

St Joseph's School **BARCALDINE**



Parent Handbook
2016

St. Joseph's 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.



Live and grow in truth and love

OUR HISTORY

St Joseph's School, Barcaldine was established in 1896 at the instigation of Fr Denis Ryan and the parishioners, many of whom had moved westward as the railway line was built. These Irish Catholics were concerned by the lack of religious education in the area and invited the Sisters of Mercy of the Rockhampton Congregation to open a School.

A combined convent and school was dedicated to Our Lady of Perpetual Succour, and housed the Sisters upstairs with classrooms on the ground floor. Sister M Muredach McMullen, Principal, assisted by Sisters Catherine Cleary and Mary Fayne, and a lay teacher, Catherine Lobie, welcomed one hundred students on the first day.

The classrooms soon proved inadequate and a school was opened adjacent to the convent in 1906 where 195 students were enrolled.

The Sisters offered boarding accommodation in the Convent for children of country families. In 1943, on the 50th anniversary of its opening, a new wing was added to the Convent, thus upgrading boarding facilities.

On October 21, 1962 the present school building was blessed and opened by Monsignor D G Tiernan D.D. The Sisters of Mercy continued to serve in the school assisted by lay teachers. In 1988 the first lay Principal, Dan Hatchman was appointed. St Joseph's, Barcaldine celebrated its centenary in 1996, and is justifiably proud of its many past teachers and students.

SCHOOL ENVIRONMENT

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.

FROM THE PRINCIPAL'S DESK...

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. It is our hope that you will be able to join us in continuing to develop the school and in building up its community, finding St Joseph's to be a source of life for you and your family.

Yours faithfully,

Mrs Claire Baillie

SCHOOL CONTACT DETAILS

Street Address: 23 Willow Street Barcaldine QLD 4725
Postal Address: PO Box 84 Barcaldine QLD 4725
Telephone Number: 07 4651 2450
Facsimile Number: 07 4651 2451
Office Email: sjba@rok.catholic.edu.au
Website: www.sjbarok.catholic.edu.au

CONDUCT

We encourage our students to be ambassadors of the school and of their families at all times and to treat others as they would like to be treated themselves.

BEHAVIOUR MANAGEMENT

The school rules at St Joseph's are modeled on our values and the actions of Jesus. We use the Responsible Thinking Program (RTP). Our behaviour management policy aims to help students take responsibility for their learning. Teachers follow a questioning process which allows the students time to reflect and process information.

STAFFING FOR 2015

Principal:	Mrs Claire Baillie
Assistant Principal – Religious Education:	Miss Nicole Jenkins
Classroom Teachers:	Mrs Jane Dickson (Level 1) Miss Nicole Jenkins (Level 2) Mrs Mary Bourne and Mrs Cally Mitchell (Level 3)

Pre Prep Director:	Miss Erin-Lee Winter
Teacher Assistant:	Mrs Patsy Salmond/Mr Dean Searles
Library Assistant:	Mrs Janice O'Dell
Admin/Finance Officer	Mrs Janice O'Dell
Cleaner:	Mrs Avriel Hansen
Groundsman:	Mr Greg Balderson
Parish Priest	Fr Marcel

GENERAL TIMETABLE

8.35am	Morning Bell
8.40am	Morning Classes Commence
11.00am	<i>Lunch and play</i>
11:35am	Bell
11.40am	Classes Resume
1.40pm	<i>Afternoon Tea</i>
1.55pm	Bell
2.00pm	Classes Resume
3.00pm	<i>Final Bell – School Concludes</i>

Monday 8:40am Assembly will be held

SCHOOL PROCEDURES

- It is important that students arrive for school on time every day (by 8:35am).
- 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 waiting to be picked up by parents, riding or walking home need to leave via the Yew St gate as this is where teacher supervision is provided. If riding, students will need to have their helmet on their head before leaving the school grounds. If walking, they will need to have their school hat on before leaving.
- Students cannot be supervised at school before 8:20am. If it is unavoidable for them to arrive prior to 8:20, they must sit quietly in the undercover area. Students are not covered under our insurance until teacher supervision occurs.
- 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.

FIRST AID/MEDICATION

Teachers are not permitted to administer any type of medication without written permission from parents. If it is necessary for a child to take medicine during school hours, then parents are requested complete an administration of medication sheet stating the the correct dosage for the period required. All medication will be administered through the school office so students are not permitted to keep this in their bag.

Immediate first aid is given in case of accident and if serious, the parents will be contacted. The school's obligation extends to placing the injured person in the care of those responsible for the child. Please ensure your telephone number and address is kept up to date at the office.

ATTENDANCE

A note or phone call is required to explain the reason for absence for whole or part of school day. This could also be done through the school app by selecting parent e-forms>absentee note.

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. Parents are encouraged to pray with their children, participate in school liturgies, to join in Christian themes and practices, and to become actively involved in programs that prepare their child/children for the Sacraments of Reconciliation, Confirmation and Eucharist. The Sacramental Program is now Parish-based, but the school remains involved in teaching sacramental content and organising sacramental liturgies. The whole school participates in the Anointing Mass once per month, and each class attends a weekday Mass once a month. Once a term each class is involved in a liturgy to be celebrated with the school community. Please refer to your parent calendar for specific dates.

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
- Collaborate with our colleagues, parents and the wider community
- Understand each student's needs, backgrounds and learning styles
- Plan, implement and assess varied instruction
- Provide each student with HIGH and APPROPRIATE expectations of learning
- CHALLENGE ALL STUDENTS

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 both the state and national curricula.

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.

STUDENT PROTECTION

Student Protection in Catholic Schools

Student protection and wellbeing are paramount in all Catholic Schools in the Diocese of Rockhampton. By the very nature of their mission and ethos, Catholic schools in the Diocese of Rockhampton place the highest priority on the safety and care of the children and young people who are their students. All students have a right to expect that the school will always do all that is possible to protect them from any kind of harm and create safe learning environments.

Catholic Education is committed to best practices in student protection and the development of proactive approaches to equip people with the skills and knowledge to identify risks of harm and respond appropriately.

<http://www.rok.catholic.edu.au/catholic-schools/student-protection/>

As of 2015, the Catholic Education Diocese of Rockhampton has mandated the implementation of a child safety curriculum in all year levels. At St Joseph's we will be adopting the Daniel Morcombe Child Safety Curriculum which is based on the key messages of recognise, react, respond. More information can be found at

<http://education.qld.gov.au/parents/school-life/child-safety-curriculum.html>

LEARNING SUPPORT PROGRAM

St Joseph's School 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.

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 and Queensland Curriculum as well as research based pedagogy
- ♦ **Inclusive Curriculum** – the EAP process and program support for students with Learning Difficulties
- ♦ **Library and Information Literacy**

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 School

- Parents can download our school app by searching for St Joseph's Catholic Primary Barcaldine. This contains important reminders and documents to help keep parents informed of upcoming activities.
- Weekly news is issued each Friday in the form of an eNewsletter. 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.

- Special 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 1st and 3rd Terms. 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 2nd and 4th Terms.
- Parent Information Sessions are held at the beginning of each school year and throughout the year as needed.

From Parents

- Notes, emails or personal contact by phone are required to explain pupil absences or inability to complete homework tasks, etc.
- Personal comment is welcome at any time to let the teachers know how parents feel about certain activities.
- Topics may be raised for discussion at P & F Meetings.

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.

Grievance procedures

We have an open door policy at St Joseph's. It is important to discuss any issues, concerns or questions with the relevant party. Please refer to the grievance flowchart (Appendix 1) for guidance on the procedure to follow in the event of a grievance.

HOMEWORK

The school will set a small amount of homework, which we would expect to be well done. Please refer to Appendix 2 for our Homework Policy.

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.

PARENTS AND FRIENDS ASSOCIATION & SCHOOL BOARD

Parents are welcome to become part of our very proactive Parents and Friends Association and are encouraged to consider becoming a member of our School Board.

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 Appendix 3 for uniform guidelines.

St Joseph's 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

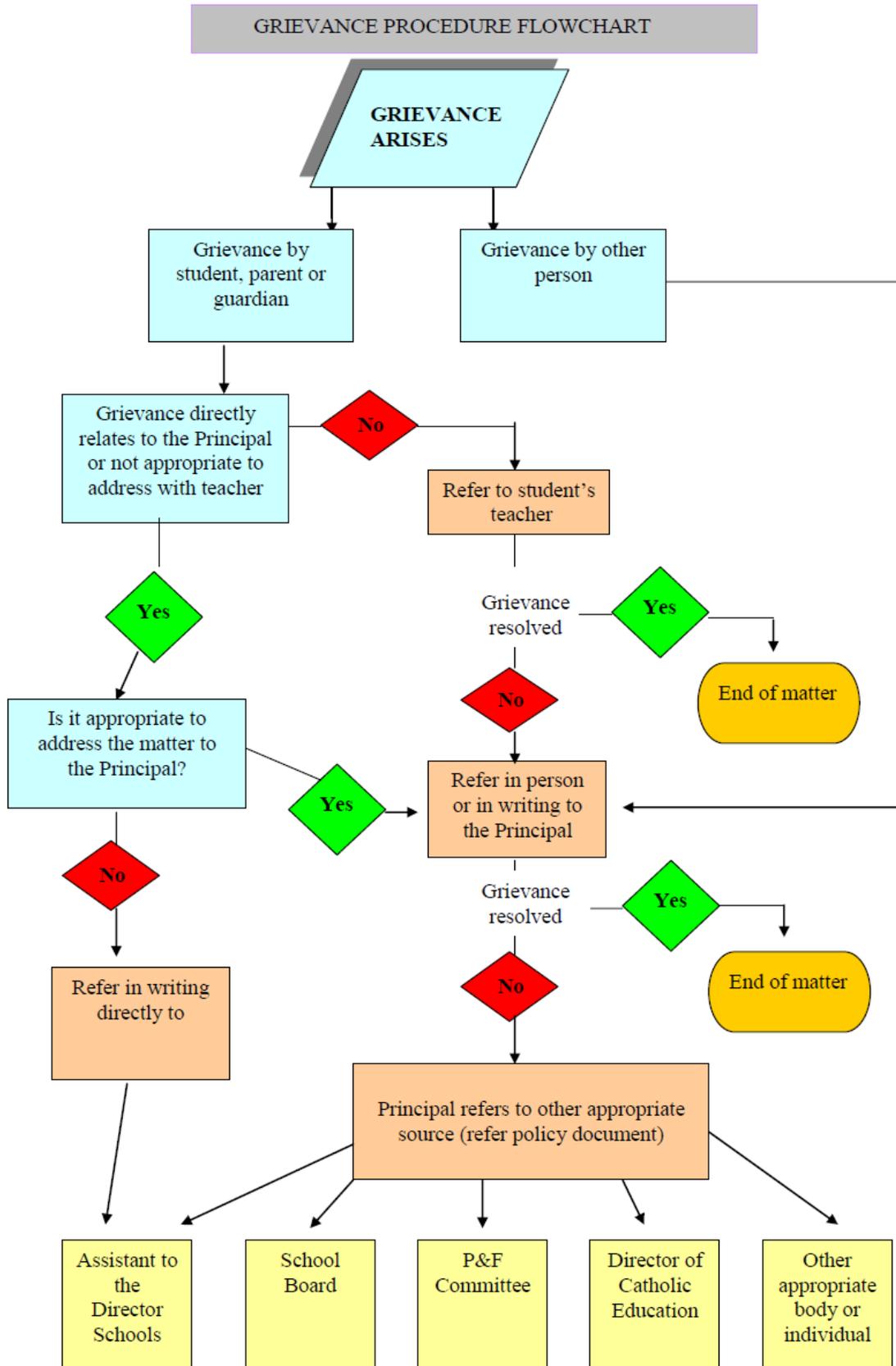
*The Sisters of mercy, planted the seed
Giving us life, in all that we need
Through these foundations, our knowledge has grown
Now as we blossom, our colours will show*

*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*

Appendix 1: Grievance Procedures



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 and will incorporate interactive home learning tasks wherever possible. Setting and correcting homework takes time for teachers and therefore there is an expectation that homework will be complete each week. 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. Homework classes are offered in order for students to work through the majority of their homework tasks in a designated timeframe under teacher supervision.

RATIONALE: Homework provides students with the opportunity to refine, consolidate and extend learning. The routine element of homework encourages students to develop organisation skills and positive study habits. It communicates to parents the specific learning that occurs in classrooms. **Interactive home learning tasks are also important.** Research shows that when parents and children collaborate on interactive tasks, children learn while they spend quality time with their parents. This helps children make links between home and school, and sends a message that the home is a place where learning happens.

PRACTICES:

1. Homework is to be set on a weekly or fortnightly basis.
2. **Non-negotiable** homework tasks cover reading, literacy (eg spelling/sight words practise) and maths (eg number facts practice). Students may be required to carry out research in preparation for an assignment/project, collect items, learn material (e.g. class poem, liturgy reading practise) or complete unfinished classroom tasks. Major assignments will not be set for homework. **Optional/negotiable** tasks may be included in homework and it is at the parents' discretion as to whether these will be completed.
3. **Teachers will incorporate interactive home learning tasks wherever possible into the homework to increase parent engagement.** These could include listing ways a mathematics concept is used in everyday life, students showing parents new skills they have learnt and talking about how they could use that skill in every day life, playing maths/sight word/spelling games together etc.
4. 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.
5. Teachers will correct and follow up all homework to ascertain where revision is required.
6. Parental concerns about the difficulty or time allocation of homework should be communicated to the teacher. A note from parents is required should any homework tasks be incomplete.
7. Parents are required to initial the homework sheet to show that Interactive Home Learning Tasks have been complete.

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. Students who read for a total of 150 nights across the year are provided with a prize at the end of the year courtesy of the P&F.

CONSIDERATIONS:

- Teachers need to be flexible on the allocation of homework and should consider the differing abilities and circumstances of each student. If parents wish for their child to complete additional homework, it is the parents' responsibility to source and organise these activities. Homework set by the teacher takes priority over the additional homework.
- Students who have substantial distances to travel home in the evenings may be given special consideration in regards to completing all homework. This is to be negotiated between the Teacher and Parents.
- Teachers need to take into account access to technology in homes, and if tasks are set requiring computers/iPads, students who do not have access to these need to be provided with opportunities to access these at school ie homework classes.

REFLECTION MATERIAL

<http://www.qct.edu.au/Publications/Periodical/QCTResearchDigest2014-10.pdf>

Appendix 3: Uniform policy

FORMAL SCHOOL UNIFORM

GIRLS:

Blue check shirt with navy piping & collar with an action back & side split to be worn with navy blue culottes. Black leather upper shoes, **all white socks (approx 4cm height above the shoe line at the heel)**. If bike pants are worn, they must be either black or navy and must not be visible below dress line.

BOYS:

Saxe blue shirt with check trim & embroidered emblem on the pocket with straight cut bottom with side splits to be worn with navy blue mid length with side pocket stubbies. Black leather upper shoes with white or grey socks **(approx 4cm height above the shoe line at the heel)**.

SPORTS UNIFORM

GIRLS AND BOYS

Red polo shirt with embroidered school badge and woven collar (available from school office), navy shorts - basketball or other sports type, or if girls prefer, navy netball skirt), white or black sandshoes with **all white sports socks (approx 4cm height above the shoe line at the heel – small brand logos are acceptable)**.

HATS: Wide brimmed blue fabric hat (available through the school)

TRACKSUITS: Navy tracksuit may be worn in winter

Hair & jewellery:

Permitted	Not permitted
One set of earrings (stud or sleeper) in the lower ear lobe	Nail polish
One necklace with a religious charm	Make up
Wrist watch	Bracelets (unless for medical reasons)
1 signet ring	

- Hair is to be clean, neat and tidy at all times. Hair that is of collar length or longer needs to be tied back away from face. Hair styles need to be of a natural colour and 'exotic' styles (e.g. rats tails, tracks etc) as determined by the principal, are not permitted.
- Ribbons, clips, headbands, hairties and scrunchies are to be of school colours (navy, red, white)

If your child is in the incorrect uniform (including hat), please send a note to the class teacher.

There will be consequences for children who are consistently in the incorrect uniform when the school has not been notified.