



# ST JOSEPH'S SCHOOL

**NARRANDERA**



**INFORMATION BOOKLET**

The crest of St. Joseph's School Narrandera is a shield-shaped emblem. It features a central figure of St. Joseph holding the Christ Child, set against a background of a sunburst. The shield is divided into four quadrants by a cross, with alternating colors of light blue and light pink. A banner at the bottom of the shield contains the word 'NARRANDERA' in gold capital letters. The text 'St. Joseph's School' is written in gold across the top of the shield.

# **St. Joseph's School Narrandera**

Parish Administrator: Fr Bradley Rafter

Principal: Mr Graeme Urquhart

Assistant Principal: Mrs Bernadette Irvin

Religious Education Coordinator: Mrs Julie Flynn

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## **PREFACE**

The staff at St. Joseph's School extends a warm welcome to you and your child. We trust that your association with us will be happy and beneficial.

You have chosen to send your child to this school and in doing so you have declared publicly your support of our standards, ideals and expectations. We need to work closely together for your child, so that he or she may develop into a thinking, believing and caring member of society.

Our ideals are based on the Gospel values of Jesus. Through these ideals we try to influence the children so that they demonstrate the positive behaviour of co-operation, obedience, tolerance, respect, honesty and concern for others.

This document has been compiled to familiarise you with our school, school curriculum and internal organisation and to provide you with a source of references. Should you ever have any queries or want to discuss matters concerning your child's education, please do not hesitate to contact the School.

## **HISTORY**

St Joseph's School Narrandera is proud of its tradition. 1890 heralded the arrival of the Sisters of St Joseph in Narrandera and they remained in the school until 2000. The Sisters still maintain a presence in the Parish and community.

The school was built on its current site in 1899 and over the ensuing years additions and improvements have been made in the form of extra primary classrooms (1958), infants classrooms (1965), multipurpose hall (1972), canteen (2001), refurbished primary classrooms and administration area (2003), new 'state of the art' Infants Classes and administration area (2011).

Throughout its history the school has adapted to meet the needs of its students and the community. Academically the Sisters and school were justifiably proud of the achievements of many of the students. Many fine citizens have received their basic education at St Joseph's Narrandera and from its earliest years the school can boast of ex-students who excelled in the areas of sport, the arts, community service and commercial enterprise.

Recent times have seen the development of innovative programs that have proven highly successful. Our students receive quality education in all Key Learning Areas as well as Religious Education and every effort is made to ensure that, in partnership with their parents, we are doing our best to prepare our students to take their place in the world.

The school relies heavily on the support of parents and with their continued efforts in union with students and teachers, St Joseph's Narrandera has much to look forward to in the coming years.

## **OUR VISION**

In keeping with the evangelizing Mission of the Catholic Church, that is to *"carry forth the Good News to every sector of the human race"*, St Joseph's School is a faith community, learning together, building the kingdom of God.

## **OUR MISSION**

This shared Mission, arising from our Vision, is our commitment to our school community. Mindful of the circumstances of others, we will endeavour to meet the needs of our school community by:

- Providing a Religious Education Program which enhances knowledge, understanding and practice of our Catholic faith tradition, and one which will lead to a life of truth, love and service.
- Creating a Catholic Community where all members treat each other with respect, take risks, take pride in themselves and care about each other and recognise that everybody's ideas and concerns are important.
- Valuing the role of parents as primary educators of their children and encouraging their involvement in the life of the school.
- Ensuring that Gospel values reflected in the total curriculum are obvious in the daily activities of the school community.
- Promoting peace and love.
- Being inclusive.
- Reaching out to those in need.
- Encouraging all members to grow spiritually and live out gospel values.
- Treating each other with honesty and respect in a supportive and caring atmosphere.
- Recognising, fostering, appreciating and celebrating cultural diversity.
- Teaching a comprehensive and balanced curriculum in the key learning areas.
- Fostering learning as a lifelong process, providing learning opportunities and resources to cater for individual needs.
- Engaging children in their learning and decision making processes.
- Providing a happy and safe environment, which encourages student and teacher experimentation and risk taking to ensure the success of all.
- Incorporating a range of learning styles, which enhances each child's development.
- Providing an education for students, which will prepare them for a life in which they will work collaboratively with others, exercise judgement, apply complex and diverse bodies of knowledge, continue to learn and to generate creative solutions to problems.
- Promoting and developing knowledge and skills through personal and professional development.
- Promoting a responsible attitude towards care of the environment.
- Reflecting on our practice of all of the above.

## **SCHOOL MOTTO**

Our school motto is "*Sursum Corda*" which means "*Lift Up Your Hearts*".

## **GUIDING PRINCIPLES**

### **The adults our children will need to become**

The Wagga Wagga Diocese is committed to helping children grow into adults who are:

#### ***Spiritual***

People who have developed a sense of wonder, awe and mystery as an important foundation for their spiritual life, who understand prayer as crucial in building a relationship with God, who demonstrate familiarity with scripture and an understanding of the teachings and traditions of the Catholic Church as a 'cornerstone' toward achieving this relationship.

#### ***Inquirers***

People with a lifelong love of and search for, learning; people who are curious, who question, who know how to investigate and have the skills to conduct constructive, purposeful research into a wide variety of topics and issues.

#### ***Thinkers***

People who are able to think creatively and critically, who can make sound decisions and tackle complex problems, who know how to access, use and apply learning processes and information in many different contexts.

#### ***Reflective***

People who are accustomed to thinking about their thinking and learning, who reflect before action, during action and after action, who are able to analyse their strengths and weaknesses in a thoughtful constructive manner and work toward improvement through purposeful planning and goal-setting.

#### ***Adaptable***

People who exhibit a healthy 'change quotient' i.e. who welcome and question change and know how to work with change; people who use their initiative to explore and create new roles, ideas and strategies, who are open-minded, resourceful and flexible, who take risks in their learning.

#### ***Knowledgeable***

People who have a depth of understanding around significant ideas and concepts which have personal as well as global relevance and importance, who can see patterns and relationships in systems and daily life whilst using them to make connections between ideas.

#### ***Communicators***

People who can receive, express and represent ideas and information in multiple modes and forms and make appropriate choices for a wide range of audiences.

#### ***Collaborative***

People who know how to work effectively with others, who demonstrate appropriate teamwork and interpersonal skills in a wide variety of work and personal situations

#### ***Principled***

People with a distinguishing combination of emotional, intellectual and moral qualities, such as perseverance, courage, loyalty, honesty, a sense of justice and fairness, respect for self and others,

confidence, who work to live these qualities in all aspects of their lives. In our Catholic Schools, these principles are the values by which Jesus lived, i.e. Gospel values.

***Caring***

People who show sensitivity towards the needs and feelings of others, who have a sense of responsibility and commitment to action and service involving social justice issues, situations and causes beyond themselves.

***Global Citizens***

People who are able to view the world as an integrated community, who understand interdependence, who value cultural diversity, who are able to take the perspective of other people and consider a range of viewpoints in decision-making, relationships and daily life.

***Healthy***

People who understand the importance of physical and mental balance and personal well-being, who have a positive relationship with themselves as well as with others, who demonstrate a sense of individual and group responsibility.

**SCHOOL AS PART OF THE LOCAL PARISH**

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

We promote values and attitudes that will enhance the growth and development of the Parish Community which includes the School. School resources are made available for the good of the whole Parish. The participation of Priests and Parishioners in the School is always sought in furthering the growth and development of our community. Correspondingly, the School seeks to involve itself in supporting Parish activity.

Because this School is a work of the Local Church, the Parish Priest, in collaboration with School Staff is responsible for the School's Religious Education and Sacramental Programmes as well as the children's liturgies.

In accordance with the ideals of the Church our children's preparation for and first reception of the Sacraments of Reconciliation, Eucharist and Confirmation is Parish Community centered. In this matter parents are expected to abide by this Parish and School Policy by co-operating in the arrangements made and by encouraging their children at home.

At School, a Religious Education lesson is conducted each day. The time and nature of each day's activity depends on variables such as the preparedness of the children and their needs.

In serving the local Church by reflecting the Reign of God in our structures, our ambitions, our care for our members, our approach to the outside community, our curriculum and our worship - we are a truly Catholic Community

### **WEEKEND MASS TIMES**

St Mel's Church	Saturday	6.00pm
	Sunday	9.30am

### **PRAYER**

Prayer is an important, integral part of the life of St Joseph's School community. Through School and classroom prayer we join as a community to pray. To encourage staff and children to share prayerful experiences, both formally and informally, we provide the opportunity for quiet prayer.

### **LITURGIES**

We prepare, in consultation with the Parish Priest and participate regularly in the celebration of liturgy appropriate to the needs of the children so that the children will grow as members of the worshipping community. Children are involved in the ministry according to their various talents and the requirements of the liturgy. Each term a timetable of Class Masses is drawn up. These Masses are celebrated in either the Church or classrooms. Parents are most welcome to attend.

## **MAJOR LEARNING AREAS**

There are seven key learning areas in the primary curriculum:

### **1. RELIGIOUS EDUCATION**

### **2. ENGLISH:**

- Reading
- Writing
- Talking and Listening
- Literature

### **3. MATHEMATICS**

- Space
- Measurement
- Number

### **4. SCIENCE AND TECHNOLOGY**

- Science
- Computer Education

### **5. HUMAN SOCIETY AND ITS ENVIRONMENT**

- Social Studies
- Environmental Studies
- Australian Studies



**6. CREATIVE AND PRACTICAL ARTS**

- Music
- Visual Arts
- Drama

**7. PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION**

- Personal Development
- Healthy Education
- Physical Education and Sport

**SCHOOL HOURS**

8.30 a.m.	Teachers available for Playground Supervision
9.00 a.m.	Assembly – Mondays and Fridays
11.00 - 11.30 a.m.	Recess
1.00 - 1.45 p.m.	Lunch
3.15 p.m.	School concludes
3.15 - 3.45 p.m.	Teachers available for Bus Supervision

**SUPERVISION**

Parents are reminded that supervision is provided from **8.30 a.m. until 3.45 p.m.** Outside those times children must not be in the school grounds.

**DISMISSAL PROCEDURE**

At 3.15 p.m. the children assemble in appropriate areas at Larmer Street or Audley Street. Children being collected from Larmer Street must be collected from the 'top gate' near the John O'Brien Hall. Unless children are walking/riding home they are not permitted to leave the grounds to go unsupervised to car parking areas.

**COUNSELLING SERVICE**

Centacare is a team of professional counsellors/social workers working within Catholic Primary Schools across the Diocese. Personnel visit our school on a regular basis and provide a counselling and support service to students and their families. Referrals are made to the service through the School Principal with parental permission.

## ***PARENT INVOLVEMENT***

We acknowledge the role of parents as the prime educators of their children and the share of this responsibility they have entrusted to us as professional educators. We also recognise the positive influence co-operative home/school relations and parent involvement in Curriculum both have on Children's learning. We look forward to working in partnership with you in the education of your child.

Parent and Community involvement in the School Curriculum has been welcomed and appreciated. There are many opportunities for parents to become involved in helping at St. Joseph's. Teachers will, at various times, invite parents to participate in outdoor activities, excursions, sports, talking with children, listening to read etc.

While parents are always welcome at school, it should be understood that teachers are not free to interview parents during teaching or playground duty time on other than very urgent matters. When an interview with a teacher is required, an appointment should be made with the School Secretary so that the interview can be conducted outside teaching time.

When planning for an interview, some parents may be reluctant to disclose the matter for discussion to the School Secretary. It would be helpful in such cases however, if a note could be given to the teacher prior to the interview indicating the nature of your concern.

### **FUNCTIONS OF ST. JOSEPH'S SCHOOL COUNCIL**

The major function of the School Council is to advise the Principal in the fulfilment of his or her educational responsibility and help the School meet its obligations to the local parent and Parish community.

### **PARENT SUPPORT ORGANISATIONS**

The School owes much of its resources to the generous endeavours of the Parents and Friends Association and its Auxiliaries which support the work of the School.

It is expected that parents will become involved in the P&F in one or more of the following activities:

**CANTEEN** - Volunteers are always welcome for whatever day they have available - fortnightly, monthly. A note will be sent home by the co-ordinator or you may phone the School to leave your offer of assistance with the Canteen Co-ordinator. The Canteen price lists are available from the School website and a copy is sent home in the newsletter. The Canteen is open on Mondays and Fridays.

**WORKING BEES** - Occasionally, parents from each class will be invited to attend a Working Bee. Working Bees are generally held to improve the school grounds. Dates are notified through the school Newsletter.

**SPRING FAIR** – Another function for which your help and/or participation is invited is the Annual Spring Fair.

### **PARENT VOLUNTEER HELPERS**

Parents are encouraged to visit the school to assist in various ways:

- Parent/Teacher Interviews and Parent/Teacher Grade Meetings
- Parent Helpers in classroom activities
- Parent Helpers on Sports Days, Excursions, Social Functions, etc.
- Decision making through the P. & F. Association, School Council and surveys
- Fund Raising activities

## ***HOME/SCHOOL COMMUNICATION***

Effective communication between home and school is essential for maintaining a positive and co-operative relationship between parents and teachers and ultimately for enhancing the child's progress in learning.

The following communications are offered by the School:

1. **NEWSLETTER** - emailed home each Wednesday afternoon containing information regarding School, Parish and Parents and Friends activities. Parents are welcome to use this Newsletter to communicate information which the Principal considers of interest to the community. The newsletter is also available on the school website and the Skoolbag App.
2. **MEET THE TEACHER NIGHT** - an opportunity for parents to meet their child's Teacher early in the School year and be informed of the planned learning activities.
3. **PARENT/TEACHER CONFERENCES** - opportunities provided for parents and teachers to discuss their concerns for their children's progress.
4. **REPORT ON PUPIL PROGRESS** - a written summary of each child's progress during the year, for the information of parents and for other teachers who will later work with the child, is completed twice a year.
5. **OTHER** - at various times throughout the year, teachers may initiate brief communications by note or phone on any matters of pupil progress.
6. **CURRICULUM MEETINGS** - Information evenings for parents, to provide information regarding the school's curriculum are conducted when necessary.

### **MONEY**

Money for excursions, school performances, school fees, book club, etc. is to be brought to school sealed in the special school envelope with the details on the front.

### **ABSENCE FROM SCHOOL**

Parents are required to inform the class teacher in writing of reasons for their child's absence the first day the child returns to School, or in advance where possible. This protects you and at the same time lets us know that the child has not been absent without your knowledge.

A note for absence could be as simple as:

*Dear Mrs Jones,  
Adam was absent from School on 10. 7. 09 because he had a sore throat.  
John Brown*

A child will be permitted to leave the School during school hours only when a parent makes a written request or calls personally for the child via the School Office.

Parents are requested to notify the School immediately it is known that a child's absence is likely to exceed nine days and complete an **Application for Extended Leave - Travel** available from the School Office, the website or Skoolbag App

### **CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER**

Should you change your address and/or telephone number, would you please notify the School. This is important. If you are going away and leaving your child with someone else, would you please let us know the address and telephone number so we can contact them should the need arise.

### **CUSTODY ISSUES**

The School cannot refuse access of either parent to their child unless an appropriate certified copy of a Court Order is provided to the Principal.

### **ENQUIRIES**

<b>If you are concerned about:</b>	<b>Contact</b>	
Fees, Accounts, Receipts and General Administration matters	School Secretary	(6959 2238)
Inability to meet Fees and Charges	Principal	(6959 2238)
Your child's progress/welfare in class	Class Teacher	
Unsatisfactory result of discussions with Class Teachers/concerns of a wider nature	Principal or Assistant Principal	

## **GENERAL INFORMATION**

This section of the booklet contains information, which is set out to help you and your child become familiar with the workings of this school. You are invited to become an active member of our school community.

### **APPOINTMENTS**

Appointments to speak with Teachers or the Principal may be made by phoning the School Office on 6959 2238. Interviews with Teachers will be arranged out of class time.

### **ASSEMBLIES**

**Daily Assembly** - A brief assembly is held at 8.50 a.m on Monday and 3.00pm on Friday for the children and staff to pray together and for the teachers to pass on any general information to the children. Parents are welcome to attend.

### **ASSESSMENTS**

These take place continuously throughout the year. A variety of methods are used to indicate student progress. These include: samples of work, teacher-made tests, standardised tests, surveys and Teachers' observations notes. Formal reports are sent home at the end of Semester 1 and Semester 2. Parent/Teacher interviews occur, on request, after each reporting period.

### **BANKING**

The Bendigo Bank provides a School Banking Service, accepting deposits each Thursday. Information for children starting School is usually provided by the Bank early in First Term. The Commonwealth Bank also provide a School Banking Service, accepting deposits each Monday.

### **BICYCLES**

Primary students may ride bikes or scooters to school. Helmets must be worn and bikes must be kept in the special racks provided.

### **BOOK CLUB**

The Scholastic Book Club offers a wide variety of material for the children to read at reasonable prices. New brochures are sent home each month and children can choose from the list on offer. The School receives a percentage of sales which is used to buy more books for the library and/or classrooms.

### **BRINGING POSSESSIONS TO SCHOOL**

Some small children feel more secure if they bring something familiar and comforting with them to school. While we would not wish to cause anxiety by asking that these things be left at home, please realise that very precious possessions and expensive toys can be damaged or mislaid. Therefore, anything brought to school should be suitably marked with the owner's name and the child made aware of the responsibility of looking after it.

### **BUSES**

School buses set down and pick up in the Larmer Street bus zone. Teachers supervise the children each afternoon until all children have boarded their respective buses. An application form for free travel must be completed and is available from the School Office.

The school supports the bus company in taking action against students who misbehave or create trouble on the bus. Students are expected to behave in a suitable manner on the buses, not engaging in fights, vandalism or other objectionable behaviour.

### **DRIVERS**

Parents transporting their children to and from school by car are asked to obey all signs and ensure the complete safety of their own and other children. We ask that all parents pick up and drop off their children on the Audley Street side of the school to keep drop off points separate from bus zones.

### **EXCURSIONS**

In the case of the major Year 6 excursion and representative sport, all school fees must be under control in order for your child to participate and payment in full must be made prior to departure.

### **FEES AND LEVIES**

<i>2016 SCHOOL FEES</i>	<i>Per Year</i>
<i>1 Child</i>	<i>1570.80</i>
<i>2 Children</i>	<i>2269.80</i>
<i>3 Children</i>	<i>2659.20</i>

School Fees can also be paid on a weekly or fortnightly basis.

Enrolment of a child at St. Joseph's School requires from parents a willingness to meet the financial obligations this imposes. In order to minimise the burden on parents our charges are restricted to:

- Tuition Fees
- Student Resource Fee - determined by the cost of books and materials provided to each child over the school year. This includes text books, work books, computer disks, work sheets, folders, pens, pencils, rulers, paper and art and craft materials.
- Resource Fee - To provide school classroom resources for the use of all children.
- Building & Maintenance Levy - A contribution towards the new building and modification program and the ongoing maintenance of buildings and equipment.
- Excursion costs determined according to the cost of each excursion divided by the number of children expected to participate.
- An Application Fee – Paid on a family's initial enrolment in the school.

The school provides information regarding the amount of these fees early each year. The Principal, in consultation with the School Council, sets all fees.

The option for direct debit has been introduced by the School Council as a method of fee payment to assist parents in budgeting for the payment of fees.

Should parents become unable to meet these fees and charges, it is essential they contact the Principal as soon as possible so that confidential arrangements can be made.

### **FIRE DRILLS**

Evacuation drills are provided so that children, staff and visitors are protected in cases of fire, bombs, storm, gas and other hazards.

### **HATS**

A hat is part of the school uniform. Hats should be worn to school each day and worn for all outdoor activities. Students without hats must play in the shade. Hats with the school badge can be purchased at the School Office for \$15.00.

### **HOLIDAYS**

#### **2016 TERM DATES**

*Term 1: Wednesday 27<sup>th</sup> January – Friday 8<sup>th</sup> April*

*Term 2: Tuesday 26<sup>th</sup> April – Friday 1<sup>st</sup> July*

*Term 3: Monday 18<sup>th</sup> July – Friday 23<sup>rd</sup> September*

*Term 4: Monday 10<sup>th</sup> October – Tuesday 20<sup>th</sup> December*

### **HOMEWORK**

Teachers will not set formal written tasks that are to be completed at home.

**Students are encouraged to:**

**K-1** Home reader, sight words and sounds.

**Years 2-6** Children are encouraged to:

- Read
- Rehearse maths facts
- Reinforce class learning through their participation in programs like Studyladder

**Year 6** In preparation for High School, students may be involved in other set tasks to complete at home.

**Reading Recovery** Reading Recovery students will have reading and other set tasks to complete at home.

**Quicksmart** Quicksmart students will be encouraged to practice flash cards with their families.

### **ILLNESS OR INJURY AT SCHOOL**

**Please do not send sick children to school.**

In the event of illness or injury students will report to the office for treatment. If it is necessary the school will contact the parents / guardians and inform them of the nature of the illness / injury and / or organise for the student to receive further attention.

If a student is allergic to any medication or suffering from any chronic illness, this information should be passed on to the school.

## IMMUNISATION

The Department of Health recommends that children entering school must be immunised against common diseases. Contact Community Health or the local council or your local doctor for further information.

Parents starting a child in Kindergarten should present an Immunisation History Statement at the time of school enrolment.

The use of sunscreen and handkerchiefs is essential for good health and hygiene. Please ensure that your child has his/her own supply close at hand.

### Infectious Diseases - School Exclusion

Chicken Pox	-	5 days after the first spots appear
German Measles	-	4 days after the onset of the rash
Measles	-	4 days from appearance of rash
Mumps	-	9 days after appearance of swelling
Whooping Cough	-	5 days from start of antibiotic treatment
Ringworm	-	until the day after treatment commences
Scabies	-	until the day after treatment commences
Head Lice	-	until the hair is treated effectively
Conjunctivitis	-	until eyes cease to discharge
School Sores	-	until antibiotic treatment commences, must be covered
Hepatitis (Type A)	-	7 days from onset of jaundice
Hepatitis (Type B)	-	until receipt of Medical Certificate

## EARLY PICK-UP OF STUDENTS AND LATE ARRIVALS

Parents / Guardians are requested to avoid making appointments for their children during school hours. If an appointment is unavoidable, the student must bring a signed note on the morning of the same day. This note must be shown to the Class Teacher. Parents / Guardians are to report to the School Office and **'sign out'** their child prior to them being collected from the classroom.

Students arriving late to school must be **'signed in'** at the Office when they arrive. The register is located on the counter in the Administration Building.

## LIBRARY

Children are encouraged to borrow regularly from our school library. Please ensure your child has a library bag to protect library books. Books are to be used carefully at home and returned on time.

## LOST AND FOUND

Articles of clothing found are placed in the Lost Property Box in the staff room. Parents are welcome to look through the collection of lost property. Name tags make the identification of owners much easier.

After a period of time, unclaimed clothing is placed in the second-hand uniform pool or donated to charitable organisations.



### **MARKING/SCHOOL BAGS**

All uniforms, parkas, hats, lunch boxes, drink bottles, school bags, books, etc. must be clearly and indelibly marked with the child's name. It is suggested that clothing be marked with name tapes or proper marking pens; biro and pen become illegible after a few washes.

As most children have similar bags, the problem of trying to identify their own among many others can cause considerable distress to small children who cannot read their own names. Therefore, in addition to the child's name and address inside the bag, perhaps you could place a transfer or sticker on the outside to aid identification by the child.

### **MEDICATION AT SCHOOL**

If it is absolutely necessary for a student to bring any form of medication to school, he / she must have a signed note from his / her parent / guardian giving full details. All medication should be handed in at the office each morning. A special medication note must be completed and handed to the school secretary if students are to be given medication at school on a regular basis.

### **ORIENTATION PROGRAMS**

#### **Kindergarten:**

All pre-school children are invited to visit the school with their parents in Term 3. The children will be shown around the school and will join in some simple activities. Children enrolled at St Joseph's for the following year will be involved in a more comprehensive orientation program during Term 4.

#### **High School:**

Year Six children will attend orientation days at their respective High Schools later in the year.

### **PARKING**

Parents are requested to observe all parking, no stopping and no standing signs in Audley Street and Larmer Street. Extra care must be taken when buses are arriving and departing. Please note that children walking home or being picked up, leave by the top gate in Larmer Street.

### **PHOTOGRAPHS**

A school photographer visits the school each year and takes class, individual and family photographs. These are available for purchase by parents.

### **SPORT**

In keeping with our general aim of developing the whole person, sport and physical education are considered important aspects of the School Curriculum. All children are encouraged and motivated to participate in sports, physical education and health programs.

On enrolment at school, children are placed in a House Team : Red/Hartigan , Blue/Galvin or Gold /Tenison.

In competitive sport, participation and the enjoyment subsequent to team effort rather than winning, will be our aim.

Primary children are given opportunities to represent the School, Deanery, Diocese and State in sports such as: swimming, athletics, basketball, AFL, cricket and cross country.

### **STAFF DEVELOPMENT AND INSERVICE**

As Christian educators we are always prepared to improve our competency by attending inservice courses and undertaking tertiary programs that are relevant to our work and therefore of benefit to the children in our care. Teachers attending such courses provide reports at general staff meetings and conduct within school, inservice for the staff as required.

To further assist professional development of staff and to facilitate the development of School-Based Curriculum, the Catholic Education Office allows for four or more Staff Development Days each year. Parents are notified in advance of the dates and purpose of each Staff Development Day.

Teachers endeavour to give example to the children and to each other in striving to improve their skills and understandings within a learning community.

### **UNIFORMS**

Parents are asked to make an extra effort to see that children are in school uniform. We will be fostering pride in the students and their school and we need your co-operation, especially in regards to shoes and hats.

If you have any uniforms for which you have no further use, please send these along to the school's second-hand clothing pool.

### **SCHOOL HATS & TIES** available from School Office

#### **BOYS SUMMER**

- Shorts:** Grey drill or polyester school shorts. These are not to have brand names on the legs or be 'cargo' style
- Shirt:** Blue, short sleeve school shirt
- Socks:** Grey, short, with red and blue stripe at top
- Shoes:** Black Shoes or black/brown sandals. Shoes are to be **all black** including soles. Both sandals and shoes are to have no obvious brand name markings.

#### **BOYS WINTER**

- Trousers:** Grey drill or polyester school trousers not 'cargo' style
- Shirt:** Blue, long sleeve school shirt
- Top:** Navy blue jumper with red and blue stripes at neck, wrist and waist; V-neck
- Socks:** Grey, with red and blue stripe at top  
or Plain Grey socks (Winter only)
- Tie:** Official St. Joseph's tie - red and blue
- Shoes:** Black shoes - as per summer

#### **BOYS SPORT**

- Shorts:** Navy Blue - no obvious brand name on leg
- Shirt:** Red & navy polo with school emblem
- Socks:** White that comfortably cover the ankle with no obvious brand name
- Shoes:** White track shoes
- Tracksuit:** Navy Blue

#### **GIRLS SUMMER**

- Dress:** Maroon and white check, (Butterick 993) with short sleeve
- Socks:** Plain white that comfortably cover the ankle with no obvious brand name
- Shoes:** Black Shoes or Black/Brown sandals. Shoes are to be **all black** including soles with no obvious brand name.

#### **GIRLS WINTER**

- Tunic:** Navy blue box pleat with belt
- Slacks:** Navy blue polyester not corduroy
- Shirt:** Blue school shirt
- Top:** Navy blue jumper with red and blue stripes at neck, wrist and waist; V-neck
- Socks:** Blue that comfortably cover the ankle with no obvious brand name
- Shoes:** Black shoes - as for summer
- Tie:** Official St. Joseph's tie - red and blue

#### **GIRLS SPORT**

- Skirt:** Blue wrap around
- Shorts:** Navy Blue with no obvious brand name on leg
- Shirt:** Red & navy polo with school emblem
- Socks:** White that comfortably cover the ankle with no obvious brand name
- Shoes:** White track shoes
- Tracksuit:** Navy Blue

#### **SCHOOL JACKETS:**

Shower proof, ordered each year through the Parents and Friends Association. These jackets are non-compulsory uniform.

### **WET WEATHER**

During wet weather, teachers will open classrooms and supervise children from 8.30 a.m. Children arriving after 8.30 am on wet days should go directly to the classrooms. At recess and lunch times on wet days children will remain in classrooms supervised by teachers.

## **HELPING YOUR CHILD TO GET READY FOR SCHOOL**

### **HANDY HINTS**

**How you may help your child in his/her transition from the intimacy of the family circle to School**

#### **DOES HE / SHE**

- Know his/her own name and address?
- Know the safest way to and from school?
- Put away play things and materials after using them?
- Take off and put on outer clothing without assistance?
- Know how to use a handkerchief?
- Know how to wash his / her hands and remember to flush the toilet without help? Boys are required to know how to use a urinal.
- Have all clothing and articles clearly marked in a prominent place with child's full name and class?

#### **TEACH YOUR CHILD**

- To tie shoe laces and do up buttons.
- To open and close his / her school bag.
- To listen to stories, look at pictures and talk about them.
- To be away from home and family, for short periods.
- To watch good T.V. programmes.
- To practise eating a packed lunch.
- To know the difference between play (or little) lunch and "big lunch".
- To know what to do if parents are late in the afternoon.

### **LUNCH**

If your child brings lunch to School, please make it healthy food, e.g.

**Play or Little Lunch:** 2 wholemeal biscuits / small piece of fruit  
**Lunch:** 1 sandwich, small piece of fruit and a drink

## ***DISCIPLINE POLICY***

At Saint Joseph's, Narrandera our task is to promote constructive and positive behaviour grounded in Gospel values. It is our fundamental belief that all people have a right to be treated with respect and courtesy. Therefore we perceive discipline as a means of guiding the child towards self-control and self-direction, which are life enhancing qualities.

- We accept responsibility, along with home and community, for helping our children develop socially acceptable behaviour.
- We see the development of a healthy self-concept in children as a major prerequisite for sound discipline.
- We believe that constructive discipline grows out of a positive pupil-teacher relationship.
- We accept that "Any form of abuse (physical, verbal or psychological) is inappropriate within the Catholic School and is not to be used as a form of punishment because it is a contradiction of Gospel values and an abuse of power". (Handbook for Diocesan Primary Schools, Clause 4, p116). Corporal punishment is not permitted in St Joseph's School.

### **RESPONSIBILITY OF STAFF:**

- Be positive. Acknowledge and comment on good behaviour whenever possible.
- Establish a climate of trust and mutual respect.
- Encourage students' initiative and responsibility in class and within the school.
- Make learning stimulating and challenging.
- Focus on a student's successes not their failures.
- Develop clear guidelines for behaviour and consequences for misbehaviour.

## ***RIGHTS AND RESPONSIBILITIES***

We have **rights** which students and people who work in our school must observe. We also have the **responsibility** to respect the rights of others.

- |    |  |  |
|----|--|--|
| 1. | I have the right to respect from others, to be treated fairly regardless of religious, cultural, racial or gender differences. | I have a responsibility to treat others fairly, with respect to individual differences.                      |
| 2. | I have the right to personal safety in a safe environment.   | I have the responsibility to protect the safety of others and their environment.                             |
| 3. | I have the right to achieve my personal best.  | I have the responsibility to work to the best of my ability and respect the rights of others to do the same. |
| 4. | I have the right to a tidy and clean school.   | I have the responsibility to help maintain a tidy and clean school.  |
| 5. | I have the right to have my achievements recognised both at school and by the wider community.                                 | I have the responsibility to uphold the good name of the school by being a responsible person.               |
| 6. | I have the right to express my ideas and feelings.   | I have the responsibility to express myself in an appropriate manner.  |
| 7. | I have the right to be trusted and treated responsibly.  | I have the responsibility to be trustworthy and act in a responsible manner.                                 |
| 8. | I have the right to be able to tell my side of the story truthfully.   | I have the responsibility to allow others to give their version of events in disputes.                       |
| 9. | I have the right to seek to resolve conflict.  | I have a responsibility to be open and honest, to listen and to contribute towards the resolution.           |

## **SCHOOL RULES**

### **1. Respect Other Pupils**

- Take care of one another.
- No fighting, teasing, bullying or verbal abuse.
- Take care of other children's property.

### **2. Respect Teachers**

- Listen to teachers.
- Speak respectfully.
- Do not interrupt.
- Call teachers by their full name.
- Obtain permission before going into the staff room.

### **3. Respect Others**

- Show courtesy and respect to all staff members.
- Welcome and respect visitors.
- Display courtesy and respect to all school helpers.

### **4. Respect your School**

- Display good behaviour when on excursions and when competing in inter-school events.
- Display good behaviour when going to and from school.
- Wear school uniform correctly.

### **5. Work Consistently and Co-Operatively**

- Listen to others.
- Do your work to the best of your ability.
- Follow teacher's directions.
- Respect the rights of other's to learn.

### **6. Take Care of School Property and Surroundings**

- Keep the playground, library and classrooms clean and tidy.
- Eat only in designated areas.
- Look after all school furniture and buildings.
- Take care of all school equipment.

### **7. Act Considerately and Safely**

- You must be seated until dismissed by the 8.30 a.m. bell.
- After 8.30 a.m. bags are to be unpacked and you move directly to the appropriate quadrangle.
- No-one is to be in the classroom without the teacher's permission.
- Play carefully and not risk causing injury to others.
- Do not leave the playing area or school grounds without permission.
- Walk - on verandahs and covered areas, going to and from the playground on all concrete or paved surfaces.
- No sporting equipment other than tennis balls is to be used before school and at recess.

- No swinging, climbing, sliding or sitting on verandah rails and poles.
- Answer bells promptly.
- No hat, no play. A regulation school hat is to be worn at all times on the playground.

**Travel Safely:**

- All children must wait for the teacher's instruction before leaving the school grounds.
- Bus travellers must line up in a prompt and orderly manner, no one is to leave bus lines without informing the teacher.
- Bike riders must wear a helmet, bikes are not to be ridden in the school grounds.
- Bikes are to be stored in the proper racks.
- Bus travellers must behave safely and responsibly whilst on the bus.

**LARMER STREET**

- All exits are via the top gate.

**AUDLEY STREET**

- Children and bikes are to be walked across the pedestrian crossing under teacher supervision.

***Above all, we at St Joseph's School are committed to providing an education for all children, which will enable young people to:***

- ***Grow and develop as whole human beings***
- ***Live Christian, Gospel based values***
- ***Maximise their talents to achieve their personal best***
- ***Become responsible, contributing members of society***
- ***Play an active role in shaping a better world for all***

**Finally, if you have any unanswered questions or any queries at all, just phone for assistance:  
6959 2238**