

ST JOSEPH'S SCHOOL RENMARK

Parent Information Booklet

In All Things Love

ST JOSEPH'S SCHOOL
RENMARK

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To Parents of all new students.

We are pleased to welcome you and your children to our school community and hope your stay with us is a rewarding and enjoyable one.



Vision Statement

**Educating
in the
Josephite
tradition
for now
and the
future.**

St Joseph's,

**In building a Reception of
Quality Catholic Education,
has God as its centre
in partnership with parents.**

**We aim to provide
a safe and secure environment,
allowing all children to grow in
confidence and to reach their
full potential.**

**We encourage a sense of
Love and Respect
for the dignity, culture and
individuality of all children.**



Enrolment Policy

1. POLICY

Catholic schools have as their mission the formation of the human person, in the image of God. Parents are the primary educators of their children, particularly in the area of faith education. On choosing enrolment of their child into a Catholic school, parents enter into partnership with the school focussed on the child's faith development and education.

2. PRINCIPLES

2.1. The Catholic school is an integral part of the Church community and mission of the Church.

2.2. The preferential option for the poor and marginalised is fundamental in Catholic schools.

2.3. Catholic schools in South Australia welcome all Catholic families, as well as families from other churches and faith traditions, and non-religious backgrounds who are prepared to value and respect the ethos, values, liturgical and sacramental practices and traditions of the Catholic Church within the context of the school.

2.4. Catholic schools recognise that parents exercise their right to choose the kind of education that shall be given to their child(ren) dependent on enrolment vacancies and policies of the enrolling school.

2.5. On enrolment, all parents and students commit to supporting the Catholic ethos and traditions of the school.

2.6. The Enrolment Priority Criteria are used in circumstances within the school context where demand exceeds the number of available enrolment places.

2.7. The Same First Day applies to enrolments into Catholic preschools and into Reception in Catholic schools.

2.8. Individual school enrolment policies should be consistent with the SACCS Enrolment Policy and Procedures 2012.

2.9. Consultation between schools should occur when principals consider applications from families seeking the enrolment of children who are currently attending a Catholic school.

2.10. Catholic schools are committed to the inclusion of children with special needs where possible.

2.11. Catholic schools work together to provide continuity of learning where possible for students whose parents have chosen a Catholic education for specific reasons. This includes relocation from rural communities where there is no provision of Catholic Secondary schooling.

2.12. Catholic schools in South Australia recognising the collegial and interdependent nature of our school network, have a responsibility to other Catholic schools to carefully consider the impact of their enrolment policy and practices on sustainable level of enrolments for each school.

. PROCEDURES

3.1 Enrolment Priority Criteria

The Enrolment Priority Criteria are used in circumstances within the school context where demand exceeds the number of available enrolment places. Principals will exercise discretion in relation to the enrolment of children of families who have special pastoral circumstances. Decisions about enrolments are informed by the following criteria:

- Baptised Catholic children within the parish(es)

- Siblings of children already enrolled in the school whose families have demonstrated ongoing support for the ethos of the school
- Children already attending a Catholic primary school and whose families have demonstrated ongoing support for the ethos of the school
- Baptised Catholic children and their siblings relocating from rural communities.
- Children already enrolled in a Catholic school whose families have supported the ethos of the school
- Children of Catholic families who are not in the above criteria or who are from outside the local designated Catholic parish(es).

These dot points are not presented in hierarchical order.

3.1.1 For enrolment of children from families who belong to other churches and faith traditions or from non-religious backgrounds and are prepared to support the ethos, values, liturgical and sacramental practices and traditions of the Catholic Church, each school is expected to have clearly defined criteria that takes into account:

- the Church's ministry to the world
- the preservation of the school's Catholic ethos
- the desire of some non-Catholic parents to choose a Christian education for their children
- the call to ecumenism.

3.2 Enrolment into Reception

The *Same First Day* commenced in 2014 for children eligible to start Reception. The minimum age for starting Reception from 2014 will be four years and eight months. All children will receive four terms of Reception. The compulsory age by which a child is required to start school is six years.

3.2.1 Children who turn five before May 1st will be admitted into Reception on the first day of Term One in that year.

3.2.2 Children who turn five on or after May 1st to and including October 31st will be admitted into reception on the first day of term three in that year. These children will receive six terms of reception. Parents may choose to enroll their child in term one of the following year.

3.2.3 Children who turn five after October 31st and including 31st December will be admitted into reception on the first day of reception the following year.

3.3 Early Entry into Reception

Children identified as gifted may be able to start Reception early.

3.3.1 Early entry is decided on a case-by-case basis.

3.3.2 The decision regarding early entry into Reception resides with the principal.

3.3.3 The principal will make this decision in consultation with the family and teachers concerned and with access to relevant reports and information. Eg: Psych Reports.

3.4 Students with Disabilities

3.4.1 An enrolment application for a student with a disability will be considered on the same basis as all other enrolment applications and in accordance with the legal obligations of the Disability Discrimination Act (1992), the Disability Standards for Education (2005) and the Equal Opportunity Act (SA) 1984.

3.4.2 Enrolment for eligible children is planned, negotiated and case managed using the CESA Enrolment and Support Process.

3.4.3 The process identifies the child's needs and the reasonable adjustments required to enable the student to access the school and participate in the learning environment on the same basis as a child without a disability.

3.5 Transfer between schools

Where a transfer is possible, consultation between the former and proposed school should occur before acceptance of a student transfer from another metropolitan, country or rural school or college.

3.5.1 Any Catholic school accepting an enrolment of a student from another Catholic school or school sector should send appropriate advice to the student's previous school. The Student Transfer Advice is to be completed. The Schools Assistance Act 2008 requires that interstate transfers be notified using the Interstate Student Data Transfer Note (ISDTN).

3.5.2 A copy of the Student Transfer Advice for intra-state transfers is available on CESA Online at: <http://online.cesanel.adl.catholic.edu.au/docushare/dsweb/Get/Document-1919/Student+Transfer.pdf>

Information and forms for the Interstate Transfer Note (ISDTN) can be found at:
<http://www.mceecdya.edu.au/mceecdya/default.asp?id=13073>

3.6 Overseas Students

3.6.1 Schools should obtain copies of relevant visa documentation regarding overseas student application for enrolment to ensure eligibility for enrolment and funding.

3.6.2 Schools enrolling students who hold student visas (sub-class 571) must be CRICOS registered. (As at Jan 2014, St Joseph's School Renmark is NOT CRICOS registered and therefore can not accept overseas students.)

3.6.3 Schools responding to enrolment enquiries from families with school age children who have entered Australia on other visa sub-classes, including where the enrolment enquiry is for a dependent of an adult on a student visa, should confirm:

- that the student is eligible to enrol in a Catholic school
- the fees payable
- eligibility for New Arrivals Funding
- eligibility for EAL Support and other services.

This Policy has been developed in accordance with the South Australian Commission for Catholic Schools Enrolment Policy & Procedures 2012.



Catholic Education
SOUTH AUSTRALIA

Privacy Policy

As set by the Catholic Education Office of the Catholic Diocese of Port Pirie Inc.

Individuals' privacy is important

This Privacy Policy applies to all Catholic schools operated and administered by the Catholic Education Office ('CEO') of the Diocese of Port Pirie ('**Catholic Diocese of Port Pirie Inc**') in South Australia. This Privacy Policy also applies to the CEO itself. In this Privacy Policy, a Catholic school operated within the Diocese of Port Pirie is referred to as a '**School**'.

This Privacy Policy outlines how each School and the CEO uses and manages personal information provided to or collected by it. The CEO is bound by the National Privacy Principles contained in the Commonwealth *Privacy Act 1988*.

The CEO may, from time to time, review and update this Privacy Policy to take account of new laws and technologies, changes to Schools' operations and practices and to make sure it remains appropriate to the changing Catholic School environment.

What kind of personal information does a School and the CEO collect and how do they collect it?

The type of information Schools and the CEO collect and hold includes (but is not limited to) personal information, including sensitive information, about:

- students and their parents and/or guardians ('**Parents**') before, during and after the course of a student's enrolment at a School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School or the CEO.

Personal Information provided by an individual

A School or the CEO will generally collect personal information held about an individual by way of forms filled out by Parents or students, face-to-face meetings and interviews, and telephone calls.

The CEO also collects information through data transfers from schools.

Personal Information provided by other people

In some circumstances a School or the CEO may be provided with personal information about an individual from a third party, for example, a report provided by a medical professional or a reference from another School.

Exception in relation to employee records

This Privacy Policy does not apply, and the National Privacy Principles do not bind Schools or the CEO, in relation to a School's or the CEO's treatment of an employee record, where the treatment is directly related to the current or former employment relationship between the School/CEO and employee.

How will a School or the CEO use the personal information an individual provides?

A School or the CEO will use personal information it collects from an individual for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which an individual has consented.

Students and Parents

For personal information about students and Parents, a School's or the CEO's primary purpose of collection is to enable the School to provide schooling for the student. This includes satisfying both the needs of Parents and the needs of the student throughout the whole period the student is enrolled at the School.

The purposes for which a School or the CEO uses personal information of students and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- to look after students' educational, social, spiritual and medical well-being;
- to seek donations and marketing for the School;
- to refer unpaid debts to a debt collection agency
- to contribute to aggregated data that South Australian Commission for Catholic Schools Inc. ('SACCS') and the CEO may require from time to time to meet their reporting, planning, contract and funding responsibilities on behalf of Schools;
- to satisfy the CEO's and the School's legal obligations and allow the School to discharge its duty of care.
- In some cases where a School requests personal information about a student or Parent, if the information requested is not obtained, the School may not be able to enrol or continue the enrolment of the student.

Job applicants, staff members and contractors

For personal information about job applicants, staff members and contractors, a School's and the CEO's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which a School and the CEO uses personal information of job applicants, staff members and contractors include:

- to administer the individual's employment or contract (as the case may be);
- for insurance purposes;
- to seek funds and marketing for the School;
- to contribute to aggregated data that SACCS and the CEO use to meet their reporting, planning, contract and funding responsibilities;
- to enable SACCS and the CEO to maintain necessary staff information for entitlements including long service leave, maternity leave, Workcover and other necessary industrial or employment purposes, and for accreditation and funding purposes;
- to satisfy the CEOs' and the schools' legal obligations (eg; in relation to child protection legislation).

Volunteers

A School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as Parents and Friends and Old Scholars Associations, to enable the School and the volunteers to work together.

Marketing and fundraising

Schools treat marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment in which both students and staff thrive. Personal information held by a School may be disclosed to an organisation that assists in the School's fundraising, for example, the School's Reception or Parents and Friends Association.

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Exception in relation to related schools

The *Privacy Act* allows each diocesan school in the Diocese of Pt Pirie to share personal information with other diocesan schools within the diocese and with the CEO. This allows Schools to transfer information between them, for example, when a pupil transfers from one School operated by the CEO to another school conducted by the CEO, and the CEO itself.

To whom might the CEO or a School disclose personal information?

The CEO or a School may disclose personal information (including sensitive information) held about an individual to:

- another School operated by the CEO;
- a school or the Catholic Church Endowment Society Inc. within the Archdiocese of Adelaide;
- a Catholic Education Office in South Australia;
- SACCS;
- a Congregational School;
- Catholic Church Insurances;
- government departments;
- the local parish;
- people providing services to the School (including specialist visiting teachers, consultants and sports coaches);
- recipients of School publications, like newsletters and magazines;
- parents; and
- anyone to whom the individual authorises the School to disclose information.

Sometimes the CEO and Schools may ask individuals to consent to some disclosures or uses of personal information for certain purposes, either in writing or verbally. In other cases, consent may be implied.

Sending information overseas:

The CEO or a School will not send personal information about an individual outside Australia without: obtaining the consent of the individual (in some cases this consent will be implied); or otherwise complying with the National Privacy Principles.

How will sensitive information be treated?

'*Sensitive information*' means information relating to a person's racial or ethnic origin, political opinions, religion, trade unions or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The CEO's and the Schools' staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

The CEO and each School have in place steps to protect the personal information held from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass-worded access rights to computerised records.

Updating personal information

The CEO, and each School, endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information by contacting the Director or Principal respectively, at any time. The National Privacy Principles require the CEO or a School not to store personal information longer than necessary.

Individuals have the right to check what personal information a School or the CEO holds about them

Under the *Privacy Act 1988*, individuals may access any personal information which the CEO or a School holds about them and to advise of any perceived inaccuracies. There are, however, some exceptions to this right set out in the *Privacy Act 1988*. Students will generally have access to their personal information through their Parents.

For individuals to make a request to access any information the CEO or a School holds about them, they should contact the Director or the Principal respectively, in writing.

The CEO or a School may require individuals to verify their identity and specify what information they require. A fee may be charged to cover the cost of verifying the individual's application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the individual will be advised of the likely cost in advance.

Consent and rights of access to the personal information of students

The CEO and Schools respect every Parent's right to make decisions concerning their child's education. Generally, a School or the CEO will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. A School will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

Parents may seek access to personal information held by the CEO or a School about them or their child by contacting the Director or Principal respectively. There will, however, be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the student.

A School or CEO may, at its discretion, on the request of a student grant that student access to information held by the School or CEO about them, or allow a student to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the student involved had reached 18 years of age, but a School or the CEO could do so in other circumstances when the maturity of the student and/or the student's personal circumstances so warranted.

Enquiries

If you would like further information about the way the CEO or a School manages the personal information it holds, please contact the Director or the Principal respectively.

Policy Review on: *October 2019*

Review date: *October 2022*

Handbook

HISTORY

Patrons of our school – ST JOSEPH'S School is under the patronage of St. Joseph and Blessed Mary MacKillop, the foundress of the Sisters of St. Joseph.

Mary MacKillop in Penola, South Australia founded the Congregation of the Sisters of Saint Joseph, in 1866 to provide instruction in faith and practice of religion as well as education in secular subjects. At the time of their Reception the sisters taught only in primary schools since their charter was to provide basic education for many people, particularly in outback areas.

Early in 1919, just as World War 1 ended, a small band of five sisters, led by Sister Pius as Community Leader, set out from Adelaide to begin the first Catholic School in the Riverland at Renmark. The Parish was still young, having been formed only five years previously. Although the first church, St. Columba's, a small wood and iron building standing on the site of the present St. Therese Church, had been erected in 1895, it was only in 1914 that the Parish was officially established.

Through the zeal and enthusiasm of Parish Priest, Father Peter Conolly, and his small congregation, a residence for the Sisters had been provided in Twelfth Street, together with a School Hall in Ral Ral Avenue. The Hall Reception stone was laid on September 1st 1918 and the School was overflowing with 111 students when Bishop Norton officially blessed and opened it on March 30th 1919.

To Mary MacKillop, a pioneer in Australian Education, schools were to be places where: -

- ~ students receive an excellent education
- ~ the dignity of each person is respected
- ~ the potential of each individual may be realised
- ~ a sense of giving and service, which builds on the past and looks to the future, may be fostered
- ~ all are challenged to a full Christian commitment.

When each member of the community conscientiously fulfils his/her role as parent, student or staff member within the school community such ideals can be realised.

In 1941 a new school was built on the Twelfth Street site. Subsequent building programs in 1984, 1990, 1997, 2001, 2010 & 2020 have seen the school completely transformed to its present structure. The Sisters of Saint Joseph maintained an active presence in the school until the first lay principal was appointed in 2001.

Currently the school has a stable enrolment of around 235 students. There are twelve classes and forty staff members. We have specialist teaching in the areas of Visual Arts, Languages & Technologies, and Physical Education. The timetable is divided into 30 minute periods and classes move to the specialist teaching areas for the above subjects. Other subject areas are covered by the classroom teacher.

PERSONNEL

STAFF 2023

Principal	Mr Don DePalma
Acting APRIM	Mrs Chrissie Grocke
Year 6	Miss Rowie Williams
Year 6	Miss Paige Hauptman & Mr Tony Luxton
Year 5	Mr Jackson McGuire
Years 3/4	Miss Georgia Eckermann
Years 3/4	Mrs Tamara Hayes
Years 3/4	Miss Hannah Manning
Years 1/2	Miss Kearley Venables
Years 1/2	Miss Shania Pfeiler
Years 1/2	Miss Tori Le Cornu
Reception	Mrs Mikalya Luxton & Mrs Julie Slagter
Reception	Mr Paul Hooper
Reception	Mrs Amy Hunt & Mrs Laura Sever
Release Teachers	Mrs Belinda Pfeiffer & Mrs Jordan Whitelaw
Languages & Technologies	Mrs Giulia Del Zoppo
The Arts	Mr Greg Reeks
Physical Education	Mr James Canavan & Mrs Amy Thompson
Counsellor	Mrs Keisha Barber
Inclusive Ed Coordinator	Mrs Rachel McLeod
Finance Officer	Mrs Karen Trenwith
Secretary	Mrs Lyn Leuders
Education Support Officers	Mrs Reeni Blackley
	Ms Jami-Lee McKelvie
	Mrs Chloe McKenzie
	Miss Kiara Lodge
	Mrs Larissa Bright
	Miss Dana Hansen
	Mrs Eva Matulick
	Mrs Linda Lawton
	Mr Dimitri Kanakaris
	Miss Lily Haynes
	Mrs Desiree Guy
	Mrs Rachel Dring
	Mr Adrian Hunt
	Ms Kate Schofield
	Ms Bianca Halliday

PARISH PRIEST Fr Hau Le

SCHOOL BOARD MEMBERS

President	Fr Paul Bourke
Executive Officer	Mr Don DePalma
Chairperson	Mrs Emma Warner
Treasurer	Mr Dale Lindner
Parents & Friends Rep.	Mrs Emma Warner
Teachers' Rep.	Mrs Chrissie Grocke

PARENTS & FRIENDS EXECUTIVE

President	Mrs Jo Lloyd
Treasurer	Mrs Kerry van Dyk
Secretary	Mrs Sharyn Hardwick
Staff Reps.	Mrs Giulia Del Zoppo

UNIFORM

SCHOOL MOTTO:

1987 saw the introduction of a new monogram with the original motto translated in English.
"IN ALL THINGS LOVE"

The Cross symbolises that Christ is the centre of our lives. The Sun, Water and Grapes are all symbolic of the Renmark District.

Everyday: Girls & Boys

- * Navy/sky blue polo shirt with logo
- * Long sleeve navy top (only to be worn underneath polo)
- * Navy polar fleece jumper with logo or navy/sky blue jacket with logo
- * Legionnaires or bucket hat with logo

Non PE day: Girls

- * Navy skort or navy school pants (no cargos)
- * Plain white socks above the ankle
- * Navy school sandals or black school shoes or all black sandshoes (No high heels or surf sandals)

Boys

- * Grey school shorts (no cargos) or grey school pants (no cargos)
- * Plain grey socks above the ankle
- * Navy school sandals or black school shoes/boots or all black sandshoes (No surf sandals)

PE day: Girls & Boys

- * Navy sports short with logo or plain navy tracksuit pants (no stripes or logos)
- * Plain white socks above the ankle
- * Predominately white sandshoes or all black sandshoes

The items are to be purchased from Yates Menswear only - excluding hats, long sleeve navy tops and School bags which can only be purchased from the School Uniform Shop in our Canteen.

Please ensure that you clearly name all items of clothing.

Grooming and Jewellery

- * Students are permitted to wear one earring per ear, in both ears (earlobe only). Plain silver or gold sleepers of 15mm diameter maximum or plain silver or gold 3mm diameter studs are allowed. NO coloured sleepers or studs permitted.
- * NO monograms or motifs are allowed.
- * NO bracelets, bangles, rings, necklaces or anklets. Medic alert bracelets, religious symbol necklace (for baptised students ONLY) and watches are acceptable.
- * NO fingernail or toenail polish is allowed.
- * ALL hair longer than shoulder length is to be tied back with plain blue or black ties or scrunchies. Plain blue or black headbands are permitted in conjunction with the ties. No extreme hair colours and haircuts.
- * NO make-up is to be worn.

Parents are asked to ensure that jewellery is not brought to school for wearing after school. St Joseph's School will not be held responsible for loss or theft of any jewellery.

Scarves, gloves & beanies are not a compulsory part of our uniform policy. If your child would like to wear a beanie or scarf to school on a cold morning you are encouraged to purchase a dark blue polar fleece one. Students are not allowed to wear them in the school yard for safety reasons.

If children are ever **out of the regulation uniform** they owe a **written explanation** to their teacher. Failure to do so is not only discourteous, but is unfair to those students who do keep the regulations.

The Principal has the final decision on any interpretation of this policy.

SCHOOL FEES

The School Board has determined that the following scale of fees shall apply for the 2023 school year.

Family	TOTAL ANNUAL FEE
1 Child	\$1480
2 Children	\$2488
3 Children	\$3159

In 2023 school fees will be billed in one amount. **Payments can still be made** weekly, fortnightly or monthly by Cash, Cheque, EFTPOS, Centrepay or Bank Direct Deposit with **payments to be made in full by the end of third term.**

Alternatively the Total Annual Fee may be paid in full by the fifth week of the first term, in which case a **discount of 5%** will be allowed.

South Australian Government School Card

The Government provides assistance for families who are experiencing financial difficulties to help them pay for books and other school costs (not School Fees). Families who qualify for the school card scheme will receive an automatic fee reduction on the Annual Tuition of 40%.

Variations in School Fees

If a family is having difficulties meeting the financial demands of paying school fees they may apply to the Principal or Bursar for an 'Application for Variation of School Fees'. Fee concessions and remissions are available for a temporary or short-term basis

FUNDING OF CATHOLIC SCHOOLS

THE FINANCIAL PICTURE: -

School fees together with Government subsidies barely cover the cost of Education.

FUNDING OF CATHOLIC SCHOOLS: -

There are two areas of finance: -

Recurrent:

Recurrent finance covers day to day operating expenses of the school. It comes from two sources ~

- (a) Grants from both Commonwealth and State Governments paid through the Catholic Education Office cover the cost of registered teachers' salaries.

School fees cover salaries of clerical staff, teacher assistants, ground staff, day to day operating, electricity, water and council rates, telephone, repairs and maintenance of equipment, paper and printing, etc.

Incidental fund raising activities also assist.

Capital:

Capital finance pays for erection and maintenance of school buildings.

It comes from two sources ~

Parents' contribution through the Building Fund Levy.

The Commonwealth Schools Commission makes capital grants from time to time to selected schools to assist with new buildings.

SCHOOL BOARD / PARENTS & FRIENDS

ST JOSEPH'S SCHOOL BOARD

ST JOSEPH'S School Board operates according to guidelines set down by the South Australian Commission for Catholic Schools. The Board consists of the Parish Priest, the School Principal, representatives from the Parents and Friends Association, the Staff and the Parish Council as well as elected members.

Sensitive to the wishes of the parents and to the needs of the students in the school, the School Board helps to form School Policy, offers guidance and support to the Principal and staff and oversees the finances of the school.

PARENTS and FRIENDS

The Parents and Friends is the mainstay of our School. All parents are invited to participate in and promote their endeavours. Through their fundraising efforts, they provide essential funds for the extras needed by ST JOSEPH'S. Their working bees provide facilities and maintenance that saves the school thousands of dollars each year.

The social activities and fundraising events help us experience a special sense of being "family" that is a recognised feature of our school.

A President, Secretary and Treasurer are elected each year to head a Committee comprising the parents of our School. All parents are encouraged to attend the monthly Parents and Friends Meeting.

PARENT INVOLVEMENT

Choosing a Catholic School does not relieve parents of the personal duty to give their children a Christian upbringing.

"They are duty bound to Co-operate actively with the school - which means supporting the educational efforts of the school and utilising the structures offered for parental involvement, in order to make certain that the school remains faithful to the Christian Principles of Education." (Document on the Catholic School - 1977.)

Involvement of parents in the education process is an essential part of this approach to education.

- ~ supporting work of teachers who share their task.
- ~ re-enforcing values taught.
- ~ example given by practising faith
- ~ helping with reading
- ~ helping with Canteen
- ~ participating in working bees
- ~ assistance at liturgies with classes
- ~ participation in activities
- ~ membership of Parents and Friends
- ~ membership of School Board
- ~ using the Library facilities

All Parents who have direct contact with the students will be required to have a police check.

TEACHER / PARENT COMMUNICATION

SCHOOL READING & LEARNING JOURNALS

These Journals are one way of communicating with parents. Besides Home Learning, other items should be entered, e.g. reminders of things for children to bring to school for Study of Society and Environment, Art, Sport as well as reminders of meetings etc.

Parents may use the Journal as a means of advising teachers of a child's absence, difficulty with Home Learning or any relevant matter.

Children from Reception to Year 2 have Communication Books and Years 3 - 6 have Journals.

ASSESSMENT and REPORTING

It is important that teachers and parents have the opportunity to share information about the children entrusted to their care.

If a parent would like or need a discussion other than a brief chat or question with teachers, it is essential to make a mutually agreed appointment time to discuss any issues. Meetings, yard duties, bus duties and commitments made are factors that can affect teachers' availability. Usually Tuesday is Staff Meeting day at St Joseph's.

While many parents in our school see teachers frequently and informally, we believe that there must also be structured situations should parents or teachers wish to make use of them.

Parent / Teacher times for interviews will be allocated throughout the year, usually towards the end of Term 1 and Term 3. A written assessment or Report will be sent home at the end of Term 2 & Term 4.

If you are pleased with your child's progress please let us know.

SCHOOL LIBRARY BOOK COLLECTION

When purchasing books for the School Library we try to include material covering a wide range of topics, as well as provide a fiction collection which will allow the students to enjoy and experience a range of styles, genre, theme, authors and illustrators. If you are unsure of the content of a book your child brings home (you can't tell a book by its cover!) it's a good idea to preview it yourself before reading it to, or with, your child.

Some books may conflict with your own ideas about what your child should be exposed to and while we try to be aware of the suitability of the books borrowed by children of various ages and maturity, we can't be aware of your own preferences and guidelines *so look before you read!*

NEWSLETTER

The school Newsletter is produced fortnightly and serves to inform parents about what is happening in the school.

Plastic envelopes are issued at the beginning of the school year. They are given to the eldest child in each family who is responsible for the delivery of the Newsletters to parents. Parents are urged to read the Newsletters and **Return** the plastic envelopes to the school promptly. The parents meet lost or damaged envelope costs. (New envelopes are available through the front office).

Return slips from the Newsletter are to be returned in the plastic envelope.

MONIES

If money is sent to school at any time (e.g. school fees, book club, sport etc.) it should be sent in a **sealed envelope**.

On the envelope please state:- **Child's name and year level, what the money is for and the amount enclosed.**

Your cooperation in this matter would be greatly appreciated.

HOME LEARNING

We believe that the purpose of Home Learning for Primary students is to:

Provide an avenue where parent and child can share in their learning experiences
Encourage independent learning and time management
Consolidate what is learnt during the day

ST JOSEPH'S Home Learning Policy reflects a belief in the following:

A respect for the importance of family life and commitments.
An acknowledgment of the importance of children to be involved with sport, friends, hobbies, music and other after school hours activities.
Children have already spent 6 hours at school and need their free time to relax.

HOME LEARNING STRUCTURE

The Home Learning structure is explained at the Parent Information Night.
Each year information about Home Learning is sent home by the class teacher.
Normally, Home Learning will be set on Monday to Thursday nights.
All children are encouraged to read every night.
Please check your child's **Diary** or **Communication Book** each night

HOME LEARNING GUIDELINES

Junior Primary	~Reading, Sight Words and/or Spelling.
Middle Primary	~Reading, Spelling, Tables or Maths activity – up to 30 minutes.
Upper Primary	~Reading and Spelling nightly – other subjects or projects as set. 60 – 90 min max.

Where a child is unable to complete their Home Learning in a set time or where family commitments do not enable Home Learning to be completed on a particular night, please use the diary to inform the teacher.
These are guidelines – let common sense prevail and where there is a problem or the general welfare of the student is in question, contact the class teacher.

IDEAS FOR OTHER HOME ACTIVITIES

Should a family choose to undertake further work with their child at home, the following is suggested:

Talk about the day's activities
Practise times tables
Spelling quizzes
Reading newspapers and discussing issues
Interests such as projects, competitions, crosswords, hobbies
Write a letter
Time on computer/internet

SCHOOL SERVICES and PROCEDURES

ARRIVAL

Arrival time at ST JOSEPH'S is **8:30 am. - 8:50 am.**

All notices need to be in their appropriate boxes **before 8.55am.**

At **9.00 am.** we begin classes with **Literacy.** All children are expected to be present and ready to begin class.

If you know in advance that you will be late for school for special circumstances, please let your child's teacher know in advance.

The establishment of a routine is important. If children continually arrive at school after it has commenced this can affect their morale and therefore their performance.

RESPONSIBILITIES

On arrival each morning, each child is expected to:-

- carry their own school bag
- place their school bag neatly on the bag rack or in the bag box
- bring their Home Learning, reader, notes, bank books and lunch orders into class themselves and put them in the appropriate places.

Throughout the day, each child is expected to:-

- wear the correct school or sports uniform
- behave within the guidelines of the class and yard behaviour policies
- be an example to others
- treat others with respect at all times
(This includes children, parents, teachers and visitors).

BELONGINGS

Please ensure that all your child's belongings are **clearly named**, particularly hats and windcheaters (which are all identical) but also socks and shoes as they are sometimes taken off for various reasons. Drink bottles and lunch boxes also need regular naming.

LATE BOOK & IN/OUT BOOK

In case of emergency we need to know at all times where our students are. Please sign the appropriate book in the Office if your child is late (Class Roll) or has to leave the school premises or return with you during the day. For this reason we ask that you call at the front Office before going to the classroom.

ABSENCES

A quick phone call to the Office if your child is to be absent would be appreciated, also a note in the Journal when he/she returns.

BUS POLICY

Students living more than 5kms from the Renmark Primary School are eligible to catch a bus to the Primary School. ST JOSEPH'S School Board runs a bus morning / afternoon between the Primary School and ST JOSEPH'S at the cost of \$60(Inc GST) per family per year.

Students catching these buses are supervised in the mornings.

Students travelling on the school buses are expected to uphold the rules of bus travel.

Parents are responsible for the children's behaviour on these buses.

Students reported to the school for misbehaviour while waiting for or on the bus may be excluded from bus travel for a nominated time. Parents are urged to remind their children of these regulations, e.g. once a Term.

RENMARK PRIMARY SCHOOL

BUS BEHAVIOUR RULES

TEACHERS – There will be one Renmark Primary, one Renmark Junior Primary and one ST JOSEPH'S teacher on duty promptly at 3.30pm until the buses have gone.

STUDENTS – Students who travel by bus are expected to move to the bus area straight after school. Upon arrival at the bus in the afternoon, bus students should immediately place their bags in the appropriate bus line.

All Primary students go along the edge of the oval to bus area.

EARLY BUS TRAVELLERS – Students should stand by their bags in line until embarkation. They must not play on the oval, the lunch shed, pipes, around the Junior Primary buildings, lawns or playground equipment. Teachers on duty must supervise embarkation of all students.

JUNIOR PRIMARY SHELTER SHED – This may be used for shelter only.

BUS BAY GATES – These gates should not be used by students walking home or meeting parents in 19th Street.

STUDENT MISBEHAVIOUR – Teachers on duty take the names of students who misbehave in any way and pass them on to the Principal or Deputy Principal of the appropriate school.

**ALL CHILDREN WHO TRAVEL BY BUS SHOULD BE MADE FAMILIAR
WITH THIS ROUTINE.**

BIKE RIDERS

If your child rides a bike please discuss the following with him/her.

The road rules have changed. It is **illegal** to ride your bike on a **school crossing**.

Students under 12 years of age may now ride their bikes on the footpath **but must leave enough room** for pedestrians to be safe, and must **ride slowly** when passing pedestrians.

However, in the interests of safety, bikes are **not to be ridden** on the paved footpaths surrounding the school on Thurk and Twelfth Streets. Bikes are **never** to be ridden in the school grounds.

STOPPING AT SCHOOL CROSSINGS

Drivers **must stop** at the stop line if there are red and white posts and flags, a hand-held stop sign displayed or if there is a pedestrian on or entering the crossing. You must **remain stationary** until the **pedestrian has left the road**. When approaching a school crossing you must drive at a speed so that you can stop safely in necessary. If you are driving a vehicle behind a car that is stopped or slowing down at a school crossing, you must also slow down and stop.

STUDENT SUPERVISION

School begins at 8:50am. Students are supervised in the school by teachers from **8:30am** until **3:30pm**. (Please note – students **arriving early** are **not** supervised until **8:30am**.)

Immediately after school students are to be picked up from either **Thurk or Eleventh Street**.

However, once the **bus has left (3:30pm)** students must wait in the school grounds **behind the Canteen gates in Thurk Street**. There is no supervision of students on Twelfth Street. (There are no designated crossings or flags on Twelfth Street).

A phone call to the office if you are going to be late picking up your child would be appreciated.

SPECIAL EDUCATION

Special Education is an array of educational programs designed to help students who have learning difficulties, including those related to speech, learning and visual impairment, behavioural and emotional problems, physical and intellectual disability.

Where appropriate the Special Education Consultant from the C.E.O. will visit the School to assess a student's educational needs and observe the student in his/her current education setting meet with the family and if required look at ways of supporting the student in the current school setting.

ST JOSEPH'S School respects the right of parents to choose this school for the education of their child and every endeavour is made to meet their needs. However, if after consultation, it is decided that ST JOSEPH'S is not the most appropriate placement for a child, then negotiations will be set in motion for a transfer to the most appropriate facility

SPORTS POLICY

Sports practices are held after school. Coaches will inform players of the finishing time.

When the weather is either extremely hot or wet, practices may be called off.

Renmark local sport participation is encouraged. Football (Mini-league), Netball, Basketball, Hockey, Minkey-hockey, Tee-Ball, Baseball, Soccer, Cricket, Golf, Swimming and Athletics. SAPSASA - **S**outh **A**ustralian **P**rimary **S**chools **A**mateur **S**ports **A**ssociation.

Children in Years 6 - 7 are eligible to try out for representation of the Riverland in country/city exchange visits and sporting carnivals.

SCHOOLS SPORTS DAY

Each year the entire school participates in our School Sports Day. This is an integral part of our learning opportunities and all children are expected to participate. A variety of games and activities make up the Sports Day.

ART

Each child is asked to bring an old shirt or smock to protect clothing during Art lessons.

HEALTH

Crunch & Sip: Children need to bring a piece of fruit or vegetable every day. Each student is to bring a **named plastic cup OR drinking bottle** for drinking – to be left in their classroom.

If children require medication at school, it should be left at the Front Office with the child's name and instructions clearly written.

SCHOLASTIC BOOK CLUB

The Book Club sells books at a very reasonable price. A list is available every two months and money or cheques should be presented to the front office in a named envelope.

Lucky Book Club	Reception to Year 2
Arrow Book Club	Year 3 to Year 5
Star Book Club	Year 6

(Please make cheques payable to **Scholastic Books**.)

ANIMAL POLICY

It is essential that the presence of animals at school is controlled.

1. All animals shall be banned or prohibited from entering the school site.
2. If pets are walked to school by parents the animal must be restrained at least 20 metres from school entrances.
3. Animals found on the school site will be removed.
4. Animals used for teaching purposes (including animals brought for show and tell) must be authorised by the Principal at least 3 days before the event.

CANTEEN

ORDERS

Our Canteen utilises the Qkr App through 'Grab & Go' services and is available on Wednesday and Friday only. This on-line service enables you to order up to 2 weeks in advance.

Parents are encouraged to volunteer their services and be rostered to help in the Canteen.

SPENDING MONEY

Children enjoy buying ice creams, chips & drinks from the Canteen. A range of items in the canteen is priced from 50c to \$2.00. Please be cautious of the amount of money you give your child for spending money. If they **do not** have a **zip pocket** please provide a **purse or wallet (named)**. These are available at Recess & Lunch on Wednesday & Friday.

LUNCHES

Children, although growing young people, can only eat a certain amount of food each day.

Our first teaching block for the day is long and we encourage you to see that your child has a substantial breakfast before school begins, even a piece of fruit to eat on the way.

It is important that children who have been sitting down for long periods are given enough time to play freely.

Children are often expected to eat large amounts of food and can spend all their recess and lunch periods eating. This obviously has a detrimental affect on their performance and concentration throughout the day. If children do not eat all their lunch they are encouraged to take the leftovers home so that parents know how much the children are eating.

We ask parents to provide an adequate, but suitable amount of food to eat and understand when children do not eat all that they are given. We will endeavour to see that all children eat some lunch but will not force children to eat what they do not want.

BEHAVIOUR CONSEQUENCES

(Out of Class)

RULES and CONSEQUENCES

* **Out of bounds**

around front of school, front and side garden areas and behind buildings
bike rack area except when arriving or departing
riding bikes in school grounds
climbing on roof
entering classrooms at recess and lunch time
leaving school grounds without permission

* **Running in walking areas**

All verandas
Paved area near drinking taps
All paved or cement walkways

* **Eating areas**

Eating is not permitted on the oval, netball court or in the sandpit, playground
Eating is not permitted while playing

* **Littering**

One child seen littering - time out
Messy grounds - whole school assembles during recess or lunch while one class tidies up

* **Not obeying siren**

Continuing games after siren, including ball bouncing.
Pushing, rushing, fighting for places in line
Not lining up
Taking too long with toilet, washing hands, drinks
Not being ready when whistle is blown

* **Not obeying uniform rules**

Not wearing correct uniform (no note in diary)
Not wearing hat outdoors
Not adhering to Jewellery and Grooming Policy

*** Not respecting others and their property**

speaking unkindly or rudely to other people
being careless with property belonging to others
interfering in other people's games
teasing, harassing
hands on
disobedience
crude language
misuse of Computers
unacceptable behaviour on bus or at bus stop

*** Having expensive games, toys, mobile phones or belongings at school**

These items to be taken to office and to be collected after school

STEP PROCESS

Classroom Behaviour:

Everyone has the right to feel safe and happy in St Joseph's school learning environment. Teachers have the right to teach and students have the right to learn in an environment that is based on respect for each other.

Within each classroom there exists a step process to enable a common understanding regarding the choices children are making regarding their own behaviour. If inappropriate choices are made, the following step process is followed. For extreme behaviours a step may be skipped e.g. physical violence or continued behavioural issues.

Verbal and/or visual reminder(s).

Class sit out time (internal timeout within child's own classroom)

Teacher Supervised sit out (in student's own time –Recess/Lunch) (Parent Notification)

Principal's Office (Parent Notification)

Internal Suspension (Parent Notification)

External Suspension (Parent Notification)

Expulsion (Parent Notification)

When a child reaches Step 3 or above, documentation is provided accordingly to the parents in the school diary/communication book. The note is drafted and approved by a senior staff member before being sent home. This note is signed by the reporting teacher.

This note is sent home to keep parents constantly informed about the choices their children are making about their own behaviour.

Viewing and signing the Behavioural Consequence Note is part of the support that parents/caregivers show for our school community and learning environment. A non return will be followed up by our Principal. Both school and parents are asked to work together in all aspects of student behaviour and learning.

If there are three or more notices sent home, a child/parent meeting is scheduled to work through issues and a way forward is established.

CLASSROOM BEHAVIOUR CONSEQUENCES

Each Classroom Teacher in collaboration with each other carries out classroom Behaviour Consequences.

Methods include - warnings

- classroom time out (10 minutes)
- classroom isolation (duration of lesson)
- sending to another classroom **or** Principal

HEALTH

CONTAGIOUS DISEASES and INFECTIONS

Recommended minimum exclusion periods from school:

Chicken Pox	5 days from appearance of spots.
Infectious Hepatitis	Excluded until medical certificate of recovery is produced.
Measles	7 days from appearance of rash.
Rubella (German Measles)	5 days from appearance of rash.
Scarlet Fever	Excluded until effective treatment given and medical certificate of recovery is produced.
Whooping Cough	4 weeks unless medical certificate of recovery is produced.
School Sores	Excluded until effective medical treatment is carried out.
Ringworms	Excluded until effective medical treatment is carried out.
Head Lice	Excluded until effective medical treatment is carried out.
Scabies	Excluded until effective medical treatment is carried out.

C.A.F.H.S.

C.A.F.H.S. provides a series of health checks for children attending pre-school, primary school and secondary school. These checks screen children's physical health, vision, hearing and development. A community health nurse conducts these. Parents contact Sister at Chaffey House for an appointment.

A child may be seen at other times on request from parents.

The nurse is also available for health counselling and education at Chaffey House.
All C.A.F.H.S. nurses have had training for age groups 0-18 years.

DENTAL CLINIC

Children may receive free Dental treatment at the Riverland Dental Clinic. Parents are required to take their own children to the Clinic at the appointed time.

EXCLUSION FROM SCHOOL

DISEASE OR CONDITION	EXCLUSION OF CASE (FROM SCHOOL)	EXCLUSION OF CONTACTS (FROM SCHOOL)
Bronchitis	Exclude until the person has been given appropriate treatment and feels well	Not Excluded
Campylobacter Infection	Exclude until Diarrhoea has ceased	Not Excluded
Chickenpox and Shingles	Exclude until all lesions have crusted, there are no moist sores and the person feels well	Not Excluded
Common Cold	Exclusion is Not necessary	Not Excluded
Conjunctivitis	Exclude during the acute stage of the infection	Not Excluded
Cryptosporidiosis	Exclude until diarrhoea has ceased	Not Excluded
Fifth Disease (Erythema Infectiosum, Parvovirus Infection)	Exclusion is Not Necessary	Not Excluded
Giardiasis	Exclude until diarrhoea has ceased	Not Excluded
Glandular Fever (Mononucleosis)	Exclusion is Not Necessary	Not Excluded
Hand, Foot and Mouth Disease	Exclude until all blisters have dried	Not Excluded
Head Lice (Pediculosis)	Exclude until the day after appropriate treatment has commenced	Not Excluded
Hepatitis A (Infectious Hepatitis)	Exclude for one week after the onset of Jaundice or illness	Not Excluded
Hepatitis B	Exclusion is Not Necessary	Not Excluded
Hepatitis C	Exclusion is Not Necessary	Not Excluded
Herpes Simplex Type 1 (Cold Sores or Fever Blisters)	Exclusion is Not Necessary	Not Excluded
Human Immunodeficiency Virus Infection (HIV, AIDS Virus)	Exclusion is Not Necessary unless the person has secondary infection	Not Excluded
Hydatid Disease	Exclusion is Not Necessary	Not Excluded
Influenza	Exclude until the person feels well	Not Excluded
Legionnaires' Disease	Exclusion is Not Necessary	Not Excluded

Note:

RECOMMENDED EXCLUSION : Periods are based on the time that a person with a specific disease or condition might be infectious to others.

RECOMMENDED NON – EXCLUSION : Means there is not a significant risk of infection to others. A person who is not excluded because of infection may need to remain home because they are unwell.

SCHOOL PLAN 2023

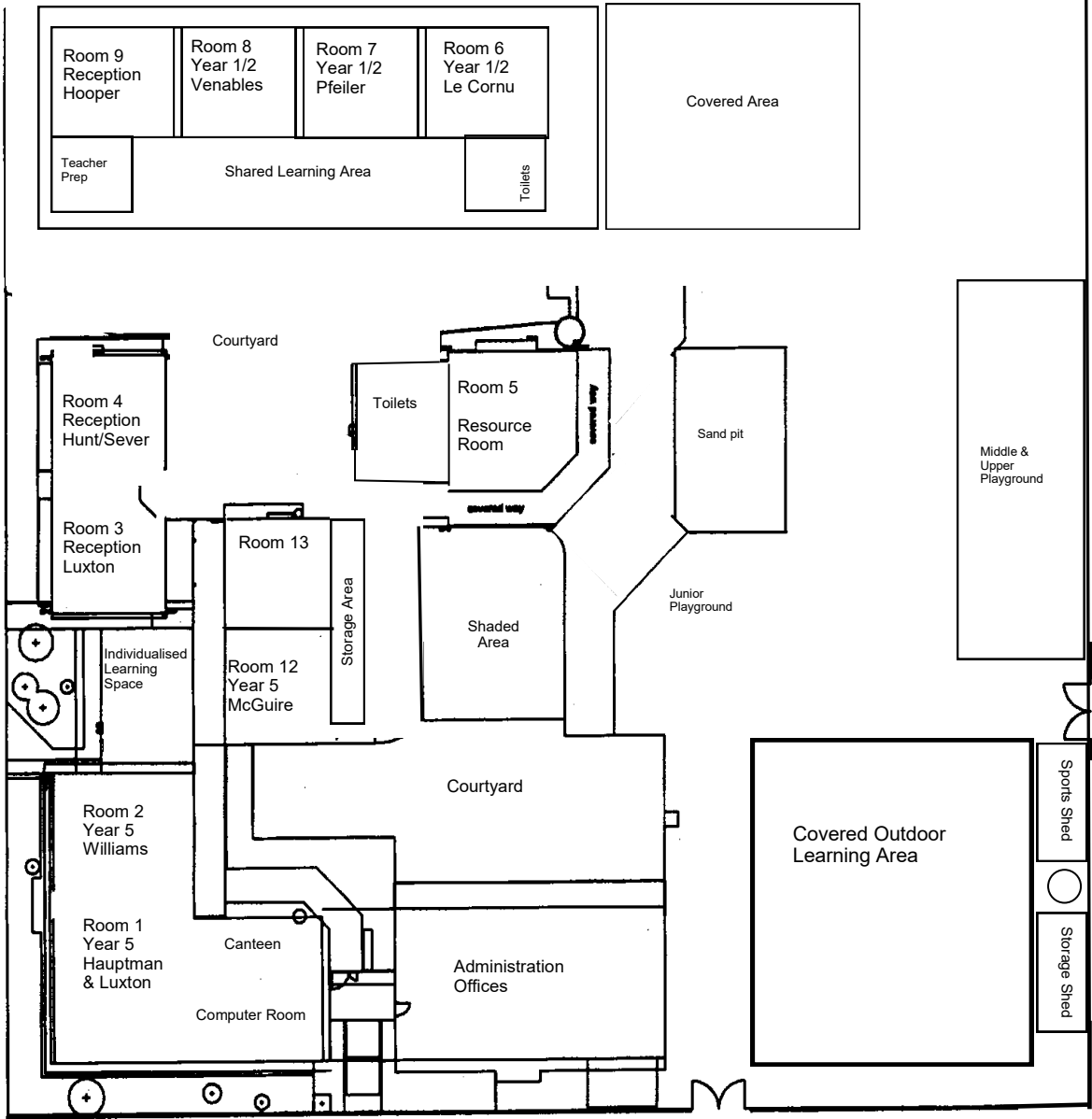
Room 16
Year 3/4
Eckermann

Twelfth Street

Mackillop Lane

Mackillop Lane

Eleventh Street



Thurk Street