

WELCOME

Welcome to our Learning Community at St. Joseph's School, Junee.

St. Joseph's is a Catholic School catering for boys and girls from Kindergarten to Year 6. We aim to provide a school that is striving for excellence in the Religious, Academic, Sporting and Cultural areas of education.

St. Joseph's is located in picturesque grounds that enhance learning opportunities as well as providing a very safe environment.

It is our aim to create a sense of belonging that will nurture your child's growth, and help create a healthy self-esteem, so necessary for learning. We hope that your child's association with St. Joseph's is a long and happy one..

The following information is intended to explain more about how the school operates. If you require more information or have a question about the school, please do not hesitate to contact me.

Yours in Christ,
Mrs Jane Addison
PRINCIPAL



Pictured: Visitor entrance to the school next to St Joseph's Catholic Church.

School Staff – 2012

- **Parish Priest** **Father Michael Mikulek**
- **Principal** **Mrs Jane Addison**
- **Assistant Principal** **Mr Michael Connell**
- **Religious Education Co-ordinator** **Mr Michael Connell**
- **Early Stage One** **Mr James Ross**
- **Stage One** **Mrs Penny Kerr**
- **Stage One / Two** **Mrs Margaret Drum**
- **Stage Two / Three** **Mr Tim Pratt**
- **Stage Three** **Mr Michael Connell**
- **Learning Support Teacher** **Mrs Narelle Kingham**
- **Teacher Assistant** **Mrs Jane Davis**
- **School Secretary** **Mrs Nikki Duck**
- **Canteen Co-ordinator** **Mrs Annette Sweeney**
- **Cleaner** **Mrs Annette Sweeney**
- **Grounds person** **Mr Peter Chitts**

(This is our present school staff and could be subject to change in 2013)

QUALITY EDUCATORS CARING FOR THE FUTURE GENERATIONS



Mrs Jane Addison



Mr Michael Connell



Mrs Margaret Drum



Mr Tim Pratt



Mrs Penny Kerr



Mr James Ross



Mrs Narelle Kingam



Mrs Jane Davis

St. Joseph's Vision Statement

Our school, St. Joseph's, is Christ centred, guided by its motto "Christ Our Way". All school community members endeavour to facilitate each child's journey by being dynamic in direction and strong in service.

In being Christ Centred we will:

- Build the Kingdom of God through our personal relationship with Jesus by providing an atmosphere that encompasses prayer and reverence amongst staff and students.
- Ensure that the children have an understanding of the Gospel values to develop a faith based relationship with Jesus.
- Develop knowledge, beliefs and practices of the Catholic faith through prayer, liturgy and the teaching of our Religious Education and Sacramental Programs.

In being Dynamic in Direction, we will:

- Provide a holistic education that develops an ongoing love of learning by incorporating innovative and enriching teaching and learning activities into our teaching practice to meet the changing needs of our world.
- Encourage students and teachers to strive for excellence by fostering and supporting them to make the best possible use of their individual gifts and talents.
- Affirm the dignity of the individual and cater for each student's and family's needs by honouring differences in abilities, cultures and interests while respecting each person's journey.

In being Strong in Service, we will:

- Give each student an education that is professional, current, relevant and integrated, by staff who are committed to life long learning.
- Provide leadership that models service to others by being active members of the parish, school and local communities.
- Offer each student the opportunity to develop leadership qualities that will serve them and their community, now and in the future.
- Ensure that discipline is just and fair so that it nurtures strong values and morals that promote self-responsibility and good citizenship.

St. Joseph's School Exit Outcomes

Learning is life long and to prepare children to acquire and integrate knowledge, use knowledge meaningfully, extend and refine knowledge and be creative and critical thinkers we at St. Joseph's School expect that children on exiting our school will be able to grow into the adults they need to become. They will be:

Faith filled, ethical and compassionate individuals who

- Develop a sense of wonder awe and mystery as a foundation of their faith.
- Realise that prayer is part of forming a relationship with God
- Have an understanding of the Scriptures and the teachings of the Catholic Church.
- Use a combination of emotional, intellectual and moral qualities, such as perseverance, courage, loyalty, honesty, fairness and respect.
- Live out the Gospel Values in all aspects of their lives.
- Show sensitivity towards the needs and feelings of others.
- Have a sense of responsibility to social justice issues.

Active and informed citizens who

- Can reflect before, during and after an action.
- Can analyse their strengths and weaknesses thoughtfully.
- Can improve through planning and goal setting.
- Welcoming and questioning change.
- Knowing how to work with change.
- Using their initiative to explore and create new roles, ideas and strategies.
- Being open minded, resourceful and flexible.
- Having a depth of understanding of ideas and concepts, which are both personal and global.
- Seeing relationships and patterns in systems and daily life.

Confident, creative and successful learners who

- Have a love of learning.
- Are people who are curious, who question and who investigate.
- Are constructive and purposeful in their research.
- Are able to research a wide variety of topics and issues.
- Are able to think creatively and critically.
- Can make sound decisions and solve problems.
- Can access, use and apply learning processes and information in many contexts.
- Are risk takers in their learning.
- Know how to work effectively with others.
- Demonstrate appropriate team work.
- Use interpersonal skills in a wide variety of situations.
- Are able to view the world as an integrated community.
- Understand interdependence.
- Value cultural diversity.
- Consider a range of viewpoints in decision-making, relationships and daily lives.

Adapted from 'A Framework for Learning' (2011).

School Ethos

Parents are attracted to Catholic schools because of their special atmosphere, where Religion is a core part of the curriculum and this permeates through all aspects of school life, the quality of education and the commitment of staff. We recognise that you as parents are the prime educators of your children and we understand our role in supporting you in this endeavour.

Children who are from other denominations are most welcome to attend St. Joseph's. Children will not be pressured in any way to join the Catholic Religion, but will be encouraged by staff to learn about the Christian faith. The children will also be expected to uphold the Catholic ethos of the school.

A Brief History

The Sisters of Mercy, who have shaped its growth and development for over 110 years, founded St. Joseph's school in 1889. The Sisters maintained a presence in the school until the end of 1997 and in so doing, remained a visible sign of our school's historic mission of giving the best possible Catholic education. Without their dedication and commitment, the school would not be what it is today. Our school continues in the fine tradition laid down for us by the Sisters.



Catering For The Individual

At St. Joseph's School, we are very aware of each child's individual needs and therefore have structured our classes and programmes around this premise. Teachers provide learning experiences appropriate to each child's development. Developmentally appropriate practice ensures that every child is learning at his or her own rate. It involves focusing on children as individuals who are growing and developing on a continuum of learning. More information on the class structures is available in the 'Class Formation Policy' available from the Office. Computer technology is used in both the Mathematics and English areas to assess each child's development. The data from these programmes is used to provide teachers with guidance as to what the child needs to learn next. This software also matches reading material with each child's reading ability.

Parents and School in Partnership

As parents you realise the commitment you make in enrolling your child/children at St. Joseph's. This extends to supporting the school both physically and financially. We invite your support in areas such as canteen roster, attending working bees, reading groups, attending School or Class Masses as well as P&F (Parents and Friends Association) fundraising functions. Financial support comes through payment of school fees. The P and F raises much needed funds to provide current and up to date resources for each class.



The School Fete. A wonderful fundraiser.

Parish Priest

Father Michael Mikulek is the Parish Priest of St. Joseph's. The school is a vital part of the Parish community and Father Michael works closely with the Principal to ensure that the school operates effectively and efficiently.

Principal

The Principal is Mrs Jane Addison and she is available for interviews from Monday to Wednesday between 9:00am to 11.30pm. Should you require an appointment, please contact the School Secretary. If the matter is of a less important nature, please feel free just to call in to see her during these times or before or after school. If you have a concern, please contact the school early before it becomes a major problem. In the first instance, the class teacher should be approached about problems.

School Secretary

The school office is open Tuesday to Friday from 8.30am until 4.30pm. The office is closed on Mondays. Mrs Nikki Duck will be available to assist you on those days.

School Council

The School Council assists the Principal to ensure that the Catholic ethos of the school is maintained. The Council's task is to assist with maintenance, financial planning and evaluation of the effectiveness of the school's activities in accordance with Diocesan guidelines. The Council does not have a role in the administration of the school. Every year, elections are held to elect parents to the School Council and all interested groups are represented. Meetings are held twice a term on Tuesday nights.

Parents & Friends Association

All parents are members of the Parents & Friends Association and are welcome to take part in all meetings, fundraising activities and social outings that occur throughout the year. The P&F's major role is to raise money to assist in the running of the school. It also provides a forum for parents to express their opinions, obtain information, make suggestions and share experiences with other parents. Meetings are held at 7.00pm on Monday evenings, with dates advertised in the Newsletter. Meetings conclude by 9.00pm. New parents are especially invited to come along and find out how they can support the school. The P&F contributes to the newsletter, which lists upcoming meetings and events.

Communication With parents

Communication between home and school is a vital and important part of your child's education.

The major form of communication with parents comes through the weekly newsletter which goes home each Tuesday. The Parents and Friends Association, School Principal, Religious Education coordinator, teachers and students make regular contributions to the newsletter. The newsletter tries to include dates for coming events and is the most important aspect of communication at our school.

Each classroom teacher is available to see parents upon request. An appointment can be made through the secretary, or by phoning the teacher before school, at recess or lunch time to request an appointment.

Teachers are encouraged to contact parents by phone and request an interview should they have concerns about a student. Work sample portfolios are sent home at the end of each semester containing samples of work from all KLA's taught in that term and provide a record of the student's progression throughout the term.

School reports are sent home in June and December and parents have the opportunity to make an appointment to see teachers for an interview after reports are sent home.

Parents have the option of requesting a text message to provide them with reminders for meetings and events. The newsletter is also emailed on request.

School Fees

The fees at St. Joseph's are a vital part of our income and parents are reminded that enrolment includes meeting a fee commitment. Fees are used for the ongoing running costs associated with operating a school. If you are unable to meet your commitment it is vital that the matter be discussed with either the Principal or the Parish Priest. A confidential arrangement can then be entered into. No child would ever be excluded due to the inability to pay.

School fee accounts are issued each term and can be paid either weekly, fortnightly, monthly, term or yearly. You will be given further details about this upon enrolment.

Fee Schedule

School Fees comprise of the three following components:

- School Fee
- Cleaning and Maintenance Levy
- Technology Levy: \$50 per student or \$100 per family

The first three components are included in the following table as one total. The technology levy is separate.

- One child - \$1030 per annum
- Two children - \$1556 per annum
- Three children - \$1946 per annum
- Four children - \$2135 per annum

***These figures are based on the 2012 Fee Schedule.**

Kindergarten Enrolments

In accordance with Diocesan policy, children should turn five by the 30th May in the year of their Kindergarten enrolment. It is advisable to seriously consider whether to enrol children who turn five after the end of March. If their fifth birthday falls between the 1st June and 31st July, the enrolment will need to be discussed at length and if the child is accepted, a form must be signed by parents agreeing to repeat the child if it is deemed necessary.



Kindergarten Orientation Days

Each year beginning Week 4 of Term 4, parents are able to send their children each Friday to join our present Kindergarten class for four weeks to help them get ready for starting school the following year.

Kindergartens' First Days

Kindergarten students will not start school until a week after all other students in 2013. The kindergarten teacher will use that week to assess all students using the Best Start Program. This is a Diocesan initiative and therefore Kindergarten will commence school on Monday 4th February

Immunisation

As from 1994, parents MUST present an Immunisation Certificate upon enrolment.

Key Learning Areas

In accordance with registration procedures set down by the NSW Department of Education, subjects taught at St. Joseph's school belong to one of the following Key Learning Areas:

- * English
- * Science & Technology
- * Human Society & Its Environment
- * Religious Education is an additional KLA in Catholic Schools
- * Mathematics
- * Creative & Practical Arts
- * PD/Health/PE



Students at St Joseph's have access to up to date and modern resources provided by our hard working Parents and Friends Association.

The Mercy Multi Purpose Centre



The Mercy Multi Purpose Centre was opened in May 2010. The whole school enjoys this marvellous facility. We use it for sport, drama, music, singing, art, and dance and when the weather is too hot or it is a wet day. The Centre houses a new canteen and P& F uniform shop, storage and state of the art digital sound and media resources.

Masses

These are held regularly and take the form of either a whole school Mass or class Mass. They are advertised on the school newsletter. Whole school Masses are held in the Church and class Masses are held in each of the classrooms. All Masses are held on Fridays at 12.00 Midday unless other arrangements are made. We invite you to join us for these special occasions. Once a term we have a St. Joseph's School Community Parish Mass where the children do the readings, collections and singing.

Catholic School's Week



Each year in May Catholic School's Week is promoted in our community. Our school is open for visits and we come together for a picnic lunch or sausage sizzle. The students also perform at a public venue to showcase our school.

School captains Jacob and Ingrid at Catholic School's Week 2012.

Special Education/Integration

Our school has Diocesan support for children who have special needs as determined by the guidelines. This includes support for children with learning disabilities, emotional or behavioural problems as well as those who have special gifts or talents. Support comes usually in the form of Teacher's Aides in classes to assist these children.

Library

The school has an excellent Library with over 5000 books in its collection. Each class is taken to the Library once per week for borrowing and research. The Library is also used to complement our Home Reading Programme. The library is resourced through the hard work of our P and F who run a book fair each year, run the Scholastic Book Club program and purchase children's the shortlisted books each year.

Technology

Computer education is a top priority of the school. Each classroom is well resourced with desktops and laptops and I pads. We have recently purchased a bank of Apple Mac Book laptops to allow students to create new age multi-media presentations. The school has also purchased interactive whiteboards for all classrooms that form a major component of teaching and learning within our school.

The children are introduced to the computers from the start of their education in Kindergarten. Each child is given their own email address and homepage where they can access class work and homework. All children have access to the Internet with strong filters providing a secure environment for them to 'surf'.



School Hours

- | | |
|---|-------------------|
| <input type="checkbox"/> School commences | 9.00am |
| <input type="checkbox"/> Recess | 11.00am – 11.25am |
| <input type="checkbox"/> Lunch | 1:00pm – 1:45 pm |
| <input type="checkbox"/> Dismissal | 3:15pm |

Children should not be on the school grounds before 8:30am, as the playground is not supervised until this time. At the end of the day, a teacher is only on duty until 3:30pm or until the last bus departs and therefore children should not be on the premises after this time.

Reports and Interviews

A formal written report is distributed at the end of Term 2 and is followed by an interview. Parents have the option for a three way interview with their child present. A written report is also given at the end of Term 4. Should you have any concerns about your child's progress, please contact the relevant teacher. Where possible, we ask that you make an appointment to see teachers.

Newsletters

A weekly newsletter goes home each Tuesday. These are given to the eldest child in the family. They are a vital link between home and the school and should be read carefully and kept for reference. All important dates for the Term appear on the newsletter each week Families have the option of having the newsletter emailed to them.

Assemblies

Assemblies are held each Friday at 1:45pm in the Mercy Multi Purpose Centre. At the end of each term a Gold Award Assembly is held where students receive their Gold Awards for merits collected during the term.

Lunches

Lunches may be ordered through the Canteen which operates on Mondays and Fridays. Children ordering lunch are required to place their order in a bag with their name and class clearly labelled on the outside. We ask for your support in encouraging the children to eat healthy foods including fruit during the day as this reinforces what is taught in health lessons.

Most classes include a fruit break during the morning and the children are encouraged to bring a piece of fruit to eat during this time.

Notes and Money

We ask for your assistance in placing all notes and money in clearly labelled envelopes with your child's name and class on the front. All notes and messages are placed in a message bag and taken to the office each day. The office does not have change so we ask that where possible correct money is enclosed.

Mufti Days

These are uniform free days that the school uses for a special purpose. Usually there is a gold coin donation associated with the day to give to a chosen group e.g. Catholic Missions or Saint Vincent De Paul.

Transport

All infants children are eligible for free bus travel regardless of distance from school. To be eligible for free bus travel, primary children must live outside a 1.6km radius of the school as determined by the RTA. If there is no bus run into town for country children and parents have to transport them to school, there is a bus subsidy available. Please let the school know and you will be sent the appropriate forms. All children who wish to obtain a bus pass must obtain the form from the school or Junee Buses and have it stamped and signed by the Principal and returned to Junee Buses. This is normally done in the first couple of weeks of school.

Cars

When driving in the school grounds you are requested to drive slowly (10kp/h) and take the utmost care. You may drop off and pick up your children in the top part of the school near Kindergarten. The bottom car park is for teachers and deliveries only and we ask that you use the top car park when coming into the school grounds.

Top Car-Park Pick Up

When picking up children from the top car-park after school, parents are required to alight from their car and walk to the Stage One shelter to where the children are waiting; they then escort their child/children back to the car. This rule is in place for the safety of all children. The car park has parking rules in place for parents and carers to follow for the safety of the children. If you are staying longer than the time it takes to pick up your child you are required to reverse park in the designated area between the trees. If you are picking up your child and leaving immediately you are required to parallel park around the perimeter of the car park as marked.

Bikes

Bike children are dismissed by the afternoon teacher from outside the Church. Children travelling down Anzac Avenue are escorted by the teacher on duty until they have reached the 50km road sign. Children are not permitted to cut through private property whilst travelling by bike to or from school. Only children 10 years and over are eligible to ride their bikes to and from school and they **MUST** wear a helmet.

Awards

Each class has a chart in their classroom where teachers reward students. Teachers use this chart to monitor the awarding of Blue Merits. Blue merits are received when a student has achieved 5 rewards in the classroom.

5 blue merits, in a term mean that a student is entitled to a gold award. Worker of the week and a principal's award can be used a "Blue" merit.

Students are rewarded based on the following: Personal Academic Achievement, Bookwork, Reading and Homework.

Reading Diaries: Students receive recognition for every five nights of reading that they achieve. Ideally this will be Monday to Friday. If your child does not bring home a home reader over the weekend but they have done some reading, they may record one nights reading on the Friday with the details of the book or reading material that they have read from home. This will apply to all classes.

Principals Medallion: A set of criteria has been developed that students must meet to receive a Principals Medallion. The criteria is as follows:

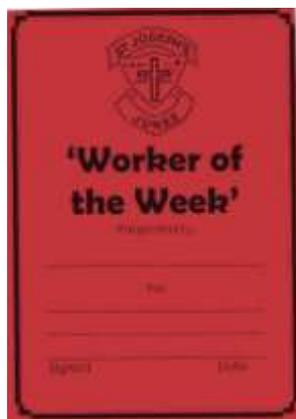
1. A minimum of 5 Gold Awards must be achieved.
2. A minimum of 150 nights reading must be achieved.
3. Receipt of 4 Behaviour Letters (1 for each term).
4. Participation in at least 3 out of school activities (Please see the opportunities for these listed below).

Out of school activities-

- Whole school parish/family school masses
- Parish Choir Group
- Stations of the Cross
- ANZAC Day
- Whole School Community Participation Activities (eg. Community Carols)

A record of students who attend these activities will be kept at school

Once children receive any five of these awards (from the current year) they receive a 'Gold Award' at the end-of-term Assembly.



Behaviour Policy

Our Behaviour Policy is available in full on request but a small snapshot is included here for your information. As educators we have a responsibility to teach children right from wrong. We have a simple positive system in place that encourages all students to do the right thing.

Our school states that we are all STARS.

This means we

• **STOP** • **THINK** • **ACT** • **REFLECT and** • **SUPPORT**

At St Joseph's we use Restorative Practice when dealing with students who have broken school rules. This enables students to reflect on their behaviour, and the affect that it has had on the school community.

School Uniform

All uniform items are available from the School Uniform Shop. This shop is operated by the P&F with the intention of keeping uniforms at an affordable price for all families. Only a small percentage mark up is placed on all items to cover freight and administration costs.

SUMMER UNIFORM

BOYS

- Short sleeved white shirt with school logo
- Navy blue shorts
- Navy socks
- Black shoes
- St Joseph's school hat / cap

GIRLS

- Short sleeved white shirt with school logo
- Navy blue skirt
- Navy socks
- Black shoes
- St Joseph's school hat / cap
- Hair accessories should be navy blue, white or aqua

WINTER UNIFORM

BOYS

- White long sleeved shirt with school logo
- Long navy blue trousers
- School Jumper
- Navy socks
- Black shoes
- School sports jacket

GIRLS

- White long sleeved shirt with school logo
- Long navy blue pants or skirt
- School Jumper
- Navy socks or navy stockings
- Black shoes
- School sports jacket
- Hair accessories should be navy blue, white or aqua

Please note: All children are required to have a tie as from time to time they will be required to wear it for formal occasions such as School Masses and Eisteddfods. It is compulsory that each child has a tie.

Girls are permitted to wear navy blue ribbons, headbands, or scrunchies. If hair is longer than shoulder length it is to be tied up. Earrings may be studs or sleepers. Chains worn around the neck are permitted if they are of a religious icon. **Fingernail polish and bangles, other jewellery, and coloured hair are not permitted.**

It is preferred that boys keep their hair above the collar, and if it is below the collar it is to be tied back. **Earrings, other jewellery, and coloured hair are not permitted.** Chains worn around the neck are permitted if they are of a religious icon. Both boys and girls may wear watches.

Further Information

Contact the School to arrange a tour or an Interview with the Principal.

Phone: 0269241717 Email: info@sjuww.catholic.edu.au

School Web Address: <http://sjuww.catholic.edu.au>



School Map

