



St Joseph's Catholic Primary School 2025 Parent Handbook



Welcome to St Joseph's Catholic Primary School

Our School Motto is Honesty

St Joseph's School extends to you a sincere welcome. The information included in this booklet is to assist you and your family to become familiar with our school. Our school takes pride in the fact that it was built by parents of the school and the parish. The school currently caters for children for Pre- Kindergarten-Year Six. St Joseph's Catholic Primary School was established to respond to the needs of those parents in the Southern Cross area who sought a Catholic education for their children. In 1900 the Presentation Order of Sisters, under the direction on Nano Nagle, founded our school, however due to extreme hardship, they were recalled to the city after only three years. In 1903 the Sisters of St Joseph of the Sacred Heart, under the direction of Mary MacKillop began teaching in our school. Every year our school honours our Charism through both faith traditions – Presentation Sisters and the Sisters of St Joseph of the Sacred Heart.

At St Joseph's we endeavour to educate our future citizens to have effective social and emotional skills. Children are taught and encouraged to show empathy toward others. Children at St Joseph's School are constantly working toward attaining the academic skills needed for the future. The children understand that the world is bigger than just them and even the younger children have more resilience in dealing with social conflict.

We have a very supportive parent population. Our parents are encouraged to come forward and approach the school when needed. Parents strive to ensure that school matters are kept in school and only discussed in our school environment. Parents of all religious denominations ensure that they support the Catholic ethos at St Joseph's regardless of their personal views and beliefs.

Staff at St Joseph's School strive to ensure communication with the school community is of the highest standard and all matters discussed remain confidential within the school environment. Education Assistants work throughout the school, monitoring students in their learning, by supporting and extending student learning with direction from our Teaching staff.

Our innovative curriculum is based on promoting student success, by building from what the student knows, with teaching and assessments catering for individual learning styles and a strong emphasis on collaboration, impacting on all staff involved in the success of each student.

We use assessment information more effectively as a collaborative group, so we can all help and have the shared responsibilities for individual children. We have a system in place where staff comes together to share information to make sure each staff member has the knowledge and understanding of the children.

The Technology learning area, comprising of Design and Technology and Digital Technologies is valued by all at St Joseph's Primary School. The staff incorporate many technologies into their teaching and learning practices, including Office 365, robotics, STEM and 1:1 iPad program. Quality teaching and learning is focused on educating for the 21st century.

At St Joseph's School we are proud of our collaborative effort to develop children's skills allowing them to interact with the wider community and represent our school and what we believe in.

About Us

St Joseph's Southern Cross offers a contemporary Catholic Education that inspires hope and is inclusive of all. Centred on Christ, St Joseph's provides high quality programs with a strong focus on acting for good in the world. Students are supported and extended in our innovative curriculum and Staff are committed. Quality teaching and learning is consistently demonstrated, and high standards set for every learner. The students learn the social, emotional, and academic skills needed for the future. Digital Literacy is a valued learning area where students learn new skills and consolidate those known. All staff at St Joseph's strive to ensure communication with the school community is of the highest standard. Staff work collaboratively to promote student success and are encouraged to participate in professional development, to model learning for life, challenge and gain new knowledge. Parents are encouraged to approach the school at any time if they have any questions or concerns

Our Aims and goals are:

- *To give the students' knowledge and skills for the 21st Century.*
- *To provide a Catholic education and to develop their students' Christian values.*
- *To be a loving community of parents, teachers and students.*
- *To develop in children the ability to make responsible decisions and to accept the consequences.*
- *To provide the necessary knowledge and skills to be successful members of the community.*
- *To encourage parent involvement in school activities by linking the home and the school.*

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PARISH CONTACT:	Our Lady of Montserrat Church 48 Altair Street Southern Cross WA 6426 kalgoorlie@perthcatholic.org.au matthew.hodgson@perthcatholic.org.au

Vision

We offer a contemporary Catholic Education that inspires hope and is inclusive of all. Centred on Christ, we provide high quality programs with a strong focus on taking action for good in the world.

Core Values

- We are honest and courageous and strive to follow in the footsteps of Jesus.
- We respect that we are all different and unique and are willing to share our talents with others.
- We demonstrate fairness to all in our school community.
- We engage in active learning in a safe and collaborative environment.
- We challenge, motivate and encourage everyone to reach his or her potential.
- We play our role in protecting God's environment to promote a sustainable future for all.

Important Dates and Celebrations

St Joseph's Day– March 19th

St Mary of the Cross – August 8th

Presentation Sisters– November 21st

We also celebrate Mother's Day, Father's Day, Grandparents Day, Anzac Day, Remembrance Day, NAIDOC, National Day of Action against Bullying (and much more)

School Prayers and Songs

Morning School Prayer

Dear Jesus
I offer you today, with all my ups and downs,
All my prayers and all my words, all my happy times and all my sad times.
Help me to come to the end of this day, a better person having loved you and others,
especially my family and school mates.
Amen

Prayer to Honour Nano Nagle (Foundation Order of St Joseph's School) – to be recited at Morning Assembly on Feast Day

An Irish Blessing
May the road rise to meet you
May the wind be always at your back May the
sunshine warm upon your face The rains fall
soft upon your fields and,
Until we meet again, may God hold you in the palm of his hand

Prayer Through Saint Mary MacKillop (to be recited on Feast Day)

Bountiful and loving God, you have filled the heart of Mary MacKillop with compassionate love for those who are in need at the margins of our society.
Deepen that love within us that we may embrace the mystery of the Cross which leads us through death to life.
We ask this in the Spirit of Jesus who having broken the bonds of death leads us to everlasting life.
Amen

Mass Times at our Lady of Montserrat Church – 48 Altair Street Southern Cross

Monday 9:00am (Students from Years One to Six attend 2-4 times in the term)
Parents are invited.
Sunday Evening: 5:30pm

Sacraments: First Reconciliation – Year 3 students or older
Confirmation – Year 6 students or older
First Holy Communion – Year 4 students or older

Attendance and Absences

Children are required by law to attend school every day.

Absentee notification procedure

To notify the school of your child's absence, please contact the office on 90492100. If you are aware that your child will be absent, please complete the yellow Absence Note and hand to your classroom teacher or return via the child's communication diary.

Unexplained absenteeism

If we have not received notification that your child will be absent, you will receive a SMS on the day of the absence. Your response with an explanation of your child's absence is appreciated. The return SMS can be used in place of the yellow absence note.

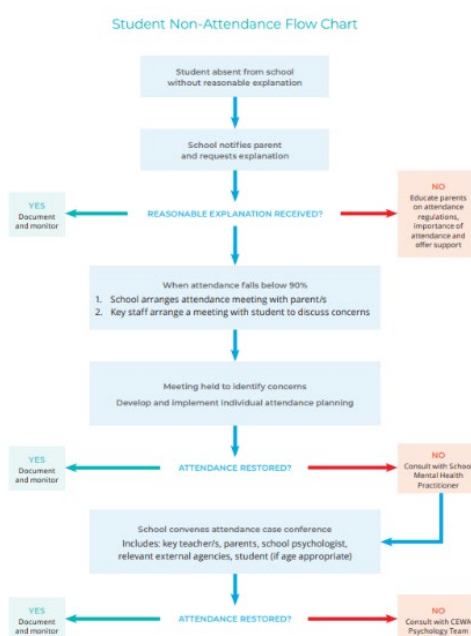
If no response is received via SMS, on return to school a written absentee note available from the class teacher, must accompany the child explaining the absence. Prolonged absence may require a medical certificate.

If parents choose to take their children on a family holiday during the school term, the school should be notified in writing.

Students at educational risk

Our school has a responsibility to monitor students' attendance and have processes in place to identify and reengage students whose attendance falls below an acceptable level (<90%). This is done in accordance with the  [CEWA Student Attendance Guidelines](#).

If you have any concerns relating to your child's attendance, please do not hesitate to contact the Principal.



Please refer to our Attendance and Reengagement Guidelines located on our website. (Link below)

<https://stjoessx.wa.edu.au/Attendance-and-Reengagement-Procedures.pdf>

After School

Children waiting to be collected after school must wait within the school grounds until collected. Teachers will remain on duty until all children are collected or alternatively the child/ren will wait inside the office. Parents must notify the school if usual collection arrangements change. Children in Kindergarten and Pre-Primary will need to be collected by a parent or caregiver from the classroom.

Assemblies

Assemblies are held throughout the term on a Friday afternoon at 3:00pm. Students assemble for Birthdays, Prayer and Awards, with parents invited to attend. Parents will be notified by SMS if their child is receiving an award. Please check the school calendar for assembly dates.

Once a Term, there is a whole school assembly and parents and friends are invited to attend.

The date for this Assembly is decided at the beginning of each Term and will be advertised in the Term Planner or the fortnightly newsletter.

Attendance Times

Kindergarten

Tuesday 8:40 – 2:30pm,

Wednesday & Thursday, 8.40am – 3.10pm

Pre-Primary – Year 6

Full Time Attendance, 8.40am – 3.10pm

(Tuesdays Early Close 2:30pm)

Behaviour Management Policy

Please see our website for the latest Behaviour Management Policy.

[Behaviour-Management-Policy-Website.pdf \(stjoessx.wa.edu.au\)](http://stjoessx.wa.edu.au/Behaviour-Management-Policy-Website.pdf)

Calendar and Term Planners

A calendar listing all the events is distributed to each family at the beginning of each Term. A copy of this planner can also be found on the school webpage. Parents are encouraged to check the planner regularly to be properly informed of any events that are happening in the school

www.stjoessx.wa.edu.au

Code of Conduct

The purpose of the Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students.

The Code applies to staff, students, volunteers, parents and guardians as applicable.

Please refer to the CEWA Code of Conduct Policy found on the school website,

Collection of Monies

In the event of children bringing money to school for School Fees etc, it is essential that such money be placed in an envelope, labelled with NAME, CLASS, AMOUNT and what the money is for. The money is given directly to the class Teacher and then sent to the office

Communication Diaries

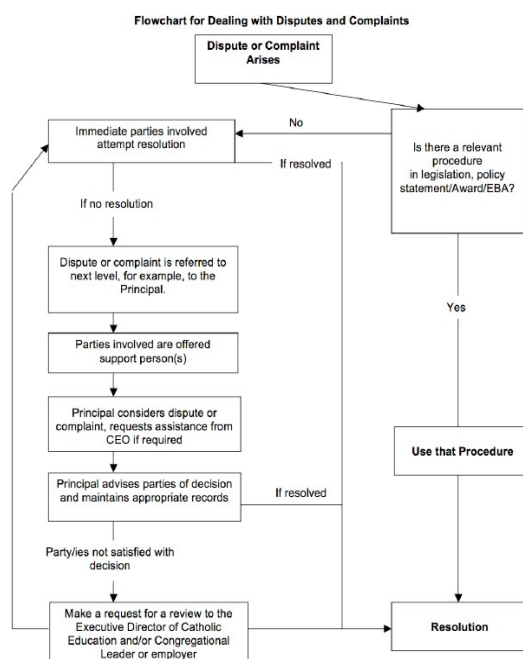
All Students are given a Communication Diary. These diaries provide an opportunity for daily teacher/parent communication. These diaries are to be **checked daily** and signed by a parent/guardian. Comments recorded as required.

Daily Timetable

8.30-8.40am	Classrooms open. Morning Fitness
8.40am	Teacher instruction commences
10:50am -11:10am	Recess
12:50pm - 1:30pm	Lunch (12:50pm-1:05pm the students eat in designated lunch area)(1:05pm-1:30pm the students play in designated areas)
3:10pm	School/ Students Dismissed (except for Tuesdays Early Close 2:30pm)

Children should not be left alone at school prior to 8.30am or after 3.30pm due to safety reasons unless specific arrangements have been made for their supervision. There is a staff member on duty from 8:30am. Students arriving prior to 8:30am need to wait quietly on the bench outside their classroom.

Disputes and Complaints Management



Please see our school website for the procedure for dealing with Disputes and Complaints.

Drill – Lockdown/Evacuation/Bushfire

These are practised regularly throughout the year to ensure familiarity with the drill in the event of an emergency. The drills are displayed in classrooms and throughout the school.

Our bushfire action plan is located on our school website.

Excursions

Children will be taken on various excursions during the year. Written permission must be given for children to participate. Due to the legal implications, unless written permission is received, the children will be unable to leave the school.

Health and Health Services

Children who have communicable diseases will be excluded from school according to the current guidelines from the Health Department of Western Australia www.health.wa.gov.au. Please contact the school if you have any concerns regarding your child's health.

When required we have a range of visiting health specialists attend the school:

- Community Health Nurse
- Visiting Dental Van
- Speech Pathologist and Occupational Therapist
- School Psychologist

Please contact the Principal regarding these services.

Children that need medication administered during school hours need to inform the office. A record of medication given will be recorded in the school's medication file.

Healthy Choices – Pie Warmer

During the colder months – Term Two and Three, students are permitted to bring lunch wrapped in foil or heat proof container which can be placed in the warmer. (Please no soup or liquid for safety reasons) Lunches need to be labelled clearly with your child's name. The warmer is turned on at recess and a member of the office will retrieve them in readiness for lunch. Children must also bring their own fork or spoon if it is needed with their lunch. This is available Monday, Wednesday and Friday.

Please consider Healthy Food Options for the warmer as sausage rolls/meat pies etc. are high in salt and fat and should not be eaten for lunch every day of the week.

During the summer months – Term One and Four, students are permitted to Pie warmer lunches on Monday and Friday only.

Homework

Homework is set to develop efficient study habits and practice skills. Children must complete homework whenever it is set. Parental supervision is necessary for a child to develop good study habits. Incomplete homework must be accompanied by a note from a parent or guardian.

On occasions, unfinished class activities may be sent home for completion overnight and a note will be written by the teacher in the student's communication diary. As a rule, homework is not given in the first week and last week of term.

Our students need daily home reading opportunities with parents, and this is also part of homework routine. The homework each day should take approximately:

Year Level	Reading	Other Tasks	Total Time
1	10 minutes	10 minutes	20 minutes
2	10 minutes	15 minutes	25 minutes
3	10-20 minutes	15 minutes	25-35 minutes
4	10-20 minutes	15 minutes	25-35 minutes
5	20-30 minutes	20-25 minutes	40-55 minutes
6	20-30 minutes	20-25 minutes	40-55 minutes

ICT

Information and Communication Technology (ICT) is a valuable tool in the Catholic school's goal to educate the whole person. The Internet offers great educational opportunities when we use it responsibly. Using email, Office 365, blogs, videoconferencing tools, and the Internet, we can connect, talk to, and collaborate with other children, experts, and teachers around the world; and publish our work to share with real-world audiences.

If we do not follow school rules, it can also be harmful to us as we can access or send inappropriate material. As students in a Catholic school we must remember our responsibility to use email, the Internet, and other ICT tools in a positive way to help spread the "Good News" of Jesus through our words and actions. Our communications must always be truthful and respectful of other people.

Please refer to our ICT Use by Student Guidelines located on our website or follow the link below:

<https://stjoessx.wa.edu.au/wp-content/uploads/2023/03/ICT-Use-by-Students-Guidelines.pdf>

Injuries - Medical

Minor injuries will be treated at school. In the event of a major injury, if parents cannot be contacted immediately at the time of the accident, the school will attempt to act as it considers a parent would act. The student is covered by the Catholic Church Insurance Student Policy while at school.

Children that need medication administered during school hours need to inform the office. Parents are required to complete an Administration of Medication Form and a record of medication given will be recorded.

Immunisation Requirements

Enrolments must comply with [West Australian Government immunisation requirements](#).

Mobile Phones

Mobile phones brought to school by students are to be handed into the office and will be returned at the end of the school day.

Newsletter

Newsletters are an important means of communication between the school and parents. The newsletter is sent fortnightly in electronic form to the email address supplied to the school on enrolment. If you would like an additional email address to be added to the distribution list, please contact the front office.

Parent Contact Information

Student update sheets are sent out at the beginning of each school year. It is vital that your contact details are kept up to date. Please check the information we have on SEQTA and amend if necessary. If your circumstances change throughout the year, please advise the office immediately.

Parental Involvement in School

The school recognises the importance of parents as the first and prime educators of their children and the need to effectively involve them in school programs. When parents enrol their children at St Joseph's, it implies approval and support for the vision, aims, objectives and programs of the school. Full involvement particularly in the Sacramental programs and the religious practices of the school are expected. Parents are welcome to visit the school and are encouraged to volunteer their skills whenever the need may arise. Your attendance is particularly welcome at any school function and assisting on a rostered basis in the classroom.

Other school activities of which parents are encouraged to support are:

- a. Attendance at Parent and Teacher Information Sessions or Interviews
- b. Participation in religious programs
- c. Attendance at Class Assemblies and School Masses, participation in functions organised by the Parents and Friends Association, as well as attendance at the Parent & Friends (P&F) meetings.
- d. Athletic-Swimming Carnivals - Yilgarn Small Schools' Sports Association. (YSSSA)
- e. Assistance with class reading, library work, sporting activities or general classroom assistance.

Parents and Friends Association

The P&F meet regularly, all St Joseph's parents are part of the committee, so therefore invited to take part in meetings or events that are organised. Please check the Term Planner or fortnightly Newsletter for information regarding the P & F meetings and planned events

Policies and School Based Guidelines ~ CEWA

Policies are located at: [Policies « St Joseph's Catholic Primary School \(stjoessx.wa.edu.au\)](https://stjoessx.wa.edu.au/policies).

School based Guidelines can also be found at: <https://stjoessx.wa.edu.au/compliance/>

Punctuality

Children must be at school no later than 8:35am and no earlier than 8:30am. ***There is no Teacher on duty before 8:30am.*** This will give the child time to unpack books, play in the grounds and be ready to commence class.

Reports Schedule

Term 1	Parent Information Night and Three-Way Interviews
Term 2	Mid-Year Report
Term 3	Open Night
Term 4	Final Report

Parents are always welcome to request an interview with the Teacher through the communication book.

School Bus Travel

Parents with students who need to travel on the bus each day must complete an Application for Travel Assistance which can be found on the School Bus Website - <http://www.schoolbuses.wa.gov.au/>.

The front office **must** be informed when children who catch the bus on a regular basis are **not** going to be travelling home on the bus on a particular day.

School Fees

School fees are charged at the beginning of Terms One, Two, Three and Four. Prompt payment is appreciated. To facilitate ease of payment, we offer a BPay system, where each family is allocated a Biller Code and Reference Number. Should parents be experiencing difficulties, please contact the principal as soon as possible. This discussion will be treated confidentially.

School Organisations

The school provides an opportunity for parents to be involved in the education of their children both directly and indirectly. Through these opportunities, parents assist in the work of the school as well as getting to know other parents. The avenues for involvement are:

- School Advisory Council - Governance and Management
- Parents & Friends - Fundraising and Social events
- Rostered Classroom assistance in any Learning Area
- Excursions, Class Liturgy and weekly school Mass
- Busy Bees

Students Leaving School Grounds during School Hours

Students are to remain on school grounds unless a parent/authorised guardian picks them up. Any parent collecting their child during school hours are required to sign the student/s in and out of the register located at the school office.

School Uniform and Dress Code

A standard of appropriate dress must be always maintained. It is essential that parents and the school have the same set of values in this regard. Parents are required to ensure that children are always presented neatly and in the school uniform with all items clearly labelled.

Please see the Uniform Order form for your school uniform requirements.

A school hat must be worn all year round – No Hat No Play Policy

A uniform dress code reinforces a sense of belonging and pride of association at St Joseph's School, but also promotes the safety and security of students by allowing for the ready identification of students as belonging to the school. Equality is fostered through the school Uniform Policy. Following are the basic uniform rules:

- Hairstyles for all students are to be conventional. No colours or trendsetting haircuts are acceptable. Hair that is shoulder length or longer must be tied back with plain royal blue/sky blue or white scrunches, ribbons or headbands.
- Correct school uniform to be worn at all times.
- Acceptable jewellery: wristwatch, religious medal or cross, earrings (plain studs or sleepers permitted, one per ear only). Medic alert bracelets should be worn by children who require them.
- Unacceptable jewellery includes all other assorted chains, bracelets, bangles, rings and earrings, necklaces etc.
- White socks (quarter crew) and all black sports shoes are required to be worn by students.

The uniform items can be purchased through the Uniform Shop, situated at the school. Please contact the office staff for all your uniform requirements.



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 Western Australia 6426
 ABN 21 251 707 478
 Tel: (08) 9049 2100
 Email: admin@stjoessx.wa.edu.au
 Web: www.stjoessx.wa.edu.au

Uniform Order Form

Students in Year One to Six are required to wear the school uniform. We are transitioning to our new uniform range (the existing uniform will be available to purchase and wear until Term 1 2024). Payment must be made upon collection of uniforms and prices are subject to change.

Eftpos facilities are available at the office and cash is accepted.

Name: _____

Phone: _____

Girls		Sizes Available	Size	Qty	Price	Total \$
Skorts		4,6,8,10,12,14,16			\$18.00	
Boys						
Shorts		4,6,8,10,12,14Y, 16Y			\$15.00	
Unisex						
Jacket		4,6,8,10,12,14Y,16Y			\$35.00	
Track Pant		4,6,8,10,12,14Y,16Y			\$20.00	
Wet Weather Jacket (Navy)		4,6,8,10,12,14Y, 16Y			\$35.00	
Blue Sports Polo		4,6,8,10,12,14Y,16Y			\$25.00	
Socks	White	9-12, 13-3 & 2-8			\$3.00	
Navy Tights	Pack 3	3-5, 6-9 and 10 –12			\$12.00	
	Individual	11-14yrs			\$10.00	