St Joseph’s Primary School

Principal: Ronan O’Mahony
Address: 94 Korumburra Road  Wonthaggi  Victoria  3995
Telephone: (03) 5672 1052
Fax: (03) 5672 4367
Office Hours: 8.30am – 4.00pm
Email: info@stjwonthaggi.catholic.edu.au
Website: www.stjwonthaggi.catholic.edu.au

St Joseph’s and Our Lady Star Of The Sea Parish

Parish Priest: Rev Fr Manuele (Manny) Lomagno
Parish Secretary: Marion Wishart
Address: St Joseph’s 27 -29 Dowling Street, Wonthaggi
        Star of the Sea  Scarborough Street, Inverloch
Telephone: (03) 5672 1111
Fax: (03) 5672 4394
Office Hours: Monday Tuesday Thursday Friday
              9.30 am - 5.00 pm
Email: stjosephswon@bigpond.com
Welcome

Dear Parents and Guardians

It is a great pleasure to welcome you and your family to St Joseph’s School, Wonthaggi.

Whether this is your first experience of Catholic education or your family is continuing your journey with us, we hope that your association with St Joseph’s will be long lasting, and one filled with many memorable experiences.

We offer you not only a school of learning dedicated to providing a quality education, but also a community of faith which openly recognises Christ and seeks to live and proclaim His Gospel message.

Here at St Joseph’s School, we are committed to supporting you as the first and primary educators of your children. We assume the belief that schooling is a partnership. It is in working as partners – in supporting and encouraging each other’s efforts that we benefit in bringing children to a genuine knowledge of themselves and of the world in which they live.

Together it is hoped that efforts of co-operation and mutual support will complement each other through the sharing of a common vision and of common goals.

Each child and parent wishing to enrol at St Joseph’s must strive to uphold the values of this school. We are called to participate actively in maintaining the special character of the school’s faith and cultural identity, and agree to become a part of a community of learners, who are seeking knowledge of the world and of its Creator.

By sending your child to this Catholic school, you openly affirm your belief in Catholic Education. Hopefully, what we endeavour to offer at St Joseph’s is far more than just another education. Our commitment is to bring together faith and learning in ways that are real and meaningful to our own lives, and which ultimately reflect the life and message of Jesus Christ.

This Handbook attempts to capture some of the beliefs and practices of the school, which have their origins within the school’s story. While it covers key areas, it does not attempt to cover all possibilities. Rather it is meant as a guide to allow you to gain a sense of what St. Joseph’s School is about.

We at St Joseph’s look forward to our journey with you and sharing the challenge of bringing your children to a greater knowledge of themselves, their world and their God.

Yours in providing the very best in Catholic Education.

Ronan O’Mahony
Principal
Staff List 2016

Administration
Principal Ronan O’Mahony
Deputy Principal Joanne Coldebella

School Officers
Administration Officer Kirby Ireland
Administration Officer Judy Blair
Administration Officer Megan Havers

Classes
Prep T Tracey Allan
Prep L Trish Martin
Grade 1/2 F Kasey Ton
Grade 1/2 T Kylie Keogh
Grade 1/2 L Sarah Keating
Grade 3/4 F Ann Diviny
Grade 3/4 T Joanne Coldebella
Grade 3/4 L Toni Moser
Grade 5/6 F Jenny Lawlor
Grade 5/6 Renee Pilkington
Grade 5/6 Leigh Granger

Specialist/Support Teachers
Italian Rosemary Daniel
Library Kate Egan
Music Anne Tschiderer
Physical Education Michelle Richards
Reading Recovery/Welfare Jenny Watts
Release Teachers Kylee Bertacco
Diane Gin

Educational Support Officers
Helen Caddy
Louise Alexander
Annie Michael
Kerri Osbaldeston
Carmel Malzinskas
Claire Lewis
Kathryn Williams

School Services Officer Ross Dare
Calendar 2016

A detailed list of important dates for each term will be included in the newsletter and on the school website. These dates are correct as at time of printing, however please check the weekly newsletter for any amendments.

TERM 1
28 January - 24 March

Labour Day Holiday - 14 March
Easter - 25 March - 28 March

Preps do not attend school on Wednesdays in Term 1

TERM 2
11 April - 24 June

ANZAC Day Holiday - Monday 25 April
School Closure Day - Monday 23 May
Queen’s Birthday - Monday 13 June
School Closure Day - Friday 24 June

TERM 3
11 July - 16 September

TERM 4
3 October - 16 December

School Closure Day - Monday 31 October
Melbourne Cup - Tuesday 1 November

School Closure Days
Monday 19 December
Tuesday 20 December
**Education in Faith**

**School Program**
The religious nature of our school permeates all aspects of school life. Students participate in formal Religious Education lessons within their classrooms and informally through all other classes. The Religious Education texts, Journeying *Together in Hope*, are used to support the school program.

**Prayer and Liturgy**
The students participate in daily prayer in their classrooms and in weekly school prayer at assemblies. They have the opportunity to celebrate class masses and to participate in school masses throughout the year.

**Family Involvement**
Opportunities are provided for parents and families to strengthen their faith life through participation in prayer assemblies, liturgies, class masses and information sessions.

**Parish Mass times**

<table>
<thead>
<tr>
<th>Parish</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>St Joseph’s Wonthaggi</td>
<td>Saturday Vigil</td>
<td>6.30am</td>
</tr>
<tr>
<td></td>
<td>Sunday</td>
<td>10.30am</td>
</tr>
<tr>
<td>Star of the Sea Inverloch</td>
<td>Sunday</td>
<td>9.30am</td>
</tr>
</tbody>
</table>
Overview of Teaching & Learning

Religious Education
Students participate in formal Religious Education lessons led by the teachers, within their classrooms and informally through all other classes. The Religious Education texts, *Journeying Together in Hope* form the basis of the school program. Social justice forms a key component in the learning with a focus on action. The Sacramental Program is undertaken in collaboration with the school, parish and families.

Curriculum
The school presents a curriculum program which meets the requirements of the Diocese of Sale in Religious Education, and ensures that the Australian Curriculum set down by the Victorian Curriculum & Assessment Authority (VCAA) are achieved over the seven years of primary school.

Online links:
http://www.vcaa.vic.edu.au
http://ausvels.vCAA.vic.edu.au

Walker Learning Approach
In Prep to Year 2, our teachers and students have embraced the Walker Learning Approach, an innovative learning approach that personalises learning for each child based on their developmental needs and interests.

This approach involves the promotion of self-direction and self-management, the use of play to drive and connect to formal learning, with authentic opportunities to consolidate the year levels’ learning intentions that come from the Australian Curriculum.

The investigation areas reflect the children’s interests and current learning objectives across all curriculum areas and include: construction, sensory, dramatic play, collage, reading, numeracy resource area, literacy resource area, tinkering and science and nature.

Inquiry Based Learning
The Years 3 - 6 Program is a guided inquiry approach to learning and teaching. Within each Unit of Inquiry students and teachers identify together what they want to know, what they already know, what they need to know and how best they might find that out.

In the inquiry-based classroom there is increased emphasis on real life situations, decision-making, problem solving, research and action. To support our moral purpose, we use MAPPEN; a genuine Senior Years approach towards building important skills across the curriculum. Through the delivery of MAPPEN students investigate concepts, skills and behaviours that are relevant to their success as 21st Century learners.
Overview of Teaching & Learning

Language
Italian is the language that is taught to all students from Prep - Year 6. Students learn about the culture of Italy, the history of migration to Australia, language structure and communication.

Physical Education & Sports
Knowledge and skills in this area are developed through play, games, gymnastics, movement awareness and ball handling. During these activities the emphasis is on skill acquisition and development, participation for all, the development of healthy attitudes and an enjoyment of physical activity. Each student at St Joseph’s participates in a physical education session of 40 minutes per week and classroom teachers provide extra physical education sessions.

Representative Sport
Year 3 – 6 students have the opportunity to participate in athletics, cross country, basketball and swimming carnivals at district, zone, state and national levels. All students participate in our annual school Athletics Carnival. A variety of extracurricular activities is also offered.

Additional Programs for Children
St Joseph’s also offers the following programs, which are designed to enhance the children’s educational experience and development. These extra programs are also designed to help our parents offer their children a range and breadth of opportunities.

Such activities may be grouped into the following categories:

<table>
<thead>
<tr>
<th>Spiritual</th>
<th>Academic</th>
<th>Sporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altar service</td>
<td>Excursions/Incursions</td>
<td>Swimming</td>
</tr>
<tr>
<td>Mass participation</td>
<td>Camps (Yrs 1-6)</td>
<td>Cross country</td>
</tr>
<tr>
<td>Sacramental preparation</td>
<td>Maths Olympiad</td>
<td>Athletics</td>
</tr>
<tr>
<td>Social justice program Academic</td>
<td>ICAS Testing</td>
<td>Representative sport</td>
</tr>
<tr>
<td>Social/emotional</td>
<td>The Arts</td>
<td>Clubs</td>
</tr>
<tr>
<td>Buddy program</td>
<td>Drama</td>
<td>Gardening Club</td>
</tr>
<tr>
<td>Transition program</td>
<td>Instrumental Music</td>
<td>Buskers Club</td>
</tr>
<tr>
<td>Bully prevention</td>
<td>Book week activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>End of year concert</td>
<td></td>
</tr>
</tbody>
</table>

Curriculum School Closure Days
St Joseph’s staff participates in a number of Professional Development Days (School Closure student free days) throughout the year. Parents are notified of these days through the school’s newsletter.
Overview of Teaching & Learning

Camps, Sports & Excursions Fund (CSEF)
The Camps, Sports & Excursions Fund (CESF) initiative, provided by the Victorian Government is currently available and provides payments for eligible students to attend camps, sports and excursions.

Parents, Guardians or Carers holding a valid, means-tested concession card, are eligible to apply. $125 per year is paid for eligible primary school students. A special consideration eligibility category also exists. Payments are made directly to the school and are tied to the student.

Parents or Legal Guardians are required to submit a new CSEF application form each year. This is available on the Victorian Government website www.education.vic.gov.au and from the school office.

Excursions and Camps
Excursions (visiting venues outside the school) and incursions (held at school) are organised from time to time to enhance the teaching programs and learning experiences of the students.

All students are expected to participate in these educational activities.

Parents will be given information about forthcoming excursions through teachers and the school newsletters. The cost of these excursions is outlined in the levies. Closer to the time of the excursion you will be given information in writing and your consent will be sought. Students who do not return permission forms will not be able to participate in the excursion.

Students generally wear their sports uniform on excursions as it promotes the image of our school in the community and makes the students easier to locate in a crowd.

Parent Helpers in the Classroom
Parents are welcome into all classrooms. Many parents offer to help inside their child’s class and such help is encouraged. Parents support many programs within the classroom (literacy, maths, art, changing readers etc.), as well as supporting school activities such as the physical education program (swimming).

Student Wellbeing
Student Wellbeing encompasses the following areas: Student Engagement, Student Connectedness, Classroom Climates, Inclusion and Prevention to Intervention.

St Joseph’s strives to build a positive learning community where students feel valued and respected, within a Catholic community.

Program Support Group (PSG)
A Program Support Group works collaboratively to develop, write, monitor and evaluate a pathway plan for educational progress for students.

A Program Support Group may consist of:
● Principal/Principal’s representative
● Parents/carers/advocate
● Classroom teacher
● Teacher assistant
● Student Well Being Leader
● External professionals
Overview of Teaching & Learning

The aims of a PSG are to:

- Ensure that those with the most knowledge of, and responsibility for the student, work together to establish shared goals for the student’s educational future.
- Plan reasonable adjustments for the student to access the curriculum.
- Provide educational planning that is ongoing throughout the student’s schooling.
- Monitor the progress of the student.

Behaviour Management

Management and Prevention are the two aspects of managing behaviour at St Joseph’s.

Management processes involve a step-by-step procedure to deal with incidents. Working with students in this area takes time and requires your support.

Prevention involves the approach and programs being implemented across the curriculum to teach students about Social and Emotional Wellbeing.
Administrative Information

Bully Prevention

BULLYING – deliberate and hurtful behaviour. It is repeated and intentional.

Bullying can be verbal, physical or emotional. It can happen directly or indirectly (e.g. cyber bullying or spreading rumours). Bullying is not tolerated at St Joseph’s.

Our role is to work with students displaying bullying behaviour and the victim. This process takes time. Students displaying this behaviour will be disciplined as soon as the problem is identified.

Parents will be called upon as partners in ongoing behaviour support of students displaying either bully-type or victim-type behaviours. Bullying issues will also be discussed and are a focus for learning in class groups across all year levels.

Attendance & Obligations

Student Supervision

For safety reasons, once students come to school, they are not permitted to leave the school grounds – before or during school hours – unless parents notify the school. Staff members supervise students between 8.25am and 4:00pm.

Students are required to be at school no later than 8.55am to prepare themselves for the day. Students should not be at school before 8.40am. If arriving at school before 8.40am, children will be required to make their way to the library for supervision.

At 8.40am all children are allowed to drop off their bag at their classrooms and then make their way to their designated morning areas.

There are no ball games allowed in the mornings outside the office area nor the basketball hoop outside the Grade 5/6 Classrooms. This will allow safe passage for all students and parents who are dropping students off.

Students are dismissed from their designated lining up area at 3.25pm.

Student Absences

If a child is to be absent from school, the parent is asked to notify the class teacher, phone the school, notify through the Skoolbag app or email (info@stjwonthaggi.catholic.edu.au), before 9:30am. Written notification is required explaining the reason for the absence. These notes are a legal requirement for school records.
Administrative Information

Leaving during School Hours
Parents are required to sign their children in if they arrive late to school, or out if they are leaving school early. This ensures that we know who is present at the school at all times. If you need to collect your child before the end of the day you must sign the child out via the School Office. Parents are asked to send a note to their child’s class teacher regarding early departures from school.

If your child is returning to school, parents are required to call at the office to sign them back in and then take the child to the classroom. If there is a change to the normal routine, please notify the school during the day with the change of plans so the students can be informed.

Visitors to the School
The safety of students and staff is paramount. All parents and visitors are required to report to the School Office when visiting the school. All visitors must register at the school office before proceeding to other areas of the school and wear an identification label. Entry is via the administration doors (front of the school and next to the staff-room).

Working with Children Checks
A Working With Children Check is compulsory for all volunteers (including parents) who assist the School with Excursions, as Classroom Helpers, Sporting Programs, Class Reps, Tuckshop, Uniform Shop, Instrumental Program Tutors, Tennis Coaches and any activity that involves working with Children.

Exemption from obtaining a WWCC ID Card is given to a sworn police officer who is not suspended from duty and a teacher who has current registration with the Victorian Institute of Teaching.

Parents who wish to volunteer in the school are asked to obtain a WWCC and bring either the WWCC Card, or VIT Registration, or Victorian Police badge into the school office for details to be recorded.

Information is available at www.workingwithchildren.vic.gov.au

Change in Personal Details/Emergency Contact Details
A file of emergency contact forms is kept in the school. At the beginning of each year, parents are required to check the information form sent home, sign it and return to each child’s classroom teacher. This form is to be returned, even if no changes have been made.

To ensure that the information held on school records is current; parents are asked to phone or write to the school immediately if any of the following have changed during the course of the year:

- Home address and phone number;
- Mother’s work number, mobile number, and email address;
- Father’s work number, mobile number, and email address;
- Name, address and phone number of the child’s doctor;
- Name, address and phone number of emergency contact if parents are unable to be contacted.

Custody
Please inform the school about any custody requirements should it be necessary for us to know. If we do not hear otherwise, we presume that both parents have access to the children. A court order or legal document must be given to the school notifying them of the arrangements. It is a requirement that any changes to these arrangements are in writing.
First Aid & Health

Accidents or Sickness at School
If a child falls ill during the day, all possible attempts will be made to contact a member of the family or the emergency contact nominated by you. If this is unsuccessful, and the child needs urgent medical attention an ambulance will be called. In cases of extreme emergency, action will be taken immediately and you will be contacted as soon as possible, that is, we may need to call an ambulance before calling you. We therefore encourage all parents to be members of the Ambulance fund.

Parents need to ensure that the Principal and class teacher are fully informed if their child suffers from epilepsy, high allergy to bee stings or food groups, fainting, asthma etc. or has any special medical requirements. The school needs to be notified if your child has an infectious disease.

Accident
All students at St Joseph’s are protected in case of accidents. Catholic Education in association with Catholic Churches Insurances Limited has developed the School Care Children’s Accident Insurance Program.

School Activities Only: Basic policy covers accidents on school camps, school sports (including sports out of school hours, as long as they are organised by the school), travelling to and from school or school activities. It also includes any activity organised or authorised by the school.

It is important to note that the policy cannot cover (restricted by legislation) any Medicare service including the Medicare gap.

Administration of Medication
Some students need medication to control illnesses such as asthma, anaphylaxis, epilepsy, diabetes etc. In such cases, the school needs to be informed and a management plan be documented for the child.

Asthma
The school is an accredited Asthma Friendly School. Asthma records are kept for each student in the School Office and are updated initially at the beginning of each school year and regularly throughout the year as required. Students who need to use asthma medication are supervised and a record is kept of the time and dosage taken.

Anaphylaxis
Parents of students who are anaphylactic must notify the school. With parent permission, the photos of these students are displayed in the Sick Bay and staffroom. Their labelled EpiPens are stored in the First Aid area or in their classroom along with their management plan. Their photos and management plans are also in every classroom in an information folder.

Medication
All parent requests for the school to administer prescribed medications to their child must be in writing, on the school medical administration form, and must be supported by specific written instruction from the medical practitioner or pharmacist including dosage and times to be administered. The medication needs be in its original packaging and clearly labelled with the child’s name and grade on it. This includes paracetamol and aspirin and the like.

It is the responsibility of parents to ensure that all medication stored at school is updated once it has reached its use by date, including Epipens and Ventolin. Parents will receive written notification of end of date medication.
Contagious Diseases

Children suffering from infectious diseases (chicken pox, measles, school sores etc.) must be excluded from school for varying lengths of time. Listed below are recommended minimum exclusion periods from school for children or staff with or exposed to infectious diseases. The school is obligated to follow the Health Department’s exclusion regulations. Information on exclusion from school periods are as follows:

<table>
<thead>
<tr>
<th>Schedule 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Period of Exclusion from Primary Schools and Children’s Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009).</td>
</tr>
</tbody>
</table>

In this Schedule, medical certificate means a certificate from a registered medical practitioner.

<table>
<thead>
<tr>
<th>Conditions</th>
<th>1st Exclusion of cases</th>
<th>2nd Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until the stool has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Botulism</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Exclude until all blisters have dried. This usually at least 5 days after the rash appears in immunised children, but may be less in previously unimmunised children</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Erysipelas</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Exclude until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Haemophilus influenzae type b (Hi)</td>
<td>Exclude until at least 4 days of appropriate antibiotic treatment has been completed</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received but not before 7 days after the onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (cold sores)</td>
<td>Exclude until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immune deficiency virus infection (HIV/AIDS) virus</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a water tight dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Leptospirosis</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles*</td>
<td>Exclude for at least 4 days after onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps*</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pertussis (Whooping cough)</td>
<td>Exclude child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Potomymetritis*</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculus (head lice)</td>
<td>Exclude until day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella* (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until there is not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Exclude until medical certificate of recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Staphylococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Vaccinum producing Escherichia coli (VTEC)</td>
<td>Exclude if requested by the Secretary and only for the period specified by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whooping cough (pertussis)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

**Statutory rule**

A person in charge of a primary school or children’s services centre must not allow a child to attend the primary school or children’s services centre for the period or in the circumstances:

(a) specified in column 2 of the table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the table in Schedule 7; or

(b) specified in column 2 of the table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the table in Schedule 7.

The person in charge of a primary school or children’s services centre, when directed to do so by the Secretary, must ensure that a child excluded at the primary school or children’s services centre who is not immunised against a vaccine preventable disease (VPD) specified in the direction that the direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Notes—VPDs marked in bold with an asterisk (*) require the department to be informed immediately. Contact the department on 1300 651 160 for further advice about exclusion and these diseases.)

**Further information**

For further information about exclusions mentioned in this document, please contact the Department of Health’s Communicable Disease Prevention and Control Section on 1300 651 160 or visit stda.health.vic.gov.au.
Administrative Information

Transport

**Conveyance Allowance Program (CAP)**
The conveyance allowance is a form of financial assistance to help families in rural and regional Victoria with the cost of transporting their children to their nearest appropriate school/campus. For further eligibility criteria go to www.education.vic.gov.au.

**Morning Drop Off - Entry to car line:**
All cars dropping off or picking up students must enter the school via Elizabeth Street and proceed along the left hand side of the car park boundary (see map). The gates at the top of the hall access road will be opened at 3:10 pm. Cars will proceed to the pick up point at this time.

**Pick up of children:**
Cars will proceed to the pedestrian crossing adjacent to the hall entrance where they are to stop whilst their child enters the car. If the child is not at the pick up point cars will be directed to park in a waiting bay.

**Exiting St Joseph’s:**
Once the child is safely in, the car will proceed to the Korumburra Road exit to depart the school grounds.

**Parking Pick Up and Drop Off - Entrance to the car park:**
All parents wishing to walk with their children into school in the morning or attend their child’s dismissal are to enter the church car park from Dowling Street.

**Pick up of children:**
Parents are to supervise their children and must walk along the designated pedestrian area (right hand side of the hall access road) before making their way to their car.

**Exiting the car park:**
Cars are then to leave the car park by the Dowling Street exit. For further information please refer to the Map explaining the procedure at the back of this booklet.

**School Bus Procedure**
Children in outlying country areas are able to travel by bus to school providing they notify the school of the intent to use the service. A bus pass to travel on country buses for special circumstances is available by contacting the office. A town bus picks up and deposits children at St Joseph’s daily for those living close to main roads. Detailed information relating to all bus services can be obtained by contacting the school.
Administrative Information

School Uniform

Uniform Shop Times
Our P & F Association conducts a uniform shop through the volunteer work of parents. The uniform shop supplies all uniforms and operates on a weekly basis on Tuesdays at 8:30am - 9:00am and Wednesdays at 3:00pm till 3:30pm. (NB. At the beginning of the school year, the uniform shop has additional trading days). Forms are available from the office for after-hours orders. Payment is by cash, cheque or via Eftpos facility. It will then be processed on the next available Uniform Shop Day. This should allow parents greater access with purchasing of uniforms.

Code of Dress
All students are expected to wear the correct school uniform. It is our collective responsibility (parents, students and staff) to ensure the Code of Dress requirements apply to all students. Generally, the summer uniform is worn during Terms 1 & 4 and the winter uniform in Terms 2 & 3. The days on which the students will be required to wear their sports uniform for Physical Education classes will be communicated through their class teacher and our newsletter. Our Uniform is as follows:

**Summer: Girls**
- St Joseph’s Blue Check Dress
- Grey School Logo Windcheater
- Blue Socks
- Navy School Hat (Terms 1 & 4)
- Black Shoes **

**Winter: Girls**
- St Joseph’s Pinafore/Pants
- Navy Polo Shirt (short or long sleeve with School Logo)
- Grey School Logo Windcheater
- Navy Tights or Long Navy Socks
- Black Shoes**

**Boys:**
- Grey Shorts/Grey Trousers
- Navy Polo Shirt (short or long sleeve) with School Logo
- Grey School Logo Windcheater
- Grey Socks
- Black Shoes **
- Navy School Hat (Terms 1 & 4)

**Sports Uniform**
- Red Shorts/Track pants
- Red School Logo Windcheater
- White Polo Shirt with School Logo
- White Socks
- Sneakers *

**Optional items:**
- Beanie with school logo
- Navy Polar Fleece Jacket with school logo

* Denotes not available in the Uniform Shop.
** St Joseph’s stocked school shoes available from Wrenches Footwear Wonthaggi.
Administrative Information

Assemblies

School Assemblies are held weekly, every Friday at 2.40pm in the Gym. All parents and friends are welcome to attend. At each assembly, the school community pray together, awards are presented, birthdays are recognised, successes are acknowledged and the national anthem is sung.

Special assemblies are advertised in the school newsletter.

Format of Assembly

- Welcome – Principal or Deputy
- Acknowledgement of Country
- Class prayer and presentation
- Singing of National Anthem - Advance Australia Fair
- Awards – presented by School Leaders and Teachers
- Birthdays for the week
- Announcements
- Weekly House points
- School Captains Raffle
- Liturgy Captains Prayer
- Students leave, parents leave.

Birthdays

If desired, parents are welcome to send a treat or a quantity of small cakes to school on their child’s birthday to share with classmates. Class teachers will inform parents of classes where food allergies are present. We ask that no nut products are brought to school.

Personal Property

All personal property should be clearly named so the item can be returned to their owners if they are found. Our school is endeavouring to be a No Lost Property School. Children are being coached by the teachers in the classrooms to help them understand how they can behave to minimise the chances of leaving things outside. We are attempting to foster a responsibility for own belongings in our children.

Book Club

At regular intervals, children may order books at reasonable prices through the Book Club. Participation is optional and students are asked to return money in the school payment envelope with their orders only on the date written on the order form. Our school receives bonus points and can then obtain free resources. The Book Club is coordinated by one of our parents.

Canteen

The canteen operates each Thursday and Friday. Lunch orders are placed in the bag in each classroom at the start of the day and are sent to the canteen by 9.30am.

Our Canteen operates under the Victorian Healthy Kids Association Canteen guidelines and is run by volunteer parent helpers who commit themselves to assist the school in providing this service. Additional helpers are always very welcome, please contact Leonie Marotta on 56724287.
**Administrative Information**

**Parents & Friends**
St Joseph's has a very active Parents & Friends Association (P&F) that supports the school through fund-raising, as well by organising social functions, working bees and a range of other activities. The P&F Association exists to actively promote the building of community at St Joseph’s and to provide financial support for the school’s activities.

By definition the parents of each child attending the school are members of the P&F Association. The management of the P&F is undertaken by an Executive committee consisting of parent members, the principal and parish priest. All parents are encouraged to be actively involved in its activities.

Meetings are held approximately six times a year, plus the Annual General Meeting at the beginning of the year, to which all parents are encouraged to attend. Committees play an important part in developing and communicating the current and future activities of the association.

The association takes an active role in our children’s development by providing the funds to enhance the school facilities considerably. Priorities for funding initiatives are determined by consultation based on the needs of the school. Throughout the year the P & F organises a variety of functions to bring parents, families and friends together for social and/or fundraising activities. It is a vital group in developing and maintaining positive relationships within our school community.

**Communication**
At St Joseph’s we believe we are in a partnership with parents where both parties seek to achieve a common goal. We see the role parents play in their child’s schooling as vital to our school’s mission to educate each child.

Honest, open and regular communication allows us to maintain this partnership. There are formal and informal opportunities for communication, and parents are encouraged to always contact the school. Parents are able to contact all classroom teachers as well as those who hold various positions in our school.

**Informal Interviews**
If parents have any concerns about their child’s welfare or progress at any time, their first point of contact should be their child’s teacher. Parents are asked to make an appointment to see their child’s teacher and outline to that teacher what the appointment is about. It is inappropriate for parents to approach teachers close to class time to discuss important concerns.

Parents are welcome to telephone, send an email or note to the teacher. Teachers are not available during class time, but a message can be left at the School Office. Teachers are not available for interviews with parents on Tuesday afternoons as they are required to attend Staff Meetings. Parents may make an appointment with the Principal at any time to discuss a concern. If the Principal is not available you may wish to meet with the Deputy Principal.

**Formal Interviews**
The school conducts formal Parent Teacher interviews for all classes in Term 1 & Term 2 with Term Three interviews being optional for parents to attend. These interviews are a vital means of communication between parents and teachers, and we require all parents to attend.

**Semester Reporting to Parents**
At the conclusion of each semester, a detailed written report is sent home to indicate the progress the child has made.
Administrative Information

Curriculum Information Nights
An Information Night will be held at the beginning of the school year so that parents will be informed of the curriculum for that year. This is a general information night, whereby the teacher and parents will have a formal and informal opportunity to meet together.

Throughout the year, curriculum evenings will be arranged whereby parents and students can participate in activities based on the key learning areas.

Messages
If parents need to leave messages for their children, they are asked to contact the school office before 3.00pm to ensure the message is received by the child prior to dismissal. We cannot facilitate students speaking directly to parents on the telephone during school hours.

Website
Our school web-site is a growing means of communication for all members of our school community. It is regularly updated and allows parents to view the School Newsletter electronically. The site also allow for updates in curriculum, forms, and photo gallery.

Skoolbag App
The school has an App called Skoolbag. It is an iPhone and Android based School communication App that delivers School notices and information direct to parent’s mobile phones. Just search ‘St Joseph’s Wonthaggi’ in the Apple App Store or Google Play Store.

Newsletters
Each Tuesday a newsletter will be sent via email/SkoolBag App to every family. Hard copies are available at the Office or upon request. These letters provide information about events, activities and various items of interest from both the School, Parish and the Parents & Friends Association. The newsletter is also available in PDF on the school website www.stjwonthaggi.catholic.edu.au.

Grievance Procedure (Policy)
From time to time issues requiring a grievance procedure may occur. The procedure for dealing with such issues at St Joseph’s is as follows:

Individual student/classroom issues
If the issue concerns a classroom matter, you are invited to make an appointment to discuss your concerns with your child’s teacher.

If the matter remains unresolved you are invited to make an appoint at the school office to discuss the matter with the Principal.

If there are further concerns, you are able to make an appointment to speak with the Parish Priest, who is the canonical administrator of the school.

School Policies
Issues of concern regarding the school’s policies may be addressed in writing to the Principal.

Any effective grievance procedure is reliant on honest and open communication and on participants working together collaboratively to achieve the same end.
School Fees & Levies

Fees & Levies
- St Joseph’s exists to provide a Catholic Education for its students that is pastoral in its process and is committed to excellence in education.
- The system of School Fees is a necessary consequence of the shortfall of Government assistance to cover financial costs involved in meeting the goals of the school in a safe and healthy environment.
- In choosing a Catholic school for their children, parents and caregivers commit to meet the cost of their education through the payment of school fees and charges.
- School Fees cover tuition costs and specified levies. The Principal, in consultation the Parish Priest and CEO Sale reviews these fees annually, The Parish Priest, however, takes final responsibility for this decision.

Setting Fees at St Joseph’s School
- It is the Principal who initially suggests what a reasonable level of school fees for the coming year should be. The Parish Priest, however, takes final responsibility for this decision and must be consulted. Formal consultation with parents is available through the Parents & Friends Committee.
- The annual increase in the Consumer Price Index is likely to provide a reasonable guide to the raising of school fees each year.
- The level of fees charged is a fine balance between the needs of the school and the capacity of the community to pay.

Collection of School Fees
- Parents who can afford to pay fees are expected to make the required contribution for the education of their children, recognising that the failure to pay school fees creates a burden for the remainder of school community.
- Parents at St Joseph’s School will be offered a number of payment methods, i.e. cheque, cash, direct debit, EFTPOS and direct deposit.
- The usual arrangement for the payment of fees and levies is as follows:
  - all fees including levies and family fees will be issued at the beginning of the term
  - all families will receive a statement by Week 2 of that term
  - payment will be due by Week 5 of each term.
  - follow up statements will be issued only to those with outstanding fees

Collection of Unpaid School Fees
- Families showing signs of falling behind with their payments will be followed up on a personal basis at an early occasion. Follow up will be conducted by an appropriate person or persons in a sensitive, discreet and confidential fashion.
- Discussion around unpaid fees does not involve the children. The entire family is to be protected from public embarrassment.
- There may be occasions where St Joseph’s School chooses to use a variety of methods to follow up those who have not met their fee obligations. These processes must always be sensitive and orderly.
- After appropriate personal and pastoral contact, letters may be used to remind people of obligations and undertakings.
- As a further step in the process of fee collection, the school authority may decide to send official legal letters seeking payment, especially in cases where it is understood that the parent/guardian can pay but is unwilling to do so.
- Such letter(s) would make explicit reference to the legal action which may be taken should the person responsible for the fees refuse to make appropriate financial arrangement with the school authorities.
School Fees & Levies

Fee Relief and Fee Exemption
- Concessions and exemptions will only be offered to families experiencing genuine financial hardship.
- Families with special circumstances must make their situation known to the Principal in writing. An appointment will then be made for an interview with the Principal where each situation will be assessed on an individual basis.
- To enable an equitable arrangement to be reached it will be necessary to supply the Principal with some details of your financial situation. It should be noted that the Principal would treat this information on a confidential basis.

  Reductions in fees are assessed in terms of:
  ~ the financial needs of the family concerned
  ~ the responsibility of the family concerned to full fee paying parents
  ~ the efforts the family concerned have previously made to pay their fees

- Concessions granted for a fee reduction will terminate at the end of each school year. Concessions are not ongoing from year to year. Families who have previously applied for a concession must reapply, in writing to the Principal, at the beginning of each year. As the financial situation of a family will change from year to year, it will be necessary to provide the Principal with an update of your current situation at the interview.

- Parents/Caregivers are expected to advise the Principal of changes in their circumstances which may result in a deterioration, or improvement, in their ability to meet the cost of their child/ren’s education.

- Recognising that access to St Joseph’s School may be denied to Catholic children when the fees are high, the School authorities should feel confident in approaching Catholic families who may not have enrolled their children because of an unwillingness to seek fee relief in times of financial hardship.

Prep to Year 6 Schedule of Fees for 2016

<table>
<thead>
<tr>
<th>Family Fees per Family</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Fee</td>
<td>$ 1,200</td>
</tr>
<tr>
<td>Capital Fee</td>
<td>$ 75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Fees per Child</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Fee</td>
<td>$ 150</td>
</tr>
<tr>
<td>Excursion Fee</td>
<td>$ 40</td>
</tr>
<tr>
<td>Booklist Levy</td>
<td>$ 70</td>
</tr>
<tr>
<td>ICT Levy</td>
<td>$ 50</td>
</tr>
<tr>
<td>Swimming Levy</td>
<td>$ 50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Level Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Prep</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Grade 1</td>
<td>Grade 1 Dinner</td>
</tr>
<tr>
<td>Grade 2</td>
<td>Grade 2 Sleepover</td>
</tr>
<tr>
<td>Grade 3</td>
<td>Grade 3 Camp</td>
</tr>
<tr>
<td>Grade 4</td>
<td>Grade 4 Camp</td>
</tr>
<tr>
<td>Grade 5</td>
<td>Grade 5 Camp</td>
</tr>
<tr>
<td>Grade 6</td>
<td>Grade 6 Camp</td>
</tr>
</tbody>
</table>

