Working things out
What can be done if there are concerns about how your child is going at school?
When concerns arise it is best if those concerns:
⇒ Are dealt with early;
⇒ Are managed informally (if appropriate); and
⇒ Involve the most appropriate people
St Joseph’s has a flowchart which outlines the procedure to take when someone experiences a grievance. This can be found in the 2015 parent handbook.
The following process is suggested when discussions are being held to address a concern:
ADOPT
A Agenda—The agenda is set by all participants. Name what you think the problem is.
D Discuss each agenda item using the FIX model
  F Facts—using facts rather than emotion makes your point more effectively
  I Inference—Tell the teacher what you think the problem is, based on the facts outlined
  X Explain—Ask the other person to explain how they see things from their point of view. It is important to hear their perspective. Listen to what they have to say.
O Options—explore as many options as you can. They need to be practical to implement.
P Proposal—make a proposal for moving forward. Advice may be sought from others. A follow up email is sent confirming agreed action being taken, by whom, by when.
T Time to review—set a time to meet and follow-up.

MEET OUR TEACHING STAFF FOR 2015!

Pre-Prep: Miss Erin Winter. Erin is looking forward to strengthening the mutually positive relationships with all key stakeholders to ensure such an environment continues and exists where we all grow, extend and support one another. She loves providing practical, hands on activities and is particularly passionate about early numeracy development.
Level One (Prep/Year 1): Mrs Jane Dickson. Jane is looking forward to continuing her role as the Prep/1 teacher. She is passionate about reading, dancing and swimming and thoroughly enjoys working in early childhood.
Level Two (Year 2/3 & APRE): Miss Nicole Jenkins.
Nicole is excited about being a new teacher here at St Joseph’s. She loves art and creative ventures and is looking forward to getting children excited about religion in her role as APRE.
Level Three (Year 4/5/6): Mr Spencer McLeod.
Spencer joins St Joseph’s Catholic Primary School all the way from Toronto, Ontario, Canada. In 2014, he completed his Postgraduate Diploma of Education (Primary) at Griffith University in Brisbane.
Principal: Mrs Claire Baillie. Having worked in Western Queensland schools for a number of years, Claire is passionate about providing a quality, holistic education to country kids.
Dear Parents,

Welcome to the 2015 school year in which we look forward to teaching your child. As we know, mutually supportive and trusting relationships between teachers and parents provide the foundation for optimal student learning and development. This brochure provides information and suggestions as to how students, parents and teachers can work together productively and harmoniously in 2015.

EXPECTATIONS & RESPONSIBILITIES
Membership of any group or organization carries with it certain expectations and responsibilities. Outlined below are teacher, parent and student expectations and responsibilities.

Expectations and Responsibilities of Teachers
◆ To keep parents, students and administration well informed of what is happening at school
◆ To have high but realistic expectations of each student
◆ To provide a safe and supportive learning environment for students
◆ To come to know and earnestly endeavour to meet the learning needs of students by collaboratively setting and reviewing learning goals
◆ To work collaboratively with all stakeholders to maximise student learning
◆ To support the school’s educational, religious and community-building mission
◆ To respect confidentiality and boundaries and always work towards building a positive image of our school
◆ To conduct themselves in a professional and respectful manner
◆ To be timely, open and honest in notifying parents and other school personnel of achievements and concerns held for students and their learning

Expectations and Responsibilities of Parents
◆ To be proactive and prompt in sharing information and flagging concerns with relevant school personnel
◆ To build Christian community by support of other students, parents, staff members and community activities
◆ To operate from a position of trust in school personnel and their care, goodwill and professional knowledge
◆ To get students to school regularly and punctually for the full school day, in correct uniform and with necessary supplies
◆ To work through contentious issues with the school in a respectful manner
◆ To meet all financial and educational responsibilities in a timely manner or to initiate communication with the Principal when this is not possible.

Expectations and Responsibilities of Students
◆ To attend school regularly, on time, in correct uniform and well prepared for the day’s learning
◆ To be punctual in returning to class after lunch breaks
◆ To learn and participate to the best of their abilities
◆ To complete homework and other set tasks, on time, and to the best of their ability
◆ To accept others as they are and treat all students, staff members, parents and visitors with courtesy and respect
◆ To care for the total school environment and clean up after themselves
◆ To bravely take responsibility by owning up truthfully and accepting the consequences of their behaviour choices.

Building Community
At St Joseph’s we pride ourselves on the family atmosphere that can be felt within the school. We value your assistance and input.
Here are some ways you can be involved:
◆ Attend P&F (Parents & Friends) meetings
◆ Consider becoming a member of our School Board
◆ See the staff about helping out in the library, tuckshop, school grounds, classrooms (e.g. reading),
◆ Attend assemblies on Monday and Friday mornings (8:35am)
◆ Let the staff know if there are any ways that the school can support you e.g. with homework, home reading, healthy lunch boxes etc.
◆ Let the staff know about your talents so we can all work together to enrich our students’ education!

Other important information:
◆ All students who arrive at school after 8:40am or leave before 3pm must be accompanied by a parent/guardian and signed in/out by a parent/guardian at the school office.
◆ If you need to collect your child, or drop something in for them (e.g. lunch), please do so through the school office to minimise disruptions to classroom learning.
◆ Students walking, riding or waiting to be picked up in the afternoon need to do so via the Yew St gate.
◆ The school is not responsible for students who arrive at school before 8:20am and they are not covered under our insurance. If it is unavoidable for them to arrive prior to 8:20, they must sit quietly in the undercover area until a teacher comes out on duty.
◆ Students are not permitted in classrooms unless a teacher is present.

We appreciate your cooperation with these matters to ensure the safety of our students.