



ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL CHARLESTOWN

PARENT HANDBOOK



Truth in Christ



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From the Principal – Mrs. Kate Drake

St Joseph's is a Catholic school and at the heart of everything we do is Jesus Christ. We look forward to welcoming your family into our community and hope that your child's learning journey will be happy, fruitful and unique.

Catholic schools offer students the opportunity to learn and develop in an atmosphere characterised by care. We aim to form students and graduates as young men and women who are able to make an active, worthwhile contribution to the world in which they live. We celebrate our heritage and faith together with our wider Parish communities

The staff at St Joseph's are committed to providing a truly Catholic education. Our faith permeates everything we do. We aim to develop your child socially, academically and spiritually. Our mission is to be faith role models to the children in our care. Children learn through experience and our aim is to provide your child with an authentic experience of the catholic values of compassion, honesty, justice, hope and love.

The education of a child begins in the home but upon commencing school we work to build a relationship with yourselves to ensure the best learning outcomes for your child. A most effective school is one where parents and teachers work in partnership.

Children learn in a variety of ways and our teaching staff aim to match their delivery of the curriculum to your child's needs. Learning should be enjoyable and challenging. St Joseph's Catholic Primary School Charlestown commits to:

- nurturing each individual's growth in faith and unique potential
- offering outstanding educational experiences founded on Catholic values
- fostering partnership between parents and staff in the education of their children
- creating communities of respect for each other, the wider society and the earth
- encouraging active engagement in social justice issues, the service of others and the promotion of peace.

Catholic schools are part of a long tradition of Catholic education provided by religious and lay teachers in Australia and this diocese for over 180 years. They fulfil parents' rights to choose the schooling for their children which reflects their own values, beliefs and hopes.

The founding Sisters of St Joseph built and developed St Joseph's Catholic Primary School based on the teachings of Jesus. It is now our responsibility to continue this tradition and to ensure that the message of Jesus is practical, relevant and authentic in the years ahead.

Thank you for allowing us to be part of your child's learning journey. We consider this a privilege.

SENDING YOUR CHILD TO A CATHOLIC SCHOOL

The rewards of sending your child to a Catholic school

When you send your child to a Catholic school there is a sense of belonging: being in a community. At St Joseph's, we value the tradition, scripture, religious education, celebration and sacrament that are part of being in a Catholic School. We are passionate in the mission of teaching the knowledge component of our faith, as well as being part of students', and their families', faith formation in today's social climate.

At St Joseph's, we aim to educate the 'whole child'. Our school beautifully integrates spirituality into the everyday life of our students, and we do so in subtle ways across all areas of the curriculum: on the sporting fields, in our disciplinary policies, in our social justice programs, in school liturgies, and in daily prayers and meditation time. Children are given time and space to reflect on what Christ's message means to them. This culture in our school reinforces our values: compassion, respect, love, humility and forgiveness. Jesus' message of love is lived out in a Catholic school in many ways.

The sense of community that is evident in our school enriches our lives. Teachers, administrators, parents and students share a special bond and commitment. Each family within our school, experiences the love and support from our school community. Not everyone in our school community is Catholic, but the universal message of Christ's love binds us to each other.

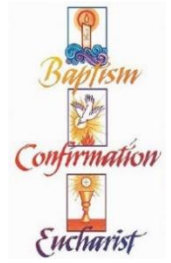
What do Catholics Believe?

- A belief that begins with Jesus
- A belief that breaks bread together
- A belief that understands the power of symbols
- A belief that to be human is to forgive
- A belief that prayer gives life
- A belief that trusts the world is graced
- A belief that works for justice for all
- A belief that includes all



SACRAMENTAL PROGRAMS

The parish runs sacramental programs for children in Year 3 to make their First Reconciliation, Confirmation and receive their First Eucharist through the local Parish office Sacramental Program. Children in all classes from Kinder to Year 6 learn about the Sacraments in accordance with the Diocesan Religious Education Policy.



When you enrol your child at St Joseph's Charlestown

Our school is built on faith, respect and compassion where all concerned (students, staff, parents and the parish community) take an active part in the school and work together to provide the best possible education for all children.

When enrolling your child at St Joseph's Catholic school you understand that:

1. This school is a Catholic School in which education in faith has a privileged place along with the pursuit of excellence in academic and general education. All students take part in Religious Education Programs. This school also provides other opportunities for its students to express and deepen their faith, at Masses, special celebrations, Parish Sacramental Programs, in Prayer, in Christian service and witness and in the entire school environment and atmosphere. Ideally, the work of the school in this regard is based upon home life and is supported by it.
2. Politeness and respect for others are a necessary part of school life.
3. While travelling, students are to be polite, well-mannered and responsible.
4. Regular attendance at school and at all lessons is essential.
5. Full school uniform is to be worn as designated.
6. The school is a non-profit organisation where all parents share expenses, and so all pay fees. Concessions can be arranged with the principal, particularly in difficult circumstances.

Parents are 'the first and principle educators' of their children. The Catholic School is called to assist in the evangelisation and education of the children of the Catholic community.

Parents are asked:

To support, to the best of their ability, the goals of the Catholic School – Catholic beliefs, values and practices.

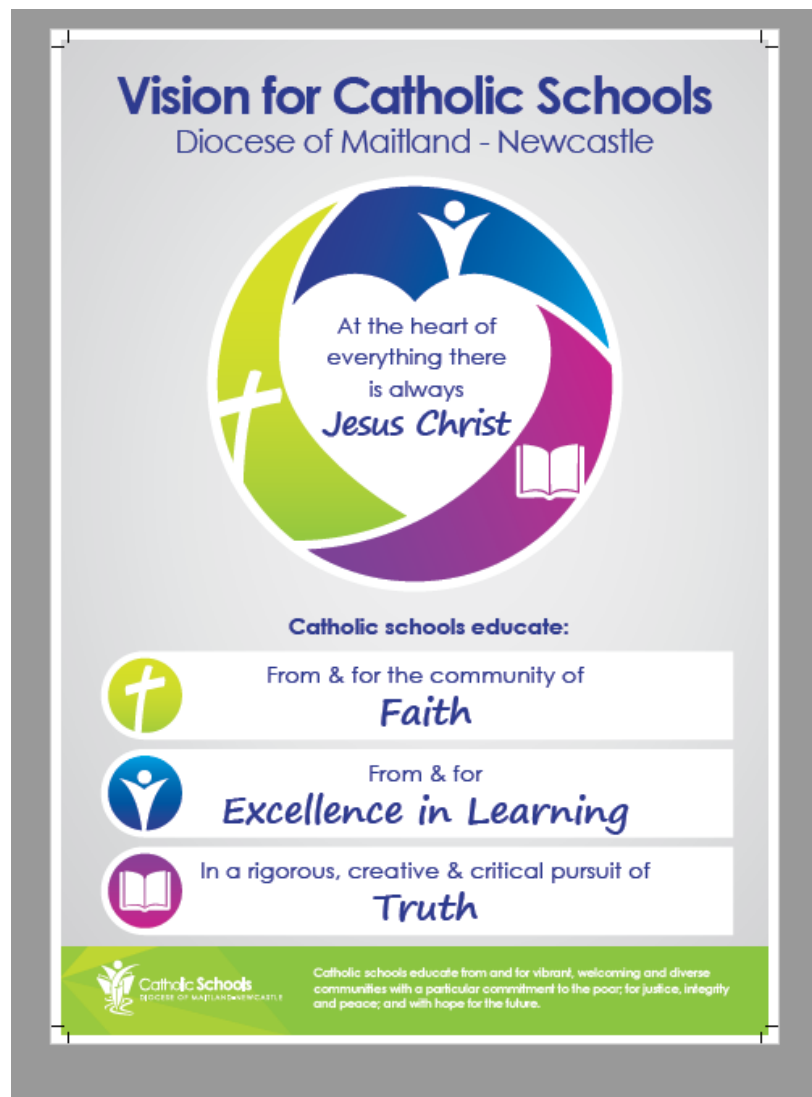
To ensure, to the best of their ability, that their child observes the expectations and regulations established by the school, to enhance the development of their child spiritually, academically, culturally and physically.

To observe various regulations which have been established for the common good within the school (e.g. notification of pupil absences, observance of quarantine periods for certain illnesses, etc.).

To demonstrate their belief that parents and teachers are partners by supporting the proper authority of the Principal and staff.



Diocesan Vision Statement



“School can and must be a catalyst, it must be a place of encounter and convergence of the entire educating community, with the sole objective of training and helping to develop mature people who are simple, competent and honest, who know how to love with fidelity, who can live life as a response to God’s call, and their future profession as a service to society.”

(Pope Francis, Address to the Students of the Jesuit Schools of Italy and Albania. June 7, 2013)

St Joseph's Catholic Primary School, Charlestown



LEARN

Provide a quality education that fosters academic excellence, and values student diversity

LOVE

Develop Christ centred, respectful and loving relationships with others

SERVE OUR COMMUNITY

Show our faith in action through service to others and stewardship of our environment

S

STRIVE HIGH

Do your best
—
Learn and let others learn
—
Make good choices
—
Care for your appearance

J

LIVE LIKE JESUS

Be honest
—
Include others
—
Play fairly
—
Use kind words and actions (hands off)

C

CARE FOR OUR ENVIRONMENT

Care for belongings
—
Keep our school clean
—
Care for our surroundings

Symbolism of our School Emblem

The Poppet Head recalls the mining history of the Charlestown area.

The Waterfall reminds us of the Flaggy Creek Waterfall above Glenrock Lagoon, a beauty spot of the local natural environment.



The 'SJ' represents the Sisters of St Joseph of Lochinvar, who have worked in the Charlestown area since 1927.

The 'M' symbolises the Charlestown parish of St. Mary Immaculate.

Binding together all these elements is the large sign of Christ and the motto reads.

TRUTH IN CHRIST

General Information

ADDRESS: 32 Shelton Street

Charlestown

NSW 2290

CONTACT NUMBERS:

St. Joseph's Catholic Primary School:

Telephone: 4943 5414

Fax: 4942 3218

Email: admin@charlestown.catholic.edu.au

Webpage: www.charlestown.catholic.edu.au

MacKillop Parish Office:

Parish Priest: Father Tony Potts

Telephone: 4943 4153

St Nicholas - Out of School Hours Care (O.O.S.H.):

St Nicholas OOSH General Operations Manager: Tracey Sweetman

Mobile: 0429 435 571 (Charlestown OOSH mobile)

Email: charlestown@stnicholasoosh.org.au



School Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.55 - 11.00am	MORNING BLOCK				8.55- 11.30am
11.00- 11.50am	LUNCH				11.30- 12.20pm
11.50- 1.30pm	MIDDLE BLOCK				12.20- 1.30pm
1.30- 2.00pm	RECESS				1.30- 2.00pm
2.00- 3.00pm	AFTERNOON BLOCK				2.00- 3.00pm

Classes begin at 8.55am and finish at 3.00pm

Friday lunch is later than Mon-Thurs due to the demands on the canteen on this day.



Our Staff

Parish Priest

Our Parish Priest is Father Tony Potts. Fr. Potts is an integral part of the life of our school. He plays a key role in working with the teachers to build a spiritual dimension to our school.

Executive Team

Our School's Executive Team consists of the Principal, Assistant Principal, Religious Education Coordinator and the Primary Coordinator.

Class Teachers

There are twelve classes from Kindergarten to Year 6. Among the teachers is a wide range of experience and skills. We also have a specialist music teacher who provides relief from face to face teaching for all members of the teaching staff.

Support Teachers

We have other teachers who are allocated to our school to provide further support to the classroom teachers. These include: Teacher Librarian, Learning Support Teacher (LST) and English as a Second Language teacher (EAL/D).

Learning Support

We have a number of Learning Support Assistants (LSA's) who play a valuable role in assisting teachers and children in the classrooms and library offering a variety of programs.

Clerical Staff

Our clerical staff members are available from 8.30am to 3.30pm Monday to Friday to ensure your enquiries to the office are dealt with as efficiently as possible.

Parent Volunteers

Parents are welcome to take on many voluntary roles throughout our school. This ranges from interaction in the classroom, joining our Parents & Friends Association, to working in the Learning Hub and canteen.

Child Protection

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a parent sending your child or children to a Diocesan school, you should be aware of your rights and obligations in protecting your child and all children in our schools.

The Children and Young Person's (Care and Protection) Act 1998

In NSW we are able to report certain information to Family and Community Services (FaCs). If we are concerned for one of more of the children in the school, we can discuss our concerns with a teacher, Assistant Principal or Principal. We can report our concerns to the FaCS Child Protection Helpline (Ph. 133 627, 24 hrs/7 days) if we have reasonable grounds to suspect that a child or young person is at risk of significant harm and our concerns are current. Risk of significant harm may occur from a single act or omission or to a series of acts or omissions.

It is better to be safe than sorry, so if we're uncertain, talk to a staff member at the school.

Part 3A of the Ombudsman Act 1974

Part 3A Ombudsman Act 1974, defines Diocesan schools as a 'designated non-government agency' and as such we must have systems for preventing, reporting (to the Ombudsman) and investigating reportable conduct.

All staff and volunteers in Diocesan schools fall within the scope of Part 3A and may be investigated for alleged 'reportable conduct' which includes sexual offenses, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children.

The Office of Safeguarding is the Diocese's specialist child protection service who works with the Ombudsman to ensure the Diocese meets its obligations under Part 3A.

As a parent, if you learn about a staff member or a volunteer working in the school without a Clearance, you should talk with the Principal or Assistant Principal as soon as possible. If you believe that nothing is being done about your concerns, you can contact the Office of Safeguarding @

<https://officeofsafeguarding.org.au/>

Diocese of Maitland-Newcastle Reporting Policy

As a parent you can report any concerns you have for a student, or group of students, to our principal, assistant principal or directly to the Office of Safeguarding (02) 4979 1390

<https://officeofsafeguarding.org.au/>

As parents you are entitled to contact the Office of Safeguarding about any concerns you have about the safety, welfare or wellbeing of a child or if you are concerned that the school isn't addressing allegations of reportable conduct or abuse.



Key Learning Areas

The curriculum of the Catholic School is structured around the seven Key Learning Areas (KLA's):

Religion	Jesus and Scripture, History and Beliefs Celebration and Prayer Justice and Morality
English	Speaking and Listening (communicating) Reading and Viewing Writing and Representing Grammar, Punctuation ,Vocabulary and Spelling Handwriting and Using Digital Technologies Thinking Imaginatively and Creatively Expressing Themselves and Reflecting on Learning
Mathematics	Working Mathematically Number and Algebra Measurement and Geometry Statistics and Probability
Science & Technology:	Working Scientifically Design and Production, Living World, Material World Physical World Earth and Space Digital Technologies.
H.S.I.E. (History/Geography)	Change and Continuity Cultures, Environments, Social Systems and Structures
Creative Arts	Music, Dance, Drama and Visual Arts
Personal Development, Health & Physical Education	Health Education, Physical Education and Personal Development

All schools are required to ensure that all students engage in a substantial study within each of the seven Key Learning Areas each year and that priority is given within these Key Learning Areas, to the achievement of strong competence in Literacy and Numeracy.

ASSESSMENT

Assessment is an essential component of the teaching and learning cycle. Assessment for, assessment as and assessment of learning are approaches that enable teachers to gather evidence and make judgements about student achievement. These are not necessarily discrete approaches and may be used individually or together and formally or informally. (NESA 2017)

Formal and informal assessment strategies are employed by staff across the school with a school wide plan for assessment data collection and tracking of student progress. Communication with parents and carers is valued and regularly engaged via parent interviews, parent information evenings and feedback on student progress through Semester Reporting.

REPORTING

Formal reports are sent home twice per year, at mid-year and at the end of the school year. These reports follow the National Reporting system of A to E grading. Following each reporting period, parents are given the opportunity of a formal interview session with their child's class teacher. It is important to note that at St. Joseph's we encourage parents to speak to teachers whenever you feel it is required. Please make an appointment so the teacher has the time to spend with you.

Years 1 – 6 Common Grading Scale

A	The student has extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
B	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
C	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
D	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
E	The student has an elementary knowledge and understanding in few areas of content and has achieved very limited competence in some of the processes and skills.

Kindergarten (Early Stage 1)

Students in Kindergarten have the opportunity of receiving a report without an A–E grade. A report will be developed that provides you with information about your child in the first year of school, Early Stage 1, in relation to his/her progress, learning habits and social development. The achievement grading scale for Kindergarten includes: working below stage level, working at stage level and working above stage level.



FINANCIAL INFORMATION

Financing a school in the Diocese of Maitland-Newcastle is a complicated process. Essentially, the sources for funding are set out below.

- * Commonwealth Grants
- * State Grants
- * Collection of school fees (a portion of which are kept at school)
- * School resource fees

School Fees are the parents' contribution towards the recurrent costs of educating their children in a Catholic School. Contributions are made by the Commonwealth and State Governments which are used to supplement the payment of teachers' salaries.

Whilst these funding programs form the major source of funding, the school fee is needed to: -

- A) supplement the difference between the cost of salaries, services and government grants.
- B) cover the operational costs of the school. It should be noted that a portion of fees are paid to the Catholic Schools Office to supplement recurrent and capital grants.

The balance of the collected fees is the school's major source of income. This sum covers insurances, electricity, water rates and usage, phone, minor repairs, furniture, cleaning wages and products and other administrative costs.

Whilst it remains a fundamental principle that no Catholic child should be denied a Catholic Education because of financial difficulties, it is also true that there must be an element of commitment on the parents' part in the provision of such education. The payment of fees should be seen by all as a PRIME commitment. It is equally true when cases of genuine hardship exist. In such cases there is always the opportunity to receive some relief. In cases of genuine hardship, parents should feel free to contact the principal in order to negotiate an appropriate fee. All discussions and arrangements are confidential and remain in force for one academic year or part thereof. At the beginning of each year, such arrangements will need to be re-negotiated.

School Fees: 2020 (charged over the first three terms)

	Per Year	Per Term
1st Child (Tuition Fee)	\$1275	\$425
2nd Child (Tuition Fee)	10% - each child discount	
3rd Child (Tuition Fee)	20% - each child discount	

For every child attending a Diocesan school, whether High school or Primary school, there will be a discount. E.g. For two children, take 10% off each child's tuition fee. For three children—take 20% off each child's tuition fee. For four children—take 40% off each child's tuition fee. For five children take 50% off each child's tuition fee.

Additional levies which apply for the year and are paid OVER the FIRST THREE TERMS are as follows:

Resource Fee \$100 per term (per child)

Learning Technology \$30 per term (per child)

Grounds Maintenance \$55 per term (per Family)

Diocesan Family School Building Levy

The Diocesan Family School Building Levy is charged to the oldest child for each family. The levy is pooled to contribute towards past, present and future costs for building projects across all existing and for new Catholic schools, and the acquisition of land for school purposes. The DFSBL rate for 2020 is **\$1250 per family**.

HOW WILL THIS LEVY BE COLLECTED?

It will be included on the school fees invoice each term, through the school attended by the **eldest child**, and will be collected weekly, monthly or by term depending on the frequency of remittance by parents. Please contact the Principal if you have a genuine inability to meet tuition and other fees.

Diocesan Pastoral Contribution

In 2020 a voluntary contribution of \$300 per family (\$100 per term) was introduced. This payment will fund the pastoral works undertaken throughout our diocese. For example: provision of a University chaplain, Adult

Faith Formation, Catholic Care Social Services, Pastoral Coordinators for parishes without a priest. and Family Community Faith Coordinators who work to reach out to and connect families with their local parish and school. It is the parents' choice if they wish to pay this contribution.

Our schools have been built on the generosity and sacrifice made by parents of many generations. Our Catholic school community is one of which we can be proud. With the effort and contribution of all, much can be accomplished.

Transitioning to School

KINDERGARTEN TRANSITION PROGRAM

At St Joseph's Charlestown, our Kindergarten transition program is progressive to ensure a smooth transition to starting school. Bookings for school tours and an interview with the principal are offered in Terms 1 and 2. Applications for enrolment are open during Catholic Schools Week at the start of the year (March) and then offers of enrolment are sent out at the end of June. During Term 4, we hold a Kindergarten information morning for parents who are sending their child to St Joseph's. Following this, our transition sessions are held during Term 4 of each year. Both parents and children have an opportunity to come to the transition sessions to meet the class teachers and their Year 6 buddy, as well as other children starting Kindergarten. Together we engage in a variety of play-based activities and stories while becoming more familiar with our school environment here at St Joseph's.

Children in Year 5 are trained to be “buddies” to the incoming Kindergarten class. Children help their special friend settle into school life. The incoming Kindergarten children are introduced to their “buddy” during our transition sessions.



School Uniform

The general appearance of a child is the outward sign to others of the pride and respect one has in oneself. We aim to develop; an understanding of this concept and encourage children to be neatly groomed - this includes dressing neatly, having clean, combed hair and shoes polished.

GIRLS SUMMER	check dress with red tie OR check skirt and blue shirt white socks (long) black leather shoes school Hat
GIRLS WINTER	navy Slacks (optional) navy Tunic (three box pleated) white blouse, tie navy pullover cardigan/sports jacket navy wind jacket. white socks or navy stockings black lace up shoes
GIRLS P.E. UNIFORM	St. Joseph's sport shirt sports shorts white socks or school sport sock with red and blue band joggers school sport tracksuit
BOYS SUMMER	dark grey shorts blue shirt black leather shoes grey socks with Red and Blue band school hat

BOYS WINTER	long dark grey trousers blue shirt and school tie sports jacket black lace up shoes navy jumper- sports jacket navy wind jacket.
BOYS P.E. UNIFORM	St. Joseph's sport shirt sports tracksuit white socks or school sport sock with red and blue band joggers

No costume jewellery to be worn except for a watch, small studs or sleeper earrings.

All uniform requirements are available at the School Clothing Shop.



A-Z School Routines

ABSENCES

The Education Amendment (School Attendance Bill) 2009 requires that daily attendances be recorded in the class roll. This includes partial absences. Reasons for absences from school should be recorded by parents and caregiver through an attendance notice via Compass. The 2009 Amendment Bill requires parents/guardians to provide details of the child's absence. If the declaration has not been furnished within seven days of the absence, then the child is deemed absent without sufficient reason. This is recorded in the class roll, which is a legal document. Excursions and sports carnivals are part of the school's planned learning activities and are not considered valid reasons for a child's absence.

A doctor's certificate may be requested after four days or when there are frequent absences. Applications for exemption from school e.g. overseas trip, elite sporting camp, must be made in writing using the prescribed form prior and cannot be granted retrospectively.

Why is regular attendance at school important?

Regular school attendance will help your child to succeed in later life. Attending school every day makes learning easier for your child and helps children to build and maintain friendships with other children. If your child does not learn the basic skills in the early years of school, they may develop learning difficulties in later years.

Did you know?

If students miss as little as *eight* days in a school term, by the end of primary school they will have missed a year of education

Must I send my child every day?

YES. It is a condition of enrolment that you send your child to school every day. A small number of absences may be justified if your child has to:

- is too sick to go to school or has an infectious illness.
- is required to attend to a serious and/or urgent family situation (e.g. a funeral)
- go to a special religious ceremony

ABSENCES (PARTIAL)

Partial absences (arriving late/leaving early) must be recorded Via the Kiosk tablet at the school office.

Partial absences cannot be recorded via your own personal device.

Parents may not sign another student in or out without the written permission of the parent or guardian of that student.



AFTERNOON DISMISSAL

Children are taken to dismissal lines at 3:00pm under the COLA. It is requested that parents wait for their children under the COLA or at one of the other meeting places. We have 3 exits at St. Joseph's; Top Walkers (for children getting picked up on Shelton St. or Camrose St.), Bottom Pick up (for those getting picked up at the bottom carpark) and Back Gate (children picked up on Guna St.). Please do not wait for children at the top of the stairs near the staff carpark as this can become congested. Children are advised to remain with the teacher on their dismissal duty until a parent/guardian arrives.

Children catching buses meet their teacher under the COLA to then be supervised until the bus arrives.

Children will be supervised until this time. Parents will be contacted for children remaining at school after 3.20pm. IF YOU ARE RUNNING LATE, OR THINK YOU MAY BE LATE TO PICK UP YOUR CHILD, PLEASE PHONE THE SCHOOL BEFORE 2:50pm IN ORDER TO LET YOUR CHILD KNOW. IT IS DIFFICULT TO GIVE CHILDREN MESSAGES ONCE THEY HAVE LEFT THE CLASSROOM.

An alert will be sent via our Compass app before 2.45pm if the Back Gate is closed due to wet weather. Please collect children from the Shelton St. exit.

BAND

At St. Joseph's students have the opportunity to join the school band provided by Brass Specialist Music Tuition and we have a specialist Music teacher delivering the Music strand to each class across K-6.

BEHAVIOUR MANAGEMENT












The establishment of good discipline and order in the school is essential to:

- Provide an effective, safe and enjoyable learning environment
- Help pupils develop behaviour which will assist them in becoming independent, responsible, caring members of the school and wider community.

All students are expected to behave and obey the school rules. They are to understand that all members of the school community (students, teachers, parents) have rights and with those rights, come responsibilities. Students are encouraged to develop self-discipline and take responsibility for their own actions. Any breach of school rules carries with it sanctions, appropriate to the age of the child and breach. Normal sanctions include community service (sweeping paths, etc.), walking with teacher on playground duty or time out (off play) in the reflection room. Parents are notified if a serious offence occurs and may be called to the school to discuss the matter. The principal has the right to suspend and/or expel a student if the matter is very serious. Procedural Fairness principles apply. There is absolutely no form of corporal punishment. The school has a *Student Welfare Policy* and *Anti-Bullying Policy* which can be made available upon request.



St Joseph's Charlestown operates school-wide expectations following a Positive Behaviour Support (PBS) Framework. It is expected that members of the school community will demonstrate these positive behaviours in all areas of the school. Students will be taught to STRIVE HIGH, LIVE LIKE JESUS and CARE for the ENVIRONMENT.

 Do your best	 Be honest	 Care for all belongings
 Learn and let others learn	 Include others	 Keep our school clean
 Make good choices	 Play fairly	 Care for our surroundings
 Care for your appearance	 Use kind words and actions (hands off)	SJC is the way to be!

No corporal punishment is administered at St Joseph's, nor do we approve of any corporal punishment being administered by adults whether at home or in any setting.

BOOK CLUB

Throughout the year, parents are given the opportunity to purchase suitable reading materials from Ashton Scholastic Book Club or Troll Book Club. Parents order and pay through the online Loop system and books are then sent home from school. There is no obligation to purchase any of these items; they are for children's recreational or interest reading.



BUS BEHAVIOUR

Children are responsible for their behaviour whilst on buses.

While traveling on a school bus, children must be seated properly and behave in a sensible and responsible manner, not causing concern for the driver or other passengers.

CHILDREN MUST NOT:

- Permit any part of their body to protrude from the bus.
- Mark or damage bus property.
- Fight, kick, swear, hit, spit or place feet on seats.
- Cause discomfort to other passengers.
- Throw any article on or from the bus.
- Alter, deface, misuse or fraudulently obtain a bus pass.
- Give, loan or transfer a pass to another student.
- Undertake offensive behaviour.

Opal cards must be used for school bus travel and can be organised through

<https://www.opal.com.au/en/about-opal/opal-for-school-students/> If a card is lost, parents need to visit the website for replacement cards. To retain a card, children must abide by the State Transit's Code of Behaviour. Unacceptable behaviour can result in the confiscation of the Opal Card.

CANTEEN

Our canteen is a "Healthy School Canteen" that provides a healthy food service for our students and staff that also meets the NSW Healthy School Canteen strategy. Lunches and treat foods can be purchased from the school canteen on the days it is open. Parents order via the Qkr App. The canteen is operated by a group of parent and grandparent volunteers. Please contact the school if you are available to assist with the canteen roster.

CLOTHING POOL

School uniforms can be purchased from the school clothing shop via online ordering through the Qkr App or directly from the shop which is open on Tuesday and Thursday mornings from 8.45am. School hats are compulsory and can be purchased from the school's office at any time. The uniform shop is run by volunteers and opening hours may vary at times throughout the year.

The Uniform shop has second hand items for purchase as well.

COMMUNICATION AND APPOINTMENTS WITH TEACHERS

A Parent Information Evening is held early in Term One. This is an opportunity for you to meet your child's class teacher and hear his/her plans and expectations for the year. The School Newsletter is published every fortnight. This will keep you notified of school activities and any school information you may require.

If you are concerned as to your child's progress or wish to talk to the teacher, please inform them by note, email or phone call and we will be most willing to make an appointment before or after school.

Unfortunately, we cannot see parents 'at the door' or while on playground duty as the teacher's first responsibility is for the supervision of the children under his/her care. Please do not hesitate to make an appointment if you have a concern or wish to discuss a matter with a teacher.

Also, you will need to download Compass, our School App by going through the usual methods. You will be provided with a log in. The App is regularly updated with notifications and events as well as for absences and school reports.



COMPLAINTS AND GRIEVANCES

Schools are extremely busy places and occasionally an issue may arise, in our school, which needs our attention. The school has a *Complaints Resolution Procedure* (which follows the Maitland-Newcastle Diocese policy & procedure) available from the school office:

Step by Step

There is a 5-step process to help you and the school reach an outcome that is in the best interests of your child. You must go through each step before progressing to the next. The five steps are:

1. Discuss your complaint with the class teacher*
2. Discuss your complaint with the principal or their delegate
3. Contact the CSO Parent Liaison Team
4. Contact the Director of Schools
5. Request an independent review

*You should speak directly to the principal if your complaint relates to general school matters or school policy. You should speak to the Parent Liaison Team if your complaint is about a school principal.

1. Discuss your complaint with the class teacher

Most complaints should be resolved at the local level. The teacher will make a record of your complaint and report your meeting and any outcomes to the school principal.

Contact the school to make an appointment with your child's teacher.

2. Discuss your complaint with the principal or their delegate

If you can't resolve your concerns after speaking to your child's teacher, you can raise your complaint with the school principal. The principal, or their delegate, may also be able to help you and the teacher resolve the problem if you were not able to after your initial discussion.

Complaints to the principal can be submitted in person, by telephone, in writing or via email.

3. Contact the CSO Parent Liaison Team

If you have not reached a resolution through steps 1 and 2, you should contact the Parent Liaison Team. You can lodge your complaint in person, by telephone, in writing, or online.

Your complaint should outline the steps you have taken to resolve the issue and include your full name and address. You should also sign and date it, and it's a good idea to keep a copy of any correspondence for your own records.

Your name and the nature of your complaint will be sent to the principal of your school. A representative from the Parent Liaison Team will then work with you and your school to seek a resolution. Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school principal.

4. Contact the Director of Schools

If your issue has not been resolved through the above process, or if you would like a review of the complaint outcome because you have information that the complaint outcome was incorrect, and/or the complaint handling process was unfair, you can lodge your request with the Director of Schools.

Your request must be in writing addressed to the Director of Schools and must be made within 10 working days from the initial complaint decision. Your request should outline the steps you have taken to resolve the issue, the reasons for the request for review, and include your full name and address. You should also sign and date it, and it's a good idea keep a copy of any correspondence for your own records.

If your complaint relates to the Director of Schools, you may submit a request for review of the complaint outcome to the Bishop.

5. Independent review

You may seek advice from an external agency where relevant. The Office of the Advocate for Children and Young people provides a useful guide: <https://www.acyp.nsw.gov.au/info/making-a-complaint>.

The CSO may cease dealing with the complaint while an external process is under way.

EMERGENCY PROCEDURES

As a Catholic school, we espouse a mission in which “everyone is important”. Just as the school promotes the spiritual well-being of each individual, it must ensure that the premises and environment are safe and suitable for their role. Therefore, it is incumbent on all staff to be active and responsible in cases of emergency and evacuation of the premises.

Our Emergency Evacuation and Lockdown procedures are available in every building throughout the school. Regular drills are conducted throughout the year.

ENROLEMENT POLICY

As a Parish School of the Diocese of Maitland-Newcastle, we follow the Guidelines for enrolment of school, which were formulated by the Diocesan Directorate of Catholic Education in consultation with the Diocesan Catholic Education Council. In accordance with these guidelines, a Parish Enrolment Committee is established and the implementation of this policy at the local level is the responsibility of the committee.

EXCURSIONS AND INCURSIONS

The Policy of the school is to provide as wide an education as is possible and practical. With this in mind, various excursions will be organised during the year. Excursions are always related to a specific area of the curriculum.

Specific permission to attend organised excursions involving bus travel, or any outside activity, will be required on a permission form attached to the notification of any such event.

HOUSE TEAMS

For the purpose of competition on Sports Days and for other school activities, children are placed in one of the four House Teams.

They are:

MacKillop	Red
Bradman	Blue
Beachley	Yellow
Irwin	Green

The House names are based on four famous Australians. Saint Mary of the Cross MacKillop, Sir Donald Bradman, Layne Beachley and Steve Irwin.

The children from one family are placed in the same team and so far as practicable, children will remain in this team for the whole of their primary schooling.

INFECTIOUS DISEASES/IMMUNISATION

All children entering Kindergarten should be fully immunised and must present an Immunisation certificate at the time of school enrolment which are placed on the child's file. The certificate can be downloaded from the Medicare website or obtained from your Family Doctor. A copy of the 'Blue Book' is not acceptable. Copies of the child's immunisation record are placed on the child's file.

Some infectious diseases have exclusion periods. Please note:

CONDITION	EXCLUSION PERIOD
Chicken Pox	Exclude until fully recovered or at least five days after the eruption first appears
Conjunctivitis	Exclude until discharge from the eyes has ceased
Vomiting	Exclude until 48 hours after symptoms have ceased
Diarrhoea	Exclude until the diarrhoea has ceased

Jaundice	Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice
Hepatitis A	Exclusion not necessary
Hepatitis B	Exclusion not necessary
Hepatitis C	Exclusion not necessary
HIV	Exclusion not necessary
Impetigo (‘school sores’)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing
Measles	Exclude for at least 4 days from the appearance of the rash
Meningitis	Exclude until well
Mumps	Exclude for at least 9 days after the onset of symptoms
Ringworm	Exclude until the day after treatment
Scabies	Exclude until the day after treatment
Lice	Exclude until the day after treatment
Rubella	Exclude until fully recovered or for at least 4 days after the onset of the rash
Whooping Cough	Exclude for 5 days after starting antibiotic treatment

These guidelines have been drawn up on the premise that children who have been ill with an infectious disease will not return to school until they have fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced.

INTERNET, EMAIL AND USE OF IMAGES

All families are asked to take responsibility for their child/children's appropriate use of Email and Internet services whilst at St Joseph's School. Permission is sought from parents at the beginning of each year for the use of photography in both local (e.g. newsletters) and external publications (CSO, Facebook). Where permission is not granted, the child's image will not be used.

LEARNING TECHNOLOGY

All students have regular access to the bank of computers in the library. Each class also has varied resources in their rooms for learning for example iPads and laptops as well as interactive Smartboards. Information technology skills are integrated into each grades' class work. In Stage 3 St Joseph's has a BYOD (Bring your own device) program.



LOST PROPERTY

All items of clothing, bags, drink bottles and lunch boxes should be clearly marked. All unclaimed property is held for a time in the lost property box in the office foyer. Access is always available.

LEARNING HUB

The Learning Hub is open most days of the week and is staffed by a teacher librarian and a library assistant. Formal library lessons are given and children are afforded the opportunity of borrowing weekly through the computerised borrowing system. There also exists the opportunity for children to use the library facilities during the recess period and before school on certain days.

MEDICATION

At St Joseph's, Charlestown, the Principal and staff recognise that there may be a number of students within their class who will require long or short term medication for illness. As such, we have an obligation to reasonably facilitate the administration of specific forms of medication to ensure the well-being of all students. The school acknowledges the needs of all children and assists in their physical well-being.

The school is to be informed in writing in all cases of students who require medication during the school day.

Short-term medication: If you wish the school to administer medication to your child (e.g. antibiotics, Panadol), you must notify the class teacher as well as provide to the office a note indicating child's name, class, dosage and time. It must be in its original packaging and clearly labelled. Any medications given to children will be stored in a secured area.

Long-term medication: The administering of medicines long term requires a letter of advice to the school from the child's doctor e.g. ADD medication, Epi-pens. Forms are available from the Administration office

Asthmatics: Parents of children who suffer from asthma are requested to provide the school with an asthma action plan, from their GP. The school will administer analgesics, with written or verbal consent from the parent.

Anaphylaxis: Special action plans/Epi-pens are required

Parents of children who suffer from Anaphylaxis are required to fill out an Action Plan for Anaphylaxis, available from their family Doctor. It is required that any student with anaphylaxis has an in-date Epi-pen at the school at all times.



MONEY COLLECTION

During the year, monies are requested for attendance and participation in school sport, cultural and KLA related activities. Payments can be paid for most events using the Qkr app. If this is not possible it would be greatly appreciated if the correct amount could be sent to school in a sealed envelope with child's name, class and activity clearly marked.

MUSIC—SCHOOL BAND

Children from Years 3 to 6 have the opportunity to join the school band. This is organised and provided by Bryn Wilson-Kellaway Brass Specialist Music Tuition at a nominal fee. Interested parents are invited to phone Bryn on 0431 180907 for information regarding fees and instrument hire.

NEWSLETTERS

The school newsletter informs parents of school events, and P&F news. It is one of the main avenues of communication between school and home. The newsletter is published fortnightly and sent home electronically (via Compass) Hard copies of the newsletter are available in the administration office and may be sent home on request.

OOSH(Out of School Hours)

St Nicholas operates an Out of School Hours (OOSH) service at St Joseph's for our students which provide care before and after school.

Hours are: 7:00am -9:00am 3:00pm- 6:00pm

Contact: charlestown@stnicholasoosh.org.au

PARENTS AND FRIENDS ASSOCIATION (P&F)

A vital avenue for parental involvement at St. Joseph's is the Parents and Friends Association. The school Association is a member of the Diocesan Federation of Parents and Friends and hence provides parents with a voice into policy-making from school to Diocesan level.

Apart from fostering a close collaboration between staff and parents in the education of our children, the association also helps the school to acquire materials and equipment which it could not otherwise provide.

The P&F meets on the second Monday of every month at 6:30 pm. in the staffroom. Notice of meetings is given through the newsletter. Whatever your talent, St. Joseph's P&F really welcomes your contribution and extends a warm invitation to new parents to join an enthusiastic, hard working parent body,

PARKING REGULATIONS

Parents and care givers are asked to comply with parking regulations in place at the exits to the school. Parking rangers consistently patrol these areas and will issue fines for breaching parking and stopping regulations. PARENTS MUST NOT PARK, AFTER 8:00AM AND BEFORE 3:30PM IN THE STAFF CAR PARK.

SCHOOL 'KISS AND RIDE'/DROP OFF AND PICK UP AREAS

We have two 'Kiss and Ride' Zones: One at the front of the school in Shelton Street and one at the top half of Camrose Street.

For your information from the RTA:

A 'Kiss and Ride Zone' provides an appropriate place 'to drop off or pick up your children from school'. This area, always on the school side of the road, is designated by a sign labelled 'Kiss and Ride'.

Always drop-off or pick-up your child from the designated area, following the school's procedures.

Drivers should remain in their vehicles at all times in the 'Kiss and Ride' zone.

Make sure children use the footpath-side door when getting in and out of a car.

Make sure the hand brake is applied when the vehicle is stationary.

Never double park.

Never park across a pedestrian crossing.

Never undertake a U-turn in close proximity to the school.

Safety Tips for Students in the Kiss and Ride Zone

Stay buckled up until the vehicle has stopped in the 'Drop-off and Pick-up' area.

Make sure your school bag and other items are in a safe position, eg. on the floor.

Be ready to get out of the car with your belongings when the car has stopped and you have unbuckled your seatbelt.

Always get in and out of the backseat of the vehicle through the safety door - the rear footpath-side door.



PASTORAL CARE

Pastoral Care is grounded in the Gospel and Scriptures, finding strength in the person of Jesus Christ. The responsibility of care is entrusted to all members of the school community. It is integrated into all areas of education and operates with a sense of love, justice and fairness to all.

The Pastoral Care Policy at St. Joseph's Charlestown reflects our Mission and Vision Statement and is guided by the following principles:

- Parents are the first and foremost educators of their children. The staff can support parents and provide positive reinforcement to the family as the true context of the education process.
- We nurture the whole child towards achieving full potential. The pursuit of academic excellence is not our only goal. The development of the spiritual, social, emotional and intellectual dimensions of each child is sought and encouraged.
- The person of Jesus Christ is our model. Our challenge is to strive to emulate Jesus in our personal example given to students and to develop and maintain structures which respect the value of the human person.
- We recognise that Gospel values should be reflected in the practices, structures and procedures.
- We must actively live the values of Christianity in our interpersonal relationships so that the correct values are passed on to our children.

We at St. Joseph's aim to provide a climate of pastoral care committed to:

- Catering sensitively for the needs of all children.
- Offering a caring and safe school environment where quality relationships are encouraged.
- Encouraging positive attitudes towards discipline and responsibility.
- Operating reflectively, gaining perspective and centering on human values and aspirations.
- Providing quality pastoral care programs e.g. Seasons for Growth
- Fostering effective networks of care at school, parish, community and Diocesan level.
- Providing and coordinating supportive structures in terms of organisation, policies, procedures and practices.



PHOTOGRAPHY

Class, individual and family photographs are taken at the school annually. Also, children starting Kindergarten will have their photo taken on the first day of school.

PLAYGROUND SUPERVISION

Children are supervised in the playground during the following periods:

Morning:	8:25am to 8.55am
Lunch:	11:00am to 11:50pm (Fri 11:30 am to 12:20pm)
Recess:	1:30pm to 2:00pm
After School:	3:00pm-3:20pm (Last bus pick up)



They are also supervised by class teachers for any activities which may take place outside of the classroom. No child is permitted to leave the school grounds without permission from the principal and then only with prior permission from parents.

SICK CHILDREN

If a child reports sick or is injured he/she is given the appropriate attention. It is the school's policy to inform parents or contact persons immediately if such action is deemed necessary. The child will wait in sick bay until collected by parent. If contact cannot be made, a record of time and procedure taken is kept at the school. All teachers have up to date basic training in emergency care.

SPECIAL NEEDS SUPPORT

The teaching staff work with the school Learning Support Teacher and Education Officers from the Catholic Schools Office when working with children with additional needs. If parents or teachers have concerns regarding a child 's progress (academic, social or emotional) they will be referred to this team. Parents should always consult classroom teachers first if they have any concerns.

STUDENT SUPPORT UNIT—CATHOLIC SCHOOLS OFFICE

This facility provides diagnostic and counselling services for the diocese. Those children experiencing difficulties at school are referred, through the school's Teaching and Learning Team, for assistance from the Catholic Schools Office.

STAFF IN-SERVICE DAYS

Each year the school has three in-service days for the professional development of teachers. Parents are informed of such days well in advance and the content of the day published in the school newsletter. Such days are **PUPIL FREE DAYS**.

SUN SENSE

Children are encouraged to develop a responsible attitude in protecting themselves from the sun. The school has a policy of 'NO HAT - NO PLAY'. Children who are not wearing a school hat are asked stay in the shade under the COLA (Covered Outdoor Learning Area).

VARIATIONS TO NORMAL ROUTINE

If there should be a variation to your child's normal routine, parents are asked to inform the teacher in writing. This is to ensure that we are fully aware of your intentions and to assist the child where necessary.

VISITORS

When visiting the school to do voluntary work (see information below about how to register to be a volunteer) for extended periods, you are required to sign in at the Compass kiosk and wear a visitor's badge whilst in the school. At the conclusion of your visit, you must return the badge to the Office and sign out on the Compass kiosk.



VOLUNTEERS

St Joseph's values the significant contribution volunteers make to our school. Volunteers bring a rich and diverse mixture of culture, life experience and expertise from their communities.

They complement and enhance the student-centred care provided by our staff. Our volunteers enrich the quality of life for our students and their families and are in turn, enriched by their experiences.

To become a volunteer please complete a Volunteer Induction Handbook, and related documents contained in the induction handbook that is available from our office.

There are many very willing helpers who assist the school in many ways. Some of these include: gardening, reading, library assistance and languages other than English.

If you have any skills or talents, we would be most grateful for any support you feel you may be able to give.

Areas include:

reading assistance

coaching

gardening

computer skills

canteen assistance

library assistance

For safeguarding reasons no person will be allowed to volunteer at St. Joseph's unless they have completed the Volunteer Induction process outlined in the handbook.

