

WELCOME

ST JOSEPH'S SCHOOL
QUEENS PARK

St Joseph's is a double stream, co-educational, Catholic Primary School, catering for students from Pre-Kindy to Year 6.

St Joseph's was established in 1915 by the Mercy Order of Sisters and many of their foundation principles underpin the traditions of the school.

One of these traditions is the care and concern for each and every individual of the St Joseph's Community; student, staff and parents. Gospel values of truth, justice, endurance, dignity, charity, peace and compassion remain central to our teachings and practices.

St Joseph's is a faith sharing community with close links to the Parish. The Parish coordinates the Sacramental Program in close liaison with the school. Children complete Reconciliation in Year 3, First Communion in Year 4 and Confirmation in Year 6.

Students have access to an up to date computer lab, modern library and specialist teachers in physical education (Kindy - Year 6) and Italian (Years 2-6). Children have the option of participating in a number of School and Interschool Carnivals and are fortunate to have access to St Norbert College swimming pool for training. The children also have a performing arts teacher and have performed at an extremely high level in a number of competitions.

A comprehensive capital development plan, which was completed in 2011, has seen a total rebuild and refurbishment of the school. The school now offers excellent facilities where children are safe and can reach their potential.

We support and encourage parents to extend their child's education beyond primary school through to St Norbert College. It is recommended that the enrolment applications for a place in the College are completed as early as possible. Enrolment brochures for St Norbert College are available in the front office.

Yours faithfully

John Rose
PRINCIPAL



St. Joseph's School
~ Vision Statement ~

We at St. Joseph's School Queens Park,
are a faith community striving to
recognise and respond
to the image of Christ in us all,
as we grow through work and prayer.

SCHOOL TIMES

Years 1 - 6

Classes start at 8.50am and end at 3.10pm
Morning Recess: 10.35am - 10.55am
Lunch: 12.40pm - 1.30pm

Pre-Primary

Classes start at 8.50am and end at 3.00pm
Pick up is from 2.50pm
Lunch: 12.30pm to 1.00pm

Kindergarten

Blue Group

Alternate Monday 8.55 – 3.05
Tuesday & Thursday 8.55 - 3.05

Gold Group

Alternate Monday 8.55 – 3.05
Wednesday & Friday 8.55 – 3.05

Pre-Kindergarten

Tuesday 9.05am-11.35am
Thursday 9.05-11.35am

The school office is open from 8.30am to 4.00pm

PLEASE NOTE THAT **NO** CHILDREN ARE TO BE
IN THE SCHOOL GROUNDS
BEFORE 8.30AM OR AFTER 3.25PM.

MISSION STATEMENT

Mission Statement

St Joseph's is a Catholic Parish Primary School where we aim to work closely with our families to provide a Gospel enriched environment which will enable our students to grow in God's guidance and strength as their lives go on. We aspire to enhance children's knowledge, values, skills and development in Information and Communication Technology, Literacy, Numeracy and Critical and Creative Thinking. We also strive to encourage cultural awareness and global sustainability, as outlined in the Western Australian Curriculum.

SCHOOL RULES and DISCIPLINE

St Joseph's School is a Christian Community and we are all members of that community. It is necessary for us to set down some rules by which members of our community will live. We hope these rules make it possible for everyone to gain the most from their time at St Joseph's.

1. Respect for people from all cultures
2. Respect for others
3. Respect for ourselves
4. Respect for sacred things
5. Respect for our school

The staff encourage a sense of self-discipline in each pupil. We encourage quiet involvement, courtesy and consideration of others.

Bullying is not tolerated and incidents are dealt with appropriately.

PARENTAL INVOLVEMENT

In welcoming new parents to the school community, we hope that all parents will actively participate in various areas throughout the school. We encourage families to participate actively with the P&F Association and the St Joseph's School Board and in all activities promoted through the school.

ENROLMENT POLICY

Enrolment to the school happens through an enrolment process.

A \$20.00 (GST included) application fee applies for the processing of all enrolments. This is non-refundable and does not guarantee your child will be offered a position at St Joseph's School.

We require an application form to be completed and submitted along with copies of

- Child's Birth Certificate
- Catholic Baptism Record
- Any other Sacramental record received
- Immunisation Records
- A copy of their latest school report (if applying for a grade above Pre-Primary)
- We also require a Parish Priest Reference form to be completed by your Parish Priest
- Any child born outside of Australia will require either a Citizenship Certificate or a copy of visa details for our records

Completing and lodging an application form does not guarantee an enrolment interview or a place at the school. Should a place become available we will contact you, an interview with the Principal will follow and should the application be successful an offer of enrolment is made to you.

We enrol children according to the following policy:-

1. Catholic students from the Parish with a Parish Priest Reference
2. Catholic students from outside the Parish with a Parish Priest Reference
3. Other Catholic students
4. Siblings of non-Catholic students
5. Non-Catholic students from other Christian Denominations
6. Other non-Catholic students

COLLECTION NOTICE

1. The School (the Diocese both independently and through its Schools) 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. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School. 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.
2. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health, School Education Act 1999 and Child Protection laws, including The Children and Community Services Act 2004.
3. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
4. 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.
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, government agencies, statutory boards, the Catholic Education Office, the Catholic Education Commission, your local diocese and the parish and/or schools within other Catholic Dioceses. Information is also disclosed to government authorities such as Schools Curriculum and Standards Authority the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.
6. In addition to the agencies and purposes cited above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain aggregated school information relating to the circumstances of parents and students on the MySchool website.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians.

COLLECTION NOTICE CONTINUED

9. 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.

10. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

11. 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.

12. On occasions information such as academic and sporting achievements, pupil activities and similar news is published, in both hard and digital copy, in School newsletters and magazines and on our website.

13. We may include your contact details in a class list and School directory.

14. 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.

15. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our intranet. The School will obtain separate permissions from the students' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet. We may include students' and students' parents' contact details in a class list and School directory.

16. 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 this information to third parties.

EARLY CHILDHOOD EDUCATION

Kindergarten & Pre-Primary Classes

Every opportunity is presented for a positive learning environment in Kindergarten and Pre-Primary classes for valuable developmental experiences across all curriculum areas. All work is carefully planned and programmed and includes a nurturing religious education experience based on Gospel values.

Social/Emotional Development is particularly catered for through group activities, friendship and play activities, rhythmic activities, and among other facets of learning experience, role play and 'make-believe' activities.

Physical Development is nurtured in areas which concentrate on gross motor skills and fine motor skills. The staff are trained in presenting their groups with wide ranging activities and experiences which assist the child through normal developmental stages. Games and activities are designed to assist pupils with walking, hopping, jumping, climbing, throwing and catching activities. These gross motor skills enhance the development of fine motor skills including activities such as shaping dough, reproducing letter shapes, painting, drawing and building towers with blocks.

Literacy and Numeracy Development is provided for through an emphasis on Cognitive Development activities and experiences in communication development. Like all areas of preparation and programming, activities are presented in ways to encourage and stimulate development in language and math's areas. Sundry activities include storytelling, card games, letter activities, writing and copy activities, listening games, counting games, number recognition and developing patterns.

Throughout the early years of school experience you are encouraged to help your child enjoy the Kindergarten and Pre-Primary experience without applying pressure to perform. The child whose natural developments are warmly encouraged will establish quality foundations to perform when he or she is reading in areas of literacy and numeracy. A more structured approach is further programmed when the child moves on to Year One.

SAFETY OF THE CHILDREN

Parents are responsible for the safety of their children at all times. They transfer this responsibility to the school during the hours of 8.30am to 3.25pm, Mondays to Fridays. The school takes this responsibility seriously and so the following should be observed at all times.

- 1) Parents are required to contact the school by phone prior to the commencement of the school day if the child is to be absent. If the school is not notified of the absence the parent will be contacted by text message to inquire why the child is not at school. Parents are then required to phone the school to explain the absence.
- 2) Parents are required to send a dated note of explanation for any absence, when the child returns to school. A note is also required when the child is late for school in the morning.
- 3) No child will be allowed to leave the school grounds during school hours. If a child has to leave for a dental appointment etc., parents must advise the teacher in writing and the child must be collected by an adult.

ALL parents and visitors entering the school between 9.15am and 2.45pm must sign in at the office and get a badge. This badge must be worn at all times while on school grounds. When leaving the school please do not forget to sign out and return the badge.

If you are helping in a classroom, on the reading roster, helping in the canteen, your children are arriving late (after 9.15am), taking your child to a medical/dental appointment, or just dropping off lunch, delivering forgotten homework/clothing etc **you must sign in in the appropriate file at administration and get a badge.**

A child cannot be released from the classroom unless you are wearing the appropriate badge. If you do not have a badge, class teachers will remind you to go back to the office to sign in.

Please note: The gates leading into the school will be closed from 9.15am until 2.45pm.

While we are aware this may seem inconvenient, please remember we have the safety of your children in mind.

SCHOOL / FAMILY COMMUNICATION

A newsletter is emailed each week from the school with announcements, news and community notices. Occasionally the School Board and P & F send their notices with the school newsletter. Hardcopies of the newsletter are available from the office. The newsletter is also on our website www.sjsqp.wa.edu.au for viewing.

At the beginning of the school year a formal, evening meeting takes place between the class teacher and the parents. The purpose of this meeting is to outline the year's aims and activities.

At the end of Term one there is a formal interview between class teacher and parents.

In the middle of the year a formal written report for each child is sent home to the parents.

At the end of the year another formal written report is sent home to parents. Portfolios of students work are sent home at the commencement of Term 2 & 4.

Parents are encouraged to attend our fortnightly assemblies, sports carnivals and all school functions, Masses and Liturgies.

Informal contact between parents and teachers to discuss children's progress is encouraged, but this should not take place during class time. Please contact the teacher through the child's communication diary to arrange a suitable time.

SCHOOL NURSE

The school nurse from the Willetton Health Centre periodically visits the school. An appointment with the nurse can be made through the class, a teacher or principal for special circumstances.

DENTAL THERAPY

Dental treatment is available through the Dental Therapy Clinic attached to Queens Park Primary School. The clinic's number is 9451 1015.

HEALTH

If a child becomes sick during the school day, or has an accident and needs medical attention, parents will be immediately notified if possible so that arrangements can be made for proper care.

If a child requires medication to be administered during school hours, parents are asked to complete Medication Request Forms, available from the office. Children should not keep medication at school, it must be left with the class teacher (after discussion with the teacher) or in the office. We request that parents honour their own and our responsibilities regarding medication for children.

If your child has an allergy or medical condition that may require us to care for them in an urgent situation eg Asthma, Bee Sting Allergy, Peanut Allergy, Epilepsy etc. we require Emergency Action Plan forms to be completed. These will guide us in caring for your child should the need arise. The forms are available from the office. Parents, we ask that you fully inform your child's class teacher and office staff of all aspects of your child's condition.

In cases of infectious diseases, Health Department guidelines for teachers and local authorities are to be followed.

Parents are asked to keep the school regularly updated on their child's medical history, and current telephone numbers (home number, mother's and father's work numbers, and two other emergency contact numbers, ie. grandparents etc.).

Children's hair needs to be regularly examined for head lice and/or nits. Treatment is available from the chemist, and parents should commence treatment as soon as the infection is discovered. The school should also be informed, and children kept at home until they are clear of lice/nits.

**PLEASE DO NOT SEND
SICK CHILDREN TO SCHOOL**

PHYSICAL EDUCATION

Physical Education is a compulsory part of our school curriculum and all children are expected to participate in the activities, unless prevented from doing so for medical reasons, and then a note is required. Children must wear sports uniform as required.

EXCURSIONS AND CAMPS

Excursions and camps are aimed at enriching the work in the classroom, increasing general knowledge, developing an appreciation of our country, socially enjoying each other's company and encouraging class spirit.

PARKING

There are several parking options at St Joseph's School available to parents. These are continually being reviewed to ensure the safest practice applies for students.

Parking arrangements are placed regularly in the newsletter.

TRAIN / BUS TRAVEL

Some of our students travel to and from school by train and/or bus. It is always important for parents to remind pupils about their behavior when travelling to and from school. Any incidents which may put pupils at risk are to be reported to the school as soon as possible.

ROAD SAFETY / PEDESTRIANS / BICYCLE RIDERS

All pupils who walk or ride bikes to school are in need of reminders about road safety. It is school policy to support the State law with respect to the wearing of bicycle helmets. All bicycle riders are to wear a helmet when riding their bikes to and from school. Please encourage your children to ride safely.

NO BIKES ARE TO BE RIDDEN WITHIN THE SCHOOL GROUNDS

CANTEEN

The school canteen is open each week day from 8.30am. Lunch orders may be placed through the canteen before school or online via the canteen online website-www.ouronlinecanteen.com.au .Menus/price lists are available from the office or canteen.

HAIR and GROOMING

Children are to be responsible for their own appearance and it would be appreciated if children could have clean shoes, shirts tucked in and socks up, as well as careful grooming and brushing of hair.

Hair should be

- Clean, neat and tidy.
- Long hair (collar length and longer) for both boys and girls should be tied back firmly away from the face.
- Extreme hairstyles are not permitted.
- Rat's Tails are not permitted.
- Coloured or dyed hair is not permitted.
- Number one haircuts are not permitted.

DRESS

From Year One, children must wear correct uniform at all times (see uniform list). If children are wearing the incorrect uniform a note will be sent home informing parents. If a child has a reason to be out of uniform, a written explanation to the class teacher is required from parents.

Boys and girls wear plain black lace up or black Mary Jane shoes (or plain brown leather school sandals in summer, velcro surf type sandals are not appropriate), and plain, mainly white sneakers for sport lessons.

We have a compulsory NO HAT NO PLAY policy for children in place for the whole school year. Children without a hat will not be permitted to be out in the sun, they will be permitted to play in shaded areas only.

NOTE: Please ensure all items of clothing is clearly labeled.

JEWELLERY

Boys and girls are permitted to wear

- ☒ a watch
- ☒ a chain with a Holy medal
- ☒ studs or sleepers in lobe (small sleepers without accessories, two pairs maximum)
- ☒ a Medic Alert bracelet (this is the only bracelet permitted)

UNIFORMS

Throughout the term, the uniform shop is open on the following days:

- ◆ Monday 2.00pm - 3.30pm
- ◆ Thursday 8.30am– 11.30am

GIRLS

Summer Uniform (Terms 1 & 4)

- ☒ Blue uniform dress with embroidered crest.
- ☒ Black leather lace-up shoes (flat) or Black Mary-Jane type shoes with school socks (white ankle socks with blue and yellow bands).
- ☒ Plain brown (flat) leather school sandals, NOT surf sandals.
- ☒ School Hat.

Winter Uniform (Terms 2 & 3)

- ☒ Royal blue skirt or navy blue slacks with blue shirt with embroidered crest on pocket. Worn with school jumper.
- ☒ School tie.
- ☒ Black leather lace-up shoes (flat) or Black Mary Jane type shoes with navy stockings or school socks (white ankle socks with blue and yellow bands).

Sports Uniform

- ☒ Faction sports shirt and royal blue shorts.
- ☒ Royal blue tracksuit pants and gold sports tracksuit jumper.
- ☒ Plain sneakers (white with minimal coloured trim) and school socks (white ankle socks with blue and yellow bands).
- ☒ Girls are to wear sports briefs under skirts.
- ☒ One piece bathers should be worn for swimming, but two piece swim suits are permitted when worn with a t-shirt.

UNIFORMS

BOYS

Summer Uniform (Terms 1 & 4)

- ☐ Grey school shorts or grey school trousers with blue shirt with embroidered crest on pocket.
- ☐ Black leather lace-up shoes with grey school socks.
- ☐ Plain brown leather school sandals, NOT surf sandals.
- ☐ School Hat.

Winter Uniform (Terms 2 & 3)

- ☐ Grey school shorts or grey school trousers and blue shirt with embroidered pocket crest. Worn with school jumper.
- ☐ School tie (compulsory in winter).
- ☐ Black leather lace-up shoes with school socks.

Sports Uniform

- ☐ Faction sport shirt and royal blue shorts.☐
- ☐ Royal blue tracksuit pants and gold sports tracksuit jumper.
- ☐ Plain sneakers (white with minimal coloured trim) and school socks (white ankle socks with blue and yellow bands).

PLEASE NOTE:

During the colder weather children are permitted to wear a jacket or coat over their school jumper. The jacket or coat is not to replace the school jumper and is to be worn with the school jumper. The jacket or coat may be worn to and from school and in the playground during breaks. It is not to be worn in classrooms during class. It is preferred that the jacket or coat be blue or yellow as these are the school colours.

Jackets are available in the school colours from the uniform shop.

SCHOOL FEES SCHEDULE 2018

	2018	2018
	<i>Per Term</i>	<i>Annual</i>
<i>Tuition PP to Yr6 (per child)</i>		
1st Child - 100%	\$275.00	\$1,100.00
2nd Child - 80%	\$220.00	\$880.00
3rd Child - 60%	\$165.00	\$660.00
4th Child - Free		
5th Child - Free		
<i>Tuition Kindergarten (per child)</i>		
1st Child - 100%	\$138.00	\$552.00
2nd Child - 80%	\$111.00	\$442.00
3rd Child - 60%	\$83.00	\$332.00
4th Child - Free		
5th Child - Free		
<i>3Year Old Kindergarten</i>	77 sessions	\$2,541.00
<i>Amenities Fee (per child)</i>		
Kindy (per Child)	\$11.50	\$46.00
PP-6 (per Child)	\$40.50	\$162.00
<i>Book List Fee (per child)</i>		
Kindy (per Child)	\$8.50	\$34.00
PP-6 (per Child)	\$17.00	\$68.00
<i>2017 Reading Eggs PP only (per child)</i>	\$4.75	\$19.00
<i>2017 Mathletics/Reading Eggs (per child) Yr 1 - 6</i>	\$10.50	\$42.00
<i>Edudance (per Child)</i>		
PP - 4	\$24.00	\$24.00
Yr 5 - 6	\$27.00	\$27.00
<i>Swimming Lessons Yr 1-6</i>	\$37.50	\$75.00
<i>Swimming Carnival Yr 4-6</i>	\$9.00	\$9.00
<i>P&F Levy (per family)</i>	\$20.00	\$20.00
<i>Building Levy (per family)</i>	\$55.00	\$220.00
<i>IT Fee Yr 5 & Yr6</i>	\$10.00	\$40.00
<i>Camp-Yr 6</i>	\$125.00	\$250.00
<i>Excursions will be added to each Term's fees as they arise</i>		

SCHOOL FEES

Health Care Card/ Pension Concession Card Fee Discount Scheme

Parents and guardians who are responsible for the payment of school fees and hold a current means tested Family Health Care Card or Pensioner Concession Card with the code "PPS" or "FA" are entitled to discounts on tuition fees.

In 2018 the discounted Health Care Cards tuition fees will be as follows

Kindergarten	\$300.00 per annum
Pre-Primary to Yr 6	\$300.00 per annum

To access this scheme, parents and guardians will need to show a valid Health Care Card or Pensioner Concession Card and complete an application form. Holders of cards that expire during the year will need to show their new card, once issued for the discounts to continue.

Applications forms are sent home with the first fee account at the start of the year.

Payment Options

To assist parents in meeting their school fee obligations, there are several options available for fees payment.

- 1) Payment of fees by term (accounts are sent home every term).
- 2) Payment of the year's fees in advance.
- 3) Payment of fees by cash/cheques/postal order.
- 4) Payment of fees using EFTPOS facilities.
- 5) Payment of fees by B-Pay.
- 6) Payment of fees by Direct Debit from your Bank Account (see school office for forms).

Parents experiencing difficulties with fees payment are asked to arrange a meeting with the Principal to discuss available options.

Please Note:

Fee changes for each subsequent year are announced in November at the Annual School Community Meeting of the St Joseph's School Board.

STUDENT TERM DATES – 2018



TERM 1

Wednesday 31st January to Friday 13th April

TERM 2

Tuesday 1st May to Friday 29th June

TERM 3

Monday 16th July to Friday 21st September

TERM 4

Monday 9th October to TBA

Scheduled P.D Days for 2017 (students do not attend).

Monday 30th April

Friday 1st June

Friday 17th August