St. Joseph’s School, Adelong

Parent Handbook 2016
St. Joseph’s Vision

To be God’s hands in our homes, our school and our world’

St. Joseph’s Mission Statement

To be God’s hands we make connections with:

My God

- Praying
- Healing
- Loving
- Guiding
- Nurturing

Myself

- Loving
- Happy
- Working
- Helping
- Celebrating

My Learning

- Working
- Teaching
- Achieving
- Creating
- Discovering

My Relationships

- Loving
- Respectful
- Cooperative
- Supportive
- Communicating

My World

- Leading
- Exploring
- Inclusive
- Protecting
- Appraising

Parent Handbook
St Joseph’s School was founded by the Josephite Sisters in 1884. The school was the first Josephite established west of the Goulburn house of the Josephite Sisters. Three sisters came to establish a school for the children of the many goldminers in the area.

The original school was located in a small room behind the present church. Later a new stone building was established in 1905. This building is the administration offices and library today.

In 1984, centenary celebrations included renovations to the existing school buildings and extensions to provide a new library, classroom and staffroom.

The tradition of Mary McKillop’s caring for country children was continued by the sisters until 1988. At this time the first lay Principal was appointed. The Josephite sisters continued to have a presence in the school as pastoral care workers in the parish and friends on special days celebrated by the school.

The school’s staff today are all lay teachers and support staff. However, the long and proud tradition of the Sisters of St Joseph continues with the education of the children of Adelong in a nurturing, supportive and professional atmosphere.

St. Joseph’s Community Principles

The guiding Principles of our school community are:

**FAITH**
A belief and trust in God and an acceptance of his way.

**LOVE**
Jesus said, “Love one another as I have loved you.”

**RESPECT**
To listen to and value all people and be considerate to all creation.

**EMPOWERMENT**
Give people the tools to achieve in life through knowledge, confidence and independence.

**INVOLVEMENT**
To participate enthusiastically, co-operatively and inclusively.

St. Joseph’s – a brief history

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School Hours

The first bell rings at 9.00am
Recess is from 11.00am - 11.20am
Lunch is from 1.00pm - 1.50pm
The last bell rings at 3.10pm

The school grounds are open to students from 8.40am each morning and remain open until 3.30pm each afternoon.

Therefore there is no supervision provided other than between these hours and the school accepts no responsibility of the activities of pupils outside these hours.

For the safety of your child, could you please assist the school by reminding students that there should be no occasion for them to be unsupervised on the school grounds.

Enrolment

Children enrolling at St. Joseph’s should have turned five years of age by April 30 in the year of enrolment.

If you would like your child to be enrolled at St Joseph’s, please fill in the Enrolment Form contained in this Enrolment Package, or available from the school office, and return it to the school office once it is completed.

If you require any further assistance in completing the Enrolment Form, please do not hesitate in contacting the school office or Principal.

Kindergarten’s First Week

The first day for Kindergarten children is the day following the return of Years 1-6. For the first week, Kindergarten students will need to attend full days.

Kindergarten students have a rest day in weeks 2, 3 and 4. This will be on the Wednesday of each week and is aimed at benefiting their transition into Primary School.

More information regarding Kindergarten’s first week will be outlined at the Parent Information Night later in the school year.

Transition Program

To aid the transition of your child into Primary School, St Joseph’s has developed a full Transition Program. An information package, ‘Transition to St Joseph’s’, outlines this program and informs parents of how they can assist their child making the transition to Primary School. This booklet will be distributed to enrolled students at the end of the Orientation Program in Term 4.
St Joseph’s School, Adelong.

**School Absences**

When a child is absent from school, a note explaining the absence must be sent by the parents with the child to school when he / she returns. Absentee notes are a legal requirement and are kept with the class roll. Absentee notes can also be emailed to our office email at office.stjosephsadelong@catholic.edu.au or by phoning the school on the day your child is away. School staff will ensure this absentee note is given to the class teacher. Absentee notes also need to state the reason the child is absent from school. If a prolonged unexplained absence occurs, the school will be in contact with you in order to assist in any way we can help your son or daughter attend school.

**Leaving the School**

Students, who need to leave the school grounds after they have arrived for the day, will need to hand a note to their class teacher signed by their parents. Alternatively, if a parent collects a child from the school before the official end of the day, they are asked to sign them out in the ‘Sign Out Book’ in the front office or foyer. This is a safety measure to ensure all students are accounted for in the case of an emergency.

**Supervision**

The students at St Joseph’s are supervised throughout the day by the teachers at the school. Supervision begins at 8.40am in the morning. Please be aware that students arriving at school before this time are instructed to sit in the weather shed until a teacher asks them to move onto the playground in the morning. Teachers supervise all play times and after school dismissal.

**Afternoon Dismissal Routine**

After school can be a hectic time. In order to keep all students safe, the afternoon routine at St Joseph’s is: when dismissed from classes, all students sit in the weather shed in allocated lines (one for parent pick up from school and the other for students catching busses, walking or riding); when all students are seated and the buses arrive, the bus, walking and riding line is led by a teacher to the school gate where their leaving the school is supervised; the parent pick-up line is escorted to the school’s front gate to be collected by parents. Car parking for the end of the day will be in Gundagai Street.

**Sickness**

If your child becomes sick during the day, the school will contact the parents to discuss the care of the student. For this reason it is important we have up to date emergency contact details and telephone numbers at the school. If your contact details change, please inform the school as quickly as possible for us to update your child’s record.

If your child is injured at school, the school will again contact parents or a nominated emergency contact person. Depending on the severity of the injury, the staff are trained in First Aid, the child may wait at school for the parents / or carer’s arrival or may be taken to the hospital by Ambulance.
**Distribution of Medicines**

The Safety Officer at St Joseph's is able to administer medicines to children if the parents have informed the school of the need. Parents will need to fill out a ‘Request to dispense Medicine’ form detailing the medicines name and the exact dosage. If the medicine is not a prescription drug, a label will need to be attached to the packaging outlining the student’s name, the drug and the exact dose.

These medicines will be kept in a secure place and only the staff will administer the dose.

**Pastoral Care**

The main aim of our Pastoral Care and Discipline Policy is to help students to understand the importance of right relationships, the need to be responsible for their own actions. We encourage and nurture positive behaviours which will help children to learn self discipline and care of others. This policy has been influenced by the theory and practices of the Restorative Justice approach. This approach is consistent with the Catholic ethos of the school where students who have recognised their mistake is encouraged to ‘make up’ for their actions in a practical and community building manner.

**School Masses**

St Joseph’s students enjoy School Masses every fortnight usually on Wednesday’s at 12:15pm. The School and Parish communities warmly welcome families and friends to these occasions of gathering.

The school is rostered to present a Parish Mass regularly and all students are encouraged to volunteer to participate in these Masses in many and varied ways. The Parish community welcomes all the St Joseph’s families who attend Mass.

**School Newsletter**

The school’s newsletter is sent home each Wednesday during the term. The newsletter is a crucial element of communication between the school and families and we encourage you all to read it.

From 2016, the school newsletter will be emailed to families on Wednesday afternoon. Please provide your family’s most convenient email address in the enrolment form.

**School Assemblies**

School Assemblies are held every second Wednesday afternoon at 2.45pm in the school Library. The school community gathers to reward student achievement, celebrate birthdays and allow the students the opportunity to share some of their work with the school. Families are invited and welcome to share Assembly times with our students. Assembly dates are printed in our newsletter and our school website calendar.
St Joseph’s has a large library collection of fiction, non-fiction and reference books. Students are encouraged to borrow library books during library lessons and can be kept for a two week period before being returned. Library bags are requested for pupils’ borrowing books. Reference books such as encyclopaedias may not be taken home.

**Book Club**

The school offers the services of Scholastic Book Club to the students. Leaflets listing books available and the cost are distributed to the children once a term. The form will need to be returned to the school together with the cost of the books ordered. These books are paperbacks, they are reasonably priced, suitably graded into age groups and of sound quality. We also support Book Week and will hold a Book Fair with books available for purchase. The children enjoy dressing up and taking part in the Book Fair theme activities.

**Music Opportunities**

St Joseph’s is lucky to have the expertise of an external music teacher. Mrs. Cath Parker, teaching guitar, is a very experienced guitar teacher. Mrs Vanessa Hall, teaching piano, is a very experienced music teacher.

The lessons can be arranged through contacting the school office.

**Sporting Opportunities**

St Joseph’s participates in a number of sports carnivals during the year both locally and regionally and at Archdiocesan and state level. Many children will get the opportunity to participate on these occasions. School carnivals are held each year in swimming, athletics and cross country. Swimming lessons in are offered in Term 1 and tennis lessons are held in Term 3.

**Reporting**

Reporting to parents will occur twice a year by the semester written report. The school will hold an ‘Open Classroom’ activity in Semester One where parents are invited into the classrooms to be shown student work by their children.

**Communication**

It is important for your child’s learning that parents and teachers communicate regularly. We welcome meetings with parents either before or after school by appointment. Telephone the school on 69462170.
**Homework**

Homework is generally given out Monday’s but this depends on the individual class teacher. Reading is considered very important at all levels and children should be encouraged to read daily. Teachers encourage parents to contact them if their children are having any issues relating to the set homework tasks.

**St Joseph’s Community Council**

In June, 2009, the St Joseph’s Parents and Friends Association (P&F) and the St Joseph’s School Board were amalgamated to form one group that has responsibility for organising the school. This new group is called the St Joseph’s Community Council. This change in organisational structure was adopted to help streamline the two previous groups and, therefore, reduce the workload and repetitiveness of the old structure and aid communication and flexibility in running the school.

The St Joseph’s Community Council meets once a term and is responsible for making financial decisions, fundraising, the canteen, uniform, the upkeep and maintenance of the buildings and grounds and hospitality events.

All parents are encouraged to attend meetings and contribute to the St Joseph’s Community Council.

**Canteen**

Thanks to the help and support of our generous parents, the school canteen operates every Monday for lunch orders and Friday at recess. On Monday's hot and cold food options are available for purchase. Warm and cold drinks are also available. These items can be ordered using a lunch order bag purchased from the school or a brown paper bag with the order written on the front with your child's name or using the re-usable lunch bags available for purchase through the school. The bags are collected in the morning by the canteen parents. On Friday, the canteen offers recess items donated by the families of the school on a rostered basis. The canteen co-ordinator is appointed by the St Joseph’s Community Council, but assistance is always appreciated.

**Parking**

Parking for parents throughout the school day is to be in Gundagai Street, outside the school gate.

For morning drop off, parents are to walk their students to the front gate before allowing them to walk up to the school.

For afternoon pick up, parents are to wait inside the school gate for their students to be walked by a staff member to them.
**Mowing Roster**

All families at St Joseph's are asked to contribute to the mowing of the playground and grassed areas. A roster for the year’s mowing is circulated at the beginning of the year. In most years, families will be asked to do this once. On the odd occasion, a few families may be rostered twice in the year.

The school has its own lawnmower for this purpose and the fuel is provided. For more instructions on mowing the grounds, please see the school. All your help in this area is greatly appreciated.

**School Website**

St Joseph’s school website is at this address: www.sjadelong.nsw.edu.au and has more information regarding the school and how we operate and is becoming a bigger part of the communication between school and home. It also has copies of regularly used documents, a calendar of events and activities, newsletters and more. We encourage families to utilise the school website to find documents they may require.

**Allergy Awareness**

St Joseph’s School is an Allergy Aware School. There are quite a number of allergens in food that students can be allergic to. In the extreme, this allergic reaction can lead to an Anaphylactic reaction in students. This Anaphylactic reaction can lead to symptoms such as swelling, shortness of breath, breathing difficulties and, if not treated with prescribed medication, death.

St Joseph’s at all times reduces the exposure of its students to ALL TREE NUTS and RAW EGG. As a result, parents need to assist the school by not sending food with tree nuts and raw egg listed in the ingredients and to check the allergen information on all food products coming to school to help reduce the risk of exposure to these allergens of allergic students.

If your child would like to celebrate special occasions such as birthdays etc., please inform the school before the day of the event so we can assist parents and students in the celebration and catering of birthday cakes etc that meet the requirements of our Allergy Aware policy.
### Uniform

#### BOYS

<table>
<thead>
<tr>
<th>Summer Official Uniform</th>
<th>Winter Official Uniform</th>
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</thead>
<tbody>
<tr>
<td>Blue Shirt</td>
<td>Blue Shirt</td>
</tr>
<tr>
<td>Grey Shorts</td>
<td>Grey Trousers</td>
</tr>
<tr>
<td>Black Shoes with grey sock or black sandals</td>
<td>Navy v-neck woollen jumper</td>
</tr>
<tr>
<td></td>
<td>Blue &amp; Gold Tie</td>
</tr>
<tr>
<td></td>
<td>Black shoes or boots with grey socks</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sports Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold polo shirt</td>
</tr>
<tr>
<td>Navy blue shorts</td>
</tr>
<tr>
<td>White socks</td>
</tr>
<tr>
<td>Navy blue tracksuit pants</td>
</tr>
<tr>
<td>Navy polar fleece jumper</td>
</tr>
<tr>
<td>Joggers</td>
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</tbody>
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#### GIRLS

<table>
<thead>
<tr>
<th>Summer Official Uniform</th>
<th>Winter Official Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Shirt</td>
<td>Blue Shirt</td>
</tr>
<tr>
<td>Navy Blue Culotte</td>
<td>Navy Pants</td>
</tr>
<tr>
<td>Black shoes with white socks or black sandals</td>
<td>Navy v-neck woollen jumper</td>
</tr>
<tr>
<td></td>
<td>Blue &amp; Gold Tie</td>
</tr>
<tr>
<td></td>
<td>Black shoes with white socks</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Summer Non-Official Uniform</th>
<th>Winter Non-Official Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer dress with black shoes &amp; white socks</td>
<td>Winter tunic, blue shirt, blue &amp; gold tie</td>
</tr>
<tr>
<td></td>
<td>Black shoes with navy stockings</td>
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St Joseph’s School has a uniform which is well known and therefore should be worn with pride. Students are required to wear the **full official uniform** (both day and sports) in good repair and well laundered and pressed, any exceptions to this must be obtained from the Principal.

Summer uniform is to be worn in Terms 1 and 4, winter uniform is to be worn in Terms 2 and 4.

**SCHOOL HATS ARE COMPULSORY AND MUST BE WORN AT ALL TIMES AND STUDENTS NEED TO FOLLOW THE NO HAT, NO PLAY RULE.**
St Joseph’s School, Adelong.

**Uniform**

**Boys Official Summer Uniform**

**Boys Official Winter Uniform**

**Girls Official Summer Uniform**

**Girls Official Winter Uniform**
St Joseph’s local fees and CEO fee in 2017 will increase slightly to keep pace with rising costs.

CEO TUITION FEE: $276 – per family per term – if there is an older brother or sister in another CEO school $138.00 is charged for the eldest child in primary school. Each year the CEO tuition fee increases slightly to keep pace with CPI.

BOOK & TECHNOLOGY FEE: $60 – This fee covers the cost of students texts, pencils, paper, computer software and repairs and some internet access. This is to be paid in term 1 only by each student.

MAINTENANCE FEE: $50 – This is a family fee and is paid each term. This fee covers the cost of general maintenance eg. tanbark, sand, tap repairs, some painting, Pestkill regular treatments and some rates. Big cost maintenance like mowing, painting, carpet, are funded by the generosity of the Community Council fund-raising.

CLEANING FEE: $55 – 1 child, $60 – 2 children and $65 – 3 children. This is a family fee and is paid each term. This fee covers the cost of cleaning products, toilet rolls, hand towels etc. It also covers the salary of a cleaner.

ELECTRICITY: $50 – This is a family fee and is paid each term. This fee covers the cost of heating and cooling, running computers etc.

TECHNOLOGY: $20 - 1 child, $30 - 2 children, $40 - 3 children. This fee covers the cost of internet usage, educational computer programs and general computer expenses.

Direct credit and BPAY payments are available. For further information and forms please contact the school office.

<table>
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<th>Fees</th>
<th>Description</th>
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| Tuition Fee paid to CEO Canberra | $276 per family per term  
|                     | $138 if sibling in Secondary School |
| Maintenance Fee     | $50 per family per term                      |
| Cleaning Fee        | $55 - 1 child  
|                     | $60 - 2 children  
|                     | $65 - 3 children |
| Electricity Fee     | $50 per family per term                      |
| Technology Fee      | $20 - 1 child  
|                     | $30 - 2 children  
|                     | $40 - 3 children |
| Book Fee            | $60 paid in Term 1 only                      |