Year Three Parent Handbook

2015
St Joseph’s School Prayer

Dear Lord,
We ask you to bless St Joseph’s School Community. We pray that you guide us to be just and to see, listen, speak and act like St Joseph. May we be inspired by our Founders to be the best that we can be. May we always keep Jesus at the centre of all we do.

St Emilie  Pray for us
St Marcellin Pray for us
St Joseph  Pray for us

AMEN
Vision Statement

Founded on the life and teachings of Jesus Christ, and as witnessed by our founders, St Joseph’s School is a caring community committed to preparing all members to succeed through the promotion of Christian values from a Catholic tradition and the development of life-long learning skills.

In the words of our founders, St Marcellin Champagnat and St Emilie De Vialar:

“To educate children well one must love them, and love them all equally”

“Go, and with what you have and will receive, do all the good you can”

Fidelity

Fidelity is the motto of St Joseph’s School. Its origin lies in the respective mottos of our founding Orders, The Sisters of St Joseph of the Apparition and the Marist Brothers. Fidelity was chosen as the motto when the two schools amalgamated in 1971, as it was a characteristic shared by both Orders.

Fidelity is more than faithfulness. To the Sisters it means a commitment to the end and refers to the degree of engagement a person brings to a task when doing God’s will. For the Brothers it means persevering in all things whilst being true to the call of God.

Fidelity keeps alive the spirit of our founding Orders as we live as a school community committed to the teachings of Jesus Christ.

Mission Statement:

Centred on Jesus Christ, we inspire and nurture our students to reach their full potential in a Catholic School Community

AIMS

The aim of St Joseph’s School is to offer the best education possible to its students. In the first instance, the endeavor is to create a school environment, following the spirit of the Sisters of St Joseph of the Apparition and the Marist Brothers in order to:

- Develop and nurture the spiritual dimensions of each student; to enable each student to understand the truths of the Catholic faith and to bear witness to this by a Christian way of life; to provide an educational programme which facilitates the integration of faith, life and culture.

- Develop fully the intellectual dimensions of each student emphasizing inquiry, problem solving and the application of technology skills in learning.
• Help each student develop an awareness of social responsibilities with particular reference to the family, the Church and the community.
• Help each student to grow in appreciation and awareness of the values of his/her culture and of other cultures.
• Assist each student to develop the sense of vocation inherent in their nature and to assist each to acquire the skills necessary to achieve it, in order to enable them to attain personal growth and fulfilment in a constantly changing world.
• Develop each student’s physical fitness, skills, competitive spirit and sense of fairness in sport, and to expand capacity for the constructive pursuit of leisure through sport, physical recreation, community endeavour, cultural and social activities.

ARRIVAL TIMES
Teachers begin their duty of care for students at 8.30 am. Although the staff are at school, they are at meetings or preparing lessons for the coming day. Students who arrive before this time are unsupervised and are required to sit quietly outside their classroom. The doors are opened at 8.30 am when students are welcomed into the classroom by the teacher to set up their own work space for the day. Please encourage your child to carry and unpack their own school bag, find their own chair and sharpen their own pencils. In Year One students are encouraged to become more independent and resilient, by year three should walking into class and setting up for the day without assistance.

Teachers are busy organizing students and listening to reading before school so it is advisable to make an appointment in a more private forum, to discuss any issues (after school or in the teacher’s DOTT time is preferable.)

If a student arrives after 8.45am, the student and accompanying adult must report to the Administration Office first and sign in the student. A Green Card will be given to you to hand to the teacher. If for any reason you need to pick your child up early, again, you need to go to the Administration Office first, sign out the student then a Green Card, will be given to you to hand to the teacher.

ATTENDANCE
All Australian children now are required to attend school until the end of the year in which they turn eighteen. It is appreciated if you can advise us if your child is not going to be attending school, either verbally or in writing [an email will also be accepted]. A written note is a compulsory requirement for any/all absences. Any unexplained absence will result in a text message being sent to parents, advising of the absence. A text back with the child’s name and reason for absence is accepted as a written note as well.
If a child is absent on average one day of school per week, after five years they will have missed a whole year of schooling.

**BAGS**
All children are expected to bring a bag to school every day. All bags must be clearly labelled with your child’s name.

The children will be encouraged to be responsible for their own belongings and this is easier to foster if they have their own bag into which they can place all the things they must take home at the end of each day (for example: lunch box, jumper, paintings, box constructions, notes etc). Large bags are more suitable as they can usually accommodate these things. St Joseph’s School bags can be purchased from the Uniform Shop but other bags are acceptable.

**DEPARTURE TIMES**
Parents are asked not to arrive at school before 3.00 pm in the afternoon to collect their children. The sounds of parents talking and younger siblings playing can be very disturbing when teachers are saying final prayers and organizing students for home time. If you arrive earlier you will be asked to sit and wait in the undercover area of the school.

At 3.05 pm when the bell rings all students are dismissed. If for any reason you are going to be late to pick your child up, please phone the school as younger students can become upset and worried if parents are late. Students will sit outside their classroom and wait for ten minutes only, then they will go to the front office and a phone call home will be arranged.

On Lance Street, outside the St Marcellin Performing Art Centre there is a Kiss and Ride lane. Parents are asked to make use of this facility before and after school. Students only may exit the vehicle to keep the traffic flowing smoothly. The duty teacher will only stay until 3.15 pm, then any students who have not been collected will be taken to the front office and a phone call home will be arranged.

A listing of the siren and bell times is provided at the back of this booklet. Please ensure you read this as there are variations in the normal school week.

**CALENDAR**
At the beginning of the school year parents are issued with a calendar outlining all major events such as student free days, assemblies, etc for the coming year, by term. Please keep this calendar on your fridge or pinup board for easy reference. A copy will also be available on the school website.
CANTEEN
Lunch orders from the Canteen will be available from Term 1. Menus are available from the Admin Office or can be viewed on the School’s website.

CLOTHING
Term One and Four - summer uniform
Term Two and Three - winter uniform
Primary students do not change for sport or PE and wear their sports uniform all day. Your child’s teacher will tell you which days of the week the sport uniform is worn.

A full listing of the School’s Uniform requirements is provided at the back of the booklet for your information. Please check the newsletter for Uniform Shop opening hours as we always advertise if there is a change to the times the Shop is open and we also offer additional times during holiday breaks.

COMMUNICATION BOOKS
Students from Year Three to Ten are issued a St Joseph’s School Diary while students from Pre-Primary to Year Two have a communication exercise book provided by the school. Teachers and parents can write comments, information or requests. Notes will also be glued into this book.

DEPORTMENT
These regulations apply to students’ posture and movement around the school. Students are expected to observe standards conducive to modesty, decency, good health and safety.

- Habitual lounging against walls / furniture, hands in pockets, are unacceptable.
- Walking pace is to be observed inside rooms, under covered ways and on sealed surfaces except during sport.
- Bicycles and skateboards may be ridden to school but not on school grounds.
- Students are to observe quiet in classrooms after the bell / siren has sounded to begin class.
- Students are to move quietly during class times in order to minimise disruption of others.

GOVERNMENT SCHOOL BUS SERVICES
If you wish to send your child to school using the Government School Bus Service, then you will need to take a copy of the School Bus Services pamphlet “Log on before you hop on” and the SBS Conveyance Allowance Claim Form. Alternatively, you can access the website to register your child:
HATS
The school uniform hat is worn during outdoor playtime and for Physical Education lessons. This is compulsory throughout the year (the School has a ‘No Hat – No Play’ policy). If your child does not have a hat, they will have to sit on the verandah in the shade. Hats can be purchased from the Uniform Shop.

HAIR
It is School policy that girls with longer hair are required to tie it back with black, blue or yellow hair ties only. Boys are required to have neat short hair (not less than a number 4), no fashion haircuts and hair that does not touch their collar. The Head of Primary and the Principal may ask students to cut or alter the style of their hair.

HEAD LICE INFORMATION
Whilst your child may not be affected, head lice are extremely contagious. Parents are asked to inspect their child’s hair and scalp, looking for the following symptoms or signs, which could indicate the presence of head lice:

- General – child scratching his/her head excessively
- On the pillow – fine black powder or paler coloured material
- In the hair – nits (lice eggs) seen as cream to coffee coloured specks stuck near the hair roots.
- Lice – these are small white to greyish parasites about as big as a pinhead.

Should your child have contracted this condition, do not be alarmed. Although unpleasant, it is easily treated with specialised products available from your Chemist OR by using the 10 day hair conditioner treatment. Any type of hair conditioner may be used by applying thickly to dry hair and combing through with a metal fine-tooth comb to remove live lice and nits. Ten days is recommended as researchers have found that some eggs may hatch as late as 9-10 days after being laid, and so this period enables the reproductive cycle to be broken. Advice on insecticide treatment is also provided by the Department of Health with a Fact Sheet, available from their website. Any article which may harbour lice, such as clothes, towels and all bed linen should be washed in hot water and detergent. Combs, brushes and scrunchies should also be washed.

HAND WRITING
At St Joseph’s School the required font is Victorian Modern Cursive. Students first print with unjoined letters, then join the letters to form cursive writing.
Names are written with only a capital letter for the first letter (never all capitals) and the capital letter is larger than the following letters.

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm
Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Students from Years One to Four will write in pencil. In Year Four students will earn a pen license when their cursive writing is neatly formed. All students in Years Five and Six will write in black or blue pen.

HOMEWORK
Students from Year One to Three will be given a reading logbook and oral daily home reading to an adult, is an expectation, for all students who have not reached level 30. Occasionally students may be asked to finish off work which they did not complete during the day or to collect items such as cardboard boxes, cylinders from cling wrap, etc for projects or lessons.

**Why Can’t I Skip My**
**20 Minutes of Reading Tonight?**

<table>
<thead>
<tr>
<th>Student “A”</th>
<th>Student “B”</th>
<th>Student “C”</th>
</tr>
</thead>
<tbody>
<tr>
<td>reads <strong>20 minutes</strong> each day</td>
<td>reads <strong>5 minutes</strong> each day</td>
<td>reads <strong>1 minute</strong> each day</td>
</tr>
<tr>
<td>3600 minutes in a school year</td>
<td>900 minutes in a school year</td>
<td>180 minutes in a school year</td>
</tr>
</tbody>
</table>

1,800,000 words

282,000 words

8,000 words

By the end of 6th grade Student “A” will have read the equivalent of 60 whole school days. Student “B” will have read only 12 school days. Which student would you expect to have a better vocabulary? Which student would you expect to be more successful in school...and in life?

(Nagy & Herman, 1987)
KISS AND RIDE
The Kiss and Ride lane is accessed from Urallia Terrace and exited on Lance Street. Parents are encouraged to use this facility to drop off and collect their middle and upper primary children before and after school to lessen the parking congestion around the perimeters of the school. Drivers are requested not to exit their vehicle and keep the speed to ten kilometers an hour. Anyone who needs to park is asked to use the parking area not the Kiss and Ride lane.

LABELS
Please ensure that all clothing, footwear, drink bottles, fruit and lunch boxes and school bags are clearly labelled with your child’s name so that lost property can be kept to a minimum. Any item that is misplaced will be placed in tubs located in the entrance of the St Marcellin Performing Arts Centre.

LIBRARY
Primary students borrow a book from the Library during their weekly Library lesson. Reading and Library books are taken home in the blue St Joseph’s School bag (compulsory on the book list.) If the previous week’s book is not returned the child cannot borrow a new book. Students who have lost library books will be charged for replacement books.

NAIL POLISH
It is school policy that students do not wear nail polish to school.

NEWS or SHOW AND TELL
Students are encouraged to bring to school interesting items which may prompt news telling and further discussion. However this is limited to natural objects such as a bird’s nest or colourful rock, not expensive toys or electronic equipment.

PARENT HELP
Parent help is welcomed by all year groups in the Primary School. Family members who can assist with reading, craft activities or special events such as sports carnivals and excursions are most welcome. If you are able to spend any time with us in the classroom then please speak to your child’s teacher. However, if you are coming onto the school grounds please sign in at the Administration Office first and collect a visitor’s badge.

PENCIL CASES
All items in and including the pencil case itself need to be clearly marked. The book list outlines the stationary requirements for students and as these are used or misplaced they need to be replaced. Students will bring their pencil case home at the end of each term and it should be returned on the first day filled again. Students from Years One to Four will write in pencil. In Year Four
students will earn a pen license when their cursive writing is neatly formed. All students in Years Five and Six will write in black or blue pen.

**PETS and ANIMALS**
Occasionally we have requests for pets and animals to be brought to school by parents. We welcome these visits but they must be sanctioned by the teacher, an adult must accompany the animal and they are to leave the school at the end of the visit. No animals are to stay at school all day.

**TOYS AND JEWELLERY**
All toys are to be kept at home as they may be lost at school. The only jewellery girls may wear is a cross on a chain, a watch and one pair of small stud (not hoop) earrings. Students may wear a watch.

**UNIFORMS**
The Uniform Policy is designed to provide a uniform that is:
- Good quality
- Reasonably priced
- Readily available
- Comfortable and attractive to wear
- Reflecting our community standards

- All students are obliged to observe uniform requirements
- Sports Uniform is only worn to school in **Primary** on days a student has Physical Education classes or on other days as advised.
- Rain jackets and the tracksuit top, over the jumper, may be worn to and from school on cold or wet days.
- Uniform standards are explained in Personal Presentation and Deportment regulations.
- Parents are required to provide a written explanation on each occasion a student attends school wearing an item of non-uniform attire.
- **Every uniform item** is to be clearly marked with student’s name.

**PERSONAL PRESENTATION**
This set of regulations, refers to the manner in which students present themselves as identifiably representing St Joseph’s School - during or after school hours, at or away from school premises.

Points for special note are:
- Shirts are worn tucked in waistbands of skirts, shorts and trousers.
- Shirt collar buttons are fastened when ties are worn in Terms 2 & 3.
- Girls wear skirts and dresses to a length that reaches the top of the knee.
- Shoes – black leather lace-up school shoes.
• Footwear is to be cleaned regularly.
• Lace up sports shoes that are predominately white, with good arch support are to be worn. No ‘skate’ or ‘Vans’ shoes are permitted.
• Caps are worn with peaks to the front and hats with brims down.
• Female students who have pierced ears may wear one pair of matching small “studs” or “sleepers”, except for Physical Education and Sport when none are permitted.
• Exotic types of earrings are not allowed, as are studs, earrings or sleepers in any other parts of the body.
• Male students may not wear earrings.
• Students are not allowed to wear perfume, make up or nail polish. Roll-on or stick deodorants are acceptable. Spray deodorants are NOT allowed.
• For health reasons, female students with shoulder length hair or longer, are to wear it tied back with a navy blue, black or yellow ribbon, band, clip or scrunchie, sold at the Uniform Shop. Hair must be kept off the face i.e. tied back. Male students must wear their hair above the top of the shirt collar. The Head of School/Principal exercises discretion as to the acceptability or otherwise of hair styles.
• Male students should be clean shaven at all times.
• Fashion haircuts/styling and colouring are not allowed. Hair should be no shorter than a No.4.

Rings and bangles of any description are not allowed for safety reasons, with exception to Medic Alert Bracelets and school authorised Medibands. Neck chains, except those with a cross or approved religious medal attached, are not allowed. Chains are to be worn inside of the collar and out of view. They are NOT to be worn on Physical Education days, for both security and safety reasons.

RULES AND LIMITS

➢ “Hands Off!” is the rule at St Joseph’s School. Students are expected to keep their hands, feet any other body parts and objects to themselves.

➢ After using equipment, the students are expected to help pack away the materials and equipment.

➢ Students are to walk inside the classroom and on all hard surfaces such as under the verandah area and the walkways to prevent accidents.

➢ Students are encouraged to look and listen to the person speaking to them and to respond to greetings or requests.
Students are expected to always use their manners.

Students are encouraged to wash their hands before eating, cooking and after visiting the bathroom.

TIMETABLES
The class timetable will be displayed in the classroom and glued into the school diary. You will be informed of changes to the normal routine via the diary or diary.

UNIFORM REQUIREMENTS YEARS 1 TO 10

<table>
<thead>
<tr>
<th>Girls Summer - Terms 1 &amp; 4</th>
<th>Girls Winter Terms 2 &amp; 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Blue &amp; white check dress</td>
<td>• Navy blue pleated skirt</td>
</tr>
<tr>
<td>• <em>(Girls wear skirts and dresses to a minimum length that reaches the top of the knee)</em></td>
<td>• OR optional navy blue slacks Reguilation school hat</td>
</tr>
<tr>
<td>• Regulation school hat</td>
<td>• Sky blue school shirt</td>
</tr>
<tr>
<td>• White socks ~ plain [fold down school socks]</td>
<td>• School tie</td>
</tr>
<tr>
<td>• Brown or navy blue school sandals OR Black leather lace-up school shoes</td>
<td>• Navy blue tights</td>
</tr>
<tr>
<td></td>
<td>• Brown or navy blue school sandals OR Black leather lace-up school shoes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Boys Summer - Terms 1 &amp; 4</th>
<th>Boys Winter Terms 2 &amp; 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Regulation grey school shorts</td>
<td>• College grey trousers</td>
</tr>
<tr>
<td>• Sky blue shirt</td>
<td>• Sky blue school shirt</td>
</tr>
<tr>
<td>• School tie</td>
<td>• School tie</td>
</tr>
<tr>
<td>• Regulation school hat</td>
<td>• Regulation school hat</td>
</tr>
<tr>
<td>• Brown or navy blue school sandals OR Black leather lace-up school shoes</td>
<td>• School jumper</td>
</tr>
<tr>
<td>• Grey socks</td>
<td>• Regulation school hat</td>
</tr>
<tr>
<td></td>
<td>• Grey socks</td>
</tr>
<tr>
<td></td>
<td>• Black leather lace-up school shoes</td>
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<tr>
<td></td>
<td>• A blazer is available for Years 7 -10</td>
</tr>
</tbody>
</table>
Physical Education & Sports - Boys & Girls

- House Top – with school crest (red, blue, yellow, green) compulsory for **ALL** students Years PP – 10
- Inter-school sports top – All students from Years 4 to 10 require this shirt for interschool sport and this can be worn as an alternative for PE classes and sport
- Regulation school tracksuit
- Shoes - Lace up sports shoes with good arch support, predominantly white with white soles (no Vans, or coloured shoes)
- Socks – white – plain, fold down socks
- Regulation school hat - PP - Year 5 wide brimmed navy blue hat, Years 6 to 10 cap or bucket hat (no alternative hats are permitted)

Primary Campus Siren times

<table>
<thead>
<tr>
<th>Monday, Tuesday, Wednesday, Friday</th>
<th>Thursday – early close</th>
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<tbody>
<tr>
<td><strong>8.45</strong></td>
<td>8.45</td>
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<tr>
<td><strong>10.50</strong></td>
<td>10.30</td>
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<tr>
<td><strong>11.15</strong></td>
<td>10.55</td>
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<tr>
<td><strong>12.55</strong></td>
<td>12.25</td>
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<tr>
<td><strong>1.30</strong></td>
<td>1.00</td>
</tr>
<tr>
<td><strong>3.05</strong></td>
<td>2.30</td>
</tr>
</tbody>
</table>