WE WELCOME YOU TO OUR SCHOOL

Principal: Brendan Kiely
Telephone: 02 6585 1745
Fax: 02 6585 2867
E-Mail: sjpwauch@lism.catholic.edu.au
Web Page Address: www.wauplistm.catholic.edu.au

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, Parish Priest and the wider community, we wish to help our students become lifelong learners and to grow in faith, respect and integrity.

**********
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WE WELCOME YOU TO OUR SCHOOL</td>
<td>1</td>
</tr>
<tr>
<td>CONTEMPORARY LEARNING FRAMEWORK</td>
<td>3</td>
</tr>
<tr>
<td>OUR VISION AND MISSION</td>
<td>4</td>
</tr>
<tr>
<td>GUIDING BEHAVIOUR STATEMENT</td>
<td>5</td>
</tr>
<tr>
<td>RELIGIOUS EDUCATION</td>
<td>6</td>
</tr>
<tr>
<td>ARRIVING AT/LEAVING SCHOOL</td>
<td>6</td>
</tr>
<tr>
<td>ASSEMBLIES</td>
<td>6</td>
</tr>
<tr>
<td>ASSESSMENTS</td>
<td>7</td>
</tr>
<tr>
<td>BEFORE &amp; AFTER SCHOOL CARE</td>
<td>7</td>
</tr>
<tr>
<td>BIKE RIDERS</td>
<td>7</td>
</tr>
<tr>
<td>BUS TRAVEL</td>
<td>7</td>
</tr>
<tr>
<td>CANTEEN</td>
<td>9</td>
</tr>
<tr>
<td>STUDENT WELFARE</td>
<td>9</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>9</td>
</tr>
<tr>
<td>EMU</td>
<td>10</td>
</tr>
<tr>
<td>ENRICHMENT PROGRAMS</td>
<td>11</td>
</tr>
<tr>
<td>ENROLMENTS</td>
<td>11</td>
</tr>
<tr>
<td>EXTRA CURRICULAR CREATIVE ARTS PROGRAMS</td>
<td>11</td>
</tr>
<tr>
<td>HEALTH and MEDICATION</td>
<td>12</td>
</tr>
<tr>
<td>HOLIDAYS</td>
<td>14</td>
</tr>
<tr>
<td>HOMEWORK</td>
<td>14</td>
</tr>
<tr>
<td>INTERRUPTIONS TO TEACHING TIME</td>
<td>15</td>
</tr>
<tr>
<td>KINDERGARTEN STUDENTS</td>
<td>15</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>16</td>
</tr>
<tr>
<td>MOBILE PHONES</td>
<td>16</td>
</tr>
<tr>
<td>PARENTAL INVOLVEMENT</td>
<td>16</td>
</tr>
<tr>
<td>PASTORAL CARE</td>
<td>17</td>
</tr>
<tr>
<td>PERMISSION NOTES</td>
<td>18</td>
</tr>
<tr>
<td>SACRAMENTS</td>
<td>19</td>
</tr>
<tr>
<td>MASS and RECONCILIATION</td>
<td>19</td>
</tr>
<tr>
<td>SCHOOL BANKING</td>
<td>20</td>
</tr>
<tr>
<td>SCHOOL FEES POLICY</td>
<td>20</td>
</tr>
<tr>
<td>SCHOOL HOURS</td>
<td>22</td>
</tr>
<tr>
<td>SPORT</td>
<td>22</td>
</tr>
<tr>
<td>STAR READING PROGRAM</td>
<td>22</td>
</tr>
<tr>
<td>SUPERVISION</td>
<td>23</td>
</tr>
<tr>
<td>UNIFORM REQUIREMENTS</td>
<td>23</td>
</tr>
<tr>
<td>VISITORS BOOK</td>
<td>25</td>
</tr>
</tbody>
</table>
Contemporary Learning Framework

Powerful learning in Catholic education requires:

A culture of learning that builds capacity based on:
- Collaboration and communication
- Critical thinking and creativity
- Exploration, experimentation, and building upon knowledge
- Planning and reflection

Collaborative learning experiences provide students and teachers with the opportunity to explore, experiment, and be challenged in their thinking. Learning builds deeper insights, new knowledge, and makes meaningful when the environment supports these collaborative partnerships. Through problem solving, critical thinking, and working creatively, learners build capacity, skills, and resilience. Learning thus becomes a progression that builds on prior knowledge and understandings.

Leadership for learning that demonstrates:
- Professional practices and standards
- Professional development and learning
- Strong instructional leadership
- Explicit and articulated learning goals

Effective leaders for learning are guided by clear moral and educational purposes. Leaders for learning are motivated to inspire and engage others in articulating a shared vision and mission. Strong instructional leaders set high expectations and promote a community of learners who share explicit and articulated learning goals. Leaders for learning manage change, understanding the importance of fundamentals. High standards, a passion for learning, knowledge of current research, and the concept of continuous improvement drive professional practices. Professional learning is valued and directed to improving outcomes.

A learning community that:
- Builds relationships and trust
- Connects learners
- Strengthens partnerships
- Ensures inclusivity
- Sets high expectations

A culture of excellence evidenced by high expectations and expressed through a shared vision is the hallmark of a vibrant learning community. Strong partnerships are evident and are built on collaboration, trust, and inclusivity. Learners are stimulated, supported, and challenged.

A culture of learning that builds capacity to deepen insights and meaning

Catholic education builds Christ-centred learning communities immersed in the mystery of God’s presence. In a spirit of adventure, these communities promote the communication of Truth, an abundance of life for all and service to the Church and world.

A continual focus on leadership for learning

A rich curriculum that is:
- Inspiring
- Rigorous
- Flexible and negotiated
- Planned and evaluated
- Based on assessment of learning for learning

The curriculum is developed with established structures and frameworks and promotes success, inspires learners and leads to the development of confident and creative individuals. This curriculum is relevant, responsive and rigorous, catering for the needs of every learner in all situations. It is developed and reviewed in a planned way and, always building on the gifts and skills of the learners, it allows for adjustments as required.

A learning community built on strong partnerships that connect, challenge and collaborate

Engaging and adaptive environments that are:
- Safe and secure
- Supportive, stimulating, and challenging
- Shared
- Respectful of diversity and difference
- Flexible and internationally connected

Flexible and intentionally developed learning environments encourage innovation and inquiry and help create a sense of belonging and purpose that strengthens the learning culture. These environments are stimulating and appropriately resourced. They promote high expectations and respect diversity and difference, facilitating learning for all students. Adaptive learning environments have no conventional boundaries because, being ICT rich, they are connected to the world beyond the classroom.

Pedagogy that is:
- Purposeful, meaningful, and relevant
- Personalised and multimodal
- Critically engaging

A pedagogy that is purposeful, meaningful, and relevant nurtures and challenges the intellectual and imaginative capabilities of all learners. This enables learners to use knowledge effectively, develop skills and gain deeper understandings. Learners are engaged in a broad range of proven methodologies and well-planned multimodal approaches. Personalised attention and rich feedback encourage learners to remain engaged and focused. A meaningful, relevant, and shared pedagogy leads to high levels of engagement and empowerment.

Pedagogy designed to empower the learner

Engaging, adaptive environments that energise the learner

Diocese of Lismore

CONTEMPORARY LEARNING FRAMEWORK

Catholic Schools Office
Diocese of Lismore

http://dlc.lismore.catholic.edu.au
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 at 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.

GUIDING BEHAVIOUR STATEMENT

AT ST JOSEPH’S PRIMARY SCHOOL WAUCHOPE WE PLACE OUR ‘TRUST IN GOD’ WHEN WE ARE...

RESPECTFUL
- Speak & act with kindness
- Include others & play fairly
- Reverent & Prayerful

RESPONSIBLE
- Make positive & safe choices
- Take pride in our appearance
- Are caretakers of the environment

LEARNERS
- Embrace all learning opportunities
- Values everyone’s achievements
- Create a positive learning environment

“I have come that you may have life and have it to the full” JOHN 10:10
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.

- 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 Primary COLA and a brief assembly begins each day.
- School Assemblies are conducted once a fortnight on Friday afternoon at 2.30 pm in the Ogilvie Hall. 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.

YEAR 6 children will complete the CEO Sydney Year 6 Religious Education Test.

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.

BEFORE & AFTER SCHOOL CARE

We are excited to partner with Camp Australia to provide Outside School Hours Care (OSHC) beginning Monday 30 January 2017. The program is tailored to deliver a before and after school care that combines active games with structured and unstructured play, quiet time and a healthy snack.

A parent information session to help families understand how the program is structured, to meet the educators and to find out how to make bookings will be held at the School on Wednesday 23 November 2016 at 6.00 pm in Ogilvie Hall. If you are unable to attend this information evening please visit www.campaus... and use the school finder to find out all you need to know about the program.

Register and book through the school page on the Camp Australia website, you can request an information pack, or register and book your children into the program.

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 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. Transport for NSW has introduced an online application form for school bus travel.

   **Step 1** - Visit [transporthsw.info/school-students](http://transporthsw.info/school-students), nominate your home address and the bus company the student needs to travel between home and school.

   **Step 2** – Print, sign and date the completed application, return it to school for endorsement.

   **Step 3** – The school sends endorsed application to Transport for NSW. You will receive an email confirming outcome of your application. Transport for NSW will inform your local bus operator who will send a school travel 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.

• 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 staff.

**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. 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 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. Canteen information is also available on our ‘School Stream’ app and school website.

STUDENT WELFARE

Our school provides a variety of services, 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.

These services work 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 is sent and 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. The Newsletter is on our website or our ‘School Stream’ App 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.

SCHOOL STREAM APP  
Our school app complements our website and acts as a major form of communication to families.

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.

FACEBOOK  
Like us on Facebook to keep up to date with the daily happenings of our school  
www.facebook.com/St-Joseph’s-Primary-School-Wauchope

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, policies, electronic newsletter and events as they transpire.

PARENT/TEACHER INTERVIEWS  
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.

EMU

Extended Mathematical Understanding

Is an approach/way of thinking to counter the fact that not all children thrive when learning mathematics at school. Children benefit when their learning patterns are identified as early as possible and an alternative approach gives them a mathematical boost.

EMU is based around 4 domains – Counting, Place Value, Addition & Subtraction as well as Multiplication and Division.

Evidence indicates that children with a well-developed number sense are more likely to experience long-term mathematical success than children without.

It has also been shown that teaching focused on conceptual subitising, that is, teaching children to identify and use easily recognizable quantities of objects to structure their understanding of number, facilitates this development of number sense.

Currently this mathematical intervention program runs within Stage 1 and Stage 2. All students within our school will be assessed using the EMU assessment tool.
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 Religious Literacy, Literacy, Mathematics, Science and Creative and Performing Arts, STEM & Robotics.

- **CHOIR / BAND** - Perform at school and community events and compete in Eisteddfods.

Each year a particular focus is recognised for Enrichment programs. During 2016 the focus was Science Inquiry, Art appreciation, Robotics, Choir and Choral Speaking.

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.

   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.

   During Term 2, parents are informed of the interview process conducted by the Principal.

   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.

   In 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.

- **DIPTHERIA** - 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 2017 will be:

MONDAY 30 JANUARY 2017

However, KINDERGARTEN STUDENTS will commence fulltime the following week:

MONDAY 6 FEBRUARY 2017

The week beginning January 30 will be allocated to individual “Best Start Kindergarten Assessment” & “EMU Assessment”.

SCHOOL TERMS

TERM 1: Friday 27 January to Friday 7 April

AUTUMN HOLIDAY: Monday 10 April to Friday 21 April

TERM 2: Monday 24 April to Friday 30 June

WINTER HOLIDAY: Monday 3 July to Friday 14 July

TERM 3: Monday 17 July to Friday 22 September

SPRING HOLIDAY: Monday 25 September to Friday 6 October

TERM 4: Monday 9 October to Tuesday 19 December

SUMMER HOLIDAY: Begins Wednesday 20 December

OTHER HOLIDAYS (Public) and STAFF DEVELOPMENT DAYS

- SCHOOL ADMINISTRATION DAY FRIDAY 27 JANUARY 2017
- STAFF SPIRITUALITY DAY FRIDAY 7 APRIL 2017
- GOOD FRIDAY FRIDAY 14 APRIL 2017 (Public Holiday)
- EASTER MONDAY MONDAY 17 APRIL 2017 (Public Holiday)
- STAFF DEVELOPMENT DAY MONDAY 24 APRIL 2017
- ANZAC DAY TUESDAY 25 APRIL 2017 (Public Holiday)
- STAFF DEVELOPMENT DAY (PROCLAIM) MONDAY 22 MAY 2017
- QUEEN’S BIRTHDAY MONDAY 12 JUNE 2017 (Public Holiday)
- STAFF DEVELOPMENT DAY MONDAY 17 JULY 2017
- LABOUR DAY MONDAY 2 OCTOBER 2017 (Public Holiday)
- STAFF DEVELOPMENT DAY MONDAY 9 OCTOBER 2017
- FINAL DAY FOR STUDENTS FRIDAY 15 DECEMBER 2017
- STAFF DEVELOPMENT DAY MONDAY 18 DECEMBER 2017
- STAFF DEVELOPMENT DAY TUESDAY 19 DECEMBER 2017

Please note that these dates may be subject to change

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 & EMU Kindergarten Assessments” will be implemented. This program has been developed by early learning experts in the Department of Education and Training and Monash University 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 clean 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
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 will be sent a text message on each occasion when their child is recorded as absent. A detailed reply to this text is required as confirmation of absence.

Extended leave must be applied for by parents/carers through designated Leave or Exemption Forms available through the office or on our website.
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, 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, co-contribution to digital subscriptions.

**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.
<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>$205</td>
<td>$140</td>
<td>$200</td>
<td>$545</td>
<td>$1635</td>
</tr>
<tr>
<td>2nd</td>
<td>$410</td>
<td>$280</td>
<td>$200</td>
<td>$890</td>
<td>$2670</td>
</tr>
<tr>
<td>3rd</td>
<td>$615</td>
<td>$420</td>
<td>$200</td>
<td>$1235</td>
<td>$3705</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.
SCHOOL HOURS

SUPERVISION commences 8.35 am
ASSEMBLY 8.55 am - 9.00 am
UNINTERRUPTED ENGLISH BLOCK & FRUIT BREAK 9.00 am - 10.50 am
LUNCH 1 10.50 am - 11.30 am
UNINTERRUPTED MATHEMATICS BLOCK 11.30 am - 12.45 pm
RELIGION 12.45 pm - 1.15 pm
LUNCH 2 1.15 pm - 1.45 pm
Geography, Science, History, Creative Arts, PDHPE 1.45 pm - 3.15 pm

Please make an effort to have your child at school well before 8.55 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

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 STAR Reading Program is a 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 Uniform Shop is situated opposite the Ogilvie Hall.

The school uniform is to be worn on all school days unless notified by the school that mutli/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

**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 (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

**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).
- 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
- 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)
- Polar Fleece Vest with school emblem
- School tracksuit with school emblem
- School hat
FORM PRICE LIST PLEASE NOTE: These prices are applicable from 17 February 2016, but can change at any time

<table>
<thead>
<tr>
<th>GARMENT</th>
<th>SIZES AVAILABLE</th>
<th>PRICE PER UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GIRLS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Girls Ready Made Winter Tunics</td>
<td>4 - 16</td>
<td>$52.00</td>
</tr>
<tr>
<td>Girls Lemon Winter Blouses</td>
<td>4 - 18</td>
<td>$25.00</td>
</tr>
<tr>
<td>Girls Ready Made Summer Tunics</td>
<td>4 - 16</td>
<td>$45.00</td>
</tr>
<tr>
<td>Girls Hair Scrunchies summer &amp; winter</td>
<td>One Size</td>
<td>$3.00</td>
</tr>
<tr>
<td><strong>BOYS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boys Grey Shorts – Elastic waisted</td>
<td>4 – 16</td>
<td>$20.00</td>
</tr>
<tr>
<td>Boys Grey Trousers - Elastic waisted</td>
<td>4 - 16</td>
<td>$22.00</td>
</tr>
<tr>
<td>Boys Blue Shirts Short Sleeved</td>
<td>6 – 20</td>
<td>$24.00</td>
</tr>
<tr>
<td>Boys Blue Shirts Long Sleeved</td>
<td>6 – 16</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>UNISEX UNIFORMS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports T-Shirt (with collar Short Sleeved)</td>
<td>4 – 16</td>
<td>$20.00</td>
</tr>
<tr>
<td>Sports T-Shirt (with collar Long Sleeved)</td>
<td>4 – 16</td>
<td>$21.00</td>
</tr>
<tr>
<td>Sports Shorts (Mesh non-iron)</td>
<td>4 – 16</td>
<td>$15.00</td>
</tr>
<tr>
<td>Sloppy-joes</td>
<td>4 - 16</td>
<td>$27.00</td>
</tr>
<tr>
<td>Adult sizes on request (please ask)</td>
<td>Adult sizes</td>
<td>$27.00</td>
</tr>
<tr>
<td>Polar Fleece Vests</td>
<td>4 – 16</td>
<td>$21.00</td>
</tr>
<tr>
<td>Polar Fleece Jumpers</td>
<td>4 – 16</td>
<td>$28.00</td>
</tr>
<tr>
<td>Track Suit Jacket (winter &amp; wet weather)</td>
<td>4 – 16</td>
<td>$35.00</td>
</tr>
<tr>
<td>Track Suit Pants (winter)</td>
<td>6 – 16</td>
<td>$28.00</td>
</tr>
<tr>
<td>Legionnaire Hats (flap at back)</td>
<td>One Size</td>
<td>$12.00</td>
</tr>
<tr>
<td>Brim Hat 55cm, 57cm, 59cm, 61cm</td>
<td>New Style</td>
<td>$26.00</td>
</tr>
<tr>
<td><strong>ACCESSORIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Bag (Back Pack) with School Logo</td>
<td>One Size</td>
<td>$45.00</td>
</tr>
<tr>
<td>Library Bags / Swimming back pack - Logo</td>
<td>One Size</td>
<td>$10.00</td>
</tr>
<tr>
<td>Pencil case with School Logo</td>
<td>One Size</td>
<td>$9.00</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.