the child's teacher can be informed. A note about the absence would still be required.

PRIVACY POLICY

Our school collects and records personal, family and health information from students and parents/guardians as part of the enrolment process for entry into our school. The purpose of collecting and recording this information is to enable the school to provide quality Catholic Education. In addition, some of this information is to satisfy the school's legal obligations, especially in fulfilling our duty of care responsibilities to students and their families. This information is also needed for Government requirements, such as Back-to-School Allowance and tracking of students' progress through Basic Skills Testing. This information may be disclosed by us for administrative and educational purposes to others include, but not limited to, personnel within the Lismore Catholic Education Office, other systemic schools, Special Education Advisors and people providing specialist services to schools.

POLICIES

As part of our school registration process the school must have documentation covering all aspects of the school's life, teaching curriculum and compliance regulations (such as Child Protection and Occupational Health and Safety Matters). These policies can be viewed in the school office on request.



SCHOOL UNIFORM

All students are expected to have the correct full school uniform and to take pride in it. The present uniform has been developed in consultation with the parents and students and every effort has been made to develop a uniform which is suitable for the climate and everyday school activities. The uniform is a symbol of the school and what it stands for. When worn correctly it will help students identify with the school and develop a sense of pride in self and the school. Parents are requested to support the school's expectations in this matter. All clothing should be clearly labelled to assist in reducing lost property. Students are expected to be neat and well groomed at all times. Hairstyles must be appropriate with no extremes in cut, style or colour.

School Hats

Bottle green school hats are available for purchase from the school.

A 'No Hat, Play in the sheltered area' policy is enforced at all times. Children who continuously fail to bring a hat will miss out on play.

GIRLS' UNIFORM:

Summer

- School dress – green check
- Black lace-up shoes (these may be a leather jogger that can be worn each day, including sports days. Please note: **Dunlop Volleys are not acceptable school shoes**) and white ankle socks (fold down style) or flat, brown school sandals with buckle.
- Matching hair ribbons or hair bands – green or white
- Sports-style socks are not part of our school uniform.

Winter

- As for summer, plus optional:
- Bottle green sloppy-joe, jumper/jacket
- Bottle green tracksuit
- Bottle green slacks
- Gold polo shirt with tracksuit or slacks
- The phase-in period for slacks for those who wish to wear them is now over so girls will **not** wear the tracksuit pants under their school dress.

Sport

- Bottle green skort
- Gold t-shirt with collar
- White ankle socks (fold down – not sport style) and **black joggers/sandshoes** (No Volleys)



BOYS' UNIFORM:

Summer

- Grey school shorts (not cargo shorts or long shorts)
- Light green shirt
- Black lace-up shoes (these may be a leather jogger that can be worn each day, including sports days. Please note: **Dunlop Volleys are not acceptable school shoes**) and grey socks or flat brown sandals with buckle.

Winter

- As for summer, plus optional:
- Bottle green sloppy joe jumper/ jacket
- Long grey school pants if required
- Bottle green track pants

Sport

- Bottle green shorts (Stubbies/Ruggers)
- Gold t-shirt with collar
- White socks and black joggers (No Volleys)

NOTE TO EXPLAIN INCORRECT UNIFORM

If, on any given day, a student is unable to wear all of the correct uniform, a note from the student's parent explaining this should be presented to the Principal or Class Teacher.

AVAILABILITY OF UNIFORM

The girl's uniform dress is available from:

**Mrs Marlene Gollan,
35 Heath Street, Evans Head.
(Phone 6682 4129 or Mobile 0402 112 082).**

She also has material for those who wish to make their own uniform.

**Sweet 'n' Sour –
Jodie & Shaun Sauer
3 Cooper Street
Woodburn (Phone 6682 2902)**

Jodie also supplies items for the boys uniforms, as well as sloppy joes, tracksuits, vests and jackets for the girls.

Boys' shirts are available at Lowe's Store at Ballina Fair or Lismore Square.

The gold polo shirt for sport, boys bottle green sports shorts, skorts and tracksuit can be purchased from Lowes, Target, K-Mart, Best & Less, etc.

The regulation school hats are for sale at the office.

Depending on stock, a secondhand clothing pool operates at the school during school hours. The secretary can assist in all of these issues.

ACCESSORIES

Wearing of accessories should be kept to a minimum for both safety and security reasons. The following items **ONLY** are acceptable:

- watch
- studs or sleepers
- plain, flat ring (no stones).
- Hair band, clips and ribbons in school colours – green and white

Any items of jewellery that are not an accepted part of the uniform will be cared for by the Principal. These items will be returned to the child's parents.



STUDENT WELFARE

STUDENT WELFARE

St Joseph's prides itself on an honest and fair system of student welfare. We expect high standards of behaviour from all students. Self discipline is the ultimate goal of the school's Behaviour Management plan and we endeavour to work closely with parents to establish a strong partnership in this area.

BEHAVIOUR MANAGEMENT

We aim to develop self-discipline in each student so that they accept responsibility for their behaviour with the guidance of parents and teachers.

Our school rules will be expressed as follows.

RESPECT OTHERS

- Show respect for self
- Show respect to staff, adults and fellow students
- Respect your property and that of others

ACCEPT YOUR RESPONSIBILITIES

- Be responsible for your own actions
- Keep our school's good name
- Bring the correct equipment to school
- Be honest and truthful

ACT SAFELY

- Be in the right place at the right time
- Keep your hands and feet to yourself

CARE FOR OUR SCHOOL

- Keep our environment clean
- Take care of school property and equipment

We ask parents to support our school rules and if there is need to discuss your child's behaviour you will be contacted and involved in developing strategies to ensure a positive result.

A detailed copy of our school Behaviour Management Policy is available at the School Office and a Parent Book will be given to you at the Induction Meeting or at time of enrolment.

CHILD PROTECTION

The protection of the students in our care is a top priority for all staff members. We have procedures in place to ensure the safety of all children and it is essential that all parents are aware of these procedures and adhere to them for the safety of all. Please assist in keeping all children safe by co-operating with staff in implementing these rules for the protection of your children.

- All parents and visitors to our school must report to the school office.
- Parent helpers for any of our school activities must sign our visitors book and receive a name badge before proceeding to classrooms, tuckshop, sport groups, etc. Parents are to sign out before leaving the school.
- All staff and parent helpers must wear an identifying badge at all times.
- Parent/Visiting helpers must sign a Prohibited Employment Declaration Form (to indicate there is no reason they cannot work with children) the first time they help at school. Records of these are maintained.
- Children are not allowed to leave the school with anyone other than parents unless the school has been notified, preferably in writing.
- If parents need to collect their children early please go to the office, complete a leave pass form and the secretary will phone the classroom for the child to be sent to the Office to meet you.

CUSTODIAL ARRANGEMENTS

Families where there are legal documents regarding residential arrangements, visitation and access arrangements, must notify the school of these matters and provide copies of any such documents as soon as possible. Any subsequent changes to these arrangements need to be communicated immediately to the Principal.

STUDENT SUPERVISION

Staff is on duty at the school from 8.40 am in the morning and until the departure of the last bus at 3.50 pm (approximately). No responsibility is accepted for the supervision of children outside these times. If children need to be at school before 8.40 am they are to sit in the undercover area and wait for the duty teacher to arrive. If you are running late to collect your child in the afternoon please let us know so we can ensure the child's safety and reassure them that you are coming.

IMMUNISATION CERTIFICATE

The Public Health Act, 1992, requires parents of children starting in the Kindergarten class to provide an Immunisation Certificate at the time of school enrolment. If a certificate is not provided these children may be required to stay at home if there is an outbreak of serious illness which can be vaccinated against.

INFECTIOUS DISEASES – SCHOOL EXCLUSION

- Chicken Pox 5 days after the first spots appear
- German Measles 7 days after the rash appears
- Measles 5 days from appearance of rash
- Mumps 9 days after appearance of swelling
- Whooping Cough 5 days from start of antibiotic treatment
- Ringworm Until disease has disappeared
- Scabies Until disease has disappeared
- Head Lice Until the hair is treated properly
- Conjunctivitis Until eyes cease to discharge
- School Sores/Boils Must be covered
- Hepatitis (Type A) 7 days from onset of jaundice
- Hepatitis (Type B) Until receipt of Medical Certificate

HEAD LICE

Outbreaks of headlice occur frequently in all communities. It is essential that children receive treatment as soon as headlice are detected. Appropriate action will be taken to ensure the health and comfort of all children and staff at all times. This may involve the exclusion of children from school until treatment has successfully removed the lice. Please let the school know if your child has headlice so we can make a general announcement to other parents to check hair– if we all check and treat as soon as possible the severity of this problem can be reduced.

ILLNESS OR INJURY AT SCHOOL

Parents are advised to keep children who are sick at home until well enough to return to school. If children need to receive medication at school a written form detailing name of medication, dosage and time required must be sent to the school. Supplies of these forms will be sent home each year. All medication must be given to the Secretary who will administer medication at the designated time.

In the event of illness or injury, students will report to the office for treatment. If necessary, the school will contact the parent/guardian and inform them of the nature of the illness/injury and/or organise for the student to receive further attention. It is essential that parents nominate an emergency contact person in case of emergencies and also ensure their contact details are kept up-to-date at the school office.

FIRST AID

All staff are trained in CPR and Emergency First Aid. Mrs Dorrell is our designated First Aid Officer.

EMERGENCY EVACUATION AND LOCKDOWN PROCEDURES

Emergency evacuation procedures are carried out each term so that children are conversant with procedures should there be a fire or other cause necessitating evacuation. In this way children become conversant with the necessary evacuation procedures. Lockdown procedures are also in place as part of the requirements of Occupational and Health Safety Act.

STUDENT LEADERSHIP

Leadership potential is encouraged in all students, particularly in Years 5 and 6. Leadership positions are elected by staff and students. All children are expected to take on roles of responsibility within their class and school. A Student Representative Council also operates with children from Years 2 – 6 having representatives. They take an active role in school activities. We also have a Mini Vinnie's group to develop awareness of the needs of others. Sports Captains also add to our leadership team.

TUCKSHOP

The tuckshop is run voluntarily by parent helpers. The tuckshop is open for lunch orders on Mondays and Wednesdays. The tuckshop is also open Monday to Friday at morning tea and lunchtime with help from senior students. A tuckshop roster will be arranged early in the year and a Tuckshop List detailing items available and costs will be sent home with the Newsletter. The Tuckshop operates under the guidelines of the Healthy Canteen Strategy and aims to provide nutritious and healthy lunches and snacks.

BUS TRAVEL

Bus forms are available at the office for free travel on school buses. If a student's address changes, a new bus form needs to be completed and handed in at the office. Students travelling on these buses are expected to behave in accordance with the Bus Code of Conduct. Brochures stating this code of conduct will be sent home to parents by bus companies and the RTA each year. Parents who have a concern with bus matters should first contact the bus driver and/or bus company and let us know of any ongoing problems.

TOYS

Toys are not permitted at school unless they are part of a child's Show and Tell session. They will be kept in the classroom.

MOBILE PHONES

Students are not permitted to bring mobile phones to school at any time. If there was a serious reason for your child to need to bring a phone (eg for after school use) please write a note explaining this and the phone can be kept in the Office during the day. Parents are also requested to monitor their child's use of mobile phones out of school hours as children can use this means of communication to interact inappropriately and in situations which lead them to be exposed to danger.

BIRTHDAY INVITATIONS

Birthdays are a special occasion and we certainly recognise birthdays in the class and school community. However, the giving out of invitations to a select few or everyone in the class group except one or two, causes unnecessary hurt to children and is a concern to staff. Therefore, unless the whole class group is invited I ask that you deliver invitations another way and not through the school. I'm sure parents understand the need for this request.

SPORT AND FITNESS

SPORT

All children are encouraged to participate in the school sporting and physical fitness program. The school is required to provide 2 hours of programmed physical fitness activities each week. The whole school participates in fitness activities three days a week for twenty minutes and different teachers provide a range of activities to develop a range of skills for all classes. Daily Fitness is encouraged through a range of activities each week – walking, dance, aerobics, exercises and fundamental movements as well as minor and major games. Each class also has a one hour sport session on Thursdays.

The children compete in both school and interschool sport through the Catholic Schools Sports Association. After school level selection they may represent the school at Richmond Zone level and then Diocesan and State levels. Different skills and games are focussed on throughout the year according to the season and sport times vary in different terms to provide sun safety protection.

Swimming will be conducted in Term 4. Parental help is required to enable this program to run effectively.

Sports uniform is worn on Tuesday and Thursday.

CODE OF CONDUCT –SPORT



Developing a positive attitude towards winning, losing and being a team player are important aspects of playing sport. Parents have a special role in contributing to the needs and development of children in this area.

Through your encouragement and good example, you can help assure that they learn good sportsmanship and self-discipline. At school they learn to work together, to sacrifice personal success for the good of the team, to enjoy winning and deal appropriately with defeat – all the while becoming physically fit and healthy. But the most important result is that they have fun together.

Parents can help in this regard by:

- Giving encouragement and showing interest in the activity
- Help child work toward skill development
- Teach your child that hard work and an honest effort are often more important than victory – *that way your child will always be a winner despite the outcome of the game!*
- Being a good role model – applaud good play by both teams and support all efforts to remove verbal and physical abuse from sporting activities.
- Reinforcing positive behaviour and good efforts.
- Don't be a sideline coach or referee – support the work of these people by your proactive, supportive response