



Catholic Education  
Diocese of Rockhampton



# St Joseph's School BARCALDINE



## Parent Handbook

# 2023

## **School Vision Statement**

*Inspiring, educating and empowering children to become faith-filled leaders through the Core Values of the Sisters of Mercy:*

**MERCY COMPASSION JUSTICE SERVICE EXCELLENCE**

## **School Mission Statement**

*As a Catholic School we claim Christ our Lord as our leader living his values and modelling Christ in serving each other.*

*Our children will be challenged and encouraged to learn, live and grow in a spirit of community, truth and acceptance to ensure that each child reaches his/her full potential.*

## **School Motto**

*Live and grow in truth and love*

## **School Prayer**

*Thankyou God for happy days, for our unique and special ways.  
For our teachers and our school, where we obey the 'Golden Rule'.  
Help me work with a smiling face, so our school's a friendly place.  
For the many caring things we do, make all our classmates thankful too.*

*Amen*

## **St Joseph's School Song - Tree of Life**

*The Sisters of mercy, planted the seed  
Giving us life, in all that we need  
Through these foundations, our knowledge has grown  
Now as we blossom, our colours will show*

*Look up and learn, from above  
Live and grow, in truth and love  
Stretching up, to the Outback Sky*

*St Josephs is our.....Tree of Life, Tree of Life*

*Our values like water, on the leaves  
Service, compassion, in our community  
Sunlight on branches, reaching out  
This is what, our school's about  
Here in Barcaldine, in Queensland's west  
All of us Joey's, giving our best*

### **SCHOOL CONTACT DETAILS**

Street Address: 23 Willow Street Barcaldine QLD 4725  
Postal Address: PO Box 84 Barcaldine QLD 4725  
Telephone Number: 07 4651 2450  
Office Email: [sjba@rok.catholic.edu.au](mailto:sjba@rok.catholic.edu.au)  
Website: [www.sjbarok.catholic.edu.au](http://www.sjbarok.catholic.edu.au)

### **TO OUR PARENTS**

Your involvement in your child's education is actively encouraged as it is an exciting time of development and growth for them. Parents have the opportunity be involved in the life of the school in many ways:

Some of the ways you can be involved in sharing this time with us are:

- \*Meet your child's teacher. You can meet your child's teacher at any mutually convenient time to discuss your child's progress or any matters of concern. Your interest is essential.
- \*Participate in Mass and other liturgical celebrations
- \*Assisting in the classroom – reading, rotations (under the guidance of the teacher)
- \*Attend Parent Information Sessions and Parent/Teacher Interviews
- \*Be involved with Parents and Friends Association (P & F)
- \*Read the newsletter which is emailed to parents on a fortnightly basis
- \*Volunteer your help in the Tuckshop
- \*Participate in a number of social activities which are organised by the P & F
- \*Assist at sporting events
- \*Help out at working bees

### **PARENTS' & FRIENDS' ASSOCIATION**

The Parents' and Friends' Association meets each term at 5:15pm at school or via Zoom. An Executive Committee is elected at the Annual General Meeting. All parents are encouraged to attend meetings. The Association needs a good number of willing people prepared to serve in order to "make things happen" and ensure that the load does not fall on just a few. The Association is an essential element to the successful functioning of our school.

## **SCHOOL BOARD**

The School Board is responsible for the future directions of the school with regards to resourcing, budgeting and reviewing school policies. It is made up of the school Principal, staff members, the parish priest and parents. You are welcome to take up any opportunities made available to learn about the goals and functions of our School Board and ultimately contributing to our school community through membership of the Board.

## **A MESSAGE OF WELCOME**

Dear Parents,

Welcome to St Joseph's Catholic Primary School. This handbook summarises for you some of the important information about St Joseph's School. Thank you for taking the time to learn more about our school.

St Joseph's School, Barcaldine has a proud tradition of high-quality learning in a Christian atmosphere of care and concern for the individual. From humble beginnings with the Sisters of Mercy in 1896, our school has developed a unique culture, family-like in nature and responsive to the needs of the Barcaldine community.

The fine school we now have is the outcome of the efforts and co-operation of many people - Sisters, staff, parents and students - over many years. The values of the Sisters of Mercy guide us in helping students to become socially just and active citizens who strive to become the best version of themselves. It is from the Sisters of Mercy that our focus on educating the whole child – physically, socially, emotionally and spiritually stems.

Here at St Joseph's, we value and nurture each child as an individual. We believe each child is unique and special and endeavour to celebrate and support them in their education. St Joseph's is a place where children are encouraged to develop holistically – spiritually, academically, emotionally, socially, physically, and culturally.

We offer small class sizes to ensure maximum teacher and student interactions. Our teachers are dedicated and continually strive to provide the best learning experiences for our children. The staff regularly participate in professional development to ensure they are well-informed about current issues and innovations in education and to maintain a high standard of learning opportunities across the school.

St Joseph's is very well resourced and can offer students varied learning experiences across all areas of the curriculum. Our Multi-Purpose Centre provides excellent facilities to cater for many sports offered during school. We cater for future trends in education through the provision of smart TVs, laptops/chromebooks and iPads available for classroom use. St Joseph's also has Video Conferencing facilities in which teachers and students can use to connect to Speech Therapists, Occupational Therapists, Learning Specialists, Counsellors or for Professional Development sessions.

To support the new Australian Curriculum: Technologies we have a bank of BeeBots, ProBots and Spheros robots, as well as Makey Makeys and Lego Robotics Kits for use across the school. Each student in Prep-2 has individual use of an iPad and Years 3-5 has individual use of a laptop or Chromebook.

We firmly believe that the primary educators of children are you - parents and caregivers. The partnership between parents and teachers, one of mutual support, is crucial to the successful education and well-being of children. At St Joseph's, we are committed to working with parents in ensuring that all children achieve their potential.

I trust you will find St Joseph's to be a welcoming and caring school for you and your family. I invite you to come and meet with me so I can personally show you around the school and further discuss what we can offer your child.

Kind regards,

Trent Shillington  
Principal

### **GENERAL INFORMATION AND PROCEDURES**

*This section for your convenience is sorted alphabetically.*

### **ASSEMBLIES AND PRAYER EXPERIENCES**

Weekly assemblies and Prayer Experiences are held on Fridays at 8:45 am at which time academic, sporting, social and cultural achievements are acknowledged. Parents are encouraged to attend these assemblies.

### **ASSESSMENT/REPORTING**

Our teachers continuously conduct evaluations. You are always welcome to come to school at a mutually convenient time to discuss your child's progress. Teachers are happy to have a quick informal chat before or after school if you come in, but they also have supervision duties, staff meetings etc. so to avoid disappointment we encourage you to make an appointment if you wish to have a longer discussion. There are also more formal procedures in place for discussing your child's progress. Teachers will deliver an Information Session early in Term One to outline work to be covered during the year. You will receive written reports of your child's progress at the end of each semester and have the opportunity for a formal interview in Terms 1 and 3.

### **ATTENDANCE**

Attendance is of a high priority at St Joseph's Catholic Primary School. It is an expectation that the school be notified of any absence. Absences should be reported by email (to the classroom teacher or administration), via phone on (07) 4651 2450 or through our school app (skoolbag) by selecting parent e-forms>absentee note. You are welcome to call outside of office hours and leave a message regarding your child's non-attendance. In the case of the school not being notified, an SMS will be sent to families asking you to contact the school to advise of your child's whereabouts.



## BEHAVIOUR MANAGEMENT

Our aim is to guide and foster the development of each child's mind, body, spirit and character based on a set of Christian principles and beliefs. We believe that behaviour management is an important part of this process and hence, have a program based on the Responsible Thinking Process (RTP) Program. This Program, rather than being a set of rules, is an attitude about how a person interacts with others. At its most basic level it is giving a student structure that gives them the opportunity to learn how to participate, obtain their goals and not disturb others in the process.

**Service - Being Respectful**

**Service**

**Being respectful**

Respect is shown by speaking and acting with courtesy.

We demonstrate **RESPECT** and **SERVICE** when we...

- Greet, Treat and Speak politely
- Are W.E.S.T. people (Welcoming, Encouraging, willingly Say sorry and are Thankful)

**Justice - Being Responsible**

**Justice**

**Being responsible**

Being responsible means that others can trust you to do things with care.

We demonstrate **RESPONSIBILITY** and **JUSTICE** when we...

- Proactively solve problems
- Work as a **TEAM** (Together Everyone Achieves More)

**Compassion - Being Kind**

**Compassion**

**Being kind**

Kindness is showing you care and choosing to make life better for others.

We demonstrate **KINDNESS**, **COMPASSION** and **MERCY** when we...

- Are generous
- Show the Spirit of Jesus

**Excellence - Being Your Best**

**Excellence**

**Being your best**

Excellence is giving our very best to any task we do and any relationship we have.

We demonstrate **EXCELLENCE** when we...

- Show resilience
- Use our talents

## BOOKS AND MATERIALS

As with all schools, pupils require items to participate in their classroom. This equipment represents the individual consumables needed by each child for a year of schoolwork. These details are provided on the class booklist(s) which are provided upon enrolment. We make a sincere effort to keep requirements to a minimum. If parents are having difficulties acquiring these things, please contact the Principal.

## **BUS SERVICES**

St Joseph's is serviced by several different bus routes. Please contact the school for further information regarding these routes. It is the parent's responsibility to notify the school when their child begins catching a bus to or from school and of any changes to their regular routine.

## **CALENDAR**

<b>Term</b>	<b>Date</b>	<b>Length</b>
Term 1	Monday 23 <sup>rd</sup> January – Thursday 30 <sup>th</sup> March	10 weeks
Term 2	Monday 17 <sup>th</sup> April – Friday 23 <sup>rd</sup> June	10 weeks
Term 3	Monday 10 <sup>th</sup> July – Friday 15 <sup>th</sup> September	10 weeks
Term 4	Tuesday 3 <sup>rd</sup> October – Wednesday 29 <sup>th</sup> November	9 weeks

### **Public Holidays:**

Monday, 2<sup>nd</sup> January – New Year's Day

Thursday, 26<sup>th</sup> January – Australia Day

Friday, 7<sup>th</sup> April – Good Friday

Monday, 10<sup>th</sup> April – Easter Monday

Tuesday, 25<sup>th</sup> April – ANZAC Day

Monday, 1<sup>st</sup> May – Labour Day

Monday, 2<sup>nd</sup> October – King's Birthday

### **Pupil Free Days:**

Friday 17<sup>th</sup> February – Bishop's Inservice Day

Friday 1<sup>st</sup> September – Staff Learning Day

## **COMMUNICATION**

An essential element of our working together is the building and maintenance of good communication. The following elements are critical to ensuring effective communication between school, home and the wider community.

From Parents:

- Parents can download our school app (Skoolbag) by searching for St Joseph's Catholic Primary Barcaldine. This contains important reminders and documents to help keep parents informed of upcoming activities.
- An eNewsletter is emailed fortnightly. Please ensure your email address is up to date and you read these newsletters to keep up to date with what is happening in the school. A printed copy can be sent home on request.
- Our teachers use the SeeSaw app for the classroom. It connects teachers, parents, and students who use it to share photos, videos, and messages through the school day. We use SeeSaw to work

together as a team, share in the classroom experience, and bring big ideas to life in our classrooms and homes.

- A 'Live' School Calendar is available on the St Joseph's, Barcaldine Facebook page. This calendar is updated regularly.
- Notes are often sent home with full details of special events. These are sent home as the need arises.
- Formal Parent/Teacher interviews are held at the end of Terms 1 & 3. Interviews may also be conducted at other times at the discretion of the parent/teacher and/or Principal.
- Formal Report Cards are issued at the end of Terms 2 & 4.
- Parent Information Sessions are held at the beginning of each school year and throughout the year as needed.

### **Social Media**

Our school has a Facebook page (entitled St Joseph's Barcaldine). Those parents who hold Facebook accounts are encouraged to 'like' the page and visit it regularly to see what has been happening in the school, to get educational tips and to help promote our school to the wider community. Each year parents are asked to sign a permission note indicating if they give consent for photos, audio, video to be posted on our school Facebook page. Facebook users are not permitted to write posts or add photos on the school Facebook page, but they are permitted to like, comment on and share posts that the school puts up. The school Facebook page is closely monitored by school staff and we have strict guidelines to follow which have been set out by Rockhampton Catholic Education. Please ensure the Facebook page is used positively and report any inappropriate use to the Principal.

### **From Parents:**

- Notes or personal contact by phone are required to explain pupil absences or inability to complete homework etc.
- Personal comment is welcome at any time to let the teachers know about how parents feel about certain activities.
- Relevant topics can be raised for discussion at Parents and Friends' meetings.
- Parents are encouraged to attend the Parents and Friends Association meetings to keep in touch with events at St Joseph's.
- Parents are encouraged to sign homework and comment in writing.
- If parents have a personal message to pass on to their child or child's teacher in school hours, such messages should be sent through the administration officer at our school.

## **CURRICULUM**

Curriculum is an integral part of the school and has both formal and informal aspects. In fact, it includes everything that the student experiences in the school - the development of academic abilities and sporting, social and personal skills. Our school's curriculum is based on the Australian Curriculum. St Joseph's believes in supporting individuals by providing a curriculum which caters for the needs of the individual. We motivate the students to improve the quality of their life by endeavouring to initiate the perfect example of Jesus Christ.



## **DAILY TIMETABLE**

8.35am	Morning bell
8.40am	Morning classes commence
10.50am	Lunch and play
11:25am	Bell
11.30am	Classes resume
1.30pm	Afternoon tea
1.45pm	Bell
1.50pm	Classes resume
3.00pm	Final bell – school concludes

## **EXCURSIONS AND CAMPS**

Excursions and camps have a place and value in the educational process. In the event of an excursion or camp being planned, parents will be informed, and a note of consent will be sent home for parents to complete. Cost will be kept to a minimum. Notification will be made in advance of the need for transport.

## **EXTRACURRICULAR ACTIVITIES**

We provide several extracurricular activities throughout the year including musical rehearsals, Cooking Club and Lego Robotics Club.

Cooking Club is an afterschool activity where students learn and develop their cooking skills. Students will cook and prepare a variety of different dishes throughout the year. These dishes will be taken home so that they can be enjoyed as a family.

**Lego Robotics Club** is an afterschool activity where students learn programming, problem solving and social skills at school, by working in teams to complete robotics challenges using LEGO® MINDSTORMS® robotics equipment and software.

## **FEES AND LEVIES**

The tuition fee schedule is updated by the Rockhampton Catholic Education Office each year and copies are available from the school office. In addition to the tuition fees, families are asked to pay a multi-purpose Resource Levy to cover the costs of photocopying, craft materials, library resources and technology levy. For 2022 these school-based levies are:

Resource levy (per student): \$25 per term

Technology levy (per student): \$25 per term /\$35 per family per term

The Diocese of Rockhampton has also established a Diocesan School Building Fund which will be used to fund the construction and maintenance costs for all schools in the diocese. The School Building Fund donation is currently set at \$420 per family per year.

## **SCHOOL FEE ASSISTANCE**

If you require school fee assistance, the Diocesan policy states:

“No students should be excluded from a Catholic school because of the inability of their parents to pay the prescribed fee – in whole or in part.” Parents have a responsibility and an obligation to pay school fees and levies according to Diocesan Policy Guidelines and account procedures. Our School and Parish are serious about our commitment to the philosophy stated in the Diocesan Policy. If there are genuine financial difficulties, we will try to help. Total or partial exemption from the payment of fees is available on application to the Principal to ensure that confidentiality is maintained. Diocesan policy states that exemptions are made every 12 months. All we ask is that you are also genuine when considering how much you are able to contribute.

## **CONCESSION CARD DISCOUNT ON TUITION FEES**

Parents/carers with a means-tested Australian government health care or pensioner concession card may be automatically eligible to receive a 70% discount on tuition fees (does not apply to school levies).

## **GENERAL MONEY MATTERS**

All money sent to the school for whatever reason should be contained in an envelope with the child's name, class/teacher and reason for payment clearly marked. All monies will be receipted by the school administration officer.

## **HEALTH MATTERS**

### **EMERGENCY – ILLNESS OR ACCIDENT**

At the time of enrolment, parents are asked to indicate what steps they would like taken in the event of emergency, illness, or accident. Children with severe medical conditions must arrange an Emergency Action Plan with the school. Please notify the office as soon as possible if there are any changes to these records. For specific information regarding medication administration please refer to the medication section.

### **FIRST AID**

In the event of accidents occurring at school, the injury is at first assessed and treated by the first aid officer. Parents will be immediately notified of injuries to the head, teeth, and eyes. In the event of a serious injury, the ambulance will be notified, and parents advised as soon as possible. It is always therefore extremely important for parent records to be as accurate as possible. Several staff have first aid qualifications as per statutory regulations.

### **MEDICATION**

To comply with government regulations, we are required to adhere to the following procedures for administering any medicines to students during the school day. The medical profession is aware that medication should be prescribed for administration to students during school hours only when necessary. Strict guidelines apply with respect to teachers administering medication at school.

\*School staff can only administer medication on receipt of a written request from you and the regulations state that this should be for each separate occasion (i.e. day). Medication is administered by the Administration Officer at the Office.

\*All medications should be clearly labelled by the pharmacist with the child's name and details relating to the administration of the medication.

\*The instructions on the medication need to indicate specific times at which medication is to be administered. (It is the responsibility of the Pharmacist, at the medical practitioner's direction, to ensure this information is provided on the medication if this information is not provided on the container.)

\*Generally, you are requested to supply only the correct quantity of medication to be administered that day.

\*The medication must be kept in the office, not by the student.

## **HEALTHY FOOD**

### **LUNCHES**

St Joseph's encourages our students to eat healthy and nutritious food. We encourage food that is easy to open and eat. All classrooms are equipped with a refrigerator to ensure that food is kept cool and fresh. Make sure that your child has a wholesome breakfast - otherwise we find them feeling very hungry before lunch.

### **BRAIN BREAK**

Children are encouraged to have a 'brain break' in the morning session. Suitable foods include fresh or vegetables. All other types of food should be kept for lunch breaks.

### **WATER**

It is quite acceptable for your child to bring a bottle of water into class in hot weather.

There are refrigerated water taps situated near the classrooms so drinking enough water should not be a problem.

## **HOMEWORK**

We believe that homework (suited to the child's grade level) is of value because it:

- (a) provides reinforcement of and consolidates the work done at school.
- (b) keeps parents in touch with what their children are doing at school.
- (c) gives children some regular responsibility.

Homework need not be difficult to be effective and parents may be required to assist by supervising homework. Should any problem arise with homework contact the teacher explaining the problem. This can usually lead to a speedy solution. Please refer to Appendix 1 to view our Homework Policy.

## **LEARNING SUPPORT**

St Joseph's is in a good position to meet the individual needs of students. Children are provided with constant support, while other structures allow for regular and ongoing individual assistance for Gifted and Talented students and students with learning difficulties.

We are committed to exploring ways to improve learning and teaching for students.

A crucial aspect in improving literacy and numeracy standards is the early identification of students who require support in these developmental areas. Classroom teachers monitor progress and differentiate daily teaching to cater for individual needs. Teachers direct extra time to students requiring support either individually or in small groups. Modifications and adjustments made for students are recorded in whole class and individual planning documents. Students are monitored through a series of standardised tests throughout the school year. These results are communicated with families on a regular basis.

To assist teachers in the implementation of quality learning programs, the Diocesan Education Office employs "Diocesan and/or Regional Consultants" in each of the following areas:

- \*Curriculum – the implementation of the Australian Curriculum as well as research-based pedagogy,
- \*Inclusive Curriculum – the EAP process and program support for students with learning difficulties,
- \*Library and Information Literacy.

In addition, St Joseph's works in partnership with Royal Far West and Outback Futures.

### **ROYAL FAR WEST**

Our students can access Telecare for Kids programs which provide:

- \*Speech and Language Therapy
- \*Psychology and Counselling. This is available for parents/caregivers as well.

### **OUTBACK FUTURES**

Our students can access "Stay with Me" - interim ongoing phone and skype services which provide:

- \*Occupational Therapy,
- \*Literacy – phonological awareness, phonics, reading, writing, spelling,
- \*Mathematics – concepts and skills, problem solving.

### **LIBRARY**

Our library has a wide range of junior fiction, fiction and non-fiction books which will be available for your child to borrow on a weekly basis. Reference books are also available for use at school. We strongly encourage all children to borrow from the library on a weekly basis. Children who do not have a library bag will not be permitted to borrow. Students also have access to 11,300 levelled eBooks through the Australian Catholic Overdrive eBook Network.

### **PASTORAL CARE**

At St Joseph's, pastoral care is characterised by:

- \*concern for the development of individuals to their full potential – spiritually, intellectually, creatively, emotionally, and physically,
- \*the responsibility of all in the school, with members contributing in ways appropriate to their roles and responsibilities,
- \*acknowledging and responding to the needs of all students and their families,
- \*harmony with clear, consistent, and just disciplinary practices.

Pastoral Care permeates the total climate of relationships within the school community and is expressed through:

- \*the development of quality relationships,
- \*the provision of satisfying learning experiences,
- \*the establishment of an effective care network.

### **SCHOOL LEADERSHIP**

St Joseph's encourages students in Year 5/6 to exercise their leadership skills throughout their final years of Primary School. There are designated leadership positions within the school.

## **SCHOOL MUSICAL**

We have a biennial school musical. The Lion King Jr was performed in 2018 and Beauty & the Beast Jr in 2020. Our next school musical will take place in 2024.

## **SHARED VISION FOR LEARNING**

Our school provides the opportunity for each student to reach their potential.

We do this by:

- Involving the student in the planning of their own learning
- Collaborating with our colleagues, parents, and the wider community
- Understanding each student's needs, backgrounds and learning styles
- Planning, implementing, and assessing varied instruction
- Providing each student with HIGH and APPROPRIATE expectations of learning
- CHALLENGING ALL STUDENTS

## **SPIRITUAL LIFE**

St Joseph's models itself on the values taught by Jesus Christ. The teachers recognise their unique roles in supporting parents in the education of their child/children. The Religious Education program aims to develop the Catholic Faith and practices appropriate to the students' age and understanding. St Joseph's was founded by the Sisters of Mercy, and today we strive to follow in their footsteps by educating the whole child – physically, emotionally, socially and spiritually. The values of the Sisters of Mercy guide us on our journey in helping students to become socially just and active citizens who strive to become the best version of themselves.

Mercy Charism is listening to the heart, ready to be open and respond to it. It is being aware of others and trying to understand how they feel. It begins in our heart and leads to action and justice. Catherine McAuley, leader of the Sisters of Mercy, called on her followers to not just talk about love and compassion, but to do something about helping other people in need.

**VALUES: Mercy, Compassion, Justice, Service, Excellence**

### **Prayer Experiences and Masses**

Celebrating our faith is an important component of school life. Our students experience class and school celebrations in a variety of ways and settings. Parents, friends and members of the Parish are always invited and welcome to attend these special occasions:

- School and parish masses are celebrated regularly each term,
- Class prayer is a regular feature of each classroom,
- Prayer Experiences are prepared and led by individual classes throughout each term.

### **SACRAMENTAL PROGRAMS**

In Catholic schools, children are gradually taught a deeper understanding of the sacraments through our Religious Education program. However, the preparation of students and families to celebrate these sacraments occurs within the Parish community. Programs to prepare children are family based with support from the parish sacramental team.

## **SPORTING EVENTS**

Parents are invited to participate with the students in their sporting events. The school holds Swimming and Athletics Carnivals annually in conjunction with the Barcaldine State School, as well as participating in

inter-school carnivals. Students from St Joseph's are also encouraged to represent Barcaldine, Central West and North West in many sports. The Catholic schools in our Diocese also compete at an annual rugby league and netball competition called Challenge Cup.

### **STAFFING**

<b>Principal:</b>	Mr Trent Shillington
<b>Assistant Principal Religious Education:</b>	Mrs Sarah Shillington
<b>Classroom Teachers:</b>	Miss Paige Millar (Prep/1) Miss Mikaela Jones (Year 2/3) Miss Anja Winch (Years 4) Mrs Jessica Garland & Mrs Kaya Salmond (Year 5/6)
<b>Specialist Teachers:</b>	Mrs Sarah Shillington (The Arts and Health) Mrs Jessica Garland (Physical Education)
<b>Teacher Assistants:</b>	Mrs Amy Cheney Mrs Lynita Grainger Miss Mykala Balderson Mrs Taylah Wheeler
<b>Library Assistant:</b>	Mrs Taylah Wheeler
<b>Admin/Finance Officer</b>	Mrs Janice O'Dell
<b>Cleaners:</b>	TBA
<b>Facilities Officer:</b>	Mr Lindsay Balderson

### **STUDENT PROTECTION**

Catholic Education has a comprehensive approach to student protection which builds on measures already in place to safeguard children and the integrity of caring, professional teachers. Our Diocese has adopted the Daniel Morecombe Child Safety Curriculum which aims to empower and educate students about how to keep themselves safe. The School Student Protection Contacts are Trent Shillington and Mikaela Jones.



### **SWIMMING**

Swimming lessons are conducted during Terms 4. All students from Prep to Year 6 attend these lessons unless written permission is given by parents for the student's exclusion usually due to sickness or a medical condition.



## **TUCKSHOP**

The tuckshop operates once a week, and a menu is available on our school website. If your child is having tuckshop, please use the 'My School Connect app'. Instructions will be given on how to set this app up once you are enrolled. Alternatively, you can write the order on a paper bag along with your child's name, class and include money in the bag. This is placed in the tuckshop box outside the classrooms in the morning. If you can make a commitment to provide voluntary help in the tuckshop, please see the Principal.

## **UNIFORMS**

One of the surest ways to make children feel that school is an important place and to develop pride in it; is to see that they are correctly dressed in school uniform. It is Diocesan policy that the school uniform is worn. Uniforms are available through the school office. Please refer to uniform guidelines attached.

## **ZONES OF REGULATION**

At St Joseph's, students participate in The Zones of Regulation curriculum geared toward helping them gain skills in consciously regulating their actions, which in turn leads to increased control and problem-solving abilities. Using a cognitive behaviour approach, the curriculum's learning activities are designed to help students recognise when they are in different states called "zones," with each of four zones represented by a different colour. In the activities, students also learn how to use strategies or tools to stay in a zone or move from one to another. Students explore calming techniques, cognitive strategies, and sensory supports so they will have a toolbox of methods to use to move between zones. To deepen students' understanding of how to self-regulate, we teach students these skills: how to read others' facial expressions and recognise a broader range of emotions, perspective about how others see and react to their behaviour, insight into events that trigger their less regulated states, and when and how to use tools and problem-solving skills. The Zones of Regulation empower students to develop self-regulatory abilities—abilities that research demonstrates will ensure success in life well beyond the classroom.



## St Joseph's Catholic Primary School Barcaldine

# HOMEWORK POLICY

**POLICY:** Teachers will regularly set an amount of homework appropriate to class level and individual ability.

**VALUE STATEMENT:** St. Joseph's School community values homework as a means to develop necessary life skills including self-discipline, independence, responsibility and time management. We believe that homework is a necessary part of education. St Joseph's staff recognise that family life is very busy and homework tasks are chosen carefully in order to consolidate learning rather than hinder or place a burden on precious family time.

**RATIONALE:** Homework provides students with the opportunity to refine and consolidate learning. The routine element of homework encourages students to develop organisational skills and positive study habits. It communicates to parents the specific learning that occurs in classrooms.

### **PRACTICES:**

1. Homework is to be set on a weekly or fortnightly basis.
2. **Non-negotiable** homework tasks cover reading, literacy (e.g. spelling/sight words practice) and maths (e.g. number facts practice). Students may be required to carry out research in preparation for an assignment/project, collect items or learn material (e.g. class poem, liturgy reading practise). Major assignments will not be set for homework. Parents and students may request additional homework from the classroom teacher.
3. Homework tasks, procedures and expectations should be communicated to students and parents at the beginning of the year. This communication should be maintained throughout the year via student diaries or directly on the homework sheet.
4. Teachers will correct and follow up all homework to ascertain where revision is required.
5. Parental concerns about the difficulty or time allocation of homework should be communicated to the teacher.

### **IMPLEMENTATION:**

Prep/Year 1	10 min per night (including reading)
Year 2/3	10 min per night + a minimum of 10 min reading 3 nights per week

Year 4/5/6

15 min per night + a minimum of 10 min reading 3 nights per week

Students are to record what they have read using their Home Reading Log. Parents have the opportunity to comment in this book.

**CONSIDERATIONS:**

- Teachers need to be flexible on the allocation of homework and should consider the differing abilities and circumstances of each student.
- Students who have substantial distances to travel home in the evenings may be given special consideration in regard to completing all homework. This is to be negotiated between the teacher and parents.
- Teachers need to consider access to technology in homes when setting homework.

**REFLECTION MATERIAL:**

St Joseph's School Vision and Mission Statements

St Joseph's School Teaching and Learning Framework

Research from Andrew Fuller, Dr Robert Marzano, Brendan Bentley and Professor John Hattie

Rockhampton Catholic Education Policies and Documents:

- *Curriculum in Catholic Schools 2018/02*
- Catholic Education Diocese of Rockhampton (2019) *Defining Features of Catholic Schools in the 21st Century*
- *Learning in the Preparatory Year 2019/07*

# St. Joseph's Catholic Primary School, Barcaldine

## Student Uniform Dress Code

A uniform dress code reinforces in students a pride in their own appearance, instills recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code. Student uniforms are available for purchase at the school office. Please ensure all garments have your child's name marked clearly on them.

<b>GIRLS : Formal uniform</b>	<b>BOYS : Formal uniform</b>
<ul style="list-style-type: none"><li>• Blue check school shirt to be worn with navy blue culottes</li><li>• Visible white socks</li><li>• Plain black shoes</li></ul>	<ul style="list-style-type: none"><li>• Blue school shirt</li><li>• Navy blue shorts (stubby type)</li><li>• Visible white socks</li><li>• Plain black shoes</li></ul>
<b>GIRLS : Sports uniform</b>	<b>BOYS : Sports uniform</b>
<ul style="list-style-type: none"><li>• St Joseph's red polo shirt</li><li>• Navy blue shorts just above the knee or navy blue netball skirt</li><li>• Visible white socks</li><li>• Joggers</li></ul>	<ul style="list-style-type: none"><li>• St Joseph's red polo shirt</li><li>• Navy blue shorts – basketball or other sports type. Small logos acceptable.</li><li>• Visible white socks</li><li>• Joggers</li></ul>
<b>GIRLS : Winter uniform</b>	<b>BOYS : Winter uniform</b>
<ul style="list-style-type: none"><li>• Plain navy blue jumper, jacket or vest. Plain navy tracksuit pants or navy blue stockings or leggings worn under culottes/netball skirt</li><li>• Navy blue or plain white skivvy can be worn underneath school shirt</li></ul>	<ul style="list-style-type: none"><li>• Plain navy blue jumper, jacket or vest. Plain navy tracksuit pants</li><li>• Navy blue or plain white skivvy can be worn underneath school shirt</li></ul>

Items in blue font can be purchased from the school office Hat:

Wide brimmed plain navy blue fabric hat. **No hat, no play!**

The school will advise each term which days will be designated for sports uniform days. Parents/carers are responsible for ensuring that students conform to the school uniform regulations

## Expectations

If for any reason children are not in correct school uniform parents are asked to inform the class teacher either in person or in writing.

<b>Condition of Uniform</b>	<ul style="list-style-type: none"> <li>• Students' uniform must be clean, neat and in good order.</li> <li>• The Dress Code applies during school hours, while travelling to and from school, and when students are on school excursions.</li> </ul>
<b>Jewellery</b>	<p>Only the following jewellery is permitted</p> <ul style="list-style-type: none"> <li>• Wrist watch or pedometer (e.g. fitbit)</li> <li>• 1 Small gold or silver cross / religious medallion on a chain</li> <li>• 1 signet ring</li> <li>• Plain small sleepers or studs for girls (one earring permitted per ear)</li> <li>• MJR wristband, medical alert and mosquito band or similar are the only items allowed on students' arms other than a watch</li> </ul> <p>The following items are not permitted:</p> <ul style="list-style-type: none"> <li>• Bracelets</li> <li>• Boys are not permitted to have any piercings and girls are not permitted to have any piercings other than 1 earring per ear</li> <li>• Visible stick on tattoos</li> </ul>
<b>Hair</b>	<ul style="list-style-type: none"> <li>• Hair, when collar length or longer for both boys and girls is to be tied back.</li> <li>• Hair is to be <b>neat and tidy</b> and of natural colour.</li> <li>• <b>Fringes are not to hang over the face.</b></li> <li>• Hair ties must be school colours (red, white, navy). Scrunchies and head bands are to be navy only.</li> <li>• Extreme haircuts (e.g. tracks, spikes, Mohawks, rats tails, undercuts) are not permitted.</li> <li>• If doubt exists with a style of hair, a student or parent should check with the Principal before having a style change.</li> <li>• The Principal may make allowances for special days e.g. crazy hair days</li> </ul>
<b>'Free Dress' Days</b>	<ul style="list-style-type: none"> <li>• On 'free dress' days, students must wear appropriate clothing which does not carry inappropriate images or messages.</li> <li>• Sun safe practices must be followed including wide brimmed hat and shirts with sleeves</li> <li>• Thongs and scuffs are not permitted.</li> </ul>
<b>Make-Up</b>	<ul style="list-style-type: none"> <li>• Make-up is not permitted to be worn by students</li> </ul>
<b>Under garments</b>	<ul style="list-style-type: none"> <li>• Underwear should not be visible</li> <li>• Short sleeved t-shirts or singlets under students' school uniform should not be visible.</li> </ul>
<b>Fingernails</b>	<ul style="list-style-type: none"> <li>• Fingernails should be trimmed to fingertip length.</li> <li>• Coloured fingernail polish is not permitted</li> </ul>
<b>Acceptable</b>	The Principal retains the right to decide what is acceptable.