

St Joseph's School WYNDHAM



Parent Handbook
2017

ST JOSEPH'S SCHOOL, WYNDHAM

School Vision

In the spirit of St Mary of the Cross MacKillop, St Joseph's School Wyndham is a welcoming and supportive Catholic Community. We challenge our community members to discover God in themselves and in others, and to live by Gospel values. We are committed to enabling personal growth and academic excellence. We respect cultural diversity and acknowledge and share our differences.

School Mission

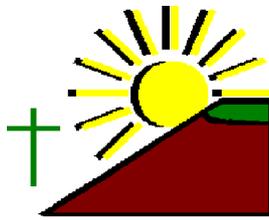
Recognition of the cultural diversity of St Joseph's School in Wyndham permeates all teaching and learning through mutual sharing of the development of meaningful relationships.

We develop relationships by:

- Bearing witness to Jesus' message by the way we live, the way we relate to each other, and participation in parish/school life.
- Providing a challenging and comprehensive curriculum that through best practise, promotes a respect of learning and a positive view of self as a lifelong learner for every individual.
- Ensuring that the needs of the whole person are met - spiritually, socially, emotionally, academically and physically.
- Demonstrating our support through open communication, pastoral care and service.
- Committing to continuously building partnerships with the community to encourage regular attendance and engaged learners.

Values and Beliefs

- We believe that the parents are the first educators of their children.
- We will always personally do our best to meet the needs of our students.
- We will support all staff and students to be their best.
- We will be honest and positive in dealing with all community members.



“WE ARE ONE”

The St Joseph’s School logo is a Cross with a representative graphic of the Bastion and the Sun. The cross reminds us that we are a Catholic School, centred on Christ. The Bastion (Five Rivers Lookout) and the sun are significant natural elements of the area. The Logo is completed with our school motto ‘We Are One’.

The school’s motto

‘WE ARE ONE’

St Joseph’s motto – WE ARE ONE – has several layers of meaning for the St Joseph’s School Community. It reflects the passage in Scripture where Jesus explains the possibility of our personal relationship with God being as close as the relationship Jesus has with God. It also acknowledges inclusive cultural diversity. Our motto reflects a family atmosphere and states that families and staff work together for the benefit of the students.

JOHN 17: 20 – 23

I do not ask for these only, but also for those who will believe in me through their word, that they may all be one, just as you, Father, are in me, and I in you, that they also may be in us, so that the world may believe that you have sent me. The glory that you have given me I have given to them, that they may be one even as we are one, I in them and you in me, that they may become perfectly one, so that the world may know that you sent me and loved them even as you loved me.

ST JOSEPH’S SCHOOL WYNDHAM

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Welcome

St Joseph's School focuses on Christ as our central inspiration. At St Joseph's School, God calls us all to work together in love, truth, justice and reconciliation. By becoming partners in the education of the children of Wyndham, students, parents and school staff journey together towards a fuller experience of God.

Working together, we aim to give the students the best education possible, nurturing their spiritual, social, emotional, physical and academic needs.

At St Joseph's School we aim to form young people who:

- Learn their value as human persons
- Respect the dignity, culture and rights of every human person
- Aim to live each day in the Christian way of love
- Develop the gifts of body, intellect, emotion, spirit and will use these gifts for the benefit of all.

At St Joseph's we encourage six values passed on to us from St Mary of the Cross MacKillop.

The values are:

Courage, Hope, Humility, Respect, Faithfulness and Integrity

Pastoral Care is integral to the daily life of our school and is experienced whenever people of our school community interact creatively. At St Joseph's School, we aim to realise the gifts within each person. The holistic education of each child is the central core for our mission as parents and teachers. The child is at the heart of all our teaching.

We believe that as parents and guardians you are the first and most vital teachers of your children. Keeping this in mind, the guidance, care, love and support that each child receives at home will benefit the follow up support that the school provides.

From all the staff at St Joseph's School, we wish you well as you work with us on our journey of evangelisation, education and witness for your children.

STAFF FOR 2017

Parish Priest – Fr Joel

Administration Assistant – Stacey Swartz & Kim Smith

Finance Officer – Stacey Swartz

Cleaner – Deb Strickland

Canteen Manager – Kim Smith

Garden/Grounds person – Brook Duffill

TEACHING TEAMS/RESPONSIBILITIES

Kindergarten/Pre Primary – Katie Dyson, Sally Johnson & Jean O'Reeri

Year 1/ 2 – Katie (Curly) Sanders & Tarney Johnson

Year 3/4 – Lyndal Archibald & Zabby Birch

Year 5/6 – Gabriella Somma & Sunny Duinker

Support Teacher – Carrie Smith

Physical Education – Carrie Smith

Attendance – Zabrina Birch

Community Liaison – All Aboriginal Teaching Assistants

Computer Technology – Carrie Smith

Religious Education Coordinator – Gabrielle Franco

Principal – Gabrielle Franco

SCHOOL TIMES

Early morning supervision begins at 7.00am in the art room or basketball court

Yard duty supervision begins at 7.30am

BELL TIMES – Monday to Thursday

7.40am Morning assembly – messages and prayer

7.45am Teaching and Learning commences

10.05am Recess

10.30am Teaching and Learning

12.30pm Healthy eating time

12.45pm Lunch Playtime

1.15pm Teaching and Learning

2.15pm Dismissal

BELL TIMES – Friday

7.40am Morning assembly – messages and prayer

7.45am Teaching and Learning commences

10.05am Recess

10.30am Teaching and Learning

12.10pm School Assembly

12.40pm Dismissal (after assembly)

For the children to benefit fully from the curriculum being taught at the school and to cause minimal disruption to others, students are expected to be punctual for all classes. It is vital that all children are at school ready to commence their day at 7.40am each morning.

PARENTAL INVOLVEMENT

Parents and friends in our community are very welcome to come into the school and help out in many varied ways. In all classrooms learning begins at 7.45am and parents are encouraged to come in and help in the classroom.

We encourage all parents to come and share their gifts and skills with us, please come and talk to one of our Teachers or Aboriginal Teaching Assistant's (ATA's) if you would like to be part of our day to day school life.

All classrooms have an 'open door' policy – parents and friends are welcome to join us any time. We would benefit greatly from your contribution to the life of the school community.

LITURGIES

Prayer and liturgies are celebrated daily and on special feast days and throughout the liturgical year. Whole school masses are held at different times during each term. Please see the school planner. The students and teachers put a lot of work into making the mass a prayerful and meaningful celebration. Parents are notified about these celebrations in the school newsletter.

Please come along as it is great to see lots of parents/community members celebrating with their children and supporting them in the nurturing of their faith.

ASSEMBLIES

Whole school assemblies are held every Friday at 12.10pm in the undercover area.

The assemblies are led by children from our student leadership team. Assemblies are a great chance to celebrate the children's achievements and give out awards for excellent classroom and playground achievements. Classes prepare an assembly item to perform at assembly each term. Please see the planner or newsletter for dates of class items. Assemblies are a valuable opportunity for parents/community members to come along and see the great work the children are doing in class, so please come along and show your support for the students and the school.

REPORTING TO PARENTS

Parent teacher interviews are held during term 1 and term 3. At the end of term 1 and term 3 an interim report will go home to parents. This will provide general information regarding your child's social and personal learning as well as a brief overview of their academic progress. At the completion of term 2 and term 4 a summative report will be sent home

Parents are welcome to make an appointment to see teachers at any time during the year.

LUNCHES

All students need to be provided with a healthy lunch every day. For children to be able to learn and work at their best level, they need to have regular healthy meals. Lunches are available from the canteen. All classrooms have access to a refrigerator so if lunch is being brought from home it can be kept cool.

Centre-pay facilities are available through the school office if you wish to make small regular payments from your benefits to cover canteen and uniform costs. Past experience has demonstrated that Centre-pay is the best way to keep abreast of costs.

UNIFORM

All students are expected to wear the correct school uniform to school. Uniforms are available from school – please enquire at the office. Students are expected to wear climate appropriate footwear.

St Joseph's Shirts – \$22.00

Shorts – \$12.00

Blue School Cap \$5.00

Blue school wide brimmed hat - \$10.00

HAT POLICY

In line with our Sun Safe Policy, the students are expected to wear hats at play, lunch and when participating in outdoor activities. If students do not have a hat they will be under verandas at lunchtime. Staff endeavour to remind students to leave their hats at school at the end of each day, so that they are ready for the next day's play.

USE OF TOILETS

Please ensure your child knows the correct behaviours when using the toilets. This includes flushing the toilets, washing hands and leaving toilet rolls on their holders. Children must be toilet trained before they commence school.

MEDICAL ATTENTION

The school only carries basic First Aid supplies. Please make sure your child's sores, boils and ailments are looked after at home or at the hospital before they come to school. If a child becomes sick whilst at school, they need to be taken home for the parent/guardian to take them to the hospital.

ATTENDANCE

By law, students from Pre-Primary to Year 6 are expected to be at school every day unless they are sick or are away on cultural or family business. It is helpful if you notify the school before or after the child's absence if they are sick. Students in Kindergarten are encouraged to attend school on all allocated Kindergarten days.

FACEBOOK

A directive from the Catholic Education Office encourages school staff not to 'friend' school families on Facebook. In small communities this is difficult, as some families become very close friends with school staff. Please be aware that if a staff member does not respond to your 'friend' request, it is not because they do not want to, it is because they have been asked not to. Please do not be offended.

BEHAVIOUR MANAGEMENT

At St Joseph's School we aim to lead the students to become responsible monitors of their own behaviour. As such, in the majority of cases, the laws of natural consequences apply. Students are expected to follow the class and school rules, which emphasise respect for themselves, for others, for property and for the environment. On the playground we expect the same respect as in the classrooms. Arguing and fighting, defiance of teachers and swearing at others is not acceptable at any time. We ask for parental support in this matter.

All staff follow the PATHs model when dealing with behavioural management of the children. PATHs is a program taught across our Kimberley schools which fosters knowledge of the self and promotes self-esteem, responsible choices and healthy relationships by promoting alternative thinking strategies. St Joseph's also uses the Rock and Water program. This program makes students aware of their bodies and their minds, teaching them to regulate their emotions and have strategies to deal with emotions that stop them from learning and communicating.

Parents are very welcome (and encouraged) to attend classes when the PATHs and Rock and Water programs are being taught. It is a valuable opportunity to hear the knowledge and strategies being presented to your child to help them become responsible and confident young people. We believe that by working together, the students have the best opportunity to flourish.

EMERGENCY PROCEDURES

At St. Joseph's School we are required to have both evacuation and lockdown procedures in place. Evacuation procedures involve displaying an evacuation plan in every classroom or work space and having a designated assembly area to gather if there is an emergency. To ensure the students are aware of what they must do in an event of an evacuation they will participate in evacuation drills throughout the year.

Lockdown involves the securing of all classrooms and ensuring the safety of all students and staff when there is a threat to the school. If a threat has been identified teachers will be asked to place their class into lockdown. This involves locking of all external doors, closing of curtains and gathering the students together in the classroom and maintaining a quiet and calm space. Classrooms will be opened when teachers are instructed by the Principal it is safe to do so.

COMPLAINTS

If a parent has an issue with a staff member, in the first place, you should approach that person to see if the problem can be resolved. It is better to sort the issue out before it escalates into unproductive talk and behaviour.

If the problem continues and is effecting the education of your child, the parent should take the issue to the Principal who will follow it up with the staff member, and report back to the parent with the outcome.

CODE OF CONDUCT

All parents are expected to read the School's Code of Conduct and adhere to the guidelines outlined in the conduct. Parents are encouraged to discuss the contents of the Code of Conduct with their children, in particular the specific behaviours relating to students. The Code of Conduct can be downloaded from the school's website.