Celebrating 100 years at St Joseph’s Primary School
Korumburra

1914-2014

St Joseph’s Primary School
Korumburra

www.sjkorumburra.catholic.edu.au
Email: principal@sjkorumburra.catholic.edu.au
Phone: 035655 2040  Fax: 0356 581176
Dear Parents and families

Thank you for choosing St Joseph’s for your child’s Primary School education. 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 look forward to continuing your child’s education in partnership with you.

We are proud to offer an outstanding academic and values based education for all of our students. Everyday is a valuable learning and growing opportunity.

We aim to equip them with skills and abilities for lifelong learning and success in their future.

Please do not hesitate to contact the school office or myself if you have any queries.

Kind Regards

Michelle Charlton
Acting Principal

Welcome:

First-aid / Illness at school
If a child suffers a minor injury at school, staff will administer appropriate first-aid and a paper notification sent home. In the event of a serious accident, appropriate action will be taken and an ambulance will be called if required, parents are responsible for any associated costs. 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If a child needs to be withdrawn from school due to illness, a parent will be notified. In the case a parent is unable to be contacted, the parents nominated emergency contact will be contacted and asked to collect your child.

Prep Students
As part of our transition program, Prep students do not attend school on Wednesdays up until the March Labour Day long weekend. The children attend for full days for the other 4 days.

Head lice
To help prevent the spread of head-lice, please ensure shoulder-length hair is tied back during school times. Please regularly check your child/ren’s hair for the presence of lice or nits. If you find lice or nits in your child’s hair, please notify the school. All children found to have infestation must be treated before returning to school.

Late Arrival/Early Departure
If you child is late for school or leaving early they will need to be signed in/out at the office.

Lost Property
A lost property box is located in the school sickbay. To avoid your children misplacing clothing etc, please clearly label all items.

Medication
If your child is required to have medication at school, please ensure the medication is clearly marked with your child’s name, dosage and time at which it is to be administered. Please give the medication to the office staff on arriving to school.
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.

Mission Statement
St Joseph’s Primary School is called to serve the children of St Joseph’s Parish and 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 endeavors 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.

Learning Statement
At St Joseph’s, successful learning is a collaborative journey of curiosity and innovation where learners are empowered to question, seek solutions, make connections and take action in our world.

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

Curriculum Days (School closure days)
The Catholic Education Office sets aside 5 days throughout the year to allow teachers to attend professional development workshops, at which time the school is closed to students.

Daily Fitness
Each morning, all students participate in our daily fitness activities. Senior students plan and run the multiage groupings.

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 behavior. 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 acceptable. If they continue to display unacceptable behavior, age appropriate consequences will be enforced. In the case unacceptable behavior continues, parents will be contacted.

Electronic Devices / Mobile phones etc
Children are not permitted to carry around mobile phones or electronic devices of any kind. If your child needs to bring electronic devices or phones to school they must be left in the office during school hours.

Excursions
Excursions are planned for sound educational reason and may occur every term. A levy has been added to school fees to prevent parents having to pay each event individually. Parental permission is required prior to children attend all excursions and camps. If a permission note is not returned prior to an excursion, your child will not be able to attend.
Values

Respect for Self
- 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

Respect for Others
- We accept and value differences
- We work well with everyone
- We care about people’s feelings
- We use our manners
- Bullying is NOT okay
- WE ARE KIND

Respect for Learning
- We think about learning
- We understand how we learn best
- We try different ways of learning
- We set high learning goals for ourselves
- We have a positive attitude towards our learning
- WE ARE LIFELONG LEARNERS

Respect for our Planet
- 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

Skoolbag App
The skoolbag app can be downloaded free on smartphones. Look for St Joseph’s Primary School in your playstore or itunes and download it. To ensure you receive notification when a message comes through, please tick push notifications to ‘on’. This is a wonderful way to keep updated on various information and dates. Please see Lynn or Oona in the office for further information.

Toys / Valuables at School
Students are discouraged from bringing any toys or items of value to school with the exception of toys for ‘show and tell’.

Transition from Kindergarten
To help with the transition for children from kindergarten to school is a positive experience, our school provides orientation sessions to give them a chance to become familiar with their ‘new’ surroundings and to meet the teachers at the school. New parents are welcome to meet with the Principal at anytime throughout the year to have an interview and a tour of the school.
School Reports
Reporting to parents is an important part of education. School reports are sent home with children in June and December.

Student/Parent/Teacher Interviews
We hold student/parent/teacher interviews in term 1 and term 3. Parents are welcome to make appointments to see their children's teacher at any time throughout the year.

School Fees
School fees are set in conjunction with the Catholic Education office prior to the commencement of the school year. Families are given various options to pay their school fees in weekly, fortnightly, monthly or term installments. Fees need to be paid in full by the end of Term 3. If families experience financial hardship at anytime they are encouraged to make an appointment to discuss various options with the principal. On enrolling your child/ren to St Joseph's, you are entering into a legally binding contract to pay school fees.

School Uniform
The students at St Joseph's are required to wear full school uniform. The uniform shop coordinator is Cate Minchin. The uniform shop is opened every Thursday afternoon from 3.20pm, or a uniform order form can be completed and left in the office with full payment. All students are required to wear school shoes with the exception of Wednesday when students wear their sports uniform and sneakers to school. All students are expected to wear a broad-brimmed hat in terms 1 and 2 to comply with our sunsmart policy. Children who do not wear a hat at school will be required to sit in the shade during recess and lunchtimes.

St Joseph’s Staff Team 2016

**Acting Principal**  
Mrs Michelle Charlton

**Administration**  
Mrs Oona Shepherd  
Mrs Lynn Spittall

**Classroom teachers**  
Mrs Julie Strentz  
Ms Nicole Dudman  
Mrs Rachael Mullin  
Ms Tammy Jones  
Mrs Madeline Buckley  
Ms Gloria Cooke  
Mrs Natalie Kratz  
Mrs Emily Sherriff

**Art**  
Mrs Catherine Riseley

**Italian Teacher**  
Ms Rosemary Daniel

**Learning Adjustment**  
Mrs Dorene Blum  
Mrs Kylie Wright  
Mrs Danielle Fowles  
Mrs Rhonda Mallows  
Ms Ro Archer

**Library Technician**  
Mrs Dorene Blum

**Religious Education**  
Mrs Madeline Buckley

**Student Wellbeing**  
Mrs Emily Sherriff

**Leading Teachers**  
Mr David Forbes (Learning and teaching )  
Ms Nicole Dudman (Numeracy)

**Parish Priest**  
Fr Aju Varghese

'A hundred years from now, it will not matter what kind of car I drove, what kind of house I lived in, how much money I had in the bank....but the world may be a better place because I made a difference in the life of a child'

- Forest Witcraft
School Office Hours
The school office is open from 8.30am—4:00pm Monday to Friday. Students are not to be at school before this time.

School Hours
Yard duty supervision begins at 8.30am. Students are not to be at school before this time.
Bell times are:
- 8.55am Commence school
- 11am-11.30am Morning recess
- 1pm Supervised Eating
- 1.10pm-1.50pm Lunchtime recess
- 3.20pm End school

Yard duty supervision ceases at 3.30pm

School Assemblies
On Friday afternoons at 3pm, a small school assembly is held to celebrate successes, birthdays and upcoming events. All parents, guardians and community members are most welcome to attend.

School Entry Immunisation Certificates
A school entry immunisation certificate is a specific document demonstrating your child's record of immunization. It is a legal requirement to provide a school entry immunization certificate on enrolment to primary schools in Victoria, this also applies to conscientious objectors. For more information about how to obtain a school entry immunization certificate visit www.health.vic.gov.au/immunisation.

Teaching and Learning Statement
- All students can learn
- Children learn in a variety of ways and varying rates, from numerous sources.
- Children learn cognitively, emotionally, physically and socially.
- Children value learning and recognize 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.
Parents and Friends

Goals:

The goals of St Joseph’s 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 cooperation.
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 aides, library books and the like as requested by the teaching staff through the principal.

We welcome any parent or guardian who would like to join our committee at any time of the year. The P & F plays a vital role in the success of our school.

Examples of how you can help are:

- Volunteering for the committee
- Tuckshop roster
- Assisting with the organisation and running of events throughout the year
- Cooking for families in our community who are suffering from hardship

We look forward to seeing you throughout the year.

Victorian Curriculum

The Victorian Curriculum provides the basis of curriculum planning and development in Victorian Schools. The Victorian is made up of key learning areas and Capabilities.

The Key Learning areas are:

The Arts
- Dance
- Drama
- Media Arts
- Music
- Visual Arts
- Visual Communication Design

English

Health and Physical Education

The Humanities
- Civics and Citizenship
- Economics and Business
- Geography
- History

Languages

Mathematics

Science

Technologies
- Design and Technology
- Digital Technologies

The Capabilities are:

Critical and Creative Thinking

Ethical

Intercultural

Personal and Social
Religious Education
St Joseph's is a catholic primary school who welcomes catholic and non-Catholic families. Religious Education is the core subject of our school and is not optional. 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 parents to share in 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.

Computers / Ipads
Computers and ipads are integrated into our classroom teaching. Network facilities are connected throughout the school. 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' to searching only vetted sites with a cache.

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; Confirmation Grade 6
The school support the preparation for Sacraments from Grade Prep to Grade 6 through the Religious Education curriculum. Non-Catholic students don't make the Sacraments but are welcome to join in the celebrations of their class.

Asthma/ Allergies
Students with asthma or allergies are required to have an asthma management plan or anaphylaxis management plan. The plan/s need to be developed in consultation with your child's Doctor. If your child requires ventolin, an epipen or any other medication, you must supply it to the school.

After school care
Our school children have access to afterschool care at the Korumburra Primary School. Our staff walk the children to the program. Contact the Korumburra Primary School on 5655 1309 to arrange afterschool care. Please also fill out the enclosed after school activities form and return it to the office. Both schools must be notified if usual afterschool arrangements change.
Absences from School
The Victorian State Government legislation is very clear on the importance of student attendance. Children are not allowed more than 5 unexplained, unreasonable absences per year. With this in mind, a family must request permission to have a child absent from school for a holiday. If you child is away from school for any reason please advise the school by phoning the office on 5655 2040, advising through the Skoolbag app or via email principal@sjkorumburra.catholic.edu.au.

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 behavior. 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, love, forgiveness, understanding, tolerance and compassion. We want our children to understand the impact bullying behavior has on others.

Resilience
Resilience is the ability to bounce back after adversity. We 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 is not okay to bully nor is it okay to encourage or watch others bullying 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.

Parent Participation
We welcome, and are appreciative of, the tremendous contribution made by parents at our school. This wonderful involvement assist us in the achievements of many of our academic and social objectives. Parents support the school with the 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 school canteen, through the work of parents and friends and much more. A working with children's check must be obtained prior to being able to assist with many activities. The forms can be downloaded directly from the website: http://www.workingwithchildren.vic.gov.au/
Classroom Organisation
At St Joseph’s Primary School, classes are organised into multi-age groups such as prep/one, two/three, three/four and five/six. Whilst this is an administrative necessity, the principal and staff believe that this form of organization is an educationally sound approach. It is increasingly becoming the preferred form of classroom organization 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 recognize 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 eg friendships, self-confidence, academic strengths and challenges.

Canteen
The students have access to canteen through Korumburra Primary School on Thursdays. A list of canteen items and prices is sent home at the beginning of each term and can also be downloaded from the Skoolbag app or from the school website.

Bus
If your child will be travelling to or from school via bus, please complete the enclosed bus application form and return it to Karen Sorrell at the Korumburra Secondary College. Please also fill in the St Joseph’s bus information form and return it to the office.

Camps
Grade 3/4 attend an outdoor adventure camp and Grade 5/6 attend a Melbourne camp on even years. Grade 2 have a sleepover that occurs annually.