

ST JOSEPH'S PARISH SCHOOL NYNGAN



PARENT HANDBOOK



Learning Together, Caring for Others

admin.nyngan@wf.catholic.edu.au



St. Joseph's School Day....

The school day begins at **8:55am** with the first bell.

Classes begin at **9:00am**

Recess 11:00am - 11:30am (Bell goes at 11:25am)

Lunch 1:00pm - 1:50pm (Bell goes at 1:45pm)

(Children usually eat their lunch from 1:00 - 1:15)

Dismissal **3:20pm**

Walkers and Parent Pick-up - Terangion Street

Bus and Bikes/Scooters - Warren Street

The staff will be responsible for the students from
8:30am until 3:30pm or until the
last school bus leaves.

St Joseph's Parish School
23 Terangion Street
(P.O. Box 142)
Nyngan NSW 2825
Telephone: (02) 68321588
Email: admin.nyngan@wf.catholic.edu.au

OFFICE HOURS: 8.45 A.M. – 3.30 P.M.
MONDAY TO FRIDAY

The school entrance is from Terangion Street for all
messages or enquiries.

All visitors must sign in and out at the School Office



Our School Motto

Excelsior (Latin) - Higher

We aim higher to do the best we can at all times.

Dieu et Devoir (French) - God & Duty

*We aim to do our duty and service to God
with all that God has given us.*

St Patrick's Parish, Nyngan

Parish Priest: Fr Abraham Cheripuram
Telephone: (02) 68321033 Fax: (02) 68321973
Email: parish.nyngan@wf.catholic.org.au

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St Joseph's Parish School, Nyngan

Staff of 2026

Principal	Mrs Sharon Grimmond
Assistant Principal	Mrs Joanne Deebank
	Mrs Rachelle Rope
Religious Education Coordinator	Mrs Grace Nelson

Class Teachers

Year 6

Miss Catherine James

Year 4/5

Mr Jarred Jeffery

Year 3/4

Miss Millie Smith

Year 2

Mrs Jen Webster

Year 1

Mrs Rachelle Rope (Monday)

Mrs Amy Evans (Tuesday - Friday)

Kindergarten

Miss Angela Kennedy (Monday - Thursday)

Ms Rosie Ryan (Friday)

School Support & Administration

Mrs Joanne Deebank	Additional Needs Teacher
	Leader of Pedagogy
Mrs Rachelle Rope	Leader of Pedagogy
Mr Matthew Johnsen	Casual Teacher
Mrs Grace Nelson	Release Teachers
Mrs Rachelle Rope	Release Teacher
Mrs Kelly Donohoe	Aboriginal Education Officer
Miss Abbi-Lee Parry	Aboriginal Education Officer, IT Support
Miss Corina Gittins	Support Staff
Mrs Katrina Fitzalan	Support Staff
Mrs Alice Backhouse	Administration (Monday-Thursday)
Mrs Cathy Lewis	Administration (Thursday- Friday)

A warm welcome to St Joseph's School.

We would like to make your child's transition to school as smooth as possible.

St Joseph's School is under the jurisdiction of the Diocese of Wilcannia-Forbes.

You have a very special and vital role within our school community. You are the first and most important educators of your child. It is hoped that this handbook will assist you.

At St Joseph's we strive to create an atmosphere of cooperation between parents and school for the ultimate good of the child. As a parish school, we presuppose that by enrolling your child, you have a commitment to religious values.

(St Joseph's School Enrolment Policy)

May God, through Mary MacKillop and St Joseph, bless our school's mission and shared responsibility of educating your child in a truly Catholic atmosphere of love and concern for each individual.

History of St Joseph's School, Nyngan

St Joseph's School, Nyngan was established in 1884 by the Sisters of St Joseph for the Catholic education of children in the area. The school started with 140 children.

*The Primary Building was built in 1911 and has had extensions and refurbishing completed over the years with major work being carried out following two disasters - the flood in April, 1990 and the storm in January, 1998.

*The Infants Building was opened in 1967.

*The secondary section of the school was closed in 1972.

*MacKillop Hall was officially opened on 1st May, 2011.

*Refurbished Primary and Infants buildings opened on 27th October, 2023.

VISION

St Joseph's School, as a part of St Patrick's Parish, is a community founded on the person of Jesus Christ.

Our school is enriched and enlivened by its long history and Josephite tradition.

We are committed to the development of the whole person recognising the individuality and dignity of each student.

St Joseph's School values the partnerships that exist between the school, home, St Patrick's Parish and the wider community.

MISSION - CATHOLIC IDENTITY

TRADITION

- Fostering an environment where families are welcomed by an approachable and caring staff.
- Participating in daily class and school prayer.
- Participating in regular Class and School Masses and School Liturgies.
- Acknowledging and celebrating special feast days.
- Supporting the parish in the sacramental life of the Church.
- Providing opportunities for the students to understand the special ministries within the Church such as altar serving.
- Creating visual imagery by displaying:- religious icons and symbols; sacred places; doctrinal statements; students' work in the classrooms as well as in school newsletters and by developing prayer focuses throughout the school and the Church.
- Teaching Catholic customs, terminology and liturgical skills.

PASTORAL SUPPORT

- Affirming and developing self-esteem through various awards as well as in the school newsletter and the local newspaper.
- Developing behaviour management strategies that are restorative in nature through our Behaviour Management Policy.
- Taking time to listen and respond to individuals.
- Incorporating prayerful reflections at meetings, in class and whole-school gatherings.
- Showing respect to all and treating each person with dignity.
- Providing opportunities for staff to participate in spiritual and faith-building programs.
- Providing support for families and their pastoral needs.
- Establishing support networks among students through our buddy program.

COMMUNITY

- Being an active witness to the teachings of Jesus.
- Supporting the parish in Sacramental Programs.
- Teaching the Diocesan Religion Program of 'Educating in Christ'.
- Encouraging staff and students to actively participate in parish-based activities e.g., Parish Council, church rosters and parish functions.

QUALITY EDUCATION

PROMOTE THE DEVELOPMENT OF THE WHOLE PERSON BY:

- Recognising and catering for the individual needs of all students.
- Fostering the special gifts and talents of each child.
- Providing individualised programs for children with additional needs.
- Encouraging students to participate in programs that promote their physical health and well-being.
- Broadening students' cultural experiences through excursions, performances and guest speakers.

DEVELOP THE WELL BEING OF STUDENTS IN ACADEMIC, SPIRITUAL & PHYSICAL ASPECTS BY:

- Teaching each of the Key Learning Areas from a Catholic perspective.
- Encouraging children to strive for excellence according to their own ability so that they may be able to take their place in society with a sense of social responsibility.
- Providing learning opportunities that incorporate the use of technology.
- Ensuring that priority is given to the effective teaching and learning of the Diocesan Religion Curriculum based on the doctrinal, social and moral teachings of the Catholic Church.
- Continuing the professional development for all staff.
- Ensuring that learning programs and student assessments are focused on assisting all students to reach their full potential.

FOSTER A CLIMATE OF CARE WHICH PROVIDES PASTORAL SUPPORT FOR STUDENTS, TEACHERS, CLERGY & PARENTS BY:

- Respecting the dignity of each person in the school community.
- Providing affirmations for the demonstration of 'belonging behaviours' at school assemblies and in school newsletters.
- Incorporating prayerful reflections and rituals into the everyday life of the students.
- Teaching the specific behaviour codes.



COMMUNITY

BE SEEN AS AN ACTIVE, CARING, NURTURING COMMUNITY THAT RECOGNISES THE IMPORTANCE OF BEING POSITIVELY INVOLVED IN OUR WIDER COMMUNITY BY:

- Being involved in community events e.g., ANZAC March, Nyngan Show, CWA International Day.
- By actively participating in liturgical celebrations and other parish initiatives.
- Responding to community invitations i.e., NAIDOC Day, Walk Safely to School Day and National Schools' Tree Day.
- Promoting St Joseph's P. & F. Association and other parent initiated functions within the local community.

PROMOTE A SAFE, FRIENDLY AND INCLUSIVE ENVIRONMENT BY:

- Providing a friendly and hospitable school community.
- Promoting communication between home, school and parish.
- Valuing parents as partners in the education of their children.
- Ensuring that all policies, programs and procedures reflect government regulations and Diocesan guidelines.

ACHIEVE OUR BEST INDIVIDUALLY AND AS A SCHOOL COMMUNITY BY:

- Providing opportunities for parents to understand current educational programs through curriculum meetings and reporting interviews.
- Publicly acknowledging the significant achievements of any member of the school community.
- Celebrating and supporting the achievements and challenges of the school and community.
- Consciously developing a sense of Catholic community among the students, parents, staff, priest and parish.



AIMS OF ST JOSEPH'S PARISH SCHOOL

At St Joseph's Parish School we aim to provide our students with:-

- A faith and values based learning environment where they are invited to commit themselves to living life by following the example of Jesus.
- An holistic education, catering for each child's spiritual, social, emotional and physical development.
- Learning in a welcoming, safe, inclusive and family orientated environment.
- The opportunities to develop life-long skills and a love of learning.
- A commitment to social justice and peace.
- Learning in a collaborative environment where effective communication, creativity and critical thinking are paramount.
- A deep sense of appreciation of and responsibility for the natural environment.
- Opportunities to become successful learners, confident and creative individuals and active and informed citizens of Australia.
- Well-resourced and equipped classrooms with ICT integration across all Key Learning Areas.



KEY LEARNING AREAS (K.L.A.'s)

RELIGIOUS EDUCATION

'EDUCATING IN CHRIST'

In 2020 our new Religious Education Curriculum, unique to the Wilcannia/Forbes Diocese, was launched in all Diocesan schools. This new curriculum is called 'Educating in Christ' and is a Spiral Liturgical Curriculum - students participate in learning experiences that are aligned to the seasons of the Catholic Church. The spiral content increases in complexity and reinforces previous learning. The methodology is based upon the work of Montessori and Cavalletti. A carefully prepared, rich learning environment caters for the individual student's developmental stage: a typical order of learning runs from body to heart to mind.... From the concrete to the abstract. The primary goal of the curriculum is to bring each student into closer intimacy with Jesus Christ.

The children are provided with a learning journal in which they can reflect on their learnings. Reflections may be written down or drawn. These reflections can be the basis of ongoing sharing with the teacher. In speaking to the children, the teacher will often return to the child's journal and revisit what has already been learned. Sometimes, the teacher may ask the child's permission to record an insight that has been shared in the conversation.

SCHOOL LITURGIES

Eucharist is usually celebrated on Fridays at 9:30 am in St Patrick's Church. Teachers take turns to prepare the Class Masses & Liturgies. All students are expected to participate in Class/School Masses and Liturgies. On occasions the school participates in School Masses celebrated on a Sunday at 9:00 am e.g., First Communion, Confirmation. These celebrations involve the children doing the readings, prayer of the faithful, offertory and collection.

We have Whole-School Celebrations for special feasts such as:- Ash Wednesday, St Joseph, St Patrick, St Mary of the Cross MacKillop, Sacred Heart, Assumption and All Saints as well as NAIDOC, Mothers' Day, Fathers' Day and Grandparents' Day Liturgies. Families are invited to attend.

Each class prays together and personal prayer is fostered within the classroom.

SACRAMENTAL PROGRAM

In 2019, the Diocese of Wilcannia-Forbes changed the order of the reception of the Sacraments as follows:-

Reconciliation

Year 2 will receive the Sacrament of Reconciliation

Eucharist

Year 3 will receive the Sacrament of Eucharist

Confirmation

Year 6 will receive the Sacrament of Confirmation.

Parents should be involved in the sacramental preparation of the children in collaboration with the parish and the school.

St Joseph's follows the Religious Education Curriculum 'Educating In Christ'. Through the teaching of these units, we consolidate the children's preparation for the Sacraments. We celebrate with the children of the Parish as they prepare for and receive the Sacraments.

MAKING JESUS REAL (MJR)

'Making Jesus Real' (MJR) is more than a program – it is a way of life. MJR is designed to foster a relationship with Jesus that is real to the students and relevant to their daily lives. It is centred around the belief that we are the image of Jesus to all people around us. Our actions should reflect the values Jesus taught in the Gospels. These include the values of:-

- ❖ love and compassion, respect, honesty and trustworthiness, understanding, tolerance and inclusion.

These values also encourage students to do their best, treat others fairly, be responsible for their actions and follow school rules and procedures.

MJR is taught during Religion Lessons along with 'Educating in Christ'. MJR Awards are handed out at Monday morning assemblies in recognition of students who have demonstrated MJR values.



ENGLISH

Language and text shape our understanding of ourselves and our world. This allows us to relate with others, and contributes to our intellectual, social and emotional development. In English our students study language in its various textual forms, which develop in complexity, to understand how meaning is shaped, conveyed, interpreted, and reflected.

Understanding and creating a wide range of texts is central to the study of English. Many types of texts are easy to recognise by their subject matter, forms and structures, such as imaginative, informative and persuasive texts.

The act of creating texts involves:

- selecting the language appropriate to purpose
- adapting and experimenting with language
- using textual elements from different styles, modes and text forms.

Literature

Literature is defined as a body of work that has enduring personal, social, cultural or aesthetic value. It comprises a dynamic and evolving range of fiction and nonfiction texts from diverse contemporary, historical and cultural contexts.

Literature is readily available to students in the classroom and updated regularly.

Across a year of learning, our teachers give students daily opportunities:

- **To be read to:** Being read to, supports children in acquiring new vocabulary from a text, gives students access to texts beyond their immediate means and supports the development of reading as pleasure. Independent reading should not supplant being read to.
- **To read decodable texts:** Decodable texts support beginning readers to use decoding strategies and practise their developing reading skills.
- **For wide reading:** Once students can consistently use phonic knowledge to decode words, the use of decodable texts does not need to continue. At this point, students should be reading a wide range of texts of increasing complexity and varied topics.
- **For wide writing:** Students need to practise and experiment with creating written texts in English and all other learning areas. Specific opportunities for writing may be found in texts being read, or in other experiences that can provide real contexts, audiences and purposes.

Initialit

'Initialit' is the evidence-based whole-class literacy program used by Kindergarten, Year 1 and Year 2. It is a child friendly multi-sensory way of teaching children to become successful readers and spellers.

Spelling Mastery

Spelling Mastery is a levelled spelling program used by students in Years 3 to 6. The children complete a placement test which determines the level appropriate for them. Spelling Mastery uses specific strategies that encourage students to think their way through spelling rather than memorise weekly spelling lists. These strategies, combined with repeated practice and application, enable our students to spell unfamiliar words and to remember familiar words more successfully than they would using other methods.

Primary Reading Project

The Primary Reading Project aims to promote the explicit teaching of reading skills. It provides a screening tool to identify students at risk of poor learning outcomes and provides data on the effectiveness of the core instruction for teachers.

Handwriting

'NSW Foundation Handwriting' is used by students throughout NSW.

The small letters:

abcdefghijklmnopqrstuvwxyz

The capital letters:

ABCDEFGHIJKLMNOPQRSTUVWXYZ

The numerals:

0123456789

Foundation Cursive:

abcdefghij

The quick brown fox

Correct posture and pencil grip are important in order to develop good writing habits that will serve your child for the rest of his/her life. It is important to encourage your child to adopt this style of handwriting at home. Please do not teach your child to write his/her name in capital letters.



MATHEMATICS

The aim of the NSW Mathematics Curriculum Years K-6 is to enable students to become confident users of mathematics, learning and applying the language of mathematics to communicate efficiently and effectively. They develop an increasingly sophisticated understanding of mathematical concepts and a fluency with mathematical processes that helps them to interpret and solve problems. Students make connections within mathematics and connect mathematical concepts with the world around them. They learn to understand and appreciate how mathematics is a relevant part of their lives.

Mathematics provides students with knowledge, skills and understanding in:-

Number and Algebra

Whole number, addition and subtraction, multiplication division, fractions, decimals and percentages, patterns algebra.



Measurement and Space

Length, area, volume and capacity, mass, time, 3D space, 2D space, position and angles.

Statistics and Probability

Data and chance.

Working mathematically

The syllabus structure illustrates the important role Working mathematically plays across all areas of mathematics and reflects the strengthened connections between concepts.

The Working mathematically processes present in the Mathematics K-6 syllabus are:

- communicating
- understanding and fluency
- reasoning
- problem solving.

Students learn to work mathematically by using these processes in an interconnected way. The coordinated development of these processes results in students becoming mathematically proficient.

When students are working mathematically it is important to help them to reflect on how they have used their thinking to solve problems. This assists students to develop '*mathematical habits of mind*' (Cuoco et al. 2010).

Students need many experiences that require them to relate their knowledge to the vocabulary and conceptual frameworks of mathematics.



SCIENCE & TECHNOLOGY

The NSW Australian Science & Technology Curriculum fosters a sense of wonder and curiosity about the natural and made world by actively engaging students in the process of working scientifically and technologically. Through questioning and seeking solutions to problems, students develop an understanding of the relationships between Science & Technology and the significance of their contribution to and influence on society.

HUMAN SOCIETY AND ITS ENVIRONMENT (HSIE)

The HSIE key learning area includes the History (K-10) Syllabus and the Geography (K-10) Syllabus. **History** is a disciplined process of inquiry into the past that helps explain how people, events and forces from the past shape the world. The study of History investigates the actions, motives and lifestyles of people over time, from individuals and family members, to local communities, expanding to national and world history contexts. **Geography** is the study of places and the relationships between people and their environments. Geography emphasises the role, function and importance of the environment in supporting human life from local to global scales. The study of Geography enables students to become active, responsible and informed citizens able to evaluate the opinions of others and express their own ideas and arguments. One semester (two terms) of History and one semester of Geography are taught each year.

ABORIGINAL EDUCATION

The teaching of Aboriginal Studies is part of St Joseph's School Curriculum and is mandatory in all schools in the Wilcannia-Forbes Diocese. The purpose of our Aboriginal Education Program is to increase awareness, knowledge and respect for Aboriginal culture and society. St Joseph's Parish School acknowledges Sorry Day and Reconciliation Week as well as NAIDOC Week. NAIDOC Week celebrations are held at school and we also join with the Nyngan Community to celebrate with the other schools and organisations in our local area. The Ngiyampaa language is taught to students in K-6 (one half hour lessons per week).



PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

The PDHPE (K-10) Syllabus is organised into three content strands:

Health, Wellbeing and Relationships

- This strand focuses on building respectful relationships, enhancing personal strengths and exploring personal identity to promote the health, safety and wellbeing of self and others.

Movement Skill and Performance

- This strand focuses on active participation in a broad range of movement contexts to develop movement skill and enhance performance. Students develop confidence and competence to engage in physical activity.

Healthy, Safe and Active Lifestyles

- This strand focuses on the interrelationship between health and physical activity concepts. Students develop skills to make healthy and safe choices and take action to promote the health, safety and wellbeing of their communities.

SPORT

At St Joseph's our students have a vast number of opportunities to experience a variety of sports. Students can participate in Athletics, Cross Country and Swimming at a School, Cluster, Diocesan, Polding, State and National level. Students are also able to participate in Winter sports trials in Rugby League, Rugby Union, AFL, Netball, Soccer and Hockey where students can qualify to compete at the Diocesan level in their chosen sport and continue on to the Polding level. Boys and girls are invited to play in the Russell Richardson and David Peachey Shield Rugby League Carnival, Rugby 7's, Netball Carnivals, Cricket Trials, Bowls, Tennis, Golf and Fun Runs. We also endeavour to encourage the art of true 'sportsmanship'.

Sports days are usually Thursdays. You will be notified of any changes that may occur.

SPORTS CARNIVALS

Sports Carnivals are usually held as follows:

TERM 1	Swimming	- Years 1 to 6
TERM 2	Cross Country	- Years K to 6
TERM 2	Athletics	- Years K to 6



CREATIVE ARTS

The components are:

Visual Arts

Visual Arts involves a variety of activities which provide the students with an opportunity to think imaginatively and to express their ideas and feelings. Some skills are:- cutting, pasting, painting, weaving, drawing.

Music

- Listening to develop awareness and genuine appreciation.
- Performing through singing, playing and moving.
- Organising sound and making music.

Drama

- Making - creating roles and responding imaginatively to dramatic situations.
- Performing - communication through voice/movement.
- Appreciating - reflecting and analysing work.

Dance

- Movement of the body.
- Performing - expression through movement.
- Composing a response to a stimulus.
- Appreciating elements of dance, context, history, contemporary and cultural.





GENERAL INFORMATION

ACCIDENTS OR ILLNESS

Should a student sustain an injury whilst in the care of the school and is in need of medical attention, parents or emergency contacts will be informed immediately. If parents cannot be contacted, the school will ensure that the ambulance is called. In the event of minor accidents, students will be treated at school and parents will be informed through the completion of a Sick Bay Notice. In the case of illness while at school, parents or the nominated contact person will be notified.

Please inform the school if your child suffers from any recurring illness or disability. This is especially important in the case of asthma, diabetes, epilepsy and allergies.

- ALLERGIES

At times there are students at St Joseph's who have serious allergies to various substances, e.g., peanuts, nuts, eggs and dairy products which may lead to a life-threatening anaphylactic reaction. We are a **'NUT FREE SCHOOL'** These foods or foods containing nuts including pine nuts are banned from St Josephs.

- MEDICATION

The following procedure applies for students needing prescribed medication whilst at school:-

1. The parent or guardian must, in the first instance, contact the school and give written permission for the administration of medication.
2. The medication, with the pharmacist's written instruction on the container, must be lodged with the school for security reasons. (One exception is that of the inhaler therapy for asthma. Students may be responsible for their inhalers).
3. It is compulsory for the school to keep a record of medication administered. Prescribed medication will be administered by a staff member.
4. Non-prescribed medications may be administered by school staff, depending on family circumstances i.e living out of town. Once again, written permission must be given for this to occur.

Children who need asthma medication are required to have a current Asthma Plan and if able to carry their medication whilst at Sport/P.E.



ADDITIONAL NEEDS

Children with intellectual, sensory, physical and emotional disabilities or specific learning difficulties are catered for within an Integration Program. This program provides a Personal Learning Program (PLP) which sets objectives, monitors and evaluates the children's individual progress, while catering for personal needs. Programs are devised by our support team which may include people within the educational and medical systems. Children are supported in the classroom situation by the school assistant in consultation with the classroom teacher, parents, Additional Needs Coordinator and the Principal.

ADDITIONAL NEEDS LITERACY SUPPORT PROGRAM:

★ MINILIT

MiniLit targets the students in need of extra support in Literacy. It is specifically aimed at Year 1 readers but also may be appropriate for 'at risk' Kindergarten students and some Year 2 students. This is a school-based small group program (up to four students per group) within a 'Response to Intervention Framework'. MiniLit is an integrated and balanced program of 80 carefully structured lessons, divided into levels of 40 lessons each:-

Level 1: Teaching the basics of letter/sound knowledge and decoding skills.

Level 2: Extending word attack knowledge by teaching commonly used digraphs and longer words. Each lesson comprises three main components:- Sounds & Word Activities; Text Reading and Story Book Reading.

*Staff are trained to deliver the program to students who require assistance in this area.

ANNUAL REPORT

Each year the school is mandated to produce an annual report which covers the achievements of the school for the previous school year. This report is available to parents and is located on the school website for your information.

ANTI-BULLYING

At St Joseph's School, we believe that all members of the community have the right to a learning and work environment free from intimidation, humiliation and hurt. We all share a responsibility to foster, promote and restore right relationships. We believe that bullying is unacceptable and we [students, staff and parents] all share a responsibility for preventing it.

Expectations

At St Joseph's School *students* are encouraged to:

- take some positive action to stop the bullying if they observe an incident;
- report the bullying incident to a teacher as soon as possible;
- make it clear to their peers that bullying is not accepted.

At St Joseph's School, **staff** are expected to:

- take some positive action to stop the bullying when they observe an incident;
- use the Restorative Practices questions for the student who has been harmed and the student who has caused harm;
- pass on information about any reported or observed bullying behaviours to the Class Teacher and Executive.

At St Joseph's School **parents** are encouraged to:

- listen to their child and encourage their child to speak to their teacher;
- contact the school if they have a concern;
- help their child/ren to work out social problems in a positive way;
- encourage their child/ren to share, play fairly and include other children in their games;
- encourage positive behaviours and to assist teachers to teach these for specific school situations.

(St Joseph's School Anti-Bullying Policy)

ASSEMBLIES

Each Monday we have a general assembly of students in the covered area of the primary school. At this time we pray as a school, pertinent messages are given to the students, MJR Awards are presented and children's birthdays are recognised.

Class assemblies are conducted throughout the year showcasing the learning from the classroom. Principal's Awards are presented at school assemblies.

ASSESSMENT AND REPORTING

A wide range of assessment tasks, e.g., end-of-unit tests, student self-assessment, teacher observation as well as class discussion in all curriculum areas are carried out by the teachers throughout the year. We endeavour to allow each of the students to progress at their own individual rate, tempered, of course, with a suitable amount of challenge.

A written report based on learning outcomes is presented to our parents twice a year - Terms 2 & 4. A 'meet and greet' is conducted in Term 1 and parent/teacher interviews are held at the end of Term 2 or early in Term 3. Parents are urged to attend these interviews and indeed all parent meetings. Parents are also encouraged to contact either the class teacher or principal to discuss any worries, concerns or queries.

Formal and Diagnostic Testing

Students are required to complete:

- NAPLAN (National Assessment Program Literacy and Numeracy) - a national test for students in Year 3 and Year 5 held in May each year.
- PAT Testing - Mathematics, Reading and Spelling
- DIBELS- Literacy assessment from K-6

ATTENDANCES AND ABSENCES

Students are expected to attend school from 8.55 am until 3.20 pm each school day. It is very important that your child arrives on time for school. Teachers electronically record daily attendances each morning.

- ❖ If a child is absent from school, parents must inform the school via the Compass Parent Portal, telephone call or written note explaining the child's absence. If an absence of three days or more has not been explained to the school, the school is mandated to follow up with written communication.
- ❖ Parents will be sent an automated email or SMS notification (or both) at 10:00am advising them that their child is absent and that they need to provide an attendance note via their Parent Portal.
- ❖ If a child is absent due to illness for more than two days, a medical certificate is required.
- ❖ If a child is late for school, the parent should sign the student in at the school office. Time of arrival must be recorded via KioskLite.
- ❖ If a parent has to collect his/her child early from class, they must sign the child out from the school office before the student can be released from class. Time of departure must be recorded via KioskLite.
- ❖ If a child has an appointment, the parent must sign the child out at the school office and have the child signed back in on return. Time of departure and time of return must be recorded via KioskLite.
- ❖ If a child will be absent from school (other than illness) for more than ten days, parents must apply for exemption by completing an 'Application for Extended Leave' form'.

During school hours, no student is allowed to leave the school without an adult. Please inform your child's teacher if there is to be a different person than usual collecting your child. Your child should be made aware of any changes in routine or if other persons are to collect them from school. If your plans are altered and you have to ring the school to advise your child, please do so before 3:00 pm if possible.

BEHAVIOUR MANAGEMENT

St Joseph's School follows Restorative Practices that contribute to the functioning of our school as a safe and supportive learning environment. At St Joseph's School we believe in adopting proactive strategies for defining, teaching, encouraging and supporting appropriate student behaviours in order to enhance learning.

All staff have a clear and concise shared picture of what a behaviour looks and sounds like, and what/how students and teachers would be behaving when engaging in belonging behaviour. Effective belonging behaviour teaching and learning involves the process of connecting behaviour expectations with social consequences.

The [Restorative Practices](#) strategy is used to build, maintain and restore relationships. It uses inclusive processes which engage all stakeholders and shifts the focus of discipline from punishment to learning and from the individual to the community.

Corporal punishment is never administered by any staff member, contractor or volunteer and all our decisions are based on procedural fairness.

The key to behaviour management is to be consistent, insistent and persistent.

The appropriate behaviours at St Joseph's Parish School are:

Body to Self

Kind Words and Actions

Teachers are expected to explicitly model, teach and give their students opportunities to practise the required behaviours ensuring that they understand the difference between desired and undesired behaviours.

(St Joseph's School Behaviour Management Policy)

BIKES AND SCOOTERS

No bikes or scooters are to be ridden on school grounds, an essential safety precaution for all. Students with bikes or scooters are to enter and leave the school via the primary school gate (Warren Street entrance). A permission note must be signed by parents and students each year before a student may ride their bike or scooter to school. To comply with N.S.W. Road Rules, all bike/scooter riders are expected to wear appropriate bicycle helmets at all times. Students riding bikes/scooters will not be permitted to leave the school ground without a helmet that is properly secured. It is recommended that children under ten years of age do not ride bicycles/scooters to school unless accompanied by an adult.

(St Joseph's School Bicycle Policy)

BOOK CLUB

Parents will have the opportunity to purchase books at discount prices. Leaflets will be distributed from school. If you are interested, return your order and money in an envelope marked appropriately to the school. The school receives a small commission for books sold. You are under no obligation to buy books.

BOOK FAIRS

Book Fairs are held to provide opportunities for students, parents and friends to purchase quality literature. The school directly benefits from all sales.

BUS TRAVEL

Free Bus Travel

Applications for free school travel in rural and regional NSW are to be completed online by parents. To be eligible for free school travel, students may need to live a minimum distance from their school:-

Years K – 2 (Infants) – There is no minimum distance.

Years 3 – 6 (Primary) – 1.6 km straight line or 2.3 km walking distance.

Applications can be completed online, if you search for Transport NSW School Travel Pass, scroll down the page and click on the box 'Apply for a school travel pass'. Once the application is completed, it is sent to the school for endorsement, before going to Transport NSW for approval. You will receive an email from Transport NSW confirming your application.

School Drive Subsidy

The School Drive Subsidy has replaced the Private Vehicle Conveyance Subsidy. This is paid per child, not per vehicle, and on the basis of the distance each day of the one-way journey from home to school or the nearest transport pick-up location. While the subsidy is only paid on the basis of this one-way journey, a return journey has to be made each morning and afternoon to attract the subsidy. Application forms are completed online at: apps.transport.nsw.gov.au.

CONCERNS AND COMPLAINTS

We take concerns and complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible according to the principles of procedural fairness.

We encourage any person with a concern or complaint to promptly raise the matter so that it does not become overwhelming for those involved.

For further information on resolving school concerns and complaints an information brochure is available from the school office or can be sourced from the CEWF Concerns and Complaints Handling Policy on the CEWF website: www.wf.catholic.edu.au/policies/

Concerns and Complaints of a Child Protection Nature

If the concern is about the inappropriate behaviour of staff, misconduct or reportable conduct towards any child or young person, it should be directed immediately to the Principal. Confidentiality must be maintained at all times.

CHILD PROTECTION

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

RESPONDING TO RISK OF HARM

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child is at risk of 'significant harm' from abuse or neglect, then a report must be made to the Community Services Child Protection Helpline (CP Helpline).

School staff are to inform the Principal if they are concerned that a child may be at risk. It is the role of the Principal to make the report to the CP Helpline.

In making a report the Principal will consider all of the information and seek appropriate advice from the Catholic Education Office. Any information about a child at risk is kept confidentially by the Principal.

In situations where a child is considered to be at risk, the school will work with the child and family to assist them as much as possible.

If you have any concerns about a child who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.

MAINTAINING PROFESSIONALISM

All staff are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children. We understand that staff have a duty of care to:

- ensure no child is exposed to foreseeable risk of harm;
- take action to minimise risk;
- supervise actively; and
- if we see others acting inappropriately with children, report concerns to the Principal.

School staff also understand that they are in a position of trust, authority and influence in relation to children and that it is important that we do not take advantage of that position to mistreat or misguide students either intentionally or inadvertently.

Addressing Complaints Of Inappropriate Behaviour By Staff

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour by staff towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the Children's Guardian Act 2019. The NSW Office of the Children's Guardian is a

government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that 'staff' includes volunteer helpers (including parents), contractors as well as paid staff.

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the Catholic Education Office.

All complaints are investigated and resolved through a fair and confidential process which involves listening to 'both sides of the story' and giving all involved an opportunity to be heard. If the concerns involve alleged criminal behaviour they will be reported to the Police and the Catholic Education Office will wait for the outcome of the Police investigation before continuing its own investigation.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action, removal of duties or termination of employment. If harm has occurred to a child, counselling or other support will be offered to the child.

WORKING WITH CHILDREN CHECKS

Screening of those working in schools

Working With Children Checks are undertaken by staff working in our school. Non-exempt school volunteers, outside tutors, external providers and any staff engaged by an external organisation are also expected to provide schools with their WWCC which is verified prior to engagement.

Exemptions from Working With Children Check are:

- Children (under the age of 18);
- A 'parent of a child' includes a carer or person who has legal responsibility for a child;

- A 'close relative' includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew.

This exemption does not apply where the work is part of a formal mentoring program or involves intimate, personal care of children with a disability, or when volunteering on overnight camps.

The purpose of the check is to exclude people from working with children who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from working in a child related role.

The participation of parents and close relatives of students at the school as volunteers is welcomed and appreciated for various activities in the school. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign in on the *Kiosk Lite* at the front office and obtain a visitor's lanyard as per school procedure;
- check with the school to ascertain the current legal requirements for working with children;
- not engage in any inappropriate behaviour towards any children. In particular, although volunteers are not employed by the school, they are considered to be 'staff' for legal purposes and are subject to an investigation if an allegation of inappropriate behaviour towards a child or children is received.

Volunteers who are not the parent or a close relative of a child at the school will be expected to undertake a Working With Children Check.

Further information on the Working With Children Check can be found on the website for the Office of the Children's Guardian at <https://www.kidsguardian.nsw.gov.au/>

DISMISSAL

Students are to leave the school as follows:-

Terangion Street - walkers and those being picked up by parents;

Warren St - bus children and all those riding bikes.

No student is allowed to leave the school grounds until the teachers on duty are present.

(St Joseph's School Road Safety Policy)

EXCURSIONS

As part of the learning experience, school excursions are planned each year. These excursions will be in association with what is being taught in the classroom. In Term 1, teachers will inform parents of proposed class excursion information and what they hope to achieve on their excursion. Final costs will be advised as soon as known. The school attempts to take care not to over-burden parents financially by the types of excursions chosen. A parent information night is held for any overnight excursion.

FESTIVAL OF SPEECH

Our students have the opportunity early each year to participate in St Joseph's Festival of Speech. Each child from Kinder to Year 6 is given a topic on which they have to prepare and deliver a short speech to their class.

Finalists are chosen from each grade to present their speech to the school community which includes parents and friends. Four children from the primary classes are then chosen to represent St Joseph's School at the CWA Public Speaking Competition in Narromine.

GLASS

This has the potential to be a danger. Please do not send your child to school with glass objects.

HOMEWORK

Homework should be a purposeful learning experience that provides revision and/or consolidation of the school's program and allows parents to keep in touch with the levels of work being attempted by their child.

Homework links school and home as places of learning. Teachers may allocate homework which:

- promotes student learning
- provides the opportunity for students to be responsible for their own learning and managing their own time.
- is appropriate for each student's age and ability
- supports a balance between school and other commitments including family time, sport and work
- homework will not be given during weekends and holiday periods.

(St Joseph's School Homework Policy)

IMMUNISATION

When your child comes to school, a copy of the immunisation records must be provided [Public Health (Amendment) Act]. The immunisation certificate is obtained from your Doctor/Health Nurse. Unimmunised students may be excluded from school in the event of a disease or outbreak.

INFORMATION TECHNOLOGY

St Joseph's Parish School offers students an innovative curriculum and well-resourced classrooms. Every room has online connections with the internet. All classrooms have interactive whiteboards. The use of computers is integrated into all Key Learning Areas. St Joseph's has a Technology User Agreement and all students and parents are required to sign this on an annual basis.

- **CHROMEBOOKS**

All students in Year 1 to Year 6 are allocated a personal Chromebook which is a user-friendly computer featuring built-in Google Apps and Cloud

Storage. Kindergarten students use Chromebooks from a bank of Chromebooks in the classroom and do not take them home. By using their Chromebooks in conjunction with learning resources including Mathematics and Reading Eggs, students are engaged in effective 21st Century Learning throughout all stages of their school careers. The Wilcannia-Forbes Diocesan

Office provides the children with their Chromebooks hired through a yearly levy per student. After three years, the children's Chromebooks may be bought out at the cost of \$1.00 per student provided school fees are up-to-date. Chromebook charges are listed in the school fees section in this handbook. There are no Chromebook charges for 3rd & subsequent children.

- **COMPASS PARENT PORTAL**

All school newsletters, semester reports and important information are available through the Compass Parent Portal App on 'smartphones' and smart devices (iPads and Tablets). If you do not have a smart phone or internet access, please notify the school and your child will be given a hard copy of the school newsletter or other notes. You can also process your child's attendance notes, other permission notes and see Positive Behavior comments from your child's class teacher through the app. Other alerts, e.g., a change to school routine, excursion return times and meeting information will also be advised via the Compass Parent Portal or our Facebook page.

- **FACEBOOK PAGE**

St Joseph's School has its own Facebook Page which is a way of communicating with parents and sharing photos of various events that happen around the school e.g. sporting carnivals, special celebrations, excursions, etc. Extended family members and members of the community will be able to see for themselves what is happening at St Joseph's School. St Joseph's Facebook page is intended to be a place to celebrate and appreciate our students' participation in a variety of activities and to showcase their achievements. We are confident that our school and local community will not use this medium as a place to relay negativity or personal issues that should not be aired in this forum. We look forward to your positive comments on school activities and student achievements. When your child commences school, we will require your consent for your child's photos to be published on this page.

KINDERGARTEN

Students in Kindergarten do not attend school on a Wednesday for the month of February. Parents will be advised in writing of any changes to procedure for Kindergarten as well as the start date for their first full week of school.

KINDER BUDDIES

Each child in Kindergarten will be supported in their first year of school by a student in Year 6 who will act as their 'Kinder Buddy'. The role of the 'Kinder Buddy' is to help the children settle into school life by making sure that they are safe and secure on the playground. Kinder Buddies spend some time

together in the classroom where stories are shared and guidance is given during class activities.

LIBRARY

Each class has their own class library. These books are for use in the classroom only and not for take home borrowing.

LIVE LIFE WELL 'CRUNCH & SIP' PROGRAM

To encourage healthy eating habits for our children, St Joseph's School is supporting the Live Life Well @ School 'Crunch & Sip' Program. The children are asked to bring in every day a piece of fruit or vegetable and a water bottle. We have our 'Crunch & Sip' generally around 10:00 am. When there are other functions at school, 'Crunch & Sip' may be missed - then the children have their healthy snack with their recess.

LOST PROPERTY

Parents are asked to have all articles of a child's property and school uniform CLEARLY LABELLED. In the event of unmarked items being handed-in, staff will attempt to locate the owners during the school assembly. Unclaimed items will then be handed into the clothing pool or donated to the St Vincent de Paul Shop.

LUNCHES

The school canteen is currently not in operation for the selling of lunches. Lunch orders are taken to Read's Corner Shop each day if lunch orders are required. Only items on our school lunch order list may be ordered from Read's during school time.

Lunch may be dropped off by parents or carers at the front office in Terangion Street for the children to collect.

MINI VINNIES

'Mini Vinnies' is a branch of the St Vincent de Paul Society which is especially designed for primary school students. St Joseph's Student Representative Council is affiliated with 'Mini Vinnies'. By connecting their beliefs and values with service activities and issues in their community, our students can help to make their faith real, meaningful and relevant. Through visits to the St Vincent Centre, the Mick Glennie Hostel and various fund-raising activities, our SRC makes a difference in our local community.

MONEY

All monies sent to school should be in a sealed envelope with the child's name, class, purpose and amount of money enclosed clearly displayed.

MUFTI

Our term 'Mufti' means a non-school uniform day. The wearing of a hat/cap is essential on these days. In most cases "Mufti" days cost a gold coin donation for the Missions or an item for the school fete. The rule of 'no jewellery' is maintained. Closed-in footwear (no crocs) must be worn on these days and sleeveless shirts/dresses **must not** be worn as per our 'Sun-safe Policy'.

NEWSLETTER

The School Newsletter will be sent out twice per term via a Compass notification and it will also appear on facebook. The Newsletter is our way of showcasing our students' achievements and activities throughout the year. Each Monday parents will receive School News via Compass, either by an app notification or via email. The news includes the Principal's Message, what's happening in the week ahead and the Parent Planner.

A Class Newsletter will be sent home each term by the class teachers to advise you of what the class is doing that term.

PAINT SHIRTS

The school has ample paint shirts for class use. If you would prefer your child to have his/her own paint shirt, please send it to school at the beginning of the year with your child's name clearly labelled on the shirt. This shirt is to protect your child's clothing during Visual Arts lessons.



PARENTS

Parents are encouraged to become involved in many of our school activities. The more the children see parents involved at school, the better they are able to see that 'EDUCATION IS A TEAM EFFORT'. Parents play a vital role in our daily school life.

There are many ways for you to become involved ...

- Sports afternoons/sports carnivals
- School Advisory Committee/P. & F. Association
- Sacramental Programs
- Class & School Masses
- Parent/Teacher Interviews
- School Assemblies
- Parent Information Sessions
- Parent Meetings
- Parish and School Celebrations

PARENTS & FRIENDS ASSOCIATION

All parents are invited, and indeed encouraged, to become active members of the Parents and Friends' Association. This valuable parent association works in conjunction with the school to raise money for school projects, reduce the cost of excursions, and any "extras" for our students. It also provides social

opportunities for parents. Meetings are held on a regular basis throughout each term with meeting dates advertised through the school newsletter. The students and staff of St Joseph's greatly appreciate the help of all parents and friends.

PARENT HELPERS/VOLUNTEERS

The participation of parents and close relatives of students at the school as volunteers is welcomed and appreciated for the various activities in our school. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign in on the *Compass Kiosk* at the front office and obtain a visitor's lanyard as per school procedure;
- check with the school to ascertain the current legal requirements for working with children;
- not engage in any inappropriate behaviour towards any children. In particular, although volunteers are not employed by the school, they are considered to be 'staff' for legal purposes and are subject to an investigation if an allegation of inappropriate behaviour towards a child or children is received.

PLAYGROUND SUPERVISION

Daily supervision begins at 8:30 am and concludes at 3:30 pm or when the last school bus leaves. Students are supervised onto buses and leaving the school grounds. The school cannot accept responsibility for children at the school outside of these designated hours.

PHOTOGRAPHS

On occasion, some of our pupils' photographs are published in the local newspaper, diocesan website and school newsletters. Unless the school is advised differently, this practice will continue without you being contacted on each occasion.

School Photos - individual, class and whole-school photos are taken each year on a designated day. You will be informed well in advance of the date.

POLICIES

The school has policies on many facets of school life, e.g., Written Work & Homework, Excursion, Medication, Road Safety as well as policies for all Key Learning Areas. Policies are a guide to staff regarding the expectations that are to be maintained. They are developed by the staff in consultation with the Diocesan Office. Policies are reviewed regularly and are ratified by St Joseph's School Committee before implementation. Copies of policies are available on request.

PRINCIPAL'S AWARDS

Each month a student from each class is nominated by their teacher/s for a Principal's Award. Students may receive an award for their application to learning and/or achievements in the Key Learning Areas. Awards are presented at the closest school assembly and are acknowledged in the school newsletter.

PRIVATE PROPERTY

The school grounds are private property and should not be used after school hours.

ROYAL FAR WEST PROGRAM

St Joseph's School has the opportunity to partner with the Royal Far West via video conferencing to assist children at risk with services such as Occupational Therapy and Speech. Students are individually assessed and are given additional work with therapy provided at school as well as home programs to assist in specific areas.



SCHOOL ADVISORY COMMITTEE

St Joseph's School Committee consists of elected Parish, Parent and Staff Representatives as well as the Parish Priest and Principal.

This committee forms a representative, consultative and advisory role to support and assist the Parish Priest (Bishop's Appointee) and the Principal in the administration of the school. Parents and Parishioners are welcome to nominate for a position on the school committee (when nominations are called for) and are invited to participate in the life of the school.

Functions of the School Committee

- Promoting Catholic Education.
- Pastoral Care.
- Developing School/Community Relationships.
- Contributing to the Financial Management of the School.
- Maintenance.
- Planning for the Future.

Your involvement assists St Joseph's Parish School in building a great school community. We look forward to your support.

SCHOOL FEES

School Fees are re-assessed in late November each year by our School Committee. Accounts are sent home at the beginning of each year and are due by 30 November. When statements are generated, they have the year's worth of fees broken down into fortnightly payment amounts for your convenience. Fees may be paid via Bpay, through the Compass app, or by Visa/Mastercard in the school office. School Fees cover a levy which is paid to the Diocesan Office in Forbes twice per year, payment of essentials, e.g., electricity, telephone, council rates, insurance, as well as variables including maintenance, cleaner's salary and school supplies.

School Fee charges for 2026 are made up of:-

School Fees; On-Line Learning/TextBook Levy (per child);

Building/Maintenance Levy (per family);

Chromebook Levy (Yrs K,1,2,3,4,5 & 6 per child).

Discounts on school fees apply for 2nd & subsequent children.

Chromebook levies are not charged for the 3rd & subsequent children.

1 Child - \$1465.77 per year - Kinder to Year 6

School Fees \$959.08; Resource Levy \$98.38;

Building/Maintenance Levy \$230.31; Chromebook Levy \$178.00

2 Children - \$2269.64 per year – Kinder to Year 6

School Fees \$1486.57; Resource Levy \$196.76

Building/Maintenance Levy \$230.31; Chromebook Levies \$356.00

3 Children - \$2415.98 per term – Kinder to Year 6

School Fees \$1534.52; Resource Levy \$295.14;

Building/Maintenance Levy \$230.31; Chromebook Levies \$356.00

4 Children - \$2514.37 per term – Kinder to Year 6

School Fees \$1534.52; Resource Levy \$393.52;

Building/Maintenance Levy \$230.31; Chromebook Levies \$356.00

SCHOOL STAFFING

The number of enrolments in the school determines the staffing and we are advised by the Diocesan Office of our allocation at the end of Term 3 each year. The final staffing allocation, in some cases, cannot be confirmed until after the census date of the following year which is usually early February.

SCHOOL UNIFORM

Through the wearing of correct school uniforms, we endeavour to promote our school self-esteem, personal pride and to enhance our public image. The wearing of full and correct uniform is compulsory at St Joseph's. This includes to and from school. Any variation from the school uniform should be communicated to the class teacher or principal. Clothing items are available in even numbered sizes, hats are available in Small, Medium and Large.

PLEASE MAKE SURE THAT ALL ITEMS OF UNIFORM, DRINK & LUNCH CONTAINERS ARE CLEARLY MARKED.

SCHOOL UNIFORM

SUMMER UNIFORM

GIRLS

Green and white checked dress

White socks, black shoes or brown sandals (no thongs)

BOYS

Grey shorts (length to knee not 3/4 length cargo shorts)

Blue short-sleeved shirt

Grey socks, black shoes or brown sandals (no thongs)

WINTER UNIFORM

GIRLS

Navy blue slacks (no jeans),

Long or short sleeved white blouse,

Navy tie

Navy fleece v-neck jumper with school emblem

White socks, black shoes

BOYS

Grey trousers (no jeans),

Long or short sleeved blue shirt

Navy tie,

Navy fleece v-neck jumper with school emblem

Grey socks, black shoes

SPORTS UNIFORM

GIRLS SUMMER

Green skorts with school emblem

Green & White short-sleeved polo shirt with school emblem

White socks, sports shoes

BOYS SUMMER

Green shorts with school emblem

Green & White short-sleeved polo shirt with school emblem

White socks, sports shoes

GIRLS WINTER

Green tracksuit, white trim with school emblem

School Sports Hoodie (Optional)

Green & White short-sleeved polo shirt with school emblem

Green skirts with school emblem

White socks, sports shoes

BOYS WINTER

Green tracksuit, white trim with school emblem

School Sports Hoodie (Optional)

Green & White short-sleeved polo shirt with school emblem

Green shorts with school emblem

White socks, sports shoes

SCHOOL HATS

Navy Hats with school emblem are to be worn every day

HAIR ACCESSORIES Green/White/Blue (Bands, Scrunchies or Ribbons)

JEWELLERY

Permissible only - watches, signet rings, small studs or sleepers for pierced ears.

JACKETS

It is the practice that, in winter, children may wear any coloured jackets on the playground as long as they wear their navy school jumper with an emblem underneath.

COMPRESSION SHORTS Green school compression pants if desired for sport

* HIGHLIGHTED ITEMS ARE AVAILABLE THROUGH THE FRONT OFFICE

* WINTER LONG SLEEVE BLUE AND WHITE SHIRTS ARE AVAILABLE FROM CAMERON'S STORE.

* ALL OTHER ITEMS ARE AVAILABLE AT BEST & LESS, BIG W, KMART



SHARING FOOD & DRINKS

Students are not permitted to share/swap food or drinks with anyone.

SICK CHILDREN

If your child is unwell, please keep them at home. If your child feels unwell at school, they will be supervised in the Sick Bay. You will be contacted and asked to take your child home. If a child is absent due to illness for more than two days, a medical certificate is required.

STUDENT REPRESENTATIVE COUNCIL

Class Representatives: The class representatives are selected from students in Years 3 to 6 and voted for by the individual classes. Year 6 students also represent Kinder, Year 1 and Year 2. They have the responsibility for thanking visitors and organising the collection of monies for the Pontifical Mission Society.

House Captains: Each 'House' - Lourdes, Penola and Xavier have a male and female captain. These students are usually elected from the Year 6 Class.

Year 6 Student Leaders: Year 6 also has a leadership role within the school in their own right. This involves chairing the fortnightly assemblies and carrying out a variety of tasks to help with the day-to-day running of the school.

All Class Representatives, House Captains and Year 6 Student Leaders attend regular SRC Meetings to discuss their concerns or ideas.



SUN PROTECTION

St Joseph's School has a 'Sun Safe Policy' which states that we encourage children to be aware of the precautions that need to be taken. Children are to wear their school hats each day throughout the year. If they forget to bring their hat to school, they will have to remain under shelter during recess and lunch time. St Joseph's Policy is:- NO HAT – SHADE PLAY.

TELEPHONE MESSAGES

If there is a message for your child, please ring the school before 3:00 pm. Teachers or students do not come to the phone during class time except in the case of an emergency. If you wish to make an appointment with your child's teacher, please ring the School Office

TIMETABLE

The school day begins at	8:55am
Recess	11:00am - 11:30am (Bell goes at 11:25am)
Lunch	1:00pm - 1:50pm (Bell goes at 1:45pm) (Children usually eat their lunch from 1:00 - 1:15)
Dismissal	3:20pm

The staff will be responsible for the students from 8:30am until 3:30pm or until the last school bus leaves.

TRANSITION DAYS

Kindergarten:- St Joseph's Parish School offers a 'Transition to School Program' for children who are eligible to begin school the following year. This transition program usually starts in the middle of Term 3 and finishes in Term 4. The children come to school for half a day (9am to 12pm) on a day that is nominated by the school.

YEAR 6:- Students in Year 6 are invited to take part in Nyngan High School's Transition Program in Term 4 each year. The students attend Nyngan High School at a time that is determined by Nyngan High.

TRANSPORTATION

Occasionally parents are called upon to help with the transport of our students to sporting functions or class excursions. Parents are required to supply the school with a copy of their current driver's licence and registration papers.
(St Joseph's School Road Safety Policy)

VISITING PERFORMERS

A small cost may be required for visiting performers and artists. These cultural presentations provide our students with stimulating learning experiences.

WHOLE-SCHOOL PROFESSIONAL DEVELOPMENT DAYS

The school is permitted three Whole-school Professional Development Days (pupil-free), for staff development purposes. These days are used to develop school policies or school-based curricula. In Term 1, the Whole-School Professional Development Day is the day before the children return to school. Parents will be given at least ten weeks' notice prior to the two remaining Whole-School Professional Development Days.

WRITING IMPLEMENTS

Parents are to ensure that their children are sent to school with the following items:- lead pencils, coloured pencils, glue, textas, red and blue pens, narrow 30cm ruler, rubbers, scissors and a pencil case. Lead and coloured pencils are supplied for Kindergarten and Stage 1 (Years 1 & 2). Please check these items and restock on a regular basis.

YEAR 6 GRADUATION

Year 6 students have a Graduation Ceremony towards the end of Term 4 which is a celebration of the Eucharist followed by a morning tea with classmates, parents and staff in MacKillop Hall.

STATE HEALTH- THE FOLLOWING IS FOR YOUR GUIDANCE:

MUMPS	Exclude student for at least 9 days from the onset of the swelling. Contacts not excluded.
MEASLES	Exclude student for at least 4 days after the appearance of the rash. Unimmunised contacts should be kept at home for at least 14 days unless immunisation is given.
CHICKEN POX	Exclude for 5 days after the first spots appear or when blisters have all crusted. Contacts not excluded.
PEDICULOSIS (Head Lice)	Parents should understand that these are not a result of uncleanliness. Products are available from the chemist. Students are excluded from school until the head has been treated. The school should be notified.
IMPETIGO	See your family doctor. Exclusion until sores are being treated and are properly covered by a clean dressing.
CONJUNCTIVITIS	Exclusion until condition has been treated and discharge from eyes has stopped.
GLANDULAR FEVER, RINGWORM, VOMITING, DIARRHOEA	See your family doctor for exclusion time.
COVID-19	Students should not attend school if they are showing any symptoms. They should take a rapid antigen test (RAT).

State Health Publication No. (HPA) 9701431999

ST JOSEPH'S SCHOOL PRAYER

*Thank you God for the gift of our family,
friends and teachers.*

*Help us to make St Joseph's a peaceful
and loving school.*

May we smile and be accepting of others.

*Help us to cooperate, work hard
and to include others in our games.*

May we be grateful for what we have in our lives.

*Let us show care for those in need
and for our environment.*

St Joseph, pray for us.

St Mary of the Cross, pray for us.

St Patrick, pray for us.

OUR SCHOOL PROMISE

We, the pupils of St Joseph's School,
promise to be true to God,
to our Church
and to our school.

We promise to care for each other
and to work together
to make our school a good school,
a happy school,
a school in which we can take pride.

