



# St. Joseph's School Cobram

Always Faithful to God, ourselves and others in the spirit of the Mercy Tradition

## 2022 Information Handbook



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**Welcome to  
St. Joseph's School Cobram**

**The school as you find it now  
is because of those who have gone before you.**

**It is a fluid picture that is ever being created.**

**Each and every member of our community contributes  
in some way to that picture.**

**Those who come after you will experience your contribution.**

**You make the school what it is.**



***St. Joseph's promotes the safety, wellbeing and inclusion of all children.***

## WELCOME FROM THE PRINCIPAL

On behalf of the staff and students, I extend a warm welcome to our wonderful school community.

We are blessed with a vibrant, friendly, school, filled with passionate and dedicated staff who work collaboratively and in partnership with parents, to nurture, educate and challenge each student. Our mission is to share with the students the Mercy Tradition that began at our school with the Sisters of Mercy in 1922.

Students at St. Joseph's are given the opportunity to shine in many different areas, which include, performing arts, public speaking, digital technologies, sacramental programs, swimming and many different sports, just to name a few. It is our wish to prepare students to be hope filled, independent, resilient and confident learners within an environment that nurtures students academically, socially, spiritually and emotionally. With active involvement of our entire school community, both family and parish, we endeavour to prepare our learners to be productive and empowered to make a positive difference to our world.

We are extremely appreciative of our families for choosing the gift of Catholic education for their children. We enjoy the responsibility of making each student's educational experience as rich and meaningful as it can be and look forward to working with you to achieve this. Your child deserves the very best and we commit to giving our best to you and your family at St. Joseph's.

It is my privilege to lead this friendly community, which is striving to give the best education to all. We look forward to working with your family now and in the future.

May God bless you and hold you in His loving care,

*Sarah Iddles*

Sarah Iddles

Principal

## **OUR VISION**

### ***St. Joseph's school strives to:***

- Create a child safe and positive environment in which each person academically, socially, spiritually and emotionally flourishes.
- Be a community where the teachings of Jesus are taught, modelled and lived.
- Build and value collaborative partnerships with parents, the Parish and wider community.
- Build a learning community that fosters best teaching practice to enable improved student learning.

## **OUR GRADUATE OUTCOMES**

### ***St. Joseph's endeavours to educate students to become:***

- Problem solving, inquiring & critical thinkers with high competencies in literacy and numeracy.
- Confident, competent and ethical users of technology.
- Hope filled, independent, resilient and confident young people capable of contributing to building a just and fair society.
- Knowledgeable and appreciative of the Catholic faith.
- Socially adept, respectful, just, environmentally conscious and appreciative of diversity.

***St. Joseph's promotes the safety, wellbeing and inclusion of all children.***

## 2022 STAFF

PRINCIPAL	MRS SARAH IDDLES	
DEPUTY PRINCIPAL	MRS STEPHANIE ARUNDEL	
RELIGIOUS EDUCATION LEADER	MISS FRANCESCA CREA	
FOUNDATION	MRS TERESA ALLEN (FOUNDATION LEARNING COMMUNITY LEADER)	
	MISS KRISTY EDDY	
	MISS BRITTANY STACEY	
GRADE 1/2	MRS JODI SEFTON (JUNIOR LEARNING COMMUNITY LEADER)	
	MRS SARAH HODGSON	
	MRS MARY HYDE	
	MRS CAROLYN CASSIDY	
GRADE 3/4	MS NATALIE WILSON (MIDDLE LEARNING COMMUNITY LEADER)	
	MRS KRISTEN O'DWYER / MRS TRACEY ALTOFT	
	MRS FRANCESCA CREA	
	MR NATHAN BROWN	
	MR LOGAN MOREY	
GRADE 5	MR STEPHEN GEMMILL	
	MRS VIRGINIA O'SULLIVAN	
GRADE 6	MRS KIMBERLY NYE (SENIOR LEARNING COMMUNITY LEADER)	
	MISS GEORGIA CREIGHTON	
LOTE (ITALIAN)	MRS CARMEL NATALE	
LEADER OF LEARNING ADJUSTMENT	MRS JANITA CRAWFORD	
PASTORAL WELLBEING LEADER	MRS STEPHANIE ARUNDEL	
LEARNING & TEACHING LEADER	MRS STEPHANIE ARUNDEL	
TECHNOLOGY LEADER	MR NATHAN BROWN	
WELLBEING OFFICER	MS TAM PERRY	
LEARNING SUPPORT OFFICERS	MRS KAREN CASSIDY	MRS SANDRA KENNEDY
	MRS JULIE DIRETTO	MISS GEORGIA KERR
	MS ADRIANA FAZIO	MRS LEANNE WALDRON
ADMINISTRATION OFFICERS	MS LISA GERMANI	
	MRS KELLY KENNEDY	

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### **CHILD SAFE - IN ACCORDANCE WITH THE MINISTERIAL ORDER 870**

Our commitment to child safety means that all students enrolled, and any child visiting, has a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

### **SCHOOL STRUCTURE & ORGANISATION**

The structure of classes is dependent on our numbers. In 2022 there are 16 classes.

Specialist staff teach Physical Education, L.O.T.E (Italian), Library and RRRR.

### **TERM DATES FOR 2023**

- Term 1: Monday 30<sup>th</sup> January – Friday 6<sup>th</sup> April  
*Office is open Friday 27<sup>th</sup> January*
- Term 2: Monday 24<sup>th</sup> April – Friday 23<sup>rd</sup> June
- Term 3: Monday 10<sup>th</sup> July – Friday 15<sup>th</sup> September
- Term 4: Monday 2<sup>nd</sup> October – Wednesday 20<sup>th</sup> December

### **SCHOOL CLOSURE DAYS**

Throughout the year a designated number of days are allocated for planning, report writing and professional development.

Parents are notified in advance of any school closure days.

### **PUBLIC HOLIDAYS**

Labour Day (March)	Anzac Day (April)
Queen's Birthday (June)	Melbourne Cup (November)

### **SCHOOL TIMES**

School Commences	8:50am
Recess	10:50am – 11:20am
Supervised Eating Time	11:20am – 11:30am
Lunch Recess	1:30pm – 2:00pm
Supervised Eating Time	2:00pm – 2:10pm
Dismissal	3:10pm

### **OFFICE HOURS**

The school office is open from 8:00am to 4:30pm Monday to Friday.

### **SCHOOL ACCESS**

During the hours of 9:00am – 3:00pm, access to the school is through the Administration building in Hay Avenue. The Broadway Street gate will be open from 3.00pm.

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## STATEMENT OF ENROLMENT

Students are enrolled at St. Joseph's at the beginning of the year in which they turn five years of age, on or before April 30<sup>th</sup> of that year. It is encouraged that children previously attend kindergarten.

Parents are to present the following documentation for their child:

- Birth Certificate
- Immunisation Certificate
- Baptismal Certificate (if applicable)

Students on a Visa are required to present their current Passport and Visa.

Non-Catholic students are enrolled at our school with the understanding that they participate fully in the Religious Education Program.

## ENROLMENT TIME-LINE

### OPEN DAY & INFORMATION FOR PROSPECTIVE FAMILIES

An Open Day is held every May, to give new families the opportunity to walk through the school. This is advertised on our Facebook page and all local kindergartens.

Guided tours are conducted by our Grade 6 student leaders. Staff will be available throughout the day to answer questions.

An appointment with the Principal is to be made to meet with you and your child and to discuss any needs your child may have.

## ENROLMENT OF SIBLINGS

Sibling enrolments for the following year will be advertised in the school newsletter towards the end of Term 2. Parents are asked to contact the school to make an appointment with the Principal. Appointments are conducted during Term 3, to meet your child and discuss any needs they have.

## OUR TRANSITION PROGRAM

The transition program for students entering Foundation consists of weekly visits in Term 4.

You will be required to sign your child in and out at the office for each visit. The **Final Visit** will be in December for one and a half hours. The children will spend the morning with their teacher and class members for the following year.

## IDEAS FOR PARENTS

If children are able to do the following, they will be better equipped to fit easily into school life:

1. Know their full name and address and when possible, the most direct route to school.
2. Know road safety rules: when to stop and look both ways before crossing the road, and to always cross using the school crossing.
3. Know about their own personal safety, about safe people and help them develop a network of trusted adults who might be able to help them feel safe at all times.
4. Have independence in areas such as toileting, doing up buttons, tying shoelaces, putting on clothing and taking care and responsibility for his/her things.
5. Writing their Christian name.

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## OUR EXPECTATIONS OF SCHOOL COMMUNITY MEMBERS

### STUDENTS

- Participation in all school activities, including those of a spiritual nature.
- Respect for others, through use of manners, wearing school uniform and compliance with school rules.
- Pride in their contributions to the school community.

### PARENTS

- Encouragement, understanding and support for the school's programs.
- Active participation in the life of the school.
- Cooperation with other members of the school and parish community.
- Acceptance and active support of the Catholic ethos of the school community.
- Participation in the child's spiritual, sacramental and pastoral education process.
- The fulfilment of financial obligations to the school community.

### STAFF

- Commitment to the Catholic faith and ethos.
- Loyalty to the school/parish community.
- Integrity and professionalism.
- Personal commitment to individual children in their care.
- Commitment to professional and personal development.
- Sensitivity to the needs of parents and families.

### SCHOOL FEES

#### **St. Joseph's School Family Fee is compulsory.**

The family fee is recommended by the leadership group and confirmed by the Parish Priest. The fee for 2022 is \$367.50 per term, per family and is an all-inclusive amount (\$1470.00 P/A). A Supplementary Fee is charged at \$125 to cover incidental expenses.

This fee covers **all** student's classroom requirements and tuition fees, water safety program, Life Education Program, art performances and building & maintenance fee.

**This fee does not include school camp costs, excursion costs and zone sport activities.**

**The family school fee is reviewed annually.**

Consideration of financial difficulty is available but must be in writing and arranged by appointment with the Principal.

**Direct Debit:** This is our preferred method of payment. Direct Debit Forms are available through the school. Fees may be paid weekly, fortnightly, monthly or quarterly through this system. All other payment arrangements can be made weekly, fortnightly or monthly.

### **CAMPS, SPORTS & EXCURSIONS FUND (CSEF)**

The Camps, Sports and Excursions Fund is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child.

The annual CSEF amount per student is \$125 for primary school students.

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## SCHOOL UNIFORM

### GIRLS

<b>Summer</b>	Blue and white checked shift style dress or approved navy shorts & blue and yellow polo shirt with school logo. Plain white socks, black shoes. Sandals permitted.
<b>Winter</b>	Navy tunic with a white long sleeve shirt or pants with a blue and yellow polo shirt and school windcheater with logo. Plain navy socks / tights, black shoes.

### BOYS

<b>Summer</b>	Grey shorts and blue and yellow polo shirt with school logo. Plain grey socks, black shoes. Sandals permitted.
<b>Winter</b>	Grey trousers, blue and yellow polo shirt and school windcheater with logo. Plain grey socks, black shoes/sneaker.

A weatherproof jacket in the school colours is also available from the school Uniform Shop.

**With the exception of watches, studs and sleepers, jewellery is not permitted.**

**Hair must be tied back, regardless of gender.**

**SNEAKERS ARE NOT PART OF THE ABOVE SCHOOL UNIFORM AT ANY TIME.**

## SPORTS UNIFORM

Navy blue shorts (Summer) or track pants (Winter) and blue and yellow polo shirt with school logo.  
Sneakers to be worn on sports days.

**All items are available from our Uniform Shop, except for socks and shoes.**

## SUN HATS

We have a "**No Hat, Play In The Shade**" Policy for all students. That is, if a student does not have a school hat, he/she must remain in the shaded area of the school grounds. This policy is in force for Term 1 and Term 4.

**Approved sun hats are available for purchase from the school Uniform Shop.**

**Please ensure that all items of clothing are clearly labelled with your child's name.**

**This is also required for all other school requisites - lunch boxes, drink bottles, etc.**

## THE WORD FROM ST JOSEPH'S (NEWSLETTER)

**The Word from St Joseph's** is published every Friday. The Word from St Joseph's contains information about all aspects of school life and needs to be read. We urge parents to keep this document for reference. The Word from St Joseph's is available on the school app, school website, Facebook and via email.

Our school website: [www.sjcobram.catholic.edu.au](http://www.sjcobram.catholic.edu.au)

## ASSEMBLY

School Assembly is held fortnightly on a Friday afternoon at 2:10pm and is livestreamed on YouTube. The aim is to provide information, share ideas and celebrate together. (At times changes are necessary and when possible, will be published on our Facebook page, email or text message.

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## PARENT ACCESS MODULE (PAM)

The Parent Access Module (PAM) is an online portal for parents. School reports will be made available on PAM. You will be supplied with log in details prior to Semester 1 reports. PAM is also used for student medical profiles, making parent teacher interviews, consent forms for school activities and student absences.

## PARENT ACCESS ORDERS

The Principal is to be notified of any Family Court Orders, such as parenting orders (custody orders), Contact Orders (access orders) or any other custodial or guardianship situations.

If your child, is in the care of one parent and is not permitted to see or to be collected by the other parent, it is important for the school to hold a copy of the parenting access order.

**We have no legal right to refuse a parent access / permission to collect your child if we do not have the required legal documents.**

## ATTENDANCE

Students are required to attend school every day, except when ill. Parents are asked to bring their children to school on time. **Arriving late for school is a disadvantage for children.**

Please notify the school before 8:50am if your child will be absent for the day. Our preferred method for notification of absences is via the School Stream App. Absence notifications can be made by phone, but must be followed up in writing, to explain the absence. These notes are kept as an appendix to the attendance roll and are part of the official school documentation.

Please notify the school in writing if you are going to be away and your children are going to be in the care of other people. Please include your dates of absence and details of the emergency contact.

The Government's Attendance Guidelines state: ***'schools must advise parents/guardians of unexplained absences, on the same day, as soon as practicable, including for post-compulsory aged students'***.

St Joseph's School is required to notify parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond. We will advise parents promptly of unexplained absences via text message.

After the first attendance recording each day, the school will identify students with an unexplained absence. The school will ensure that all known student absence information is crosschecked and that only students with an unexplained absence are identified for parent notification. For these students, the school must notify the parent as soon as practicable on that day.

Students arriving to school late (after the 8.50am bell), are required to sign in at the office.

## CURRICULUM

The Victorian Curriculum F-10 incorporates the Australian Curriculum and reflects the Victorian priorities and standards. This is used throughout the school.

## RELIGIOUS EDUCATION

**At School** It brings the message of Jesus through the Gospel stories, relating them to life experiences of our time; with a Catholic perspective.

**At Home** Encourage children to respect and value themselves and others in an atmosphere of trust and security.

**CORE RESOURCE** 'Source of Life' – Diocese of Sandhurst

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## SACRAMENTS

### At School

Study of the Sacraments is ongoing from Junior Area to Grade 6. Students will experience Reconciliation and Eucharist / Confirmation in their primary years of schooling. Through these Sacraments the children will celebrate life with Jesus and are welcomed into the life of the church.



### At Home

Children will need to know that they belong and are accepted for themselves and their individual uniqueness. Children need to experience a sense of trust and forgiveness throughout their lives.

## ORAL LANGUAGE

### At School

Students are encouraged and given opportunities to plan together, to discuss, to explain and express points of view.

### At Home

Encourage your children to talk about experiences they have had during the day. Show them how to use language for different situations.

## WRITING

### At School

Students are involved in Writers Notebook where they have their own notebook to create ideas to plan and write from. This Notebook carries 'seeds' for writing, which the students explore and discover throughout the year. Classrooms are split into small groups to allow for more interaction with the teacher.

### At Home

Let the children see you write. Be an interested listener and reader and praise writing done at school and at home.

## LIBRARY

### At School

This program is an integral part of the children's reading development. Students are encouraged to read a wide range of material appropriate to their interest and level of reading. Skills are developed so that students are competent at gathering information.

### At Home

Encourage children to borrow books from the school and the local library on a regular basis. Help children use reference books to aid in research work. Ensure reading of library books is enjoyable.

## MATHEMATICS

### At School

Students will work in areas of Number & Measurement, Space, Chance & Data, with the emphasis on problem-solving and understanding. Regular practice of fundamental skills and routines is most important.

### At Home

Encourage children to make use of maths in everyday family activities, e.g. weighing, measuring, shopping, estimating, counting and telling the time. In later years invent games to improve knowledge of number facts.



## INQUIRY LEARNING

### CIVICS & CITIZENSHIP, HISTORY, GEOGRAPHY

### At School

Students make inquiries into people, groups and the environment. They organise information, draw conclusions and develop a variety of thinking skills.

### At Home

Encourage your children's natural curiosity about the world around them. Watch programs that examine important social issues: Why are things the way they are?

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## SCIENCE

### At School

Students are led to observe the physical world around them, to pose problems, to make investigations, to draw conclusions and to communicate their findings.

### At Home

Encourage your children's natural curiosity about how things work and why things happen. Experiences in gardening and cooking can increase interest in science.

## VISUAL ART

### At School

Creative activities, problem-solving and discovery apply to this curriculum. Through a variety of activities, students are being helped to think imaginatively, to make judgements and to communicate ideas.

### At Home

Help children become aware of the natural beauty around them. Express interest in "creations" and remember that the experience itself is important for the child.

## MUSIC

### At School

This program has many elements and is part of the curriculum:

- Listening to develop awareness and appreciation.
- Performing through singing, playing and moving.
- Organising sound and the making of music.

### At Home

Encourage children to "make music" with simple instruments – to sing and play music. Encourage an appreciation of various types of music. Encourage role-playing as a means of expression.

## DRAMA

### At School

Dramatising different situation which may arise.

### At Home

Encourage role-playing as a means of expression.

## PHYSICAL EDUCATION/SPORT/HEALTH

### At School

These programs aim to help students develop the knowledge, attitudes and skills necessary for healthy living, fitness and recreation. Students experience various physical activities: dancing, athletics, swimming, ball games and other outdoor activities.



### At Home

Encourage children to eat responsibly - ensure children are eating from all food groups and children have regular exercise and sufficient sleep, leading to a balanced lifestyle.

## L.O.T.E. - LANGUAGES OTHER THAN ENGLISH

### At School

At St. Joseph's the Italian language is taught.

This program aims to develop student's knowledge of Italian as well as expressing themselves using simple words/phrases.

### At Home

Encourage children to share the experiences of this language with you. When opportunities arise, encourage them to use the language taught in real life situations/experiences.

## DIGITAL TECHNOLOGY

### At School

This program is based on learning about concepts of systems, technology, data and computer science.



### At Home

Encourage children to be cyber safe citizens. Parents are encouraged to discuss digital citizenship and safety around social media and the internet.

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## **LIFE RELATIONSHIPS**

- At School** This is a program of sex education offered in alternate years to students in Grades 5/6. Trained staff present 1 session where at least one parent must be present with the student.
- At Home** Parents are encouraged to discuss matters with their children as the need arises.

## **TECHNOLOGY AND INTERNET USAGE**

Upon enrolment at St Joseph's, parents are asked to complete a consent form allowing their child/children to use the internet. Safety in using the internet is taught in classrooms; however, we also encourage parents to be aware of what their children are accessing at home.

- At School** at St. Joseph's we have:  
1:1 iPads in Grade 5/6  
1:1 iPads in Grade 3/4  
1:2 iPads in Grade 1/2  
1:2 iPads in Foundation
- At Home** Parents are encouraged to be aware of cyber safety and cyber bullying. The legal age for children to have a Facebook, Twitter, Instagram and Snapchat account is 13 years of age. Be mindful of what your children are playing on and a reminder to check their screen regularly.

## **SPECIAL NEEDS**

At St. Joseph's students identified as having special needs, may be eligible for support provided by the Government, in the form of classroom assistance, modification of equipment and/or specific programs.

- Educational Psychologist:** Children may be referred for assessment  
**Visiting Speech Pathologist:** Children may be referred for assessment  
**Visiting Occupational Therapist:** Children may be referred for assessment  
Specialists visit children regularly.

## **LEADER OF LEARNING ADJUSTMENT**

This role focuses on the specific needs of individual children. The Leader will work in conjunction with the Catholic Education Office staff, parents, classroom teachers, external professionals and students to ensure appropriate support is provided for students with special needs. Organising:

- Necessary assessments
- Liaising with specialists
- Timetabling visiting specialists
- Parent Support Group Meetings
- Meeting with teachers to plan Individual Learning Plans
- Supporting teachers with students with special needs
- Providing an alternative for students at recess and lunch times.

## **PASTORAL WELLBEING**

St. Joseph's has a comprehensive structure in place to ensure we cater for the needs of our students. Today, as in the past, we look at our students in terms of their academic, social, psychological, physical and spiritual well-being and development.

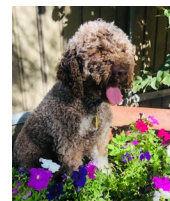
There are many programs in place at St. Joseph's to support the students, and in many cases, parents and other family members. Some of the programs include:

- Integration of students with special needs
- Individual Learning Plans
- Positive Behaviours Interventions and Supports (P.B.I.S.)
- Social Skills
- Anti-bullying
- Visiting Speech Pathologist, Occupational Therapist and Educational Psychologist
- School Wellbeing Officer

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## Coco

Coco is in our school dog and she is part of the learning and teaching team. Coco is a very special part of our school community and provides unconditional love to everyone.

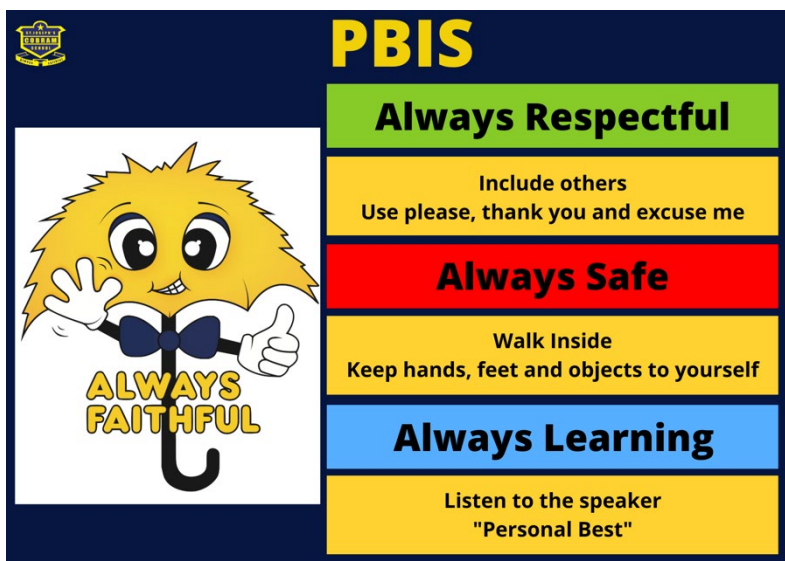


## BEHAVIOUR EDUCATION POLICY

St. Joseph's has a Positive Behaviour Education Policy which aims to promote self-discipline, responsibility and appropriate behaviours. In addition to the Behaviour Education Policy, St. Joseph's has a policy and has set in place procedures to address any incidents of bullying.

Positive Behaviours Interventions and Supports (PBIS), is the school wide framework utilised by St. Joseph's to consistently approach the explicit teaching of desirable behaviours in settings throughout the school.

St. Joseph's has three school wide expectations; Always Respectful, Always Safe and Always Learning. Six Golden Rules sit underneath these expectations and further support educators when teaching the expectations in each setting.



## POST PRIMARY PLACEMENT

Students going to secondary school are given information on the different schools available and the courses they offer. Most schools have Open Days or an Orientation Day where students can visit the school they are interested in attending.

## STUDENT LEADERSHIP

At St. Joseph's responsible attitudes are formed at all levels and these underpin the promotion of leadership skills.

Leadership formation programs are made available to all senior students, such as the Values for Life – Lead the Way, Skillzone Leadership and CES Jesus as a Leader.

## PARENT/TEACHER COMMUNICATION

Get to know your child's teacher and establish good communication with the school community.

Parents are encouraged to attend Parent/Teacher/Student conferences which are held twice a year.

Reports are sent home each semester and will be available on the Parent Access Module (PAM).

Parents are encouraged to visit the school or contact the teacher if they are concerned about their child's progress, or if any information is required. Appointments should be made for these occasions.

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## HOMEWORK

Homework activities are seen as involving parents, creating good study habits, developing research skills and to reinforce work done during school time.

<b>Foundation Learning Community</b> FLC - Foundation	A key ring is supplied to all students that begins with sounds and slowly builds up to words and sentences. Initially, this keyring is accompanied by a letter that has a list of supporting activities to help with the use of this keyring.
<b>Junior Learning Community</b> JLC – Years 1 & 2	Read for 10 minutes Rubric of activities to complete during the week that includes spelling, handwriting, reading and comprehension Fluency passage to be read three times once a week.
<b>Middle Learning Community</b> MLC – Years 3 & 4	Rubric of activities provided weekly that includes reading, numeracy, phonics and handwriting.
<b>Senior Learning Community</b> SLC – Years 5 & 6	Read to self for 20 minutes at least 3 times a week Spelling practice sheet per week Home practice sheet that includes sound of the week, heart words, numeracy and handwriting.

## EXCURSIONS

Students have the opportunity to participate in excursions associated with school programs. Adequate notice will be given prior to each excursion. Parents must complete consent forms and update medical information to allow the child to leave the school grounds.

## OUTDOOR EDUCATION PROGRAM

All students are given the opportunity to participate in the School Outdoor Education Program. Their experiences range from:

Foundation	Teddy Bears' Picnic
Grade 1	After school activities and a barbecue dinner at school
Grade 2	Sleepover at school
Grade 3/4	Two Day/One night camp or Three day/Two night camp away from school
Grade 5	Three day/Two night camp away from school
Grade 6	Four day/Three night away from school



## WATER SAFETY PROGRAM

Each year all students have the opportunity to participate in a Water Familiarisation Program. They are placed into groups according to their level and receive instruction.

Austswim-trained personnel give assistance during the program. The aim of this program is to promote safety awareness and skills to ensure safe conduct near the water.

## WORKING WITH CHILDREN CHECKS

At St. Joseph's Primary School, we rely on support and assistance from parents and family members in classrooms, the uniform shop and various other events held throughout the year. Under the Victorian *Working with Children Act 2005* and the *Sandhurst Catholic Education Office*, all people engaging in 'child-related work' are required to have a working with children check. Volunteers must also complete the Volunteer Induction Pack, available from the office or from our website.

- No charge for volunteers.
- Valid for 5 years.
- You must have your working with children check with you when volunteering at the school.
- If you already have a check, you must inform the Department of Justice that you have commenced child-related work at St. Joseph's School, if not previously advised.

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## PARENTAL INVOLVEMENT

The involvement of parents in their child's education and in the day to day running of the school is seen as an important prerequisite for effective learning and the building up of a warm and friendly school community.

All families are invited, encouraged and expected to become involved in activities around the school. If we, as adults, show an interest in the school and gain enjoyment from its activities, our children are much more likely to place emphasis on learning and gain enjoyment from school.

St. Joseph's presents a family based Sacramental Program for Reconciliation and Eucharist/Confirmation. Parents are required to be involved in these programs.

Families are expected to be involved by joining at least one of the support groups;

- St. Joey's Dough Raisers
- Social/Fundraising, Uniform Shop
- Teacher Support
- Reading, Writing, Maths groups, Water Safety Program
- Excursions and Sport

## ST. JOSEPH'S FETE COMMITTEE

This important group organises the running of our biggest fundraiser. The fete is held mid-March biannually. This dedicated group depend entirely on the support of all those involved in the school and Parish to run this event.



## LUNCH ORDERS/CANTEEN

St. Joseph's School uses an external provider (Hungie Fangs Artisan Bakery) to supply lunch orders to students. This is available Tuesday to Friday. Ordering of lunches is made through the My School Connect App. Lunch orders are delivered to the school by 11.20am.

The canteen window is open in Term 1 and Term 4 to sell icy poles.

## UNIFORM SHOP

St. Joseph's School Uniform Shop operates within the school and supplies all uniform requirements for our students. Summer and winter uniforms, sports uniforms, sun hats, school bags, art smocks and swim bags are available.

Parent volunteers run the Uniform Shop and collate orders Tuesdays. Orders are to be emailed to the school office by Tuesday 8.30am. You will be emailed when your order is ready to collect.

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## THINGS TO KNOW

### BICYCLES

Children below Grade 4 level are not permitted to ride a bike/scooter/skateboard to school, unless accompanied by an adult. Before allowing your child to ride to school, parents are asked to ensure that the child has proper knowledge of the road rules. Parents are also asked that the bike is roadworthy and carries a lock.

No riding of bicycles, scooters, skate boards etc. is allowed in the school grounds.

**All children are required to wear a safety helmet.**

### BOOK FAIR

Scholastic provides the opportunity for our school to hold a Book Fair and by doing so receive commission which can be spent however we choose. Books are provided for parents and children to browse and purchase. Presently we hold two Book Fairs throughout the year, usually during term 2 and term 4.

### BUS PASS

Students requiring a bus pass to travel on a bus other than their usual bus or usual mode of transport are to have written consent from a parent, stating the child's name, the name of the bus they are travelling on, who they are travelling with and the time (a.m. or p.m.) and signed and dated by the parent. Issuing a bus pass is dependent on available seats on buses. Bus passes are to be handed to the bus driver at the time of travel.

### DRINK BOTTLES

Students are required to have a non-spill drink bottle of water on their tables. These can be refilled at recess times.

### FRUIT TIME

Students are encouraged to have a healthy diet. Each morning at 10:00am students have a fruit/vegetable snack break and are encouraged to have unprocessed food. We also offer a fruit break at 12.20pm.

### SCHOOL CROSSING

Children are to use the school crossing when crossing the road. Parents are asked to take heed of the signs placed at either end of the crossing - i.e. park in the permitted area only, while the flags are displayed. Children are to obey the crossing attendant.

### SICK CHILDREN/ACCIDENTS

If a student is injured or ill, a staff member will administer first aid if necessary. Students will be monitored and parents or the emergency contact telephoned if the child requires further attention or needs to go home.

**Please ensure that your child's medical information and contact details are kept up to date in the Parent Access Module.**

**It is school policy that parents are notified if their child receives any sort of head injury.**

### STUDENT DEPARTURES

If you wish to collect your child during school hours, please report to the school office and sign out your child. Your child will then be called to the office to meet you. Students are not to be collected by parents from the classroom.

**Written permission from the parent is required for any person, other than those listed on the enrolment form, to sign a student out of the school.**

If returning to school, please ensure you sign your child back in at the office.

No child is permitted to leave the school grounds at any time, other than with the permission of the principal and written permission of a parent.

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## TOYS

Guns and any toy weapons are forbidden.

Children are discouraged from bringing expensive toys to school as these can be lost or broken.

## YARD DUTY

Students should arrive at school between 8:30am and 8:45am. Yard duty commences at 8:30am. Staff are on the premises prior to this time, preparing for the day, but are not in a supervisory role.

At 3:10pm students are to go straight home. Teachers are on duty until 3:20pm at the Broadway Street and Hay Avenue gate.

Country bus travellers are supervised until all buses have left the school.

Parents: It is your responsibility to ensure the safety of your child and the safety of others while you are in and near the school, either dropping off or collecting your child. This means:

- Taking care when your child leaves a car that is parked at the kerb. ***Please make sure children get out on the kerb side of the car –not on the road into the path of traffic.***
- Crossing Broadway Street at the traffic lights only.
- Crossing the road at the crossing in Hay Ave - not ***crossing between buses and cars that are parked at the kerb.***
- ***No scooters, bicycles etc. are to be ridden in the school grounds.***

## MEDICAL INFORMATION

### FIRST AID

First aid is administered by the school staff. If the matter seems serious, parents will be notified and action will be taken to give immediate medical attention. An Incident Record Book is maintained by staff.

### MEDICATION

The Administration Officer or delegate will administer medication during school hours, on the condition that correct dosage and frequency are clearly stated on our Administration of Medication Form, to be completed by the parent. Staff should be notified about students requiring medication in special circumstances, e.g. bee bites. All medication will be kept in a secure cupboard in the sick bay and is administered from there. A record is kept of all doses administered.

Students with special medical considerations have their details entered in the Medical File which is available to all staff. This file gives the details of the condition, medication, etc. Please contact the school if your child's information changes.

### SCHOOL NURSE PROGRAM

The School Nurse from the Regional Health Department visits the school every year to undertake medical inspections of all students beginning school for the first time. Parents are notified of the date of this visit and are asked to complete a survey before the visit.

Students from other classes can be referred to the Health Nurse during her visit. Referrals can be made at the request of parents or teachers.

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## **DENTAL HEALTH**

Goulburn Valley Dental Service is located at GV Health in Shepparton. The Dental service can be contacted on 5832 3050.

### **Who can use the school dental service?**

- All primary school children in grades foundation to six
- All children enrolled in special or special development schools
- Children in years 7-12 whose parents hold a current concession or Health Care Card.
- All children aged 2-17 years of age eligible for the Child Dental Benefit Schedule (funded by Medicare)

## **CONTAGIOUS DISORDERS**

### **HEAD LICE**

The control of head lice is an important aspect of school health which requires a co-operative effort of both home and school.

Parents are asked to let the school know of an outbreak so that the school community can be notified to check children's hair.

Notes for parents are sent with each student in the area affected.

### **Treatment of Head Lice**

**Hair needs to be treated with lotion from the chemist. Hair needs to be brushed with a special comb to remove all eggs.**

## INFECTIOUS DISEASES

Infectious Diseases should be reported to the School as soon as it is practicable. In some cases children or contacts need to be excluded from School. Full details of Infectious Diseases are as follows:

Diseases	Patient to be excluded from school	Exclusion of Contacts
Chickenpox	Until fully recovered or at least one week after the eruption first appears.	Not excluded.
Conjunctivitis	Until discharge from eyes has ceased.	Not excluded
Coronavirus (COVID-19)	Please refer to the DHS website for the current guidelines.	
Diphtheria	Until receipt of a medical certificate of recovery from infection .	Domiciliary contacts excluded until investigated by the Dept's M H O. and shown to be clear of infection
Diarrhoea	Until diarrhoea ceases.	Not excluded
Hepatitis	Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms.	Not excluded.
Hepatitis B	Until recovered from acute attack.	Not excluded
Impetigo (School Sores)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings.	Not excluded
Leprosy	Until receipt of a medical certificate or recovery from infection.	Not excluded
Measles	Until at least 5 days from the appearance of rash or until receipt of a medical certificate.	Non-immunised contacts must be excluded for 13 days from the first day of appearance of rash, unless immunised within the first 72 hours of contact.
Meningococcal	Until receipt of medical certificate of recovery from infection	Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours.
Mumps	Until fully recovered.	Not excluded
Pediculosis (Head Lice)	Until appropriate treatment has commenced. <b>School must be informed of infection</b>	Not excluded
Whooping Cough	Until 2 weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.	Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last

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		exposure to infection if the contacts have not previously has Whooping Cough or immunisation against whooping cough.
Poliomyelitis	Until at least 14 days after onset of illness and until receipt of a medical certificate of recovery.	Not excluded
Ringworm	Until appropriate treatment has commenced.	Not excluded
Rubella	Until fully recovered or at least 5 days after onset of rash.	Not excluded
Scabies	Until appropriate treatment has commenced.	Not excluded
Streptococcal Inf'n (incl. Scarlet Fever)	Until receipt of a medical certificate of recovery from infection.	Not excluded
Trachoma	Until appropriate treatment has commenced.	Not excluded
Tuberculosis	Until receipt of a medical certificate from Department H. O. that the child is not considered to be infectious.	Not excluded
Typhoid and Paratyphoid	Until receipt of a medical certificate of recovery from infection.	Not excluded unless the Medical Officer or the Dept. H.O. considers exclusion necessary.

PARISH PRIEST                      FR. JOHN CORCORAN P.P

PRINCIPAL                              MRS. SARAH IDDLES

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