WELCOME:

Dear Parents,

Thank you for choosing St. Joseph’s for your child’s primary education. Here at St Joseph’s we see education as a partnership between home and school. Your child arrives at St Joseph’s with a wealth of knowledge and abilities thanks to your wonderful teaching at home.

We truly look forward to continuing your child’s education in partnership with you and your family. We are proud to offer an outstanding academic and values based education for all our students. We see every day as a valuable learning and growing opportunity for our students. We aim to equip them with skills and abilities for life-long learning and success in their future.

Should you have any questions please do not hesitate to contact the school office or myself.

Kind regards,

Greg Synan
PRINCIPAL

VISION STATEMENT

We envisage a welcoming, inclusive and safe school community where the experience of a loving God, the Catholic faith, and supportive relationships are at the heart of our identity; and where the environment is creative, relevant, engaging and challenging of individual potential and development.

ST JOSEPH’S MISSION STATEMENT

St Joseph’s Primary School is called to serve the children of St Joseph’s Parish and the wider community of
Korumburra. We are committed to the evangelizing mission of the Parish and to the spiritual tradition of the Sisters of the Good Samaritan.
The school endeavours to receive each person as Christ: with the same warmth, care, dignity and attention. In imitation of the Good Samaritan in the Gospel, we undertake to respond to our children’s needs with energy, compassion, professionalism and adaptability.

<table>
<thead>
<tr>
<th>RESPECT FOR SELF</th>
<th>RESPECT FOR OTHERS</th>
<th>RESPECT FOR OF LEARNING</th>
<th>RESPECT FOR OUR PLANET</th>
</tr>
</thead>
</table>

Values

Our purpose is to empower learners for individual excellence, community contribution and global understanding. Therefore we value respect for self, others, learning and the planet.
- We take responsibility for ourselves
- We take pride in our work
- We set high standards for ourselves
- We work hard to achieve success
- We learn from our mistakes
- We have a right to feel safe
- WE ARE RESILIENT

<table>
<thead>
<tr>
<th>- We accept and value differences</th>
<th>- We think about our learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>- We work well with everyone</td>
<td>- We understand how we learn best</td>
</tr>
<tr>
<td>- We care about people’s feelings</td>
<td>- We try different ways of learning</td>
</tr>
<tr>
<td>- We use our manners</td>
<td>- We set high learning goals for ourselves</td>
</tr>
<tr>
<td>- Bullying is not OK</td>
<td>- We have a positive attitude towards our learning</td>
</tr>
<tr>
<td>- We are kind</td>
<td>- WE ARE LIFE LONG LEARNERS</td>
</tr>
</tbody>
</table>

- We try to understand
- We act on our knowledge of world and community issues
- We care for our school
- We care for the environment
- WE ARE STEWARDS
ST JOSEPH’S STAFF TEAM

Principal: Mr Greg Synan
Administrative Officers: Mrs Hazel Missen
Mrs Kylie Vuillermin

Prep: Miss Emily Newcome
Year 1/2: Miss Nicole Dudman
Mrs Michelle Debenhan
Year 3/4: Ms Christy Devlin
Mrs Kate Dourley
Year 5/6: Ms Madeline Buckley
Ms Jacinta Johnston

Art: Mrs Catherine Riseley
Italian teacher: Miss Emily Newcome
Literacy Support / Reading Recovery: Mrs Kate Dourley
PE Teacher: Mrs Catherine Riseley
Library Technician: Mrs Josie Lomagno

Aides/Integration: Mrs Josie Lomagno

Religious Education Co-ordinator: Miss Emily Newcome
Student Wellbeing Co-ordinator: Mr Kate Dourley
Lead Teachers: - Numeracy
Miss Nicole Dudman
- Literacy
Mrs Kate Dourley

Parish Priest: Rev. Peter Kooloos
Assistant Priest: Rev. Mathew Kannalayil

SCHOOL NUMBERS

PHONE: (03) 5655 2040 Mobile:  0407 552 048
FAX:  (03) 5658 1176
E-MAIL: principal@sjkorumburra.catholic.edu.au

TERM DATES FOR 2012
Term 1  1 February to 30 March (Students commence Thursday, 2\textsuperscript{nd} February)
During the first two days of term 1, Feb 2\textsuperscript{nd} and 3\textsuperscript{rd} students do not attend school other than to attend individual assessment interview appointments with their teacher. Assessment interview times will be sent out at the end of the 2011 school year.

(Easter 6\textsuperscript{th} – 9\textsuperscript{th} April)

Term 2  16 April to 29 June
Term 3  16 July to 21 September
Term 4  8 October to 21 December

PREP 2012 Please note that as part of our school’s transition program, Prep children do not attend school on Wednesdays up until the March Labour Day Long weekend. The children attend full days for the other 4 days.

SCHOOL HOURS

Yard duty supervision begins at 8.30am. Bell times are as follows:
8.55am  Commence school
11.00am - 11.30am  Morning recess
1.00pm  Eat lunch
1.10pm - 1.50pm  lunchtime recess
3.20pm  End school
Yard duty supervision ceases at 3.45pm

LATE ARRIVAL OR EARLY WITHDRAWAL OF CHILDREN

If your child arrives at school after the 8:55am commencement bell, or if you are withdrawing your children before the 3:20pm end of day bell, you are required to sign the In / Out register located at the office.

ABSENCES

By law the school must keep a record of;
a) a child’s absences   b) the reason for the absences.
Please provide a written note if your child is unable to attend school stating the reason.

CLASSROOM ORGANISATION

At St Joseph’s School, classes are organised into multi-age groups such as Prep/One or Grade Five/Six. These are called composite classes.

Whilst this is an administrative necessity, due to the size of our school and the number of teachers, the principal and staff believe that this form of organisation is an educationally
sound approach. It is increasingly becoming the preferred form of classroom organisation throughout Victoria for the following reasons:

- It assumes and caters for the varying learning rates of children.
- Older children become good role models showing responsibility, understanding, awareness and respect for different levels of development.
- All children are able to recognise the contribution everyone has to make toward learning.
- School identity and unity has improved as children become more caring and mix well with different ages.

In allocating your child to a class, a large number of factors are taken into consideration, e.g. friendships, self-confidence, academic strengths and challenges....

**NEWSLETTER**

Each Thursday a school newsletter is published and sent home with the oldest child in the family. It contains school and classroom news along with information about up-coming events. The newsletter is a vital link between school and home.

**REPORTING TO PARENTS**

Varied forms of assessment are used to monitor children’s progress throughout the year. A Portfolio, containing a collection of your child’s work and a written report is sent home at the end of second and fourth term. The school holds parent teacher interviews in terms one, two and four. Parents can request a parent teacher interview at any time of the year and as often as is required.

**PLAYGROUND SUPERVISION**

There are teachers on duty before school, 8.30am-8.55am and after school 3.20pm - 3:40pm. Teachers are always on duty at play and lunch times.

**VISITORS TO SCHOOL**

All visitors – parents/helpers/contractors.... are to report to the School Office, sign the visitor’s book and wear a visitors badge for the duration of their visit. This badge is returned when they sign out.
TUCKSHOP

The school tuckshop is open for two lunch times a week.
   Monday   - for snacks and icy poles
   Friday    - for snacks and lunch orders
During the Winter months the Parents & Friends sell pasta on a Wednesday.
A tuckshop list of items and prices is sent home at the beginning of each term.

CURRICULUM DAYS

The Catholic Education Office sets aside four or five days a year when school closes to students, allow staff to work on school and professional development. The school will give families timely notice through the school newsletter of upcoming closures.

CLEAN AIR POLICY (NO SMOKING POLICY)

To comply with smoking laws, smoking is not permitted in school buildings nor on school premises.

MOBILE PHONES

Children are not permitted to carry mobile phones around at school. If your child needs to bring the phone for before or after school safety, they must leave the phone at the school office during school hours.

VALUABLES AT SCHOOL

The school discourages students bring items of value to school except for “Show and Tell”. In this case they are to be left with the teacher and not taken onto the playground. Toy guns, including water pistols or any other toy which is deemed to be part of a culture promoting violence or aggression should not be brought to school.

BEFORE AND AFTER SCHOOL CARE

Our children have access to after school care. The program is housed at Korumburra primary school. Our staff are happy to escort students over to the program, should this be required.
After School Care applications forms are available from the school office.
SCHOOL PHOTOS

Arrangements are made on an annual basis to have photos of individual students, class groups, family groups and the whole school taken by professional photographers. The photographers have a photo package, which they offer to parents. While there is no obligation to purchase any photos, all students have their photo taken for school records.

ASSEMBLIES

On Monday mornings the Australian flag is raised and the National Anthem sung. On alternative Friday afternoons the school holds an assembly in the Walsh Parish Centre. During these assemblies a grade will present a liturgical reflection and presentation to the school. We also present awards, celebrate birthdays and special events. Details of assemblies will be advertised in the school newsletter and parents are very welcome to attend.

WET DAYS/EXTREME HEAT

Children will be supervised in classrooms instead of playing outside during inclement weather or extreme heat. The principal or lead teacher will make the decision on the day.

LOST PROPERTY

A lost property box will be kept in the school sick bay. Please mark all items of clothing and requisites clearly and distinctly for ease of return to your child. Staff are not responsible for misplaced and lost items of clothing, requisites, toys, or any other property belonging to your child but will assist you where and when possible to locate misplaced items.
PLAYGROUP

St Joseph's runs the Walsh Centre Playgroup. The playgroup is held in the Walsh Parish Centre every Tuesday between 9:30am and 11:00am and is open to all preschool children. New members are always welcome.

FIRST AID / ILLNESS

If a child suffers a minor injury, staff will administer First Aid. In the event of a serious accident, appropriate action will be taken and an ambulance called if required. Parents will be notified as soon as possible.

If a child needs to be withdrawn from school due to illness, a parent will be notified. He/she will need to make suitable arrangements for the child to be collected. If a parent cannot be contacted the parents nominated emergence contact, as listed on the enrolment form, will be contact and asked to collect your child.

MEDICATION

It is sometimes necessary for parents to send medication to school for their child. To assist teachers, parents should supply medication in a clearly marked container that gives the name of the child, the dosage and the time at which it is to be administered. This medication should be given to your child’s teacher on arriving at school.

ASTHMA

Students with asthma need to have an Asthma Management Plan for school. This plan needs to be developed in consultation with your child’s doctor.
**HEAD LICE**

To help prevent the spread of head lice, it is essential that shoulder length hair is tied back at all times. Treatment of head lice is the family’s responsibility and as such checking a child’s hair for the presence of lice (live insects) or nits (lice eggs) should be a regular routine, especially in the case of an outbreak.

Teachers are not empowered to check children’s hair but will report a suspected infestation to the Principal who will then notify the child’s parents.

When an outbreak, either on an individual or a group of children, occurs at school, all parents in that class will be notified by letter. Any child found to have an infestation must be treated before returning to school.

**INFECTIOUS DISEASES**

It is quite possible that, during your child’s life at school, he/she will contact one or more illnesses where he/she must be kept away from school for a stated time. Please see the Principal for details of exclusion or visit the Communicable Diseases Section of the Victorian Government Department of Human Services Website: [www.dhs.vic.gov.au/](http://www.dhs.vic.gov.au/)

**SCHOOL CARE - STUDENT'S PERSONAL ACCIDENT INSURANCE**

This cover is purchased by St Joseph’s to cover all students in the school. The policy includes cover for lump sum benefits for death, disablement, broken bones and damaged teeth. Additional expenses such as medical expenses (only where law permits us to pay), emergency transport, home tuition and school fee relief are also payable under the policy. Claims should be lodged directly with Catholic Church Insurances by telephoning on 1300 655 001 as soon as possible.

**TRANSITION FROM KINDER**

The transition of a child from kinder to school is seen as a positive experience for most children (and parents) today. Our school provides orientation sessions for kinder children. This gives them a chance to become familiar with their ‘new’ surroundings. They can meet some of their teachers as well as other children in the school. Parents too are welcome at these sessions.

Of course, we encourage parents requiring more than three visits with their child to make the necessary arrangements with the school. You are more than welcome to visit the school as often as you need.

St Joseph’s School begins taking new enrolments from Term Two. To enrol your child, please contact the school for an appointment. It is worthwhile bringing your child along to this meeting.

**BOOKS & STATIONERY LIST**

In Term Four of the current year a list of your child’s books and stationery requirements for the following school year will be forwarded to you.
There is also a levy itemized so that stationery etc can be purchased in class groups by the school for the following year. Your child will receive the books supplies by the school on their first day of the following year.

SCHOOL FEES

A family-based fee is set out at the end of each year for the following year, eg. $550 (2011). The fee payable by each family is that amount plus $200.00 per child. An annual Capital Levy of $100 per family is also payable. See examples below. Please note that fee amounts may be adjusted in 2012.

<table>
<thead>
<tr>
<th>1 CHILD FAMILY</th>
<th>2 CHILD FAMILY</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Levies</td>
<td>Class Levies</td>
</tr>
<tr>
<td>Book Levies</td>
<td>Book Levies</td>
</tr>
<tr>
<td>Excursion Levies</td>
<td>Excursion Levies</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Student fee</td>
<td>Student fee</td>
</tr>
<tr>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>Student fee</td>
<td>Student fee</td>
</tr>
<tr>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Family Capital Levy</td>
<td>Family Capital Levy</td>
</tr>
<tr>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Term 1 25% of Family Fee</td>
<td>Term 1 25% of Family Fee</td>
</tr>
<tr>
<td>$137.50</td>
<td>$137.50</td>
</tr>
<tr>
<td>Term 2 25% of Family Fee</td>
<td>Term 2 25% of Family Fee</td>
</tr>
<tr>
<td>$137.50</td>
<td>$137.50</td>
</tr>
<tr>
<td>Term 3 25% of Family Fee</td>
<td>Term 3 25% of Family Fee</td>
</tr>
<tr>
<td>$137.50</td>
<td>$137.50</td>
</tr>
<tr>
<td>Term 4 25% of Family Fee</td>
<td>Term 4 25% of Family Fee</td>
</tr>
<tr>
<td>$137.50</td>
<td>$137.50</td>
</tr>
<tr>
<td><strong>TOTAL</strong> $850.00</td>
<td><strong>TOTAL</strong> $1050.00</td>
</tr>
</tbody>
</table>

St Joseph’s School has always operated under some general principles, namely that:
- student fees will be billed with Family Fees at commencement of school year and can be paid off in instalments;
- the level of fees charged, in any given year, is a fine balance between the needs of the school and the capacity of the community to pay;
- On enrolling your child you enter into a legally binding contract to pay all school fees. However no child should be excluded from St Joseph’s School because of an inability of his/her family to honour fee payments. Concessions and exemptions are available to families experiencing genuine financial hardship. To apply for fee assistance you must make an appointment with the Principal and Parish Priest.

EDUCATION MAINTENANCE ALLOWANCE

Parents who hold either a Commonwealth Pensioner Health Benefits Card, Commonwealth Health Care Card or Commonwealth Health Benefits Card at specified times in the school year will be entitled to the Education Maintenance Allowance. For eligible Primary students the Allowance is $230.00 per child in 2011. (Government regulation requires 50% is paid to the school and 50% to the parents.)
The Allowance is payable direct to parents of students in two instalments. A parent who holds a current Commonwealth Health Card on the first day of first term will be entitled to receive 70% of the Allowance in term two and the balance 30% in term 4. An application form (EMA1) must be completed for each instalment. If a family has eligible students attending different schools, e.g. a Primary and a Post Primary School, a separate application form (EMA) is required for each school. The Education Maintenance Allowance is also payable to legal guardians and foster parents of students and to TPI pensioners with eligible students.

**CONVEYANCING ALLOWANCE**

Parents, who drive their children a distance of more than 4.8km to school or the nearest bus stop each day, may be eligible to claim a ‘Bus Conveyance Allowance’ from the State Government. If you believe you are eligible or you want more information contact the school office.

**SCHOOL ENTRY IMMUNISATION CERTIFICATES**

A school entry immunisation certificate is a specific document which shows your child's record of immunisation. The certificate is an important record that will assist health authorities in protecting children in the event of a vaccine preventable disease occurrence in school. Please note that it is a legal requirement to provide a school entry immunisation certificate on enrolment to primary school in Victoria. There are now 2 ways parents can obtain a school entry immunisation certificate:

- Parents will automatically receive a history statement from the Australian Childhood Immunisation Register (ACIR) after your child has completed the 4-year-old vaccine schedule and has completed all childhood immunisations required. On the bottom of the page it should state: "**This child has received all vaccines required by 5 years of age.**" If it does, this is now accepted as a school entry immunisation certificate in Victoria.

- Parents whose child's immunisation records are incomplete, missing or your child has never been vaccinated, contact your local council immunisation service who will be able to assist you in obtaining a school entry immunisation certificate.

For more information about how to obtain a school entry immunisation certificate please contact your local council immunisation service or visit [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation) under the heading ‘frequently asked questions.’

**UNIFORM**

**COMMON UNDERSTANDINGS**

A uniform can create a sense of pride and belonging, identity and purpose among students. St Joseph’s uniform is non-discriminatory. It does not distinguish. It is not an expression of a family’s economic circumstances

A school uniform avoids the need of children deciding what is appropriate or fashionable, thus turning the classroom into daily fashion parade.
All students are required to wear the prescribed uniform correctly during school hours and travelling to and from school. All school uniform should be clearly labelled.

Jewellery/Make up
Students are not permitted to wear make-up (e.g. lipstick, nail polish, etc.) or jewellery other than plain sleepers or studs for pierced ears. Wrist watches are not considered fashion items, however, the school takes no responsibility for lost or broken items.

Hairstyles
Hairstyles should be neat and conventional. Hair should be kept clean. Extremes should be avoided. Long hair should be tied back in an 'off-the-face' style using a plain hair tie or ribbon.

**UNIFORM**

<table>
<thead>
<tr>
<th>Uniform Items</th>
<th>Uniform Items</th>
<th>Uniform Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girls’ Summer</td>
<td>Girls’ Winter</td>
<td>Uniform Items</td>
</tr>
<tr>
<td>School dress</td>
<td>Bottle long sleeve polo top</td>
<td>Boys’ Winter</td>
</tr>
<tr>
<td>School shorts</td>
<td>Bottle trouser</td>
<td>Grey trousers</td>
</tr>
<tr>
<td>Bottle short sleeve polo top</td>
<td>Bottle windcheater or polo fleece</td>
<td>Bottle long sleeve polo top</td>
</tr>
<tr>
<td>Bottle windcheater or polo fleece</td>
<td>White socks</td>
<td>Bottle windcheater or polo fleece</td>
</tr>
<tr>
<td>Slouch hat</td>
<td></td>
<td>Grey or white socks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Slouch hat</td>
</tr>
<tr>
<td>All Students</td>
<td></td>
<td>It is compulsory that a slouch hat is worn during summer months (terms 1 and 4), when student is outdoors.</td>
</tr>
<tr>
<td>Sports uniform</td>
<td></td>
<td><strong>All Students</strong></td>
</tr>
<tr>
<td>Black shorts</td>
<td>Bottle windcheater</td>
<td>Black shoes (only)</td>
</tr>
<tr>
<td>Bottle short or long sleeve polo top</td>
<td>Bottle track pants</td>
<td><strong>Optional</strong></td>
</tr>
<tr>
<td></td>
<td>White sports socks</td>
<td>Winter beanie</td>
</tr>
<tr>
<td></td>
<td>Sneakers</td>
<td>School Bag</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sports Jacket</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Library bag</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home work bag</td>
</tr>
</tbody>
</table>

**PASTORAL CARE**

Pastoral Care is integral to our whole school life. At St Joseph’s we know that if a child is to have optimum gain from the teaching and learning they must firstly feel safe and happy. We have a Student Wellbeing co-ordinator who organises programs and where necessary outside assistance for children who need extra support or specialist intervention. Our Wellbeing Co-ordinator is always available to talk to and is happy to assist school families where possible.

**ANTI-BULLYING**

Children go through many stages as they grow and develop. In trying to establish their character and work out how to interact with others, children may at times become over assertive and uncharitable towards their peers.
We accept that this is part of growing up, but we do not accept bullying behaviour. It is our job along with families to teach our children better ways of communicating and meeting their needs. We try to instil in our children values of empathy, understanding, tolerance and compassion. We want our children to understand the impact bullying behaviour has on others.

We also try and teach our children how to become bully resistant. We want them to be self-assured, assertive and resilient. We all need to stand up against bullying. We need children to understand that it’s not ok to bully nor is it ok to encourage or watch others bully without acting. If you’re not part of the solution you are part of the problem.

It is vital that parents inform the school if their child is feeling threatened or bullied in any way, so we can follow up and support and teach both the perpetrator and the victim.

**DISCIPLINE**

At St Joseph’s we believe that every child has the right to a safe productive learning environment. Behaviours that makes others feel unsafe or that disturbs their learning is not acceptable. We continually encourage and celebrate good behaviour, we understand however that making mistakes is a natural part of the learning process. When a child behaves poorly the teacher will remind them of what is and isn’t appropriate. If they continue the poor behaviour age appropriate consequences will be applied. In the case continued poor behaviour or a serious behaviour breach parents will be contacted.

**BUDDIES**

At St Joseph’s we have an active ‘Buddy Program’. When Preps commence school we pair them up with a senior student and organise times throughout the year when they interact together. This program helps the preps feel comfortable with older students and gives them a big friend they can approach for help on the yard. The program also helps our senior students develop their confidence and responsibility skills. The program also reinforces the sense that at St Joseph’s we all care for each other no matter what the grade level.

**TEACHING AND LEARNING STATEMENT**

- All students can learn.
- Children learn in a variety of ways and varying rates, and from numerous sources.
• Children learn cognitively, emotionally, physically and socially.
• Children value learning and recognise their responsibility in the learning process.
• There is an emphasis on basic skills of numeracy and literacy as a foundation that underpins the development of all other curriculum areas.
• There is a strong emphasis on the development of life skills.

**KEY LEARNING AREAS**

The Victorian Essential Learning Standards provides the basis of curriculum planning and development in Victorian Schools.

There are three strands of learning:

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**Physical, Personal and Social Learning**
- Health and Physical Education
- Interpersonal Development
- Personal Learning
- Civics and Citizenship

**Discipline based learning**
- The Arts
- English
- Humanities Economics
- Humanities Geography
- Humanities History
- LOTE
- Mathematics
- Science

**Interdisciplinary Learning**
- Communication
- Design, Creativity, Technology
- Information and Communications Technology
- Thinking

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Teachers at St Joseph’s are highly qualified and continually attend Inservices so that the classroom environments that they provide for the children’s learning are of a very high standard.

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**RELIGIOUS EDUCATION**

This is the core subject of our school. Through an experiential and Scriptural based program, we strive to teach the children about God’s love for them and about their responsibilities as Christians. This is summed up in Scripture by, *Love one another as I have loved you.*

There are many liturgical and sacramental celebrations throughout the year and we invite the parents to share as many of these as possible with us. As well as a number of whole school celebrations, each class prepares the liturgy and attends Mass once each term.
SACRAMENTS AND LITURGY

At St Joseph’s our preparations for the Sacraments of Reconciliation, Eucharist and Confirmation is in line with Sale Diocesan Policy and is seen to be the prime responsibility of parishes and families, while being actively supported and assisted at school. The Sacraments usually occur as follows: Reconciliation Grade 2, Eucharist Grade 3 and Confirmation in Grade 6. The school support the preparation for sacraments from Prep to Year 6 through the Religious Education curriculum. Naturally non Catholic students don’t make the sacrament.

COMPUTERS

Computers are integrated into our classroom teaching. Network facilities are connected throughout the school and each room has a bank of computers for student use. Our students are able to use the Internet for specific educational research purposes. For safety reasons, our school has facilities which confines and restricts students’ searching to only vetted sites within a cache.

LIBRARY

Children have at least thirty minutes in the library each week with their class. They may browse and exchange books any time the librarian technician is in attendance. Book bags are compulsory to protect and maintain the appearance of books. Children may borrow up to three books each, for a one week period. They are welcome to extend this borrowing period, but the books must be returned to the library to be reborrowed. If books are not returned on the due date, a verbal reminder will be given. If the books fail to return after two weeks, a written reminder will be sent home with your child. After three weeks, if the books still have not been returned, an invoice will be sent home to parents, detailing the names of the missing books and their replacement costs.

EXCURSIONS

Throughout the year there will be minor additional costs for extra curricula activities, such as swimming and excursions. Prior notice will always be given and such costs will be kept to a minimum. Parental permission is essential before children attend most excursions. If a permission note is not returned prior to an excursion, your child will not be able to attend.
We welcome and are much appreciative of the tremendous contribution made by parents at our school. This wonderful involvement assists us in the achievements of many of our academic and social objectives. Parents support the school with their children’s education by participating in the sporting and swimming programs, excursions, camps and sleep-outs, assisting in the classroom, working bees, the annual fete, helping in the tuckshop, through the work of the parents and friends and much more.

**PARENTS AND FRIENDS (P&F)**

**GOALS:**
The goals of St Joseph’s School P & F are to embody the Gospel values of care/compassion and service by supporting the families of students attending the school in the following areas.

1. To promote the interests of the school by bringing parents, pupils and teaching staff into closer co-operation.

2. To support by care and friendship families at the school who have suffered any hardship, bereavement, illness etc.

3. To assist financially, through fundraising activities, so as to provide resources, sports equipment, teaching aids, library books and the like as requested by the teaching staff through the principal.

**MEMBERSHIP:**
Membership is open to anyone who is interested in furthering the objectives of the Parents & Friends.
STANDARD COLLECTION

NOTICE

1. St Joseph’s Catholic Primary School and the Sale Dioceses both independently and through the School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches and volunteers.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.

9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.

11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
If you require any clarification or further information regarding ‘the Standard Collection Notice’ or our ‘Privacy Policy’, please contact our principal.