

# St Joseph's Primary Maclean

## Parent Handbook



02 6645 2340  
[www.maclplism.catholic.edu.au](http://www.maclplism.catholic.edu.au)

Contemporary Learning ✦ Catholic Values ✦ Positive Behaviour

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# WELCOME

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## A message for our Parish Priest

Dear Parents,

It is with pleasure that I welcome you to St Joseph's School, which is an integral part of our Parish. The Principal, Mr Dale Layland and the staff of St Joseph's always place the good of the children and their families first, and anything they can possibly do for you, they will.

The school places a strong emphasis on living by Christian Values of loving, caring and respect for one another. I'm sure you will find a very positive atmosphere here as your child learns and grows in a holistic way and in a secure environment.

May your time here at St Joseph's bear much fruit.

Sincerely,

Father Nicolas Maurice



## Principal's Welcome

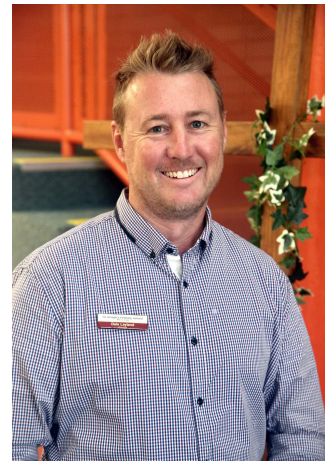
Our Catholic school is a Professional Learning Community where the unique dignity of each and every child is respected and valued. Catholic schools strive to be a spiritual, respectful and sharing place. We see education as a partnership between parents, families, parish, community and school.

Students are engaged in a rich curriculum, and with the guidance of quality teaching, success and confidence flourish. We are committed to 'enabling students to achieve the fullness of life' (John 10:10). We are relentless in the pursuit of high-quality education, high literacy and numeracy standards and students reaching their personal best as great global citizens with a strong respect for self and for others.

This quality, contemporary education and faith, based in Catholic tradition permeates all we do and gives our students a great foundation for learning and life.

Yours in Education,

Dale Layland



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# SCHOOL VISION

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St Joseph's Maclean is a Catholic Parish school community called to develop and nurture each individual to their full potential by working in partnership to:

- ★ Create a welcoming and gospel-centred environment
- ★ Celebrate and recognise God's presence in each other, in our vision and our values, as we journey together
- ★ Provide excellent educational opportunities.

**Learning Begins with Me - Head, Heart and Hands** is the vision for learning that captures the spirit of education at St Joseph's, Maclean. It is through this model that we align our students' learning journey to encompass Learning Habits, Mercy Values & Positive Behaviour.

# SCHOOL GOALS & PRIORITIES

At St Joseph's we have 3 Priority Areas which form part of our Annual School Improvement Plan and Annual School Goals. These priorities are:

- Learning & Teaching
- Catholic Identity & Mission
- Pastoral Care & Wellbeing

By focusing our school goals to these 3 Priority Areas ensures alignment with our School Vision and Head, Heart & Hands Framework for our students. Please see below our 2024 Goals and Intended Outcomes:

**All students will become confident, creative and competent writers.**

#### CURRICULUM

All students will achieve the expected growth and performance in writing.

#### LEARNING BEHAVIOURS

All students will become assessment-capable learners in writing.

**All students will have a shared vision and commitment to evangelise as people of Mercy.**

#### TRADITION

All students will have a common understanding of the Mercy Educational Values (MV).

#### WITNESS

All students will recognise the Mercy Educational Values (MV) in the behaviours of themselves and others.

**All students will feel socially and emotionally nurtured and supported by the school community.**

#### WHOLE SCHOOL APPROACH

All students' social, emotional and mental well-being will be supported through the refinement and reinvigoration of the school's Continuum of Care.

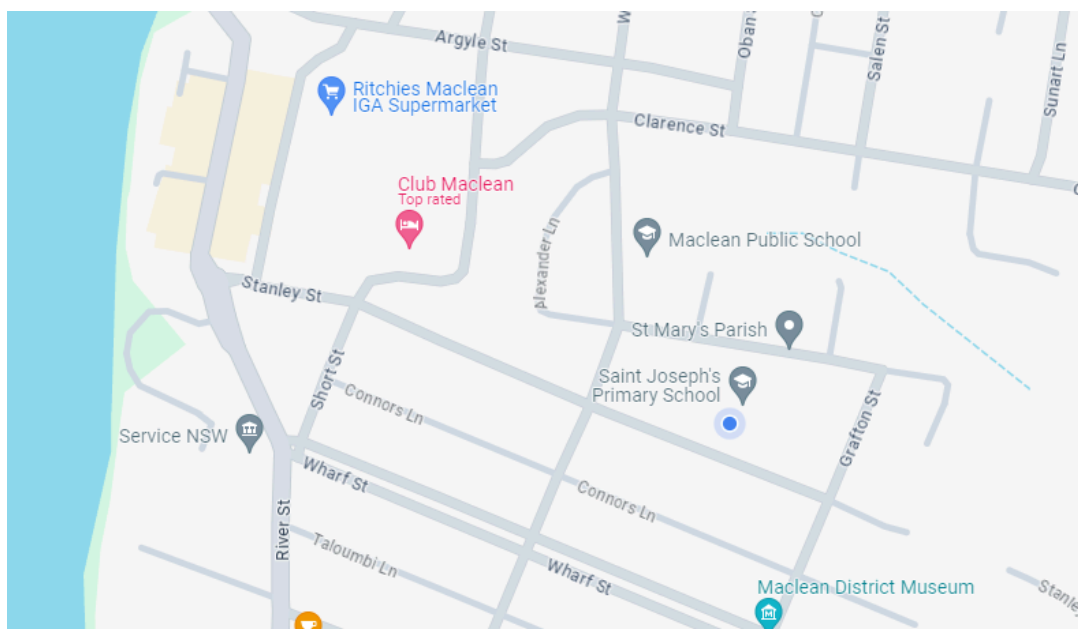
#### POSITIVE RELATIONSHIPS

All students will feel a deep sense of belonging and connectedness from their school experiences.

## CONTACT DETAILS

St Joseph's Primary School is located in Maclean and is part of the St Mary's Parish which serves the communities of Maclean, Harwood, Iluka, Woombah, Gulmarrad, Brooms Head, Townsend, Chatsworth, Tullymorgan, Ashby, Palmers Island, Tyndale, Woodford Dale, Illarwill and Lawrence.

Last year the school celebrated 123 years of Catholic education.



**SCHOOL ADDRESS:** 23 Stanley Street, MACLEAN NSW 2463

**TELEPHONE:** 02 6645 2340

**EMAIL:** [maclp@lism.catholic.edu.au](mailto:maclp@lism.catholic.edu.au)

**WEBSITE:** [www.maclplism.catholic.edu.au](http://www.maclplism.catholic.edu.au)

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# SCHOOL HOURS

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|                |   |
|----------------|---|
| <b>8:30am</b>  | Teacher Supervision                                       |
| <b>9:00am</b>  | Session One - English                                     |
| <b>11:00am</b> | Lunch and Play  |
| <b>11:40am</b> | Session Two - Maths & Religion                            |
| <b>1:40pm</b>  | Recess and Play   |
| <b>2:15pm</b>  | Session Three - Other KLAs                                |
| <b>3:15pm</b>  | School Finishes / Teacher Supervision until <b>3:30pm</b> |

The school is not responsible for students and their activities outside the hours 8:30am – 3:30pm. Special arrangements are made concerning the supervision of authorised school activities that require students' attendance outside these hours.

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## ADMINISTRATION OFFICE

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The office is staffed from 8:30am to 3:30pm, Monday to Friday.

If you would like to contact the front office please see details below:

- Phone: 02 6645 2340
- Email: [maclp@lism.catholic.edu.au](mailto:maclp@lism.catholic.edu.au)

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## CALENDAR

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### SCHOOL TERM DATES 2024

|        |   |
|--------|---|
| Term 1 | Tuesday 30 January to Friday 12 April   |
| Term 2 | Monday 29 April to Friday 5 July        |
| Term 3 | Monday 22 July to Friday 27 September   |
| Term 4 | Monday 14 October to Friday 20 December |

### PROFESSIONAL LEARNING DAYS – (Pupil Free)

|                                  |   |
|----------------------------------|---|
| Tuesday 30 January               | Staff Administration Day - Pupil Free   |
| Friday 12th April                | Professional Learning Day - Pupil Free  |
| Monday 29th April                | Staff Spirituality Day - Pupil Free     |
| Thursday 30th May                | Staff Proclaim Mission Day - Pupil Free |
| Friday 5th July                  | Professional Learning Day - Pupil Free  |
| Monday 22nd July                 | Professional Learning Day - Pupil Free  |
| Friday 27 September              | Professional Learning Day - Pupil Free  |
| Monday 14 October                | Professional Learning Day - Pupil Free  |
| Thursday 19 & Friday 20 December | Non-School Days - Pupil Free            |

The school [calendar](#) is available in Compass and on our school website.

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# STAFF

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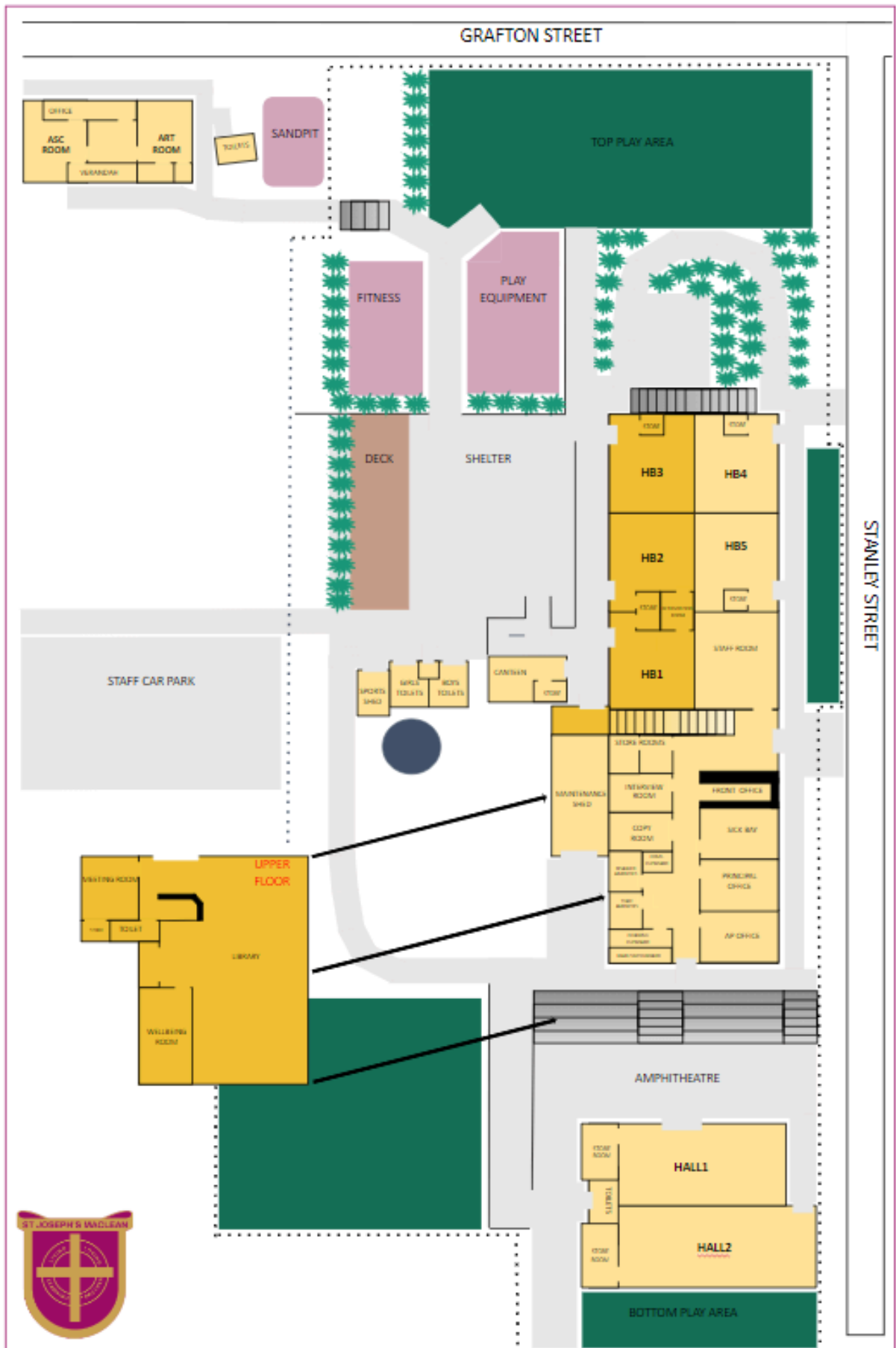
## School Leadership

|  |                      |
|--|----------------------|
| Parish Priest                                  | Fr Nicolas Maurice   |
| Principal                                      | Mr Dale Layland      |
| Leader of Learning - Stage 3                   | Mrs Louise Senz      |
| Leader of Catechesis and School Evangelisation | Mrs Louise Senz      |
| Leader of Learning - Stage 2                   | Mrs Carly McLennan   |
| Leader of Digital Tech                         | Mrs Carly McLennan   |
| Leader of Learning - Early Stage 1 & Stage 1   | Mrs Deborah Mullins  |
| Leader of Inclusion                            | Mrs Deborah Mullins  |
| Leader of Creative Arts                        | Miss Phoebe Zietsch  |
| Leader of Sport                                | Mr Anthony Gilchrist |

## School Staff

|                              |  |
|------------------------------|--|
| Kindergarten                 | Mrs Bec Bennett (Mon - Thur) & Mrs Belle McMahon (Fri)   |
| Year 1                       | Miss Elouise Stokes  |
| Year 2                       | Mrs Deb Mullins (Mon - Thur) & Miss Lauren Ross (Fri)  |
| Year 3                       | Mr Bridon Pettiford-Dank   |
| Year 4                       | Mrs Carly McLennan   |
| Year 5                       | Mrs Emalee Kinsella  |
| Year 6                       | Mrs Louise Senz & (Mon - Thur) & Mr Anthony Gilchrist (Fri)  |
| RFF & Intervention           | Mrs Amanda Smith<br>Miss Phoebe Zietsch<br>Mr Anthony Gilchrist                                    |
| Teacher Assistants           | Miss Alesha Tipler<br>Mrs Emma Dougherty<br>Mrs Juana Mead<br>Mrs Dani O'Brien<br>Miss Ava Bowcock |
| Indigenous Education Worker  | Mr Brendan Randall   |
| Librarian                    | Mrs Dani O'Brien   |
| Enrichment                   | Miss Ava Bowcock   |
| Little Joey's                | Mrs Bec Bennett  |
| School Secretary             | Mrs Amelia Bell  |
| Finance Secretary            | Mrs Teliesha Roach   |
| School Chaplain              | Mrs Juana Mead   |
| School Counsellor            | Mrs Jessica Jones  |
| School Canteen               | Mrs Melissa Cope   |
| School Cleaner               | Mrs Melissa Cope   |
| School Grounds & Maintenance | Mr Thomas Sangster   |

# MAP OF SCHOOL



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# OUTSIDE SCHOOL HOURS CARE

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St Joseph's Outside School Hours Care building is located adjacent to the school campus, and also operates on school grounds outside of school hours.

**After School Care** operates 3pm - 6pm Monday to Friday during the school term.

**Vacation Care** operates 8am - 6pm Monday to Friday during the school holidays.

If you would like further information on this service please contact the OSHC Coordinator Stevie: [maclp-oshc@lism.catholic.edu.au](mailto:maclp-oshc@lism.catholic.edu.au). Alternatively, you can phone the front office and leave a message. The coordinator's office days are Tuesdays and Fridays.

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## MUSIC

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The Maclean Music Academy is located adjacent to the School campus. Private music lessons are conducted during school hours (*after 1pm*) in piano, guitar, drums, violin and singing. Parents who wish to take part in music lessons are asked to contact Sister Anne 02 6645 2028.

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## ENROLMENT

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Parents applying for enrolment of their children at St Joseph's Primary School are subject to the Enrolment Policy formulated by the Catholic Schools Office. The Diocesan Enrolment Priorities are outlined below:

- Baptised Catholic children of Catholic families from within the parish/region.
- Children of Catholic families from within the parish/region.
- Children of other-than-Catholic families who currently have or have had siblings within the School (including children of employees of the Diocese of Lismore).
- Other-than-Catholic children transferring from another Catholic School first from within the Diocese of Lismore then from other Catholic Dioceses.
- Children who access parish early childhood services.
- Children recommended for consideration by the Parish Priest.
- Children of other-than-Catholic families who are open to and supportive of the spiritual and religious possibilities offered by a Catholic School.

Children enrolling into Kindergarten must turn 5 years of age on or before 31 July. All children must be in compulsory schooling by their 6th birthday. Students are expected to start school at the beginning of the academic year.

To apply for enrolment at St Joseph's Primary School please click [here](#).

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## FEES

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School Fees are billed at the beginning of each term. You will receive a fee statement via Compass at the end of each month. Your fee statement will include your Bpay details which is our schools preferred method of payment. Alternatively, you can pay your school fees using the compass app with your preloaded debit/credit card details or via cash or eftpos if making a full fee payment.

Tuition Fees are billed quarterly and contribute to the day to day running expenses of the school. The Building Levy is billed quarterly and is passed on to St Mary's Parish. St Mary's Parish contributes to school maintenance and improvements. The Resource Fee is billed annually and provides your child with all the classroom equipment they will need. You are not required to



supply any stationary. The Excursion Levy is billed annually and covers all Excursions and Visiting Performers excluding Stage 3 Camp and off-site Sporting Events.

Fees are kept as low as possible, so we are relying on all families being faithful to their Fee Payment Agreement.

## 2024 Fee Schedule

### Quarterly Fees

#### Tuition Fees

- Eldest Student - \$304.00
- Second Student - \$228.00 *25% off second child*
- Third Student - \$152.00 *50% off third child*
- Fourth Student - No Tuition Fees are required

Building Levy - \$75.00 per family

### Annual Fees

- Resource Fee per Child - \$165.00
- Excursion Fee per Child - \$55.00

### Budget guide:

|                  |                    |    |                  |
|------------------|--------------------|----|------------------|
| 1 Child Families | \$1736.00 per year | or | \$33.40 per week |
| 2 Child Families | \$2868.00 per year | or | \$55.15 per week |
| 3 Child Families | \$3696.00 per year | or | \$71.10 per week |
| 4 Child Families | \$3916.00 per year | or | \$75.30 per week |

The Catholic Schools Office of Lismore, fully endorses at St Joseph's, that no family should be deprived of their right to a Catholic education during times of financial hardship. Parents experiencing difficulty in meeting school financial commitments are required to contact the Principal.

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## LITTLE JOEYS

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At St Joseph's we understand that starting school is an important time for young children and their families. It has been described as one of the major challenges children have to face in their early childhood. To assist with this big step St Joseph's offers a transition program called 'Little Joeys'.

Little Joeys will help your child settle into school routine and prepare them for the academic nature of school. Its key function is to facilitate positive social interactions and build relationships between families and the school community.

The program is free and runs on a Friday during Term 3 and Term 4, 9am-3pm. During Term 3 Little Joey's is open to all children starting primary school 2025 however this program will be capped at 22 students. Term 4 is open to children who have enrolled in Kindergarten 2025 at St Joseph's Primary School. Enrolments for our Little Joey's Program are available from the front office.

Please find below an outline of important dates in 2024:

- 4th March - 11th April - Little Joeys EOI Forms DUE
- 30th April - 3rd June - Kindergarten Enrolments Tours/Interviews to occur
- 7th June - 1st Round Enrolment Offers Issued
- 17th June - 1st Round Enrolment Offers acceptance deadline
- 4th July - 2nd Round Enrolment Offers Issued
- 23rd July - 2nd Round Enrolment Offers acceptance deadline
- 2nd August - Little Joey's Begins

# UNIFORM

Formal school uniforms are worn Monday to Thursday. Sports uniforms are to be worn on Fridays. Please ensure your child is in the correct school uniform, including socks and footwear. School hats are compulsory. If your child does not bring their hat to school their outdoor play will be limited to under the shelter and library during play period.

Please label all student belongings, including hats, drink bottles, lunch boxes etc.

Uniforms are available from The Uniform Shop @ Maclean, 4 Stanley Street Maclean.

A clothing pool is also available at school.

| Girls Formal Uniform  |   | Boys Formal Uniform  |  |
|---|---|--|--|
| <b>Summer</b> <ul style="list-style-type: none"> <li>● St Joseph's check blouse maroon &amp; white</li> <li>● Maroon culottes</li> <li>● White socks</li> <li>● Black school shoes</li> <li>● St Joseph's maroon school hat</li> </ul>  |   | <b>Summer</b> <ul style="list-style-type: none"> <li>● St Joseph's maroon shirt</li> <li>● Black shorts</li> <li>● Black socks</li> <li>● Black school shoes</li> <li>● St Joseph's maroon school hat</li> </ul>   |  |
| <b>Winter</b> <ul style="list-style-type: none"> <li>● St Joseph's check blouse maroon &amp; white</li> <li>● Maroon culottes with maroon/black tights<br/>OR Maroon/Black Pants</li> <li>● Black lace-up shoes/joggers (low cut)</li> <li>● St Joseph's maroon school hat</li> <li>● St Joseph's jacket or jumper</li> </ul> |   | <b>Winter</b> <ul style="list-style-type: none"> <li>● St Joseph's maroon shirt</li> <li>● Black/Maroon Pants</li> <li>● Black lace-up shoes/joggers (low cut)</li> <li>● St Joseph's maroon school hat</li> <li>● St Joseph's jacket or jumper</li> </ul> |  |
| <b>Sports uniform</b><br>Boys and girls - St Joseph's white polo shirt with black shorts and white socks and joggers.   |   |  |  |
| <b>Hair</b>   | Maroon or gold scrunchies, ribbons or hair bands.<br>Long hair needs to be plaited or tied for health and safety reasons.<br>Hair must be neat and tidy at all times. |  |  |
| <b>Jewellery</b>  | No jewellery except watches, sleeper and studs.   |  |  |

# COMMUNICATION

## COMPASS

Compass School Manager is a one-stop shop for families for communication, attendance, excursions, notices, important dates, fee-paying, canteen and more.

It is essential for all parents to use Compass.

Download the Compass School Manager App ([Google Playstore](#) OR [Apple Store](#)) and search our school by "St Joseph's Primary School - Maclean".

**Updating Information:** It is very important that the school has current contact details (phone, email, residential address) for yourself and your child's emergency contacts. Please contact the front office to update these details, alternatively you can use the Compass App to update this information.

## Newsletter

The school newsletter is available on COMPASS fortnightly. It shares what has been happening in the school over the past fortnight and recognises the award winners. It also contains information about upcoming activities and important dates.

Previous newsletters can be found on our website [www.maclplism.catholic.edu.au](http://www.maclplism.catholic.edu.au).

Please treat our Newsletter as an **important** form of communication between school and home.

## Important Links

Please become familiar with these links to keep informed:

**School website:** [www.maclp.catholic.edu.au](http://www.maclp.catholic.edu.au) Visit the webpage for all information needs (Enrolment, Policies, School newsletter, Calendar).

**Social Media:** Like us on [Facebook](#) and/or follow us on [Instagram](#) 'St Joseph's Maclean'. Notices and reminders are included here as well as photos and other pieces of interest.

**Email:** School administration: [maclp@lism.catholic.edu.au](mailto:maclp@lism.catholic.edu.au).

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# ASSEMBLIES

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Whole school assemblies are held fortnightly at 9am Friday commencing week 2.

Parents and families are warmly invited to join us.

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# ATTENDANCE

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We are **obliged by law to keep a record of attendance** for all children at St Joseph Primary School. Our attendance goal is 95%. All students should be in attendance at school each day unless sick or attending necessary events (e.g. funerals, medical appointments etc.) that cannot be scheduled outside school hours.

If a student is absent from school for a WHOLE day it is preferred that parents use the attendance feature in Compass. Alternatively, and for all partial absences, please phone or email the front office with an explanation.

Unexplained absences will receive a SMS at 10am - please respond by clicking on the link (the link is active for 7 days but can only be used once).

A note is only necessary upon the return of a student where a parent/guardian has not yet provided an explanation to the school via Compass, phone or email.

If you do not advise the reason for your child's absence, you will receive a letter from the school requesting an explanation, which we ask you to return within 7 days of your child's absence so that we can update your child's attendance records.

A medical certificate may be required if your child is absent for three or more consecutive days due to illness. Parents can use the Compass Attendance feature to attach documentation to support the reason for their child's absence (e.g. medical certificates), however this can ONLY be done at the time you submit the Attendance Note. Alternatively, please email the front office ([maclp@lism.catholic.edu.au](mailto:maclp@lism.catholic.edu.au)) with the relevant documentation.

For further information please refer to the Student Attendance Policy, which can be found on the website for further information.

## Arrivals and Departures

Teacher supervision will be provided from 8:30am. Classes begin at 9am.

Students arriving after class begins, need to be accompanied by a parent or guardian to the front office to receive a late pass.

Please be mindful that **class finishes at 3:15pm** and early departures can be disruptive to the class. Our preference is for appointments to be made outside of school time, however we acknowledge that this is not always possible. If your child needs to depart early please phone the front office ahead of time to make arrangements. Parents/Guardians should not go to the classrooms to collect children.

**School Bus Travel:** Apply for your child's bus pass online at [transportnsw.info/school-students](https://transportnsw.info/school-students).

Please advise the front office of the bus your child will be travelling on so they can be added to the afternoon bus list.

**Parent Pick-Up:** If you are picking up your child from school please park your car and proceed to the amphitheatre (Parent PickUp Area). Students must be picked up by 3:30pm.

If you require your child to be picked up by non parent/guardian or emergency contact please contact the front office to give consent.

**Walking/Riding home from school:** If your child will be walking or riding from school, written permission is required. Prior to leaving the school grounds, students must report to the teacher on Parent Pick-Up duty.

**Messages regarding changes to your child's routine:** Any changes to your child's routine will need to be communicated to the front office **prior to 2:45pm** to ensure your child receives the message.

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## BRINGING POSSESSIONS TO SCHOOL

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Personal possessions should not be brought to school as they can be a distraction from learning and students can become distressed if lost.

We understand that sensory tools can aid some students in their regulation, concentration and learning. In these cases, we will work with the students, their parents and their health professionals to incorporate the use of sensory tools into a written learning plan. In these situations, an agreement will be reached between the School and home as to the type of sensory tool to be used and whether this will be supplied from the home or the School.

### Valuable Personal Property including Mobile Phones & other Electronics

Children are discouraged from bringing valuable personal items including Mobile Phones and other Electronics to school. Should this occur, the item is to be left at the front office or in the custody of the class teacher. The school will not take responsibility for valuable items that are lost or broken at school.

If a student needs to contact a parent/guardian, this must be arranged through the front office. Likewise, any parent needing to contact their child(ren) should phone the front office.



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# FIRST AID, SICKNESS & MEDICATION

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The Front Office staff and School Leadership are trained in First Aid. Minor incidents are tended to in the sickbay and logged into Compass. In the case of a major incident:

- First Aid is followed.
- Ambulance is called where required.
- Parent/guardian's are notified.
- Incident Report is completed and logged in Compass.

If a student feels unwell, they will be accompanied to the front office to be checked into the sickbay. This will be logged into Compass. If your child doesn't improve a parent/guardian will be contacted to arrange pick up.

If your child requires medication the 'Medication Permission Form' is required to be completed by parent or guardian. Medication needs to be clearly labelled with the students name and required dose. All medication will be stored in the office.

It is the parent's responsibility to notify the school if their child has a specific medical condition and provide necessary information (e.g. Health Care Plans).

If your child is feeling unwell we encourage you to keep them home.

If your child has an illness that is considered contagious they are required to stay home for the advised exclusion period you are required to notify the front office. Further information and exclusion periods on these illnesses can be found [here](#).

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## IMMUNISATION

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Children enrolling in Kindergarten are required to provide the School with a copy of their child's Australian Immunisation Register (AIR) Statement. Parents can obtain an AIR Statement in the following ways:

- Online - through [MyGov](#) once an account has been created
- [Medicare Express Plus App](#) - once a [MyGov](#) account has been created
- Over the counter - at a [Medicare Service Centre](#)

Immunisation itself is not compulsory however, in the event of an outbreak of a vaccine-preventable disease in a school, unimmunised children will be required to remain at home for the duration of the outbreak for their own protection.

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## CANTEEN

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Our school canteen operates for lunch and recess on Mondays & Fridays. It serves healthy nutritious food which is all made on site (i.e no packaged food).

All Canteen Orders must be made through the School's COMPASS App/Portal by 9am.

We encourage parents and grandparents to help in the canteen where they can. Canteen help is needed from 9am to 11:30am (2.5 hours). Your help, for even 1 day a year, is appreciated. Please contact the front office if you are able to volunteer. No children may accompany parents to the Canteen.

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# PARENT INVOLVEMENT

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## Parent Helpers

At St Joseph's we encourage parent involvement in their child's education and school life. We adopt a 'Parents as Partners' philosophy. Any parents/guardians wishing to help in the classroom with reading and small group activities are most welcome. Please make contact with your child's classroom teacher to arrange a mutually convenient time.

Parents and Grandparents are invited to help in our canteen. Canteen help is needed from 9am to 11:30am (2.5 hours). Your help, for even 1 day a year, is appreciated. Please contact the front office if you are able to volunteer. No children may accompany parents to the Canteen.

## Parent Forum

Parents/guardians are invited to join the St Joseph's Parent Forum.

Our Parent Forum oversees and provides guidance and support to the school Principal. They ensure that there is a 'Parent Voice' & 'Parent Community' within our school.

The Parent Forum is involved in a number of areas within our school including fundraising, class parent reps and celebrations.

The 'forum' meets each Term. All Parents are welcome to attend these meetings. Current positions on the 'forum' are:

- Chairperson
- Secretary
- Treasurer
- Parent Assembly Rep

## Class Parent Reps

Each Class at St Joseph's will have a nominated 'Class Parent Representative'.

The 'Class Parent Reps role is to:

- Be a member of the Parent Forum
- Liaise between teacher and parents
- Welcome new parents
- Coordinate a parent message group
- include all parents as much as possible in the life of the class
- Maintain confidentiality

Possible tasks may include:

- Coordinate special family events (Year 6 Farewell, Family Picnics - in celebration of Sacraments)
- Organise casual family get togethers a few times a year.

Class Parent Reps DO NOT:

- Mediate between parents or groups of parents and a teacher.
- Share information outside the class group and teacher.
- Break confidentiality outside or within the class group if/when required to deal with sensitive circumstances.

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# VOLUNTEERS

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Volunteers must complete an online Working with Children Check (WWCC) prior to commencing volunteer work at St Joseph's Primary School. It is a requirement for anyone who works or volunteers in child-related work in NSW. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct.

This application must be completed, downloaded, printed, signed, and kept at the school for compliance purposes. Photo identification will be required. Volunteers will also be required to sign in upon arrival and sign out on departure at the front office.

Parents and close relatives volunteering at St Joseph's Primary School are exempt from needing a WWCC. There are 3 specific instances when close relatives do need a WWCC when they are volunteering at their school:

- providing personal care for a child with disability
- participating in a formal mentoring program
- at an overnight camp for children.

It is of the utmost importance that the privacy and confidentiality of all students, teachers and community members is respected. Any information gained through voluntary work at St Joseph's Primary School is kept confidential.

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# AWARDS

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## Mercy in Action Award

At our fortnightly assembly one student will receive the 'Mercy in Action Award'. The Mercy in Action Award is presented to one student who has demonstrated outstanding Mercy Values with their 'head, heart and hands'.

## Learning and Values Awards

At our fortnightly assembly each Class Teacher presents one student with a Learning Award, and one student with a Values Award. The Learning Award is presented to a student in recognition of their efforts in learning. The Values Award is presented to a student for demonstrating our school values.

## Green Cards

At St Joseph's students are recognised throughout the school day for their learning efforts, mercy values and positive behaviour. In recognition of this students can receive a 'Green Card'.

One 'Green Card' per class is drawn at the assembly and the lucky winners get to choose a prize from the 'Prize Box'.



**GREEN CARD**  
**LEARNING**

Growth Mindset  
 Love of Learning  
 Creative Thinking  
 Collaboration  
 On Task



Name: \_\_\_\_\_



**GREEN CARD**  
**VALUES**

Justice  
 Respect  
 Compassion  
 Service  
 Courage  
 Hospitality



Name: \_\_\_\_\_



**GREEN CARD**  
**BEHAVIOUR**

Respect  
 Responsibility  
 Safety



Name: \_\_\_\_\_

## End of Year Awards

At the conclusion of each school year, our school community gathers to recognise the wonderful achievements of our students at our End of Year Awards. One student from each year level is recognised under the following categories:

- Academic Achievement
- Learning Begins with Me
- Faith in Action

The following End of Year awards are used to recognise students in Year 6:

**Dux** - Someone who has displayed outstanding academic results in a number of KLAs. This student has taken ownership for learning and set the standard for academic growth.

**Leadership** - Someone who has displayed a consistent attitude towards leadership within our school community. This student has shown an ongoing commitment to serving and fulfilling their role as a school leader to both the students and the teachers.

**Faith in Action** - Someone who has displayed a kind, loving and serving nature within our school, a student who looks to the needs of others and embodies service to their family, school and wider community.

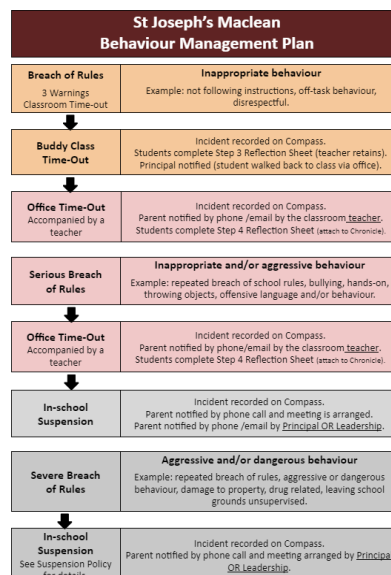
**Sportsmanship** - Someone who has displayed outstanding achievements in representing our school in a range of sports. The student also displays excellent sportsmanship skills and is a team player who supports their fellow teammates.

**St Joseph's Award** - Our most prestigious and recognised award. Someone who encompasses all attributes from all previous awards. This student is usually seen as someone who would ultimately vie from any number of categories and embodies our school motto - that is, they have lived, loved and learned together within our school community.

# BEHAVIOUR MANAGEMENT

At St Joseph's all staff use the School's Positive Behaviours (Respect, Responsibility & Safety) as a process to support student behaviour, to set individual goals and facilitate personal growth.

When guiding student behaviour staff follow our Behaviour Management Plan. We use a 'restorative justice' process (reflecting, reteaching and restoring) prior to any future consequences when students do not meet the school expectations. This flow chart gives staff a clear process to follow for breaches of behaviour at all levels.





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# CURRICULUM

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There are six Key Learning Areas (KLA's) in the primary curriculum in New South Wales. Subjects are organised to help teachers manage the scope of the curriculum and ensure students have access to a well-balanced curriculum. In Catholic Primary schools, we teach 7 Key Learning Areas with the inclusion of Religious Education. The seven Key Learning Areas are as follows:

## Religious Education

Our school works in partnership with families and St Mary's Parish to contribute to the faith development of each child. Our goal is for children to deepen their relationship with God through their understanding and practice of the Catholic Foundational Values of; Knowledge, Worship, Community, Witness, Service, and Evangelisation.

Students are engaged in Religious Education lessons for two and a half hours each week. Lessons are based on storytelling and are taught with the same rigour and quality as other Key Learning Areas, including reporting using the A-E assessment each semester.

## English

English is the Key Learning Area where students develop knowledge, skills, and understandings of the English language and literature. English also has a wider role as a means of learning in all KLAs. Students develop their language skills through activities involving speaking and listening, reading and writing, and viewing and representing.

## Mathematics

Mathematics lessons consist of 3 key components; the Warm Up, which activates prior knowledge and makes connections; a Rich Task, where students investigate a range of possible answers using a variety of strategies; and the Reflection, where students notice and explore the mathematics that has been experienced using mathematical language.

## Science / STEM (Science, Technology, Engineering and Maths)

Through studying Science and Technology, students explore scientific and technological concepts and gain knowledge and understanding of the world. They develop skills in conducting scientific investigations and designing and producing solutions through learning about the Living World, Material World, Physical World, Earth and Space, and Digital Technologies.

## Human Society & Its Environment - History & Geography

HSIE includes History and Geography. In History, students investigate their personal, family and community history and develop an understanding of Australia's history and how Australia became a nation. In Geography, students investigate people, places, and environments and explore concepts such as place and sustainability through real-world examples.

## Creative Arts

Creative Arts include the art forms of dance, drama, visual arts and music. Learning in these art forms provides opportunities for students to develop their abilities to make works and appraise their own works and the works of others.

## Personal Development Health & Physical Education

Personal Development, Health and Physical Education helps students develop self-esteem, social responsibility for personal fitness and the ability to make informed decisions about health and lifestyle decisions.

The NSW Board of Studies syllabus and the Diocese of Lismore guidelines are used to provide the learning experiences for all Key Learning Areas. Each class will issue a Term Overview to inform families about the areas being taught at school each term.

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# ASSESSMENTS

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St Joseph's uses a number of diagnostic assessments throughout the year to monitor student learning in regard to reading, writing, spelling and numeracy skills.

## MAI

The Maths Assessment Interview (MAI) is completed on all students (K-6), at the beginning of each year. This allows us to track all students' numeracy understanding and growth across the school and to target any necessary interventions. This is a one-on-one assessment with a class teacher.

## BEST START

Kindergarten also completes this assessment (MAI), along with a Best Start Literacy Assessment. Following the Kindergarten assessments, parents are invited to meet with the Kindergarten teacher for feedback.

## PAT

Progressive Achievement Testing (PAT) assessments are completed annually for all students in Years 1-6 during Term 4. These assessments are performed online and allow the school to track progress of student learning in spelling, numeracy, reading as well as grammar & punctuation.

## DIBELS

Dynamic Indicators of Basic Early Literacy Skills (DIBELS) is a set of procedures and measures for assessing the acquisition of literacy skills. They are designed to be short (one minute) fluency measures that can be used to regularly detect risk and monitor the development of early literacy and early reading skills (Kindy - Year 6). DIBELS assessments are carried out termly in all classrooms.

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# INTERVENTION

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If a student requires additional support to meet school benchmarks in reading, spelling and numeracy their class teacher may suggest they participate in a structured program with an intervention trained teacher. These programs may include:

- Succeeding Together As Readers (STAR)
- Meeting Initial Needs In Literacy (MiniLit)
- Macquarie Literature (MacqLit)
- Extending Mathematical Understanding (EMU).

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# ENRICHMENT

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Enriching and extending students is an important part of our school curriculum. This happens within each classroom, where students are offered instruction at their point of need in learning. Teachers use formative and summative assessment strategies to know what students need to move them on the continuum of learning.

St Joseph's offers a variety of enrichment opportunities for students. Tournament of the Minds (TOM) offers teams of primary students the opportunity to solve open-ended challenges that foster creative thinking, and encourages teamwork.

Lunchtime clubs are also provided that promote chess, creative arts (craft, singing, dancing) and Science, Technology, Engineering and Maths (STEM) where students will have the opportunity to practise coding and 3D printing.

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# MERCY VALUES

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Our school was founded by the Sisters of Mercy. We are a 'Mercy School'. We follow the Mercy Charism, and have certain values that we use to guide us in our Head, Heart, and Hands; that is, our thoughts, words, feelings and actions. These are known as the Mercy Educational Values:

- Service
- Hospitality
- Justice
- Compassion
- Courage
- Respect

You will see and hear the students and staff refer to these values throughout the year. As a school within the Lismore Catholic Diocese, we also incorporate the Foundational values of:

- Evangelisation
- Community
- Tradition
- Worship
- Witness
- Service

These values are displayed alongside our Mercy Values throughout our school environment and accompanied by a quote from Catherine McAuley who believed that all problems could be solved whilst sharing, *'A comfortable cup of tea.'*

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# FAITH LIFE

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We acknowledge the place of parents as the first educators of their children, especially in matters of faith. Therefore, we aim to:

- assist the children to come to know the Good News of God's love for them.
- unfold to the children an understanding of the traditions, culture, history and future of our Catholic faith.
- guide the children in the integration of religion with life, leading them to respond to God's love through prayer, celebration and witness.
- nurture the faith development of the children in and through a supportive community of believers.

## Mass, School Celebrations and Prayer

St Mary's Parish holds Mass on Friday at 12 noon - where possible students attend this Mass. The following school celebrations are held at St Mary's Parish:

- Beginning of School Mass
- End of Year Mass
- Quarterly Sunday Parish Family Mass

Other significant events throughout the year such as Shrove Tuesday, Ash Wednesday, Easter Liturgy, Mothers Day Liturgy, St Joseph's Day, Fathers Day Liturgy and Christmas are celebrated by St Joseph's Primary School and are all centred around the scriptures. Parents and community members are always welcome to join us.

## Sacramental Programs

We offer preparation for children wishing to receive the Sacrament of Confirmation in Year 3 and the Sacraments of Reconciliation and First Holy Communion during Year 4.

## Parish of St Mary's

If you would like further information on our Parish please visit the Parish website <http://stmarysparish.org.au/> or contact Cathrine at the Parish Office on 02 6645 1188 or [office@stmarysparish.org.au](mailto:office@stmarysparish.org.au).

### Weekend Mass Times

Saturday - Yamba 5.30 pm

Sunday - Maclean 8.30 am & Iluka: 5.00 pm

## School Prayer

*We pray that the students and staff of St Joseph's School may be able to live, love and learn together as a team.*

*Help us to look after each other as we should and to appreciate all we are given.*

*We pray we will grow together in God's love to make our school a peaceful and happy place to be.*

*Amen*

*St Joseph, pray for us.*

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# LIBRARY - BOOKCLUB

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The library is open daily before school from 8:30am and during lunch and recess breaks. Students may use this time to return and borrow books, and to participate in other quiet activities.

Clubs are an alternative play option and they encourage in-connectedness within the student community. Extra curricular clubs are held in the library during play breaks, these clubs include but are not limited to:

- STEM Club
- Singing Club
- Dance Club
- Spanish Club

All classes are allocated a library 'borrowing' time every week. Students are expected to borrow books to take home, and return them the following week. Students will need to provide their own library bag for borrowing.

Due to the costs associated with replacing lost library books, we ask that any books borrowed which aren't returned and cannot be found, are paid for according to replacement cost. There are restrictions in place on borrowing to ensure your child is reading books at their reading, age and interest level.

## Book Club

Purchase of books through the Scholastic Book Club is available at regular intervals throughout the year. Order forms are sent home with the children and are available digitally on the Scholastic website (<https://www.scholastic.com.au/book-club/book-club-parents/>).

Payments are to be made online by credit card using the Bookclub Linked Online Ordering & Payment Platform (LOOP). Go to [www.scholastic.com.au/LOOP](http://www.scholastic.com.au/LOOP) to register and order.



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# TECHNOLOGY

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At St Joseph's our classrooms are well equipped to cater for contemporary learning. Technology is integrated into all key learning areas, we use Interactive Touchboards, Data Projectors and other IT resources including 3D printers, Ipads and Chromebooks. All our students have access to a Chromebook whilst all students from year 3 - 6 are provided with their own device.

All students are required to read and agree to our 'Electronic Devices Policy'. Students are required to sign the 'Internet, Computer Network, BYOD & Google Apps User Agreement' at the beginning of each school year.

All classes participate in weekly Digital Technology lessons on a Friday. During these sessions, students learn the skills of operating and interacting with the different technologies (both hardware & software) with the aim of then integrating the new technology into other KLAs through the week. The Leader of Technology works alongside the classroom teachers to support this implementation.

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# SPORT

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Students are given the opportunity to experience a variety of sports throughout the year, each term focusing on a different sport or set of sporting skills.

During Terms 1-3 our sport's coordinator will organise a sporting professional to come and run a program. These sports usually include but are not limited to: gymnastics, golf, rugby league, rugby union, soccer, netball, afl, basketball, tennis, lawn bowls and athletics.

During Term 4, our whole-school focus is swimming skills and water safety, which is held at the Maclean Olympic Pool. Students in Year 3-6 have the opportunity to participate in surfing as an 'elective' sport. Students who participate in 'surfing' are required to provide payment outside of the annual school fees.

Children within the School are grouped into 3 houses which are named after local National Parks. Our school houses are:

- Yurigyur (Yellow)
- Bundjalung (Blue)
- Gibraltar (Green)

School carnivals:

- Early Term 1: Swimming
- Late Term 1: Cross Country
- Late Term 2: Athletics

## Representative Sport

Children eight (8) years and above, who succeed at our carnivals, are able to represent our School at the Clarence Zone Carnivals. The Diocese of Lismore currently offers primary School students representative opportunities in the following sports: Athletics, AFL, Basketball, Cricket, Cross Country, Diving, Hockey, Netball, Rugby League, Rugby Union, Soccer, Softball, Swimming, Tennis and Touch Football.

Student Representative Pathways: School > Zone > Diocesan > Polding > State Championships

## Gala Days

Throughout the year students will participate in Gala Days where they will play sports with other local schools. These sports may include: soccer, netball, touch football and basketball.

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# HOMework

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It is a fundamental belief at St Joseph's Primary School that "Learning Begins with Me...head, hearts and hands". By participating in the school homework program students have the opportunity to practise skills and concepts learnt at school. Homework activities will incorporate reading, spelling and revision of mathematical concepts as well as occasional tasks related to other learning areas.

Homework will usually be given on a weekly basis. Recommended weekly time allocation for homework **including reading time** is as follows:

- Kindy: 40 minutes
- Years 1-2: 60 minutes
- Years 3-4: 80 minutes
- Years 5-6: 100 minutes

If your child is experiencing difficulties please contact your child's class teacher.

We encourage students to complete their homework in a quiet area free from distractions. Students can benefit from assistance getting started, discussing ideas, researching, organising, collecting resources, and checking over completed work.

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## PASTORAL CARE

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### Pastoral Care Team

The Pastoral Care Team supports the emotional wellbeing of all students. The team is made up of the School Principal, a Teacher Representative, the school Counsellor, Chaplain and Family Connect worker. They meet regularly to discuss individual and whole school initiatives that promote inclusiveness, help develop self awareness and self esteem as well as creating opportunities for socialisation. The Pastoral Care Team will also follow up referral for further wellbeing support for students if required.

### School Chaplain

The School Chaplain provides support for the spiritual wellbeing of students, including guidance about ethics, values, relationships and religious issues. The 'School Chaplain' works closely with the Leadership team to plan for and deliver student resilience and wellbeing services. Some social and emotional programs used to support students include:

- 'Seasons Program' for Loss and Grief support
- Children's Meditation Group for relaxation and to assist with stress and change
- Social Skills Groups for children with additional needs
- 'Girls Club' for developing cooperation and negotiation skills

### LAP

The Learning Assistance Program (LAP) is designed to support children through positive parent and community participation. Volunteers work with individual students for a regular weekly session (1/2 hour to hour). Activities are selected and developed to best suit the needs or interests of each individual child. The support, assistance and encouragement a volunteer can give fosters learning and develops the confidence and self-esteem of their student.

### School Counsellor

The Catholic Schools Office provides our school with a 'School Counsellor' 2 days a week. Our School Counsellor is Jessica Jones. Jessica uses evidence-based interventions to support students experiencing a range of mental health challenges including anxiety and depression as well as assistance with social and emotional issues.

Jessica offers individual short-term counselling, small group programs and support for parents and families. To access this counselling service parents need to speak with either their child's teacher or the Principal and complete a Referral Request Form.

### Family Connect Worker

The family connect worker assists families by way of connecting them to correct external support services and resources. Our FCW can help with accessing;

- support for parenting challenges
- NDIS
- housing supports
- welfare supports
- counselling
- mental health services
- domestic violence support
- culturally appropriate support

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## EXCURSIONS

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At the heart of excursions is the belief that the experience of 'hands-on' for the children is the most beneficial way to learn. School Excursions and Visiting Performers are an integral part of the school curriculum.

The Excursion Levy covers all Excursions and Visiting Performers excluding Stage 3 Camp and off-site Sporting Events.

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## POLICIES

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Our school policies can be found on our school website:

[www.maclplism.catholic.edu.au/policies](http://www.maclplism.catholic.edu.au/policies)

A hard copy of all our policies and procedures are also available at the front office.

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## SAFETY

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### Evacuation & Lockdown Drills

The school has an evacuation and lockdown procedure for all emergencies. Our evacuation diagram is displayed in every classroom and regular evacuation and lockdown drills are practised throughout the year.

### Emergency Contacts

It is very important that the school has a current contact phone number for you in case of an accident or an emergency. Please ensure you inform the front office of any changes to your or your nominated EMERGENCY CONTACT'S details.

Students are unable to leave the school grounds with an adult who is not listed as their emergency contact unless permission is provided.

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# CHILD PROTECTION POLICY

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The school follows all CSO Child Protection procedures contained within the Child Protection policy. Some of these processes include but are not limited to:

- ensuring that all staff are aware of their mandatory reporting obligations;
- staff are informed of the CP Policy and procedures annually;
- inducting new staff of their obligations and responsibilities contained in the CP Policy
- inducting volunteers of expectations of behaviour with and around students at the school and informing them of their legislative obligations;
- all staff, visitors & volunteers must hold and maintain a valid Working With Children Check

The Principal or Leadership Team member will report mandatory reporting matters to Family and Community Services (FACS) and, where necessary, the police. The Principal will make a mandatory report via the NSW Mandatory Reporter Guide.

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## VISITORS

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All visitors to St Joseph's Primary School must abide by the following guidelines:

- **ALL PERSONS including tradespeople** entering St Joseph's School **must sign in.**
- **No Chemicals of any type are permitted to be brought onto the school premises unless reported to the front office and included in the chemical hazards inventory.**
- No person will engage in any activity that a certified tradesperson should carry out - be it lifting, chemical use, working with electricity etc.
- **Evacuation procedures** - On the sounding of the bell, you must evacuate the premises, following the instructions of staff.
- **No external Electrical Equipment** is to be brought into this school site unless tested and tagged (ORS Guidelines).
- **No person entering this school will lift an object of a heavy nature or that is NOT relevant to their specific abilities.**
- **Do not** permit yourself to **be alone with a student** in any part of this school. Advise a staff member if you are placed in this position.
- **All visitors** must use the **staff toilet facilities.**
- **On leaving** St Joseph's School, visitors **must sign out.**