

St Joseph the Worker Catholic Primary School



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Parent Handbook

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School Prayer

*St Joseph the Worker,
Help us to be gentle people,
Able to spread peace
Wherever we go.
Give us your hope,
Give us your faith.*

*When others are lonely,
let us show friendship.
When others are hurting,
let us show compassion.*

*Through giving we receive,
and in serving each other,
we walk in the footsteps
of Jesus,
and create a difference.
Amen*



THIS CATHOLIC PARISH SCHOOL

St Joseph the Worker is a Catholic, single stream school in Auburn South providing quality Catholic education for boys and girls from Kindergarten to Year Six. Children come from a wide range of cultural and socio-economic backgrounds.

With a school motto of *Creating a Difference*, St Joseph the Worker community uses Jesus as a model for all that we do.

Liturgy plays a vital role in the Catholic religious dimension of the school and a prayerful and reverent atmosphere is encouraged.

At St Joseph the Worker we are committed to providing a happy and safe environment where all members of the community are respected and encouraged to achieve their best.

Our school staff is enthusiastic, dedicated and professional. They work in collaboration with each other and the parents to ensure that the best educational outcomes are achieved for all students.

A whole school plan exists to ensure the needs of all students at risk are catered for appropriately and our school provides programs which cater for the varying needs of the students. Programs for EAL/D, Reading Recovery, Gifted Education and Diverse Learning are currently run in the school.

St Joseph the Worker Catholic Primary School also offers opportunities for children to enjoy participation in a range of cluster sports and academic enrichment opportunities. These programs add to the richness of the school and present stimulating and interesting opportunities for the students.

A range of technological resources exists, including banks of laptops, wireless internet, iPads, iPods and Smartboard access in every classroom.

The Parent & Friends Association is very active in its support of the school and it provides community building activities and works closely with the Principal. We value the contribution of parents and friends who assist the school in many ways.

I thank you for your role in the partnership between school and home and for entrusting your child to a Catholic education.

I look forward to continuing this for many years to come.

I trust that you will enjoy your time at our school.

Gai Melville
Principal

SYSTEM OF SCHOOLS

St Joseph the Worker belongs to a system of schools, which operate under the leadership and direction of the Sydney Catholic Schools Board. The SCS Board and all schools are accountable to the Archbishop of Sydney. Dr Dan White is the current Executive Director of Schools for the Archdiocese.

New Horizons is the Strategic Leadership and Management Plan for schools in the Sydney Archdiocese and this document identifies our collective mission. It states that we will commit ourselves as partners to our students by:

***Celebrating being Catholic in Australia
Ensuring Quality Teaching & Learning
Making a Difference in our World.***

As partners in Catholic education, we commit ourselves to providing quality education for our students by developing goals and strategies which:

- promote our Catholic identity
- enhance the quality of Religious Education
- provide high quality teaching and learning programs
- address the diverse needs of students
- enhance the professional, technological and spiritual development of staff
- strengthen the partnership between teachers, parents, clergy and the wider community
- utilise new technologies to expand learning opportunities
- ensure the efficient and equitable distribution of available resources
- implement a long-term plan for the future provision of places in Catholic schools

ABOUT OUR SCHOOL

St Joseph the Worker is a co-educational Catholic Primary School educating boys and girls from Kindergarten to Year 6.

In 2000 the school developed a new school crest and motto, “**Creating a Difference**” and in 2003 the school introduced a new school uniform. Our Vision Statement is inspired by our crest and our motto.

During 2010 our current library was extended and refurbished to create a modern Resource Centre, including an outdoor learning space. In 2012 our school launched its revised vision and mission statement.

OUR VISION



CREATING A DIFFERENCE

OUR MISSION

As partners in Catholic Education, our vision is to develop an authentic Catholic primary school, based on our five building blocks of learning.

- **EMBRACE THE FUTURE WITH HOPE**

Inspire a strong sense of hope and wonder in students
Challenge students to make a difference in our world

- **CELEBRATE BEING CATHOLIC**

Foster Christian values
Embrace the teachings of the Gospels
Immerse students in the rituals of the Catholic traditions
Nurture students in a faith filled community

- **ENCOURAGE SUCCESSFUL LEARNING**

Provide an engaging curriculum
Cater for individual learning needs
Promote a positive attitude towards life long learning
Inspire students to reach their full potential in a safe, secure learning environment
Utilise contemporary technology and resources

- **BUILD A TRUE SPIRIT OF COMMUNITY**

Encourage faith, hope and love between students, parents, staff and parish
Invite parents to become active participants in their children's learning
Celebrate the cultural diversity of our community

- **PROMOTING ENVIRONMENTAL STEWARDSHIP**

Guide our students to recognise and live their role as carers of God's creation
Model and provide opportunities to participate in environmentally sustainable practices

OUR PATRON SAINT

We are proud to have St Joseph the Worker as our Patron. By his hard work he was able to honour God, our Father, as he used the talents given to him. As a carpenter, he was able to provide for the material needs of Mary and Jesus and give us an example of service and love.

We ask St Joseph the Worker to watch over our children as he watched over Jesus as a child. Help us to use the talents given to each of us so that we may honour God and serve His people. St Joseph the Worker Feast Day is celebrated on 1st May.

HISTORY OF OUR SCHOOL

St Joseph the Worker Catholic Primary School commenced in January 1962. At first, there were only infant classes. Fr McGovern was the Parish Priest and Mrs McGhee was the Principal. The first building was the present hall.

In 1964 the Sisters of Charity began their work in the school. From 1964 – 1987 the Principals were Sr Antonita, Sr Margaret, Sr Anne Louise and Sr Karen. In 1987 the Silver Anniversary of the school was celebrated.

The Sisters of Charity continued to provide a Principal until 1987. Then for 1988 the Catholic Education Office appointed a lay Principal, Mrs Mary Andrew. Development continued in the 1990s, with the purchase of an adjacent block of land, allowing extension of playground space. In 1997-98 a new administration and library block was built, the grounds were landscaped and the school buildings were completely refurbished. In 2012 the school celebrated its 50th anniversary.



The Key Learning Areas (KLAs)

- **Religious Education**
- **Mathematics**
- **English**
- **Science**
- **Human Society and Its Environment (History & Geography)**
- **Creative Arts**
- **Physical Education**
- **Personal Development and Health**

We provide a very caring and pastoral community in which each child's individual needs are catered for and addressed.

To assist the classroom teacher, the school has a number of support teachers. These support teachers include:

- English as an Additional Language/Dialect (EAL/D)
- Reading Recovery teacher
- Diverse Learning teacher
- Specialist PE teacher
- Teacher Librarian
- Learning Support Officers
- Specialist Music Teacher (sponsored by the Australian Children's Music Foundation)

Itinerant teachers also work at the school when needed to support students with an identified need such as hearing or vision impairment or having just arrived in Australia.

GENERAL INFORMATION FOR PARENTS

ABSENCES:

Parents and carers must provide an explanation in writing when children have been absent from school, this can be done through the Compass App or by a letter to the teacher. Government regulations require that the school retains these notes as part of school records. If children are going to be absent for more than a few days a phone call to the school office would be appreciated. If you are going on holidays during school term please notify the school in writing in advance and then enter the leave through Compass. New regulations require permission to be granted for planned absences from school for any significant length of time. If your child will be absent for more than 10 days you will need to obtain an Application for Extended Leave form from the school office. This is particularly important if you are travelling overseas.

ACCIDENTS:

Serious incidents which include any incident requiring ambulance attendance and/or hospital treatment, head injury with loss of consciousness, eye injuries requiring any treatment, severe lacerations or burns and severe dental injuries, or other incidents requiring ongoing medical treatment are recorded in the school accident report book.

AFTERNOON DISMISSAL:

Students in Kindergarten, Year 1 and Year 2 will remain with their class teacher until their parent/carer arrives unless permission has been given for them to leave the school unaccompanied. If not collected after a few minutes they will wait under the tree with the teacher on duty. Students in Years 3, 4, 5 & 6 will be dismissed from the playground.

APPOINTMENTS:

Where possible, appointments for children (eg. doctor, dentist) should be made outside of school hours. This avoids disruption to the education of your child.

ASSEMBLIES:

Whole school assemblies are conducted each week. Classes are regularly rostered to lead the assembly. Parents are informed via the school calendar and are welcome to attend.

ASSESSMENT/REPORTING:

Parent/Teacher interviews are conducted in term one. This is an opportunity for parents/carers to meet teachers and specifically discuss their child's progress. It provides a chance to see what the areas of need are for your child and how he/she has begun their year.

Progress summary reports electronically are issued through Compass at the end of terms two and four. Opportunities for interviews to discuss the report are offered at this time.

The National Literacy and Numeracy (NAPLAN) Test for Years 3 & 5 is administered in term two annually.

The Year 6 Archdiocesan Religious Education Test is administered annually.

BIRTHDAYS:

The birthdays of students can be celebrated by parents sending in small cupcakes or small doughnuts. No lolly bags, large cupcakes or large cakes are to be brought in. Please ensure the cakes and doughnuts are nut free.

CANTEEN / TUCKSHOP:

The school **does not** have an onsite canteen therefore students need to bring their own food and drink most days.

Regents Park Coffee Lounge is now taking our lunch orders on Wednesdays from Term 2. Please ensure the correct money is in the brown paper bag with your child's name, class and lunch order clearly written on the bag before 9.00 am Wednesday morning. Please do not use an envelope.

The Parent and Friends Association conduct special food days eg. ice blocks and sausage sizzles at various times during the year.

CHANGE OF ADDRESS or TELEPHONE NUMBER:

The class teacher and school office should be notified in writing immediately of any change of address or telephone number. It is important that details are kept current in case an emergency arises.

CHILD PROTECTION LEGISLATION:

St Joseph the Worker Catholic Primary School, as part of Sydney Catholic Schools (SCS), is committed to ensuring we provide a safe and productive learning environment for our students. We value the input and time given by the many volunteers who help create this environment. The flowchart below outlines the engagement process schools are required to now follow when engaging parent/carers volunteers:

STEP ONE:

- Obtain a Volunteer Working With Children Check (WWCC) number. There is NO COST for volunteers to obtain this WWCC number.
<https://www.service.nsw.gov.au/transaction/apply-working-children-check>
- You will be issued with a WWCC - Application receipt. When you receive this, please make note of your Application number, or print it for your reference. You will need this receipt to complete your application.
- Next, take your application number to a [Service NSW Centre](#), together with a photo identification. In addition, a 100 point [Proof of Identity](#) is required.
- Service NSW will then lodge your application with the Office of the Children's Guardian.
- The Office of the Children's Guardian will issue you with a WWCC clearance number via email. This is not issued immediately, we advise you to lodge your application early to avoid delays.

When you receive your WWCC number you can then proceed to Step Two.

STEP TWO:

- View a Sydney Catholic School (SCS) Induction Presentation on Child Safe Communities and Read the SCS Volunteers Resource Kit.
<https://sydcatholicschools.nsw.edu.au>
- Provide your contact details and your Working with Children Check (WWCC) number (ending in V) and complete the Child Safe Communities Undertaking on the SCS site.

When you complete the SCS induction, you will receive an email confirming your successful clearance.

STEP THREE:

- Attend a Parent Helper Induction session at the school.

CHILDREN'S BAGS:

Children's bags are to be kept close to each classroom on the hooks provided. Upon arrival at school K - 2 children may put their bags on the hooks outside their classroom. Children in Years 3 - 6 are to keep their bag on the playground with them. No child is permitted to go to their bag during lesson breaks without a teacher's permission.

CLOTHING POOL:

The school operates a second-hand clothing pool which is run on a voluntary basis by parents. If you have any old uniforms in good condition, you can donate them to the clothing pool.

COMPASS:

For information on how to access the Parent Portal and for more information about the Compass School Manager, please read the brochure, "*Welcome to Compass - a guide for Parents and Families*" found here: tinyurl.com/PrimaryParentBrochure

DIVERSE LEARNING PROGRAM:

A Diverse Learning teacher works throughout the school with children who have been identified as having specific learning difficulties. The class teacher and Diverse Learning teacher work together to develop an individual program for each child. The Diverse Learning teacher works with the children in the classroom, individually in a withdrawal room or in small groups. The program aims to meet the needs of the child with specific learning difficulties in order that they reach their potential.

If your child is experiencing difficulties at school the class teacher will communicate this to you. If, after various strategies have been tried, in consultation with the parent the school may suggest further testing from an outside agency. The first thing we ask parents to do is to have the child's ears and eyes tested. Further testing may be suggested by a Speech Therapist, Occupational Therapist, Psychologist or medical practitioner.

DVD SCREENINGS:

Children may view DVDs, videos and audio-visual materials of "G" rating as part of their learning. Parents will be informed in writing before a DVD, video or any other audio-visual material of PG rating is shown, including the reasons for the classification and they will be able to withdraw their child from the viewing.

ELECTRONIC DEVICES:

Each classroom, as well as the school library, is well equipped with electronic devices (eg: laptops, chrome books or iPad's) which have internet access and a range of eLearning resources.

ENGLISH as an ADDITIONAL LANGUAGE/DIALECT (EAL/D):

The EAL/D teacher is a teacher who supports students' language development. The teacher is allocated to the school based on its number of EAL/D students. The EAL/D teacher provides targeted, curriculum based language instruction to EAL/D Students.

EXCURSIONS AND INCURSIONS:

Excursions and incursions are considered an essential part of your child's learning. The purpose of each excursion will be communicated to you prior to the event and written parental permission is needed prior to the excursion. Throughout the year there may be whole-school and/or individual class *incursions* where a speaker/performer comes to the school for a presentation. The cost for excursions/incursions are included on the school fee account.

FACILITIES:

The school site consists of an Administration area, a well-stocked library/resource centre, classrooms, support teacher rooms, a hall and a parent community room. The outside space comprises an artificial grass playground as well as a half size basketball court. The assembly area has shade cloth protection as well as several large shade trees.

HAIR STYLES:

Girls: Hair is to be clean and of a single natural colour. Styles are expected to be reasonably conservative and appropriate for school. All extreme styles are to be avoided and guided by common sense. Girls with long hair (shoulder length or longer) are to tie it back (with maroon hair ribbons) for health and safety reasons. Hair should not be in the students' eyes and long fringes should be clipped back.

Boys: Hair is to be clean and neatly cut, off the collar, of natural colour, of even grade and all extreme styles avoided. Styles are expected to be reasonably conservative and guided by common sense. Examples of unacceptable styles include what is known as 'undercuts', 'lines', marked contrasts in length or shape and excessive gel. Boys with long hair (collar length or longer) are to tie it back for health and safety reasons. Hair should not be in the students' eyes and long fringes should be clipped back.

INTERVIEWS:

Parents wishing to discuss the progress of their child should make an appointment with the teacher. This will enable the teacher to be prepared with the information that parents require and have time available to discuss any concerns. Please do not hesitate to do this as it is vital to have thorough and open communication for the sake of all students. *On the playground, at line-up or at the classroom door are not suitable times as the teachers have responsibility for all children.*

JEWELLERY AND MAKE-UP:

Pride in the school uniform is an important aspect of our school.

For workplace health and safety reasons, the following guidelines are implemented:

- watches are allowed
- neck chains are not to be worn outside the uniform or worn in a visible manner
- rings, bangles and bracelets are not allowed
- girls are only allowed to wear one pair of simple ear studs or sleepers in the lower lobe.
- nail polish and/or make-up are not to be worn

LEAVING SCHOOL GROUNDS:

No child is permitted to leave the grounds after arrival and prior to dismissal times without a parent or carer firstly reporting to the office and filling out a "dismissal form".

LIBRARY:

The library at St Joseph the Worker is a learning centre within the school. The teacher-librarian works two days each week. The teacher-librarian is a key member of the school teaching team and assists the children's learning across the curriculum with a particular emphasis on information skills and developing a love of reading. Children borrow books during their weekly visit.

LITURGY AND CELEBRATION:

Children attend class Masses throughout the year. We encourage parent attendance at these Masses. In addition, children also attend parish Masses to celebrate some feast days and liturgical seasons throughout the year.

ALL students are expected to fully participate in all religious aspects of, and ceremonies at, the school. This includes prayers, Masses and liturgies.

MEDICAL PROCEDURES AND FIRST AID:

Children who become ill at school are sent by the class teacher to the school office where they are supervised until contact with a parent/carer can be made. On enrolment at the school, parents of each child are asked to provide alternative telephone numbers of a relative/friend in case a child is ill at school and parents cannot be contacted. **Please notify the school office immediately if any changes occur.**

MEDICATION:

If it is necessary that medication is to be administered at school, it must be brought to the office with a note including children's name, dosage required and the time medication is to be given. No medication is to be left in bags. Medication will not be administered unless a note is provided by the parent/doctor. Teachers are NOT allowed to administer medication, nor are children allowed to self medicate.

Please talk to your doctor about timing necessary medication for before and after school where possible. The school should be informed if children are on regular medication for a specific reason eg; diabetes, epilepsy, asthma.

Anaphylaxis:

There are a number of students in our school who suffer from severe food allergies.

Anaphylaxis is a severe and sudden allergic reaction. It can occur when a susceptible person is exposed to an allergen (such as a food or an insect sting). Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more. Anaphylaxis is potentially life threatening and always requires an emergency response.

Common allergens that can trigger anaphylaxis are:

- *foods (e.g. peanuts and other nuts, shellfish and fish, milk and egg)*
- *insect stings (e.g. bee, wasp)*
- *medications (e.g. antibiotics, aspirin)*
- *latex (e.g. rubber gloves, balloons)*

Due to the increasing number of food related allergies and in the interest of the safety and well-being of all students, St Joseph the Worker School is a **nut restricted school**.

This means that the following are expectations at our school:

- Children are not to share food with their peers
- Peanut butter and other such nut-based products are not permitted
- Peanuts or nuts of any kind are not be brought to school
- Seeds and foods with seeds in them are not allowed in the school grounds. This includes multi-grain bread, sesame and poppy seeds on buns, and coconut in biscuits and on cakes

If your child has a severe allergy the school requires an ascia Action Plan for Anaphylaxis.

If they have an allergy but are not diagnosed as anaphylactic then the school requires an ascia Action Plan for Allergic Reactions to be filled out by the family General Practitioner annually.

Bronchodilators:

The Department of Health advises that bronchodilators should be available under the following conditions:

- Where a child routinely uses such medication, the medication should be labelled appropriately with dosage instructions and expiry date and left at the school office.

Children are not to self medicate.

The school requires an ascia Action Plan for Asthma plan filed in by the family's General Practitioner and submitted to the school office annually.

Immunisation:

Immunisation against diphtheria, measles, tetanus and poliomyelitis, should be arranged before your child commences school. This is available through Auburn Council's Health Department. Immunisation certificates are required for all children starting school in the Kindergarten class. These certificates are kept on file for inspection by the NSW Health Department. Further information may be obtained from the NSW Health Department on 1800 653 809.

Pediculosis (head lice):

Unfortunately head lice are a recurring problem in all schools. The Health Department's policy is that children are excluded from school until hair is completely treated with medicated lotion and is entirely free of lice. Children excluded must give a letter to the teacher on their return stating hair has been appropriately treated.

Hints for checking hair:

- Check hair in bright sunlight.
- Check around the ears and the top and front of the head.
- If you find head lice, treat the whole head, and then check again.
- If the head lice are still present, they need to be pulled off the hair strand. Vinegar helps to remove the head lice.
- Treat the bed linen, hats, etc to ensure effective treatment.
- It is recommended that all members of the family are treated.

MONEY SENT TO SCHOOL:

Any money sent to school must be in an envelope with the student's name, amount enclosed and purpose of the payment. This will assist the office staff to ensure that your payment is correctly recorded.

NEWSLETTER:

Each fortnight the school publishes a newsletter. This newsletter is distributed electronically to each family and is a vital form of communication from the school to the home. Through the newsletter you are told of coming events and information concerning the education of your child. We see a vital function of this newsletter is keeping you informed on matters concerning the school, events and directions, as well as matters of interest to the wider St Joseph the Worker community. You will also receive communication from the Sydney Catholic Schools, the parish and various parent and community groups to inform you of their activities.

OUTSIDE SCHOOL HOURS CARE OSHC:

Our school offers on-site after school care for our students. The OSHC is run by Sydney Catholic Schools OSHC Services. The after school care service is located in the St Joseph the Worker Primary School hall. Nutritional snacks are offered, as well as activities for all ages provided by experienced friendly educators within a safe and caring environment.

This is a great service for our school and is for parents/carers who can't get to the school by 3.05pm each day. Please contact SCECS Outside School Hours Care directly on 0459 863 691 or call the school office for more information.

PARENT/TEACHER MEETINGS:

These sessions focus on providing information about class routines, procedures and events for the year. Each class teacher will run a meeting for their own class. All parents are encouraged to attend this meeting to find out all about your child's class and to meet his/her teacher.

If a teacher is concerned about your child's progress at any time during the year, you will be invited to come and discuss the problem. Likewise, you are welcome to meet with your child's teacher at any time, but an appointment is essential and should be arranged by seeing the teacher personally or by telephoning the school office. The class teacher will always be the first person to see if you have a classroom concern. She/he will always be available to listen to your concerns and act on them when appropriate.

Class teachers are not available for interviews at morning assembly, during class time or whilst they are on playground duty. During these times teachers have a duty of care to supervise all children.

PARENTS & FRIENDS ASSOCIATION:

The school has an active Parent Association. The Parents & Friends Association (P&F) aims to strengthen partnership between family, school, parish and the wider community. The P&F organises student social events, parent social events, fundraising and the clothing pool.

PARKING:

Please always remember to have the safety of your child as your priority when parking and driving around the school.

Please remember to approach our pick up area in the afternoons by coming down Renshaw Avenue towards Wellington Road and join the end of the queue.

Please DO NOT do a U-turn in Renshaw Avenue.

PERSONAL BELONGINGS:

Children should not bring toys, games or other valuables such as laptop computers games, consoles, iPods, iPads and mobile phones to school as these can be distracting and costly if lost or broken. No responsibility is taken if these items are broken or lost.

PUNCTUALITY:

The co-operation of parents is sought in seeing that children are on time for school and attend regularly. It is also important that children are not sent to school before supervision commences at 8:15am. Children not collected when the bell rings at 3.05pm are to sit down with the teacher on duty while waiting to be picked up.

READING RECOVERY PROGRAM:

The Reading Recovery Program is available for Year One students who are identified and selected by school staff. The program is an effective early intervention program designed to assist children with literacy difficulties.

RECYCLING:

The school recycles using Auburn Council facilities. Each class has a recycling tub which is emptied into the larger recycling bins.

RELIEF TEACHERS:

On occasions your child's teacher may be unable to take the class. The teacher may be ill or attending a professional development course. On such occasions, a qualified replacement teacher will be employed to teach the children. Whenever possible the relief teacher will follow the teaching/learning program of the class, which has been planned by the class teacher. All relief teachers are screened under Child Protection laws.

RELIGIOUS EDUCATION AT ST JOSEPH THE WORKER:

The Catholic Primary School is an integral part of the church and the local community. For some children it is their first opportunity to participate in the living Catholic tradition which respects the dignity of all and celebrates God's presence in our lives. At St Joseph the Worker we actively promote faith development in a supportive environment.

The religious dimension of the Catholic school includes the Religious Education curriculum, the liturgical, sacramental and prayer life of the school, and opportunities for students to engage in activities which build Christian community and reach out to those in need.

The sacraments are part of the life of the Catholic Church. Through the sacraments we meet God in a very special way. The first sacrament is Baptism which makes us part of the Christian family. As Catholics we belong to a particular branch of this Christian family. We follow Jesus in the Catholic tradition. The reception of other sacraments such as Reconciliation and First Eucharist allows the child to develop his/her spiritual life as a Catholic. For this reason other Christians, although baptised, do not make Reconciliation or First Eucharist in the Catholic Church. All sacramental programs are Parish based so please contact the St Peter Chanel-St Joseph the Worker Parish on 9644 7787 for more information.

Catholic children in Year 3 are prepared for the Sacrament of Reconciliation.
Catholic children in Year 4 are prepared for their First Eucharist.
Confirmation takes place every second year for students in Years 5 & 6.

ALL students are expected to fully participate in all religious aspects of, and ceremonies at, the school. This includes prayers, Masses and liturgies.

REPRESENTING ST JOSEPH THE WORKER:

Our school has a proud history of students representing at sports events, when visiting other schools, on excursions and the like, with distinction. Staff are always very pleased with the manner in which our students conduct themselves when representing our school. This means that the students of St Joseph the Worker display respect towards others, show modesty in victory and dignity in defeat. It means that the students display the traits of good sportsmanship. It means showing regard for others around them on the train or bus, on the field or in the stands.

It is expected that the behaviour of all the students at school would allow them to attend events outside of the school. If the behaviour of students is seen to be inappropriate or unacceptable, either in the classroom or the playground, then they will lose the chance to represent the school. If the behaviour or manner of any student on the day of an event is not acceptable, they will be withdrawn from the event.

When the children are representing our school, if they are seen to have not represented the school in the best possible spirit or if their behaviour is such that it causes concern for the supervising teacher, they will not be eligible to attend future events. Whilst it is not expected that this matter is to be a concern, it is best to have this stated now to avoid disappointment or uncertainty in the future.

SCHOOL CALENDAR:

St Joseph the Worker is a Systemic School that is, it belongs to a system of schools operated by **Sydney Catholic Schools**, and as such adheres to the specified opening and closing dates as set by this authority. The electronic school newsletter is an important service of dates for specific events throughout the school year. Please check it regularly.

SCHOOL FEE ACCOUNTS:

All Schools in the Archdiocese of Sydney are billed for fees on an annual basis. Parents can opt to pay their account in one of the following time frames:

- Annually
- Per Term
- Monthly
- Fortnightly

We attempt to have as many of the school charges as possible on the first annual statement in order to assist you with paying them through the instalment schedule you have chosen. However, there may be other charges added to the account during the year which we are unable to determine at the beginning of the year.

Annual Tuition Fees for 2019

The following fees are expected fees for 2019 and are subject to approval from the finance committee. These are provided as a guide for parents and carers and are subject to change.

	1st Child	2 nd Child	3 rd Child	4 th Child
Primary Kindergarten to Year 6	\$1,171.00	\$1,053.90	\$761.15	Tuition fee free

The following charges/fees apply:

(Per Student)	Per year
School Resource Fee:	\$270.00
ICT levy:	\$120.00
Excursion/incursion Fees:	\$ 65.00
Sport Events K-2:	\$ 35.00
Sport Events 3-6:	\$ 70.00
Swimming Program K-6:	\$100.00
Homework Bags K:	\$ 8.00

(Per Family)

School Building Levy:	
1 school	\$553.00
2 school	\$277.00
3 school	\$184.00

SCHOOL HOURS:

Children are supervised from 8:15am each day. It is important that **ALL** children be present when the bell rings at **8.45am** for commencement of classes. Similarly, children must remain in class until dismissed at **3:05pm** unless permission has been given for early dismissal. Children who arrive after 8.45am receive a late slip. These are then recorded on the child's report.

SCHOOL PHOTOS:

School photos, which include class photos, individual photos, family photos and SRC photos are taken each year by a professional photographic company. These are pre-purchased through our contracted photographer.

SCHOOL UNIFORM:

Please mark all belongings with your child's name and check regularly that labels are still attached/readable.

Please encourage your child to wear their full school uniform each day. It should be worn with pride.

SUPPLIER - JOSEPH SCHOOL UNIFORMS

308 Guildford Road Guildford

Phone: 9632 8172

Fax: 9632 8303

Email: josephschooluniforms@gmail.com

GIRLS	BOYS
WINTER UNIFORM <ul style="list-style-type: none">● Maroon jumper with embroidered crest● Tartan A-Line dress● Light blue blouse (Peter Pan Collar)● Maroon button tie● Dark blue stockings● Black shoes	WINTER UNIFORM <ul style="list-style-type: none">● Maroon jumper with embroidered crest● Long grey pants● Long sleeve blue shirt● Maroon tie● Grey socks● Black shoes
SUMMER UNIFORM <ul style="list-style-type: none">● Maroon check uniform dress● Maroon button tie● White socks (above the ankle)● Black shoes● Maroon jumper with embroidered crest	SUMMER UNIFORM <ul style="list-style-type: none">● Blue short sleeve shirt (open neck)● Grey shorts● Grey socks (above the ankle)● Black shoes● Maroon Jumper with embroidered crest
SPORT UNIFORM <ul style="list-style-type: none">● Maroon polo shirt with embroidered crest● Maroon unisex shorts with school logo (maroon pleated skirt optional)● White socks (above the ankle)● Sport shoes● Maroon tracksuit with embroidered crest	SPORT UNIFORM <ul style="list-style-type: none">● Maroon polo shirt with embroidered crest● Maroon unisex shorts with school logo● White socks (above the ankle)● Sport shoes● Maroon tracksuit with embroidered crest

School cap - to be worn while outside at all times - *sold at the school.*

Maroon hair ribbons - long hair to be tied back.

Library bag - *sold at the school.*

Homework bag – *billed on your school fees*

Maroon scarves and gloves in winter if required.

Any hair accessories are to be simple and in school colours

SCHOOL WEBSITE:

Our school has an up to date website which is a great way for others to find out about our school. The website address is www.stjwauburn.catholic.edu.au

SPORT:

Children at St Joseph the Worker have the benefit of a specialist Physical Education teacher who conducts lessons with every class each Thursday. Children wear their sport uniform on this day.

As well as weekly sport, the school has an annual athletics carnival for all children. It is a day based on participation and enjoyment rather than competition. The children whose results are strong, however, do have the chance to go on and compete against other schools at the regional level of competition.

There are also gala days throughout the year where children have the chance to take part in sports such as soccer, Oz Tag, touch football & netball. Parents are always welcome and needed to assist with the various sporting events during the year, provided they have completed the Child Protection Parent workshop. In accordance with the Child Protection Legislation any person wishing to work within the school or attend excursions must follow the procedures outlined under Child Protection Legislation.

STAFF PROFESSIONAL DEVELOPMENT DAYS:

The school holds a number of pupil free staff professional development days each year. Parents are informed well in advance of the dates. These professional development days are directed to improving the quality of education offered to the pupils of the school. Children **DO NOT** attend school on these days.

STUDENT REPRESENTATIVE COUNCIL (SRC):

The SRC is made up of students from Years 3 through to Year 6. The members of the SRC meet on a regular basis with a member of staff to organise fundraising and community events.

STUDENT LEADERSHIP:

All Year 6 Students form the leadership team, this means that all students have the opportunity to experience leadership.

Year 6 students are commissioned as school leaders. The roles and jobs will be shared throughout the whole grade. This shared leadership is a model which is widely accepted as an excellent model for developing the skills of whole groups rather than just a few. This model of leadership for our students allows for greater development of leadership skills across a wide range of students at our school.

SWIMMING:

A compulsory swimming programme exists at St Joseph the Worker for all students in Kindergarten to Year 6. The program is conducted for two weeks near the end of Term 4. The children travel by bus to and from the pool each day for their lesson.

WET WEATHER:

All children are encouraged to have a raincoat in their bag in case of wet weather.

Whole School Rules

1. We are safe
2. We are respectful
3. We are active learners

Golden Rule

Everyone has the right to learn to the best of their ability and the responsibility not to disturb the learning of others

