

ST JOSEPH'S PRIMARY SCHOOL WAGGA WAGGA

INFORMATION BOOKLET FOR FAMILIES



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ST JOSEPH'S PRIMARY SCHOOL

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Kindergarten to Year 6

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 on the day 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. If an Epipen is part of this plan, then the parents need to supply the Epipen to the school and fill out additional paperwork which is available at the school office.

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. Assemblies are held at 2.40pm each Friday.

BANKING

School banking is available to all our families with Hume Bank. Banking day will be on Wednesday and there are incentives for the students to be awarded small prizes on the number of deposits they make each term. We hope that our families take up this opportunity to teach children about money and the importance of saving.

To open a Junior Saver Club account for your child with Hume Bank, just pick up an application pack from the school foyer or contact the school office and we can send a pack home with your child. Once the application form is filled out, return it to the school

and we will pass it on the Hume Bank for processing—it's that easy.

Once the application is processed by the bank, they will supply your child with a banking pack that includes all they need to make their first deposit.

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 to 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. Bus pass applications are made online at:

<https://apps.transport.nsw.gov.au/ssts/applyNow>.

A form can be printed out when you apply online which is kept at home for your records. It is not necessary to send this form into the school. The application is then sent to the school electronically to be verified and the bus pass is sent to the school. 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 on the NSW Transport website and at the end of this booklet.

Country students who are transported to their bus stop by private car are eligible for the School Drive Subsidy. Application forms can be made online at:
transport.nsw.gov.au/schooldrive.

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.

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 enquires 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 (excepting Ventolin puffers) 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. You will also need to

supply your child's current asthma plan from your general practitioner. Children from Years 1 to 6 keep their asthma medication in their bag and Kinder children keep their medication in the Sick Bay unless they are able to self-administer.

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 from Department of Health website.

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.

HOME LEARNING

The Home Learning policy has been developed to reflect current research and thinking revolving around the manner in which students best learn out of the classroom. Professor John Hattie, of the Melbourne Graduate School of Education findings show that homework

has no effect on the progress of primary school children. Trials and surveys conducted at St Joseph's in 2015 highlighted the benefits of not having structured formal homework.

Reading is a compulsory home learning activity across the school for all students. The focus of reading varies from home readers which consolidate a student's fluency, phrasing and expression in the early years to independent reading of a variety of material for more capable readers. Reading is a vital life skill which underpins learning. At St Joseph's students are encouraged to develop a life-long love of reading.

Stage	Compulsory Reading Structure	Time Guide
Early Stage One (Kindergarten)	Reading aloud of easy texts.	5-10 minutes per night
Stage One (Years 1 & 2)	Reading aloud of easy texts.	5-15 minutes per night
Stage Two (Years 3 & 4)	Independent reading.	15-30 minutes per night
Stage Three (Years 5 & 6)	Self-directed independent reading.	20 + minutes per night

Sight words (Kindergarten Students)

- In English there are 100 frequently occurring words that make up, on average, half the words found in reading and writing. If the children master these words it makes the task of reading and writing so much easier. The children will be introduced to these words throughout the year.
- The words will be sent home for your child to practise.
- On Monday the children will bring home a list of the Gold words. Spend a few moments each night going over these words.
- Sight word knowledge will be checked each week and a sheet showing which words they do and do not know will be sent home.
- Once your child can read their words fluently, they will be given a new coloured sight word list to practice.

Optional Activities may include:

- Athletics (all students have access to this program)
- Study Ladder (all students have access to this program)
- Reading Eggs
- Work set by teacher (spelling, news items, contracts, research, ICT, etc.)

Home learning should be a purposeful learning experience, which provides consolidation and revision of key concepts and skills taught in class. Teachers will mark any set written home learning tasks.

INFORMATION TECHNOLOGY

St Joseph's offers students an innovative curriculum with well-resourced classrooms. 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 in the format of parent sharing sessions for Years 1-6 are offered in Term 1 and then student led interviews for K-6 are offered following the Semester 1 school report at the end of Term 2.

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 and a spoon if your child has yoghurt. 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. 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

If students need to have mobile phones at school, the school takes no responsibility for the safety of these items. If preferred, electronic items can be handed in to the school office for safe keeping 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. The weekly newsletter is also posted on the school website at web.sjww.catholic.edu.au, on the St Joseph's Wagga Facebook page and sent through the Skoolbag app.

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.

PASTORAL CARE

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.

Pastoral care - We also have a pastoral care worker who provides support for children. Our pastoral care worker is available at the school on Wednesdays and Thursdays. Mrs Ridley also organises the Mini Vinnies group where students have an opportunity to become involved in community work through activities with Mini Vinnies.

Another aspect of the pastoral care work includes running the "Seasons for Growth" program for children suffering from loss or grief.

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 or Friday.

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, monthly or by the term if desired. The following options are available for fee payment: cash, cheque, direct deposit, EFTPOS or direct debit through the school office.

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.**

Resource Fee

The resource fee is **billed yearly in the first term's fees**. This fee also covers two Musical Viva concerts and the Life Education Van.

\$200 per child per year

Tuition Fee per term

The tuition fee is billed 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	\$285 per term	\$1140 per year
2 children	\$524	\$2096 per year
3 children	\$690	\$2820 per year
4 children	\$820	\$3280 per year

Sport Fee

This fee is charged per term per child. This also covers St Joseph's swimming and athletics carnival charges.

\$27.50 per term \$110 per year

Technology Fee

This fee is charged per term per child

\$20 per term \$80 per year

Building Levy

This fee is charged per term per family

\$25 per term \$100 per year

Total fees charged for 2018

1 child	\$1630
2 children	\$2976
3 children	\$4090
4 children	\$4940

SCHOOL HOURS

Morning bell	8.55 am
Recess	10.55 - 11.25 am
Lunch	1.00 - 1.45 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 9.00am. 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 parent's/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 in Term One and then at the end of Term 2 following reception of written reports in June.

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: SJWW sports shirt with the school emblem, royal blue shorts, white socks and white sport shoes or runners. (Sports shirts available at the school office).

Girls: SJWW sports shirt with the school emblem, royal blue wrap skirt or royal blue shorts, white socks and white sport shoes or runners. (Sports shirts available at the school office).

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 on sports days which are every Wednesday and Friday. There may also be extra days when the children wear their sports uniform - you will be notified of these days.

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 UNIFORM SHOP - Second hand clothing

There is a clothing pool which operates for second hand uniforms and can be opened 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.

SKOOLBAG APP

We encourage our new families to download the Skoolbag app to their electronic device. We use this app to alert families to events happening in the school and the newsletter is also available through the app each week. There is a Parent eForms section of the app where you can report your child's absence if they are away for a full day. We would encourage parents to use this feature to report your child's full day absence to the school. Once you have put in the relevant details and pressed submit the school receives an email notification. If your child is away for one day, the 'away start date' and 'away finish date' are the same. Due to legal reasons, the absentee form can only be used for full day absences. If your child is late to school or needs to leave early, it is still necessary to come to the office and sign your child into/out of school using the partial absence form. There is also a function to advise us of change of address, phone number or email address.

<https://itunes.apple.com/au/app/st-josephs-primary-school/id957259355?mt=8>
<http://www.skoolbag.com.au/app/admin/parentinstructions.pdf>

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 or Friday.

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 6.00pm.

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, once a term at 7pm. All parents are invited to attend these informal 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 school office to have your name put on the roster. A price list is sent home at the beginning of the school year.

The tuckshop now has online lunch orders. Instructions on how to set up a family account with School24 and order recess/lunch is in the appendix of this booklet.

PRAYERS WE SAY AT ST JOSEPH'S

St Joseph, protector and guardian of others.
You are gentle and caring.
You are prayerful and you love God.

Stay by our side like you always
stood by Mary, mother of Jesus.
Help us listen to God's word the way you did.

We pray we can be hard working and persistent,
just like you were.
Watch over us and guide us,
As you did your beloved son, Jesus. Amen.

Our Father

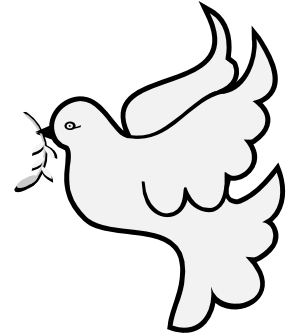
Our Father who art in Heaven
Hallowed be Thy name
Thy kingdom come
Thy will be done on earth
As it is in Heaven
Give us this day our daily bread
And forgive us our trespasses
As we forgive those who trespass against us
And lead us not into temptation
But deliver us from evil
Amen

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



EXCLUSIONS PERIODS FOR SPECIFIC DISEASES AND INFECTION

CONDITION	EXCLUSION OF CASE	EXCLUSION OF CONTACTS
Chickenpox (Varicella and Herpes Zoster)	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.	Any child with an immune deficiency (eg. leukaemia or receiving chemotherapy) should be excluded for their own protection. Otherwise, not excluded.
Conjunctivitis	Exclude until the discharge from the eyes has stopped	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased	Not excluded
Diphtheria	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.	Exclude contacts that live in the same house until cleared to return by an appropriate health authority.
Glandular fever	Exclusion is NOT necessary	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded
Head lice (Pediculosis)	Exclusion is NOT necessary if effective treatment is commenced prior to the next day at school	Not excluded
Hepatitis B /Hepatitis C	Exclusion is NOT necessary	Not excluded
Herpes simplex (cold sores, fever blisters)	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.	Not excluded
Impetigo (school sores)	Exclude until appropriate antibiotic treatment has commenced and visible sores are covered with a dressing.	Not excluded
Measles	Exclude for 4 days after the onset of the rash period with the first case.	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
Mumps	Exclude for nine days after onset of swelling	Not excluded

Parvovirus infection (fifth disease, erythema infectiosum, slapped cheek syndrome)	Exclusion is NOT necessary	Not excluded
Ringworm/tinea	Exclude until the day after appropriate antifungal treatment has commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of the rash	Not excluded
Scabies	Exclude until the day after appropriate treatment has commenced	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from an appropriate health authority	Not excluded
Typhoid, Paratyphoid	Exclude until medical certificate is produced from appropriate health authority	Not excluded unless considered necessary by public health authorities
Viral gastroenteritis (viral diarrhoea)	Children are to be excluded from the school until there has not been a loose bowel motion or vomiting for 24 hours	Not excluded
Whooping cough (pertussis)	Exclude until five days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing	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

Tuckshop News—Online Ordering

Our school has now signed up to use School24 which is an online system to order recess and lunches at the tuckshop. This will save having to find cash to send and can be done the night before. The cut off for ordering through this system will be 9am each day. The tuckshop will still accept orders sent in paper bags.

First you need to create an account:

1. Go to http://www.school24.net.au/ps_parent_signmeup.asp
2. Enter the School Registration ID—**25389963**
3. Fill in the registration form
4. Submit

Login

After creating account, use your email address and password you selected to log in to the portal.

1. Go to <https://www.school24.net.au/login>
2. Enter username and password
3. Submit

Top-up

You must top up your tuckshop account before you can order from the tuckshop menu.

1. On top navigation menu, click on Setup and then Top-up
2. Click on Pay using Credit Card button
3. Follow the prompts

Select a Service Fee Plan—there are 2 plans

1. Pay as you go: for parents who don't order frequently
2. Unlimited: for families with more than one student who order more often

Pay As You Go

- ◆ \$0.25 will be added to the total of each order
- ◆ You can order recess and lunch in one order
- ◆ Perfect for casual ordering

Unlimited Plan

- ◆ \$13.20 per family for the remainder of the year
- ◆ Order as often as you like and for the whole family
- ◆ Ideal for parents with more than one child and who order often
- ◆ The unlimited service fee will be deducted from your current balance

Add Students to your Account

1. From the top navigation menu, click on Setup and then on Setup Students
2. Click Add Student Button
3. Fill in the student registration form
4. Click on Add Student button to submit

Now you are ready to order!!! We hope that this system helps families in the never ending job of feeding our children.

If you need assistance, call the Help Desk on 80411132 or email help@school24.com.au



Transport
for NSW

Rural & Regional FAQs

School Student Transport Scheme
For Schools and TAFEs - May 2016

All bus pass applications are now done online at:

<https://apps.transport.nsw.gov.au/ssts/schoolTravelPasses>

When you choose the school in the drop down menu, it is important that you **DO NOT** put the apostrophe in “Josephs” or you will not find our school listed (see attached diagram).

Your application is then sent online to Department of Transport and is endorsed online by the school office. It is now not necessary to send in the printed form to the office. If students change their name, school or address then it is necessary for parents to update these details on the above website. All students entering Year 3 or Year 7 must update their details on the same website.

School details

Year travel will commence:★
2017

Name of school that the student will be attending★
ST JOSEPHS PRIMARY SCHOOL (WAGGA WAGGA) ?

School address
CNR JOHNSTON & TARCUTTA STREETS
WAGGA WAGGA NSW 2650

School year:★
Select school year... ?

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