



St. Joseph's School, Cobram

Parent Handbook

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



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Acting Principal's Welcome Message

We are delighted to welcome your family into our school community. Thank you for the gifts, experiences and care you bring—together, we shape a place where every child can grow and thrive.

As a Catholic primary school in the Sandhurst Diocese, our identity is inspired by the Gospel of Jesus Christ and the Mercy tradition of Catherine McAuley. Her example encourages us to be a community grounded in kindness, respect, compassion and justice. We aim to nurture hope, respond to the needs of others and walk alongside one another with courage and faith.

At St. Joseph's, we believe every child should feel known, valued and supported. We work to create a learning environment where students are encouraged to grow spiritually, academically, socially and emotionally. Our approach is guided by the Magnify Sandhurst vision, which calls us to be people of learning, connection and service, attentive to the world around us and open to the Spirit.

Our staff play a vital role in bringing this vision to life. We value teamwork, ongoing learning and reflective practice, and we are committed to modelling the Gospel values in all that we do. Together, we aim to build a culture of trust, wellbeing and excellence so that both students and staff can flourish.

This handbook has been created to support you by outlining key expectations, policies and procedures. It is a practical guide that reflects our shared commitment to safety, inclusion, learning and faith.

We look forward to partnering with you, our families, parish and wider community, as we continue to offer a rich and authentic Catholic education for the children entrusted to our care.

Welcome to the St. Joseph's School, Cobram family. We hope your time with us is filled with purpose, growth and joy.

Yours faithfully,

Stephanie Arundel
Acting Principal



***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.***



Vision & Graduate Outcomes

Vision

At St. Joseph's, we strive to create an inclusive community where everyone is supported to grow, learn and achieve in a faith-filled environment inspired by Mercy values.

Graduate Outcomes

St. Joseph's endeavours to educate students to:

- Value and live the teachings of Jesus and know that they are loved by God.
- Embrace challenges and opportunities to achieve their personal best.
- Persevere, explore situations and navigate adversity.
- Connect their prior knowledge, relationships, experiences and learning to the world.
- Be respectful and open-minded of people, cultures, values and ideas.
- Understand themselves and others and make meaningful contributions to society.



ST. JOSEPH'S SCHOOL COBRAM

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



PHILOSOPHY OF LEARNING

PURPOSEFUL LEARNING

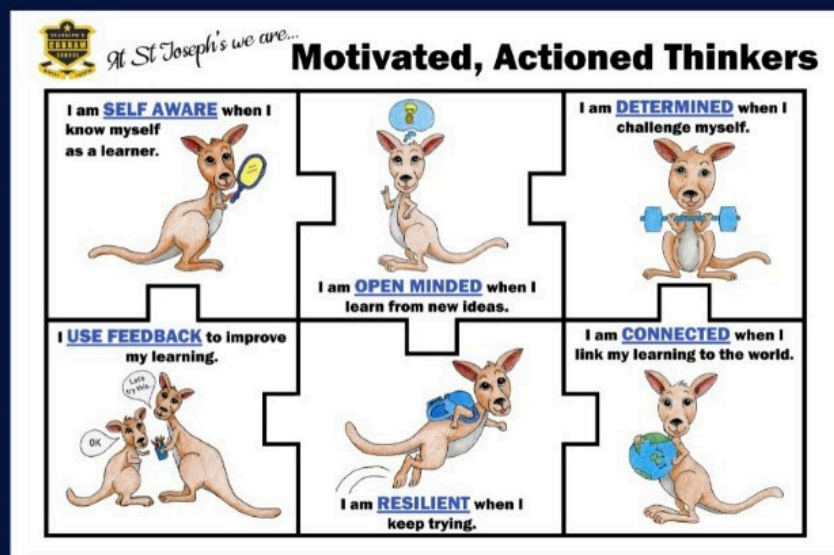
At St. Joseph's, all students are provided the opportunity to learn. Learning excellence is embedded through sequenced curriculum delivery, monitoring of student outcomes and differentiation.

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.



Statement of Democratic Principles



St. Joseph's is committed to the principles of a liberal democracy.

We believe in an accountable, democratically elected government. We respect and observe the rule of law, and believe that no person is above the law.

We believe in equal rights for all before the law, regardless of race, ethnicity, religion, sexuality, gender or other attributes.

We believe not only in the freedom of religion, but also the need to practise tolerance and understanding of others' beliefs.

We believe in the value of freedom of speech and freedom of association, but also acknowledge that we have the responsibility not to abuse this freedom.

We believe in the values of openness and tolerance, and value and respect all members of the School community regardless of background.

Child Safe Statement



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 30th of that year. It is highly 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 under the heading 'frequently asked questions'.



School Organisation

Class Structure

The structure of classes is dependent on our numbers. In 2026, there are 14 classes from Foundation to Year 6.



Term Dates

Term 1:
Friday 30th January to Thursday 2nd April

Term 2:
Monday 20th April to Friday 26th June

Term 3:
Monday 13th July to Friday 18th September

Term 4:
Monday 5th October to Tuesday 15th December
Staff onsite until Friday 18th December





School Organisation

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.

Office Times:

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 gates will be open from 3.00pm for end of day collection.

School Times:

8:50am - School Commences
10:50am to 11:20am - Recess
11:20am – 11.30am - Supervised Eating Time
1:30pm – 2:00pm - Lunch Recess
2:00pm – 2:10pm - Supervised Eating Time
3:10pm - Dismissal



School Organisation

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, veggies, cheese or yoghurt and send in a container. Fruit break is for 5 minutes.

Students can have water in their drink bottles. No cordial or milk please.



Assembly

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

Newsletter

The school newsletter is sent out fortnightly (even weeks) on a Friday via email.



Pick up's & Drop off's

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.

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

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.





Bus Travel

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.

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.

Foundation students travelling on the bus will have the support of a 'bus buddy' on their specific bus. This buddy will pick them up from their classroom on bus travel days, take them to the line, board the bus and sit with them for the duration of their travel time.

School 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.....

Absences and 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.



School Attendance



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

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



School 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 addresses 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.

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.

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

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.



School Communication

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.

School Website and Social Media

You can find St. Joseph's online



www.sjcobram.catholic.edu.au



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



[@st.josephsschool_cobram](https://www.instagram.com/st.josephsschool_cobram)



St. Joseph's School, Cobram



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 its 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.

Family Fee

1 child \$1,437 + Capital Fee \$50

2 children \$1,598 + Capital Fee \$50

3 or more Children \$1,712 + Capital Fee \$50

Please note that the \$50 Capital Fee per family is a contribution towards the school's Capital Works Program.

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

2026 Student Levies are as follows:

Year Level	Curriculum/ICT Levy	Camps, Sports and Excursions Levy	Total Levies 2026
Foundation	420	150	570
Year 1	420	150	570
Year 2	420	150	570
Year 3	420	450	870
Year 4	420	450	870
Year 5	420	650	1070
Year 6	420	650	1070





School Fees

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, maths equipment, class sets 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 for more information and to set up your Centrepay deductions. Administration staff can also assist you with setting up your Centrepay deduction.





St. Joseph's School, Cobram

School Fees

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

Camps, sports and excursions information letters and consent forms are sent out at the appropriate time. Information is also included in the newsletter regarding any outing.

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, water familiarisation programs or sporting activities for the benefit of your child.

The annual CSEF amount per student is \$154 for primary school students.

Camps and Excursions

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

Foundation: Teddy Bears' Picnic and an excursion

Year 1: After school activities and a barbecue dinner at school and an excursion

Year 2 : Sleepover at school and an excursion

Years 3 to 6: A camp to be determined, various sporting events and excursions



Religious Education

Religious Education

The core resource used to teach Religious Education in the Sandhurst Diocese is 'Source of Life'.

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, it encourages children to respect and value themselves and others in an atmosphere of trust and security.

Students are provided the opportunity to complete their Sacraments.

Year 3: Sacrament of Reconciliation

Year 4: Sacraments of Confirmation and Eucharist

At school, study of the Sacraments is ongoing from Foundation to Year 6. Through these Sacraments the children will celebrate life with Jesus and are welcomed into the life of the church. Students have many opportunities to attend Mass to celebrate special feast days in the Church's Liturgical Year and as a cohort. Our parish priest, Fr. Junjun visits classrooms and spends time answering the students' various questions. Mercy Awards are awarded throughout the year. The values of these awards are taught throughout the year and celebrate the lifelong works of Catherine McAuley and the Sisters of Mercy.

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.



Learning & Teaching

Victorian Curriculum

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

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.

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 Tasks to achieve curriculum outcomes.



Learning & Teaching

Inquiry and Specialist Subjects

Civics & Citizenship, History, Geography, Science, Visual and Performing Arts, Physical Education (Sport and Health) 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.

Library

Students are encouraged to read a wide range of material appropriate to their interest and level of reading. When children commence school at St. Joseph's, they will be provided with a school library bag. The library is open for borrowing and returns before school, is visited by classes on a fortnightly basis and weekly within the specialist teaching program.



Learning Diversity



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.

In 2025, we welcomed a speech pathologist onto our team of educators, who works with students and teachers 3 days a week.

The Leader of Learning Diversity is responsible for 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



Motivated, Actioned Thinkers



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.

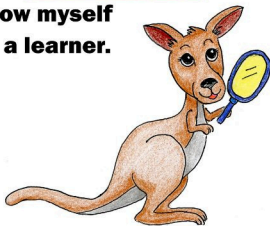
These dispositions have regular lessons throughout the timetabled week as well as featuring in the learning intention and success criteria of lessons. Each fortnight students who exemplify the focus dispositions are acknowledged with an award.



At St Joseph's we are...

Motivated, Actioned Thinkers

I am **SELF AWARE** when I know myself as a learner.



I am **OPEN MINDED** when I learn from new ideas.

I am **DETERMINED** when I challenge myself.



I **USE FEEDBACK** to improve my learning.



I am **RESILIENT** when I keep trying.

I am **CONNECTED** when I link my learning to the world.





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.



Structure

Year 3 to 6 participate in this program at the beginning of the year in preparation for the Division, Regional and State Championships.

Foundation to Year 2 participate at the end of the year to prepare them for the Summer ahead.

Volunteers

This program could not run without the support of our parent volunteers.

These volunteers support the students in their small groups throughout their swimming sessions.

All volunteers require a current working with children's check.





Home Practice 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 of the holistic development of the child.

Current research suggests that on average traditional homework has little or no positive benefits in improving student academic performance for primary school-aged students. A central reason for this tends to be the inability for students to complete the tasks independently; without the support provided by their teachers and or school.

St. Joseph's believes that our student's involvement in activities such as dance, sports practice, cultural activities, out-of-school hours care, the learning of a language, tutoring, church, and youth clubs are all considered to be valuable learning activities.

Research does suggest a small amount of familiar homework, such as reading a 'good fit' book can develop habits that will prove useful at secondary school. Pictured below are the 'homework requirements' of students attending St. Joseph's School, Cobram.

Reading a good fit book can support student learning, however it should never be too onerous or stressful. Children need time to be children.



	Homework Guidelines - Reading a minimum of 4 times a week
Foundation Learning Community	Daily reading with parent/guardian or older sibling, 10 minutes a day
Junior Learning Community Years 1 and 2	Daily reading with parent/guardian or older siblings, 15 minutes a day
Middle Learning Community Years 3 and 4	Daily reading with parent/guardian or older sibling, 20 minutes a day
Senior Learning Community Years 5 and 6	Daily reading with parent/guardian or older sibling, 20 minutes a day



Mobile & Electronic Device Policy



Rationale:

St. Joseph's Primary School has a deep commitment to student wellbeing and positive learning experiences. The school recognises that learning and achievement can flourish in an environment where students feel comfortable, safe and where they are recognised and valued as individuals.

Mobile and Electronic Devices (MED's) will be defined by the Principal and the school Leadership Team. Examples include and are not limited to mobile phones, gaming devices and smart watches, and watches with games. It is important that together as a school community, we take steps to ensure that (MED's) are managed responsibly.

Skills such as interacting with others, being creative, understanding and reacting to emotions, creative problem solving, strong communication and personal resilience are all important characteristics of a well-rounded member of our community and broader society. The school believes the development of such qualities is promoted over time, by providing an environment that promotes regular daily interpersonal interactions free from distractions and interruptions of mobile devices.

Mobile and Electronic Device Implementation:

- Mobile and Electronic Devices (MED's) will be defined by the Principal and the school Leadership Team. Examples include but are not limited to mobile phones, gaming devices and smart watches.
- MED's should be left at home if they are not required at school.
- MED's that are at school must be turned off, and left in the teachers' locked drawer or in the office between the hours of 8.30am and 3.10pm.
- 'At school' refers to a regular school day or school events.
- School events that occur outside of the hours of 8.30am and 3.10pm will be regulated under the same policy.
- Parents and guardians are advised to contact the school office if they require communication with their child / children, throughout the day.
- It is the students and parents responsibility to be aware of and abide by the direction of this policy.



Mobile & Electronic Device Policy



- Students who require a MED for medical reasons are asked to provide written authorisation with a GP's endorsement to the Principal.
- Any other exemption to this policy regarding specific events will be communicated to parents and guardians in the associated documentation specific to that event.

Further Notes:

- The school does not accept any responsibility for the loss, damage or theft of any Mobile and Electronic Devices.
- This policy is closely linked with our whole school approach to student wellbeing.
- This policy is closely linked to the core values of our PBIS, particularly a safe and purposeful approach to our learning.

Where students are found to be in breach of this policy, the situation will be handled in accordance with the St. Joseph's Primary School Mobile and Electronic Device Procedure (see full policy for further details).

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 wellbeing 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 Occupational Therapist and Educational Psychologist
- School Wellbeing Officer's
- Mental Health in Primary Schools (MHIPS) Leader
- Inclusive classroom practices



Behaviour Education Policy



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.





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"



Health & Wellbeing



Medications

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 be kept in a locked cupboard in the sick bay, or in the fridge if necessary.

Parents are required to provide the school with any current action plans for asthma, anaphylaxis, epilepsy and or alike.

Accidents happen...

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

School Nurse

The School Nurse from the Regional Health Department visits the school every year to undertake medical inspections of all Foundation 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.

Enrolment Process



Open Days

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 platforms and information given to all local kindergartens.

If these times and dates are not suitable, individual tours can be arranged at a convenient time.

Guided Tours

Guided tours are conducted by our Principal and Deputy Principal. At the conclusion of the tour, you will receive an Application for Enrolment and a 'showbag'.

Enrolment Interview

Once your Application for Enrolment has been approved, an appointment with the Principal or Deputy Principal will be made to meet with you and your child and to discuss any needs your child may have.

Sibling Enrolments

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.



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 time with their teacher and class members for the following year. Throughout these sessions they will also get to know their Year 6 Buddy. Students will participate in a variety of activities across the school to promote familiarisation and confidence of their surroundings and 'big school' life.

A complimentary t-shirt will be given to each student to be worn during these sessions. These t-shirts promote a sense of belonging and pride in their new school, with the added bonus of practicing wearing a uniform!



Lunch Orders & Canteen



Lunch Orders

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.

ST. JOSEPH'S SCHOOL COBRAM
Always Faithful to God, ourselves and others in the spirit of the Mercy Tradition.

CANTEEN

PRICE LIST

	50c EACH		\$1.50 EACH
	\$1.50 EACH		2 FOR \$1
	\$1.50 EACH		50c EACH

MY SCHOOL CONNECT
Making online easy!

NEW ONLINE PORTAL

- STEP 1. Visit My School Connect**
Visit <http://www.myschoolconnect.com.au> and register as a parent.
- STEP 2. Setup a child**
Upon first login, setup your child/children.
- STEP 3. Enter student details**
Don't forget to add in all essential fields; name, school, class and any allergy information.
- STEP 4. Allow your child to order for themselves**
Setting 'yes' here will allow your child to login online and order.
- STEP 5. Set a daily spend limit**
You can either enter a '\$dollar amount' or select 'unlimited'. The daily spend will only apply to your child's account.
- STEP 7. Add funds to your account**
Visit the 'Top up and financial history' section to add funds into your account by following the following steps:

Top up

a) Select payment type:
Bank Account or Credit Card

b) Select a \$dollar amount

c) Enter payment details

Auto top up

a) Select payment type:
Bank Account or Credit Card

b) Add top up parameters;
minimum balance & auto top up amount

PRO-TIP:
This is a great way to teach your child to manage their spending and choose healthy food. Remember to always supervise.

Canteen

Operated by the Year 6 Leaders, the canteen window is open at lunch times for treats. The spending limit is \$1.50.



School Uniform

Female

Summer

Blue and white checked shift style dress

Approved navy shorts & blue and yellow polo shirt with school logo.

Plain white socks

Black shoes.

Winter

Navy tunic with a white long sleeve shirt

Pants with a blue and yellow polo shirt

School windcheater with logo.

Plain navy socks or tights

Black shoes.



Male

Summer

Grey shorts and blue and yellow polo shirt with school logo.

Plain grey socks

Black shoes.

Winter

Grey trousers, blue and yellow polo shirt

School windcheater with logo.

Plain grey socks

Black shoes.

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



School Uniform

Jewellery and Hair

With the exception of watches (excluding smart watches), studs and sleepers, jewellery is not permitted.

Hair must be tied back, regardless of gender.

Sports Uniform

Navy blue shorts (Summer) or track pants (Winter) and blue and yellow polo shirt with school logo.

Sneakers to be worn on Physical Education days.



School Bag

St. Joseph's school bags are available from Worklocker. 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.

All items, with the exception of shoes, are available from Worklocker - 8 Main Street, Cobram.



School Uniform

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.

Art smock and 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

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, hats, bags, etc.

Free Dress Birthday's

At St. Joseph's, we encourage students to wear casual clothes on their birthday.

This is so everyone can recognise it is their birthday, greet them as such and celebrate with them on their special day.



Expectations of School Community Members

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.

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.
In the senior years, the formation and promotion of leadership attitudes and characteristics.

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.

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.

Families are highly encouraged to be involved by joining at least one of the support groups; St. Joey's Dough Raisers, the Fete, socials and fundraising, teacher support, Water Familiarisation Program, excursions and sport events.

St. Joseph's Fete Committee is an important group that 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.

Parental Involvement



Volunteers and Working with Children's Checks

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.

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. 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.



St. Joseph's School, Cobram

YMCA

Outside of Hours Care

The YMCA provide a before and after school care service at St. Joseph's, for St. Joseph's School students.

Bookings can be made via the QR code below or by copying the following link:

<https://oshc.ymca.org.au/families/locations/st-josephs-cobram>





St. Joseph's School, Cobram

Meet Our Leaders



Stephanie Arundel

Acting Principal



Jodi Sefton

Acting Deputy Principal and Leader of Learning and Teaching



Meet Our Leaders



Teresa Allen

Co-Leader of Religious Education and Catholic Identity



Kimberly Nye

Co-Leader of Religious Education and Catholic Identity



Janita Crawford

Leader of Learning Diversity



Apryl Sim

Leader of Pastoral Wellbeing and Mental Health in Primary Schools



Nathan Brown

Leader of Technology



Meet Our Administration Team



Shae Kruizinga

Administration Officer



Kirrily Jones

Finance Officer



Kelly Kennedy

Finance and Human Resources Officer



St. Joseph's School, Cobram

Meet Our Wellbeing Team



Apryl Sim

Leader of Pastoral Wellbeing and Mental Health in Primary Schools



Tameryn Perry

Wellbeing Officer



St. Joseph's School, Cobram

Meet Our Learning Diversity Team



Janita Crawford

Leader of Learning Diversity



Tiarnah Mason

Speech Pathologist



Meet Our Junior Learning Team



Teresa Allen

Foundation



Kelly Newman

Foundation and Junior Impact Leader



Natalie MacCallum

Foundation Leadership Position Release Teacher
(Thursday and Friday)



Kristen O'Dwyer

Year 1



Halina Tedesco

Year 1



Meet Our Junior Learning Team



Kimberly Nye

Year 2



Mary Hyde

Year 2



Kristy Hitchcock

Year 1KO Kristen O'Dwyer (Thursday) and Year 2KN
Kimberly Nye Leadership Position Release (Friday)



Meet Our Middle Learning Team



Nathan Brown

Year 3 and Middle Impact Leader



Brittany Stacey

Year 3



Edward Harding

Year 4



Alicia Bonner

Year 4



Meet Our Senior Learning Team



Virginia O'Sullivan

Year 5



Stephen Gemmill

Year 5



Sarah Hodgson

Year 6 and Senior Impact Leader



Natalie Wilson

Year 6



St. Joseph's School, Cobram

Meet Our Specialist Team



Jemmah Ryan

Physical Education



Melanie Clydesdale

Specialist



Gabrielle Florance

Specialist



Gabrielle Wiles

Specialist



Tegan Alexander

Specialist



Meet Our Learning Support Officer Team



Adriana Fazio

Learning Support Officer



Caitlin Mills

Learning Support Officer



Leanne Waldron

Learning Support Officer



Maria Mete

Learning Support Officer



Natasha Edwards

Learning Support Officer



Meet Our Learning Support Officer Team



Sandra Kennedy

Learning Support Officer



Shantae Watt-Fotia

Learning Support Officer



Tiana Bovalina

Learning Support Officer



Thank You

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

Contact Information :

 (03) 5872 1573

 info@sjcobram.catholic.edu.au

 www.sjcobram.catholic.edu.au

 1-25 Broadway St, Cobram VIC Australia 3644