Staff at St. Joseph's Primary School

Kim Crannis  Principal / 3-6 Teacher
Alice Reardon  K-2 Teacher
Wendy Perkins  Learning Support 3-6
Mary Ventry  Learning Support K-2 and Secretary

We extend a very warm welcome to you from the St Joseph's school community and hope that your relationship with the school will be a rewarding one. We look forward to working in partnership with you to help your child to reach their full potential.

St. Joseph’s Mission Statement

Our mission at St Joseph’s Primary School, Bombala is to learn together and to achieve our personal best in a united, just and challenging Christ centred environment.

St. Joseph’s - a brief history

The Sisters of Charity were the first Religious Sisters to open a School in Bombala in 1887, but only stayed for twelve months. The Josephite Sisters followed in 1888 and St Joseph's was founded. The nuns taught Kinder to Year 10 until the early 1950’s when it became a Primary school only.

The tradition of Mary McKillop's teaching and caring for country children was continued by the sisters until 1993. The Josephite Sisters continued to have a presence in the school as pastoral care workers in the parish and as friends on special days celebrated by the school.

Today, the staff at St Joseph’s Primary School are all lay teachers and support staff. However, the long and proud tradition of the Sisters of St Joseph continues with the education of the children of Bombala in a nurturing, supportive and professional atmosphere.
School Hours

School commences: 9:00am  
Recess 11:10am - 11:30am  
Lunch 1:00pm - 1:40pm  
Home time 3:10pm

The school grounds are open to students from 8:30am each morning and remain open until 3.30pm each afternoon. No supervision is provided outside of these hours. Therefore, for the safety of your child, could you please assist the school by adhering to these hours.

Enrolment

Children enrolling at St. Joseph's should have turned five years of age by April 30 in the year of enrolment.

If you would like your child to be enrolled at St Joseph's, please fill in the Enrolment Form contained in this Enrolment Package, or available from the school office, and return it to the school office once it is completed.

If you require any further assistance in completing the Enrolment Form, please do not hesitate in contacting the school office or Principal.

Kindergarten

For the first four weeks of the school year, the Kindergarten students will have each Wednesday as a rest day. This is aimed to assist with their transition to school life.

Orientation Program

St Joseph's has an Orientation Program to aid the transition of your child into primary school. An information package outlines this program and informs parents of how they can assist their child making the transition to primary school. This booklet will be distributed before the commencement of the Orientation Program in Term 4.
St Joseph’s Primary School, Bombala.

**School Absences**

When a child is absent from school, a note explaining the absence must be with the child to school when he / she returns. Absentee notes are a legal requirement and are kept with the class roll. If your child is away you will need to provide an absentee note with the following information:

* child’s full name
* date of absence
* reason for absence
* signature of parent / guardian
* date note was written

**Leaving the School**

Students who need to leave the school grounds after they have arrived for the day will need to hand a note to their class teacher signed by their parents. Alternatively, if a parent collects a child from the school before the official end of the day, they are asked to sign them out in the 'Sign Out Book' in the front office or foyer. This is a safety measure to ensure all students are accounted for in the case of an emergency.

**Supervision**

The students at St Joseph’s are supervised throughout the day by the teachers at the school. Supervision begins at 8:30am in the morning. Teachers supervise all play times and after school dismissal until 3:30pm.

**Sickness**

If your child becomes sick during the day, the school will contact the parents to discuss the care of the student. For this reason it is important we have up to date emergency contact details and telephone numbers at the school. If your contact details change, please inform the school as quickly as possible for us to update your child’s record.

If your child is injured at school, the school will again contact parents or a nominated emergency contact person. Depending on the severity of the injury the child may wait at school for the parent’s / or carer’s arrival or may be taken to the hospital by Ambulance. All staff have undertaken training in First Aid.
Parents need to provide a note giving the school permission to administer medication to your child. The school needs information and instructions regarding your child's medication requirements. All medication (prescription or non-prescription) needs to be in the original package with the label showing your child's name and dosage. Medicines will be kept in a secure place and only the staff will administer the dose.

Homework is an important part of the learning program at St Joseph’s. Homework will be sent home Monday and collected on Friday. The purpose of homework is to consolidate your child's learning.

* K-6: Reading each night (10 -15 minutes)
* Yr 1-6: Spelling each night
* K-6: Maths activity weekly
* Kinder: Sight Words will commence in Term 2

Parents are encouraged to support their child/ren to ensure that all homework is completed each week. Each child has been given a folder which is to be used to keep their homework and readers safe. Any notes will also be put into this bag.

The main aim of our Pastoral Care and Discipline Policy is to help students to understand the importance of right relationships and the need to be responsible for their own actions. It is based on the conviction that every member of this community is important in God's eyes and therefore is worthy of our trust and respect.

Making time for others and affirming each individual develops a sense of personal worth and makes us all realise that we have gifts to offer the school community. It is by the use of these gifts that we grow, and so one’s giftedness must be seen as a talent to be nurtured at all times.

In administering discipline, staff must keep in mind the dignity of all members of our school community and must act in a way that promotes values of compassion, inclusion, tolerance, justice and reconciliation.
**School Masses**

As part of the Religious Education program, the students attend School Masses every Wednesday at 12:15pm. The children are actively involved in reading, singing, altar serving and offertory procession. The school and parish communities warmly welcome families and friends to these occasions of gathering.

**School Newsletter**

The school’s newsletter is sent home each Thursday during the term. The newsletter is a crucial element of communication between the school and families and we encourage you all to read it. Each Thursday the eldest child in a family receives the newsletter to take home to parents. If it is more convenient, we can arrange for the newsletter to be emailed to you and it will be also be available on the school’s web site.

**School Counsellor**

The school counsellor may be able to assist your child with any issues such as your child's development, social needs or relationships. The school counsellor also leads large group workshops. All families at St Joseph’s have access to a school counsellor. Please see the Principal for a referral.

**School Library**

St Joseph’s library has a collection of fiction, non-fiction and reference books. Students are encouraged to borrow library books each week during library lessons and can be kept for a two week period before being returned. Library bags are requested for pupils borrowing books.

**Book Club**

The school offers the services of Ashton Scholastic Book Club to the students. Leaflets listing books available and the cost are sent home twice a term. The form will need to be returned to the school together with the cost of the books ordered. These books are reasonably priced, suitably graded into age groups and of sound quality. When you purchase books through Book Club, the school is given a credit to select free books for the classrooms.
St Joseph’s is lucky to have the expertise of an external music teacher. Music lessons for students in Years 3 to 6 are held each Wednesday. The children, with guidance from the music teacher, will choose one of the following instruments; flute, trumpet, keyboard, guitar and clarinet. The children will be able to borrow and take home trumpets, flutes and clarinets to practice their instrument of choice as part of their homework. There is no additional cost involved for your child to participate in this music tuition program.

St Joseph’s participates in a number of sports carnivals during the year, at local, regional, Archdiocesan and state levels. Carnivals are held each year in swimming, athletics and cross country. Specialist swimming lessons are offered in Term 4. St Joseph’s also offers an Active After School Sports Program for one hour one afternoon each week. Each term there is a new sport being offered at no cost for those students interested.

On-going assessment in all subjects is carried out by the class teacher/s throughout the year. Parents are given a written report of their child’s progress at the end of Terms 2 and 4.

It is important for your child’s learning that parents and teachers communicate regularly. An information meeting is held for all parents early in term one where generic school information is explained. Parents are then invited to make an appointment with their child’s class teacher / Principal to discuss any personal issues / goals for your child.

Parent & teacher interviews are held after the reports have gone home at the end of Term 2 and these interviews are scheduled for 15 minutes per child.

We welcome meetings with parents either before or after school by appointment at any time throughout the school year to discuss any matters. Please phone 6458 3776 to make an appointment.
In June, 2009, the St Joseph’s Parents and Friends Association (P&F) and the St Joseph’s School Board were amalgamated to form one group that has responsibility for organising the school. This new group is called the St Joseph’s Community Council. This change in organisational structure was adopted to help streamline the two previous groups and, therefore, reduce the workload and repetitiveness of the old structure and aid communication and flexibility in running the school. The St Joseph’s Community Council meets twice a term and is responsible for making financial decisions, fundraising, the canteen, uniform, the upkeep and maintenance of the buildings and grounds and hospitality events.

The school canteen operates every Monday for lunch orders. A canteen menu and price list is sent home at the beginning of each term. Please write your child’s order on a lunch bag with your child’s name. Thanks to the help and support of our generous parent volunteers who work in the canteen on a roster basis.

It is recognised that excursions form a vital part of the curriculum and can greatly enhance and support the learning process. Parents are given written notice and permission slips prior to any excursion taking place.

Students will not be disadvantaged because of the inability to pay for an excursion. Parents are urged to contact the Principal to discuss any matters relating to payments of excursions.

This is a joint initiative of the Parish and school and is an essential part of our education in faith. During their years at primary school the children are prepared for and celebrate the Sacrament of Reconciliation, First Eucharist and Confirmation.

Children are invited to receive the following sacraments in the following year levels

- Reconciliation: Year 3 (every year)
- Eucharist: Year 4 (every year)
- Confirmation: Year 5 and 6 (every second year)
Healthy Snack Break

St Joseph’s has a ‘Healthy Snack Break’ each day around 10am to give the children an additional long lasting burst of energy to assist in the concentration levels. Some suggestions include:

* fruit
* vegies
* carrot or celery sticks
* cheese
* yoghurt
* dried fruit

Breakfast Club

St Joseph’s runs a Breakfast Club. Toast and juice will be available for students in the canteen Monday–Friday from 8:30am to 8:45am.

Birthday Cakes

Please provide a cake to share for your child’s birthday. If your child’s birthday falls on the weekend we will celebrate either on the Friday or Monday (your preference). The same goes for birthdays that are during the holidays. We will celebrate before the end of term or when school resumes.

Uniform

St Joseph’s School has a uniform which is well known and should be worn with pride.

**BOYS**
* Summer Uniform
  Light blue polo shirt
  Grey shorts
  Black shoes with navy socks

* Winter Uniform
  Grey trousers
  Light blue polo shirt or skivvy
  Navy blue polar fleece or jacket
  Black shoes with navy socks

**GIRLS**
* Summer Uniform
  Blue check dress or
  Navy culottes and light blue polo shirt
  Black shoes with white socks

* Winter Uniform
  Navy slacks or
  Navy culottes and navy tights
  Light blue polo shirt or skivvy
  Navy blue polar fleece or jacket
  Black shoes with white socks
St Joseph’s Primary School, Bombala.

**Sports Uniform**
- Gold polo shirt
- Navy blue shorts
- Navy socks
- Navy blue tracksuit
- Joggers

**Sports Uniform**
- Gold polo shirt
- Navy blue shorts
- White socks
- Navy track suit
- Joggers

All uniform orders are placed with the school's uniform officer Naomi Bruce Ph 64583205.

There is a range of school uniform items in a variety of sizes available through the school uniform pool, which operates on a donation basis.

School hats are compulsory and must be worn at all times in Term 1 and Term 4 when the children are playing in the sun. *No hat... play in the shade*

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### Fees

St Joseph’s Primary School is one of the systemic schools of the Archdiocese of Canberra and Goulburn. School fees are set by the Catholic Education Office (CEO). Listed below are the fees for 2012:

**CEO TUITION FEE** $245 per family per term. ($116 if sibling in Secondary School)
Each year the CEO tuition fee increases slightly to keep pace with CPI.

**RESOURCE LEVY** $45 per child.
This fee covers the cost of student's exercise books, pencils, paper etc. This is to be paid in term 1 only by each student.

**MAINTENANCE FEE** $20 per family per term.
This fee covers the cost of general maintenance eg. bark, mowing, tap repairs, painting.

**SCHOOL OPERATING LEVY** $50 per family per term.
This fee covers the cost of cleaning products, toilet rolls, hand towels etc. It also covers the salary of a cleaner.

**P&F LEVY** $25 per family per term.
This fee lessens the need for constant fundraising activities.

**EXCURSION LEVY** $10 per child per term.

**BUILDING FUND (optional)** $10 per family per term.
This fee goes towards building maintenance.
Credit Card and B Pay payments are available. For further information in payment of school fees please contact school office.

**TERM ONE**
1 child $440 + $10 voluntary building fund = $450 or $45 per week  
2 children $473 + $10 voluntary building fund = $483 or $48.30 per week

**TERM TWO, TERM THREE AND TERM FOUR**
1 or more children $360 + $10 voluntary building fund = $370 or $37 per week