

# St Joseph's Catholic Primary School



# 2025 SCHOOL HANDBOOK

*Driving Excellence.*

<https://www.kmpplism.catholic.edu.au/>



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DIOCESE OF  
**LISMORE**  
 CATHOLIC SCHOOLS



# Our Mission, Vision, Values & Goals

## OUR MISSION

At St Joseph's, Our Mission is to nurture and educate all students, in partnership with their families, in order for them to achieve their full potential; spiritually; academically; socially and emotionally; while empowering them to become resilient lifelong learners within a Catholic Christ-centred learning community.

## OUR VISION

St Joseph's is a welcoming and caring Christ-centred Catholic learning community, where all members are supported, inspired and motivated to love learning and be lifelong learners in an engaging, supportive, inclusive and collaborative professional learning environment.

## OUR VALUES

As staff of St Joseph's Primary School, we will focus on the dignity of the whole person, modelling Gospel values and being the face of Christ to all we encounter. We will challenge all members of our school community to continually strive for personal excellence, while leading by example, professionally and confidently. We will strive to improve our teaching practice by engaging in professional learning, and we will use data to inform instruction and facilitate positive growth.

## OUR GOALS

At St Joseph's we will monitor the ongoing learning growth of our students through the collaborative measurement and analysis of whole school data, enabling us to reflect and respond appropriately to individual needs.



## School Contact Details

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<b>LIKE US ON FACEBOOK</b>	<a href="https://www.facebook.com/stjosephskempsey/">https://www.facebook.com/stjosephskempsey/</a>

## School Prayer

Heavenly Father  
We pray to ask your blessings on  
St Joseph's School  
For the parish, parents, teachers and students  
who belong to our learning community.  
May your Spirit of Love guide us in our work, our  
friendships and our lives.  
We ask this through Jesus, Your Son.  
Amen

## Patron Saint

St. Joseph's Primary School is named after St. Joseph, the earthly father of Jesus and the husband of the Virgin Mary. First appearing in the gospels of Matthew and Luke, St. Joseph's lineage is traced back to King David. According to the Bible, Joseph was born circa 100 B.C.E. A wooden carving of St. Joseph's image as a carpenter is a highlight in the school's front foyer.







# Principal's Message

*Driving Catholic Education in the Macleay Valley*

Dear Families,

I welcome you into our St Joseph's Primary School family community.

We acknowledge that families are the first educators of our students, and encourage you to participate in the life of the School, as we hope to continue developing strong family partnerships and community collaboration throughout the year. It is our job to support you and your child through the challenges of our fast paced and quickly changing world, by guiding each student to achieve 'fullness of life'.

At St Joseph's, your child will be provided with many diverse opportunities, and will be supported to achieve their personal best and participate in all aspects of school life.

St Joseph's staff have a duty to work alongside you. They are an outstanding team of dedicated, professional teachers and support staff, whose focus is not simply to ensure that students learn, but to ensure they love learning, and that this occurs in an engaging, supportive and inclusive environment, where their spirituality, social & emotional wellbeing and academic success is always the focus.

Staff at St Joseph's don't just want to teach, they love teaching. They know that they have the responsibility to effect the lives of our students in a positive and significant way. **A quality education is just the beginning of what a Catholic education at St Joseph's provides.** At the heart of a well-rounded education is the wellbeing of your child. The Staff of St Joseph's know this, and know that without; positive wellbeing & faith guidance; realistic & achievable goals; setting high expectations and; strong morals & values; academic growth within a culture of positive energy cannot occur.

**Learning rather than teaching is the fundamental purpose of education**, and in this, St Joseph's plays a vital role in laying the foundation for your child's lifelong learning journey. It is the pledge of the Staff of St Joseph's, to ensure that each student leaves us more **curious** than when they arrived, **develops** resilience in the face of adversity, **earns** the success they receive, and is given the **opportunity** to engage in life through Jesus.

Welcome to St Joseph's, I know we will have a great year together.

Yours sincerely,

Mr Guy Campbell BAppSci (UWS), PostGradDipEd (UNE), PostGradCertEd(RE) (ACU), MRE (ACU)

**PRINCIPAL**



St Joseph's Catholic Primary School

*Driving Excellence!* 7

## ACCIDENT INSURANCE

On occasions students injure themselves or present to the front office with illness. The School will call an Ambulance as a priority if it is judged necessary. Parents are immediately notified and are expected to meet their child at the hospital.

The Diocese of Lismore Catholic Schools Ltd. has taken out [Group Personal Accident Insurance](#) through AIG Australia Ltd. The policy covers St Joseph's Primary School students for School activities only - School Activities means the activities an Insured Person is engaged in, in connection with the Insured, including to but not limited to all extracurricular activities, academic, artistic activities, cultural, sporting activities or unpaid work experience or vocational training at all locations around the world including all associated travel to and from such activities.

In the event of a student accident at school resulting in an insurance claim, parents are asked to request a [Student Accident Claim Form](#) from the school Administration. All Student Accident Claims are with AIG Australia Ltd. Telephone: 1800 331 013

## ANAPHYLAXIS

At times, we have students in our school who have severe allergies. Our school does its best to be an allergy aware school, and Staff have had First Aid training which includes responding to anaphylaxis. Whilst these children are being taught to care for themselves at an age-appropriate level, we ask that you help us educate your child on the importance of not sharing food with others, washing hands after eating and calling out to an adult if they think their friend with allergies is sick.

Whilst we cannot guarantee the elimination of some food products from the school environment your full and alert co-operation will ensure risks are minimised especially around special food events such as cake stalls, parties etc.

## ANTI-BULLYING

St Joseph's Primary School is a happy, safe and inclusive learning environment, where **bullying and bullying type behaviours are not tolerated**. Programs in class

The 3 main features of bullying are:

- the misuse of power in a relationship
- it is ongoing and repeated
- it involves behaviours that can cause harm.





and through the Curriculum teach the anti-bullying message. A copy of our policy on Bullying is available on our website as well as the Diocesan of Lismore Catholic Schools website [www.lism.catholic.edu.au](http://www.lism.catholic.edu.au).

## **ASSEMBLIES**

Whole school prayer and assemblies are held on Fridays of term weeks 3, 6 & 9 at 1.00pm in the School Hall. Special assemblies are also held throughout the year, with the dates and times being published within newsletters and on the school calendar for all assemblies.

There is a warm invitation extended to all families to attend whole school assemblies and special event assemblies. Each class is rostered for prayer at assembly throughout the year.

## **ASTHMA**

Stage 3 (Years 5 & 6) children are encouraged to keep their asthma puffers on them and take responsibility for their use. Puffers should have the child's name marked on them. K-4 children have their puffers in the care of the front office. Accessibility is the important element. Parent's preference or requests will be taken into account when organising accessibility and safety.

We maintain an Asthma Register in the front office and parents are requested to help us keep our records up to date regarding children with asthma and their medication by providing a current Asthma Action Plan.

## **ATTENDANCE**

Consistent attendance at school, every day and for the full school day, ensures children make optimal learning gain. Daily attendance is recorded as a legislative requirement.

- Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- Parents have a further responsibility to explain all absences via text message, Compass app, note or phone call the reason for a child's absence within 7 days, or the absence will be recorded as unexplained.
- A system is established for Late Arrivals/Early Leavers and this information is recorded by the school.
- Illness is reasonable grounds for an absence, while shopping excursions, unapproved holidays or birthday parties etc. are not. These may be recorded as 'explained unapproved'.
- Diocese of Lismore Catholic Schools (DLCS) documentation will need to be completed to apply for extended leave. It is then the Principal's responsibility to either grant or deny that leave in accordance with DLCS guidelines.



- The Principal or delegate will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- All student absences are recorded each morning at 8:55am.
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised by the school. Unresolved attendance issues will be reported by the Principal to the DLCS.
- Support for parents of students who have prolonged absence may be initiated through school and relevant external support agencies to enhance the effectiveness of interventions with students and families.

Please notify the Principal if:

- you are seeking extended leave for your child (10 consecutive days or more)– there are **mandatory reporting requirements** in relation to extended leave, and written notice to and response by the Principal is required prior to any such leave being taken. (*Absences for holidays are 'unapproved' and count towards total absences for the given period.*)
- your child is withdrawing from the school.

#### **Please Note....**

- Children arriving late or leaving early need a parent to drop off and or collect them at the front office and sign an Early Leaver/Late Arrival Slip.
- Partial Absences are recorded by the school.
- Permission is also needed in writing in order to collect children of other parents.
- Parents are asked to make contact with the school if they require any assistance with ensuring their child is at school every day.
- Student attendance data is included on semester reports.
- Please refer to our Student Attendance Policy which can be found on the school website for further information.

## **AWARDS**

During School Assemblies, awards are distributed to students who have met the criteria for each award, as shown below. In order to inform parents, a list of students receiving awards will be published on Compass the Wednesday prior to the assembly.

<b>Mary Mackillop Award I Care</b>	For self, others and my Environment
<b>Catherine McAuley Award I Learn</b>	by demonstrating positive learning behaviours
<b>St Joseph Award I Grow</b>	Through positive actions witnessed within our school community.
<b>School Community Award Truth &amp; Honour</b>	I am resilient, responsible and accept challenges
<b>St Joseph's Principal Award</b>	Is for special actions or achievements, and is not always awarded. Nominations must be made to the Principal for approval.



# BECOMING A CATHOLIC - BAPTISM OF CHILDREN

If you would like to consider having your children or family members baptised in the Catholic faith, please enquire at the Macleay Valley Catholic Parish on 65 62 5182.



# BEFORE AND AFTER SCHOOL CARE & VACATION CARE

St Joseph's After School Care and Vacation Care (ASC & VC) offers quality outside of school hours child care at affordable prices. St Joseph's ASC & VC offers before school care from 6:30am-8:30am, and after school care from 3.10pm – 6.00pm. Vacation Care is open Monday - Friday from 7am until 6.00pm. All care involves a variety of activities including outdoor games, dancing, computers, dressing up, craft and innovative play. After School Care offers afternoon tea of fruit, sandwiches, snacks, milk and water.

Children also are given quiet time to complete their homework or school reading if desired.

Contact our ASC & VC Co-ordinator on 0407 406 433 or visit the website at; <https://www.joeyskempsey.org.au/>



# STUDENT BEHAVIOURAL & DISCIPLINE POLICY

The Student Behaviour and Discipline Policy reflects the Catholic Church's ethos, and it is therefore expected that each member of the St Joseph's Primary School community will follow the School rules:

- | **Care**
- | **Learn**
- | **Grow**

The Student Behaviour and Discipline Policy at St Joseph's Primary School is integral to the Mission Statement of the School, aiming to support and supplement the work of parents in the overall education of their children. Thus, the focus is upon the total development of students (academically, spiritually, physically, socially, emotionally and morally).

St Joseph's seeks to emphasise the dignity of each person, teaching students in its care the central importance of the Gospel value, 'You shall love your neighbour as yourself' Mt 22:39). Therefore, all members of the School Community are expected to treat each other in a manner that reflects respect for the dignity of each person.

Positive behaviour is due largely to the co-operation and consistency between home and school. The Student Behaviour Policy requires the support and



contribution of Parents and families with open and respectful communication, and addresses the areas of pastoral care and welfare, and individual and community rights. It aims to teach personal responsibility, discipline and acceptable behaviour, while unacceptable behaviour is managed through the School's Code of Conduct, which aims to teach positive behaviour.

St Joseph's Primary School expects all members of the School Community to abide and respect its code of conduct, which is designed to give students the knowledge of what is acceptable behaviour within the School's classrooms and playgrounds, and while on excursions and when representing the School. When this code is not adhered to, the appropriate disciplinary action will be taken. Staff will work in collaboration with the Leadership Team and in partnership with families to support students.

## CODE OF CONDUCT

The focus of the School's behavioural, discipline & pastoral care expectations is **the individual**. This focus is implemented by **insisting** that all students Care, Learn and Grow at St Joseph's Primary School.

I care	<ul style="list-style-type: none"> <li>– For self, by making safe choices</li> <li>– For others, by being kind to others</li> <li>– For my environment, by treating property with respect</li> </ul>
I Learn	<ul style="list-style-type: none"> <li>– I demonstrate positive learning behaviours</li> <li>– I strive to achieve set tasks to the best of my ability.</li> <li>– I learn from my mistakes.</li> </ul>
I Grow	<ul style="list-style-type: none"> <li>– I am resilient</li> <li>– I am responsible</li> <li>– I accept challenges</li> </ul>

## PROCEDURES AND CONSEQUENCES

- When a student's behaviour is such that it requires them to be withdrawn from class or the playground, the teacher is to put the incident in writing.
- The school will work in collaboration with students, families and staff to ensure all matters are managed in an appropriate and confidential manner.
- Students exhibiting behavioural matters, outlined under the Code of Conduct are referred to an Assistant Principal, after the teacher has exhausted either the normal consequences of discipline, or the matter is of such seriousness that it requires their immediate attention.
- Serious matters, e.g. fighting, the possession of weapons (such as knives or blades, toy guns, gel blasters, slingshots, darts or anything else that can be used as a weapon to intimidate or cause serious injury or harm), or illegal substances (such as alcohol, tobacco, electronic cigarettes & drugs), swearing at or verbally abusing a staff member are to be referred to an Assistant Principal and/or Principal immediately.
- The School issues appropriate consequences for infringements of the Code of Conduct. These consequences may include, but are not limited to; lunch time detention, a Student Monitoring Card, internal or external suspension and possible termination of enrolment (expulsion).
- Certain disciplinary actions will always incur the same sanctions, for instance;



- Families are to be notified when a Yellow or Red monitoring Card is issued.
- When on a Monitoring Card, no school representation or extra-curricular activities will be allowed. This will be at the discretion of the Assistant Principals in consultation with the Principal.

### **Automatic External Suspension**

- Fighting or breaking the 'Hands-Off' rule in a serious manner.
- Swearing at or verbally abusing a staff member (External suspension for a minimum of one day). *Additional Needs students or students with a diagnosis may be an exception to this at an Executive member's discretion.*
- Any other offences at the discretion of the Principal or delegate.
- The use or possession of weapons (such as knives or blades, toy guns, gel blasters, slingshots, darts or anything else that can be used as a weapon to intimidate or cause serious injury or harm), or illegal substances (such as alcohol, tobacco, electronic cigarettes & drugs)\*.

**\*Note:** This offence incurs an immediate automatic suspension, until an interview with the Principal is arranged. **A student will be asked to leave the School at the discretion of the Principal, in consultation with the DLCS.** The police will be informed and the matter handed over to them for investigation.

### **Automatic Suspension**

The following offences, depending on their severity, may also incur an internal or external suspension, at the discretion of the Assistant Principals or Principal:

- |                     |   |
|---------------------|---|
| • Defiance          | • Disrespectful or disruptive behaviour |
| • Incorrect uniform | • Theft                                 |
| • Bad language      | • Truancy from class/school             |
| • Vandalism         | • Breaking the Hands-Off rule           |
| • Repeat offence    | • Bullying or bullying type behaviours  |

### **INTERNAL SUSPENSION POLICY**

The School changes the formal learning arrangements of the student so that the student does not attend regular class and school activities for the duration of the internal suspension. Appropriate supervision and work will be provided during this period in a space separated from the student body. Generally, the student would not participate in special school events held during the internal suspension period. Once a student completes an internal suspension they will be placed on a 4 day Student Monitoring: Yellow Card. While on a Monitoring Card, no school representation or extra-curricular activities will be allowed. This will only be at the discretion of the Assistant Principals in consultation with the Principal. Parents or Families will be notified when a student is internally suspended.

### **EXTERNAL SUSPENSION POLICY**

The Principal, or delegate has the delegated authority from the Director of Catholic Schools to suspend a student from school. An external suspension is designed to allow a period of time when the school, parents/carers and the student involved can work together on the resolution of the problem that has led to the student's suspension. Therefore, the student's right to attend school has been withdrawn for a defined period of time. Responsibility for the student's



safety and welfare during this time is transferred to the parents/carers. The student is not to be on the school premises during this period. The duration of the suspension is dependent upon factors such as any previous suspension, the age of the student, family and personal circumstances, recognised disability, the behaviour in question and its impact on others. Suspensions of 1-3 days can be determined by the Principal without reference to the DLCS Regional Service Leader. Suspensions over 3 days are considered very serious and can be determined by the Principal only after consultation with the DLCS Regional Service Leader. A suspension of 10 days or more is considered exceptional and can only be determined by the Principal after consultation with the DLCS Regional Service Leader.

Once a student completes an external suspension, they will be placed on an 8-day Student Monitoring: Red Card. While on a Monitoring Card, no school representation or extra-curricular activities will be allowed.

This will only be at the discretion of the Assistant Principals in consultation with the Principal. Parents or Families will be notified when a student is externally suspended. As part of the suspension, the student may be required to complete set educational work.

A re-entry meeting with the student and their parents/caregivers will be conducted as requested by the Principal before the student's return to school. The Principal may decide to extend the suspension if the re-entry meeting does not meet the desired outcomes.

All records pertaining to an incident involving any suspension must be carefully recorded and filed by the school.

**Note:** There are times when internal suspensions are given for an offence which would normally result in an external suspension. On these occasions, the internal suspension will be recorded as an external suspension and the student will be made aware of this.

Please refer to the DLCS 'Violence in Schools' web page which can be found at;

<https://intranet.lism.catholic.edu.au/pastoral-care/safe-supportive-environments/violence-in-schools/violence-in-schools>

### **TERMINATION OF ENROLMENT (EXPULSION) POLICY**

The philosophy of the School and enrolment process suggests that parents and carers make an active choice for their children to be members of this community. This choice is evidenced in their commitment to maintain the terms of enrolment, which they agreed to upon their enrolment application. As such, termination of enrolment (expulsion). should be rare.

In cases where continued enrolment appears not to be beneficial, parents may be asked to consider enrolling their child in a more suitable educational facility. A student's enrolment may be terminated when it is the opinion of the Principal





and Assistant Principals in consultation and approval from the Director of the Catholic Schools Office-Lismore that:

- The School's resources, both material and personal, are being wasted or abused by the student.
- The student has been involved in a serious incident of misconduct, which may or may not have necessitated police involvement.
- The student has been involved in an incident of misconduct of a sexual nature.
- The student's misbehaviour is persistent and the student has been unwilling to accept the values and standards of the School as explained by the Principal.
- The student's behaviour is injurious to students and/or staff.
- The student is adversely affecting the education of other students.
- The student is no longer profiting from continued attendance at the school.
- The student is not able to demonstrate a commitment to maintaining the terms of enrolment.
- The parent/carer has failed to support the conditions of the enrolment contract which they signed.
- The student's use or possession of illegal substances (such as alcohol, tobacco, electronic cigarettes & drugs) either at school or at a school related activity/event.

Termination of enrolment (expulsion), except in cases of serious misconduct, will normally be the end point in an extended process. Documentation will be kept and filed by the school. Parents should be fully aware when a student is reaching this point and will be informed at each stage through;

- Contact with parents about deteriorating conduct.
- Student Monitoring Cards.
- Internal and external suspensions from School.

In exceptional circumstances, enrolment may be immediately terminated after consultation with the Director of the Diocese of Lismore Catholic Schools;

- for a serious, isolated act of misconduct at St Joseph's, or at any school function.
- for the possession or use of illegal substances (such as alcohol, tobacco, electronic cigarettes & drugs) at school, or at any school event.
- for misconduct of a sexual nature at school, or at any school event.

### **THE HANDS-OFF RULE**

Having a responsibility to provide a safe and secure environment, St Joseph's Primary School has a 'Hands-Off' rule to preserve the safety, wellbeing and dignity of all members of its community. This is the most important safety rule for students to keep in mind. It requires that students keep their Hands-Off others including their property.

The following forms of behaviour are examples of breaches of the 'Hands-Off' rule:

- Fighting – punching, slapping, kicking and wrestling.
- Pushing, shouldering, shoving and grabbing other students by their hair, clothing or bag etc.
- Tripping



- Throwing or flicking objects in the playground or class.
- Kissing, hugging and holding hands.
- Any other physical action that compromises the safety of others.
- Interfering with the property of others (including school bags, school equipment, lunches and books) without the consent of the owner.

Those who are found to be engaging in physical conflict such as fighting may be suspended from the School until the matter can be investigated. The 'Hands-Off' rule also applies to St Joseph's students whilst they are wearing the School uniform and/or are engaged in a school-related activity. Appropriate physical greetings, such as handshakes are not included in this rule. Teachers have the right to determine what appropriate behaviour is in this regard.

Breaches of the 'Hands-Off' rule will be reported to the Assistant Principal-Mission, possibly resulting in a disciplinary consequence.

Those students who promote and encourage physical conflict are also in breach of School rules. As individuals, we are all responsible for our actions. Students are encouraged to make positive choices which remove tensions rather than inflame sensitive situations. Such positive choices are indicative of a student's commitment to the School vision and Gospel values.

### **RISK MANAGEMENT ASSESSMENT PLAN (RAMP)**

Risk management is a process consisting of well-defined steps supporting better decision-making by more clearly understanding risks and their impacts. In the context of challenging behaviours leading to violence, where violence cannot be prevented, planning should focus on managing and recovering from incidents of violence to minimise the impact on students, employees and visitors alike.

Refer to DLCS 'Violence in Schools'. The Risk Assessment Management Plan (RAMP) is a plan to support students who are displaying behaviour which poses a risk to schools.

### **CORPORAL PUNISHMENT**

Diocesan Policy Statement

#### **Corporal Punishment in Catholic Schools**

Staffs in schools of the Lismore Diocese are prohibited from using corporal punishment as a means of punishment or correction of students. Therefore, St Joseph's Primary School does not sanction corporal punishment or allow parents to administer corporal punishment in the school.

Corporal punishment is defined as the application of physical force in order to punish or correct a student but does not include the application of force only because of action taken to prevent personal injury to, or damage to or the destruction of property of, any person, including the student.

Determined at the Board Meeting of 22 & 23rd July 1996.



Therefore, in compliance with State Government requirements, and the above DLCS Policy, the administration of Corporal Punishment by staff, and non-school persons including parents at the school, is neither explicitly nor implicitly sanctioned. **Furthermore, the School will not condone or encourage the use of corporal punishment by other agencies, family or authorities.**

Where the School becomes aware of a breach of the **Relevant Legislation** listed below, it will follow the relevant policies and procedures for reporting incidences, which are found in this legislation.

*Child Protection Legislation Amendment Act 2003,*

*Ombudsman Act 1974*

*Children and Young Persons (Care and Protection) Act 1998*

*Child Protection (Prohibited Employment) Act 1998*

*Commission for Children and Young People Act 1998*

## **DISCIPLINE**

In the event of a student discipline problem where the teacher feels that either they have exhausted their range of responses and/or where the misbehaviour is of a serious enough nature to warrant the student being referred on, the student should be referred to a member of the School Executive.

Parents are usually informed of the nature of the problem when a student is referred to a member of the School Leadership Team, and in some cases, parents are requested to come in for an interview.

*(This Policy is available in full on the School Website.)*



# **BELL TIMES**

<b>Bell Times</b>	
<b>8:25am</b>	<b>Staff begin</b>
<b>8:55am</b>	<b>Roll/Learning Session 1</b>
<b>11:00am</b>	<b>Lunch 1 (35min)</b>
<b>11:35am</b>	<b>Learning Session 2</b>
<b>1:35pm</b>	<b>Lunch 2 (35min)</b>
<b>2:10pm</b>	<b>Learning Session 3</b>
<b>3:10pm</b>	<b>Students finish</b>



## **BIKE/SCOOTER RIDERS**

- Primary aged students are safest when they are supervised by an adult when riding.
- Safety regulations state that parents and carers are to accompany their children when they are riding a bike until they are at least 10 years old.
- Children under 16 can ride on the footpath unless there are signs prohibiting cycling.
- Scooters & skateboards are subject to NSW Road Rules.
- It's the law to wear a helmet in public spaces when on a bicycle.
- ALL children must walk their bikes/scooters into and out of the school grounds.
- Bikes/scooters should be secured in a designated area behind the hall.

Accessed: 17/02/2025 <https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-across-the-curriculum/road-safety-education/safe-travel/riding#Benefits0>

## **BUS TRAVEL**

**Bus companies that service the school:      BUSWAYS KEMPSEY 65 62 4724**  
**CAVANAGH'S KEMPSEY 65 62 7800**

Please contact the relevant bus company to answer any questions regarding bus routes, number or bus passes.

Please ensure your child understands that, in the event they get on the wrong bus, they should go straight to the bus driver or if your child misses the bus, they should go straight to the teacher on duty.

[https://transportnsw.info/document/5567/opal068\\_2-rural\\_and\\_regional-a4\\_october2021.pdf](https://transportnsw.info/document/5567/opal068_2-rural_and_regional-a4_october2021.pdf)

## **CANTEEN**

The School Canteen, runs under the direction of the School Canteen Manager. The canteen provides lunches, drinks and snacks, and operates each day at 11:00am during first lunch.

A price list is available at the beginning of the school year which is reviewed as necessary during the year.

**As the canteen is supported by voluntary helpers, we would like to hear from parents, friends and grandparents who could spare some time to help out (A voluntary Working With Children Check is required).**

There is also an online canteen ordering facility which can be accessed by downloading the Compass App.



## CHANGE OF CONTACT DETAILS

It is the responsibility of parents and guardians to advise the School of any change of address and phone numbers, or any other relevant contact details, as soon as they are known.

The Principal should be contacted regarding other significant issues, which may alter or affect the ability to pay school fees.

A Change of Details Form is available from the school office.

## CHILD SAFEGUARDING & MANDATORY REPORTING

The St Joseph's Child Safeguarding Policy is available on the School web site: <https://kmpplism.catholic.edu.au/>

**Our Child Safeguarding Policy** demonstrates the strong commitment of the School to child safety, and provides an outline of the policies and practices that we have developed to keep our students safe, including from abuse or other harm. The School's Child Safeguarding Policy applies to all adults in the School community, including staff, volunteers, contractors and visitors, and applies in all School environments, both physical and online, and on-site and off-site School grounds (e.g. camps and excursions).

The School recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure that they participate in decisions affecting their children.

We ensure that families and relevant communities know about the School's operations and policies, including its Child Safeguarding Policy and Child Safeguarding Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes. We actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

**Mandatory Reporting.** All staff (employees, contractors and volunteers), of St Joseph's Primary School are Mandatory Reporters, and are required to report if they have any concern regarding the safety, welfare or wellbeing of a student. A mandatory reporter must, where they have reasonable grounds to suspect that a child (under 16 years of age) is at risk of significant harm, report to the appropriate NSW Government authority as soon as practicable, the name, or a description, of the child and the grounds for suspecting that the child is at risk of significant harm.

A child or young person is at risk of significant harm if the circumstances that are causing concern for the safety, welfare or wellbeing of the child or young person are present to a significant extent. That is, sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent.





What is significant is not minor or trivial, and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or wellbeing.

An employee (including contractors and volunteers), in a Catholic systemic school in the Diocese of Lismore must report any concerns they have about any other employee (including contractors and volunteers), engaging in reportable conduct or any allegation of 'reportable conduct' that has been made to them to their Principal, including information about themselves.

### **Child Safeguarding Complaints Management**

<https://kmpp.policyconnect.com.au/module/265/page/d28f03a3-330a-44c7-a070-027355f27fed.md>

## **COMMUNICATING WITH THE SCHOOL**

If you wish to contact a member of staff, please;

- make an appointment with them at a mutually convenient time through the front office (65 62 5501), or
- Send an email directly to the desired teacher(s), or
- Send a message directly to the desired teacher(s) by Compass Connect, or
- Send a note into school with your child.

Our teachers are committed to providing the best education and support for your children. It is not an expectation for St Joseph's staff to monitor, read, or respond to work-related communications outside of their scheduled hours.

You are of course welcome to send emails and messages at a time convenient to you, however, please understand that if sent to a teacher outside of their working hours, they may not respond until they are back on duty.

If you have an urgent concern, please consider whether it can be addressed during working hours. If immediate attention is required, then please send an email to the school, or staff member, and they will respond at an appropriate time.

We will continue to communicate important updates and information in a timely manner. However, non-urgent inquiries will be addressed during the teachers' working hours.

If you have any questions or concerns about your child or an event at school, please contact the school.

## **CONCERNS AND COMPLAINTS**

The St Joseph's Parent and Caregiver Concerns and Complaints Policy (Complaints and Grievances Management Policy) can be found in full on the schools website;

<https://www.kmpplism.catholic.edu.au/>



The policy describes the process for effectively managing concerns and complaints raised by a parent or caregiver around all issues associated with parish school life.

In a spirit of partnership between home and school there must be a commitment to respond positively to critical feedback to ensure that people have the opportunity to contribute to the continued improvement of St Joseph's Primary School. It is an expectation that all staff will ensure that a culture of consultation and open dialogue is nurtured at every level.

It is acknowledged that parents/caregivers can feel concerned about an incident or something that they believe is happening at school. The satisfactory resolution of any concern or complaint is vital to the Christian life and the wellbeing of the School community.

It is recognised that parents and caregivers must have access to processes that allow them to resolve concerns and complaints in a supportive, conciliatory environment. Concerns and complaints need to be addressed as far as possible at the local level, responsively, openly and in a timely manner.

## **CURRICULUM**

St Joseph's Primary is proud to deliver high quality learning and teaching through the NESA Curriculum. Students are individually catered for through a personalised learning approach including contemporary teaching and learning programs, learning support, and differentiation to meet all student's needs.

Teachers plan, deliver, assess and report on the following subject areas:

- Religious Education
- English
- Mathematics
- Personal Development, Health and Physical Education
- Creative Arts (including Dance, Drama, Visual Art and Music)
- Science and Technology
- History
- Geography

Learning Support and Enrichment opportunities are provided across the Curriculum through differentiated learning. These include:

- Year based Retreat Days
- Leadership opportunities
- Targeted Literacy and Numeracy groups and programs.
- Sports coaching
- STEM Opportunities

## **MOBILE PHONE & ELECTRONIC DEVICES POLICY**

Bringing mobile phones and electronic devices (including; laptops, iPads, digital/video cameras, electronic games, smart watches etc.), to school, is strongly discouraged. The School takes no responsibility for the safety and security of these devices, and will not cover any damage or loss.



Mobile phones are not to be used on school grounds, including before and after school. If a student is required to have a mobile phone for parental contact after school, the phone must be turned off or onto silent and handed into the school office before 8:55am, where it will be securely stored. Devices are to be collected after the 3:10pm bell. Smart watches are not recommended to be worn during school hours while on school premises. If a student wears a smart watch to school, they will be required to have the wifi and cellular disabled, with the device only functioning to tell the time.

Should parents wish to contact their child during the school day, they should do so through the proper school channels of communication.

Any photographic or video material taken at School or at a school event must be used in an appropriate manner or else consequences may apply. This includes the use of a school device under staff instruction.

Consequences will apply when students contravene this policy. Depending on the severity of the offence, consequences may include, detention, suspension or termination of enrolment. If a student's Mobile phone or electronic device is seen and or heard whilst the student is under the Schools duty of care, an Assistant Principal will contact parents, informing them of the action and consequence.

This policy aims to reduce class distraction and cyber bullying, control inappropriate access to social networking sites and help to manage potential legal and sensitive issues that may arise.

## **ENROLMENTS**

The following agreed order of priority for enrolment at St Joseph's Primary School is adhered to. This policy does not restrict a parish or parishes from a zoning arrangement, with the approval of the DLCSL Board.

### **PRIORITY FOR ENROLMENT AT ST JOSEPH'S PRIMARY SCHOOL**

- Baptised Catholic children of Catholic families from within the parish/region.
- Children of Catholic families from within the parish/region. Children of other-than-Catholic families who currently have or have had siblings within the school (including children of employees of the Diocese of Lismore).
- Other-than-Catholic children transferring from another Catholic school first from within the Diocese of Lismore then from other Catholic Dioceses.
- Children who access parish early childhood services (Not Applicable).
- Children recommended for consideration by the Parish Priest.
- Children of other-than-Catholic families who are open to and supportive of the spiritual and religious possibilities offered by a Catholic school.

### **KINDERGARTEN**

Children enrolling into kindergarten must turn five years of age on or before 31 July of the year of commencement. All children must be in compulsory schooling



by their sixth birthday. Students are expected to start school at the beginning of the academic year.

Formal Kindergarten interviews are held in term two (April-June) by the Principal or the Principal's delegate, with acceptance letters being sent in the first weeks of term three, either confirming enrolment or indicating that the applicant has been unsuccessful. This letter will also offer the successful applicants the opportunity to attend our Transition to School Program- Joey's Juniors.

The following considerations, which are at the discretion of the Principal, may help determine eligibility;

- availability of places.
- ability of the school to meet student needs.
- class composition.
- The need to maintain the Catholic character/ethos of the school.

## **FRUIT BREAK AT ST JOSEPH'S**

Giving students the chance to re-fuel in class with fruit or vegetables helps to improve physical and mental performance and concentration, as well as promoting long term health.

Fruit Break is a school nutrition program, embedded across all years to increase the amount of vegetables and fruits being consumed by our children. It is not designed to replace lunch or lunch time snacks. It is an easy way for our children to model good eating habits and stay healthy and happy.

Only fruit and vegetables which are ready to eat are suitable during Fruit Break, such as carrots, celery sticks, broccoli, cherry tomatoes, snow peas, or easy-to-eat seasonal fruit such as a small apple, a container with hulled strawberries, a peeled mandarin or banana.

The following foods are NOT suitable during Fruit Break: fruit juice, fruit products such as roll-ups or straps, potato or veggie chips, fruit in syrup, popcorn, yoghurt, or messy fruits such as oranges, mangoes etc.

All students are asked to bring their Fruit Break in a reusable container to school each day. This container must be separate to their lunch box, as only the fruit break container is to come into the classroom.

## **HOMEWORK**

Homework at St Joseph's allows students to practise, extend and consolidate work completed in class.

As students get older, homework will also begin to provide training in planning and organising time, and will develop a range of skills in identifying, researching and using information appropriately. Additionally, homework allows students to establish habits of study, concentration and self-discipline, and allows



opportunities for parent and caregivers to have partnership in their children's education.

At St Joseph's, all homework set by our teachers is to be educationally beneficial, meet the realistic expectations of students, teachers, parents and caregivers, and may at times push students in order to reach higher outcomes. The amount and range of homework will be determined by the class teacher, and will take into consideration the age and developmental needs of students. Class homework may also support the learning needs of NCCD funded Students. All homework will be checked by the issuing teacher in a timely manner, and must result in students receiving descriptive feedback.

When teachers and parents work together to support children's reading, learning outcomes for all children improve. As such, regular home reading is an expectation across all stages. Students are encouraged to read between 15-30 minutes each night, and record their details in their Home Reading Diary, which is checked by the teacher weekly.

## **iHUB-innovation integration information**

At St Joseph's, we have a specialised learning facility called the iHUB. This incorporates aspects of the Schools **innovation, integration** and **information**.

The iHub includes a resourced library, which includes **information** and casual reading books. We encourage the children to use the iHUB during lunch times. Teachers will inform parents which day is their child's iHUB (library) day so that parents can ensure books are returned to school in their library bag. We encourage all children to borrow books from the iHUB.

Staff will utilise the iHUB for **innovative** lessons in which teachers plan to incorporate Science, Technology, Engineering & Mathematics (STEM). This **integration** of STEM across all Key Learning Areas and Syllabi is an important aspect of ensuring student learning at St Joseph's achieves high standards.

## **IMMUNISATION**

We request a copy of each child's Immunisation Certificate on enrolment. The Public Health (Amendment) Act 1992 outlines that school Principals must request that parents provide the school with an Immunisation Certificate on enrolment. This is a Certificate that is issued by the Department of Health and is available from Medicare Offices or website - the child's Blue Book is insufficient to satisfy the requirements of the Act.

Office staff must be able to identify unimmunised children in order that they can be excluded from school in the event of disease outbreaks.



Accurate and reliable immunisation data entry is necessary in the event of excluding unimmunised children from school. Unimmunised children are considered to be at risk of contracting a vaccine preventable disease and therefore should be excluded from a school for the duration of the outbreak or for the incubation period of the disease.

**The Health Department states that the information on immunisation status must only be taken from sighting the child's Immunisation Certificate and there are no exceptions to this.**

If a parent fails to provide the school with an Immunisation Certificate, the child must be classified as unimmunised and will be excluded from school in the event of a vaccine preventable disease outbreak. Children who have received homeopathic "immunisation" are classified as unimmunised and will be excluded from school in the event of a vaccine preventable disease outbreak.

## **INFECTIOUS DISEASES EXCLUSION PERIOD**

Primary school students who do not have proof of immunisation may have to stay at home during an outbreak of a vaccine preventable disease at school. Particular arrangements will be worked out by the local public health unit in consultation with the school.

**Chicken Pox and Shingles:** Not attend school until at least five days after onset of the rash and all the blisters have dried.

**Conjunctivitis:** Exclude until all discharge has stopped.

**COVID-19:** students testing positive who are exhibiting COVID-19 symptoms should be kept at home while sick. Students may attend school when symptom free.

**Diarrhoea & Vomiting (Gastroenteritis):** Sick children should be excluded from attending school for at least 48 hours after their symptoms have ceased.

**Glandular Fever (Infectious Mononucleosis):** Children do not need to be excluded from school unless they are sick.

**Hand, Foot & Mouth Disease:** Children are to be excluded from school until all blisters have dried up.

**Head Lice (Pediculosis):** Exclude until the day after treatment has commenced.

**HEPATITIS A:** Children are to be kept home from school until a Doctor provides a medical certificate of recovery and until at least 7 days after the onset of jaundice.

**Impetigo (School Sores):** Exclude from school until at least 24 hours of antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing when returning to usual activities such as school.

**Influenza:** Sick children are to stay away from school until at least 24 hours after the fever resolves, or until they are well again.





**Ringworm:** Exclude until the day after appropriate treatment has begun. The school may ask for a medical certificate to say that this has happened. When returning to school any exposed ringworm must be covered.

**Scabies:** Exclude until the day after appropriate treatment has begun. The school may ask for a medical certificate to say that this has happened.

**Scarlet Fever:** Stay at home until the day after appropriate antibiotics have been started and child feels well.

**Principals must contact their public health unit to notify any of the following vaccine preventable diseases:**

**Diphtheria:** Isolate immediately until not infectious. It is necessary to stay away from school until a doctor gives a certificate.

**Measles:** Exclusion for at least four days after the rash starts.

**Meningococcal:** Urgent medical treatment required. Close contacts to stay away from school until given clearance antibiotics by the local public health unit.

**Mumps:** Stay at home for nine days after the onset of swelling of the salivary glands.

**Rubella (German Measles):** Exclude until fully recovered. For at least four days after onset of the rash.

**Whooping Cough (Pertussis):** Exclude for five days after starting antibiotic treatment.

- **Parents and carers are requested to keep all unwell children at home.**
- **Children who present unwell at school will be monitored and requested to be collected.**
- **It is expected that all unwell children remain home until recovered and well.**

## **JOEY'S JUNIORS**

# **KINDERGARTEN TRANSITION TO SCHOOL PROGRAM**

At St Joseph's, we understand that even though the first day of Kindergarten has been highly anticipated for some time, it can also be quite a nervous time for students, their parents and caregivers.

To help you and your child become more familiar with your new school environment we offer a Kindergarten Orientation Program, Joey's Juniors, to all students with accepted enrolments. The program begins the year prior to your child's school enrolment year. Joey's Juniors is program which allows your child to interact within our school environment, and comprises aspects which focus upon social interaction and the nurturing of each child's confidence and readiness for school.

**We want your child to feel at home at St Joseph's right from day one.**

Joey's Juniors is coordinated by a member of the St Joseph's Teaching staff, and aims to provide a smooth pathway for your child into Primary School. Your child will become familiar with their future school environment, its sights and sounds,



and will visit areas around the school where they will be interacting in their first year, such as the Kindergarten classrooms, Lower Primary play area, eating area and toilets.

## LEADERSHIP OPPORTUNITIES

All Year Six students are School Leaders. We have four elected Year Six School Captains consisting of two boys and two girls. The Captains are invited to meet with the Principal to discuss school happenings and concerns, and to make suggestions which contribute to the growth of the St Joseph's Primary community. The Year Six Captains also run our school assemblies.

Students are also elected as House Captains for each of the four Sport Houses in Primary and Lower Primary.

Other leadership opportunities include;

- Mini Vinnies
- School Representative Council (SRC)
- Ministry Leaders

## MASS

Catholic schools exist so that we can assist in enabling your children to receive a Catholic education based on Christian values and the traditions of the Catholic Church. We give all students opportunities to engage in Liturgical Worship as a school community through whole school, class and stage prayer, whole school masses and class & stage masses.

## MEDICATION POLICY

If a child requires medication to be administered at school, the following rules must apply. A written note or completed Medication Request Form, from the parent indicating:

- *the name of the medication*
- *the name of the child*
- *the dosage and time(s) of administration*
- *authority to supervise the receiving of medication*

**NOTE:** This information is often printed by the pharmacy and attached to the medication. The school will require the medication in the original bottle/packet.

- *only designated office staff will supervise the receiving of medication*
- *parents are requested to present medication to the front office rather than sending it with children*
- *all medication must bear the child's name*

**A DEED OF INDEMNITY regarding medication must be held in the School Record Card for each child. If this is not held, we are unable to dispense medication.**



## **NEWSLETTER**

A newsletter containing school happenings, school details and school information, is published on **Friday** of term weeks 3, 6 & 9. The newsletter can be accessed from our web page and can be viewed through Compass.

## **OUTSIDE TUTORS**

Outside Tutors who work in partnership with the school, such as Dance Fever, Coaching Clinics and Swimming tuition deliver complimentary curriculum under the supervision of teachers.

Educational Support can be supported through verified organisations and allied health providers.

The School does not openly endorse Outside providers for the delivery of academic tuition on-site or otherwise.

## **PARENTAL ACCESS ARRANGEMENTS**

In the case of access disputes, staff cannot refuse a parent access to a child unless documentation of guardianship and/or access arrangements have been presented to the Principal for inclusion in the child's file.

Single parents, separated parents or guardians must show evidence of access upon enrolment if there is a restriction of access to the child. A copy of current Court papers must be presented to the Principal along with, if available, a photo of any person that is not to have access to the child.

Please inform staff if;

- someone different is picking up your child
- your child, through sickness or absence, will be away for more than 3 days
- custody/access arrangements have changed
- your address or contact details have been changed
- Your child is leaving school early on any day

## **PARENT ASSEMBLY (DLCS)**

The Parent Assembly is the diocesan parent representative body and works to support parents/carers to effectively fulfill their roles as the first and foremost educators of their children. The work of the Parent Assembly aligns with the Family School and Community Partnership Statement by promoting the key dimensions of effective family school partnerships at local, regional and diocesan level.



## PARENT-TEACHER INFORMATION NIGHTS

At St Joseph's we aim to foster strong partnerships between school and families to support students in their learning journey.

We offer Parent Information Sessions in Terms 1 & 3. These are advertised in our newsletter, on the school calendar and via our Compass App.

## PERMISSION NOTES

An official Parents Authority and Consent form for each new child to the school is required to be signed by parents as part of the enrolment process. Once signed, this permits;

- the child to receive medical treatment, and allows the school staff to seek medical attention for the child
- the publication of any school-related material, video and photographs by the School to communicate and promote events. Publications such as Facebook, School newsletters, newspapers, school website and other media may contain school related material and images of students.
- travel on a bus or any form of public or private transport, including walking, where such transport is deemed by the school as necessary or desirable.
- Suitable 'G' and 'PG' rated content, to be included in classroom activities.

**A signed permission note is required from a parent or carer;**

- For a student to leave school early.
- For a student to leave school with an adult not specified on their emergency contact details.
- For a student to travel in anyone else's car.
- To explain why any item of the school uniform is absent or being worn incorrectly.
- To attend certain school organised functions or activities.

## POLICIES

Policies are available to view on our school website.

## REPORTING, PARENT TEACHER LEARNING CONVERSATIONS & NAPLAN

### **REPORTING**

The Common Grade Scale allows teachers to report student academic achievements at any point in time using clear standards.

The scale describes the depth of knowledge and understanding, and the range of skills, which a student is working at within a typical standard.



Student achievement for each of the strands taught within each key learning area (Religious Education, English, Mathematics, Science & Technology, History, Creative Arts, and PDHPE), are reported using a five-point scale (Extensive, Thorough, Sound, Basic and Elementary). This information is then used to construct a student's overall achievement for each reported key learning area.

St Joseph's will report to parents their children's overall achievement and progress each semester. Semester Reports should be considered in conjunction with other assessments and comments found in your child's workbooks and expressed at Parent/Teacher Interviews.

Our school continually collates student learning, and reports formally to parents twice a year.

- Semester One - At the conclusion of Term Two, and
- Semester Two- At the conclusion of Term Four.

**Note:** Students who depart St Joseph's in terms 1 or 3 will not receive a semester report. Students who are newly enrolled in terms 2 or 4 with their first day of school falling in weeks 1-4 will receive a comment only report, while students who are newly enrolled in terms 2 or 4 and beginning school after the conclusion of week 4 will receive no report for that semester.

## **LEARNING CONVERSATIONS**

During Terms One and Three, we hold formal Learning Conversations to build home and school partnerships. This is an opportunity to discuss your child's progress with the class teacher.

Parents and carers are encouraged to contact their class teacher if there is an area of concern or if there are significant changes in the child's behaviour or circumstances. This is best achieved directly through email, however can also be achieved through Compass or the School's administration.

## **NAPLAN**

National Assessments in Writing, Reading and Numeracy (NAPLAN) occurs at St Joseph's in Years 3 and 5. Children who participate in NAPLAN, will receive a separate report later that year.

For further information regarding NAPLAN testing, visit the NAPLAN website at [www.nap.edu.au](http://www.nap.edu.au).

# **SACRAMENTS**

At St Joseph's Primary, we consider it a privilege to share with you in your child's faith journey. This includes the various stages of initiation into the full life of the Church.

Children receive education and preparation for each of the Sacraments but it must be remembered that coming to understand and appreciate the



Sacraments properly is the work of a lifetime – our presentation of the Sacraments takes place throughout the following years;

- **Confirmation** – Year 3 students will receive this Sacrament
- **First Reconciliation** – Year 4 students will receive this Sacrament
- **First Holy Communion** – Year 4 students will receive this Sacrament

Parent Information and student work kits are sent home prior to the celebration of Sacraments.

## **SAFE & SUPPORTED ENVIRONMENT**

### **(Legislative Obligations)**

- Child Protection policies and procedures will be regularly communicated to parents and caregivers through parent meetings and written communication.
- All volunteers must present a current Working with Children Check to the school.
- All staff in Catholic Schools in the Diocese of Lismore have significant obligations as Mandatory Reporters, for the safety, welfare and wellbeing of children. A Mandatory Reporter is a person who, due to the nature of their employment must report any concern regarding the safety, welfare or wellbeing of a child. This means that they must report any issue that they suspect, on reasonable grounds, which may put a child at risk of significant harm. More detailed information can be found on the school website in the Child Protection Policy and Procedures document.





# SCHOOL COMMUNITY GROUP

The School Community Group (SCG), recognises and values the primary role of parents in the education of their children and their role in the school and parish community. The aim of the SCG is to strengthen the partnership between family, school, parish and the wider community for the benefit of their children's full human development and learning, in the context of the vision statement for Catholic education in the Diocese of Lismore.

The purposes of the SCG are to:

- support the mission of the Church by promoting the Catholic identity of the school and Christian values and by supporting the School Improvement Plan.
- serve the common good of all students.
- welcome and seek to engage parents in the work of the School Community Group and in partnership with the school.
- engage parents in ways that empower them to contribute their unique skills, gifts and insights.
- provide inclusive, transparent and clear communication between the school, families and parish through regular dialogue.

All parents of students attending the school are the ordinary members of the SCG and are welcome to attend any meeting held by the SCG. Meetings will be held once per term, and will be advertised across the schools information platforms.

Due to the informal nature of this group, the meeting can take on conversational tone as there is no need to formally move and second motions. School Community Groups are encouraged to engage in dialogue and conversation.

# SCHOOL FEES POLICY

The following policy must be interpreted in the light of St Joseph's Primary School Vision and Mission Statement and read in conjunction with the Enrolment Policy.

As a Catholic Parish school, St Joseph's Primary School income is derived from various sources including Government grants and school fees.

The level of fees charged must be sufficient to support the educational program of the School and will be reviewed annually by the Diocese of Lismore Catholic Schools Director. The financial needs of the School and the ability of the school community to meet these fees will be taken into account. This will be finalised by December for the forthcoming year.

While a child is enrolled at the school, irrespective of whether the child is present or not, school fees will be charged.

## **Scope**



Fees include a Base Fee per student and a School Services Levy per family (K-12), and any other fees as determined 'essential' to the operations of the School.

### **Payment Terms**

Families are billed for all relevant fees. All charges are to be paid by their due dates which are outlined on the annual fees statement. A non-refundable school services levy will be charged per family. This levy will be billed on the Term 1 account and due in March. For families who have students enrolled at more than one Macleay Catholic Valley Parish school, 50% of the school services levy will be billed by each school.

At the time of enrolment, families will be issued with a copy of the Fees Schedule. This is also available on St Joseph's Primary School website.

If three or more siblings are enrolled in Macleay Valley Catholic Parish schools, a discount on tuition fees will be given.

International students will be required to pay a full fee paying overseas student levy in addition to school fees.

Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:

#### **a. Extension of Time**

If an extension is required, please contact the School Fees Administration Officer prior to the due date.

#### **b. Payment Plans**

Payment of school fees by regular instalments can be arranged and calculated with the help of our School Fees Administration Officer. It is an expectation that all accounts are cleared by the last day of the school year or as negotiated with the Principal and / or School Fees Administration Officer. Regular payments may be made from a bank account via BPAY, direct debit or a Centrelink benefit. Payments can also be made at the School Office via EFTPOS. These payments are required to be increased by the families each year and all payment plans will be reviewed and renegotiated yearly with required adjustments to be made accordingly by the families.

#### **c. Fee Concessions**

In cases of financial hardship, an application may be made for a fee concession.

Fee concessions will be granted according to need, however there is an expectation that a minimum contribution is made by all. Fee concessions are reviewed annually. The Principal, is authorised to grant school fee concessions to families in need. Families who are experiencing financial difficulties are encouraged to make contact with the School Principal. Ongoing



communication is key to supporting families facing financial hardships. All matters are dealt with on a confidential basis.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Principal and/or School Fees Administration Officer for further information.

### **Recovery of Unpaid Fees**

In fairness to families who pay their school fees regularly and on time, St Joseph's Primary School will follow up all overdue school fee accounts.

Overdue accounts, including those where agreements for the payments have not been honoured, will result in a review of the student's continuing enrolment at the School and may impact on future sibling enrolments.

As a last resort due to non-payment of fees, students may be excluded from any non-compulsory activities as determined by the Principal after consultation with the School Fees Administration Officer.

The procedure for unpaid fee collection is as follows:

1. A reminder statement/notice/letter will be issued within 21 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements is not in place.
2. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent/guardian will be made via telephone, mail or email.
3. If after a further 7 days from this second reminder, satisfactory arrangements have not been reached, a request from the Principal will be sent requesting either payment or an appointment to discuss the outstanding account.
4. If no contact has been made with the School, the account may be sent to the School's Debt Collection Agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the School.
5. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

### **Agreed Payment Plans**

Our School offers families the opportunity of paying the school fee account by regular instalments over the course of the year. Regular payments may be made from a bank account, credit card, cash or Centrelink benefit. These payments must be calculated to ensure the school fees account is fully paid by the last day of the school year. Any extensions to these payment plans must be negotiated with the Principal and/or School Fees Administration Officer.



### **Split Fee Billing**

For a family to request this service we require an application to be signed by both parties and each signature witnessed by either an independent witness or a school representative. Any default in payment by any party in the arrangement may result in the fees being re-invoiced to the other party concerned without consent of both parties and a request for payment made. If payments are not honoured the account may be sent to the School's Debt Collection Agency to be recouped from all parties concerned and all costs associated will be at the family's expense. An application may also revoke any or all eligible discounts.

### **Start Enrolment**

New students entering St Joseph's Primary School after the commencement of any term will be charged on a pro-rata basis for the remaining weeks of that term for the Base Fee, the School Services Levy and the General Levy.

### **Withdrawal of Enrolment**

Fees will be payable for the whole term in which an enrolment is terminated, while the School Services Levy will be non-refunded.

For a reduction in fees, a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.

Costs of any outstanding library books, devices and other related materials will be invoiced when not returned to the School. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

### **Extended Leave/ Holding an Enrolment Place**

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the school, and the number of previous leave occurrences. In the existence of a student waiting list, a reduction in fees will not be granted.

For further information, please phone the School on 6562 5501, or phone 65627200 to speak with the School Fees Administration Officer.





## St Joseph's Catholic Primary School

*Driving Excellence in the Macleay*

# SCHOOL FEE SCHEDULE 2025

All school fees, excluding events will be billed to families Annually at the beginning of the school year. No early payment discounts apply.

<b>TUITION BASE FEE</b> (per student per term)	<b>\$408.00</b>
<b>SCHOOL SERVICES LEVY</b> (non-refundable total per family per year)	<b>\$792.00</b>
<b>TOTAL PER STUDENT</b> (per year)	<b>\$2424.00</b>

### Payment options

Payments can be made annually, per term or in monthly/fortnightly/weekly instalments. Available payment methods are BPay, Compass Pay or Centrepay Deduction.

### Discounts

A sibling discount will apply to account holders who are responsible for the payment of 3 or more students.

3rd child = 10%	4th child = 30%	5th child = 40%	6th child = 50%
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### Fee assistance

Justice and equity require that many factors be taken into account so that every family is treated equally when assessing their ability to pay school fees. Factors such as the number of children, family income and employment situations are all considered. If you wish to discuss the options available, instalment calculations or apply for fee assistance, please contact the School Fees Officer on (02) 6562 7200 ext #2.



## SCHOOL HOURS 8:55am-3:10pm

- Learning commences at 8.55am each school morning and concludes at 3:10 pm.
- Supervision begins at 8.25am and concludes at 3:10 pm (see Bell times).
- Bus supervision concludes when the last bus departs the school.
- Children should not arrive or remain at school out of the supervised times without written request to the Principal for very special circumstances (Before & After School Care is an exception to this).

We ask that all children arrive at school between 8:25am and 8:55am, and remain for the whole school day. Late arrivals and early departures at school can disrupt classroom organisation and interrupt student learning time. Parents are encouraged as much as possible to arrange appointments for children outside school hours to avoid interruption to learning time.

Children need to be signed in and out at the front office if they arrive late or leave early. Late Arrival / Early Leaver registration must be completed at the front admin office during times when students need to be collected during school hours and in the event of students arriving after 8:55am. Parents are to attend the front office with the student in both of these cases.

St Joseph's Primary School has a duty of care for all of its students. Families must hand students over to the school when a late arrival occurs. Please do not drop children at the front of the school and send them into school without first signing them in.

Student Departures in the Afternoon (see 'Traffic Management' below).

## SPORTS HOUSES, SPORT & P.E.

Physical education is conducted for all children regularly each week. Parents and caregivers will be notified of individual year group sports days. Sport introduces to students' skills of specific sports and team games, and involves having all students actively involved. During Term 4, swimming is offered to Years 3-6 along with other choices.

All students participate in Dance and Gymnastics Programs when they are scheduled. Year 2 undertake an Intensive Swimming program in Term 4.

### **St Joseph's Primary Sports Houses are;**

#### **Lourdes House**

Lourdes House (colour blue), is named after our lady of Lourdes. Lourdes, a town in south western France, is a site for pilgrimage and miraculous healing, since Mary was sighted there by a 14-year-old peasant girl who claimed that she had seen the Virgin Mary in a cave. A total of 67 miraculous healings have been recognised at Lourdes since 1858.

#### **Carmel House**

Carmel House (colour red), is named after Our Lady of Mount Carmel, the title given to the Blessed Virgin Mary in her role as patroness of the Carmelite Order. The first





Carmelites were Christian hermits living on Mount Carmel in the Holy Land during the late 12th to mid-13th centuries. Carmel is mentioned as a 'Holy Mountain' in Egyptian records of the 16th century BCE, and is also referenced in the Bible as the scene of Elijah's confrontation with the false prophets of Baal (I Kings 18).

### **Fatima House**

Fatima House (colour yellow), is named after our Lady of Fatima, a Catholic title of the Blessed Virgin Mary, based on the famed appearances of Mary reported in 1917 by three shepherd children, Lúcia dos Santos and her cousins Francisco and Jacinta Marto, at the Cova da Iria, in Fátima, Portugal.

### **Mercy House**

Mercy House (colour green), is named after the Sisters of Mercy. Catherine McAuley and two of her closest friends were in charge of the Sisters of Mercy, which they founded in Dublin, Ireland in December 1831. Fifteen years later the Sisters of Mercy arrived in Perth, Western Australia. The Sisters of Mercy dedicated their lives to helping people who are in need of an education, suffering from poverty and those who are sick and injured. Mercy was introduced as a House in 1974, When St Joseph's School became a standalone Primary School.

## **STUDENT STATIONERY REQUIREMENTS**

Stationery equipment lists are given out at the end of the school year in readiness for the following year. Please note that white-out and metal rulers are not allowed at school.

Please replenish stationery when necessary and check supplies at the start of each term.

Teachers may send home a note indicating additional or replacement items are required for your child.

## **SUN PROTECTION**

*To ensure that all the students and staff are protected from exposure to the harmful effect of the sun, when engaged in outdoor activities at school and while on excursions, the school ensures there is;*

- *An increased awareness of the effects of the sun.*
- *Sufficient education for students to make informed decisions about skin protection.*
- *Appropriate encouragement and enforcement in regards to the wearing of protective clothing, hats and sunscreen by students and staff when they are exposed to the sun.*
- *An ongoing assessment of the school environment to ensure the development of sufficient shaded areas for all students and staff.*

**Please also refer to the School's Sun Smart Policy in full on the school web site.**



# SUPPORTING YOUR CHILD'S EDUCATION

Parents and family members can encourage their child's learning by:

- Being actively involved in your child's learning
- reading to and with them
- teaching them letter sounds, not letter names
- having plenty of content and age-appropriate books in the home
- assisting children to read labels and signs
- visiting the town library
- giving books as gifts
- encouraging children to talk about experiences
- showing delight in, and praising children's learning achievements
- looking at what they have done at school
- providing writing equipment
- building children's confidence as a speller – by praising attempts
- using simple dictionaries
- limiting screen time and gaming
- Asking your child's teacher for more ideas for your child's specific needs.

## TRAFFIC MANAGEMENT

### **DROP OFF & PICK UP**

Student Drop Off- Student drop off in the mornings can occur from 8:25am until 8:55am. This is to occur at the council provided 'pick up and drop off zone', on Kemp St, (adjacent to the School hall). Parents are not permitted beyond the indicated zone within the school gates unless approved by the Principal, or delegate ('Staff and Students only beyond this point'). Students who are dropped off at school after the 8:55am bell are to be taken to the admin office and signed in by their parent or caregiver.

Student Pick Up- The St Joseph's learning day finishes at 3:10pm each day. Students who are not catching the bus or going to OOSH (after school hours care), are expected to be picked up by their parents or caregivers between 3:10pm-3:30pm. We have two pick up zones, 1. on the council oval, off Sea St, and 2. at the School Hall gates on Kemp St. Parents and carers may use the council provided 'pick up and drop off zone', on Kemp St, (adjacent to the School hall and Church), however must abide by the council regulations, as this is not a parking area. Parents who gather at the hall gate, are not permitted beyond the gates at this time of day.

**Note: Council identified 'bus' and 'disabled zones' are enforced by the Council and Police.**



## STUDENT DEPARTURES IN THE AFTERNOON

The conclusion of the school day is at 3:10pm every afternoon. All students will depart the school from one of three supervised areas;

Bus gate- This is for students catching an afternoon bus only.

Hall gate- This is for students being picked up from the afternoon departure bell to 3:30pm.

Oval gate- This is for students being picked up at 3:10pm sharp. Students will not wait at this gate for late pick up. They will be moved to the hall gate.

Please Note- All students who have not been picked up by the departure of the last bus, will be moved to the sick bay to wait for collection. Collecting parents/carers must come into the school office foyer to pick up your children.

## UNIFORM

St Joseph's has two school uniforms, an Academic Uniform and a Sports Uniform. Both uniforms are to be worn on specific days of the week, which are published by the school. Some special occasions may require either the Academic Uniform or Sports Uniform to be worn. Such occasions include, but are not limited to, school representation (academic and sporting), School presentations, School photo day, whole school mass, etc. The school will communicate this with families in advance.

Wearing the correct school uniform and hat is a compulsory school rule and a uniform infringement note will be sent home to parents by the class teacher when students are wearing incorrect uniform and/or no hat. Teachers are asked to be checking uniform at the beginning of each day, contacting home when students (who do not have a signed note from home explaining the issue and when it will be resolved) are continuously not in correct uniform.

The School hat is a compulsory uniform item for all students. All students must be wearing a hat during passive and active outdoor activity. Enforcement of the Sun Smart Policy states that students not wearing a hat must play under their respective COLA in the shade.

During all swimming activities; sport, intensive swimming, swimming carnivals etc., swimming attire must be appropriate for the activity being undertaken. Students may wear board shorts, and must wear rash shirts, when not swimming competitively.

**All uniform items and accessories must be approved uniform items purchased through the Schools sole uniform supplier, Team Spirit.**

**Please refer to the flyer below for ordering details and a QR code to access the Team Spirit site.**

Academic Uniform Items	
Female (K-Yr 6)	Male (K-Yr 6)



Girls academic blouse Girls navy skort Navy cotton footed tights	Boys academic shirt Boys academic navy shorts
<b>Unisex items (K-Yr 6)</b>	
Navy blue school socks Fleecy jumper Track jacket with fleece lining School hat with emblem Trousers	
<b>Unisex Sports Uniform (K-Yr 6)</b>	
Short sleeve school polo shirt with school emblem School sports shorts with school branding Navy blue school track pants Navy blue school socks School hat with emblem	
<b>Shoes</b>	
<b>Academic shoes</b>	<b>Sports shoes</b>
Polishable, black, solid sole.	Sports Jogger, any colour. (Skate, canvas or basketball shoes/boots are <u>not</u> accepted)

### Common Accessories

- Two small silver or gold studs and/or sleepers are permitted in each ear only.
- No bangles, bands or bracelets. (Medical alert bracelets are the exception to this)
- One plain metal chain necklace with or without small cross only. (Medical alert necklaces are the exception to this)
- Watches are permitted to be worn. (Excluding smart watches)
- Make-up of any description is not permitted for any student.
- Nails must be natural and kept short.
- Nail polish must be clear.
- Certain items may be worn in respect to religious and cultural aspects. The Principal will approve these items.

### Hair

Hair accessories should be a plain design, small in size and in black, blue or white. Hairstyle is a matter that invites good taste and judgement as to appropriateness. The school has particular expectations in regards to hairstyles,



which are to be adhered to, and parents are asked to ensure that their child's hairstyle conforms to the following;

- Hair should be neatly groomed and maintained at all times;
- Extremes in hairstyles are unacceptable
- Dramatic layered effect of levels are not permitted
- Hair should not be overly styled by the use of hair products
- Hair is not to be tinted or coloured in any colour. Natural hair colour only.
- Long hair must be kept neat and off the face. Long strands such as 'rat's tails' are unacceptable as are dreadlocks, spikes, mohawks, mullets and shaved patterning.

The Principal has the final say as to the appropriateness of a hairstyle.



**St Joseph's Primary School**

SCAN ME

**Open weeks**  
Monday 13.12.21 – Friday 17.12.21  
Monday 17.1.22 – Friday 28.1.22

<https://onlineshop.teamspiritsports.com.au/school-login>  
username: joeyskempsey  
password: uniform12

Team Spirit



**PRIMARY SHOES**

**STICK 2**

- SYNTHETIC LEATHER
- PADDED HEEL

**\$33.99**  
Inc GST

**LIBRARY**

- BREATHABLE LEATHER
- DURABLE SOLE

**\$79.99**  
Inc GST

[www.teamspiritschools.com.au](http://www.teamspiritschools.com.au)

Team Spirit SCHOOLS



## VISITORS TO THE SCHOOL

In line with Child Protection Guidelines, all visitors entering the school grounds are to report to the front office, sign in and wear an official visitor's badge. Parents simply dropping off and picking up children from the front admin office are exempt from this.

This enables us to know who is in the school at any given time, especially in the case of emergency evacuation or lock down. Visitors are also required to sign out when leaving the school. This includes school volunteers.

Besides parents & carers, only adults listed as a child's emergency contact will be permitted to sign out children during school hours, and are requested to pick them up after school. Please send a note or ring the office to confirm any alternate arrangements, otherwise you will be phoned if we need clarification before your child is allowed to go home in this situation.

**School gates are locked between 8.55 am and 3.10 pm.**

## THE SCHOOL WEBSITE

There is a wealth of information to assist parents to work in partnership with the school for the good of our children.

To gain access, go to our website: <https://www.kmplism.catholic.edu.au/>

## WELLBEING PROGRAM

At St Joseph's Primary, we appreciate that the wellbeing of our students and community is vital to optimal learning and a happy, supportive community.

The Wellbeing Programs we offer include;

- Wellbeing Support through our Wellbeing Team;
  - Assistant Principal -Mission
  - Student Counsellor
  - Student Wellbeing Officer.
- Passive Play supervised by our Teacher Assistants when required
- Seasons for Growth and other wellbeing programs
- Syllabus units covered in class through Religious Education and PDHPE
- Year 6/Kindergarten Buddies

