

St Joseph's School

Handbook



**St Joseph, just as you love Mary,
and with fatherly care you watched
over Jesus,
we ask you through Jesus
to continue to care for us and our
families
from your home in heaven.
Amen**



A MESSAGE FROM THE PRINCIPAL

Welcome to St Joseph's School. St Joseph's has been meeting the educational, spiritual and pastoral needs of children in the Goldfields since 1898.

Our school has a warm, intimate and friendly environment where all children are challenged to reach their potential in a Catholic context. At St Joseph's your child is in the care of our highly professional and dedicated staff.

In an increasingly complex and challenging world, the education of our students is grounded in Gospel values, and spiritual and faith growth is in synergy with academic achievement and development of social skills and confidence.

Positive and harmonious unity between students, parents and teachers and all members of our school community is promoted and nurtured through understanding, compassion, respect, love of others and a shared love of God.

We strive to make education an enjoyable and richly rewarding experience for our students.

A handwritten signature in black ink, appearing to read 'Lisa Gallin', followed by a period.

Mrs Lisa Gallin
Principal

The information in this booklet is designed to assist families with students enrolled at St Joseph's School to understand the aims, routines and procedures and to enable the home and school to work together for the good of all students in our community.

Annual updates and weekly newsletters will help to keep you informed about changes in policies and procedures.

Principal: Mrs Lisa Gallin
Assistant Principals: Mrs Kelly Brown
Mrs Melanie Resuggan
Ms Leanne Fanetti
Parish Priest: Fr. Brennan Sia
Assistant Priests: Fr. Jeffrey Casabuena
Fr. Matthew Hodgson
Fr. Renald Anthony

TERM DATES FOR 2020

Term 1

Students: Monday 3rd February – Thursday 9th April

Term 2

Students: Wednesday 29th April - Friday 3rd July

Term 3

Students: Tuesday, 20th July - Friday 25th September

Term 4

Students: Monday 12th October – Friday 11th December

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1. ST JOSEPH'S SCHOOL

1.1. VISION STATEMENT

St Joseph's Boulder works to be the school of choice within our community by striving together to ensure excellent educational and social-emotional outcomes for every student so they can contribute to the world with the spirit of Jesus.

1.2. OUR MISSION

St Joseph's School is an expression of the life and pastoral care of the church in the wider Kalgoorlie-Boulder community. With Christ as our guide and inspiration, our mission at St Joseph's is to educate, enrich and empower with Christ as our example.

We do this by;

- Unlocking individual potential
- Walking in the footsteps of Jesus
- Celebrating diversity
- Building firm foundations

1.3. SCHOOL'S MOTTO & CREST

The head-frame is symbolic of the mining industry which has been the major focus of the majority of people in the Goldfields for over the last one hundred years. The cross symbolises Christ as the centre of school life.

The school motto - ***Sharing is Caring*** - accurately describes the unique pastoral care that is freely given by all members of the St Joseph's School community and emulates the Josephite tradition of seeking out the underprivileged and minority groups in order to provide assistance to those in need.

1.4. ST JOSEPH'S SCHOOL HISTORY

The first St Joseph's School was established in the Kalgoorlie Goldfields in 1897, at Kamballie by three Sisters of St Joseph of the Sacred Heart (Ursula, Martha and Magdalen) sent here by Bishop Gibney. However, the present St Joseph's School traces its origins back to the All Hallows School which commenced operation in Wittenoom Street, Boulder in 1898 and was also founded by these same Sisters.

The relocation of St Joseph's School from Wittenoom Street to the Burt Street site in 1996 was the third rebuild of the school in its one hundred and nineteen year history, the school having been destroyed twice by cyclones in 1903 and 1928. Although the children were in the building when it was totally destroyed by the cyclone in 1903, remarkably none of them were injured. When the school was destroyed a second time in 1928, a former state school building in Brookman Street was used for twenty years until 1948 when a brick building was constructed back on the Wittenoom Street site. This building and the surrounding playground was auctioned and sold in 1995, necessitating the re-building of the school on the present site. St Joseph's School has been well served during its 120 year history by the Sisters of St Joseph. For the majority of the school's history the Sisters have provided the Principal and entire staff of St Joseph's Boulder.

A practical recognition of the tradition of the Josephites in the school has been made by naming the various buildings at the new school after the Josephite Sisters.

MacKillop Block has been named after Blessed Mary MacKillop, Australia's first Saint, and the founder of the Josephite Order who, in her living of the Gospel, recognised and valued the human dignity of each person. A few days before the school year started in 2016, the MacKillop block was gutted by fire after an arson attack. The internal structure was rebuilt and we now have brand new modern learning spaces.

Ursula Block is named after Sister Ursula (Mary) Tynan, who led the first Josephite foundation to the West. Sister Ursula arrived in Geraldton in 1887 and moved to Northampton in 1888 to start a school there. With the decline in mining in Northampton, Ursula and two other sisters were sent by Bishop Gibney to the Kalgoorlie Goldfields, arriving by train in 1897. Ursula started a school at Kamballie, in February of that same year. The school in Wittenoom Street was started by Ursula the following year and she played a hand in setting up a school at Brown Hill in 1899. She was continually trying to improve the conditions for the Sisters and was responsible for organising the funds needed for the building of the convent in Moran Street. Ursula became ill and was in hospital in Kalgoorlie at the time the new convent was blessed and opened in September 1904, dying in hospital in October of that year.

Ursula, the first Principal of our school, was also the first Sister of St Joseph to be buried in Kalgoorlie. She continues to be a wonderful example of the selflessness, determination and enthusiasm of the Josephites in the face of adversity that has been present in our school from the beginning.

Celsus Block: These buildings were brought across from the Wittenoom Street site and were originally dedicated to Sister Celsus in 1992 at the opening of the Pre Primary. Sister Celsus was Principal and Convent Supervisor from 1967 – 1972, at a time when the school offered education from Year 1 - 10. Sister Celsus returned to the Goldfields in 1980 and taught at Prendiville for four years. In 1986 Sister Celsus returned again as a home school Liaison Officer at John Paul College. Her gentleness, dedication, enthusiasm and respect for each person provide a Christian example for our students. Sr Celsus passed away in 2005.

In 2005 the All Hallows Church, Kalgoorlie-Boulder was built on our site. We thank the Rew family for their generosity in providing funding to once again link the Parish Church with St Joseph's School. We also acknowledge the original custodians of the land, the previous parishioners of the Boulder Parish and the current members of the Kalgoorlie - Boulder Parish for their contributions to our church, school and faith.

Wittenoom Library: In 2010 the new library block was opened, funded by the Federal Government Building the Education Revolution money. The Wittenoom Library was named after the old Wittenoom Street school at which three generations of pupils studied in the past. We wished to recognise our links to the Boulder community and the Sisters of St. Joseph's in the naming of this building.

Kamballie Grandstand: In 2010, funded by the Federal Government Building the Education Revolution grant, the school doubled the size of its old assembly area and created a large undercover area. Attached to this area is a modern multipurpose room and toilet facilities. The name Kamballie Grandstand again is linked to the Sisters of Saint Joseph's as Kamballie was the site of the old straight of the Boulder Race Course. In fact, the children are called to school each day with a bell which came from the old Wittenoom

Street school. They in turn were gifted it from the Boulder Race Course when it closed. This bell was used to start the races.

2. PARISH

The Parish and School enjoy a very close and harmonious relationship. Our Parish Priests are important members of the community and as such are invited and welcomed into our school. The Parish offers many opportunities for faith, reflection and Christian action, including important missionary activities.

St Joseph's School supports Caritas with Project Compassion, fundraises for the Archbishop's LifeLink appeal, which is the Catholic agency that supports thousands of Western Australians in need and, at the discretion of the Principal, makes small contributions towards secular projects.

3. PARENT INVOLVEMENT IN OUR SCHOOL

3.1. RATIONALE

Today, it is generally accepted that when parents express confidence in the school and are involved with it in some way, their children are likely to be happier and perform better in the classroom. Young children see their parents and teachers sharing common beliefs, attitudes and goals. They therefore feel more secure and more purposeful.

It has been found that when home-based educational objectives clash with school based objectives, the student normally resolves the conflict by rejecting the school. This underlines the importance of the need for parents and teachers to work together.

3.2. FAMILY INVOLVEMENT

The partnership of parents and teachers is vital to the achievement of St Joseph's School goals and vision. The primary role of the Catholic school is to support parents in the formation of their children's faith.

The success of a school is measured as much by the strength of its student and parent community as by its curricula and pastoral objectives and achievements. Similarly, school culture is shaped and given meaning by its community synergistically sharing a common vision and purpose in which the central focus always remains a happy, productive and successful schooling experience for students. Parents are encouraged to take an active role in the school in support of their children, including through School Board and P&F membership and participation.

Parental assistance in classrooms is valued, in all years, by the teaching staff. Grandparents, and other family members, are also welcome to assist with planned activities, as directed by the teacher and with a current Working With Children Clearance.

Open and honest communication between home and school is vital. Through communication with their child's teacher, home and school can complement each other in encouraging the development of the whole child. Parents can play a valuable role in the classroom by extending the children's experiences. The active, developmental style of learning we provide at St Joseph's School utilises parent support in areas such as sports carnivals, canteen, excursions, camp and in classrooms.

As teachers are entrusted with the development of whole classes of children, and have the long term good of each child at heart, we ask that parent helpers also provide for all children the confidentiality, support and equal opportunities they would wish for their own child. The teacher, as the caring professional, will at all times provide the guidance needed by classroom helpers. If there is any part of the programme that helpers are not clear about, we ask that they discuss it with the teacher and not outside the classroom.

3.3 GUIDELINES AND CONFIDENTIALITY FOR PARENT/FAMILY HELPERS

The classroom teacher is responsible for the children's education and monitoring the behaviour of the children. The parent helpers work under the teacher's direction.

The classroom teacher is a professional. The school expects parents to respect the teacher's expertise and maintain a professional attitude as they work alongside the teacher. The teacher will make it very clear exactly what is expected of parents when they come to help. The school stresses the importance of being professional and it insists that parents do not discuss details of any child's academic achievements or social behaviour outside the classroom.

3.4. PARENT TEACHER COMMUNICATION

Communication between home and school is essential if we are to reinforce the benefits of the Catholic education you have chosen for your child.

Avenues of communication are:

The Fortnightly Newsletter – emailed every second Wednesday to each family and also available on our school's Schoolzine app. Please ensure that your email address is updated at the school office.

Term Calendars – to inform parents of events for each term and assist with forward planning.

School Website – www.stjosephsboulder.wa.edu.au – contains school information.

Facebook: Follow the school on Facebook by searching for "St Joseph's Primary School Boulder".

Text Messages – From time to time texts will be sent to parents to remind, inform or ask questions. Please let the office know if you would like to opt out of these or have them sent to only one parent.

Parent Information Meetings – Pre Primary to Year Six meetings are held early in the year to discuss the year's programme and expectations in each class. It is essential that each family be represented at the meeting(s) relevant to their child/children. The Pre Kindy and Kindergarten orientation meetings are usually held in November/December so that information provided can be of benefit in the transition period of the Christmas holidays, in order to prepare the younger students for their commencement at Pre Kindy and Kindergarten.

Progress Reports – Evaluation and reporting are important elements in the teaching and learning process. Teachers provide written reports at the end of each semester for children in Pre Primary to Year Six. Parent-teacher interviews during the year provide

opportunities for the exchange of information regarding the child and his/her development.

Teachers welcome parents to make appointments to discuss their child's progress at any stage of the year. Due to responsibilities of classes and demands on teachers for out-of-school hours preparation and meetings, parents are asked to make an appointment at a mutually convenient time.

Three Way Interviews – Three Way Interviews for Kindy to Year Six are an opportunity to share your child's progress throughout the term, identify their strengths and sets goals for future improvement. It is imperative that all parents take this opportunity to discuss their child's progress in detail with the class teacher.

Learning Journeys – These are held in Term Three from Pre Kindergarten to Year Six. Throughout your child's classroom and adjacent areas, you will find samples of your child's work or demonstrations. This gives your child a unique opportunity to guide you through their learning and take on the responsibility to talk you through the activities.

P&F Meetings – These provide a good forum for gathering information about school happenings and are a way to make a real contribution to your children's education. P&F meetings take place monthly. Please check dates in the School Calendar.

Notes and Email – These are sent home periodically by class teachers and administration. Please respond promptly if an answer is required.

General Meetings – Meetings are scheduled during the year to ensure cooperation and understanding of current topics such as sacramental programmes, curriculum and learning activities. Parents are urged to attend these as they provide an overview of your child's experiences.

3.5. HOW PARENTS CAN MAKE A GOOD SCHOOL BETTER

- Make an effort to understand what the school is trying to do. If you can, express your support for its aims and the values it expresses.
- If at all possible, participate on committees and in discussion groups that consider educational issues and give opinions to the staff.
- By all means offer constructive criticism and suggestions and direct your information to the right people.
- Go to school activities - open days, plays, concerts, picnics, sporting functions, and celebrations. Bring a friend.
- Join the official parent group and look after the school's interests.
- Welcome new parents. Help them feel that they belong. Build their confidence in the school.
- Encourage your children to cooperate fully, to join in all school activities and to take pride in the buildings, the grounds and the school community as a whole.
- Let the Principal and the teachers know that you support them, even if sometimes you have to be a friendly critic or a critical friend.

(from Barry Dwyer - Parents, Teachers, Partners)

3.6. PARENTAL CONCERNS

Parents are welcome to discuss concerns of any kind, at any time with staff. It is more efficient, considerate and convenient to both parents and teachers if an appointment is made, so that full attention can be given to the issue at hand.

Please direct all classroom queries to the classroom teacher first. You may wish to discuss further concerns with the Assistant Principal or the Principal, after you have spoken to the classroom teacher.

3.7. PROCEDURES AND PROTOCOLS

Upon enrolment at St Joseph's School, parents sign and agree to abide by the policies and directives of the school and the Catholic Education Commission of Western Australia. The Catholic Education Commission issues Catholic Schools with policies and directives which the Principal and Leadership Team are bound to implement at the school.

The School Board is responsible for planning the financial management of the school and acting in an advisory capacity in regards to policy formation. The Board is advisory rather than operational, administrative or managerial, as these latter responsibilities lie with the Principal. The Board's sole connection to the operation of the school is through the Principal. Therefore, Catholic schools are run by the Principal and the School Board provides support to the Principal in upholding directives from the Commission. The school is therefore not run by parents or parent directed, as ultimate responsibility rests with the Principal.

The P&F is an important grassroots organisation. The P & F, in consultation with the Principal, enables interaction with other parents, organises fundraising events to raise money to support the purchase of resources and may also organise educational activities for parents, e.g. drug education speaker. Queries, concerns and suggestions to the P&F President should relate to these matters only. As stated in the Parents and Friends Federation of W.A. Constitution, 'the P&F is not entitled to interfere in the day to day running of the school or the curriculum'. However, parents' views and suggestions may be called upon by the Principal and school staff members from time to time.

If you have a query, concern or suggestion, the correct protocol to follow at St Joseph's School is to speak with the classroom teacher, asking them to pass on the concern to the Leadership Team, if required. Alternatively, you can speak directly to one of the Assistant Principals or the Principal, either in person, via an appointment, email or telephone call. Discussion amongst parents regarding concerns is not encouraged as information may be ill-informed, misdirected or result in incorrect advice being given. The school does not entertain avenues of expression such as petitions, group letters or group appointments. Such avenues of expression are inappropriate and not the correct venue for expressing concerns at St Joseph's as they may cause disharmony within the school community.

4. ROUTINES AND PROCEDURES

4.1. SCHOOL HOURS

Pre Primary to Year Six:

8.35am to 10.40am	Learning Session 1
Morning Recess	(10.40am to 11:00am)
11:00am to 12.40pm	Learning Session 2
Lunch	(12.40pm to 1.20pm)
1.20pm to 3.00pm	Learning Session 3

All children are expected to be on the premises by the first bell at 8.25am.

The Pre Kindy and Kindergarten will open at 8.50am each day.

Kindergarten Hours are 8.50am to 2.50pm on Tuesdays, Wednesdays and Fridays.

Pre Kindy Hours are 8.50am to 2.50pm on Mondays or Thursdays.

School office hours are between 8.00am and 4.00pm Monday to Friday and an Administrative Assistant is available during these times.

4.2. BEFORE AND AFTER SCHOOL

STAFF ARE NOT RESPONSIBLE FOR THE CHILDREN BEFORE 8.00AM, NOR AFTER THE LAST BUS (3.15PM). CHILD SUPERVISION WITHIN THE CLASSROOM COMMENCES AT 8.25AM.

Children are not to be on the school grounds before 8.00am as the children are not supervised before this time. Children are to go straight home from school at the end of the school day. They are not to remain on the premises unless they are involved in official, supervised sports practice or other events sanctioned by the school. In this case, they will be supervised by parent volunteer coaches – not staff members.

Siblings of students not involved in after school training for sporting teams cannot be on school premises without the supervision of parents or carers. Children must not play games, use sport equipment or be on playground equipment before or after school.

4.3. CURRICULUM MEETINGS AND PUPIL FREE DAYS

Curriculum meetings/Professional Learning: Staff meet weekly on Tuesdays from 3.15pm.

Staff prayer: Staff meet weekly on Tuesday morning from 8.00am.

Professional Development Days: Parents will be notified of pupil free dates via the newsletter/calendar.

4.4. BICYCLES

The Western Australian Traffic Office advises that children under the age of nine years should not ride bicycles to school alone. Parents should use their discretion in this matter and recognise that an approved, safety standard helmet must be worn. When making this decision, be reminded that roads around St Joseph's School are often very busy. A child on a bicycle is both very difficult to see and unpredictable. Bicycle racks are positioned at the front entrance near Pre Primary Classroom. Bicycles brought to school need to be padlocked to these racks. This is the responsibility of the child. Scooters are to be stored in the staff courtyard behind the gate.

4.5. CHILDREN'S ATTENDANCE

Children are required to attend school unless they are ill and this includes days for which special events are planned, e.g. camps or sport days. Continued absence and withdrawal from school impact heavily on student learning. To ensure the children's safety, and for legal requirements by the Education Act of Western Australia, parents are asked to comply with the following:

- If a child is to be absent or arriving late on a particular day, parents are asked to notify the school by 9.00am. Notification is also needed for dentist and other appointments.
- When a child returns to school after being away, a written, signed and dated explanation must be given to the teacher. An email from the email address we have on file for you, is also ok.
- Children are not permitted to leave the school grounds during school hours without written consent of parents and permission from the Principal.
- All extended absence requests from St Joseph's School should be placed in writing to the Principal. This includes such absences as family holidays and a copy needs to be given to the classroom teacher.
- Children must be signed in by parents/guardians when arriving late to school.
- Ensure the students maintain an attendance rate of at least 90% for the year.

4.6. OUTSIDE AGENCIES

It is important for the classroom teachers to be aware of what outside therapies your child is involved in so that we can all work together to assist your child. If possible, appointments should take place out of school hours so the children do not miss out on their schoolwork. However, sometimes that is not always possible and we are willing to accommodate during school hours appointments, if required. Please make an appointment to see the Principal should this be the case for ongoing appointments.

The teachers are very happy to communicate with the therapists to discuss your child's needs and to reinforce at school what actually occurs at therapy. If you have any written reports from your therapists, it is important that you send a copy to the office so that the teachers are updated with the progress your child is making. It also assists the teachers in gaining an overall understanding of your child's growth, development and learning needs.

4.7. COLLECTING CHILDREN FOR APPOINTMENTS

As part of our duty of care, parents collecting children for appointments, sickness etc, will need to come to the school office to sign the children out. Name, date, time, reason why, who is collecting the children and signature will be required.

If your child is returning to school after an appointment, parents/guardian must present the child to the office before the child returns to the classroom and sign the child in. Parents are still required to inform the child's class teacher via a note of their intention.

4.8. MONIES

School fees should be paid at the office. Options for payment include cheque, cash, credit card, direct debit or direct deposit (please see the Finance Officer regarding details).

Health Care Card Holders

Parents/guardians who are responsible for the payment of school fees and hold a current means tested family Health Care Card or Pensioner Concession Card are encouraged to check with the Finance Officer regarding eligibility for a discount on tuition fees. This discounted tuition fee does not cover additional charges such as incursions/excursions,

amenities, swimming, P&F levy, ICT levy and building levy etc. and does not apply to the Pre Kindy programme.

To access the Health Care Card Tuition Fee Discount Scheme, parents/guardians will need to show a valid Health Care Card or Pensioner Concession Card (code PPS) and complete a simple form available at the office. Holders of cards that are due to expire prior to the end of term will need to show their new card once issued for discounts to continue.

Book Club

Ashton Scholastic Book Club books are available throughout the year. Correct money or a cheque made payable to Scholastic Australia must accompany orders securely enclosed in an envelope with student's name, class and amount clearly marked. Credit card and online payments are available.

4.9. EMERGENCY PROCEDURES

The school has an evacuation plan in case of emergencies and has practice drills regularly. If you are a parent helper and are working with a group of children when an emergency or drill siren sounds, please check the following:

- that your entire group is present
- that you rejoin the main class group as soon as possible by a safe route
- classes assemble on the oval at the rear of the school or on the grass in front of staff carpark

If you are working in the Canteen or Library, please follow the Library Technician or Canteen Manageress to their designated area.

4.10. LOST PROPERTY

No responsibility is taken by the school for lost articles. Parents are most welcome to check for lost items in the lost property collection box situated in the Office. Please enquire at the school office for smaller lost items such as watches, sunglasses, keys etc.

4.11. ASSEMBLIES

Assemblies are generally held each fortnight on Friday at 8.35am in the Kamballie Grandstand (please see term calendars for specific dates). At these whole school gatherings, the School Prayer is recited and the National Anthem is sung. Classes are rostered on to do a Performance Assembly. Awards are presented to affirm children's individuality and successes.

4.12. PARKING & DROP OFF

The school has very good facilities to cater for the needs of the children when arriving at and leaving school. Parents are requested to follow all signage placed at the parking and drop off areas. The Kiss & Ride drop off zone and pickup zone has a limit of two minutes only. Drivers are not to leave their cars in this area. This zone works very effectively in the morning when the children simply get out of the car. There is ample parking available at the rear of the school off Brackleman Drive and usually to the left of the main entrance, near the Early Childhood Centre and in front of the Church. If you need to chat to other parents please remove yourself and your children from the Kiss and Go zone and park in the designated areas to keep the traffic flowing safely.

Parents are requested not to park on the north side of Burt Street and call their children over the road to where they are parked. When crossing Burt Street children must use the controlled crossing provided for our school. Parents are reminded that these facilities and rules are there for the children's safety and not the convenience of parents.

4.13. MOBILE PHONES

Any mobile phone brought to school must remain in the student's bag. Any mobile phone that does not remain so will be confiscated. They should not be touched, or checked during the day. If you need to get an urgent message to your child, please call the office.

4.14. SCHOOL BANKING

Commonwealth Banking services are provided for students each Thursday. Bank books and money should be handed to the class teacher on Thursday mornings. This raises funds for the P&F.

4.15. SCHOOL NEWSLETTER

A school newsletter is distributed electronically every second Wednesday. As it is the official communication for the school, it is important that parents read it regularly and promptly. Any notices for inclusion in the newsletter must be submitted to the school office by no later than 10.00am Monday morning.

4.16. BUS TRAVEL

Students travelling by bus are expected to be seated and to obey the bus driver's instructions. The bus driver can refuse to transport students who misbehave on the bus or while waiting for the bus. If parents or children have any issues or concerns on the bus, please report this directly to the bus company.

5. SCHOOL ORGANISATION AND SERVICES

5.1. THE SCHOOL BOARD

The School Board is the body responsible for the financial management of the school, for improvements and financial planning. The Board is comprised of the Parish Priest, the Principal, a representative from the Parish Council, a representative of the Parents & Friends Association and a minimum of four and a maximum of six other elected persons.

The School Board is responsible to the Catholic Education of Western Australia (CEWA) and subject to the School Board Constitution as set down by CEWA.

Members are elected to the Board at the Annual General Meeting of the Board and membership is for a period of two years. [Additional people may be co-opted for specific purposes where deemed necessary.]

5.2. PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends Association consists of the office bearers and a committee of volunteer parents and friends. A parent/guardian of a child attending the school, or any person who supports the objectives of the Association is admitted as a member. P&F meetings are held monthly in the in the staff room during term time.

The Parents and Friends Association is an integral part of the Catholic School structure and is a valuable instrument in this important Church Apostolate.

The association should:-

- adhere to the aims and objectives of the State Federation as laid down by the Constitution and approved by the Catholic Bishops of Western Australia
- strive to develop at the school a real community of parents, teachers and students which reflects a truly Christian ethos
- work closely with the school authorities—in particular the school Principal, who is the leader of the school community—to achieve common goals
- ensure that a high level of social and educational interaction exists between home and school, parents and staff
- endeavour to have all parents enjoy the exciting experience of their children's formal school years by active participation and personal enrolment in the school programs
- provide a healthy forum for ideas and discussion on any relevant issue that will benefit the education of the children
- organise guest speakers on current and suggested educational programs, faith development and other matters of interest
- work to provide additional resources which are considered necessary for the children or to assist the teachers in their professional work
- assist in planning and organising functions associated with the social, sporting, cultural and educational life of the school community

5.3. SCHOOL CANTEEN

Recess and lunches are available from the school canteen on Wednesday, Thursday and Friday each week. Menus are distributed at the commencement of each term or can be collected from the office at any time. Parents interested in assisting in the canteen will be gladly welcomed.

5.4. FOOD ALLERGIES

A food allergy is a reaction to a component of the food consumed. It usually gives rise to symptoms very quickly, generally within minutes of eating or even touching the food. The symptoms are often severe, and may even be life threatening. The kinds of symptoms that might appear include asthma, vomiting, diarrhoea, eczema, hives, nasal drip, swelling of areas of the skin and in extreme cases, anaphylactic shock (total collapse).

The foods which are the most commonly associated with allergy include milk, eggs, nuts, fish and wheat. **St Joseph's is a nut allergy friendly school. Parents are asked not to send such items to school in lunchboxes. Please ensure that information on your child's allergies is updated at the office.** If students enrol in the school with allergies to other foods (e.g. egg), these foods may also be restricted, if required, for the safety of the child.

5.5 LIBRARY

In order to borrow books from the school library, children will need to have a library bag to protect the books. Whilst the responsibility of regular returning is the child's, gentle reminders from home on library day can be helpful.

In the event of an item being lost or damaged while on loan, parents are asked to inform the Library Technician. A replacement may be required and fees charged.

We consider the Library to be an essential source of resources in the education process and we welcome frequent use by all members of the school community.

Library bags can be purchased at the uniform shop, local shops and at fetes and market days.

6. UNIFORM

Our uniform is a sign of our community and all are expected to support it.

- Children are expected to be attired in correct and complete school uniform at all times.
- Please refer to the school's Uniform Policy.

6.1. UNIFORM SHOP

The uniform shop is open on Wednesday afternoons from 2.00pm-3.30pm

6.2. CORRECT UNIFORM

HAIR

- Hair, for both health reasons and appearance, is to be neat and tidy
- Hair below the collar, or long on top, is to be tied back
- Fringes are to be above the eyebrows or clipped back
- Hair colour is to be kept natural (no tints, streaks, tips etc)
- Hair styles should be of a conservative nature (no tracks, hawks, mohawks, undercuts, tails, mullets, partly shaved/close cut hair etc)
- Minimal hair product/gel may be used.

JEWELLERY

No jewellery may be worn other than a functional watch, a cross and chain. A maximum of one piercing per ear is acceptable with plain gold or silver sleepers or studs. Facial piercing is unacceptable and would see the child sent to the office where they will await their parents to collect them and rectify the problem before their return to school.

ALL JEWELLERY MUST BE REMOVED WHEN PARTICIPATING IN TEAM SPORTS.

7. CHILDREN'S HEALTH

7.1. THE COMMUNITY NURSE

Routine School Health screening is carried out in Kindergarten and Pre Primary and from these screening results, referrals are made, if necessary, to other agencies after discussion with parents.

7.2. HEALTH AND EMERGENCY INFORMATION

It is vital that all emergency details are kept up to date. If at any time your address, phone number or emergency contact number is changed, please notify the school immediately. In the event of no contact being made with parents, the emergency contact will be phoned. In cases of suspected injury to the back, neck or serious limb injury, an ambulance will be called and parents will be notified immediately.

Sick children do not enjoy school and often spread their sickness to others. Children who are too ill to remain at school will be sent home. Parents are asked to ensure sick children have recovered before sending them back to school. Written notes should be sent to school immediately after any absence.

7.3. MEDICATION

The administering of medicinal drugs to children at school is the responsibility of parents.

- Generally no teacher should be asked to administer drugs of any kind.
- Children should not have medicinal drugs (other than asthma puffers and Epipens if needed) in their possession at school as these can inadvertently find themselves in the wrong hands and be incorrectly and perhaps dangerously misused.
- If there are extenuating circumstances that may be contrary to the above, discussions between the Principal, the teacher(s) concerned, and the parents must take place and the resultant action be recorded via a medical form.
- Children needing asthma puffers need to ensure that they carry their own puffers at all times. Medications or Epipens should be supplied to the school with full instructions for children who suffer with severe allergies.

Parents must notify the school immediately should there be a health concern regarding their children, especially emergency plans. School staff will not administer any medication without written authority from the parent/guardian. This refers to any medications, even aspirin or paracetamol. Parent/guardian authority forms are available from the school office.

7.4. DENTAL CLINIC

The school dentist is available to students via Boulder Primary School. Appointment cards are issued and parents are required to take their children to the Dental Therapy Unit.

7.5. SMOKING

The school buildings and grounds are smoke free zones, as by law.

8. SCHOOL PROGRAMMES

8.1. PRE KINDY

Our early learning program at St Joseph's allows for children to develop at their own rate, following their own interests with a strong play based foundation. Our Pre Kindy program focuses on 'learning through play' with a strong emphasis on developing the child's social and emotional independence in a fun and stimulating environment.

Our planning is guided by the Early Years Learning Framework. This describes the broad parameters, structures, principles and outcomes required to enhance children's learning from birth to five years old. It focuses on: play-based intentional learning; the role of teachers in facilitating children's learning; five outcomes and the seamless transition from learning in childcare to learning in school. Please refer to the Pre-Kindergarten booklet for further information. Pre Kindy operates on a Monday or Thursday

8.2 KINDERGARTEN

The Kindergarten programme is available for children who turn four years of age prior to 1st July in the year they are due to commence. The Kindergarten classes operate on a Tuesday, Wednesday and Friday. The programme is designed around the concept of play-

based education, being the principle learning strategy for children of this age. Please refer to the Kindergarten booklet for further information.

8.3. PRE PRIMARY

St Joseph's School uses a developmental programme to facilitate the development of the whole child. Activities within the centre are child-centred. Pre Primary children attend full time from the commencement of the year.

8.4. RELIGIOUS EDUCATION

St Joseph's Boulder is committed to providing a quality education, which embraces the full human growth and development of our students. The school commits itself to nourishing the faith of its students, hence imparting a deep knowledge of Christ and giving the opportunity of communion with Christ through the Sacramental life of the Christian community.

The school offers a relevant, meaningful and comprehensive Religious Education program. Religious Education follows the guidelines set out by the Archdiocese and the Catholic Education Commission. Children in Years Three, Four and Six are prepared for the Sacraments of Reconciliation, Eucharist and Confirmation respectively. Baptised Catholic students, new to the school, in Years 5 - 6 who wish to partake in the reception of Eucharist and students new to the school in Years 4 – 6 who wish to receive the Sacrament of Reconciliation will be instructed through the year. Parents are an integral part of this preparation and must assist the teacher.

Incorporated within the lessons, and in addition to them, the children are exposed to a wide spectrum of Catholic practices including:

- The learning of formal and informal prayers
- Personal conscience and faith response
- Daily classroom prayer
- Sacramental preparation: Reconciliation, Eucharist and Confirmation
- Preparation and participation in Liturgies
- Celebration for special feast days, especially St Joseph and Mary MacKillop
- Community Liturgy celebrations
- Celebrating Mary, Mother of Jesus
- Celebrating Saints
- Practical support of Missions
- Pastoral care learning
- Participation in school-based and community Mass, Sacramental and Liturgical celebrations

Our school community is deeply enriched through the active support of the Parish Priests.

Staff assist in the active planning for Masses by preparing the children, explaining the mass and readings, and, at times helping as special ministers of the Eucharist.

Masses and liturgies are held throughout the year, usually on Thursday at 9:30am, at All Hallows Church and parents are welcome to join us in the celebrations. Dates of celebrations will be notified through the school newsletter or calendar.

Like most Catholic schools today, emphasis is placed on integrating our Catholic faith through other learning areas. In acknowledging that the school is here to support parents in the education of their children, it is hoped that interaction between school and the Parish will always flourish.

8.5 PASTORAL CARE

In keeping with our Catholic school aims of educating the whole child, pastoral care within the school focuses on developing a sense of Christian self-responsibility and community in children. The development of the individual child through the use of positive reinforcement is an essential component of appropriate school and classroom behaviour.

At St Joseph's School, we aim to create an atmosphere which protects the rights of each individual and group within the community, children, staff, parents and Parish and where fairness and responsibility for one's actions encourage the development of self-discipline.

Pastoral care in a Catholic school is a natural extension of the evangelical ministry of the Church. It is the responsibility of all, requires cooperation and permeates every aspect of school life; it is based on Catholic values and affirms the dignity and worth of each person.

8.6 ST JOSEPH'S SCHOOL SAFE SCHOOL POLICY

At St Joseph's our Safe School policy supports the *National Safe Schools Framework* which is a collaborative effort by the Australian Government and State and Territory government and non-government school authorities and other key stakeholders. It presents a way of achieving a shared vision of student wellbeing for all students in all Australian schools.

Promoting and providing a supportive learning environment in which all students can expect to feel safe and be safe is an essential function of St Joseph's School. The Safe School policy includes strategies that enhance school safety and students' wellbeing. The *Framework* recognises the need for sustained positive approaches that include an appreciation of the ways in which social attitudes and values impact on the behaviour of students in our school community. Such approaches encourage all members of the school community to:

- value diversity
- contribute positively to the safety and wellbeing of themselves and others
- act independently, justly, cooperatively and responsibly in school, work, civic and family relationships
- contribute to the implementation of appropriate strategies that create and maintain a safe and supportive learning environment.

Behaviour management in a Catholic school is a natural extension of the evangelical ministry of the church. It is the responsibility of all, requires cooperation and permeates every aspect of school life; it is based on Catholic values and affirms the dignity and worth of each person.

This policy aims to develop a comprehensive, whole-school response to behaviour management to ensure all children, parents and staff feel respected, safe and valued. This policy is promoted through formal and informal curriculum, teaching and learning, organisation, ethos and school-home community links.

8.7. BULLYING

The school's approach to bullying and harassment ensures that the values and principles of our Catholic faith are met. We are committed to striving for as safe and caring an environment as possible for all of our students.

We believe that schooling should be a happy, productive and satisfying learning and social experience for our students. Bullying and harassment are behaviours that are not tolerated. They undermine the ethos and ideals that we work hard to nurture at St Joseph's School.

Students are made aware of the rules of the school at the beginning of each school year and regularly throughout the year. Recurring breaches of rules and recurring behaviour problems will be reported to the Principal and to parents. Discussions between Principal and parents as to an appropriate course of action may follow, if considered necessary.

Effective discipline is established in the home and reinforced at school with the cooperation of parents. It is incumbent upon all of us, teachers and parents alike, to do all that we can to eradicate bullying both at school and beyond the school grounds.

8.8. PROTECTIVE BEHAVIOURS CURRICULUM

All students from Pre-Kindy to Year Six are taught the Keeping Safe Protective Behaviours curriculum. This teaches students two main themes;

- We have a right to be safe.
- We can help ourselves be safe by talking to people we trust.

9. CURRICULUM

9.1. THE ARTS

In the Arts learning area, students develop creative skills, critical appreciation and knowledge of artistic techniques and technologies, which may include learning dance, drama, media, music, visual arts and combinations of art forms. The Arts develop students' sense of personal and cultural identity and equips them for lifelong involvement in and the appreciation of the arts.

9.2. ENGLISH

In the English learning area, students learn about the English language, how it works and how to use it effectively. They develop an understanding of the ways in which language operates as a social process and how to use language in a variety of forms and situations. They learn to speak, listen, view, read and write effectively.

9.3. HEALTH AND PHYSICAL EDUCATION

Health and Physical Education provides students with an understanding of health issues and the skills needed for confident participation in sport and recreational activities. This enables students to make responsible decisions about health and physical activity and to promote their own and others' health and well-being.

Physical Education is taught by a specialist teacher from Year One to Year Six.

There are opportunities for children to play in sports teams that are affiliated with the school. While a number of these teams play under the school's name and the school provides some equipment and training facilities, parents are totally responsible for

coaching, providing organisational structures and support personnel for these teams and locking up the school premises at the end of sessions. Teachers are generally not involved in these after school activities.

Each student is placed in a House. Students of the same immediate family are placed into the same House. Staff are also designated a House.

9.4. MATHEMATICS

In Mathematics, students learn to use ideas about number, algebra, measurement, geometry, statistics, probability and mathematical ways of representing patterns and relationships, to describe, interpret and reason about their social and physical world. Mathematics plays a key role in the development of students' numeracy and assists learning across the curriculum. At St Joseph's, we use the iMaths programme to guide our curriculum and place a strong emphasis on the learning of basic maths facts.

9.5 SCIENCE

In the Science learning area, students learn to investigate, understand and communicate about the biological sciences, chemical sciences, earth and space sciences and value the processes that support life on our planet. Science helps students to become critical thinkers by encouraging them to use evidence to evaluate the use of science in society and the application of science in daily life.

9.6. HUMANITIES AND SOCIAL SCIENCES (HASS)

Through our HASS program students learn about human behaviour and interaction in social, cultural, economic and political contexts. Topics covered include History, Geography, Civics and Citizenship and Economics, depending upon year level.

9.7. TECHNOLOGY

In the Technologies learning area, students apply knowledge, skills, experience and resources to the development of technological solutions that are designed to meet the changing needs of individuals, societies and environments. Students become innovative, adaptable and reflective as they select and use appropriate materials, information, systems and processes to create solutions that consider the short and long term impact on societies and environments. Digital technologies are also taught in this learning area.

10. ACTIVE LEARNING

10.1 EXCURSIONS AND INCURSIONS

Wherever practical, teachers may include day excursions in their programs. These are held to provide a practical means of satisfying the educational curriculum and to provide the children with an opportunity for social growth. Where these excursions fall outside of the general school commitments such as masses, athletics and swimming carnivals, cross country and swimming lessons, excursion notes will be sent home by the class teacher stating all details and asking parent's permission to take their children outside the school grounds. The teacher will require a signed *return form* from the parent or guardian before the excursion date.

All classes from Kindy to Year Six will have a carefully planned ratio of adult to student supervision, dependent on the type of activity and the age and capability of the students. However, children who do not return signed notes will not be able to attend the excursions. Parents may be asked to assist with the supervision of children.

10.2. CAMP

Camps enable children to broaden their educational development through experiences outside of the school structures. Students in the Year Six class will attend the annual camp. The camp is designed to strengthen bonds among senior school children through worshipping, working, playing and living cooperatively. The camp features a combination of religious, environmental, conservation and recreational activities conducted in safe and suitable locations. Camp is a compulsory part of the school curriculum.

11. HOMEWORK

Homework is set for all grades from Pre Primary to Year Six four nights per week, however, it is optional, but highly encouraged. The homework set will include reading, high frequency word practice and basic maths facts. Whilst optional, students who practise these skills at home will undoubtedly see quicker improvements in skills. Please refer to the school's Homework Policy for more information.

12. ENROLMENT POLICY

ENROLMENT GUIDELINES

St Joseph's School exists to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia to make Catholic school education available to all Catholic children, insofar as this is possible and resources allow.

PRINCIPLES

1. St Joseph's School exists to provide a distinctly Catholic education for children enrolled in them.
2. St Joseph's School recognises the uniqueness of each student.
3. St Joseph's School has a preferential option for the poor and marginalised.
4. St Joseph's School fulfills its mission in partnership with parents who are the first educators of their children.
5. St Joseph's School shall accept all applications for enrolment.
6. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
7. Enrolment in St Joseph's School shall only be offered where the school has age-appropriate accommodation and compliance with legislative requirements.
8. Enrolment in St Joseph's School does not guarantee enrolment in any other Catholic school.
9. Schools are required to comply with the requirements of student enrolment in accordance with the Western Australian School Education Act 1999 and the Disability Standards in Education.
10. Catholic schools promote justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
11. Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from a Catholic school.
12. Aboriginal students shall be given enrolment preference wherever possible and practicable.

PROCEDURE

1. The enrolment policy shall be publicly available and extracts printed in the St Joseph's School Prospectus.
2. The school community provides the Principal with assistance, from the School Board, to develop the enrolment policy.
3. On inquiry for enrolment parents will be required to complete an 'Enrolment Form' and pay the Application Fee. The Application Fee is \$20 and is to be paid at the time of submission of the required enrolment forms and documents.
4. Before the interview with the Principal an interview with the Parish Priest must have been completed and the parish reference form presented at the interview with the Principal.
5. Parents are required to attend an interview with the Principal or a member of the Leadership Team to discuss their application.
6. The enrolment policy shall provide for the following enrolment priority for all students;
 - 6.1 Siblings of Catholic students already attending the school from our Parish with a Parish Priest Reference.
 - 6.2 Catholic children from our Parish with a Parish Priest Reference.
 - 6.3 Catholic students transferring in from another Catholic school with a Parish Priest Reference.
 - 6.4 Other Catholic students.
 - 6.5 Siblings of Non-Catholic students.
 - 6.6 Non-Catholic students from other Christian denominations.
 - 6.7 Other non-Catholic students.
 - 6.8 Aboriginal students shall be given enrolment preference wherever possible and practicable.
7. At the interview parents will be informed of the school's philosophies and collection of school fees including the annual school fees schedule and other relevant policies that are available on the school website.
8. At interview the enrolment form is discussed with reference to the importance of accurate information being given and the need to disclose pertinent details.
9. Once a place has been offered a non-refundable Enrolment Fee of \$100 per child to hold a place is to be paid. This will be deducted from the first term's school fees. Parents will be given a copy of the school fees collection policy and of the CECWA pamphlet called How to Deal with a Dispute of Complaint in a Catholic School.
10. If found false or misleading information is given at the interview or on the enrolment form a breach of trust has occurred. In these cases the student's place at the school may be forfeited.
11. On accepting the enrolment parents are obliged to support the policies and procedures of the school.
12. The parish priest may be consulted on the appropriateness of offering placement.
13. Enrolment may take place at any year level. A parent of a Kindergarten student may defer the taking up of an offer until the commencement of Pre Primary.
14. Registration and enrolment forms will be designed to reflect current legislative requirements.
15. The final decision for any enrolment/placement is at the discretion of the Principal.
16. Enrolments must comply with Government entry age requirements.
17. The Principal may at their discretion, due to the student's special needs, offer a position to a family in need by following the Catholic Education Commission of Western Australia policy.

18. Before offering enrolment at St Joseph's School it is important that the capacity of the school to respond to the specific educational needs of all its students is determined. Therefore:
 - 18.1 The Principal shall ascertain whether the student has any special educational needs which will require differential resourcing if schooling is to achieve educational outcomes appropriate to the student's learning needs.
 - 18.2 Where the student has a disabling condition, disorder or significant health care needs, the Principal shall consult with the Students with Disabilities Team at Catholic Education Office to ensure that the school has the capacity to make adequate provision for the student's specific educational needs.

If the Principal determines that the school, after appropriate consultation as in 18.1 and 18.2 above, does not have the resources to respond to the student's educational needs then the parent(s) or guardian(s) may be referred to one of the Special Education Support Centres.

19. St Joseph's School adheres to the CEWA policies regarding the management, storage and transfer of confidential information.
20. St Joseph's School bases their enrolment form on the Compulsory Elements of an Enrolment Form as prepared by CEWA including if a parent(s) or guardian(s) has knowingly withheld information relevant to the application/enrolment process then the principal reserves the right to refuse or terminate enrolment on that ground.
21. A declaration is signed by all custodial parent(s) or guardian(s) that to the best of their knowledge they have:
 - a. Disclosed any special educational needs of the prospective student.
 - b. Disclosed any particular medial, social and/or emotional conditions as well as health care requirements of the prospective student.
 - c. Provided a copy of any Parenting or Restraint order that applies to the prospective student.
 - d. Provided the necessary documentation, that the school may request, to confirm the student's Australian residency status.
 - e. Fully understood and agree they accept that their child will participate in all required parts of the education program of the school including the Religious Education program.
 - f. Viewed, fully understood and agree to the terms and conditions set out in the School Fee Setting and Collection Policy (refer to CEWA policy statement School Fees: Setting and Collection 2-D2).
 - g. Fully and truthfully completed the Application for Enrolment form.
22. In exceptional circumstances the Principal may vary the above priorities to suit particular local circumstances prevailing at the time after consultation with the Director.
23. All students are required to participate in the school's Religious Education Program. Catholic schools exist to further our faith and educate our children. We expect all parents to fully support the school in this area.
24. Parents wishing to enrol a student at St Joseph's School are to complete the enrolment form sent with the information package about St Joseph's School. Please enrol as early as possible.
25. Interviews will take place late in term two and early in term three of the year proceeding enrolment. Children and at least one parent are to attend interviews. Positions in Kindergarten and Pre Kindergarten will be offered from Term Three.

26. Details of the fees and the fees payment policy are available from the office. A \$100 fee is to be paid on acceptance of an enrolment. This money will be credited to the first fee account presented to a family. However, if the child is withdrawn or fails to attend their first agreed days of schooling this fee will be forfeited to help cover costs.
27. If a parent or guardian has knowingly withheld information relevant to the application/enrolment process then the Principal reserves the right to refuse or terminate enrolment on that ground.
28. If a child fails to attend during their first two days of schooling without notifying St Joseph's School this would constitute a breach of enrolment which would lead at the schools discretion, to the position offered being rescinded in writing.

When enrolling children in the Three Year-old Educational Program (Pre Kindy)

- Children shall have attained the age of three.
- Enrolment into the program shall relate to participation in the program and not enrolment into the school. This point shall be clearly stated on the "Application Form" for parents/guardians and they shall be advised that formal enrolment into the school occurs via an application at the time of seeking enrolment into kindergarten or subsequent years.
- The following entry priority shall be consulted for the program
 - a) Catholic children from the parish with a Parish Priest reference
 - b) Catholic children from outside the parish with a Parish Priest reference
 - c) other Catholic children
 - d) siblings of non-Catholic students
 - e) non-Catholic children from other Christian denominations
 - f) other non-Catholic students

AGE REQUIREMENTS

PRE KINDY

Children must have turned three before they commence the Pre Kindy sessions.

KINDERGARTEN

Children turning four by June 30 in the year they commence Kindergarten sessions.

PRE PRIMARY

Children turning five by June 30 in the year they commence Pre Primary classes.

PRIMARY

Children turning six by June 30 in the year they commence Year One.

13. INSURANCE

As part of the school fees, students are covered under a personal accident and disability insurance policy, which insures students for school activities authorised by the Principal under the control of the school. This Policy provides only minimal benefits. Details of this policy are available from the office. It excludes amounts subject to Medicare benefit items as per Health Insurance Legislation and it excludes amounts recoverable from any Private Health Insurer.

All claims are to be made through CCI website: www.ccinsurances.com.au