



## *St. Joseph's School*

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# SCHOOL HANDBOOK



Dear families

On behalf of our staff and students, I warmly welcome you as prospective and enrolled families to St. Joseph's School. We trust the experiences ahead will be positive and rewarding.

We recognise that parents are the primary educators of their children and welcome your involvement and participation in the educational programs at school.

At St. Joseph's Sorrento we go above and beyond to ensure each student:

- is known and nurtured.
- has a personalised learning program designed for their individual learning needs.
- utilises well resourced, engaging and contemporary learning spaces.

We ask that you read this booklet and keep it as a reference, so that you are familiar with the operations of our school and are able to support and encourage us in the education of your child. Any changes to policy or procedures outlined in this handbook, will be advised through the school newsletter.

Please call us if you have any questions or would like to discuss anything with us.

Yours sincerely,

Monica O'Shannassy  
(Principal)



Our School Values of

## **RESPECT, HONESTY, TEAMWORK AND LEARNING**

build a culture of learning together and opportunity for all.

## **SCHOOL DIRECTORY**

Principal: Mrs. Monica O'Shannassy

Deputy Principal: Mrs. Megan Barber

Secretary: Mrs. Lucy O'Brien

Enrolment Coordinator: Mrs. Teresa Laird

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Office Hours: 8.30am – 4:00pm

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## St Joseph's is a Catholic School Community that:

- honours the **sacred dignity of each person**, believing that everyone can experience success and be supported to see their lives as being shaped by the God who is at work in all of creation
- **searches for truth**, continuously critiquing, questioning, inquiring, imagining and re-imagining themselves and their world in an ongoing engagement with Catholic beliefs and practices
- **embraces difference and diversity** as the context for dialogue, engagement and a deeper understanding of self, others and God
- **builds a culture of learning together** through collaboration, partnerships and life-giving relationships which enable all to flourish
- **engages with the deep questions of life**, constantly opening up spaces of meaning which engage Catholic faith with what matters most in the minds and hearts of the students
- **honours equitable access and opportunity for all**, with a particular commitment to those most in need
- **commits to achieving the highest standards possible** based on reflective practice, using data, research and evidence to ensure progress and growth in learning
- **makes a difference in the world**, inspired by the Gospel and led by the Holy Spirit to grow in virtue and act for justice and the common good.

### What is the role of families in Catholic School communities?

The three major contexts in which children learn are the family, the school and the community.

In choosing a Catholic school, parents enter a partnership focused on faith formation, learning and wellbeing.

Families are honoured in a Catholic school community

- Encounter through partnership – reverence for the innate dignity of the other
- Activating engagement – leaders, teachers, families and children each have a role to play
- Three-way learning relationship – parents, teachers and students working together

# Our Vision Statement

**As a vibrant Catholic learning community, we will develop engaged, independent and successful learners who will contribute to the world for the good of all!**

With this understanding:-

- We create a welcoming environment that fosters mutual respect and cooperation.
- We acknowledge the family as the first and constant influence in the education of faith and we nurture the family atmosphere by working in partnership with parents.
- We lead each child to an understanding that they are special and we aim to develop their gifts and talents to their full potential.
- We offer experiences which encourage children to participate in the Parish and develop their sense of belonging.
- In implementing the total curriculum, teacher will provide a balanced range of opportunities and experiences in all subject areas that will both encourage and prepare children for a rapidly changing world.
- We seek to foster the well balanced academic, social and faith development of each child.
- We create a community where children can work collaboratively with teachers, fellow students and family members to solve problems, share knowledge and develop responsibilities.
- We work towards developing positive self-esteem, assisting the children in becoming confident members of the wider community.

## ST. JOSEPH'S PRIMARY SCHOOL

### OUR HISTORY



St. Joseph's School at Sorrento has served the needs of the Southern Peninsula since 1932. In those early days, attendance at the school was less than 50, with a staff of two nuns. Now there are around 200 children attending our school. Over the years, the interior and exterior of the school has been modernised to provide a modern, flexible learning environment for the children, in a contemporary education setting

Lay principals have been leading the school since 1984 after 51 years of the school being served by the Sisters of Mercy. In 2022 Monica O'Shannassy was appointed the new St Joseph's Principal. Our Parish Priest is Fr. John McGinty OMI. Fr. McGinty is Parish Priest of St Mary's Star of the Sea Church. The assistant priest is Fr. .

The school is situated in the township of Sorrento on the Mornington Peninsula, surrounded by national parks and beautiful beaches. A peaceful and calm atmosphere is reflected in the environment of the school which is welcoming to all.

The school has an open door policy and encourages all to visit our school to meet the principal and to see our school in action. There are nine class groups housed in four flexible learning spaces. There is also a Library and Art room. Programs offered include Initial Lit and Mini Lit (Pre-graduate 1), Reading Tutor Program (grade 2 onwards), Levelled Literacy, Physical Education, Science, The Arts and L.O.T.E. (Italian). The school shares its grounds with the church and the faith life of the children is of prime importance in the school. St Joseph's also shares ownership of a swimming pool that enables the school to offer a comprehensive swimming program at no cost to the families, and with minimum disruption to the curriculum. The school provides a private bus service which runs from Truemans Road, Tootgarook to Sorrento.

All curriculum areas within the school were aligned with the Victorian Curriculum and currently includes all the domains across Discipline Based Learning, Interdisciplinary Learning and Physical, Personal and Social Learning. Extra Curricula activities include lunchtime optional activities, piano lessons, master art classes, robotics, choir and dance.

Children have access to the latest technology through interactive whiteboards, laptops, ipads and Chromebooks. Senior students have a 1:1 program, in which all students have a Chromebook to use both at home and school. All other students have 1:1 access to devices while at school.

We believe that our school has much to offer by being a small, family oriented community. We promote a welcoming atmosphere to all families and are committed to working with parents to bring about the best educational outcomes for our children.

## GENERAL INFORMATION

### ABSENCES

The regular attendance of children is expected. In case of sickness, keep your child at home and call the doctor if necessary. If your child is going to be absent or late please contact the school before 9:30 a.m. This can be done by phone, email or through Konnective. (see parent/school communication). If your child gets sick at school, you'll be contacted. It is important that the school has two emergency numbers to ring if you cannot be reached. The school should be informed of changes to emergency contact numbers, home or work phone numbers immediately. Any family who chooses to take a holiday during the school term are required to inform the school office, in writing; by email or letter.

### ACCIDENTS

Minor accidents are dealt with by teachers. Any accidents requiring medical attention will be brought to the immediate attention of the parents. If parents cannot be contacted the school will need to contact a relative or friend who can assist. In the event of an emergency, the principal will take responsibility for permission for medical treatment. All children who receive treatment in the sickbay are provided with a parent information slip. This will include the nature of the injury and the treatment provided.

### ASSEMBLIES

The children assemble once a fortnight to share events of interest and notable achievements. Classes are also rostered for a presentation.

Assemblies provide a means of regular contact between classes and with the Principal. Parents are always welcome to attend. Parents will be given a schedule for school assemblies at the start of each term.

### BEFORE AND AFTER SCHOOL CARE

St. Joseph's parents, in need of before and after school care for their children, access the program run by 'TheirCare' at Rye Primary School.

Our students are collected from this service in the mornings and dropped off in the afternoons by our school bus.

For more information about TheirCare visit their website [www.theircare.com.au](http://www.theircare.com.au)

TheirCare also run school holiday programs.

### BICYCLES

Children may bring bicycles to school provided that:

- an approved safety helmet is worn.
- no bicycle is ridden within school premises.
- The bike stored in the bike rack at school and is locked.

While all care will be taken regarding supervision of bicycles, no responsibility will be assumed by the school.

### BOOK CLUB

The opportunity is given for students to buy books through the Scholastic Book Club. Information regarding this service is sent to parents without obligation.

## **BUDDIES**

Each prep student is assigned a senior student “buddy”. The buddies do a variety of activities together during the year. The “buddy system” gives the seniors the opportunity to exercise their leadership qualities. The system also provides each prep student with important contact people during the first years of primary school.



## **BUSES**

The school has a contract with O’Shannessy’s to provide daily transport to and from school for our students. The school bus is available to families who live more than 4.8kms from the school and where St Joseph’s is their nearest Catholic Primary School. To be eligible to use the bus, children must have a current Bus Conveyance Allowance. Conveyance Allowance forms are available from the office. These must be completed before your child starts to catch the bus. Non-eligible children are able to use the bus service but there is a charge involved.

## **CARPARK– SCHOOL DROP OFF and PICK UP**

We ask all parents, who drive their children to school, to use our valet drop off and pick up system.

### Morning—valet drop off

- Enter via the gate nearest to the church
- Do not exceed a 5kph speed limit in the school grounds
- Drive to the far end of the playground where staff members will be waiting to assist your child from your car.
- Exit via the gate nearest to the school

Parents are not permitted to park on school grounds.

Children who arrive at school by bus, riding their bike or walking, enter the school via the driveway at the Sorrento Main Street end of the school.

### Afternoon—valet pick up

- Enter via the gate nearest to the church
- Do not exceed a 5kph speed limit in the school grounds
- Drive to the far end of the playground where staff members will be waiting to assist your child into your car.

Parents are not permitted to park on school grounds.

Children who travel home by bus, riding their bike or walking, leave the school grounds via the driveway at the Sorrento Main Street end of the school

We ask parents not to park in the staff parking bays at the front of the school.

We encourage one way traffic on Constitution Hill Road. Please approach the school from the Coppin Road end and turn left towards Sorrento shops when leaving the school grounds.

## **First days of Prep**

We understand that prep children, and their parents, can be a little anxious on their first few days at a new school, we therefore make alternate arrangements to our valet system for the first few weeks. Prep parents will be informed of these arrangements prior to the start of the school year.

## **CHANGE OF ADDRESS**

The school must be notified immediately if there is a change in address, email or phone number. This is to ensure contact in the case of an emergency



## **COMMUNITY CONNECTIONS**

At St Joseph's we value and encourage connections with our Community. We are committed to being an outward facing community. The staff and students are committed to supporting those in our local, wider and global community. We have strong relationships with many community groups and always welcome new connections.

## **COURT ORDERS**

In the event where a current court order applies to children at the school, the custodial parent is obliged to present the school with a copy of the court order to ensure that the school is aware of any custody arrangements. Where there are no court orders in place and parents are separated, the school needs to be notified of current mutual access arrangements.

## **CURRICULUM DAYS**

School principals, after seeking approval from the Melbourne Archdiocese of Catholic Schools are responsible for the number and timing of school closure/pupil free days. Parents are informed of these closures well in advance.

Pupil free days are used for the following purposes:

- teacher professional learning;
- curriculum development and planning;
- student assessment and reporting

Individual teachers and groups of teachers can attend professional learning opportunities throughout the year. On these occasions, replacement teachers are employed to take the class of teachers involved.

## **DOGS and PETS**

In the interests of child safety and for all who use the school, pets are not permitted on school grounds at any time unless permission has been granted by the Principal and, or the Classroom Teacher.

## **EARLY COLLECTION OF CHILDREN FROM SCHOOL**

If children are to be collected early for dental, medical appointments etc, the classroom teacher needs to be notified by the parent in the morning. When collecting the child, the parent must come to the office and sign the In/Out Student Register. The child being collected will then be called to come to the school office.

## **EMERGENCY INFORMATION**

Information needed in the case of emergency is kept in the School Office. This information needs to be updated constantly, therefore it is important that any alteration of contact persons, phone numbers or addresses be brought to the attention of the school immediately.

## **ENROLMENTS**

Applications for enrolment of pupils for the following year's Prep class are called during Terms 1 and 2. Parents are notified about new enrolments through the school newsletter and on kindergarten notice boards. Children may be enrolled to start school in February of the year in which they turn five, provided their birthday is on or before the 30th April.

## **EXCURSIONS and INCURSIONS**

Excursions and incursions take place in each grade of the school. They are invaluable in stimulating the children's interest and are always preceded or followed up by class work relating to the excursion. It is expected all children will normally take part in these activities.

Parents will be notified in writing, when teachers plan for students to leave the school grounds. A mobile phone accompanies any group offsite or on excursions, in order to provide immediate communication with the school or emergency services.



## **HEALTH EXCLUSION TABLE**

Your child's health is very important. If a child is sick, he/she should not attend school as it slows down recovery and prevents learning (further information is available from school).

<b>Chicken Pox:</b>	Excluded until fully recovered or for at least 5 days after the eruption first appears.
<b>Measles:</b>	Exclude at least 4 days after onset of rash.
<b>Rubella (German Measles):</b>	Exclude until fully recovered or for at least four days after onset of rash.
<b>Impetigo (School Sores):</b>	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
<b>Head Lice:</b>	Exclude until appropriate treatment has commenced.
<b>Hepatitis A:</b>	Exclude until a medical certificate or recovery is received, but not before 7 days after the onset of jaundice or illness.
<b>Hepatitis B &amp; C:</b>	Exclusion is not necessary.
<b>Mumps:</b>	Exclude for 9 days or until swelling goes down (whichever is sooner).
<b>Influenza illnesses:</b>	Exclude until well.
<b>Ringworm:</b>	Re-admit the day after appropriate treatment has commenced.
<b>Scabies:</b>	Re-admit the day after appropriate treatment has Commenced

## **HEAD LICE**

Head lice are common in children. Head lice are small insects that live on the scalp and lay eggs (nits) on the hair and make the scalp itchy. Please check your child's hair regularly. Parents will be notified if the school suspects your child has head lice. Parents are responsible for the treatment of head lice. Children with head lice can be readmitted to school after head lice treatment has commenced.

## HOUSE TEAMS

Children are divided across four house teams. If your child has older brothers or sisters in the school, he/she will automatically go into that team. The teams are:

**Mannix (Green):** *Archbishop Daniel Mannix was Archbishop of Melbourne from 1917 to 1963. He invited the Oblates to take charge of the Sorrento parish and he opened St. Joseph's School in January 1932.*

**Mazenod (Blue):** *St. Eugene de Mazenod was the founder of the Oblates of Mary Immaculate in 1826. The Oblates have been in charge of this parish since 1926.*

**McAuley (Red):** *Catherine McAuley was the founder of the Sisters of Mercy. From 1932 until 1983, the principal of St. Joseph's was a Sister of Mercy. The Sisters taught in the school until 1995.*

**Bunurong (Yellow):** *The Bunurong people were the custodians of the Mornington Peninsula for 60,000 years before white settlement.*

## IMMUNISATION CERTIFICATE

The Health Act obliges the school to collect an Immunisation Certificate from all children at the time of enrolment. This certificate is to be obtained by parents from Medicare.

## INSURANCE

The school has taken out a blanket Student Accident Insurance with Catholic Church Insurances covering the total school enrolment. This policy covers students "whilst at school" only - that is, on the school premises during school hours and whilst participating in school camps or authorised activities away from school. It does not include travel to or from the school.

There is no additional cost to parents as this expense is built into the Student Levy Fee Structure. Full policy details are available from the school upon request.

## INTERNET AND STUDENT PHOTOGRAPHS

An "Digital Technology and Acceptable Use" policy, is in place at the school. Children not adhering to the policy will lose the right to use devices, email and Internet.

A "Permission To Publish" form is signed by parents before student photographs are used in school publications. This will be sent home in Term 1 of each school year.

## LUNCHES

You are asked to give your child their lunch in a lunch box if possible. It would be helpful if children bring their water in plastic drink bottles. It is important that each child has an amount of lunch that can be eaten comfortably in the time allowed (10 min).



We encourage parents to provide a nutritious and healthy lunch. The school has minimal waste collection as part of our sustainability accreditation. All wrapper and throw away containers need to be taken home for disposal. We strongly encourage 'NUDE FOOD.'

## **MEDICAL CONDITIONS INCLUDING ASTHMA and ANAPHYLAXIS**

The school keeps a register of all students who have a diagnosed medical condition. This register is updated regularly. If your child has a medical condition we ask that you keep us up to date with their condition especially if the condition or the treatment changes.

All staff are made aware of the students who are on this register.

**ANAPHYLAXIS**—If your child suffers from anaphylaxis, you will be required to provide an **Anaphylaxis Action Plan** before your child starts school. This plan must be kept up to date and the school must be informed immediately if there are any changes to this plan. You will also be required to provide the school with an Auto Injector (Epipen) and to replace this before it reaches its expiry date (you will receive a reminder about this). The school also keeps spare Epipens in the sick bay and there is always an Epipen available in the playground during lunch and recess, and on all excursions, camps and sports days.

Staff undergo regular training in Level 2 First Aid and complete a separate accredited module in recognising and responding appropriately to an anaphylactic reaction, including Epipen training.

**ASTHMA**—If your child suffers from asthma you will be required to provide the school with an up to date Asthma Action Plan. These plans are displayed in the sickbay. You are also welcome to provide the school with your child's personal inhaler (e.g. Ventolin) and spacer (if they need one). These are kept in the sick bay with your child's name on it. The school always has supplies of Ventolin and spare spacers. Spare Ventolin is also taken on all excursions, camps and sports days.

## **MEDICATION**

The school acknowledges that certain students may require prescribed medication during the school day to function as near to their potential as possible. The school also realises that the administration of prescribed medication by the parent, legal guardian of the child, or by appropriate medical authorities is not always possible at the prescribed time during the school day. The school will only administer prescribed medication if the parent or guardian completes and signs a medication administering form, which is available from the school office. The medication prescribed for the student must come in the original container and must be labeled. There will be no changes in the dosage or the times medication is administered without the written permission from the doctor or parent or guardian.

Where possible medication at school should be avoided. It is suggested that the parent or guardian discuss possible alternatives to medication at school with your doctor or keep the child at home during the course of the medication.

## **MONEY**

All money sent to the school for fees or any school activity should be in an envelope, clearly marked with your child's name and what the money is for. Please do not send large amounts of cash to school with children. *We cannot be responsible for money lost in transit.* We do not keep cash on the premises, so rarely have change available.

## **MOBILE PHONES, PORTABLE GAMING and MUSIC PLAYERS**

Mobile phones are not to be used at school. Parents are advised to contact the school office if a message is to be passed on to their child. Portable gaming and music players are not to be brought to school by children.

## **NEWSLETTERS**

A school newsletter is compiled and emailed to every family fortnightly. This newsletter is the major communication link between school and home and contains information of coming events and other matters we wish to bring to your attention. Please read the newsletter carefully and keep it for referral. Contributions from children, teachers and parents are always welcome; the deadline is 9.00 on the day of publishing. A small number of newsletters are printed and are available at the school office. The newsletter is also available on the school's website.

## **PARENTAL INVOLVEMENT**

Parents make an important contribution to the life of the school and there are many opportunities available for parent involvement. A most valuable assistance to the school is provided by Classroom Helpers who support literacy in the early years P-4 classrooms. Other opportunities for parental involvement include: class reps, excursions, swimming, School Advisory Council and the Parents and Friends. A current Working with Children Check is required for all forms of parent involvement; these can be applied for on-line and are free for all volunteers.



## **PARENTS & FRIENDS ASSOCIATION**

The Parents & Friends Association is the main formal avenue for parental involvement and participation in the life of the school. It strives to promote the welfare of the school community and stimulate interest in the school. The two primary purposes of this group are to hold social gatherings for families to get to know each other and functions which raise funds for the school to purchase equipment above and beyond the scope of the normal school budget.

Parents are invited to become a member of the P and F or to assist with events and functions.

## **PARENT/SCHOOL COMMUNICATION**

Konnective is a mobile app solution that allows us to communicate with parents, quickly and efficiently. At St. Joseph's we use Konnective to send out important information to parents; eg alerts, changes of dates, parent notices, etc. It also allows parents to communicate with us; eg, absent children, parents running late, etc. When your child starts school you will be given instructions on how to register .

## **PARENT/SCHOOL PARTNERSHIPS**

At St. Joseph's. we value the school and the home working closely together. Parent ideas, suggestions and feedback form an important part of this relationship. This feedback is both formal, through surveys, etc, and informal. Informal, can be contacting the Principal. Deputy Principal or teaching staff so they can forward this on. All ideas and suggestions are valued.

## **PARENT/TEACHER/STUDENT MEETINGS**

Parent/Teacher/Student meetings represent a perfect opportunity for parents to play an active role in their child's education. At St Joseph's Parent/Teacher/Student interviews are held formally in term one and term 3 each year. They provide an opportunity for parents to discuss the progress of their children and any concerns that either the teacher or parent may have. Teachers are also available at other times to discuss your child's educational growth. However, parents are asked to see the teacher and make an appointment for an interview, stating the reason for this request. This ensures that the teacher is available and can prepare so that the interview is profitable for all concerned.

## **PHOTOGRAPHS**

In common with most schools, class and individual photographs are taken each year. Parents are given the opportunity to choose a package and pay for the package before photographs are taken. (but are under no obligation)

## **REPORTING STUDENT PROGRESS TO PARENTS**

Reporting student progress to parents involves:

- Parent/Teacher/Student interviews held Term 1 and Term 3
- Written Progress Reports– published mid-year and at the end of the year. Reports are accessed through our Parent Portal.

## **RETURN OF NOTES**

All items that are to go to the office (absentee notes, permission slips, etc.) are to go via the classroom message box.

## **SACRAMENTAL PROGRAM**

The partnership role of parents, school, priest and parish for the effective preparation of each student is at the heart of our Sacramental Program. Children in Grade 3 are given the opportunity to participate in the Sacrament of Reconciliation for the first time. Children in Grade 4 are invited to participate in their First Communion and children in grade 5/6 are provided the opportunity to celebrate the sacrament of Confirmation every second year.

The immediate preparation, for each of the three sacraments mentioned above, will involve the parents, Parish and teachers. Parents who wish their children to receive the sacraments will be required to attend preparation nights and a Commitment Mass. At each of these sessions, there will be instruction from the priest/sacramental team on some aspect of the sacrament, and an explanation to parents about how to support their child's preparation. Active participation by parents is seen as essential to the effectiveness of the program.

## **SCHOOL COMMENCEMENT TIME**

School starts at 9.00am. Classes finish at 3.30pm each day. Parents need to ensure that their children arrive at school in time to unpack their belongings and are ready for the start of school. We ask children not to arrive before 8.30am.

Lateness for school is unacceptable. Late comers cause disruption to the start of the school day for the class, miss important instructions and create an unnecessary additional workload for teachers and school office staff. Children who are late often experience anxiety and stress. All Children who arrive late for school must be signed in at the front office.



## **SCHOOL FEES**

School fees are determined by the principal and Catholic Education Melbourne and are reviewed annually. Wherever possible the increase in school fees is kept in line with the CPI.

The tuition fee is charged yearly and may be paid by instalments. These funds are paid into the school's General Account which, together with State and Commonwealth monies, is used to pay teachers' salaries, maintenance costs, recurrent costs such as electricity, etc.

The building levy is charged yearly and may be paid by instalments. This levy is used to offset the costs involved in meeting our ongoing capital expenditures.

The composite levy is charged yearly and may be paid by instalments. This money is used to pay for materials, textbooks, excursions and other requisites.

Direct Debit and Credit Card facilities are available for paying school fees.

If at any time there are concerns in regard to fee payment, please do not hesitate to contact the school principal.

## **SCHOOL HOURS**

8:45 - 9:00	Valet drop off
9:00 - 11:00	Classes
11:00 - 11:30	Recess
11:30 - 1:30	Classes
1:30 - 2:30	Lunch
2:30 - 3:30	Classes
3.20—3.30	Valet pick up

## **SCHOOL NURSE**

The Health Department makes available a school nurse who carries out examinations of all children (with parental consent) in their first year of school. Specific information will be made available at the time of her visit.

## **SECONDARY EDUCATION**

Children are able to receive a Catholic Secondary Education by enrolling at Padua College. This is our regional Catholic Secondary school with campuses at Rosebud, Mornington and Tyabb. Information about Padua can be found on their website: [www.padua.catholic.edu.au](http://www.padua.catholic.edu.au)

## **SIGN IN/SIGN OUT REGISTER:**

On occasions children may need to be collected from school during school hours.

Parents are asked to notify the school prior to the child being collected; who will be collecting the child and when. On arrival at the school, the person collecting should report to the office to complete the Sign in/Sign out Register. Following completion of the Sign Out register the child will be called to the school office.

## **SPORTS**

Children in the senior section of the school participate in a variety of inter-school sports.

St. Joseph's is a member of the Victorian Primary Schools Sports Association.

Through our involvement with this Association, students are able to be involved in District, Regional and State events.

## **STUDENT BEHAVIOUR POLICY**

[Student Behaviour Policy](#) practices aim to develop responsible self discipline and respect among students. Specific, observable rules are established for the classroom and playground. Positive consequences are established for students following school rules and a logical series of consequences are put in place for inappropriate behaviour.

- **CLASS RULES** that students from Prep – Grade 6 must follow at all times. Rules are to be displayed in every classroom.
- **SUPPORTIVE FEEDBACK** that students will receive for following the rules. Most student behaviour interaction will be supportive feedback.

The rules in our school are:

1. Follow directions
2. Use hands, feet and objects in a safe way (Safe Hands—Hands Off)
3. Listen to the speaker without interrupting
4. Move safely at all times
5. Use equipment with care
6. Speak appropriately. (No swearing, yelling or put-downs. Use manners).

The policy is available on our website or at the school office.

## **ST. MARY'S/ST. JOSEPH'S CARE**

A group of parents operating through the Parents & Friends and Parish, offers support to families in need. Families may require assistance for many reasons; sickness, accident, birth of a new child and being new to the school.

Parents for Parents aims to provide support according to need and circumstance; transporting children, providing a meal or making contact with a new family.

## **STAFF MEETINGS**

Staff meetings are held two afternoons each week from 3:30 to 5:00pm. Parents are reminded that teachers will not be available for interviews after school on these days. You will be informed of these days early in the school year.

## **STUDENT BIRTHDAYS**

While it is not necessary to celebrate birthdays at school we understand that parents often want to celebrate their child's birthday with their class. Please speak to your child's teacher regarding any food allergies or intolerances and provide a list of ingredients.



## **STUDENT WELLBEING**

Student Wellbeing is a whole school approach in partnership with parents and the wider community. St Joseph's makes every effort to provide a safe and supportive environment so that students feel safe and are free from harm.

## **STUDENT ACTION COUNCIL**

The S.A.C. is made up of student representatives from each grade. The S.A.C. meet regularly with the Wellbeing Leader to discuss future directions/actions for the school.

## **SUNSMART**

Children are required to wear a wide-brimmed school hat in the playground in 1st and 4th terms. Children who do not have a wide-brimmed school hat on these days and on any other day, when the sun poses a threat to their health, will be required to sit in a sheltered area. Parents are expected to ensure that children have a hat at school at all times during the first and fourth terms.

## **SWIMMING**

We share an outdoor swimming pool and equipment with Sorrento Primary School, during first and fourth terms. Students in grades Prep—4 have lessons in our shared pool. Students in years 5 and 6 have eight intensive sessions over three weeks at the Peninsula Aquatic Centre, Rosebud. The programs we teach are based on the Aquapac Lifesaving Society and the Victorian Auswim Association. We expect that parents will ensure that all children fully participate in the swimming programs.

## **TERM DATES and PUBLIC HOLIDAYS FOR 2022**

TERM 1	Monday 31st January—Friday 8th April
TERM 2	Tuesday 26th April—Friday 24th June
TERM 3	Monday 11th July—Friday 16th September
TERM 4	Monday 3rd October - Tuesday 20th December
Labour Day—Monday 14th March	ANZAC Day—Monday 25th April
Good Friday—Friday 15th April	Queen's Birthday—Monday 13th June
Easter Sunday—Sunday 17th April	Cup Day—Tuesday 1st November

Parents will be notified of school closure days (usually once a term) well in advance.

## **“TREASURED” POSSESSIONS**

Expensive or “treasured” possessions - toys, computer games, expensive watches, and so on - should not be brought to school. Children become very upset if such items are damaged or misplaced. School can not be held responsible for lost or damaged possessions.

## UNIFORM

The following is the full and correct uniform for students at St. Joseph's.

### Summer Uniform

School hat  
School jumper  
Black School shoes  
Summer dress  
Navy Skort  
Navy pleated shorts  
Blue short sleeve shirt  
Navy socks

### Winter Uniform

School Jumper  
Black School shoes  
Blue long sleeve shirt  
Winter tunic  
Navy pleated pants  
Navy tights or socks  
School Beanie (opt)

A school rain jacket is also available

### Sport Uniform

School rugby top  
School polo shirt  
Navy Rugby shorts  
White socks  
Athletic shoes (runners)  
Navy tracksuit pants

- Summer and Winter uniform may be worn at any time however; children may not wear a combination of summer and winter uniforms.
- School shoes are considered to be shoes made of leather or synthetic leather only. Black runners and leisure footwear are not acceptable.
- Athletic shoes include runners and cross trainers. (Not basketball boots)
- Sport uniform will be worn on 2 designated days per week.
- Jewellery is restricted to stud or sleeper earrings. For safety reasons necklaces and bracelets are not to be worn,
- Children are to use the St. Joseph's school bag.
- A note from parents to explain non-compliance is expected.
- St. Joseph's has a second hand uniform shop that stocks a range of high quality second hand uniforms.
- Hair that is longer than the collar line must be tied back (this applies to all students).



### **VISITOR'S SIGN IN**

All parents, friends, trades people and delivery personnel are asked to sign in at the school office upon arrival during school hours and register their name and time of arrival. On leaving the school, visitors must sign out.

### **WET DAY- INCLEMENT WEATHER PROCEDURE**

On wet, extremely hot or windy days, children spend their lunch break and morning recess in their classrooms under supervision. The students engage in quiet activities, e.g. games, reading. Students are dismissed at the normal time.

### **WORKING WITH CHILDREN**

In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm.

The Working with Children (WWC) Check creates a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

All volunteers/parent helpers at St Joseph's, who are working with children, need to have a current WWC Check. This includes helping out in the classroom, special days or offsite activities such as excursions, sports days, etc.

