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Prayer

ough the day

nd the way

never wrong

ow ever strong

t work and play

ers every day

he right path

what we ask.

© Andrew Chinn 2000

Par

Hand

NOTES/QUESTIONS:

Joseph's Catholic School
time you and your children
and rewarding and that our
d stronger because of your

assist in the development of
We endeavour to provide an
ts can grow in all aspects of
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NOTES/QUESTIONS:

1. SCHOOL PROFILE

St Joseph's Catholic School Mount Isa has a current enrolment of approximately 100 students. Established in 1932 by the Sisters of St Joseph, Mount Isa's finest schools for academic excellence. At St Joseph's, our aim is to assist in the development of each student by providing an environment in which students can thrive and become their best selves.

The school provides specialist teaching in Music, Art, Italian, and Physical Education and Italian. We offer many opportunities to enhance the Catholic education through a rigorous Religion curriculum. The school offers a Curriculum in English, Mathematics, Science, Humanities, Sciences (HASS), Health & Physical Education, and Information Technologies. St Joseph's has 21 classrooms, an excellent Library and student support services, a dedicated Early Years precinct and an indoor music room. Student educational outcomes are enhanced through effective practices, efficient utilisation and analysis of data across all year levels. Staff are expected to provide high quality teaching so that levels of student ability and need are met.

St Joseph's staff and families are very active in the school regularly enters local competitions and sporting events. The School Board, Family Support Groups work in close partnership with the school and new families through the school's activities.

d by the Sisters of St Joseph, opened
beginnings the school became well
provided quality primary education

to its present site on Twenty-Third
ously San Jose College - a Secondary
nder the administration of the Sisters

er plan redevelopment, with Stage 1
nclusive education, student and staff
ge 2 will be completed in 2022, con-
ff facilities.

at St Joseph's School, the association
tinued with the Principal being a
y principal was appointed.

values, policies and high standards of
background and is steeped in the
cKillop, the first Sister of St Joseph.

onal Catholic Primary School catering

d Parish and operates as part of the
ese of Townsville.

I Motto is

IN SERVE."

chool community are called to do. If
toward these goals, then St Joseph's
tion in a caring atmosphere.

7.3 FAMILY AND COMMUNITY

A regular gathering of parents and community members meet each month at varying times to suit the needs of the school. St Joseph's parents are extremely supportive and many projects have been achieved in past years. Fundraising has been successful and many projects have been completed on a voluntary basis. The school community has participated in the Street Carnival, held on the first Saturday of the year. Parents are invited to support smaller events such as Mother's Day and Father's Day Stalls, social gatherings and morning teas.

7.4 SCHOOL BOARD

Boards of Catholic Education in Queensland provide a structure and process for genuine partnership and decision making involving the key members of the school and communities of leaders who support the vision of the Church and share in the educational responsibilities of parish priests and parishes. Those who are called to a particular ministry in the school are given the privilege and an opportunity to serve the school and Education. The School Board meets on a regular basis.

CODE OF CONDUCT

parents, volunteers and visitors who attend Catholic Education in the Diocese of Townsville. This applies to all parents, volunteers and visitors attending Catholic School and at school sponsored events, on and outside of school hours. As a result, there is an expectation of support for the Code of Conduct in the Diocese of Townsville.

For more information, please access via the following link on the

[policy/parent-and-volunteer-code-of-](#)

CLASSROOM

We encourage parents to become volunteers and are invited to help in areas including:

Parents can make appropriate arrangements to visit. Please complete the Volunteer Induction Form which can be accessed via the school web-

[policy/volunteer-induction-for-](#)

and to sign-in via the office.

1.2 DIOCESAN STATEMENT -

Jesus Christ is the source, the focal point and the centre of Catholic Education. Education is a service to the people of the Diocese of Townsville. Jesus Christ, the living centre of the Church, communicates: it reaches fulfilment through the Holy Spirit.

Catholic Education in the Diocese is undertaken by the priest and teacher. It takes place in a pastoral context, as part of the Church's educational mission, which is to help people to develop their full potential, to fulfil their personal faith and love united with others, and to come to a love of God and all creation.

Catholic Education is a life-long process that involves the whole person. Therefore Catholic Education

- brings together culture and faith,
- prepares people to participate in the liturgy and to celebrate the liturgy and the sacraments,
- builds united communities based on mutual respect, cooperation and shared faith.
- promotes excellence in all its work, including the training of personnel and the planning and management of resources,
- promotes unity among Christians and works for the fulfilment of the mission of Christ in the world and peace for all people.

MENT



6.11 SCHOOL BANKING

The Commonwealth Bank provides a...
is collected and processed on Mon...
classes the same week. At present we...
ing which is conducted by adequately

6.12 USE OF SCHOOL PLAYGROUND

We are fortunate to have wonderful p...
after school duties cannot provide suff...
whilst we recognise it is fun and pa...
children, we cannot remove our Work...
or liability.

- ◆ **No pre-school age children, in playground equipment at any pre-school aged children.**
- ◆ **Students are not permitted to before OR after school.**

7. PARENT PARTNERSHIPS

Parents this is your school. We, pare...
power to ensure that we have the ty...
proud of and together we can r...
involvement in school activities is...
demonstrate to your children that you

1.3 SCHOOL GROUNDS

not to leave the grounds during school hours. Requests should be given to the Class Teacher or the relevant staff. Parents/carers are to sign students out of school during school hours. If a student is absent, ensure the student is signed back in via the appropriate channels.

1.4 PERSONAL BELONGINGS.

1.4.1 PERSONAL BELONGINGS.

Students should be encouraged to bring only essential items and then given to St. Vincent de Paul. Items should be kept in a secure clothing pool or discarded. All items should be easily returned to owners if they are lost. Fragile toys, games, jewellery or other items should not be brought to school. Students are discouraged from bringing expensive items to school. The student, not the teacher, is responsible for their own articles.

1.4.2 ITEMS TO BE HANDLED OFF AND HANDED INTO THE SCHOOL.

Items to be handed off should be enclosed in an envelope clearly marked with the student's name and class. Items should be handed to the Administration, as soon as possible after the end of the school day.

1.4.3 SCHOOL BAGS OR DESKS.

1.4 CLASS ARRANGEMENT

Decisions regarding class sizes and staffing levels for each year level TCE are determined by TCE guidelines.

St Joseph's has 14 class groupings from each year level as follows:

Prep Green	Prep Gold
1 Green	1 Gold
2 Green	2 Gold
3 Green	3 Gold
4 Green	4 Gold
5 Green	5 Gold
6 Green	6 Gold

1.5 STAFFING

At St Joseph's, staff are encouraged to be passionate, hard-working, creative, knowledgeable and highly professional educators. Staff are encouraged to seek each year for quality professional development opportunities and actively embrace change for improvement. Staff are encouraged to model the value of being 'life-long learners' and to be role models for our students.

STAFF LIST

The car park is to be used for children should be clearly instructed and where to wait. If moving must use the safety crossings.

6.8 SCHOOL ATTENDANCE

Regular attendance is necessary and day's work is built upon the previous more or less, upset the learning process not participate well and should be kept will help him/her recover as quickly as

6.8.1 ABSENCE

Teachers become concerned if explanation is received. For ob notified of the student's c27.absent@sjmtsv.catholic.edu their child is absent without exp of student absence via the COM

6.8.2 ABSENCE FOR I

It is realised that holidays must Children must, in most cases, a but we see it neither profitable activities for a student during su and the needs of individual stud and appropriate arrangements r

6.8.3 ABSENCE FOR C

The decision for such absences r the merits of such activities. Th other absence, impacts the con it is the child who has the onero return.

SCHOOL AND HOME

familiar with the roads to be used
ould be made aware of any special
know elementary rules for safety.

loitering on the way home, visiting
talking to strangers.

wait at the pick-up zone outside the

arked at the front of the school are
ised area at the front of the school.
side the school gates.

NOTERS

d at the front of the school. Students
bikes/scooters through the main
racks. This is an out of bounds play
bikes. To guard against theft, please

DO NOT BE RIDDEN ON THE FOOTPATH ON

ILITIES

Third Avenue, a car park is provided
and Nineteenth Avenue. Parents can
off or collect children.

IN DRIVE-THROUGH AREAS.

Specialist Teachers

PE	Miss Stephanie
Music/Drama/Visual Art/Choirs	Mrs Katrina Wo
LOTE (Italian)	Miss Jo Lynch
Library	Mrs Mellissa Str
Inclusive Education	Mrs Rebecca Er
School-Based	Guidance Couns
Student Services	Speech Patholo
Early Career Teacher Mentor	Stephanie Apap
Leaders of Teaching and Learning	Jo Lynch (Coord Lisa McCulloch
Instrumental Music	Ms Catherine M
Indigenous Support	Mrs Codie Kemp

School Officers

Assisting Student Learning	Mrs Helen Breb Mrs Sarah Chiau Hema, Mrs Katr Jacqui Inthavon Mrs Leanne Mu
Tuckshop	TBA
Grounds	Mr Graham Joh

and operated by the Catholic Church
Catholic children in their Catholic faith,

supports the family by nurturing children in
a service to the community at large.

dedicated to reflecting its Catholic identity,
support of those in its care and to

children of other than Catholic are welcome within
and students understand and support

into account when enrolling at

especially Catholic education for their

(physical, emotional or behavioural) can
school.

kind of Christian education offered

socially or financially disadvantaged.

wanting to change to St Joseph's during

6.4.1 MEDICATIONS

Schools have clear guidelines concerning
children. Administration Staff
given strictly in accordance with
practitioner. All medication includ
sprays, eye drops, or lotions) c
prescription label attached to
medical form completed.

If medication needs to be taken
school, along with appropriate c
to be stored in the administratio

6.5 SCHOOL LUNCHES

Each classroom is equipped with a r
storing student lunches. Insulated lu
prefer a simple, non-bulky plastic lu
items will be sent home at the end o
You might like to explore litter free
lunches are healthy and that processe
are very limited. Cold and filtered wat
the preferred drink of choice during th

6.6 TUCK SHOP

Tuckshop is currently closed.

Classroom teachers will email parents/ (letter) regarding homework and other week.

Schoolzine and emailed to parents/ copies are available from the school

Please follow the instructions outlined [/news-events/latest-newsletter/](#)

School office with up to date contact and email addresses to ensure you are

He may spend some time in the sick if the student has a serious accident, parents. To do this it is important that information system is current and regard to change of home or work nominated emergency contact.

He made to contact parents, however without parent permission in serious school, are responsible for any costs

in the school. This is an immediate accident. Where necessary, after the liability rests with parents, doctor or s obligation extends to placing the responsible.

2.1 APPLICATION FOR ENROLMENT

Application for enrolment is made w level at St Joseph's Catholic Primary S fee of \$75 is charged for each enrolment

We have two full-time Prep units c enrolment in Prep is an automatic Children must be five years old bet Application for enrolment does not er placed on a waiting list.

All applicants will be required to atten delegate.

2.2 ENROLMENT AND IMMUNISATION

Immunisation, also referred to as v adults from some highly infectious c hepatitis A and B and many more. So are now rare as a majority of people However, a number of serious dise continue to cause illness and death be not being taken. Consequently, if chil transmission and outbreaks of disease

Enrolment will only be processed and

- A) Parents/carers have provi for each student to be enr
- B) Parents/carers have indi **NO** immunisation has b parents access an immun objection form.

es and levies:

Week 2 of each term and are due in
s can be paid weekly, monthly or in
per payment by direct debit/deposit.
payments are also accepted.

cessed on the school website [http://
nt/fee-schedule/](http://www.stjosephscatholic.edu.au/parent/fee-schedule/)

r below.

holic Education (TCE) for all Catholic
t the school and forwarded to TCE.
chool because of an inability to pay
a case where absolutely no financial
uine financial hardship, concessions
ith the Principal.

6. GENERAL INFORMATION

The following information aims to ass
the routines and procedures of St Jose

6.1 SCHOOL HOURS

Commencement	8.30am
Read & Feed	10.40a
Play	10.50a
Read & Feed	1.20pm
Play	1.30pm
Christian Meditation	2.00pm
Dismissal	2.50pm

Punctuality is important. Students co
miss out on the settling in process.
should be at school on time. If student
Administration Office.

6.2 ADMINISTRATION OFFICE

The School Office is open from Mo
3.15pm. Parents are asked to conduc
unless other arrangements have been

Trackings or tracksuits are worn during
can be purchased from the Uniform

and (yellow)

form for boys and girls. Parents may
s - one to remain at school and the
school for sun safety. The school
/.

sleepers for one set of ear piercing,
necklace.

ce, Plain gold or silver studs or sleep-

le.

are available through the Uniform
the main school building. For your
payment of uniform items is also

Arrangements made between a fam
current school year only and are review
no advice is given to the Principal or i
agreed fees a professional fee recover
other than concessions must be paid t

TCE uses Government Grants and s
services to systemic schools. These
ancillary staff; subsidies for operating
funding; consultants; and general adm

3.2 BUILDING LEVY

Building Levy money remains at the s
four school terms and covers rat
insurance, maintenance and capita
hardship will be considered in the sam

3.3 RESOURCE LEVY

Charged equally across the four schoo
classroom consumables, all text books
extracurricular activities, swimming les
classroom music, bus transport and CC

COUNTS

for Health Care Card holders is
fees as detailed in sections 3.2, 3.3
discounted fee.

NT

ted fees for the second, third and
ndary and primary systemic Catholic
fee discounts, parents/carers should
ing them of older siblings attending
. Diocesan tuition fee discounts will

5.3 SCHOOL UNIFORM

St Joseph's has a formal uniform and
school uniform is compulsory. An
explanation from parents is expected
wear clothes other than school uniform
and will be issued via COMPASS, and r

Wearing correct uniform helps stud
reflects pride in their own appearance
standard of behaviour is expected of
uniform in public. Neat and tidy ha
touches the students' collar must be
(including tracks and mowhawks) and

GIRLS' FORMAL UNIFORM

Green Checked Over Blouse

SJMI Green Skorts

Grey Socks (fold to the ankle)

Black Shoes/Black Sneakers

GIRLS' DAY UNIFORM

SJMI Unisex Sport Shorts

Unisex Day Uniform Shirt

Grey Socks (fold to the ankle)

Black Sneakers

of disciplinary practices. Discipline is based on encouraging self-discipline and respect for property.

e.g. bullying, the use of unacceptable behaviour, destruction of property and other serious offences and will be detailed in the *Guide to Behaviour Management*.

St Joseph's Catholic Primary School's ***Guide to Behaviour*** can also be accessed via the school

[policy/behaviour-management-policy/](#)

for students during school hours, and that the school's presence in all areas of school life is a priority. Arriving before 8.10am and leaving after 3.10pm. Provision is not provided outside these hours.

Before 8.10 am or after 3.10pm, please contact the school. Outside School Hours Care, facilities are available in North Queensland.

Before 8.10am and after 3.10pm, as well as for parent/carer participation, parent interviews, discussion and other duties.

NOT TO BE USED BY STUDENTS OR SIBLINGS
OR EVEN WITH PARENTS ACTIVELY

4. CURRICULUM

St Joseph's Catholic Primary School provides a curriculum covering the learning areas: Religion, English, Mathematics, Humanities and Social Sciences (HASS), Science, Health and Physical Education, Languages and the Arts.

Our School is constantly developing and updating its curriculum and units of work to meet the needs of our students in a dynamically changing society.

4.1 WHOLE SCHOOL PROGRAMS

Sound Waves is a program based on the science of sound as one of the most effective ways to develop literacy skills. Sound Waves increases children's understanding of the 44 phonemes (sounds) and 26 letters of the alphabet to successful literacy development.

You Can Do It is a personal development program that builds students' social and emotional capabilities across all areas of curriculum. It uses the framework of the Organisation, Getting Along and Resilience program.

A full list of school-based programs can be found by accessing the following link.

<https://www.sjmstsv.catholic.edu.au/about>

which aims to promote the social and healthy relationships and fosters a sense

teachers and school officers with the strategies that are designed to promote child development areas. This assists children to develop

all to live the Gospel of Jesus Christ as competent, active and informed learners in the world.

and aspects of faith development are to celebrate faith through participation in all at class and whole school levels. All students, and, are expected to participate in all school activities.

Sacraments (Baptism, Reconciliation, Confirmation) is arranged by the APRE and

to the work of foreign missions and the Diocese of Townsville.

CURRICULUM

The curriculum has been organised into four strands: Beliefs, Church and Christian Life. The curriculum and teaching of religion balances and

5.1 BEHAVIOUR EXPECTATIONS

The following list of rules is not exhaustive for students as a means of ensuring personal safety and preference to an attitude of “keeping it real” to act and interact with the Five Cs:

CARE COURTESY COOPERATION

General Expectations:

UNIFORM

- ◆ Correct uniform is to be worn at all times
- ◆ School hat is part of the uniform and must be worn
NO HAT, NO PLAY

SAFETY

- ◆ Supervision is provided after 8:10am
- ◆ Bicycles and scooters are to be wheeled through the school grounds and parked in designated areas
- ◆ Classrooms are out of bounds unless authorised
- ◆ Walk sensibly on concrete and stairs
- ◆ Play safely in play areas and stay away from playground equipment
- ◆ Stones, sticks or dangerous objects are not to be used
- ◆ All Injuries and accidents should be reported to the school
- ◆ All medication is to be handed to the school nurse or doctor's instructions

PROPERTY

- ◆ All belongings must be clearly named
- ◆ Toys and personal sporting equipment are not to be brought to school
- ◆ Respect school property and the property of others
- ◆ Take care of the school environment

ACTIVITY NIGHTS

re being organised by the school in
ess, a signed parent/carer consent is
to attend.

n must also be completed by the
the permission form. Parents are
of the camp and an outline of the
information and cost is provided.

d in a school camp or activity night
vioural, unusual or exceptional
expected to attend these activities.
these outdoor experiences, camps
cial skills. Parents of a child who is
asked to make an appointment with

S

ed via the school website:

[policy/complaints-process/](#)

4.2.2 RELIGIOUS LIFE

The Religious Life of the School comprises Religious Identity and Culture; Evangelisation and Worship; and Social Action and Justice.

Each of these components at St Joseph's is a distinctive aspect of the religious life of the school and the Religious Life of the School are strengthening our school's identity and

4.2.3 PRAYER IN THE

As Catholics, we recognise Christ to be a personal relationship with Christ, through opportunities for prayer for which va prayer begins and ends the day. The lunch breaks, is encouraged. Classes whole school at assemblies. Class pr designed to foster a oneness in the gr celebration at least once a semester traditions of the church. Whole school each day from 2pm - 2.10pm.

4.3 SPECIALIST LESSONS

Students receive four 30-minute special by qualified specialist teachers. Subject table changes each term.

- ◆ Music/Drama /Visual Art
- ◆ Italian
- ◆ PMP/PE
- ◆ Health

St Joseph's also employs two special providing small group/individual i woodwind, and piano. Instrumental M fees.

important part of a child's cognitive development. Children need life skills as well as academic skills at school and home and therefore, homework is spread across all year levels from Prep to Year 12. The aim is to:

- Identify the learning needs of a child through choice of activities
- Encourage school and co-curricular activities
- Reinforce learning actions during homework time
- Encourage children to pursue their own learning
- Encourage children to participate in home activities.

Each fortnight features a set number of tasks to be completed within the two week period. These tasks enhance valuable skills that are not taught outside school each day and are designed to encourage children to participate more in home activities. Reading and numerical activities are non-negotiable every night within the fortnight. Other tasks are spread over a number of days. Parents are encouraged to mark each box as it is completed. Tasks are designed to be completed each fortnight and may include more specific tasks that are not done at school.

Each child is given a Homework Grid that best suits the child's age. Homework grids are handed out at the beginning of school weeks and are due back at the

4.5 ASSESSMENT & REPORTING

In the early weeks of the school year, a parent/teacher evening is conducted by class teachers. This provides an opportunity for parents to meet the class teacher and discuss approaches to teaching and learning.

Written school reports, which look at the child's progress, attitude as well as achievement in school, are sent home electronically, twice a year in June and December. Parent/Teacher Conferences (Parent/Teacher/Student) are held at the end of Terms 1 and 3. At other times you can discuss your child with the teacher by appointment.

It is important that a cooperative relationship is developed between parent and teacher may offer direct, ongoing support and assistance.

Parents and teachers need to communicate regularly. This can be done by appointment. It is more effective than to try and "catch" the teacher at

4.6 LIBRARY

Regular upgrading of resources has been a priority for library facilities. The students have access to the library at lunchtime and borrow books on a weekly basis. A library bag (material or plastic) to help transport books to them. School library bags are available for loan.

Library fines are incurred when children do not return books on date. Children must pay for the replacement of books destroyed while they are on loan.

Each year funds are allocated to maintain