

*St Joseph's Primary  
School Wingham*



**Parent  
Information  
Booklet 2023**

## Principal's Welcome:

St Joseph's Wingham is a wonderful Catholic school situated on the banks of the beautiful Manning River in the heart of Wingham. With modern facilities such as our award-winning library, we are able to successfully engage students in their learning. We strive to make sure that all children feel welcomed, happy and safe at St Joseph's and aim to develop respectful relationships to ensure that our students and parents feel known, valued and included in our school community.

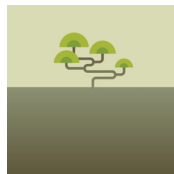
Working in partnership with parents in the education of their children is something that we highly value. We firmly believe that in order to provide the high-quality education that parents want we need to be able to work collaboratively together to build strong relationships. We are fortunate to have many parents who are able to contribute to the life of St Joseph's. Our Parent Engagement Group meet at least once a term to learn about priority areas in the school and contribute to the many initiatives in the school.

We are a single-stream school with small class sizes ensuring that all children are able to reach their full potential both academically and spiritually. Our dedicated and experienced staff work to deliver a faith-filled Catholic education for all students and aim to provide for the needs of every student with a strong focus on high-quality academic instruction.

Our school mission statement mentions that we want to be a community that makes a positive impact on society through the work we do with students, through quality teaching and through a vision of life centred on Jesus. We strive to make Jesus real every day at St Joseph's and show this through our words and actions.

We look forward to sharing in your child's faith filled educational journey.

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.

## **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 and technology competently  
to enjoy learning  
to value individual abilities  
to think critically, creatively and imaginatively

### **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.



## **General Information:**

<b>SCHOOL ADDRESS:</b>	Church Crescent (PO Box 132) WINGHAM NSW 2429
<b>SCHOOL PHONE NUMBER:</b>	(02) 6553 4774
<b>EMAIL:</b>	admin@wingham.catholic.edu.au
<b>WEBSITE:</b>	www.wingham.catholic.edu.au
<b>FACEBOOK:</b>	@StJosephsPrimarySchoolWingham
<b>PARISH PRIESTS:</b>	Fr Kevin Corrigan
<b>PRINCIPAL</b>	Mrs Melissa Hunt
<b>ASSISTANT PRINCIPAL:</b>	Mrs Shae Lapi-an
<b>RELIGIOUS EDUCATION CO-ORDINATOR:</b>	Mr Adam Buchtman
<b>CLERICAL ASSISTANTS:</b>	Mrs Mary Stepowikow / Mrs Kara Schilt
<b>TEACHING STAFF 2023</b>	Mr Michael Wickham Mrs Shane Cleaver Mrs Lisa Minett Mrs Belinda Bridgeman Mrs Kristy Bonser Mrs Shae Lapi-an Mr Adam Buchtman Mr Mark Knoke Mrs Emma Clark Mrs Grace Fraser Mrs Carolyn Long (Lead Teacher) Mrs Christie Downie (Learning Support) Ms Kate Monkley (Teacher Librarian) Mrs Kylie Hunter (Aboriginal Education Worker)
<b>General Assistants:</b>	Miss Natasha Sheather Mrs Jane Murray
<b>Library Assistant:</b>	Ms Sian Walton

## **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.

## **Curriculum:**

Curriculum is 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 for borrowing.

## **Communication:**

### **Compass:**

St Joseph's Wingham uses 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 Schoolzine 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 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. Medication needs to be in the original packaging or a webster pack with the child's name and dosage.

### **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. Pre-loved items are available from the school clothing pool at affordable prices.
3. Students are encouraged to take responsibility for a neat, clean and tidy uniform e.g. polish their own school shoes.
4. No nail polish, hair colouring or makeup should be worn at any time.
5. 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.
6. All clothing and belongings should be clearly **labelled**.
7. Wearing a school hat is compulsory.
8. **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 "Midford 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 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 microfiber 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 microfiber 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 microfiber 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.

### **2023 Term Dates:**

- Term 1 **Friday 27 January - Thursday 6 April**
- Term 2 **Monday 24 April - Friday 30 June**
- Term 3 **Monday 17 July - Friday 22 September**
- Term 4 **Monday 9 October - Tuesday 19 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.

Breakfast club is open each morning at 8.40am. Children are able to get some toast and juice or milk for a gold coin donation.

## 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:  
**Saturday 4.45pm**



## **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.

## Reporting:

Parent-Teacher meetings are conducted at the end of Term 1 and Term 3. These meetings give the parents and teacher the opportunity to discuss any concerns and set some learning goals.

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.*

## 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.

## 2023 Fee Schedule:

### ANNUAL AMOUNT

<b>Tuition Fee:</b>	\$1377.00	
<b>General Service / Resource Fee:</b>	\$ 220.00	per child
<b>Yearbook:</b>	\$ 30.00	per family
<b>Family School Building Levy:</b>	\$1517.00	per family
<b>Diocesan Pastoral Contribution:</b>	\$ 300.00	(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.

## **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 31<sup>st</sup> 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 are a Successful Foundations School. The importance of play in the successful transition for students is something that we highly value. During Term 1 students will be given opportunities to engage with the provocation set by the teacher. Allowing them to develop relationships and a sense of belonging.

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.



## **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.

## **Communicating with your child's teacher:**

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.



## **Child Protection—Safeguarding In Diocesan Schools:**

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 Office of Safeguarding.

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safeguarding of children. In 2019, as a part of that commitment, our bishop, Bill Wright, articulated his expectations of all those who work for the Diocese, "I expect you to place the safety, welfare and wellbeing of every child and vulnerable adult at the centre of everything you do in the name of our church."

Bishop Wright established the Office of Safeguarding, whose director answers to the Bishop's Office and is charged to oversee the whole of the Diocese's safeguarding of children, including the students in our system of schools.

As a parent sending your child to a Diocesan school, you are expected to be an active participant in safeguarding your child's wellbeing. To do so, it's important that you have the best information available to you. The Office of Safeguarding website offers comprehensive details of the Diocese's approach to safeguarding children. You are also encouraged to be an active participant in the life of your school.

As a parent of a diocesan school student, if you are concerned for:

- the safety, welfare or wellbeing of one or more children in the school
- the conduct of a member of staff, a volunteer, contractor or other adult associated with the school

You are able to:

- discuss your concerns with a teacher, Assistant Principal or Principal
- talk to an investigator at the Office of Safeguarding (Ph. 4979 1390, during office hours)
- report your concerns to the Department of Communities and Justice's (DCJ) Child Protection Helpline (Ph. 132 111, 24 hrs/7 days) if your concerns constitute a risk of significant harm report to NSW Police if you believe a crime has been committed.

### **Reportable Conduct and Working with Children Checks**

The Office of Safeguarding works with NSW Police, the Office of the Children's Guardian, the Department of Community and Justice and other statutory authorities and specialist authorities within the Catholic Church in Australia to fulfil its responsibilities and maximise the safeguarding of children and vulnerable adults.

## **Volunteering at School:**

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a volunteer working in a Diocesan school, you should be aware of your obligations and responsibilities in protecting students from abuse or neglect.

### **Becoming a volunteer**

To be able to volunteer within a Diocesan school you are required to register online at <https://www.mn.catholic.org.au/people/volunteer/> and complete all necessary checks, inductions and safeguarding training relevant to your volunteer role. This may mean that you will be required to obtain a Working with Children Check and/or National Police Check. All paperwork and checks are to be completed and verified before you can commence in your role. Safeguarding training must occur within 6 months of your commencement as a volunteer.

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

As a volunteer in the state of NSW you can report certain information to the Department of Communities and Justice (DCJ). You should discuss your concerns with a teacher, Assistant Principal or Principal. You can report your concerns to the DCJ Child Protection Helpline (**P: 132 111**, 24 hrs/7 days) if you have reasonable grounds to suspect that a child or young person is at risk of significant harm and your concerns are current. Risk of significant harm may occur from a single act or omission or to a series of acts or omissions.

It is better to be safe than sorry, so if you are uncertain, talk to a staff member at the school.

#### **Part 4 of the of the Children’s Guardian Act**

Part 4 of the Children’s Guardian Act defines Diocesan schools as a ‘schedule 1 entity’ and as such we must have systems for preventing, reporting (to the Children’s Guardian) and investigating reportable conduct.

All volunteers who hold a working with children check for the purpose of their role within a Diocesan school falls within the scope of Part 4 and may be investigated for alleged ‘reportable conduct’ which includes sexual offences, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children.

As a volunteer ‘working’ at a Diocesan school any alleged reportable conduct will be investigated, it does not matter if the conduct is alleged to have happened outside school and in your private lives.

The [Office of Safeguarding](#) is the Diocese’s specialist safeguarding and child protection service who works with the Children’s Guardian to ensure the Diocese meets its obligations under Part 4. As volunteers you should cooperate with any investigation conducted by the Office of Safeguarding.

#### **The Child Protection (Working with Children) Act 2012**

Under this legislation people who undertake a role in child-related 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 applying online at <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Volunteers receive a Clearance for free, and it lasts up to 5 years.

**Exemptions apply for volunteers who are a close relative of a student enrolled at the school - see ‘Statutory Screening Selection Tool’ on page 26 of the Volunteer Induction Handbook.**

## 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.



## 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 27<sup>th</sup>, 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 27<sup>th</sup> 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 31<sup>st</sup> 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 21<sup>st</sup> 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.

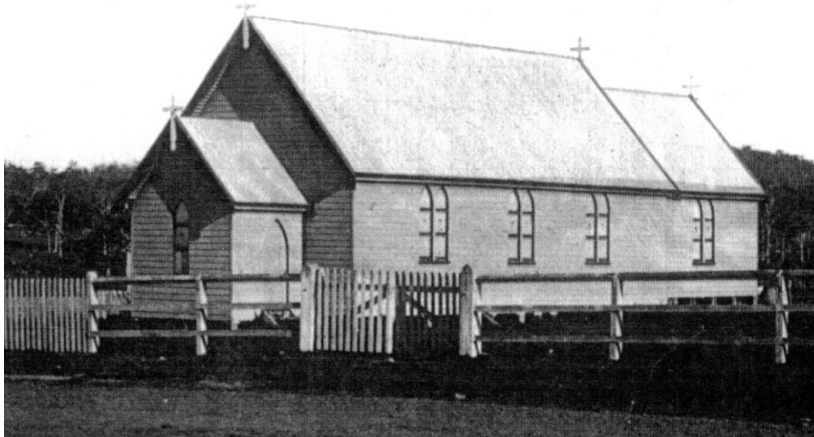
In 2009 the school was one of the first recipients the Federal Government's Building the Education Revolution program (BER) and there was great excitement when St Joseph's Wingham was announced in Round 1 of the funding roll-out.

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 21<sup>st</sup> 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.

This was 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.

Since 2019, the school has undergone extensive maintenance program which includes maintenance to the administration block, painting and refreshing school classrooms as well as upgrades in the playground, the construction of a sick bay and uniform shop and the installation of a new rain tank and new guttering system.





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