St Joseph’s Primary School
Rochester
Information for Families

2015

Campaspe Street
(PO Box 230)
ROCHESTER 3561

Phone: 03 5484 1797
Fax: 03 5484 3155

Website: www.sjrochester.catholic.edu.au
Vision and Mission Statement

At St. Joseph’s Rochester we believe:
Catholic traditions, beliefs and values are taught and witnessed in all areas of our school life.

Because we firmly believe in our Vision Statements we are committed to:
• Providing a Religious Education program which teaches Catholic traditions.
• Involving the school community in the faith life of the Parish.
• Providing an environment that enables us to be living witnesses of Catholic values.
• Encouraging the living of the school motto

“Strength and Gentleness.”

At St. Joseph’s Rochester we believe:
With Jesus as our model we are inspired to nurture and extend kindness.

Because we firmly believe in our Vision Statements we are committed to:
• Developing relationships within the school community where the Gospel values and the teachings of the Catholic Church are lived.
• Providing support for those in need within our school community and beyond.

At St. Joseph’s Rochester we believe:
Every person is valued and respected, with individuality promoted and celebrated within a positive, enriching environment.

Because we firmly believe in our Vision Statements we are committed to:

• Celebrating achievements within the school community.
• Supporting individual learning and providing opportunities for individuals to reach their full potential.
• Acknowledging individual differences and promoting social skill development.

At St. Joseph’s Rochester we believe:
We are a welcoming community of hope filled, life-long learners.

Because we firmly believe in our Vision Statements we are committed to:

• Offering a variety of opportunities which promote life-long learning.
• Developing resilience and problem solving skills.
  Welcoming and involving the wider community in our school life.

At St. Joseph’s Rochester we believe:
We are called to act with justice and be stewards of creation.

Because we firmly believe in our Vision Statements we are committed to:

• Providing the skills of critical thinking and awareness of local and global issues.
• Fostering the school community’s awareness and responsibility of sustainable practices.
• Encouraging the modeling of justice in all interactions.
STAFFING AND STRUCTURE - 2015

PARISH PRIEST: Father Austin

Principal: Peter Teggelove
Administration Officer: Maria Whitehead

Deputy Principal: Matthew Knight
RE Leader: Kathy Williams
Curriculum Leader: Susan Kerlin
Literacy Leader: Cheryl Schwab

Classroom Teachers:
Year Prep/1 Cheryl Schwab
Year 1/2 Fiona Oakley / Blythe Jennings
Year 2/3 Ashlea O’Connor
Year 4/5 Reuben Johnson
Year 5/6 Matthew Knight

Reading Recovery: Cheryl Schwab
Extending Mathematics Understandings (EMU): Susan Kerlin
Little Joey’s Teacher: Jessica Carmichael
Student Welfare Officer: Kelli Bailey-Johnson

Specialist Teachers:
Science/CR support: Kathy Williams
Social Skills Program: Blythe Jennings
Visual Arts: Kirsten Oram
Physical Education: Peter Teggelove

Junior support Teacher: Susan Kerlin
Senior support Teachers: Jessica Carmichael

School Service Officers: Leanne McInnes
Leanne Hansen

Library Technicians: Helen Ward
Deanna Palmer
ABSENCE & ATTENDANCE
Children are expected to attend school every day that the school is open unless there is a reasonable excuse for absence. A phone call to the school on the day of absence followed by an absence slip is required when a child is absent. Parents can also send an absence note via the School App.

ALLERGIES
Some children's health can be affected by being allergic to particular products, foods, plants, animal bites or stings. If your child is affected by an allergy, we ask you to inform your child's teacher at the beginning of the year of all relevant documentation and treatment procedures. In this way we can inform all staff of the special needs of particular students with regard to allergies.

ASSEMBLIES
Whole school assemblies are held weekly, day and time is advised through the school newsletter.

ASSESSMENT & REPORTING
Teachers will continually observe and assess your child’s learning in class. At different times a task or assessment may be set to gain a clearer idea of how well your child understands what has been taught. These are important feedback strategies for the individual student. In Victoria, NAPLAN is administered by the Victorian Curriculum and Assessment Authority. Various opportunities are provided during the year to let you know your child’s progress;

• Two written reports are provided to families each year
• Two face to face interviews where you can discuss your child’s progress.
• Student Learning Goals are sent home on a regular basis.
In addition to this, you can contact the school to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

BEHAVIOURAL MANAGEMENT
PBIS (Positive Behaviour Intervention Support) is the basis for our management of children at St Joseph’s. The pursuit of quality education is based upon the human dignity of each person. The effective implementation of behavioural management practices at St Joseph’s should occur as a consequence of its Catholic Ethos and be in line with our School-wide positive behaviour framework. We acknowledge the necessity of creating an environment that is conducive to promoting the social and emotional wellbeing of the whole school community.

PBIS is a school wide, proactive approach, which emphasises the instruction of social skills, data-based decision making, and the prevention of problematic behaviour. While fostering positive behaviours and interactions, PBIS also improves academic performance.

PBIS is an evidence based practice that enhances the capacity of schools to educate all students, especially children with challenging behaviours. It is a proactive system approach to school wide discipline that responds to the current social and / or educational challenges through three levels of intervention: universal, targeted-group, and individual intensive.
In general, **SWPBS** emphasizes four integrated elements: (a) data for decision making, (b) measurable outcomes supported and evaluated by data, (c) practices with evidence that these outcomes are achievable, and (d) systems that efficiently and effectively support implementation of these practices.

**BICYCLES**
Students riding bicycles to school are the responsibility of parents. The age of children, the distance to be covered and the path to be taken should be taken into account before a child undertakes this activity. Students must wear approved safety equipment and bicycles must be in a roadworthy condition.

**BREAKFAST CLUB**
St Joseph’s offers breakfast to all children & families every Tuesday morning from 8.30am in the school hall.

**CAMPS AND EXCURSIONS**
Camps and excursions are considered to be an important part of the school curriculum, in which all children are expected to participate. The School Outdoor Education Program provides for an ongoing development in independence and responsibility as each child moves through the primary school. The programs are for children in Years P-6.

**CLASSROOM REPRESENTATIVES**
Each class has a parent representative who liaises with the classroom teacher. The parent rep. contacts other parents of that class to assist with organisation of activities.

**COMMUNICATION**
The school communicates formally with parents through newsletters, notes, SMS, school app and twitter. Parents are encouraged to speak with their child’s teacher on a regular basis.

**COMMUNITY SERVICE**
St Joseph’s staff & students are encouraged to participate in community services such as Meals on Wheels and visiting the Hostel and nursing home.

**COUNTER DISASTER PLAN**
Regular evacuation and in-vacuation drills are held during the school year to prepare all at St Joseph’s in the event of danger.

**CURRICULUM**
AusVELs (Australian Curriculum in Victoria) is used by staff to plan and implement the school curriculum. Curriculum Notes are sent to parents at the beginning of each term and parents are encouraged to become actively involved in their child’s learning journey.

**EARLY LEAVERS AND LATE ARRIVALS**
In the event of parents and carers wishing to collect their child early from school, they are required to report to the School Office to complete the “Student Sign In/Out Book”.
EMERGENCY INFORMATION
Information needed in the case of emergency is kept in the School Office. This information needs to be updated constantly. It is therefore important that any alteration of contact persons, phone numbers or addresses be brought to the attention of our school immediately. Please contact the office to update details.

EXCURSIONS & INCURSIONS
Children are often exposed to educational opportunities through class excursions to local attractions. Parent helpers are usually required to assist on these days. Incursions are when we bring experts into the school to work with the children.

FEES & LEVIES
Payment can be made by Cash, Cheque, Direct Credit or Direct Debit.

Direct Credit Details:
St Joseph’s School Rochester.
BSB: 083-543 Account No: 457828991
Reference: Family Name or child’s name

FEE RELIEF
Families who experience significant financial difficulty are encouraged to contact the school/principal, as fee support is available

FIRST AID / ACCIDENTS
Our school is equipped with a sick bay. When illness or accident occurs, parents are notified and when necessary, are asked to take their child home or to a doctor. All Staff regularly complete courses in First Aid with specific Asthma, Anaphylaxis and CPR training.

FUNDRAISERS
Occasionally fundraisers are held at school to raise money for the disadvantages (i.e. Mission Day) or for student initiatives (i.e. Energy Breakthrough challenge).

HATS
St Joseph’s is a SunSmart school. Children are expected to wear their school hat in terms One and Four.

HEAD LICE
Please check children regularly. Head lice must be treated immediately to reduce the risk of it spreading.

HOMEWORK
Catholic schools usually advise parents of homework expectations at the beginning of the school year. You can assist your child with his/her work at home in a number of ways. Homework expectations for each classroom will be included in the Curriculum notes each term.

INFECTIOUS DISEASES EXCLUSION FROM SCHOOL
In the interest of all students and families, children with infectious diseases are asked to stay away from school in accordance with health authority guidelines.
INSURANCE
Our school has taken out a blanket Student Accident Insurance with Catholic Church Insurance covering the total school enrolment. This policy covers students “whilst at school” only—that is, on the school premises during school hours only and whilst participating in school camps or authorised activities away from school. It does not include travel to or from the school. There is no additional cost to parents as this expense is built into the fee structure. Full policy details are available from the school upon request.

INVolVEMENT OF PARENTS IN CURRICULUM
Parents are involved in a wide number of activities in the school. Assistance is needed in areas such as excursions, camps, library, physical education and sporting teams. Grandparents are also a very important part of our school community.

Yr 4-6 1:1 LAPTOP PROGRAM
Technology is an increasingly integral means of education in our ‘changing world’ at St Joseph’s Primary School. As part of our commitment to empowering every learning to serve and enrich our changing world, the school has implemented a 1:1 Laptop Program for all our students in Years 4-6. The 1:1 Laptop Program provides every student in the program with a laptop computer to enable a student-centered experience-rich education relevant to the 21st Century.

LIBRARY
St Joseph’s has a well-stocked library for the use of all. Children are encouraged to borrow on a regular basis.

LITTLE JOEYS PROGRAM
Our Little Joey’s Pathway Program is designed to allow students a smooth transition into Primary Schooling. The children are exposed to a diverse curriculum that caters for all needs and recognises individual differences. Joey’s are partnered with Yr 5 buddies who assist with orientation and support the child.

LUNCH ORDERS
Orders are available daily supplied by the Rochester Caltex. Lunch order price lists are available at office. Orders should be written clearly on a paper bag with money included.

LOST PROPERTY
Lost property is located in the corridor outside the library and may be inspected by parents at any time. It is important that all clothing is clearly marked with the child’s name. This makes it much easier to identify articles of clothing in the first instance.

MEDICATION
If a child requires medication within school hours, parents must sign a medication form. All medication must go to the School Office. Both, the class teacher and School Office need to be aware of this information. Please ensure that if you have a child with anaphylaxis or asthma that their Action Plans and medication forms are up to date and sent to the school.
NEWSLETTER & NOTES
A newsletter is compiled weekly and sent home to each family on Thursdays. Alternately, families may access the newsletter via email or from the school app. The newsletter will go home with your eldest child. The newsletters is a major communication link between school and home and contains information of coming events and other matters we wish to bring to your attention. Please read the newsletter carefully.

Occupational Health & Safety (OH&S)
At St Joseph’s we are committed to the safety and wellbeing of all. It is important that our play and learning spaces around the school are safe for all. Parents are asked to report any dangers they may see around the school to the front office.

OPEN DOOR POLICY
At St Joseph’s we welcome parents into the school at all times. The Principal and admin staff is available by phone or visitation. Classroom teachers are available outside normal classroom hours.

PARISH COMMUNITY
Our school could not exist without our Parish. Our Parish Priest, Father Peter Austin invites and encourages children and parents to be active members of our Parish. Weekly Class Masses are held in the Chapel on Friday mornings. The whole school attends Mass on The 1st Friday of each month.

PARENTS & FRIENDS ASSOCIATION
The P&F is a vital organisation in the life of St Joseph’s, offering an opportunity for parents to gather and become involved in the life of the school. Our P&F provides support for the school in areas such as; social functions for the school community, fundraising for particular needs in the school and voluntary support for educational programs. We invite and encourage all parents to become involved.

PARENT / SCHOOL PARTNERSHIP
St Joseph’s welcomes opportunities to work with you in educating your child. The partnership between parents and school is crucial to ensuring that your child has the best opportunities to enjoy the school experience and to learn effectively. As a parent you can contribute your own knowledge and skills at all levels, to assist your child’s learning, to support the school’s goals and to promote the principles of Catholic education.

PLAYGROUP
A playgroup operates in the school hall on Tuesday mornings 9-11am. All children aged 0-4 and parents are invited and encouraged to attend.

POSITIVE BEHAVIOUR INTERVENTION & SUPPORT (PBIS)
PBIS gives our school community a common language and pathway when dealing with behavioural management. The expectation to be Safe, Respectful and Responsible Learners is generally well known and a lived reality amongst the students and staff. At the beginning of the year all classes spend time around revisiting the expectations and developing behavioural matrices.
POLICIES & PROCEDURES
Are available on the St Joseph’s School Website or parents may request hardcopies from the school office.

PUPIL FREE DAYS
All schools are able to take closure days during the year for staff professional development. Parents will be given advance notice of such days.

RELIGIOUS EDUCATION
St Joseph’s is a Catholic School within the Parish of St Joseph’s Rochester. Children are instructed in Religious Education, participate in Sacramental programs and attend Mass and liturgy.

SCHOOL BUS
The school is serviced by town and country buses. The town bus is run by a local company, while the country buses are organised by Rochester Secondary College. All children travelling on buses are dropped off and picked up in the bus zone at the rear of the school (Delany Pavilion). There is a teacher on duty before and after school, to supervise this exit. Should a young child be travelling home this way, we will pair them up with a ‘buddy’ until they are confident.

SCHOOL BANKING
Our school banking day is Wednesday with the Bendigo Bank. Children bring their bank books to the School Office. For more information please contact the School Office.

SCHOOL CROSSING
All children are expected to use the school crossing when crossing Campaspe St. A teacher on duty is assigned to assist students/families after school.

SCHOOL HOURS DAILY TIME TABLE
Session 1: 9-11am
Recess: 11-11.30am
Session 2: 11.30-1.30pm
Lunch: 1.30-2.15pm
Session 3: 2.15 - 3.20pm

SCHOOL BOARD
Our School Board is advisory and provides advice in areas such as school improvement and the development of policy. The School Board meets once a month.

SCHOOL APP
St Joseph’s regularly uses the school App for communication available to both iPhone and Android users. To find us search for St Joseph’s Rochester. Only St Joseph’s families are accepted as followers.

SPECIALIST PROGRAMS
Specialist Programs are designed to allow greater diversity in the learning and teaching curriculum. In 2015 the specialist subjects include Science, Social Skills-Bounce Back,
Visual Arts and Physical Education.

**SPECIAL NEEDS**
St Joseph’s adopts the Literacy, Numeracy and Special Learning Needs (LNSLN) Program to improve participation and learning outcomes of educationally disadvantaged students and students with disabilities, particularly in literacy and numeracy.

**SPORTS DAY**
A whole school sports & athletics day is held early in Term 2. Children have the opportunity to participate in various track and field events and many other fun activities.

**SUPERVISION**
Children are supervised by teachers from 8.40 am until 3.40 p.m. Teachers are rostered for yard duty before school, at recess and lunchtime, and after school. If children have not been picked up by 3.40pm, they will be taken to the Administration Area. During extreme heat and wet weather periods children are supervised in their classrooms/and or air conditioned rooms at recess and lunch times.

**SURVEYS/DATA COLLECTION**
Parents & Students are sometimes asked to complete surveys. The information gained from these surveys is used for school improvement.

**STUDENT WELLBEING**
At St Joseph’s we have a Student Wellbeing Officer (SWO). This contact works in conjunction with our School Wellbeing team. Kelli Bailey-Johnson is our SWO, working on Tuesday and Wednesdays. Kelli can be contacted by community members on these days.

**SWIMMING**
All children take part in a swimming and water safety program annually.

**TRANSITION DAY**
Transition Day is held in term 4. On this day all children spend time with their next years teacher. Year 6 students spend the day at their new secondary college and the new prep students join us for the morning.

**TERM DATES - 2015**
**TERM 1** - Wednesday 28 January–Friday 27 March
Students return: Thursday 29 January
*Easter 3–6 April
**TERM 2** - Monday 13 April–Friday 26 June
**TERM 3** - Monday 13 July–Friday 18 September
**TERM 4** - Monday 5 October–Friday 18 December

**TWITTER - Follow Us**
‘stjoesrochester’ - St Joseph’s will communicate regularly with parents what is happening at school, excursions, camps etc. It’s a great way to keep in touch.
UNIFORMS
Children are expected to wear our school uniform. St Joseph’s has its own uniform shop managed by a parent of the school. Uniform order forms are available at the office.

VISITORS
Everyone who visits the school is required to sign the register at the front office.

WORKING BEES
Working bees are organised termly to maintain our beautiful gardens. Parents are encouraged to attend these social gatherings.