WE WELCOME YOU TO OUR SCHOOL

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Our Catholic School strives to witness to Christian values. The dignity and sacredness of each student is respected, as the teachers work with the parents to build up within the student an awareness of the presence of God. The teachers endeavour to foster a love for learning and to create a happy, accepting environment.

St Joseph’s Primary School wishes to acknowledge the parents of the students attending this school as the prime educators in the lifelong process of Christian Education.

St Joseph was a person who displayed total commitment and loyalty to Our Lord. He has shown us how to be a real follower of Jesus. He has shown us how he walked in love with God.

Together with all who comprise the St Joseph’s School Community - students, parents, staff, past students, Parish Priest and the wider community, we wish to help our students become lifelong learners and to grow in faith, respect and integrity.

*******

CHILDREN DO NOT COME TO BELIEVE IN THEMSELVES UNTIL .......

Someone reveals that deep inside them something is:

Valuable.
Worth listening to.
Worthy of their trust.
Sacred to their touch.
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ST JOSEPH’S PRIMARY SCHOOL

OUR VISION AND MISSION

We at St Joseph’s Primary School share the overall Parish Vision.

As a Parish Primary School we aim to:

- Develop our Catholic Faith through tradition and practices; creating an environment of respect for each other.
- Assist the parents of the Parish in the education of their children.
- Develop knowledge, skills, attitudes and values which will enable all members of our school community to have the confidence to achieve.
- Work together as parish, school and family to provide an experience of community that is secure, supportive and just.
Our School has as its patron St Joseph - Foster Father of Jesus and Spouse of Mary. We look to St Joseph and to Mary, to lead us all to respond to a loving personal relationship with Jesus, God and the Holy Spirit; to invite us to a living Faith and Trust in God now and to build upon such for the future.

Therefore our School Motto is:

“IN GOD WE TRUST"

Our School Emblem carries this motto to remind us we must have a faith-filled trust in God at all times and in all events of daily living.

The Southern Cross represents our Nation and the Education of future Australians.

WAUCHOPE is the TIMBERTOWN represented by the trees.

“Parents are primarily and principally responsible for the education of their children. It is almost impossible to provide an adequate substitute.”

The Declaration on Christian Education #3
RELIGIOUS EDUCATION

Gospel values permeate all levels of school life. The school gives witness to a strong presence of Church in the community. An environment characterised by caring and a respect for all is actively encouraged.

Parents are the first to educate their children in the Faith. Parents begin this task in the earliest years of life when they provide a home where there is love, acceptance and encouragement. These are the stepping stones to a healthy relationship with God.

Here are some of the basic ways in which parents can share their Faith with their children;

- establishing a routine where there is time just to be together in a relaxed atmosphere. This is when you can share simple prayers and talk about things that are important.
- presenting God as loving and forgiving, never as an observer of faults or as the punisher of wrong doing.
- remembering the importance of a good example. The image that children develop of God often stems from how they see their own parents.
- encouraging the children to make simple choices. They need practice if they are to grow up and make correct moral decisions.
- not wanting to stir up a lot of guilt, help the children to realise how other people feel as a result of their decisions.
- be aware that the Sacrament of Reconciliation becomes real for the children when they are experiencing forgiveness in their home. The Eucharist takes on a special meaning when they already relax, pray and share together at a family meal.

ARRIVING AT / LEAVING SCHOOL

Students being collected by parents/carers in the afternoon need to wait in school grounds; or in the pick-up zone area on Avondale Street, inside the gate with duty teachers.

- CROSSING KING STREET: is a dangerous step for your child, both before and after school. Parents/Carers are requested to collect their children from underneath the COLA after school.
- SIGN-IN and SIGN-OUT BOOK: Accountability requires that any child leaving or returning to school during the day must be signed out and back in by the accompanying adult. The appropriate book to accommodate this is held in the school office.
- LATE ARRIVALS: Children arriving late to school, after the morning bell need to be signed in at the office by their parent/carer. A late slip will be issued to the child to take to their teacher.

ASSEMBLIES

- All students assemble under the shelter and move to the school hall on Monday during the Liturgical seasons of Lent and Advent for Morning Prayer and to prepare for the week’s activities.
- School Assemblies are conducted once a fortnight on Friday afternoon at 2.15 pm. All dates for these will be advised in our weekly Newsletters.
ASSESSMENTS

ASSESSMENT OF PUPILS are sent home twice yearly:

FIRST   Written Report & Interview .......... END OF SEMESTER 1 (TERM 2)
SECOND  Written Report .................. END OF SEMESTER 2 (TERM 4)

The reports are based on continuous evaluation of class work, various assessment tasks, work samples, student and parent feedback as well as standardised tests.

NAPLAN TESTS are administered for Year 3 and Year 5 during Term 2, while Standardised Tests are administered throughout the year in all classes.

INDIVIDUAL CLASS ASSESSMENTS are given regularly. Teachers are available to discuss reports. Interviews are encouraged at the time of assessments. You may arrange an interview at other times as the need arises, by contacting the school office, on 6585 1745.

BIKE RIDERS

- On arrival at school, students are to walk their bikes to the bike rack at the designated area. When leaving, students are to wheel their bikes to the front gate, where they will be escorted from the school grounds and on to the road by the appointed teacher.
- Students are to wear their helmets at all times when riding their bikes.
- For safety reasons, all students must walk their bikes into and out of the school grounds.

BUS TRAVEL

BUSWAYS - 6586 1855       COLLINS - 6585 1993

The Proprietors will be able to tell you which bus your child will catch, where to catch the bus and what time it departs.

The following conditions apply for Bus Travel:

- **ALL** children in the INFANTS (Kindergarten to Year 2) school are eligible to travel free on the bus. A form, available from the school office, must be completed and returned by the first week of school in exchange for a bus pass.
- To be eligible for free bus travel, PRIMARY (Year 3 to Year 6) children are those who reside more than 1.6 kilometres radius from the school or those who are required to walk more than 2.3 kilometres because of the nature of the street system or the terrain, or those who have obtained a doctor's certificate stating that they are unable for some medical reason, to walk to school.
- **LOST** or mutilated bus passes may be renewed for a fee payable, in an envelope with child's name etc., to the bus company. Do not fill in a new form if bus pass is lost. This fee is subject to change.
• At the commencement of each school year, those children who have previously travelled on the bus will automatically be issued with a new pass with the exception of Year 3 who need to complete new forms.
• New passes will initially be given out by the Bus Drivers.
• BUS PASSES must be shown to the driver in the morning and afternoon EVERY DAY.
• NEW Application for Free Travel forms are only required to be completed when a child is new to the school, is progressing to Primary or changes his/her address - NOT when the child has lost his/her bus pass.
• Currently children not eligible for free travel may purchase a term or daily bus pass from the Bus Company. Please apply directly to Busways or Collins Bus Service.

IF YOUR CHILD GETS ON THE WRONG BUS, tell him/her to go to the driver. The driver will deliver all the other students on the bus and then either bring your child home or take him/her back to the bus depot. The procedure to follow from home, if this occurs, is for the parent to phone the school and stay at home in case the child is delivered to your residence - the child will not want to come home to an empty house. The school then contacts the bus company, enabling all parties to be well informed. The bus driver is in phone contact with the depot which is very helpful in situations such as these.

IF YOUR CHILD MISSES THE BUS TELL HIM/HER to come to the office and see the school Secretary.

MISCONDUCT ON BUSES: The Bus Company has the right to withdraw a child’s bus pass for misbehaviour and report same to the School Principal. A conference will then be held with the Principal and Parents. The pass will be reinstated following parental assurance that the misconduct will not continue.

CANTEEN

Our Canteen operates 3 days a week providing lunches, and is open to the students at lunch 1 (11.00am – 11.40am). We follow a very high standard of hygiene and provide a variety of healthy foods. Our prices are kept at a reasonable level as a service to the students, but we do not compromise on quality. We purchase locally fresh rather than frozen foods, low fat, low sugar, preservative and colourings free whenever possible. Our Menu is checked and changed at the beginning of each term and can be accessed on the school website.

Special promotions are held at the Canteen throughout the year, such as Sausage Sizzles and Meal Deals

On behalf of the Staff, P & F, and the students, we would like to issue a special invitation to parents and family members to become a volunteer at the canteen. Our Canteen Committee, organises the food and the roster and would be only to happy to assist you with any enquiries. You will enjoy your time spent with us and your child will love to see you. Contact the school office if you would like to help.

Parents are asked to write their child’s lunch order on a paper bag, enclose the correct money and then the child places their order in the lunch boxes provided in every class. An example of a lunch order is shown.

| NAME: ................................. |
| CLASS: ................................. |
| 1 SALAD SANDWICH $........... |
| 1 CHOCOLATE MILK $....... |
| TOTAL $............. |
**CHAPLAINCY / STUDENT WELFARE**

Our school provides a Chaplaincy Service, as well a Counsellor, whose major focuses are student wellbeing. These services offer professional, confidential support, advocacy, mentoring, resources, community links and appropriate referrals in situations that include:

- Times of family loss and grief;
- changing roles and relocation;
- illness;
- special needs and disability;
- when students or parents are facing personal, emotional or behavioural challenges.

The Chaplain / Counsellor works closely with the School Administration, and all staff, in promoting, planning and delivering student centered programs that will enhance children’s resilience and skills and contribute positively toward their total development.

**COMMUNICATION**

Our school is most effective when good levels of communication exist between the school and our families. Communication occurs through:

**THE NEWSLETTER:** The newsletter (“From the Bench”) is sent or emailed home on Fridays to all families. It includes a calendar outlining the events of the coming week and advanced dates to assist with long term planning. Articles, reports and pictures inform readers of recent happenings in the school. *From The Bench* can be accessed on the internet and spare copies are available from the front office.

**MORNING BRIEFING:** We assemble together, as a school each morning to be briefed on the day’s events.

**DIARY:** Students in Year 3 to Year 6 have a school diary to enable good two-way communication between the school and your family.

**TEXT MESSAGE / EMAIL:** On occasions, when important information is to be relayed to parents, a whole group/school text message or email may be sent. It is important that changes to mobile numbers and email addresses are relayed to the office.

**SCHOOL WEBSITE/MOODLE:** St Joseph’s website and Moodle site provides parents, teachers and students with vital information about the school and important happenings in an accessible contemporary form. It presents a view of St Joseph’s and its mission, staffing, resources and students’ achievements and their performances. The website offers a virtual experience including quick links to Parish and CSO Homepages, parent handbook, school calendar, policies, electronic newsletter and events as they transpire. **Throughout 2013 this corporate website will be updated to address the emerging needs of our school.**

**PARENT/TEACHER INTERVIEWS:** are held during Term 2 and Term 4. At these interviews both parents and teachers will have the opportunity to discuss issues related to the classroom and treat topics essential to the education of your child.

Parents are also encouraged to come along during the year to discuss any concerns with the Principal or teachers. Together we can address problems and endeavour to make your child’s school days happy, productive and enjoyable. Please phone or send a note for an appointment.
ENRICHMENT PROGRAMS

At St Joseph’s Primary we are committed to meeting the needs of all students within our care. We provide varied learning experiences to cater to individual needs. This is undertaken throughout all grade levels where teachers differentiate the curriculum to cater for students within their class.

In addition to programming, there are further opportunities to cater for talented students, as follows:

- **WORKSHOPS:** Opportunities arise to participate in workshops which highlight Literacy, Mathematics, Science and Creative and Performing Arts.
- **CHOIR / BAND:** Perform at school and community events and compete in Eisteddfods.

Each year a particular focus is recognised for Enrichment programs. During 2013 the focus was Science Inquiry, Art appreciation, ICT and choir.

In providing each of these opportunities, the school aims to promote respect for individual differences, to create an educational environment in which each child will develop accordingly, and where all children are challenged intellectually, creatively, socially and emotionally.

ENROLMENTS

1. **KINDERGARTEN:** Applications for enrolment in Kindergarten classes at the St Joseph’s Primary School are available from the Parish Office and School Office. These applications are made available from May 1. The closing date for these applications is generally 31 May.

   The Diocesan Policy, with regard to Kindergarten Enrolments is as follows:

   - Ideally your child must **TURN 5 BEFORE JULY 31**.
   - The Baptismal, Birth and Immunisation Certificate should accompany the application.

   Towards the end of Term 2, parents are informed of the interview process conducted by the Principal during the first few weeks of Term 3.

   After the completion of these interviews, consideration of all applications takes place to determine the placement of children into Kindergarten for the following year. This decision making process is in accordance with the specific enrolment guidelines and policies of the Diocese and Parish.

   Towards the end of Term 3, parents are notified as to whether their applications have been successful or not.

2. **GENERAL:** Applications for enrolment are available at the School Office throughout the year. All applications are considered and decisions in relation to placement of these applicants are made in accordance with the specific guidelines and policies of the Diocese and Parish.
EXTRA CURRICULAR CREATIVE ARTS PROGRAMS

BAND PROGRAM – (Conducted in association with Bluegum2 Music)
The Instrumental and Band Program at St Joseph’s provides students from Year 3 to Year 6 with the opportunity to learn to play a musical instrument at school in a group situation. The students participate in a weekly half hour tutorial and a band rehearsal for one hour which takes place before school. They develop music leading skills, theory of music, aural skills (listening skills), team work, self-esteem and logical and creative thinking. Children are given the opportunity to broaden their experiences through the pleasure of music.

The instruments taught are:

- Flute
- Clarinet
- Alto Saxophone
- Tenor Saxophone
- Trombone
- Baritone
- Bass Guitar
- Keyboard bass
- Violin
- Acoustic Guitar
- Trumpet
- Drums

The band performs regularly for the school, in combined workshops with visiting schools as well as community based events. Students are able to reach a standard that allows them to progress into high school bands in Year 7. Students are tested to determine instrument suitability. For further details please phone Frank Rugers or Ann Hamilton on 0416 269 296.

GUITAR PROGRAM – (Conducted by Bernie Schwarze)
Currently students in Year 3 – Year 6 are provided with an opportunity to learn the guitar on a weekly basis. The students participate in small group lessons which enable them to learn the basics and progress through a variety of levels. Any students interested in learning guitar can contact the Office for further information.

HEALTH and MEDICATION

Good health is vital to school progress. Immunisation is a safeguard to health. Your child will probably need a booster injection about the time he/she commences school.

AN IMMUNISATION CERTIFICATE MUST BE MADE AVAILABLE TO THE SCHOOL ON ENROLMENT. IF ALL IMMUNISATION HAS NOT BEEN CARRIED OUT THE STUDENT CONCERNED MUST BE EXCLUDED FROM SCHOOL IF AN EPIDEMIC OCCURS.

If your child complains of feeling sick or appears to be ill before leaving home for school it is advisable to keep the child home.

It is possible that at some time during your child’s school career he/she will contract one of the common diseases of childhood. The disease and minimum period of absence are as follows:

- **MEASLES**: If your child contracts measles he/she should be excluded for at least 7 days from the appearance of rash or until a medical certificate of recovery is produced. The school MUST be notified so that they can contact Community Health of the outbreak.
- **GERMAN MEASLES (Rubella)**: Exclude until fully recovered.
- **DIPHTHERIA**: Re-admitted after receipt of a medical certificate of recovery from infection following at least two (2) negative nose and throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later.

- **CHICKEN POX**: Excluded until fully recovered. (Some remaining scabs are not an indication of continued exclusion).

- **MUMPS**: Exclude for at least 9 days after onset of symptoms or until fully recovered.

- **PEDICULOSIS (Head Lice)**: Notify the school when a case has been confirmed. Readmission to school the day after appropriate treatment has commenced. If uncertain how to treat the problem, seek advice from the office staff.

- **SLAPCHEEK**: Initial symptoms of this infection may include headache, runny nose and a mild fever, before the appearance of a rash firstly on the face but may extend to the trunk and extremities. Other signs may include a sore throat, fatigue, muscular pain, diarrhoea, nausea, cough and conjunctivitis. Must notify those who are pregnant and those who have an altered immune system.

- **RINGWORM**: Re-admitted the day after appropriate treatment has commenced, supported if requested by a medical certificate.

- **CONJUNCTIVITIS (Acute infections)**: Exclude until the discharge from eyes has ceased.

- **GLANDULAR FEVER**: Extremely contagious. Must seek medical advice and a blood test. Caution must be taken during and following the onset of diagnosis.

- **IMPETIGO (School Sores)**: Until sores have fully healed child must be excluded, however, the child may be allowed to return, provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with watertight dressings.

- **WHOOPING COUGH**: Incubation period is commonly 7 - 10 days and not more than 21 days. Highly contagious in the early stages. The child is no longer infectious to others 5 days after starting antibiotic treatment. Parents must inform the school immediately if their child exhibits symptoms and then consult their doctor. When the doctor has diagnosed whooping cough, all people who have come into contact with the child are to be notified.

- **ASTHMA**: More and more children seem to be diagnosed as being asthmatics. If this involves your child/children no doubt you have been advised by your doctor the best procedure to take when your child has an attack. Please notify your child’s teacher and the office staff of medication, etc, which is appropriate to your child.

- **HEPATITIS A**: Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.

- **HIV**: Exclusion is not necessary unless the person has secondary infection requiring exclusion in its own right.

**FIRST AID, EMERGENCIES & MEDICATION**: Qualified Staff render First Aid and Emergency treatment as a matter of course and inform parents of situations requiring follow-up or monitoring. Where immediate medical assistance seems advisable, staff will contact parents or guardians (or medical professionals in the absence of both) without delay.

**NB**: Medication will only be dispensed to children for whom there is an indemnity form on file signed by parent or guardian, as well as an accompanying permission note with full instructions e.g.: dosage and time medication is to be administered.
HOLIDAYS

FIRST DAY OF SCHOOL for all students in Year 1 to Year 6 in 2014 will be:
WEDNESDAY 29 JANUARY 2014

However, KINDERGARTEN STUDENTS will commence fulltime the following week:
WEDNESDAY 5 FEBRUARY 2014

The week beginning January 29 will be allocated to individual “Best Start Kindergarten Assessment”.

SCHOOL TERMS:

TERM 1: Tuesday 28 January to Friday 11 April
         AUTUMN HOLIDAY: Monday 14 April to Friday 25 April
TERM 2: Monday 28 April to Friday 27 June
         WINTER HOLIDAY: Monday 30 June to Friday 11 July
TERM 3: Monday 14 July to Friday 19 September
         SPRING HOLIDAY: Monday 22 September to Monday 6 October
TERM 4: Tuesday 07 October to Friday 19 December
         SUMMER HOLIDAY: Monday 22 December to Tuesday 27 January 2015

OTHER HOLIDAYS (Public) and STAFF DEVELOPMENT DAYS:

- GOOD FRIDAY ............ FRIDAY 18 APRIL (Public Holiday)
- EASTER MONDAY ............ MONDAY 21 APRIL (Public Holiday)
- ANZAC DAY ............ FRIDAY 25 APRIL (Public Holiday)
- STAFF DEVELOPMENT DAY ............ MONDAY 28 APRIL
- STAFF DEVELOPMENT DAY ............ FRIDAY 6 JUNE
- QUEEN’S BIRTHDAY ............ MONDAY 9 JUNE (Public Holiday)
- STAFF DEVELOPMENT DAY ............ MONDAY 11 AUGUST
- LABOUR DAY ............ MONDAY 6 OCTOBER (Public Holiday)
- STAFF DEVELOPMENT DAY ............ TUESDAY 7 OCTOBER
HOMEWORK

We believe homework has value in developing important skills in the students – the ability to study alone; to plan and concentrate; to accept personal responsibility; to achieve personal goals; to be self-motivated.

Objectives:

To guide children's learning by setting homework tasks at the correct level of difficulty which will enable them to be completed confidently and within a reasonable time limit.

To educate parents in the role they play in what is basically a pupil-teacher contract.

Guidelines:

Homework from Kindergarten to Year 6 will be given at the teacher’s discretion. As a guideline the following times for Homework are suggested:

Kindergarten-Year 2: 10 - 15 minutes; Year 3 & Year 4: 15 - 20 minutes:

Year 5 & Year 6: 30 - 45 minutes.

In addition, a period of reading is desirable and strongly recommended.

A letter of explanation is required for homework not completed. e.g. sickness or a special family activity. If Homework is not completed on a regular basis the parents will be contacted to discuss a solution to the problem.

Above all if homework is creating a problem for your child, please contact your child’s class teacher.

INTERRUPTIONS TO TEACHING TIME

Please avoid conferring with the teachers during teaching time 9.00 am to 3.15 pm or interrupting the class, as valuable teaching time is lost. From time to time you may need to speak with your child’s teacher about a specific issue related to your child’s learning. If so we encourage you to make an appointment with them to ensure an appropriate time is made available. You can do this by phoning the office or sending a note to the teacher.

KINDERGARTEN STUDENTS

How exciting! Your child is starting Kindergarten next year. During the first week of Term 1, “Best Start Kindergarten Assessments” will be implemented. This program has been developed by early learning experts in the Department of Education and Training and is used to discover what your child knows and can do as they start school.

Please find below a sample of particular skills which could make transition into Kindergarten a little easier for your child.

Personal/Social Skills
- Can finish a task and cleans up after task is complete
- Shares and takes turns when playing with other children
- Can sit and listen to a short story
- Participates in imaginative play

**Self-Care Skills**
- Is able to dress self with pants, shirt, shoes and socks
- Is attempting to tie up shoelaces
- Uses the toilet independently

**Fine Motor Skills**
- Uses scissors to cut along a straight line and basic geometric shapes
- Is able to hold a pencil with thumb and two fingers
- Able to colour a basic picture staying within the lines
- Hand preference is becoming more refined
- Is able to play with a variety of materials
- Is starting to experiment with written work i.e.: attempting to copy letters and numbers

**Gross Motor Skills**
- Runs fairly well, coordinated with good speed
- Able to throw, catch and kick a ball
- Able to walk up and down stairs with alternate step pattern

To help develop these skills prior to commencing Kindergarten, provide opportunities for your child to practice over the school holidays. Encourage supported independence in all activities.

**LIBRARY**

The Library at St Joseph’s Primary School is well resourced; catering for children’s, teachers’ and parents’ needs and welcoming borrowers.

The program caters for class borrowing during their allocated time period as per the Library Timetable as well as lunchtime library.

To enable children to borrow they are required to have a suitable size material library bag (waterproof if possible - plastic shopping bags are not suitable). The size of a pillow case is ideal and caters for all size books. School library bags are available for purchase at the same time you organise your child’s/children’s book packs.

**MOBILE PHONES**

The use of mobile phones is not permitted at St Joseph’s. The school will not take responsibility for phones brought to school. Any communication to the students is required to be made through the school office on **6585 1745**. Improper use of mobile phones or electronic devices will result in disciplinary action.
PARENTAL INVOLVEMENT

PARENTS & FRIENDS:

The St Joseph’s P & F enjoys a wonderful relationship with the school and its community. It’s a relationship built on many years of co-operation and respect with a good dose of fun too. Whether it be assisting the school through extra literacy or music resources, sporting equipment or ensuring all classes are kept up to date with the latest computer technology, your P&F is committed to helping the school in many ways.

With a passion for fundraising, the P & F raises a considerable amount each year for our school. We have donated funds to the school to support the emerging needs each year. Most recently we have assisted in refurbishing the new school hall and IT equipment for the classrooms.

Becoming involved in P & F activities is a fantastic way to keep in touch with what is happening in our school and a great opportunity to meet other parents. The P & F meet once a month and the meetings are fairly informal, come along and join us! Meetings are held on the third Thursday of each month St Joseph’s Meeting Room at 7.00 pm.

THE CLASS PARENT NETWORK:

All parents have an intrinsic interest in their children’s development. The Class Parent Network builds on this naturally occurring process to bring parents into shared co-responsibility with the Parish School.

Parents are chosen to work in support of the staff and a particular class. As each class is assigned an individual Class Parent they together form the Class Parents Group. This group is officially recognised by the school and is assigned an important role in building school community.

Individually, each Class Parent would aim to fulfil the following roles

- To liaise between parents and teachers
- Co-ordinate and support social activities among families
- Include all families as much as possible in the life of the class/school
- Care for the children and staff

THE CATHOLIC SCHOOL PARENT ASSEMBLY (CSPA) – DIOCESE OF LISMORE:

The Catholic Schools Parent Assembly is a Diocesan Organisation established in 1996 to serve the needs of parents in regard to their faith and educational responsibilities as partners in Catholic Schooling. The CSPA is established under the authority of the Bishop and the guidance of the Diocesan Education Board.

Parent Assembly delegates forward information of interest in the school newsletter and through additional flyers.

What does the CSPA do for parents?

Provide opportunities for parents to gain knowledge and understanding on how to develop healthy, resilient families and improve the educational opportunities for their children.
WE VALUE YOUR HELP:

In addition to the Parents’ and Friends’ Association and the Class Parent Network, parents are strongly encouraged to offer their assistance to the staff in many other practical ways. Listed below are just some of the numerous ways you could involve yourself with your child’s education:

- Sporting Activities
- Covering Books
- Canteen Assistance
- Reading Groups
- Gross Motor Program
- Excursions
- School Working Bees
- Classroom Craft

The school community always welcomes new volunteers for any activity. The staff and students require support in many aspects of school life. If you have a preference for one or more of these activities, speak to your child’s class teacher to organise a convenient time to assist.

We encourage parents and members of the community to assist us as volunteers in many school activities. Government legislation requires that volunteers must sign a Prohibited Persons Form prior to their involvement with children at the school.

PASTORAL CARE

Pastoral Care is an integral part of school life at St Joseph’s. Each staff member takes a personal interest in every student. If a student experiences academic or social problems, they are encouraged to seek help and advice from a member of staff. If it is of concern you will be notified. Likewise, if you wish to discuss any aspect of your child’s schooling you are welcomed to contact the appropriate staff member. All students and staff are encouraged to respect each other at all times.

PERSONAL PROPERTY

Bringing toys, games and balls etc to school is discouraged. Any personal items brought to school by students must remain their responsibility, e.g. games, toys, sports equipment. No responsibility will be taken for loss or breakages. In special circumstances items may be left in the care of a teacher or at the office for safekeeping.

PHOTOGRAPHS

On occasions, some of our students’ photographs/or information are published in our newsletter, local paper, websites or by the Diocesan Office. Unless the school is advised differently, this practice will continue without you being contacted on each occasion.

PRIVATE PROPERTY

The school is private property and is not to be used out of school hours.

RIGHTS AND RESPONSIBILITIES

The development of responsibility for one’s own actions is central to the aims of education at St Joseph’s School. Our goal is for teachers to foster inner self-control in students and respect for the rights of other students and teachers. Individual self-esteem is important to interaction among students, teachers and others. The establishment of accepted Rights and Responsibilities for the betterment of the whole school group is important to the development of positive self-esteem.
At St Joseph's School, everyone has the right to:

- be treated justly with respect and understanding;
- feel safe at all times;
- work and play in a clean healthy environment;
- expect their property to be safe and respected;
- obtain maximum benefit from all lessons and classes and not be deprived of this right by the behaviour of other students;
- feel part of the school and enjoy their time here.

In order to achieve this, we all have a responsibility to:

- treat others with respect and consideration at all times;
- act co-operatively and in ways that do not endanger ourselves and others;
- care for the school environment and abide by laws of society and rules at school;
- take responsibility for personal property and respect that of others;
- work with diligence and sustained effort in all curriculum areas;
- behave in a manner which will enhance the reputation of our school.

**PERMISSION NOTES**

A SIGNED PERMISSION NOTE: by parent or guardian is required before a child attends excursions or other out-of-school activities.

**ABSENCES:** Parents/carers are required to send a note to the class teacher explaining the reason for all absences. This must be done within 7 days of their absence from school.

- There is no need to ring the office each morning that your child is absent. ONLY PHONE IF YOUR CHILD IS TO BE AWAY FOR MORE THAN 5 DAYS.

- **EXTENDED ABSENCES:** Prior approval from the Principal is required for absences of more than one week. The correct form to be completed in such circumstances is a “Form B1 – Application for Exemption from Attendance at School.” This form is available from the office.

- A written request from the parent is necessary for the child to leave the school grounds early in the care of either the parent or a nominated adult.

**SACRAMENTS**

**INTRODUCTION:**
It is our privilege to share with you in your child’s journey in faith. This journey includes the various stages of initiation into the full life of the Church. This, of course, involves us in helping to prepare the children for the Sacraments of Confirmation, Reconciliation and Eucharist.

This preparation is offered in certain classes but it must be remembered that coming to understand and appreciate the Sacraments properly is the work of a lifetime. So, with this in mind, it must be seen that our presentation of the Sacraments takes place from Kindergarten to Year 6. Our actual programs of preparation are set out below:

**BAPTISM:**
- If you are interested in having your child/children baptised in the Catholic faith, please contact the Presbytery – 6585 1464
- When enrolling a child into the school it is essential that we have a copy of their Baptismal Certificate on record.
CONFIRMATION - YEAR 2:
- The Parish Community will issue an invitation to your child to continue their initiation into the Church through the Sacrament of Confirmation.
- The candidates will participate in a school based program in preparation for their Confirmation which will be celebrated by the Bishop at Our Lady of Lourdes Church on a date to be advised.

RECONCILIATION - YEAR 3:
- There will be detailed instructions at school for the Sacrament of Reconciliation in preparation for the celebration of the Sacrament at Our Lady of Lourdes Church at a date to be advised.

EUCHARIST - YEAR 3:
- Students will be given a comprehensive preparation for the Sacrament of the Eucharist at school. Eucharist is the final Sacrament of Initiation. The date for First Communion is to be advised.

MASS and RECONCILIATION

Catholic Schools exist so we can assist you, the parents, in enabling your children to receive an Education based on Christian Values and Catholic Church traditions, therefore, we give the students opportunities for Liturgical Worship as:

(a) A School Community;
(b) A Stage/Grade or Class Community.

During each year the students may be involved in the following Liturgies:
- Whole School Masses
- Primary Grade Reconciliation
- Stage / Parish Masses
- Class Prayer Services
- Special Liturgy of the Word Services
- School Prayer Monday Morning

There are numerous feasts and seasons that are acknowledged and celebrated during our Church Year. On some occasions we gather as a whole school to offer prayers for special intentions. Where possible, the dates and times will be advertised in the weeks prior to these events.

Parents are invited to join with the school in these prayerful celebrations.

SCHOOL BANKING

School banking is conducted through the Commonwealth Bank each Tuesday. The School Office has the membership forms. The school receives a small commission for student banking.

SCHOOL FEES POLICY

BACKGROUND:
To maintain our excellent Catholic Education system at St Joseph’s Primary School, school fees are an unavoidable necessity. The Government subsidies which apply to your child/children are applied to providing the teaching establishment in our school as well as specialist services. Building costs and the day to day running costs of our school are the responsibility of the Parish.
The bulk of this must be met from school fees.
With the benefit of long experience, a benchmark fee has been established that is reasonable and relative to a normal household. This fee is adjusted annually to meet increasing costs and extraordinary items such as information technology, higher insurance premiums, new curricula etc.

**Tuition Fees** - Secretarial, cleaner's and groundsman's salaries (full award wages), insurance (very considerable for a school), electricity, Council rates and charges, telephone, paper, printing, photo-copying materials, cleaning materials, stationery and office supplies, furniture, fittings, appliances, educational requisites and resources, text books, teaching aids, postage, maintenance and repairs of fittings, freight and subscriptions.

**Resource Fees** - Basically these cover items which are directly for the use of the children in the classroom e.g. paper, exercise books, workbooks, art supplies, some text books, crayons, pastels, tape, paint, cardboard, craft materials, paintbrushes, clay, graph paper and digital devices.

**Grounds & Maintenance** - This fee makes is towards funding of: the serving of school loans, capital purchases within the school, depreciation on school equipment, school maintenance, the use of parish buildings, insurance, depreciation on maintenance equipment.

An account will be sent out during Terms 1, 2 and 3 and will have a due date included. Installment plans are available and if any parent has difficulty with payments please discuss the matter with the Principal. Any amount may be paid at any time.

Payment options available include: cash, cheque, direct debit and internet banking. This may be paid:
* Annually in advance;
* Term 1, 2 and 3 instalments;
* Direct debit – weekly, fortnightly, monthly, per term, annual in advance;
* Internet banking - weekly, fortnightly, monthly, per term, annual in advance.

N.B. The School Budget is formulated in October/November each year. As a result Tuition Fees, Grounds & Maintenance and/or Resource Fees may be subject to a slight increase based on these budgetary figures and recommendations from the Parish Finance Committee.

**FEE STRUCTURE FOR 2014**

<table>
<thead>
<tr>
<th>Child</th>
<th>Tuition</th>
<th>Resource</th>
<th>Building</th>
<th>Total Term</th>
<th>Total Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>$180</td>
<td>$100</td>
<td>$170</td>
<td>$450</td>
<td>$1350</td>
</tr>
<tr>
<td>2nd</td>
<td>$350</td>
<td>$200</td>
<td>$170</td>
<td>$550</td>
<td>$2160</td>
</tr>
<tr>
<td>3rd</td>
<td>$485</td>
<td>$300</td>
<td>$170</td>
<td>$785</td>
<td>$2865</td>
</tr>
</tbody>
</table>

**FAMILY ENROLMENT FEE**
There is a one-off charge of $100 levied on all families at the time of enrolment.

**FEE GUIDELINES**
1. All families are expected to pay the full prescribed fee as determined by the Parish Finance Committee.
2. No Catholic child will be deprived of a Catholic Education at our school solely due to genuine financial difficulties.
3. If your family is experiencing difficulties or there are extra-ordinary circumstances which are affecting your capacity to pay fees, PLEASE make an appointment to speak with the Principal.
4. In the case of difficulties, our policy is that we expect all families to contribute something. The Principal will discuss with genuine cases a reduction in fees that is realistic and fair. In so doing you are assured of the strictest confidence.
5. Cases of School Fee Reduction are reviewed annually.
6. It is preferable to use our Direct Debit Payment system. Forms are available in your enrolment package or through the School Office.

**NON PAYMENT OF FEES:**

As clearly stated, The Fee Assistance Program is readily available to people who are experiencing genuine financial hardship. While genuine inability to pay school fees will never be a cause of an enrolment being refused or discontinued, all families are expected to fulfill their individual commitment to the payment of fees. School Fee Accounts must be finalised by the completion of each school year.

The essential ingredient in negotiating a fair and relevant fee is open and honest communication. In cases where fees are not being paid and there is no communication with the school or the School Fees Manager, enrolment may be terminated. Such drastic action would only take place after an extensive process which includes several reminder notices and phone calls to discuss the situation. In cases where there is no attempt by parents or guardians to communicate or cooperatively resolve the issue, the enrolment may be terminated and other forms of debt collection (including the possibility of legal action) will be implemented.

**DEPARTURES:**

It is a requirement that parents or guardians contact the school regarding departures, otherwise school fees may continue to be charged up until formal notice is received.

**CHANGE OF CONTACT DETAILS:**

It is the responsibility of parents and guardians to advise any changes of address or other relevant contact details. The school and Parish office should also be contacted regarding other significant issues which may alter or affect the ability to pay school fees.

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**SCHOOL HOURS**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision</td>
<td>8.35 am</td>
</tr>
<tr>
<td>Assembly</td>
<td>8.55 am</td>
</tr>
<tr>
<td>School Lessons</td>
<td>9.00 am</td>
</tr>
<tr>
<td>Lunch 1</td>
<td>11.00 am - 11.40 am</td>
</tr>
<tr>
<td>Lunch 2</td>
<td>1.40 pm - 2.10 pm</td>
</tr>
<tr>
<td>Final Buzzer</td>
<td>3.15 pm</td>
</tr>
</tbody>
</table>

Please make an effort to have your child at school **well before 9.00 am**, so that bags are unpacked and books are in the classroom. **Habitual late arrival causes disruption to teacher, class and the student.** Continual late arrivals also cause a loss of valuable school lesson time.
SPORT

Sport plays a significant part of both the physical and social development of a child. It is important to provide opportunities for the child to develop Fundamental Movement Skills that help with a wide variety of sports and games. At St. Joseph’s Primary School students are given the opportunity to play in team games and sport in a safe and supported environment. This ranges from class level sport to State representation.

Sport is scheduled on Thursday for all classes. Each class usually runs a 1 hour skills or games session during the day. These are conducted in both class groups and whole year cohorts. Skills usually focus on Fundamental Movement Skills as listed by NSW Board of Studies. These skills are then worked into modified games aimed at teamwork and cooperation. An Intensive Swimming Program is offered to students in Term 4.

Students participate in School Carnivals in Swimming, Cross Country and Athletics with the emphasis on maximum participation for each student. Further opportunities are available for selection in representative carnivals within our Diocesan Sports system at Hastings Zone and Diocesan Regional levels before proceeding to Polding. Selection here results in representation at Primary School Sport Association (PSSA) State level. Representation opportunities available for students attending St. Joseph’s Primary School include:

Swimming  
Athletics  
Cross Country  
Football (Soccer)  
Rugby Union  
Netball  
Tennis  
Basketball  
Touch Football  
Hockey  
Cricket  
AFL  
Rugby League

ACTIVE AFTER SCHOOLS PROGRAM

This Federally Funded program aims to encourage students to increase their physical activity levels and improve skills in a fun, safe and inclusive environment. Not only does it engage children actively but also builds links with community-based organisations to create opportunities for ongoing participation. This is an opportunity for your child to be part of a program that can:

- Assist in developing a child’s self-confidence and improve self esteem
- Provide an opportunity to gain a sense of achievement.
- Provide a sense of belonging.
- Allow children to make new friends or play with their friends.
- Provide an opportunity to learn new skills such as discipline and leadership.
  It also teaches core principles such as tolerance, cooperation and respect.

Playing sport can be a fun activity and a great opportunity for children to make friends and learn new skills. By participating in the “Active After-school Communities” program, children can achieve all of these things.
STAR READING PROGRAM

STAR Reading began operating at St Joseph’s School in 2013. STAR is an Early Intervention Program designed to assist selected children who are experiencing difficulty with reading. The focus area for 2013 has been students in Stage 1.

The STAR Reading Program is small group program of 1 hour lessons daily. The program lasts between 12 - 20 weeks. If your child’s teacher feels that your child would benefit in taking part in the STAR Reading Program, they may contact you to discuss prior to commencing.

STAR Reading teachers must undertake an inservice course during which time they:

- Develop an understanding of the reading and writing process.
- Become skilled using a wide range of systematic techniques to assess and guide the children.
- Design individual instruction.
- Are able to critically evaluate their work and that of their peers.

SUPERVISION

The students are supervised between 8.35 am and 3.30 pm. Students should be discouraged from being at school before 8.35 am. Students arriving before 8.35 am are expected to wait under the school COLA until 8.35 am before commencing play.

Please ensure students are picked up before 3.30 pm.

UNIFORM REQUIREMENTS

The school has a Uniform Coordinator who organises the selling of our uniform. The Clothing Pool is situated to the left of the stage in the hall at St Joseph's School and is usually open Tuesday afternoons during Term 2.00 pm to 3.00 pm.

The school uniform is to be worn on all school days unless notified by the school that mufti/casual clothing can be worn. Sports uniform is to be worn on Thursdays unless notified by the school that the sports uniform is to be worn on another day.

- All children at St Joseph's are expected to wear the prescribed uniform. If a child wears an incorrect item of uniform a note is expected from the parent. If you are unable to provide an item of uniform for your child please come and discuss this with the Principal.
- Colour variations will not be acceptable and correctness of uniform will be insisted upon.
- Hair Ribbons etc - When worn must be white, blue, gold or lemon to match uniform worn.
- Hair - Extreme haircuts or styles are not permitted.
- Parents are free to "shop around" for uniform items provided that care is taken to ensure that the article being purchased is in fact the correct uniform.
- School Hats - Our school has a policy of "no school hat, no play" to protect the children, therefore hats are required to be worn all year. Hats are available from the school uniform shop.
- Jewellery - Must NOT be worn to school. In the case of pierced ears, studs or sleepers must be worn in both ears.
- Coats and Parkas - May be worn in winter over a school jumper. Please purchase in school colours if possible.
- **Long or Shoulder Length Hair** - For health and safety reasons needs to be plaited or tied back with appropriate ribbons and bands.
- **School Tracksuit** - Top is inter-changeable for sport and every day wear. Pants are restricted to Sports Days only. They are **NOT** to be worn as part of everyday uniform.

A list of uniform requirements is as follows:

**GIRLS (SUMMER):**
- Blue and white checked uniform
- White socks (long or short, worn above the ankle)
- Black polishable leather school shoes (no high tops).
- Brown leather school sandals. (optional)
- School Sloppy-Joe with school emblem.
- Taslon jacket with school emblem
- Polar Fleece Vest with school emblem
- Only yellow, white or navy ribbons/headbands acceptable for tying back hair
- School hat

**BOYS (SUMMER):**
- Blue shirt (short sleeves)
- Grey shorts - no labelled shorts, corduroy or cargo pants.
- Long or short grey socks (worn above the ankle)
- Black polishable leather shoes (No high tops)
- Brown school sandals (optional)
- School Sloppy-Joe with school emblem
- Taslon Jacket with school emblem
- Polar Fleece Vest with school emblem
- School hat

**GIRLS (WINTER):**
- Blue, gold and navy checked "A line" tunic with button trim
- Long sleeved lemon Midford School blouse with Peter Pan collar
- White socks (long or short must be visible above shoes) or navy tights.
- Black, polishable, leather, school shoes (no high tops).
- Tracksuit pants are NOT allowed for everyday use, only Sports Days.
- Taslon jacket with school emblem
- Polar Fleece Vest with school emblem
- Only yellow, white or navy ribbons/headbands acceptable for tying back hair
- School hat

**BOYS (WINTER):**
- Blue long/short sleeved shirt.
- Grey school shorts or long grey school trousers - no labels, corduroys or cargos.
- Grey school socks (long or short).
- Tracksuit pants are NOT allowed for everyday use, only Sports Days.
- Taslon jacket with school emblem
- Polar Fleece Vest with school emblem
- School hat

**SPORTS UNIFORM – the same for GIRLS and BOYS:**

**GIRLS**
- Gold T-shirt with school emblem
- Navy pleated netball skirt. OR navy shorts
- White sports socks. Must be visible above shoes
- Plain black joggers. (No canvas or skate shoes)
- Navy stretch sports brief or short, navy, bike pants. To be worn under skirt only.
- School tracksuit with school emblem
- Polar Fleece Vest with school emblem
- School hat

**BOYS**
- Gold T-shirt with school emblem
- Navy Blue Shorts
- White sports socks. Must be visible above shoes.
- Plain black joggers. (No canvas or skate shoes)
- School tracksuit with school emblem
- Polar Fleece Vest with school emblem
FORM PRICE LIST

PLEASE NOTE: These prices are applicable from February 2013, but can change at any time

<table>
<thead>
<tr>
<th>GARMENT</th>
<th>SIZE</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girls Ready Made Winter Tunics</td>
<td>4 - 16</td>
<td>$45.00</td>
</tr>
<tr>
<td>Girls Lemon Blouses</td>
<td>6 - 18</td>
<td>$21.00</td>
</tr>
<tr>
<td>Scrunches Summer or Winter Style</td>
<td>One Size</td>
<td>$3.00</td>
</tr>
<tr>
<td>Girls Ready Made Summer Tunics</td>
<td>4 - 16</td>
<td>$40.00</td>
</tr>
<tr>
<td>Boys Grey Shorts – Elastic</td>
<td>4 – 16</td>
<td>$20.00</td>
</tr>
<tr>
<td>Boys Grey Trousers</td>
<td>4 - 16</td>
<td>$22.00</td>
</tr>
<tr>
<td>Boys Blue Shirts Short Sleeve</td>
<td>6-20</td>
<td>$21.00</td>
</tr>
<tr>
<td>Boys Blue Shirts Long Sleeve</td>
<td>6-16</td>
<td>$23.00</td>
</tr>
<tr>
<td>Sports T-Shirt (with collar) Short Sleeve</td>
<td>4 – 16</td>
<td>$20.00</td>
</tr>
<tr>
<td>Sports T-Shirt (with collar) Short Sleeve</td>
<td>S - M – L</td>
<td>$22.00</td>
</tr>
<tr>
<td>Sports T-Shirt (with collar) Long Sleeve</td>
<td>6 - 16</td>
<td>$23.00</td>
</tr>
<tr>
<td>Sports Shorts-boys &amp; girls(Mesh non-iron)</td>
<td>6 - 16</td>
<td>$15.00</td>
</tr>
<tr>
<td>Sloppy Joes</td>
<td>4 – 16</td>
<td>$22.00</td>
</tr>
<tr>
<td>Polar Fleece Jumper</td>
<td>4 - 16</td>
<td>$23.00</td>
</tr>
<tr>
<td>Polar Fleece Jumper</td>
<td>Adult sizes</td>
<td>$28.00</td>
</tr>
<tr>
<td>Polar Fleece Vests</td>
<td>4 – 16</td>
<td>$20.00</td>
</tr>
<tr>
<td>Track Suit Jacket</td>
<td>4 - 16</td>
<td>$32.00</td>
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<tr>
<td>Track Suit Pants</td>
<td>6 – 16</td>
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</tr>
<tr>
<td>Legionnaire Hats</td>
<td>One Size</td>
<td>$12.00</td>
</tr>
<tr>
<td>Non Crushable Brim Hat</td>
<td>55cm, 57cm, 59cm 61cm</td>
<td>$23.00</td>
</tr>
<tr>
<td>School Back Packs with School Logo</td>
<td>One Size</td>
<td>$40.00</td>
</tr>
<tr>
<td>Pencil Cases</td>
<td></td>
<td>$9.00</td>
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<tr>
<td>Library Bags/Swimming Back Pack</td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>Girls Button Trim Tie (Winter only)</td>
<td></td>
<td>$2.00</td>
</tr>
<tr>
<td>Girls Hair Scrunchies Summer and Winter</td>
<td></td>
<td>$3.00</td>
</tr>
</tbody>
</table>

VISITORS’ BOOK

To fall in line with State Policy a Visitor’s Book has been established. The Book will need to be completed by anyone visiting the School. On arrival, visitors are required to register their details in the book and wear a visitors’ badge (supplied by the office). Canteen, Classroom, Volunteers etc, are required to sign in. Parents attending School Prayer, Assemblies or special celebrations are not required to sign the register. If you are unsure enquire at the office.

The initiative is Policy in most schools to ensure our students’ safety and welfare.