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INTRODUCTION

St Joseph’s School, Wagga Wagga prides itself in its warm atmosphere and quality teachers and staff, offering all students the opportunity for growth and success.

Central to the life of St Joseph’s is the development of a Christian community that supports and teaches the traditions and values of the Catholic Church. Through word and example, students are led to know and live the way of Jesus in the Gospels.

Students’ welfare is of uppermost to all staff; and all staff work together to ensure students are feeling happy, safe, valued and affirmed and have opportunities to develop.

Parents are actively involved in many facets of school life. Communication between parents, staff and students is encouraged and valued. The students are encouraged to participate in community activities.

Teaching at St Joseph’s Wagga Wagga provides many rewards. It requires teamwork, dedication, a strong practical Catholic faith and involvement in community.

Our patron saint is St Joseph and our school motto is ‘All things for God’. Our team patrons are MacKillop, John Paul, Nagle and Michael. They provide inspiration for students as they participate in team sports.

Our School follows the NSW Board of Studies Syllabus in all the Key Learning Areas – English, Mathematics, Science and Technology, Human Society and Its Environment, Personal Development, Health and Physical Education and Creative and Practical Arts.

Students at St Joseph’s participate in a Religious Education lesson daily. This involves instruction, reflection, action and prayer.

Students have the opportunity to be involved in many community activities which include the ANZAC ceremony, Eisteddfods, and any project suitable for students and the school.

Every student has the opportunity to be involved in sport and participate in Diocesan, Interdiocesan and State Carnivals.

St Joseph’s School is staffed by a committed and dedicated group of teachers who work to ensure that the needs of every student are catered for.
VISION STATEMENT
St. Joseph’s is a Catholic Parish Primary School. We believe that:

· We are a Christ centred community embracing the teaching, values and ministry of our Catholic faith.

· Each member of our community will be acknowledged and nurtured in a caring and respectful manner.

· We provide a solid foundation for holistic education, body, mind and spirit, which encourages an ongoing love of learning.

· We strive to provide a positive and safe environment for all.

ST JOSEPH’S SCHOOL AIMS -

The spirit and values of the Gospel will permeate the entire school community.

The values of the school will be based on sensitivity to the varying needs in our changing society- loving kindness, compassion, justice and reconciliation, shown forth not merely in sentiment, but in deed.

Members of the school community will strive to live out these values with active commitment and service, where students can grow and find support in the experiences of a living faith.

Teaching of the Catholic Faith
Religious education within our school aims to help each child develop a deep and personal relationship with Jesus Christ. “Sharing our Story” is the RE syllabus used in the Wagga Diocese. This provides a systematic and comprehensive understanding of the teaching of the Gospel and ways catholics are called to live within the catholic tradition. Opportunities are provided to celebrate our faith and put into practice Gospel values.

Teaching in all Curriculum areas
Our teaching recognises the uniqueness of each child and provides the support needed to facilitate successful student learning.

Our Commitment as Teachers
As teachers we endeavour to develop the gift of faith and promote the spiritual, intellectual, social, emotional, moral and physical development of your children.

Our Relationship with the Parish Community
Our catholic school, being part of the faith community of the Cathedral parish reflects and teaches the values needed for catholic daily living.

Our Relationship with Parents
We recognise parents as the first educators of children and we invite parents to join with us in their spiritual and intellectual development by being involved in school and parish activities and meeting with teachers at regular intervals.
GENERAL INFORMATION

ABSENCES
Should your child be absent from school, a submission on the Skoolbag App, email, note to the class teacher or a phone call explaining the absence is required. This is a legal requirement. Notes are kept with the class roll.

Students are expected to attend school for all of the time that the school is open.

- The class roll is marked daily. Absences are carefully recorded. Students attending school approved excursions are marked present on the roll.
- A written explanation of absences is to be provided for the class teacher by parents/carers.
- In the event of written explanation not being provided, teachers report the matter to the principal.
- Unexplained absences are followed up by the principal who will contact the parents/carers by phone or organise an interview.
- In the event of many unexplained absences it is the principal’s duty to contact the Department of Family & Community Services so that appropriate follow-up can be provided.

ACCIDENTS OR INJURY
The school will administer simple first aid whenever necessary. In cases of serious injury at school, parents and/or contact person, nominated by parent, will be notified. When urgent medical attention is needed your child will be transported by ambulance to the nearest hospital. The school will take the necessary steps to ensure the wellbeing of your child at all times.

ALLERGIES
Parents who have children who suffer from extreme allergic reactions are required to provide an action plan to the school prior to enrolment and on the first day of each school year. The Action Plan is to be updated as required.

ASSEMBLIES
Assemblies are held each Friday. At assemblies, students are presented with class awards for their achievements, citizenship or their Christian attitude. Two to three times each term parents are invited to come and see particular classes showcase their work or activities at assemblies.

BANKING
There are opportunities for the children to operate a student savings account. This service is offered by the Diocesan Provident Fund. While it is a matter of personal choice how you organise your finances, you may consider the DPF. Banking day for the DPF is on Thursday.

- Diocesan Provident Fund (DPF)
  Our school is able to borrow large sums of money needed to finance our building projects at very favorable rates from the DPF. Savings accounts with DPF return good interest.
BEHAVIOUR MANAGEMENT
The Behaviour Management Policy at St Joseph's is devised to promote a safe environment for all students. If a problem exists, be it in the class room or on the playground, it is dealt with by the supervising teacher. If a serious breach occurs the child is sent to the Assistant Principal or Principal. As necessary, parents are informed of the problem so the school and parents may work together to promote a healthy, positive attitude to self and to school life.

BIKES
All bikes must be walked when on school premises and placed in the bike racks provided adjacent the small COLA.
A reminder that bikes are only permitted to be ridden by children 10 years and over unless accompanied by an adult. This is based on a recommendation by the Roads and Traffic Authority as younger children do not have the scanning skills to ride safely on the road.

BUS TRAVEL
Children in Kindergarten, Year 1 and Year 2 who travel by bus are eligible for a free bus pass. Forms are available from the school office. The form is completed and returned to the school office where it is stamped, signed and then forwarded to the appropriate bus company. If you change address, a new application needs to be made to the bus company. Children in Years 3, 4, 5 and 6 are eligible for a free bus pass if they reside more than 1.6 kms radius distance away from the school. If they live inside this distance they must pay to travel by bus. There is further information available regarding bus travel in the NSW Transport Application form for Subsidised Travel or by contacting Busabout.

Country students who are transported to their bus stop by private car are eligible for a Private Vehicle Conveyance rebate. Application forms can be obtained from the School Office.

CARNIVALS
School Swimming, Athletics and Cross Country Carnivals are held annually. The school also participates in carnivals organised on a local and regional basis. Children with exceptional talent have the opportunity of competing for state selection in catholic teams and at state PSSA competition level. Parents are invited to assist at these events.
The school sports houses are Michael (Red), Nagle (Green), MacKillop (Blue) and John Paul (Yellow). Your child will be notified of their house team.

CHANGE OF ADDRESS OR RELEVANT PHONE NUMBERS
Please inform the school immediately if there is any change to your address, telephone number or email address or change to the phone number of your emergency contact persons. This enables us to maintain accurate records so that parents can be contacted promptly, especially in the case of an emergency.

CENTACARE
Centacare is a Catholic agency providing support and counselling. A counsellor from Centacare works at St. Joseph’s each Tuesday. Should parents wish to use the service they are invited to contact the school office. We also have a pastoral care worker who provides support with children.
CHILD PROTECTION
The safety and welfare of children is of the highest importance to all those who work in the field of Catholic Education. Child protection is a responsibility shared by parents, education professionals such as teachers, and those whose work brings them into contact with children, as well as the wider community.

Principals, teachers and school counsellors must report to the Department of Family and Community Services when they have reason to suspect risk of harm to children or young people in their workplace.

COLLECTION OF MONEY
Money sent to school is collected by classroom teachers, recorded and then sent to the school office for accounting.

Any money sent to the school should be in a securely sealed envelope on which is written:
- the child’s name
- class
- what the money is for

COMMUNITY SUPPORT
From time to time the school takes part in competitions and contests arranged by local organisations. Pupils from the school also participate in various local events during the year.

Pupils from Years 3 to 6 are given the opportunity to enter into the annually run Primary Mathematics, English, Science, Computer Skills, Spelling, and Writing competitions conducted by the New South Wales University in Sydney.

COMPLAINTS AND GRIEVANCES PROCEDURE
St Joseph’s Primary School follows the policies and procedures detailed in the Diocesan School Handbook regarding complaints and resolving grievances.

In the weekly school newsletter members of the community are encouraged, should they have a concern, to raise it with the teacher concerned or the principal.
St Joseph’s Primary School encourages any person or group of people with a complaint to seek the assistance of the Principal.

In order to ensure procedural fairness, if the issue remains unresolved the person/persons may wish to express their views in writing to the Principal or the Parish Priest.

If the person/persons are not satisfied that the matter has been resolved within the school or has a grievance with the principal, then they may approach the Catholic Schools Office. The CSO Officer dealing with the issue will assume that the above procedure has been followed.
ENROLMENT
We welcome new pupils at St Joseph’s, and parents are encouraged to promote Catholic education in the community. An information session for prospective parents is held near the end of Term 1. Enrolment packages are available on that day or at the school office.

An orientation and transition programme is held in Term 4 of each year for children entering Kindergarten the following year.

For all enquiries please contact the school office on 69215733.

EXCURSIONS
Local class excursions are held throughout the year as planned by class teachers.

Senior classes also visit Canberra and Ballarat (alternate years) as part of their Human Society and Its Environment programme. Parents are informed in advance of all matters related to excursions.

At the beginning of the school year, a general permission note is sent home which lists various school activities in which the children will be involved. When this note has been completed by a parent/carer and returned to the classroom teacher, the student is then able to attend these school activities without having to sign a permission note for every excursion.

HEALTH ISSUES
Illness
Regular attendance is most important as it maintains continuity of learning experiences and helps social interaction.

Home, however is the place for a sick child. If in any doubt about your child’s health it is wise to keep him/her at home. If a child becomes ill at school, parents are contacted and asked to make arrangements for the collection of the child.

If a child is sent to sickbay, an information slip is sent home with the child on that day.

For basic information on some infectious diseases of children, please see the information sheet at the back of this booklet.

Medication
If your child requires medication, the appropriate forms (available on our website or from the school office) are to be completed and medication sent to the School Office in the original packaging.

Children are not permitted to have their medication in their school bags as it could pose a danger to other students. All medication is securely locked away once handed into the office.
Asthma
If your child suffers from asthma, you need to fill out a form from the school office and supply your child’s medication eg. Ventolin with a puffer/spacer, or mask for use with a nebuliser. You will also need to supply your child’s current asthma plan from your general practitioner. All asthma medication is kept in the sickbay.

Head Lice
Periodically the presence of head lice is found on individual children. If lice or nits are found, parents are contacted and information is provided to help treat the problem. Children must not attend school if lice or nit eggs are present in their hair. The child can return once treatment has been commenced.

It is advisable that parents regularly check their children’s hair and report any infestation to the school. Advice on treatment can be obtained at any time from the school office.

Immunisation - Enrolment Requirement
Under the Public Health (Amendment) Act 1992 parents are required to provide the school with an Immunisation Certificate when a child is enrolled at the school. This can be obtained from your local doctor or when your child is immunised at your local Health Clinic. The certificate is titled “Immunisation Certificate for Primary School Enrolment”.

Disease Notification Requirements
In the event of a vaccine-preventable disease occurring in a school, the school principal must:

- Notify the Medical Office of Health or the local Public Health Unit. Ensure that the Medical Officer of Health has access to the school files containing Immunisation Certificates.
- Follow the Medical Office of Health’s direction and ensure that unimmunised children are excluded for the incubation period of the disease for the duration of the outbreak. A notice that the child is to be excluded and indicating the period of exclusion must be sent home with the child.

In the event of a major disease outbreak in a school, staff from the nearest Public Health Unit and Community Health nurses will be available to assist the clerical staff in identifying susceptible children.

Wagga School Dental Clinic
Appointments may be made for the Wagga Dental Clinic which is situated in Docker Street by calling 1800 450046.

Wagga Community Health Centre
The Community Health Centre in Docker Street caters for children and adults with emotional problems, hearing and speech disabilities and other health issues. Wagga Community Health Centre phone number is 6938 6411.
HOMEWORK
Homework aims at developing good learning habits and a sense of self-responsibility habits in the child; therefore it can take two forms both of which share equal importance - non-written and/or written.

Implementation
- Homework will only be assigned Monday - Thursday evening inclusive.
- Teachers will sight and sign all written homework.
- Homework will be corrected by either the teacher or as a class group.

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<th>Stage</th>
<th>Possible Structure</th>
<th>Maximum Time Allowance</th>
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| Early Stage One (Kindergarten) | • Home Reading  
• Sight words | 10 minutes a night |
| Stage One (Years 1 & 2) | • Home Reading  
• Spelling | 15 minutes a night |
| Stage Two (Years 3 & 4) | • Independent Reading  
• Spelling  
• Maths practice | 20 minutes a night |
| Stage Three (Years 5 & 6) | • Independent reading  
• Spelling  
• Maths practice  
• English practice | 30 minutes a night |

• N.B. There may be times when a research task is set and sent home for students to complete. This may replace regular homework.

Parents’ supervision of homework is essential and is seen as a valuable link between parents and school. Homework is the responsibility of the child, not the parent.

Please do not hesitate to see your child’s teacher if you are concerned about anything. Teachers are here to help and support you as much as possible. Likewise, when you are pleased with your child’s progress, it will do him/her good to hear about it.

INFORMATION TECHNOLOGY
St Joseph’s offers students an innovative curriculum with well resourced classrooms and library. The use of technology is integrated into all Key Learning Areas. The school is fully equipped with audio/visual equipment.

INTERVIEWS
Teachers welcome the opportunity to discuss any matter pertaining to your child. These interviews should take place outside school hours. Please make an appointment so as not to conflict with staff meetings and bus duties.
Formal interviews for Years 1-6 are offered in Term 1 and then K-6 following reception of written reports in June. Interviews are also offered to Year 3 and 5 parents following reception of NAPLAN results.

LOST PROPERTY
The lost property is stored within the school in plastic tubs outside the tuckshop. It is amazing how much unlabelled property, mainly clothing, remains unclaimed and is eventually given to the clothing pool for resale. Parents are invited to make regular checks and are reminded that all articles should be clearly and permanently marked with the child’s name.

LUNCHES
Unless buying lunch from the tuckshop, children must bring a packed lunch to school (healthy lunches are encouraged). We suggest that a piece of fruit for recess and a sandwich with a nutritious filling for lunch as well as a drink are sufficient. It would help young children if the fruit is peeled and cut into segments. Please check your children’s lunch boxes when they return from school. This should help you gauge the right amount of lunch needed for your child. It may also indicate whether you need to change the sandwich/roll fillings. A packet of chips does not replace a nutritious, healthy, packed lunch.

The children sit in their allocated areas to eat their lunch, and remain until dismissed by the supervising teachers – Years K - 6, 1pm to 1.15pm

MOBILE PHONES
Students are not permitted to have mobile phones, IPods or IPads at school. If for some reason a child needs to bring a mobile phone to school, it is to be handed in to the school office at the commencement of the school day and picked up from the school office at the end of the day.

NEWSLETTERS
School newsletters are sent home every week on a Wednesday via email unless a printed newsletter is requested. It is important that parents and guardians take the time to read the newsletter as it carries important and relevant information regarding the education of your child/children. The weekly newsletter is also posted on the school website at web.sjww.catholic.edu.au and on the St Joseph’s Wagga Facebook page.

PARISH WEEKEND MASS TIMES
St Michaels Parish Church weekend Mass times are: Saturday at 6.00pm, Sunday at 8.00am, 10.00 am and 5.30pm. Catholic children and families are encouraged to attend.

PERSONAL ITEMS AT SCHOOL
- Students are encouraged to bring an item of interest to school for news or discussion.
- Students are not permitted to bring personal items to school to play with or swap (eg. toys, cards, collectables etc.)
PHYSICAL EDUCATION
A wide range of individual physical skills are catered for by a balanced programme which includes gymnastics, games, skills, swimming, athletics and dance. Children are also taught appropriate safety skills. The school’s Physical Education lessons are conducted on a Wednesday.

PLAYGROUND
No child is permitted to leave the school grounds without the permission of the Principal. Children are not to play in school grounds after school (or at the weekends) unless they are attending after school care at the school. These grounds are patrolled regularly by police and security, who have been informed that no-one should be in the grounds after school hours.

After school, preschoolers or children who are waiting to be collected are not permitted to play on equipment or with equipment. No supervision of the grounds is undertaken by the staff after the final bus.

RECORDS
It would be appreciated if parents would notify the school promptly of any changes (eg address, phone number, parents’ business, name of friend or neighbour who would look after your child if too ill to remain at school, or in case of an accident). This information may be vital in case of emergency. This can be done by sending an email to sjw-info@ww.catholic.edu.au or phoning the school on 69215733.

RELEASE FROM FACE TO FACE TEACHING
Executive staff in every school are provided with release from classroom teaching. The amount of time given varies with the degree of responsibility. Each classroom teacher is provided with release from face-to-face teaching based on the current award or Enterprise Agreement. Teachers are replaced by qualified teaching staff on those occasions.

RELIEF TEACHERS
When teachers are absent due to inservice, illness or family matters, qualified teachers are employed to teach the children. The relief teacher will normally follow the program of the classroom teacher.

RELIGIOUS EDUCATION
Through the Religious Education Programme, Masses and Liturgies we endeavour to help pupils realise God’s great love for them, so as to enable them to respond to that love in their daily lives. School Masses are celebrated regularly and parents are advised in the weekly newsletter of the dates and times for these. Parents are always welcome at these Masses. Masses are also held on some major feast days. Parents with a positive attitude towards their own faith will set a good example for their children to follow, including reception of the sacraments. Traditional prayers taught at school are published in the back of this document.
SACRAMENTS
The celebration of the sacraments is an important aspect of the spiritual life of our school. The preparation for the reception of the Sacrament of Confirmation - Year 6, the Sacrament of the Eucharist - Year 3 and the Sacrament of Penance - Year 2 are provided through the school each year. Students from Years 3 - 6 have the opportunity to receive the Sacrament of Penance regularly throughout the year.

We cater for the needs of newly enrolled children who have not yet received a particular sacrament.

SCHOOL FEES
All fees are compulsory. School fees are billed for the year, and are sent out at the beginning of Term 1. Arrangements can be made to pay weekly, fortnightly or monthly if desired. The following options are available for fee payment: cash, cheque, direct deposit or direct debit through the school office. We do not have EFTPOS or credit card facilities.

Families may wish to spread payments over the year and an excellent way of doing this is by using the School’s DIRECT DEBIT method of payment with the option of making WEEKLY, FORTNIGHTLY OR MONTHLY payments during the school year. Direct debit deductions occur on Thursdays of the school term - no deductions are made during the school holidays. A sibling discount is available for each subsequent child which is adjusted on the fees each term.

School Fees for 2015 are as follows:-

Resource Fee
The resource fee includes two Musica Viva concerts and the Life Education Van visit.
$200 per child per year

Tuition Fee per term
The tuition fee is billed for each term with a discount given to the second, third and subsequent child of the family attending the school. The fees are as follows:

1 child $250 per term $1000 per year
2 children $474 $1896 per year
3 children $630 $2520 per year
4 children $720 $2880 per year

Sport Fee
This fee is charged per term per child. This also covers St Joseph’s swimming carnival and athletics carnival.
$25 per term $100 per year

Technology Fee
This fee is charged per term per child
$15.00 per term $60 per year

Building Levy
This fee is charged per family annually
$100 per year
Total fees charged for 2015

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<td>4 children</td>
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**SCHOOL HOURS**

- **Morning bell**: 8.55 am
- **Recess**: 10.55 - 11.20 am
- **Lunch**: 1.00 - 1.50 pm
- **Dismissal**: 3.10 pm

Children are discouraged to be on school premises prior to 8.30 am. Children arriving any earlier must be seated on the metal seats until the supervising teacher comes on duty at 8.30am. No legal responsibility will be accepted prior to this time. The school gate is locked straight after morning assembly which is approximately 9.05am. If the gate is locked, you are required come to the front office and sign your child in.

All children leave their classrooms at 3.10 pm.

After school, teachers supervise until all buses have departed and children are collected by their parents.

All buses must have left the school bus stops by 4.00 pm each day.

**SCHOOL LIBRARY**

The school library is located in the central learning space of the school. It is well stocked with books and equipment both to support the curriculum and for recreation. The library is networked both locally and to the Internet. Children are encouraged to make full use of the library. Each class has a library time once a week and students in Kinder to Year 2 are required to have a library borrowing bag. Library bags with the school logo are available from the school office.

Lost or damaged books are to be replaced at parents/guardians expense.

**SCHOOL PHOTOGRAPHS**

School photographs are taken each year. The date is announced in the school newsletter. These are opportunities for parents to receive photos of individual children and class groups at school.

**SCHOOL REPORTS & INTERVIEWS**

Written reports on student progress are available mid-year and yearly. Reports are a record of your child’s academic and social progress. Parent teacher interviews are offered following reception of written reports in June and NAPLAN results in October.

Interviews can be arranged at any time by request.
SCHOOL UNIFORM CODE
A strict policy exists with respect to this area.
- Students are to always wear correct uniform.
- The only jewellery worn is a simple cross and chain, flat banded ring and watch.
- Sleepers/studs worn in the earlobes only.
- Nail polish is NOT to be worn.
- Brand name items are NOT to be worn.
- Hair should not be a non-natural colour; no extreme hairstyles.
- Boys hair neat and tidy and of an acceptable style. Hair needs to be above the collar. Haircuts no shorter than a No. 2.
- Long hair is to be tied back neatly.
- No t-shirts, skivvies, boxers are to be visible if worn under shirts or dresses.
- Boys shirts are to be tucked in with the exception of play times.

BOYS SUMMER:
Open neck blue shirt and grey shorts, plain grey socks, black shoes or boots. (Brown sandals may be worn in very hot weather).

BOYS WINTER:
Long grey trousers (not jeans or cords), long sleeved mid blue shirt, navy and red striped school tie, navy embroidered jumper, plain grey socks, black shoes or boots.

GIRLS SUMMER:
Blue checked dress, white socks and black shoes. (Brown sandals may be worn in very hot weather)

GIRLS WINTER:
Navy tunic or skirt, long sleeved blue shirt, navy and red striped tie, navy embroidered jumper, navy socks or tights, black shoes. Hair ribbons, hair bands, scrunchies, etc. to be navy or the check of the summer dress.

SPORTS UNIFORM:
Boys: Red polo shirt with the school emblem, royal blue shorts, white socks and white sport shoes or runners.

Girls: Red polo shirt with the school emblem, royal blue wrap skort or royal blue shorts, white socks and white sport shoes or runners.

TRACKSUITS: Tracksuits are worn during Terms 2 and 3 on sports days and on cold sports days in Terms 1 and 4. Tracksuits are navy trimmed with royal blue, red and white, embroidered with the school’s emblem. The fully lined tracksuits are water proof, the jackets have a brushed interlock lining and the pants have an interlock lining and are available at Lowes Menswear.

Sports uniform is worn only on sports days. You will be notified of these days at the beginning of the year.

SCHOOL JACKETS: The tracksuit jackets serve a dual role and are worn as school jackets over the school uniform in winter months.
SCHOOL HATS: Royal blue broad brimmed hats with the school emblem must be worn at all times during Terms 1, 2, 3 and 4 while on the playground and are available from the office. ‘No Hat, No Play’ policy exists for Terms 1, 2, 3 and 4.

SCHOOL BAGS: Monogrammed top quality school bags are available from St. Joseph’s school office.

SCHOOL UNIFORM SHOP - Second hand clothing
There is a clothing pool which operates for second hand uniforms and can be opened on open request.

**PLEASE LABEL CLEARLY every article of clothing your child wears. Also label library bag, swimming towels, lunch boxes and other personal property.**

SCHOOL WEBSITE
We encourage parents to access our school website at web.sjww.catholic.edu.au on a regular basis. It has information about our school as well as a calendar of activities that are occurring through the term. It also has the latest newsletter and access to download forms such as medication forms and tuckshop menu.

SIGNING OUT OF CHILDREN
No child is permitted to leave the school grounds during school hours unless collected from the school office by a parent or other authorised person. In the case of children leaving early to attend for example medical or dental appointments, a note should be written to the teacher outlining date, time and purpose of the appointment.

If your child needs to attend an appointment during the school day or they are being collected because they are unwell they must be signed out at the school office before leaving. If they are being returned from an appointment they must be signed back in. Parents/caregivers are to come to the front office to collect your child and your child’s classroom will be contacted.

SIGNING OF THE VISITORS BOOK
When visitors, parents, classroom helpers, volunteers, or students (CSU, high school) arrive at school it is required that they sign in, in the visitors’ book located at the school office. When visitors have finished helping and are leaving the school, they are required to sign out.

SIP AND CRUNCH
At 10am daily, students are provided with time to eat fruit, vegetables and have a drink of water. Please send in a small amount of fruit/vegetables cut up and easy for your child to eat.
SPORT DAYS
Kinder to Year 6 have sport on Wednesday.

STAFF DEVELOPMENT DAYS (PUPIL FREE DAYS)
The school is permitted five (5) pupil-free days for staff development. Children do not attend school on these days. The dates for these days will be included in the term dates that appear in the newsletter. Parents will be reminded at least four weeks beforehand in the newsletter so that suitable arrangements can be made for the care of children.

ST JOSEPH’S SCHOOL COUNCIL
The School Council is an advisory group to the Principal and school executive. It consists of elected representatives of the school community and Ex Officio members - the principal, assistant principal and parish priest. The council deals with areas of maintenance, finance, school promotion and communication. The Committee meets on the second Tuesday of each month at 7.00pm.

ST JOSEPH’S SCHOOL PARENTS AND FRIENDS ASSOCIATION
This association serves as a community building and fundraising body for the school and contributes financially towards the purchase of equipment and resources. Meetings are held in the school hall, on the third Tuesday of each month, at 7.00 pm. All parents are invited to attend these meetings, with all ideas and assistance greatly welcomed.

TESTING
The school participates in the NAPLAN (National Assessment Programme - Literacy and Numeracy) in Term 2 each year. These are set and marked externally for Years 3 & 5.

TRANSPORT PICK UP AREAS
There is a pick up and drop-off zone in front of the Cathedral each school day. In the afternoon, family names are displayed on the sun visor of the car and students are called by the car monitors.

Please do not:
• Park in the NO STOPPING zones and BUS ZONES
• Make unsafe U-TURNS from the NO STOPPING zone into the path of a bus
• Park in the Bus Bay whilst picking up children.

To help us ensure your child’s safety would you kindly adhere to the rules:
• Stay no longer than the specified two (2) minutes and do not move more than three (3) metres from your car when using the drop off/ pick up zone.
• Children not to step out from behind parked cars and buses. When there is no footpath, walk on the right hand side of the road facing the traffic.
• Children not to cross the road unsupervised or cross to parents in cars on the other side of the road. Parents must come and escort their child across the road.
• Teach your child their address and the way home in case of an emergency should a teacher or parent need to take them home.

• Teach them to go directly home and not to loiter on the way home, not to visit friends without permission, and to never go with strangers.

**TUCKSHOP**
The tuckshop is operated by volunteers. It provides morning tea and lunches for children on Monday, Wednesday, Thursday and Friday.

Helpers are always needed, so if you can assist please contact the tuckshop co-ordinator, Kathy Gaffney on 0422493879 to have your name put on the roster. A price list is sent home at the beginning of the school year.
PRAYERS WE SAY AT ST JOSEPH’S

We are currently developing a new school prayer for St Joseph’s Primary School.

Our Father

Our Father who art in Heaven
Hallowed be Thy name
Thy kingdom come
Thy will be done on earth
As it is in Heaven
Give us this day our daily bread
And forgive us our trespasses
As we forgive those who trespass against us
And lead us not into temptation
But deliver us from evil
Amen

Hail Mary

Hail Mary full of grace
The Lord is with You
Blessed are You amongst women
And blessed is the fruit of Your womb, Jesus
Holy Mary, Mother of God
Pray for us sinners
Now and at the hour of our death
Amen

Glory Be

Glory be to the Father
And to the Son
And to the Holy Spirit
As it was in the beginning
Is now and ever shall be
World without end
Amen
<table>
<thead>
<tr>
<th>CONDITION</th>
<th>EXCLUSION OF CASE</th>
<th>EXCLUSION OF CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox (Varicella and Herpes Zoster)</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised children and less in immunised children.</td>
<td>Any child with an immune deficiency (eg. leukaemia or receiving chemotherapy) should be excluded for their own protection. Otherwise, not excluded.</td>
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<tr>
<td>Conjunctivitis</td>
<td>Exclude until the discharge from the eyes has stopped</td>
<td>Not excluded</td>
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<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
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<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least 2 negative throat swabs, the first swab not less than 24 hours after finishing a course of antibiotics followed by another swab 48 hours later.</td>
<td>Exclude contacts that live in the same house until cleared to return by an appropriate health authority.</td>
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<tr>
<td>Glandular fever</td>
<td>Exclusion is NOT necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Exclude until all blisters have dried.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Head lice (Pediculosis)</td>
<td>Exclusion is NOT necessary if effective treatment is commenced prior to the next day at school</td>
<td>Not excluded</td>
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<tr>
<td>Hepatitis B /Hepatitis C</td>
<td>Exclusion is NOT necessary</td>
<td>Not excluded</td>
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<tr>
<td>Herpes simplex (cold sores, fever blisters)</td>
<td>Exclusion is not necessary if the person is capable of maintaining hygiene practices to minimise the risk of transmission. If the person is unable to comply with these practices they should be excluded until the sores are dry. dressing where possible.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Exclude until appropriate antibiotic treatment has commenced and visible sores are covered with a dressing.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for 4 days after the onset of the rash period with the first case.</td>
<td>Immunised and immune contacts are not excluded. Non-immunised contacts of a case are to be excluded from school until 14 days after the first day of appearance of rash in the last case, unless immunised within 72 hours of first contact during the infectious period</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days after onset of swelling</td>
<td>Not excluded</td>
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<tr>
<td>Condition</td>
<td>Exclusion Details</td>
<td>Status</td>
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<td>------------------------------------------------</td>
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<tr>
<td>Parvovirus infection (fifth disease, erythema infectiosum, slapped cheek syndrome)</td>
<td>Exclusion is NOT necessary</td>
<td>Not excluded</td>
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<tr>
<td>Ringworm/tinea</td>
<td>Exclude until the day after appropriate antifungal treatment has commenced</td>
<td>Not excluded</td>
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<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of the rash</td>
<td>Not excluded</td>
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<tr>
<td>Scabies</td>
<td>Exclude until the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
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<tr>
<td>Streptococcal sore throat (including scarlet fever)</td>
<td>Exclude until the person has received antibiotic treatment for at least 24 hours and feels well</td>
<td>Not excluded</td>
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<tr>
<td>Tuberculosis (TB)</td>
<td>Exclude until medical certificate is produced from an appropriate health authority</td>
<td>Not excluded</td>
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<tr>
<td>Typhoid, Paratyphoid</td>
<td>Exclude until medical certificate is produced from appropriate health authority</td>
<td>Not excluded unless considered necessary by public health authorities</td>
</tr>
<tr>
<td>Viral gastroenteritis (viral diarrhoea)</td>
<td>Children are to be excluded from the school until there has not been a loose bowel motion or vomiting for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whooping cough (pertussis)</td>
<td>Exclude until five days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing</td>
<td>Exclude unimmunised household contacts ages less than 7 years for 14 days after the last exposure to infection or until they have received 5 days of a 14 day course of antibiotics</td>
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</tbody>
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NOTES
For any further enquiries please do not hesitate to contact the School Office

School Office Hours: 8.30am - 3.45pm
Closed for lunch: 1.00pm - 1.30pm

Address: Cnr Johnston & Tarcutta Streets
Wagga Wagga NSW 2650
Phone: 02 6921 5733
Fax: 02 6921 4312

Email: sjw-info@ww.catholic.edu.au
Website: web.sjww.catholic.edu.au