

# Parent Information Booklet



**St Joseph's School**  
PETERBOROUGH

2 0 2 5

## SCHOOL INFORMATION

### HISTORY

Our school, initially named St. Anacletus School, first began in 1884 in an old wooden and iron building situated between the Broken Hill and Terowie train lines, opposite the Church. The Sisters of St. Joseph with the guidance of Mary MacKillop began classes in January 1897. At that time the school name changed, but remained on the above site until 1926 when the John Henry Norton Memorial School Building was opened. Up until the early 1970's the school taught all classes up to and including secondary.

The Sisters at that time cared for boarding students, firstly boys and then girls. The story of St Joseph's continues to evolve as we journey together. At all times from the early days of 1884 until now, the staff strive to provide the children with every help they need to develop to their full potential, as an important individual in our school, in our world.



### SCHOOL BOARD

The School Board is an essential part of the school community. It sets direction for the school in the best interests of the students. The School Board AGM is held in Term 1 each year. Vacant positions will be communicated through the Newsletter (and other appropriate means). The role of the School Board is:

Each diocesan School Board has responsibility for the overall wellbeing of its school. In practice, this means that, in a spirit of partnership, Boards act in an advisory capacity to:

- develop policies that nurture the religious dimension and guide the direction of the school;
- develop the relationship between the school and the local Church;
- ensure that the academic standards of the school must be at least as distinguished as that achieved in other schools in the region;
- support the administration of the school;
- offer pastoral care to the school community;
- protect children;
- monitor buildings and grounds development and maintenance;
- exercise financial stewardship of the school;
- ensure compliance with legal obligations.

#### **Potential members of a School Board should:**

- possess an enthusiasm for and willingness to promote the mission of Catholic schools;
- bring to the Board their gifts and skills;
- desire to give service to their school community;
- have an ability to work cooperatively and constructively with all members of the Board;
- be prepared to undertake formation;
- have an ability and desire to uphold confidentiality in Board matters;
- have sufficient time to devote to Board duties.

### PARENTS & FRIENDS COMMITTEE

The P&F are an important part of the school community. It functions as a conduit between home and school and assists in building a positive school culture. The role of the P&F Committee is to:

- *Develop a Christian community of parents*
- *Work closely with the principal, staff, board/governing body, parish, religious orders and the Federation to achieve the goals of the school in general and the Association in particular*
- *Achieve a high level of social and educational interaction between home, school, parents and teachers*
- *Provide opportunities for parents to contribute to the development of the schools policies and practices*
- *Encourage fuller participation by parents in the educational experience of their children*
- *Provide a healthy forum for exchange of ideas and discussion on relevant issues of benefit to education generally the students in particular and the parents or teachers at the school*
- *Plan with the principal and others (eg Parish Priest and School Board), the development of policies, policy*

*change and generally the future welfare of the school*

- *Be a vehicle through which parents and teachers can build proper partnerships to benefit the students themselves*
- *Provide additional resources to improve facilities*
- *Strengthen all aspects of family life in the school community*
- *Plan, promote and organise events and activities associated with the social, sporting, cultural and educational life of the school and school community and work to create and build a sense of community within the school. These activities may or may not raise funds to contribute to the school's private income or to finance specific school priorities*
- *Represent parents and their concerns to the appropriate authorities modelling agreed grievance procedures at all times. (Refer to "Suggested Grievance Procedure for Parents" on website)*

### COMMUNITY PARTNERSHIPS

St Joseph's School is highly valued and well supported by the community. The school also acknowledges the parish and wider community as an important and valuable resource of the life of the School.

### CATHOLIC PARISH

St. Joseph's School is part of the Catholic Parish of Booleroo & Peterborough in the Port Pirie Diocese. There is a part time resident Priest, Fr Ramel Morales who is available for Masses and other parish needs. Weekend Mass is currently held on Sundays at 5:00pm.

### TEACHING STAFF and EDUCATIONAL SUPPORT STAFF

**All Staff details are available on the school web page with contact details.**

### CONTACT DETAILS

School Address: 2 Bourke St  
Peterborough, SA  
5422

Postal Address: PO Box 86  
Peterborough, SA  
5422

Phone: (08) 8651 8100

Website: [www.stjopet.catholic.edu.au](http://www.stjopet.catholic.edu.au)

Email: [info@stjopet.catholic.edu.au](mailto:info@stjopet.catholic.edu.au)



The school motto has come from the original Latin motto "In omnibus Caritas" - In all things love.



## *why we exist*

It is our mission at St Joseph's School to embrace and build on St Mary MacKillop's legacy. We will ensure excellence in teaching and learning, enabling all students to be thriving and capable citizens in their community.

### Mission

## *what is important to us*

#### Catholic Identity

It is important to us that all members of the school community develop:

- *their faith and relationship with God*
- *critically evaluate how society and culture shapes and influences their personal identity*
- *an understanding of social justice through our Josephite tradition and authentic call to action*

#### Learning

It is important to us that all educators of our school community:

- *are expert in their field and are highly effective in their knowledge and skill*
- *implement whole school approach to the principles and practices of assessment of and for learning which meet the diverse learning needs of all students.*
- *Engage students in a shared vision for learning and a constant focus for collaboration and dialogue*
- *able to express their creativity*

### Values

#### Student Identity

It is important to us that all students of our school community:

- *have voice and choice to influence their own learning and assessment*
- *Can track and measure their own learning growth and capabilities through opportunities to reflect, self-assess and revise their goals.*

#### Community Engagement

At St Joseph's School we are committed to:

- *recognise and embrace the primary role of parents and families in the identity development and education of their children.*
- *building an inclusive and collaborative community that reflects our Catholic Identity.*
- *nurturing partnerships with parish, families and the wider community*

#### Resources

At St Joseph's School we are committed to:

- *effective management of resources to ensure they are used wisely and sustainably*
- *ensuring a safe and nurturing environment for everyone*
- *recognising and using the skills of everyone in the school community*

### Vision

## *what we want to be*

St Joseph's is a school that nurtures and challenges every child to be a successful learner and person, in partnership with parents/caregivers, the local parish and the wider community. Each child is respected as an individual, made in the image of God. All students will be supported to lead fulfilling and productive lives guided by the Gospel values.

## TEACHING & LEARNING

At St Joseph's we seek to provide stimulating experiences within a pleasant, happy and secure environment. Our school is a place where all students have opportunities to access quality teaching and learning programs. We endeavour to challenge children to reach their full potential.

Our key learning areas are based on the Australian Curriculum which include English, Science, Mathematics, Technologies, The Arts, Humanities and Social Sciences, Health and Physical Education. Religious Education permeates our school environment.

Our school is proudly Catholic. We have a wonderful Christian heritage which allows us to live through the stories and traditions of the Catholic faith. Religious Education is an important component of the curriculum. It permeates throughout the entire school. Religious Education is based on the Crossways Framework, which enables students to learn about themselves, others and the Catholic religion.

We believe that each student is an individual with unique gifts, interests and different needs. We believe that all children will show their full potential and develop as important individuals in our school and in our world.



## ASSESSMENT & REPORTING

Assessment & reporting reflects the partnership between home and school. Each child is issued with a diary which allows effective communication between the teacher and parent throughout the year. Evaluation of each student's progress is continuous with information provided to families throughout the year about each child's development.

- First Term – Student Led Conference R-9; Mid Semester Report 7-9
- Second Term – written report R-9
- Third Term – optional interview; Mid Semester Report 7-9
- End of Year – written report and optional interview R-9
- We make it our priority to keep parents/caregivers informed at regular points throughout each team both formally and informally.

If a situation arises that requires an additional interview, teachers will always be available to discuss issues with parents.

## TECHNOLOGY

All classrooms are equipped with Interactive White Boards or Digital Screens that are used daily to support students and make learning fun and exciting. St Joseph's School is well equipped with a variety of portable IT devices and digital technology tools where students can work alongside one another and learn using technology. All classrooms have access to iPads which further provides plentiful opportunities for students to learn and grow using technology. Students in Yr 7-9 are provided with their own laptop to be used at school as a valuable tool in their learning. Our school provides internet connections for all computers to enable students to have access to the internet – therefore, students always have a world of information at their fingertips.

## ENROLMENTS

### ENROLMENT POLICY

The School's Mission states that St. Joseph's School, in partnership with the parents and the members of the Peterborough Catholic Parish Community, educates its students for participation in their Church and community. Therefore, the School offers its program in Christian education in the Catholic Tradition to all applicants regardless of ethnic origin, religion or disability.

### WHEN CAN MY CHILD START SCHOOL?

Our school has **TWO** intakes into Reception each year (Term 1 and Term 3). Please see below the relevant dates for new Receptions:

- *If your child turns 5 on or before the 30th April they can start school in **Term 1** of that year.*
- *If your child turns 5 on or before 31st October they can start school in **Term 3** of that year.*
- *Children starting in Reception in Term 3 will have a minimum of 6 terms in Reception.*
- *Children whose birthday falls between 1 November and 31 December are not eligible to commence school before the following year.*

If you have any questions regarding enrolling your child and/or starting dates, please contact the school and we will happily help you.

### CONDITIONS OF ENROLMENT

When enrolling a child at St. Joseph's School, parents sign a contract which outlines the following:

- 1) In enrolling my child at this school, I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
- 2) I/we accept that support of school staff and cooperation concerning school activities is essential.
- 3) I/we accept that we will abide by school policies as amended from time to time.
- 4) I/we accept that participation in camps is compulsory and that membership in school sporting teams take priority over competing sporting interests.
- 5) I/we accept that the School reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies, including conduct which brings into disrepute the good name and reputation of the School.
- 6) I/we accept the standards the School sets regarding grooming, uniform and personal presentation.
- 7) I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the School (except where exemptions/remissions have been sought and granted).
- 8) I/we give consent for the School to contact any other Catholic school which my child has previously attended for the purpose of ascertaining my/our fee-paying record.
- 9) I/we accept that the School does not accept liability for damage or loss of any personal possessions of students and that insurance for student's personal possessions is my responsibility.

### TRANSITION

At St Joseph's School we understand the importance of your child's transition from kindergarten to school, from primary to secondary and from early secondary to senior secondary education.

#### KINDERGARTEN - RECEPTION

Students transitioning from the Kindergarten are visited by the Reception teacher who observes them in the kindergarten setting and discusses their educational needs with the Director. The Reception/Year 1 class also visits the kindergarten so students can meet their new friends.

Kindergarten transitions to St Josephs are held in the term before the child is due to commence school. The transition program runs over a four/five week period on Thursdays. Additional visits are negotiated as required.

For students with special needs, a formal transition meeting is organised. Parents, school staff and any other professionals and agencies involved with the child are invited to attend to make the transition from Kindergarten to school smooth.



### **YEAR 6 (PRIMARY) – YEAR 7 (SECONDARY)**

Students transitioning from Year 6 to Year 7 will be provided the opportunity to experience learning within the Middle School building during Term 4 of each year. They will have a familiarity with the learning area as it is already a part of their school life.

Students enrolling from other schools will be provided with the opportunity to visit and participate in a transition program as they prepare to continue their schooling at St Joseph's School. We will coordinate with their families and current school site to plan a suitable and engaging transition program.

### **YEAR 9 – YEAR 10**

Students transitioning from Year 9 to Year 10 will be provided with the relevant support to enable transition to Peterborough High School. The specific program will be coordinated by the High School and supported by St Joseph's School.

Students moving elsewhere for senior secondary education will be supported by transfer of information and progress.

## **GENERAL INFORMATION**

### **SCHOOL TIMES**

Students may arrive at school from 8:30am onwards. A teacher will be on duty in the yard to supervise them.

- Day Commences 9:00am
- Recess 10.40am - 11.00am
- Lunch 1:00pm - 1:40pm
- School Finishes 3.20pm

#### **Monday**

- A short assembly is held in the morning to announce any news and discuss school matters. The Australian flag and Aboriginal flag are raised as staff and students sing the national anthem.
- Lunch order day

#### **Wednesday**

- Lunch order day

#### **Thursday**

- Newsletter goes home (Week 1, 4, 7 and 10)

#### **Friday**

- School Liturgy / Assembly – see the newsletter for times.
- Lunch order day (Sausage in bread & drinks only)

*The newsletter will inform you of any other important school and community dates.*

## FEE POLICY

Please see the School website for the most up to date information. [www.stjopet.catholic.edu.au](http://www.stjopet.catholic.edu.au)

## POLICIES AND PROCEDURES

### ATTENDANCE, ABSENCE & LATE POLICY

#### Rationale

Students' development for life beyond school will be enhanced if St Joseph's School clearly upholds the importance of punctuality and meeting responsibilities. Also, students are under the duty of care provided by St Joseph's School from the moment they arrive at school until they have completed all lessons and required activities. Therefore, their presence needs to be monitored and recorded.

#### AIMS

- To ensure the standard application of procedures and consequences for lateness to school and absence from school.
- To promote an understanding about the social courtesies of punctuality and meeting responsibilities.
- To ensure that all students are present for tuning in and can take part in a meaningful and uninterrupted morning prayer.
- To promote justice and equity within St Joseph's School.

#### BROAD POLICY

It is expected that students be present and punctual for all school requirements so that St Joseph's School is certain of their movements. Should this not occur for any reason, lateness and / or absence procedures must be followed so that careful and accurate records can be kept and duty of care can be maintained.

#### ABSENTEEISM

##### Phone

We require all parents to notify the school as soon as possible about student absences. The direct line is 8651 8100.

##### Text Message

You can also send a text message (SMS) to school to notify of an absence or late arrival. The SMS number is 0407 818 514.

##### Email

You can email the school to notify of an absence or late arrival at [absent@stjopet.catholic.edu.au](mailto:absent@stjopet.catholic.edu.au).

#### Late Arrivals/Early Departures

Any student arriving late must sign in at the front office. Any student leaving early must be signed out at the front office by the parent or approved caregiver.

*The daily roll call is completed in the morning and sent to the Front Office by 9:30am. If no contact has been made with the school by this time, you will receive a text message indicating that your child is absent, unexplained and asking you to contact the school to provide a reason for the absence.*

### ANTI-BULLYING & HARASSMENT POLICY

#### RATIONALE

The policy for anti-bullying and harassment at St Joseph's School is framed within the Vision Statement for Catholic Schools. Furthermore, as a Josephite school, it is in line with Mary MacKillop's vision. Our school's motto is "*In all things love*". We work towards demonstrating respect for all through inclusivity, restorative justice and pastoral care.

#### AIMS

At St Joseph's School we aim to:



- provide a safe, respectful and caring environment in which all students can develop spiritually, socially and academically.
- provide guidelines to staff, parents and students for fostering and maintaining student management and countering bullying, violence and harassment.
- provide logical and consistent procedures to be applied across the whole school.

### DEFINITION

At St Joseph's School we define bullying and harassment as:

- deliberate and unjustifiable gestures, words or behaviours that repeatedly occur over any period.
- bullying can be physical, verbal, visual and/or psychological.
- it can include racial and sexual harassment and exclusion.
- bullying can include the use of mobile phones and the internet.

#### **Bullying, harassment and violence may look like:**

Fighting	pushing	hitting
kicking	tripping	spitting
pulling faces	tackling	damaging property
unsafe play	rude gestures	injury to a person

#### **Bullying, harassment and violence may sound like:**

teasing	creating an argument	threatening
spreading rumours	telling tales	unkind jokes
screaming and shouting	setting others up	bossing
refusal to co-operate	telling lies	put downs
name calling	swearing	

### IMPLEMENTATION

At St Joseph's School we will:

- develop a system of shared understanding, common practices and consequences for bullying and harassment.
- ensure a sequential and consistent approach to the identification and consequences of bullying behaviours.
- explicitly teach anti-bullying techniques through the curriculum. Identify bullying behaviours and the role of the bystander.
- integrate explicit teaching, modelling, practice and acknowledgement of social and emotional competencies as part of the core curriculum.
- establish, develop and manage teaching and learning environments in which students learn to act with respect towards themselves and others and their environment.
- implement behaviour related policies and practices that include both prevention and intervention practices.
- respond to issues at the earliest opportunity, consistently and with regard to the uniqueness of each situation, the stage of development of those involved and the opportunities for continued growth in developing personal and social responsibility.

### RIGHTS AND RESPONSIBILITIES

At St Joseph's School every person has a fundamental right to feel safe and be treated with dignity and respect. It is the responsibility of every person to respect and support the basic rights of others.

#### **The Principal/Deputy Principal will:**

- Ensure a safe learning environment is provided.

- Provide resources and training for students and staff in relation to maintaining a safe school environment.
- Support the anti - bullying/harassment procedures.
- Ensure investigation, counselling, mediation and reconciliation processes are in place. Ensure documentation of instances and investigations of bullying and harassment are kept and confidentiality is maintained, as required.

#### **Responsibilities of Staff:**

- Model and teach values of justice, reconciliation and respect
- Teach for and about diversity
- Create a safe and caring learning environment
- Explicitly teach anti - bullying programs, which include:
  - § the role of the bystander
  - § how to identify bullying behaviours
  - § skills to help students deal with bullying behaviours
  - § developing resilience
- Participate in the development and implementation of the school's policy

#### **Responsibilities of Students:**

- Respect themselves and others.
- Be aware of, and take responsibility for, their own behaviour and choices.
- Report any bullying behaviours that are observed.
- Acknowledge and respect each others' individual differences.
- Accept responsibility for his/her own choices of behaviour.
- Practise strategies that build resilience.

A question that can be used to prompt students to reflect on their involvement in bullying and harassment issues could be – **“Are you part of the problem or are you part of the solution?”** This encourages students to think about their direct involvement in the issue and whether they contributed to positive or negative outcome for those concerned.

#### **The Parents/Caregivers will:**

- Model respectful behaviours.
- Have access to and support the school's policy and procedures regarding anti - bullying/harassment.
- Work with their child's teacher and/or coordinator if the child is involved in any way in a bullying incident.
- Encourage their child to report any incidents of bullying/harassment so the problem can be resolved in a timely way.
- Bring to the school's attention any incident of bullying or harassment involving their child.
- Work in a way which encourages reconciliation and ensures the dignity of each individual is preserved.

Please see the Grievance Procedure on the following page which is used to assist students in resolving issues and develop personal responsibility.

## **BEHAVIOUR EDUCATION & PERSONAL RESPONSIBILITY POLICY**

### **BELIEF STATEMENT**

In line with the SACCS (2010) Policy for Behaviour Education & Personal Responsibility, we firmly believe that:

- This policy is formed within the mission and values of the Catholic Church. The values of love, compassion, justice, reconciliation and hope lead all members of the Catholic school community into the justice and love of the Reign of God.
- Every person is part of the Body of Christ and their physical, spiritual, social and emotional growth towards personal and social responsibility, and self discipline is a life long process. Each child's growth is nourished by the many opportunities to develop positive relationships,

- build resilience skills and form deep connections in a learning community.
- Behaviour is driven by the needs of the individual. The values of justice and reconciliation guide the school community to determine consequences for behaviour. The consequences ought to include opportunities for learning new behaviours and address the underlying needs of students.
- Behaviour education and the development of personal responsibility in Catholic schools seeks to protect personal and school community safety, enhance wellbeing, foster responsibility, enable personal growth, heal destructive behaviours, restore relationships, encourage reconciliation and promote the common good.

This policy supports and works in conjunction with the Anti-bullying, Harassment & Violence Policy.

## **RESPONSIBILITIES**

All members of a school community contribute to the development of behaviour related policies and practices and their successful implementation.

### **STUDENTS**

- To contribute to a safe and supportive learning environment for all students.

### **PARENTS**

- To support school staff in maintaining a safe and supportive learning environment for all students.

### **STAFF**

- To provide a safe and supportive learning environment for all students.
- To develop and maintain inclusive and engaging teaching and learning programs and initiatives for all students with a focus on building social and emotional competencies and the development of personal and social responsibility.
- To develop and implement specific behaviour intervention programs and strategies where necessary.

### **PRINCIPAL**

- To demonstrate consistency and fairness in implementing behaviour related policy and practices.
- To encourage and implement ongoing professional learning for staff in behaviour education, learning and wellbeing and encourage opportunities for parent education and information.

## **IMPLEMENTATION & REVIEW**

This policy and its workings should be highlighted thoroughly at the beginning of each school year with the entire staff. New staff members are required to familiarise themselves with the policy. Teachers are encouraged to work extensively with students throughout the year at appropriate times to reinforce our school's vision and beliefs about the development of personal responsibility

At St Joseph's School, we employ a restorative approach to the teaching and learning of behaviours and their consequences. All staff must familiarise themselves with the language and methods involved in restorative practices. These include affective statements, small group conferences, large group conferences and circle time. These strategies and the language used need to be explicitly taught at the beginning of the year and immersed within the classroom / school culture in order to create opportunity and provide greater responsibility for students to engage in conflict resolution.

At the beginning of each school year, teachers and students will work together to develop classroom expectations and these will be displayed in the classroom. These expectations should also be discussed at Parent Information Night.

## **BEHAVIOUR EDUCATION IN THE CLASSROOM**

All students have the right to learn in a safe and welcoming school environment. When a student's behaviour interferes with classroom learning, the teacher must apply classroom behaviour management

and intervene. Teachers are encouraged to consider why particular behaviours are occurring and address the students underlying needs/attitudes/etc. Teachers are also encouraged to treat each situation as an opportunity to learn for the student(s) involved. A regular review will be conducted to ensure that these expectations and consequences remain relevant.

At St Joseph's School we recognise and reinforce positive behaviour. Each teacher will be responsible for the consequences of inappropriate behaviour in his/her own classroom and will exercise their professional discretion on how this is managed within the classroom environment.

### **RESTORATIVE JUSTICE & CONFLICT RESOLUTION**

In congruence with the "Anti-Bullying & Harassment Policy", St Joseph's School values the continued strengthening of relationships throughout the whole school community. These relationships are central to the smooth operation of the school. Therefore, when conflict arises within the school community it is important that it is resolved quickly. The following steps alongside restorative practices can be used as a guide to resolving conflict:

- everyone's needs are respected
- problems are turned into opportunities
- attack the problem, not the person
- defuse "power over" and build "power with" the other person
- recognise personal issues clouding the picture
- chart all factors involved to build a common vision
- design creative solutions together
- use effective planning and strategies to reach agreement
- mediation can help others to understand each other and build solutions
- see the problem in its broader context

***"Are you part of the problem or part of the solution?"***

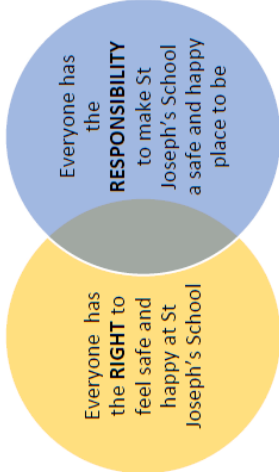
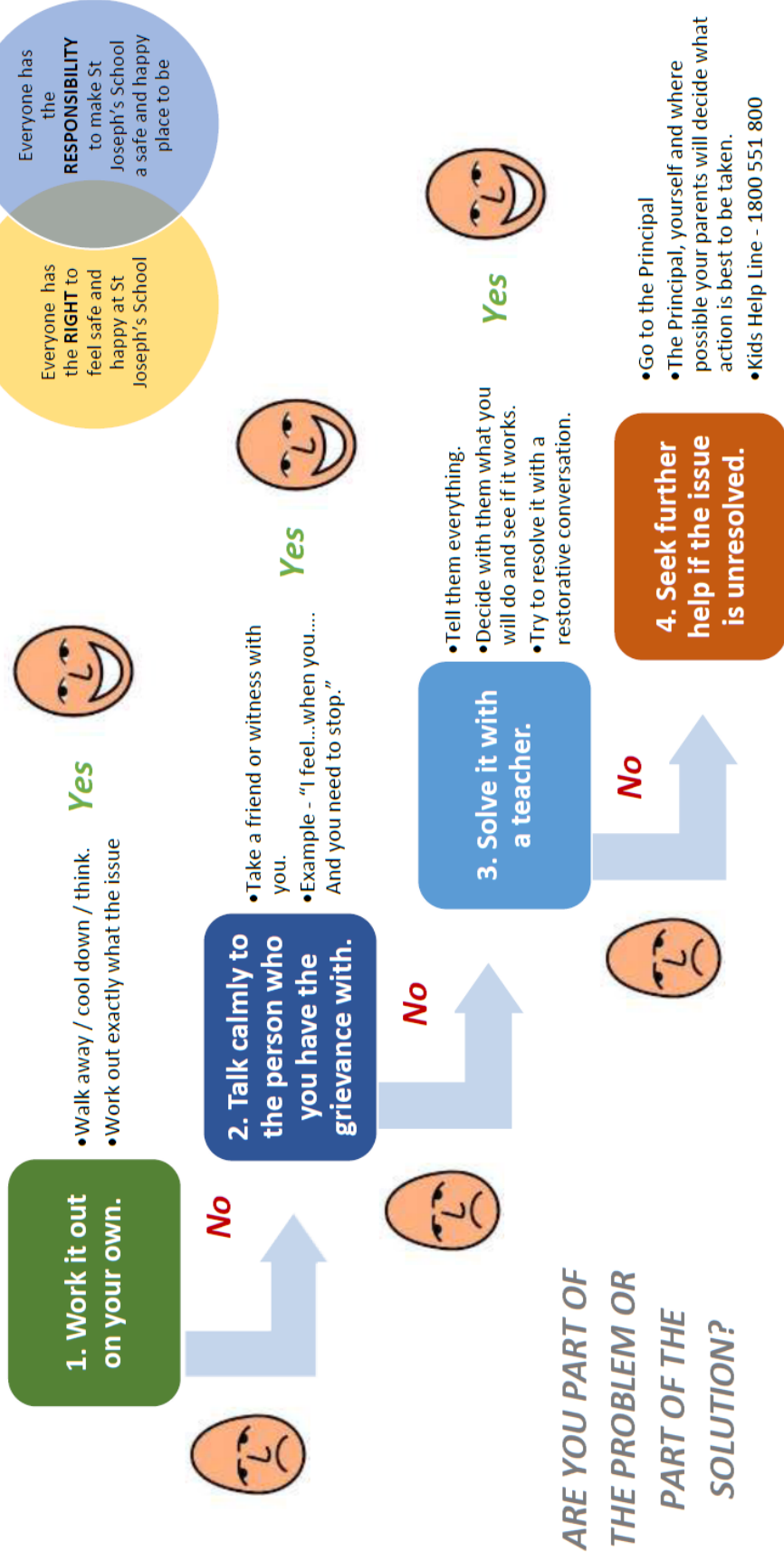
*\*Please Note: in 2024 St Joseph's School is implementing the Positive Behaviour Intervention System (PBIS) and this will impact changes to some of the policies regarding Behaviour. These will be communicated with the parent community and updated online and in this handbook as soon as possible.*

# Student Grievance Procedure



**St Joseph's School**  
PETERBOROUGH

## Was the issue resolved?



ARE YOU PART OF THE PROBLEM OR PART OF THE SOLUTION?

## BIKES/SCOOTERS

Student's bikes & scooters can be left in the bike racks. Students are encouraged to be physically active and ride or walk to school if possible. Students are reminded to obey all traffic rules and especially to wear a helmet.

## BOOK FAIR

The school hosts 1-2 Book Fairs each year. The School receives commissions on these sales and purchase library books with this money.

## BREAKAGES

All breakages that are deliberate or as a result of inappropriate behaviour must be paid for by families either for repairs or replacement.

## BREAKFAST CLUB

We offer a breakfast club Monday – Friday mornings from 8:30 – 9:55am, this runs out of the school canteen/hall. All students are welcome to join in for breakfast. Staff and student volunteers run the breakfast club and it is financially supported through our school canteen.

## CANTEEN

Parent volunteers run our school canteen. On Monday & Wednesday a variety of options are available. A price list is available at the front office. On Fridays they sell sausages and fruit boxes. Lunch orders will be taken at the school office. Where volunteers are unavailable the canteen will be closed. Parents are welcome to volunteer to run the canteen and will be provided with any necessary training. Please contact the front office if you are interested in helping.

## CHOIR

The school choir consists of all students from the 2/3 class as well as volunteers from Yr 4-9 that wish to participate. They perform at a variety of community events and regularly visit Nalya Lodge and the Hospital to sing to the residents and patients.

## COMMUNICATION

If students or parents have concerns about the way the school, other students, classrooms or school policies operate it is important that they use the appropriate communication paths to communicate their concerns. St Joseph's School values the ideas, suggestions and feedback that members of the school community may have in order to ensure ongoing positive change in the school setting. To help ensure that members of our school community are aware of the appropriate person or group we have developed a series of guidelines, which are outlined below:

### STUDENTS

Students are encouraged to raise any concerns with: friends; student leadership; parents or teachers. To assist students in resolving their problems they are encouraged to seek help from the appropriate person - "go to the person who can help you with your problem". Our Anti-bullying, Harassment and Violence Policy is based on the same principle.

### PARENTS

Parents are encouraged to raise any concerns they might have with the class teacher. If this is not practical or the issue is not resolved, parents are then encouraged to meet with the Principal to discuss the matter. The Principal will consult with the class teacher as required to resolve the issue. In resolving issues, the school's policies will be abided by to ensure the outcome is in the best interest of the students at all times. If the matter is not resolved the parent may seek Parish Priest or School Board involvement. Such issues or concerns should be referred to the Parish Priest or the School Board in writing.





### DRINK CONTAINERS

Children are **strongly encouraged** to bring drink containers into the classroom with water ONLY. There are refrigerators available for students to keep drinks cold.

### DUE DATES

As a matter of justice and co-operation, families are asked to be vigilant in regard to the return of forms and payment of money. Students will only be permitted to attend performances, excursions etc where these matters are attended to by the correct date.

### CAMPS & EXCURSIONS

St Joseph's School believes that valuable learning occurs in and outside the classroom environment. Excursions and camps offer unique learning experiences for children. They are an excellent way to deepen student's understandings of concepts learnt in the classroom. In addition, these out-of-school experiences provide growth for children's social and emotional development.

*This policy takes into account matters to do with teacher awards and workload, safety of children and legal risks involved in camp supervision. The implications of duty of care, child protection and WHS policies are given high priority in planning camps/excursions.*

Only children who exhibit behaviour at school, that is consistently conducive with camp expectations, will be permitted to attend camps/excursions. Exclusion will be at the Principal's discretion in conversation with the classroom teacher and parents/caregivers with particular consideration to duty of care issues. As at school, students are expected to operate within the school's Behaviour & Personal Responsibility Policy while on camps/excursions. Where children cause significant disruption during a camp, parents will be notified that the child will need to be collected or alternative arrangements made for transport home at the parent's expense.

### AIMS:

Through the experience of camps and excursions we aim to provide:

- a safe and caring learning environment
- opportunities that engage children and expand their knowledge, skills and understandings.
- opportunities for students to be involved in experiences that might otherwise be unavailable to them
- experiences that foster social skills, positive self-esteem and life skills.

### PLANNING AND PREPARATION FOR A CAMP/EXCURSION

In planning camps/excursions, teachers are required to adhere to the guidelines set out by SACCS titles 'Guidelines for Excursions, Camps and Adventure Activities'. To ensure that camps/excursions meet the

needs of the students and criteria within SACCS guidelines a high level of planning is expected prior to the camp/excursion commencing. Outlined below is a guide to responsibility in camps/excursions:

#### **TEACHERS**

- are to ensure the activity is properly prepared for and that students are suitably aware of the expectations on them in participating.
- need to be aware of the extra demands on them as supervisors of activities away from the immediate school environment.
- need to adhere to the SACCS camp excursion checklist in preparing for the camp (find below).
- must support practices and processes as per this policy and other school policy (where relevant).

#### **SCHOOL BOARD**

- ensure that all out of classroom activities comply with the requirements of the CEO Policy and relevant WHS legislation
- represent parents in the provision of a workable, relevant series of activities for the students of St Joseph's School

#### **PRINCIPAL**

- needs to ensure that the school meets the practical requirements of the policy
- ensures that activities offered are in line with all aspects of duty and reasonable care
- ensures that appropriate planning has addressed issues such as permission, communication, transport, equipment, location, emergency procedures and information
- ensures that those taking part as supervisors are aware of their responsibilities and expectations and that they are appropriate to the students and within the capabilities of the supervisors.

#### **PARENTS**

- to be familiar with and support the practices and procedures of this policy
- to inform the school of any potential issues affecting child safety (eg special diet, medication)
- to ensure that they have all relevant information about the activity and that adequate steps have been taken to care for their children before giving their consent

#### **PROCEDURES**

- Decision is made to organise an activity in line with the educational program being offered
- School calendar is checked for clashes with other events
- Complete relevant section of St Joseph's Camp/Excursion planning form and discuss with Principal  
Bookings made – transport, venue etc
- Letter and Consent form completed and given to the Principal for approval to continue with planning and booking
- Information details sent home remembering to advise School Bursar for appropriate billing for Camp only, to be included
- Parents' signed consent forms returned
- Camp/excursion/Inursion planning form and risk assessment completed and given to Principal and Office staff on day of event

#### **VENUES**

Wherever possible, taking into account all the above, and the costs incurred, the following camps will occur each year:

Junior Primary (Day Excursion)	Theatre show at Pt Pirie *
Middle Primary (Day Excursion/Overnight)	Adelaide – Zoo Trip (Alternate Monarto/Adelaide Zoo)*
Upper Primary (Two/Three Nights)	Alternate Errappa/ Woodhouse Activity Centre*
Secondary (Three/Four Nights)	Alternate Aquatics program/Adelaide/Canberra*

**\* Or as negotiated with the Principal**



Where possible (ie appropriate for the activity, availability of venues, instructors etc) camps will occur during warmer weather.

## **COSTS**

Costs will be kept to a minimum, however more expensive camps may be reasonable due to venue available and the program offered. Please see below for general guideline for camp costs:

Junior Primary (Day Excursion)	up to \$50
Middle Primary (Day trip or overnight)	up to \$150
Upper Primary (Three Nights)	up to \$200
Secondary (Three/Four nights)	up to \$300

*(Canberra Camp will cost more but fundraising will occur to keep costs as low as possible to families)*

## **FIRST AID**

The First Aid room is located at the school office. Kelly Limburg is the Senior First Aid Officer. All incidents requiring First Aid are documented and parents/caregivers are contacted via a slip if a student receives First Aid at school.

## **HEALTH**

### **Sickness**

If students are not well they should not be sent to school. In case of serious accident or illness at school, emergency contact numbers will be called.

### **Infectious Diseases**

Parents are asked to adhere to times prescribed for keeping students at home as any infection, colds and flu included, can often spread quite quickly in an area where there are a lot of children.

### **Contagious Diseases**

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

**Chicken Pox** - exclude until fully recovered

**Mumps** – exclude until fully recovered

**Rubella** – exclude until fully recovered

**Viral Hepatitis** – should be excluded for at least 7 days from the appearance of rash or until appropriate medical certificate of recovery is produced

**Scarlet Fever** - exclude until appropriate medical treatment and a medical certificate of recovery is given

**Whooping Cough** - exclude for four weeks from onset of illness and until a medical certificate of recovery is produced

**Ringworm** - re-admit when appropriate treatment has commenced, supported by a medical certificate

**Scabies** – as per Ringworm

**Pediculosis (Lice)** - as per Ringworm. A lotion called KP 24 and/or Lyban is available from Chemists for treatment

**Conjunctivitis** – exclude until discharge from eyes has ceased

**Impetigo (School Sores)** - exclude until sores have completely healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressings

## HOMEWORK

### Aims/Purpose

- to respect for the importance of family life and commitments
- acknowledgement of the importance of children to be involved with sport, friends, hobbies, music and other after hours activities
- provide an avenue where parent and child can share their learning experiences
- encourage independent learning and management
- consolidate what is learnt during the day

### Homework Structure

The homework structure for each class is outlined below. These expectations are a maximum and most classes will only have reading to complete each night. Secondary students will more likely have learning and assignments to complete for homework. Parents are also invited to discuss this matter with their student's class teacher throughout the year if issues arise.

- Homework is set for Monday to Thursday nights.
- Homework **will include reading** and may include other activities set by the teacher.
- The amount of time for homework should not exceed:
  - Junior Primary                      Reading (5-10 minutes)
  - Middle Primary                      30 minutes (Reading 10-15 minutes)
  - Upper Primary                      60 minutes (Reading 20 minutes)
  - Secondary                              120 minutes (Reading 30 minutes)

### Homework Guidelines

Where a child is unable to complete homework in the set time, it is appropriate to not fully complete the task set and inform the teacher the next day. Where family commitments do not enable homework to be completed on a particular night, the teacher should be informed. Homework is not meant to be onerous or cause disruption at home. If homework is becoming an issue at home parents are encouraged to meet with the class teacher and work together to create a plan that meets everyone's needs – student, parent and teacher.

## INTERNET AND COMPUTER USAGE

### Responsibilities

All students have access to digital media and digital media devices. This includes certain on-line facilities, which needs to be used in accordance with the guidelines outlined in this policy. ICT needs to be:

- used in connection to the teaching and learning program
- used for the production and storage of materials and files related to the teaching and learning program

### Appropriate Use

In the use of these facilities students are expected to reflect the school's Christian values by:

- being polite and courteous
- using appropriate language
- respecting the rights and privacy of other computer users
- observing that copyright exists in other people's work on the computer network
- observing guideline for correct internet etiquette.



## **Inappropriate Use**

Students must not:

- disclose the personal details of any other student or staff member (such as their name, telephone number, email address, etc)
- access any internet sites which have been identified as inappropriate
- divert from browsing within guidelines established with their teacher
- upload or download any software
- purchase goods or services via the computer network or on-line facilities
- use the computer network and on-line facilities to gain unauthorized access to any other computer network or user's files or folders
- attempt to use any other person's password to access the computer network or on-line facilities
- impersonate any person or use pseudonyms, or forge email messages
- disclose his or her passwords or accounts to anyone
- change the settings on any computer

## **Consequences**

St Joseph's School has the responsibility to ensure a safe, just and equitable learning environment. When behaviour is unacceptable or unethical, then appropriate consequences will result. Consequences may involve restoring right relationships with whoever has been affected and or temporary usage restrictions from the computer network, on- line facilities and school digital resources and devices.

*All students and parents are expected to sign a Learning Technologies User Agreement Form upon enrolment.*

## **LIBRARY**

All classes visit the school library once a week to borrow and return books. Children in years R-3 may borrow 2 books per week. Children in years 4—9 may borrow 4 books per week. Children will also have reading books from classroom boxes to take home each night.

The cost of lost or damaged books will be billed to families.

## **LOST PROPERTY**

Lost property is sent to the school office. Any unclaimed/unnamed clothing at the end of each term is given to the Op Shop. **Please ensure all belongings are clearly labeled.**

## **LUNCHES**

Families are asked to ensure that children bring healthy lunches to school. Eating of lunch is supervised under the shade area. Should parents be concerned that lunches are not being eaten, they should contact their child's teacher. It is not appropriate for hot chips, fizzy drinks and the like to be dropped into children for lunches.

## **CHILD PROTECTION CURRICULUM**

The Keeping Safe: Child Protection Curriculum, as approved by the Catholic Education and the Department for Education, is part of the school curriculum. This will include issues such as stranger danger, protective practices, sexuality and reporting abuse. Parents are invited to peruse the curriculum and resources.

## **MEDICATION**

Only medication prescribed for a child by a qualified medical practitioner will be administered to children. The parent/caregiver must request administration of the medication in writing with full instructions. The medication will be kept at the school office and can be obtained when required.

## **MEDICAL CONDITIONS**

If students suffer from any complaint, heart trouble, convulsions, diabetes, asthma or allergies the school needs to be informed as soon as possible. If a student is sick a note of explanation needs to be sent to the class teacher. Students should not be sent to school if they are unwell or sick.

## **MOBILE PHONES**

Student mobile phones are not permitted. Should they need a phone whilst travelling to and from school, they are required to be turned off once at school and given to the front office or classroom teacher who will keep it in a safe place during the day and return at the end of the day.

## **NEWSLETTERS**

The School Newsletter and most school communications is sent home Wednesday on odd weeks with the oldest member of the family. Families are encouraged to keep the newsletter in a prominent place as it contains important information about dates of events etc. The newsletter is always available on our school website [www.stjopet.catholic.ed.au](http://www.stjopet.catholic.ed.au)

## **WORK, HEALTH & SAFETY**

St. Joseph's School follows the WHS policies of Catholic Church Insurances. WHS is a major priority at St Joseph's as a matter of moral justice in ensuring a safe place for all member of the school community.

### **Safety Manual**

A copy of our Safety Manual is kept in the staffroom. This is available to all staff and volunteers and outlines the policies and procedures, which are in place at St Joseph's School. Kelly Limburg is the WHS Coordinator.

### **Signing-In**

If you are staying on the school grounds for any extended amount of time you are required to sign-in at the front office

### **Workplace Health & Safety**

The WHS committee meet on a regular basis both as a group and as a larger employee meeting. Committee members are Bec Fahey and Kelly Limburg.

### **Reporting Hazards**

If a hazard or an unsafe situation is observed while you are in the school grounds please report it to a member of staff immediately. The staff member will then complete a Hazard Report so the issues can be responded to quickly.

### **Reporting Incidents**

If you injure yourself or have a 'near miss' while in the school grounds an Injury/Incident/Near Miss Report form must be filled out. Please report it to a member of staff immediately so a Injury/Incident/Near Miss Report form can be completed.

### **First Aid**

All staff employed by St Joseph's School are trained, as a minimum, in basic first aid procedures. Kelly Limburg is our designated Senior First Aid Officer. All first aid facilities and equipment are located in the front office and sick room.

### **Protective Equipment**

Very limited plant and protective equipment is available at the school. If you bring and use equipment that is not kept at the school then office staff must be notified prior to use and appropriate protective equipment must be supplied and worn.

### **Personal Protection**

If working outside please ensure you wear an appropriate hat and sunscreen. At times overalls, boots etc may also be required. Fire extinguishes, hoses and other personal protection equipment is located around the school. These are clearly labelled and easily identifiable.

### **Emergency Procedures**

Evacuation maps and procedures are on display in all areas around the school. Please spend some time making yourself familiar with these. Emergency procedures are routinely practiced each term and if on the school ground you are required to be an active participant in the procedure.

### **Security Procedures**

When all staff have vacated the premises the school is alarmed. If you need to be on the grounds outside of school hours please let a staff member know.

### **Hazardous Operations / Situations**

The school will endeavour to alert the community of any situation, which is deemed to be hazardous.

### **Safe Operating Procedures**

The school will endeavour to alert the community of any operating procedures that need to be in place before work begins.

### **Other Policies**

At this stage St Joseph's School has no other relevant WHS instructions or industry policies outside the Safety Manual policies.

### **WHS Improvements**

If you feel that the WHS Committee of St Joseph's School could improve their procedures in any way please feel free to speak with any of the Committee Members mentioned above.

### **Manual Handling**

If any of the duties you are undertaking around the school require you to lift / move heavy or awkward objects please seek the assistance of another person. There is also a stack truck available for your use.

### **Smoking**

Smoking is not permitted anywhere in the school grounds.

## **PARENT CONTACT**

It is imperative that staff are able to contact parents (or a nominated adult in an emergency) at all times. Please contact the office should your address / phone details change.

## **PARTICIPATION**

At the time of enrolment, parents sign a form that indicates that they will support the school in all activities. Students are expected to participate in all areas of school life including sports days, camps, performances and excursions.

## **PHOTOGRAPHS**

A form is signed by families giving permission for photos taken at school to be used for publicity purposes eg newsletters, local newspapers, school pamphlets, school website etc.

At whole school events we ask that parents/caregivers only take photographs of their own child in the interest of child safety and out of respect for other families.

Master School Portraits take official school photographs each year and these can be purchased by families.

## **POLICIES**

St. Joseph's School abides by policies produced by the South Australian Commission of Catholic Schools (SACCS). These can be found at [www.ceo.adl.catholic.edu.au](http://www.ceo.adl.catholic.edu.au). These policies include Privacy, Early Entry, Pupil Free Days, Responding to Discrimination, Gender and Equity, Suspension and Expulsion, and Personal Responsibility.

The School Board has also developed policies which include use of school email and Internet facilities, Privacy, Sunsmart, Homework and Behaviour Education. Some of these are available within this document or online at [www.stjopet.catholic.edu.au](http://www.stjopet.catholic.edu.au)

## **PUPIL FREE DAYS**

Four to five times a year, Pupil Free days occur to enable staff to attend professional development. These days are approved by the School Board and are dependent on the availability of facilitators to in-service staff.



## SPORTS TEAMS

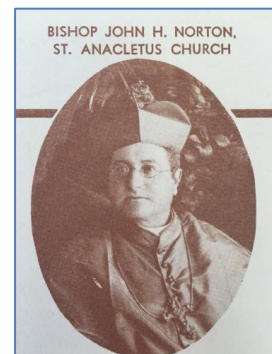
Students are placed in three sports teams. Siblings who attend school together will be placed in the same house teams. We will make every endeavor to place extended family member into the same house team if numbers allow.

### Norton

The red team is named after Bishop John Henry Norton.

In 1884 a parish was formed in Peterborough with a population of about 300. On January 19<sup>th</sup> the then Rev. Father J. H. Norton arrived as the first resident priest of the new parish.

Bishop Norton, who was elected Bishop of the then Port Augusta Diocese on the 18<sup>th</sup> August 1906, was responsible for the original plans and later extensions to St Anacletus Church, as well as the building of the magnificent two story Bishop's House, the foundation of which was laid in 1912. By his efforts churches were also erected at Dawson (opened 1887), Nackara (opened 1896), and Catholic schools maintained at Peterborough, Dawson and Lancelot.

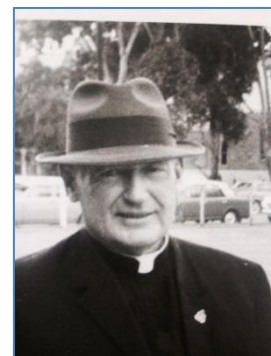


On Thursday, March 22<sup>nd</sup>, 1923, the Diocese was greatly saddened by the death of Bishop Norton who had resided in Peterborough for 40 yrs.

### Lonergan

The green team is named after Fr Lonergan who was a long serving Priest in Peterborough from 1953 – 1984.

Fr Lonergan is fondly remembered for doing morning yard duty every morning at the school, chatting and interacting with the children as they began their school day. He died on the 16<sup>th</sup> March 2000.



### Mackillop

The blue team is named after St Mary MacKillop who is Australia's first saint. Under the guidance of Mary MacKillop, the Sisters of Saint Joseph began working in Peterborough at our school in the 1890's. Her legacy is strong and at the heart of the Catholic story. She plays an important role to us at St Joseph's with the opening line of our school mission statement outlining this:

*At St Joseph's School, our mission is to embrace the Catholic ethos and build on Mary MacKillop's legacy to provide opportunities for everyone to be creative learners and develop to their full potential in this ever changing world.*



Captains and Vice Captains are elected at the start of each year.



## SPORTING ACTIVITIES

Students participate in a number of sporting workshops as they become available during the year. These may include cricket, golf, football, tennis, basketball etc which are offered by local clubs or professional organisations. The costs of these are generally covered by the performance levy paid at the start of the year.



Primary children in Yrs 5/6 (and sometimes Yr 4) are invited to participate in various trials for SAPSASA events which may result in them being chosen for a mid north team competing in Adelaide. Year 3-6 children also compete in the Catholic Schools Athletics Carnival in Adelaide in Term 4.

There will be various sport offerings for Secondary Students, any opportunities will be communicated to students and parents as they arise.

## STATIONERY

Parents pay a levy for stationery at the beginning of the year. Class teachers will then provide all these needs during the year including writing implements and exercise books (except pencil case).

## SURVEYS, FEEDBACK AND CONSULTATION

During the year surveys are sent home to receive parent feedback and suggestions on school events, structures, policies etc. Families are strongly encouraged to return these forms or complete them online as it helps shape policies and goals for the school along with discussions at P&F and School Board meetings. Constructive criticism and affirmation is always welcome and is conducive to building a strong school community.

## SUN SMART

Below is an excerpt from our school's Sun Smart Policy. A full copy of the policy is available on the school web page.

### **The Principal will:**

- Ensure that all staff, children, parent/carers are aware of the School's Sun Smart Policy.
- Inform parents/carers of the Sun Smart Policy via the newsletter and website.

### **All Staff members will:**

- Wear an appropriate hat when participating in any school outdoor activity including yard duty in Term 1 & Term 4.
- Model appropriate Sun Smart behaviour.
- Ensure that all children wear a school hat whenever they are involved in outdoor school activities in Term 1 & Term 4.
- Whenever possible all outdoor activities will be scheduled out of high risk times.
- Encourage children to apply sunscreen before they come to school each day and prior to lunch in Term 1 & Term 4.
- Ensure that skin cancer prevention education is included in the curriculum across all year levels.
- Ensure that the 'No hat. No play' rule is enforced in Term 1 & Term 4.

**Children will:**

- Wear a school hat (not beanie) whenever they are involved in outdoor school activities in Term 1 & Term 4.
- Be encouraged to apply SPF30+ sunscreen before school and prior to lunch each day in Term 1 & Term 4.
- Supply their own sunscreen.
- Follow the 'No hat. No play' rule in Term 1 and Term 4.
- During the winter months (May, June, July, August) sun protection, including the wearing of hats and sunscreen will not be required. Families may use their own discretion in the wearing of hat & sunscreen during these months.

**Parents/Caregivers will:**

- Ensure that all children have the use of a school a hat Term 1 & Term 4.
- Provide children with sunscreen.
- Be aware of the school's 'Sun Smart' policy.

**Basis of Discretion:**

The Principal has the discretionary option to vary this policy on days with adverse weather conditions or for school events/excursions.

**WELLBEING**

Student wellbeing is very important at St Joseph's School. We have a School Chaplain, Mrs Kylie Wells, who is responsible for running student wellbeing programs and supporting students along with classroom teachers and other staff in their wellbeing. We also have a Centacare Catholic Counsellor that will be at school every Friday to further support students and families with their mental health and wellbeing. Appointments can be made at the front office.

**UNIFORM POLICY**

At St Joseph's School the presentation of our students is important. The uniform policy exists to ensure appropriate and safe standards of dress. All students who attend St Joseph's School must wear the approved school uniform. The wearing of our school uniform is a requirement as stated in the enrolment forms but more importantly is one way we can all take pride in our school.

Compulsory enforcement of our uniform policy enables consistency in dress standards throughout the school and is a way of identifying students who are part of the St Joseph's community. If for any reason your child



is unable to wear a particular item of our school uniform, they should provide a note from their parent/caregiver advising the school of the situation and take appropriate steps to correct the uniform as soon as possible. This is not permission to wear incorrect items for an extended period of time.

This Uniform Policy also addresses accessories which are acceptable. Again, approval of such accessories takes into account the safety, both physical and environmental, of each child.

To ensure consistency for students and across the school all clothing items must be purchased through the school. Therefore, similar items of clothing purchased from other sources will be deemed as not correct school uniform.

The uniform consists of the following:

Uniform R-9	
Pants	Tops
<p>Navy Blue Cargo Shorts</p>  <p>Navy Blue Skort</p>  <p>Navy Blue Tracksuit Pants <i>(with gold pinstripe)</i></p> 	<p>Navy Blue/Gold Polo Top <i>(with embroidered school logo)</i></p>  <p>Navy Blue School Jumper <i>(with embroidered school logo)</i></p>  <p>Navy Blue/Gold Tracksuit Jacket <i>(with embroidered school logo)</i></p> 
Footwear	
<p>Sandshoes</p>  <p><i>(Examples only)</i></p>	

White or Navy Blue Socks



PLEASE NOTE: *Canvas material is not acceptable*

## ACCESSORIES

### School Hat

Navy Blue with St Joseph's Crest (*No Hat - No Play*)



Earrings	Jewellery	Hair
Students are only permitted to wear no more than one stud / sleeper in the lower ear lobe. Stud to be plain silver/gold or can have a school coloured stone (blue/gold).	Students are permitted to wear a necklace but it needs to be worn under the shirt. Wrist watches are allowed to be worn also.	Shoulder length hair must be tied back with a natural hair colour or school colour ribbon. (Navy/gold)
Make-Up	Nail Polish	
Students are not permitted to wear any form of facial make-up. Sunscreen and moisturiser are allowed.	Students are not permitted to wear nail polish or artificial nails.	

## Uniform 6-9 – Commemorative Items

In **Year 6**, students design a special Polo shirt and Jumper that can be worn as part of their school uniform. This is to recognise their final year of Primary School. This is a special item of the uniform that can be worn from Year 6 through to the end of Year 9.

In **Year 9**, students will also design their own polo and jumper as a symbol of their final year of Schooling at St Joseph's School.

These items of uniform are only able to be purchased at Year 6 and Year 9.

All other items of the uniform are to be worn from R-9. These commemorative items are unique to Yr 6-9 and are worn in addition to the regular uniform.

***Please make sure that all uniforms are clearly marked with your child's name.***