

St Joseph's Primary School Rochester

Information for Families
2020



Campaspe Street
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ROCHESTER 3561

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Website: www.sjrochester.catholic.edu.au

STAFFING AND STRUCTURE - 2020

PARISH PRIEST: Fr. Ashley Caldow

Principal: Peter Teggelove
Deputy Principal: Jessica Carmichael
Catholic Identity Leader: Jessica Carmichael
Learning & Teaching Leader: Susan Kerlin
Learning Adjustment Leader: Cheryl Schwab

Administration Officer: Maria Whitehead

Classroom Teachers:

Year F/1 Lauren Sortino
Year 1/2 Ashlea Rigg
Year 1/2 Susan Kerlin
Year 3/4 Fran Bennett
Year 3/4 Cheryl Schwab
Year 5/6 Jessica Allen
Year 5/6 Peter Shorthouse

Specialist Teachers:

Social Skills Program (RRRR): Felicity Fitton
Digital Technologies: Olivia McEvoy
Performing Arts: Fiona Oakley
Languages: Jessica Carmichael
Little Joey's Teacher: Lauren Sortino

Learning Support Officers: Leanne McInnes
Leanne Hansen
Deanna Palmer
Kacey Pike

Wellbeing Officer: Rachael Else

AFL Trainee: Kyle Waters

CARE, SAFETY AND WELFARE OF OUR STUDENTS

Our school has a number of policies and procedures to ensure the safety and wellbeing of students at all times, these include:

- First Aid
- Medication Distribution
- Emergency Management Procedure
- Critical incident Procedure
- Accidents and incidents Procedure
- Appropriate use of internet (staff and students) policy.
- Child Safe

A number of these items are addressed further in the handbook. All policies and procedures are available upon request from the school office.

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 or Parents can 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 will be held every second Monday afternoon @2.50pm. (even Weeks)

ASSESSMENT & REPORTING

Teachers will continually observe and assess your child's learning in class. At different times a task or test 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 sessions (Learning Conversations) 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.

BEHAVIOUR MANAGEMENT POLICY AND PROCEDURES

Our school has policies and procedures in place for behaviour management, bullying and harassment.

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. Please feel free to join us.

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 Camping 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 3-6.

CHILD SAFE

St Joseph's is a Child Safe school. Policies and Procedures have been put in place and are expected to be adhered to in order to ensure the safety of our students.

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.

CODE OF CONDUCT

In our ongoing endeavours to nurture positive school and family relationships we provide all Parent/Carers/Guardians with a School Code of Conduct.

COMMUNICATION

The school communicates formally with parents through newsletters, notes, school app, and facebook. Parents are encouraged to speak with their child's teacher on a regular basis.

COMMUNITY INVOLVEMENT

St Joseph's Primary School prides itself on being an active member of the Rochester Community. St Joseph's staff & students are encouraged to participate in community services such as visiting the Hostel & Nursing home.

EMERGENCY MANAGEMENT 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

Victorian Curriculum 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/ren early from school, or if they arrive late they will be required to report to the School Office to complete the "Student Sign In/Sign Out iPad.

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.

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, Direct Debit or EFTPOS.

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 Level 2 - 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 during high risk times TBA.

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.

INFECTIOUS DISEASES EXCLUSION FROM SCHOOL

In the interest of all students and families, children with infectious diseases are asked to be isolated 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.

LIBRARY

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

YR 5-6 iPad 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 an iPad Program for all our students in Years 5-6. The iPad Program provides every student in the program with an iPad to enable a student-centered experience-rich education relevant to the 21st Century.

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 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 main corridor 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

All parent requests for the administration of prescribed and non prescribed medications to their child must be in writing on the Medication Request Form provided and must be supported by specific written instruction from the medical practitioner or pharmacist. The medication must be provided in the original packaging with the medical practitioner or pharmacist's instructions.

NEWSLETTER & NOTES

A newsletter is compiled fortnightly and sent home to each family on Thursdays. Alternately, families may access the newsletter via email or 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 about 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/guardians into the school at all times. The Principal and admin staff are 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 Ashley Caldow 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 and Feast Days.

PARENTS & FRIENDS ASSOCIATION

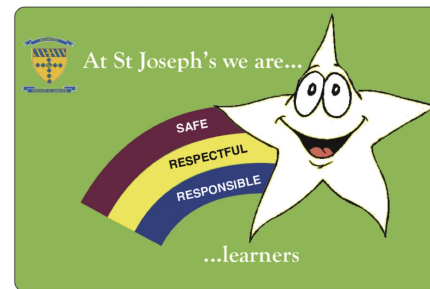
The P&F is a vital organisation in the life of St Joseph's, offering an opportunity for parents to gather and become involved in the life of the school. Our P&F provides support for the school in areas such as; social functions for the school community, fundraising for particular needs in the school 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.

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 the expectations and develop behavioural matrices.



POLICIES & PROCEDURES

Are available on the St Joseph's School Website or parents may request hard copies from 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 bus enquiries are to be directed to the bus co-ordinator Pauline Frawley at the Rochester Secondary College, Pauline can be contacted on 54841844. 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 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 can 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 before school from 8.40am and 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.

SOCIAL MEDIA

- **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.
- **FACEBOOK** - St Joseph's regularly uses social media to communicate and celebrate. To find us on facebook search for 'St. Joseph's Rochester'

SPECIAL NEEDS

St Joseph's adopts the Nationally Consistent Collection of Data on School Students with Disability (the national data collection). This is an annual collection that counts the number of school students receiving an adjustment due to disability and the level of adjustment they are receiving to access education on the same basis as other students. Teachers and school leaders, through ongoing assessment and monitoring will identify students, then together with Parent/Guardians, communicate information and explain the obligations for supporting student's needs based on the Disability Standards. However, if a student has been identified as needing support but does not fall under the categories for funding we aim to provide support based on their needs. At each level teachers will communicate information about the student's learning including opportunities to support your child both at home and school.

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 & many other fun activities.

SUPERVISION

Children are supervised by teachers from 8:30 am until 3:40 pm. Teachers are rostered for yard duty before school, at recess, lunchtime, and after school. Children who arrive prior to 8:30 am are required to wait in the Administration Area. If children have not been picked up by 3:30pm, 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. This contact works in conjunction with our School Wellbeing team.

SWIMMING

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

TERM DATES - 2020

Term 1	Tuesday 28 January – Friday 27 March Students return: Thursday 30 January *Easter 10-13 April
Term 2	Tuesday 14 April – Friday 26 June
Term 3	Monday 13 July – Friday 18 September
Term 4	Monday 5 October – Friday 18 December

TRANSITION DAY

Is held in term 4. On this day all children spend time with their next year's teacher. Year 6 students spend the day at their new secondary college and the new Foundation students join us for the morning.

UNIFORMS

Children are expected to wear our school uniform. St Joseph's uniforms are available from Sportspower in Gillies Street.

VISITORS & CONTRACTORS

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

VOLUNTEERS PROGRAM

Anyone who works with students at St Joseph's is required to complete the Volunteers Program. Information is available at the front office.

WORKING BEES

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

WORKING WITH CHILDREN CHECK

All adults who work with students; classrooms, excursions, camps etc. are expected to have a Working with students check these forms are available online at www.workingwithchildren.vic.gov.au