St Joseph’s Primary School
North Ipswich

Parent Information Booklet

Address  42 Pine Mountain Road North Ipswich Qld 4305
Telephone  07 3201 6188
Fax  07 3201 5121
Email  pnthipswich@bne.catholic.edu.au
Website  www.stjosephsnorthipswich.qld.edu.au
School Principal  Mr Martin Lewis

St Joseph’s Primary School Parents & Friends Association
Meetings held 3rd Monday of each month.

St Joseph’s Primary School Board
8 meetings per year.
**Mission Statement**

'We, as members of St Joseph’s Parish and School community strive to:

Grow and live the life of a Christian, through commitment to the Catholic Faith

Provide the opportunity for growth – spiritually, emotionally, physically, academically and socially

Inspire self-directed and life-long learners

Foster an environment, which nurtures the development of community members who contribute to a more just and sustainable society.’

**History of St Joseph’s Primary School**

St Joseph’s Primary School was established in 1913 by Father Andrew Horan and a committee of laymen on a site in Liverpool Estate in Albert Street, North Ipswich.

The present school in Pine Mountain Road was first opened in 1962.

For 62 years the Sisters of Mercy administered the parish owned school, until 1975 when the first lay principal was appointed by the Brisbane Catholic Education Office.

The school today is Archdiocesan owned and administered by Brisbane Catholic Education. St Joseph’s Primary School is still a parish school but part of the Brisbane Catholic Education System.
### Dates for 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 30&lt;sup&gt;th&lt;/sup&gt; January</td>
<td>Term 1 Commences</td>
</tr>
<tr>
<td>Wednesday 6&lt;sup&gt;th&lt;/sup&gt; March</td>
<td>Ash Wednesday</td>
</tr>
<tr>
<td>Friday 5&lt;sup&gt;th&lt;/sup&gt; April</td>
<td>Term 1 ends</td>
</tr>
<tr>
<td>Friday 19&lt;sup&gt;th&lt;/sup&gt; April</td>
<td>Good Friday</td>
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<tr>
<td>Sunday 21&lt;sup&gt;st&lt;/sup&gt; April</td>
<td>Easter Sunday</td>
</tr>
<tr>
<td>Tuesday 23&lt;sup&gt;rd&lt;/sup&gt; April</td>
<td>Term 2 Commences</td>
</tr>
<tr>
<td>Wednesday 25&lt;sup&gt;th&lt;/sup&gt; April</td>
<td>Anzac Day – Public Holiday</td>
</tr>
<tr>
<td>Monday 6&lt;sup&gt;th&lt;/sup&gt; May</td>
<td>Labour Day – Public Holiday</td>
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<tr>
<td>Sunday 9&lt;sup&gt;th&lt;/sup&gt; June</td>
<td>Pentecost</td>
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<tr>
<td>Friday 28&lt;sup&gt;th&lt;/sup&gt; June</td>
<td>Term 2 Ends</td>
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<tr>
<td>Monday 15&lt;sup&gt;th&lt;/sup&gt; July</td>
<td>Term 3 Commences</td>
</tr>
<tr>
<td>Friday 20&lt;sup&gt;th&lt;/sup&gt; September</td>
<td>Term 3 Ends</td>
</tr>
<tr>
<td>Monday 7&lt;sup&gt;th&lt;/sup&gt; October</td>
<td>Queen’s Birthday – Public Holiday</td>
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<tr>
<td>Tuesday 8&lt;sup&gt;th&lt;/sup&gt; October</td>
<td>Term 4 Commences</td>
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<tr>
<td>Monday 21&lt;sup&gt;st&lt;/sup&gt; October</td>
<td>Moderation CTJ Day/Pupil Free Day</td>
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<tr>
<td>Friday 6&lt;sup&gt;th&lt;/sup&gt; December</td>
<td>Term 4 ends</td>
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**Bell Times**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>Before 8.15am</td>
<td>All students must be seated in the checker board area</td>
</tr>
<tr>
<td>(No bell)</td>
<td></td>
</tr>
<tr>
<td>8.15am</td>
<td>Play bell, students may play on top oval or bitumen area</td>
</tr>
<tr>
<td>8.25am</td>
<td>Warning bell for start of day - go to the toilet, have a drink, students move to their classrooms</td>
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<tr>
<td>8.30am</td>
<td>Start of day bell - students to gather under direction of teachers for start of the school day</td>
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<tr>
<td>10.30 - 11.10am</td>
<td>Play time</td>
</tr>
<tr>
<td>11.10-11.30am</td>
<td>Eating time</td>
</tr>
<tr>
<td>1.30 – 1.42pm</td>
<td>Play time</td>
</tr>
<tr>
<td>1.42-1.55pm</td>
<td>Eating time</td>
</tr>
<tr>
<td>2.55pm</td>
<td>Classes dismissed</td>
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</tbody>
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**The School Day**

Parents/Caregivers are requested to have children arrive at school after 8.15am and to collect them no later than 3.15pm.

Outside School Hours Care program operates at St Joseph’s Primary School before and after school each day and offers a vacation program during the holidays. Parents/Caregivers are asked to use this service when the need arises.

Different arrangements are made for Prep students during the first 2 weeks of school. Parents/Caregivers will be notified of these arrangements on Orientation Day. No students are permitted to leave the school grounds unattended during school hours. If students are required to leave the school, their parent/caregiver is to sign the students out at the school office. Students arriving late for school are required to go to the school office together with their supervising adult to obtain a late slip to take to their teacher.
**Parent Portal**

St Joseph’s Primary School is excited to invite you to use our Parent Portal. Access is restricted to parents/caregivers of students at our school and a logon is required. An account will be created for you and will be distributed next year.

The Parent Portal will enable easy access to information about happenings in the school, forms that need to be returned, names and contact details for staff, policy information and much more.

A special section allows you to check the details we have recorded in our enrolment system about your children and if necessary, advise us of any changes.

You can also check on information about your child’s attendance, teachers, timetable, NAPLAN performance and report cards.

We are continuing to increase the use of the Parent Portal to provide a range of information to parents/caregivers in the future.

**St Joseph’s Primary School App**

The school App is used to enhance communication between school and parents/caregivers in a convenient and effective way. Our fortnightly newsletter is published via this platform along with up coming events and alerts. It also enables parents/caregivers to submit absentee forms for their children as well as change their contact details. It is available for download either through Apple App Store or Google Play Store by downloading 'Skoolbag' then search for 'SJPNI'.

**Financial Information**

Accounts for school fees are issued early each term and are emailed unless other arrangements are made. Your assistance in keeping payments up to date is greatly appreciated. EFTPOS, credit card, direct debit, BPay and direct transfer facilities are available upon request.

Should you have any difficulties in this regard an appointment to discuss this confidentially with the Principal should be arranged.

**Text Books and Stationery Lists**

Towards the end of each year book lists will be on the Parent Portal and on our school website. The book list supplier will fill the list and deliver books to your home or they can be collected from the school office prior to the school year starting. There is no obligation to purchase these requirements through our supplier.
**Attendance**

Only in the event of illness or for some other serious reason should a student be absent from school. In the event of an absence, please use the school absentee form on our App, Parent Portal, email or a phone message to the school office by 8.30am. In the event of an unexplained absence, an SMS message will be sent to the ‘Main Contact’ by approximately 8.45am. Please contact the school office as soon as possible to explain this absence. Students who arrive at school after the scheduled start of lessons at 8.30am must report to the school office with their supervising adult for a late slip and then give that late slip to their class teacher.

Please advise the School Office if a student is to be absent for a day or for a longer period of time or if the student is suffering from an infectious disease.

**Use of Toilets at School**

To keep our students safe at school we request all parents/caregivers use the toilet located in the walkway behind the school library. Please do not use the student toilets as they are for students use only.

**Prep Year Information**

Hours of operation 8.30am – 2.55pm. A more detailed brochure explaining the routines of Prep will be given to parents/caregivers during the enrolment process.

**Tuckshop**

The primary purpose of the tuckshop is to provide a service to students and therefore to their parents/caregivers. Tuckshop is open for purchase of lunches, afternoon teas and snack items on Monday, Wednesday, Thursday and Friday.

Orders can be made online via ‘Qkr by MasterCard app’ by 8.30am or directly via the paper bag system by 9am each Monday, Wednesday, Thursday and Friday. Orders for lunches and afternoon teas are to be placed in separate paper bags which shows name, class and lunch order. Money should be secured in this bag which is placed in the lunch order box in the classroom. Snack food is available only after lunch has been consumed.

Early in the school year, volunteers are required for the tuckshop rostering, please contact the Tuckshop if interested.

**School Banking**

Requests for opening accounts can be made on line directly with Commonwealth Bank. Banking is conducted each Wednesday morning through the Commonwealth Bank. Students make deposits in the special banking wallets provided for each account holder.

Banking wallets are to be handed to the teacher by Tuesday morning or the school office by Tuesday afternoon at the latest.
**Home – School Communication**

At the beginning of each year a parent/teacher information night will be arranged for each class teacher to outline classroom procedures to parents/caregivers.

Reports will be available at the end of each semester on the Parent Portal and parent/teacher interviews will be offered during Term 2 and Term 4.

Teachers welcome interviews with parents/caregivers at any time during the school year. Given that such interviews should be free of distraction and interruption, it is necessary that a mutually convenient time be arranged beforehand. Teachers are not available for personal interviews during class times unless prior arrangements for supervision of the class has been made.

Students who, because of their cultural, social, intellectual or emotional background, are experiencing difficulty at school will be referred to our ST-IE (Support Teacher – Inclusive Education) and/or Guidance Counsellor for assessment. Should some more specialised help be required from an outside agency, parents/caregivers will be contacted. In consultation with teachers, parents/caregivers will be offered advice and guidance on future planning for their child.

The Principal of the school is available for interviews of a general nature at times when not involved in time-tabled activities. As these vary each month, interviews can be arranged by emailing the school directly.

Teachers are not available to answer telephone calls personally during class times. A message will be taken and a response given as soon as possible. If emails are sent to the teacher, a response should be expected within 48 hours.

Each fortnight a newsletter will be emailed, published on-line and available on our App in an effort to communicate the events occurring at school. More importantly, it is hoped that the spirit and the life of the school will also be evident in this newsletter. Our LED sign at the front of the school also communicates information to the school and wider community.

Parents/Caregivers are invited to keep in touch with the life of the school by participating in social events as they occur, parent/teacher evenings, Parents and Friends Association, Tuckshop and other school activities as announced.

During preparation for First Communion, Reconciliation and Confirmation, parents/caregivers are urged to participate in the planned programs organised by the parish.

**Buddy Program**

Each year Prep students are buddied with a student in Year 6 and Year 1 students are buddied with a Year 5 student. Throughout the year ‘buddies’ will do activities together. This is a particularly helpful practice to assist students to settle into the St Joseph’s Primary School community.
**Student Behaviour**

At St Joseph’s Primary School we have 3 rules:

- Be Safe
- Be a Learner
- Be Respectful.

Student behaviour support is at the core of business for all teachers. A safe, positive and productive learning environment based on the principles of consistency, fairness and engagement, supports effective learning and teaching. This starts in the classroom with each individual student.

All members of our community have responsibilities in the successful implementation of our Student Behaviour Support Plan.

**Responsibilities of Students:**

At St Joseph’s Primary School we expect that students will:

- Participate actively in all aspects of school life
- Take responsibility for their behaviour and learning
- Demonstrate respect for themselves, other members of the school community and the school environment
- Behave in a manner that respects the rights of others, including the right to learn
- Co-operate with staff and others in authority
- Demonstrate a willingness to promote behaviours that reflect the Catholic ethos.

**Responsibilities of Parents/Caregivers:**

At St Joseph’s Primary School we expect that parents/caregivers will:

- Show an active interest in their child’s schooling and progress
- Co-operate with the school to achieve the best outcomes for their child
- Support school staff in maintaining a safe and respectful learning environment for all students
- Initiate and maintain constructive communication and relationships with school staff regarding their child’s learning, wellbeing and behaviour
- Contribute positively to behaviour support plans that concern their child
- Model appropriate behaviours including those relating to dress and communication
- Demonstrate respect of school expectations by supporting and adhering to policies including uniform policy, parking, parent teacher communication, pick up and drop off procedures and parent teacher dialogues.
Responsibilities of Staff

At St Joseph’s Primary School we expect that Staff will:

- Provide a safe and supportive learning environment
- Establish a positive and proactive school wide behaviour plan
- Share a common philosophy and purpose
- Provide inclusive and engaging curriculum and teach using effective classroom practices
- Initiate and maintain constructive communication and relationships with students and parents/caregivers
- Promote the skills of responsible self-management
- Maintain student attendance records
- Model appropriate behaviours including those relating to dress and communication.

At St Joseph’s Primary School we teach students the way in which we expect them to behave and interact with others. At times students may make poor choices and as a result will receive consequences for their behaviour. These consequences are outlined in our Student Behaviour Support Plan. Students who choose to follow the school rules receive positive consequences for their good behaviour. At St Joseph’s Primary School we expect all of our students to follow our school rules each and every day.

Transport and Parking

Parents/Caregivers and visitors are advised that the kerbside closest to the church/school property is a 2-minute parking zone for collecting and setting down children. It would be best if parents/caregivers who have older children use this facility rather than using up spaces in the church carpark.

Additional parking is available in the car park between the former parish office and the church. The carpark at the rear of the hall is a designated staff carpark and is not a drop off or pick up zone at any time on school days.

In the church carpark, arrows show a circular path to indicate traffic direction. Please enter the carpark using the driveway between the former parish office and the tennis courts, observing the direction arrows and exit via the main exit. In the interests of student safety parking is not permitted elsewhere on school property. There is no parking permitted in the school grounds without permission from the Principal.
**Uniform Requirements**

**Policy**

Given that we respect the uniqueness and individuality of students, we have committed ourselves to their growth in personal responsibility and self-discipline. The following is expected in respect of school uniform and general grooming.

**General**

Students are expected to be neatly and tidily dressed and well groomed; this includes care of such things as shoes (cleaned and polished), fingernails (no polish), hair combed and brushed and kept at such a length to ensure tidiness. When travelling to and from school and at school, students are required to wear the correct day uniform. Parents/Caregivers co-operation is essential and sought in this matter. If for some reason a student is unable to wear the correct uniform, a note from the parents/caregivers to the class teacher explaining the situation is required.

**Points to note:**

- Brightly coloured briefs / boxer shorts are not a part of the school uniform
- Only limited jewellery is permitted – namely a cross on a chain and a personal signet ring. Students with pierced ears are to wear sleepers or studs to minimise accidental injury and this is limited to one earring per ear
- Nail polish on fingers or toenails is not permitted. Make-up or perfume is also not permitted
- Girls must wear one-piece bathing costume for swimming lessons. It is compulsory that all students wear a swimming cap
- It is required that students who have long hair tie it back and use school hair scrunchies, no big bows allowed. Both boys and girls should have conventional type haircuts
- Students are not permitted to bring aerosol deodorant cans to school. For safety reasons students are asked to use roll-on deodorants at school.

**Prep Uniform:**

Unisex St Joseph’s Primary School Prep shirt with St Joseph’s Primary School shorts, trousers or skorts. St Joseph’s Primary School hat and predominately white or black joggers. St Joseph’s Primary School jumper/ jacket/ tracksuit for winter and the school library bag.

Please note:  - NO HAT – NO PLAY

- **Hat:** The school hat is compulsory and is the same for boys and girls
- **Footwear:** White or black joggers only
- **Socks:** White socks only
- **School Bag:** Optional – back pack is available at the uniform shop
- **Library, Chair and Homework bags:** Are available from the uniform shop
- **Identification:** All items of uniform should be clearly marked for easy identification and checked each year.
Years 1 – 6 Uniform:

Day Uniform:
Hat: The school hat is compulsory and is the same for boys and girls.

Boys-
- Blue shirt with blue/white piping and school emblem
- Grey shorts
- Black leather shoes
- Long grey socks with blue and white stripes.

Girls-
- Blue checked uniform with blue cross-tie and school badge
- Blue skort and blue checked blouse with blue cross-tie and school badge
- Black leather shoes
- Short white socks.

Winter Uniform:
Boys-
Long grey trousers or royal blue tracksuit with blue school shirt, grey socks and black shoes. Unisex St Joseph’s pullover or unisex St Joseph’s jacket.

Girls-
Royal blue track suit or royal blue opaque tights with summer uniform, white socks and black shoes. Unisex St Joseph’s pullover or unisex St Joseph’s jacket.

Sports uniform:
Boys-
- Unisex sports shirt
- Unisex sports shorts
- White sports socks
- Predominately white sports shoes with white laces.

Girls-
- Unisex sports shirt
- Royal blue unisex sports shorts or blue skort
- Blue or black bike pants can be worn under skirt
- White sports socks
- Predominately white sports shoes with white laces.
**Uniform Shop**

The Uniform Shop is housed in the room at the side of the hall.

**Opening Times**

Mondays 8.15 – 9.15am and Thursdays 2.30 – 3.30pm excluding school holidays and public holidays.

**Refund Policy**

The Uniform Shop will refund only if the garment is faulty. Please choose sizes carefully. Exchanges can only be made if the garment has not been worn and upon presentation of receipt of purchase. Refunds are valid for one month from date of purchase.

**Assembly**

The whole school gathers on Thursdays at 2pm in the hall for our weekly Assembly. Parents/Caregivers and grandparents are always welcome at these Assemblies. Assembly is not held in Week 1 of each term or when there is a Whole School Mass.

**Library**

The school Library provides a borrowing service in addition to other services. Students will require a Library Bag to transport books to and from the library. Parents/Caregivers are requested to encourage students to care for borrowed books. Library bags are available at the Uniform Shop. Students who lose or damage books will be asked to replace them. Prior to borrowing each year, parents/caregivers will be required to sign the Student Borrowing Policy and Procedures form which is available on the Parent Portal.

**Physical Education**

Students from Prep to Year 6 participate in two 30 minute lessons every week. These lessons cover Health and Physical Education and are linked to the Australian Curriculum.

During Term 1 all students from Years 3 - 6 participate in swimming lessons, whilst students in Years 1 - 2 complete these in Term 4. Our school Swimming Carnival (Years 3 - 6) is usually held in Term 1. Students from Prep - Year 6 compete in the school Athletics Carnival which is held late in Term 2. Students in Years 5 - 6 have the opportunity to participate in Western District Interschool sports competitions each Friday during Terms 1 & 2. The school nominates teams in Rugby League, Soccer and Netball. In Term 3 students from Years 4 - 6 participate in an Intraschool Indoor Cricket competition. Throughout the year we also offer a number of Interhouse Lunchtime sports including cricket, soccer and netball.

For all sports we ask students and parents/caregivers to comply with the code of behaviour for school sport. Although victory on the sports field is highly prized, even greater importance is placed on sportsmanship – the ability to win without belittling the loser and to lose graciously. Where individuals show exceptional talent in a sport they will be encourage to seek higher representative honours. This will apply whether the school participates in that sport on an inter-school basis or not.
**Head Lice**

The primary responsibility of dealing with head lice belongs to each student’s parents/caregivers. The Principal at the school can help with advice and will alert parents/caregivers through the App or email if problems arise. Brisbane Catholic Education is congruent with State Education policy and that is “**children suspected of having head lice should receive treatment as soon as possible**”.

The school is recommending the “conditioner and combing” method of removing head lice. Please contact the school office for more information.

**Excursions and Camps**

School camps are held for students in Years 5 and 6. As this is part of the school curriculum, it is expected that all students will participate. If there are financial issues parents/caregivers are asked to make a confidential appointment with the Principal.

**Health and Safety**

The school has personal accident insurance to cover all students whilst at school activities. The cover is provided by Catholic Church Insurances Ltd and pays a lump sum benefit for defined injuries plus Non-Medicare Medical Fees subject to the terms and conditions of the policy.

For the security and safety of the students of St Joseph’s Primary School:

- All staff are to be identified by a name badge
- All visitors must report to the school office
- Visiting teachers are to register at the school office
- Parent Helpers are to sign the volunteer register at the school office and complete student protection training from the Brisbane Catholic Education website. This *does not* apply to parents/caregivers dropping or picking up students at normal times, this *does* apply to parents/caregivers visiting the school for volunteer work including classroom, tuckshop uniform shop and drivers for sport and outings.

**Medication**

- School staff members authorised by the Principal will give medication, provided it is given strictly in accordance with instructions by the students’ medical practitioner and is requested by the parents/caregivers via ‘Student Medication Request Form’ (available at the School Office or on our website or Parent Portal).
- The teacher will not accept the instructions solely of a parent/caregiver. The medication needs to be in its original container with dosage and time of dosage.
- At no time will any medication provided for one student be administered to another student.
- At all times medication will be kept in a secure place.
- All unused medication is to be collected by the parents/caregivers.
- Non-prescribed oral medication, e.g. analgesics, will not be administered without written instructions from the students’ medical practitioner and is requested by the parent/caregiver via ‘Student Medication Request Form’. The only exception to this is for paracetamol which the school supplies.
**Sun Smart Policy Statement**

**Rationale**

Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will develop some sort of skin cancer in their lifetime. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable.

Ultraviolet radiation (UVR) levels are highest during the hours that students are at school. With this in mind, St Joseph’s Primary School realises the need to protect students’ skin and educate them about Sun Smart behaviour, thus reducing the risk of skin damage from exposure to the sun.

**Aims**

The policy aims to:

- Provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection;
- Provide environments that support SunSmart practices;
- Raise awareness of the need to schedule outdoor activities to support SunSmart practices.

**Procedures**

Our school recognises that winter sun also contributes to skin damage. The implementation of this policy will, therefore, be conducted throughout the year.

The purpose of this SunSmart policy is to endeavour to have all students attending our school protected from the harmful effects of the sun throughout the year.

**Our Commitment**

St Joseph’s Primary School will:

- Inform parent of the SunSmart policy when they enroll their child
- Include the SunSmart policy statement in the parent handbook
- Increase where possible the amount of shade in the school grounds
- Incorporate education programs that focus on skin cancer prevention into the school curriculum
- Encourage all teachers and staff to act as positive role models for students in all aspects of SunSmart behaviour
- Seek ongoing support from parent and the school community for the SunSmart policy and its implementation through newsletters, parent meetings, website, parent portal and App
- Students and staff are to wear hats that protect the face, neck and ears and SPF 50+ broad-spectrum, water-resistant sunscreen, when involved in outdoor activities
- Follow a “No Hat, No Play” policy
- Maintain the school dress code to conform with the Brisbane Catholic Education Sun Protection School OH&S Standard clothing guidelines
- Students to wear SunSmart clothes during outdoor activities
- Endeavour to provide adequate shade at sporting carnivals and other outdoor activities
- Review the SunSmart policy at 3 year intervals.

Our Expectations

Parents/Caregivers will:

- Provide a school hat for their child
- Encourage their child to use SPF 50+ broad-spectrum, water-resistant sunscreen regularly
- Ensure their child’s clothing provides adequate protection from UVR when not wearing the school uniform on free dress days, camps and excursions. Clothing to include sleeved shirt and appropriate hat
- Act as positive role models by practising SunSmart behaviour
- Support the school’s SunSmart policy
- Notify the school if student is unable to use school provided sunscreen and parents/caregivers will provide sunscreen.

Students will:

- Be aware of the school’s SunSmart policy through Health and PE units and classroom lessons
- Take responsibility for their own health and safety by being SunSmart by applying sunscreen and wearing their hat
- Comply with SunSmart rules and guidelines by wearing suitable clothing when not in school uniform
- Act as positive role models for other students in all aspects of SunSmart behaviour
- Participate in SunSmart education programs.

Personal Property

All clothing, textbooks and equipment should be clearly marked with the students’ name for easy identification. Bicycles must be parked in the school bike cage and be fitted with a lockable safety chain.

Students are to not bring games or toys to school. Any toys or other valuables that are brought to school is at the owner’s risk. Comics and magazines not in keeping with the policy and spirit of the school are not permitted.

Lost Property box is called ‘Oscar’s Organisation Station’ and it is situated outside the girls’ toilets during school hours.
**Parent Involvement**

**Parent Helpers**

A great deal of what is being done in our school requires parental involvement, which we see as of great assistance to our students who, at this age, love to see parent supporting them in some of their educational adventures.

To help us provide the best possible education for your children, your involvement as parents/caregivers is always welcomed.

Help can be in many forms.

**At home**

- Praying together and talking about God
- Ensuring that homework is being done
- Ensuring that your child is happy with school
- Ensuring that your child is reading and/or being read to each night (or regularly) and enjoying it, taking visits to the local library
- Talking with your child about school (highlighting the good parts)
- Encouraging your child to wear the school uniform with pride.

**At school**

- Participating in the school worship celebrations
- Assisting the teachers with reading, craft, computer work, typing stories or any area of the curriculum that you enjoy or have competency in
- Assisting when transport is required
- Attending working bees
- Attending Parent & Friends meetings
- Offering to help in our library resource centre
- Attending social events where possible
- Assisting at the Annual Fete (First Sunday in August)

Parents/Caregivers participation in the life of the school community is invited and welcomed at all levels. Parents/Caregivers must remember that confidentiality is most important when assisting in classrooms. All Parent Helpers must complete the online Student Protection Training through our school website or the Brisbane Catholic Education website and return the Registration Form to the school office prior to volunteering in school activities.

The school acknowledges and honours parents as the first educators of their children.

**Homework**

Homework provides an opportunity for parents/caregivers to be involved and support their children’s learning and should become part of a student’s daily routine. Through homework activities the student has the opportunity to consolidate class work and practise skills at home.

Full Homework Policy is available on the St Joseph’s Primary School website.
Parents and Friends Association

Our Parents and Friends Association is a vital part of the whole school community. Enrolment of your child at St Joseph’s Primary School requires you (where time and other commitments allow) to be involved in some way with the various groups which support our school.

From a financial standpoint, your support of the Parents and Friends activities will ensure that fees are kept to the absolute minimum.

As a Parents and Friends Levy is included in the School Fees, the only fundraising activity conducted each year is the school fete. It is held on the 1st Sunday of August and your assistance is required.

All parents/caregivers are encouraged to attend our meetings that are held at the school on the 3rd Monday of each month. The meetings provide a forum for parents/caregivers and friends to meet.

As well, we have many activities which are purely social and we invite everyone to be part of our community through these.

These activities include:

- Tuckshop
- Working bees
- Workers at various social functions - bar, kitchen, etc.
- Fete convenors and workers
- Voluntary Library workers /class helpers
- Sporting coaches
- School Board Membership
- Executive members for the Parents and Friends Association.

All parents/caregivers are encouraged to attend our meetings that are held at the school on the 3rd Monday of each month. The meetings provide a forum for parents/caregivers and friends to meet.

St Joseph’s Primary School Board

In 1981, St Joseph’s Primary School Board was initiated and founded under the 'Pastoral Model' and became a constituted body in 1984. The board is comprised of the Parish Priest, the Principal, three elected parent/caregiver, one teaching staff member and a member of the Parish Pastoral Council. The main aims of the Board are developing policy for the school, which support the School Mission, providing advice to the Principal on buildings, plant, finance, staffing and promoting communication within the school community.

St Joseph’s Primary School Board meetings are held 8 times per year.
Board Responsibilities:

- To support and assist the Principal in the mission of the school and overview curriculum, school staffing and budgets
- Formation of policies and effective implementation of same
- To provide an objective opinion from various sectors in parish, pastoral and educational communities
- To enable the sharing of the wisdom and knowledge of the parish, pastoral and educational communities using the shared wisdom model
- Facilitate partnerships with parents/caregivers, parish, principal, staff and wider community.

Board Responsibilities are achieved by:-

- Quality communication
- Consultation with community members
- Operating within a discernment (shared wisdom) model of decision making in close co-operation with other school bodies.

Assessment

Assessing student learning is a fundamental part of the school classroom. It improves learning and informs teaching. It is the process through which teachers identify, gather and interpret information about student achievement and learning in order to improve, enhance and plan for further learning. At St Joseph's Primary School, students are provided with multiple opportunities over time and in a range of contexts to demonstrate their knowledge, skills and understanding as described in the year level achievement standard.

There are three types of assessment; although they each serve a different purpose, they all work together simultaneously.

Assessment for learning:

A regular part of learning and teaching and includes gathering information about the learners, analysing and interpreting that information and using that information to inform and shape the learning and teaching process.

Assessment as learning:

Student self-assessment enables students to reflect on and monitor their own progress and to inform their future learning goals based on learning intentions and success criteria. It is used to support students in becoming assessment-capable, self-directed learners.

Assessment of learning:

Assists teachers to use evidence of student learning to assess student achievement against goals and standards (Melbourne Declaration).
**Reporting**

Reporting is the process of communicating timely and accurate information about students’ demonstrations of learning against the Australian Achievement Standards. When making judgments, teachers at St Joseph’s Primary School consider a body of evidence collected over time (student work samples, observations, teacher/student conferencing); they make a professional judgment about the quality of the evidence focusing on the student’s depth of understanding, sophistication of skill and/or application of knowledge described in the achievement standard using a five-point scale. Twice yearly, parents/caregivers will be able to access their children’s report via the Parent Portal detailing their child’s progress and arrangements will be made for at least two interviews where you can discuss your child’s progress.

**Curriculum**

Like all primary schools in Queensland, we are in the process of implementing the final stages of the Australian Curriculum. The Australian Curriculum has eight learning areas; however, some learning areas include more than one subject. These eight learning areas as well as Religious Education are taught at St Joseph’s Primary School.

- Religious Education
- Mathematics
- English
- Science
- Humanities and Social Sciences
- The Arts
- Technology
- Health & Physical Education
- Languages other than English

Should parent wish a detailed account of what is covered in the curriculum they can visit [http://www.australiancurriculum.edu.au](http://www.australiancurriculum.edu.au) online.

In addition to instruction in general curriculum areas, students at St Joseph’s Primary School benefit from the expertise of specialist teachers in the areas of Music, Chinese language & culture, Library and Physical Education.

At St Joseph’s Primary School our primary focus is to make evident the ideologies and practices of effective teaching that develops the ‘whole child’ and will result in success for all learners. Current educational research and pedagogy and the Australian Curriculum guides the curriculum development, planning, teaching and assessment in our school. We offer a curriculum that embraces a student-centered approach to learning and teaching, taking into consideration the individual needs of children and respecting diversity. We appreciate the uniqueness of each child and endeavour to provide opportunities for our students to participate in activities that challenge and affirm them.
**Mobile Phones**

**Rationale**

Mobile phones are becoming increasingly accessible to primary school-aged students. Whether they are necessary for primary school aged students is determined by individual families. What is becoming obvious is that inappropriate use of mobile phones by students at school is detrimental to teaching/learning and the good order of a school. The convergence of technology, which includes digital photography, unmonitored internet access and data storage features on mobile phones, poses significant issues for primary school-aged students and their families.

The rights of students and parents are as follows:

- The rights of students to enjoy a school day uninterrupted by the inappropriate use of mobile phones
- The rights of parents/caregivers to be able to contact their children during school hours should they need to.

**Policy**

The Mobile Phones policy aims to remove opportunities for inappropriate use of mobile phones by students during school hours or activities which:

- Disrupt teaching/learning situations
- Are detrimental to the good order of the school or activity
- Expose students to possible contact with persons and content which is inappropriate during school hours.
- Violate individuals’ privacy.

**Procedures**

- Students are requested not to bring mobile phones to school unless explicitly approved by parents/caregivers
- Students are to hand mobile phones to the class teacher at the start of the school day and collected at the end of the school day
- Should a student need to make a phone call during the day he/she has access to school phones in the school office
- Should a parent/caregiver need to contact their child, this can be done by ringing the office and requesting that a message be passed on
- These procedures will also apply on camps and excursions when additional requirements may also be imposed
- Students found not complying with these procedures will have their mobile phones confiscated and parents/caregivers will be asked to collect the phone from the office.
Music Program

The school offers instrumental programmes for band, keyboard and string instruments. Information is available at the School Office.

Outside School Hours Care

St Joseph’s Outside School Hours Care is a service managed by Centacare childcare services and is a Parish owned service under the Catholic Archdiocese of Brisbane.

Before School Care (6.30am – 8.30am)
After School Care (3.00pm – 6.00pm)
Vacation Care (7am – 6pm).

All enquiries regarding this service can be made to the Director on 3201 7592.

Outside School Hours Care is situated under the hall next to the Centenary Room.

Anti-Bullying Guidelines and Procedures

A Definition of Bullying

A person is bullied or victimised when he or she is exposed repeatedly and over time, to negative action on the part of one or more other persons. (Olweus 1984)

Bullying involves –

- A desire to hurt
- A hurtful action (physical, psychological or social)
- A power imbalance
- (typically) Repetition
- An unjust use of power
- Evident enjoyment by the aggressor
- Sense of being oppressed on part of the victim. (Rigby 1996)

The Four Steps in Addressing Allegations of Bullying

1) Report
2) Investigate
3) Document
4) Respond

1) Ways of Initiating the Reporting Process

A report of an incident can be made by:

- Students
- Parent/caregiver / Community members
- Staff members
- Other.
2) **Investigation of alleged bullying incidents**
   Once an allegation of bullying is received it will be referred to the class teacher of the alleged bully for investigation. If the alleged bully is a staff member the allegations will be referred to the Principal.

3) **Documentation**
   If after investigations the bullying allegation is substantiated or suspected the class teacher will complete the St Joseph's Primary School Alleged Bullying Incident Report and forward the form to the Principal's office. The Principal will review the report. If a staff member is the alleged bully the Principal will follow Brisbane Catholic Education Student Protection or Workplace Bullying Procedures as appropriate.

4) **School Responses to Incidents of Bullying**
   - Document the incident
   - Provide support to the student being bullied and if necessary support to the family
   - Provide support to the student exhibiting the bullying behaviour and where necessary the family
   - Reinforce to all participants acceptable behaviour strategies to prevent a recurrence of bullying
   - Enforce sanctions as per Behaviour Management procedures
   - Contact all relevant parties to communicate the outcome
   - Principal will review the Bullying Incident Report and refer any revealed patterns of behaviour to the Guidance Officer.