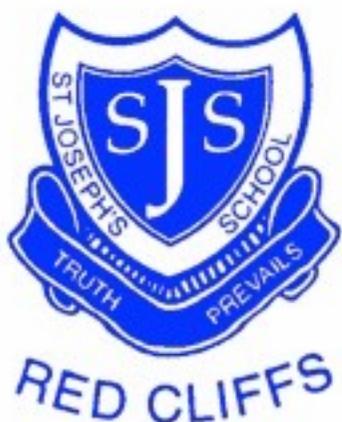


St. Joseph's Primary School

Red Cliffs

2019 Parent Information Book



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Please refer to the detailed Index (back page) if you’re hoping to find more specific information about a particular aspect of the school.

Section 1

Principal's Welcome

Dear Parents and Friends,

Firstly, welcome to St Joseph's Primary School.

St Joseph's Primary School in Red Cliffs strives to provide a high-quality academic, social, physical and religious education for approximately 90 children. St Joseph's has made many changes in recent times that is leading the school towards educational excellence and outstanding educational results.

St Joseph's Primary School is a vital part of St Joseph's parish community, as well as a significant presence in the local Red Cliffs community. As a welcoming school community, we provide an inclusive and safe environment focused on your child's wellbeing, achievement, challenges, creativity and enjoyment.

With highly qualified and caring staff committed to the practice and celebration of Christian values, St Joseph's provides religious education and opportunities for faith development in a community where prayer and sacramental celebrations are integral to life. Students are encouraged to engage in civic and public activities, involving community service and working for social justice.

We invite parents' engagement in their child's learning and to be involved in the school. Together we can create an effective learning environment and a climate of mutual respect. Communication and consultation on all matters is encouraged.

As a valued member of the school community, we encourage you to involve yourself in your child's education and our school community.

Yours sincerely,

Mark Gibson

Principal

St Joseph's Primary School



Section 2

St Joseph's: Context, History and Aspirations

St Joseph's has a rich history dating back to 1933 when it was founded by the Sisters of Mercy. Since then many children have been educated in an environment where they have been nurtured with strong Christian values based on the Gospels. As a school we recognise that every child is special and unique and we make every effort to cater for your child's individual learning needs.

VISION & MISSION



Our School Vision

As partners collaboratively educating our students to ensure they learn at high levels, we are inspired by Christ and our Catholic Faith & Tradition as we pursue fullness of life for all.

Our School Mission

Therefore, inspired by the Gospels we will:

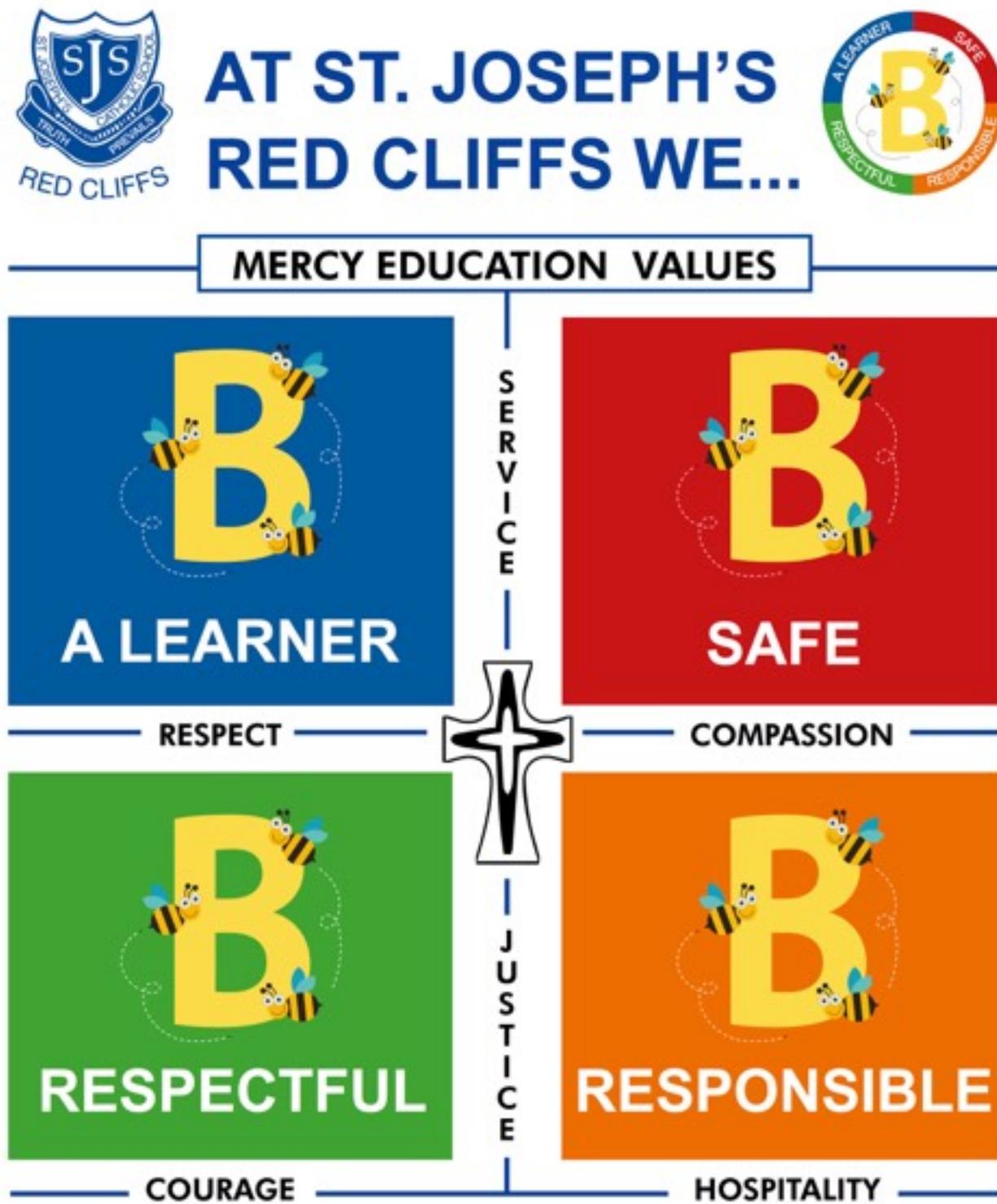
- Be a community inspired by Catholic faith and its traditions through the active living of the Gospel and by teaching for, and witnessing to justice, peace and ecological conversion.
(Catholic School Culture)
- Work in close partnership with families, parish and the wider community to enhance faith, student learning and wellbeing.
(Community Engagement)
- Be educators who effectively collaborate and work collegially to deliver high quality outcomes for all students and to build a positive culture with a clear sense of purpose and direction aligned with policies and protocols.
(Leadership and Stewardship)
- Be educators who work collaboratively and reflectively to educate the whole child to a high standard inspiring ALL to achieve as successful, life-long learners in an ever-changing world.
(Learning and Teaching)
- Sustain a safe, respectful, inclusive and positive educational environment that celebrates achievement and promotes dignity and self-responsibility for all.
(Wellbeing)

OUR SCHOOL RULES/VALUES

As a school we have adopted a unified set of beliefs and values. Our unified school beliefs and values are shown below.

Our beliefs form the basis of expectations/rules for behaviour in our school. These rules are posted throughout the school and children regularly learn how to follow these rules throughout their day at school. Our teachers are always looking out for students demonstrating positive behaviours related to our expectations/rules.

As a school we also adopt the Mercy Education Values. An education in the Mercy tradition invites us to take up a challenge - one that encourages us to develop fully our own God given talents. At the same time it enkindles within us a desire to assist others, so that they to 'may have life, and have it to the full.' (John 10:10)



That we "may have life, and have it to the full." Jn 10:10

CONTEXTUAL STATEMENT

St Joseph's Primary School Red Cliffs was founded over 80 years ago, with it staffed by Sisters of Mercy. When the school first commenced, Red Cliffs was a fast growing, newly established horticultural district for returned soldiers from World War 1. Since the school first opened in 1933, sisters, priests, lay teachers, parents, students and members of the St Joseph's Red Cliffs parish have worked tirelessly to develop the spacious four acres of land that the school is located on into an inspiring environment that celebrates faith, learning and life.

We have a current enrolment of 84 students. We have five multi-age classroom groupings. We have a predominantly Catholic enrolment with a range of other diverse religions represented. Our student population is drawn from a wide range of multicultural backgrounds, providing us with a rich experience of culture and tradition.

Children at St Joseph's are invited and supported to discover God's presence in their daily lives. Within a Gospel-centred environment, students are challenged and supported to understand themselves and the world in which they live through a worldview founded in Scripture and in the traditions of the Catholic community - its stories, its worship, its experiences and its teachings. Most importantly, we believe this Catholic education instills in young people the desire to make the world a better place.

St Joseph's has a close connection to the Parish Church and priest in residence, participating in school Masses and having each class lead a Parish Mass, which provides the students with the opportunity to further explore the traditions of the church. The children develop a sense of social justice through their participation in parish fundraising for Project Compassion and Children's Mission along with contributing to the St Vincent de Paul Winter Appeal.

Our highly qualified and caring teachers are committed to developing innovative teaching practices that develop skills within students to better prepare them for life and work in a contemporary world. We assist all students including children with additional learning needs to produce their best possible results. Students are encouraged to develop self-regulation in regard to their learning. The aim is to inspire them to become lifelong learners who seize any opportunity to make new discoveries about themselves as learners and about the world in which they live.



SCHOOL HISTORY

In the early 1930's Father Conway, Parish Priest of Mildura, made application to the Lands Department and the four acres of land on which the school is now sited was purchased. It was cleared of native bushland in preparation for the building of classrooms and the establishment areas.

On the 27th of April, 1933 St Joseph's Primary School, Red Cliffs began as St Joseph's Convent School, part of the Mildura Parish. It was administered and staffed by the Sisters of Mercy from Mildura.

Sister Mary Bernard Smith was Principal and there was an enrolment of nearly seventy pupils. These pupils, though mainly from Red Cliffs, included several from Cardross, Irymple South and Sunnycliffs.

The official opening took place on May 15th, 1933, and was conducted by Dr Foley, Bishop of Ballarat.

In 1953, Red Cliffs became a parish in its own right with Father Green as Parish Priest.

In 1964 our visionary parishioners established the Parish Scholarship Fund. This was dedicated to Father Green, our first Parish Priest and has been presented annually ever since. Any Baptised child from the Parish who has completed Grade Six, and who intends to further his or her studies at a Catholic Secondary school is eligible. Tests in Mathematics and English must be undertaken.

The original red brick construction of three spacious classrooms still provides two learning areas today and a library. However, the intervening folding doors have become permanent divisions with blackboards and display boards attached. Before these modifications, the folding doors would be retracted to open up a large hall-like area suitable for parish community activities and social functions.

As enrolments increased various buildings were added – in 1970 two brick classrooms were added, followed by a third and a portable classroom

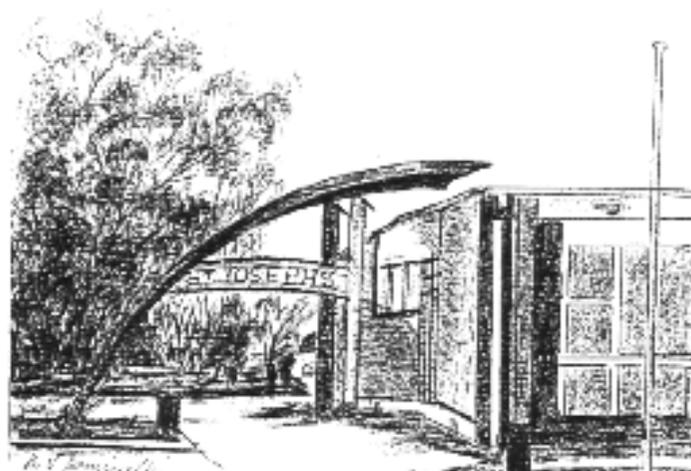
In 1990, application was made for Capital Funding to carry out a comprehensive refurbishment program. Funding became available for this project and work was completed. A Blessing and Opening of our refurbished buildings took place on September 11, 1994.

Following this, a major refurbishment of the old Parish tennis courts was undertaken.

Through the Commonwealth Government Building the Education Revolution program, we were able to officially open our project in April 2011. This involved building a new multipurpose hall, resurfacing the car park, installation of a new playground, upgrade of our irrigation system and removal of the portable.

In 2017 the Australian Department of Education and Training confirming that the delegate of the Australian Government had approved funding of \$920000 assistance to enable our school to undertake refurbishment of general learning and administration areas and associated spaces. This work commenced towards the end of the 2018 school year and is likely to be completed around July in 2019.

In 2018, our enrolments are 84 children, and our school is in a strong position to meet the needs of Catholic Education in Red Cliffs for a long time to come.



Section 3

Enrolment at St Joseph's



Thank you for considering St Joseph's for your child. All those involved in Catholic education understand that this is one of the most important decisions you will make as a parent. By choosing a Catholic school you will ensure that your child is educated in an environment where students are nurtured with strong Christian values based on the Gospels. Catholic schools recognise that every child is special and unique and make every effort to cater for your child's individual learning needs.

ENROLMENT AT ST JOSEPH'S

We believe that all children have the right to a Catholic education, and Catholic baptised children living in the parish of St Joseph's Red Cliffs, have the right to a place in our parish school. Our school is a Catholic school, but is open to all families. We welcome children from many different faith traditions and those who don't identify themselves with a religion, but are committed to the same values. The enrolment process of students for Prep which includes application and interviews, are usually held in third term. Positions are offered following the conclusion of this process. This is done by the Principal in accordance with Diocesan and local policy (available from the office at school). Enrolments for children who turn five years of age by 30 April of the year in which they start school, are welcomed. Enrolments will be accepted for all grades at the beginning and throughout the year in accordance with our enrolment policy.

ENROLLING IN THE SCHOOL

School office staff will provide you with the appropriate enrolment forms. The enrolment process will require particular information at the application stage and if the school offers you a place.

When you enrol your child, to meet school and government requirements, you will need to provide the school with the information outlined below:

- ◆ A completed enrolment form (obtained by the school)

- ◆ Evidence of your child's date of birth, e.g. birth certificate, passport
- ◆ Religious denomination
- ◆ Certificate of Baptism (and Reconciliation, Eucharist, Confirmation, if these sacraments have been completed)
- ◆ Names and addresses of the child and parents and/or guardians
- ◆ Parents' occupations and levels of education attained
- ◆ Parents telephone numbers (home, work, mobile)
- ◆ Specific residence arrangements
- ◆ Nationality and/or citizenship
- ◆ Information about the language(s) your child speaks and hears at home
- ◆ History statement from the Australian Immunisation Register (showing whether your child has been immunised against diphtheria, tetanus, polio, measles, mumps, rubella, whooping cough, and haemophilus influenza type B)
- ◆ Names of emergency contacts and their details
- ◆ Doctor's name and telephone number
- ◆ Medical information about your child (e.g. the child may suffer from asthma, diabetes, allergies, poor eyesight/hearing etc)
- ◆ Information on additional learning needs
- ◆ Parenting orders or arrangements.

ENROLMENT INTERVIEWS

Prior to enrollment a meeting occurs between the parents and the principal. In this meeting discussion occurs in relation to school fees, enrolment agreement, excursions and parent consent forms. For new Prep enrolments a meeting often also occurs at the same time with the student and a staff member from the school.

SCHOOL FEES

Refer to Section 8 of the booklet.

ORIENTATION

New Prep students will attend orientation sessions during term four prior to their commencement year to help ensure a smooth transition to school life. We also ask that those families make a number of informal visits to familiarise the new student with the physical layout of the school.

BUDDY PROGRAM

At St Joseph's we implement a "buddy program" where we assign Grade Six students to Prep students to help them in their transition to school life. The assigning and meeting of buddies occurs as part of the orientation program. Throughout the year, children have the opportunity to work together in multi-age groups and participate in special activities.



TRANSITION INTO PREP

St Joseph's runs an extensive transition program to help children transition into our school environment. This includes:

Music for Munchkins: St Joseph's has partnered with Music for Munchkins to deliver this free pre-school program in order to showcase the music program offered at the school and to help foster a love of creative arts in our future generations. If children are going to be enrolled or are considering St Joseph's as an option for their child this is a great way of assisting with transition into the school. This program starts in Term One and continues across Term Two. Times are 2.30pm-3.15pm on a Thursday. The program is open to all children in Sunraysia.



Flying Start Program: Across Term Three, St Joseph's Primary School conducts a Flying Start Program. This involves four 45 minute voluntary fun sessions to assist with transition into primary school. The sessions are available for children at a pre-school age and can be attended by children who plan to attend St Joseph's Primary School or are considering sending their children to our school. Each session will have a different focus such as Music, Reading, Art and Sport and will be taken by our qualified teachers. Sessions run from 2.20pm-3.20pm on a Thursday.

STARTING PRIMARY SCHOOL

Our teachers aim to create a safe and happy environment where your child is valued, affirmed and challenged.

Our Prep teachers will liaise with your child's kindergarten to help ease the transition to school. As a parent you can do much to help your child's transition to school and help make the first few weeks exciting and enjoyable for both you and your child. Learning to be independent is a most important aspect of readiness for school. Children who have developed independence are much more able to deal with the new demands that school life places on them.

Below is a brief list of things parents can do to help with the transition to Prep:

- ◆ Attend the school information sessions and tours
- ◆ Visit the school with your child to get familiar with the surroundings
- ◆ Talk to parents of children in the school
- ◆ Talk to the Prep teacher about your child's development, skills, strengths and interests
- ◆ Find out about our buddy system
- ◆ Encourage a daily routine with your child in readiness for school
- ◆ Interest your child in school and its activities, e.g. learning as fun, meeting new friends.

To help with the transition into school life and help avoid fatigue, Preps do not attend on a Wednesday (rest day) for the first 4 weeks of school. Any further 'rest days' are negotiated between the parent and class teacher.



Section 4

Our Curriculum - Your Child's Learning



The purpose of each Catholic primary school is to give your child a foundation of faith, values, knowledge, skills, and attitudes necessary for lifelong learning.

CONTEMPORARY LEARNING

At St Joseph's we strive to offer a contemporary approach to student learning. At St Joseph's, we:

- ◆ Aim to ensure all students will make progress and succeed
- ◆ Enable students to develop deep understandings about the world and how to operate effectively in that world
- ◆ Build capacity for lifelong learning
- ◆ Create flexible learning opportunities in response to different learning styles
- ◆ Encourage effective use of contemporary technology to develop learning and understanding
- ◆ Encourage learners to think and work creatively, explore and experiment, plan and reflect, communicate and collaborate
- ◆ Create learning opportunities in different environments within and beyond the classroom.
- ◆ Our school provides facilities that enable your child to use and develop his or her skills in various technologies, as well as to learn in engaging and effective ways.

OUR SCHOOL CURRICULUM

The curriculum at St Joseph's is planned carefully to ensure the development of the whole child, including intellectual, spiritual, physical, emotional and social dimensions.

The curriculum is based on the dignity of the human person, a culture of community and a commitment to social justice and service for the common good. It is designed to prepare students to be lifelong learners who can respond creatively to the challenges of the future, including rapid developments in science and technology, the environment, global activity and social change.

We meet the curriculum, assessment and reporting requirements set by Victorian government. This is now known as the Victorian Curriculum, and it identifies what is essential for all students to learn during the compulsory years of schooling (Prep to Year 10).

We use an integrated curriculum to structure the teaching and learning program. This helps students make meaningful links between different domains of study and supports the exploration of ideas and themes of study, particularly through the inquiry approach to learning.

RELIGIOUS EDUCATION

At St Joseph's we invite and support students to discover God's presence in their daily lives. Within a Gospel-centred environment students are challenged and supported to understand themselves and the world in which they live through a world view founded in Scripture and Catholic traditions.

Religious education is at the centre of the Catholic school curriculum and is reflected in our visible Catholic symbolic culture and active sacramental and liturgical practice. Our Diocesan AWAKENINGS document is used as a basis for the religious education curriculum and it aims to explore students' life experiences in the context of Church teachings and tradition. At St Joseph's participation in religious education is compulsory for all students.

ENGLISH (LITERACY)

Literacy learning is fundamental to your child's learning progress. At St Joseph's we devote a high level of resources to improve literacy learning and student achievement. Our school emphasises the importance of literacy development across all years of schooling, but especially in the first few years.

Teachers plan programs based on assessment of student literacy needs. Teachers across the school work together to tailor programs to meet the literacy needs of students as they progress through their schooling. At St Joseph's we have a very innovative Learning Support program that offers several early intervention programs for students who are identified as working below the expected standards in Literacy.

As a school we have a significant focus on the Oral Language Supporting Early Literacy (OLSEL) program that seeks to develop the oral language competence of students in the early years to facilitate early literacy development. The goal is to support teachers to effectively plan and implement strategies which specifically target the development of oral language skills.

MATHEMATICS

In mathematics learning your child is engaged in activities to learn ideas and develop skills in number and algebra, measurement and geometry, and statistics and probability. Teachers aim to develop fully the talents and capabilities of all students by providing a challenging curriculum that is comprehensive, balanced and student-centred. We use the "Stepping Stones" program to help deliver a comprehensive and well-researched numeracy curriculum. It equips teachers with everything they need to accommodate mixed abilities in the classroom.

Our mathematics program aims to increase performance in mathematics learning for all students. We constantly monitor student mathematical achievement and use results to plan for your child's learning needs.

Where necessary, students might be given opportunities to participate in specially designed intervention programs to consolidate basic understanding in mathematics.

SCIENCE

Science education provides a way of answering interesting and important questions about the world. The knowledge it produces has proved to be the basis for action in our personal, social and economic lives. Science is a dynamic, collaborative and creative human endeavour arising from our desire to make sense of our world through exploring the unknown, investigating universal mysteries, making predictions and solving problems. At St Joseph's we deliver our science curriculum through an integrated approach to the curriculum, which helps students make meaningful links between different domains of study and supports the exploration of ideas and themes.

HUMANITIES

The study of history, geography economics and business, and civics and citizenship gives students the opportunity to learn about people and their cultures and environments, in the past and the present. The humanities assist students to gain the knowledge, skills and attitudes to understand themselves and their world.

At St Joseph's your child will learn to plan, investigate and ask key questions, analyse data, form conclusions and present information in a variety of ways through integrated topics and projects.

ARTS

The Arts are a vital part of primary school experiences, allowing your child to express his/her emotions, individuality, imagination and creativity. At St Joseph's there are many opportunities for your child to participate in music, dance, drama and visual arts activities. We have a specialist Music teacher who conducts a one hour lesson with each class, weekly class assemblies and an annual end of year performance involving dance, drama and music. Through visual arts your child will be able to create artworks in different media, including painting, drawing, clay modelling, graphics programs, etc. There are opportunities for students to learn e.g. a musical instrument and/or participate in the school choir.

LANGUAGES

St Joseph's offers the opportunity for students in Grade Prep-6 to learn Italian as their Languages focus. The study of languages is an integral component of a broad and balanced education for all students. At a time of rapid globalisation, learning a language is more important than ever. In learning a language, students develop communication skills and knowledge and awareness of other cultures. They come to understand social, historical and family relationships and the culture of the people who speak the language studied.

HEALTH, PHYSICAL EDUCATION AND SPORT

St Joseph's promotes the development of a healthy lifestyle by providing a well-organised and active environment in which students can participate in a wide range of sports and physical activity. As well as improving fitness, participation in sport and physical education develops a sense of fair play, self-confidence and an ability to work with others as part of a team.

Physical education is timetabled for all students from Prep onwards with a specialist physical education teacher. Opportunities are provided for students to participate in a large range of sports at school, district, zone, state and national levels.

TECHNOLOGIES

Technologies ensures that all students benefit from learning about and working with the many forms of technologies that shape the world in which we live. This learning area encourages students to apply their

knowledge and practical skills, and other resources to create innovative solutions that meet current and future needs.

Supporting Technologies learning is assisted by easy access to a range of technological devices including iPads, laptops, smartboards and Apple TV's. All children have access to a personal iPad device from Grade Prep-6. These various technologies enable your child to learn in engaging and effective ways, and to become connected, inquiry-focused, self-directed learners who shape the world for the common good.



GENERAL CAPABILITIES AND VALUES

General capabilities and values are explicitly taught and developed in Catholic schools, supporting students to manage their own wellbeing, relate well to others and make informed decisions about their lives. Students develop as citizens who behave with ethical integrity, relate to and communicate across cultures, work for the common good and act with responsibility at local, regional and global levels. These general capabilities encompass the knowledge, skills, behaviours and dispositions that will assist them to live and work successfully in the twenty-first century.

STUDENT LEADERSHIP

Students at St Joseph's are encouraged to be involved in student leadership and in programs within their local community to encourage self-awareness and personal development.

St Joseph's has an extensive school leadership program. We have two school captains chosen from Grade 6 students and four house captains chosen from Grade 5 & 6 students. Our house captains are from the four houses: Jacaranda, Heath, Fitzroy and Erskine. Captains are elected by students from Grade 2 - 6 and teachers. Each class also has chosen from their classmates two students to be Student Representative Council (SRC) members.



These leaders have regular opportunities to meet as a student leadership group. Formal meetings and development opportunities are a part of our school leadership program, which is facilitated by our Community Engagement Leader and the Principal.

Opportunities also exist for students to informally take on Leadership roles within the school and wider local community.

PEER SUPPORT PROGRAMS

At St Joseph's we implement a "buddy program" where we assign Grade Six students to Prep students to help them in their transition to school life. Throughout the year, children have the opportunity to work together in multi-age groups that participate in special activities. This program has two main benefits; the older student learns to take on leadership and responsibility, while the younger student knows they have another student at school to whom they can turn to for assistance.

Section 5

Assessing and Reporting Your Child's Progress



Teachers at St Joseph's will continually observe and assess your child's learning in class. At different times a task or test may be set to gain a clearer idea of how well your child is understanding what has been taught. This important feedback assists the teacher to fine-tune teaching strategies for the individual student.

REPORTING/INTERVIEWS WITH PARENTS

Various opportunities are provided during the year to let you know your child's progress. You will receive two comprehensive written reports each year, and arrangements will be made for two formal interviews where you can discuss your child's progress with the teacher. In addition, you can always contact the school to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

NATIONAL ASSESSMENT PROGRAM – LITERACY AND NUMERACY (NAPLAN)

Students in Years 3 and 5 participate in the National Assessment Program – Literacy and Numeracy (NAPLAN), which tests literacy (reading, writing and language conventions) and numeracy skills. The results of these tests, in conjunction with a range of data from other assessment strategies and data collections, give you information on how your child is progressing and where they could benefit from greater challenges or extra help.

National assessment and reporting is the responsibility of the Australian Curriculum, Assessment and Reporting Authority (ACARA). In Victoria the NAPLAN is administered by the Victorian Curriculum and Assessment Authority (VCAA).

AUSTRALIAN CURRICULUM, ASSESSMENT AND REPORTING AUTHORITY (ACARA)

The Australian Curriculum, Assessment and Reporting Authority (ACARA) is responsible to all Australian Education Ministers for developing Australian curriculum, developing student assessment, including NAPLAN, and for reporting overall student and school performance. It manages the *My School* website, which provides information on all Australian schools.

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY (VCAA)

The Victorian Curriculum and Assessment Authority (VCAA) sets the guidelines for what students learn from Prep to Year 12 in all Victorian schools. The VCAA is responsible for the Victorian Curriculum and the, the Victorian Certificate of Education (VCE), the Victorian Certificate of Applied Learning (VCAL) and the National Assessment Program – Literacy and Numeracy (NAPLAN).



Section 6

Supporting Additional Learning Needs



St Joseph's assists students with additional learning needs by developing and implementing individual learning programs within the school.

LEARNING SUPPORT

At St Joseph's our Learning Support Program is based on the Response to Intervention (RtI) framework. Through RtI, we consistently use data to identify students at risk of poor learning and behavioural outcomes, monitor progress, provide research based interventions and adjust the intensity and nature of interventions depending on a student's responsiveness. This enables us to identify and provide for the needs of all students, particularly those with learning difficulties or disabilities.

We have a teacher designated to monitor and support our most at-risk children, in conjunction with our learning support officers, staff and families. Meetings for all involved are shared at the end of each term when our reviews and goal setting takes place.

SPECIALIST SUPPORT

If required, your child may access the services of:

- ◆ Psychologists
- ◆ Speech pathologists
- ◆ Visiting teachers (hearing impairment, vision impairment, physical/chronic health impairment)
- ◆ English as an Additional Language or Dialect (EAL/D)/New arrivals school advisors.

Information regarding the relevant referral process for these services is available from the school.

If the school believes your child would benefit from these services, the school will contact you and ask for your approval for the direct involvement of Student Services staff with your child.

STUDENTS WITH DISABILITIES PROGRAM

At St Joseph's we adopt the Students with Disabilities (SWD) Program to improve participation and learning outcomes, particularly in literacy and numeracy, of educationally disadvantaged students and students with a disability.

SPECIALISED THERAPY

If the need arises we can work in collaboration with specialised organisations in developing learning programs for students with special needs and these are tailored to meet the requirements of the individual student. For example, full-time students who have a physical or complex disabilities and require physiotherapy and/or occupational therapy as an integral component of their school program may be referred for specialised therapy. Programs by Yooralla and Scope Victoria are available.

GIFTED STUDENTS

St Joseph's makes provision for high-achieving and gifted students in a variety of ways. The Catholic Education Office in each diocese offers educational consultancy and access to resources which assist schools in identifying gifted students, assessing specific needs, and making appropriate programming recommendations to school staff.



Section 7

Your Child's Health, Wellbeing and Safety



Children thrive in school when they feel happy, confident and secure. Your child's wellbeing is our first priority.

PASTORAL CARE

Our learning support, wellbeing and behaviour management plans and protocols at St Joseph's outline expectations and responsibilities that promote mutual care, acceptance, courtesy and respect. They provide insights into personal decision making and foster the development of positive social skills.

We work with parents to provide every possible assistance and support for the wellbeing of all children in our care within the Australian Government's National Safe Schools Framework (NSSF).

We have anti-bullying policies and strategies for dealing with serious incidents, based on government requirements and the Pastoral Care policy of the school. We have appointed a dedicated Unit Leader in both the junior and senior unit and a Pastoral Care Worker to work with our teachers, Principal and other teaching staff to promote wellbeing and support services.

BEHAVIOUR MANAGEMENT

Student behaviour management policies assist and procedures at St Joseph's seek to protect personal and school community safety, heal destructive behaviours, restore relationships, encourage reconciliation, enhance wellbeing, foster responsibility, enable personal growth, and promote the common good (Adapted from the CEOB Whole School Behaviour guidelines document).

Below is some more detail on some of our common approaches to behaviour management.

Positive Behaviour Support

At St Joseph's we believe it is important to teach students the expected behaviours within our school. To do this we use the School-wide Positive Behaviour Support (SWPBS) program. Through this program we introduce, model and reinforce positive social behaviours related to our four unified school beliefs:

- ◆ Be a Learner
- ◆ Be Safe
- ◆ Be Respectful
- ◆ Be Responsible

When teachers recognise positive behaviour they acknowledge the behaviour with the student. The student may receive a bee token. The behaviour is then documented on the customizable classroom management app Class Dojo that can provide feedback for positive behaviour. This process promotes a proactive approach of teaching behavioural expectations and rewarding students for following them rather than waiting for a misbehaviour to occur before responding. The purpose of this approach is to establish a school climate in which appropriate behaviour is the norm for all students. Major and minor offences are documented in a school data system so that we can look for trends and areas that may need to be addressed. Serious behavioural offences are documented on the Student Behaviour component of our student management system, SIMON.

Restorative Practices

At St Joseph's we use the whole school approach of Restorative Practices. The philosophy of Restorative Practices informs a positive and formative approach to student behaviour management, and is recommended for Catholic schools. A commitment to Restorative Practices has as its aim the promotion of resilience in the one harmed and the one causing harm. Restorative measures help students learn from their mistakes, grow in self-discipline, take responsibility for their actions, recognise the impact of their actions on others, and reconcile and resolve conflict with others.

Behaviour Support Plan

If a student is regularly having difficulty regulating their behaviour or if the behaviour has become more serious in nature, a Behaviour Support Plan will be written and implemented by those having the greatest knowledge and responsibility for the students' educational future.

The focus of this plan will be to identify the behaviour and its cause and to consider revised pedagogy, classroom learning interventions and/or the provision of small group/individual support, in order to modify the student's behaviour.

ACCIDENT RECORDS

Our staff record any accident and its treatment in a First Aid Report book and send a duplicate copy home to the parents. Any necessary and appropriate follow up procedures are implemented.

CHILD SAFETY LAWS

The Victorian government has minimum Child-Safe Standards by law to ensure organisations providing services for children and young people create child safe environments. The intention of these new Child-Safe Standards is to make organisations, including schools, consider and address child-abuse situations and risks in an integrated and proactive fashion. St Joseph's are required to comply with these standards as part of their registration requirements and our policies and procedures are aligned to ensure we are meeting the standards required of us to provide a safe school for your child to attend. We have an appointed Child-Protection Officer who has a designated responsibility for leading the development of a culture of child safety. This staff member is Janice Divola. St Joseph's is a Child Safe School.

As part of the Child Safe Standards all volunteers working with the school are required to have a Working With Children Check and undergo induction training where volunteers need to sign a Child Safety Code of Conduct and Volunteer Duty Statement. The school will continue to provide this training in 2018.

BREAKFAST CLUB

Each morning from 8:15, children and parents are invited to attend the Breakfast Club in the Lunch Shed. Volunteers from the school community provide a nutritious breakfast. The purpose of this meal is to promote healthy eating in a social context. Parents are invited to assist. Please see our co-ordinator.

CYBER SAFETY

Being a school that takes pride in readying students for a technology-rich society, St Joseph's Primary School recognises the importance of teaching children to develop Cyber Smart practices from the minute they begin schooling. As such, we recommend that parents too familiarise themselves with practices that are safe, secure and conducive to a safe online environment. This will ensure that education of cyber safe practices is consistent between school and home life; which is essential for consolidation of understanding and skills. At times as a school we offer Cybersafety parent information sessions that we encourage families to attend.

DAILY HEALTH

If your child shows any signs of illness you should keep him or her at home, both for individual recovery and the protection of other children and staff at school. Our policy is that a child who is well enough to come to school is well enough to attend all lessons and outside break time activities; parents should not, therefore, request that students be allowed to stay in at breaks.

The Sick Bay is located near the Administration office. Staff deal with minor injuries, and if necessary you will be informed of the circumstances and advised of any treatment or recommendation. When, in the opinion of the treating staff member, a child is not well enough to remain at school the parent (or listed emergency contact if required) will be contacted and asked to collect the child.

First aid kits are maintained and taken on school excursions.

DRINKS AND HEALTHY LIFESTYLE

Bubblers are located at various places around the outside of school buildings. Students are encouraged to bring refillable water bottles to school. Students must drink plenty of water in this climate, particularly if they have been doing a lot of physical exercise. Please do not send any drinks which are highly sugared or caffeinated.

St Joseph's addresses one of Australia's growing health problems, obesity, through various curriculum and practical initiatives. To assist learning we encourage healthy eating and being active. As a parent, you have an important role to play in helping to ensure your child receives a consistent message about healthy eating and being active. For useful ideas and more information about healthy eating and physical activities, see www.betterhealth.vic.gov.au

EMERGENCIES

In cases of emergency or ill health, the school will immediately contact you so you can collect your child or approve the appropriate medical attention. It is important to ensure that your contact details are up to date.

FAMILY CONTACT INFORMATION

It is essential that our family information records are up to date, especially in the case of an emergency. Please contact the school promptly and advise us of any change of address, phone number, doctor, doctor's phone number, medical information and your nominated emergency contact for your child(ren).

FIRE AND EMERGENCY PROCEDURES

St Joseph's has an Emergency Management Plan which is reviewed annually. In the event of an emergency or drill, staff will direct the students in accordance with the plan.

There are procedures in place for all on site at the school including a designated assembly areas. All visitors to the school must comply with directions given.

HEAD LICE

These unwelcome little visitors sometimes find their way to school and require constant vigilance and attention. Please notify the school in the event of discovery so that we can take precautions. On initial discovery at school, our home/school liaison officer will contact parents to collect the child as soon as possible. A standard letter will be issued to the parent outlining the procedure for re-admission of the child to class. Head lice checks/clearances are conducted by specifically trained members of staff.

Throughout your child's schooling, the school does arrange head lice inspections of students as the management works best when all children are involved in our screening program. The school is aware that head lice can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation.

INFECTIOUS DISEASES

If a student is diagnosed as having an infectious disease, he or she must stay at home until free from the disease or as indicated in Schedule 7 Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009). A copy can be viewed at <http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp> or a copy can be collected from the administration/office.

The school should be notified of the reason and duration of absence. Before returning to school, the student should produce a medical certificate to clarify his or her condition.

The school will follow the government prescribed protocols for notification and/or exclusion of students.



MEDICATION

Students with a diagnosed condition requiring management & medication (e.g. asthma, anaphylaxis, diabetes, allergic reaction etc) must provide a completed Management Plan together with a clearly marked supply of medication & administration devices. These are stored in the Sick Bay and are taken with the students on excursions unless specifically advised in excursion notice (eg overnight camps). To ensure clarity between the school and parents a 'Risk Minimisation Plan' is developed. This looks at how risk factors can be minimised, prepare for how medication or monitoring occurs and to understand the role of parents and staff.

Students requiring regular administration of medication must have a completed "Medication Form" at the office, together with a supply of clearly labelled medication. This is clearly labelled and stored in the Sick Bay. Non-prescribed oral medications (e.g. headache tablets) will not be administered by school staff.

If students need to take prescribed medicine while in school, parents must provide the medicine (in original packaging) together with written details as follows: student's name and class; reason for medication; name of medicine; dosage; time; and parent's signature. All medication must be kept in the Sick Bay. Parents are to bring the medication to school to have stored in the office and inform the respective class teacher.

SNACKS/LUNCHES

We encourage children to make healthy choices for food. Please attempt to not send any foods which are highly sugared or extremely unhealthy e.g. hot chips or fast food.

Anaphylaxis/Food Allergies

Rather than having a blanket ban on certain foods, we work on educating the students about the correct care of individuals foods, non-sharing of foods, washing of hands after eating and making students aware of specific needs and allergies of other students.

SUNSMART

St Joseph's is a Sun Smart school. The school has a "no hat, no play" policy from September 1st to 1st May. Children are to wear the uniform hats. Sunscreen is also provided within the lunch shed.

WELLBEING SUPPORT

Our school has access to a wide range of student wellbeing support in areas which include:

- ◆ child protection
- ◆ student health services
- ◆ personal development
- ◆ safety
- ◆ resilience and mental health
- ◆ behaviour management
- ◆ anti-bullying education
- ◆ drug education.



Section 8

Parents and School - Working Together



St Joseph's welcomes opportunities to work with you in educating your child. The partnership between you and the school, especially your child's teachers, is crucial to ensuring that your child has the best opportunity to enjoy the school experience and to learn effectively.

PARENT PARTICIPATION

St Joseph's is committed to developing and maintaining opportunities for parent and community participation in the education of their children. It is widely acknowledged that children learn better when their parents are involved positively in the school. As a parent you can share your own knowledge and skills at all levels to assist your child's learning, to support the school's goals and to promote the principles of Catholic education.

There are many ways in which parents and schools can work together to improve the educational experience and outcomes for your children. You can help your child in many areas of school life, as suggested in the list below:

Faith development

- ◆ Attend school and parish liturgies and Masses, sacramental education and faith development evenings
- ◆ Participate in and discuss religious education learning activities and social justice initiatives

Learning

- ◆ Volunteering to help out in a classroom, on excursions and with special classroom events and sporting events
- ◆ Encourage your child to take increasing responsibility for his/her learning and organisational skills
- ◆ Discuss your child's school work and progress with him/her
- ◆ Contact the relevant teacher to discuss any problems your child is having with his/her classwork or homework
- ◆ Encourage reading by setting an example – reading yourself
- ◆ Read to your child and listen to your child's reading
- ◆ Discuss your child's response to the texts and ask to see work s/he completes on these texts.

Wellbeing

- ◆ Encourage healthy eating, sufficient sleep and regular physical activity
- ◆ Encourage positive attitudes, values and behaviours like courtesy, confidence, persistence, and doing your best
- ◆ Celebrate your child's successes
- ◆ Help your child balance the amount of time spent completing homework, watching television, playing computer games and engaging in other leisure or recreational activities.

School activities

- ◆ Attend school events, displays or productions in which your child is involved
- ◆ Become actively involved in school community activities such as the School Advisory Council, parent groups, parent education programs, etc
- ◆ Volunteering to help out with school events/fundraisers, sporting events, attending parent/teacher interviews and parent evenings

YOUR CHILD'S PROGRESS

Our schools welcome opportunities to communicate with you about your child's progress, to enable you to:

- ◆ Assist with your child's progress
- ◆ See examples of work
- ◆ Develop a relationship with your child's teachers.
- ◆ There are formal occasions for this, both face-to-face and in writing. You are welcome to make appointments at other mutually convenient times to discuss any concerns.

SCHOOL ADVISORY COUNCIL (SAC)

The St Joseph's School Advisory Council is one way parents can become involved in trying to enhance the education of all children. It is an advisory body of the school that brings together priests, the Principal, staff and parents in a spirit of collaboration to realise the school's vision and achieve its educational aims. The School Advisory Council may provide advice in areas such as school improvement and the development of policy.

The names of current members are placed on the office foyer notice board. If you have concerns, or ideas for school improvement, please feel free to contact a council member and have him/her represent your views at a meeting. The council meets on six occasions across the year usually on the last Tuesday of most months at 7 pm in the school hall meeting room.

The Annual General Meeting is held in October each year to which all parents are invited to attend. You may wish to make yourself available for election as a parent representative on the School Advisory Council prior to this meeting.

COMMUNITY CLUB

Our Community Club is an organisation that offers opportunities to gather and become involved in the life of the school. All families belong to the 'Community Club' and are most welcome to have input into school activities, and to enjoy the friendship that is offered.

The Community Club group provides support for the school in areas such as:

Social functions for the school community

Each year the school will conduct various social events. Some of these events will include Book Week Disco, Mothers' and Father's Day Breakfast and Social Get Togethers. Members of our school community will be sought to form the organising committee for these events as a sub-committee of our Community Club.

Fundraising for particular needs in the school

The Community Club will conduct a number of fundraising ventures throughout the year to meet our local contribution targets and to implement specific educational needs of the school. Some of these ventures include Continuous Raffle, Mothers' and Fathers' Day Stall, Major Raffle, Trivia Night, Catering, Book Week Disco and several social gatherings. For these events we have coordinators who work with a band of volunteers who are willing to assist with that event. This small group will meet when organised and will work together to plan and conduct the event.

All fundraising in 2018 will go towards the building of our new nature based playground that we hope to start this year.

PARENT INFORMATION EVENINGS

These are held when needed. They cover a wide range of topics and are not restricted to curriculum. They are advertised through the school newsletter.

COMMUNICATION WITH TEACHERS

Contact with your child's teacher is welcomed. However, it may not always be possible for teachers to meet immediately as responsibility for the students takes priority. Teachers are usually available to discuss minor issues from 8.40am-8.50am and after school from 3.20pm. Otherwise, the



teacher will make a mutually convenient time to meet as soon as practicable. Communication via email is strongly encouraged. All staff members have an email address which is usually their first initial followed by surname @sjredcliffs.catholic.edu.au (eg asmith@sjredcliffs.catholic.edu.au).

CLASS DOJO

As a school we use Class Dojo to promote communication between home and school. ClassDojo allows teachers to provide immediate behavioral feedback to their students using their classroom computer, a tablet, or mobile phone. Teachers can also communicate with parents about student progress and classroom news directly through the ClassDojo app. This classroom management app is offered for both Apple and Android devices. Teachers, parents, and students can access this application at no cost.

Please see your child's class teacher for a code to access your child's account.

SEESAW

As a school we use Seesaw to communicate student achievement and to share some tasks completed by students at school. This will allow for a more ongoing opportunity for parents to see work that children are doing in class and to provide constructive feedback to their child to motivate them with their learning. Seesaw can be accessed on smartphones and digital devices. Teachers, parents, and students can access this program at no cost.

Please see your child's class teacher for a code to access your child's account.

SCHOOLBAG APP

The school has a mobile App to communicate directly to both parents and students. It works through both smart phones and devices (such as iPads, Windows and Android Tablets). It can send free push notifications, has a school calendar, stores old newsletters and can also store documents parents might wish to access. Parents can also inform the school of child absences or change of address information. Information on how to download this App can be collected from the office/administration foyer.

The Skoolbag School Mobile App is very flexible to allow schools to create their own customised content and provides a great alternative to school SMS alerts by using Free Push Alert Notifications directly to parent smartphones.

ST JOSEPH'S PRIMARY SCHOOL OFFICIAL FACEBOOK PAGE

St Joseph's Primary School has an official Facebook page to keep parents/caregivers up to date with what's happening in our school. A moderator controls this page. This person will review the content before it is posted. This means that there may be a delay on any post appearing on the page, to give this moderator adequate time to review it. Please be aware of this if posting an urgent request or question, and remember that other, more immediate, avenues of communication also exist for such occasions.



Section 9

Supporting Parents - Access and affordability



Attending St Joseph's like any other school does come at a cost for parents. School fees, uniforms and other compulsory charges are required but every effort is made to make attending St Joseph's affordable and accessible for all families. St Joseph's is strongly committed to the principles of social justice and the dignity of the human person. We make it a priority, therefore, to create an environment in which all parents and families feel welcomed, valued and supported.

SCHOOL FEES

The setting of fee levels and other compulsory charges in Catholic primary schools is the responsibility of the individual school, taking into account the allocation of government funds. Our School, while funded substantially by the Commonwealth and State Governments is also expected to raise approximately 25% of funds locally. As the Governments increase their subsidies to meet with inflation they expect us to do the same. Below is a list of the various ways we make up our local contribution (a copy of the current fee amounts can be collected from the School Office):

Curriculum Levy

A Curriculum Levy is charged annually, per student, at the beginning of the year to cover the items your child will be using at school during the course of the year. (Covers all student's requisites, levies for art, language, sport, reading, social studies, excursions, visiting performers, audio visual, reference books, duplicating costs, teaching requisites, computer software etc.). Our Curriculum Levy is broken into three areas including:

- ◆ Classroom Levy
- ◆ Excursion Levy
- ◆ Swimming Levy

Items **not** included are School Camps and Fundraising activities for Missions and charities.

School Fee

A School Fee is charged annually per family, and it assists with the general running costs of the school.

Capital Works Fee

A Capital Fee is charged annually per family. Income raised is for capital projects - new buildings, major renovations and maintenance, major equipment purchases etc.

SCHOOL FEE PAYMENT

As a school we have a number of methods for paying fees to reduce any financial burden and assist financial planning. Fees may be paid by cash, cheque, EFTPOS, direct debit, direct credit and Centrepay. This can be on a yearly, monthly or fortnightly basis. Your preference is to be indicated on the "School Fee Commitment" form which is completed annually by parents.

FAMILY FEE ASSISTANCE

The Catholic Diocese of Ballarat introduced the Family Fee Assistance Scheme to provide fee relief to families eligible under Camps, Sports and Excursion Fund (CSEF) from the Victorian Government. and families who may experience financial difficulty. Application forms need to be completed at beginning of school year

ALLOWANCES

Governments have several allowances available to help offset costs for education in Catholic Schools. These Government Allowances are available to those who satisfy the eligibility criteria. Application forms and information are available from the Administration office and should be completed in the first week of Term 1.

Camps Sport's and Excursion Fund (CSEF)

If you have a child under 16 years of age and receive an eligible Centrelink benefit along with a health care or pension card, you may be eligible for the Camps, Sports and Excursion Fund (CSEF) from the Victorian Government. This allowance is provided to assist low-income families with the cost of school trips and sporting trips. The school receives \$125 per child for those eligible and this is used to help offset costs associated with our excursion and swimming levy. Money left over is applied to reduce school camp costs.

Conveyance Allowance (Victorian Residents)

All pupils who live 4.8 km (3 miles) or more (in Victoria), by the shortest route and attend the nearest Catholic school may be eligible for a travel allowance. For more information please contact the office.

Opening the Doors Foundation

The Opening the Doors Foundation addresses the severe educational disadvantages still being experienced by many Aboriginal and Torres Strait Islander families, by providing assistance so that they are able to choose and successfully maintain a positive educational environment for their children. The foundation helps cover the costs associated with schooling, costs not otherwise funded from government or other educational funding sources, such as school uniforms, books, school camps and other associated costs. The student must be of Aboriginal or Torres Strait Islander descent and supply a 'Confirmation of Aboriginality'.

SCHOOL BASED SUPPORT FOR FEES

If you have any concerns regarding payment of school fees or charges, you are encouraged to discuss these at any time with the principal. Where appropriate you will be able to make alternative arrangements to pay the fees. It is not helpful to ignore notices of request for payment.

SCHOOL UNIFORM

Summer Uniform



Winter Uniform



Sports Uniform



UNIFORM POLICY

It is the policy of the school that children are required to wear a school uniform. Decisions in regards to our uniform have been made in the past to make sure it is serviceable, practical and affordable.

It is our intention that the wearing of the school uniform will:

- ◆ Provide an economical and neat mode of dress for the children at our school.
- ◆ Promote the identity of our school.
- ◆ Help develop in children a sense of ownership and belonging in regard to the school.
- ◆ Reduce unfair competition and discrimination arising from the ever-changing world of fashion.

It is therefore the responsibility of the parents to ensure, to the best of their ability, that their children come to school wearing the correct uniform. If for some reason, particular items are not available on a given day, a note should be sent with the child. This will eliminate any misunderstanding.

It is the responsibility of our entire school community to ensure that the uniform regulations are enforced. However, understanding and compassion will be exercised when appropriate. Our Home/School Liaison Officer has additional items of school uniform that at times will be provided to students who for some reason or another are unable to access the correct uniform.

The School Advisory Council have the task of recommending what the uniform is to be and any changes. Final ratification will be the responsibility of our Canonical Administrator.

General Appearance

The school uniform is the public face of the school. It is expected that the children will take pride in their general appearance and wear the uniform in full, in a respectful and acceptable manner according to the school's expectations.

Physical Education Uniform Days

Early in the year, parents are notified of the day children will be required to wear their physical education uniform. On this day the children wear their physical education uniforms to and from school. On occasions children might also be requested to wear their sports uniform for sports days and special occasions.

Winter/Summer Uniform Days

On days other than Sport or Physical Education the children can make a personal preference between wearing their summer or winter uniform. Children/families are encouraged to dress appropriately for the weather conditions but it won't be strictly enforced. Children might be requested to wear a specific uniform for special occasions.

School Hats

It is school policy that hats should be worn from September 1st until May 1st whenever the children are outside. Outside these times the wearing of a school hat is optional, but encouraged if the weather is warm.

Shoes

Parents are asked to give special attention to the shoes children wear to school. The uniform regulations specify plain black shoes. There are many styles on the market that fit this description. However, parents are urged to avoid shoes that feature coloured stripes, logos or any other coloured decoration. Unless specifically authorised, (e.g. on physical education days) sneakers are not to be worn to or from school.

Socks

Specific attention is also drawn to the colour of the socks to be worn as part of the general uniform: white for girls, grey for boys. White sports socks are to be worn as part of the physical education uniform.

Hair Styles, Jewellery, Nail Polish and Make-Up

The children's hair is to be worn in a neat and tidy style. Children with longer hair are to wear it tied back or "up" in a pony tail, plait or some other suitable style.

Hair ribbons, scrunchies etc. are to be of the predominant school colours of either white, royal or navy blue.

Jewellery is not considered part of the St Joseph's dress code and generally is not to be worn with the school uniform. However the following exceptions apply:

a) If your child has pierced ears:

- ◆ Plain studs only (nothing that glitters or dangles)
- ◆ Only one stud per ear in the ear lobe
- ◆ No other "body piercing" adornments are permitted

b) Watches may be worn. Care must be taken to ensure that these are worn in such a way as to be safe when the children are playing.

Nail polish and make-up are not permitted as part of the school uniform

School Uniform Purchase

School uniforms can be purchased directly from the office on a Tuesday from 8.30am-9am and on Fridays from 2.30pm-3pm. At this time uniforms can be tried for correct sizing. At other times, order forms are available from the Office. Orders need to be paid before collection.

School Bags/Library

School bags and Library Bags with the school emblem printed on them are available for purchase from the Uniform Shop but are **not compulsory**.

Naming Clothing

Parents are requested to ensure that all items of clothing are clearly named, particularly hats and jumpers.

Section 10

General Information



Like any school, St Joseph's has a number of special programs, policies and procedures. This section will give information on some of these areas that have not been previously covered in this booklet. Generally these decisions have been made to give every child the best opportunities to enjoy the school experience and to learn effectively.

1:1 IPAD PROGRAM (GRADE PREP-6)

St Joseph's has an innovative '1:1 Technology Program' where all children from Grade Prep-Six receive their own iPad. Each student uses this device equipped with educational Apps. Learning in a 1 to 1 environment can open up new possibilities for learning and make it easier to exploit existing learning opportunities. We have the power to motivate students and bring education to life with a more engaging and interactive curriculum.

ACCEPTABLE USE OF ICT

Students will have access to the school's Information & Communication Technology (ICT) in accordance with the school's Acceptable Use of ICT Policy. This may include, but is not limited to: the internet, digital camera, flip camera, webcam, desktop, iPad, iPod. To help ensure responsible & productive use it is essential that students and their parents are aware of, and agree to, conditions of use as defined in the Acceptable Use of ICT Student & Parent Declaration. Students must have a valid, signed declaration to be able to access ICT at St Joseph's.

ATTENDANCE AND ABSENCES

Students are expected to attend school every day unless there is a reasonable excuse for non-attendance. Direct parent notification is required to explain student absences; this can occur in the form of a written

note, personal contact, email or the absence e-form on the 'Skoolbag App'. Unexplained absences will be followed up by the school with a text on the same day, as soon as is practicable.

If an occasional dental/doctor's appointment seems necessary during school hours, the student will need to be signed out at the student attendance kiosk in the Office.

In cases of illness, or accident, if other than minor, the student will be sent home in the company of a parent, the nominated emergency contact or a responsible school person. Usually, every effort will be made to contact the parents.

No student may leave the school grounds during the school day without a parent or guardian. All parents are required to report to the administration office to sign your child in or out between 9am and 3:20pm. A student will be released from the school only to parents or authorised persons.

AFTER SCHOOL CARE

Care can be sought independently by families. One well-accessed program is the Red Cliffs Primary School After School Care program. For bookings or information please contact the Red Cliffs Primary School Office on 5024 1044. Families need to arrange transportation for the children.

ACADEMIC SUPPLIES

Students are supplied with materials and supplies needed. The cost is included in the Student Levy component of fees. If class texts are lost or damaged, the school will require payment for replacement.

ASSEMBLIES

Whole school assemblies are generally held at 2.50pm on Friday afternoons in the 'Hall'. (Notification of changes of times/dates will be put in the Weekly School Newsletter). Classes have the opportunity to present at assemblies on occasions. This gives the students the opportunity to celebrate their achievements as a class group and for them to experience performing in front of an audience. Parents are welcome to attend. Classes present in the early stages of the assembly so please arrive early.

BIKES/SCOOTERS

The children are able to ride their bikes/scooters to school. However, the school endorses VIC ROADS recommendations that children younger than twelve years and any accompanying adults are permitted to ride on the footpath giving way to pedestrians. During the day, bikes/scooters are to be "parked" in the school's bike rack. However, be advised that the school cannot guarantee the bikes'/scooters' security. All bikes and scooters left in the bike yard **MUST** be secured to the rack with a chain and lock.

Bicycles and scooters must be put in the racks. Students with bicycles, scooters, skateboards etc. must walk (ie not ride) when inside the school grounds. Students must wear an approved bicycle helmet when riding to and from school for their own personal safety.



BIRTHDAYS

Please contact the classroom teacher if you wish to bring a birthday treat to be shared with the class for your child's birthday. Teachers will consider any known allergies of students and a clear list of ingredients must be provided. All treats should be capable of being easily served and consumed at school.

BOOK CLUB

Throughout the year children have the opportunity to purchase books through Scholastic Book Club, of which the children are given a preview / order sheet. The date of return for any orders is placed in the Newsletter.

CALENDAR

The school calendar may be viewed on the school website or 'Skoolbag App'. Upcoming events are also listed in the school newsletter. Any changes to the calendar are reflected in these locations.



CAMPS/EXCURSIONS

The School Camps and excursions are regarded as an essential part of the school's Outdoor Education Program. During the year the children are involved in camps and one day excursions in the local area. The following is the annual progression of activities in our Outdoor Education Programme:

NB: We are ever conscious of the cost of camps and excursions and ask that any family who is burdened by the cost of these activities, contact the Principal to discuss the matter rather than deny their child the opportunities that other children have.

CANTEEN AND SCHOOL LUNCHES

The children are able to order their lunch from Sunnycliffs Store on Monday and Friday. Price lists are available from the office and on the 'School App'. Please ensure that orders and money are sent along in a **brown** paper bag or **envelope**.

Grade Level	Camp/Excursion
Prep Children	Excursion, dinner and activities at school
Year One	Excursion, dinner and activities at school
Year Two	A one night sleepover at school with local history excursions.
Year Three	A one night sleepover at school with local history excursions.
Year Four	Camp rotation between Luke Cullulleraine, Adelaide and Ballarat.
Year Five	Camp rotation between Luke Cullulleraine, Adelaide and Ballarat.
Year Six	Camp rotation between Luke Cullulleraine, Adelaide and Ballarat.

If you are bringing your child's lunch to school, please bring the lunch into the school and give it to your child. The children are not permitted to wait at the school gates or on the school nature strip.

The Community Club organise lunch days from time to time. When these are held, prior notification is sent through the Newsletter.

CASUAL CLOTHES DAYS

Throughout the year we may have occasions where the students are permitted to wear clothing other than their school uniform. Examples include casual clothes day, theme days (i.e. book characters, St. Patrick's Day). Also, at times, a small donation is asked from the students, which goes towards a special cause e.g. Missions. There will be notification of these special days in the newsletter.

CHOIR

St Joseph's has a Junior (Prep-2) and Senior (Grade 3-6) Choir. The choir provides the children with an opportunity to learn a variety of songs and perform in public. Each year the choir participates in a number of public performances and school events. They also join with choirs from other schools to perform at the Mildura Eisteddfod.

ELECTRONIC DEVICES

If students must have an electronic device (eg mobile phone, MP3 player etc) for use before/after school they must hand them into the office before school and collect at the end of the day.

GRIEVANCES

The school should always be your first point of contact if you have a complaint. The school endeavours to ensure that all complaints are managed and resolved fairly and timely. The school has a Complaints and Grievances Policy that can be located on the school's website. A brief summary of our complaints procedure if you have concerns in relation to your child is outlined below:

1. Write a note to the relevant teacher (usually class teacher). Contact informations should be included so that they can follow up with you outside of classroom times.
2. A meeting will be arranged that is convenient for both parties.
3. The teacher with others who may be involved will attempt to resolve or address your concerns. Remember that issues may not be resolved to your complete satisfaction.
4. If the issue is not resolved after talking to the relevant teacher you can ask to talk to the Principal.

If the matter is not resolved satisfactorily after discussing your concern with the school, you may wish to read the complaints policy for your diocese to see what options are available. This would be available on the Catholic Education Office Ballarat website.

HOMEWORK

It is the policy of this school that homework forms a part of our School Curriculum. Such activity should:

- ◆ Support and extend classroom learning.
- ◆ Assist in developing positive study habits.
- ◆ Develop responsibility for self-learning.

The following is a guide to the amount of time that might be given to reading and other homework tasks:

Activities considered suitable for work at home would include the following:

- ◆ Reading
- ◆ Work not completed at school
- ◆ Follow-up classroom activities
- ◆ Spelling and tables
- ◆ Project work

Parents are asked to ensure that their children work in a suitable place such as sitting at a table or desk and away from distractions (TV etc.)

Children will keep a reading/homework diary. This diary will keep a record of homework activities, and give parents and teachers a known vehicle for written communication.

INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)

St Joseph's provides genuine technology-rich learning environments that support students to become competent users of information and communication technologies (ICT).

At St Joseph's all children have access to a wide range of technological devices. We have an interactive video conferencing system which allows teachers or classes to communicate easily with experts across the world. All classes have access to a bank of 30 laptops, Smart Boards/Apple TV's for whole class instruction. All children from Prep-Grade Six are involved in a 1:1 Technology Program which is giving every child, access to their own personal technological device. Presently, this device is an iPad.

These various technologies enable your child to learn in engaging and effective ways, and to become connected, inquiry-focused, self-directed learners who shape the world for the common good.

LIBRARY

Our library is a whole school resource and learning centre. Children have daily access to this facility when classes access it across the week. The library houses a wide range of book and non-book resources that enrich and support the school's curriculum. It provides for the information needs of all children and teachers. These books are borrowed through the library computer system. Home reading is organised through the individual classrooms. One of our Learning Support Officers is employed as our library technician. The library is open on a Tuesday, Wednesday, Thursday and Friday morning from 8.30am-8.50am and on a Friday afternoon from 2.40pm until 3pm for classes to borrow. Classes are given a scheduled time.

Students are asked to take great care of the resources they borrow from the Library. Every child in the school **must** have a library bag. It is preferable that these be of a waterproof material, approximately 40cm x 50cm. A satchel style library bag is available from the **school uniform shop**.

LOCAL SPORTING CLUBS/ACTIVITIES

Sunraysia has many sporting clubs covering a variety of sports. There is often information on the Parent Noticeboard located outside the Grade 6 classroom. Information will only be included in the school newsletter if it relates to sporting opportunities in Red Cliffs. If flyers are provided to the school it can be sent home with the newsletter if the Principal has granted permission.

LOST PROPERTY

All unnamed "lost property" is located in the Library in a plastic bin. All unclaimed items at the end of each term will become part of the second hand uniform items.

MARIMBA BAND

St Joseph's Primary School Marimba Band is an extension program where selected students from Grade 5 and 6 are chosen for both their musical aptitude and leadership skills shown by their demonstration over previous years to our core school beliefs of; Be a Learner, Be Safe, Be Respectful and Be Responsible.

This extension program offers the opportunity to rehearse in a small group, encourages those students who learn an instrument privately to play in a collaborative situation and to perform a variety of repertoire to our local community. The Marimba Band performs both in school, to our local parish and at local Red Cliffs events such as school and parish masses, school events such as Grandparents Day and Green Day, to the Red Cliffs Kindergarten and Jacaranda Village.

MUSIC PROGRAM

St Joseph's Primary School offers a comprehensive music and performing arts specialist program. It is developmentally appropriate, with our Junior Unit predominately learning musical concepts such as beat, rhythm, pitch, texture through singing games and by playing the marimba (large xylophone instruments) and other untuned percussion. The method of teaching employed is strongly influenced by the Kodaly and Orff pedagogy, which maybe compared to learning your mother language - you learn to speak the language first in small segments and then build up the complexity and questioning around how you use the language as you become more competent.

As students move into Senior school they are extended by learning more complex rhythms, layering of parts both vocally and with percussion instruments. The instruments we use with senior students are primarily the African djembes, our class set of marimbas, recorders and ukuleles. Students begin to develop their understanding of written music and use a variety of methods to compose their own pieces.

A significant feature of the our senior performing arts program is that of Music Technology. Students learn a range of skills both in the performing arts and technology to create projects that can be shared with the wider school community. We use apps such as 'GarageBand' to make original compositions, 'iMovie' and 'Puppet Pals' to make short films.

The music program is designed to allow students to develop their ability to perform and create music but also to express themselves through music and performance. Singing, music and public speaking and the sharing of this through performance and digital technologies are an integral part of our school music program. Performances at school and parish masses, as well as regular fortnightly music items at our school assemblies mean that music is a core part of the way we celebrate learning at St Joseph's.

Performing for our local community is core to our music program, our Junior and Senior Choir very successfully perform annually at the Mildura Eisteddfod and our Grade 5/6 Marimba Band and choirs perform at events such as Grandparents Day, at our local Kindergarten and Jacaranda Village nursing home as well as our involvement annually at the Red Cliffs ANZAC Day service and Carols by Candlelight. At St Joseph's we believe experience in the music and the performing arts is essential to allowing all children to fulfil their potential.



NEWSLETTER

Weekly newsletters are a necessary and vital means of keeping parents informed about what is going on in the school. It is distributed each **MONDAY** by email, on the school website and school App or as a printed copy. The current newsletter is also available from the rack in the office/administration foyer. In an effort to reduce our carbon footprint we strongly encourage families to consider electronic options. Distribution of additional copies to non-custodial parents etc can be arranged by contacting the Administration office.

NO SMOKING

Smoking is banned within all Victorian schools. Smoking is also banned within four metres of all entrances (pedestrian access points) to the premises. The smoking ban applies no matter whether the building or school grounds are being used for education purposes or other purposes. The ban therefore applies when other activities are taking place on the school grounds, such as fetes or sporting events, as well as during school hours.

Children and young people are more likely to view smoking as socially acceptable when they regularly see people smoking. Banning smoking in areas used by children and young people will help to denormalise smoking behaviour and discourage children and young people from taking up smoking.



PROFESSIONAL DEVELOPMENT

Throughout the year staff will undertake various forms of Professional Development enabling them to continually improve their teaching. These days are usually a pupil free day; you will be notified of this through the weekly newsletter. We also offer parents the opportunity to take part in training and inservices; e.g. classroom helpers, home/school partnership, parent information nights etc.

RESOURCE SMART

St Joseph's is working towards becoming a ResourceSmart School. This is a Victorian Government initiative to help schools embed sustainability into everything they do. This helps schools to take action to minimise waste, save energy and water, promote diversity and reduce greenhouse gas emissions. A key part of being a ResourceSmart School is engaging students, teachers, parents and our wider community in real-life learning and developing leadership and problem solving skills in our students, giving them confidence in their ability to make a difference.

SCHOOL DAY

Learning blocks/Bell times

School commences promptly at 8.55am. Students should be in attendance and in their classroom by 8.40 am (Music). Children are reading, getting organised, doing jobs and settling to prepare for the day.

9:00am (Bell) -11:00am (Bell)

11:40am (Bell) – 1:40pm (Bell)

2.20pm (Bell) – 3.20pm (Bell)

Lunch and recess breaks

Breaks are as follows:

Lunch 1 (Eat) 11.00 am - 11.10 am

Lunch 1 (Play) 11.10 am - 11.40 am

Lunch 2 (Eat): 1.40pm – 1:50pm

Lunch 2 (Play): 1.50pm – 2.20pm

Student Arrival

Students should not arrive at school before 8.15am as we don't have resources to provide supervision. Please inform the Principal if this is unavoidable so that plans can be arranged.

If a student arrives after the music stops playing at 9.00am they should enter via the Administration office, sign in on the electronic sign in system and be provided with a late pass prior to going to class. Between 8.40am-9.00am each day, quiet music is playing over the sound system.

This indicates to children that they need to go into

the classroom. This time is used to get organised according to classroom/school routines, read, complete jobs, prayer and for the class roll to be completed. Between 8.40am-8.50am we encourage parents who have completed their Child Safety Volunteer Induction to hear reading of children in their child's class and for any parent to talk to their child's teacher. To alleviate anxiety amongst children it is vitally important that they arrive before 9am so that they can use the time to be settled and prepared for the day.

Student Departure

School finishes at 3.20pm. Should it be necessary for students to leave prior to this time, the parent/carer must sign the student out at the Administration office prior to collecting child from class. If practicable, the teacher should be advised of the anticipated early departure prior to the beginning of classes.

Supervision

Before School - Staff are rostered to supervise students from 8.25am as they arrive to school. Parents need to be aware that if children arrive before 8.30am that they may not be supervised.

After School - Students are supervised at Fitzroy Avenue and at the Erskine Avenue Car Park. Children who catch a bus or are picked up need to move to one of these two supervised areas soon after school finishes at 3.20pm. At around 3.30pm all children waiting on Erskine Avenue will move to the Fitzroy Avenue supervision area. After all buses have departed from Erskine Avenue children will then be supervised from the Fitzroy Avenue side until the children who catch buses have departed. The last bus usually departs around 4pm. Children not catching buses should be collected from school before 3.30pm.

SCHOOL ATHLETICS SPORTS & CROSS COUNTRY

Each year St Joseph's conducts a School Cross Country event that is part of our Physical Education Program. The children compete in family based house teams: Heath (Blue), Jacaranda (Green), Erskine (Red) and Fitzroy (Yellow). The school cross-country trophy is presented to the captains of the winning house each year.

In term three the children compete in a School Athletics Sports Carnival held at the Aero Ovals. This is also based on house teams and the captains of the winning house receive the athletics trophy.



SCHOOL BANKING

Each child has the opportunity to use the school banking service provided weekly to our children by the Commonwealth Bank, Red Cliffs. Books are collected from the school each Tuesday and returned to the school on Thursday. Forms to apply for a bankbook are available from the office.

SCHOOL MAGAZINE

Each year we produce a St Joseph's School Magazine. This magazine provides a good reflection on the school year. As part of our school fees each family receives one copy of the school magazine. An example of this magazine is available in the administration/office foyer.

SCHOOL USE

Permission must be sought and granted by the Principal if anyone wishes to use the school grounds, stadium or facilities outside normal school hours

SCHOOL PERFORMANCES

Towards the end of term three every second year children will be involved in a special major performance, with other opportunities throughout the year at events such as assemblies.

SCHOOL PHOTOS

Annually we have professional photographers take class, individual and family photos. Order forms are sent out to each family a few weeks prior to the booked date.

STUDENT OF THE WEEK

Each week the teachers select a child from their classes to receive an award that is presented to them at assembly. These are in the form of an encouragement award and every attempt is made for all children to receive an award.

SWIMMING PROGRAM

We have an intensive five day swimming program for all students in December. This will be conducted at First Stroke Swim School in Mildura by trained by qualified swim instructors.

SWPBS AWARD

Each week the teachers select a child from their class to receive an award that is for a child who has demonstrated our focus behavioural expectation for that week. This award is presented to them at assembly.

TERM DATES/PUBLIC HOLIDAYS/SCHOOL CLOSURES

Please note dates are subject to change depending on other school closure days.

Term	2019	2019 Public Holidays & School Closures
One	Tuesday 29 January – Friday 5th April	Staff Induction: Tue 29 January Staff PD: Wed 1 February
Two	Tuesday 23 April – Friday 28 June	Literacy Interviews: Thur 2- Fri 3 February First Day Students: Mon 4 February
Three	Monday 15 July – Friday 20 September	Labour Day: Mon 11 March ANZAC Day: Thur 25 April
Four	Monday 7 October – Friday 20 December	Queens Birthday: Mon 10 June Report Writing Day: Mon 4 November Melbourne Cup: Tue 5th November

TRANSITION (GRADE 6 – YEAR 7)

In the 2nd semester of the school year, Grade 6 students participate in various Discovery and/or Orientation programs from local secondary colleges as appropriate for their Year 7 enrolment. Grade 6 teachers provide transition information as requested by the students' Year 7 school.

TRANSPORTATION

Section 11 School Facilities

SCHOOL FACILITIES

St Joseph's is located on Fitzroy Avenue in Red Cliffs, just south of Mildura. The school opened in 1933 and currently has an enrolment of approximately 90 students. Our facilities are outstanding with many well resourced learning areas and a library for students from Prep to Year 6. We have a well established oval and there are ample shaded play areas and multi-purpose sports courts for all students to access during breaks. A multi-purpose hall further enhances our outstanding facilities. We have recently developed a facilities master plan that we hope to implement over coming years. This plan aims to modernise our school facilities and make it more conducive to flexible learning and collaborative planning..

Emergency Evacuation Plan

17 Fitzroy Avenue Red Cliffs Victoria

Building exits need to be kept clear of obstructions

Erskine Road

Emergency Vehicle access

Heath Street

Emergency Response Procedures

School Plan Key

1. Principal's Office	12. Teacher Resource
2. Administration Office	13. Library Office
3. Staff Toilets	14. Parish Shed
4. Reading Recovery Room	15. Sports Shed
5. Staff Room	16. Canteen
6. Cleaner's Room	17. Lunch Shed
7. LSO Room	18. Sports Equipment
8. Interview Room	19. Hall Kitchen
9. Sick Bay	20. Hall Meeting Room
10. Archive Office	21. Maintenance Shed
11. Art Room	

Fire Procedure (Code Red)

Upon discovering a fire:

1. Assist anyone in danger, if safe to do so
2. Close doors to prevent the spread of fire & smoke
3. RAISE THE ALARM
4. Alert anyone in the immediate area
5. Commence evacuation via the closest safe exit

Evacuation Procedure (Code Orange)

1. Turn off any equipment that may become a hazard.
2. Close all doors
3. Commence evacuation via the nearest safe exit.
4. Move to Emergency Assembly Point.
5. Following instruction given by the person coordinating the evacuation

<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> First Aid Station </div> <div style="text-align: center;"> Fire Hose </div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> Fire Extinguisher </div> <div style="text-align: center;"> Emergency Vehicle Access </div> </div>
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> Fire Exit </div> <div style="text-align: center;"> Emergency Assembly Point </div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> Automated External Defibrillator </div> <div style="text-align: center;"> Fire Blanket </div> </div>

Fitzroy Street

Offsite Evacuation Points

1. Red Cliffs Secondary College Stadium
2. Barclay Square

Section 12

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