

# ST JOSEPH'S PRIMARY SCHOOL

## Warialda



**PROSPECTUS**  
**2018**



***'Privileged to be involved in shaping tomorrow's future'***

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# St Joseph's Primary School

## What Makes Us Special

Being part of a caring Catholic faith community instils our students with a sense of identity, a feeling of belonging and above all a powerful sense of self-worth.

St Joseph's Primary School is a small co-educational Catholic primary school situated in Warialda within the Diocese of Armidale. Established in 1904 by the Sisters of St Joseph, our school promotes and values Catholic values, academic excellence and provides a balanced, personalised curriculum with a strong focus on student wellbeing.



**The school strives to create an environment that is welcoming and inclusive, and encourages and supports relationships that are positive and authentic**

St Joseph's Primary School aims to foster harmonious and effective communication between all members of the school community. Collaboration and cooperation between staff, students, parents and the wider community is a feature of the school.

St Joseph's students are confident, independent, proactive and engaged in their own education. Students display a self-reflective, critical and inquiring mindset to the many learning opportunities provided. They will display high self-efficacy by confidently engaging in collaborative learning and sharing their knowledge, prior and current, to develop new understandings. All students will develop skills to assist them to contribute to our society and become lifelong learners. Teaching and learning at St Joseph's is founded on the Catholic Core Principles and Values of the Armidale Diocese.

*(St Joseph's Warialda Vision Of Learning 2017).*

The school currently comprises of three teachers and six support staff, the latter being employed in a variety of capacities including learning support, administration, cleaning, gardening and maintenance.

**We provide a strong religious education program based on Catholic values**

**A high level of community involvement and an active P & F Committee**

## Vision, Mission and Values

St Joseph's Primary School aims to ...

- recognise the role of parents as the key educators of their children and support them in this role
- form positive relationships and nurture the partnership between school, parish, family, and students
- provide challenging and engaging learning opportunities employ caring and dedicated teachers who share their gifts and skills and embrace the opportunity to extend these
- be a reflective community, providing time and space for personal and group reflection, enabling a sense of peace and harmony
- provide a safe, secure and stable environment, through positive reinforcement, where our students can be guided in making and taking responsibility for decisions and can work towards realising their full potential.

As a school we endeavour to create and maintain a caring and nurturing environment which embraces Catholic beliefs and traditions and reflects the Gospel Values of:

Faith	Hope	Love	Trust
	Gentleness	Patience	Justice

## Key Information

<b>Principal</b>	Mr Joseph Dimech
<b>REC</b>	Mrs Mary-Jane Guest
<b>School Telephone</b>	(02) 6729 1328
<b>School Fax</b>	(02) 6729 1704
<b>Email</b>	admin@stjosephswarialda.catholic.edu.au
<b>Canteen</b>	Mondays and Fridays (upon availability of volunteers)
<b>Bus Travel</b>	Available to eligible students. Applications available at the school.
<b>School Advisory Council</b>	Meets once a term
<b>P &amp; F Committee</b>	Meets every 1 <sup>st</sup> Tuesday of the month at 5.30 pm
<b>Library</b>	Library lessons and borrowing occur every week
<b>Sports Day</b>	Wednesday

# St Joseph's Primary School

## Special Programs

- Sacramental Programs; Reconciliation, First Communion and Confirmation
- GRIP Student Leadership Program
- Mini- Vinnies Group
- Mini-Lit and Multi-Lit Programs for students requiring extra support
- Sport Programs including diocesan and representative sport
- Coaching Clinics in various sports during the year
- Swimming program Years K- 6
- Participation in International ICAS Competitions

## Special Events

- Opening School Year Mass and Parent Function
- Parent/Teacher Meetings
- Sacraments of Reconciliation, First Communion and Confirmation
- Interschool swimming carnival
- Grandparent's Day
- Mother's Day prayer celebration
- School and Family Masses
- St Joseph's Feast Day Mass and Celebrations
- Regular excursions and guest speakers to support and enrich teaching programs
- Cross Country competition
- School Athletics Carnival
- Diocesan Athletics
- Book Week
- Father's Day prayer celebration
- Kindergarten Orientation program
- High School Transition Program
- Bi-annual excursion for Years 5 and 6 to a capital city
- End of Year Performance and Presentation Night
- School Swimming Carnival
- Catholic Schools Week
- NAIDOC Week
- Various P&F Fundraisers throughout the year



## Enrolment Policy

In accepting enrolment of their child at St Joseph's Primary School, all parents/ guardians agree to the expectations and ethos of the Catholic Primary School. The Catholic School System was set up to assist parents in the Religious Education of their children; to work together in faith to build a sense of community and belonging that creates and maintains an environment conducive to the development of the whole person ... spiritual, physical, emotional, intellectual, psychological and social. Enrolments at St Joseph's Primary School will normally be accepted according to the Diocesan Enrolment Policy which has been developed in consultation with the Bishop and Catholic Schools Office.

For the purposes of these guidelines Catholic families are defined as: *Families in which at least one parent is Catholic or in which the children to be enrolled have been baptised Catholics.*

In the Armidale Diocese children who turn 5 by August 1<sup>st</sup> may enrol in kindergarten. An enrolment period is set aside each year, generally in July, whereby expressions of interest in enrolment at St Joseph's are sought, and applications invited.

Priority in enrolment is given in the following order, except in exceptional circumstances:

- Children of Catholic families
- Non-Catholic children who have previously attended another Catholic school or whose parents, for religious reasons, wish them to have a Catholic education

## The Enrolment Process

Parents need to complete an enrolment application form and attend an enrolment meeting with their child/ren and the Principal to discuss the application. The Principal will give the enrolment due consideration, and inform the parents of the decision regarding the enrolment.

## Enrolment of Other than Catholic Students

St Joseph's Warialda accepts enrolments of other than Catholic students into our school as per Armidale Diocese Enrolment Policy. This is done on the understanding St Joseph's explicitly teaches and promotes the Catholic faith working in partnership with St Patrick's Parish Warialda and under the spiritual guidance of Bishop Michael Kennedy (Catholic Diocese of Armidale) and the Catholic Schools Office Armidale. All students are given opportunities to participate in the religious life of the school, including Masses, school-based liturgical celebrations, parish and diocesan events. Parents wishing to enrol their child/ren at St Joseph's are made aware of our ethos and are asked to know, understand and articulate these values.



## Enrolment of Students with Additional Needs

It is a requirement of the Catholic Schools Office that the enrolment of students with additional needs shall be done with the presence of the Catholic Schools Office Special Needs Coordinator and following the guidelines for enrolling a student with a learning disability.

# St Joseph's Primary School

## Information Gathering

For students older than six (6) years, information will be gathered regarding their previous school or pre-enrolment situation at the time of enrolment. Should a student be enrolling from a different state an Interstate Student Data Transfer Note will be used, in accordance with the protocols and processes agreed by MCEETYA.

At the time a student leaves the school, information will be gathered regarding the destination of the student. Where the destination of a student below fifteen (15) years of age is unknown, an official from the Department of Education and Training Officer with home school liaison responsibilities will be notified of the student's name, age and last known address.

## Financial Matters

### Fee structure

The current fee structure for 2018 is as follows:

1 Student per year	\$1270.00	(\$317.50 per term)
2 Students " "	\$2130.00	(\$532.50 per term)
3 Students " "	\$2840.00	(\$710.00 per term)
4 Students " "	\$3190.00	(\$797.50 per term)

### Please note:

1. The school has Direct Credit or Direct Debit facilities and fees can be paid yearly, each term or fortnightly.
2. If parents experience difficulty with paying school fees at any time, please contact the Principal immediately so that arrangements can be made that satisfy both parties.

## Learning and Teaching

At St Joseph's we believe in personalising learning where students develop the required skills to assist them to become contributory members of society. Critical thinking, time and self-management skills, collaborative learning and technology are seen as prerequisites to be active citizens in the 21st Century.

The school curriculum is explored and delivered using contemporary pedagogy that is underpinned by the Catholic Religious Syllabus and 'To Know, Worship and Love' Religious Education program.

Our lessons are delivered in a multi-age setting with flexible groupings. Students work as a whole class, stage and ability groupings as well as individual and small group settings for support.



## Our teaching and learning is also informed by our beliefs:

### We believe that each child:

- is an individual and that a "one sizes fits all" approach does not address the unique learning needs of each child
- can be assessed and tracked on the National Literacy and Numeracy Continua and that learning growth and plans can assist the child to fulfil his/her maximum potential
- comes to school with a wide variety of experiences and learning
- learns in different ways using different learning styles and is at different levels of development
- is responsible for and has ownership of his/her learning
- needs a safe environment in which to learn and take risks
- needs time for reflection and thoughtful consideration
- learns best in a positive and encouraging environment

### We believe that learning:

- occurs in a caring community guided by the Catholic faith
- needs to consider the whole child
- is a life-long journey
- is a shared responsibility
- needs to be challenging
- should be fun, exciting, meaningful and relevant
- should be a positive experience

### We believe that teachers:

- recognise and acknowledge the Catholic traditions upon which our school is built including the legacy of the Sisters of St Joseph who established the school
- need to model lifelong learning
- share a partnership in learning
- are dedicated, innovative, supportive and conscientious
- enjoy teaching as a vocation
- are honest, reliable and trustworthy
- are well-presented
- work effectively as a team
- are well organised
- provide a bright, flexible, challenging, innovative and happy learning environment
- create a well-managed, attractive and disciplined learning environment
- communicate effectively within their professional learning networks and regularly with parents and the community.



## Discipline Policy

At Joseph's Primary School, each person's self-worth, dignity and potential will be of fundamental importance. The school has created structures that offer support to all members of the community in their varying needs. The spirit of the school is reflected in the relationships of trust, cooperation, forgiveness and partnerships between all members of the school and parish community.

It is therefore vital that the students' self-discipline and acceptance of responsibility are nurtured and developed. This is done through the implementation of the discipline policy, incorporating rights, responsibilities, whole school agreements, sanctions and positive reinforcements which ensure that good order is established and maintained in the school community.

## Rights and Responsibilities

The following three rights are important for creating a positive learning environment at St Joseph's Primary School:

The right to feel safe and be safe

The right to learn and teach in a nurturing and respectful environment

The right to be in a clean, healthy and stimulating environment

Therefore:

- Students will play safely and responsibly
- All equipment will be used appropriately
- Students will remain within the school grounds and play in designated areas
- Students will abide by the Discipline Policy
- All members of our school community will be treated with respect
- Everyone will use good manners
- Everyone will cooperate, share ideas and resources with a spirit of generosity
- Everyone will strive to do their best and reach their potential
- Everyone will clean up after themselves
- Everyone will care for all equipment and resources
- Everyone will care for their own and others belongings

## Whole School Agreements

- Listen to learn
- Stay on task
- Work cooperatively
- Follow directions
- Respect rights of others
- Hands and feet to self



# St Joseph's Primary School

## Consequences for Inappropriate Behavior

When students exhibit inappropriate behavior, staff members will use their professional judgement to instigate appropriate consequences or courses of action.

Staff members will be expected to take into account the incident, the age and the stage of development of the student when deciding on an appropriate consequence.

Children will only represent the school or attend excursions if they display consistent good behaviour in the classroom and playground.

## Religious Education

At St Joseph's Primary School, all children are given the opportunities to learn about Jesus Christ and the Church through Religious Education. School Masses and liturgies are held on a regular basis. Prayer is an integral part of school life. The Diocesan 'To Know, Worship and Love' document is used as a basis for the RE Curriculum. Here at St Joseph's we try to build a Catholic family where Jesus' values are experienced and lived out.

## Sacraments

Sacramental preparation is continuous throughout the school. However, preparation for the actual administering of Sacraments takes place as follows:

Year 2: Reconciliation

Year 3: Eucharist

Year 5-6: Confirmation

The school works in partnership with the parents and parish in the preparation of children for the Sacraments. A Parent Information Session is organised prior to Sacramental preparation which usually consists of three to four catechesis sessions after school. Families of children preparing for a Sacrament are expected to attend be involved in these sessions and attend Mass as a family throughout the preparation.

## Parent Meetings

St Joseph's Warialda provides various formal and informal opportunities throughout the year for parents to meet with staff.



# St Joseph's Primary School

## Dates and Times 2018

<b>Term 1</b>	Monday 5th February - Friday 13th April
<b>Term 2</b>	Monday 30 <sup>th</sup> April - Friday 6 <sup>th</sup> July
<b>Term 3</b>	Monday 23 <sup>rd</sup> July - Friday 28 <sup>th</sup> September
<b>Term 4</b>	Monday 15 <sup>th</sup> October - Wednesday 18 <sup>th</sup> December

## School Hours

Classes commence:	Monday to Friday - 8:45 am
Classes end:	Monday to Friday - 3:00 pm

## Class Times

First teaching session	8:45 – 10:40 am
Recess Break	10:40 – 11:00 am
Second teaching session	11:00 – 2:45 pm
Lunch Break	12:45 – 1:30 pm
Third Teaching Session	1:30 – 3:00 pm

## Pupil Free Days

Pupil Free Days are announced at the start of the year and dates will be published in the school newsletter, website and on our FaceBook page.

## General Information

### Visitors to the School

All visitors to the school must first call at the Office and enter their name in the Visitor's Book and be issued with a Visitor's Pass. All trades people and visitors to the school must wear a Visitor's Pass. This tells teachers and children that the person is authorised to be on the school site.

### Early Dismissal

If children are to be picked up before the official finishing time e.g. for medical/dental appointments, parents are required to complete an early dismissal form at the office.

### Pupil Absence

If your child is absent for any reason, on return to school you must send a note giving the dates of absence and the reason which is kept as a legal requirement. If a child is going to be away for an extended period e.g. overseas holiday a letter must be written to the Principal well in advance to discuss the options for your child.

### Sick Children

*If children are feeling sick, they should be kept at home.* Parents are able to give more adequate care and rest to sick children. If your child becomes sick at school, you will be notified of their illness and appropriate action will be determined. If the parent cannot be contacted, the school will ring the nominated emergency contacts to arrange pickup of the child. It is important to note that our sick bay is only for temporary purposes.

# St Joseph's Primary School

## ADIG Student Banking

The Armidale Diocesan Investment Group, ADIG, operates a Student Save Account for the children through the school. ADIG has information brochures on its services, which are available on request from the School Office. School banking takes place on Thursdays .

## School Communication (Newsletter, Website, SMS, FaceBook)

We send home a weekly newsletter as a paper copy and can email this to parents. Our newsletter is also archived on our website .... [www.stjosephswarialda.catholic.edu.au](http://www.stjosephswarialda.catholic.edu.au) We have a FaceBook page (ST JOSEPH'S WARIALDA—EDUCATION), send sms messages to parents and have a weekly school news article in the Warialda Standard.

## Playground Supervision

At all recess and lunch breaks there is teacher supervision of the areas where children will be permitted to play. If a child has a problem or hurts themselves, he/she should tell the teacher on duty. One teacher commences duty at 8:30 am each day and it is advised that children should arrive at school between 8:30 am and 8:45 am.



## Parent Participation

St Joseph's Primary School welcomes parent participation. We believe that children learn best when there is partnership between home and school. Parents/carers play a vital role in supporting the school program. We welcome help in a range of ways including: joining the Parents and Friends committee, assisting children in writing tasks, listening to reading and sharing books together with small groups, making and playing maths games, helping at working bees, covering new books, sharing an interest or skill with groups of children, cleaning and organisational tasks, helping in the classes and joining us to raise funds.

## Working with Children Declaration

St Joseph's requires all "Working With Children Exempt Persons" to complete a Working with Children Declaration. We require you to have this if you wish to assist in our school or help on excursions. The form is available online from the Office Of The Children's Guardian.

## St Joseph's Primary School 'Parents and Friends'

The Parents and Friends Committee is open to all parents/guardians who have children enrolled at St Joseph's Primary School and any interested members of the Parish community. The following shall be ex-officio members: The Parish Priest and the Principal. The staff of the school will be invited to nominate staff representatives to attend meetings throughout the year.

## Weather Procedures

Like all schools, St Joseph's Primary School has a Sun Smart Policy that provides adequate shade areas. All children are expected to wear their school hat when going outside and have access to sunscreen and sunglasses. We enforce our **NO HAT! NO PLAY!** Policy. On wet or extremely hot days, the children play under the Cola or inside the building.

## Picking up Children

If afternoon arrangements for your child changes at any time, please contact the school office so it can be recorded in the 'Afternoon Book'. Students waiting for parents or carers are asked to wait inside the painted clock on the playground near the office.

## Student Leadership

All our children are provided with **opportunities** to develop their leadership skills. Students in Years 3 to 6 make up our Mini Vinnies team and Year 6 students are elected for leadership positions.

## Technology

St Joseph's children work in a **technologically rich learning** environment. We embrace contemporary pedagogy based on inquiry learning and our students work within the security of the CENET's Google Cloudshare platform. Our students access their Google documents via a cloud-based storage network, work collaboratively online and access a wide variety of age appropriate online subscriptions.

## Sport

Our children are supported in all **sporting** opportunities. We participate in inter school (within the Catholic and state school system), regional and state level sporting events. The P&F are committed to ensuring our kids enjoy all different kinds of sport.



## Parents & Friends

St Joseph's Warialda is a family focussed primary school and is assisted by a thriving P&F who are supported by parents, teachers and the community as a whole. We feel very passionate about our lovely small school and the advantages it offers our children. We always love to see new parents at our meetings because they bring fresh ideas and are vital to the continued success of our school.

We strive to assist the school as much as possible for our children and those who attend Joey's in the future. We have various **fundraising** activities every year and by doing so we can enhance our childrens' school experience.

St Joseph's Warialda strives for **excellence**. Our multi-stage class comprises of students from varying age levels and this enables positive modelling and mentoring of younger students by their older peers. The school has structure and strategies to ensure the best **learning environment**. The staff at Joey's go above and beyond their requirements to provide a nurturing and stimulating educational environment. They are approachable and dedicated to the well-being of every child in the school.

## Why send your child to St Joseph's?

There are many *advantages* to attending St Joseph's Warialda including:

- a strong faith-based community founded on Catholic values
- the individual attention the children receive in small classes
- the role modelling of older children in the classrooms and in the playground
- access to technology
- sporting opportunities
- approachable and dedicated teachers and support staff

St Joseph's provides a friendly and caring atmosphere for the children and it is a pleasure to see them happy.

Come and visit our beautiful little school and witness for yourself, your family will be welcomed and you will become part of an exceptional school community where your children will thrive and reach their full potential.

