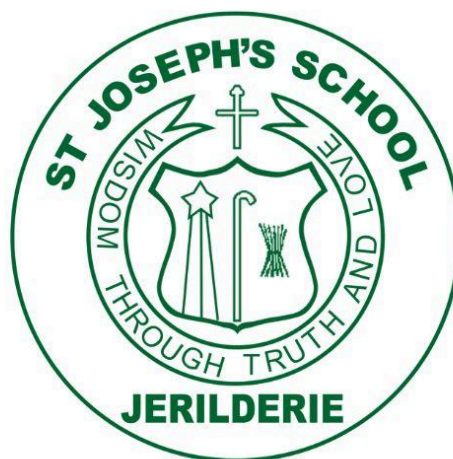


St Joseph's Jerilderie

Wisdom through truth and love



Parent Handbook

St Joseph's Primary School



Our History

The foundation stone of St Joseph's Church was laid and blessed in 1878 by Dr Lanigan and then officially opened in 1878 amid great enthusiasm and storms of rain. On this day 9 boys and 13 girls were confirmed. St Joseph's Primary School began with students being taught in the school and in 1885 the Sisters of Mercy were enlisted to take charge of the school. A one-roomed school was erected in the church grounds in 1898. This was then enlarged in 1922. In 1962 a new school was erected in its current location and was to be classified as a 'War Memorial School'.

Our School Today

St Joseph's, Jerilderie is proud of the warm atmosphere and quality teaching programmes provided, which offer all students the opportunity for growth and success.

Students' welfare is of the utmost importance, and all staff work together to ensure they feel happy, safe, valued and affirmed.

Parents are actively involved in many facets of school life. Communication between parents, staff and students is encouraged and valued. The students are encouraged to participate in community activities.

Teaching at St Joseph's, Jerilderie provides many rewards. It requires teamwork, dedication, strong Catholic faith and involvement in the community.

At St Joseph's, we commit ourselves to support all our students to:

- Value learning for life
- Be self respecting & responsible
- Be honest and articulate communicators
- Exemplify the Gospel values in students lives
- Be brave and resilient
- Value a healthy lifestyle
- Enjoy, value and feel connected to our School

We bring these attributes alive with our commitment to:

- Every student in our school
- Their families
- The wider community
- Our God
- The use of effective learning and teaching practices in all that we do

School as Part of the Local Parish

St Joseph's, Jerilderie is a Parish Primary School, which we see as an extension of the local Catholic Church, existing for and serving the Church.

We promote values and attitudes that enhance the growth and development of the Parish community which includes the School. The participation of the Priests and parishioners in the School will always be sought for furthering the growth and development of our community. Correspondingly, the School will seek to involve itself in supporting Parish activity.

Vision Statement

St Joseph's is a community of faith underpinned by Gospel values which promote Learning for Life, Learning from Life, Learning as Life.

Mission

To achieve this vision the St Joseph's Primary School Community commits itself to:

- Creating a Christian community which develops the knowledge, understanding and practice of our Catholic faith tradition
- Providing a happy and safe environment where all members treat each other with respect, tolerance and dignity
- Empowering students in developing their potential as life-long learners with inquiring minds and a desire for knowledge
- Promoting an appreciation of God's Creation and our role within the wider community.
- Valuing and supporting the role of parents as primary educators of their children and encouraging their involvement in the life of the school.

Welcome

St Joseph's is an inclusive learning community where students learn to grow in faith and knowledge. Our school motto – **Truth, through Wisdom and Love** inspires us to educate the whole child across all developmental domains to ensure each child has an opportunity to reach their God given potential.

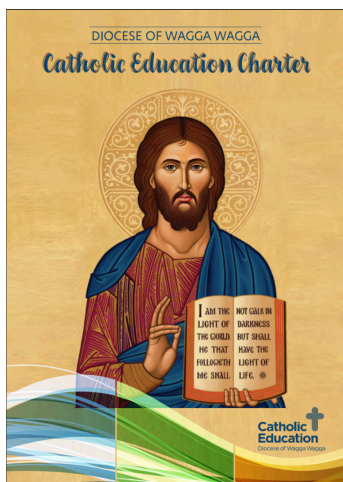
As a Catholic School our first learning area is Religious Education. We adhere to the Catholic Education Diocese of Wagga Wagga, Religious Education Resource, Sharing our Story (Primary).

St Joseph's offers an educational program as prescribed by the NSW Education and Standards Authority, where students are supported in becoming active global citizens.

The NSW curriculum includes the Key Learning Areas of English, Mathematics, Science, Human Society and its Environment, Science and Technologies, Creative Arts and Personal Development, and Health and Physical Education.

Guiding Documents

Catholic Education in the Diocese of Wagga Wagga serves twenty-four primary schools and five secondary colleges. As one school in CEDWW we are guided by the Catholic Education Charter, Wellbeing for Learning and the Transformative Learning Statement which were launched at the beginning of 2023. These three documents pictured below were created collaboratively with all stakeholders within CEDWW and are reflected throughout each and every school in our diocese. Our Annual Improvement Plan aligns to these documents, allowing contextualisation and ensures consistency and alignment across all of our schools.



Hours of Operation

Students are supervised at school from 8.30am each morning until 3.30pm. Responsibility for children will not be taken outside of these hours.

- **First Bell: 9.00am**
- **Fruit break: 10.00am**
- **Recess: 11.00am-11.30am**
- **Lunch: 1.00pm-1.40pm**
- **School Day Ends: 3.15pm**

Students have a dedicated eating time at 11.00am and 1.00pm of 10 minutes prior to being dismissed for play.

Communication

At St Joseph's we pride ourselves on our open communication with each other, our students, families and the wider community. The classroom teacher is always the first port of call. They are highly professional and skilled practitioners. Appointments can be made via the front office or directly with the classroom teacher. Our Facebook page is a great opportunity to share our successes with the broader community as well as the happenings of our school.

Compass is our online communication system. This system is a one stop shop for attendance, school communications and reporting.

A weekly Looking Ahead newsletter is also distributed in this way. Reporting on student achievement is a requirement for all schools and as such we provide several formal opportunities a year for class teachers to report to parents.

Lunch Orders

Our lunch ordering system is currently outsourced to the Jerilderie Bakery. Lunch orders currently take place on Thursday's. Orders are placed via the QKR app and must be placed by the Tuesday afternoon prior.

Lunch Box

A healthy lunch keeps active kids alert and focused and gives them the nutrition they need every day. Choose from a variety of food types: fruit and vegetables, starchy food, protein and dairy. Please minimise 'occasional' foods such as snack food bars, sweet biscuits, chocolate and chips.

Transport To and From School

Children are eligible to travel by school bus for free, if:

- They are enrolled in Kinder, Year 1 and Year 2 regardless of distance to school
- They are students in Year 3-Year 6, if they reside more than 1.6km from the school

The bus currently only services students who live North East/West of our school.

Applications can be made online at:

<https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel>

Parents may also qualify for a vehicle subsidy if you are required to drive a student more than 1.6 km to the nearest bus pick up point. Please enquire at the front office.

We have a kiss and go drop off and pick up located in Kennedy Street or students who walk or ride to school can enter and exit through the main gate on Coreen Street.

The School Advisory Council

The School Advisory Council provides opportunities for the School, Parish and Diocesan community to support the mission of Catholic Education.

School Advisory Council members may form committees for any number of reasons.

We currently have a fundraising committee who are actively working to raise funds for resources in our school community.

Opportunities

- 1 to 1 iPad program for K-2
- 1 to 1 Chromebook program for students 3-6
- Student Leadership - School Captain, House Captains, Wellbeing Leader, Library Leader, IT Leader, Social Justice Leader, Liturgy Leader and Environmental Leader
- Deanery, Diocesan, Mackillop and State Carnivals
- Royal Far West Speech Pathology and Occupational Therapy
- Aboriginal Schools Community Worker
- EMU - Extending Mathematical Understandings
- Instructional Teacher Literacy

- Instructional Teacher Mathematics
- Inclusive and Diverse Learning Teacher overseeing program development in both **intervention** and **extension**
- Wellbeing Practitioner - Centacare, supporting students and families
- Pre-school Transition Program
- Extensive sports equipment range
- Extensive grounds

School Values

Here at St Joseph's, Jerilderie we have in place 5 core school values that guide our actions, choices and interactions in all areas of school life. The 5 school values are underpinned by sub behaviours that are explicitly modelled, taught and praised in our school.



Positive Behaviour for Learning

Affirmation of positive behaviour supports motivation in each student to achieve their ultimate potential in all aspects of their school life.

Using the elements of a fair process, positive relationships are modelled and developed.

Recognition of this affirmation can occur in a number of ways such as:

- Verbal and written affirmation
- Tokens and PBL awards
- Whole class rewards
- Visiting other classes/teachers to share their work
- Recognition through a presentation at assembly
- Consultation with parents in informal discussions and formal interviews
- Recognition by Principal
- End of year school awards at Presentation Night

At the commencement of the school year the teachers work with their class to ensure that the Positive Behaviours for Learning are immersed into their daily routine. This is achieved through the exploration of what these **look like and don't look like** in all spaces of the school eg: class, playground, canteen, kitchen, garden, library, etc. This can be done in a number of ways and at a whole school, classroom and individual level.

Managing Inappropriate Behaviour

Inappropriate behaviour is managed through the 4 R's (Remind, Reteach, Redirect, Remove). Classroom teachers are an integral part of this Policy and regularly refer to the expectations and explicitly teach and role play the appropriate behaviour.

Step 1 - Remind

- A verbal reminder is given to students who are not following school values.

Step 2 - Reteach

- If a behaviour is continued the teacher reteaches the appropriate behaviour.

Step 3 - Redirect

- Students are redirected to another area of the classroom or learning environment. This might involve changing desks, moving spaces on the floor, moving to a desk.
- The teacher completes a minor behaviour Compass entry at the earliest convenience (this is to keep a record of students' behaviour). The teacher also talks with the student about the expected behaviour using restorative justice questions.

Step 4 - Remove

- Students are removed from the classroom environment. This may be in the form of a brain break with a Teacher's Aide. For more serious incidents, the Principal or a member of the leadership team is called to assist. This time is used as a circuit breaker and allows students to re-regulate and rejoin the classroom when appropriate.
- The teacher completes a major behaviour Compass entry at the earliest convenience (this is to keep a record of students' behaviour).
- The student spends ten minutes at lunch time completing a reflection sheet. This session is completed with a teacher not involved in the incident or behaviour. The teacher will coach the student through the restorative conversation process. The reflections sheet will be sent home for parents to sign.
- A copy of the reflection sheet will be added to the Compass behaviour entry.

Step 5

- In cases of continuous inappropriate or serious misbehaviour, teachers should refer the student straight to the Principal/Senior Teacher in charge.
- The Principal/Senior Teacher will meet with the student and the student will complete a reflection sheet.
- Parents will be contacted by the Principal to discuss ways of assisting the student. This is to be completed in consultation with the student's teacher.
- Should a student partake in deliberate or dangerous behaviour and/or not be able to re-regulate using the strategies in Step 1-4, then a parent/carer may be called to remove the student from school property. Should this occur, a re-entry meeting with the student, their carer and a member of the school leadership team will be arranged before re-entry into the classroom is permitted.
- All Step 4 documentation is to be recorded through Compass chronicles.
- If the inappropriate behaviour continues the student is placed on Step 6.

Step 6

- Should seriously unacceptable behaviour continue, a student is placed on weekly reporting to the Principal/Senior Teacher for a four-week period.
- As part of this process, parents meet with the Principal/teacher and student. Documentation is to be recorded through Compass chronicles.
- The student, in consultation with the Principal and class teacher, set goals for the week. These are documented on an 'Improvement Plan'.
- On a designated day each week, the student reports to the Principal/Senior Teacher to discuss progress and to evaluate the attainment of set goals.
- The student's teacher/s prepares a weekly report in consultation with other staff as necessary.
- The student evaluates his/her progress against the set goals.
- A copy of the report and a summary from the Principal are sent home weekly for the parents to comment on, sign and return to the school.
- It may be necessary to consider consulting with outside agencies for advice/support for the student.
- While a student is on Step 6 of the Behaviour Management Plan, he/she may not be permitted to represent the school or attend extracurricular activities. This will be at the Principal's discretion.
- If no improvement is evident at the end of the four week period the student moves to Step 7.

Step 7

- Should student behaviour fail to improve or deteriorate further, the student is placed on daily reporting to the Principal for a one-week period.
- Parents are informed by phone or letter of a student's move to Step 7 and the seriousness of the matter. Documentation is to be recorded through Compass chronicles.
- The class teacher writes a daily report on the student in consultation with other staff members if necessary.
- A copy of the report is sent home daily to the parents to comment on and sign.
- The student meets with the Principal at a designated time each day to discuss progress and possible strategies for improvement.
- A meeting with the parents is held weekly.
- If there is no improvement at the end of one week and serious misbehaviour continues the Principal may consider it necessary to suspend the student. The type of suspension will be at the discretion of the Principal.

The Principal will discuss:

1. The legal pastoral responsibilities of the parents during the time of the suspension.
2. School responsibility for providing learning materials.

Please note -: in the case of severe verbal abuse or grave misbehaviour which puts the safety of others at risk or another's property, it may be necessary to suspend the student immediately or accelerate a student to an action step that is most appropriate to deal with the misconduct.

ADMINISTRATION

Enrolment Information

Applications for enrolment are encouraged at any time and forms are available on our school website or from the school office to commence the enrolment process for your child.

School Fees

The fees for each year will be set in the last term of the previous year. The school will always take into account the fiscal needs of the school, the increasing running costs and the general economic situation of our community. School fees are necessary to help provide the educational services for the children. It is usual to expect the fees to change from year to year.

School fee accounts are sent home at the beginning of the year, and parents are encouraged to pay them via Bpay. Parents have the option to pay in full within 30 days or enter into a payment agreement.

For further information, please contact the Principal.

Absence From School

Students between the ages of 6 and 17 are required to attend school every school day. Students may be absent from school for sickness, accident or urgent matters. This and future absences may be entered using the Compass app or by phone call to the office. The parent/guardian must enter a note on Compass explaining the reason for the student's absence. It is NOT sufficient to write: "Please excuse Mary for being away from school."

Late For School

Students who are late (after 9:00 am) for school should come with a parent to the front office to sign in their child/ren on the Compass kiosk.

Children Leaving School Early or Changed Travelling Arrangements

If students have to leave school during the day, the parent must go to the front office and sign out their child on the Compass kiosk before collecting them.

Changes to regular travel arrangements need to be communicated to the school:

- In writing
- By phone

Or usual arrangements will be followed.

Lost Property

Clothing

Please label all items of clothing, as lost property is a problem for us and expensive for you. Articles of lost clothing and other belongings are kept in either the classroom or the administration office.

Money & Valuable Belongings

Students should have a secure place to store their money. Shallow pockets or school bags are not recommended. Students finding money should report it to a teacher. Students losing money should enquire with a teacher. Expensive or valuable belongings are brought to school at your own risk and can be left at the office if required. We want students and families to know that all equipment at school or brought to school is respectfully shared and cared for.

Volunteers

All volunteers at the school are required to have a current Working With Children Check WWCC or will need to fill out a declaration that can be obtained from the school office.

Visitors To School

All visitors to the school must sign in via the Compass kiosk on arrival and sign out on departure.

Kindergarten Children

Kindergarten children attend school for normal school hours except for Term 1. In February of Term 1 Kinder children do not attend school on Wednesdays.

Telephone

The school office is attended by the School Administration Officer, Monday to Thursday from 8.30am-4.00pm and Friday 8.00am-3.30pm. If the office is unattended, an answering machine will be activated to record the message. Teachers will not be called to the telephone during class times except in emergency situations.

School: 03 5886 1475

Fax: 03 5886 1786

Principal: Mrs Rebecca Billing

Parish Priest: Fr. Cyprian (Father CJ)

Presbytery: Darlington Point 02 6954 4299

School Photographs

School photographs are taken each year.

The photographs are taken by professional photographers of:

- Class group
- Individual
- Family
- Special Groups (i.e. sport etc)
- Staff

A pre-order and pre-pay system operates.

Assemblies

School assemblies are held on Friday morning at 9.00am. These provide an opportunity to recognise and celebrate our students' achievements. Parents and friends are very welcome to attend the assembly.

Sick Children

Should a child not be well at the beginning of the day, he/she should not be sent to school. Coughs, colds and gastric upsets spread quickly, so please keep your child at home when it seems necessary.

If a child is absent from school for any period, a note on Compass explaining the absence is required. A phone call to advise of the student's absence on the day is appreciated by staff.

Immunisation

Those children beginning school at St Joseph's will need to present an Immunisation History Statement with their enrolment application.

Accident Procedure

All parents are asked to fill in a permission form authorising the school to seek medical attention in case of an accident. Attempts will be made to contact parents/guardians in the first instance. The school has an ambulance policy covering all pupils.

Common Illnesses

The following infections are common in early childhood. This is a guide to the time which the child should have away from school should an illness occur.

Measles: Exclude for 7 days from appearance of rash.

Rubella (German Measles): Exclude for at least 7 days from appearance of rash.

Mumps: Exclude for at least 2 weeks. Swelling must have subsided.

Ringworm: Return to school when appropriate treatment has commenced and, when requested, supported by a medical certificate.

Impetigo (School Sores): Exclude until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces are completely covered with clean dressing.

Head Lice: Re-admit when appropriate treatment has commenced.

Gastroenteritis: Return to school 24 hrs after last episode.

Conjunctivitis: Return to school 24 hrs after treatment has been administered.

School After Hours

Generally the school and the grounds are OUT OF BOUNDS during non-school times. Police include the school grounds in their patrol. Trespassing in the school could lead to prosecution.

Sunsense Policy

The purpose of this policy is to ensure that all children attending St Joseph's are protected from skin damage caused by harmful ultraviolet rays of the sun.

- Children will wear school hats which protect the face, neck and ears whenever they are outside e.g. sport, sports carnivals, outdoor excursions and activities.
- T-shirts or rashies must be worn for swimming.
- Children who don't have their hats with them will play in an area protected from the sun.
- Outdoor activities will be held in areas of shade whenever possible.
- Teachers will schedule outdoor activities before 10.00am and after 2.00pm (11.00am and 3.00pm daylight saving time) whenever possible.
- Provide SPF 30+ broad spectrum water-resistant sunscreen for staff and student use on a daily basis.
- Students will play inside once the temperature reaches 35 degrees celsius or higher.

Excursions

Excursions can be a valuable educational experience for children of all ages. Excursions give children an opportunity to see and experience things and places which would not normally be available in day to day school life. Excursions are organised by class teachers in consultation with Principals and Catholic Education Diocese of Wagga Wagga.

Special Education

Catholic Education Diocese of Wagga Wagga provides support to assist schools with diagnosing and developing programs for schools with students with a disability. Programs and initiatives are led by Catholic Education Diocese of Wagga Wagga to support and meet the special education needs of specific students and the school.

Book Club

Scholastic Book Club operates in the school and children are encouraged to purchase books they find suitable. Booklets are distributed regularly. Parents are advised of the due date for book orders, and the school receives a commission to purchase resources for our Library. Orders are made through the scholastic LOOP app.

Homework

Nightly home reading is an expectation of all students and is checked by teachers on a weekly basis. We believe that fostering a love of reading and thirst for knowledge is pivotal to student learning. Work supporting in class learning may be completed at home occasionally. Examples of this include Personal Interest Projects and Public Speaking preparations. In line with contemporary learning and 21st century practices and pedagogy, St Joseph's does not support homework in its 'traditional' format. The research of over 161 studies involving 100,000 students has concluded that homework is likely to have no effect (academic improvement) on children in primary school.

Uniform

St Joseph's attempts to set a very high standard in all areas. Not the least of these is the outward appearance of its students. It is for this reason that we have developed, and adhere to, a strict set of uniform guidelines. All children are expected to wear complete uniform at all times and at all school functions, unless stated otherwise by the Principal.

Through these guidelines and their implementation the students should:

- Develop pride in their appearance
- Increase their school spirit
- Learn standards of hygiene and cleanliness
- Set a good example for others

Good, clean used uniforms are available from the clothing pool at school.

St Joseph's school uniforms are stocked and can be purchased through Deni Work Wear. The St Joseph's Order page can be found here:
<https://deniworkwear.com.au/collections/st-josephs-school-jerilderie>

Jewellery & Hair

The following policies are designed to protect the children from injury, accident, or other health problems. Children choosing to wear jewellery are allowed:

- Watch
- 1 plain necklace
- 1 plain bangle
- Gold or silver sleepers or plain studs
- School Leadership badges
- Nail polish is not permitted
- No other jewellery is permitted

Students who wish to have longer than shoulder length hair, must have it tied back during school hours with ribbons, scrunchies (black, white or bottle green, green and white check)

and of an unobtrusive size. Children may be excluded from recreational and class activities if jewellery or hair style presents an injury, cleanliness or other health risk.

The compulsory components of the school uniform are listed below:

Boys

Summer

- Midford Brand grey shorts in 'School Grey'
- White short sleeved (button through) shirt
- Black leather school shoes
- Grey socks
- School hat



Winter

- Midford Brand grey long pants in 'School Grey'
- White long sleeved (button through) shirt
- Bottle green tie
- Green woollen jumper with white stripes on sleeve and neck
- Grey socks
- Black leather school shoes/elastic-sided boots (not black runners)
- School hat
- Black gloves (non compulsory)
- Black beanie (non compulsory)
- Black overcoat (non compulsory)



Girls

Summer

- Green check school dress **or** Midford Brand tailored shorts in 'School Grey' with Midford short sleeve blouse with peter pan collar
- Black leather school shoes
- White ankle socks (not anklet sports socks)
- School hat



Winter

- Green, black and white check tunic **or** Midford Brand tailored long pants in 'School Grey', green, black and white check skirt with Midford Brand white long sleeved (button through) shirt (no polo shirts or skivvies)
- Bottle green tie
- Green woollen jumper with white stripes on sleeve and neck
- Black tights or knee high black socks
- Black leather school shoes
- School hat
- Black gloves (non compulsory)
- Black beanie (non compulsory)
- Black overcoat (non compulsory)



Sport Uniform

Boys

Summer

- Green and white school sports shirt
- Black cotton woven shorts (plain - no logos)
- Plain white socks (not anklet sports socks)
- Runners
- School hat

Winter

- Green and white school sports shirt
- School black tracksuit pant with school logo
- School bottle green polar fleece jumper
- Plain white socks (not anklet sports socks)
- Runners
- School hat

Girls

Summer

- Green and white school sports shirt
- Black cotton woven shorts (plain - no logo)
- Plain white socks (not anklet sports socks)
- Runners
- School hat

Winter

- Green and white school sports shirt
- School black tracksuit pant with school logo
- School bottle green polar fleece jumper
- Plain white socks (not anklet sports socks)
- Runners
- School hat

