St Joseph's School Prayer

Jesus, May you look after our school today
Help us to follow you in every way.

With our special gifts and talents to share
At St Joseph's, a true family, we all need to care.

Jesus as we try to do our part,
Remember us and keep us in your heart.

Let's do our best and listen to your call
May we remember
“Effort wins success” a motto for us all.
ST JOSEPH’S BLACKALL
SCHOOL MISSION STATEMENT

At St Joseph’s Catholic School we aim to encourage all children to develop spiritually, academically, socially, creatively and physically to the best of their ability with Jesus as their model.

St Joseph’s is a place where students develop a positive self worth and a respect for the rights and dignity of others.

We provide a supportive community where home, school and parish can work together to embrace God’s presence in our lives.

A Mission Statement is formed after all members of a school community are asked what they see are the main aims of our school community.

This Mission Statement was formed in 2012 as part of the SR&I Process.
A MESSAGE OF WELCOME TO PARENTS

Dear Parents/Guardians

Thank you for choosing St. Joseph’s Catholic Primary School in Blackall. I trust that you will find us a welcoming and Christ filled community.

Our school was originally established by the Josephite Sisters in 1917 to serve the catholic families of the far west. Our last non lay teacher at St. Joseph’s was Sr. Dianne Rowan in 1996, who is now the Assistant to the Director Religious Education in the Rockhampton Diocese.

St. Joseph’s School exists for the education of children from Prep age (turning 5 years by 30th June) to Year Seven and is a co-educational facility still serving the township and surrounding properties of Blackall.

Our school Mission Statement stresses the need for a partnership to be forged between parents and school. If we are to be effective in the education of your child, then we must encourage this cooperative teacher-parent relationship. Education and Catholic Education in particular, is a three-way process of communication involving teacher, child and parent.

As a family school, you are encouraged to become involved in your child’s education. Parents are always needed in the classroom and within the school generally. Our teachers are always willing to discuss your child’s progress, his/her learning needs and any problems that might arise.

Our Mission Statement also emphasizes a child centred education which recognises and respects the needs and talents of each individual, this is paramount to what St. Joseph’s and our patron saint St. Joseph is all about.

Please accept this letter then, also as an invitation to participate in the Parents and Friends Association. By enrolling your child at this school you automatically become a member of this association.

On behalf of the staff, I welcome you to our school community and look forward to working together with you in the education of your child.

Best Wishes

Duane Wann
Principal
BEHAVIOURAL MANAGEMENT EXPECTATIONS

St. Joseph’s children from all grade levels are given the opportunity to learn about Respect and Responsibility. These two concepts are paramount to the “Behavioural Management” Expectations at our School, our Anti Bullying and Behaviour Management Policies incorporates both of these values, but also recognises that no person is perfect and everybody has the right to make mistakes and to be forgiven. This policy is based upon the example given by Jesus Christ. Our view is that the child should have the opportunity to be shown the correct way of behaving and how to add to, and not detract from the community in which they live. The school implements the Making Jesus Real Program and also the You Can Do It Program to every child throughout the year.

For recurrent disciplinary problems parents will be made aware of the situation and will be asked to cooperate in the correction of the situation.

Behaviour management policy and implementation please refer to appendix 1

GENERAL INFORMATION

ABSENCE OF CHILDREN FROM SCHOOL

In the event that your child can not attend school for the whole or part of a day, please ensure that you either call the office on the morning of that day or send a note to indicate their absence. This will ensure that our attendance records are kept up to date and teachers are aware of those children not attending school that day.

APPOINTMENTS WITH STAFF

St Joseph’s Catholic Primary School actively encourages open, productive and worthwhile communication between parents/guardians and teachers. To achieve this, it is important that all parties involved are adequately prepared and focused. Therefore, it is requested that parents make an appointment with staff in order to discuss student progress.

ARRIVAL & DEPARTURE TIMES

Children should arrive no earlier than 8.00 a.m. and no later than 8:40 a.m. Children who arrive before 8.20 a.m. must sit on the seats in the covered area until a teacher is on playground duty at 8:20 a.m.

Children should depart the school grounds as soon as possible after 3.00 p.m. dismissal. Children should depart the school from the front of the school where a teacher is on duty, not for the service entry in Thistle St. Students are supervised as a group when crossing the road especially when riding their bikes and scooters.
ART SHIRT

The children are asked to bring an old shirt to wear during art classes to protect their school uniform.

BOOKCLUB

Once a Term, the children will receive from the school a list of available purchases. The children have to return their order and correct money in an envelope with family name to the office by a date given. There is no obligation to make purchases as this is an optional service to students, whilst also assisting the library to accumulate books through “Scholastic”.

BOOKLISTS

At the end of each year, book lists for the following year will be issued to parents. These books will be available from the Newsagency or you may organise to purchase your books elsewhere.

Costs associated with the purchase of books can be quite high so all effort is made to ensure that these costs are kept to a minimum. Teachers may make a request to parents to purchase more items during the year if items are lost or need replacing.

CATHOLIC SCHOOL ETHOS

Like all Catholic Schools, St Joseph’s Catholic Primary School aims to develop its community spirit which is based on gospel values. Indeed, this Catholic Primary School exists only because it is part of a Catholic Parish. St Patrick’s Parish is very important in the life of this school and vice versa.

Our school is a caring community which expresses itself through worship, prayer, sound educational endeavours, mutual respect and hard work to help all members to work together and to understand, appreciate and challenge each other to become the best person we can be, especially within our Catholic work context.

CURRICULUM

The National Curriculum informs our teaching and learning with Mathematics, English, Science, History with Geography to be added in 2014. Religious Education is also a part of Catholic School curriculum and is an additional subject to those found in the National Curriculum. St Joseph’s has a combination of single, composite and multi-age classes allowing for greater flexibility. The make-up of multi-age classes is decided at the end of each year for the following year, based on a number of factors including enrolments.
CUSTODY MATTERS

Schools are often confronted with issues relating to custody of students. While such issues are often emotionally charged, the school will manage custody related issues in accordance with the law.

St Joseph’s Catholic Primary School aims to develop and implement a clear and responsible process for managing custody related issues at a school level.

- Parents or caregivers are required to complete and sign accurate enrolment forms for children for whom they have custody.
- Enrolments must be accompanied by Birth Certificates or similar which prove a student’s name and birth date.
- The school will only enrol a child under the name provided on a Birth Certificate or more recent legally recognised document.
- Any custody issues are to be declared, and supported by legal documentation – which will be photocopied and retained on the student’s individual file.
- The Principal will be responsible for ensuring that the school complies with all Family Court Orders or similar legal documents relating to custody.
- The school will assume a default position that both natural parents have equal access to enrolled students unless current court orders or legal documents dictate otherwise.
- Both natural parents will have access to school reports, newsletters, parent interviews, and their children at school unless court orders or similar legal documents dictate otherwise.
- Parents or caregivers who claim custody restriction but fail to provide documentation will not have their requests met until such time as supporting documentation is provided.
- People who have their access restricted to students, and whose presence at school or requests for information etc are in breech of court orders or similar legal documents will be directed immediately to the principal.
- The police will be contacted immediately if people refuse to comply with the Principal’s lawful instructions or to obey court orders or similar.
- Any breeches of custody restrictions will be reported by the principal to the parent who normally looks after the child.

The parent should advise the school by letter if permission is given to have the child collected by a person other than the person who has legal custody. All information collected by the school remains strictly confidential.

EDUCATIONAL TOURS

Educational tours are encouraged by the school after instigation by individual teachers

It is the usual practice that Grade 6 and 7 children will embark upon a camp during the year. All educational tours have to be approved by the Principal with parental consent to be obtained. Costs will always be kept to a minimum and no child will be excluded from an excursion because of an inability to pay the costs.
A minimum of 1 adult per 15 children shall be needed to embark upon a tour. The accompanying teacher and Principal will ensure that there will be a mixture of both female and male adults on the tour and the number of parents required to attend.

All children and parents will be made aware of the expectations placed upon the children as preconditions of their participation on the trip.

**ENROLMENT**

Prep is a full time non-compulsory enrolment. A Mini Joey’s program is offered in the year prior to Prep allowing potential Prep students to enjoy time at the school and experience the Prep program. This commences in term 3 with morning sessions only, followed by full day sessions in term 4. The number of these days will be determined by the Principal and Prep Teacher each year.

**STANDARD CLASSES** - To be enrolled in Year One a child must have turned six by the 30th June whilst in year one.

Enrolment of students is the responsibility of the Principal and shall be in line with Diocesan and School Enrolment Policies and Procedures.

**All new enrolments must be accompanied by a birth certificate and a baptismal certificate** (if applicable) along with copies of any other relevant certificates e.g. Eucharist and Confirmation.

- Parents are asked to accept that all students will partake fully of every aspect of the school program, except when activities are voluntary
- Medical reasons may exist for exemption from Physical Education and sports programmes
- Non-Catholics are exempt from partaking of the Sacraments, but will be expected to participate fully in all Religious Education lessons and school masses and liturgies.

**FEES AND LEVIES**

**TUITION FEES** - Tuition fees and levies are determined in Term Four each year and information on current fees and levies are always passed on to parents.

Fee accounts shall clearly state the terms and methods of payment. These should be paid within thirty (30) days. Flexibility of payments is available e.g. weekly, monthly, quarterly. Parents who experience difficulty in paying fees or levies are asked to make an appointment to see the Principal so alternative arrangements can be made. Any arrangements are kept in the strictest confidence and it should be noted that the inability to pay school fees should never be a reason for denying a child an education in a Catholic School.
2013 Fee Structure

**PRIMARY**

$275.00 per Term for one child - a schedule can be provided for families with more than one child enrolled at Catholic Schools in the Diocese.

**DIOCESAN BUILDING LEVY**

Each family will be charged a building levy of $110 per term ($440 per year) per family with normal school fee billings.

Some levies are charged per FAMILY on the first account for the year. Such levies help to cover the cost of paint, paper etc. for use in classrooms and allow for internet access to programs such Reading Eggs.

**RESOURCE LEVY**

$100.00 per child/ $150 for 2 children/ with a maximum of $200 per family per year

**TECHNOLOGY LEVY**

$80.00 per student up to a maximum of $180 per family.

The amount will be spread equally over each term and is used for Capital Technology purchases.

**READING EGGS LEVY:**

$30.00 per student (Prep – Year 5)

The amount will be charged per child and it will be on the first account for the year. It covers the cost for 12 month subscription for the online Reading Eggs/Reading Eggspress® program.

**FIRST DAY and FIRST WEEK OF SCHOOL**

During the first weeks of school there will also be an Opening School Mass to welcome the New Year.

**FUNDRAISING**

The P & F is the major fundraising body, although from time to time the school itself will be involved with fundraising. The school does not charge a fundraising levy so all parents are encouraged to assist in some way with fundraising.

The major fundraising event for the year is the annual Easter Fete. Another substantial fundraiser is the Melbourne Cup Sweep each year.

**HOME STUDY**

Each teacher has their own policy on this topic; school policy states that home study or homework will

1. Not be an onerous imposition upon children or family.
2. Be relevant to school study, and not be just a time consuming task.

3. Produce home study habits.

4. Take into consideration individual differences. (For example some children could receive different work from that of others).

5. Ensure that there will be a minimum amount of time spent on home study. The homework policy is currently under review by the school, P&F and School Board in 2012.

The existing policy suggests the following time allocations for homework:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Grade 2</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Grade 3</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Grade 4/5</td>
<td>25 minutes</td>
</tr>
<tr>
<td>Grade 6/7</td>
<td>30 minutes</td>
</tr>
</tbody>
</table>

In addition to written work, there is an expectation that each child reads for a minimum time of 10 minutes each night. This policy will be under review in 2012.

INFECTIONIOUS DISEASES

Please contact the office with regard to the required isolation time for children with certain conditions. Please comply with the times recommended for isolation in specific cases. (See Exclusion from School Recommendations in the Office)

IN-SERVICE

From time to time teachers, Assistant to the Principal Religious Education (APRE) and Principal will attend In-Service courses. This In-Service is an important part of a teacher’s professional development and as such, contributes positively to the education of your child. The Principal and APRE also attend Principal Conferences and in-service on administrative and curriculum matters.

LEARNING SUPPORT

St Joseph’s Catholic Primary School supports the Inclusive Practises outlined by the Queensland Catholic Education Commission. Inclusive practise values the uniqueness and diversity of our students and calls us to provide educational opportunities that may require adjustment (without imposing unjustifiable hardship on the school) in the school setting. Inclusive practises require a collaborative approach to planning and decision making which includes students, families and educators. Educators are supported with training and access to outside agencies as required to assist them in making the necessary adjustments to their curriculum plans.

The traditional role of the Learning Support Teacher (LST) as someone who withholds students to work with them exists only when a teacher is available or sufficient funding can be accessed. Each school has an Inclusive Curriculum Coordinator (ICC) whose role is to work collaboratively with educators, students, parents and various outside agencies to
support the process of providing inclusive practises in our classrooms. Teaching Assistants (TAs) also provide support to teachers in the provision of inclusive practises. Much of their work involves supporting teachers with students who require significant adjustments in a specific category and assisting in the whole school implementation of various programs as required.

Classroom teachers are the primary educators responsible for the learning and overall development of your child, and as such, should be the first people you speak to regarding any concerns you may have about your child’s progress. They will then work with you and any other relevant personnel to support your child’s individual learning requirements within the classroom setting.

**LIBRARY**

The school library is maintained through the employment of a Library Assistant. The Library is open for borrowing each Wednesday. The library is well resourced and updated annually. Renovations to the library area were carried out in recent years to make it a more modern facility. In 2012 a reading afternoon has been held each Monday afternoon from 3 – 3.30pm for any student interested in spending time reading and/or being supported by staff at this time. The library is also open on Wednesday and Thursday during first break from 11.25am.

The key to all learning is reading and children should be encouraged to read varied reading matter at home. The children will need a library bag (School library bags are available from the office) in which to carry books. Any parent willing to help our Library Assistant with book covering etc. please contact the office.

**LOST AND FOUND**

Items found at school will be kept for some time but unclaimed items may be donated to a charity after one year. This includes uncollected clothing items.

**MONEY TAKEN TO SCHOOL**

Please ensure that any money sent to school is contained in an envelope with name and purpose marked on the outside. Please also send any money to the office and not to the class teacher.

**MONDAY NOTICES & FRIDAY ASSEMBLY**

Each Monday at 8:40 a.m. students and teachers gather in the undercover lunch area for prayer and morning notices. On Friday the assembly is slightly longer and includes prayer, class sharing, and workers of the week, messages, birthdays and the National Anthem. The Friday assembly is held in the MacKillop Centre. All Parents are most welcome to stay and join in.
NEWSLETTER

The main avenue of communication at St. Joseph’s is through our Newsletter “The Joey’s Journal” which is sent out each Friday. The P & F are also invited to make use of this means of communication.

Any items for the newsletter should be left at the school office before the Thursday of each publication. Currently this is emailed to families on Friday afternoon or a paper copy forwarded to those without internet access.

PARENTS AND FRIENDS ASSOCIATION

All parents are automatically members of this Association and all ideas and contributions are most welcome.

The P & F is one of the main contributors of funds to the school budget and its money raising activities are most important. Without the support of the P & F we would not have the money we need to spend on resources around the school.

The Parents and Friends Association also, most importantly, provides a point of social contact for parents.

The A.G.M. is held each March with the committee changeover to take place after the Easter Fete.

PARENT PARTICIPATION

Please feel free to visit the school to discuss your child’s progress. Your involvement in the education of your child is encouraged as it is amazing how accurately children can pick up their parents’ degree of interest in their learning.

Some of the ways that you can do this are....

1. Accept invitations to become involved at the school. We need parents to become involved. This can mean assisting in the classroom, art and craft activities or in sporting events.

2. Attend as many P & F meetings as possible.


4. Be a volunteer on Tuckshop days. This only involves one or two duties per term.

5. Join teachers and students at Monday Morning Prayer and Friday assembly.
PARENT/TEACHER INFORMATION NIGHTS

At the beginning of each year we hold these nights to allow:

1. The teachers to meet the parents of the children they are teaching.

2. To give a brief outline, to parents, of the curriculum and classroom procedures for the year.

PASTORAL CARE

Pastoral care at our school means that each child can feel a part of the family which is “Our School”. Each child has easy access to any teacher for any cares or concerns that they may have. Parents are more than welcome to approach the Principal or teachers for any of the same reasons.

PDE

This stands for Personal Development Education which is an initiative throughout the Rockhampton Diocese, covering health, human dignity and sexuality.

This component of the Religious Education curriculum was phased into the school from 1996 and did not mean major changes as 80% of the subject matter is already covered in normal curriculum areas. If parents have any concerns about the content in PDE they should contact the school's APRE.

PHOTOS

Once a year school photos will be taken. A system of prepay is generally used, so be sure to send your money to the school before the photographer’s visit.

PLAYGROUND SUPERVISION

Each lunch time students are supervised by a first lunch duty teacher whilst eating their lunch in the covered lunch area. If students have finished their lunch and their area is clean they are allowed to play. Two teachers supervise students as they play in the grounds.

PUPIL-FREE IN-SERVICE DAYS

Each year teachers spend some vacation time devoted to their professional development. Two of these days are generally spent on Faith Education and the remainder on Professional Development. Two pupil free days are held during school time. The first is the Bishop’s In-service Day held in term 1 and the second is a moderation day held on Monday of week 3, term 4.
RELIGIOUS EDUCATION

St. Patrick’s Parish celebrate Mass through the week and on each weekend all children, regardless of denomination, are urged to attend Mass. Each class is responsible for a class Mass or liturgy each term. As well as this, Youth Masses are also run by the school in conjunction with the Parish at least once a term. The APRE, Priest and Principal organise a diary of events for each year. The whole school attends mass every Wednesday morning. This is part of the schools religious education program.

Prayer is a central part of our community and as such is given prime importance in our school. The children are given many varied opportunities to experience prayer. These experiences should be carried into the home, as unless children see that prayer is part of their family life, our efforts at school become isolated and irrelevant in the eyes of the child.

The Religious Education Program used at this school is based on the Diocesan RE guidelines used throughout the Diocese. In July of 2000 the School Based RE Program was given full Diocesan accreditation. This current program is presently being rewritten by Diocesan staff.

REPORTING TO PARENTS

1. There are formal reports to be given to parents at the end of each semester.

2. Parents are encouraged to attend formal Parent/Teacher interviews at the end of Term 1 and informally at the end of Term 3. If parents don’t make an appointment, teachers will contact the parents to arrange an appointment in person or over the phone.

3. Parents are encouraged to discuss with teachers Year 3, 5 & 7 tests results which are also sent home near the end of the year

4. Parents are encouraged to make an appointment with the class teacher at any time to discuss their child’s progress or concerns.

Why have them? It is a Vatican 11 directive that we take more responsibility for decision making in Catholic Schools. It ensures a continuity of our school’s mission and policies.

What are they? They are a structure for effective shared decision-making. They are a policy making team.

What do they do? The School Board co-operates with the School Staff in the living of the Mission Statement; specifically in the area of policy development.

The meetings are held once a month during the school year from 5:30 p.m. to 7:30 p.m.

SCHOOL RENEWAL

The school community is invited by the Diocesan Catholic Education Office every 5 years to commit itself to a school renewal whereby all members of the school and Parish community are asked to contribute to two main areas of discussion.
1. Significant Achievement of the school.

2. Areas in need of further development.

These conclusions are then used as the basis for a report which highlights commendations and recommendations under specifically related headings in relation to the operation of St. Joseph’s.

The School Renewal took place in term 2 of 2012.

**SCHOOL TIMES**

- 8:40am  
  Children gather in undercover lunch area

- 8:45am  
  Monday notices, Tuesday, Wednesday and Thursday straight to class, Friday assembly.

- 11:00am - 11.40am First Break (Whistle at 11.35 to pack up & bell rings at 11:40 a.m.)

- 1.30pm – 1.50pm  
  Second Break

- 3.00pm  
  End of Day

**SICKNESS/INJURY**

In the event of serious sickness or injury, the ambulance will be called first, and then parents shall be notified. You should ensure that your **EMERGENCY CONTACT NUMBER** is up to date and has been provided to the school. The cost of Ambulance cover is the responsibility of the parents.

**SPORTS EQUIPMENT**

Sports equipment is made available to the children each lunch and children are expected to return the equipment to the sports store room where older children are on roster to check off items which have been taken and returned.

**SPORTING CARNIVALS**

Each year we hold Swimming and Athletics Carnivals for ALL Children. The emphasis is on participation rather than winning, although there is friendly competition between the MACKILLOP (Red) and PATRICK (Gold) teams. Children are allocated to a House on their enrolment.

Trophies are awarded for the best team and medals to the best girl and boy athletes in age groups from Prep - 13 yr olds.
STAFF MEETINGS
These are held each Tuesday after school from 3:15 p.m. until approximately 4.45 p.m.

These meetings provide an opportunity for the staff to pray, prepare for coming events, undertake in service, and discuss curriculum and educational trends.

SWIMMING
Swimming occurs during the term one. The children are given swimming lessons with emphasis on water safety and confidence in the water.

Parents are invited to help at these lessons either in or out of the water.

Children are required to bring a swimming shirt and children get changed at school prior to departure and upon return.

TECHNOLOGY
Computers play a vital role in today’s educational system. As such, our policy is that each child will have easy access to a computer. We have a ratio of one computer to every two children. The library, every classroom and office computers are connected to the Internet. Our school E-mail address is: sjbl@rok.catholic.edu.au

TUCKSHOP
Tuckshop will be held each Friday commencing Term 1. Order bags for money and lunch orders go home on Thursdays. A menu is sent home at the beginning of each year. Tuckshop volunteers are also called for at the beginning of the year and a roster is then sent home accordingly.

UNIFORMS
New uniform shirts were introduced for 2012. In addition to the shirt and blue shorts, a dress is available for girls to purchase as their uniform. These are available from the school office. Girls are asked to wear black shoes and white socks whilst boys wear black shoes and grey socks. A tracksuit is also available for the winter months.

VALUABLES
The policy of our school is that “No Responsibility” will be taken for valuables which children may bring to school. From time to time children may bring articles to school for “morning talks” but they should remain in their ports while not being displayed.
WEATHER

In the event of inclement weather, teachers will have lunch with the children in the classrooms. Quiet activities will be arranged for lunch breaks. Classes may also be combined so teachers can have time away from their classes. Students will be dismissed as usual at 3:00 p.m. If properties are affected by wet roads etc. parents are welcome to pick children up early.

SCHOOL BOARD

St Joseph’s Catholic Primary School’s Board was formed in 2008. The Board is policy-making body that draws on the whole school community to set directions for the school. It operates on the model of Shared Wisdom which is based on the belief that:

*No one person has all the wisdom*
*Everyone has a different piece of wisdom*
*Everyone has some wisdom*

At different times during the year you will be asked to respond to different issues and policies that the Board is working on and it is hoped that all parents will take this opportunity to participate in the process. Membership of the School Board is taken from a cross section of our school community; Principal, Staff Representative, Priest, Parent Representatives and a Parish Representative

St Joseph’s Staff for 2014

PARISH:
Parish Priest- Fr Ronaldo Rodriguez

PRINCIPAL:
Mr Duane Wann

ASSISTANT TO THE PRINCIPAL RELIGIOUS EDUCATION (APRE):
Mrs Joanne Davison

TEACHING STAFF:
Pre Prep: Mrs Janelle Wann
Prep: Miss Renae Fedrick
Years 1/2: Miss Emily Lyons
Years 3/4: Mrs Joanne Davison
Years 5/6/7: Miss Kristy Zancola

ANCILLARY:
Administration Secretary - Miss Noelene Gleeson
Cleaner - Mrs Vene Bowyer
Grounds Person – Dwayne Kangan

SCHOOL OFFICERS:
Teacher Assistant – Mrs Gaye Crawford
Library Assistant – Mrs Alison McNall