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# Contact Details

| School Address       | St Joseph’s Primary School  
|----------------------|-----------------------------
|                      | 31 Queen Street             
|                      | Bombala NSW 2632            |
| Postal Address       | PO Box 200                  
|                      | Bombala NSW 2632            |
| Telephone            | 02 6458 3776                
| Fax                  | 02 6458 3990                
| Email                | [office.StJBombala@cg.catholic.edu.au](mailto:office.StJBombala@cg.catholic.edu.au) |
| Website              | [www.stjbombala.nsw.edu.au](http://www.stjbombala.nsw.edu.au) |
| Preist               | Father Mick MacAndrew       |
| Telephone            | 02 6452 2062                |
| Pastoral Assistant   | Sr Teresa Keane             |
| Telephone            | 02 6458 3045                |

| Principal (Acting)   | Mr Phil Stubbs              |
| Infants Teacher (K/1)| Mrs Alice Shannon           |
| Primary Teacher (2/3)| Miss Marni Moreing          |
| Senior Teacher (4/5/6)| Mr Paul Bennett             |
| Learning Support Teacher | Ms Gillian Forrester | |
| Relief Teacher       | Mrs Marsha Sten             |
| Teacher Assistants   | Mrs Mary Ventry             |
|                      | Mrs Wendy Perkins           |
| Office Administration| Mrs Simone Hillyer          |

## 2016 Term Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>27 January to 8 April</td>
</tr>
<tr>
<td>Term 2</td>
<td>26 April to 1 July</td>
</tr>
<tr>
<td>Term 3</td>
<td>19 July to 23 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>10 October to 16 December</td>
</tr>
</tbody>
</table>
Message from the Acting Principal

Dear Parents and Carers

Thank you for making an enquiry about the education offered at St Joseph’s School. We are particularly proud of the Christ-centred focus at our school and the way in which it enriches the spiritual, academic, social and physical development of the children in our care. The motto of St Joseph’s is “Grace and Justice” and these are the underlying principles that inspire a life of active faith and consideration for others. As with any school motto, it is hoped that these ideals are lived out in everyday life, at school and beyond. The commitment and dedication of the staff at St Joseph’s ensures that each child is given the opportunity to explore grace and justice in their own life.

The size of St Joseph’s is a great advantage to students; it allows for individual attention to not only ensure that a child works towards achieving their potential but it also allows us to address areas of concern in their learning. Different learning styles are a feature of the education process in the 21st Century and at St Joseph’s we endeavour to embed these into classroom practice. The use of technology is an integral part of the teaching and learning process at our school and students are encouraged to appreciate the fact that it is one of many educational tools to assist them in their formative years. Nothing replaces the guidance of committed, caring and dedicated staff and we are indeed fortunate to have such people at St Joseph’s. We acknowledge that parents are the primary educators of their children and we aim to work in partnership with parents and the parish community to enrich each child’s educational journey.

Students at our school are welcomed into the parish life of St Mary’s Parish, Bombala, and we work closely with the Parish Priest in aspects of the religious education of each child. The Sacramental Program is conducted in collaboration with the Parish Associate and students may undertake the sacraments of Reconciliation, First Eucharist and Confirmation. There is also the opportunity for community outreach at St Joseph’s whereby students contribute to the wider community through participation in fund-raising and town events, as examples.

I would encourage you to read the information in this booklet carefully and please don’t hesitate to contact the school if you require further information. A tour of the school may be arranged at a mutually convenient time by contacting the Principal, and our school community looks forward to welcoming you to St Joseph’s.

Yours sincerely

Phil Stubbs
Acting Principal
Introducing St Joseph’s Primary School

St Joseph’s Primary School was established in 1888 by the Sisters of St Joseph who taught in our school for over 100 years. The Sisters arrived in Bombala to fulfil a need in education and give Religious Instruction to Catholic children of this area.

At St Joseph’s Bombala we take pride in delivering an education that caters for a diverse group of learners in a rural setting. We aim to build a community where students conduct active investigations through research and higher order thinking into questions, issues and ideas. The school delivers learning programs that guide all students towards independent work with support matched to individual learning needs. We work with parents to build confidence and resilience, support individual learning and challenge students to think deeply and have high expectations.

We pride ourselves on our:

- Strong spiritual and nurturing nature based on the Gospel values of Jesus and following in the footsteps of St Mary MacKillop.
- Academic focus and excellence in teaching and learning.
- High personal achievement for all students in a challenging learning environment.
- Successful and innovative programs in arts, technology and sport.
- Dedicated and caring staff.
- Focus on responsibility, student leadership and respect.
- Development of social responsibility through our involvement with the local and wider communities.
- Strong communication with parents through weekly newsletters, teacher/parent meetings and information evenings.
- Active and involved parents and a hard-working and dedicated School Community Council.

Parents play a significant part in the school through their participation in special celebrations, classroom support and school assemblies as well as assisting with raising much needed funds through running street stalls, raffles, catering for functions, the annual Debutante Ball. Parent involvement is integral to the running of the school canteen and routine maintenance of the school grounds.
Vision and Mission Statement

Vision Statement

To Learn
To Challenge
To Transform

Mission Statement

At St Joseph’s we aspire to be a Catholic community in the spirit of St Mary MacKillop that challenges, transforms and learns together by:

- Encouraging and reflecting Gospel values in all that we do
- Promoting and modelling respectful relationships with and between students, teachers, parents, parishioners and the wider community
- Providing a stimulating and challenging teaching and learning environment that addresses the diverse needs of our students
- Focusing on developing an inclusive, accepting and nurturing environment
- Building resilience, creativity, individuality and a sense of purpose in our children
- Providing a safe, secure and stable environment where our students can be guided in making and taking responsibility for decisions and can work towards realising their full potential
St Joseph’s Primary School follows the NSW curriculum framework.

**Religious Education**
At St Joseph’s we endeavour to:

- Develop a loving relationship with God revealed through Jesus and the wonders of God’s creation.
- Develop a sense of belonging to a Catholic community with knowledge of the life, faith, tradition and mission of the Catholic Church.
- Promote principles and skills to reflect, discern, critically think and decide how to actively live as a committed Christian in the wider community.
- Nurture a realisation and appreciation for the diversity and value of each individual and a respect for different cultural traditions and religions.
- Develop a capacity to support the faith of the individual, families and community with a sense of peace, harmony and compassion.

Religious Education is an essential and valued area of learning which develops students’ religious literacy in the light of the Catholic learning tradition, so that they develop as people, learners, community members and contributors to society.
**Literacy**

Literacy is the ability to read, write and use written language appropriately in a range of contexts, for different purposes and to communicate with a variety of audiences. Reading and writing, when integrated with speaking, listening, viewing and critical knowledge, enables a speaker to use language appropriate to different social purposes and situations.

Reading, Writing, Listening and Speaking are the components of English, taught within a holistic approach. We believe that each aspect is dependent upon the others. Literacy and numeracy are integral to effective learning across the curriculum.

We endeavour to provide a rich language environment with children listening and talking, reading, writing and viewing from the first weeks at school.

**Numeracy**

Mathematics involves observing, representing and investigating patterns and relationships in social and physical phenomena and between mathematical objects themselves. The beliefs, values and assumptions about Mathematics and about students’ learning in Mathematics which underpin the curriculum are:

- Mathematics is versatile
- Mathematics is responsive to change
- Students should be actively involved in their Mathematics learning
- Mathematics learning should be valued and built upon what students know
- Mathematics learning should be accessible to every student
- Students perspective of Mathematics arises from their real-world experiences and interests
- Learning in Mathematics may be achieved through a variety of learning styles, and
- Students need to talk and write about Mathematics

At St Joseph’s we have a numeracy block of class time. This block is wholly devoted to improve and challenge students’ numeracy skills. Through the structure of the Numeracy Block students are provided with the opportunity to work as a whole class and in small groups with similar needs, as they are challenged to apply and discuss numeracy strategies.

In the Numeracy Block explicit teaching and learning practices are in place, progressing through Modelled, Guided, Independent and Shared activities.
Science

Science is seen as an integral part of the modern world. For personal, social, environmental and economic reasons, young people must be well equipped to be active participants in our changing and evolving scientific and technological society.

Science learning experiences assist students to:

- Understand and apply scientific knowledge,
- Act for an environmentally sustainable future.

The implementation of the Science strand of the Australian Curriculum included the adoption of the Primary Connections units of work as a major resource. These units are integrated with Literacy skills and relate the application of the content to the real world. Scientific knowledge is generated by particular methods of inquiry to pose questions, collect evidence, develop and test ideas, and refine or refute them in the light of new evidence. When students have opportunities they may generate and explore scientific concepts and theories through a genuine inquiry process. They develop deeper understandings, as well as practical skills in applying that knowledge to new learning situations and problems.

Science is therefore an essential and valued area of learning which involves both scientific and technological content and processes.

Languages

At St Joseph’s we offer educational experiences in Indonesian language and culture.

Social and economic factors provide a strong rationale for a greater understanding of and open communication with, our Asian neighbours. Indonesia is one of Australia’s closest neighbours and an understanding of its culture, history and language and informed communication with Indonesia is vital for Australia’s national interests.
Health and Physical Education
Children are involved in a variety of sports which aim to improve their physical fitness and co-ordination. Our emphasis is on enjoyment, skill development and willing participation.

The Health and Physical Education curriculum focuses on students:

- Taking action to promote health,
- Being physically skilled and active,
- Managing self and relationships.

Regular exercise and fitness are an integral component of the curriculum.

In 2015 we participated in the Sporting Schools Program which allowed all students to have weekly tennis coaching sessions and practice under the guidance of an accredited coach as part of the school’s physical education program.

St Joseph’s children have the opportunity to represent the school in a wide variety of sports at school, district, state and national level.

HSIE – Human Society in its Environment
The social sciences challenge students to make responses both as individuals and with others, to important issues. Students are equipped to seek change and helped to find the confidence to manage the future. This learning area focuses on the need to live in peace and harmony in our independent and interconnected world of natural and social systems.

Specifically, the Australian Curriculum History component takes a world approach within which Australian history is taught; and the Geography Curriculum integrates knowledge of the natural sciences, social sciences and humanities to build a holistic understanding of the world.

Students’ learning covers significant matters such as ethics, social justice and ecologically sustainable development. They are actively involved in:

- Gaining knowledge and skills
- Clarifying and articulating their attitudes, values and beliefs about themselves, others and their place in society and the environment
- Making decisions and choices
The Creative and Performing Arts
St Joseph’s Primary School has an exceptional Visual Arts Program. Our classroom assistant, Mrs Mary Ventry, works with the children on developing their capacity to create, present and appreciate a range of art forms.

Mr Bennett conducts music sessions with the Infants, Primary and Senior children teaching them the fundamentals of music:

- Pitch, scales, modes, and chords,
- Keys and intervals,
- Rhythm and form.

St Joseph’s has held student-initiated Art Exhibitions, as well as performed musically for various audiences including the residents of the Currawarna Retirement Home and the opening of the Bombala Men’s Shed.
Information and Communication Technology

A key aim of ICT at St Joseph’s is to ensure the children are competent and confident in using technology to support and enhance their learning.

St Joseph’s has a two-to-one classroom ratio for iPad ICT sessions where children learn and develop through specifically selected interactive iPad programs. We use a SharePoint program so children can stream their iPad activities and creations onto our interactive whiteboards and present their work to the whole class from their desk. Professional development is regularly undertaken by staff to ensure their familiarity with the application of ICT.

If you are interested in finding out more about St Joseph’s endorsed iPad apps please contact your child’s classroom teacher.

Library

Library day is Wednesday for all classes; please ensure your child has their library book and bag.
Beginning School

It’s a big change for a five year old to pass from the intimacy of the family circle to school, even if he/she has attended pre-school. Below are listed some practical ways in which you can help this transition.

Ensure all articles brought to school (shoes, hat, jumper, bag, books, lunchbox, etc) are marked clearly in a prominent place with the child’s first name and surname.

Teach your child to:

- Tie shoelaces, do up buttons, put on and take off outer clothing without help.
- Recognise his/her name among other names.
- Repeat his/her name and address.
- Use his/her handkerchief/tissue and put it away/dispose of it appropriately.
- Put away toys, books, etc. after use.
- Be fully toilet trained; use the toilet unassisted.
- Wash his/her hands and flush the toilet unassisted.
- Know how he/she travels home after school (some people use key tags attached to bags if there are different routines on certain days)
- Open and close his/her school bag and lunch box.
- Listen to stories, look at pictures and talk about them.
- Greet teachers and companions by title and name.

In addition to the above, your child’s greatest asset is the development of a measure of independence. While we endeavour to provide a happy, safe and nurturing environment please remember that the school does not replace the home, but complements it.

We look forward to working in partnership with you in the education of your child.

School Hours

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00am</td>
<td>School Commences</td>
</tr>
<tr>
<td>11.10am - 11.30am</td>
<td>Recess</td>
</tr>
<tr>
<td>1.10pm - 1.55pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>3.10pm</td>
<td>End of day</td>
</tr>
</tbody>
</table>

Please note that supervision commences from 8.30am and finishes at 3.30pm. Please adhere to these drop off and collection times for the safety of your children.

Office Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8.30am – 3.00pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8.30am – 3.00pm (Please confirm)</td>
</tr>
<tr>
<td>Thursday</td>
<td>8.30am – 3.00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8.30am – 3.00pm</td>
</tr>
</tbody>
</table>
Homework

The purpose of homework given at this school is to allow children the opportunity to practice and receive affirmation for skills already presented in the classroom. It is a consolidation of your child’s learning and development which extends past the classroom into your home.

Each child will receive a navy homework bag which is to be used to keep your child’s homework and readers safe. School notes will also be sent home in this bag (when possible). Homework will be sent home with students on a Monday and collected on a Friday.

Recommended homework:

- K-6 reading each night (10-15 minutes)
- Yr 1-6: Spelling each night
- K-6 Maths activity sheet weekly
- Kinder – sight words

Newsletters and Notes

The school newsletter is currently the most important form of regular communication with parents and families. Parents will have the newsletter emailed to their nominated email address each week. If you require a hard copy of the newsletter, please send a note into your classroom teacher.

Regular notes and permission notes will be send home with your eldest child. These notes will also be made available on the schools website www.stjbombala.nsw.edu.au under the ‘Newsletter’ tab.

Absentee Notes

An absentee note for each day your child is absent from school is a legal requirement. 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
- Date note was written

If the school does not receive a note within three (3) days of your child’s absence a note will be sent home to fill in and return.
Sign In and Sign Out
If you are dropping your child off late or picking them up early, could you please sign them in/out in the book inside the door of the office.

Uniform

Students are required to wear correct school uniform. If for unforeseen reasons your child is unable to wear the correct uniform please send a note with them to school on the day.

BOYS

**Summer Uniform**
- Light Blue Polo Shirt
- Grey Shorts
- Black Leather Shoes
- Navy or grey socks

**Winter Uniform**
- Grey Trousers
- Light Blue Polo or Skivvy
- Navy Blue Polar Fleece or Jacket
- Black Leather Shoes
- Navy or grey socks

**Unisex Sports Uniform**
- Gold Polo Shirt
- Navy Blue Shorts
- White Socks
- Navy Blue Tracksuit
- Joggers

GIRLS

**Summer Uniform**
- Blue Check Dress or Navy Culottes and Light Blue Polo
- Black Leather Shoes
- White Socks

**Winter Uniform**
- Navy Slacks or Navy Culottes and Navy Tights
- Light Blue Polo or Skivvy
- Navy Blue Polar Fleece or Jacket
- Black Leather Shoes
- White Socks

**Uniform Orders**
All uniform orders are placed through the schools uniform officer Robyn Phillips on 02 6458 3347 or email [murry2@bigpond.com](mailto:murry2@bigpond.com). There is a variety of school uniform items available through the school clothing pool. The clothing pool operates on a donation basis.

Sports Days
K – 6 Tuesdays and Thursdays (this is subject to change).

Hair
Hair is to be tied back and off the face for students. No hairpieces are to be worn with the exception of the school coloured scrunchies, hair ties and clips.

Shoes
Students should wear black leather shoes on normal uniform days. Runners may be worn on Sport days.

Jewellery
Students are only allowed to wear studs or sleepers in their ears. No other jewellery is to be worn to school. Please contact your child’s classroom teacher if you have any concerns regarding this.
**Hats and Beanies**

St Joseph’s is a Sun Smart school. For this reason please ensure that your child has a school hat to wear each day during Term 1 and Term 4. If a child forgets their hat they will have to play in the shelter shed.

The school also has a school beanie in stock available to purchase from the Uniform Coordinator. We encourage children to wear this beanie when required during the cooler months.

**Canteen/Lunch**

**Canteen**

The School Community Council operates Canteen on Mondays. Order lists are sent home in Week 1 of Term 1. The canteen operates on a parent volunteer basis so if you are available to help out one Monday per term please contact Alana Chamberlain, Canteen Coordinator on 0428 871 044.

**Lunches/Recess**

Please note that St Joseph’s is a nut free school. Please ensure your child brings no nut products to school; this includes peanut butter, Nutella and snack products that contain nuts.

The students are not permitted to exchange their lunch/recess food items with each other.

**Healthy Snack Break**

A 10 minute Fruit Break will happen each day around 10am. At this time children will be able to eat fruit only. No processed or pre-packaged fruit items please. Please ensure all fruit is cut and ready to eat as staff will not be able to prepare fruit.

**School Rules**

St Joseph’s functions in an atmosphere of mutual respect between all members of the school community. If this underpins our relationships there is minimal need for interventionist behaviour management. However, if disciplinary measures are required beyond the classroom, parents will be advised as soon as practicable to assist in reinforcing our expectation of responsible behaviour on the part of all students.

The staff and students have identified and agreed upon three school rules:

- Be fair and kind
- Do my best
- Be Responsible

Your assistance with encouraging your children to follow these rules would be greatly appreciated.
Church

The whole of school will attend Parish Mass on the first and third Wednesday of each month. Mass commences at 9.30am, please feel free to come along.

Sacraments
The Sacramental Program is conducted with the valued assistance of our Pastoral Associate, Sister Teresa. In 2015, students will be involved in the Reconciliation and First Eucharist programs. Further details will be provided during Term 1.

School Counsellor

St Joseph’s has access to a School Counsellor who is employed by CatholicCare. The counsellor visits the school during each term and appointments may be made through the Principal for student and/or family consultations.
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). Below are the listed fees for 2015; each year school fees are reviewed and subject to increase.

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEO Tuition Fee</td>
<td>$268 per family per term</td>
<td>Catholic Education Office fee to offset salary costs across the Archdiocese.</td>
</tr>
<tr>
<td>Resource/ICT Levy</td>
<td>$45 per child per term</td>
<td>Covers essential classroom and ICT resources (eg. Internet, stationery, ICT upgrades)</td>
</tr>
<tr>
<td>Maintenance Levy</td>
<td>$25 per family per term</td>
<td>Maintenance and repairs to school buildings</td>
</tr>
<tr>
<td>Operating Levy</td>
<td>$55 per family per term</td>
<td>Allocated to ongoing utility costs and resources acquisitions.</td>
</tr>
<tr>
<td>Excursion Levy</td>
<td>$12 per child per term</td>
<td>Subsidises the transport and other costs associated with school activities.</td>
</tr>
<tr>
<td>Parents &amp; Friends Levy</td>
<td>$25 per family per term</td>
<td>Supports the fundraising efforts of our SCC to purchase additional resources for the school.</td>
</tr>
<tr>
<td>School Building Fund</td>
<td>$10 per term per family</td>
<td>Allocated to capital expenditure items and essential school infrastructure approved by the Parish Priest. These fees are voluntary and tax deductible.</td>
</tr>
</tbody>
</table>

1 Child = $440.00 per term / $1760 per year  
2 Children = $497.00 per term / $1988 per year  
3 Children = $554.00 per term / $2216 per year

School Fees are sent out by Week Two of each term with a due date of four (4) weeks. Fees can be paid by cash, cheque, B-pay or direct debit. If you wish to set up a direct debit arrangement please contact the office for forms.