





## St Joseph's Primary School Korumburra

Principal: Michelle Charlton  
Address: 1-3 Bridge Street Korumburra Victoria 3950  
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Office Hours: 8:30am-4:00pm

## St Joseph's Korumburra / St Laurence O'Toole Leongatha

Parish Priest: Fr Aju Varghese  
Parish Secretary: Ann Hemming  
Address: 37 Ogilvy St. (PO Box 166) Leongatha 3953  
Telephone: (03) 5662 2020  
Office Hours: Mon 1.30-5; Tues, Thurs Fri 9-5 Closed All Day Wednesday  
Email: [laurleongatha@vtown.com.au](mailto:laurleongatha@vtown.com.au)





## Welcome

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 curriculum based on the Victorian Curriculum and a Religious Education based on 'To Live in Christ Jesus' for all of our students.

Our School is committed to developing a safe and supportive learning environment. We undertake and develop the whole child by nurturing a learning community in which members grow together.

We are currently undergoing some very exciting building works and although this is slightly disruptive at times it will provide us with state of the art learning spaces and the extra classrooms necessary to cater for our growing school community.

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

Kind Regards



Michelle Charlton

**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.

## 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.

At St Joseph's we aim to integrate the Australian Democratic Principles of Care and Compassion; Doing Your Best; Fair Go; Freedom; Honesty and Trustworthiness; Integrity; Respect; Responsibility and Understanding, Tolerance and Inclusion into our everyday school experiences.

## 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



## St Joseph's Staff Team 2020

|                            |                                                                                                                                                                                                                                  |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Principal</b>           | Mrs Michelle Charlton                                                                                                                                                                                                            |
| <b>Administration</b>      | Mrs Oona Shepherd<br>Mrs Lynn Spittal                                                                                                                                                                                            |
| <b>Classroom teachers</b>  | Mrs Natalie Kratz<br>Ms Natasha Vanstone<br>Mrs Emily Sherriff<br>Ms Tammy Jones<br>Ms Ann Diviny<br>Mrs Anne Vick<br>Mrs Catherine Riseley<br>Mrs Madeline Buckley<br>Mrs Rachael Mullin<br>Mrs Julia Foster<br>Mr David Forbes |
| <b>Physical Education</b>  | Mrs Megan Smith                                                                                                                                                                                                                  |
| <b>Art</b>                 | Mrs Catherine Riseley                                                                                                                                                                                                            |
| <b>Italian Teacher</b>     | Ms Rosemary Daniel                                                                                                                                                                                                               |
| <b>STEM</b>                | Mrs Megan Smith                                                                                                                                                                                                                  |
| <b>Learning Adjustment</b> | Mrs Danielle Fowles<br>Mrs Tanya Hamilton<br>Mrs Ro Archer<br>Mrs Belinda Whiteside                                                                                                                                              |
| <b>Library Technician</b>  | Mrs Danielle Fowles                                                                                                                                                                                                              |
| <b>Religious Education</b> | Mrs Catherine Riseley                                                                                                                                                                                                            |
| <b>Student Wellbeing</b>   | Ms Tammy Jones                                                                                                                                                                                                                   |
| <b>Leading Teacher</b>     | Mrs Carole Livesey                                                                                                                                                                                                               |
| <b>Parish Priest</b>       | Fr Aju Varghese                                                                                                                                                                                                                  |





## School Term Dates 2020

|                                                |                       |
|------------------------------------------------|-----------------------|
| <b>Term 1 Monday</b> 28th January (Teachers) — | Friday 27th March     |
| <b>Term 2 Tuesday</b> 14th April —             | Friday 26th June      |
| <b>Term 3 Monday</b> 13th July —               | Friday 18th September |
| <b>Term 3 Monday</b> 5th October —             | Friday 18th December  |

## Religious Education in our School

Our faith is demonstrated in our learning and school environment. Children participate in daily prayer time and have formal religious education classes. We celebrate school mass or liturgies throughout the school year and encourage our parents and community members to strengthen their faith by joining us in this celebration. Older students are given the opportunity to participate in the parish weekly mass celebration as altar servers.

## 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 3; Eucharist Grade 4; Confirmation Grade 6.

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

## Parish Mass Times

|            |               |
|------------|---------------|
| Korumburra | Sunday 9:30am |
| Leongatha: | Saturday 5pm  |
|            | Sunday 11am   |

## Teaching and Learning

### Teaching and 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. We believe that:

- 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.

## Victorian Curriculum

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

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 high standard and up to date with the curriculum standards.

## 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.

The Key Learning areas on which our curriculum is based 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 a 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.

## 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. All students and families are expected to agree to our e-learning acceptable use agreement at the beginning of each school year in order to participate in technology-based learning.

## School Reports

Reporting to parents is an important part of education. School reports are sent home with children in June and December.



## Parent/Teacher Interviews

We hold 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 and can contact teachers via email. We also utilise an online system called SeeSaw through which parents can view and comment on their child's work throughout the year.

## Behaviour Management

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 disturb learning are not acceptable. We continually encourage and celebrate good behaviour through our 'Sparky' initiative and our student code of conduct. 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 and a behavior management plan may be put into place.

## Transition from Kindergarten

To ensure the transition for children from kindergarten to school is a positive experience, our school provides transition sessions to give them a chance to become familiar with their 'new' surroundings and to meet the teachers at the school, there is also a parents information session that coincides with the transition days. New parents are welcome to meet with the Principal at any time throughout the year to have an interview and a tour of the school.

As part of our transition program, Foundation students do not attend school on Wednesdays for the month of February. The children attend for full days for the other 4 days.

## Excursions and Incursions

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 for each event individually. Parental permission is required prior to children attending all excursions and camps and is sent out via CareMonkey with information about the excursion. If a permission note is not returned prior to an excursion, your child will not be able to attend.

St Joseph's offer a number of incursions throughout the school year to highlight or build on our learning goals. Information is sent home via the school newsletter, CareMonkey, Skoolbag and Official Facebook page when and incursion is coming up.

## 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.



## Administration

### School Office Hours

The school office is open from 8.30am—4:00pm Monday to Friday.

### School Hours

**Yard duty supervision begins at 8.30am.** *Students are not to be at school before this time.*

Bell times are:

Friday's Only (specialist day)

|                 |                   |                 |                   |
|-----------------|-------------------|-----------------|-------------------|
| 8.55am          | Commence school   | 8:55am          | Commence school   |
| 10:50am         | Supervised eating | 10:50am         | Supervised eating |
| 11:00am-11.30am | Morning recess    | 11:00am-11:30am | Morning Recess    |
| 1:30pm          | Supervised Eating | 1:00pm          | Supervised Eating |
| 1.40pm-2.20pm   | Lunchtime recess  | 1:10pm-1:50pm   | Lunchtime Recess  |
| 3.20pm          | School End        | 3:20pm          | School End        |

**Yard duty supervision ceases at 3.30pm**

### 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.

### 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](mailto:principal@sjkorumburra.catholic.edu.au). If the school has not received notification of your child absence by 10am a msg or email will be generated and sent to you.

## Communication Tools

### Newsletter

Every second Thursday we produce a newsletter for the school. It contains school news and important upcoming events. This is a vital link between home and school. The newsletter is distributed via our app Skoolbag, placed on our website and via email. A limited number of hardcopies are available from the school office.

### Skoolbag App

The skoolbag app can be downloaded free on smartphones. Look for St Joseph's Primary School in your playstore or itunes and our school logo 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.



### Caremonkey App

Caremonkey is a permission and medical app that the school use to send home all excursion, sporting and camp information. Once you have enrolled and we have you entered on our system you will receive an email asking you to set up a care profile for your child/children. This process only needs to be completed once. If you have any trouble setting up the app please contact Oona or Lynn at the office.

### Facebook

We have an official facebook page. If you are a member of facebook you can find this by searching for St Joseph's Primary School Korumburra and looking for our logo. Please be mindful that you have our official page to ensure you are receiving accurate information.



### School Assemblies

On Friday mornings at 9am, a small school assembly is held to celebrate successes, birthdays and upcoming events. All parents, guardians and community members are most welcome to attend.

### First-aid / Illness at school

If a child suffers a minor injury at school, staff will administer appropriate first-aid and a paper notification will be 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.

### 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 along with a copy of their plan. Current plans are also to be attached to the child's CareMonkey profile.

### 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 arrival to school and complete one of our medication request forms.

### Head lice

To help prevent the spread of head-lice, please ensure shoulder-length hair is tied back during school hours. 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 an infestation must be treated before returning to school.

### Lost Property

To avoid your children misplacing clothing etc, please clearly label all items as items with a name will be placed straight back into classroom tubs. Lost items will be taken to the second hand uniform area.

### 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 with their classroom teacher during school hours.

### 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'.



## 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.

A sample fee structure is as follows:

### *St Joseph's Primary School* Tuition Fee Schedule 2020

#### Per Family Fee

|                         |                    |
|-------------------------|--------------------|
| Family Fee              | \$ 973.00          |
| Capital Fee             | \$ 227.00          |
| <b>Total Family fee</b> | <b>\$ 1,200.00</b> |

#### Per Student levies

|                         | Foundation      | Year 1          | Year 2          | Year 3          | Year 4          | Year 5          | Year 6          |
|-------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Curriculum              | \$255.00        | \$255.00        | \$255.00        | \$255.00        | \$255.00        | \$255.00        | \$255.00        |
| Extra Curricula         | \$220.00        | \$220.00        | \$220.00        | \$220.00        | \$220.00        | \$220.00        | \$220.00        |
| Camps                   |                 |                 |                 | \$250.00        | \$250.00        | \$250.00        | \$250.00        |
| <b>Total Family fee</b> | <b>\$475.00</b> | <b>\$475.00</b> | <b>\$475.00</b> | <b>\$725.00</b> | <b>\$725.00</b> | <b>\$725.00</b> | <b>\$725.00</b> |

## School Entry Immunisation Certificates

A school entry immunisation certificate is a specific document demonstrating your child's record of immunisation. It is a legal requirement to provide a school entry immunisation 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](http://www.health.vic.gov.au/immunisation).

## After school care

Our school children have access to before and after school care at Karmai Community Children's Centre. Karmai staff walk the children to school in the mornings and our staff walk the children to Karmai in the afternoons. Contact the Karmai community Children's centre on 5655 2121 to arrange bookings. Both the school and Karmai must be notified if usual arrangements change.

## School Uniform

The students at St Joseph's are required to wear full school uniform. Our school uniform is sold online through Kool and the crew visit [www.koolandthecrew.com.au](http://www.koolandthecrew.com.au) and type in our school code **STJKS**. All students are required to wear school shoes with the exception of Thursday 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.

### Uniform Requirements:

#### Summer Girls

Summer school dress

Polar Fleece jumper

Windcheater v-neck

Short sleeve polo shirt

Grey Box pleat skort

Green Surf Hat

White socks

#### Winter Girls

Winter box pleat skirt

Winter box pleat tunic

Long sleeve polo

Polar fleece Jumper

Windcheater v-neck

Short sleeve polo

Grey Stockings

### Sports Uniform

Long sleeve school polo

Short sleeve school polo

Black Tracksuit pants

Black basketball shorts

Students are to wear black leather school shoes or runners on their sports days. Reader bags and school backpacks are also available.

#### Summer Boys

Short sleeve polo shirt

Polar Fleece jumper

Windcheater v-neck

Grey shorts

Green surf hat

White Socks

#### Winter Boys

Short sleeve polo

Long Sleeve polo

Windcheater v-neck

Polar Fleece Jumper

Grey Pants

White Socks



## 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 instill in our children values of empathy, love, forgiveness, understanding, tolerance and compassion. We want our children to understand the impact bullying behaviour 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 are 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, support and teach both the perpetrator and the victim.

## 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 two Student Wellbeing coordinators, Emily Sheriff and Julia Strentz who arrange programs and assistance for children who require extra support or specialist intervention. They are always available to talk to and are happy to assist school families where possible.

## Buddies

At St Joseph's we have a **Buddy Program**. The Foundation students are paired with a senior student. We timetable various interactions to allow the Foundation students to feel comfortable with older students and to have a familiar face on the playground who they can turn to for support. This also helps our senior students to develop confidence and responsibility skills. The program reinforces the sense that at St Joseph's we all care for each other.



## Classroom Organisation

At St Joseph's Primary School, classes may be organised differently depending on numbers and the needs of the students. In 2020 we have one Foundation class, one Grade 1/2 class, two 3/4 classes and two 5/6 classes. Whilst this is an administrative necessity, the principal and staff believe that multi-age 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 towards the end of each year the Principal will ask for your feedback on where you see your child fitting however this may not always be able to be accommodated.

## 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, 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 any activities and the school must have a copy of your current working with children check on file. The forms can be downloaded directly from the website: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au). In every volunteer capacity you must sign in at the office before commencing your duties and sign out on completion. This is a legal requirement and part of our child safe policy.

## Bus

If your child will be travelling to or from school via bus, please complete the enclosed bus application form and return it to the school office so that it can be passed to the bus co-ordinator Andrea Jenkin at the Korumburra Secondary College.

## 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
  - 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.





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