Dear Parents,

Welcome to St. Joseph’s Primary School, Culcairn

We are a Catholic Primary School catering for girls and boys from Early Stage One through to Stage Three (K-6).

At St. Joseph’s Primary School we will guide your child in the Catholic tradition, reinforcing Christian values. We are proud of the happy and co-operative environment that exists here.

It is our Mission to educate your child – spiritually, emotionally, socially, morally, physically and academically. To achieve this, your continuing interest, co-operation and support is both highly valued and essential.

We will complement you in all educational tasks. As teachers we build on the foundations you have laid. Therefore we encourage you to be as actively involved as possible in all aspects of school and Parish life.

We invite all Parents, Parishioners and Carers to participate in our religious celebrations, information sessions, excursions, sports carnivals and to assist in our classrooms.

Your child’s interests are best served when there is close collaboration, understanding and mutual respect between school, home and Parish.

May God bless our combined efforts.

Father Terence Mahedy
Sr Marie
Principal - John Carey
Teachers – Julie-Anne Willis, Clare McKinnon, Jo Palmer, Geraldine Hocking & Amelia King
Administration – Jacinta Singe
Teacher Assistant – Sue Honeywill and Sue Bourke
ABOUT OUR SCHOOL

ADDRESS: St. Joseph’s Primary School
8 Blair Street
CULCAIRN NSW 2660

PHONE: (02) 60298577

FAX: (02) 60298827

EMAIL: info@sjcuww.catholic.edu.au

WEB SITE: web.sjcuww.catholic.edu.au

PARISH PRIEST Father Terence Mahedy
Catholic Presbytery
10 Blair Street
CULCAIRN NSW 2660

PRINCIPAL: Mr John Carey

SCHOOL TIMES: 9.00am to 3.15pm
Fruit time – 10.10am
Recess – 11.10 am to 11.30am
Lunch – 1.00pm to 1.45pm
Final Bell 3.15pm

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

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

OFFICE HOURS

The school office is open on Monday, Wednesday and Thursday between 8.30am and 3.45pm.

School Secretary: Mrs. Jacinta Singe
VISION AND MISSION STATEMENT

St. Joseph’s Primary School, Culcairn, as a Community of Learners acknowledges that “Christ is the foundation of the whole educational enterprise in a Catholic School”.  
(par 34. The Catholic School)

St. Joseph’s 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 with, our local and wider community.  
Therefore we:
• provide regular recognition of parental efforts
• provide opportunities and encourage parents to be active members of our Learning Community
• 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; Human Society and Its Environment; Creative Arts; Personal Development, Health and Physical Education) to extend, challenge and support all children

As a Community of Learners we, as Leaders, 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 that affirm and/or challenge parents as they support their children
• are aware of the importance of professional reading and regularly participate in this activity
KEY LEARNING AREAS

RELIGIOUS EDUCATION

Our School was founded under the guidance and direction of St Mary 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 Wagga Diocese, 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 children have leadership roles in the Mass.

It is very important for children to have parents attend school masses. I invite you to attend for yourself. But I also invite you to attend for your child.

Talk with your child about God and life. Encourage your child to pray and pray with them often. Grace at Meals and a prayer before bed are good places to begin.

We have Religious Education classes daily. We welcome and respect children of other religions and we expect them to participate in our Religious Education lessons. We aim to engender, within each person, 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.

Children in Year 2 receive the Sacrament of Reconciliation and Children in Year 3 receive the sacrament of Eucharist. Children in Year 5/6 will receive the Sacrament of Confirmation in 2014.

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

We believe that reading, writing, spelling, talking and listening are interdependent. Growth in literacy skills is an individual process, and so 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.

Talking 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
- Modelling to provide models 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:
- Modelling 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. Spelling lists are composed from:
- words students use in their writing
- theme words
- words frequently misspelt

Handwriting

We teach the NSW Foundation style of handwriting.
MATHS

Our Maths programme seeks to combine the acquisition of skills with the development of an understanding of mathematical concepts in all areas.

Learning and Teaching encompasses the following strands:
- Measurement
- Patterns and Algebra
- Space and Geometry
- Number
- Data

Positive attitudes, understandings and skills are developed in the following sub strands:
- Length
- Area
- Volume and capacity
- Mass
- Time
- Patterns and Algebra
- Position
- Three dimensional space
- Two dimensional space
- Chance
- Fractions and Decimals
- Multiplication and Division
- Addition and Subtraction
- Whole numbers
- Data

Working Mathematically
Children engage in reasoning, questioning, applying strategies, communicating and reflecting in all strands and substrands

SCIENCE AND TECHNOLOGY

Science and Technology is an integral part of the curriculum. We believe it is a way for children to learn about themselves and their environment which emphasises first-hand experiences, inquiry and problem solving.

The Science Programme aims to develop skills and attitudes in six content strands:
- Built Environments
- Information and Communication
- Living Things
- Physical Phenomena
- Products and Services
- The Earth and its Surroundings

Use of Technology
Children have access to the Internet, are taught to use e-mail and to store and retrieve saved work through the school server.
Each child has a desktop with individual password access allocated upon their enrolment.
Our school has a clear policy on computer use. Breach of this policy results in the removal of computer access.
**HUMAN SOCIETY AND ITS ENVIRONMENT**

The aim of Human Society and its Environment is to develop in students 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.

Students will engage in learning experiences which will develop knowledge and understandings about:

- people
- cultures
- societies
- environments

**CREATIVE ARTS**

**Music**

Our music programme stimulates the children to enjoy music, acquire knowledge and skills and helps children to express their feelings through music. Children 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.

**Visual Arts**

Our children are taught specific skills and create work using many varied mediums. Many of our Art activities are incorporated into other curriculum areas. The opportunity to be creative is valued at St Joseph’s.

**Dance**

Dance is part of the syllabus and is taught within the Creative Arts subject area. It may also cross over into our PDHPE curriculum in some years.
PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

We aim to develop in each student:
- self-esteem, social responsibility and well being
- movement skills and personal fitness
- the ability to make informed health and lifestyle decisions

Personal Development

This area covers the following content strands:
- self esteem
- the body
- human sexuality
- changes
- values

Health

In this area we cover the following topics:
- care of the body
- making decisions
- nutrition
- consumer health
- drug use
- environmental health
- preventative measures

Physical Education

We believe that all students should receive frequent physical activity so that:
- they become committed to the idea of pursuing a healthy active lifestyle
- we may enhance the total educational development of each child

Between 9.00am – 9.10am our school conducts a morning fitness and skills activity.

The main components of our Physical Education programme include:
**Friday sport:** In Kindergarten, Years 1 and 2 the students are taught elementary skills such as running, dancing, movement and to experiment 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 sporting activities with Culcairn Public School 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 One we participate in Swimming carnivals with other schools. A swimming programme is conducted toward the end of Term 4 each year.

Gymnastics
Every second year we conduct a programme using highly trained gymnasts from Flyaway Gymnastics Albury. This is an excellent programme. Currently our programme is conducted in Term 3 of even years.

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)

Our 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 children can succeed in our school. It states how we keep all at our school safe. It is the document against which we reflect the National Safe Schools Framework.

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
Children who leave school grounds

SCHOOL COUNSELLOR

A qualified school counselor is available to work with our students and their families and visits the school on a regular basis.
PARENTAL INVOLVEMENT

COMMUNICATION

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.
To ensure that teachers are best able to meet your needs an appointment in advance allows teachers to reflect and be properly prepared to address your needs.
Immediately before and after school may not be appropriate unless a prior appointment has been confirmed. Please be aware that this time is busy for teachers and other tasks may take priority.
To arrange an appointment please phone the office and either seek to speak to the teacher or leave a message for your child’s teacher to return your call.

For more confidential enquiries please seek an appointment with the Principal.
As a general guide the Principal encourages parents to have first spoken with their child’s teacher in matters associated with their education.

SCHOOL COUNCIL (Parent Representative Body)

The School Council 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 assist the Principal across a wide spectrum of school issues. It is an important forum for parents.

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

We value greatly the help given to our children 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 our meetings.

The School Council has the task of managing the physical resources of the school and assisting with policy development.

The School Council provides both financial support and a contact point for ALL families with the school.
TUCKSHOP

The school tuckshop operates on some Mondays and every Friday and is run on a voluntary basis by parents with two volunteer parents acting as managers. Lunch orders are to be clearly written on a paper bag. These are collected 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. Your child is not permitted to buy lunch from the local shops. Our tuckshop meets all Health outcomes for a Healthy School Tuckshop.

GENERAL INFORMATION

SCHOOL FEES

School fees are set at the beginning of each year. Accounts are sent out each term. Our preferred method of fee collection is by direct debit. We encourage registration for direct debit at time of enrolment. Receipts are always issued. Current fee structures are obtainable from the Office. Fees help directly in providing resources and materials necessary for each child’s education and contribute to the running of our school.

2014 FEE STRUCTURE

**FEES**—Term 1, 2, 3 & 4

1 Child $200.00
2 Children $310.00
3 or more Children $370.00

**BOOK LEVY**

Term 1 only - $100 per child

**INSURANCE LEVY**

Term 2 only - $100 per family

**CLEANING LEVY**

Term 3 only - $60 per family
BOOK LEVY
This levy covers all text books, art & craft material, reading schemes, computer software & photocopying. An account will be forwarded at the commencement of the school year. This levy is paid in Term 1 only.

CLEANING LEVY
This covers some of the cost in maintaining our cleaning schedule. This levy is billed with the Term 3 School Fees.

SCHOOL BANKING
School banking is provided through the Diocesan Provident fund in Wagga Wagga and Hume Building Society. New account forms can be obtained from the office on request. Your child submits all banking through our method of collecting notes and messages. Children are encouraged to form a habit of banking. Banking is done on Mondays.

MONEY SENT INTO SCHOOL
Money is to be sent in an envelope which is labelled with your child’s name, class and what the money is for. All monies are collected through the office during office hours.

ASSESSMENT AND REPORTING
A variety of Assessment Strategies are used throughout the year to ascertain how your child is progressing.

A Parent Information evening is held during Term 1. The purpose of this evening is to inform you of teaching strategies, expectations and programs to be offered during the year. Your attendance at this evening is compulsory and essential to help you understand more clearly the path your child will be undertaking throughout the year.

Parent/Teacher Interviews are held at the end of Term 2 and Term 4. At these Interviews there is an opportunity to discuss your child’s progress with their teacher. A written report is sent home at the end of Term 2 and at the end of Term 4 each year.

LIBRARY DAY
The school has a modern, well stocked library and children are expected to develop good borrowing habits. Pupils need to bring a good quality material library bag on their given library day to protect the books they borrow. It is expected that each child have a library bag and that they bring it to school on their class library day.

BOOK CLUB
This is an opportunity to buy books for your children each term. If you wish to place an order, place 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.
BOOK WEEK

One of our schools’ many activities during book week is our Book Fair. At this time parents have the opportunity to make a donation of a book to our library.

PHOTOGRAPHER

A professional photographer comes to the school once each year, when individual and class photos are taken. As with the Book Club, the purchase of these is optional.

NEWSLETTER

Our newsletter is our means of regular communication with our school community. The eldest child in each family is given a copy of the newsletter. If the eldest is away, the next eldest child should request one from his/her class teacher. Newsletters are sent home on Mondays. Our newsletter is also added to our school website.

HOLIDAYS

School and Public Holidays are the same as for Public Schools in New South Wales.

PROFESSIONAL DEVELOPMENT DAYS  PDD

On Staff/Community Development Days children are not required to attend school. The first day of school each year is a P.D.D. During terms 2, 3 & 4 further P.D.D.’s are held. Parents are given appropriate notification to ensure their child does not attend school for that day.

ANZAC DAY

ANZAC Day is an important Public Holiday. St. Joseph’s Primary School march as a school in our town Parade and participate in the wreath laying ceremony. It is expected that children at our school attend in full uniform to participate in the march.

AFTER AN ABSENCE

In the case of children being absent, a written explanation stating the nature and date of the absence is required from a parent or guardian.

SCHOOL HEALTH TEAM

Parents will be notified of the periodical visits of health officers to our school.

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.
LOST PROPERTY

All property and clothing belonging to a child should be clearly marked with his/her name. No responsibility can be taken for property lost or damaged at school. Every effort is made to locate the owner of property which is found, but this is difficult when items are not labelled.

ENROLMENT POLICY

New Kindergarten enrolments are taken in August. Basic policy on enrolment is that children to be enrolled in Kindergarten should have reached the age of 5 years by the 30th April in the year of commencement. Those parents with a child whose birthday falls between April 30th and June 30th will need to have a special interview with the Principal. At the time of enrolment, parents will need to complete the enrolment form and present a copy of their child’s baptismal certificate and immunisation certificate.

NORM SETTING

At the beginning of the year teachers spend a lot of time in the first few weeks identifying and establishing NORMS of behaviour in their classroom. This is an important time as behaviour is measured against these NORMS for the rest of the year. We have also established NORMS at the 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.
SCHOOL UNIFORMS

GIRLS

Summer
Maroon/blue/white check uniform
White school socks*
Black shoes/sandals (brown/black)
Maroon School hat

Winter
Grey pinafore or grey tailored slacks
Long sleeve blue shirt
Royal blue tie
Blue socks or grey tights
Black shoes
Maroon school jumper

Sports Uniform:  Maroon basketball shorts
Maroon and blue T-shirt with school emblem
White sport socks*, sport shoes
Maroon tracksuit
Maroon school hat
*Note: All socks must be above the ankle

BOYS

Summer
Blue short sleeved shirt
Grey shorts
Short grey socks
Black shoes/sandals (brown/black)
Maroon school hat

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

Sports Uniform:  Maroon basketball shorts
Maroon and blue T-shirt with school emblem
White sport socks* sport shoes
Maroon tracksuit
Maroon school hat

School hats, sport shirts/shorts, woollen jumpers and school bags are available from the office.

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

COST OF UNIFORM ITEMS SOLD THOUGH THE OFFICE:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Shirt</td>
<td>$30.00</td>
</tr>
<tr>
<td>Sports Shorts</td>
<td>$10.00</td>
</tr>
<tr>
<td>School Hat</td>
<td>$10.00</td>
</tr>
<tr>
<td>School Bag</td>
<td>$35.00</td>
</tr>
<tr>
<td>School Tie</td>
<td>$20.00</td>
</tr>
<tr>
<td>Winter Woollen Jumper</td>
<td>$45 (size 7, 8, 9)</td>
</tr>
<tr>
<td></td>
<td>$50 (size 10, 12, 14 &amp; 16)</td>
</tr>
<tr>
<td>Summer Dress</td>
<td>$50 (size 6-10)</td>
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<tr>
<td></td>
<td>$55 (size 12-16)</td>
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</tbody>
</table>
HEALTH

SICKNESS AND ACCIDENTS

The Principal follows the current regulations of the Department of Health concerning readmission of pupils who have had an infectious disease.

INFECTIOUS DISEASES IN CHILDREN

Measles: Children should be excluded for a least 7 days from the appearance of rash or until medical certificate is produced.

Mumps: Children will be excluded until fully recovered (swelling must have subsided).

Contact are not excluded.

Chicken Pox: Children will be excluded until discharge has ceased.

Headlice: Children must be treated and all eggs (nits) must be removed before children may return to school.

Conjunctivitis: Children will be excluded until discharge has ceased.

Impetigo: Children will be excluded until sores have fully healed.

Hepatitis and Diphtheria: Children are admitted on receipt of medical certificate.

Whooping Cough: Children will be excluded for 4 weeks.

Ringworm: Children will be re-admitted when appropriate treatment has taken place.

Meningococcal Septicaemia: Children will be re-admitted when cleared by Doctor.

In the case of minor accidents or illness 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 assistance of a doctor will be sought. Parents will be informed immediately in all cases and, if possible, this will be done before the medical assistance is sought.

Asthma Friendly School

Our school is a registered Asthma Friendly School. We take seriously all aspects of our Asthma Management.

General Sickness

As has been stated through the NSW Department of Health in recent times, it is important to help schools control the spread of sickness, especially in the winter months by ensuring that if your child is sick, they stay home in order to recover fully.
If a child lives with criticism, he learns to condemn
If a child lives with hostility, he learns to fight
If a child lives with ridicule, he learns to feel shy
If a child lives with shame, he learns to feel guilty
If a child lives with encouragement, he learns to be confident
If a child lives with tolerance, he learns to be patient
If a child lives with acceptance, he learns to love

If a child lives with recognition,
he learns that it is good to have a goal

If a child lives with sharing, he learns about generosity

If a child lives with honesty and fairness,
he learns what truth and justice are

If a child lives with security he learns to have faith
in himself and in those about him

If a child lives with friendliness, he learns that the world
is a nice place in which to live

If a child lives with serenity,
he will live with peace of mind