

# Parent Information Handbook



St Joseph's Primary School, Pemberton



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*Dear Parents*

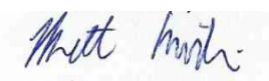
*Welcome to the Saint Joseph's School community. We recognise parents as the first and most important educators of children and, in doing so, encourage you to participate as fully as possible in the life of this school.*

*Saint Joseph's seeks to be a place where word and action and the activities of students, teachers and parents throughout the year are the evidence of our commitment to core values.*

*At Saint Joseph's we believe that the best preparation for the future is to have quality experiences in the present. The school recognises the uniqueness of each student and strives to enhance their giftedness through programmes of learning that nurture creativity, foster independent thinking and challenge students towards personal excellence.*

*In addition to caring, committed and very professional class teachers, Saint Joseph's offers small classes, and specialist teachers in Physical Education, The Arts, Science and H.A.S.S. (Humanities and Social Sciences) in modern, well-resourced classrooms.*

*I trust that our partnership will result in your child being happy and successful at Saint Joseph's.*

A handwritten signature in blue ink that reads "Brett Wilkie". The signature is written in a cursive style and is positioned above the printed name of the principal.

*Principal*

*Brett Wilkie*

## 1. CONTACT DETAILS

**Principal** Mr. Brett Wilkie

**Office Staff** Mrs. Lyn Byrne

**Phone** (08) 9776 1180

**Fax** (08) 9776 1565

**Email** [admin@stj.wa.edu.au](mailto:admin@stj.wa.edu.au)

**Website** [www.stjoespemberton.wa.edu.au](http://www.stjoespemberton.wa.edu.au)



## 2. SCHOOL HISTORY AND VISION

### Brief History of The School

St. Joseph's School and Convent were formally opened on February 3rd, 1952. In that initial year, fifty children were enrolled and three sisters from the congregation of St Joseph of the Sacred Heart began teaching both primary and secondary classes.

Parents have always been an integral part of St. Joseph's School. In 1954 a Pemberton Catholic Parents' Association was formed which, in 1972, was to become the Parents' and Friends' Association.

The School Board under the direction of the Catholic Education Commission was formed in 1974 and assumed the major financial responsibilities for St. Joseph's School.

Diminishing numbers in the congregation of St. Joseph necessitated the appointment of the first lay teacher in 1975 and the first lay Principal in 1990. However, the traditions left behind by the Sisters of St. Joseph are still cherished by the school community.

In recent decades, the school's physical facilities have been totally re-built to ensure that St. Joseph's provides a modern and welcoming learning environment. St. Joseph's School prides itself on providing a curriculum, based on an integration of faith, culture and life that promotes the religious, intellectual, social, cultural and physical development of the students.

### Vision Statement

St. Joseph's School, Pemberton, founded on the deep faith commitment of the community, aims to develop in each individual a sense of peace, security and dignity.

Our school community calls to life the uniqueness of each individual in meeting their educational and spiritual needs.

### 3. PARISH/RELIGIOUS INFORMATION

#### Sacred Heart Parish, Pemberton

Parish Priests: Fr Edwin Ocho

Parish House: Ipsen Street, Manjimup. Ph: 9777 1440

Mass Times: 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Sunday of Month 8.30am  
2<sup>nd</sup> and 4<sup>th</sup> Sunday of Month 10.30am

Reconciliation Time: By appointment with Fr Edwin Ocho

As parents, you are the first teachers in the way of faith and have first responsibility for the practice of your children's faith. St. Joseph's School is here to help and support you and your children in that role. There is a close link between the parish and the school and so, where possible, they work together for you.

#### Masses and Liturgies

Class Masses and Liturgies are celebrated on major Feast Days and other important occasions. Students will sometimes attend the Wednesday Parish Mass, at 10.00am.

All families are expected to attend special community Masses that occur during the school year, such as the Commissioning Mass (Term 1) and Graduation Mass (Term 4).

#### Prayer

As a Catholic School, daily prayer occurs in each classroom, with a prayer at the start and end of the day, as well as before lunch, as a minimum. All students are expected to participate actively in prayer.

#### Sacraments

The School and Parish work together to prepare students to receive the Sacraments of Reconciliation (Year 3), First Communion (Year 4) and Confirmation (Year 6). Parents are expected to attend Sacramental meetings conducted by the school.

## 4. GENERAL SCHOOL INFORMATION

### Term Calendar/Term Dates

A Term Calendar outlining the activities of the school will be sent out at the beginning of each term. Term dates change slightly each year and are communicated through our 'In Touch' school newsletter.

### School Times

8.30am	Classrooms open
8.50am	Classes begin
10.40am	Recess
11.00am	Classes resume
12.50pm	Lunch begins
1.05pm	Playtime begins
1.30pm	Classes resume
3.05pm	Classes End

Kindergarten children attend school following days: Mondays, Tuesdays and Wednesdays (full days).

Our Little Joeys Playgroup for children turning three is held on one morning a week.

### Office Hours

The School office is open between the hours of 8.30am and 3.30pm.

Outside of these hours, please contact the Principal by email:

[brett.wilkie@cewa.edu.au](mailto:brett.wilkie@cewa.edu.au)



## School Board

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

The School Board meets monthly to carry out various functions in pursuit of its objectives. An Annual Community Meeting is held in November for which nominations for vacancies are accepted beforehand.

## Parents and Friends Association

The Parents & Friends Association fosters community interest in education and promotes close liaison between school and community. The P&F also assists with school amenities through fundraising.

Meetings are held monthly and are advertised in the school newsletter. New families are always made welcome and parents are encouraged to form friendships, sharing the workload.

The P&F Annual General Meeting is held on the same evening in November as the School Board Annual General Meeting and is also the forum for nominations to P&F committees. Sub-committees are formed with a P&F Executive Committee member sitting on each committee.

The committees are:

- ❖ Canteen
- ❖ Uniform

## Assemblies

Assemblies are held as indicated in the school newsletter and term planner.

During an Assembly we sing the National Anthem, pray, acknowledge birthdays and students who are receiving Merit Awards.

Once a year each class will provide us with a 'Class Assembly'. At these assemblies we will have the opportunity to share in some of the learning that has been taking place for the children in that class.



## **School Newsletter**

The 'In Touch' newsletter is published weekly, Parents are asked to read the 'In Touch' carefully to keep up to date with what is happening at the school. Should you wish to receive the 'In Touch' via e-mail, please contact the office.

## **Parent Information Evening**

Early in Term 1, a Parent Information Evening is held to discuss school and class routines and programmes. It is an expectation that each family is represented at this meeting.

## **Interviews**

Teachers welcome parents to make appointments to discuss their child's progress at any stage of the year. Parents are asked to make an appointment to meet with the teacher at a mutually convenient time.

All parents are required to attend an interview with their child's classroom teacher during term one to discuss their son's / daughter's progress and participation in class activities.

## **Student Absences/Late Arrivals/Early Departures**

Parents are required to inform the class teacher in writing of reasons for their child's absence the first day the child returns to school. Parents are requested to notify the school immediately if it is known that a child's absence is likely to exceed a week.

Children who arrive after 8.50am are required to sign the 'Late Arrivals' Book in the office.

A child can sometimes be permitted to leave the school during school hours, for appointments etc. Children must be signed out at the front office by parent/guardian and also signed back in upon their return.

## **Book Club (Scholastic)**

Pamphlets are sent home each term. Correct money must accompany orders in an envelope with student name, grade and amount clearly marked.

## **Book Lists**

Families are encouraged to purchase school requirements from the school book lists, details of which are prepared by the teachers and sent home before the end of each year. Items on the book lists are school requirements for effective learning and therefore should remain at school.

## **Excursions and Camps**

Children participate in excursions as part of their classroom learning programmes. The cost of these excursions, where possible are kept to a minimum. Parents are advised as soon as possible of the dates and costs of planned excursions.

Typically, we take our Year Six class to Perth for a week-long camp and our Year 4/5 students on an overnight camp each year.

## **Canteen**

St Joseph's canteen operates on Tuesdays. The successful operation of the canteen is due to the parents who have volunteered to give their time in helping on a rostered basis. This assistance is important if the Canteen is to offer food at a reasonable price. A roster will be sent home early in each new school year, along with the current menu.

It is the aim of the school canteen to provide a balanced and nutritious lunch for the children. All food and drinks available will be presented in a manner to encourage good healthy eating habits.

## **Family Holidays During the Term**

Families are discouraged from taking holidays during the school term, due to the negative impact that this can have on student learning. Written notification must be sent to the Principal if parents choose to take their children on a family holiday during the school term. A school placement can only be held open for a maximum of one term (e.g. in the case of an extended holiday overseas). The school building levy will be payable for the whole term including the period of absence.

## Management of Student Behaviour

The principle aim of our Management of Student Behaviour policy is to lead the students towards the development of self-discipline. The code of behaviour at St Joseph's includes the right for each student:

- ❖ To be respected
- ❖ To learn without distraction
- ❖ To feel safe
- ❖ To pursue personal excellence

We accept responsibility, along with home and community, for helping our children to develop acceptable behaviour.

Our Management of Student Behaviour Policy is inherently linked to our Pastoral Care Policy which reflects the overall positive approach which we endeavour to apply in our school, towards all aspects of a child's learning and development. We believe that discipline is leading, guiding, encouraging and instructing children within a framework of rights, responsibilities and rules. These three strands of discipline should work together to create a caring community atmosphere.

## School Fees

Fees are set at the end of the previous year as part of the budget procedures. While a fee notice for the full annual amount is sent out in Term One, families are not required to pay the full amount during that term necessarily. You may choose to organise a direct debit, or to pay quarterly, but there is an expectation that within 14 days of receiving the fees notice you have informed the school of your preferred method of fee payment. In circumstances of need, applications for fee discounts or alternative arrangements should be addressed to the Principal. Arrangements for discounted fees should be reconfirmed at the beginning of each year.

Holders of current means tested Family Health Care Card or Pensioner Concession Card with the code PPS are entitled to a discount on tuition fees.

## Library

Students are able to borrow books from our School Library on a regular basis. Library books must be taken home and brought back to school in a suitable library bag. Library bags are available from the school uniform shop.

## Homework Policy

Homework is an aspect of school that encourages children to take responsibility for their own learning, enables them to revise their learning from school and provides children with the opportunity to become more independent and successful students. Therefore, homework should be treated by the child, parent and teacher as a valued and integral part of the learning process. The following is an **approximate** guide to the time allocated on a daily basis for an 'average' child in each level of school:

- ❖ Year 1            10-15 minutes
- ❖ Year 2-5        15-20 minutes
- ❖ Year 6            25-40 minutes

Reading is in addition to the above allocated times.

The support of parents in ensuring the regular completion of set homework is absolutely vital in a successful parent/student/teacher partnership. If you at any time have concerns about your child's homework, please make a time to speak to the classroom teacher.

## 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. We make every effort to have lost items claimed but unmarked, unclaimed items left at the end of each term will be placed in the uniform shop. All lost property is housed in a box in the Library.

## Privacy

St. Joseph's School requires information about students and their families in order to provide education to these students. We recognise the significance of protecting the information we hold. Therefore, all such information is handled in accordance with the 'Privacy Act' as it pertains to private sector organisations, including Catholic Schools.

## Reporting and Communication to Parents

In Term One, parent/teacher information sessions are held which cover information on class routines and procedures, as well as an overview of each learning area.

Assessment Books are compiled throughout the year and sent home at least once each term (Year 2-6 students). These provide samples from different learning areas and demonstrate the progress your child is making, particularly in the areas of literacy and numeracy.

Each teacher sends home a Class Newsletter twice a term, which provides you with up-to-date information on recent and upcoming events in each class.

NAPLAN testing occurs during Term Two for all students in Year 3 and Year 5.

Academic Reports are issued for each child at the end of each semester.

## Swimming

All children from Years PP to Year 6 participate in swimming lessons each year. Dates are to be arranged when the Manjimup Aqua Centre advises of its program date.

Opportunities for children to participate in the VACSWIM programmes are also advertised through the 'In Touch' newsletter.

## Transferring Schools

Parents are requested to give a term's notice if a student is to be withdrawn from the school before the end of the year. A transfer note and yearly reports will be sent when a child transfers from or to another school. Any other documentation that is confidential, e.g. Psychology Reports, custody details, are held (closed access) in the school. Application may be made to release these reports with parental consent.

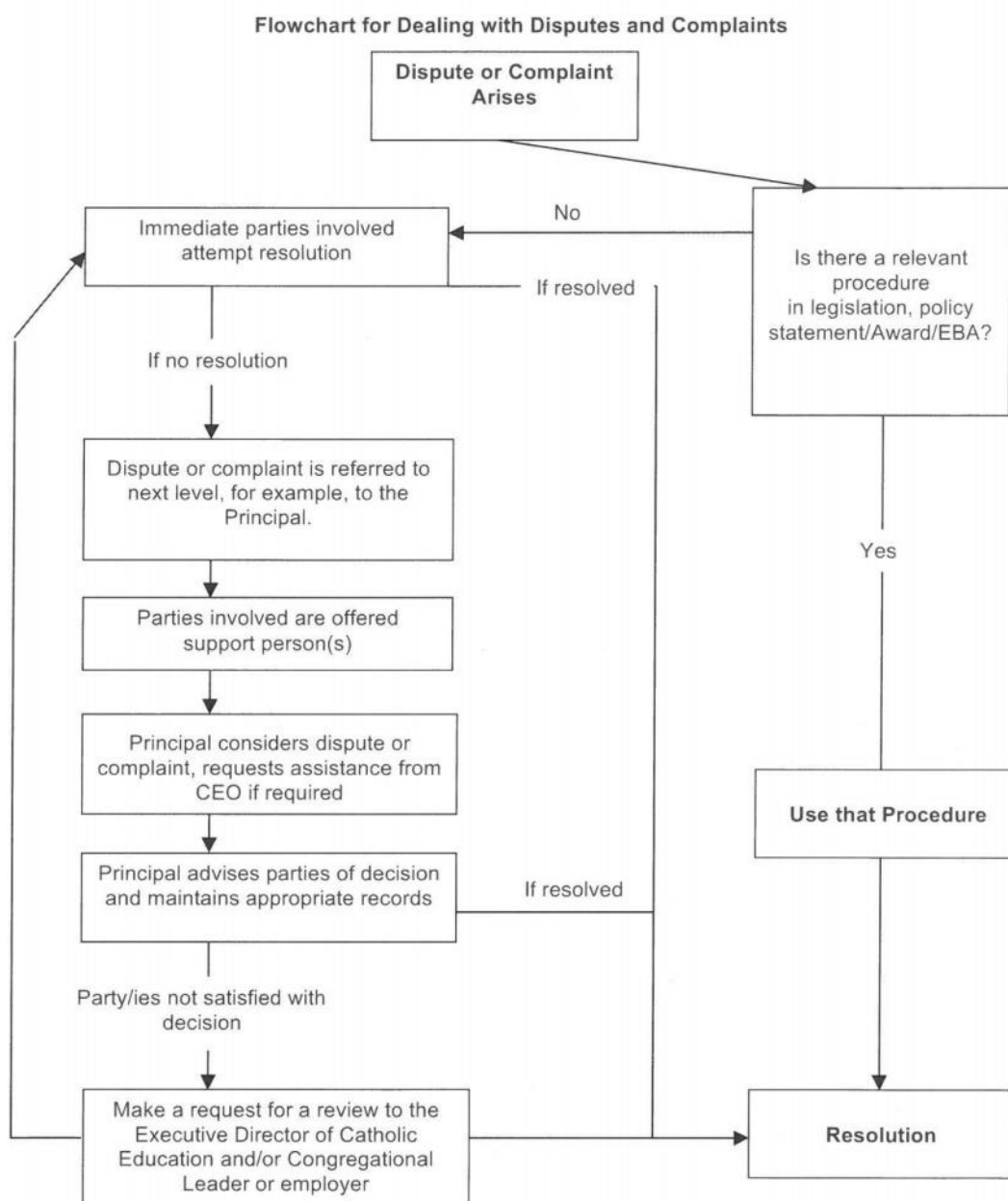
## Wet Weather Procedure

When it is a wet day, children may play quiet activities and games in their classrooms. Class/duty teachers will supervise the children.

## Complaints Procedure

Should you have a complaint about any element of the operations of the school, please refer to the 'Disputes and Complaints Resolution' Policy, available in full on our school website.

The flow chart below provides a summary of the correct procedure for making a complaint:



**Note:** An individual has the right to make an appeal to the Minister for Education with regard to a dispute or complaint (School Education Act 1999). An appeal will only be heard on a breach in process and will not be a re-examination of the merits of the case.

## 5. EARLY CHILDHOOD INFORMATION

### Early Childhood Education Philosophy

*‘Our school community calls to life the uniqueness of each child in meeting their educational and spiritual needs’.*

At St Joseph’s School, the Early Childhood Team embraces and nurtures each student as a whole child across all learning domains.

We aim to incorporate into the curriculum a range of teaching and learning pedagogies.

We implement a variety of explicit, collaborative, inquiry and play-based learning pedagogies, based on student needs. In doing this, we are able to provide a balance between student-driven and teacher-initiated learning experiences. Programming and teaching is flexible and caters for all students’ needs, strengths, interests and cultural backgrounds. We believe in the importance of continually reflecting on student learning and on our own teaching, as we strive to provide the best educational experiences for our students. We provide school environments that enhance and nurture student learning.

We believe positive and meaningful interactions between staff and students develop and nurture self-esteem and ensure all students feel safe, valued and respected.

We consider parents to be fellow educators of their children. We embrace and support a variety of opportunities for parents to participate in their children’s education. We value open communication between home and school through a range of communication pathways.

### Early Years Learning Framework

At St. Joseph’s, our learning programmes in early childhood centre around the principles of the Early Years Learning Framework. Fundamental to the Framework is a view of children’s lives as characterised by belonging, being and becoming.

#### Belonging

Experiencing belonging— knowing where and with whom you belong – is integral to human existence.



### Being

Childhood is a time to be, to seek and make meaning of the world.

### Becoming

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood.

## Kindergarten

Children attending Kindergarten must turn four years of age before 30<sup>th</sup> June in that year. Kindergarten students attend three full days a week (*Monday, Tuesday, Wednesday*).

A more detailed booklet will be issued upon acceptance into Kindergarten at St Joseph's.

## 'Little Joeys' Playgroup

Children attending Little Joeys must turn three years of age in that calendar year. Little Joeys students attend one half day a week.

The Playgroup functions as an opportunity for students to experience learning in a fun and age-appropriate way in our Early Childhood Centre, while helping them in the process of becoming acclimated to a school environment.

A more detailed booklet will be issued upon acceptance into Little Joeys.



## 6. CHILD HEALTH AND SAFETY

### The School Nurse

A community nurse visits St Joseph's School on a regular basis and parents may request an appointment to discuss their child's health concerns by notifying the school office.

The nurse conducts a hearing and vision screening program with Kindergarten students and also provide support to the staff in managing child health issues.

### Dental Health

Children are called as required by the dental therapist when the mobile clinic is at the Pemberton District High School. For urgent appointments please contact the school office to obtain the phone number for their current location.

### Psychology Service

The Non-Government School Psychology Service is available. At the school's request, a School Psychologist visits the school. Support is provided for those children who may have educational, behavioural or emotional problems. Parents wishing to utilise this service should contact their child's teacher or the Principal.

### Medical Conditions

Please inform the School Principal in writing of any severe allergies or medical conditions and where possible supply details of effects and treatment so that the school is able to provide the necessary management programme.

Children who are ill should be kept at home until they are completely well again.

### Medication

If a student requires medication during the day, a letter outlining the instructions and permission for the office staff to administer the medication, is required. The medication will be stored at the office.

Students are NOT permitted to carry any sort of medication in their bags.

### Accident and Sickness

Staff with First Aid qualifications will attend to minor injuries at school. In the event of a serious injury, the school will seek immediate medical attention for the child while endeavouring to contact the parents.

## 7. UNIFORM REQUIREMENTS

Parents are responsible for sending their children to school in correct uniform every day and children should be encouraged to wear their uniform with pride. Sports Uniform is to be worn on two days per week. Parents will be notified of which days through the school newsletter at the beginning of the year.

All articles of clothing are to be clearly labelled. It is extremely difficult to ensure that lost property is returned to the correct student, when there is no indication of the owner on the garment.

The school has a policy of **'no hat, no play'**.

**Non Uniform** – if your child is not wearing the required uniform an explanation in writing is required.


**Jewellery** – children are permitted to wear a wristwatch. They may wear either studs or sleeper earrings; one in each ear lobe. In the event of one being lost or broken, the other must be removed. The wearing of any other jewellery is not permitted for safety reasons.

**Make Up**- All make-up, including nail polish, is not permitted to be worn.


**Hairstyles** – hair should be of an acceptable style. Unconventional cuts are not permitted. Long hair is to be tied back with blue ribbon or scrunchies and off the face.

**Uniform Shop**- The Uniform Shop is run by parent volunteers from the P & F Association. The uniform shop is located in the Undercroft and caters for all students from Kindergarten to Year 6. Opening times vary and are advertised in the school newsletter. Every effort is made to open the uniform shop as each term of the year commences. Contact the school office for assistance with uniforms when the Uniform Shop is not open.


### SUMMER UNIFORM (Term 1 and Term 4)

	<p><b>GIRLS</b></p> <ul style="list-style-type: none"> <li>• Summer dress</li> <li>• Brown school sandals or black leather shoes with white ankle socks</li> <li>• Hat with school crest</li> </ul>
	<p><b>BOYS</b></p> <ul style="list-style-type: none"> <li>• Grey school shorts</li> <li>• Blue short sleeved shirt</li> <li>• Brown school sandals or black leather shoes with white ankle socks</li> <li>• Hat with school crest</li> </ul>

### WINTER UNIFORM (Term 2 and Term 3)

	<p><b>GIRLS</b></p> <ul style="list-style-type: none"> <li>• Blue woollen school jumper with crest</li> <li>• Tartan pinafore/skirt</li> <li>• Blue short sleeved shirt</li> <li>• Navy blue tights</li> <li>• White ankle socks (if not wearing tights)</li> <li>• Black lace up school shoes. Black buckle girl's school shoes may be worn.</li> </ul>
	<p><b>BOYS</b></p> <ul style="list-style-type: none"> <li>• Long grey school pants</li> <li>• Blue woollen school jumper with crest</li> <li>• Blue short sleeved shirt</li> <li>• Grey socks</li> <li>• Black lace up school shoes</li> </ul>

### SPORTS UNIFORM (All year round)

	<p><b>GIRLS AND BOYS</b></p> <ul style="list-style-type: none"> <li>• Black airflow shorts</li> <li>• Blue polo shirt with school logo</li> <li>• Blue polo fleece windcheater</li> <li>• Blue tracksuit pants</li> <li>• White ankle socks</li> <li>• Hat with school crest (Terms 1 and 4)</li> <li>• Joggers.</li> </ul>
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