

Parent Handbook



**ST JOSEPH'S
CATHOLIC SCHOOL**
MOUNT ISA

Love · Learn · Serve

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50-64 Twenty-Third Avenue, Mt Isa QLD 4825

Dear Parents/Carers,

I welcome you to St Joseph's Catholic School community and hope that the time your children spend with us will be rich and rewarding and that our community will be better and stronger because of your involvement.

At St Joseph's, our aim is to assist in the development of the total Christian person. We endeavour to provide an environment in which students can grow in all aspects of life and become their best selves.

We look forward to working with you in a spirit of cooperation and mutual respect.

May God bless our efforts.

Mrs Helen Wade

Principal

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NOTES/QUESTIONS

1. SCHOOL PROFILE

St Joseph's Catholic School Mount Isa is a vibrant, multicultural school with a current enrolment of approximately 300 students. The School was first established in 1932 by the Sisters of St Joseph and it has grown to be one of Mount Isa's finest schools for academic, sporting and cultural excellence. At St Joseph's, our aim is to assist in the development of the total person by providing an environment in which students can grow in all aspects of life and become their best selves.

The school provides specialist teaching in Music, Drama, Visual Art, Health and Physical Education and Italian. It provides new and different opportunities to enhance the Catholic identity of our school community and implements the Australian Curriculum in English, Mathematics, Science, Historical and Social Sciences (HASS), Health & Physical Education, The Arts and Design & Digital Technologies. St Joseph's has an excellent Library facility, a well-equipped Prep unit and an indoor multipurpose Performing Arts/PE facility. Student educational outcomes are enhanced through innovative teaching practices, efficient utilisation and analysis of data and access to ICT devices across all year levels. Staff are expected to teach a differentiated curriculum so that levels of student ability and needs are catered for.

St Joseph's staff and families are very active in the community and the school regularly enters local competitions, eisteddfods and interschool sporting events. The School Board, Parent Engagement and Street Carnival Groups work in close partnership with the school to provide support for the school and new families through the organisation of social and fund-raising activities.

1.1 SCHOOL HISTORY

The original St Joseph's School, staffed by the Sisters of St Joseph, opened in Mount Isa in 1932. After humble beginnings the school became well established in Railway Avenue and provided quality primary education until 1984.

In 1985 St. Joseph's School moved to its present site on Twenty-Third Avenue. These buildings were previously San Jose College - a Secondary School for girls established in 1964, under the administration of the Sisters of St Joseph.

In 2019, and continuing in 2020 St Joseph's is undertaking a master plan redevelopment, with Stage 1 incorporating 14 classrooms, library, inclusive education, student and staff amenities and community spaces.

Since the establishment of the present St Joseph's School, the association with the Sisters of St Joseph continued with the Principal being a Josephite, until 1999 when the first lay principal was appointed.

St Joseph's School has the traditions, values, policies and high standards of two fine schools in its historical background and is steeped in the spirituality of St Mary of the Cross MacKillop, the first Sister of St Joseph.

St Joseph's is a two strand coeducational Catholic Primary School catering for students from Prep to Year 6.

St Joseph's belongs to Good Shepherd Parish and operates as part of the Catholic Education System in the Diocese of Townsville.

The School Motto is

“LOVE LEARN SERVE.”

It sums up what all members of the school community are called to do. If teachers, students and parents strive toward these goals, then St Joseph's will continue to provide quality education in a caring atmosphere.

1.2 DIOCESAN STATEMENT - DIOCESE OF TOWNSVILLE

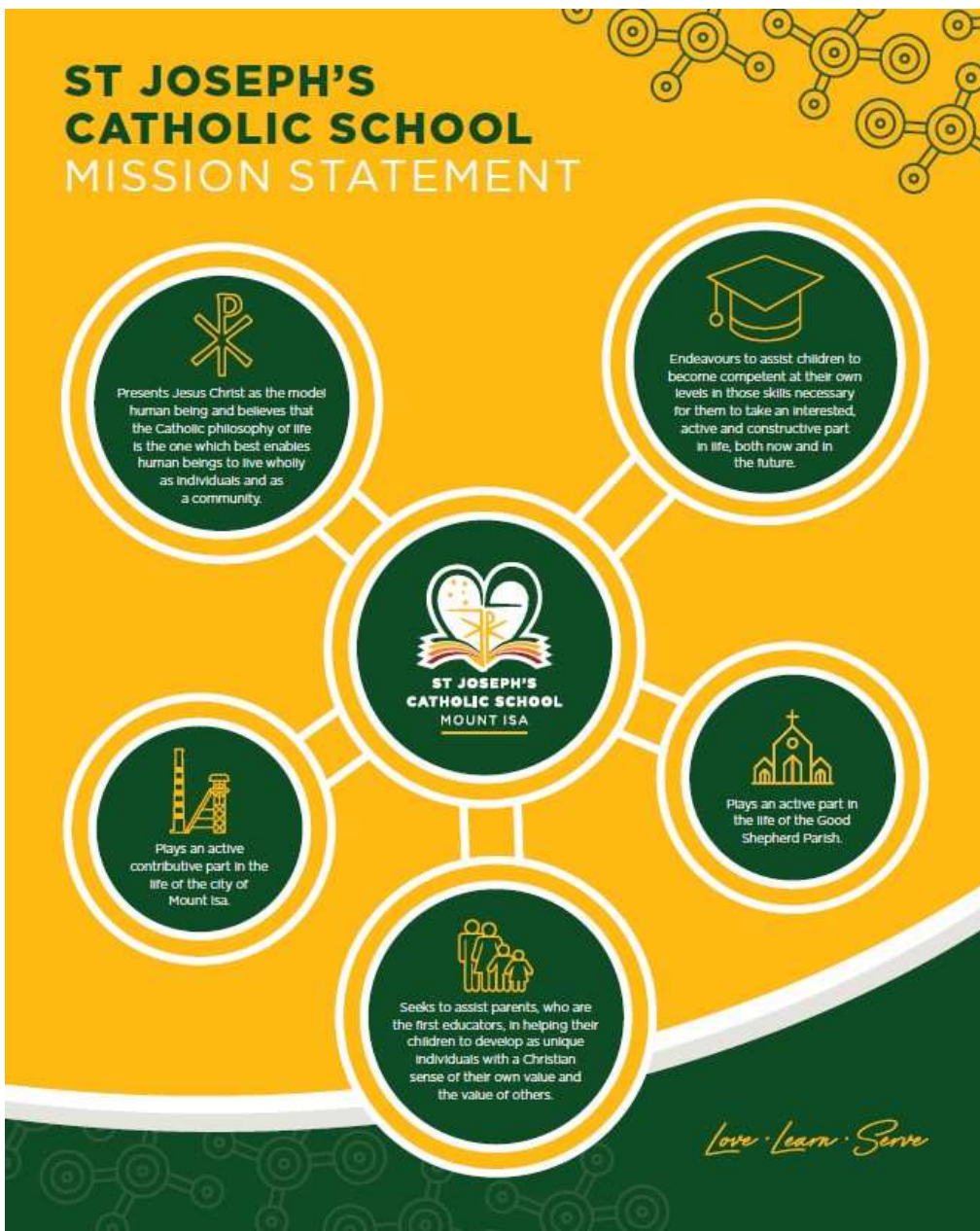
Jesus Christ is the source, the focal point of all we are and do. Catholic Education is a service to the people of God, its message is the person of Jesus Christ, the living centre of our faith and the truth that he communicates: it reaches fulfilment through the inspiration and power of the Holy Spirit.

Catholic Education in the Diocese is united through the Bishop as leader and teacher. It takes place in a pastoral context and strives to fulfil the Church's educational mission, which is to enable baptised persons to develop their full potential, to fulfil their mission from Christ by growing in personal faith and love united with others as a community of disciples, and to come to a love of God and all creation.

Catholic Education is a life-long process that fosters the development of the whole person. Therefore Catholic Education:

- brings together culture and faith, faith and life.
- prepares people to participate in the life of the church especially to celebrate the liturgy and the sacraments.
- builds united communities based on caring relationships, cooperation and shared faith.
- promotes excellence in all its works through the quality and training of personnel and the planning and integration of all its programmes.
- promotes unity among Christians and a commitment by them to live out the mission of Christ in the world, especially by working for justice and peace for all people.

1.3 SCHOOL MISSION STATEMENT



The infographic features a central green circle with the school's logo and name, surrounded by five smaller green circles, each containing an icon and a mission statement. The background is yellow with a network of white circles and lines in the top right and bottom left corners.

ST JOSEPH'S CATHOLIC SCHOOL MISSION STATEMENT

**ST JOSEPH'S CATHOLIC SCHOOL
MOUNT ISA**

- Icon: St. Joseph's symbol (a cross with a 'P' and a star)**

Presents Jesus Christ as the model human being and believes that the Catholic philosophy of life is the one which best enables human beings to live wholly as individuals and as a community.
- Icon: Graduation cap**

Endeavours to assist children to become competent at their own levels in those skills necessary for them to take an interested, active and constructive part in life, both now and in the future.
- Icon: Church building**

Plays an active part in the life of the Good Shepherd Parish.
- Icon: Family (two adults and two children)**

Seeks to assist parents, who are the first educators, in helping their children to develop as unique individuals with a Christian sense of their own value and the value of others.
- Icon: Industrial structure (crane and tower)**

Plays an active contributive part in the life of the city of Mount Isa.

Love · Learn · Serve

1.4 CLASS ARRANGEMENT

Decisions regarding class sizes and staffing are made in consultation with TCE are determined by TCE guidelines and budget allocations.

St Joseph's has 14 class groupings from Prep to Year 6, with two classes of 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 and supported to be dedicated, passionate, hard-working, creative, knowledgeable, collaborative, caring and highly professional educators. Staff are given multiple opportunities each year for quality professional development and they are expected to actively embrace change for improved student outcomes. We believe in the value of being 'life-long learners' and we strive to be authentic role models for our students.

STAFF LIST

Leadership Team

Principal Mrs Helen Wade

APRE Miss Jo Lynch

Administration Staff

Finance Secretary Mrs Lyn Osman

School Secretary Mrs Taryn Dredge

**School Secretary/
Uniform Shop** Mrs Jacinta Sheehan

Teaching Staff

Prep Gold Miss Karlia Ryan

Prep Green Miss Karena Davis

Year 1 Gold Miss Caitlin Christie

Year 1 Green Miss Rachael Hobbs

Year 2 Gold Mrs Rebecca Greaves

Year 2 Green Miss Yasmin Cook

Year 3 Gold Miss Tahlia Bird

Year 3 Green Miss Lisa McCulloch

Year 4 Gold Miss Shannon Sweeney

Year 4 Green Miss Linda Ogg

Year 5 Gold Miss Emma Morgan

Year 5 Green Miss Samantha Bruin

Year 6 Gold Miss Tanisha Bird

Year 6 Green Ms Ethel Dodd

Specialist Teachers

PE	Miss Stephanie Apap
Music/Drama/Visual Art/Choirs	Mrs Kate Hartley
LOTE (Italian)	Miss Jo Lynch
Library	Mrs Mellissa Stretton
Inclusive Education	Mrs Rebecca English
School-Based	Guidance Counsellor - TBA
Early Career Teacher Mentor	Mrs Kim Higgs
Leaders of Teaching and Learning	Mrs Kim Higgs and Miss Jo Lynch
Instrumental Music	Ms Catherine Motteram, Mrs Jan Montgomery

School Officers

Assisting Student Learning	Mrs Helen Brebner, Mrs Sandy Foschi, Mrs Jane Tanis, Mrs Sharyn Te Wani, Mrs Deannine Hema, Mrs Katrina Carrington, Mrs Katrina Harris, Mrs Sarah Chiauzzi, Mrs Kerry Bowler, Mrs Jacqui Inthavong, Mrs Codie Kemp, Mrs Nicole Piltz, Mrs Sharon Magnus, Mrs Leanne Munns, Mrs Tegan McCurley.
Tuckshop	TBA
Grounds	Mr Graham Johnson

2. ENROLMENT

St Joseph's Catholic School is owned and operated by the Catholic Church specifically for the education of Catholic children in their Catholic faith, and gazetted academic areas.

It is a community of faith that supports the family by nurturing children in Christian values and as such renders a service to the community at large.

St Joseph's Primary School is committed to reflecting its Catholic identity, to assist in the full personal development of those in its care and to impact academic learning.

Students from religious traditions other than Catholic are welcome within the school provided that parents and students understand and support school philosophy and policies.

The following factors are taken into account when enrolling at St Joseph's:

- ◆ Catholic families seeking specifically Catholic education for their children.
- ◆ Children whose special needs (physical, emotional or behavioural) can be catered for effectively by the school.
- ◆ Families who specifically seek the kind of Christian education offered by the school.
- ◆ Children of families who may be socially or financially disadvantaged.
- ◆ Reasons presented by parents wishing to change to St Joseph's during a child's years at primary school.

2.1 APPLICATION FOR ENROLMENT

Application for enrolment is made when seeking enrolment in any year level at St Joseph's Catholic Primary School. A non-refundable application fee of \$50 is charged for each enrolment application.

We have two full-time Prep units catering for up to 60 children. An enrolment in Prep is an automatic enrolment into primary school. Children must be five years old before June 30th in their Prep year. Application for enrolment does not ensure a place and applicants may be placed on a waiting list.

All applicants will be required to attend an interview with the Principal or delegate.

2.2 ENROLMENT AND IMMUNISATION

Immunisation, also referred to as vaccination, protects children and adults from some highly infectious diseases, such as whooping cough, hepatitis A and B and many more. Some infectious diseases such as polio are now rare as a majority of people have been immunised against them. However, a number of serious diseases such as measles and tetanus continue to cause illness and death because immunisation precautions are not being taken. Consequently, if children and adults are not immunised, transmission and outbreaks of disease will continue to occur.

Enrolment will only be processed and accepted when either:

- A) Parents/carers have provided copies of immunisation records for each student to be enrolled OR
- B) Parents/carers have indicated on the enrolment form that **NO** immunisation has been completed. It is suggested parents access an immunisation exemption or a conscientious objection form.

3. FEES & LEVIES

School Fees consist of the following fees and levies:

- Diocesan Tuition Fee
- Building Levy
- Resource Levy

School Fee Accounts are sent home in Week 2 of each term and are due in Week 5 of each term, however, fees can be paid weekly, monthly or in advance for the whole year. **We prefer payment by direct debit/deposit.** Cash, EFTPOS, credit card or cheque payments are also accepted.

The complete fee structure can be accessed on the school website <http://www.sjmtsv.catholic.edu.au/enrolment/fee-schedule/>

Fee components are explained further below.

3.1 DIOCESAN TUITION FEE

These fees are set by Townsville Catholic Education (TCE) for all Catholic Primary Schools in the Diocese.

Diocesan Tuition fees are collected at the school and forwarded to TCE. No child will be excluded from the school because of an inability to pay Diocesan Tuition Fees. There is rarely a case where absolutely no financial contribution is made. In cases of genuine financial hardship, concessions are available through an interview with the Principal.

Arrangements made between a family and the Principal apply to the current school year only and are reviewed when circumstances change. If no advice is given to the Principal or if a family refuses or neglects to pay agreed fees a professional fee recovery service will be enlisted. Bad debts other than concessions must be paid to TCE by the school.

TCE uses Government Grants and school fees to provide a range of services to systemic schools. These include; payment of teachers and ancillary staff; subsidies for operating and cleaning; school development funding; consultants; and general administration.

3.2 BUILDING LEVY

Building Levy money remains at the school, is charged equally across the four school terms and covers rates, water, electricity, telephone, insurance, maintenance and capital expenditure. Genuine financial hardship will be considered in the same manner as for Tuition Fees.

3.3 RESOURCE LEVY

Charged equally across the four school terms, the Resource Levy covers classroom consumables, all text books, exercise books and stationery, extracurricular activities, swimming lessons, cultural performances, ICT, classroom music, bus transport and CCI School Care Insurance Cover.

3.4 HEALTH CARE CARD DISCOUNTS

A discounted Diocesan Tuition Fee for Health Care Card holders is available.

The standard Building and Resource Levies as detailed in sections 3.2, 3.3 and 3.4 are payable in addition to this discounted fee.

3.5 MULTI-SCHOOL DISCOUNT

This structure gives families discounted fees for the second, third and subsequent children across both secondary and primary systemic Catholic schools in the Townsville Diocese.

To take advantage of these extended fee discounts, parents/carers should contact the Finance Secretary, informing them of older siblings attending a systemic Catholic secondary school. Diocesan tuition fee discounts will be applied accordingly.

4. CURRICULUM

St Joseph's Catholic Primary School offers a wide ranging curriculum covering the learning areas: Religion, English, Mathematics, Science, Historical and Social Sciences (HASS), Design and Digital Technologies, Health and Physical Education, Languages and The Arts.

Our School is constantly developing and reviewing school based programs and units of work to meet the needs of the Australian Curriculum and our dynamically changing society.

4.1 WHOLE SCHOOL PROGRAMS

Sound Waves is a program based on the phonemic approach, is recognised as one of the most effective ways of teaching spelling and reading skills. Sound Waves increases children's knowledge and understanding of the 44 phonemes (sounds) and 26 letters of the alphabet which are the key to successful literacy development.

You Can Do It is a personal development program aimed at developing students' social and emotional capabilities that teachers integrate into all areas of curriculum. It uses the five keys of Confidence, Persistence, Organisation, Getting Along and Resilience.

Circle Solutions is a framework which aims to promote the social and emotional learning that underpins healthy relationships and fosters a sense of belonging and connectedness.

Learning Connections equips teachers and school officers with the knowledge and skills to use activities that are designed to promote child development across a broad range of areas. This assists children to develop readiness for learning skills.

4.2 RELIGIOUS EDUCATION

As a Catholic community we educate all to live the Gospel of Jesus Christ as successful, creative and confident, active and informed learners empowered to shape and enrich our world.

Students receive daily instruction and aspects of faith development are covered in each class. Opportunities to celebrate faith through participation in liturgical celebrations are provided at class and whole school levels. All children, regardless of faith background, are expected to participate in all aspects of the religious life of the school.

Preparation for the celebration of Sacraments (Baptism, Reconciliation, Confirmation and First Holy Communion) is arranged by the APRE and Parish Sacrament Team.

Children are encouraged to contribute to the work of foreign missions and other charities, as approved by the Diocese of Townsville.

4.2.1 RELIGION CURRICULUM

The content of the Religion Curriculum has been organised into four interrelated strands: Sacred Texts, Beliefs, Church and Christian Life. Planning for the classroom learning and teaching of religion balances and integrates all four strands.

4.2.2 RELIGIOUS LIFE OF THE SCHOOL

The Religious Life of the School comprises four interrelated components: Religious Identity and Culture; Evangelisation and Faith Formation; Prayer and Worship; and Social Action and Justice.

Each of these components at St Joseph's provides a significant focus on a distinctive aspect of the religious life of the school. The Religion Curriculum and the Religious Life of the School are interrelated; complementing and strengthening our school's identity and culture.

4.2.3 PRAYER IN THE CLASSROOM

As Catholics, we recognise Christ to be the centre of our lives. To establish a personal relationship with Christ, the children need to experience daily opportunities for prayer for which various approaches are used. A short prayer begins and ends the day. The practice of grace before and after lunch breaks, is encouraged. Classes take turns to lead a prayer for the whole school at assemblies. Class prayer and whole school prayer are designed to foster a oneness in the group. Each class will attend a Parish celebration at least once a semester so children may experience the full traditions of the church. Whole school Christian Meditation is scheduled each day from 2pm - 2.10pm.

4.3 SPECIALIST LESSONS

Students receive four 30-minute specialist lessons each week, facilitated by qualified specialist teachers. Subject combinations are subject to timetable changes each term.

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

St Joseph's also employs two specialist Instrumental Music teachers providing small group/individual instruction in percussion, brass, woodwind, and piano. Instrumental Music Fees are in addition to school fees.

4.4 HOMEWORK

Homework is a necessary and important part of a child's cognitive development. We recognise that children need life skills as well as academic skills to cope with life beyond school and home and therefore, implement a Homework Grid procedure across all year levels from Prep to Year 6. Homework Grids are designed to:

- ◆ Support and extend the learning needs of a child through choice of activity.
- ◆ Recognise the wide range of after school and co-curricular activities
- ◆ Encourage positive family interactions during homework time
- ◆ Allow relaxed time for children to pursue their own learning
- ◆ Encourage children to participate in home activities.

The Homework Grid is set each fortnight and features a set number of tasks or activities that need to be completed within the two week timeframe. Collectively, the activities enhance valuable skills that are being developed both inside and outside school each day and are designed to encourage children to participate more in home activities. Some tasks, such as spelling, reading and numerical activities are non-negotiable and must be completed every night within the fortnight. Other tasks are elective and can be completed over a number of days. Parents and carers will need to sign and date each box as it is completed. Tasks may be changed from fortnight to fortnight and may include more specific work to reinforce new concepts taught at school.

Each year level will produce a common Homework Grid that best suits the learning needs of children at that stage. Homework grids are handed out at the beginning of even numbered school weeks and are due back at the end of odd numbered school weeks.

4.5 ASSESSMENT & REPORTING

In the early weeks of the school year, a Parent/Teacher Information evening is conducted by class teachers. These meetings provide an opportunity for parents to meet the class teacher and to clarify goals and approaches to teaching and learning.

Written school reports, which look at the child's growth in personality and attitude as well as achievement in academic learning, will be issued electronically, twice a year in June and December for Prep to 6. Learning Conferences (Parent/Teacher/Student interviews) are arranged at the end of Terms 1 and 3. At other times your child's progress may be discussed with the teacher by appointment.

It is important that a cooperative relationship be established so that both parent and teacher may offer direct, constructive suggestions for mutual support and assistance.

Parents and teachers need to communicate beyond scheduled times and this can be done by appointment. It is better to arrange a suitable time than to try and "catch" the teacher at the classroom door.

4.6 LIBRARY

Regular upgrading of resources has provided St Joseph's with excellent library facilities. The students have opportunities to use the library at lunchtime and borrow books on a weekly basis. Children should have a library bag (material or plastic) to help care for books and to avoid losing them. School library bags are available from the Uniform Shop.

Library fines are incurred when children fail to return books by the due date. Children must pay for the replacement of books that are lost or destroyed while they are on loan.

Each year funds are allocated to maintain and improve existing resources.

4.7 CAMPS & EXCURSIONS

When excursions, trips or outings are being organised by the school in conjunction with a class learning process, a signed parent/carer consent is sought giving permission for children to attend.

In regard to camps, a medical form must also be completed by the parents/carers and returned with the permission form. Parents are informed of the goals and objectives of the camp and an outline of the program as well as any other relevant information and cost is provided.

Each class from Years 1 to 6 is involved in a school camp or sleepover during the year. Unless behavioural, unusual or exceptional circumstances exist, all students are expected to attend these activities. As well as educational aspects of these outdoor experiences, camps provide opportunities to develop social skills. Parents of a child who is unable to attend camp/sleep over are asked to make an appointment with the Principal to discuss the matter.

5. POLICIES & PROCEDURES

A list of current policies can be accessed via the school website:

<https://www.sjmstsv.catholic.edu.au/policy/complaints-process/>

5.1 General School Rules & Behaviour Management

The following list of rules is not exhaustive. It is presented to parents and students as a means of ensuring personal safety and guiding behaviour. In preference to an attitude of “keeping the rules” we encourage students to act and interact with the Five Cs:

CARE

COURTESY

COOPERATION

CONSIDERATION

COMMON SENSE

General Rules:

- ◆ We are not allowed to leave the school grounds without a teacher’s permission.
- ◆ We are not allowed in the classrooms at lunchtimes unless a teacher is present.
- ◆ We must keep our hands and feet to ourselves.
- ◆ We must know the areas that are ‘out of bounds’ and not play there.
- ◆ We must never throw stones or sticks at anyone or anything in our playground.
- ◆ Running is not allowed on steps, cement areas or inside the buildings.
- ◆ The use of sporting equipment is discouraged before school.
- ◆ Hats are to be worn at all times when we are outdoors (NO HAT, NO PLAY)
- ◆ We should always be courteous e.g. we should say “Excuse Me”, “Please” and “Thank you” to each other, teaches and adults when appropriate.
- ◆ We must always cross Twenty-Third Avenue and Duchess Road at the marked crossings.
- ◆ We must never ride our bikes/scooters in the school grounds or on the footpaths of the school block.

Self-discipline is the aim and purpose of disciplinary practices. Discipline should be firm, just, consistent and impartial. Discipline is based on encouraging self-respect, respect for others and respect for property.

Actions indicating lack of respect, e.g. bullying, the use of unacceptable language, disruptive or violent behaviour, destruction of property and blatant disobedience, are viewed as serious offences and will be addressed according to the school's Guide to Behaviour Management.

Please refer to St Joseph's Catholic Primary School's **Guide to Behaviour Management** booklet, which can also be accessed via the school website:

<http://www.sjmstsv.catholic.edu.au/policy/behaviour-management-policy/>

5.2 SUPERVISION

Staff members have a Duty of Care for students during school hours, hence adequate supervision of students in all areas of school life is a serious responsibility. Students arriving before 8.10am and leaving after 3.10pm cause some concern as supervision is not provided outside these times.

If students need to be at school before 8.10 am or after 3.10pm, please contact 4726 3299 for information about Outside School Hours Care, facilitated by Mary MacKillop Childcare North Queensland.

No formal supervision is provided before 8.10am and after 3.10pm, as teachers use this time for class preparation, parent interviews, discussion with colleagues, staff meetings or other duties.

SCHOOL PLAY EQUIPMENT MUST NOT BE USED BY STUDENTS OR SIBLINGS BEFORE OF AFTER SCHOOL HOURS EVEN WITH PARENTS ACTIVELY SUPERVISING

5.3 SCHOOL UNIFORM

St Joseph's has a formal uniform and a sport uniform. The wearing of school uniform is compulsory. A very good reason and a note of explanation from parents is expected, if it is necessary for students to wear clothes other than school uniform to school. Infringement notices and will be issued via COMPASS, and require prompt attention.

Wearing correct uniform helps students identify with St Joseph's and reflects pride in their own appearance as well as in the school. A high standard of behaviour is expected of students wearing St Joseph's school uniform in public. Neat and tidy hair is a requirement and hair that touches the students' collar must be tied up. Extreme fashion hair styles (including tracks and mowhawks) and hair dyes are not acceptable.

GIRLS' ACADEMIC UNIFORM

Green Checked Over Blouse

SJMI Green Skorts

Grey Socks (fold to the ankle)

Black Shoes/Black Sneakers

BOYS' ACADEMIC UNIFORM

Green Checked Shirt

SJMI Green shorts

Grey Socks (fold to the ankle)

Black Shoes/ Black Sneakers

GIRLS' SPORT UNIFORM

SJMI Unisex Sport Shorts

Unisex T-Shirt (House Colour)

Grey Socks (fold to the ankle)

Black Sneakers

BOYS' SPORT UNIFORM

SJMI Unisex Sport Shorts

Unisex T-Shirt (House Colour)

Grey Socks (fold to the ankle)

Black Sneakers

WINTER UNIFORM

Bottle green jumpers, cardigans, stockings or tracksuits are worn during winter. All Winter uniform items can be purchased from the Uniform Shop.

HAIR ACCESSORIES

Acceptable hair ties are green, gold, white or brown (hair colour).

HATS

A School Hat is part of school uniform for boys and girls. Parents may wish to consider purchasing two hats - one to remain at school and the other to be worn to and from school for sun safety. The school implements a NO HAT, NO PLAY policy.

JEWELLERY

GIRLS - Plain gold or silver studs or sleepers for one set of ear piercing, simple watch, signet ring and religious necklace.

BOYS - simple watch, religious necklace, plain gold or silver stud or sleeper (one ear only)

No other body piercings are acceptable.

UNIFORM SHOP

All uniform items (excluding shoes) are available through the Uniform Shop located at the western end of the main school building. For your convenience, online ordering and payment of uniform items is also available online.

6. GENERAL INFORMATION

The following information aims to assist families to become familiar with the routines and procedures of St Joseph's Catholic School.

6.1 SCHOOL HOURS

Commencement	8.30am
Read & Feed	10.40am - 10.50am
Play	10.50am - 11.20am
Read & Feed	1.20pm - 1.30pm
Play	1.30pm - 2.00pm
Christian Meditation	2.00pm - 2.10pm
Dismissal	2.50pm

Punctuality is important. Students coming late can disturb the class and miss out on the settling in process. To develop good habits, children should be at school on time. If students are late they need to report to the Administration Office.

6.2 ADMINISTRATION OFFICE HOURS

The School Office is open from Monday to Friday from 8.15am until 3.15pm. Parents are asked to conduct office business during these hours unless other arrangements have been made.

6.3 COMMUNICATION

At the beginning of each week, classroom teachers will email parents/ carers information (a flyer or newsletter) regarding homework and other activities expected to take place that week.

An online newsletter is published by Schoolzine and emailed to parents/ caregivers each fortnight. Printed copies are available from the school office if required.

To download the Schoolzine App please follow the instructions outlined at: <http://www.sjmtsv.catholic.edu.au/news-events/latest-newsletter/>

Please ensure that you provide the school office with up to date contact details, including mobile numbers and email addresses to ensure you are receiving all communication.

6.4 ILLNESS & ACCIDENTS

If a student becomes ill at school s/he may spend some time in the sick bay. If the illness appears serious or if the student has a serious accident, our first response is to contact the parents. To do this it is important that the information on the student information system is current and accurate. Please notify the office in regard to change of home or work phone numbers for parents and a nominated emergency contact.

In an emergency every attempt will be made to contact parents, however an ambulance may need to be called without parent permission in serious circumstances. The parents, not the school, are responsible for any costs incurred by such action.

Only basic first aid treatment is given in the school. This is an immediate temporary treatment given in case of accident. Where necessary, after the emergency has been met, the responsibility rests with parents, doctor or the ambulance service. The school's obligation extends to placing the injured person in the care of those responsible.

6.4.1 MEDICATIONS

Schools have clear guidelines concerning the giving of medication to children. Administration Staff may give medication provided it is given strictly in accordance with instructions by the pupil's medical practitioner. All medication including (analgesics, vitamins, nasal sprays, eye drops, or lotions) can not be given without a doctor's prescription label attached to the medication and the appropriate medical form completed.

If medication needs to be taken at school, it should be sent to school, along with appropriate dosage meters, and all medication is to be stored in the administration area.

6.5 SCHOOL LUNCHESES

Each classroom is equipped with a refrigerator for the sole purpose of storing student lunches. Insulated lunch bags are not required, and we prefer a simple, non-bulky plastic lunchbox. All rubbish and packaging items will be sent home at the end of each day in your child's lunchbox. You might like to explore litter free lunch items. Please ensure that lunches are healthy and that processed, packaged and foods high in sugar are very limited. Cold and filtered water is available for all students and is the preferred drink of choice during the school day.

6.6 TUCK SHOP

Tuckshop is currently closed.

6.7 MOVEMENT BETWEEN SCHOOL AND HOME

All children should be thoroughly familiar with the roads to be used between home and school. They should be made aware of any special road hazards, use road crossings and know elementary rules for safety.

Children should be warned against loitering on the way home, visiting friends without express approval, and talking to strangers.

Children being collected by car are to wait at the pick-up zone outside the Penola Centre.

Children being collected by parents parked at the front of the school are to wait in the designated and supervised area at the front of the school. Children are not permitted to wait outside the school gates.

6.7.1 BICYCLES/SCOOTERS

Bikes/scooters are not to be ridden in the school grounds. Bike/scooter racks are situated at the front of the school. Students are asked to wheel their bikes/scooters through the main gateway and place them in the racks. This is an out of bounds play area to avoid interference with bikes. To guard against theft, please ensure your child uses a lock.

BIKES AND SCOOTERS ARE NOT TO BE RIDDEN ON THE FOOTPATH ON THE SCHOOL BLOCK.

6.7.2 PARKING FACILITIES

To avoid congestion on Twenty-Third Avenue, a car park is provided at the corner of Brilliant Street and Nineteenth Avenue. Parents can use drive-through areas to drop off or collect children.

DRIVERS ARE NOT TO LEAVE CARS IN DRIVE-THROUGH AREAS.

The car park is to be used for parking. In the interest of safety, children should be clearly instructed on where they will be collected and where to wait. If moving to the car park area pedestrians must use the safety crossings.

6.8 SCHOOL ATTENDANCE

Regular attendance is necessary and must be reinforced at home. Each day's work is built upon the previous day's work and loss of time will, more or less, upset the learning process. However, a child when ill, does not participate well and should be kept at home to receive the care that will help him/her recover as quickly as possible.

6.8.1 ABSENCE

Teachers become concerned if a child is absent from school and no explanation is received. For obvious reasons, the school should be notified of the student's absence by phone or email c27.absent@sjmstsv.catholic.edu.au. Parents will receive a text if their child is absent without explanation. Parents can also advise us of student absence via the COMPASS Parent Portal.

6.8.2 ABSENCE FOR FAMILY HOLIDAYS

It is realised that holidays must be taken when they become due. Children must, in most cases, accompany parents on such holidays, but we see it neither profitable nor possible to set formal written activities for a student during such a period. Specific circumstances and the needs of individual students can be discussed with teachers and appropriate arrangements may be made.

6.8.3 ABSENCE FOR OTHER REASONS

The decision for such absences rests with parents who must weigh the merits of such activities. They should realise, that this, like any other absence, impacts the continuity of the child's progress. Again, it is the child who has the onerous task of bridging the gap on his/her return.

6.8.4 ABSENCE FROM SCHOOL GROUNDS

Should parents require a student to leave the grounds during school hours previous notification should be given to the Class Teacher or Principal, via Administration. Parents/carers are to sign students out at Administration if they leave school during school hours. If returning to school, please ensure the student is signed back in via the school office.

6.9 LOST PROPERTY/VALUABLES

PLEASE LABEL ALL BELONGINGS.

Lost property is kept for one term and then given to St. Vincent de Paul Society, kept as part of an emergency clothing pool or discarded. All belongings clearly marked can more easily be returned to owners if they are lost.

It is not wise to bring expensive or fragile toys, games, jewellery or other items to school. They can be lost or broken. Students are discouraged from bringing such belongings to school. The student, not the teacher, is responsible for the safe-keeping of such articles.

MOBILE PHONES ARE TO BE SWITCHED OFF AND HANDED INTO THE OFFICE DURING SCHOOL HOURS.

6.10 MONEY

All money brought to school should be enclosed in an envelope clearly marked for set purpose/amount and with the student's name and class. Money should be handed to Administration, as soon as possible after arrival at school. Small amounts of money for personal use should be kept on the person of the student.

NO MONEY SHOULD BE LEFT IN SCHOOL BAGS OR DESKS.

6.11 SCHOOL BANKING

The Commonwealth Bank provides a banking service each week. Banking is collected and processed on Mondays and bank books returned to classes the same week. At present we have an electronic system of banking which is conducted by adequately trained parent volunteers.

6.12 USE OF SCHOOL PLAYGROUNDS

We are fortunate to have wonderful play equipment, however, before and after school duties cannot provide sufficient supervision for these areas and whilst we recognise it is fun and parents are generally there with their children, we cannot remove our Workplace Health and Safety responsibility or liability.

- ◆ **No pre-school age children, including toddlers, are to play on the playground equipment at any time as it has not been designed for pre-school aged children.**
- ◆ **Students are not permitted to play on any playground equipment before OR after school.**

7. PARENT PARTNERSHIPS

Parents this is your school. We, parents, teachers and children have the power to ensure that we have the type of school we believe in, can be proud of and together we can maintain high standards. Parental involvement in school activities is a vital way in which you can demonstrate to your children that you care about their development.

7.1 PARENT/VOLUNTEER CODE OF CONDUCT

The **Code of Conduct** applies to all parents, volunteers and visitors who interact with St Joseph's Catholic School and Catholic Education in the Diocese of Townsville. It also applies to all parents, volunteers and visitors who are present at St Joseph's Catholic School and at school sponsored activities/meetings/functions within and outside of school hours. As parents, volunteers and visitors there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Townsville.

A copy of the **Code of Conduct** can be access via the following link on the school website:

<http://www.sjmtsv.catholic.edu.au/policy/parent-and-volunteer-code-of-conduct/>

7.2 VOLUNTEERS IN THE CLASSROOM

There are many opportunities for parents to become volunteers throughout the school and parents are invited to help in areas including:

- ◆ Maths activities
- ◆ Reading
- ◆ Art/Craft
- ◆ Sport
- ◆ Excursions and Camps
- ◆ ICT
- ◆ Library

All volunteers are most welcome and can make appropriate arrangements with class teachers. If volunteering on a regular basis, please complete the Volunteer Induction and Registration package which can be accessed via the school website:

<http://www.sjmtsv.catholic.edu.au/policy/volunteer-policy/>

All visitors and volunteers are required to sign-in via the office.

7.3 FAMILY AND COMMUNITY ENGAGEMENT (FACE)

A regular gathering of parents and community members takes place each month at varying times to suit the needs of the school community. St Joseph's parents are extremely supportive of the school and much has been achieved in past years. Fundraising ventures have been most successful and many projects have been completed through work done on a voluntary basis. The school community's major fundraising event is the Street Carnival, held on the first Saturday in Term 4 each year. Families are invited to support smaller events including Easter Raffles, Mother's Day and Father's Day Stalls, social gatherings, school discos, family BBQs and morning teas.

7.4 SCHOOL BOARD

Boards of Catholic Education in Queensland were established to provide a structure and process for genuine partnership in planning and decision making involving the key members of our school community. Boards are communities of leaders who support the educational mission of the Church and share in the educational and pastoral leadership responsibilities of parish priests and principals of schools. Board members are called to a particular ministry in Catholic Education which is both a privilege and an opportunity to serve those who seek a Catholic Education. The School Board meets once a month.

NOTES/QUESTIONS:

NOTES/QUESTIONS:

NOTES/QUESTIONS:

NOTES/QUESTIONS:

A School Prayer

Lord be with us through the day
Help us understand the way
To follow right and never wrong
And make our love grow ever strong

St Joseph protect us at work and play
And guide our teachers every day
To lead us along the right path
This, dear Lord, is what we ask.

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**ST JOSEPH'S
CATHOLIC SCHOOL
MOUNT ISA**

Love · Learn · Serve