St. Joseph’s School is a Catholic community promoting excellence in education, and living the ideals of Strength and Kindliness in the tradition of the Brigidine Sisters.

ST JOSEPH’S PRIMARY SCHOOL
BEECHWORTH
6 PRIORY LANE
PO BOX 209
PHONE: 0357 281243
0487772234

E-MAIL: principal@sjbeechworth.catholic.edu.au
WEBSITE: www3.sjbeechworth.catholic.edu.au
CONTENTS:

Welcome by Principal.

Administration Phone Numbers.

Vision and Mission.

School History.

Facilities and Resources.

Curriculum.

Policies.

General Information-including fees and uniform.
WELCOME BY PRINCIPAL:

Dear Parents/Caregivers,

Welcome to St Joseph's Primary School. This is a new and exciting beginning for you and your child. We are excited about welcoming you and your child into our school community. Beginning school or entering a new school is a large step in the life of your child as they learn more about themselves, others, the world and God. You have already taught your child so many lessons in life. At St Joseph's we strive to support your efforts and to provide an excellent education in an atmosphere that is nurturing and caring.

Welcome back to existing families and we look forward to continuing the journey with your child/children in the 2016 coming year.

At St Joseph's we value the partnership between parents and teachers. We actively encourage participation in a variety of activities, in ways you feel comfortable. This can be from assisting in the classroom, becoming a member of the Parents' and Friends' Committee, becoming a member of the school Board or helping out and joining in with specific activities, such as electives etc.

St Joseph's is a Catholic school and we are firmly committed to the teachings of Christ and to proclaiming this message. We strive to follow Jesus' example in the way we develop relationships. Our school is open to all who wish to participate in these beliefs. As Jesus welcomed all, so do we.

The teachers at St Joseph's are dedicated to their craft and to the children in our care. Our children are at the heart of all we do and behind all decisions made.

We look forward to a rewarding partnership in your child's education with us at St Joseph's.

Warm Regards
Kitty Hancock
Principal.
ADMINISTRATION:
St Joseph’s Primary School
6 Priory Lane
Beechworth
Vic 3747
Mailing Address
PO Box 209
Beechworth
Vic 3747
Phone:
0357 281 243
Kitty’s Mobile: 0487772234
e-mail: principal@sjbeechworth.catholic.edu.au
website: www3.sjbeechworth.catholic.edu.au
Catholic Education Office Consultant:
Mrs Helen Ramsdale.
Phone:
0357 230 000
2016 STAFF
Principal: Kitty Hancock
Lead Teacher: Michael Kearton
Religious Education Coordinator: Clare Nolan
Administration officer: Jo Bayliss
Finance Administration: Taryn Boyer
Classroom Teachers:
Louise Gulliford (four days a week) and Kitty Hancock (one day a week) - Prep/One
Lauren Kittely (four days a week) Jodie Cuskelly (one day a week) - One/Two
Bridget Smith - Two/Three
Clare Nolan - Four
Michael Kearton (four days a week) and Linda Murcutt (one day a week) - Five/six
Di Mayhew (three days a week) - Extra support for students.
Linda Murcutt - Bigidine and Mary Justice Group Coordinator.
Art Teacher: Jodie Cuskelly
Italian Teacher: Jo Ivone
Music Teacher: Louise Gulliford
Physical Education - Michael Kearton
Stephanie Alexander Coordinator - Amandhi
Chaplain and Teachers Aide: Irene Sharp
Chaplain from June onwards: Brooke Chuck
I.T. Specialist - James Davis
School Board:
(Parish Priest) Father Nievandt.
Mrs Kitty Hancock (Principal) and Michael Kearton (Lead Teacher)
Board Chair - Lou Pomponio
Luke Ahrens (Parent),
Glenn Chuck (Parent),
Frith McDaniel (Parent),
Karen Prebble (P and F representative)
Our School Vision

St. Joseph’s Primary School is committed to:

- Giving witness to the Catholic faith and honouring the Brigidine charism.
- Ensuring all children feel safe and are safe, all of the time.
- Treating each individual with respect and dignity.
- Providing excellent teaching and learning opportunities allowing all to celebrate gifts and talents.
- Ensuring a safe and nurturing learning environment.
- Developing strong partnerships with Parish, family, school, wider community and the natural environment.

School Identity Statement

St Joseph's school is a Catholic community promoting excellence in education, and living the ideals of Strength and Kindliness in the tradition of the Brigidine Sisters.

Graduate Outcomes

At St. Joseph’s we endeavour to educate students to:

* Be passionate life-long learners
* Be fully engaged in their learning and pursue personal academic excellence
* Be resilient, optimistic and self confident
* Be empathetic, accepting and respectful
* Be active in caring for the environment
* Be open to challenges and opportunities
* Be of service within the local and global community
* Know and value the beliefs, rituals and traditions of the Catholic faith
* Be responsible for their own learning choices and actions
St Joseph’s adheres to the principles and practices of our Australian Democracy through our programs and teaching. The democratic values of:

* Care and Compassion
* Doing your Best
* Fair Go
* Freedom
* Honesty and Trustworthiness
* Integrity
* Respect
* Responsibility
* Understanding, Tolerance and Inclusion

are interwoven through all we do and can be found included in many of our school policies, in our Vision Statement, and our Graduate Outcomes.

**SCHOOL HISTORY:**

Earliest reports of St Joseph’s operating date back to 1857. The school was set up by four Brigidine nuns, who came out from Ireland. The sisters took over permanent charge of St Joseph’s in Priory Lane on the 17th January 1887. The school continues the Brigidine spirit of **Strength and Kindliness.**
The school has seen numbers as large as 180 (1864) and in 2016, 114 students are enrolled.

**TERM DATES FOR 2016:**
Term 1-27/1/16-24/3/16  
Term 2-11/4/16-24/6/16  
Term 3-11/7/16-16/9/16  
Term 4-3/10/16 - 16/12/16

**PUBLIC HOLIDAYS:**  
Labour Day-14th of March  
ANZAC Day-25th of April
Queen’s Birthday-13th of June
Melbourne Cup Day- 1st of November

PUPIL FREE DAYS:
Catholic schools in the Sandhurst diocese are given 7 pupil free days for professional development. The 27, 28th and the 29th of January are our first three days. The 31st of October is a report writing day and the 19th and the 20th of December are pupil free days gazetted to planning for 2017.

ERNROLMENT AND TRANSITION:

St Joseph’s offers four transition sessions for children entering into prep, along with the state wide orientation day. However if your child requires extra sessions we are more than happy to accommodate this.
Transition from grade six to secondary schooling is also provided. This is usually organised by the secondary schools and information is passed onto students through our school.
Transition dates for prep (foundation) for 2017 are yet to be organised.
The procedure for enrolment at St Joseph’s is to contact the office for a meeting with the Principal. At this meeting the principal will provide a tour of the school and provide information on the philosophy of the school. Any questions will be answered at this time.
Prospective parents are required to fill in an ‘Application For Enrolment’ form and the principal will inform parents of the child’s acceptance. We ask, if possible the child’s Baptism Certificate, Birth Certificate and Immunisation Certificate to be presented to the office. Children are required to be five years of age by April the 30th.
Students with Disabilities and Impairments will be enrolled along with all other eligible children.
The enrolment of students with special needs will be considered in the light of the relevant laws and policies, guidelines and protocols of the Catholic Education Commission of Victoria and the Sandhurst School Education Board.

Timetable (Subject to change) Specialist Subjects.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jodie to teach Lauren’s Class grade 1/2.</td>
<td></td>
<td></td>
<td>Kitty to re Louise</td>
</tr>
<tr>
<td>Linda to release Michael</td>
<td></td>
<td>Art 4C</td>
<td>Music · Italian 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P/E 2/3B</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(5 minute fruit break)</td>
</tr>
<tr>
<td></td>
<td>SEL 5/6</td>
<td>Art 2/3B P/E 4C</td>
<td>Italian Music 2</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------</td>
<td>-----------------</td>
<td>------------------</td>
</tr>
<tr>
<td><strong>Recess 11.00 to 11.40am</strong> (Eating time 11.00 to 11.10am)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda Social Justice</td>
<td>Stephanie Alexander</td>
<td>Art P/1 PE 1/2</td>
<td>Italian Music 1</td>
</tr>
<tr>
<td>SEL 2/3B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda Social Justice</td>
<td>Stephanie Alexander</td>
<td>Art 1/2 PE P/1</td>
<td>Italian Music 1</td>
</tr>
<tr>
<td>Di to release Jodie</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>to take Art for 5/6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art 5/6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lunch 1.30 to 2.10pm</strong> (Eating time 1.30 to 1.40pm)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music 5/6 SEL 1/2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jodie Release</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda Social Justice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Release</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Release for Di.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitty to release</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lauren-Library for 1/2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Di to release</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Louise.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 5/6 Release Jodie</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEL 4C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Italian ! Release</td>
</tr>
</tbody>
</table>
PRIORITIES FOR DEVELOPMENT IN 2016:

**Stewardship of Resources:**
*To promote equity and provide resources to enable programs and projects to be efficiently supported in order to deliver and allow students and the community to thrive:*
  • To develop and engage students and families in the Stephanie Alexander Project.
  • To review and up date Master Planning.

**Catholic Identity:**
*To re-imagine, explore and make known Catholic Identity in our contemporary pluralist society:*
  • Engage in Professional Development around understanding scripture and relating scripture in our culture.

**Learning and Teaching:**
*Building a culture of School Improvement and Performance:*
  • Focussing on formative assessment and feedback
  • Further develop and enhance school wide data analysis systems to improve student learning
  • Build teacher capacity and efficacy through coaching, mentoring and feedback
  • Build cultures of co-accountability and co-responsibility for student learning through professional learning teams and communities
  • Engage all teachers as learners and inquirers through collaborative action research processes-2016 focus writing.
  • Promote and facilitate the sharing of best practice through dynamic Professional Learning Communities.

**Pastoral Wellbeing:**
*To foster and support a culture of personal and social capability in order to develop creative and confident individuals with a sense of self worth, self awareness and personal identity:*
  • Develop whole school systematic prevention and intervention frameworks (to support Wellbeing and Resiliency, as well as academic performance)
  • Develop Social Emotional Learning across the school to enhance Resiliency.
  • Focus on parents as partners in children's development and wellbeing
  • Continue the Health Achievement Program

**Leadership: (School Review 2016)**
*To enhance parents capacity as prime educators and to work with and be empowered to participate fully in the education of the students at St Joseph’s.*
  • School Board -further development.
  • Continuation of Sustainability Group.
  • Stephanie Alexander initiative.
*To build a culture of collaboration for the common good of the community and wider world:*
  • To develop leaders at all levels to inspire, encourage and support colleagues to reflect on and improve practice to improve student learning.
  • To develop St Joseph’s as a core community centre, building and strengthening links with parents and the local community to further support the development and wellbeing of students and their families.
To promote and develop collaborative networks of learning to enrich learning opportunities with the sharing of expertise, with the parent and wider community.

FACILITIES AND RESOURCES:

St Joseph’s prides itself on its facilities and resources. Most classrooms have an interactive whiteboard. All children in years three, four, five and six have their own personal Apple Mac Book Air laptop. Students in prep through to two have access to laptops/i-pads within the classroom. Other resources include:
* Multi purpose Room.
* Meeting Room.
* Art Room/Registered Kitchen.
* Library.
* Six bright and well maintained classrooms.
* Tennis Court.
* Basket ball Court.
* Netball Court.
* Large undercover Shed.
* Play Equipment.
* Shaded sandpit.
* Landscaped and well maintained gardens.
* Grassed Play Areas.
* Newly renovated Administration area.
* Parent Retreat.
* Stephanie Alexander Garden and Chook shed.

SCHOOL CURRICULUM:

St Joseph’s is dedicated to providing the best possible education for your child. We spend time planning together as a staff and in team units. We attempt to provide an education that is meaningful and authentic. Where possible curriculum areas are integrated across subjects, however explicit teaching of skills related to curriculum areas such as English and Maths is of a high priority.

Technology and the use of technology is not taught as a separate subject, as we believe the technology available to us in the 21st century is such a part of our lives that technology is a tool for teaching and learning. Students and teachers are immersed in technology.

Subjects offered at St Joseph’s:

English

Mathematics
Religious Education

Integrated, which includes the humanities, health and science

Physical Education-specialist teacher, along with the program Bluearth.

Italian

The Arts including specialist teachers for Visual Arts and Music.

The Inquiry Units of work and Religious Education are often the driving curriculum focus, woven in and out of all subject areas. The Inquiry approach is adopted in these units which allow the students’ desire to learn, drive the direction for teaching and learning within the goals and the understandings required.

School Camps are held every year for children in grades four/five and six. These camps are integral to the curriculum as they are related to the units of work undertaken at school. The camps are in a three year cycle so children experience a different camp each year. The camps include Sovereign Hill in Ballarat, an outdoor camp, and a camp to Canberra to compliment our unit of work on Parliament.

POLICIES:

Anaphylaxis Management Policy: (Ask at the office for the policy if you require more information.)

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. The most common allergens in children are eggs, peanuts, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, certain insect stings and medications. Anaphylaxis is a serious health issue for a percentage of the population and the Department recognises the key to preventing an anaphylactic reaction by a student is knowledge, awareness and planning.

On 14 July 2008, the Children’s Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008 came into effect amending the Children’s Services Act 1996 and the Education and Training Reform Act 2006 requiring that all licensed children's services and schools have an anaphylaxis management policy in place. See Anaphylaxis policy for further information. All parents who have a child with Anaphylaxis must have an action plan provided by a doctor, signed off by parents and doctor.

Emergency Management Policy: (Ask at the office if you require more information.)

St Joseph’s has an extensive Emergency Management Policy. Evacuation drills are held termly. Attached is a summary of the important aspects for families to know, related to emergencies, taken from the Emergency Management Policy.

7 ALL ABOUT EVACUATION

The co-ordinator of the evacuation plan will either be the Principal or Deputy. The co-ordinator will wear a luminous vest. If in the case of Deputy (classroom teacher) needing
to coordinate, the students will be taken to the closest classroom and will become the responsibility of that classroom teacher.

**On code red days the school will be closed. All students, staff, tradesmen etc are not permitted on the school premises. An SMS will be sent to all families and those without mobile coverage will be contacted via work or home phone numbers. Principal and Administration staff have family phone numbers.**

In case of fire and the entire Beechworth population is under threat the Memorial Hall cannot always be used as an evacuation area, due to the Indigo Shire deeming it as unsafe and another “Safer Area” or “Last Resort Area” would be communicated to the school over the ABC radio and may be available by the CFA, however this may not necessarily be possible.

On days of extreme and severe conditions a local bus will be parked outside the Church in case of the need to evacuate. Teachers living in areas under threat of fire may choose to protect their homes, are not required to attend school on extreme days. This will be the teachers decision. Local emergency teachers will take classes on these days. Induction to the emergency plan will take place prior to the children beginning school for the day.

No excursions will take place on extreme days. In case of an excursion already taking place the situation will be monitored carefully and if students are in the bush they will return to school immediately, if in an area considered safe, the excursion will continue.

Staff have access to the school at all times through the use of mobile phones and vice versa.

In case of a bushfire beginning during the day, students will remain at school and wait for the appropriate pick up from a family member. No students will be permitted to leave except with a parent or an arranged guardian that has been communicated through the school. No students will catch a bus on a day when a fire has commenced unless deemed safe by the CFA.

The evacuation plan is located in the multi-purpose room to be used outside of school hours.

7.1 The coordinator will issue evacuation instructions to classes closest to the danger zone followed by classes further away from the danger area. When moving to the designated evacuation area students must be moved away from the danger zone and not towards or through the affected area. Teachers should not evacuate unless in immediate danger or instructed to do so by the coordinator.

7.2 Teachers are responsible for the safety and supervision of their students during the evacuation and for the duration of the emergency. No teacher is to leave students unsupervised. If a teacher is directed by the coordinator to perform a task which prevents effective supervision being maintained, it is the teacher’s responsibility to arrange for alternative supervision before engaging in other tasks.

7.3 The coordinator will specify the type of evacuation required from one of the following:
- within the building
- to another building
- within the school ground
- beyond the school.

7.4 Evacuation within the building may occur when the danger is confined to a section of one wing of the school.

7.5 Evacuation to another building may occur when the danger is confined to one wing of the school.

7.6 Evacuation within the school ground may occur if the danger zone extends to all school buildings, but not to open areas elsewhere around the school.
7.7 Evacuation beyond the school may be required if the emergency affects the whole school. This will be to the Memorial Hall (Emergency Evacuation Centres), or in case of the town being under threat students and teachers will be evacuated by bus to a “safe area” as deemed by the Indigo Shire. If students cannot leave school because buses are not running, or fire is causing concerns for bus travellers, all bus students will remain at school, together with at least two staff members. Contact will be made to parents and safe arrangements for pick ups will be made.

In case of fire and the entire Beechworth population is under threat the Memorial Hall cannot always be used as an evacuation area, due to the Indigo Shire deeming it as unsafe and another “Safer Area” or “Last Resort Area” would be communicated to the school over the ABC radio and may be available by the CFA, however this may not be possible.

On days of extreme and severe conditions a local bus will be parked outside the church in case of the need to evacuate.

7.8 Food, water, shelter and toilet facilities will be required if evacuation occurs in adverse weather or is likely to be prolonged. Arrangements have been made to use the Memorial Hall which has toilets and drinking water. If it is necessary, the coordinator will arrange for lunch to be provided.

7.9 No student, parent, staff member or visitor is to leave the school or the evacuation area unless specific authorization to do so has been issued by the coordinator. Parents cannot take their child without signing the student/s out, either through the Principal or the classroom teacher. No other person except those allocated as emergency contact may take a student home. Emergency contact persons are also required to sign out the student.

7.10 Parents attending the school are to be directed to the information centre where a person nominated by the coordinator will be available to provide information concerning the welfare of students and other information about the emergency. The coordinator will also designate the area to be established as an information centre.

At all times the safety and wellbeing of the children is paramount.

Anti-Bullying Policy:
St Joseph’s takes any form of bullying very seriously. We explicitly teach our students about bullying, what it is and the many forms it can take. We spend considerable time teaching our children to prevent incidences of bullying through preventative measures. We strive to have a school that is bully free. We do however realize there will be times when incidents of bullying may occur and we have procedures in place to deal with these cases. Parents are often aware of a bullying incident prior to the school and it is vital that we work together and the school is informed as soon as possible, in order to deal with the issue prior to it becoming a bigger issue. It is extremely important to work with the school rather than directly making contact with parents. You may view the policy in further detail by obtaining a copy from the office or on our website.

Sacramental Program:
For those families who wish their children to participate in the sacraments of Reconciliation, Eucharist and Confirmation, this will be made available to families through the Religious Education Co-ordinator at these significant times. This will be made known by the Parish and the school. These sacraments are aligned to the Diocesan Steps in Faith Program.

Sustainability:
St Joseph’s has a group of dedicated parents who head up the Sustainability Group. This group has been instrumental in developing a number of sustainable activities and projects around the school such as the chicken coop and the frog bog. Not only is the Sustainable Group actively involved in the building of sustainable areas in the school yard, they also head up learning and teaching in these areas for our children. In 2016 it was decided to introduce the Stephanie Alexander Program to St Joseph’s which will begin in 2017.

**Excursions and Camps:**
Excursions and camps are carefully planned for and are related to the in school curriculum. They enhance all learning within the classroom. Excursions and camps will usually be advertised at the beginning of each school year and will be charged at the beginning of the year. The excursion and camp fees is likely to change in cost according to each experience. Permission forms for all excursions need to be signed before any child is allowed to attend an excursion or camp.

St Joseph’s runs a swimming program each year. In 2016 all children will attend lessons later in the year at the YMCA in Wangaratta. Children are divided into ability groups and are taught by trained swimming teachers. This is an important part of the Physical Education program, and parents are encouraged to support the program.
Parent Support:
We encourage parents to be as actively involved in the school life as much as each parent wishes to be. Research indicates that when parents are involved with their child's education their progress in learning is improved. Classroom teachers encourage participation in the classroom. This is a wonderful opportunity to get an insight into your child's education. If you are interested, contact your classroom teacher. Parents can be involved in many ways, from being a part of the Parents and Friend's, the School Board, the electives program, attending assembly and other special functions, attending social events, helping out on excursions, supporting your own child with reading at night, and the list goes on. All volunteers are required to have a Working with Children Check and sign a Code of Conduct.

Child Safe School:
As of August the 1st 2016, all schools are responsible for following the Child Safe Standard Ministerial Order Number 870. This is to ensure our children remain safe at all times. In order to be compliant with this new legislation it will be necessary for all parents who plan to volunteer in the school to have a current Working With Children Check and to sign the Code of Conduct for volunteers at school. This will always be explained as children enrol in the school.

Homework:
St Joseph’s requires all children to read on a regular basis each night, time according to age group. Games are sent home during library sessions and are a major component of homework, with the expectation the game will be played at least once.
Any other homework sent home is either finishing off work or at the discretion of the classroom teacher.

**First Aid and Sickness:**
The safety and well being of our students is paramount. We aim to ensure the best possible response and highest level of care in a stressful situation. Communication with parents is vital. Parents will be informed of injuries (except minor scrapes and falls) as soon as possible and a follow-up phone call will be made to check on the student’s condition and progress in incidents that are deemed more serious. A slip indicating minor sickness and injuries will be sent home. A sick-bay is provided for children to rest and wait for parents when not feeling well. These children are always supervised.

**Infectious Conditions:**
- **Chicken Pox** - Exclusion from school for seven days from the appearance of spots.
- **Conjunctivitus** - Exclusion from school until the discharge has stopped.
- **German Measles** - Exclusion from school for seven days from the appearance of spots.
- **Head Lice** - Exclusion from school until effective treated.
- **School Sores** - Not excluded from school, school sores need to be treated and covered.
- **Infective Hepatitis** - Exclusion from school until a medical certificate of recovery is provided.
- **Influenza** - Until all symptoms of disease have disappeared.
- **Measles** - Exclusion from school until seven days from the appearance of rash.
- **Meningococcal Infection** - Until medical certificate of recovery is produced.
- **Mumps** - Exclusion from school until nine days after the onset of swelling.
- **Ringworm** - Exclusion from school until a medical certificate is produced stating that anti-scabietic treatment has been carried out.
- **Whooping Cough** - Exclusion from school until the expiration of four weeks from the beginning of the cough.

Please notify the school should your child contract any of the above diseases. When your child is unwell please keep them home from school in order to recover quicker.

**Immunisation:**
Parents with children starting in prep are required to present an Immunisation Certificate. This keeps us informed of students who have not been immunised (always a choice of parents) and in the case of an outbreak of an infectious disease all students not immunised will need to remain home for their own protection.

**Parents complaints handling procedure:**
St Joseph’s endeavours to provide a happy, safe and stimulating education. However if for some reason you have a complaint it is best to first see the classroom teacher, and then if necessary or not appropriate, report to the Principal.

The key elements of our complaints handling procedure are:
* **Impartiality:**
  If you make a complaint, it will be investigated in a fair and impartial manner. No judgement or assumptions will be made, and no action will be taken until the investigation is complete.
* **Confidentiality:**
  You can feel secure that if you do make a complaint under this policy, it will remain confidential. The only people who will have access to information about the complaint will be the person making the complaint and the person investigating.
No victimisation:
You can also rest assured that if you make a complaint you will not suffer in any way as a consequence. The school authorities will ensure that a person who makes a complaint is not victimised in any way.

Timelines:
Each complaint will be finalized within as short a period as possible. All complaints should be finalized within one month.

School Classroom Behaviour Management:
At St Joseph’s we are committed to developing behaviour through the Positive Behaviour Intervention Strategy. When discussions around negative behaviour occurs all teachers follow the below intervention. Usually children re-assess their behaviour once they have been on the tracking sheet. The tracking sheet involves warning a child of inappropriate behaviour and the need to change the behaviour into being either responsible, being safe or respectful. If this does not occur the child has ten minutes time out within the classroom to ponder behaviour and then return to class in the appropriate way. However if behaviour continues the child is to go to another class for twenty minutes and will have to catch up with the school work missed. Parents will be notified when a child reaches this point on the tracking sheet. This very rarely happens. The tracking sheet is used one day at a time.

Warning:
For initial disruption to the learning environment use a comment such as;

“Is that behaviour right or wrong”
“Is that your best Mary? Let me see you try again.”

Warning on tracking chart.
Number 2.
For a second disruption ask the child to go to in time out area within the classroom for ten minutes.
Number 3.
Twenty minutes in time out, letter home to parents (Appendix ) and required to make up the work missed in class. Letter to be returned to school, signed.
Number 4.
Removed from classroom. To work in the office or in another classroom for the rest of the day. A parent meeting will be arranged to develop Behaviour Management Plan.

Respect for our Indigenous and Torres Strait Islander People:
At St Joseph’s we are committed to learning about our past and the Indigenous history of our Aboriginal ancestors. We recognise the important dates for our our Indigenous people and have made a commitment through the Fire Carriers program that we are as aware as possible of the issues that still affect Aboriginal people today, we know and teach about the Stolen Generation and are aware of the discrimination and racism that has been a part of our history and a promise to work further toward reconciliation and respect for all.

General Information:

School Chaplain:
Our school Chaplain is Irene Sharp. Her key role is to link families to school. Irene visits all new families to the St Joseph’s Parish and is available when times are tough. Irene will arrange meals for families and provide links to other agencies who may be of assistance in times of crisis or tragedy. Irene has had many years of experience in this role and is a wonderful, caring asset to the school. Irene is available to chat with families when necessary and is available to help our children when required. The Federal Government continues to fund the School Chaplaincy Program. In June Brooke Chuck will continue the role of Chaplaincy.

The Mary MacKillop and Brigid Justice Group:
Linda Murcutt and Irene Sharp have established this social justice group. It is a group that is on a volunteer basis and any child from grade one up can join the group. This group organize and run fundraising activities for other communities who are not as well off as us or for natural disaster. This group of children also go out to the local community such as the older members of our community and offer friendship and activities.

Camps, Sports and Excursions Fund (CSEF)
CSEF is provided by the Victorian Government to assist eligible families (Health Care Card Holders) to cover the costs of school trips, camps and sporting activities. Please ask in the office about the CSEF application form or download from [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

Lunch Orders:
Lunch orders are provided three days a week (Mondays, Wednesdays and Fridays), and Sushi on Thursdays. The Priory next door provides our lunch orders. A lunch order list is provided at the beginning of each year. Lunch orders are required to be put in class baskets at the beginning of the day. Orders are to be written on a brown paper bag with the correct money. There is a selection of healthy foods and occasional foods. Late lunch orders are not accepted and children will be provided with a sandwich if they forget to put their lunch order in.

When Your Child is to be Absent from School:
If your child is sick, has an appointment or is on holidays it is a requirement to let the school know, either through a written note or an e-mail. This is a legal requirement and the school is obliged to follow up when children are absent. This is then recorded in the class roll. The school is required to contact parents/carers of students who have missed substantial amount of days per year. If your child/children need to leave school early a note is also required. An “Early To Leave and Late to School” book is available in the office and can be used in place of a note. These slips are then passed on to the classroom teacher to be recorded in the class roll.

Custody Issues:
The school would appreciate a copy of Court Orders in any cases of sole custody. If your child spends time with a number of guardians, a time table indicating where the child or children are staying on particular nights can be helpful. If your child is to be picked up by another person, please let the school know.
Parents and Friends’ Association:
The P and F are extremely important and integral to the smooth running of the school. The P and F are responsible for fund raising and promoting an inclusive community through organising a variety of social activities. The P and F welcome all parents and friends who would like to join this group. Contact the office if you wish to find out more.

School Board:
The school board operates as the key consultative, (accountability) and advisory body in the school. Strategic leadership of the school, including:
* the renewal and development of the Vision and Mission of the school.
* oversight of the development, implementation and cyclic review of school policies.
* the School Improvement Plan and Annual Plans.
* oversight of School Review cycle.
* oversight of annual budget, financial statements and capital planning.
If you would like to be a part of the School Board which meets twice a term from 6 o’clock through to approximately 7:30 on a Tuesday night please call Kitty in the office.

School Fees:
Catholic Schools are subsidised by, but not fully supported by the Government. It is therefore necessary to charge fees. The family fee is allocated to the General Recurrent costs of running a school, this includes electricity costs, gas, some maintenance etc. The school levies cover classroom consumables and extra curricula activities such as small excursions around town, hiring musical equipment etc. Although a Catholic School charges fees, no child will ever be turned away from a Catholic Education due to fee payment. If paying fees is a genuine concern, make an appointment with the Principal and different arrangements can be organized.
Payments can be made through direct debit or by paying in at the office. A fee structure will be sent out early in the new school year and options for payments. Payments can be made yearly, termly, fortnightly.
Camp fees are charged separately depending on the excursions and camps planned, as prices very according to the experiences.
Each year we are required to increase fees according to the CPI. This is usually around three to five percent.
A laptop charge is required as all students in grades three, four, five and six have their very own lap-top and students in lower grades have regular access to i-pads. Any money sent to school needs to be in an envelope that is clearly labelled, including name and what the money is for.

School Times:
8:50 Whole School Assembly:
11:00 Recess- Begin eating recess snack early enough to have children finished to go outside at 11.10 am. (All eating to be done within the classroom under teacher supervision.)
11:40 End of Recess.
1:30 Lunch Recess—Begin eating lunch early enough to have children finished to go outside at 1:40. (All eating to be done within the classroom under teacher supervision.)
2:15 End of Lunch.
3:15 Home time.

It is important to be on time to school, as messages are given prior to beginning work. Children can become stressed if they are continually missing out on important information.

**Buses:**
Children are supervised and marked off the bus roll, prior to getting on school buses at the end of each school day. From time to time, issues can arise on the bus for travellers. If this is the case, please contact the school immediately as problems can be reduced far quicker if dealt with early, rather than the problem becoming bigger and causing stress.

**Riding bikes:**
*No child under eight years of age are to ride to school, unless a parent or guardian travels with them.* Children under the age of eight do not have the road sense required and can act impulsively due to their age. Children above eight can ride their bikes and scooters to school, however they are to abide by the road rules and ride in a safe manner at all times. On occasions the school is informed by the general public of un-safe riding and at these times parents will be contacted and consequences put in place.
Children are to walk their bikes into the school grounds as a safety precaution for young children playing on the grounds.

**Lost Property:**
All lost property is in a tub in the foyer. Please remember to name all items of your child’s property.

**Communication:**

**Newsletters:**
There are a number of ways St Joseph’s communicates with parents. The newsletters (on-line or hard copy) remain the most important way to keep up to date with what is happening at school. The website and blogs are also a way to keep up with what is happening in the classroom. When necessary the school will send out reminders on SMS.

**Permission Notes:**
From time to time students are involved in activities outside the school e.g sporting events, swimming, excursions and camps etc. These activities always require **written** parent permission. A return date will be put on each permission slip and parents are asked to send back permission notes by the due date. This is very important as your child may be excluded from the activity if we do not get the note back in time. Students will not be given the opportunity to ring parents. This is a deliberate action on the schools part as we want to build a sense of responsibility in our children.

**School Interviews:**
Schools are required to provide the opportunity for two face to face interviews each year. A interview is offered in Term one and again in term three. While there are specific parent interviews made formally, parents are encouraged and welcome to make more contact with classroom teachers. Please make an appointment, so sufficient time can be
dedicated to discussion around your child and the appropriate work samples can be gathered. Special needs students may require more frequent meetings between parents and teachers to develop shorter term goals.

**School Reports:**
School reports are sent home mid-year and at the end of the year. In term two and term four parent/teacher/student interviews are offered, to allow discussions around school school life and achievements to be communicated. These interviews are a wonderful time for your child to celebrate their work and share this with parents.

**Sport Days:**
It is important for children to wear their sport uniform, have a drink bottle and a hat (Term 1 and term 4) on the days they participate in sport. Please send a note to school if for some reason your child is out of uniform.

**Uniforms:**
A uniform list along with prices is on the website - www3.sjbeechworth.catholic.edu.au. Uniforms can be bought at Red Hill in Beechworth.
School shoes are to be black. Please avoid slip on shoes as they are dangerous when playing and running. On sport days, children wear their sport uniform along with appropriate runners.
In winter children like to come to school in beanies and scarves. These are to be blue.

**Handy Phone Numbers:**

Maternal and Child Health Line: 13 22 29
Qualified maternal and child health nurses provide information, support and advice to Victorian families from birth to school age (5 years old) 24 hours a day, seven day a week.

Parent Line - 13 22 89
This telephone counselling service is available to parents and carers of children aged from birth to 18 years throughout Victoria providing information and assistance on a wide range of issues, including those who are struggling with or finding the parenting role challenging.

Mensline Australia - 1300 78 99 78
MensLine Australia is a unique telephone and online support, information and referral service, helping men to deal with relationship problems an a practical and effective way. [www.mensline.org.au](http://www.mensline.org.au)

Upper Murray Centre Against Sexual Assault - 1800 806 292

Betty’s Place Woman’s Refuge - 02 6041 4141 Business Hours

Lifeline - 13 11 14
Thank you for your support.
Kitty Hancock