



ST JOSEPH'S
PRIMARY SCHOOL **CORAKI**

Parent Information 2018

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Our Vision



where the
rivers of **promise**,
exploration and
celebration meet and
flow onto **life long**

LEARNING



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Principals Message

'Where the rivers of promise, exploration and celebration meet and flow onto life -long learning'

It is with great pleasure that I welcome you to the long standing tradition of catholic education at St Joseph's Coraki since 1896. I am honoured to be principal at a very warm and supportive school that began in the hands of the Presentation Sisters.

At St Joseph's we endeavour to offer a contemporary learning environment which supports the learning needs of all students. Learning is engaging; promotes critical and creative thinking; and is purposeful. The learning opportunities provided by staff are carefully planned and designed to cater for the individual needs of each student and aim to promote student growth.

St Joseph's operates around strong partnerships that are valued between parish, parents, staff and students. It is these strong ties that help each child feel safe and special within our school community. I am sure your family could feel comfortable within this community too.

Although this handbook endeavours to provide you with an overview of our school, I encourage you to contact me with any enrolment questions.

Yours Faithfully

Mr Brendan Moloney
Principal

BEHAVIOUR

All members of our school community are expected to act responsibly at all times and ensure that the school is a safe place for all concerned. Our Pastoral Care Policy includes the **School Community Behaviour Plan** where behaviour is categorised into the areas of:

Safety

Effort

Respect

Self - Responsibility

As part of our School Community Behaviour Plan St Joseph's has an "Anti - Bullying" policy which the whole school community is committed to enforcing through education and awareness programs.

Our school and the Lismore diocese has in place a Suspension and Expulsion of Students Policy and Procedure. These plans, policies and procedures are located in a folder at the front office.

St Joseph's Primary School prohibits the use of Corporal Punishment. No teacher, parent or other member of the community will administer behaviour management techniques which involve any form of corporal punishment.

CANTEEN

The school canteen is run by the committee formed from members of the Parents and Friends Association. The canteen currently opens two days a week and the menu is in keeping with the NSW Healthy Canteens Policy. The canteen is run on a not for profit basis and is staffed by volunteers.

COMPLAINTS AND CONCERNS

Any complaint or concern should, in the first instance, be directed to the class teacher if a classroom issue or to the Principal if an outside the classroom issue. The principal will then be notified if the classroom issue has not been resolved. We have a policy in place (Parents and Caregivers Concerns and Complaints) where processes are followed to resolve any problems either at the school level or with the involvement of the Lismore Catholic Schools Office. A copy of this policy is available at the front office.

CURRICULUM

We are required to teach the NSW Board of Studies Syllabus and our curriculum is based on the Key Learning Areas as specified by the Board of Studies. Each class will undergo a course of study in:

English
Mathematics
History
Geography
Science and Technology
Creative Arts
Personal Development, Health and Physical Education
Religious Education

Teachers design programs using these documents and make assessments according to the outcomes and indicators as specified in the learning continuums in each stage.

ENROLMENT AND FEES

St Joseph's promotes a learning community where all aspects of education are nourished. We strongly value the notion of partnership in education encouraging families to take an active role in working with the school to meet every child's needs. As a Catholic School our Catholic faith underpins all our actions.

Parents wishing to enrol their students will need to fill in an enrolment form and arrange for an interview with the Principal.

Fees for 2018 are outlined below indicating a discount of approximately 15% for the second child and 40% for the third child. Families with more than three children enrolled at the one time will not be charged for more than three children.

1 st Child	\$843.00	2 nd Child	\$729.00	3 rd Child	\$516.00
Total per year	\$843.00		\$1,572.00		\$2,088.00

These fees are for one year and are billed over 3 terms.

At the time of enrolment all parents/guardians take on a responsibility to pay fees. Since students are enrolled in the school regardless of their families' financial position, the school happily enters into special arrangements to assist low income families or allow for instances of special circumstance.

HOMEWORK

Homework at St Joseph's engages students in activities which are designed to:

- Consolidate previous learning and share other experiences of school
- Provide opportunity for self-directed learning
- Positively engage students and their parents or carers in learning
- Recognise and value learning which may take place outside of school
- Foster a love of learning

Through engaging in homework with the above considerations in mind, we endeavour to make the process of homework a positive experience for all concerned.

KINDER ORIENTATION - 'Junior Joeys'

During the end of Term Three & Term Four of each year the Kindergarten class for the following year will be invited to a series of days at the school called Junior Joeys. During these days the new Kindergarten students will gain some experience of school life to assist with a smooth transition into formal schooling.

New students will be engaged in a variety of activities and some initial assessments will be conducted to enable staff to ensure all relevant support structures are in place before school starts the next year.

All kindergarten students are paired with a senior student in a 'Buddy' system and new students will meet their buddies at the orientation days.

LEARNING TECHNOLOGIES

Learning technologies are a vital part of the learning process here at St Joseph's. All learning spaces have interactive whiteboards, net book computers or chrome books or android tablets and wireless broadband internet access. These tools are used to complement and enhance the learning of each student. We also have a video conference centre for both staff and students.

Staff are committed to engaging with the latest learning technologies and have extensive professional development in this area.

LIBRARY

We have a well - stocked library and the collection is constantly being updated. Each class will attend a library lesson every week. Children are encouraged to borrow each week and return the books the next week. Every child should have a library bag to borrow books.

MUSIC

Music is catered for in a number of ways at St Joseph's. Music is a major part of our Creative Arts Curriculum and regular lessons are timetabled into the learning program at school. These lessons often culminate in a whole school performance or a presentation at the district eisteddfod.

Opportunity also exists for private individual tuition in piano, guitar and some other instruments.

NEWSLETTERS

Every Thursday fortnight, a Newsletter communicating school events (recent, past or future) and any other appropriate information you may need to know will be sent home. Teachers are also encouraged to contribute children's work to this publication. Newsletters are sent home with the eldest child in the family and are also available from the school website. At the beginning of each Term a calendar and term overview for each Stage will be included in the newsletter.

PARENTS AND FRIENDS ASSOCIATION

Our school has a very active Parents and Friends Association which meets each month. The P&F are an integral part of the school and assist in forming school policy. The P&F work in partnership with the school to organise fundraising, excursions, canteen, social events for students and families and many other important functions within the school.

All parents are encouraged to be a part of the P&F to share their particular talents.

Members of the P&F also have the opportunity to represent the school at the Diocesan Parent Assembly.

PARENT INFORMATION EVENINGS

Teachers will conduct parent information evenings at the beginning of each year. This is to inform parents of organisational matters, give an outline of the work for the year and the expectations of the students. Your attendance at these meetings is strongly encouraged.

PERSONAL GOALS – JOEYS, JUMP TO IT!!

Students are encouraged to strive for their personal best in all that they do and are constantly reminded to set personal goals to improve in all areas. In doing this we ask that the students reflect the pride they take in their work by always ensuring that their work is neat and presented to the best of their ability. Students are also encouraged to reflect on their performance in all aspects of school life including behaviour and to set goals for improvements where necessary.

POLICY

St Joseph's School Policies are located at the front office and on our website.

READING

Reading is a very important part of the whole learning experience at St Joseph's. As such, in addition to the regular reading program at school we have a home reading program for all grades.

All students will bring home books to read at home either with their parents / carers or independently depending on age and ability. The main focus of the Home Reading Program is for children to enjoy reading and to experience success. This will mean that students will bring home books below the level at which they might be assessed so as to increase the likelihood of experiencing success and to foster a love of reading.

RELIGIOUS EDUCATION

Our Religious Education program in the school supports parents in preparing their children for the sacraments. Children are eligible for Confirmation in Year Two, Penance and First Eucharist in Year Three.

All classes are taught the Religious Education Syllabus as provided by the Lismore Catholic Schools Office. We accept enrolments of non- Catholic Students however all students will be educated in Religious Education and participate in school masses and liturgies.

REPORTS AND PARENT/TEACHER INTERVIEWS

Written reports are sent home twice yearly, at the end of terms two and four. All students from Year 1 to Year 6 will be assessed using the A-E scale as required by the Australian Government.

At the end of term one Parent/Teacher Interviews are conducted to review your child's progress and set learning goals. A conference opportunity is also available towards the end of term four if requested by either the class teacher or parents.

Teachers are always available to discuss any issues or concerns that parents may have. A telephone call or email to discuss an issue or to make an appointment is all that is required. We also make ourselves available at the end of each school day.

SPORT AND PE

As well as weekly lessons in sport and PE many opportunities exist for our students to participate in a wide range of sporting activities. We have a regular swimming program and students participate in a variety of sporting clinics run by local, district and national sporting clubs and organisations.

Students at St Joseph's also have the opportunity to represent the school and the diocese in all winter and summer sports. We have swimming, athletics and cross country carnivals every year and students are selected from these to attend the Richmond Zone carnivals.

Physical activity and a healthy lifestyle are a focus at our school.

STUDENT LEADERSHIP

There are many opportunities for our students to act as leaders in our school. All Year six students will be members of the Schools Representative Council.

As leaders, Stage Three students may be required to:-

- Welcome visitors to the school
- Speak at School Assemblies and other special events
- Deliver a vote of thanks to visiting performers or speakers
- Raise and lower the flag each day
- Take responsibility for distributing and collecting sports equipment
- Represent the school at special occasions e.g. Anzac Day
- Set a good example for other students
- Collect, re-use, recycle and dispose of waste (bins, cans, cardboard, paper etc.)
- Promote the school in the wider community

- Assist younger students with altar serving and other church activities
- Assist the Principal and teachers as required
- Lead Peer group sessions with younger students on School Rules or Making Jesus Real topics.

Leadership skills are promoted from the time a student enters kindergarten whether in group work or class responsibilities. Making Jesus Real and Restorative Practice will assist both staff and students develop during their time at St Joseph's and the Year 6 Leaders will lead students through a peer support program encompassing these practices.

SUN SAFE POLICY

St Joseph's is a Sun Safe school and therefore we commit to the following Sun Safe practices:

No Hat - No Play

Children are required to wear our school approved hat at all times when outside. If they do not have their approved school hat, then they are to remain seated in the shade.

Sunscreen

Sunscreen is available at school for children's use. Children are encouraged to apply sunscreen before lunch and before sporting activities. If your child has an allergy to sunscreen please inform the Principal and class teacher.

During swimming season, if lessons occur during peak UV times, the children must use sunscreen and will be encouraged to wear a T-shirt or wet shirt.

SUPERVISION

During all school activities, every effort is made to ensure the safety of each child. Children play in areas where they are easily visible and teachers are vigilant in patrolling for any perceived dangers.

Students are supervised from 8:40 am to 3:15 pm. Parents who need to have their children at school outside of these hours would need to make suitable arrangements with the Principal.

Often, there will be a need for children to be in the library or a classroom during recess or lunch times. At these times a teacher will be present with the children. At no time are children allowed in classrooms without supervision.

THE SCHOOL DAY TIMES

8:55am		Morning bell – Crunch & Sip	
9.00am	-	10.45am	Morning session
10.45am	-	11:15am	First Lunch
11:15am	-	1.00pm	Middle session
1.00pm	-	1.30pm	Second Lunch
1:30pm	-	3.00pm	Afternoon session
3.00pm		Home Time	

TRANSPORT

Students travel to school either by walking, being dropped off by parents/carers, riding bikes or catching the bus. Free bus travel is available to eligible families and applications are to be made online at www.transportnsw.info/school-students.



UNIFORM POLICY

The wearing of correct school uniform is important to foster in children pride in their school and in their appearance. All uniform items, except shoes, are available through the school.

1. Boys Uniform

Red Polo Shirt (with embroidered school crest)
Navy shorts (with embroidered SJPC lettering)
Navy socks (short but above the ankle)
Navy Jumper
Navy Hat
Black shoes-Leather type or runners (no slip on canvas shoes)
Winter options (Not compulsory)-Navy track pants or long navy trousers.

2. Girls Uniform

Red Polo Shirt (with embroidered school crest)
Navy skort (with embroidered SJPC lettering)
Navy shorts (with embroidered SJPC lettering)
Navy socks (short but above the ankle)
Navy Jumper
Navy Hat
Black shoes-Leather type or runners (no slip on canvas shoes)
Winter options (Not compulsory)Navy; slacks, boot leg pants, leggings, stockings, track pants.

3. Jewellery

In keeping with WH&S Policies it is recommended that jewellery *not* be worn to school. However, the following items are deemed appropriate:

-Earrings-Sleepers or studs only.
-Rings-One signet ring
-Watch
-Necklaces-Only necklaces of special significance e.g. A cross given as a First Eucharist gift. These are to be worn under clothing so they do not get caught in something that could possibly cause harm to the child. It is highly recommended that these are not worn to school as necklaces can often break and become lost in the normal course of school life.

4. Hair

Hair is to be kept neat and tidy at all times.
Long hair (below the shoulders) is to be tied back while at school.
Items used to tie hair back should be in school colours and not excessive in number.
Temporary spray hair colours are not to be worn to school unless the express permission of the Principal is granted.

5. Nail polish

Nail polish is not to be worn to school.

All clothing must be labelled with the child's name.

ALL uniform items are able to be purchased from the School Office.