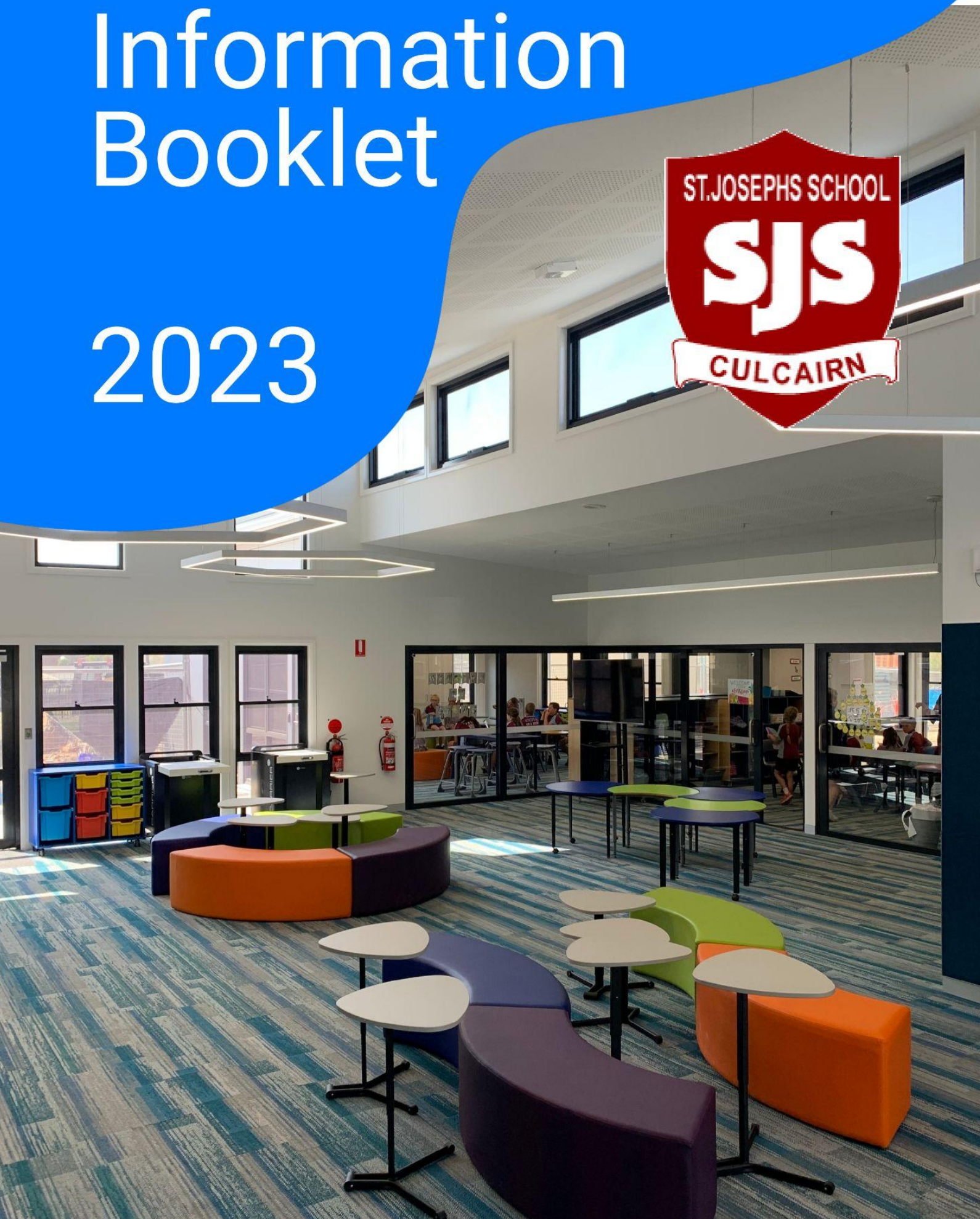


# Parent Information Booklet

2023





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# WELCOME

Dear Parents and Carers,

## **Welcome to St. Joseph's Primary School, Culcairn**

St Joseph's Catholic Primary School caters for boys and girls from Kindergarten to Grade 6 (Early Stage 1 through to Stage 3).

As a Catholic School founded in the tradition of the Sisters of St Joseph of the Sacred Heart our aim is to foster a learning community underpinned by Christian values. The ongoing development of each young person spiritually, academically, socially, physically and emotionally is of paramount importance to all of our staff.

To be successful in our vocation as educators we recognise and endeavour to build upon the foundation that each child brings from home. This is best achieved when parents and carers work in partnership with teachers and teacher assistants to actively support their child's learning. As such, you are invited to participate in school life in any of the many opportunities available including classroom support, religious celebrations, excursions, sporting carnivals, canteen and joining the School Council.

Our year level groupings are designed to maximise student and teacher interaction by providing two teachers in each classroom for the majority of key learning time. This not only permits increased observation of learning but also assists in the development of targeted teaching through professional discussions between teachers.

We sincerely hope that you will consider sending your child to St Joseph's School where every child is welcome and valued as a creation in the image of God.

Kind Regards,  
Josh Gaynor

**Parish Priest** – Father Terence Mahedy

**Principal** – Josh Gaynor

**Teachers** – Josh Gaynor, Jess Wild, Nakitta Nott, Alison Murray, Adam Mannes, Tessa Harbison, Jaime Clark and Sarah Sheather.

**Administration** – Jacinta Singe and Megan Macreadie

**Teacher Assistants** – Sue Honeywill, Nicole Edwards and Olivia Hall

## ABOUT OUR SCHOOL

<b>ADDRESS:</b>	St. Joseph's Primary School 8 Blair Street CULCAIRN NSW 2660
<b>PHONE:</b>	(02) 60298577
<b>EMAIL:</b>	<a href="mailto:sjcu-info@ww.catholic.edu.au">sjcu-info@ww.catholic.edu.au</a>
<b>WEB SITE:</b>	<a href="http://web.sjcuww.catholic.edu.au">web.sjcuww.catholic.edu.au</a>
<b>PARISH PRIEST</b>	Father Terence Mahedy Catholic Presbytery 10 Blair Street CULCAIRN NSW 2660
<b>PRINCIPAL:</b>	Mr Josh Gaynor
<b>SCHOOL TIMES:</b>	9.00am to 3.15pm First Bell 9.00am Fruit time – 10.10am Recess – 11.00 am to 11.30am Lunch – 1.00pm to 1.45pm Final Bell 3.15pm

The school grounds are open to students from 8.30am each morning and remain open to students until 3.40pm each afternoon.

At all times on Mondays to Fridays, outside the period from 8.30am to 3.40pm, the school grounds and buildings are out-of-bounds to all students.

### OFFICE HOURS

The school office is open on Monday to Friday between 8.30am and 4.00pm.

**School Administration:** Jacinta Singe and Megan Macreadie.



## VISION AND MISSION STATEMENT

***As a Community of Learners, St. Joseph's Primary School, Culcairn acknowledges that "Christ is the foundation of the whole educational enterprise in a Catholic School". (par 34. The Catholic School)***

**St. Joseph's Primary School is a Community of Learners where the children, parents and staff are witnesses to their faith.**

Therefore we:

- model Gospel values when dealing with others
- promote, through our Religious Education programme, a knowledge and understanding of Catholic teachings and a celebration of the sacraments
- foster an environment which encourages Christian attitudes and behaviours towards others
- demonstrate care and support for all members of our Learning Community
- participate in regular liturgies and celebrations of prayer

**As a Community of Learners, parents are acknowledged and supported in their role as prime educators. We exist in, and are interdependent upon, our local and wider community.**

Therefore we:

- provide opportunities and encourage parents to be active members of our Learning Community
- provide regular recognition of parental efforts
- provide opportunities for members of our Learning Community to participate in a broad range of activities at different venues
- meet regularly with parents to exchange information about their child

**As a Community of Learners we promote the balanced development of the whole person.**

Therefore we:

- provide quality education through spiritual, academic, emotional, physical and social programmes that stimulate challenge and support the children
- promote opportunities that develop leadership, responsibility, acceptance, tolerance, confidence, co-operation, flexibility and self-esteem
- recognise the talents of all members of our Learning Community
- have a Pastoral Care policy which encourages Christian attitudes and behaviours toward others
- utilise the 7 Key Learning Areas (Religion; English; Maths; Science and Technology; History/Geography; Human Society and Its Environment; Creative Arts; Personal Development, Health and Physical Education) to extend, challenge and support all children

**As Leaders of a Community of Learners we strive for personal excellence, equality of opportunity and justice for all.**

Therefore we:

- regularly participate in professional development programmes, both formal and informal
- use staff meetings for professional dialogue and development
- incorporate ideas into our newsletter to affirm and/or challenge parents as they support their children
- are aware of the importance of professional reading and regularly participate in this activity

## 2022 TERM DATES

\*Dates are indicative of when this booklet was printed and may be changed as the year progresses. Please see our school online calendar via our website.

### Term 1

26th January (Thursday) Australia Day Holiday  
27th January (Friday) Staff Development Day  
30th January (Monday) Mathematics' Assessment Interviews Yrs1-6  
31st January (Tuesday) Years 1-6 commence  
31st February (Tuesday) Best Start Interviews Kindergarten  
1st February (Wednesday) Best Start Interviews & Kindergarten Rest Day  
2nd February (Thursday) Kindergarten commences  
6th April (Thursday) End Term

### Easter

7th April (Friday) Good Friday  
8th April (Saturday) Easter Saturday  
9th April (Sunday) Easter Sunday  
10th April (Monday) Easter Monday

### Term 2

24th April (Monday) Staff Development Day  
25th April (Tuesday) Anzac Day  
26th April (Wednesday) Students return for Term 2  
10th June (Friday) Staff Development Day  
12th June (Monday) Queen's Birthday public holiday  
30th June (Friday) End Term 2

### Term 3

17th July (Monday) Students return for Term 3  
22nd September (Friday) End Term 3

### Term 4

2nd October (Monday) Labour Day Public Holiday  
9th October (Monday) Students return for Term 4  
15th December (Friday) Last day of 2023 school year for students  
19th December (Monday) Staff Development Day  
20th December (Tuesday) Staff Development Day

\* Kinder rest days occur on Wednesdays in February and conclude on 22nd February 2023.

\*\* Two additional staff development days will be announced throughout the year. Parents will receive notice of these days well in advance.

## ENROLMENT

At St Joseph's Primary School new Kindergarten enrolments are taken in August. We encourage that our kindergarten students be turning 6 years of age during their kindergarten year. Furthermore our policy on enrolment is that in order to be enrolled in Kindergarten, children should have reached the age of 5 years by the 30<sup>th</sup> April in the year of commencement. Parents with a child whose birthday falls between April 30<sup>th</sup> and July 31<sup>st</sup> will be required to have a special interview with the Principal. By law, all children must be in compulsory schooling by their 6th birthday.

When your child starts school is an individual decision. You may wish to discuss this with your child's preschool teacher, carer, doctor and of course us here at school. Our teachers are trained to work with your child regardless of their age or level of development.

Children develop at different rates and learn skills in different ways. Our school will respond to the needs, learning styles and rates of progress of individual students. We plan learning experiences based on the skills students bring with them to school

At the time of enrolment, parents will need to complete the Application to Enrol Form and present a copy of their child's birth certificate, immunisation certificate and, if applicable, Baptismal certificate.

It is a big change for a five year old to pass from the intimacy of the family circle to school, even if he/she has attended pre-school.

Here are some practical ways in which you can help this transition.

- Buy clothing that is easy to fasten
- See that all articles brought to school (shoes, hat, jumper, bag, books, lunch box, drink bottle etc) are marked clearly in a prominent place with the child's name

If possible teach your child to:

- Tie shoelaces, do up buttons, put on and take off outer clothing without help
- Recognise his/her name among other names
- Repeat his/her name and address
- Put away toys, books etc after use
- Wash his/her hands and flush toilet unassisted
- Know how he/she goes home after school
- Open and close his/her school bag
- Listen to stories, look at the pictures and talk about them
- Greet teachers and companions by title and name
- Write their own name
- Read with/to your child and encourage them to try to follow on

### **Transition to School Programme**

At St Joseph's our transition Programme is offered in Term 3 & 4. This programme consists of three half day in Term 3 and 8 full days in term 4.

This programme is play based discovery with a focus on transition to school. The focus of this extended programme is to insure a smooth transition for all children from the preschool environment to a mainstream school setting.



# FEE STRUCTURE

## SCHOOL FEES

St Joseph's Primary School's school fees are set at the beginning of each year, with accounts sent out each month. Fees help directly in providing resources and materials necessary for each child's education and contribute to the running of our school.

Our preferred method of fee collection is by **BPay**. Fees are created for the whole year at the start of Term1. Payment Agreement Forms are sent out at this time. Receipts are always issued. Current fee structures and levies are detailed below and information is also obtainable from the Office.

## 2022 FEE STRUCTURE

### FEES = Tuition Fee + Resource Fee (Terms 1,2,&3)

#### **Tuition Fees**—Term 1, 2, 3

1 Child	\$171.00
2 Children	\$325.00
3 or more Children	\$462.00

#### **Resource Fees**

Term 1, 2, 3- \$354 per child.

This levy covers all operating expenses for the school. E.g. books, utilities, maintenance, insurance, cleaning and technology.

(Fees are subject to CPI each year)

## SCHOOL UNIFORMS

*All school uniforms are available at either the school or through Lowes in Albury. Please contact the school if you have any questions around uniform.*

### **GIRLS**

#### **Summer**

Maroon/blue/white check dress  
White school socks\*  
Black shoes/sandals  
Maroon school hat  
Maroon school jumper

#### **Winter**

Long sleeve 'school blue' shirt  
Grey pinafore/skirt or grey tailored slacks  
Royal blue tie  
White socks or grey tights  
Black shoes  
Maroon school jumper

### **BOYS**

#### **Summer**

'School Blue' short sleeved shirt  
Grey shorts  
Short grey socks  
Black shoes/sandals  
Maroon school hat  
Maroon school jumper

#### **Winter**

Long sleeve 'school blue' shirt  
Long grey trousers  
Royal blue tie  
Grey socks, Black shoes  
Maroon school jumper

### **SPORT**

Maroon and blue T-shirt with school emblem  
Maroon basketball shorts, skirt/Skort  
White sport socks\*, sport shoes  
Navy tracksuit with school emblem  
Maroon school hat

School hats, sport shirts/shorts, woolen school jumpers, sports tracksuit and maroon school bags are available for purchase from the office.

The wearing of jewellery and makeup is NOT permitted (rings, necklaces, bangles, nail polish, etc.) For those who have pierced ears, studs are permitted.

### **COST OF UNIFORM ITEMS SOLD THROUGH THE OFFICE:**

Sports Shirt	\$35.00
Tracksuit Jacket	\$40.00
Tracksuit Pants	\$24.00
School Hat	\$10.00
School Bag	\$35.00
Woollen School Jumper	\$50 (size 6, 7, 8, 9) \$55 (size 10, 12, 14) \$60 (size 16)
School Beanies	\$17
School Jacket	\$49

Tracksuit, pinafore and jacket orders are taken at the end of Term 1.

## KEY LEARNING AREAS

### RELIGIOUS EDUCATION

St Joseph's Primary School was founded under the guidance and direction of St Mary of the Cross MacKillop. The Sisters of St Joseph have a strong tradition and lasting educational legacy Australia-wide. At St Joseph's Culcairn we are aware of our history and continue to build on these traditions of Faith.

Our school, along with all schools in the Diocese of Wagga Wagga, use the Educational Curriculum Document "Sharing Our Story". It is the core resource from which we teach. Our school celebrates major Feast Days, recognises key times of the Liturgical calendar and reflects important ecumenical activities.

#### School Masses

A very important part of our school life is when we celebrate mass together. Classes take responsibility and students have leadership roles in the Mass.

It is very important for students to have parents attend school masses. I invite you to attend for yourself, but I also invite you to attend for your child.

At St Joseph's Primary School we have Religious Education classes daily. We welcome and respect students of other religions and we expect them to participate in our Religious Education lessons. Within each person we aim to engender a deep respect for themselves and for others through their relationship with Jesus.

#### Sacramental Programmes

We conduct Parish based Sacramental programmes. The Sacraments are conducted every year with Confirmation being held in even years.

Students in Year 3 are invited to receive the Sacrament of Reconciliation and the sacrament of Eucharist. Students in Years 5/6 will receive the Sacrament of Confirmation in 2024.

A School/Parish Mass is held on the third Sunday of each month (except during School Holidays) with school students taking leading roles in the Liturgy.

## **ENGLISH**

At St Joseph's Primary School we believe that growth in literacy skills is an individual process, therefore programmes are structured to provide for your child's continued learning journey. We encourage you to read to your child and to listen to their thoughts and ideas.

### **Speaking and Listening**

We can facilitate students' spoken language development in the following ways:

- encouraging talking and listening in pairs, small groups and whole class/school situations
- ensuring that students have time to talk with teachers and other adults
- teaching students about the different ways to ask questions in order to clarify meaning, enhance understanding or elicit information
- teaching students how to be active listeners
- encouraging students to recount events, retell stories, describe, explain and ask questions.

### **Reading**

The main components of our reading programme are:

- Instructional Reading - to develop skills in the reading process
- Modelled Reading - to provide modelling of a wide variety of literature
- Independent Reading - to foster a love of reading for pleasure, recreation and gaining knowledge
- Responding to Reading - to allow students to respond to reading in a variety of ways e.g. through drama, art, music
- Reading in all Key Learning Areas

### **Writing**

The main components of our writing programme are:

- Modelled writing - to demonstrate the writing process and strategies for reviewing writing
- Manipulating print - writing daily for a purpose
- Conferencing - to discuss with students, individually or in groups, the writing process including style, format, grammar and punctuation
- Publishing of children's work

### **Spelling**

Spelling is an integral part of our Reading and Writing programmes. We use "Words Their Way" across the school. Spelling lists used by the students can be composed from:

- words students use in their writing
- theme words
- words frequently misspelt by students

### **Handwriting**

At St Joseph's Primary School the NSW Foundation style of handwriting is taught and regularly practised. As per the NSW English Syllabus.

## **MATHEMATICS**

At St Joseph's Primary School our Mathematics programme seeks to combine the attainment of skills with the development of an understanding of mathematical concepts in all areas.

Learning and Teaching in Mathematics encompasses the following **strands**:

### **Number and Algebra**

- develop efficient strategies to calculate numbers
- recognize and describe patterns and relationships between mathematics concepts

### **Measurement and Geometry**

- identify and visualize the attributes of shapes and objects
- explore measurement concepts and geometric relationships
- apply formulas, strategies and geometric reasoning to problem solve

### **Statistics and Probability**

- collect, represent, analyse, interpret and evaluate data
- assign and use probabilities when analysing data
- make sound judgements about problem solving

### **Working Mathematically**

In all strands and sub-strands of Mathematics, students engage in reasoning, questioning, applying strategies, communicating and reflecting.

### **Focus on Mathematics Teacher**

At St Joseph's we have a dedicated Focus on Mathematics Teacher whose role it is to enhance mathematical understanding throughout the School. This person undertakes professional development with the staff and aims to improve both the practice and understanding of both teachers and students.

## **SCIENCE**

The Science Programme aims to develop knowledge, skills and attitudes through the following substrands: Working Scientifically and Design and Production.

Across Early stage 1 through to stage 3, knowledge is developed in the following areas and are separated into:

- Physical World
- Living World
- Material World
- Earth and Space
- Digital Technologies

## **TECHNOLOGY WITHIN LEARNING**

At St Joseph's Primary School students have access to laptops and Chromebooks as well as iPads. Each classroom is equipped with an interactive Television and/or TV displays.

Upon enrolment each student is issued with an individual login and password, allowing them to access and use their personal desktop. They are taught to use e-mail and to store and retrieve saved work through Google Drive and the cloud. Our school has a clear policy on computer use. We use Google Classroom as a learning management system within the School environment which allows for increased inquiry-based learning and collaborative opportunities. Classes also utilise SeeSaw as a tool for learning and sharing learning with home.

At St Joseph's Primary School we have a strong passion for integrating technology into our everyday teaching and learning. We are fully aware we are educating children for an ever changing and adapting world. We are fully dedicated to the renewal and updating of technology to ensure the best for our students.

## **HISTORY & GEOGRAPHY K-6**

The aim of History and Geography is for students to develop the knowledge and understandings, skills, attitudes and values which enhance their sense of personal, community, national and global identity. This enables them to participate effectively in maintaining or improving the quality of their society and their environment.

The Teaching of Geography allows the students of St Joseph's Primary School to learn about how the places around us are similar and different, and to further investigate factors that make these changes happen.



## **CREATIVE ARTS**

The opportunity to be creative is valued at St Joseph's Primary School.

### **Music**

Our music programme stimulates the students to enjoy music and acquire knowledge and skills, helping students to express their feelings through music. Students are involved in listening to and creating music, performing and responding to music through singing, playing and moving.

Musical activities include:

- classroom lessons and whole school singing
- visiting professional musical performances

### **Drama**

Drama classes are integrated throughout the curriculum in many areas such as Religion, English and Music. They are also taught as a specific subject area. St Joseph's Primary School students have the opportunity to perform in a whole school musical performance regularly.

### **Visual Arts**

Our students are taught specific skills and are provided with the opportunity to create work using many varied mediums. Many of our Art activities are incorporated into other curriculum areas.

### **Dance**

Dance is part of the syllabus and is taught within the Creative Arts subject area. It also crosses over into our PDHPE curriculum. St Joseph's Primary School hosts an external provider who works with children in Term 4 exposing our students to a different dance style each year.

## PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

At St Joseph's Primary School we aim to develop in each student:

- self-management skills
- interpersonal skills
- movement skills

This learning area covers the following content strands:

- Movement skill and performance
- Health, wellbeing and relationships
- Healthy, Safe and Active lifestyles

### Physical Education

At St Joseph's Primary School we believe that all students should engage in frequent physical activity so that they become committed to the idea of pursuing a healthy active lifestyle. As a result we believe that the total educational development of each child is enhanced.

Students have ample opportunities to engage in regular fitness and skills activities throughout the school week.

The main components of our Physical Education programme include:

Tuesday & Thursday sport: In Kindergarten, Years 1 and 2 the focus is on fundamental movement skills such as running, dancing, movement and experimenting with their own body space. Between Years 3 and 6, the students are introduced to team sports and introduced to more advanced skills.

Representative Sport: the school participates in regular sporting activities with St Patrick's School Holbrook and belongs to the Albury Deanery for representative opportunities.

Students also have the opportunity to participate in the following representative arenas:

- Local Gala Days
- Albury Deanery Carnivals
- Wagga Diocesan Carnivals and Trials
- MacKillop Carnivals and Trials
- State Carnivals

### **Swimming Programme**

In Term 1 of each year St Joseph's Primary School participates in Swimming Carnivals with other schools in the area. A whole school swimming programme is conducted toward the end of Term 4 each year.

### **Gymnastics**

Each year in Term 3 we conduct a programme in conjunction with highly trained gymnasts from Flyaway Gymnastics Albury. This programme focuses on movement, balance and body awareness.

## PASTORAL CARE

"Our love is not to be just words or mere talk, but something real and active: only by this can we be certain that we are children of the truth" (John 3:18-19)

St Joseph's Primary School has a comprehensive Pastoral Care Policy. This policy is about how we expect to be treated in our school.

Pastoral Care is also about identifying how all students can succeed in our school. Our policy states how we keep all at our school safe

The following headings identify the content of our Pastoral Care Policy.

- **Wellbeing – Restorative Practices**
- **Behaviour Management Programme**
- **School Routines**
- **Bullying**
- **Bus Travel**
- **Uniforms**
- **Excursions**
- **Student Health**
- **Students who leave school grounds**

### SCHOOL WELLBEING PRACTITIONER

A qualified school Wellbeing Practitioner is made available to the school in order to work with our students and their families, and visits the school on a regular basis.

### NORM SETTING

The beginning of the school year is a time for NORM setting in all classes of St Joseph's Primary School. Early in Term 1 teachers spend extensive time identifying and establishing NORMS of behaviour in their classroom. This is an important time as behaviour is measured against these NORMS for the remainder of the year.

We have also established NORMS at a whole school level.

We spend time identifying and working with our whole school NORMS.

Behaviour in general is measured against our whole school NORMS.

Behaviour which recognizes and responds to our school and classroom NORMS is referred to as *appropriate behaviour*.

Behaviour which goes against these NORMS at our school and in our classrooms is considered inappropriate behaviour.

Both decisions have consequences.

## ASSESSMENT AND REPORTING

At St Joseph's Primary School a variety of assessment strategies are used throughout the year to ascertain how your child is progressing.

At our school we have the following reporting structure:

### **Initial Year Interviews – Weeks 3-4**

These interviews are designed to meet and discuss each student early in the year to establish clear learning goals and expectations for each student. They are a great opportunity for teachers and parents to open the lines of communication early in the year.

### **Written Reports**

A detailed written report is sent home at the end of Term 2 and at the end of Term 4 each year.

### **Parent Teacher Interviews**

Parent/Teacher Interviews are held at the end of Terms 2 and 4 following the distribution of written reports.

### **COMMUNICATION (and follow up strategies)**

At St Joseph's Primary School, parents are encouraged to maintain an open line of communication with their child's teacher. Any concerns that parents have should be addressed promptly through appropriate communication with their child's teacher.

It is important that:

- concerns are documented and dealt with effectively
- necessary follow up action is clearly recorded by the teacher
- action taken is appropriately communicated to the parent

Teachers are happy to discuss general issues, but if and when there is a particular issue then an appointment is necessary. However, immediately before and after school is not appropriate. This time is busy for teachers and other tasks take priority.

Parents are able to make an appointment by:

- emailing/ringing the school secretary using the contact details found at the beginning of our Handbook

An appointment in advance allows teachers to reflect and be properly prepared to address your needs. An appointment also formalises the processes and requires teachers to ensure adequate documentation is generated.

For more confidential enquiries you are welcome to seek an appointment with the Principal.

#### **What to do if you are unsatisfied with what is happening?**

If you are unsatisfied, make sure that the teacher is aware of your feelings about the action taken to date. If no further progress is made and you remain unsatisfied with the response by the classroom teacher, an email or appointment with the Principal should take place in order to communicate your position. The principal will work with parents and teacher to try and come up with a resolution.

If you are in turn unsatisfied with the Principal's response you are encouraged to contact the Catholic Education Department Wagga Wagga (CEDWW) and lodge a complaint. The complaint form is found on line and can be emailed to the appropriate department. The CEDWW takes the making of complaints seriously and deals with complaints quickly.

In 2021 all parents will receive further information to ensure open communication between home and school. These include online classrooms that allow constant communication between home and School.



## **SCHOOL COUNCIL (Parent Representative Body)**

School Councils are legally established through constitutions approved by the Diocesan Catholic Education Commission according to guidelines and policies issued by that body on behalf of the Bishop.

The School Council of St Joseph's Primary School is made up of both elected and nominated members, with the Parish Priest and the Principal automatically members of the School Council.

Our School Council exists to support the Principal across a wide spectrum of school issues and it is an important forum for parents to communicate ideas. The School Council provides both financial support and a contact point for all families with the school. Additionally, the School Council has the task of managing the physical resources of the school and assisting with policy development.

We value greatly the help given to our students through the School Council. Our school has a long tradition of tremendous parental support and involvement. If you want to be involved with your child's education and to know what is happening in our school, please come to the School Council meetings.

## **CANTEEN**

The school tuckshop operates on Monday twice a term and every Friday during lunchtime only. It is run on a voluntary basis by parents with volunteer parents acting as managers. Lunch orders are to be clearly written on a paper bag, with money enclosed. These are collected by students at the start of the school day.

A tuckshop price list and menu is sent home with the newsletter at the beginning of each term and is also accessible through our school website. Your child is not permitted to buy lunch from the local shops. Our tuckshop meets all Health outcomes for a Healthy School Tuckshop.

## CHILD HEALTH INFORMATION

### SICKNESS AND ACCIDENTS

The Principal of St Joseph's Primary School follows the current regulations of the Department of Health concerning the re-admission of students who have had an infectious disease.

#### **If your child is sick:**

The staff of St Joseph's Primary School appreciate that it can be difficult managing work and childcare in the event that your child is unwell. But if your child should be at home then we expect that as a parent you allow adequate recovery time and either look after your child at home or organise alternative care.

The NSW Department of Health has also stated in recent times that it is important to help schools control the spread of sickness (especially in the winter months) by ensuring that if your child is unwell, they stay home in order to recover fully.

### INFECTIOUS DISEASES IN CHILDREN

<b>Measles:</b>	Students should be excluded from school for a least 7 days from the appearance of rash or until a medical certificate is produced.
<b>Mumps:</b>	Students will be excluded from school until fully recovered (swelling must have subsided). Contacts are not excluded.
<b>Chicken Pox:</b>	Students will be excluded from school until discharge has ceased.
<b>Headlice:</b>	Students must be treated and all eggs (nits) must be removed before students return to school.
<b>Conjunctivitis:</b>	Students will be excluded until discharge has ceased.
<b>Impetigo:</b>	Students will be excluded until sores have fully healed.
<b>Hepatitis and Diphtheria:</b>	Students are admitted on receipt of medical certificate.
<b>Whooping Cough:</b>	Students will be excluded for 4 weeks.
<b>Ringworm:</b>	Students will be re-admitted when appropriate treatment has taken place.
<b>Meningococcal Septicaemia:</b>	Students will be re-admitted when cleared by Doctor.

It is understood that in the case of minor accidents or illness among the students of St Joseph's Primary School the matter will be dealt with by the supervising teachers. There is a suitable First Aid Kit containing adequate materials for such minor mishaps.

In cases of serious injury, or in doubtful cases, the ambulance will be sought. Parents will be informed immediately in all cases and, where possible, this will be done before outside medical assistance is sought.

**Asthma Friendly School**

St Joseph's Primary School is a registered Asthma Friendly School. We take seriously all aspects of our Asthma Management.

## GENERAL INFORMATION

### AFTER AN ABSENCE

In the case of students being absent, an explanation stating the nature and date of the absence is required from a parent or guardian. This is submitted by the parents/guardian via the Compass App.

### ANZAC DAY

ANZAC Day is viewed as an important Public Holiday. Students of St Joseph's Primary School have the opportunity to march as a school in our town Parade and participate in the wreath laying ceremony. It is an expectation that students of St Joseph's Primary School wishing to attend commemorations will do so in full school uniform.

### ASSEMBLIES

Assemblies are held for special occasions at St Joseph's School and are a means of communicating information to students as well as celebrating student success and achievement. The holding of an assembly is communicated to parents through our newsletter, Compass announcements and at times, social media.

### BOOK CLUB

Each term there is an opportunity to order and purchase books using Book Club forms, which are sent home with school notices. Purchasing from these order forms is optional.

If you wish to place an order, please place both the order form and the correct money in an envelope, labelled with your child's name and class. These orders usually take several weeks to arrive at the school and will be distributed to your child.

### CBCA BOOK WEEK

Book Week is an initiative of the Children's Book Council of Australia and is recognised at St Joseph's Primary School. One of our school's many activities during Book Week is our Book Fair. At this time parents have the opportunity to purchase a book in order to donate it to our school library.

### FRUIT BREAK

Our school has a fruit break for all students at about 10.00am each day. Parents are asked to provide their child with a piece of fresh fruit or vegetable each day.

### LIBRARY DAY

The school has a modern, well-stocked library catering for many reading abilities and areas of interest. All students at St Joseph's Primary School visit the library frequently and are expected to develop good borrowing habits. Students need to

bring a good quality material library bag regularly on their class library day in order to protect the books they borrow. No more than three books can be borrowed at one time.

## **LOST PROPERTY**

All property and clothing belonging to students should be clearly marked with his/her name. Every effort is made to locate the owner of property which is found, but this proves difficult when items are not labelled. Staff of St Joseph's Primary School take no responsibility for property lost or damaged at school.

## **MEDICATIONS**

All medications are handed to the front office and stored in the first aid cupboard under the student's name. All medications when required are administered by or under direct supervision of the First Aid Officer.

## **MONEY SENT INTO SCHOOL**

Any money being sent to school is to be sent in an envelope, labelled with your child's name, class and what the money is for. All monies are collected through the office during office hours.

## **NEWSLETTER**

St Joseph's Primary School uses the school newsletter as our means of regular communication with the school community. Newsletters are sent via email and SMS to parents Tuesdays via the Compass app.

## **PROFESSIONAL DEVELOPMENT DAYS (PDD)**

On Staff/Community Development Days students are not required to attend school. The first day of Term 1 each year is a PDD. During terms 2, 3 & 4 further PDDs may be held. Parents are given appropriate notification to ensure their child does not attend school on that day.

## **SCHOOL BANKING**

At St Joseph's Primary School student banking is provided by the Diocesan Provident Fund in Wagga Wagga and the local Hume Bank. All banking is collected through notes and messages. School Banking is on Mondays.

## **SCHOOL BUSES**

There are several local buses which service our school. Staff supervise students waiting for these buses in the afternoon. A change in afternoon routine requires a note from parents clearly explaining the change. Please sign and date this note and submit to the office. It is the responsibility of parents to contact buses around changes of routine e.g different drop off areas or catching different buses.

## SCHOOL PHOTOGRAPHS

Once each year St Joseph's Primary School is visited by a professional photographer and individual and class photos are taken. It is an expectation that students are neatly presented and wearing full school uniform on this day. As with the Book Club, the purchase of school photos is optional.

