

# St Joseph's School Parent Handbook



**Motto: *To work is to pray***



# St Joseph's School

## ***Welcome to St Joseph's,***

St Joseph's is a double stream, co-educational, Catholic Primary School, catering for students from Pre-Kindy to Year 6.

St Joseph's was established in 1915 by the Mercy Order of Sisters and many of their foundation principles underpin the traditions of the school.

One of these traditions is the care and concern for each and every individual of the St Joseph's Community; student, staff and parents. Gospel values of justice, compassion, tolerance, peace and forgiveness remain central to our teachings and practices.

St Joseph's is a faith sharing community with close links to the Parish. The Parish coordinates the Sacramental Program in close liaison with the school. Children complete Reconciliation in Year 3, First Communion in Year 4 and Confirmation in Year 6.

Students have access to a science and art programs, library and specialist teachers in physical education (Kindy - Year 6) and Italian (Years 2-6). The children have access to and use digital technologies across all learning areas. Children have the option of participating in a number of School and Interschool Carnivals and are fortunate to have the support of St Norbert College in a number of sporting endeavours. The children also have a performing arts teacher and have performed at an extremely high level in a number of competitions. We can offer our students the benefit of our educational support team, literacy and numeracy support, access to our Social Worker and our Aboriginal Education Assistants.

A comprehensive capital development plan, which was completed in 2011, has seen a total rebuild and refurbishment of the school. The school now offers excellent facilities where children are safe and can reach their potential.

We support and encourage parents to extend their child's education beyond primary school through to St Norbert College. It is recommended that the enrolment applications for a place in the College are completed as early as possible. Enrolment brochures for St Norbert College are available in the front office.

Yours faithfully  
Lynn Tomlinson  
ACTING PRINCIPAL

**Motto: *To work is to pray***



# St Joseph's School

## ST JOSEPH'S VISION STATEMENT

We at St Joseph's School Queens Park, are a faith community striving to recognise and respond to the image of Christ in us all, as we grow through work and prayer

## SCHOOL TIMES

### Years 1 - 6

- Classes start at 8.40am and end at 3.10pm
- Morning Recess: 10.40am - 11.00am
- Lunch: 12.40pm - 1.30pm

### Pre-Primary

- Classes start at 8.40am and end at 3.10pm
- Pick up is from 2.55pm
- Lunch: 12.40pm to 1.30pm

### Kindergarten

- Monday, Wednesday & Thursday 8.50 – 3.00
- Pick up is from 2.55pm

### Pre-Kindergarten

- Tuesday 8.50am-3:00pm
- Pick up is from 2.55pm

The school office is open from 8.20am to 4.00pm

PLEASE NOTE THAT **NO** CHILDREN ARE TO BE IN THE SCHOOL GROUNDS BEFORE 8.20AM OR AFTER 3.30PM.

**Motto: *To work is to pray***



# St Joseph's School

## St Joseph's School History

In 1898 the Sisters of Mercy from Derry, Ireland established a Convent at Victoria Park. At that time the Victoria Park Parish extended from South Perth to Armadale, thus including the area now known as Queens Park. The Year 1912 saw the completion of the Church named after St Joseph at Queens Park – a 'station' church for the Victoria Park parish. In 1915 the St Joseph's Church/School was established, due to a large extent to the efforts of Mrs D Cantwell, proprietress of the Coronation Hotel. The foundation Sisters at the school were Sr M Aloysius Phelan and Sr M Alphonsus Bennett who travelled daily from Victoria Park.

## St Joseph Vision for Learning

As a faith community we strive to ensure that the development of the whole child is fundamental to our programs. We strive to empower all children to be engaged, creative and confident learners to be problem solvers, and active informed citizens across all domains.

## St Joseph's Motto

*Laborare Est Orare - To Work Is to Pray*

## St Joseph's Values

As St Joseph's was established by the Mercy Order of Sisters many of their foundation principles underpin the traditions of the school. One of these traditions is the care and concern for each individual of the St Joseph's Community; students, staff and parents. Gospel values of Justice, Compassion, Tolerance, Peace and Forgiveness.

**Motto: *To work is to pray***



# St Joseph's School

## SCHOOL RULES and DISCIPLINE

St Joseph's School is a Catholic Community and we are all members of that community. It is necessary for us to set down some rules by which members of our community will live. We hope these rules make it possible for everyone to gain the most from their time at St Joseph's.

1. Respect for others
3. Respect for ourselves
4. Respect for Sacred things
5. Respect for our school

The staff encourage a sense of self-discipline in each pupil. Please see the [CEWA Student Behaviour Policy](#) for more information. We encourage courtesy and consideration of others. The school has [Code of Conduct Policy](#) for all members of the St Joseph's Community. This includes staff, students and families.

Bullying is not tolerated, and incidents are dealt with appropriately.

## PARENTAL INVOLVEMENT

In welcoming new parents to the school community, we hope that all parents will actively participate in various areas throughout the school. We encourage families to participate actively with the P&F Association and the St Joseph's School Board and in all activities promoted through the school.

## FEEDBACK

At St Joseph's School we strive to work together with families to achieve the best outcomes for all of our students. To support collaboration with parents and families we have a page on the website which helps to clarify the roles and responsibilities of students, parents and staff and offers an avenue for feedback. Please see the [Feedback](#) page for more information.

**Motto: *To work is to pray***



# St Joseph's School

## ENROLMENT POLICY

Enrolment to the school happens through an enrolment process.

A \$20.00 (GST included) application fee applies for the processing of all enrolments from Kindy to Year 6. This is non-refundable and does not guarantee your child will be offered a position at St Joseph's School. Once your child has been offered a position at St Josephs in Pre-Kindy or Kindy you will be charged a \$100 enrolment deposit which is non-refundable. This will be deducted from your fees once your child commences.

We require an application form to be completed and submitted along with copies of

- Child's Birth Certificate
- Catholic Baptism Record
- Any other Sacramental record received
- Most current AIR [Australian Immunisation Register](#)
- A copy of their latest school report (if applying for a grade above Pre-Primary)
- We also require a Parish Priest Reference form to be completed by your Parish Priest
- Any child born outside of Australia or both parents born overseas will require either a Citizenship Certificate or a copy of visa details for our records.

Completing and lodging an application form does not guarantee an enrolment interview or a place at the school. Should a place become available we will contact you, an interview with the Principal will follow and should the application be successful an offer of enrolment is made to you.

We enrol children according to the following policy:-

1. Catholic students from the Parish with a Parish Priest Reference
2. Catholic students from outside the Parish with a Parish Priest Reference
3. Other Catholic students
4. Siblings of non-Catholic students
5. Non-Catholic students from other Christian Denominations
6. Other non-Catholic students

**Motto: *To work is to pray***



# St Joseph's School

## **EARLY CHILDHOOD EDUCATION-** Pre-Kindy, Kindergarten and Pre-Primary

The staff at St Joseph's provide rich, faith-based learning experiences that call all members of the school community to be in a personal relationship with Jesus Christ. The Gospel values are integrated across all learning areas and into the daily lives of our school community. The spiritual needs of every child will be met through prayer, song and storytelling. Christian values are integrated throughout the day as we try to be like Jesus and see God through his creation.

The staff in the Early Childhood Learning Centre are dedicated professionals who have obtained formal qualifications in the field of Early Childhood Education.

Across the Early Years classes, staff provide developmentally appropriate learning opportunities through play, inquiry and intentional teaching as guided by the Religious Education Guidelines, National Quality Standards, the Early Years Learning Framework and the School Curriculum and Standards Authority (WA).

### **A Vision for Learning**

The development of the whole child is fundamental to our programs. We strive to empower all children to be engaged, creative and confident learners to be future problem solvers across all domains. Our curriculum is integrated by using provocations, themes, needs and interests of the children.

We encourage children to build relationships, be creative, problem solve, communicate, explore, experiment which builds confidence, independence, resilience and encourages risk taking.

**BELONGING:** We recognise that families are the first teachers of their children. It is for this reason that close relationships between the family and educators are established and fostered throughout their school life.

**BEING:** We recognise that every child is unique and develops at his or her own pace. We encourage children to be themselves, explore their own interests and develop relationships with other children and adults.

**BECOMING:** We encourage children to be active participants in their learning and strive to help them reach their potential.

**Motto: *To work is to pray***



# St Joseph's School

## ATTENDANCE AND SAFETY OF THE CHILDREN

Parents are responsible for the safety of their children at all times. They transfer this responsibility to the school during the hours of 8.30am to 3.30pm, Mondays to Fridays. The school takes this responsibility seriously and so the following should be observed at all times.

- 1) Parents are required to contact the school by email via the [Absentee Tab](#) on the school website prior to the commencement of the school day if the child is to be absent for any reason. If the school is not notified of the absence the parent will be contacted by text message to inquire why the child is not at school. Parents are then required to email the school via the [Absentee Tab](#) on the school website to explain the absence.
- 2) All students arriving from 9:00am must sign in via the iPad in administration to ensure that attendance records are accurate.
- 3) No child will be allowed to leave the school grounds during school hours. If a child has to leave for a dental appointment etc., parents sign the child in and out of school at Admin.

ALL parents and visitors entering the school between 9.00am and 2.45pm must sign in at the office via the visitor iPad and sign out again when leaving.

Please note: The gates leading into the school will be closed from 9.00am until 2.45pm. While we are aware this may seem inconvenient, please remember we have the safety of your children in mind.

**Motto: *To work is to pray***



# St Joseph's School

## SCHOOL / FAMILY COMMUNICATION

A newsletter is emailed fortnightly from the school with announcements, news and community notices. Occasionally the School Advisory Council and P & F send their notices with the school newsletter. The newsletter is also on our website for viewing.

At the beginning of the school year a formal, evening meeting takes place between the class teacher and the parents. The purpose of this meeting is to outline the year's aims and activities.

At the end of Term one there is a formal interview between class teacher and parents. In the middle of the year a formal written report for each child is sent home to the parents. At the end of the year another formal written report is sent home to parents.

The school uses the SeeSaw app as a tool for learning, to showcase students work and to communicate directly with the parents.

Parents are encouraged to attend our assemblies, sports carnivals and all school functions, Masses and Liturgies.

Informal contact between parents and teachers to discuss children's progress is encouraged, but this should not take place during class time. Please contact the teacher through SeeSaw to arrange a suitable time.

**Motto: *To work is to pray***



# St Joseph's School

## HEALTH

### SCHOOL NURSE

The school nurse from the Maddington Health Centre periodically visits the school. An appointment with the nurse can be made by contacting the Nurse:

Clinical Nurse  
Child and Adolescent Community Health  
132 Westfield Street Maddington WA 6109  
P: 63303127

### DENTAL THERAPY

Dental treatment is available through the Dental Therapy Clinic attached to Queens Park Primary School. The clinic's number is 9451 1015.

**Motto: *To work is to pray***



# St Joseph's School

## HEALTH

If a child becomes sick during the school day, or has an accident and needs medical attention, parents will be immediately notified if possible so that arrangements can be made for proper care.

If a child requires medication to be administered during school hours, parents are asked to complete Medication Request Forms, available from the office. Children should not keep medication in their bag at school, it must be left with Admin. We request that parents honour their own and our responsibilities regarding medication for children.

If your child has an allergy or medical condition that may require us to care for them in an urgent situation eg Asthma, Bee Sting Allergy, Peanut Allergy, Epilepsy etc. we require Emergency Action Plan forms to be completed. These will guide us in caring for your child should the need arise. The forms are available from the office. Parents, we ask that you fully inform your child's class teacher and office staff of all aspects of your child's condition.

In cases of infectious diseases, Health Department guidelines for teachers and local authorities are to be followed.

Parents are asked to keep the school regularly updated on their child's medical history, and current telephone numbers (home number, mother's and father's work numbers, and two other emergency contact numbers, ie. grandparents etc.).

Children's hair needs to be regularly examined for head lice and/or nits. Treatment is available from the chemist, and parents should commence treatment as soon as the infection is discovered. The school should also be informed, and children kept at home until they are clear of lice/nits.

***PLEASE DO NOT SEND SICK CHILDREN TO SCHOOL***

**Motto: *To work is to pray***



# St Joseph's School

## **PHYSICAL EDUCATION**

Physical Education is a compulsory part of our school curriculum and all children are expected to participate in the activities, unless prevented from doing so for medical reasons, and then a note is required. Children must wear sports uniform as required.

## **EXCURSIONS AND CAMPS**

Excursions and camps are aimed at enriching the work in the classroom, increasing general knowledge, developing an appreciation of our country, socially enjoying each other's company and encouraging class spirit.

## **PARKING**

There are several parking options at St Joseph's School available to parents. These are continually being reviewed to ensure the safest practice applies for students. Parking arrangements are placed regularly in the newsletter.

## **TRAIN / BUS TRAVEL**

Some of our students travel to and from school by train and/or bus. It is always important for parents to remind pupils about their behavior when travelling to and from school. Any incidents which may put pupils at risk are to be reported to the school as soon as possible.

## **ROAD SAFETY / PEDESTRIANS / BICYCLE RIDERS**

All pupils who walk or ride bikes to school are in need of reminders about road safety. All bicycle riders are to wear a helmet when riding their bikes to and from school. Please encourage your children to ride safely.

## **NO BIKES ARE TO BE RIDDEN WITHIN THE SCHOOL GROUNDS**

## **CANTEEN**

The school canteen is open each weekday from 8.30am. Lunch orders may be placed through the canteen before school or online via the [canteen page on the website](#). Menus/price lists are available from the office or canteen and also on the website.

**Motto: *To work is to pray***



# St Joseph's School

## **HAIR and GROOMING**

Children are to be responsible for their own appearance and it would be appreciated if children could have clean shoes and socks up, as well as careful grooming and brushing of hair.

Hair should be

- Clean, neat and tidy.
- Long hair (collar length and longer) for both boys and girls should be tied back firmly away from the face.
- Extreme hairstyles are not permitted.
- Rat's Tails are not permitted.
- Coloured or dyed hair is not permitted.
- Number one haircuts are not permitted.

## **DRESS**

From Year One, children must wear the correct St Joseph's School Uniform, at all times (see uniform list). If children are wearing the incorrect uniform a note will be sent home informing parents. If a child has a reason to be out of uniform, a written explanation to the class teacher is required from parents.

Students wear plain black lace up or velcro school shoes, or black Mary Jane school shoes. They are to wear sneakers or sports shoes with their sports uniform only.

We have a compulsory NO HAT NO PLAY policy for children in place for the whole school year. Children without a hat will not be permitted to be out in the sun, they will be permitted to play in shaded areas only.

NOTE: Please ensure all items of clothing is clearly labelled.

## **JEWELLERY**

Students are permitted to wear:

- a watch
- a chain with a Holy medal
- studs or sleepers in lobe (small sleepers without accessories, two pairs maximum)
- a Medic Alert bracelet (this is the only bracelet permitted)

**Motto: *To work is to pray***



# St Joseph's School

## UNIFORM

Throughout the term the uniforms shop is open:

- Tuesday mornings from 8:15am to 10:15am.

### Uniform options:

- Grey school shorts or grey school trousers with blue shirt with embroidered crest on pocket
- Blue check uniform dress with embroidered crest
- Check culottes and blue shirt with embroidered crest on the pocket
- Grey trousers and blue shirt with embroidered crest on the pocket
- Blue jumper with school crest
- Black leather lace-up or velcro school shoes (flat) or black Mary-Jane type shoes with navy stockings or school socks (white ankle socks with blue and yellow bands or grey school socks).
- School Hat

### Sports Uniform

- Faction sports shirt and royal blue shorts or track pants
- Blue sports jacket
- Sneakers and school socks (white ankle socks with blue and yellow bands).
- Girls-One piece bathers should be worn for swimming, but two piece swim suits are permitted when worn with a t-shirt

### PLEASE NOTE:

During the colder weather children are permitted to wear a jacket or coat over their school jumper. The jacket or coat is not to replace the school jumper and is to be worn with the school jumper. The jacket or coat may be worn to and from school and in the playground during breaks. It is not to be worn in classrooms during class. It is preferred that the jacket or coat be blue or yellow as these are the school colours.

Jackets are available in the school colours from the uniform shop.

**Motto: *To work is to pray***



# St Joseph's School

## Health Care Card/ Pension Concession Card Fee Discount Scheme

Parents and guardians who are responsible for the payment of school fees and hold a current means tested Concession Card are entitled to discounts on tuition fees.

To access this scheme, parents and guardians will need to show a valid Concession Card and complete an application form. This form must be completed at the start of each school year. Holders of cards that expire during the year will need to show their new card to continue getting the discount. Applications forms are available at the office.

## Payment Options

Annual Tuition Statements are emailed to parents and guardians at the beginning of Term 1. We ask that the Payment Option Form attached to the Tuition Statements be completed, signed and returned to the school office as soon as possible.

To assist parents in meeting their school fee obligations, there are several options available for fee payment.

- Payment of fees can be made in 1 instalment or by semester, term, monthly, fortnightly or weekly
- Method of Payment includes:
  - Online via B-Pay
  - In Person – Cash, Credit/Debit card
  - Telephone – Credit Card Only
  - Direct Debit from your Bank Account

Parents experiencing difficulties with fee payments are asked to arrange a meeting with the principal to discuss available options.

**Motto: *To work is to pray***



# St Joseph's School

## St Norbert Sibling Fee Discount

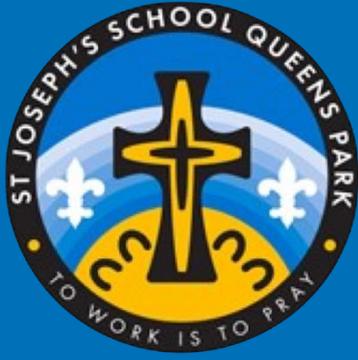
Families with students in both St Norbert College and St Joseph's can apply for the sibling discount on their school fees. They will be charged according to their rank in the family, e.g if you have one child at St Norbert College and one at St Joseph's you will receive 20% discount on tuition fees at St Joseph's. Forms are emailed to parents and guardians at the commencement of Term 1 or are available at the office and students will be verified as an enrolled student at St Norbert College before approval for the discount is applied.

*Please Note:*

*Fee changes for each subsequent year are announced in November at the Annual School Community Meeting of the St Joseph's School Board.*



**Motto: *To work is to pray***



# St Joseph's School

Address: 140 Railway Parade, WA 6107

Phone: (08) 9251 0500

Email: [admin.sjsqp@cewa.edu.au](mailto:admin.sjsqp@cewa.edu.au)



**Motto: *To work is to pray***