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SCHOOL INFORMATION

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Pinjarra WA 6208
PHONE: (08) 9530 5500
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The Parent Information Handbook has been prepared to help you become more familiar with St Joseph’s Catholic Primary School, Pinjarra. We welcome you as members of this faith and educational community.

1. WHAT MAKES OUR SCHOOL UNIQUE

It is with pride that we acknowledge that St Joseph’s Catholic Primary School, Pinjarra is more than just a school providing for the academic needs of students. Our school holds a vision that all community members will be seen as God sees them, very precious and abundant in potential. We believe that in a nurturing, Christian, professional environment, individuals will be more likely to recognise their potential and find the incentive and encouragement needed to unleash it. We hold this hope for all community members in our school, the staff, students, parents and parish.

ST JOSEPH’S CATHOLIC SCHOOL VISION

WE AT ST JOSEPH’S CATHOLIC SCHOOL PINJARRA, SEEK TO CREATE A GOD CENTRED ENVIRONMENT WHERE EACH SCHOOL COMMUNITY MEMBER IS NURTURED SPIRITUALLY, ACADEMICALLY,SOCIALLY AND PHYSICALLY.

THE CREST AND MOTTO

We use the symbolism of our crest and motto to remind us of the origins of our school and our relationship with the local community in which we live and work.

The cross represents the life of Jesus and the new life he shares with us today. Jesus is the guiding light for the way we live.

The hills represent the Darling Ranges that surround the school.

The brown is the bauxite areas that are mined and also a symbol of the brown habit once worn by the Josephite Sisters who started the school in 1930.

The river represents the Murray River that is part of the area and an essential local waterway. In our Christian faith it is also a symbol of life living with Jesus.

MOTTO - FAITH AND TRUST

Together we are developing our faith and trust in God. We are learning to share this with one another.

THE SCHOOL COMMUNITY

St Joseph’s Catholic Primary School, Pinjarra, values the building of ‘community’ in the educational setting. Like all Catholic schools, we see the education children receive at school as complimentary to that which they receive at home. We see the need for a strong partnership between home and school as essential in assisting students achieves their potential. We ask parents to join our school community and help us to build a community that will benefit all community members. We seek to be a God-centred community based on the values promoted by Jesus.
THE RELIGIOUS DIMENSION
St Joseph’s Catholic Primary School, Pinjarra, promotes the religious dimension of the school, which refers to the religious life of the school community that complements the religious education taught in classes. The religious dimension is best characterised by our Christian actions towards one another, our practice of our faith, our willingness to forgive each other and ourselves during times of trouble, and our hope for the future. The Religious Dimension of the Catholic school should be that intangible atmosphere of holiness that is felt as one enters the school grounds.

RELIGIOUS EDUCATION PROGRAM
As a Catholic school, the Religious Education Programme is a central feature of the school’s daily life and is part of what distinguishes us from other schools. Children in all classes, Kindergarten to Year Six, participate in the Religious Education Program.

The present Units of Curriculum have been developed by the Religious Education section of the Catholic Education Office. The Religious Education teaching process is circular in nature, in which the children are encouraged to discover God through life experience, reflect God as Jesus taught, and respond. The Units are based on Catholic Church teachings and present Gospel values.

The school recognises that parents are the main faith educators of their children, and with the parish, the school seeks to support parents in this role.

LITURGICAL/SACRAMENTAL PROGRAM
As a Catholic school, the Liturgical and Sacramental Program is another central feature, providing school community members with opportunities of responding to God.

Liturgical celebrations occur throughout the year to celebrate occasions of religious significance. Pre-primary to Year Six students attend school masses and liturgies participating in various ways. Our school masses and liturgies are designed to be inclusive of all children and families regardless of religion. Each class prepares a school mass once a year. Parents are warmly encouraged to support the school by attending school masses and religious celebrations when they are able. Each class will present a liturgy at Saint Augustine’s Church to which are all invited. This will be followed by an opportunity to spend time in your child’s classroom.

Sacraments of Reconciliation, First Eucharist, and Confirmation are offered to baptised Catholics during the school year. This is based on the assumption that children attend mass regularly with their families. The parents, parish and school join together to prepare the children for the Sacraments of Reconciliation, First Eucharist and Confirmation.

At the start of each school year, a note is sent home requesting enrolments for that year’s Sacramental Program. Children intending to receive a sacrament during the year and thus be enrolled in the Sacramental Program present their enrolment application to Sr. Maureen at a parish Mass. The preparation program includes classroom activities, parent meetings, and some extra curricular work. Parents wishing their child to be baptised are advised to discuss this with their Parish Priest and/or the Parish Administrator at St Augustine’s Parish, Pinjarra.
ST AUGUSTINE’S PARISH
St Joseph’s Catholic School is part of St Augustine’s Parish. Weekend Mass is celebrated at 10.00am on Sunday. The parish invites and encourages participation in many ways. St Augustine’s Parish is generally serviced by the local priests and is coordinated by a Parish Administrator living in the parish house. The school and the parish seek to work together and support each other in all ways possible.

PASTORAL CARE/BEHAVIOUR MANAGEMENT
Our Behaviour Management Policy is based on the premise that all children have the right to learn and feel safe at school, and that all teachers have the right to teach. Our Behaviour Management policy encourages students to take responsibility for their actions in the classroom and on the playground. We ask that parents support us in the implementation of our Behaviour Management Policy. A copy of the Behaviour Management policy (classroom) is sent home for parents to read at the beginning of each year. This outlines the rules, consequences and rewards. The whole school behavior management policy is available on the school’s website.

Students are seen as individuals and the staff at St Joseph’s Catholic Primary School Pinjarra seek to assist all students to adapt harmoniously to their school environment. Some students require more time and effort in this area than others. At times the school will seek parental permission to have a student assessed by a school psychologist as part of pastoral care support for the child.

Seasons for Growth is a program for children who have experience death, divorce or loss in their family. This program runs every two years or if the need arises, each year at St Joseph’s. Seasons for Growth will be held in 2015.

Fruits of the Holy Spirit: In 2010 we adopted this program to enhance our evangelisation plan and the theme of respect and to love one another. Each week each class focuses on a particular Fruit of the Holy Spirit and acknowledge individuals when they portray these gifts. It is a very positive and subtle form of affirmation as well as reiterating the power of the Holy Spirit in our lives.

St Joseph’s is a KidsMatter School and in 2014 a whole school resilience program “You Can Do It!” was be implemented.
2. THE CURRICULUM

St Joseph’s Catholic Primary School prides itself on its commitment to providing a quality education to all students. Part of this commitment involves developing a sound curriculum based on both government and Catholic Education Office requirements.

The Western Australian curriculum areas are grouped under the following headings; Religious Education; English; Mathematics; Science; History; The Arts; Health and Physical Education; Technology and Enterprise; and Languages other than English.

PROFESSIONAL DEVELOPMENT

At St Joseph’s School, learning is recognised as a life-long activity. Staff engage in a wide variety of professional development programmes to ensure they are aware of current thinking in education and are familiar with new initiatives designed to improve educational outcomes. Professional development also revives, renews, and affirms classroom teachers. This is an ongoing activity and takes the form of whole staff in-service on allocated pupil free days, and individual professional development when teachers are released from classroom duties to enable them to attend an in-service in a specialty area.

Staff also engage in further tertiary studies in their own time in order to update and improve upon their qualifications in the area of education. This enables staff to keep abreast of contemporary educational theory and specialise in particular areas.

All schools in Western Australia are allocated a number of “Professional Development Days” to allow for whole school professional development to take place. For all primary schools in 2014 this will involve a total of 7 days:

- **2 days** at the beginning of the year immediately before the first pupil instruction day
- **5 days** during the school year (parents will be notified a term in advance)

Parents are encouraged to stay abreast of latest developments with regards to these days via the school newsletter and other notes sent home periodically.

INFORMATION TECHNOLOGY

Information technology has become a significant part of the school curriculum. The school is committed to providing students with access to the latest Information & Communication Technology as part of their daily activities. We aim to encourage students to become life-long learners who are able to utilise technology as a tool to enhance their learning and their lives. We recognise that students must have the ability to access and manipulate information and to use ICT as part of the problem solving process. This ability will be a key element to their future success.

St Joseph’s Primary School has a school wide network of computers and other associated learning technologies. Currently the school has 21 iPads for student use from K-4. In 2014 the school commenced its One to One iPad program in conjunction with other schools in the Peel district. The Year Five and Six class room also have two LCD screens with Apple TV connection enabling the mirroring of iPad devices. Every classroom is also fitted with an IWB from K-4 including the library, meeting room and specialist room.
HOMEWORK
The school staff believe that regular homework is a valuable aspect of the learning process and contributes to the development of sound study habits. However, the effectiveness of homework is largely dependent on parent support.

The school homework policy requires children from Year One to Six to complete set homework from Monday to Thursday. Older students may also be required to complete unfinished work assignments at home. Children should be encouraged to maintain a high standard when completing homework and are encouraged by their teachers to be organised in their routine of taking homework home and returning it to school.

Students write their set homework and any other messages in their school diary (Yr 3-6) which needs to be signed by parents after checking homework is complete. Children in Year 1-2 will use a communication/homework book. If children experience difficulty with any aspect of the homework, a note from parents in the diary/homework book explaining their difficulty is very useful to the teacher. To promote a positive attitude towards homework completion and to encourage students to ensure it is signed each night, each class teacher awards certificates twice a term to those students who have met the minimum criteria for completion and signing.

Applicable information regarding homework will be available from class teachers at the Parent Information Meetings early in the new school year.

THE ARTS
A specialist teacher works with children from Pre-Primary to Year Six, developing music theory and providing opportunities for artistic expression. This will take many forms including oral speaking, drama and some performance music. Lessons take place each week.

Contemporary religious singing for Years One to Six also takes place each week. Students learn a range of songs which are performed at school masses, for class prayer activities and at other school functions.

Students are also encouraged to audition for our school choir in which they receive weekly tuition and perform regularly at a range of functions. This provides a wonderful opportunity for our talented vocalists and is also a wonderful confidence builder. Students are expected to make a commitment on a yearly basis and be available to perform outside of school hours when required. Commitment is an essential element of being in the choir.

In addition, private piano, flute, clarinet, guitar and singing tuition is available for a limited number of students. Please ask for information at the office. Please note that these lessons are not offered by the school, they are provided by private teachers who charge tuition fees.

SPORT
Each class is allocated a sport day and a physical skills education day and students are required to wear their sports uniform on this day. Sporting activities include swimming lessons during Term One (Yr 4-Yr 6) or Term Four (PP-Yr 3), soccer training, athletics, cross-country running and a range of other team sports and individual sport skill development activities.

St Joseph’s School encourages participation as being equally important as competition and promotes sport and physical activity as an important component of one’s overall health and fitness.
At certain times of the year St Joseph’s School participates in faction and interschool sports. Sport factions are:

PEEL - GREEN  MURRAY – GOLD  MACKILLOP - RED

Parent help is requested to assist with sport activities during athletics training. Parent help is also required to assist with school and interschool sporting carnivals.

“ACTIVE AFTER-SCHOOL COMMUNITIES”
In 2014 we will once again be running the federal government funded after-school sports program. The main aim is to get children off the couch, away from the computer screens and engage them in healthy physical activities. The program also involves providing a healthy snack for afternoon tea so that the children also learn about healthy eating strategies. This program has been very successful and has been over-subscribed each semester.

SCHOOL LIBRARY
In 2011 we commenced our school year with our new library which was built in 2010, thanks to the Federal Building Education Revolution funding. Children visit the school library each week to borrow books and learn library/research skills. Children need a School Library Bag in order to borrow books and may borrow up to two library books each week. Children are to be encouraged to look after their borrowed books and to ensure they are returned on the due date. Children are not allowed to borrow books if they have overdue library books. You will be informed of your child’s library day and book borrowing day at the Parent Information Meeting early in first term.

We often require help in the covering of new books for the library. If you are able to assist, please see the librarian.

LEXILE READING SCHEME
Children will visit the library before 9am Monday to Thursday, on a needs basis to change their Lexile reading books. The Lexile Reading Scheme is an integral part of our Literacy program. It involves each child completing an “on-line” reading assessment task, which determines their reading level of ability or “lexile score”. This score is then used by the child to select reading books in the range specific to their reading and comprehension ability. After reading each book the child completes a quiz on-line and their scores are used to determine their progress.

Periodically children complete the on-line assessment again to re-assess their lexile score and adjust the level or range from which they will select their books. The children are highly motivated by completing the quizzes on-line and the scheme also provides instant feedback to the student and the teacher on their progress.
REPORTING AND ASSESSMENT:
It is part of a teacher’s duty to assess and report on the progress of the children in their class. Official reporting to parents takes the form of:

TERM ONE: Individual Parents Interviews - mid-term
TERM TWO: Mid-year Report - compulsory interviews with all parents.
TERM THREE: Parent Interviews as needed
TERM FOUR: End of Year Report - optional interview

Teachers endeavour to inform parents with regard to their child’s academic progress and social behaviours as they observe it in the school learning environment. When teachers have concerns regarding a child’s academic and/or behavioural/social progress, they normally request an interview with the parent as soon as possible. If parents have any concerns they should make an appointment with their child’s teacher to discuss the problem. When parents and teachers work together and communicate effectively, the benefits are attributed to the child.

When deemed necessary, teachers, with written permission from parents and after discussing the issue with parents, may refer a child for further assessment through the Paediatric Support Services and/or the Non-Government School Psychology Service. These specialists are able to contribute specific information about a child and offer valuable advice to teachers and parents as to how they may best assist the child.

LITERACY/NUMERACY SUPPORT
On a year to year basis, the school applies for additional funding to assist in the support of children experiencing difficulty in Literacy and/or Numeracy. As supporting children with literacy and numeracy difficulties are seen as fundamental, the school also directs its own funds to this area. The Literacy/Numeracy support teachers work with the classroom teacher to support children in need by providing small group assistance to develop and strengthen basic skills. Students in need are identified by the classroom teacher by daily observation and through the application of standardised testing procedures. The support given to students may be short term or ongoing depending on the needs of the child. Information regarding children’s learning goals during their time in support is sent to parents.
3. PARENT PARTICIPATION

We value parental involvement in the school community and seek to provide many opportunities for such involvement, encouraging parents in their continuing role as educators, in partnership with the professional teacher. Schooling is a part of lifelong education. Parents and family are the most important and influential factor in children’s educational outcomes. Consistent parental participation in the education process has numerous positive benefits for the individual child, and the community as a whole. Information provided at the initial Classroom Information Night, Parent / Teacher Meeting and school newsletters will detail ways in which parents can become actively involved in the school.

As of 2014 most correspondence, including Newsletter, permission slips will be uploaded on to the school website and email directly to parent/guardian account.

SCHOOL BOARD:
The School Board provides an opportunity for parents and caregivers to have greater involvement in the school and to promote our Catholic School within the broader community. The School Board members include the principal, the Parish Priest/Administrator, P & F representative, and between four to six other school community members. Board members are elected at the Annual School Community Meeting and are officially inducted at the school welcoming Mass in term one of the school year. The School Board is primarily involved in the financial management and future planning of the school and also in providing input and consultation to the Principal with regards to various school policies and initiatives. The school board meets each month.

PARENTS AND FRIENDS’ ASSOCIATION
The Parents & Friends’ Association is an integral part of the Catholic school and contributes to the school not only financially in the form of funds raised and also in building the social harmony of the school, but has a central place in expressing the commitment of parents to their own school. The Parents and Friends’ Association strives to develop a real community of parents, teachers and students, and works closely with the School, particularly the Principal, to achieve common goals.

The Parents & Friends’ Association endeavours to have all parents enjoy the exciting experience of their child’s formal school years by active participation and personal involvement in school programs. Parents & Friends’ meetings provide an opportunity for ideas and discussion on any relevant issue that will benefit the education of the children. The Parents & Friends’ Association also provides opportunities for parents to meet and develop new friendships and develop social networks, building the community spirit of the school.

Membership is open to parents and friends of children attending the school. The P & F association meets monthly.

PARENT VOLUNTEERS:
Assistance is frequently required of parents in all manner and forms. We greatly value the generosity of parents in providing what practical help they can. Calls for help are regularly issued through the newsletter. God and St Joseph’s, love the generous givers!
Parents interested in becoming Parent Volunteers may do so by attending a Parent Volunteer Training Session in Term One in which important aspects of the role and responsibilities are covered. Parents may be invited by classroom teachers to assist in the classroom in appropriate ways. This assistance is highly valued by the teacher and may take the form of a one-off activity requiring extra supervision, or on-going support in particular curriculum areas. *It is essential that any parent who takes on this form of help is well aware of the absolute need for confidentiality when working with other people’s children.* Such confidentiality is required within the teaching profession and shows respect for the child’s right to privacy in terms of academic and/or behavioural matters.

Parental help is also requested for activities such as excursions and special school events including sporting carnivals. *When assisting in this way, parents must be aware of Duty of Care implications relating to the supervision of children.* In order for parents to be able to supervise effectively, younger siblings are unable to be included.

The school greatly values the help of parents in the classroom, on excursions and at special events, but teachers are legally bound to put the needs of their students first and will only request parental assistance when it is appropriate and of perceived benefit to the students for whom they are responsible.

**EXCURSIONS**
Parents will be asked by teachers if they are willing and able to assist on an excursion. *Parent helpers selected by teachers have Duty of Care responsibilities and will be informed by teachers of their duties and responsibilities for the day.* As these parents are on the excursion in an official capacity, their costs for the day will be covered by the school. The numbers of parent helpers selected is determined by the type of activity, age and behaviour of children, and requirements of the establishment to be visited.

In the case of other parents wishing to attend an excursion, it is important to approach the teacher to determine if it is an appropriate excursion for additional parents to attend. Also, in most situations, the teacher is required to inform the excursion venue of exact numbers attending prior to the excursion. It is only possible for additional parents to travel on the school bus to the excursion if there are seats available.

**FUNDRAISING**
The school participates in various fundraising events throughout the year for worthy causes within and outside the school. Nominal donations are usually required for participation in a school organised activity. Past examples have been free dress days with a gold coin donation for the missions, Project Compassion Boxes, Wacky Hair Day with a gold coin donation, Christmas Hampers and school raffles. Generally all funds raised are donated to Caritas.

Consideration is given to spreading these events out so that parents are not overwhelmed with pleas for help. In keeping with our Catholic tradition of helping those less fortunate than ourselves, we believe that these events encourage children to look beyond their own world and consider with compassion the needs of others.
4. ADMINISTRATION

We aim to have our school run efficiently and to achieve this aim we need the help of parents to be familiar with and adhere to administrative procedures. Please take special note of the following items of administration.

ENROLMENT POLICY
First priority of enrolment will always be to baptised Catholic children of practising Catholic families, followed by their siblings. If the ratio allows, then children from non-Catholic families who are willing to support our Catholic Ethos are invited to attend along with their subsequent siblings.

SCHOOL HOURS
The school day commences at 8.40am and concludes at 3.00pm with an early close at 2.20pm on Mondays.

The school day is set up as follows;

- 8.30 am: Children go to their classrooms
- 8.40 am: Morning bell rings. Classes commence
- 10.40am – 11.00am: Morning recess
- 12.40pm – 1.20 p.m.: Lunch break
- 3.00pm: Dismissal (2.20pm on Mondays)

We would ask that parents make every effort to ensure their children are at school by 8.40am as classes start promptly. Children arriving late to school need to report to the office with their parent to sign the late book. A yellow late slip will be issued to the child to take to the classroom teacher.

COLLECTING CHILDREN DURING THE SCHOOL DAY
If you need to pick up your child prior to the end of the school day please ensure that you have signed your child out at the front office. You will be given a visitors badge so that the teacher knows this has occurred. Please do not be offended if you are reminded to go to the front office as we have your child’s safety as our paramount concern. Similarly if someone other than yourself or designated representative is unable to pick your child up, a phone call or email is required prior to your child being released to that adult.

BEFORE/AFTER SCHOOL SUPERVISION
Supervision of children is provided before and after school from 8.15am – 3.15pm. Children should not be on school grounds outside of these hours.

We encourage parents of children in Years Two to Six to drop off or collect their children at the Camp Road car park to reduce congestion in the parish car park. Parents using the Camp Road car park may drop children at the gate using the Drop-off turning circle in the car park. However, parents still using the School/Parish car park need to walk children through the car park, utilising the cross walk to the under covered area. This is in the interest of safety of our children and parental cooperation is expected.

Children are only to be collected from the under cover area or at the Camp Road car park gate. Parents need to wait in the under cover area for their children, not outside
classroom doors as doing so blocks passageways and makes it difficult for children to exit their classrooms and move safely to bus lines. Due to limited car parking facilities, parents need to be extra courteous, ensuring they park correctly in an allocated space, not blocking driveways and turning circles or parking outside classroom windows where classes are disturbed by noise and fumes.

Parents are not to park outside the front of the school as this is a designated bus bay in the mornings and afternoons.

ATTENDANCE RECORDS
It is a government requirement that we keep daily attendance records of children at school. Children who miss school for anything from a half a day upwards need to have a signed written note explaining the reason for their absence and the date(s) of their absence. The absent note needs to be brought to school the day the child returns. This note accompanies the Attendance Register, a legal document. It is not enough that the teacher knows a child has been sick, a written note must be produced by the child’s parent(s)/legal guardian(s) for the purpose of this legal record of attendance.

BICYCLES
Children riding a bike to school must push their bike down the path that leads through the school. This way they will not be near the cars arriving and leaving the school grounds. The bike racks are located near the Camp Road entrance. Children are required by law to wear a helmet when riding a bike. Safety authorities recommend that only children ten years and over be permitted to ride to school without a supervising adult.

BUS
The school bus service is operated by private contractors. The buses transport children from surrounding districts to and from the school. Strict rules must be adhered to. Students not complying with these rules may be prohibited from using the bus service.

Parents enquiring about the availability of bus services should contact the Deputy Principal of Pinjarra Senior High School on 9531 7000, who is the bus Coordinator for the District.

MONIES
School fees may be paid at the office by cash, cheque, EFTPOS, through the mail, or by arranging a Direct Debit facility. Direct Debit allows families to better budget their finances and takes the stress out of paying school fees. A Direct Debit can be easily arranged by seeing Mrs Douglas in the office.

All other money, unless otherwise indicated, should be paid by the child to the class teacher first thing in the morning. This allows the teacher to keep monetary records before sending the money to the office. All money should be sent in an envelope with the correct amount and clearly labelled with the student’s name, class, and purpose for which it is intended.

BOOK CLUB: Books may be ordered through school book club companies. Money and orders must be received by stated dates in the school newsletter. No late orders can be accepted.
SCHOOL CANTEEN FACILITIES
The school operates a canteen each Monday and Friday. Orders should be written on a paper bag with money enclosed. Lunch orders are placed in a basket in the classroom. A menu/price list is sent home at the beginning of each year.

Supporting the tuckshop is essential to maintaining the viability of the service to the school. The school employs a tuckshop manager and parent helpers are needed in the running of the tuckshop. We do experience difficulty at times in getting adequate numbers of parent volunteers so assistance is greatly appreciated. In the interest of safety, parents on tuckshop roster are asked not to bring young children. Parents are also asked to contribute by donating cakes, which are sold at recess. Please contact our canteen manager to let her know when and how you are able to assist.

SCHOOL UNIFORM AND DRESS STANDARDS
St Joseph’s school uniform may be purchased from the Uniform Shop, which is run by a committee of parents as a service to the school community. The uniform is available only through the Uniform Shop. We have EFTPOS facilities at the Uniform Shop and it is anticipated to provide an online ordering facility.

Parents need to ensure that all items of the school uniform are clearly marked with your child’s name. Please do not ask us to look for any lost items that are not clearly marked with your child’s name.

Generally, the uniform shop is open one morning a week, announced at the commencement of the school year; in 2014 the uniform shop will be open on Thursday mornings. If you are unable to get to the uniform shop due to work or other commitments, please contact our secretary to make alternative arrangements.

Second hand uniforms can also be bought/sold through the school uniform shop. Parents purchasing second hand uniforms are asked to ensure that they have changed the name in the uniform to their own child’s name to save confusion at school.

Students at St Joseph’s School should be encouraged to wear their school uniform with pride and to maintain a high standard of neatness and personal presentation. To maintain a whole school commitment to the correct wearing of our school uniform, students not in correct uniform are issued with a uniform infringement notice by their class teacher. Parents are requested to take prompt action in ensuring their child’s uniform requirements are met after receiving an infringement notice. Dresses are to be worn at a modest length.

Jewellery is not part of the school uniform and must not be worn. Children who have pierced ears are to wear plain gold or silver studs or sleepers only. All students wearing earrings are to have an earring in each ear. Watches and simple chains with emblems of religious significance may be worn but the school takes no responsibility for their loss or damage. Make-up and nail polish is not allowed.

All shoulder length hair or longer must be tied up. Hair should be tied with either royal blue, yellow, black, white or school scrunchies, headbands, ribbons or elastic. Faction coloured scrunchies may be worn on Faction Carnival days.

Extreme hairstyles including dyed or coloured hair is not permitted, with the exception of special days such as “Wacky Hair Day” or Winter Sport Faction Carnival. If hair is coloured for such special events it should be washed out before school commences the next day.
As St Joseph’s has a ‘NO SCHOOL HAT, NO PLAY POLICY’, children without a school hat are to stay on the bench under the verandah during recess and lunchtime.

**UNIFORMS: Year One – Year Six**

**GIRLS:**

(Summer)  
*Blue check dress.*  
*Blue school hat with school logo (Legionnaires/Slouch).*  
**Blue or black sandals or Black leather lace-up school shoes.**  
Plain white ankle socks or ‘St Joseph’s’ socks

(Winter)  
*Blue tartan pleated skirt.*  
*Sky-blue tuck-in short or long sleeve shirt*  
*Royal blue jumper with school logo.*  
*Waterproof rain jacket*  
*Navy ankle socks or navy tights.*  
**Black leather lace-up school shoes.**

**BOYS:**

(Summer)  
*Sky-blue tuck-in shirt (with school logo)*  
*Blue school hat with school logo (Legionnaires/Slouch)*  
**Blue or black sandals or Black leather lace-up school shoes.**  
Grey Ankle socks.  
*Grey school shorts.*

(Winter)  
*Grey (Melange) trousers (Double-knee)*  
*Sky-blue shirt/short or long sleeve tuck-in.*  
*Royal blue jumper with school logo*  
*Waterproof rain jacket*  
**Black leather lace-up school shoes.**  
Grey ankle socks.

**SPORTS:**

**GIRLS:**

*Blue polo shirt with school logo.*  
*Royal blue sports skort.*  
*Royal blue tracksuit, with white stripe on each arm.*  
*Faction polo shirt with school logo (green, red, or gold)*  
**Predominantly white runners.**

*Please note that volley shoes will not be permitted due to their lack of arch support*  
*St Joseph’s sport* ankle socks.

**BOYS:**

*Blue polo shirt with school logo.*  
*Royal blue shorts.*  
*Royal blue tracksuit with white stripes on each arm.*  
*Faction polo shirt with school logo (green, red, or gold)*  
**Predominantly white runners.**

*Please note that volley shoes will not be permitted due to their lack of arch support*  
*St Joseph’s sport* ankle socks.

*Only available through the school Uniform shop.*  
*Cotton only jumpers* are also available for children who are allergic to wool.
LOST PROPERTY
The school cannot take responsibility for lost property. If items are clearly marked with the child’s name they can be returned immediately. Unmarked items will be placed in the lost property box until the end of term. Unclaimed items will then be sold as second-hand garments. Children should not be bringing toys, books and other items from home to school unless specifically requested by the teacher for a particular purpose. Class news items are not to be played with at school and are stored in either the classroom or schoolbag.

COMMUNICATION
Effective communication between the home and school is vital and needs to be a two-way process. Teachers are available for parent interviews throughout the year as required but please make an interview time as teachers do have a number of duties before and after school which may need some re-scheduling. The first point of contact is always with your child’s teacher and regular contacts are encouraged. It is important to meet with the teacher before your concerns become too serious. It is also pertinent to remember that our staff are caring and dedicated professionals who want the best for all children in their class.

8.30-8.40am is not a good time to meet with teachers as they are very busy seeing to the needs of their students at this time. Parents are also asked to refrain from interrupting a class during the day. Any urgent messages that need to be passed on to children may be given at the office and will be passed on to the teacher at an appropriate time during the day. Where possible, it is best to give all messages to children before they leave home to save unnecessary interruptions at school.

DIARIES
Each student in Years Three to Six has a diary and in Years One to Two a homework booklet in which they write their homework and messages. This diary/homework booklet is checked daily by the teacher for messages from parents and should be read and signed by parents each evening.

VISITOR PASS
All parents and visitors are required to first attend the administration office to state their intended business in the school. They will then sign in as a visitor and be issued with a visitor’s pass that indicates to school staff they have permission to be on school grounds. Before leaving, parents and visitors return to the office to sign out and give back the visitor’s pass.

This important routine has been established for security reasons in the interest of protecting students. Even though full time staff may know parents, we often have relief staff in the school who do not know children’s parents. The visitor’s pass indicates to staff and students that the person has permission to be there. A person on school grounds without a visitor’s pass will cause concern and suspicion and will be reported to the office.

NEWSLETTERS
As part of our commitment to the environment, as of 2014 newsletters will no longer be sent home via your eldest child; it will now be uploaded to the school website. This will be emailed directly to a nominated account and also uploaded on the school website. If you do not have electronic access, please contact the office for a hard copy. Please ensure you read your weekly newsletter and any attached note so that you are aware of what is happening in the school.
ASSEMBLIES
Merit Assemblies take place each fortnight on Friday mornings at 8.45am. During these assemblies the school joins together in prayer and awards are presented to children. Each class presents one ‘grand production’ assembly a year. The dates of these assemblies are advertised in preceding newsletters. These special assemblies also commence at 8.45am and parents and visitors are asked to be seated before 8.45am and will run on the opposite fortnight to the Merit Assembly.

Parents are welcome to attend any assembly. We would ask that parents ensure they are here for the start of the assembly as cars passing the assembly area make it impossible to hear children’s presentations.

5. HEALTH CARE

It is vital that all details on emergency sheets are kept up-to-date in case a situation arises where we need to make contact with you due to accidents or sickness. The school needs to be informed immediately if you change your address and/or telephone number. All emergency contact numbers need to be kept up to date.

If your child is an asthmatic or has a medical condition, it is important to let the school and the school nurse know of an action plan in case of this sickness occurring at school. This is also important for any newly diagnosed conditions. With your permission, these action plans are presented in our school’s Medical Alert Book so that all staff are familiar with your child’s medical condition and actions needed in case of an emergency.

It is wise to keep a sick child at home as they are unable to concentrate adequately when they are feeling ill and run the risk of infecting other children. If a child becomes ill whilst at school, parents or your nominated emergency contact will be contacted to collect the child. We have children who are allergic, have low immunity health issues and therefore request that you do not send a sick child to school.

We are an Asthma School and staff are regularly up-skilled, similarly staff undergo allergy awareness training including EPI-Pen delivery. We ask that no nut products are included in your child’s recess and lunch. Individual classrooms will be advised if further foods are discouraged due to some students having severe allergic reactions to a variety of products.

SCHOOL HEALTH NURSE
A school health nurse visits the school regularly to undertake screening of students in Kindy / Pre-primary and Year One and vision screening in Year 6. The nurse is also available to discuss a child’s health problems when requested by a parent or by a teacher with parental permission. The school health nurse may be contacted through the school.

DENTAL CLINIC
Children in all grades are eligible for free dental treatment. The Dental Clinic visits the school yearly for screening.

A Dental Therapy Centre operates at Pinjarra Primary School. Its purpose is to provide continuous preventative dental service for each child enrolled in the school. The centre is
supervised by a dental officer of the Public Health Service and is staffed by dental Therapists specially trained to provide dental care for children.

On enrolment with the centre, parents are notified of their child’s appointment by cards, which are distributed through the school. It is the responsibility of parents to provide transport to and from the clinic.

Past reports have indicated that in the local Pinjarra community, there is a high incidence of tooth decay in children. The dentists have asked local schools to remind parents of the need for good dental hygiene and diet to ensure a lifetime of healthy teeth.

**IMMUNISATION RECORDS**

The Department of Health requires that the Immunisation Record Card be presented and viewed at the time of enrolment of children to the school.

The Immunisation Schedule has changed. Immunisations are now due after your child’s fourth birthday. Currently two injections are recommended;

1. **Triple Antigen** (against Diphtheria, tetanus, Whooping Cough)
2. **MMR** (Measles, Mumps, Rubella)

And

3. **Oral Sabin Drops** against Polio

Please note that if your child is not immunised, he/she will need to be excluded from school for fourteen days in the case of any outbreak occurring of these infectious diseases children are immunised against.

**INFECTIOUS DISEASES**

Please note the following health information regarding infectious diseases and exclusion times;

**CHICKEN POX:** Exclude until fully recovered, at least five days after the eruption first appears. Note – some remaining scabs are not an indication of a need for further exclusion.

**CONJUNCTIVITIS:** Exclude until discharge from eye has ceased.

**IMPETIGO (SCHOOL SORES):** Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.

**MEASLES:** Exclude for at least four days from the appearance of rash.

**RUBELLA (GERMAN MEASLES):** Exclude until at least four days after the onset of the rash.

**MUMPS:** Exclude for at least nine days after onset of symptoms.

**RINGWORM, SCABIES, LICE, TRACHOMA:** Exclude until the day after treatment has commenced.

**HEPATITIS A:** Exclude until receipt of a medical certificate of recovery but not before seven days after the onset of jaundice.

**HEAD LICE**

Head Lice is an ongoing problem within schools. Parents must check their child’s hair at least weekly and let the class teacher know if there is a problem with head lice. Teachers are not allowed to check children’s hair so we rely upon parents to be vigilant. If a child is suspected of having head lice, the school will contact parents to collect and treat their child. Vigilance by all parents is necessary to control or eradicate this health problem.
MEDICATION

Schools have a Duty of Care responsibility to students and to ensure this Duty of Care is not inadvertently breached, schools must implement the following procedures with regards to the administering of medication.

The parents/guardians of students who are required to self-administer medication are to notify the principal of this requirement and all relevant details (for example: reason for medication, dosage, side effects, symptoms of misuse, and the prescribing doctor).

Where a student is deemed incapable of self-administering prescribed medication, discussion between the principal, parents/guardians and associated school staff should take place to attend to the following:

- parents/guardians must provide written authority for the school staff to administer the prescribed medication
- parents/guardians are responsible for advising the principal, in writing, of any specific requirements when administering the medication. This should include details from the medical practitioner regarding the circumstances for use
- school staff are only to administer medication in accordance with the medical practitioner’s instructions
- A student’s medical condition and the medication for that condition need to be brought to the attention of key staff who have the student in their care
- school staff are not expected to administer medication or treatments that require specialist training, such as administering injections.

Analgescics (aspirin and paracetamol) can have undesirable side effects. Aspirin must never be administered to students without a medical practitioner’s written instruction. School staff are not to administer paracetamol to students without the written authorisation from the students’ parent/guardian. The parent/guardian is responsible for the supply of any medication and information.

Please note, a teacher will not administer medication without a “Student Medication Request/Record” form and without the knowledge and consent of the principal. This form may be collected at the office.

ACCIDENTS

Every attempt is made through the implementation of the Behaviour Management policy and careful supervision arrangements to prevent accidents from occurring in the first place. Schools are not encouraged to administer medical treatment when an accident has occurred so for all but the superficial accidents, parents will be contacted to collect their children and, if required, take them to the doctor/hospital. Should a very serious accident occur, the school will take whatever action seems to be reasonably required in the circumstances and every attempt will be made to contact parents immediately. It is of vital importance that the school has up-to-date emergency contact numbers for all students.

SMOKE FREE SCHOOL

It is well established that smoking can adversely affect the health of both smokers and non-smokers. Students are also at risk from both active and passive smoking. Smoking poses a significant public threat, with passive smokers being at significant risk from inhaling the smoke from others.

An employer is bound by legislation (Occupational Safety and Health Act 1984) to provide and maintain a working environment in which employees are not exposed to hazards so far as is practicable.
In accordance with the provisions of the 1984 Occupational Safety and Health Act, schools must maintain a total smoke-free environment at all times.

**Smoking is prohibited within any Catholic school building or grounds, either during or outside school hours.** This prohibition applies to staff, students, parents and visitors to the school.

*From CEO of WA Policy Statement: 1991, revised 2001*

**ANIMALS IN SCHOOLS**
Due to allergies and safety issues, pets are not allowed on school premises during school days at any time.

For further information contact
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