



St Joseph's Primary School Maclean

PARENT HANDBOOK



Learning Begins With Me...Head, Heart and Hands

A MESSAGE FROM OUR PARISH PRIEST

Dear Parents,

It is with pleasure that I welcome you to St Joseph's School, which is an integral part of our Parish. The Acting Principal, Mr. Dale Layland and the staff of St Joseph's always place the good of the children and their families first, and anything they can possibly do for you they will.

The school places a strong emphasis on living by Christian Values of loving, caring and respect for one another.

I'm sure you will find a very positive atmosphere here as your child learns and grows in a holistic way and in a secure environment.

May your time here at St Joseph's bear much fruit.

Sincerely,

Father Nicholas



PRINCIPAL'S WELCOME

Our Catholic school is a Professional Learning Community where the unique dignity of each and every child is respected and valued. Catholic schools strive to be spiritual, respectful and sharing places. We see education as a partnership between parents, families, parish, community and school.

Learning Begins with Me - head, heart and hands is the vision for learning that captures the spirit of education at St Joseph's, Maclean. Students are engaged in a rich curriculum and with the guidance of quality teaching, success and confidence flourish. As a staff we are committed to ensure that all our students have bright futures wherever their pathways may lead. We are relentless in the pursuit of a high quality education, high literacy and numeracy standards and students reaching their personal best as great global citizens with a strong respect for self and for others. This quality, contemporary education and faith based in Catholic tradition permeates all we do and gives our students a great foundation for learning and life.

Yours in Education,

Dale Layland



SCHOOL VISION

St Joseph's Maclean is a Catholic Parish school community called to develop and nurture each individual to their full potential by working in partnership to:

- ★ Create a welcoming and gospel centered environment
- ★ Celebrate and recognize God's presence in each other, in our vision and our values, as we journey together
- ★ Provide excellent educational opportunities.

CONTACT DETAILS

ACTING PRINCIPAL:

Dale Layland

SCHOOL ADDRESS:

23 Stanley Street, MACLEAN NSW 2463

TELEPHONE:

02 6645 2340

FAX: 02 6645 4044

EMAIL:

maclp@lism.catholic.edu.au

WEBSITE:

www.macplism.catholic.edu.au

CATHOLIC SCHOOLS OFFICE - LISMORE

The Catholic Schools Office acts as a secretariat to the Diocesan Board of Education. It is responsible for the implementation of policy and as a support through consultancy to Schools. We are part of the Lismore Diocese which stretches from Laurieton in the south to Tweed Heads in the north.

Address: Cnr Keen & Orion Streets, Lismore NSW 2480 (PO Box 158, Lismore. NSW 2480)

Phone: (02) 6622 0422 Fax: (02) 6622 0990

Email: director@lism.catholic.edu.au

Bishop: Rev. Gregory Homeming

Director: Mr David Condon

Vicar for Education: A Vicar of Education is appointed each year from the Priests of the Diocese.

FAITH AND CULTURE

SCHOOL PRAYER

We pray that the students and staff of St Joseph's School may be able to live, love and work together as a team.

Help us to look after each other as we should, and to appreciate all we are given.

We pray we will grow together in God's love to make our school a peaceful and happy place to be.

Amen

St Joseph's, pray for us.



MASS & SCHOOL LITURGIES

At different times throughout the year the children will celebrate a Mass. This will either be at the Parish Mass in the Church or, for a special occasion, here at school. The children also celebrate in the form of a Liturgy of the Word. This is a Liturgy centred on the Scriptures and often based on special themes. The children do not receive the Eucharist during a Liturgy of the Word. Parents are always welcome to join us for our Liturgical celebrations.

SACRAMENTAL PROGRAMS

The children will be prepared for the Sacrament of Confirmation in Year 2 and the Sacraments of Reconciliation and First Eucharist during Year 3.

St Joseph's Primary School acknowledges the role of parents as the main educators of their children in religious faith. St Joseph's Primary School seeks to find ways to support parents in this role.

PARISH OF ST MARY'S

We are part of St Mary's Parish, Maclean and one of two Primary Schools in the Parish, the other being St James Primary School, Yamba. Our Parish Priest, Fr Nicolas Maurice, offers great support to our school community. This year our Chaplain is Mrs Elizabeth Green.

Parents are encouraged to visit the Parish Office at McIntyres Lane for further information or alternatively contact the Parish on 02 66451188 or macleanparish@bigpond.com.

Weekend Mass Times

Saturday - Yamba 5.30 pm

Sunday - Maclean 8.30 am & Iluka: 5.00pm



Key Learning Areas are broad groupings of subjects. There are six Key Learning Areas (KLA's) in the primary curriculum in New South Wales. Each KLA deals with the knowledge, skills and understandings that are relevant and appropriate for primary students. Subjects are organised in this way to help teachers to manage the scope of the primary curriculum and to ensure that students have access to a well-balanced curriculum. In Catholic Primary schools we teach 7 Key Learning Areas with the inclusion of Religious Education. The six Key Learning Areas are as follows:



<p><u>ENGLISH</u></p> <p>English is the Key Learning Area where students develop knowledge, skills and understandings about English language and literature. English also has a wider role as a means of learning in all KLAs. Students develop their language skills through activities involving speaking and listening, reading and writing, and viewing and representing.</p>	<p><u>HUMAN SOCIETY AND ITS ENVIRONMENT</u></p> <p>HSIE includes History and Geography. In History, students investigate their personal, family and community history and develop understanding of Australia's history and how Australia became a nation. In Geography, students investigate people, places and environments and explore concepts such as place and sustainability, through real world examples.</p>
<p><u>MATHEMATICS</u></p> <p>Students in Mathematics learn to analyse and solve problems in the areas of space, measurement and number. It involves the study of patterns and number relationships and develops mathematical reasoning and communication.</p>	<p><u>SCIENCE AND TECHNOLOGY</u></p> <p>Science and Technology provides opportunities for students to learn about natural and made environments by engaging in scientific and technological activity. Science and Technology involves investigating, designing, making, and using technology.</p>
<p><u>PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION</u></p> <p>The Personal Development, Health and Physical Education KLA helps students develop self-esteem, social responsibility for personal fitness and the ability to make informed decisions about health and lifestyle decisions.</p>	<p><u>CREATIVE ARTS</u></p> <p>The Creative Arts KLA includes the art forms of dance, drama, visual arts and music. Learning in these art forms provides opportunities for students to develop their abilities to make works and appraise their own works and the works of others.</p>
<p><u>RELIGIOUS EDUCATION</u></p> <p>St Joseph's Primary works in partnership with families and St Mary's Parish Community in contributing to the faith development of the children. Our goal is that children will mature in their understanding and practice of the faith of the Catholic Church in the areas of Knowledge, Worship, Community, Witness, Service and Evangelisation, thus deepening their relationship with God.</p> <p>Children are engaged in Religious Education activities for two and a half hours each week. These activities include lessons based on set units of learning, prayer, worship and living out our Christian values. Like in all other Key Learning Areas, each Semester children are allocated an A to E result for knowledge and skills in Religion.</p> <p>Religious Education is a lifelong process. Parents are the first and foremost educators of their children and the family is generally the first place where children gain their faith. Religious Education in the school years is therefore a partnership of home, parish and school.</p>	

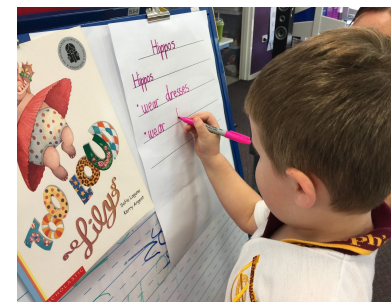
TECHNOLOGY

At St Joseph's, Technology is integrated into all key learning areas. Interactive Whiteboards, Data Projectors and a variety of IT resources including Netbooks, Ipads and Chromebooks are embedded in every child's learning as our classrooms are well equipped and cater for contemporary learning in all learning spaces. In our Primary classes (Years 3 - 6) students are provided an individual device allowing learning to operate on a 1:1 ratio .



TIER TWO INTERVENTION

Any students requiring extra tuition in English or Maths are given time with a teacher trained in intervention programs such as STAR Reading, Macquarie Literature & EMU. After students have participated in their classroom literacy and numeracy activities school timetables allow selected students extra time in learning literacy or numeracy skills enabling all students to access the curriculum in different and meaningful ways and ensuring no child is left behind.



ENRICHMENT

Enriching and extending students is an important part of our school curriculum. This happens within each classroom where students are offered instructions at their point of need in learning. Teachers use formative assessment and summative assessment strategies to know what students need to move them on the continuum of learning. St Joseph's also offers classes in extension Maths and English, engaging students in higher order writing and reading skills, problem solving and project based learning.



PROFESSIONAL LEARNING TEAMS

Teachers gather each week in stages as a Professional Learning Team. In this team they address four big questions.....What is it we expect the students to learn? How will we know when they have learned it? How will we respond when they don't learn? How will we respond when they already know it? These are critical questions for our teachers to address and ensure that all students are catered for and no one is left behind or not extended when necessary.

LEARNING ASSISTANCE PROGRAM

L.A.P. stands for Learning Assistance Program and is designed to support children at all levels of achievement through positive parent and community participation in schools. Volunteers work with students on a one-to-one basis for one regular session (1/2 hour to hour) each week. Volunteers work on activities that are developed to best suit the needs of each individual child. The support, assistance and encouragement a volunteer can give, fosters learning and develops the confidence and self-esteem of their student.



ASSESSMENT AND REPORTING

Parent information evenings are conducted early in Term 1.

Parent/Teacher Interviews are usually held at the end of Term 1 or the start of Term 2. We would expect that all families would speak with their child's teacher at this time. Written reports are sent home in June and December. Parents are encouraged to come to speak with teachers at any time by phoning for an appointment beforehand.

EXCURSIONS

School Excursions and visits by performers or groups from outside the school are an integral part of the school curriculum. Many of the themes and topics of each Stage in Primary School can be enhanced by an excursion or visit where children can see, touch, hear, taste and smell the atmosphere on such an outing.

At the heart of excursions is the belief that the experience of 'hands on' for the children is the most beneficial way to learn. Reading about a topic is perhaps our first means of learning. Being told about it is maybe second. Looking at pictures, television, movies or the internet may be the next step but actually being there gives us all the greatest chance to understand.



MUSIC ACADEMY

The Maclean Music Academy is located on the School campus. Private music lessons are conducted during school hours in piano, guitar, drums, violin and singing. Parents who wish to take part in music lessons are asked to contact:

Sister Anne at the Music Academy 02 6645 2028

ORGANISATION AND ADMINISTRATION

ENROLMENT

Enrolment applications can be obtained from the school office or on the school website www.maclplism.catholic.edu.au. For students entering Kindergarten our school runs a full-day transition program once a week from Term 1 onwards, called 'Little Joeys'. Please contact our school office if you wish for your child to participate in the program.

PUPIL/FAMILY INFORMATION

It is important that information given on the 'Application to Enroll Form' is accurate. It is just as important that you update this information should it change.

SCHOOL FEES AND LEVIES

In choosing a Catholic Education for your child, parents must be prepared to meet the financial commitment involved in that decision. Accounts for School Fees are sent home in the second/third week of term.

School fees include the provision of resources for each child to begin the year, exercise book, worksheets, provision of services, the use of materials and equipment, as well as the day to day costs of running the School. The fees are kept as low as possible, so we are relying on all families being faithful to their commitments to provide necessary resources for all.



2019 Schedule of Fees:

Term Fees Billed for Terms 1, 2 and 3 only

-Tuition Fee \$368.00

-Building Levy \$90.00

Annual Fee

- Resource Fee \$150.00

- Excursion Fee \$50.00

Please note fees are based on a 1 child family, sibling discounts do apply to Tuition Fees.

FEE ADJUSTMENTS

Anyone experiencing financial and personal hardship can consult with the principal for a fee adjustment, as we do not want any child to miss out on a Catholic faith based education because of extenuating circumstances.

PAYMENT OF FEES

School fees can be paid via direct deposit, BPay, centerpay or by cash/cheque at our school office.

ATTENDANCE

We are **obliged by law to keep a record of attendance** for all children at St Joseph's. We mark rolls electronically and if your child is absent and we have not been notified of a reason you will automatically receive a sms message on your mobile. This is a safety precaution to ensure all students not on school site are safe. Leave of a longer duration needs Principal approval and forms for this are available at the front office.

Late Arrivals, Early Departures

Children arriving late or leaving early require a parent to drop off or pick up their child via the Office and complete the necessary paperwork. Partial absences are recorded on electronic rolls. Permission is also required when picking up other parents' children. Please refer to the Student Attendance Policy which can be found on the website for further information. Parents/Guardians should not go to the classrooms to collect children without go via the Front Office.

SCHOOL HOURS

8.30am	Teacher supervision
9.00am	Session One
11.00am	Lunch and Play
11.40am	Session Two
1.40pm	Recess and Play
2.15pm	Session Three
3.15pm	School Finishes / Supervision until 3.30pm



The school is not responsible for students and their activities outside the hours 8:30am – 3:30pm. Special arrangements are made in relation to supervision of authorized school activities that require attendance of students outside these hours.

After School Care Service is available 3pm – 6pm please contact the School Office for enrolment forms.

EMERGENCY CONTACT

It is very important that the school has a current contact phone number for you in case of an accident or an emergency. Please ensure to inform the front office of any changes to your, and your nominated EMERGENCY CONTACTS details.

ACCIDENTS AT SCHOOL

Children must report all accidents to the class or playground teacher.

The following procedures apply where accidents occur:

➤ Minor cuts, bruises, abrasions are treated.

In the case of a more serious accident:

➤ First Aid is applied.

➤ Parents are contacted and medical aid is arranged

In serious cases, the ambulance is called immediately and parents are then notified.

SICKNESS

If a child complains of being sick, he or she will be accompanied to the sick bay by another child. The child's parents will be contacted and the child will be sent home if not well enough to remain at school.

MEDICATION AT SCHOOL

It is school policy that teachers do not administer medication. If a child has a chronic medical condition requiring regular medication at school, **details in writing** must be given to the Principal before such medication can be administered. An appropriate form is available from the school office. Any medication needed on a regular basis must be kept locked in the school office and administered at the appropriate time by the Office Staff.

IMMUNISATION

Parents with children starting at St Joseph's need to present an Immunisation Certificate at the time of enrolment. Failure to do so means that, in the event of a disease outbreak, unimmunised children will have to stay at home for their own protection and the protection of others.

COUNSELLOR

We have a qualified Counsellor, Mrs Kate Naylor, who works one day per week. Kate is available to support children, parents and staff. To access the Counsellor, parents need to speak with either their children's teacher or the Principal and complete a Referral Request Form. Kate will keep in close contact with parents and teachers in her efforts to ensure the wellbeing of the children. The Counsellor's appointment is funded in majority through the Catholic Education Office and in part by the school.

EVACUATION / LOCK DOWN PROCEDURE

The school has in place an evacuation and lockdown procedure for all emergencies. Regular drills are carried out. Further details can be found on our school website:

www.maclplism.catholic.edu.au

SCHOOL BUS TRAVEL

STEP 1: First time applications forms are completed online at transportnsw.info/school-students.

You are required to make updates online if your child:

- Is moving from Year 2 to Year 3 or from Year 6 to Year 7
- Is changing schools or home address

STEP 2: Once application are completed or changes have been made please notify the school office for endorsement.

STEP 3: You will receive an email confirming the outcome of your application. If approved bus passes will be sent to your child's school.



Please note that Year 3-6 students who live within a 2.3km walking distance from the school are not eligible for free school bus travel.

CHANGE OF TRAVEL ARRANGEMENTS

Any change of routine, **especially as to how your child is to go home in the afternoon**, should be in writing to be given to the child's class teacher. Alternatively you can email these details to our school office maclp@lism.catholic.edu.au.

*Please be aware if your child needs to catch a different bus, they must have a note for the teacher and the bus driver and money for the bus fare.

LOST PROPERTY

All articles of clothing, bags, books, stationery etc. must be clearly marked with the name of the current owner.

NEWSLETTER

The school newsletter is distributed via email every fortnight. It contains all current planned activities as well as permission slips, notes and assembly news. The newsletter is also available electronically on our website www.maclplism.catholic.edu.au. Please treat our Newsletter as an **important** form of communication between school and home.

PARENT HELPERS

Parents are encouraged to be involved in their child's education and school life. At our school, we adopt a 'Parents as Partners' philosophy to education. Any parents wishing to come and help in the classroom with reading and small group work etc. are most welcome; however, we ask that a suitable time and day be arranged with the class teacher.

If your child has had difficulty settling into school routine, we suggest waiting until they feel secure and familiar within the class without you, as your child may assume that you will accompany them in class every day. According to amendments regarding NSW Government's "Keep them Safe" all volunteers must access <http://check.kids.nsw.gov.au/background-check-consent.php> and complete the volunteer / student application online. This needs to be completed, downloaded, printed, signed, and kept at the school for compliance purposes. Photo identification is required. This needs to be completed before commencing any form of voluntary work with children. It is of the utmost importance that the privacy and confidentiality of all students, teachers and community members is respected by not passing on information about individual gained through voluntary service work at school.

After completing the necessary paperwork **all persons** entering St Joseph's **must sign in** and wear a 'Parent Helper' badge. These are available from the front office, **on leaving** St Joseph's please **sign out** and advise the office staff you are leaving.



PARENT FORUM

St Joseph's has an excellent system of parent involvement, which works very successfully in our school. There is no 'P & C' in the traditional sense but more of a sharing of responsibility, participation and decision making.

The network of **Parent Committees** covers specific areas of school life including fundraising, class parents, grounds and environment, arts and celebrations, parent education, religious education, library etc. Committees are diverse and very informal, with some convening at school, homes or at a local cafe.

The different committees report to a group called the 'Parent Forum'. Parents have enthusiastically accepted the format of Parent Committees as it allows everyone to have a 'say' and not simply read about decisions made by a smaller group on your behalf. There will be a special meeting in Term 1 to explain the concept of Parent Committees in further detail.

VISITORS

All visitors to St. Joseph's Primary School must abide by the following guidelines;

- **ALL PERSONS** entering St Joseph's School **must sign on** and wear a visitor's badge between the hours of 8:30am and 3:30pm
- **No Chemicals of any type are permitted to be brought onto the school premises unless reported to the school secretary and for inclusion in the Chemical hazards inventory**
- No person will engage in any activity that should be carried out by a certified tradesperson - be it lifting, chemical use, working with electricity etc.
- **Evacuation procedures** - On the sounding of the bell, you must evacuate the premises, following the instructions of staff.
- **No external Electrical Equipment** is to be brought into this school site unless it has been tested and tagged (ORS Guidelines)
- **No person entering this school will lift an object of a heavy nature or that is NOT relevant to their specific abilities**
- **Do not** permit yourself to **be alone with a student** in any part of this school. Advise a staff member if you are placed in this position.
- **All visitors** must use the **staff toilet facilities**
- **All trades people** must **report to the School Office** before entering the school complex
- **On leaving** St Joseph's School, parents **must sign off**

St. Joseph's School is a **NON SMOKING** environment.

CANTEEN

Our school canteen operates for lunch and recess on Mondays & Fridays and serves healthy nutritious food. Parents are invited to put their name down as a volunteer for the canteen roster. A price list is sent home at the beginning of each term and when necessary.

When ordering your child's lunch or recess please indicate clearly on the bag, NAME, CLASS and the order. Please enclose exact money if possible, and secure it well within the bag.

POLICIES

All school policies are available through the front desk. Please ask if you require school policy or procedures relating to school procedures or guidelines. Policies particularly relating to parent school partnership are available on our school website www.maclplism.catholic.edu.au

CHILD PROTECTION

The school follows all CSO Child Protection procedures contained within the Child Protection policy (a copy of this policy is available at the Front Desk or on our school website). Some of these processes include but are not limited to:

- ensuring that all staff are aware of their mandatory reporting obligations;
- staff are informed of the Child Protection policy and procedures at the commencement of each school year at the school's staff development day;
- Inducting new staff of their obligations and responsibilities contained in the CP Policy
- Inducting volunteers of expectations of behaviour with and around students at the school and informing them of their legislative obligations;
- All staff, visitors & volunteers must hold and maintain a valid Check by applying for or renewing their WWC online through the OCG portal;

The Principal or Leadership Team member will report mandatory reporting matters to Family and Community Services (FACS) and, where necessary, the police. The Principal will make a mandatory report via the Child Story Mandatory Reporter Guide.

SCHOOL UNIFORMS

Monday to Friday the school uniform is worn. On sport days, students wear sports uniform. Please ensure your child is in correct school uniform, including socks and footwear. School hats are compulsory and will affect your child's outdoor play if they are not worn.

Important note....please label all student belongings.

Not only uniforms but also hats, drink bottles, lunch boxes etc. Please check labels regularly to ensure they are still visible, as many tend to wear/come off over time. Small children can be overwhelmed by the whole school experience and will often lose or forget their personal belongings. Labeling everything ensures minimal upset for the child, teacher and parents.

Uniforms are available from The Uniform Shop @ Maclean, 4 Stanley Street Maclean.

A clothing pool is also available at school.



Girls Uniform		Boys Uniform	
Summer <ul style="list-style-type: none">● Maroon culottes with a check banded blouse in maroon and white with gold trim,● Gold or maroon hair bands or ribbons,● White socks and black school shoes,● Maroon broad-brimmed hat with school emblem.		Summer <ul style="list-style-type: none">● Maroon shirts with white and gold trim● Black shorts● Black socks● Black school shoes● Maroon broad-brimmed hat with school emblem.	
Winter <ul style="list-style-type: none">● Black Pants or Tights● Black lace up shoes/joggers (low cut),● Maroon school hat.● School taslon or fleecy jacket/jumper with school emblem		Winter <ul style="list-style-type: none">● Black Pants● Black lace up shoes/joggers (low cut),● Maroon School Hat.● School taslon or fleecy jacket/jumper with school emblem	
Sports uniform Boys and girls - White Polo shirt with black shorts and white socks and runners.			
Hair	Only maroon or gold scrunchies, ribbons or hair bands are to be worn. For health and safety reasons long hair needs to be plaited or tied. Hair must be neat and tidy at all times.		
Jewellery	No jewellery except watches, sleepers/studs are acceptable		
Footwear	Shoes are to be black and covered. White sports shoes or joggers are to be worn on Sports Day.		