



St Joseph's Primary School, Wingham

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St Joseph's Primary School Wingham



Parent Information Booklet 2020

Foreword:

Welcome to the
St Joseph's Catholic Primary School
community here at Wingham.

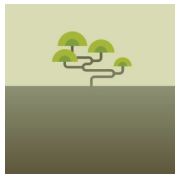
Our school is a family-like place where our whole school community want our students to grow into the sort of people who can live life to the full and make a difference.

Being a school, we have a strong educational focus. This means we are committed to teaching children to read and write with pleasure and competence, to communicate effectively, to calculate and measure, to interact socially, to solve problems, to express themselves and to celebrate.

We are a Catholic school. There is a strong relationship between a child's intellectual development, religious faith and personal growth. We explicitly teach those values that are wholesome and life-giving. Prayer is important, as are the celebration of liturgy and an experience of a living faith.

Please read our **Mission Statement** and the pages that follow. We value the partnership that we share with parents and understand what we can achieve when we work together. I look forward to our association in the years ahead.

Melissa Hunt
Principal



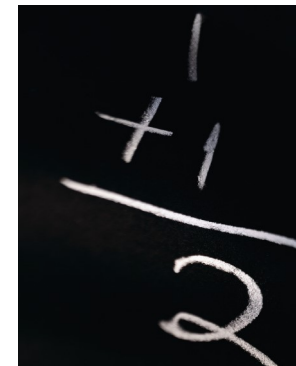
Mission:

*St Joseph's is an inclusive Catholic educational community.
Through quality teaching centred on Jesus, our
students are engaged and confident learners
who make a positive impact on society.*

*"It's not only children who grow.
Parents do too.*

*As much as we watch to see
what our children do with their
lives, they are watching us to see
what we do with ours. "*

*"I can't tell my children to reach
for the sun. All I can do is reach
for it, myself. " ~Joyce Maynard*



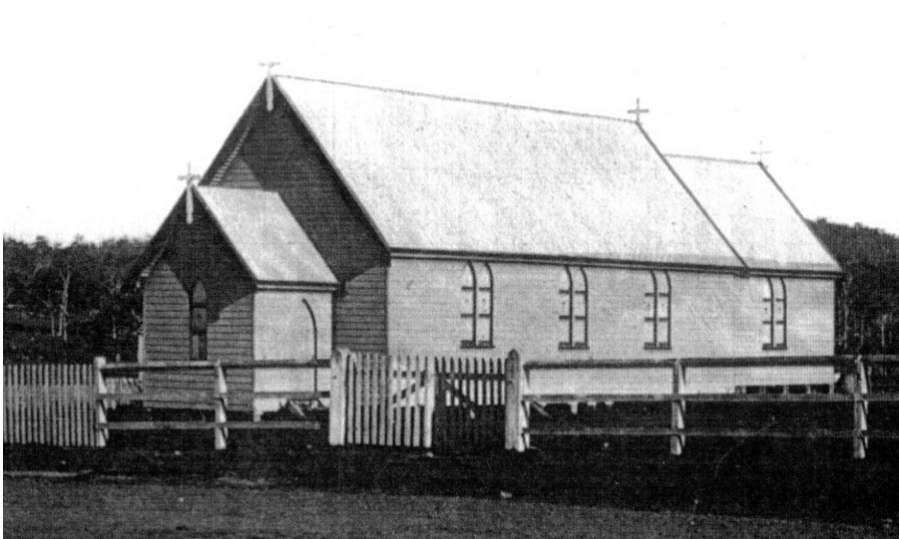
Grateful, hopeful, loving people...

In 2009 the school was one of the first recipients the Federal Government's Building the Education Revolution program (BER) and there was great excitement when St Joseph's Wingham was announced in Round 1 of the funding roll-out.

Under the **National Schools Pride** (NSP) program our school received \$75 000.00 to renovate and upgrade current school facilities. The old tile roof was replaced with Colourbond, permanent walls were installed between the double classrooms, guttering was replaced and drainage issues corrected. This helped the school overcome some persistent difficulties with maintenance.

Funding for the **Primary Schools for the 21st Century** program (PS21) was based on school size and St Joseph's received \$850000.00 to build a new multi-purpose hall and school library. Both buildings have significantly enhanced learning opportunities for students at this school and added an extra dimension to the learning environment.

It has been an exciting time for Catholic education, as the scale of the work and the level of funding to primary education, has been unprecedented. The partnership between parish, school and the parents and the collaboration between architect and builder has ensured a sustainable and contemporary Catholic school here in Wingham.



What we promote:

Respect for all:

Respect for self and others means valuing people and property. It requires us to be tolerant, accept individual differences and reject harassment and bullying in any form. It also means students must respect the right of teachers to teach and students to learn.

Justice for all:

Encompasses fairness, equity, honesty and a commitment to upholding that which is right - which are our 'Touchstone Values'. The school will seek to be just in all its dealings.

Well-being for all:

We want to nurture personal resilience and the development of positive social skills. The school plays a vital role in promoting the intellectual, physical, social, emotional, moral, and aesthetic development and well-being of our students. Therefore, the school supports students to develop skills and understanding to keep themselves and others safe, as well as actively developing a safe school environment.

Quality and excellence for all:

We want our students to become successful learners and confident and creative individuals. This demands high quality instruction, a quality learning environment, effective models of leadership and partnerships with parents.

Sustainability for all:

We acknowledge our responsibility to be stewards of our earth and all of God's creation. Sustainability of resources means responsible management, care of the environment and a system of operation that is designed to enhance the future wellbeing of the planet.

What we aim to teach our students:

Spiritually:

to develop a love of and curiosity about our faith and a world view that is sacramental, imaginative, hospitable, reflective, appreciative, inclusive and focused on justice.

Academically:

to read, write, communicate and use mathematics competently
to enjoy learning
to value individual abilities
to think critically
to think creatively/imaginatively
to be skilled in the use of technology

Socially/Emotionally:

to come to know their own self-worth
to be self-aware and world-aware
to respect personal differences
to develop leadership skills
to accept responsibility

Physically:

to understand concepts of individual well-being, healthy active lifestyle and personal choice
to have balance in life.

Our School Crest

The St Joseph's Lily

Each petal is arranged so as to be able to be touched by the sun without intruding on another, thus allowing each to grow.

School motto

Growth in Unity, urges us as a whole community to work towards peace, unity and harmony.

The Circle

The circle is a powerful symbol of the Alpha and the Omega - no beginning and no end.

It is also a symbol of the Eucharist, the source of nourishment and life for all the community.



History

The first building for the use of the Catholic Community of the Upper Manning was the Church of St Joseph's, Wherrol Flat or Little Dingo as it was then called. It was a structure of wooden slabs with a wooden shingle roof. It has since been replaced by a neat little country church, which is still in use, though nearing the end of its days.

The first church of Our Lady of Perpetual Succour at Wingham was blessed and opened on January 27th, 1901, by the first bishop of the Maitland Diocese, Bishop Murray. Until 1947, when Father M Moylan came to Wingham as Parish Priest, this area was part of the Taree Parish. A report in the Wingham Chronicle of February 1935 refers to St Joseph's Convent at Wingham as being blessed and opened by Bishop Gleeson on January 27th 1935. The pioneer sisters were Sister M Michael Cahill, Sister M Brendan Ruell, Sister M Joan Blake and Sister M Kieran Doherty.

The 1901 model church served as Church and School until our present church was opened on May 31st 1953. In the 'old' church the altar and classes were separated by a curtain on school days. Infants and Primary grades were taught until 1961, when three Secondary classes were also conducted. The church continued to be a school until the present school was opened on April 21st 1974. At the time there was an enrolment of about 80 pupils.

In 1982 several small convents, including Wingham, were closed for economic and social reasons. At the time, Mother Cletus, Sister M Cyril, Sister Rosemary Jackson (Principal) and Sister M Gonzaga (Music Teacher) all moved into the Taree Convent.

During 1984 the school Administration area was converted into what is now is a classroom. At the same time, the convent was converted into the current Administration Block, which contains the offices, staff room, learning support and uniform shop.

In 2001 the school again underwent a significant upgrade including a restoration of the old convent building and the building of new amenities and covered walkways.

School Prayers:

Morning: O God, My Father in heaven
I offer you myself and all I do this day.
Mary, my Mother, Help me to love God today.

St Joseph—Pray for Us

Hail Mary:

Hail Mary, full of grace, The Lord is with you.
Blessed are you among 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

Afternoon:

Thank you God for a lovely day.
For all our work and all our play.
Guide us on our homeward way.
God, our loving Father.



General Information:

SCHOOL ADDRESS:	Church Crescent (PO Box 132) WINGHAM NSW 2429
SCHOOL PHONE NUMBER:	(02) 6553 4774
EMAIL:	admin@wingham.catholic.edu.au
WEBSITE:	www.wingham.catholic.edu.au
FACEBOOK:	@StJosephsPrimarySchoolWingham
PARISH PRIESTS:	Fr George Anthicad
PRINCIPAL	Mrs Melissa Hunt
ASSISTANT PRINCIPAL:	Mrs Shae Lapi-an
RELIGIOUS EDUCATION CO-ORDINATOR:	Mr Adam Buchtman
CLERICAL ASSISTANT:	Mrs Mary Stepowikow
TEACHING STAFF 2020	Mr Michael Wickham Mrs Shane Cleaver Mrs Lisa Minett Ms Melinda Rego Mrs Kristy Bonser Mrs Shae Lapi-an Mr Adam Buchtman Mr Mark Knoke Mrs Grace Fraser Mrs Kylie Hunter (Aboriginal Education Worker) Mrs Carolyn Long (Lead Teacher) Mrs Christie Downie (Learning Support) Ms Kate Monkley (Teacher Librarian)
General Assistants:	Mrs Carol Saul Mrs Roslyn Yerbury Miss Natasha Sheather Mrs Jane Murray
Library Assistant:	Mrs Roslyn Yerbury
Pastoral Care Worker:	Mrs Jo McEwen

Behaviour Management:

St Joseph's Wingham is committed to creating a positive environment where all students are able to learn. We are using the Positive Behaviour Support (PBS) system because it involves a range of positive behaviour supports for all students within the school, implemented in both classroom and non-classroom settings.

Introducing, modelling and reinforcing positive social behaviour is an important part of a student's educational experience. Teaching behavioural expectations and rewarding students for following them is both proactive and positive.

Each week, as part of the program, the classroom teachers will teach students expected behaviours. The same behaviours are taught across the school to help maintain uniformity and to ensure that all behaviours are taught throughout the year. The weekly focus area is published in the school newsletter so that parents can discuss it with their child and reinforce these strategies.

As a school we have a set of 4 core behavioural expectations that reflect our community's values and encompass our current school rules.

I am Safe

I am Respectful

I am a Learner

I am a Steward of Creation

We have also developed a teaching matrix (conditions) based on these expectations and relevant to the different settings in our school.

E.g. the playground, classroom, toilets, equipment...

As part of the PBS Program, "Gotchas" are given to students for positive social behaviours in the classroom and playground and for individual acts of great respect. These behaviours relate to our school-wide expectations of being a safe, respectful, learner. Each Gotcha, which students collect, equals a point. These points are collated each week in the classroom and students can redeem these points for special privileges each Thursday.

Baptism, Confirmation, Reconciliation & Eucharist:

The sacramental program is a vital part of a child's continuing growth in the Catholic faith and participation in the parish community. As the family is the faith setting for these programs, the sacraments of Confirmation, Eucharist & Reconciliation are family based and parish assisted.

The parish advertises the timetable each year and invites each family to respond to the programs on offer. The school's religious education syllabus compliments this program. Further information regarding the Children's Sacraments of Initiation Program can be obtained by contacting, Our Lady of the Rosary Parish Taree office on (02) 6552 1084 (Tues—Fri 9:00am—3:00pm)

Assemblies:

Students assemble each morning at 9.05am and begin the day with the School Prayer and special notices. A weekly assembly is held every Friday at 1:20pm and is coordinated by the Student Leaders. Weekly awards are distributed for Student of the Week, Making Jesus Real and Class Merit. Two class awards are also handed out, recognising those classes that have shown Positive Behaviour throughout the week.

Interviews:

Good communication is essential in the home-school partnership for the benefit of your child. If you would like to have an interview with any member of staff, it is advisable to make an appointment through the school office. For obvious reasons, class teachers are not available during school hours or when supervising students on the playground.



Zimmerman Services is the Diocese's specialist child protection service who work with the Ombudsman to ensure the Diocese meets its obligations under Part 3A of the Ombudsman Act (1974)

The Child Protection (Working with Children) Act 2012

Under this legislation people who work in a paid or volunteer capacity in the Diocese of Maitland-Newcastle are required by law to have a Working with Children Check Clearance. This 'Clearance' can be obtained by initially applying online at check@kidsguardian.nsw.gov.au.

As a parent, if you learn about a staff member or a volunteer working in the school without a Clearance, you should talk with the Principal or Assistant Principal as soon as possible. If you believe your concerns have not been addressed, you can contact Zimmerman Services directly (Ph. 4979 1390)

Diocese of Maitland-Newcastle Reporting Policy

As a parent you can report any concerns you may have for a student, or group of students, to the Principal, Assistant Principal or directly to Zimmerman Services (Ph. 4979 1390 Mon-Fri 08:30 to 5pm). The Diocese's reporting policy and procedures are available to everyone on the Diocesan website: [Diocese of Maitland-Newcastle Reporting Child Protection Concerns](#)

As parents you are entitled to contact Zimmerman Services directly about any concerns you have about the safety, welfare or wellbeing of a child or if you are concerned that the school is not addressing allegations of reportable conduct or abuse. (Ph. 4979 1390 Mon-Fri, 08:30 to 5pm).

Curriculum:

Curriculum might be defined as the sum total of all experiences that take place within a school. The formalised curriculum is divided into Key Learning Areas:

- Religious Education
- English
- Mathematics
- Science and Technology
- Human Society and Its Environment.
- Personal Development/Health/Physical Education
- Creative Arts

Other school-based programs include:

- Gifted Education
- Drama
- STEM (Science, Technologies, Engineering, Mathematics)
- Sport and fitness
- Protective Behaviours
- Learning Technologies (Computer Education)
- Seasons for Growth
- Sacraments of Initiation programs (parish assisted - family based)

Library:

The teacher-librarian conducts weekly library lessons, for classes, during each term. As well as this, a weekly book borrowing time is allocated for classes. Students in infants classes are required to have a library bag (sturdy) for borrowing.

Communication:

Compass:

St Joseph's Wingham has implemented a student information system called Compass. Compass is a comprehensive system that enables the school to effectively manage all information relating to your child/children and their school journey. The system forms part of a broader implementation for the Diocese of Maitland-Newcastle. This solution offers a secure, yet easy connection to essential information you need for your child.

A parent App is available to allow you easy, secure, access to Compass. This is our primary source of information distribution.

The types of information you will find from this service include:

- Monitor your child's attendance, and enter explanations prior to 9:40am
- View "My News" for school announcements/newsletters/alerts/updates
- View your child's schedule and the school calendar
- Download and view your child's semester reports
- View the school calendar

You can log into the Parent Portal by using the URL <http://www.wingham-nsw.compass.education> or download the Compass School Manager App from your App store.

Communication is also done via email and our school Facebook Page @StJosephsPrimarySchoolWingham

The school newsletter is published each fortnight and available via the **SZapp** application (downloadable via subscription to any tablet or device) . For parents unable to subscribe to this application or requiring further newsletters, additional newsletters can be made available upon request.

Complaints and Grievances Policy:

St Joseph's Primary School Wingham is committed to providing an education based on Gospel values, particularly those of justice and respect in the area of complaints and grievance resolution. A professional response to complaints, allegations and grievances promotes fairness, leads to improvements and creates confidence in the outcome in accordance with the CSO Complaints and Grievances Resolution Policy (2013).

The following Key Steps should be followed according to the CSO Complaints and Grievances Resolution Policy.

- Complaints and Grievances should be raised at the earliest possible time. Class based complaints and grievances should be raised with the student's class teacher. All other complaints and grievances should be directed to the Principal and/or their delegate.
- Where the class based complaint and grievance is not resolved by the teacher this should also be directed to the Principal and/or delegate.
- Where a complaint or grievance is not resolved by the Principal after all efforts have been made to do so, or the complaint or grievance is about the Principal, the parent/carer should refer the concern to the Catholic Schools Office via the Parent Liaison and Resource Officer or the Executive Assistant to the Director of

Child Protection:

St Joseph's Primary School is committed to providing a safe environment for students. We are required to meet the statutory obligations of the legislation relating to child protection and the policies and guidelines set out by the Catholic Schools Office. All volunteers, including parent volunteers at St Joseph's Primary School, must complete a Declaration form as well as a Working With Children Check before they can commence activity at the school.

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a parent sending your child or children to a Diocesan school, you should be aware of your rights and obligations in protecting your child and all children in our schools.

The Children and Young Person's (Care and Protection) Act 1998

In NSW you are able to report certain information to Family and Community Services (FaCs). If you are concerned for one or more of the children in the school, you may discuss your concerns with a teacher, Assistant Principal or Principal. You also are able to report any concerns to the FaCS Child Protection Helpline (Ph. 133 627, 24 hrs/7 days) if you have reasonable grounds to suspect that a child or young person is at risk of significant harm. Risk of significant harm may occur from a single act or omission or a series of acts or omissions.

It is better to be safe than sorry, so if you are uncertain, please feel free to talk to an executive member of the school.

Part 3A of the Ombudsman Act 1974

Part 3A Ombudsman Act 1974, defines Diocesan schools as a 'designated non-government agency' and as such we must have systems for preventing, reporting (to the Ombudsman) and investigating reportable conduct.

All staff and volunteers in Diocesan schools fall within the scope of Part 3A and may be investigated for alleged 'reportable conduct' which includes sexual offenses, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children.

Starting School at Joeys:

Children may enter Kindergarten at the beginning of the school year in Catholic schools if they turn 5 on or before 31st May in that year. Others may benefit from being a little older, but by law, all children must start school by their sixth birthday. Starting school is an important step in a young child's life. "But is my child ready for school?" is a question asked by many parents. Children develop at different rates and learn skills in different ways. It is the school's task to respond to the needs, learning styles and rates of progress of individual students.

We all have an important part to play in encouraging a love of learning. During their time at school children will develop skills in listening and speaking, reading and writing, numeracy and other mathematical skills, problem solving, scientific and technological skills, and learning how to use computers.

Religious education is an integral part of the curriculum in Catholic schools. Children in Kindergarten are focused on themselves and their immediate world at hand. The focus of the Religious Education program at this level is on the child, made by a loving and caring God who gives them many gifts, especially the gift of Creation.

There must be the closest cooperation between parents and the teachers to whom they entrust their children to be educated. In fulfilling their task, teachers are to collaborate with the parents and willingly listen to them...
(The Code Of Canon Law)

Staff Development days:

All schools are committed to professional learning and five days per school year are allocated for staff development. The first and last day of the school year are used for this purpose with the other 3 days spread throughout the school year. Parents are notified in advance, via the term calendar and the school newsletter, when such days will be occurring.



Schools. The Parent Liaison and Resource Officer will refer the matter to the relevant Assistant Director for resolution.

- Where the complaint or grievance remains unresolved the Parent/Carer or the Assistant Director may refer the matter to the Director of Schools for review. A formal avenue of appeal is available in accordance with the Diocesan Pastoral Care Policy. All such appeals should be made to the Director of Schools in writing and in a timely manner.
- If, ultimately, the Parent/Carer is not happy with the way their complaint or grievance has been dealt with by the school or the Catholic Schools Office, they may wish to go to an external agency or legal advocate for advice and assistance.

For your convenience, the Primary Complaints and Resolutions Pathway document is available on the school website and a brochure outlining the process is available in the school office.

Calendar:

At the beginning of each term the school issues a **Term Calendar** via Compass outlining regular school programs and major events.

Medication:

When administration of medication is necessary to support children during the course of a normal school day, parents must:

1. Complete parent authority forms (available from the school office)
2. Provide supporting documentation
3. Label all medication clearly

Uniform:

A uniform with high visual impact makes a positive statement about our schools' values and creates a sense of unity among the students. At St Joseph's, we believe that the school uniform should be comfortable, functional and affordable. Wearing this uniform will engender pride in our school and distinguish us as a school community. We actively encourage students to take pride in their appearance and to dress in the correct uniform at all times. We require the support of all parents, students and teachers in maintaining the standard of our uniform. Garments are of high quality and reasonable cost. Please be aware of the following information:

1. All the main uniform items e.g. tunics, dresses, shorts, shirts, polo shirts, jumpers and jackets are to be purchased from the school. Order forms are available on the school website and from the school office.

2. Students are encouraged to take responsibility for a neat, clean and tidy uniform e.g. polish their own school shoes.
3. No nail polish, hair colouring or makeup should be worn at any time.
4. Students who have pierced ears should wear one set of studs, for safety, however small sleepers are acceptable (plain gold or silver). No other visible jewellery should be worn, except watches.
5. All clothing and belongings should be clearly **labelled**.
6. Wearing a school hat is compulsory.
7. **Shoes:** Students must wear black leather, traditional or boot style school shoes that *can be polished*. Sport shoes should be worn on the allocated Sport Day. Suede or canvas shoes are not acceptable at any time.
8. Parents are requested to provide a note of explanation should a child be unable to wear part of the uniform for any reason.

Hair:

- Hair is to be neat and well groomed.
- No brightly coloured hair dye, that is in contrast to the students natural hair colour, shall be used.
- Any parts of the head shaved shall be at a 'number 2' barber's comb or above.
- A small, exaggerated part-line within the hair is acceptable but no other lines or markings within the hair.
- Students with long hair (i.e. hair determined to be long enough to be pulled back into a pony tail or such) must have hair of a consistent length all the way around the head.
- Students with long hair (as determined above) must have hair secured back from the face for safety and hygiene reasons.
- School coloured (Navy, gold and / or white) hair bands or ribbons should only be used.
- No other forms of 'extreme' hairstyles (as determined by the school executive) are acceptable.

Specific:

- School Hat:** The school hat is compulsory and must be worn as part of our school uniform. The school employs a 'No Hat – No Play' policy.
- Girl's Summer:** Blue check, A-line, six gore dress with Peter Pan collar and short sleeves **OR** Blue check blouse with Peter Pan collar & short sleeves and navy tailored shorts. Black leather school traditional-style shoes with short (above the ankle) white socks.
- Girl's Winter:** Tartan pinafore **OR** Navy Gabardine slacks. A long-sleeved "School Blue" school shirt (stand-up collar) is worn under the pinafore. Navy V-neck school jumper with microfiber jacket (each with school logo) for colder weather. Black, leather, traditional-style

School Fees:

The standard tuition Fee is the parent's contribution towards the recurrent cost of educating their children in a Catholic School. In addition to the standard tuition fee, each family is also required to pay:

1. A General Service Fee: exercise books, duplicated sheets, and art and craft materials. (This does not cover expenses incurred for excursions, visiting performances or representative sports etc.)
2. The Diocesan Family School Building Levy (DFSBL) is collected at the same interval as school fees. This fee is a family rate regardless of the number of enrolled students in the family or the number of systemic schools attended.

NB: In cases of genuine hardship, the Principal has the authority to grant concessions beyond those built into the scale for Primary Schools. Parents who experience difficulty in meeting their full tuition fee commitment are advised to contact the Principal.

2020 Fee Schedule: (Fees are billed over terms 3 Terms)

ANNUAL AMOUNT

Tuition Fee:	\$1275.00	
General Service / Resource Fee:	\$ 210.00	per child
Yearbook:	\$ 30.00	per family
Family School Building Levy:	\$1250.00	per family
Diocesan Pastoral Contribution:	\$ 150.00	(Voluntary)

NB: Family discount rates apply for more than 1 child at school.

Health Care Card:

A separate scale of fees applies to students from eligible families. These fees represent a discount of 50% off the tuition fee charged for each child at each scholastic year level. The discounted fee covers tuition fees only.

Absences:

When students have been absent from school, a written note of explanation is required on their return to school. Parents may notify the school when their child is absent by telephone or on Compass, but they need to follow this up at their earliest possible convenience with a written note.

Reporting:

Parent-Teacher interviews are conducted at the end of Term 1. Parents will receive reports on their child's progress, as measured against the performance standards twice per year, towards the end of Term 2 and Term 4. For students in years 1—6 the school report will contain information on your child's achievement in each of the strands for each Key Learning Area using a 5 - point scale:

- A Outstanding Achievement:** The student has extensive knowledge and understanding of the content and can readily apply this knowledge. In addition the student has achieved a very high level of competence and the processes and skills and can apply these skills to new situations.
- B High Achievement:** The student has thorough knowledge and understanding of the content and a high level of competence in the processes and skills and can apply these skills to new situations. In addition the student is able to apply this knowledge and these skills to most situations.
- C Sound Achievement:** The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
- D Basic Achievement:** The student has a basic knowledge and understanding of the main areas of content and has achieved a limited level of competence in the processes and skills.
- E Limited Achievement:** The student has an elementary knowledge and understanding in a few areas of content and has achieved very limited competence in some of the processes and skills.

In Kindergarten the reporting scale is changed slightly to reflect students abilities as working **towards, at** or **beyond** Early Stage 1 outcomes.

*A single moment of understanding
can flood a whole life with meaning.*

shoes that can be polished, with short (above the ankle) grey socks or grey tights.

- Girl's Sport:** Navy blue polo shirt with gold trim (with school logo) and tailored shorts. Sport shoes with short (above the ankle) white socks. Navy blue microfibre tracksuit can be worn over the top of sports uniform during winter.
- Boy's Summer:** "Midford Blue" short-sleeved shirt with stand-up collar. Grey Midford shorts, black leather, traditional or boot style shoes, that can be polished, with short (above the ankle) grey socks.
- Boy's Winter:** "Midford Blue" long sleeved school shirt with stand-up collar. Grey Midford permanent-press trousers. Navy V-neck school jumper with microfibre jacket (each with school logo) for colder weather. Black leather traditional or boot style shoes, that can be polished, with (above the ankle) grey socks.
- Boy's Sport:** Navy blue polo shirt with gold trim (with school logo). Navy Midford shorts. Sport shoes with short (above the ankle) white socks. Navy blue microfibre tracksuit is worn over the top of sports uniform during winter.

School Hours:

Morning bell for assembly	9:05am
Lunch	11.30 am – 12:20 pm
Afternoon Recess	1.40 pm – 2.05 pm
Dismissal	3.10 pm

Playground supervision begins at 8.40am. No responsibility is taken for students arriving at school before this time. In the afternoon staff supervise children while waiting for buses or transport home and while walking across intersections. Students are not permitted to leave the school grounds unless an acceptable reason is provided, in writing, by parents. Parents collecting students in class time or arriving late are asked to complete the Sign In /Out register located in the school office.

2020 Term Dates:

Term 1	Tuesday 28 January - Thursday 9 April
Term 2	Monday 27 April - Friday 3 July
Term 3	Monday 20 July - Friday 25 September
Term 4	Monday 12 October - Wednesday 18 December

Office Hours:

Monday to Friday 8:30am to 3:30pm

Accounts:

Parents have a number of options for the payment of tuition and school-based fees including:

EFTPOS	Direct Debit	Cash/Cheque payment
Centrepay (d/debit from Centrelink payments)		BPAY

Emergency Contact:

In the interests of every child's health and safety, the school requires at least one reliable emergency telephone contact, **other than a parent's home phone number**. Sick and injured children become extremely distressed when contact cannot be made with a parent or reliable family member or friend. **PLEASE ENSURE THAT THESE NUMBERS ARE KEPT UP TO DATE WITH THE OFFICE.**

Canteen:

The canteen is open on Monday for Meal Deals. The canteen is operated by parent volunteers. The canteen strives to provide a balanced and nutritional menu. Parents are encouraged to assist by nominating for the duty roster. The canteen is also opened by Year 6 each Wednesday for the sale of snacks.

Crunch & Sip:

So that all children can receive the educational and health benefits of this program parents are encouraged to provide their child with a snack of vegetable or fruit and a water bottle for consumption at 10:30am during class time.

Book Club:

The school participates in the Scholastic Book Club program in an effort to encourage a life-long interest in reading. Order forms are sent home regularly via the classroom. Orders should be returned in a clearly marked, sealed envelope.

Mass Times:

Our Lady of Perpetual Help Parish, Wingham: **Sunday 7:30am**



Parent Engagement Group:

The Parent Engagement Group (PEG) meets each term. Our aim is to promote the interests of our school and bring parents and staff together in a spirit of collaboration and close cooperation. This is a forum to discuss issues relating to the social, academic and spiritual development of our children. At these meetings we also decide how funds raised by the PEG are used to acquire resources and improve the learning environment for students. On joining the St Joseph's Wingham community, all parents become members of the PEG and as such, are encouraged to share their gifts for the further development of our school.

Learning Support:

St Joseph's school offers an inclusive education. The Learning Support Teacher (LST) works in collaboration with the class teacher to meet the needs of every child. The LST can assist with assessment and the provision of special programs within the school. Consultancy and support is also provided by the Student Support Unit (SSU) and the regional Education Officer. The class teacher is the first point of contact and is responsible for the support process.

Buses:

All children who live outside a radius of 1.6km from the school are entitled to *free bus travel*. Application forms for free travel are available from the school office. Students in Kinder, Year 1 and Year 2 are still entitled to free travel if they live within the 1.6km radius, however once they are in year 3 or above this free bus travel no longer exists. They may still travel by bus but will be charged a fare by the bus company.

Private Conveyance Subsidy:

Where there is no alternative bus transport available, or the nearest bus stop is more than 1.6km from home, parents are eligible for private vehicle subsidy. Forms are available from the school office.

Bicycles etc.:

Children who ride their bicycle or scooter to and from school must wear an approved helmet. For safety reasons, students must not ride bicycles in the playground and on arrival, they are to walk their bikes into the school grounds.