St Joseph’s School Prayer

Saint Joseph’s Way

*Life giving God and creator of the Dreaming,*
*Guide us in truth and respect with your light beaming.*

*Encourage us to reconcile through learning and play,*
*Forgive us the times we do not follow Mary’s way.*

*Let us to act justly with all of our mates,*
*And remember the example of our special saints.*

*We are grateful for our safety and unity,*
*Thank you for our St Joseph’s Community.*
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**Home-School Partnership**

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This is St Joseph’s

Dear Parents

Thank you for making St Joseph’s School the school of your choice for your child’s primary education. Choosing a school that will assist in your primary role of educating your child for life is a serious responsibility. I encourage you to continue the process you have begun in familiarising yourself with our school.

St Joseph’s School is an important part of St Joseph’s Parish community serving Murgon, Wondai, Cherbourg, Goomeri, Proston and surrounding areas. St Joseph’s School itself was founded in 1937 by the Presentation sisters.

St Joseph’s has a much deserved reputation for quality teaching and learning in an inclusive Catholic context.

St Joseph’s is a very busy and alive community. St Joseph’s is continually undertaking a comprehensive process of curriculum renewal that will continue in the years to come. We are endeavouring to work towards educational outcomes for students through contemporary teaching and learning that better reflect the needs and aspirations of Australians for the future.

Here at St Joseph’s we have developed a caring, learning community where each student is known, respected and valued. In all school activities we embed our values of Nurture, Respect and Faith. The staff will do everything possible to make your child’s stay a happy and productive one.

As you read on about St Joseph’s, let me close by encouraging you to take an active part in the life of St Joseph’s for you will find, as I have, this is a wonderful community.

Mr Greg Cran

Principal
## General Information

<table>
<thead>
<tr>
<th><strong>SCHOOL ADDRESS:</strong></th>
<th>32 Angel Avenue, Murgon QLD 4605</th>
</tr>
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<tbody>
<tr>
<td><strong>POSTAL ADDRESS:</strong></td>
<td>PO Box 212, Murgon QLD 4605</td>
</tr>
<tr>
<td><strong>TELEPHONE:</strong></td>
<td>4168 1627</td>
</tr>
<tr>
<td><strong>EMAIL:</strong></td>
<td><a href="mailto:pmurgon@bne.catholic.edu.au">pmurgon@bne.catholic.edu.au</a></td>
</tr>
<tr>
<td><strong>WEBSITE:</strong></td>
<td><a href="http://www.stjosephsmurgon.qld.edu.au">www.stjosephsmurgon.qld.edu.au</a></td>
</tr>
<tr>
<td><strong>PRINCIPAL:</strong></td>
<td>Mr Greg Cran</td>
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<tr>
<td><strong>APRE [Assistant Principal Religious Education]:</strong></td>
<td>Ms Celia O’Connor</td>
</tr>
<tr>
<td><strong>SCHOOL HOURS:</strong></td>
<td>8.40am - 3.00pm</td>
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<tr>
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<td>8:40am</td>
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<td>Morning Tea</td>
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<tr>
<td><strong>TUCKSHOP:</strong></td>
<td>Wednesday</td>
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<tr>
<td><strong>PARISH PRIEST:</strong></td>
<td>Fr Michael Carroll FMS</td>
</tr>
<tr>
<td><strong>PARISH OFFICE:</strong></td>
<td>26 Angel Avenue, PO Box 60, MURGON QLD 4605</td>
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<td>Ph: 4168 1406</td>
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Profile of St Joseph’s School

* St Joseph’s School is part of the Faith Community of St Joseph’s Parish, Murgon
* St Joseph’s is a Catholic systemic primary school administered by Brisbane Catholic Education Centre (BCEC)
* St Joseph’s has a student enrolment of approximately 115 students.
* St Joseph’s has a staff of approximately 25, filling a number of full time and part time teaching and non-teaching responsibilities as outlined below:

Staff

- Principal
- Assistant Principal (Religious Education)
- Classroom Teachers
- Support Teachers for Inclusive Education
- Guidance Counsellor
- Curriculum Support Teachers (including technology support)
- Teacher/Librarian
- Language Teacher
- Physical Education Teacher
- The Arts Teacher
- Teacher Assistants
- Library Assistant
- Finance Secretary
- IT Technician
- Tuckshop Convenor
- Groundsman
- Cleaner
Religious Education
The schools and colleges of the Archdiocese of Brisbane aspire to educate and form students who are challenged to live the gospel of Jesus Christ and who are literate in the Catholic and broader Christian tradition so that they might participate critically and authentically in faith contexts and wider society. (The Shape of Religious Education: Vision for Religious Education).

Religious Education at St Joseph’s includes the classroom teaching and learning of Religion and the nurturing of faith. Classroom teaching and learning of Religion, along with other curriculum areas, aims to develop life-long learners. Units of work may be connected with other curriculum areas.

The Religious Life of the School permeates the whole school climate and is evident in school prayer celebrations, school and class liturgies, prayer assemblies, religious symbols and student well-being policies. These come under four interrelated components:

- Religious Identity & Culture
- Evangelisation & Faith Formation
- Prayer & Worship
- Social Action & Justice

Parish Sacramental Program
In 1997, the Archbishop launched the new Archdiocesan Sacramental Policy, to be used across the diocese. This policy clearly places the preparation for the Sacraments with the family and the celebration within the Parish setting. The co-ordination of the program rests with the Parish Sacramental Co-ordinator. The teachers at St Joseph’s also support this in the classroom by teaching specific units at the time children are preparing to receive the Sacraments.

Sacramental Policy Notes:

- Children who were baptised as infants may be considered eligible for confirmation and first reception of Eucharist from about the age of eight or nine.
- The opportunity for the celebration of Reconciliation precedes the reception of Eucharist.
- The celebration of Confirmation and first Eucharist involves the entire parish community, if possible, during the Easter season, involving at least child, parents and baptismal sponsors. The Sacrament of Penance (Reconciliation) is celebrated late August/early September.
- The celebration of Penance, and the first reception of Eucharist are separated by a suitable period of time.
- When readiness for the sacraments has been determined, each child is enrolled in the parish program for sacramental preparation.
- Persons with an intellectual handicap are to receive the sacraments in accordance with the policy already established.

Please note: Families with school aged children who wish to be initiated into the Catholic faith, need to contact the Parish Office.
The Curriculum

In alignment with the Melbourne Declaration Goals for Young Australians our approach to teaching and learning includes:

- Promoting equity and excellence for all learners
  Enabling all students to become successful learners, confident and creative individuals; and active and informed citizens
- Considers lifelong learning
- Offers expanded opportunities within a variety of contexts
- Encourages a flexible approach
- Reflects a connected curriculum when and where appropriate and possible
- Has Literacy, Numeracy and Information Communication Learning Technologies embedded in all curriculum areas

The Australian Curriculum sets consistent high standards for what all young Australians should learn as they progress through schooling. It prepares Australia's next generation for the future and lays the building blocks for generations to come.

The Australian Curriculum focuses on learning area content and achievement standards that describe what students will learn and teachers will teach. It also gives attention to seven general capabilities that are important for life and work in the 21st century and to three issues identified in the Melbourne Declaration as needing more attention than they have received in curricula to date. The general capabilities and the cross-curriculum priorities are not added as additional subjects. They are dealt with, where relevant, through the learning area content on which the curriculum is built.

The Australian Curriculum has eight learning areas. Some learning areas include more than one subject.

St Joseph's implements the Australian Curriculum in all eight learning areas: English, Mathematics, Science, Humanities and Social Sciences (History and Geography), The Arts, Technologies, Health and Physical Education, and beginning in 2015, St Joseph's will offer Indonesian. In addition, Religious Education is implemented from Prep to Year 6.

To keep parents up to date with specific curriculum content, appropriate to their child’s developmental level, teachers will communicate this information in a variety ways at different stages throughout the year.

Contemporary teaching practices in line with the Australian Curriculum are highly valued at St Joseph’s School. Professional learning of teachers and support staff is of high priority so as to provide quality teaching and learning.
Assessment and Reporting

Assessing student learning is an integral part of the academic process. It improves learning and informs teaching. It is the process through which teachers identify, gather and interpret information about student achievement and learning in order to improve, enhance and plan for further learning.

St Joseph’s current reporting practices include summaries of student achievement in a printed report format; teacher/parent interviews about learning achievement and progress and portfolio reporting incorporating overall statements of achievement or progress in learning areas.

Parent-Teacher Interviews are organised for the end of Semester 1. Parents are expected to attend these interviews. This provides an opportunity for teachers to share with parents/guardians, an overview of work levels and attitudes of individual students. It also provides an opportunity to target any issues the child may be experiencing.

Written Reports are prepared for the end of Semester 1 and 2. The Written Report records the student’s academic performance as well as work habits, study skills and personal development.

Teachers report according to the standards of the Australian Curriculum.

Parents are encouraged to arrange an appointment at any time through the year to discuss their child’s progress. An effective partnership between teachers and parents is essential for continuing support of quality teaching and learning.

Nano Nagle Resource Centre

At St Joseph’s, the Nano Nagle Resource Centre (NNRC) facilitates and supports the teaching and learning goals of the school. It is integral to the school mission statement and is aligned with the effective implementation of the curriculum. A wide range of quality resources and information services facilitate and contribute to the development of our students as lifelong learners. It is staffed by a full-time Teacher-Librarian and a part-time Library Assistant.

The physical environment of the NNRC is maintained, managed and organised in response to contemporary curriculum issues. Where appropriate, the design and layout will change to address areas of the annual school renewal goals and/or the needs and priorities of the students.

At present, the NNRC provides:

- **Flexible teaching and learning areas** that allow whole class or small groups to engage with digital devices e.g. interactive whiteboard, lap-tops, desk-tops and iPads
- **A range of software and on-line resources** for both teachers and students
- **A wide range of quality, print resources** that support all areas of the curriculum
- **Student & Teacher Access to the school’s resource collection** through “Oliver” the on-line database

Opportunities are available for students to be involved in literary events. Some of these may include the annual Book-Week celebrations, and Scholastic Book Fair and Book Club.

Students are encouraged to make informed choices about what they borrow. Assistance is provided at the beginning of the school year through discussions about designated areas for different year levels, tips about borrowing and how to locate books on the database and on the shelves. Students in Prep, Year 1, 2 and 3 require a waterproof bag for borrowing.

The Resource Centre is open Monday to Friday from 8.30am until 3.00pm.
Specialist Teachers

In addition to the classroom teachers St Joseph’s is also provided with support staff for curriculum implementation. While staffing allocation has a certain amount of flexibility according to local school needs, we have been able to support our curriculum with roles such as: Teacher Librarian, Guidance Counsellor, Support Teacher Inclusive Education, Curriculum Support Teacher, Arts, Language, Physical Education Teacher and School Officers (Teacher Assistants) to assist with implementation.

Through Brisbane Catholic Education we also have access to a range of specialist personnel including Inclusive Education Consultants, Area Supervisor for Management Issues, Religious Education and Curriculum Consultants.

Health, Physical Education

The Physical Education Program at St Joseph’s aims to involve every student by participation in a range of fine to gross motor skills, body and spatial awareness and use of equipment in free and structured settings.

Physical Education contributes to the development of health-related fitness including aerobic fitness, muscular strength and endurance, flexibility and desirable levels of skill attainments, as well as promoting amongst the participants a greater self-belief in their own abilities.

Physical Education at St Joseph’s caters for a range of physical activities and includes play, games skills, structured sports, aquatic pursuits and dance.

At St Joseph’s, our Physical Education Programs are highlighted by a focus for developing a positive attitude towards participation in a range of physical activities. The students are encouraged to appreciate the benefits of physical activity and to develop a healthy respect for individuals and of the rights of others.

The students accept physical challenges and do so willingly in order to enhance their self-esteem and that of others.

St Joseph’s offers a wide range of programs for students from Prep to Year Seven.

- Swimming Program – Learn to swim, stroke correction and advance skills technique
- Cross Country Program – Technical coaching and training offered during season
- Athletics Program – all students are instructed across all areas of athletics
- Major Sports Program – students are exposed to all major sports, through the teaching of specific skills within PE Program. Development Officers reinforce these skills with regular visits covering major sports
- Afternoon Sporting Afternoons – this initiative is to encourage maximum participation amongst all students, as well as the promotion of sportsmanship and cooperation within a team structure
“You Can Do It!”

“You Can Do It!” Education (YCDI). The goal of YCDI is to provide today’s children with the foundations for achievement in school, work and the world of tomorrow. We shall be focusing on four important foundations that will help your child do the best he or she can.

In “You Can Do It!” Education, teachers and parents work together to help children learn these important foundations.

We will be sending home notes asking you to talk to your child about a topic or idea that can help him/her develop these foundations.

**Bullying**

Bullying is recognised as any type of unacceptable behaviour, which makes people, feel threatened, embarrassed, frightened, uncomfortable, humiliated, intimidated, and which has a negative effect on their self-esteem.

**Types of Bullying**

*Physical aggression* - physical harm or destroying property

*Social aggression* - rumours, racial slurs or exclusion from a group.

*Verbal aggression* - name-calling, teasing, or threatening.

*Intimidation* - phone calls, dirty tricks, or taking possessions.

*Written aggression* - threatening notes or graffiti.

*Sexual harassment* - comments or actions of a sexual nature, which make the recipient uncomfortable.
## St Joseph’s Values and School Expectations

### SCHOOL MATRIX

**NURTURE**

**Yourself and Others**

By acting responsibly

- Be on task, independently
- and together
- Share and listen
- Be responsible for your words and actions

**EATING AREA**

- Sit and eat in eating areas before you play
- Put your rubbish in the bin
- Walk from the eating area to the play area

**PLAYGROUND**

- Wear your hat to play
- Walk on concrete and pathways
- Play safe by the rules

**CHURCH AND GATHERINGS**

- Welcome others
- Participating in rituals
- Body and mind stillness

**BUS**

- Stand and wait in a bus line
- Wear seat belts
- Sit still on the seat

### RESPECT

**Yourself and Others**

Through actions and words

- Everyone has a right to learn
- Speak positively and listen to others
- Look after classroom and personal property

**EATING AREA**

- Clean up eating area
- All rubbish in the bin
- Speak positively and wait patiently for tuckshop

**PLAYGROUND**

- Speak positively and listen to others
- Make everyone part of your fun
- Respond promptly to music (bell)

**CHURCH AND GATHERINGS**

- Participate by singing and responding
- Listen to speakers
- Join in prayer

**BUS**

- Speak quietly and listen to others
- Listen and speak politely to the driver and others

### FAITH

**In Yourself, others and God**

Through a love of learning

- Be confident and have a go.
- Challenge yourself to reach your Personal best
- Show thanks to God, for your abilities and talents

**EATING AREA**

- Eat healthy food
- Drink water throughout the day

**PLAYGROUND**

- Be friendly and kind to others
- St Joseph’s High Five
- Challenge yourself to learn a new game or skill

**CHURCH AND GATHERINGS**

- Show gratitude to God and our community
- Commitment to school charity
- Celebrate together

**BUS**

- Show gratitude to the driver
- Be friendly and kind to others
- Lead by example
Administrative Matters

ALL VISITORS ENTERING THE SCHOOL ARE REQUIRED TO SIGN IN AT THE SCHOOL OFFICE

Uniform

Our school uniform is a visual symbol of who and what we are to the people of our community. The uniform should always be worn correctly. The wearing of our uniform demonstrates pride in our school and is an advertisement for our school community.

Uniform:         Girls: red shirt and blue skort
                 Boys:  red shirt and blue shorts

Footwear:        Joggers with white socks

Hat:             A hat for playground activities and sport is Compulsory.
                 The school hat is a wide brimmed hat available at the school office.

Hair:            Shoulder length hair must be worn up and tied with royal blue/navy blue or red ribbons/headband or scrunchies. Hair should be its natural colour. It should be free from colours, rinses, streaks and tints. This includes unusual cutting styles

Jewellery:       The only jewellery items permitted are watches or items of religious, cultural or medical significance. For safety, students with pierced ears should wear studs rather than sleepers.

ALL ARTICLES TO BE MARKED CLEARLY WITH CHILD’S NAME

Uniforms can be purchased from Mark Smith’s Menswear and Struddy’s Sports, both located in Lamb Street Murgon.

A small clothing pool of second hand uniforms also operates. Please contact the office if you wish to look into this option.

Saint Joseph’s School Bag

A special Saint Joseph’s school bag is also available for purchase from the school office. It is a very durable bag that comes with a three year guarantee. Cost is $44.00 per bag.
SUPERVISION BEFORE AND AFTER SCHOOL

BEFORE SCHOOL

It is strongly recommended that children arrive no earlier than 8.10am. Until this time there is no supervision provided by our staff. If children do arrive before 8.10am they must sit in the Assembly Area. At 8.10am a supervised area is available for the children.

AFTER SCHOOL

In the afternoon, the following arrangements are made to ensure that children leave school safely and on time:

Angel Avenue is our **ONLY** supervised pick up area (2.55-3.15pm)

**ALL** children waiting to be collected will go to the Angel Avenue pick up area. Parents wait in the seated area.

Bus children will also wait in this supervised area.

**THERE IS NO PLAYING (E.G. ON FIXED EQUIPMENT) IN ANY AREA AFTER SCHOOL**

**MUSIC NOT BELLS**

We have an automated system that signals the times for students to move in and out of classrooms. “Music” signals the time to move into class, and to move to recess. There is also music to signal the end of the day.

LEAVING THE SCHOOL GROUNDS

Children must be accompanied by an adult when leaving the grounds in school hours. If a caregiver not known to the school staff is going to collect a child during school hours, parents need to alert the school staff beforehand by phone or note that another nominated person will be calling and signing out the child.

The procedure for collection of a child is

1. **Parent or caregiver nominated by parent goes to the office.**
2. **At the office the parent or caregiver identifies himself or herself to the office staff and signs a Permission to Leave Register.**
3. **Office staff will phone the teacher of the child concerned and alert them to the fact that a parent or caregiver is waiting in the office to collect the child.**
4. **Parent or caregiver accompanies the child off the premises.**

**Note:** If a child needs to be collected during lunch or morning tea break the parent or caregiver will be issued with Permission to Leave Slip when they call at the school office to be given to staff member on duty when collecting a child from the playground.

Children will not be permitted to return home for homework, sport clothes or lunches. We discourage children from using the school phone to request parents to bring items to school. It’s all part of the process of developing responsibility.
**LOST PROPERTY**

We strongly urge parents to clearly mark every item of your child’s so that lost property can be reclaimed or returned promptly. Items of lost clothing are stored in the Sick Bay in the Administration Block. At the end of each term any items or articles still not collected, will be placed in the second-hand uniform pool for distribution. Children are discouraged from bringing expensive toys, swap cards and electronic games etc. to school.

**SCHOOL ABSENTEE**

If your child will be absent please contact the Office by 9am. If you do not notify the school of your child’s absence, a note addressed to the class teacher giving an explanation for the absence will be required upon your child’s return to school.

**LATE ARRIVALS / EARLY DEPARTURES**

We understand that at times it may be necessary for you to collect your child early or arrive to school late. Please be aware that late arrival means that your child may miss essential instructions given at the beginning of the school day. Children also may feel uncomfortable and embarrassed arriving to the classroom when everyone else is already settled.

Please note that late arrivals and early departures must come through the school office. Attendance records will be inaccurate if your late arrival or early departure is not recorded on our system. It is necessary for you to accompany your child to the office to sign them in or out.

**EXTENDED ABSENCES**

If your child is going to be absent for an extended period of time please contact the office so that flexible schooling arrangements can be made.

**ILLNESS AT SCHOOL**

Every effort is made to contact parents if children become ill or suffer from accidents at school. Parents are urged to keep emergency contact details up to date with our office staff. All staff have a current Senior First Aid Certificates. One member of staff with Senior First Aid qualifications is rostered as First Aid Officer each day. All visits to the First Aid Room are recorded in our First Aid Register, with a note being sent home for significant issues.
**CHILDREN AND MEDICATION**

*Our most recent advice has established that “no drugs, prescription or otherwise, can be administered by school staff except in certain circumstances where it is necessary for a student to take medicine on a medical practitioners orders during school hours”*

The effect of this policy is that we are unable to administer Panadol or any non-prescription medications for minor pain relief and parents will have to be called to either take sick children home or administer panadol etc. at school.

*Prescription Medications:* Where a medication has been prescribed by a Medical Practitioner and the child is well enough to attend school but needs medication during the day, parents are required to complete a Student Medication Authority and attach a note or certificate from the Doctor advising your child’s teacher that s/he may administer a particular medication during school hours. The note should include the name of the medication, the dosage and the time(s) to be administered. Please note that both forms are required. Student Medication Authority forms are available on request from the school office.

The medication is to be handed to the teacher to be kept in the First Aid Room (refrigerated if required).

*Alternatively,* you as parent may wish (as some already do) to come to school and administer the medication.

*Children administering Medications:* Sometimes children bring a medication which parents have given them instructions to take during the day (e.g. cough lollies). For these medications where the teacher is not involved in administering the medication, no authority is required. However, particularly in the case of asthma sprays, a note from the doctor advising the necessity for the child to always carry the inhaler, is necessary. Otherwise, all medication is labelled and stored securely in the first aid room, and administration is monitored. As a general rule, we would rather that children do not keep medications themselves.

**TUCKSHOP**

The St Joseph’s Tuckshop currently provides lunches and morning tea (little lunches) available for purchase on Wednesdays.

Orders are handled through a “bag system”.

Each child must have 2 bags, clearly marked “Little Lunch” and “Big Lunch” with lunch requirement listed, Name and Class clearly marked and the correct money enclosed.

The tuckshop depends on volunteer labour and your support is sought to keep it running. A form will be sent home early in the year with Price List to seek your help. The children enjoy seeing their mothers at school, so please offer your services where you can.
SWIMMING
As part of the Physical Education and Sport Program swimming lessons are provided for all children. We currently walk the children to the Pool across the road in Gore Street. Girls must wear a one-piece swimsuit and we strongly urge parents to give children a sunscreen lotion. Swim shirts are also required as are swimming caps for both girls and boys.

BANKING
The Commonwealth Bank has a “Dollarmite” electronic savings bank service operating within the school conducted by office staff each Monday morning. St Joseph’s earns a small commission for each transaction. Early in the school year all new children will receive information about the service.

BICYCLES/SCOOTERS
Children may ride bicycles/scooters to school at parents discretion. Given the heavy traffic in the local area, we recommend that the children dismount their bicycles/scooters and cross at the Supervised Crossing. Children must wear a protective helmet. Bicycles/scooters should be wheeled into the grounds and stored in the administration block.

DROPPING OFF AND COLLECTING CHILDREN
Parking
As there are two schools within close proximity of each other (Murgon State School and St Joseph’s) both Gore Street and Angel Avenue carry a large volume of traffic each morning and afternoon. To cope with this traffic and ensure maximum safety for our children we have put certain procedures in place.

In Angel Avenue - there are marked car parks provided for safe use for drop offs and pickups. There is also a designated bus zone which operates from 7:30am to 9:00am and from 2:30pm to 4:00pm, and it is critical that the regulations be observed. A School Crossing Supervisor supervises the crossing in Angel Avenue.

Please note, the School does not provide supervision for Dropping Off or Collecting children in Gore Street. We encourage the use of Angel Avenue as the designated Pick Up & Collection Point.
Home - School Partnership

St Joseph’s school is committed to developing close ties between home and school. There are many opportunities for parent participation in the life of the school some of which are outlined below. Many other opportunities arise during the year.

SCHOOL NEWSLETTER

The School Newsletter is published every 2nd Tuesday. A hard copy is provided to each eldest child of every family. Electronic copies are available for families via email. Spare hard copies are available at the School Office and on the School website. As this is our most regular and comprehensive form of communication parents are encouraged to read the newsletter in order to keep updated with school news.

COMMUNICATION WITH CLASS TEACHERS

Parents are encouraged to keep in regular contact with class teachers. Consideration should be given to teacher preparation time and class responsibilities. It is preferable to arrange a mutually agreed upon time to meet so that teachers can prepare adequately for the meeting and avoid disturbing time in class.

IF YOU HAVE A CONCERN

St Joseph’s has a policy that encourages open communication between home and school. It is policy that if any parent has a concern/grievance/complaint that involves a teacher, he/she must first approach and discuss the issue with the class teacher. After having approached the class teacher in the first instance, parents are welcome to discuss the matter further with the principal, and an agreed way forward will proceed. It is preferable to arrange an appointment by telephoning the school office staff or by emailing (pmurgon@bne.catholic.edu.au).

SCHOOL ASSEMBLIES

Each week a whole school assembly is held on Monday mornings in the Church. This involves each class taking turns preparing a class assembly to the rest of the school. Awards assembly is held at 2.45pm on Friday afternoon. Parents are welcome to attend assemblies.
HOMEWORK

Homework is set according to the learning structures and needs of individual children and groups by the class teacher. At different stages in a child’s education there will be varied expectations as to the amount and format of set homework.

We believe the completion of homework has several purposes:

* to develop time management skills
* to reinforce concepts and skills taught in school
* to keep parents conversant with children’s work
* to provide feedback for teachers on children’s handling of set work and independent work skills

The following guidelines are provided for parents and teachers:

* In general homework may be given weekly (eg Contract) in order to allow children some flexibility to cater for extra curricula activities
* Homework should be relevant to class work
* Guidelines for time allocated and parental involvement will be discussed at parent-teacher meetings early in the school year.
* Teachers will consider the amount of, and due date of, homework at times when school and other events are infringing upon a group's or individual's routine.

The prime responsibility for completion of homework rests with the child.

* Parents have a supportive role with regard to homework. Parents are encouraged to assist children by providing the necessary resources, listening to children and reading over written work. This support role should not take away from the prime responsibility of the child.

Parents may aid their children and support the teachers’ role by:

- providing a quiet area in which to do homework,
- structuring a routine which balances homework, family and extra curricula activity
- setting realistic time limits for homework to be completed (as discussed during parent/teacher meeting at the beginning of the year),
- alerting the teacher as to any major difficulties the child has experienced in doing the homework,
- discussing with the teacher special needs or concerns in relation to homework as early as possible, so as a more beneficial routine is developed early. (This can be done by writing in the child’s homework diary or homework book)
- encouraging and expecting a high personal standard of work
MOBILE PHONES AT SCHOOL

Mobile phones are not required at school.

If a child needs to carry a mobile phone before and after school for safety reasons, then a letter stating such must be sent to the teacher from the authorising parents.

Authorised mobile phones brought to school must have the child’s name clearly marked on it, signed in at the office, locked in the office for the duration of the school day, and collected by the child before leaving school.

Any unauthorised mobile phones will be collected by staff locked in the office, and parents will be notified.

SMOKE FREE ZONE

During 1990 St Joseph’s School was made a Smoke Free Zone. The smoke-free zone practice has recently been endorsed by and is an official policy of Brisbane Catholic Education.

These are the guidelines that we request all parents and visitors to respect:

* All buildings are smoke free at all times
* The open areas such as the Carpark and the playground are smoke free during school hours.
* For after school hours smokers are requested to smoke only in outdoor areas.
* Parents dropping off and picking up children are requested not to smoke in the school area.
* Posters and stickers are displayed around the school to indicate that the area is smoke free.