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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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, and Cherbourg 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.

The staff of this school will do everything possible to make your child’s stay a happy and productive one. Please join with us as we travel this journey of wonder and awe.

The St Joseph’s School Community challenges you, as we challenge each other, to respond to Jesus’ call to be people who live by “Truth and Respect”.

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

SCHOOL ADDRESS: 32 Angel Avenue
Murgon QLD 4605

POSTAL ADDRESS: PO Box 212
Murgon QLD 4605

TELEPHONE: 4168 1627

FAX: 4168 2501

EMAIL: pmurgon@bne.catholic.edu.au

WEBSITE: www.stjosephsmurgon.qld.edu.au

PRINCIPAL: Mr Greg Cran

APRE [Assistant Principal Religious Education]: Mrs Eileen Coghill

SCHOOL HOURS: 8.40am - 2.55pm
Morning Assembly 8:40am
Morning Tea 10.45am to 11:15am
Lunch 1:15pm to 1.50pm

OFFICE HOURS: 8.00am - 3.30pm

TUCKSHOP: Wednesday

PARISH PRIEST: Fr Michael Carroll FMS

PARISH OFFICE: 26 Angel Avenue
PO Box 60
MURGON QLD 4605
Ph: 4168 1406
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 130 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:

- Principal
- Assistant Principal (Religious Education)
- Classroom Teachers
- Support Teachers for Inclusive Education
- Guidance Counsellor
- Curriculum Support Teachers
  (including technology support)
- Teacher/Librarian
- Physical Education Teacher
- Art Teacher
- Teacher Assistants
- Library Assistant
- Finance Secretary
- IT Technician
- Tuckshop Convenor
- Groundsman
- Cleaner
Religious Education aims to develop students’ religious literacy in the light of the Catholic tradition, so that they may participate critically and effectively in the life of their faith communities and wider society. (A Syllabus for Religious Education for Catholic Schools p.18)

Religious Education at St Joseph’s consists of two areas, which include 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. Faith formation permeates the whole school climate and is evident in school prayer celebrations, school and class liturgies, prayer assemblies, religious symbols, student well-being policies, and so forth.

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 coordination 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

Australia is moving towards a national framework for schooling with the aim of raising education standards and achieving nationally consistent curriculum, assessment and reporting.

The Australian curriculum is based on consistent core content and achievement standards. The first phase of the Australian Curriculum begins with the learning areas of English, Mathematics, Sciences and History. The second phase includes Geography, Languages and The Arts.

The Queensland Government has announced that the K(P)-10 Australian Curriculum in English, Mathematics and Science will be taught in all Queensland schools from 2012. History will follow from 2013. In 2011, schools will familiarise themselves with the new curriculum in English, Mathematics and Science as well as teaching, assessment and reporting processes for 2012. Also in 2012, schools will prepare for the new curriculum in History, ready for the state-wide roll-out in 2013.

St Joseph’s will continue to implement English, Mathematics, Science and History from the Australian curriculum along with other schools in Brisbane Catholic Education in 2014.

In line with modern primary education practice, learning areas may be taught in an integrated/connected manner i.e. a unit of work may include English, Art and Science focus for instance. When this is not appropriate or possible, ‘stand alone’ units of work for learning areas will be implemented.

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.

Curriculum change and development is an area of review and revision at St Joseph’s School. Professional learning of teachers and support staff is of high priority so as to provide quality teaching and learning.

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

Early Years Curriculum

Children will be participating in a learning program based on Queensland Studies Authority’s The Early Years Curriculum and the new Australian Curriculum.
Focus is on factors that help children be successful:

- Social and emotional competence
- Health and physical well-being
- Early literacy and numeracy
- Active learning processes
- Positive attitudes to learning

*In a play based learning environment*

As we continue to move into the new Australian Curriculum the Early Learning Areas will align with the Australian Curriculum Learning Areas and Strands as below.

<table>
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<td>Early mathematical understanding</td>
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<tr>
<td>Active learning processes</td>
<td>History - Knowledge &amp; understanding, Skills Science - Science Inquiry Skills, Science understanding</td>
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</table>
Although the words assessment and evaluation are often used interchangeably, they each have a specific meaning and a different purpose. The purpose of assessment is to improve learning and inform teaching. It also refers to monitoring learner's progress and is therefore of most use to parents. Evaluation is a broader term that refers to monitoring of curriculum programs, practices and outcomes.

Whilst evaluation is concerned with the whole of the education process, assessment attempts to measure children's performance and achievement.

The key features of our assessment policy are as follows:

- assessment is used to inform learning and improve teaching
- assessment is continuous and is based on a variety of assessment techniques rather than one-off end of semester exams
- assessment focuses on the child’s demonstration of learning
- teachers collate a Student Work Folio which is continually added to throughout the year
- the information gathered is accessible to parents throughout the year by arrangement with the teacher

**Reporting Program:**
The program of reporting achievement consists of the following measures:

**TERM ONE**
- There will be a Parent-Teacher Meeting during the first four weeks of term. Invitation to meet all parents individually in a formal or informal setting with teacher. It will remain at the teacher’s discretion as to how formal or informal this meeting may be.
- Teachers will begin to compile a Student Work Folio.

**TERM TWO**
- A formal written report will be sent home with each child during the last week of term.
- Formal Parent-Teacher Dialogues will be scheduled towards the end of the term. This discussion may involve the child as a 3-way conference. (Yrs 3-7)

**TERM THREE**
- Sharing of student work will occur in a number of ways. It could be sent home with children or teachers may hold an open afternoon and invite parents to come in and view the student work samples in the classroom either individually or as a group.

**TERM FOUR**
- A formal written report will be sent home with each child during the last week of term.
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 provided by Brisbane Catholic Education Centre, 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, 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.

**ST JOSEPH’S SCHOOL RULES**

**LISTEN TO AND DO WHAT THE TEACHER SAYS.**

**ALWAYS WEAR A WELCOMING SMILE.**

**SPEAK TO PLEASE, NOT TO TEASE.**

**HANDS OFF OTHER PEOPLE AND THEIR BELONGINGS.**

**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.
ADMINISTRATIVE MATTERS

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

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.
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 Tuesday. Electronic copies are sent home via email. A hard copy is provided to the eldest child of families not receiving emailed copies. 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 under covered area. This involves Flag assembly. Mondays at 12:45pm each class prepare a class assembly to the rest of the school. Sharing/Awards assembly is also held at this time. 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.