St. Joseph’s Catholic Primary School
Biloela

Parent Handbook
2018
Welcome

The St Joseph’s Catholic Primary School welcomes you to our school community. As a family of St Joseph’s School you have a vital role within our community. It is the collaborative partnership between school and home that ensures the best learning environment for the children.

St Joseph’s School was founded by the Sisters of Mercy and officially opened on the 31st January, 1939. This unique community of faith engendered by the Mercy Sisters continues today in an ever growing atmosphere of faith, prayer and worship. The success of the school is attributed to the close, complementary relationship enjoyed amongst the staff, the students, the parents and the parish community.

Biloela (Aboriginal for Cockatoo) is situated in the Banana Shire at the juncture of the Callide and Dawson Valleys. The town combines a myriad of industry with both agricultural and large industry operations.

We look forward to working with you as ‘we journey with Christ in our ever-changing world’.

May your experiences with us be rewarding and life-giving for your child and yourself.

Nikki Rutten
Principal
(for and on behalf of St. Joseph’s Catholic School community)
St Joseph's Catholic Primary School, Biloela, provides for the students from Prep to Year Six. The school seeks to provide the students with a high quality education, based on the living values of Jesus as expressed in the Gospels.

St Joseph's Catholic Primary School seeks to give expression to the needs and vision of the parish community. While the prime responsibility is to the Catholic children of the parish, subject to space and the terms of the school's enrolment policy, children of other faith traditions will be invited to share in the school community.

St Joseph's Catholic Primary School seeks to develop the wholeness of the child in all aspects of his/her growth. These aspects of growth include the physical, emotional, intellectual and spiritual and cover a sense of social responsibility and a sense of justice.

The values of Jesus as expressed in the Gospels include:
Love and Reverence for the Creator,
Concern for the welfare of others,
Serving rather than demanding service,
Honesty,
The importance of truth,
The love of beauty and
The virtues of doing OUR BEST FOR GOD AND COUNTRY.

St Joseph's Catholic Primary School recognises its role as a local identity in the community and responds enthusiastically to the needs and activities of the local area. In cooperation with the parents, it is hoped that the children will grow towards a faith commitment, which will prepare them to become valuable members of society.
St Joseph's Catholic Primary School, Biloela was founded in 1939 by the Sisters of Mercy, a Catholic teaching order of nuns founded by Catherine McAuley. The Sisters of Mercy maintained a leadership role at the school until 1980 when the first lay principal was appointed. The unique community of faith engendered by the Mercy Sisters continues today in an evergrowing atmosphere of faith, prayer and worship. The success of the school is attributed to the close, complementary relationship enjoyed amongst the staff, the students, the parents and the parish community.

Our school is a parish school, and as such the school leadership team maintains open lines of communication with the wider parish community. The Parish Priest and a member of the parish are members of the School Board, while the Principal is a member of the Parish Finance Committee and Parish Pastoral Council. These arrangements ensure that two way communication takes place.

The school has an active policy of inclusivity and children with identified needs are accepted into the school after it has been established that the school is able to cater for their needs. Parents are encouraged to be involved in school life at all levels, including assisting in classrooms, School Board and Parents and Friends Association.

The school enrolment is approximately 230 children. There is one Prep group and nine primary classes. The teaching staff is comprised of 10 class teachers: Principal; Assistant Principal RE; Assistant Principal Curriculum, both of whom also have teaching responsibility; two Learning Support Teachers, Physical Education Teacher, Technology Teacher, The Arts Teacher, and other staff members include a host of ancillary staff.

St Joseph’s School Board is responsible for the school policies, which provide guidance for the procedures implemented within our school.

At St Joseph's we recognise that the only experience of church for many families is the experiences they have as a consequence of their involvement with the school. Therefore, we attempt to provide relevant and contemporary experiences as well as traditional parish-based experiences. The children attend Mass once a fortnight and other times throughout the school year.

Thank you for your interest in St Joseph's. As a Catholic School we attempt to foster an environment of Christian love and understanding, a place where children and adults can grow in the knowledge of God's love for them, and in love and concern for others. We look forward to having the opportunity to working with you, for we believe that education is a partnership between the child, parents, teachers and the whole community.
OUR MISSION
St Joseph’s School exists to provide quality Catholic Education

We, as members of our community, model ourselves on Jesus Christ. We strive for excellence in education. We do our best for God and country. We answer the call to be active participants within our School community sharing our gifts and respecting one another. We encourage one another to develop as Christian people.
At St Joseph’s School Biloela, we envisage that our school curriculum will shape and produce critical and creative self-directed learners who strive for excellence, actively participate within their community, and show justice, integrity and compassion to all.

In attempting to achieve this vision we encourage the pursuit of:

- Excellence
- Integrity
- Justice
- Service
- Compassion
- Learning and Growing Together,
  - Enriching the present, Shaping the future.
School Prayer

This is our school
let peace dwell here
May the rooms be full of contentment
may love abide here
love one another
love mankind
love life itself
for the love of God.
Let us remember that
as many hands build a house
so many hearts make a school.

School Song

This is our school

CHORUS
This is our school, let peace be found here,
May the rooms be full of happiness,
Let love abide, Love for one another
The love of life itself oo-oo-oh
And the love of God.

1. Everybody knows that many hands are needed,
If you want to build a house, but to build a good school there’s a very simple rule:
What you need isn’t hands but hearts
So Lord, a blessing we ask of you.

2. Everyone is special, everyone’s important in St Joseph’s School
Doesn’t matter at all if you’re big or small,
Being fair to each other, that’s the rule!
So Lord, a blessing we ask of you.

3. Just like the river, flowing to the ocean we are flowing into God;
So let peace be the way as we live and work today,
As we wander in the tracks you have trod,
Yes Lord, a blessing we ask of you.
SCHOOL DIRECTORY

St Joseph’s Catholic School
66 Rainbow Street
Biloela Q 4715

Postal Address: PO Box 157, Biloela Q. 4715
Phone No: (07) 4992 2353
Fax No: (07) 4992 2364
Email Address: sjbi@rok.catholic.edu.au
Website: www.sjbirok.catholic.edu.au

Parish Priest Fr Thadayoose Lazar
Principal Mrs Nicole Rutten 0417042120
APRE Mrs Tina Knight 0417113170
A/APC Mrs Claire Spence 0409865679
Financial Officer Mrs Bernadette Brosnan
Administration Officer Mrs Thalia Newby

P & F ASSOCIATION 2018:

President Mrs Jacinta Philips
Vice President Mrs Kaylene Howard
Secretary Mrs Louise Dittman
Treasurer Mrs Petria Grange

ST JOSEPH’S SCHOOL BOARD 2018:

Parent Members:
Claire Larsen (Chairperson)
David Hall (Secretary)
Natalie Gillies
Roz Gardner
Parish Member: Pam Brosnan
Teacher Representative: Celeste Rodgers
Faith Representative: Tina Knight
Principal: Nikki Rutten
Parish Priest: Fr Thadayoose Lazar
**STAFF 2018**

Monica Chapman / Rhana Maher  Prep
Kayla Haynes  Year 1
Melissa Zahnleiter / Sue Chalk  Year 1/2
Caitlin Mader  Year 2
Regan Russell / Claire Spence  Year 3
Celeste Rodgers  Year 3/4
Louise Effeney  Year 4
Thomas Reiman  Year 5
Tina Knight / Tania Bode  Year 5/6
Jessie Sergiacomi  Year 6
Kathy Cooper  LST – Learning support
Rhana Maher  LST – Learning support & The Arts
Sue Chalk  Technology
Katelyn Muller  Physical Education
Bernadette Brosnan  Financial Officer
Thalia Newby  Administration Officer
Sonya Heid / Katrina Anderson  Library
Helan Ambrey  Teacher Assistant
Becky Barron  Teacher Assistant
Megan Dunne  Teacher Assistant
Janelle Bowkett  Teacher Assistant
Petrina Halberstater  Teacher Assistant
Tracy Naish  Teacher Assistant
Michaela Reimer  Teacher Assistant
Justine McAleer  Teacher Assistant
Genevieve Corfield  Teacher Assistant
Kevin Garland  Groundsman
Julie Davies  Cleaner
Tamara Moretti  Tuckshop Co-ordinator
Louise Dittman  St Joseph’s Catholic Kindergarten Director
Julie Turner  St Joseph’s Catholic Kindergarten Teacher
Laura Edwardson  St Joseph’s Catholic Kindergarten Assistant
ARRIVAL
Students are asked to arrive after 8:15 am in the morning as a teacher is not on duty til this time. Students are to put their bags on their classroom port racks and then immediately move to the covered area.

ASSEMBLY
One assembly is held each week on Monday morning. The purpose is to enable us to gather as a community to pray, greet, to inform and to celebrate as one.

Monday morning – 8.35am (morning bell) in the undercover area.
- led by the year 6 students
- school prayer
- introduce virtue of the week
- messages
- birthdays
- awards
- national anthem

MOBILE PHONES
Students are only permitted to have a mobile phone at school if a parent/guardian has written a note giving the child permission to have it. The phone must be handed in to the school office during the school day.
There is a school phone for students to contact their parents during the day if necessary. However it is understood if students use a phone for after and before school, as long as students follow the requirements above then there is no concern.

RIPSTICKS, SCOOTERS AND BIKES
All students are required to demount their form of transport once they reach the school gates. They must carry their scooter/ripstick or push their bike through the school grounds which must then be parked at the bike racks.

BANKING
Student banking occurs each Wednesday. Bank books are sent to the office in the message basket and are returned via the same means that afternoon.

BUS ROLL
Each morning the bus roll is taken to each class and students catching the bus are added to the bus roll.
It is appreciated if parents communicate to their child when they are and are not catching the bus. This helps with the bus roll process.
CALENDAR

2019 TERM DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Weeks</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>29 January – 5 April</td>
<td>10</td>
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<tr>
<td>Term 2</td>
<td>23 April – 28 June</td>
<td>10</td>
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<tr>
<td>Term 3</td>
<td>15 July – 20 September</td>
<td>10</td>
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<tr>
<td>Term 4</td>
<td>8 October – 6 December</td>
<td>9</td>
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</table>

CLASS ROLLS

Students arriving after 9:00 am in the morning need to collect a late slip from the office to take to their teacher. Students leaving from afternoon tea onwards are marked as absent for the afternoon session. Students attending sports carnivals or event associated with the school are marked present for the day.

STUDENT PROTECTION

Every person in our school community has the right to feel safe. Any action which threatens this safety, causing physical, psychological or sexual harm is considered to be extremely serious.

Any reports of harm are to be referred directly to one of the two student protection contacts (Mrs Nicole Rutten - Principal, and Kathy Cooper – Learning Support Teacher). Student protection posters are in every classroom/admin area/library area with student protection contacts clearly labelled on them.

Clear guidelines and procedures have been formalised by DCEO. Each teacher is familiar with the student protection policy and relevant guidelines / procedures. These are available for viewing from or discussion with the principal.

CLEANING

At all times the whole school (including every classroom) is to be kept neat and tidy. It is the responsibility of the staff and students to ensure papers etc are picked up around the school. At the end of each day students’ belongings are to be picked up and taken home. Classrooms are cleaned once to twice a week. Teachers are asked to put their chairs up according to the cleaning roster.

It is the classroom teacher and relevant student’s responsibility to ensure that port racks, classrooms and other external areas are kept clean and tidy.

The toilets and high traffic areas are cleaned everyday. Mrs Julie Davies is the school cleaner.
COMMUNITY RESOURCE CENTRE
The school has an annual subscription to the Community Resource Centre in Rainbow Street. The centre has many educational resources, kits and a variety of equipment that is used regularly by the staff at St Joseph’s School.

MESSAGE BASKET
Each class has their own designated message basket. Messages given to the office or from the office are distributed via the basket system. The classroom teacher plays a key role in this process as they ensure messages are given to students.

MEDICATION
Prescribed Medication will be administered as directed by the child’s doctor or as set out on the original bottle label by the pharmacist. Where children are required to take medication a “Letter of Authorisation” must be completed. Panadol or other non-prescription medicine cannot be administered under any circumstance.

Please Note: We cannot administer the 1st dose of any medication.

Any medication to be administered must be taken to the office to be kept in a secure area. Only trained staff or leadership team members can administer medication.

PLAYGROUND EXPECTATIONS
All teachers are allocated to a playground duty. Teachers have been provided with clear guidelines to follow while on duty.

ACCIDENTS / INJURIES
Parents will be contacted as soon as possible when their child has been involved in an accident during the day. There are first aid officers within the school that will assist the student til their parents arrive.
Minor Injuries – first aid officers assist the child
Serious Injuries – the ambulance is called first, parents straight after the ambulance and the child is assisted by the first aid officer while waiting for the ambulance and their parents.

SCHOOL RESOURCE CENTRE - SCHOOL LIBRARY
Every effort is made to have the Resource Centre open to the children as often as possible. All students must use library bags to borrow and return books. Library bags are available from the school office all year at $8 per bag.

DAMAGED LIBRARY BOOKS
All students are responsible for ensuring library books are kept in good condition. Books returned to the library damaged will be expected to pay a fee to the school.

Parents will be notified if their child’s book is returned damaged. All monies are to be paid to the school office.
**SCHOOL TIMES**

8.35 am  Day commences  
10.35 – 11.05am  First Break  
1.05 – 1.35 pm  Second Break  
2.55pm  End of school  

**SECURITY**  
The school has installed a security system that operates in the whole school. The system is monitored by State Government Security Services. Any incidents are signalled to them and a local security company responds.

**SICK CHILDREN**  
Children complaining of ill health are sent to the office at the class teacher’s discretion and parents will be contacted and asked to collect their child. The administration staff are first aid officers and other staff members have their first aid certificate.

**HEALTH RECORDS**  
At the beginning of each school year, it is important that parents inform us of any changes to children’s health records, emergency contacts etc. Please keep us informed of changes as they occur. In the event of an emergency or accident the decision we make will depend upon the information which you have provided.
# INFECTIOUS DISEASES
(The following Health Department Information is provided for your information and guidance)

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>CASES</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox (Varicella and Herpes Zoster)</td>
<td>Exclude until fully recovered or at least 5 days after the eruption first appears. Note: some remaining scabs are not an indication for continued exclusion.</td>
<td>Any child with an immune deficiency (e.g., leukaemia or receiving chemotherapy) should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis (Acute Infectious)</td>
<td>Exclude until discharge from eyes has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea (Rotavirus, Giardia, Salmonella, Campylobacter)</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea (Shigellosis)</td>
<td>Precautions may return to prep once diarrhoea stops. However, they should be discouraged from sharing food with other children until 2 faecal cultures collected 24 hours apart are negative.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery following at least 2 negative throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later.</td>
<td>Exclude family/household contacts until cleared by an appropriate health authority.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Human Immunodeficiency Virus Infection (HIV)</td>
<td>Exclusion not necessary unless person has secondary infection requiring exclusion in its own right.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo (School sores)</td>
<td>Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by an appropriate health authority.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude at least 4 days from the appearance of rash.</td>
<td>Immunised contacts not excluded. Non-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If non-immunised contacts are vaccinated within 72 hrs of their first contact with the index case they may return to school.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for at least 9 days after onset of symptoms.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit on a medical certificate on recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until the person has recovered or for at least 4 days after the onset of rash.</td>
<td>Not excluded. <strong>NOTE:</strong> Female staff of childbearing age should ensure that their immune status against rubella is adequate.</td>
</tr>
<tr>
<td>Streptococcal Infection (Including Scarlet Fever)</td>
<td>Exclude until the person has received antibiotic treatment for at least 24 hrs and the person feels well.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until production of medical certificate from appropriate health authority.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid and Paratyphoid Fever</td>
<td>Exclude until production of a medical certificate of recovery</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Whooping cough (Petussis)</td>
<td>Exclude for 5 days after starting antibiotic treatment</td>
<td>Exclude unimmunised household contacts aged less than 7 Years for 14 days after the last exposure to infection or until they have received 5 days of a 14 day course of antibiotics.</td>
</tr>
</tbody>
</table>
ABSENTEEISM
Parents are asked to notify the school by the Skoolbag App, email or a phone call to the school office if their child is sick. Parents will be notified by the school if students are absent without notice.

EARLY DEPARTURE
Parents are requested to notify the school through the classroom teacher whenever their child is to leave or return to the school premises during school hours. Students must be accompanied by their parent or guardian.

PARKING
Parking is very limited around the school grounds. Please ensure the bus zone and driveways are kept clear. Students that have to cross a road to get to their family car must use the school crossing.

STUDENT AWARDS
Every Monday morning students are presented with awards for the good deeds they displayed during the previous week. Awards can be presented for (but not limited to) such things as: achievement, effort, manners, behaviour, good deeds, success and following the virtue of the week.

The purpose of these awards is to acknowledge all of the students at the school for their great work and encourage them to continue with their positive decisions.

Parents are to notify their child’s classroom teacher if they wish to be made aware of their child receiving an award prior to the event.

STUDENT LEADERSHIP
A boy and girl School Captain are selected from the Year 6 classes along with a boy and girl Vice Captain. A boy and girl are selected as Captains of each of the House Colours. These colours are: Greycliffe (white), Torsdale (blue), and Kilburnie (gold).

Student leadership also involves all Year 6 students taking leadership responsibility as a member of a leadership group. These groups are organised in negotiation with the students, class teacher and principal. Some leadership initiatives include:
- assemblies led by Year 6
- school leadership camp
- Year 6 campaign for being elected as a captain
- organising lunchtime activities
- various extra responsibilities

SCHOOL BOARD
Schools in Rockhampton Catholic Education Diocese maintain School Boards as their foremost policy making structure. The emphasis of the Board is community, consultation and discerned decision making. Meetings take place on the first Monday of each month at 6.00 pm.
**PARENTS AND FRIEND’S ASSOCIATION**
The St. Joseph’s P & F meet every **second Monday** of the month. The annual general meeting (AGM) P & F is held in February. The role of the Parents and Friends’ Association and its subsidiary bodies and committees is to facilitate communication between the school, and the community. The association will provide an opportunity for parental contribution to improve school facilities. It is essential that the P & F is supported by all parents in the school.

**SCHOOL BALL**
St Joseph’s School Ball is held at the Biloela Civic Centre on the first Friday of Term Four each year. This night acts as a culmination of the student’s ballroom dancing lessons. It is a school function and all students are expected to attend. The night is also an opportunity for the school community to gather and celebrate and recognise the Year 6 students before they leave our school and go to High School.

Further information with regard to theme, dress etc is provided each year by the School Ball Committee.

**BOOKLISTS**
The student booklist for the following year is issued towards the end of the current school year. In the case of new students enrolling, booklists, handbook and other relevant forms will be issued at the interview conducted by the Principal.

**BOOK PACK ORDER**
Book packs will be available to order through EDSCO in Term 4. Parents that miss this order will have to organise alternate ways to purchase text books and other items.

**TUCKSHOP**
The School Tuckshop operates every Tuesday and Thursday. Orders are to be completed online on the Flexischools website. A separate order is required for first break 10.35am and second break 1.05pm.

Ordering online is easy:  
Click REGISTER  
Enter your email  
You will be emailed a link to an online form – follow the link  
Choose a username and password and complete the form  
Add each student and their class  
Top-up the account (VISA or Mastercard preferred)

For help ordering online, call 1300 361 769.
CURRICULUM

GENERAL INFORMATION
St Joseph’s has a commitment to exposing all students to the latest curriculum development and ways of improving. In line with the recent National Curriculum (ACARA), St Joseph’s School has developed school based curriculum documents in most key learning areas. The Catholic Education Diocese of Rockhampton personnel are providing every school with the latest curriculum updates to ensure your child is receiving a quality education. The school based curriculum documents are regularly reviewed to ensure their relevance to your child’s education.

RELIGIOUS EDUCATION
Religious Education is a very important key learning area for our school as we are a Catholic school community. We are fortunate that our Parish Priest and St Joseph’s Catholic Church is next door to the school. This ensures our students are provided with the real life experience of what we are about as a Catholic School. Therefore, St Joseph’s School not only offers your child the educational view about Religious Education but we also offer our students the opportunity to attend Mass once a fortnight to actively experience being Catholic.

We acknowledge that a number of our students are from various other religions and in our teachings we share the stories from others and learn to respect their beliefs within our Catholic School. It is important to understand that when attending our school all students are expected to be active participants in our daily rituals such as prayer before meals, attending mass and other liturgical events.

Mrs Tina Knight is the school’s APRE – Assistant Principal Religious Education.

SACRAMENTS
Preparation for the first reception of the Sacraments of Reconciliation, Eucharist and Confirmation is a parish based program with the school acting, through its curriculum, in a supporting capacity. Inquiries concerning Sacramental preparation should be referred to the Parish Office or the school APRE.

ICT’S
Each classroom is equipped with an interactive whiteboard and 10 iPads. Years 4 to 6 have 1 to 1 iPads in the classrooms. Students also have access to a computer lab and two mobile lap top trolleys.

Teachers are expected to use ICT’s in all key learning areas when teaching the students. The school digitally subscribes to iMaths, English Stars, Soundwaves and Reading Eggs to enhance student learning.

TEACHER ASSISTANTS
Teacher assistants act as support personnel to help the delivery of quality teaching and learning for the children in the classroom. They are very valuable contributors to the school environment. Classroom teachers are responsible for organising the programs for teacher assistants.

Please ensure that any concerns are addressed with the classroom teacher as they are the person responsible for the children’s learning.
HOMEWORK
The school’s policy is that homework be given. It is suggested that a greater focus on literacy occurs in the early years. Homework may be modified according to the needs of the children.

Suggested guidelines for time spent on homework (inclusive of reading and/or sight word reinforcement)

- Yr 1 & 2 10 – 15 mins per school night
- Yrs 3 & 4 15 – 20 mins per school night
- Yrs 5 & 6 20 – 30 mins per school night

Normally teachers will outline their homework procedures at their Parent/Teacher information meeting held in February of each year. Teachers are encouraged to use the homework grid which allows for both compulsory and optional activities as well as valuing the many commitments students have outside the school. Parents are expected to support teachers in their supervision of homework.

Homework is expected to be completed appropriately and at a high standard. It is the teachers’ responsibility to ensure homework is marked and returned within an appropriate timeframe. In the event that homework becomes difficult, parents are asked to communicate these difficulties to the class teacher. Homework should be an opportunity to reinforce known concepts, with a particular focus on literacy (in the early years), should difficulties with time occur please let the teachers know. Homework should not be an unpleasant experience for parents or children.

LEARNING SUPPORT
The classroom teacher is responsible for the education of all students in his/her class utilising the support of appropriate personnel. Learning support applies to both students who need extension and intervention / remediation. Therefore it may be necessary for students who are early achievers as well as those who are experiencing difficulty.

Kathy Cooper and Rhana Maher are the Learning Support Teachers (LST) within St Joseph’s. The LST provides expertise, resources, testing support, co-ordinates the Learning Support Teacher Assistants and acts as Case Manager for students with exceptional needs.

The learning support process:
1. Teacher identifies a student that needs assistance or a child’s parent discusses issues with classroom teacher
2. Teacher completes a teacher request form
3. Teacher provides a copy of form to learning support teacher and principal (parents are informed)
4. Learning support teacher observes child in the classroom situation
5. Learning support teacher and classroom teacher discuss strategies (meet with parents)
6. Based on LST recommendations,........teacher either continues to implement strategies and support at a classroom level or begins further assessment process (form 1 and form 2 to be completed under the guidance of LST)
7. Teachers will keep records of the support and strategies that they have in place. Depending on the level of support required some children may be on a modified program. These modifications are done with parents knowledge and the report card will reflect these modifications.
## REPORTING

<table>
<thead>
<tr>
<th>TO WHOM</th>
<th>HOW</th>
<th>WHY</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>• verbal conference &amp; written feedback</td>
<td>• to review documented progress</td>
<td>• when needed and appropriate</td>
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<td></td>
<td></td>
<td>• to review self assessment</td>
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<tr>
<td>Parents/Caregivers</td>
<td>• parent/teacher information evening</td>
<td>• to allow both teacher and parents</td>
<td>• the beginning of the school year in the first couple of weeks</td>
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<td></td>
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<td>to become acquainted</td>
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<td>for teachers to give an overview of the curriculum program for the year</td>
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<tr>
<td>Parents/Caregivers</td>
<td>• parent/teacher interview</td>
<td>• to refer to evidence of skills</td>
<td>• end of Terms 1 &amp; 3</td>
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<td></td>
<td></td>
<td>acquired, work quality, strengths</td>
<td>• when necessary/on request</td>
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<td>and difficulties</td>
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<td></td>
<td></td>
<td>• to discuss academic, and non-</td>
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<tr>
<td></td>
<td></td>
<td>academic development</td>
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<td></td>
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<td>• to set goals for the following term</td>
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<tr>
<td>Parents/Caregivers/School</td>
<td>• written report</td>
<td>• to refer to all documented assessments;</td>
<td>• end of each semester and to be copied and added to student’s folio</td>
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<td></td>
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<td>• to identify areas of strength,</td>
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<td>progress and difficulty</td>
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<td>• to report demonstration of</td>
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<td>curriculum learning</td>
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</tbody>
</table>

## SPECIALIST AREAS
**Physical Education, Technology, The Arts and Choir.**

## SWIMMING
Swimming is held at the Biloela Swimming Pool. School swimming occurs during Physical Education specialist lessons in Terms One and Four. A timetable is organised for each term by the PE teacher in negotiation with the pool lessee.

## SPORTS HOUSES
The students will be allocated a house team Gold (Kilburnie), White (Greycliffe) and Blue (Torsdale). Students will be encouraged to develop loyalty to their team. A boy and girl from Year 6 will be appointed as Captains of these houses each year.
RESTORATIVE PRACTICES
At St Joseph’s we believe in promoting and encouraging healthy relationships between all stakeholders in our community – staff, students and parents. Our vision is for the St Joseph’s School community to be characterised by the compassion of Catherine McAuley and the Sisters of Mercy in our relationships with each other.

Conflict is a part of life, but how we respond to it sets us apart as followers of Christ. As a Catholic school, we are committed to following a Restorative Practices model; a pastoral approach to healthy relationships, not a behaviour management program. This relationship model views conflicts as learning opportunities where everyone works together to repair harm and fix relationships. If there is a problem there is a process that is followed to foster awareness in the students of how others have been affected by their actions. This approach to conflict resolution promotes resilience in both the one harmed, and in the one who causes harm. Restorative Practices also places emphasis on the strength and potential in each student by helping them take responsibility for their behaviour. The desired outcome is stronger, more effective relationships.

How do we, as teachers, know we are being restorative?

• We teach WITH the students not just TO them – we use circle discussions and we are comfortable talking as a group.

• We use an explicit restorative approach to deal with problems.

• We use language that focuses on the effects of behaviours and repairing relationships, not on deciding what or who is right or wrong.

• When children have caused harm, they have the opportunity to tell their side of the story and are expected to talk about fixing the problem with those who are hurt.

• When students are hurt or offended, they have the opportunity to express that and do not avoid or deny how they feel and what they need.

When issues arise in the classroom or playground, we ask these three questions:

• What happened?
• Who has been affected?
• How can we fix it?

Restorative Practices is an active ministry of reconciliation, and St Joseph’s commitment to this model expresses the aims and objectives of our Catholic ethos. It is a practical means available to all of us to live the gospel values of compassion, forgiveness, reconciliation and hope.
COMMUNICATION

WELCOME
All parents are welcome at the school anytime throughout the school year. It is appreciated if parents would sign the visitor’s book at the front office when arriving and leaving the school premises only if you are volunteering in the classroom or for tuckshop. This ensures we meet with the workplace, health and safety requirements for fire evacuation procedures.
All teachers are asked to notify parents as to when volunteer help is required in the classroom. Sometimes these days and times don’t suit parents due to other commitments. Please see your child’s classroom teacher if you are able to help at anytime. Some alternative arrangement could be made with the classroom teacher. Your help is always appreciated!

APPOINTMENTS WITH TEACHERS
Parents are encouraged to maintain contact with class teachers for the purpose of discussing their children’s progress. Consideration should be given to minimising disruption to core teaching time by seeking appointments outside class times.
Appointments with the teaching staff may be obtained either directly or by contacting the school office.

SCHOOL RECORDS
Please ensure you keep the school up to date of any change of details. The information below is most important:
- Change of address
- Change of telephone contact numbers
- Change of emergency contacts
- Change of family doctor or dentist
- Serious health conditions

INFORMATION EVENINGS
A parent information meeting is held during the first few weeks of 1st term to inform parents of expectations, homework, work to be covered, ways they can support / assist during the week and other relevant information.

FORTNIGHTLY CLASS NOTES
The classroom teachers are responsible for sending home fortnightly class notes. The purpose of these notes is to inform parents about what is happening in the classroom for that week.

NEWSLETTER
The school newsletter is distributed every Monday via e-mail to every family and is also available on the Skoolbag App and school website. Any notices for the newsletter need to be handed or emailed to the principal or administration officer by Friday afternoon or Monday morning by 10am at the latest.

The APC and APRE will always present a newsletter item.
STAFF MEETINGS
Staff meetings are held weekly on Mondays from 3.20pm and conclude no later than 4.20pm except by general agreement to continue a matter at hand. On occasions the staff meeting may be held on a different day to cater for local needs of visiting personnel. As much advance notice as possible is provided in such instances. It is appreciated if parents are aware of this afternoon as teachers will not be available.

Workplace Health and Safety

St Joseph's School operates in accordance with the Diocesan Policy Statement.

ASTHMATICS
An Asthmatic Register is maintained in the office. Teachers should familiarise themselves with any children in their class who may be Asthmatics. Parents are required to provide the school with an action plan for their child if they suffer from Asthma.

EVACUATION POLICY
The continuous ringing of the school bell indicates the need to evacuate. An Evacuation Drill takes place at least once per term. The evacuation plan is located in all rooms. Please familiarise yourself with its location and the path to be followed.

All classes will assemble on the oval.

Each teacher is responsible for making certain all students are located in the designated areas by -
I. Walking the students in an orderly manner to the designated area.
II. Taking the class roll to the designated area and having a roll call.
III. Informing Principal/APRE/APC/Secretary of any students not present.
IV. Keep students assembled until further notice from the Principal, APRE/APC or Secretary.

Class teachers will take a copy of class rolls and the school secretary a copy of the Visitor Register to the Assembly area. The Principal/APRE/APC/Secretary will be responsible for checking the assembled classes to ensure all students are located.

The Principal/APRE/APC/Secretary records the evacuation details in the EVACUATION REGISTER.

Parents need to be aware of this process if they are helping in the classrooms.

EXCURSIONS
Parents are always welcome to help with excursions. Please ask the classroom teacher for details of the event.
**SCHOOL CAMPS**
School Camps are an important learning and socialising experience and are part of our school curriculum for year 5 and 6. Camp is not meant to be a holiday but an extension of the classroom into a different learning environment.

**FIRST AID**
The First Aid Kit is located in the Sick Room. A portable First Aid Kit used for excursions and times when students leave the school grounds is kept in Sick Bay. The Prep room maintains a minor First Aid Kit of band aids etc for minor incidents.

There are multiple staff members that are the first aid officers. However, parents are always notified by phone of any incidents.

All treatment of individuals is recorded in the School First Aid Record Book by the person who treating the individual. In the case of serious incidents the teacher who the accident is reported to needs to ensure that the Diocesan Incident Report (located in Sick Bay) is completed. It is then passed to the Principal, who determines if further reports to the DCEO Workplace Health and Safety supervisor.

All staff members are encouraged to gain their First Aid qualifications.

**HATS**
The School hat is navy blue with the school logo imprinted on the front. Children are to wear hats at all times when outside the classroom.

Children without hats must remain in the covered lunch area.

**NO HAT NO PLAY.**

**SUNSCREEN**
Sunscreen is available in bulk for each class. It is the teacher’s responsibility to promote the wearing of this with outside activities. This does not mean physically applying it to each child, but rather making it available and emphasising that it should be applied.

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**DISCIPLINE**

**SCHOOL RULES**
Respect Yourself, Respect Others and Respect the Environment.

**BEHAVIOUR MANAGEMENT PLAN**
A copy of the school behaviour management plan is available on request.
SCHOOL UNIFORM

The students of St Joseph’s School have an excellent reputation for valuing and respecting the traditions of the school community. It is essential for the unity of the school that the school uniform, as an external expression of these values and respect, is worn correctly and with pride.

DAY UNIFORM: Girls
Skorts: Navy embroidered with SJB
Blouse: Check blouse with navy collar and emblem

DAY UNIFORM- BOYS
Shirt: Blue formal button shirt

SPORTS UNIFORM (BOYS AND GIRLS)
Shirt: Navy blue front panel with light blue sides with navy collar, emblem on front left

The following items are worn with all uniform variations by Boys and Girls:
Hat: Bucket hat, navy blue with emblem
Socks: Short Navy blue
Shoes: Black, Lace up leather (all distinguishing colour features to be blacked out)

Winter: Navy blue jackets or jumpers
Availability: All uniforms are purchased from LOWES Rockhampton.

St Joseph’s Catholic Primary School Biloela Presentation Code

<table>
<thead>
<tr>
<th>Condition of Uniform</th>
<th>Uniform must be clean, neat and in good order.</th>
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</thead>
<tbody>
<tr>
<td>Sports Uniform</td>
<td>The Sports Uniform or Senior Sports Shirts are to be worn on designated weekly sport and PE days.</td>
</tr>
<tr>
<td>Sports House Shirt</td>
<td>Students are encouraged to wear the relevant House Polo shirt (Tonsdale - Royal, Greycliff - White, Kilburnie - Gold) instead of their school sports shirt at inter-house carnivals</td>
</tr>
<tr>
<td>Jewellery</td>
<td>Only the following jewellery may be worn:</td>
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<td></td>
<td>Conventional wrist watch.</td>
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<td>Small gold or silver cross / religious medallion on a chain.</td>
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<td></td>
<td>Plain small sleepers or studs. (One of the same type in each ear lobe.)</td>
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<td></td>
<td>Medical alerts are acceptable.</td>
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<td></td>
<td>Loom bands are not permitted.</td>
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<tr>
<td>Hair</td>
<td>Unkempt and unruly hairstyles are not permitted.</td>
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<td></td>
<td>Hair is to be no shorter than a number-two cut.</td>
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<td></td>
<td>Hair is to be their own natural colour. (Bleached/unnatural colours are not acceptable)</td>
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<td>Undercuts, tracks or similar cuts are not permitted.</td>
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<td></td>
<td>Hair, when shoulder length or longer, is to be tied back with material that is navy, sky or white.</td>
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<td>Hair is to be neat and tidy.</td>
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<td></td>
<td>If doubt exists with a style of hair, a student or parent should check with the Principal before having a style change.</td>
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<tr>
<td>Free Dress Days</td>
<td>On ‘free dress’ days, students must wear appropriate clothing which is not revealing and doesn’t carry inappropriate images or messages.</td>
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<td>Sun safe practices must be followed.</td>
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<td>Things and scarfs are not permitted.</td>
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<tr>
<td>Fingernails</td>
<td>Fingernails should be trimmed to fingertip length.</td>
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<td></td>
<td>Coloured fingernail polish is not permitted.</td>
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<tr>
<td>Security</td>
<td>All clothing should be clearly marked with student’s name.</td>
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<tr>
<td>Acceptable</td>
<td>The Principal retains the right to decide what is acceptable.</td>
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</tbody>
</table>