St Joseph’s Primary belongs to the Catholic system of schools in the Diocese of Parramatta. The school caters for girls and boys from Kindergarten to Year 6 and follows the Josephite tradition.

The Community of St Joseph’s Primary draws its spiritual life from its earliest links with the Josephite Sisters and Saint Mary MacKillop.

The school’s educational philosophy is based on a partnership with parents/carers, where we promote educational and personal excellence in our students, as they grow as whole persons. We attend to their spiritual, intellectual, physical, social, and emotional development.

The learning environment provides security, freedom to take risks, self-discipline, challenges, and stimulation to learn. There are quiet times for prayer, reading and individual work while there is also considerable discussion time where children express their understanding of various experiences. Provision is made for the many individual differences in the class. At any one time, children may be working on different tasks and activities at levels which reflect and challenge their ability.

Students experience success and opportunities in the pursuit of personal excellence. They interact cooperatively in groups where they plan, share ideas and help each other. Our students are encouraged to ask questions, relate experiences and express opinions and feelings.

Positive relationships between home, school and parish are integral to the learning process and to building community. Parents are significant members of the community and are invited to participate in the life of the school and parish through a variety of formal and informal activities.

Vision And Values

At St Joseph’s Primary we promote educational and personal excellence in our students, attending to their spiritual, intellectual, physical, social, and emotional development.

We believe that quality education, in a supportive and Christ-centred community, enriches and empowers the individual.

We support the right of each child to learn of our Catholic heritage, our faith tradition, and our God.

Parents, staff, pastor and students work together as a community, valuing and celebrating all contributions: because ‘together we can’ truly achieve great things.
From the first moment of its inception our community enthusiastically welcomed the idea of a second school for the Mary Immaculate Quakers Hill/Schofields parish. By September of 1997, our hopes and dreams were realised as we moved the pioneer 70 children and staff to 78 Alex Avenue, Schofields, directly behind the new St John Paul II Catholic College (formerly known as Terra Sancta College). From that point, enrolments grew from 70 to 100 by the end of the year. Saint Mary MacKillop shares pride of place with St Joseph as guardians of our school, and both feasts are celebrated with due reverence in May and August.

The school draws its spiritual life from its earliest links with the Josephite Sisters and Saint Mary MacKillop.

When our architect set about designing the school he was given the brief to keep in mind the concept of Australian spirituality — finding God here with us in the beauty of creation and the life of people of the church in Australia. This was expressed in the comfortable, country-style classrooms that look like little houses. These cottages are arranged in a circle, like a country village around a central play area. The colourful panels on the front of the cottages are in earthy tones and pick up the creation theme. The concepts of inclusion, security, comfort, and belonging are easily identified through the architecture and the spirit of greeting that welcomes all at the entrance of our school — ‘Peace be with you’.

Acknowledgment Of Country

We acknowledge that we are gathered on the traditional lands of the Dharug people and we pay our respects to the elders past, present and future for they hold the culture and hopes of Indigenous Australia.
Parish Priest
Fr Roberto Ruben c. Elago

Address
Mary Immaculate Parish Centre
125 Bamier Dr, Quakers Hill, 2763

Mass Times
Vigil Mass: 6:00pm (Saturday)
Sunday: 9:00am, 10:30am, 6:00pm

Website
www.maryimmac.org.au
Religious Education

Celebrating Our Faith

Here at St Joseph’s, Catholic values underpin all areas of the curriculum and school life so that students are supported as they grow in their own self-belief. Our Religious Education program focuses on students coming to know Jesus and our Catholic tradition. This includes participating in and hosting Mass, prayer, and liturgical celebrations throughout the year. We also work closely with our parish and pastors at Mary Immaculate Church in Quakers Hill. Sacramental programs for the preparation of students for the Sacraments of Reconciliation, Eucharist and Confirmation are conducted in our parish.

We reach out to those in our local and wider community by participating in social outreach and charitable works opportunities such as Project Compassion, Catholic Mission, projects run by Vinnies as well as other community appeals. By doing so, we hope to instill in our students a love for God, themselves, others and their world.

Religious Education Lessons

Our school follows the rich Catholic tradition and is fully immersed in the Catholic rituals. This means, on a practical level, that prayer takes a central focus in our school community. We come together as a whole school every Monday morning to recite our school prayer.

Religious Education lessons are an integral part of our teaching and learning. We base religious instruction on the Religious Education program which has been endorsed by the Bishop of the Parramatta Diocese, and is mandatory across all Parramatta Catholic systemic schools. More information on the syllabus is available by contacting our school’s Religious Education Coordinator.

We maintain regular contact with our pastors at Mary Immaculate Church, Quakers Hill. We are involved in parish Masses and in numerous Liturgies of the Word and Reconciliations, which are celebrated on our school premises. The students and staff are involved in the planning and organisation of these religious celebrations. Parents are always welcome and encouraged to attend.

Sacramental Program

- Initiation into the life of the church is a gradual process that takes place within the community of the faithful. The whole community is responsible for passing on its faith, story, values, and tradition to the next generation. And it is the role of the whole community to introduce its children into the sacramental life of the church.

- The preparation for the sacraments of Reconciliation, Confirmation and First Eucharist are parish-based. The parish-based, family-centred process is to provide opportunities for parents to come together, and inquire and reflect upon the faith into which their children are being initiated.

- A sacramental team has been established by the Mary Immaculate parish to assist in coordinating the preparation of the children for the sacraments. It is the responsibility of parents, in conjunction with the parish priest and sacramental team, to assess the readiness of their child for the sacraments.

Students in Year 3 receive the Sacrament of Reconciliation. Year 4 students receive the First Eucharist. And students in Year 5 receive the Sacrament of Confirmation. Children in higher grades may be included in these programs upon request.

The teaching staff from St Joseph’s make every effort to be involved.

For further information please contact either:

<table>
<thead>
<tr>
<th>The Parish Office</th>
<th>Mrs Anne Watson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel: 9626 3326</td>
<td>Religious Education Coordinator</td>
</tr>
<tr>
<td></td>
<td>Tel: 9626 1328</td>
</tr>
</tbody>
</table>

St Joseph's Primary Schofields
2019 Term Dates

The 2019 school term dates are as follows. Please refer to the school calendar on the website for changes to these dates regarding pupil free days & professional development days.

- **Term 1** | Tuesday 29 January to Friday 12 April
- **Term 2** | Monday 29 April to Friday 5 July
- **Term 3** | Monday 22 July to Friday 27 September
- **Term 4** | Monday 14 October to Friday 20 December

School Hours

<table>
<thead>
<tr>
<th>School Hours</th>
<th>8:30am - 2:30pm (Monday - Friday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Supervision</td>
<td>From 8:00am</td>
</tr>
<tr>
<td>Recess</td>
<td>10:30 am - 11:00 am</td>
</tr>
</tbody>
</table>
| Lunch | 12:50pm - 1:00pm (supervised eating)  
1:00pm - 1:30pm (playtime) |
| Dismissal | 2:30pm |
| School Office Times | 8:00am - 3:15pm |

Children are not supervised before 8:00am. After school, children should be picked up no later than 2:45pm. Children left after 3:00pm will be sent to COSH Care and the parents invoiced for the fee.

School Motto And Logo

Our motto ‘Together We Can’ expresses the desire to belong to a community of faith.

With God and each other we can do great things.

The logo is expressive of this community – grounded in Christ, respectful of the gifts of creation, and aware of our whole Australian heritage in spirituality and our environment.

The Bird

The spirit of creation and the sacred presence

The Cross

We are anchored in Christ

The Shape

(taken from the MacKillop cross) represents our connection with Mary MacKillop and the Sisters of St Joseph

Mountains/Land

Our mandate to care for the earth

Gum Leaves

Australian context and culture
Prayer takes a central focus in our school community. We come together as a whole school every Monday morning to recite our school prayer.

Dear Lord,

We give thanks for our school and all the opportunities it gives us to grow and experience new challenges.

Help us to follow in the footsteps of Saint Mary of the Cross MacKillop.

Together we can work for peace in our community and for others in our world.

We ask St Joseph to protect and guide all teachers, parents and children as they work and play.

So Lord, we pray that you will carry us in your loving hands and guide us into the future.

Amen.
Together We Can! - The St Joseph's School Song

(by Carey Landry)

Chorus:
Together we can! Together we can!
Together we can do great things!
Together we can! Together we can!
We can do great things ev'ry day! Together we can work and play;
Together we can sing and pray.
Together as one!
Together as one!
Together, together we can!

(Chorus is repeated)

Great things are sometimes little things,
Like the wonderful feeling a kind word brings,
By learning how to share,
By showing that we care,
We do great things ev'ry day.

(Chorus is repeated)

At home, at school, at play
We can do great things each day.
Together as friends,
Together as friends;
Together, together we can.

(Chorus is repeated)

Coda: We can do great things ev'ry day
# Current Staff

## Leadership Team

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Lesley Studans</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Joanna Delvecchio</td>
</tr>
<tr>
<td>Religious Education Coordinator</td>
<td>Anne Watson (Acting)</td>
</tr>
<tr>
<td>Coordinator of Learning</td>
<td>Trevor Atkins</td>
</tr>
<tr>
<td>Coordinator of Learning</td>
<td>Katie Bates</td>
</tr>
<tr>
<td>Special Projects</td>
<td>Zara Richards</td>
</tr>
</tbody>
</table>

## Teachers

<table>
<thead>
<tr>
<th>Year</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>1D</td>
<td>Victoria Dennett</td>
</tr>
<tr>
<td>1L</td>
<td>Maria Longo</td>
</tr>
<tr>
<td>1W</td>
<td>Anne Watson</td>
</tr>
<tr>
<td>2B</td>
<td>Erin Brennan</td>
</tr>
<tr>
<td>2C</td>
<td>Denise Chircop</td>
</tr>
<tr>
<td>2L</td>
<td>Nathan Lane</td>
</tr>
<tr>
<td>3A</td>
<td>Angela Alonzo</td>
</tr>
<tr>
<td>3G</td>
<td>Jacob Gerrnolle</td>
</tr>
<tr>
<td>4F</td>
<td>Leanne Fairclough</td>
</tr>
<tr>
<td>4L</td>
<td>Karen Lock</td>
</tr>
<tr>
<td>5P</td>
<td>Daniel Parnis</td>
</tr>
<tr>
<td>6A</td>
<td>Trevor Atkins</td>
</tr>
<tr>
<td>6S</td>
<td>Justin Schelle</td>
</tr>
</tbody>
</table>

## Learning Support

<table>
<thead>
<tr>
<th>Group</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Learning Support</td>
<td>Margaret Slater</td>
</tr>
<tr>
<td>Student Learning Support - (K-1)</td>
<td>Katie Bates</td>
</tr>
<tr>
<td>Student Learning Support - (Year 4-6)</td>
<td>Mrs Sarah Watson</td>
</tr>
<tr>
<td>Student Learning Support - (Year 2-3)</td>
<td>Mrs Sarah Hunt</td>
</tr>
<tr>
<td>Reading Recovery Learning Support - (K-1)</td>
<td>Sandra Bonnici</td>
</tr>
<tr>
<td>EMU Specialist - Middle Years</td>
<td>Angela Alonzo</td>
</tr>
<tr>
<td>EMU Specialist - Early Years</td>
<td>Zara Richards</td>
</tr>
<tr>
<td>Third Wave Reading Intervention</td>
<td>Sandra Bonnici / Margaret Slater</td>
</tr>
<tr>
<td>LTST</td>
<td>Daniel Parnis</td>
</tr>
<tr>
<td>Teacher's Aides</td>
<td>Freda Crane</td>
</tr>
<tr>
<td></td>
<td>Vicki Bourke</td>
</tr>
<tr>
<td></td>
<td>Jennifer Dal Bon</td>
</tr>
<tr>
<td></td>
<td>Val Winkle</td>
</tr>
<tr>
<td></td>
<td>Jessica Connors</td>
</tr>
<tr>
<td></td>
<td>Natalie Howard</td>
</tr>
<tr>
<td></td>
<td>Christine Cassin</td>
</tr>
<tr>
<td>RFF</td>
<td>Tammy Ible</td>
</tr>
<tr>
<td></td>
<td>Melissa Fraser</td>
</tr>
<tr>
<td></td>
<td>Dorothy Wong</td>
</tr>
<tr>
<td>Aspect K-6 Gold</td>
<td>Joy Musa</td>
</tr>
<tr>
<td></td>
<td>Gayle Evangelista</td>
</tr>
<tr>
<td></td>
<td>Kristy Alexander</td>
</tr>
</tbody>
</table>

## Other Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>Joanne Neill</td>
</tr>
<tr>
<td>School Counsellor</td>
<td>Monique Beglinger</td>
</tr>
</tbody>
</table>

## Ancillary Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Secretary</td>
<td>Leonie Beck</td>
</tr>
<tr>
<td>Enrolments/ School Secretary</td>
<td>Lisa McLaren</td>
</tr>
<tr>
<td>School Secretary</td>
<td>Kerry Grima</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Andrew Jenkins</td>
</tr>
</tbody>
</table>
Assessment And Reporting

Our current assessment procedures employ a range of strategies to gather data. This is in keeping with our Assessment Policy. Student Reports are given at the end of Terms Two and Four. These formal reports comply with national, state and diocesan requirements. Parents are also invited for parent teacher interviews at these times and throughout the year, as required.

Students in Years 3 & 5 participate in the National Assessment Program – Literacy and Numeracy (NAPLAN). These are external assessments developed by the Federal Government for all schools in Australia. Parents receive comprehensive reports on their child’s performance.

Students in Year 4 and Year 6 participate in the Religious Literacy Assessment. This is administered across the Parramatta Diocese for students in Year 4, Year 6 and Year 8.

Students with special needs may also, with parent consultation, undergo diagnostic testing when required.
Curriculum

At St Joseph’s, in partnership with parents/carers, we promote educational and personal excellence in our students as they grow as whole persons, attending to their spiritual, intellectual, physical, social and emotional development.

Educational practice

Our educational practice is expressed in our Learning Statements, based on sound educational research and formulated in consultation with staff, parents and children.

St Joseph's Learning Statements

- Children learn best in a supportive and empowering environment where children are motivated and inspired by their teachers.
- Children learn best when they are encouraged, take responsibility for their learning, and have the opportunity to reflect on and demonstrate their learning.
- Children learn best when teachers and parents work in partnership accepting, acknowledging and celebrating each child’s personal achievements.
- Children learn best when learning is purposeful and engaging, using learning activities that are well-structured, modified and relevant.
- Children learn best when teachers work as a team, plan collaboratively and draw on expertise within and beyond the school, e.g. teacher librarian, special education, ESL.
- Children learn best in a social context where they develop the skills of listening, discussion, cooperation, and reflection.
- Children learn best in an environment of wellbeing and positive mental health.

Key Learning Areas

St Joseph’s follows the curriculum documents from the NSW Education Standards Authority (NESA), for the six key learning areas of English, Mathematics, History and Geography, Science and Technology, Creative Arts, and Personal Development, Health and Physical Education (PDHPE) and Religious Education – Sharing Our Story, from the Catholic Education Diocese of Parramatta.

Professional learning opportunities for teaching staff are provided to assist in the Australia Curriculum areas.

More information about the curriculum is available on the Australian Curriculum website.

English

At St Joseph’s, we believe that literacy is integral to all key learning areas and is vital to the development of the whole child. We are committed to providing quality teaching and learning experiences that cater for individual needs and learning styles, and improve academic outcomes of all students. We provide a balanced English program including reading, writing, talking and listening based on the NSW Education Standards Authority (NESA) English K–6 document, to achieve success for each child. We incorporate modelled, shared, guided, and independent teaching and learning experiences. All staff members are given ongoing professional development opportunities to ensure best practice is maintained at our school.

Assessment and reflection informs our classroom practice. We are committed to early intervention for children at risk through the provision of specialist programs.
and resources. Learning support programs assist teachers and students, and cater for individual student needs. We use quality literature, an essential part of an effective English program, and information technology is integrated naturally into each stage of our English program. Parents are encouraged to help during the Literacy Block.

Mathematics

At St Joseph’s, we believe that Mathematics is an essential life skill that helps us make sense of our environment. We think that Mathematics should be meaningful for children, and we encourage the development of mathematical thinking to solve problems. Through identifying and exploring patterns and relationships, children learn to apply concepts and skills to problems in their world.

Students are provided with a well-balanced Mathematics program covering each of the strands from the NSW Education Standards Authority (NESA) Mathematics K-6 document:

- Working Mathematically
- Number
- Patterns and Algebra
- Data
- Measurement
- Space and Geometry.

Through exploration, discussion and the sharing of discoveries and experiences, students’ understanding develops from the concrete stage to the abstract.

Creative Arts

Music

Music plays an integral part in the life of St Joseph’s students. It enhances the prayer life of the community; it is a source of entertainment at events, such as school assemblies, discos and end-of-year functions; and it provides students with an opportunity for meaningful self-expression. At St Joseph’s, music is taught in accordance with the guidelines set out in the NESA NSW Creative Arts K-6 syllabus. Each student participates in formal music lessons within their classroom. Music is also integrated into other key learning areas. Part of our music program involves performances by professional musicians. Students at St Joseph’s have the opportunity to participate in the school’s choir, talent quests and in the Diocesan Creative Arts Expo.

Visual Arts

The children at St Joseph’s are fortunate to have their artistic talents expressed, fostered and valued. Each class participates in Visual Arts lessons. During these sessions, the learning experiences are adapted to school or class contexts, paying close attention to the needs of individual students. The children are exposed to a variety of art-making techniques, which include drawing, painting, colouring, and paper craft.

Drama

The Drama program is designed in accordance with the NESA NSW Creative Arts K-6 syllabus. This document organises dramatic skill and understanding into the areas of creating, performing and appreciating. Students from K-6 participate in lessons that explore many aspects of dramatic experiences, including mime, improvisation and movement. Lessons incorporate learning specific skills and performance opportunities. Students move from the familiar, such as nursery rhymes and traditional stories, through to abstract experience in the creation of their work. They are encouraged to develop and extend their skills, both individually and in groups, and respond constructively to others.

Dance

In Dance, students develop knowledge, skills and understanding in composing, performing and appreciating their own dances, and those of others. Our students participate in cultural experiences, including Indigenous Australians’ dance, and are given the opportunity to perform in our talent show in Term 3. Dance is also a component of the PDHPE key learning area.

History And Geography

The aim of History and Geography is to develop in students the values and attitudes, skills, and knowledge and understandings that:

- enhance their sense of personal, community, national, and global identity
- enable them to participate effectively in maintaining and improving the quality of their society and environment.

Learning in History and Geography involves sharing ideas and working cooperatively in groups. Many opportunities are made for the students to work together, enabling them to better understand the diverse nature of people in the classroom, school, broader community, and the world. Students in K-6 participate in lessons where they learn about change and continuity, culture, the environment, and social systems and structures. Skills are taught in acquiring information, using the inquiry process, and social and civic participation.
Science And Technology

Science and Technology is the area through which all students learn about the natural and made environment by investigating, designing and making, and using technology.

Due to the rapidly changing nature of development in the science area, the outcome of Science education is to provide students with the processes and skills required to access knowledge. Science education assists students to understand themselves and the environment, and provides opportunities for them to develop independent rational thought and responsible action. Students in K-6 participate in lessons where emphasis is on first-hand experiences, investigation, design and make, problem solving, and clarifying understandings.

As technology continues to influence and shape our world, it is not surprising that it is also bringing about dramatic change in the classroom. The technology within the school is enhanced by the use of computers, ipads and interactive whiteboards within the learning spaces. The library has a bank of computers which are used specifically for research, using the internet and accessing specific software. With internet access throughout the school, emphasis is on utilising technology to support learning. The children are encouraged to access the internet, and are supported in its use to enrich learning, to locate information and to broaden their knowledge and understanding of world issues.

The children are very comfortable using ipads, computers, digital cameras, data projectors, and network printers to enhance their learning and presentations. Students learn skills in basic graphics, information and communication, spreadsheets, software, word processing, and multimedia. They are also supported to be discerning in their internet use and ethical use of information.

Personal Development, Health And Physical Education (PDHPE)

The aim of the PDHPE curriculum is to develop in each student the knowledge and understanding, skills, values and attitudes needed to lead healthy, active and fulfilling lives. This syllabus is directly concerned with supporting the development of the student as a whole person. Learning in PDHPE extends beyond the planned classroom lesson and is reinforced by the pastoral care program, the school canteen, the Religious Education program, and other ‘health-promoting’ activities. Each class receives two hours of structured physical activity per week.

PDHPE is an important key learning area as it:

- encourages an understanding and valuing of self and others
- promotes physical activity
- emphasises informed decision-making leading to effective and responsible action.

Homework

Reading is an integral part of homework and children should read from 10 - 30 minutes each day. Parents should also read regularly to their child, especially in the early years.

Children are expected to complete structured and unstructured homework when set by the class teacher. Homework is the child’s responsibility – don’t let it become yours!

Parents can support their child to do their homework by ensuring a quiet, comfortable space is available, visiting the local library if required, and communicating any difficulties with homework to the child’s teacher.

Library

The St Joseph’s Primary school library is a modern learning space containing a vast range of resources that cater for our whole school community. It is a place to learn, meet and play for students, teachers and parents.

The students make regular visits to borrow and research from our well-resourced and diverse collection.

Students and teachers enjoy opportunities to use the technology available in this space, including the interactive whiteboard, desktop and laptop computers, and iPads.

This meeting place is a popular lunch time stop off for students as they meet to read, play games of chess or discuss a book. The sliding doors that open the space to the playground are often open during lunch time, as children play and read in “cafe” style on the verandah.
Pursuing Passions

At St Joseph’s we believe that students should be encouraged to express themselves outside the classroom through academic, extracurricular and sporting opportunities which are supported by committed staff who believe in the importance of educating the whole person.

Creative And Performing Arts Opportunities

- Coding
- Chess
- CAPTIVATE choir and strings Program
- Talent shows
- Guitar Club
- Games Club
- Kool Kids music program and art
- Dance Fever
- Christmas concert
- Playgroup
- Makerspace
- Infants and Primary Drama Club
- School discos

Curriculum-relevant Excursions And Incursions

- Book Week activities (enhance our reading program)
- ‘Meet the Teacher’ night
- Parent education sessions
- ‘Voice of Youth’ Public Speaking Competition
- Author and illustrator visits
- Premier’s Reading Challenge
- Literacy and Numeracy Week activities
- Catholic Schools Week
- Sacramental programs
- Whole-school masses
- St Joseph’s Day and Mary MacKillop Day activities

Sporting Events Which Encourage Enjoyment For All

- Weekly sport
- Representative sport (zone, diocesan, inter-diocesan and state)
- Athletics, swimming and cross-country carnivals
- Netball, basketball, soccer and touch football gala days
- Gymnastics program
Support Programs

Successful Learners

At St Joseph’s, we foster a collaborative community and supportive environment as we want each learner to feel accepted and grow in their learning. We respect and celebrate diversity and individuality by recognising and providing for differences in learning styles, rates of learning, strengths and needs.

Learning support programs assist teachers and students and cater for individual student needs. Our learning support team is committed to providing resources and programs to encourage all students to reach their potential in a nurturing environment. We offer a focused literacy program through Focus160 and reading intervention through Reading Recovery. We also facilitate Extended Mathematical Understanding (EMU) intervention for small groups of children as part of our numeracy program. At any one time, students may be working on different tasks and activities at levels which reflect and challenge their ability. This allows each student to achieve their best possible educational outcome.

Pastoral Care Program

Pastoral care refers to the total care of the student. At St Joseph’s, it is expressed through:

- the development of quality relationships
- the provision of satisfying learning experiences
- the establishment of an effective care network
- the provision of experiences and structures that provide for the integrated spiritual and human growth of the students.

We promote the value and dignity of each individual through a positive approach to self-discipline and self-esteem building. We recognise that everyone has the right:

- to learn
- to be safe
- to enjoy personal wellbeing.

Student Leadership Program

Students are encouraged to contribute to the school community in both formal and informal ways. They are encouraged to share their ideas, either through the Year 6 students, Student Leadership Team or by approaching the Principal directly. The Principal is always available to students by appointment.

Other Programs

Protective Behaviours program operates in each class and teaches children strategies to use in situations where they feel unsafe. The program is reinforced regularly, throughout the year, and forms the basis of our student management rationale.

Learning Support Program assists in the support of children who have been identified through formal testing, as having a specific learning delay or difficulty. Children on this program are formally reviewed each year for continuance.

Counselling Services with a Professional Counsellor are available at school every Monday during the school term.

Information Technology skills are integrated across the curriculum. Students from Kindergarten to Year 6 have access to a variety of technologies including computers, laptops, ipads, interactive whiteboards and more, to support their learning.

Reading Recovery is a one-on-one program that targets ‘at risk’ children after their first year at school. Parents are invited to spend time observing the specialist teacher so they can support their child with home reading. All children are tested at the beginning of Year 1 to ensure the program targets those with the highest need.

Voice of Youth is a diocesan public speaking competition for Year 6 children.

Representative Sports Teams participate in a variety of competitions each year, e.g. athletics, cross-country, swimming, netball, basketball, soccer, AFL, OZTAG, and touch football.

Chess teams compete in the Junior Chess League’s Primary Schools competition during Terms 2 and 3. All interested children are invited to participate.

School choir is formed for special events and rehearses at lunchtime.

Playgroup meets on Monday.
Students

Expectations

To ensure each member of the community enjoys the right to learn, be safe and enjoy personal wellbeing, we expect all children to:

1. Show respect for the God given dignity of each person in our community.

2. Take pride in wearing the appropriate school uniform and maintain a neat and tidy appearance.

   - I am a learner
   - I am respectful
   - I am responsible
   - I am safe

4. Practise appropriate social behaviour (Saying "please", "thank you", "excuse me", listening, knowing how to gain attention, interrupting a conversation.)

5. Be aware of the needs of others and respect their feelings and property.

6. Display good sportsmanship.
   - abiding by decisions of the umpire, judge.
   - accepting defeat graciously.

7. Behave in a responsible and appropriate manner when travelling to and from school.

Behaviour management strategies at the school focus on the development of responsibility for one’s actions and restoration of other’s rights, when infringed. Our Behaviour Management Policy has been developed in consultation with parents.
Awards

The following awards will be presented at school assemblies:

**Gospel Awards** - This award recognises students who put effort into their learning, leaping as our school mascot Joey teaches us to do.

**Leap 2 Learn Awards** - This award recognises students who put effort into their learning, leaping as our school mascot Joey teaches us to do.

![Image of awards recipients]

**Leap to Learn Award**

This award is given to a student who has shown a consistent effort in their general schooling for the week. The names of the recipients will be printed in the newsletter.

**Gospel Value Awards**

Each fortnight, the school will focus on a particular value. The values include:

- Showing Care and Compassion
- Doing My Best at St Joseph’s
- Playing Fairly
- Displaying Honesty
- Demonstrating Integrity
- Showing Respect to Others
- Being a Responsible Member of St Joseph’s
- Including Others
- Demonstrating Patience and Perseverance

These values will be repeated each semester. One child per class who has demonstrated the value for that fortnight will be awarded a certificate at assembly. The names of the recipients will be printed in the newsletter.

**Principal’s Award**

Each child will be given a blue log card on which they earn stamps throughout the year. Once they have received 10 stamps on their log card, they will be awarded a Principal’s Award. This award will be presented at the school assembly and names of the recipients will be printed in the newsletter/update the following week. At the end of each term, the students who achieved this award during that term will be invited to a ‘Principal’s Morning Tea’. A letter addressed to them will be sent to their home congratulating them on their achievement and inviting them to the morning tea.

How students earn a stamp on their log card:

- For receiving an award at assembly (Student of the Week, Values Award or Class Merit Award)
- For completing a class award chart
- A major achievement at the discretion of the class teacher
### School Uniform

#### Girls Uniform

<table>
<thead>
<tr>
<th>Summer (Term 1 &amp; Term 4)</th>
<th>Winter (Term 2 &amp; Term 3)</th>
<th>Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Blue check dress or culottes and top</td>
<td>• Grey check tunic</td>
<td>• Navy blue sports culottes</td>
</tr>
<tr>
<td>• White ankle socks (no cut-offs)</td>
<td>• Blue peter pan blouse</td>
<td>• Polo Shirt, navy / sky blue</td>
</tr>
<tr>
<td>• Black school shoes</td>
<td>• Navy Jumper with school logo</td>
<td>• White ankle socks (no cut-offs)</td>
</tr>
<tr>
<td>• Navy blue/sky blue hair ribbons</td>
<td>• Royal Tab on elastic (tie)</td>
<td>• White sports shoes</td>
</tr>
<tr>
<td></td>
<td>• Navy blue tights or Navy Knee High socks or white</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• or navy turnover socks (no cut-offs)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Black school shoes</td>
<td></td>
</tr>
</tbody>
</table>

#### Boys Uniform

<table>
<thead>
<tr>
<th>Summer (Term 1 &amp; Term 4)</th>
<th>Winter (Term 2 &amp; Term 3)</th>
<th>Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Blue short sleeve shirt</td>
<td>• Grey trousers or shorts</td>
<td>• Navy blue sports shorts</td>
</tr>
<tr>
<td>• Grey shorts</td>
<td>• Blue long sleeve shirt</td>
<td>• Polo Shirt, navy / sky blue</td>
</tr>
<tr>
<td>• Grey striped blue/ blue ankle socks (no cut-offs)</td>
<td>• Navy Jumper with school logo</td>
<td>• White ankle socks (no cut-offs)</td>
</tr>
<tr>
<td>• Black school shoes</td>
<td>• Grey striped blue/ blue ankle socks (no cut-offs)</td>
<td>• White sports shoes</td>
</tr>
<tr>
<td></td>
<td>• Black school shoes</td>
<td></td>
</tr>
</tbody>
</table>

*Change over of seasonal uniform will be at the Principals discretion dependant on weather. Generally each change over has a 2 week grace period where children may wear either uniform, by week 3 of term 2 and term 4 the children will normally be expected to be in that seasons uniform. Updates via the school newsletter.

St Joseph's Primary Uniform shop is online run by Oz Fashions. Orders are to be placed on the "QKR" app by MasterCard. Delivery to the school will be every Tuesday during the school term free of charge and orders placed by 4pm Monday will be available for Tuesday delivery.

Try on samples will be available at the school for your convenience. Oz Fashion does not refund for change of mind or wrong selection but gladly offers exchange within 14 days.

Returned merchandise MUST be in its original condition with all tags still attached and accompanied by proof of purchase. Any worn items are not able to be exchanged. Please email all exchanges to elle@ozfashions.com.au

Please note that Oz Fashions warehouse in Granville DOES NOT sell the St Joseph's Primary Uniform in store

Click on the link below for step by step guide in ordering Uniform

**St Joseph's How to guide**

If you have any enquiries please contact Elle:
elle@ozfashions.com.au
0421 216 414

### Grooming

Children are asked to wear full school uniform and be neatly groomed. Long hair must be tied back, and trendy or coloured hairstyles are not acceptable.

Nails should be clean and well trimmed. Nail polish is not acceptable.

We feel it is important at a young age to develop pride in appearance and the concept of appropriateness of dress and appearance to suit the occasion.

Jewellery should be confined to sleepers, signet rings and watches. Crosses and medals on chains should be worn under uniforms for safekeeping. Expensive items should not be worn to school.

### Lost Property

Your child's name should be sewn or marked clearly on all items including clothing (especially hats and jackets), raincoats, drink bottles, lunch boxes, pencil containers, school bags, shoes and sandshoes. If names are placed on all items they can be quickly returned before upsets occur.
Mufti Days

When the school has a mufti day it means that the children do not have to wear their school uniform. They may wear smart casual clothing to school, and a hat that covers the head and shades the ears and face. Often we have a mufti day as a fundraising event, as a special celebration or as a reward. As a fundraiser mufti day each child is asked to bring along a gold coin for the privilege of wearing ordinary clothes.

Smart casual clothing must be tasteful and does not include tops or pants that reveal extensive parts of the body, t-shirt or tops displaying inappropriate logos, the promotion of inappropriate products or displaying rude, explicit or offensive language or phrases. Footwear must protect the whole foot and should not include rubber thongs.
Making appointments

You can make an appointment to see your child’s teacher by writing a note to them or by contacting the ladies in the office who can pass on a message. Please note that it is very important that an appointment is made at a mutually convenient time. Interviews “on the run” are not possible or practical. We aim for quality communication and this can’t happen unless we take quality time.

Who do I contact?

For general matters and information the ladies in the office can usually help. If they can’t, they will direct you to the most appropriate staff member. For classroom-based matters relating to your child’s wellbeing and learning please contact your child’s teacher. They are in the best position to help you and your child.

The next point of contact is the Stage Co-ordinator

- Infants (Kinder, Year 1 and Year 2)
- Primary (Stage 2 & Stage 3)
- Special Needs

After having explored these avenues if you still require further assistance an appointment can be made with Mrs Studans.
Newsletters And Notes

Newsletters

The School Newsletter contains the topical information about the school. It is emailed via website subscription & Skoolbag App once a fortnight. The newsletter is also available on the school website along with archived newsletters.

Notes

Notes and important letters will come home via the classroom bags that are collected each afternoon and handed out by your child's classroom teachers.

Notes, letters and money, etc that are being sent to the school should be placed in an envelope marked with your child's name and class and the children can give to the class teacher, who will pass them on to the office each morning via the classroom bags. Copies of notes are available in the school foyer.
Subscribe to our website

St Joseph’s delivers up-to-date news and stories straight to your email inbox. Go to our newsletters page and sign up now to receive the latest news items, upcoming events and reminders from us via email.

Skoolbag App

Our school also sends notifications to our parent community via the Skoolbag School App. To install the App, just look for our school name “St Joseph’s Primary Schofields” in the Apple App or Play Store and install it on your compatible mobile phone or device.
Parent Involvement

Partnering with the Community

St Joseph’s is a family-friendly school. We believe that partnerships are best achieved through mutual and respectful communication, consultation and collaboration between family, school and the parish. As parents are the primary educators of their children in faith and life, we work in partnership with parents to provide the most holistic education program for our students.

We invite parents to take an active part in St Joseph’s Primary School in many ways. As a volunteer, parents/carers can help in the playground, classroom, sports and the library to enhance the teaching and learning program. Parents may be able to assist with reading, the gross motor skill program, creative events, coaching sporting teams and providing valuable assistance in the library. Craft mornings and workshops, to make teaching materials, are also well supported by enthusiastic parents/carers. Parents/carers can also loan books and resources from the parent section of the school library and bring their toddlers to our weekly playgroup held at the school.

Parents/carers can participate in any of our school committees and working parties too including the:

- Parent Representative Group - an open meeting, chaired by the principal, held once per term. Membership is open and consists of representatives of the parish, the school staff, other committees and any parent interested in the workings of the school and why and how decisions are made
- Social and Events Committee - coordinate the various social and fundraising events throughout the year, as well as working bees and hospitality; and
- Pastoral Care Committee - to lead support for those in need in our school community.

Families and parishioners are welcome to be involved in the religious and community life of our school and to attend school gatherings such as assemblies, information nights, concerts and liturgies and many other events throughout the school year.

We value our close working partnership with our parents and families. Here at St Joseph’s, we are always very appreciative of the work volunteer parents do for the school. Parent feedback is always welcomed.

How parents can make a good school better...

See The School As ‘Your’ School

Encourage your child to participate in school activities and contribute their ideas and talents.

Stay Informed

Read the school newsletter, updates and other communications, and send in replies promptly.

Get Involved

Participate in committees and groups such as PRG (Parent Representative Group), Working Bees, Fundraising committee, etc.

Help Across The School

Become a helper in the classroom, library, on excursions, at sporting events or offer your expertise when needed. We are community.

Attend School Events

Have fun! Come to our open days, liturgies, concerts, sporting functions, celebrations social and fundraising activities and make friends with other parents/carers.

Have Your Say

Participate in discussion groups and school surveys and be informed of what the school is doing and why. If unsure, ask the school and get the correct information, not someone’s opinion or hearsay.

Protocols for visitors to the school

All visitors to the school, including parents/carers are asked to observe school protocols in the interest of student safety, effective teacher supervision and Child Protection policies. Before assisting teachers in the classroom, on excursions, at sporting events or in any other capacity, volunteers need to:
Complete the 'on line' training session and form for volunteers
Sign in at the school office at each visit and sign out when leaving
Wear a school badge for identification purposes during each visit.

On days of celebration when parents/carers are invited to the school, parents/carers are reminded that all children remain under the supervision of the school while on school grounds. Cooperation with the teaching staff is requested at all times.

The NSW Child Protection legislation prohibits any adult from disciplining a child other than their own. This is particularly so when children are at school. If there are issues at school or impacting a child, they should be brought to the attention of the Principal, Assistant Principal or class teacher.

Privacy is upheld in Commonwealth legislation. Information gathered when assisting teachers is confidential and volunteers are bound to keep it in trust. Volunteers are subject to the same Privacy Regulations as the school.
Food And Health

Allergies And Anaphylaxis

There are a number of students at St Joseph's with severe food allergies. We ask that no nut products be sent to school.

Parents of children with allergies are asked to provide an action plan signed by your doctor, to be displayed in the sick bay in the office. We also ask that any medications, including EpiPens, are given to the office to be kept in the sick bay for treatment if a reaction occurs. A school EpiPen is carried in each of the playground medical bags that may be used in case of an emergency.

Canteen

Lunch and Recess is available from the school canteen Monday to Friday. Lunch needs to be ordered in writing including child's name and class on an envelope or lunch bag with money enclosed, or can be ordered online via flexi schools App. (check cut off times on App) Snacks and drinks can be bought over the counter.

Health Promoting School

St Joseph’s Schofields is a ‘Health promoting school’ and aims to develop an understanding of the factors that influence a healthy lifestyle. The following lists were developed with a recommendation that the unsuitable foods are not to be brought to school except on special occasions.

<table>
<thead>
<tr>
<th>Suitable Food</th>
<th>Unsuitable Food</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandwiches</td>
<td>• Chips/Cheezels/Twisties,etc.</td>
</tr>
<tr>
<td>Lebanese bread</td>
<td>• Lollies</td>
</tr>
<tr>
<td>Pita bread</td>
<td>• Chocolates</td>
</tr>
<tr>
<td>Pikelets/pancakes</td>
<td>• Sweet biscuits</td>
</tr>
<tr>
<td>Fresh and dried fruit</td>
<td>• Roll-ups</td>
</tr>
<tr>
<td>Vegetables</td>
<td>• Carbonated (fizzy) drinks</td>
</tr>
<tr>
<td>Cheese sticks</td>
<td>• Cream cakes</td>
</tr>
<tr>
<td>Muffins</td>
<td>• Cereal/Health Bars containing sugar and condensed milk</td>
</tr>
<tr>
<td>Snack packs</td>
<td>• Cereals such as Coco Pops and Fruit Loops</td>
</tr>
<tr>
<td>Muesli bars</td>
<td>• Fast foods such as McDonalds/Hungry Jacks</td>
</tr>
<tr>
<td>Popcorn</td>
<td></td>
</tr>
</tbody>
</table>
Travel And Road Safety

Bus Travel/Transport

Travelling by bus

For information regarding bus routes and times ring Busways on 9625 8900.

If the school buses are running late or a child has not gotten off at their regular stop, ring Busways as they have direct communication with the drivers. Make sure you know the number of your child’s bus.

Bus routes can also be found on the Busways website.

Bus passes - Opal Pass

Information regarding Free travel via bus to and from school visit the website listed below in help applying for Opal cards.


Lost Property on a Bus - Call Busways in Glendenning on 9625 8900

Dropping Off/Picking Up Children From School

These procedures are in the interest of student safety and Child Protection legislation.

Parents are not to proceed beyond the gate to the playgrounds when dropping off children in the morning and wait for the gate to be opened before collecting children in the afternoon.

Children arriving at school after 8.30am report to the school office to get a late note. Please remember that the late arrival of students can be very distracting both for themselves and other students, so we ask that this is kept to a minimum.

Parents picking up children before 2.30pm are required to get an early pass from the school office. Parent/carers wait for the child(ren).

Children cannot be collected during recess or lunch unless prior arrangements have been made, e.g. a note to class teacher in the morning.

After school, children are collected from the cola area outside the community space where they wait with their class teacher. Children are only allowed to leave with an authorised adult nominated by parents on the school records. Any change to your child’s normal routine must be communicated to the school office via writing or telephone by 2pm of the day of the change or in advance, including who may pick up your child when you’re not available or running late. In cases of emergency, parents must contact the school and advise of arrangements made.

Rolling pickup children will wait supervised until their family number is called. Children going to COSHC in the afternoon are collected and taken to the community space.

Children taking the bus home and collected and supervised until each afternoon bus has departed.

Rolling pick up numbers and information is available from the school office.

Children are not permitted to meet parents in the car park or outside the school grounds. Children walking home require written permission from their parent/carer.
Road Safety

The 40KM zone on Alex Ave applies between 7:30am - 9:00am and 2:00pm - 3:30pm.

This applies to all traffic, including parents/carers picking up children from school.

The children's crossing out the front of the school operates while flags are displayed before and after school.

No Stopping signs either side of the crossing on both sides of the road mean vehicles may not stop or wait at the kerb for any reason during the hours on the signs, 8.00-9.00am and 2:30pm - 3:30pm on school days.

The kerb area in front of the bus bay has also been designated as a No Stopping zone to allow buses to turn in and out of the bus bay with safety.

There are No Entry signs at the bus bay entrance. These are enforceable by law and ignoring these signs could result in a fine. Parking in the bus bay is of course also prohibited.

Do not drop children off in the bus bay.

To assist with traffic management on Alex Ave before and after school consider the following options:

- children catching the bus and picking them up from the bus stop
- not waiting around before and after school and making your parking spot available for the next parent
- car pooling with friends and neighbours
- walking with your children to and from school.

There is no simple answer to the problem of parking for parents, but if we focus on the main issue, our children's safety, we should be able to co-operate with each other to make it work.

In cases of special circumstances, please contact the school office and we may be able to help by issuing you with a temporary permit to park in the school car park.

*From time to time, Police patrol Alex Ave and book cars not abiding by the rules. Fines are issued!*

Staff Carpark

Parking in the school grounds is not available to parents/carers due to student safety issues, as the staff carpark becomes a pedestrian way at critical times.
General Information

Attendance/Absences

If your child is absent from school due to illness or other unavoidable circumstances, you must send a note to the class teacher as soon as they return to school containing the following information:

- Child’s name
- Date(s) absent
- Reason explaining absence.

The attendance roll is a legal document and written documentation to support a child’s absence from school is required. Regular attendance is essential for progress. We encourage punctuality and responsibility and ask that you send your child to school on time each day. **Attendance is marked each day in the Class Attendance Register which is a legal document.** Children arriving after the morning (8:30am) bell must go through the office for a late pass before proceeding to the classroom. All absences, including late arrival and early departures, are recorded in the class roll and on Student Reports. A written explanation **must** be sent to the class teacher when a child returns from an absence.

Parents are required to complete a Student Attendance Exemption Form, which is available from our website or school office. The form is forwarded to the school and a Certificate of Exemption is signed by the Principal and returned to the student. This is required to be shown if traveling or requested while the student is away.

Book Club

We encourage the children to be enthusiastic about books and reading.

Through the Book Club the children are given the opportunity to purchase books at their level. Although there is no obligation to purchase, we feel all children would benefit from this service. The library also receives bonus points for purchases made.

COSHC - Before & After School Care

Catholic Out of School Hours Care (COSHC) provides before and after school and vacation care for our primary school aged children (Kindergarten to Year 6). COSHC is in an environment that fully supports the Catholic ethos and the mission of the Catholic Church.

COSHC at St Joseph’s is safely located onsite within the Community Space, and offers a vibrant, friendly and caring environment for families in need of convenient before or after school care or vacation care.

Our centre is run in partnership with the school and parish, sharing the same Catholic values in caring for your child.

Excursions

Excursions are important educational resources and usually serve as input to, or as the culmination of, a unit of work. Parents are informed in advance. The costs for excursions are included in the Activity Fee.

Extended Absences

When planning an extended absence of 5 days or more, e.g. a holiday, the Principal must be advised beforehand in writing. A certificate of leave will be supplied to families if the leave is approved.

School Fees

Catholic systemic schools aim to keep their fees as low as possible and can provide flexible payment arrangements for families. Students who meet the enrolment criteria will not be refused enrolment because of a family’s genuine inability to afford school fees. Schools are able to reduce or waive fees for families suffering financial hardship.

There are three levels of annual fees, billed in instalments during Terms 1, 2 and 3:

- Annual Diocesan Tuition Fees set by the Catholic Education Office
- Diocesan Building Levy set by the Catholic Education Office
- School-based fees

There are very significant discounts for the second (25% reduction) and third (50% reduction) children enrolled from the one family. There are no fees for the fourth and subsequent school children.

For an outline of the fees at St Joseph’s Primary, visit the ‘School Fees’ page of our website under the ‘Enrol Now’ menu.

For any further enquires regarding the payment of fees please contact the school weekdays between 8am and 3pm on 9626 1328 to make.