



*"Strength through Christ"*

St Joseph's Primary  
School, Pemberton

# *Parent Information Handbook 2024*



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*Dear Parents*

*We warmly welcome you to Saint Joseph's School community in Pemberton. We commit to supporting you, as first educators, with providing a quality, Catholic education for your child. Our connection with families within the school is highly valued and we strongly believe in working together to achieve the best outcomes for all.*

*We work to provide quality learning experiences and opportunities, aiming to develop life-long learners and to prepare students as best as possible for the future. We know that students learn best when they feel safe in their environment and we strive to create safe and secure classrooms that promote and nurture creativity, foster independent thinking and challenge students towards personal excellence.*

*Our School Values of Faith, Respect, Responsibility, Safety and Compassion guide us in developing the unique gifts, strengths and talents that your children bring to our school each day. Our professional and caring staff are committed to providing quality, evidence-based learning programs that reflect an understanding of how individual students learn.*

*Saint Joseph's offers small multi-aged classes, and specialist teachers in Physical Education, The Arts and Italian in modern, well-resourced learning spaces.*

*I look forward to developing our partnership further and working together towards many successes for your child at Saint Joseph's.*



*Ashlee De Campo*  
*Principal*



## 1. CONTACT DETAILS

<b>Principal</b>	Ms Ashlee De Campo
<b>Office Staff</b>	Mrs Rose Moyle & Mrs Georgiana Nock
<b>Phone</b>	(08) 9776 1180
<b>Email</b>	<a href="mailto:admin@stj.wa.edu.au">admin@stj.wa.edu.au</a>
<b>Website</b>	<a href="http://www.stjoespemberton.wa.edu.au">www.stjoespemberton.wa.edu.au</a>

## 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

<b>Parish Priest:</b>	Fr Edwin Ocho
<b>Parish House:</b>	Ipsen Street, Manjimup. Ph: 9777 1440
<b>Mass Times:</b>	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
<b>Reconciliation Time:</b>	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 strongly encouraged 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 encouraged 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 Online school newsletter.

### School Times

8.30am	Classrooms open
8.50am	Classes begin
10.40am	Recess
11.00am	Classes resume
12.35pm	Lunch begins
12.45pm	Playtime begins
1.15pm	Classes resume
3.05pm	Classes End

Kindergarten children attend school the following days: Monday, Tuesday & Wednesday (full days).

Our Little Joeys Playgroup is for all children who are 2-4 years old and occurs on Friday mornings from 9am – 10:30am.

### 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:

[ashlee.decampo@cewa.edu.au](mailto:ashlee.decampo@cewa.edu.au)

### School Advisory Council

The School Advisory Council is the body responsible under the guidance of the Principal and the financial management of the school for improvements and financial planning. The Council 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 Advisory Council meets each term 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 is a committee of the school and 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 at least once each term and are advertised in the school newsletter and on the Term Planners. New families are always made welcome and parents are encouraged to form friendships, sharing the workload.

The P&F Annual Community Meeting is held on the same evening in November as the School Advisory Council's Annual Community Meeting and is also the forum for nominations to P&F Committee.

## PBS/MJR Assemblies

PBS/MJR Assemblies are held every Monday at 12:05pm.

During an Assembly we reflect on the weekly focus area which is taught within our MJR and PBS lessons across the school. We also gather to pray, acknowledge birthdays and students who are receiving MJR Awards and Accelerated Reader Awards.

## Class Assemblies

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. Teachers will also present merit certificates. Class Assemblies are advertised in the school newsletter and on the Term Planner each term.

## School Newsletter

The school newsletter is published online weekly. Parents are asked to read the newsletter carefully to keep up to date with what is happening at the school.

The newsletter is electronic and is emailed to families each Wednesday.

## Parent Information Evening

Early in Term One, 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 notify the school as soon as possible if it is known that their child will be absent. This can be done via a written note prior, by email or by calling the school. Parents are required to inform the school in writing of the reason for their child's absence.

Children who arrive after 9.15am are required to be signed in via the 'Late Arrivals' Book in the office, by a parent or guardian. After 9.15am, parents/guardians will receive a SMS when a student is absent from school with no prior communication as to the students whereabouts.

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

If it is known that a child will be absent for a period of time that exceeds a week, it is requested that contact is made with the school Principal.

## **Book Club (Scholastic)**

Pamphlets are sent home each term. Orders can be made online or by providing the school office with correct money in an envelope with student name, grade and amount clearly marked.

## **Book Lists**

The school purchases all resources required in classrooms therefore we do not have 'book lists'. Parents must provide a school hat, a drink bottle and library bag.

## **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 volunteers who give their time in helping on a rostered basis. This assistance is important if the Canteen is to offer food at a reasonable price. If you are available to volunteer on this roster, please contact the school office.

It is the aim of the school canteen to provide a balanced and nutritious lunch for the children. The latest canteen menu can be accessed on our school website.

### **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 and acknowledge that, just like academic requirements, different students require different types of support in order to meet behaviour expectations.

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 Procedures**

#### **Rationale**

At St Joseph's Primary School, we believe that a child's education and attitude towards their education begins in the home. Because of this, we highly value our partnerships with parents and carers.

*The family is recognised as the child's first and most influential educator and is valued as a partner in their education and care. Catholic Education Western Australia respects the history, culture, language and traditions of all families and communities. Families are welcomed, respected and actively encouraged to work in partnership with educators. (Early Years and Care Position Statement, CEWA, Pg. 1)*

Whilst we believe that homework is an important part of a child's learning and development, we also acknowledge that what is set must remain practical for parents and families to ensure it is purposeful and successful. Homework

should not be a stressful experience. We believe that the setting of homework needs to take into consideration the need for students to have a balanced lifestyle. This includes sufficient time for family, recreational and cultural pursuits. As we have no direct control over what happens in the home, we focus on encouraging students to complete their homework using in-class rewards and do not discipline students for incomplete homework. Work completed at home is not directly used when making judgements about a child's academic ability or for assessment purposes.

### **Our Homework Priorities**

1. **Reading** – Regular opportunities to engage young children in reading has a significant impact on their overall reading ability. Reading to and reading with children regularly at home will help them in all areas of school. A wide range of research shows the importance of reading on a daily basis in developing a child's use and understanding of vocabulary and gives the best opportunity for early literacy success.
2. **Responsibility** – Students from years 3-6 should be working towards managing their own routines and responsibilities. Independent responsibilities that are established around homework can allow students to develop the skills to manage their time and routines sufficiently and in preparation for future learning success.

*Primary school is a key stage for children as they enhance their communication skills, establish and grow peer relationships, and have a growing understanding of their place in the world. This period of significant change and growth also sees children develop resilience and adaptability and strategies to manage themselves in different situations. (Alice Springs Education Declaration, 2020. Pg. 8)*

3. **Relationships** - Homework supports the relationship between home and school by regularly connecting families with their child's learning. Homework can be a means of furthering school and home relationships and can assist in keeping parents informed about their child's learning program and progress. Parents are encouraged, where possible, to engage with their child's homework by supporting its completion and by

giving children timely feedback through marking their work. As homework is an addition to our primary school learning programs, work completed at home is not used for assessment purposes and is a great opportunity for parents to have conversations with their child about their learning.

4. **Reinforcement** - Homework should complement classroom learning and should not include the teaching of new concepts. Homework will require students to review what they have already learnt and should be set at an easy, independent level to ensure the child feels a sense of success.

### **What Homework will look like at St Joseph's Primary School**

#### **How much time should my child spend on homework each day?**

- Pre Primary - Readiness discussion in consultation with the teacher
- Year 1            10-15 minutes
- Year 2-5        15-20 minutes
- Year 6           25-40 minutes

If the homework that has been set takes a child longer than the time recommended across the week, parents are encouraged to contact the classroom teacher so they may adjust the load accordingly

#### **What will be included in the Homework?**

Homework for ALL years WILL include:

- Daily Reading

Homework MAY include:

- Maths tasks (online or on paper)
- Spelling/ Word Work activities
- Finishing off work not completed in class
- Project learning

Parents are always welcome to discuss any concerns they have regarding their child's homework requirements with the classroom teacher.

#### **When will the homework be due?**

All homework at St Joseph's is set at the beginning of the week (usually Mondays) and due at the end of the week (usually Fridays) so students can manage their own schedule. This also allows for those days where other extra-curricular activities take up large amounts of time after school.



### **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 school office.

### **Privacy**

St. Joseph's School requires information about students and their families in order to provide an appropriate education and supportive pastoral care to all. We follow all legal requirements regarding record keeping and handling of personal and confidential information. Therefore, all such information is handled in accordance with the *Information Stewardship Executive Directive* as found on the CEWA Policy Hub via the school website.

### **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 1-6 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 Aquatic Centre advises of its program date.

### **Transferring Schools**

Parents are asked 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. Applications 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 or the school hall. Students will be supervised by duty teachers.

## Complaints Procedure

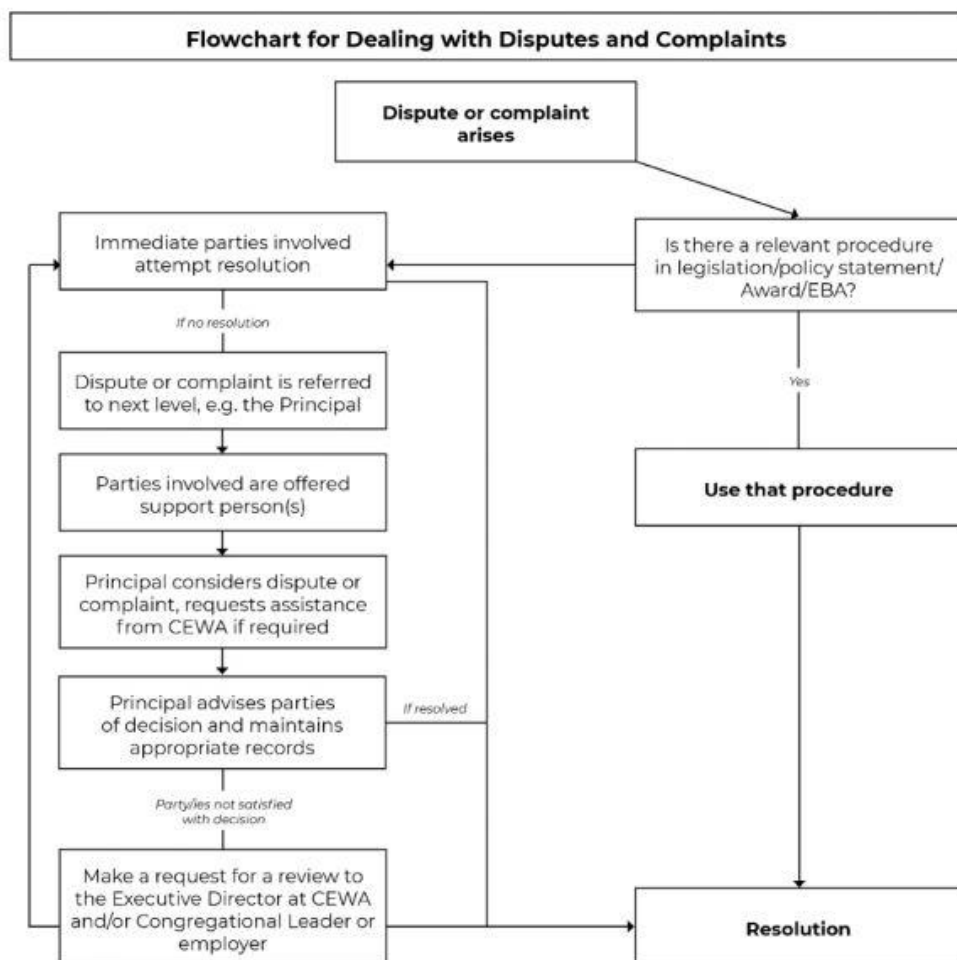
Should you have a complaint about any element of the operations of the school, please refer to the *Disputes and Complaints Resolution Executive Directive*, as found on the CEWA Policy Hub via our school website.

### Director Instructions Dispute and Complaint Resolution



CATHOLIC EDUCATION  
WESTERN AUSTRALIA

Flowchart for Dealing with Disputes and Complaints



## 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 aged 2-4 may attend our Little Joeys playgroup with a parent or guardian. 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 arrival at 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 provides 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 wellbeing support requirements. 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

### RATIONALE

All students are required to wear full and correct uniform each day, including travel to and from school. Parents are responsible for sending their children to school in the correct uniform every day and children should be encouraged to wear their uniform with pride. The St Joseph's School uniform is in place to establish uniformity in our school, and to ensure our students come to school feeling a sense of pride and equality. Staff will encourage wearing the correct uniform to maintain a high standard of presentation and to teach students to take pride in their presentation.

### GUIDELINES

- **Labelling Uniforms** - 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.
- **Hats** - Students must bring a hat to school every day, all year round. In terms 1 and 4 the hat must be worn at recess and lunch and at other times when the students are outside. In terms 2 and 3, if the UV index is 3 or above, students will be required to wear their hats.
- **Non-Uniform** – If your child is not wearing the required uniform an explanation in writing is required.
- **Jewellery** – The wearing of jewellery is to be limited to the following:
  - A wristwatch
  - A small cross or medal of religious significance worn on a fine chain around the neck.
  - One sleeper earring or stud worn in the lobe of each ear.The wearing of other jewellery is not permitted for safety reasons.
- **Hairstyles** - Hair should be of an acceptable style and kept neat and tidy at all times. Hair longer than shoulder length is to be tied back with blonde, black or blue hair ties, blue ribbon or scrunchies and off the face.

- **Make up** – All make-up, including nail polish, is not permitted to be worn.
- **Casual 'free dress' days** – on occasion, children will be asked to wear casual clothes to school. On these days, students must ensure a smart casual appropriate dress standard. Inappropriate wording or logos will not be permitted.
- **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.

### SPORTS UNIFORM (All year round)



### GIRLS AND BOYS

- Black airflow shorts
- Blue polo shirt with school logo
- Blue polo fleece windcheater
- Blue tracksuit pants
- White ankle socks
- Hat with school crest (Terms 1 & 4)
- Joggers

## SUMMER UNIFORM (Term 1 and Term 4)



### GIRLS

- Summer dress
- Brown school sandals or black leather shoes with white ankle socks
- Hat with school crest

### BOYS

- Grey school shorts
- Blue short sleeved shirt
- Brown school sandals or black leather shoes with white ankle socks
- Hat with school crest

## WINTER UNIFORM (Term 2 and Term 3)



### GIRLS

- Blue school jumper with crest
- Blue short-sleeved or long-sleeved shirt
- Tartan pinafore/skirt with Navy blue tights or White ankle socks (if not wearing tights)
- Dark Navy pants
- Black lace up school shoes (black buckle girl's school shoes may be worn).
- Winter jacket for extra warmth



### BOYS

- Long grey school pants
- Blue school jumper with crest
- Blue short-sleeved or long-sleeved shirt
- Grey socks
- Black lace up school shoes
- Winter jacket for extra warmth