



# St. Joseph's School Cobram

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

## Parent Information Handbook



 **PHONE**  
(03) 5872 1573

 **MAIL**  
[info@sjcobram.catholic.edu.au](mailto:info@sjcobram.catholic.edu.au)

 **SITE**  
<https://www.sjcobram.catholic.edu.au/>

## **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 the active involvement of our families, parish and broader community, 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 students' 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.



**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.**

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

*Sarah Iddles*  
Sarah Iddles  
Principal

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

## OUR VISION

*St. Joseph's school strives to:*

- Be a community where the teachings of Jesus are taught, modelled and lived.
- Create a child safe and positive environment in which each person academically, socially, spiritually and emotionally flourishes.
- 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:*

- Knowledgeable and appreciative of the Catholic faith.
- 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.
- Socially adept, respectful, just, environmentally conscious and appreciative of diversity.

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# ST. JOSEPH'S SCHOOL COBRAM

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



## PHILOSOPHY OF LEARNING

### PURPOSEFUL LEARNING

At St. Joseph's, all students are provided the opportunity to learn. Learning excellence is embedded through sequenced curriculum delivery, monitoring of student outcomes and differentiation.

### PURPOSEFUL TEACHING

At St. Joseph's, educators have the greatest impact on student achievement. Teaching is made relevant, engaging and contemporary through effective teaching strategies.

### PURPOSEFUL LEARNING ENVIRONMENT

At St. Joseph's, we foster an engaging, inclusive and safe learning environment that nurtures the holistic development of each student. Our learning environments promote Motivated, Actioned Thinkers, respecting the unique gifts and talents of each individual.

At St. Joseph's we are... **Motivated, Actioned Thinkers**

<p>I am <b>SELF AWARE</b> when I know myself as a learner.</p>	<p>I am <b>OPEN MINDED</b> when I learn from new ideas.</p>	<p>I am <b>DETERMINED</b> when I challenge myself.</p>
<p>I <b>USE FEEDBACK</b> to improve my learning.</p>	<p>I am <b>RESILIENT</b> when I keep trying.</p>	<p>I am <b>CONNECTED</b> when I link my learning to the world.</p>

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

## 2024 STAFF

Principal	Mrs Sarah Iddles	
Deputy Principal	Mrs Stephanie Arundel	
Religious Education Leader	Mrs Jodi Sefton	
Foundation	Miss Brittany Stacey Mrs Kristen O'Dwyer	Mrs Carolyn Cassidy
Grade 1	Mrs Teresa Allen Mr Stephen Gemmill Miss Halina Tedesco	
Grade 2	Ms Natalie Wilson (Junior Impact Leader) Mrs Kelly Newman	
Grade 3	Mr Nathan Brown (Senior Impact Leader) Mrs Francesca Dovey	
Grade 4	Mrs Mary Hyde Miss Georgia Kerr	
Grade 5	Mr Edward Harding Mrs Carolyn Cassidy	Mrs Virginia O'Sullivan
Grade 6	Mrs Kimberly Nye (Senior Learning Community Leader) Mrs Sarah Hodgson	
LOTE (Italian)	Mrs Carmel Natale	
Physical Education	Mr Dale Powell	
Specialist Teachers	Mrs Tegan Alexander Mrs Gabrielle Florance	Mrs Melanie Clydesdale
Learning Diversity Leader	Mrs Janita Crawford	
Pastoral Wellbeing Leader	Mrs Stephanie Arundel	
Learning & Teaching Leader	Mrs Stephanie Arundel	
Curriculum Coordinator (Mathematics)	Mrs Jodi Sefton	
Technology Leader	Mr Nathan Brown	
Wellbeing Officers	Ms Tameryn Perry	Mr Kye Roberts
Mental Health in Primary Schools	Mrs Apryl Sim	
Learning Support Officers	Mrs Maria Mete Ms Adriana Fazio Mrs Sandra Kennedy Miss Tae Watt- Fotia Ms Melissa DeVincentis	Ms Caitlin Mills Mrs Natasha Edwards Mrs Leanne Waldron Miss Jemmah Ryan
Trainee Learning Support Officers	Miss Tiana Bovalina	
Administration Officer	Mrs Shae Kruizinga	
Finance	Mrs Kelly Kennedy	Ms Kirrily Jones

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## **SCHOOL STRUCTURE & ORGANISATION**

The structure of classes is dependent on our numbers. In 2024 there are 16 classes.

Specialist staff teach Physical Education, L.O.T.E (Italian), Library, The Arts, Health, Design Technologies.

## **TERM DATES FOR 2024**

Term 1: Tuesday 30<sup>th</sup> January – Thursday 28<sup>th</sup> March

*Office is open Monday 29<sup>th</sup> January*

Term 2: Monday 15<sup>th</sup> April – Friday 28<sup>th</sup> June

Term 3: Monday 15<sup>th</sup> July – Friday 20<sup>th</sup> September

Term 4: Monday 7<sup>th</sup> October – Friday 20<sup>th</sup> December

## **SCHOOL CLOSURE DAYS**

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

Parents are notified in advance of any school closure days.

## **PUBLIC HOLIDAYS**

Labour Day (March)

Anzac Day (April)

King'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 4:00pm Monday to Friday.

## **SCHOOL ACCESS**

During the hours of 8:30am – 3:00pm, access to the school is through the Administration building via Hay Avenue. The Broadway Street and Hay Avenue gate will be open from 3.00pm for end of day collection.

## **CHILD SAFE - IN ACCORDANCE WITH THE MINISTERIAL ORDER 1359**

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.

### **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.

### **SCHOOL ENTRY IMMUNISATION CERTIFICATES**

A school entry immunisation certificate is a document which shows your child's record of immunisation. The certificate is an important record that assists health authorities in protecting children in the event of a vaccine preventable occurrence in school.

It is a legal requirement to provide a school entry immunisation certificate on enrolment to primary school in Victoria.

There are 2 ways parents can obtain a school entry immunisation certificate:

- Parents will automatically receive a history statement from the Australian Childhood Immunisation Register (ACIR), after your child has completed the 4-year-old vaccine schedule and has completed all childhood immunisations required. On the bottom of the statement it should state "**This child has received all vaccines required by 5 years of age**". If it does, this is now accepted as a school entry immunisation certificate in Victoria.
- Parents whose child's immunisation records are incomplete, missing or your child has never been vaccinated, contact your local council immunisation service, who will be able to assist you in obtaining a school entry immunisation certificate.

For more information about how to obtain a school entry immunisation certificate, please contact your local council immunisation service, contact the Australian Childhood Immunisation Register on 1800 653 809 or visit [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation) under the heading 'frequently asked questions'.

### **SCHOOL FEES**

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

Our fees are in line with the recommendations of our governing body Catholic Education Sandhurst Ltd. The Family Fee increases between 3-5% each year, to assist with the ongoing cost of running and maintaining the school and grounds. Additionally, the needs and circumstances of the community are always carefully considered when setting fees for the following year, along with the ongoing and long-term strategic plan of our school.

#### **2024 School Fees (Family Fee)**

1 child	\$1,340
2 children	\$1,490
3 or more Children	\$1,595

**Plus, the following levy that is applicable to your child(ren)s' year level of enrolment.**

**2024 Student Levies are as follows:**

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

Year Level	Curriculum/ICT Levy	Camps, Sports and Excursions Levy	Total Levies 2023
Foundation	420	125	545
Year 1	420	125	545
Year 2	420	125	545
Year 3	420	475	895
Year 4	420	475	895
Year 5	420	575	995
Year 6	420	575	995

The Curriculum/ICT levy goes toward costs incurred in providing quality programs and resources in each learning area. For example; iPads, photocopying, classroom requirements, library books, readers, math equipment, class set of books, assessment materials and more. iPads are 1:1 for all learning areas.

Camps, Sports and Excursions Levy will cover expenses relating to camps, excursions, sleepovers, incursions and sporting programs (including but not limited to; swimming, Healthy Harold).

Fee remissions are available to families who require assistance by way of a confidential meeting with the Principal.

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

#### **PAYMENT OPTIONS**

**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.

**Centrepay:** Centrepay is a voluntary bill-paying service that is free for Centrelink customers. Use Centrepay to arrange regular deductions from your Centrelink payment. You can start or change a deduction at any time. Go to [servicesaustralia.gov.au/Centrepay](http://servicesaustralia.gov.au/Centrepay) for more information and to set up your Centrepay deductions. Administration staff can also assist you with setting up your Centrepay deduction.

**Direct Credit:** Family Fee payments can be paid into the school bank account. Our bank details are:

National Australia Bank Bendigo  
 Account Name: St Joseph's School Cobram 56  
 BSB: 083-543  
 Account Number: 457424110

Use your account number as a reference (top right of your account).

#### **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.



#### **Excursions**

Excursion information letter and consent form are sent out at the appropriate time. Information is also included in the newsletter regarding any outing or excursion.

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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 and 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.

## 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 and Fundraising
- Teacher Support
- Water Familiarisation Program
- Excursions and Sport events
- Fete

## ST. JOSEPH'S FETE COMMITTEE

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



## VOLUNTEERS

Volunteers must have a current Working with Children's Check and have completed the Volunteer Induction Pack. All school visitors are to sign in at the office, using the sign in system, obtain a visitor's badge and sign out when leaving the school.

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## **WORKING WITH CHILDREN CHECKS**

At St. Joseph's School, we rely on support and assistance from parents and family members in classrooms, and various other events held throughout the year. Under the Victorian *Working with Children Act 2005* and *Catholic Education Sandhurst*, 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.

- 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.

## **SCHOOL UNIFORM**

### **GIRLS**

**Summer** Blue and white checked shift style dress or approved navy shorts & blue and yellow polo shirt with school logo. Plain white socks and black shoes.

**Winter** 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 and black shoes.

### **Boys**

**Summer** Grey shorts and blue and yellow polo shirt with school logo.  
Plain grey socks and black shoes.

**Winter** Grey trousers, blue and yellow polo shirt and school windcheater with logo.  
Plain grey socks and black shoes.

A weatherproof jacket in the school colours is also available from our school uniform stockist.

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

Hair must be tied back, regardless of gender.

**COLOURFUL 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 Worklocker - 8 Main Street, Cobram, except for shoes.**

### **SCHOOL BAGS**

St. Joseph's school bags are available from Worklocker and come in 2 sizes. It is not compulsory, however, it is strongly recommended, to have a St. Joseph's bag. If you are purchasing another bag, look for a suitable size, strong quality and easy access. The bag needs to be large enough to easily carry an A4 size folder.

### **ART SMOCK / LIBRARY BAG**

Each child needs a suitable art smock at the beginning of the year.

A Library/Reader Bag will be provided for your child to use throughout their St. Joseph's school years.

### **LABELLING**

Ensure your child's name is clearly marked on all of his/her property, eg. Uniform, school bag, clothing etc.

### **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, they 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 our school uniform stockist.**

**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.**

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## 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.**

The Government's Attendance Guidelines state: **'schools must advise parents and or 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.

**Regular school attendance has a positive impact on learning.**

**A day here or there doesn't seem like much but.....**

He/she is only missing...	That equates to...	Which is...	Over 13 years of schooling that is...
<b>1 day per fortnight</b>	20 days per year	4 weeks per year	Nearly 1.5 years
<b>1 day per week</b>	40 days per year	8 weeks per year	Over 2.5 years
<b>2 days per week</b>	80 days per year	16 weeks per year	Over 5 years
<b>3 days per week</b>	120 days per year	24 weeks per year	Nearly 8 years

<i>He/she is only missing...</i>	<i>That equates to...</i>	<i>Which is...</i>	<i>Over 13 years of schooling that is...</i>
<b>10 minutes per day</b>	50 minutes per week	Nearly 1.5 weeks per year	Nearly half a year
<b>20 minutes per day</b>	1 hour, 40 minutes per week	Over 2.5 weeks per year	Over 1 year
<b>Half an hour per day</b>	Half a day per week	4 weeks per year	Over 1.5 years
<b>1 hour per day</b>	1 day per week	8 weeks per year	Over 2.5 years

***Your child's best learning time is the start of the school day.  
Check the time your school starts.  
DON'T BE LATE!***

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**ABSENCES & ABSENCE NOTES**

Our preferred method for notification of absences is via our Parent Access Module (PAM). Absence notifications can be made by phone but must be followed up in writing to explain the absence.

**SICK CHILDREN**

If your child is unwell, we will contact you to come and collect them from school. If they are unwell prior to coming to school, please keep them home.

## COMMUNICATION

**PARENT/TEACHER COMMUNICATION**

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

Parents are encouraged to attend, 3 Way Chats or 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.

Teacher email address can be found on the Parent Access Module (PAM) and our Newsletter.

**PARENT ACCESS MODULE (PAM)**

The Parent Access Module (PAM) is an online portal for parents. PAM is used for student medical profiles, 3 Way Chats, consent forms for school activities, student absences and assessment reports.

**MEETING WITH TEACHERS**

Parents can make an appointment to meet with their child's teacher if they have any concerns. Parents can contact the teacher by phone, note or email.

**SCHOOL COMMUNICATION**

All communication from the school is emailed to the email address registered with your Parent Access Module (PAM) account.

Please keep the office updated with any change to address, phone numbers, email address or medical conditions.

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

*The Word from St. Joseph's* is published fortnightly on a 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 our Parent Access Module and email.

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

## ENROLMENT TIMELINE

**OPEN DAY & INFORMATION FOR PROSPECTIVE FAMILIES**

An Open Day is held every May and July, to give new families the opportunity to tour the school. This is advertised on our social media and all local kindergartens.

Guided tours are conducted by our Principal and Deputy Principal. On this day you will receive an Application for enrolment and 'showbag'.

Once your Application for Enrolment has been approved, an appointment with the Principal will 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 and on social media throughout Term 2. Parents are asked to contact the school for an Application for Enrolment.

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## OUR TRANSITION PROGRAM

The transition program for students entering Foundation consists of weekly visits in Term 4, one of which is a half day experience. 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.

## 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.

## 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 or permission to collect your child, if we do not have the required legal documents.**

## 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

## SACRAMENTS

**At School** Study of the Sacraments is ongoing from Foundation to Year 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.



## ENGLISH

Our school has adopted the "Structured Literacy Approach", which is an evidence-based approach that combines reading, writing and oral language. This approach has an emphasis on using highly explicit and systematic teaching and learning strategies that focus on phonological awareness, phonics, comprehension, oral language, vocabulary and fluency.

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## MATHEMATICS

Students engage in evidence based mathematical approaches to develop skills in problem solving, critical thinking, collaboration skills and reasoning. They explore various mathematical concepts through explicit teaching and Rich Learning Task to achieve curriculum outcomes.

## LIBRARY

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. When children first begin in school full time, they will be provided with a school library bag.

## OTHER CURRICULUM AREAS

Students also learn the following: Civics & Citizenship, History, Geography, Science, Art, Music, Drama, Physical Education (Sport and Health), LOTE (Language Other Than English) – Italian and Design Technologies.

## TECHNOLOGY AND INTERNET USAGE

Upon enrolment at St. Joseph's, parents are asked to complete a consent form allowing their child(ren) 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 St. Joseph's we have 1:1 iPads across the school.

## STUDENT LEADERSHIP

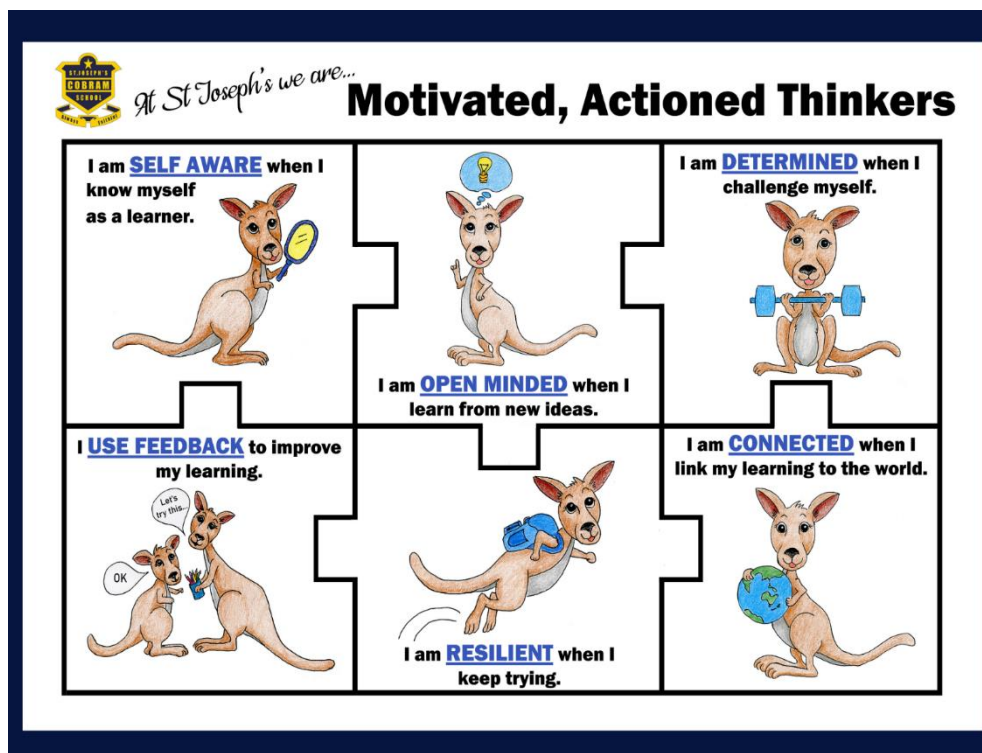
At St. Joseph's responsible attitudes are formed at all levels and these underpin the promotion of leadership skills.

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.

## MOTIVATED, ACTIONED THINKERS (MAT) LEARNING DISPOSITIONS

St. Joseph's has six learning dispositions that support all learning and teaching. Learning dispositions are skills or processes that a learner utilises to unpack or strengthen their learning.

These dispositions have regular lessons throughout the timetabled week as well as featuring in the learning intention and success criteria of lessons. Each fortnight students who exemplify the focus dispositions are acknowledged with an award.



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## HOME PRACTISE STATEMENT

At St. Joseph's School, we acknowledge that the time children spend with their families and their involvement in out of hours activities are important components in the development of the whole child.

Activities such as dance, sports practise, cultural activities, out of school hours care, the learning of a language, tutoring, church and youth clubs, etc are all considered to be valuable learning activities that place additional demands on family time.

Research also shows that reading regularly at home remains a very important activity. Therefore, students are encouraged to read for a minimum of four nights per week.

Experts believe time would be better spent on more family-friendly activities, as there is very little academic value in doing other types of home activities for primary school aged children.

## EXCURSIONS

All students are given the opportunity to participate in excursions. Their experiences range from:

Foundation	Teddy Bears' Picnic
Grade 1	After school activities and a barbecue dinner at school and excursions.
Grade 2	Sleepover at school and excursions.
Grade 3/4	A camp to be determined
Grade 5	A camp to be determined
Grade 6	A camp to be determined



## WATER FAMILIARISATION 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 water safety awareness and skills to ensure safe conduct near the water.

## 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.

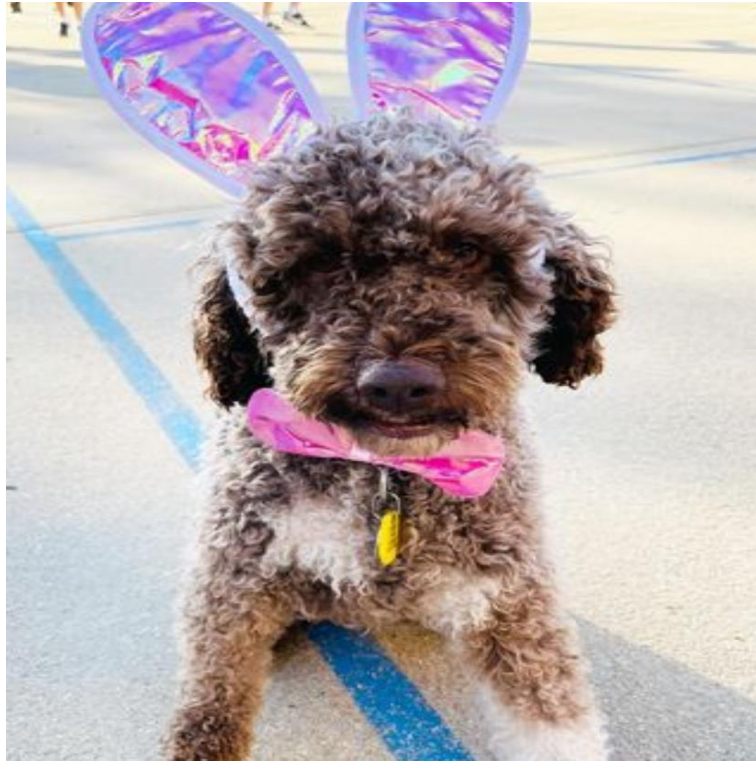
There are many programs in place at St. Joseph's to support the students, and in many cases, parents and other family members. Some of the programs include:

- Individual Learning Plans
- Positive Behaviours Interventions and Supports (PBIS)
- Social Skills
- Rights, Resilience and Respectful Relationships (RRRR)
- Visiting Speech Pathologist, Occupational Therapist and Educational Psychologist
- School Wellbeing Officer's
- Mental Health in Primary Schools (MHIPS) Leader
- Inclusive classroom practices

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

## **Coco**

Coco is 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.



## **LEADER OF LEARNING ADJUSTMENT**

This role focuses on the specific needs of individual children. The Leader will work in conjunction with Catholic Education Sandhurst 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


## **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 undesirable behaviours.


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.

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



# PBIS



**Always Respectful**

- Include others
- Use please, thank you and excuse me

**Always Safe**

- Walk Inside
- Keep hands, feet and objects to yourself

**Always Learning**

- Listen to the speaker
- "Personal Best"

## BEGINNING SCHOOL AT ST. JOSEPH'S

### BRINGING CHILDREN TO SCHOOL AND PICKING THEM UP

Children are to exit your vehicle on to the footpath. Children must use the designated school crossings when crossing Hay Avenue and Broadway Street.

When planning pick-up arrangements with your child, arrange to meet them at a specific place and make sure you are there when school finishes, so your child does not become distressed. Children not picked up at the conclusion of school are to wait in the school office.

If you need to pick up your child during school hours, they must be signed out at the school office. Administration staff will call the classroom and ask the teacher to send your child to the office. If you arrange for someone else to collect your child during the day, you must notify the office and that person must also sign your child out at the school office.

### CATCHING THE BUS

Country bus travellers need to complete an application form to travel on the bus. Forms are to be returned to the school office. All queries regarding bus travel should be directed to the school office or to the Bus Coordinator at Cobram Secondary College, phone (03) 5871 1700. In the case of Barooga or Tocumwal residents, applications are made through the Transport NSW website or by contacting Baldwin's Bus Lines (03) 5874 3355.

Town Bus Service information is available from Fallon's Bus Service (03) 5872 1800.

### BUS PASS

Request for a Bus Pass must be made in writing for your child to travel on a bus (not their usual mode of travel or a different bus). A bus pass will be issued, providing there is room on the bus for your child to travel.

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## RETURNING MONEY

If money is to be sent to the school, please put the money in an envelope. Write the child's name, room number, class name, the amount and reason the money is being sent. Your child is to hand it to their classroom teacher as soon as they arrive at school.

## CONSENT FORMS

You will be required to complete a consent form for any excursion or any time that your child needs to leave the school grounds. A Town Boundary Consent Form will be available on PAM at the start of year, to allow your child to attend events which are in walking distance. Consent form for events requiring bus travel, will be available on PAM closer to the event.

## YMCA OUTSIDE SCHOOL HOURS CARE (OSHC)

THE YMCA PROVIDE A BEFORE AND AFTER SCHOOL CARE SERVICE AT ST. JOSEPH'S, FOR ST. JOSEPH'S SCHOOL STUDENTS. MORE INFORMATION CAN BE FOUND IN THIS PACK.

## LUNCH ORDERS, CANTEEN

St. Joseph's 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 at lunch times. The spending limit is \$1.50 for treats and \$2.50 for juice.

## ENCOURAGE YOUR CHILD TO DEVELOP INDEPENDENCE THROUGH:

- Dressing themselves
- Packing and carrying their own bag
- Walking into school by themselves
- Giving them jobs to do at home
- Be able to toilet themselves

## BITS AND PIECES – YOU MAY NEED TO KNOW ABOUT STARTING SCHOOL AT ST JOSEPH'S

### NO PENCIL CASES

Your child does not need to bring a pencil case to school.

### PUNCTUALITY

School begins at 8.50am. Please arrive about 10 minutes before the bell, to allow your child to unpack their own bag and settle in to the classroom and meet their friends.

### YARD DUTY

When new Foundation students begin, they are given a designated safe play area for the first few weeks. This is an area for Foundation students only, to help them feel confident on the school yard. Five teachers are on yard duty at any time during recess and lunchtime to supervise play and support the students to problem solve.

### HYGIENE

Please ensure that your child has a spare pair of clothes (including underwear) in their school bag, in case of an accident.

### BAG LABELS

It is important that your child can recognise their own school bag. You may like to buy a special bag tag as part of the excitement and build up to beginning school. Some students have their name embroidered on their school bags.

### WATER & FRUIT BREAK

As part of healthy eating at St. Joseph's, we have a fresh fruit break at 10.00am and 12.30pm each day. Please cut up a small amount of fresh fruit and send in a container. Fruit break is for 5 minutes. Students can have **water** in their drink bottles. No cordial or milk please.

### READERS/HOME READING TOYS & VALUABLES

More information will be provided at the start of the year. Students may bring a toy or item for show and tell, during Term 1. They are not for outside play.

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**MEDICATION**

Staff will only administer medication which has been prescribed by a doctor. If your child is required to take medication during school hours, the medication must be in its original packaging and accompanied by the School Medication Authority Form. All medication is to be labelled and will kept in a locked cupboard in the sick bay, or in the fridge if necessary.

**ASSEMBLY**

Assembly is held every three weeks, on a Friday at 9.00am, in the Josephinum. Parents and families are welcome to attend.

**SOCIAL MEDIA**

Feel free to follow and like our Facebook and Instagram pages.

<https://www.facebook.com/StJosephsPrimarySchoolCobram/>

**YOUR GUIDE TO THE SCHOOL DENTAL PROGRAM****WHO CAN USE THE SCHOOL DENTAL SERVICE (SDS)?**

- All primary school children in grades foundation to six.
- All children enrolled in Special or Special Development Schools.
- Children in years seven to twelve, whose parents hold a current pension or health care card.

**WHAT TYPE OF CARE IS OFFERED?**

- Comprehensive check-up.
- Fluoride Application.
- Scale and Clean.
- Prophylaxis (dental polishing and plaque removal).
- Fissure Sealants.

**WHO PROVIDES THE TREATMENT?**

- All general treatment is provided by Dental Therapists.
- More complex care is performed by Dentists.

**HOW OFTEN CAN I USE THE SDS?**

Once enrolled, your child will receive a notice of offer every 12 or 24 months, according to their identified risk status.

**Low Risk:** Children at low risk of dental disease will be contacted every 24 months.

**High Risk:** Children at high risk will be contacted every 12 months.

**WHAT DOES IT COST?**

- The service is free for children (grades foundation to six and years seven to twelve) of parents with a valid pension or health care card.
- The service is free for children up to grade six for non-cardholders.

School is a time when children start to make independent choices about their lifestyles. School aged children learn quickly and are influenced by friends and popular trends. This is an important time to talk about and encourage healthy food habits.

Involving children in planning and preparing their own lunchboxes gives them the opportunity to learn about healthy eating, and also gives them a chance to make autonomous decisions about what they will be eating during the day.

### Involve your children in healthy choices

Some tips to help get your kids involved include:

- Talk to your children about what they would like to have in their lunchbox. Discuss healthier food and drink choices and decide what will be in the lunchbox together.
- Write a shopping list together. Take your children shopping with you and let them choose foods and drinks from the shopping list.
- Encourage your children help prepare their lunchboxes. Older children may be able to prepare most of their lunch themselves, and younger children can help with making sandwiches or cutting up soft fruit. It is a good idea to prepare lunchboxes the evening before to allow children to participate.

### What to put in healthier school lunches

Try planning a healthy lunch box to start the school year. Talk to your children and discuss what they would be happy to have included.

The six key parts to a healthy lunchbox include:

- fresh fruit
- fresh crunchy vegetables
- milk, yoghurt or cheese (you can use reduced-fat options for children over the age of two years). For children who cannot tolerate milk products, offer appropriate alternatives like calcium fortified soy or rice drink or soy yoghurt
- a meat or meat alternative food like some lean meat (e.g. chicken strips), hard-boiled egg or peanut butter. If your school has a nut-free policy, peanut butter and other nuts should not be included in your child's lunchbox
- a grain or cereal food like bread, a roll, flat bread, fruit bread or crackers (wholegrain or wholemeal choices are best)
- tap water.



### Tips for healthy lunchboxes include:

- Cut up large pieces of fruit and put them in a container – this makes it easier to eat, especially if your child has wobbly teeth or if they have less time to eat than they are used to. Send a damp face washer to help with extra juicy fruit.
- Consider giving half a sandwich or roll for morning recess, as this is an easy way to get a healthy fill.
- In the hot weather, send frozen milk, yoghurt or water, or even frozen orange segments. This makes a great refreshing snack and helps to keep the lunch box cool.
- Go for colour and crunch in the lunch box by offering a variety of colourful vegetables and fruit. There are many websites where you can find ideas for a healthy and interesting school lunch.

### What not to put in healthier school lunches:

Some items do not belong in a healthy school lunchbox. Six items to avoid when preparing lunch for your children include:

- all sweet drinks such as fruit juices, fruit drinks, cordials, sports drinks, energy drinks, flavoured waters, flavoured mineral waters, iced teas and soft drinks. These are high in energy (kilojoules) and sugar, and can lead to weight gain and oral health problems in children
- dried fruit bars and straps. These are low in fibre and are also high in sugar and can stick to children's teeth, causing tooth decay
- 'dairy desserts', chocolate bars and muesli bars. These are generally high in fat and sugar
- chocolate spreads, jams and honey in sandwiches. These add extra, unnecessary sugar to the lunchbox
- fatty, salty processed meats such as salami and Strasburg
- 'oven-baked' savoury biscuits. These may sound like healthier options, but some are just as high in salt and fat as crisps.

### Artificially sweetened drinks

Artificially sweetened drinks do not add extra kilojoules (energy) or sugar to the lunchbox, but still encourage sweet preference and promote the habit of drinking sweet drinks in children. Artificially sweetened soft drinks are also acidic and can lead to tooth decay. Artificially sweetened drinks should not be included in the lunchbox.

### School lunches and food safety

Food is usually stored in lunchboxes for several hours and it is important to keep the lunchbox cool so that the food stays fresh. Some tips to help keep lunchboxes safe include:

- Choose an insulated lunch box or one with a freezer pack.
- Pack a wrapped frozen water bottle or freezer brick next to foods that should be kept cold (for example cheeses, yoghurts, meats and salads).
- Perishable foods such as dairy products, eggs and sliced meats should be kept cool, and eaten within about four hours of preparation. Don't pack these foods if just cooked. First cool in the refrigerator overnight.
- If making lunches ahead of time, keep them in the fridge until leaving for school or freeze them in advance.
- If you include leftover meals such as meats, pasta and rice dishes, make sure you pack a frozen ice block in the lunch box.
- Ask children to keep packed lunches in their school bag and to keep their bag out of direct sunlight and away from heat, ideally in a cool, dark place such as a locker.

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