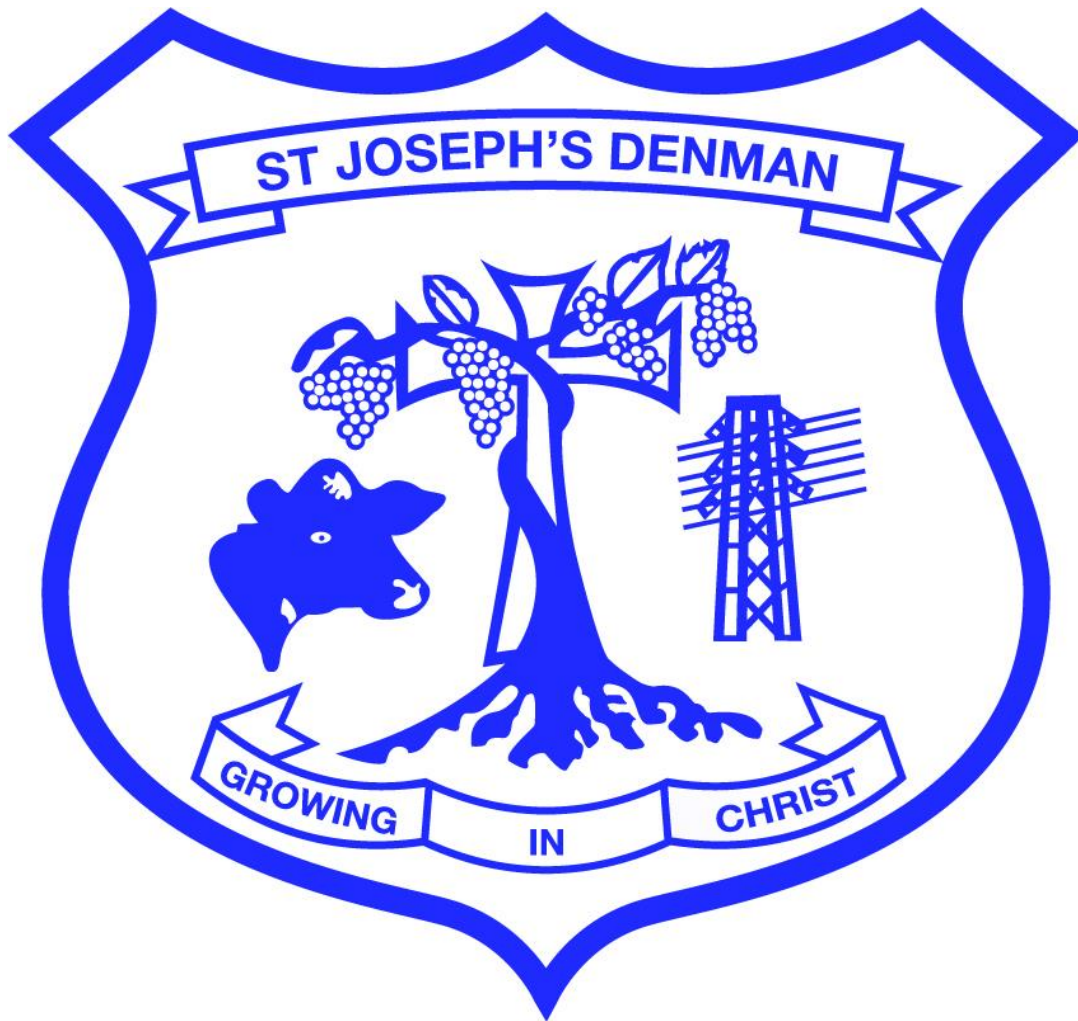


**ST JOSEPH'S PRIMARY SCHOOL
DENMAN**



Parent Handbook 2023

*A community inspired by Christ,
Striving for excellence.*

Principal's Message

Welcome to St Joseph's Primary School, Denman.

We take great pride in our Catholic identity, ensuring that Gospel values support all Key Learning Areas, school policies and procedures.

As a school we strive for academic excellence. We provide a meaningful and inclusive learning program which caters for the intellectual, spiritual, emotional, social and physical dimensions of every student.

Our school is a thriving community. The students of St Joseph's Denman enjoy their schooling because they are encouraged to fulfil their potential in all fields - academic, sport, music and the arts, by their professional teachers.

Our school community is built on active partnerships, working together with students, families, parishioners and members of the wider community.

We build upon early educational foundations laid by you, the first educators of your children. As such, we encourage families to continue an active role in their child's education.

Our school community is an open and caring community where social justice, honesty, compassion and love are nurtured and valued. We recognise and celebrate all that is good in our school, family, community, country and the world.

Helen Whale
Principal

The Catholic Dimension of Our School

Our school motto "*Growing in Christ*" is a sign to all, that Jesus Christ is the focus of all that we do at St Joseph's School.

Religious Education lessons deepen the child's understanding and knowledge of the Catholic Faith. Christian values permeate the whole school, creating a climate that will help children flourish.

Religious Education becomes meaningful when young people relate their study to real life situations. At St Joseph's, Religious Education certainly takes on this dimension. It endeavours to help the students develop Christian attitudes and values which they are encouraged to live out in the school and beyond.

We recognise that parents are the first and most important educators of their children in matters of faith. It is your witness and commitment that lays the foundation for your child's Christian formation.

Preparation for the Sacraments of Reconciliation, Eucharist and Confirmation is parish based and supported by parish and school religious curriculum. Under Diocesan Guidelines, the parents discern readiness for participation in Sacramental preparation. The Parish sacramental team advises as to when preparation meetings are held with information published in the school newsletter.



TERM DATES FOR 2023

1st Term	<i>Mon 27 January – 6 April</i>
2nd Term	<i>Mon 24 April – Fri 30 June</i>
3rd Term	<i>Mon 17 July – Fri 22 September</i>
4th Term	<i>Tues 9 October – Fri 19 December</i>

School Times

8:57am	Assembly bell.
9:00am	Classes commence
11:00am	Lunch
11:50am	Classes resume
1:25pm	Recess
1:55pm	Classes resume
3:00pm	Dismissal

The playground is supervised between 8.30am and 3.05pm.

For your child's safety and welfare, they should not be on the playground while it is unsupervised.

St Nicholas OOSH operates 5 days a week in Denman, for before and after school care. The teachers from both the school and OOSH provide safe, supervised passage from one site to the other (approx. 200 metres). St Nicholas OOSH can be contacted on 0408320408.

Attendance

Education in NSW is compulsory. Principals are legally responsible for keeping accurate records of student attendance. The Principal has the right to question parents or carers requests for their child to be absent from school. Principals are also responsible for deciding if the reason for absence is justified.

Parents and carers are asked not to withdraw their children from school for family holidays. If your family holiday is in school time, inform the Principal in advance and request leave and/or exemption from school. Forms are available from the office.

Any absence from school for 10 school days or more requires an application for exemption. It is required under the Education and Public Instruction Act 1987 that a message explaining a child's absence from school be supplied by the parents or carers. Parents may communicate absence via the Compass App (see details later for further instruction), by a phone call or email to the school. If advice of absence is not forthcoming after 7 days, then the child is marked 'Absent without Leave.'

If a child arrives at school after 9.00am, please accompany them to the front office and sign them in with the Compass kiosk. If you are collecting your child before 3.00 pm, please come to the front office and sign them out via the Compass kiosk and your child will be called from class to meet you there.

Parents will be notified via COMPASS automatically if your child is absent and an explanation has not been provided.

Planned leave of more than 10 days (not sick leave) requires an application form from parents seeking appropriate leave from school. This must be completed prior to the intended leave.

Child Protection

We take child protection seriously.

Catholic schools in the Diocese of Maitland-Newcastle are committed to providing safe environments for students. Whilst we have a legal obligation to protect children, this commitment is central to our Catholic beliefs. At St Joseph's Primary School, we believe that all children have a right to a safe environment, which is free from any form of abuse or harm. At St Joseph's Primary School, relationships between adults and children are governed by trust and Gospel values.

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a parent sending your child or children to a Diocesan school, you should be aware of your rights and obligations in protecting your child and all children in our schools. We do this through the implementation of and compliance with the National Safeguarding Principles for Child Safe Organisations and the National Catholic Safeguarding Standards.

The Children and Young Person's (Care and Protection) Act 1998

In NSW we can report certain information to the Department of Communities and Justice (DCJ). If we are concerned *for one* or more of the children in the school, we can discuss our concerns with a teacher, Assistant Principal or Principal. We can report our concerns to the Child Protection Helpline (Ph. 132 111, 24 hrs/7 days) if we have reasonable grounds to suspect that a child or young person is at risk of significant harm and our concerns are current. Risk of significant harm may occur from a single act or omission or to a series of acts or omissions.

It is better to be safe than sorry, so if uncertain, talk to a staff member at the school.

Part 4 of the Children's Guardian Act 2019

This legislation defines Diocesan schools as a 'schedule 1 entity' and as such we must have systems for preventing, reporting (to the Children's Guardian) and investigating reportable conduct.

All staff and volunteers that hold a working with children check in Diocesan schools fall within the scope of Part 4 and may be investigated for alleged 'reportable conduct' which includes sexual offenses, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children.

The Office of Safeguarding is the Diocese's specialist child protection service who works with the Children's Guardian to ensure the Diocese meets its obligations under Part 4 of the Act. Information about the role and functions of the Office of Safeguarding can be found here: <https://officeofsafeguarding.org.au/>

As a parent sending your child to a diocesan school, you are expected to be an active participant in safeguarding your child's wellbeing. To do so, it is important that you have the best information available to you. The Office of Safeguarding website offers comprehensive details of the Diocese's approach to safeguarding children. You are also encouraged to be an active participant in the life of your school.

As a parent of a diocesan school student, if you are concerned for:

- the safety, welfare or wellbeing of one or more children in the school
- the conduct of a member of staff, a volunteer, contractor or other adult associated with the school

... you can:

- discuss your concerns with a teacher, assistant principal or principal
- talk to an investigator at the Office of Safeguarding (ph 4979 1390, during office hours)
 - *Office of Safeguarding-*
<https://officeofsafeguarding.org.au/reporting-abuse/>
- report your concerns to the Department of Communities and Justice's (DCJ) Child Protection Helpline (ph 132 111, 24 hrs/7 days) if your concerns constitute a risk of significant harm
- report to NSW Police if you believe a crime has been committed.

All visitors and volunteers who enter the school are required to sign in and sign out at the front office where they will be provided with a visitor's badge.

Communication

Parent Information Night is offered to parents of children Kinder to Year 6, in Term 1. This is to introduce you to the staff and allow you to hear of their plans and expectations for the year. It will also give you an insight into the school plans and objectives for the year ahead

The Compass school portal

Is the location for the most recent and up to date school calendar, school newsletters and general information. Parents are able to report student absences via the portal. The portal can be accessed via the app or the website:

- Go to <http://denman-nsw.compass.education>
- Log in using supplied username and password
- Upon login, you will be requested for a password change according to the criteria given

COMPASS APP:

- Look for the following APP by searching the app store (android and apple)

Compass School Manager



- Wait for app to load
- Search for the school: St Joseph's Catholic Primary-Denman
- Type in username and password
- Upon login, you will be requested for a password change according to the criteria given.

St Joseph's Newsletter

The school newsletter is the main source of information between school and home. It will be published every fortnight and is available from Compass via the app. The App is available on apple and android phones and is also available on the bottom of the main page of our school website – www.denman.catholic.edu.au .

Paper copies of the newsletter are available from the school's office if requested. The school website contains past Newsletters.

Communications between Home and School / School and Home

We acknowledge the need for close communication between the school and each family. We encourage all parents to contact us at any time when required. The school will notify home in the same way when appropriate.

When an academic or social interview is required, the classroom teacher should be the first 'port of call' for parents.

Important messages to parents will be posted as alerts on the COMPASS App.

School Assembly

A short assembly and prayer will be said each Monday morning at 9.00am under the covered outdoor learning area. Parents are welcome to attend this. Twice a term a Friday afternoon assembly will take place in the school hall. Individual, class and special awards are presented, and other special occasions are recognised. Across the semester all classes will present an item to highlight some aspect of learning.

All parents and friends are welcome to attend assemblies in person or to join us virtually via zoom.

Notes & Messages

Please notify the school of changes of address and/or changes in the medical condition of a student and/or changes in day to day travelling arrangements of children. The COMPASS App has an e-form for student absences and change of details. (This function not available via website.)

Transport to and from school

Bus Passes

- i) All Infants pupils (Kindergarten – Year 2) are eligible for a School Bus Pass Free.
- ii) Primary Pupils who reside greater than 1.6km radial distance from the school attended will also be eligible for free travel.
- iii) Bus Application Forms are available online – contact the school for information.
- iv) All students require a bus pass to travel on buses.

Private Conveyance Subsidy

- v) Parents who live at a distance greater than 1.6km from the school in an area not serviced by bus or who need to drive their children more than 1.6km from their gate to the nearest bus stop are eligible for Private Conveyance Subsidy. Forms are available online – contact the school for information.

Buses service our children from:

- Bureen / Yarrawa
- Dalswinton / Edderton Road
- Sandy Hollow / Mangoola Road
- Denman Road / Muswellbrook

Specific information on buses is available on the following site.

www.transportnsw.info/school-students

How to apply for free travel for the first time?

- Complete the online application form at - www.transportnsw.info/school-students
- Print, sign and date the completed application, then return it to the school for endorsement.
- The school will then send the endorsed application to Transport NSW.

To update your details, go to - www.transport.nsw.gov.au/ssts/updatedetails

All visitors and volunteers who enter the school are required to sign in and sign out at the front office where they will be provided with a visitor's badge.

Afternoon transport arrangements.

Parents are requested to inform the school if a change of routine occurs regarding their child's transport arrangements, mode of travel to and from school or supervision arrangements.

Students may go home with a person who is the emergency contact without notice being given.



Permission Note – Local Area excursions

A Parent's Authority and Consent Form is sent out each year. This form covers all planned activities where your child may need to walk to a sporting event, library or supermarket with their class teacher and participate in a learning activity.

Personal Belongings

Please ensure that all clothing and personal belongings are clearly marked with your child's name. Every effort will be made to find an owner for lost property and labelling makes the task easier.

Lost property is kept in the office.

School Office hours are 8:45am – 3:15pm.



Enrolment of Students

- Procedures to be followed will be those set out in the Diocesan Enrolment Policy which can be found on the CSO website.
- The enrolment period for Catholic Schools of the Diocese will usually be timed to coincide with, or precede that, of other schools.
- Children who turn 5 on or before May 31st are eligible to apply for enrolment to St Joseph's School. Students for Kindergarten are enrolled at the beginning of each school year. The enrolment period for the year opens in Catholic Schools Week – March each year.
- Students in our school, who are not Catholic, participate in the normal Religious Education lessons and other activities associated with the school's Religious Education Programme.

Code of Conduct

As members of our school community, you abide by the following Code of Conduct when enrolling your child in a Diocesan School.

School Community Code of Conduct

Members of Catholic school communities in the Diocese of Maitland-Newcastle agree to nurture and support each other's individual growth in faith, to create communities of respect and tolerance and to engage in the promotion of peace, justice and service of others.

The School Community Code of Conduct reinforces our understanding of the rights and responsibilities each of us have in ensuring we provide an environment where our students can thrive.

Upon acceptance of enrolment and as a condition of continuing enrolment in our Catholic schools, all members of the school community are bound by this code of conduct. School staff must also abide by the CSO's Code of Conduct for staff members available at: www.mn.catholic.edu.au/about/policies

Students in Catholic school communities agree to:

- ▶ Model positive behaviour to other students.
- ▶ Comply with and model school values.
- ▶ Behave in a safe and responsible manner.
- ▶ Respect themselves and other members of the school community both personally and through the use of all social media technologies at all times.
- ▶ Respect our school environment
- ▶ Actively participate in our school community.
- ▶ Support the learning of others and make the most of our educational opportunities.

Parents and volunteers in Catholic school communities agree to:

- ▶ Understand and abide by all diocesan policies, procedures and guidelines, which are available on the CSO website www.mn.catholic.edu.au/about/policies
- ▶ Model positive behaviour to their child and all children in the school community.
- ▶ Ensure children attend school on time, every day the school is open for instruction.
- ▶ Take an active interest in their child's school and their learning and to engage positively in all aspects of their child's learning,
- ▶ Participate in the Liturgical and Faith Life community of the school including participation in all aspects of the Religious Studies program regardless of personal beliefs.
- ▶ Work in a positive manner with the school to achieve the best outcomes for our child.
- ▶ Communicate constructively, respectfully and in a spirit of partnership with the school and use processes and protocols outlined in the Complaints and Grievances Policy (2013) when raising concerns.
- ▶ Communicate with their child's teacher or the Principal directly regarding any concerns about their child, other students, staff or community members.
- ▶ Reject aggressive, abusive and confrontational language and behaviour, as this is counterproductive to the sustainability of any relationship. Approaching students, community members and/or staff in a confronting manner will not be tolerated.
- ▶ Support all school staff to maintain a safe learning environment for all students.
- ▶ Treat all school staff, students, other members of the school community, visitors and volunteers with respect in all our dealings with them both personally and through the use of all social media technologies at all times.
- ▶ Discuss with the Principal any barriers to meeting the financial obligations agreed to at the time of enrolment and seek to form an agreement with the school to meet these.
- ▶ Ensure any agreement made with the school is honoured.



At the heart of everything there is always *Jesus Christ*

Curriculum / General

Key Learning Areas

The teachers at SJD have carefully planned and implemented scope and sequences of learning to ensure that your child has been provided with quality learning experiences covering all the mandatory outcomes for their current stage of learning. As our committed teachers assess students, the teaching and learning experiences are tailored to meet the needs of each learner. St Joseph's is truly an inclusive school that caters for all learners.

The school curriculum is organised into **Key Learning Areas** (KLAs). These are:

Religious Education

English

Mathematics

Science and Technology

Human Society and its Environment (including Geography & History)

Creative Arts

Personal Development / Health / Physical Education (PD/H/PE)

Class Structure

The curriculum is presented to children over a two-year cycle known as a stage. This approach acknowledges individual learning styles and differences. Therefore, the curriculum is structured not in year levels but in stage levels. The school plans, teaches and assesses, children's outcomes in Stages as recommended by the National Education Standards Authority (NESA).

St Joseph's Denman 4 classes: Early Stage 1, Stage 1, Stage 2, and Stage 3.

Early Stage 1	Kindergarten
Stage 1	Yr 1 and Yr 2
Stage 2	Yr 3 and Yr 4
Stage 3	Yr 5 and Yr 6

Assessment and Reporting

Assessment & Reporting at St Joseph's is critical in the educational process, as it provides relevant and useful information for teachers, students and parents about the learning that occurs over a period of time. Assessment at St Joseph's includes diagnostic, summative and formative tools and strategies, which are transparent and provide valuable feedback about student progress informs the direction of on-going teaching and learning.

Assessment and Reporting values teacher judgement as it is based on teachers' professional understandings of syllabus documents and standards of achievement.

Parents receive two digital reports each year: one at the end of Semester One, (Term 2) and one at the end of Semester Two, (Term 4). Parent-teacher-student interviews are encouraged throughout the year and information about these interviews is sent home with the Semester One report and at other times when deemed necessary.

Sport

It is important to the child's total development to participate as fully as possible in sporting programs. During the year students will participate in explicit skills development with their class teachers. There will also be opportunities for external coaching from professional sporting bodies. In past years, these blocks consisted of cricket coaching with NSW Cricket, Netball coaching with NSW Netball and Swimming with Austswim qualified instructors. Gymnastics is also offered.

Students at St Joseph's are given the opportunity to compete at school, regional, diocesan, Polding and state level competition for swimming, cross-country running and athletics.

Rugby league, football, netball, league tag, touch football, horse sports teams are also formed for interested students and supported by the school.

Students achieving high levels in their chosen sporting field are provided the opportunity to compete at higher levels to progress through pathways to state level competitions.

Information Technology

The school has internet access in all areas of the school. Information Technology (IT) is as *vital* in the learning process as it is in the world in which we live currently and the workforce that our students will enter in the future. Each child has been allocated a computer with which to supplement their learning. IT skills are explicitly taught in all class levels. Interactive Whiteboards are in all the classrooms.

Library

The school has a well-stocked Library from which the children may borrow each week. We ask that all children have a library bag to protect their books. Library lessons are taught, on Thursdays, by the Teacher – Librarian. The school also has close links to the Denman Library. Students are encouraged to take part in the Premier's Reading Challenge each year to enhance their reading skills whilst at the same time fostering a love and habit of reading.

Book Club

The Ashton Scholastic Book Club operates within the school. This provides children of all ages the opportunity to purchase books. Order forms are sent home regularly. Should you wish to make a purchase return your order with the

correct money to school by the date specified. Book Club can also be ordered online.

Staff In-Service Days (Pupil Free Days)

Each year five in-service days are set aside for staff development. These days enable teachers to work on various aspects of school development. These are days when pupils do not come to school. We will advise parents at least three weeks in advance of any Pupil Free Days to allow sufficient time for you to organise alternative arrangements. Notification will be made via the school newsletter. St Nicholas OOSH may be available for these days.

Positive Behaviour Management

The Positive Behaviour Policy aims to support and enhance the wellbeing of students, and all within the St Joseph’s School community.

The school is driven by a deep belief that: **Every student is worthy of love and respect and is capable of successful learning.**

The school environment is designed to be **safe and inclusive**, and to promote **academic rigour**.

A high priority is given to building and maintaining **positive and caring relationships** between staff, students and parents. Consideration for the pastoral care of the students and staff at St Joseph’s forms the basis of the Positive Behaviour Policy. Parental support in reinforcing the positive behaviour expectations of their children is of utmost importance.

A set of three guiding principles of positive behaviour has been adopted by the school community.

AREAS	BE A LEARNER	BE RESPECTFUL	BE SAFE
ALL AREAS AT ALL TIMES	Be a good listener Be an active participant – Have A Go! Be a team player Be focused – Work towards your goals!	Use kind words and actions Be polite and honest Care for our school environment Wear your school uniform correctly	Stop, Think, Act! - Make good choices Care for yourself and each other Be in the right place at the right time Safe Hands, Safe Feet!

Teachers explicitly teach what each of these behavioural principles look like, feel like and sound like.

Behaviour that does not align with the positive behaviour guidelines will be dealt with promptly and fairly following the Restorative Justice Triangle RJT (Appendix 1).

A full explanation can be found in the school's Positive Behaviour Policy found on the school website. <https://denman.catholic.edu.au/policies>

Bullying

St Joseph's is a school built on Gospel Values and using the Restorative Justice approach to dealing with issues. Bullying is not a part of our culture and is not tolerated. Procedures have been put into place so that children in our school are protected from bullying. (See Anti-Bullying Policy and Handbook) on the school website.

Excursions



We endeavour to provide an offsite educational experience for all students each year. Parents are given advanced notice of major excursions and the approximate costing.

Students in Stage 2 and in Stage 3 are involved in an over-night excursion throughout the 2 years of their stage. On the alternate year they will be involved in day excursions.

All other classes will participate in day excursions.

The cost of insuring students with Catholic Church Insurance during an excursion is automatically covered. Parents of students attending day excursions involving travel are also covered.

Homework

Homes have become difficult places for students to study because of the busy lives we lead. However, students need to develop the skills of time management as well as practise concepts learned through the day, to consolidate the learning. Parents are given the opportunity each year to determine if they wish for their child to be provided homework by the school. The school respects your right as parents to make this judgement.

Professional Learning Communities (PLCs)

A PLC is a process in which educators work collaboratively to achieve better results for the students they serve. By sharing the data collected and collaborating to analyse this data and develop strategies for increased student learning, teachers gain greater insight, momentum and effectiveness. All teachers participate in regular Case Management Meetings to ensure that all students are given the opportunity to achieve to a high level.

There is school and system-wide support in place to ensure high levels of teaching and learning at St Joseph's Denman –

The Pedagogical Mentor works as a coach with all teachers to ensure teaching practices are engaging, efficient and effective in increasing student learning to high levels.

The Gifted Education Mentor coordinates the identification of student strengths and ensures that SJD continues to offer a differentiated teaching program that caters for the diverse needs of all our students.

The Learning Support Teacher coordinates the support given to students with additional learning needs. This teacher also communicates with parents to ensure that there is clear line of sight between the student's needs and the support they receive.

The Aboriginal Education Teacher coordinates in class support for the learning needs of the students within our school who are of Aboriginal/Torres Strait Islander background as well as ensuring that the whole school curriculum is inclusive of indigenous history and culture.

Parents & Friends Association

The P&F meets monthly. Information regarding upcoming meetings is published in the Newsletter. All parents and friends are most welcome to attend these meetings. The support of the P&F is integral to the efficient running of the school.

School Canteen

Thanks to the generosity of our P&F, the school canteen provides lunches each Friday. The canteen price list is sent home at the beginning of each school year and upgraded from time to time.

Orders should have the child's name and class clearly written on a paper bag and the money enclosed.

Orders are to be placed in the canteen door shute by Wednesday afternoon.

Uniform Shop

This shop is operated by the school Parents and Friends Association. All uniform items can be purchased here.

A P&F order form is available on the school website or in the office.

The P&F also operates a clothing pool from which quality second hand clothing may be purchased.

The school uniform policy outlines the correct school uniform, which is to be worn at all times. If, for any reason, your child is unable to wear the correct uniform, a note of explanation is required.



Uniform

Expectations

The wearing of the St. Joseph's School Uniform is a mandatory requirement for all students. Strict adherence to the specifications as set out below is essential. These specifications have been established by the St Joseph's Parents and Friends Association.

- Uniform is always neat, clean and tidy.
- School shoes are polished.
- No nail polish, transfer tattoos or make-up is to be worn at school.
- A general tidiness in hairstyle (no mohawks/rats tails/colouring) and no fancy hair accessories. All accessories should be navy blue. Long hair is to be tied back off the face.
- Sleepers and flat studs only to be worn in pierced ears.
- All clothing is to be labelled.
- The wearing of the school hat is compulsory.
- Children are encouraged to bring a note to explain any variation from the school uniform.

BOYS

Summer: Grey shorts, mid-blue shirt, black shoes, grey socks, and school hat.
Shirts are worn tucked in for class time and assemblies. Shirts may be left out while at play.

Winter: Grey trousers, mid-blue shirt, navy jumper, grey socks, black shoes, school hat.

Shirts are worn tucked in for class time and assemblies. Shirts may be left out while at play.

GIRLS

Summer: Blue and white check uniform with blue buttons, black shoes, navy socks, and school hat.

OR

Navy shorts, mid-blue shirt, black shoes, navy socks and school hat.

Shirts are worn tucked in for class time and assemblies. Shirts may be left out while at play.

Winter: Navy slacks, mid-blue blouse, navy jumper, navy socks, black shoes, school hat. **Shirts are worn tucked in for class time and assemblies. Shirts may be left out while at play.**

Optional Jacket:

A fleecy lined navy and maroon jacket is an optional uniform item for boys and girls.

SCHOOL HATS MUST BE WORN AT ALL TIMES OUTSIDE.

Sports Uniform

Boys and Girls:

Maroon shorts, green and maroon T-shirt with school crest, maroon socks, joggers, and school hat, maroon tracksuit.

Jewellery / Hair / Makeup

For safety purposes no jewellery, except studs or sleepers, may be worn.

Hair should be neat and tidy. Long hair must be tied back.

Nail polish is not to be worn.

Makeup is not permitted.

Upper Hunter Conservatorium of Music

The UHCM provides music lessons for our students, during school hours (where possible) at the school. Parents who choose to avail themselves of this wonderful service pay fees directly to the UHCM. Lessons are held in violin, guitar, voice,

drums and piano. The students have studio recitals twice a year. Parents are also welcome to enrol in the program.

Complaints & Concerns - A Positive Approach

Concerns arise at schools for a variety of reasons, sometimes due to the very busy nature of the school environment.

In addition to solid teaching & learning, there are many extra curricula activities to enhance school life and a great deal of coordination is required. Accordingly, many considered decisions are made every day by our professional team to ensure the safety and wellbeing of students, staff and the wider community, and promote learning for all. At the same time, the school community is quite diverse, with many individuals or groups having vastly different opinions on how things should be done.

It is inevitable therefore, that times will arise when some parents agree with the school's actions while others disagree and wish to discuss the matter and seek clarification with the school. We welcome such discussions and encourage parents to raise issues so that they can be dealt with speedily and resolved to the satisfaction of all concerned.

Raising concerns or seeking clarification is not a negative experience if everyone focuses on it being a solution-focused experience by valuing everyone's opinions. The following process for presenting and managing parental concerns works well and is the way we manage all concerns at our school.

STEP 1: Try and find out the facts from your child before contacting the school. Many concerns are quickly resolved once the parent is aware of all the facts.

STEP 2: Let the school know via letter, email, telephone or in person that you have a concern, providing details of the issue.

STEP 3: The school WILL investigate the concern and the most appropriate person will contact you to discuss the matter, or to organise a meeting. Almost 100% of problems are resolved by this point.

STEP 4: If, however, the matter remains unresolved, make a formal appointment to discuss the issue with the Principal.

STEP 5: The Catholic Schools Parent Liaison Officer can be contacted on 49791127 to help solve problems if satisfaction has not been achieved through all the above avenues.

School Fees

The Catholic Schools Board of Maitland-Newcastle sets the tuition fees each year. The Catholic School runs at a managed resource level, which endeavours to balance the need for educational opportunity with the ability of the Catholic community to pay. The seriousness with which parents take their responsibility for meeting fees, and sacrifices which they make in the process, are appreciated however it is a matter of justice for all parents that each family undertake responsibility for making fee payments. We have a Diocesan Policy on the collection of fees and parents jeopardise the enrolment of their children by non-payment of fees. However, if you have a change in circumstance and need to discuss fees, please contact the office. **No family in genuine need will have their child excluded from school due to their inability to pay full fees.** Please discuss your need with the school principal.

Diocesan Family and School Building Levy (DFSBL).

An annual fee paid per family and is collected at the same interval as school fees. This levy covers both primary and secondary schools in the diocesan system. This fee is a family rate regardless of the number of enrolled students in the family or the number of systemic schools attended. The monies are used by the Diocese for building works including schools.

The Resource Fee: charged by the school. This covers items such as:

- *Exercise books and photocopying*
- *Computer hardware, software and licences*
- *Consumable textbooks (as required)*
- *Craft Materials*
- *Sports equipment*
- *Online Assessment*
- *Library resources*
- *Cleaning, Grounds maintenance and consumables*
- *Incursions (visiting performances – e.g. Special events, Life Education etc)*
- *Travel to local sporting events*
- *Author or artist visit*

Occasionally, opportunities arise for the children to experience events that we cannot foresee. In such circumstances, a permission note and request for payment will be distributed to the relevant classes.

School Fees can be paid weekly, fortnightly or by the Term. For information regarding Credit Card Payments, Direct Debit or BPay please ask at the office.

School fee accounts are sent out in the first week of each month. We ask that all accounts be finalised by Week 6 of each term.

The 2023 Annual Fee breakdown is as follows:

K-6 Tuition Fees (per student)	\$1,377.00
Resource Fee (per student)	\$ 555.00
DFSBL (per family)	\$1,517.00
Canberra Excursion (Stage 3)	\$ 435.00

Child Protection

We take child protection seriously.

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a volunteer working in a diocesan school, you should be aware of your obligations and responsibilities in protecting students from abuse or neglect.

Becoming a volunteer

To be able to volunteer within a diocesan school you are required to register online <https://www.mn.catholic.org.au/people/volunteer/> and complete all necessary checks, inductions and safeguarding training relevant to your volunteer role. This may mean you will be required to obtain a Working with Children Check and/or National Police Check. All paperwork and checks are to be completed and verified before you can commence in your role. Safeguarding training must occur within six months of your commencement as a volunteer.

The Children and Young Person's (Care and Protection) Act 1998

As a volunteer in the state of NSW you can report certain information to the Department of Communities and Justice (DCJ). You should discuss your concerns with a teacher, assistant principal or principal. You can report your concerns to the DCJ Child Protection Helpline (**Ph. 132 111**, 24 hrs/7 days) if you have reasonable grounds to suspect that a child or young person is at risk of significant harm and your concerns are current. Risk of significant harm may occur from a single act or omission or to a series of acts or omissions.

It is better to be safe than sorry, so if you are uncertain, talk to a staff member at the school.

Part 4 of the Children’s Guardian Act

Part 4 of the Children’s Guardian Act defines diocesan schools as a “schedule 1 entity” and as such we must have systems for preventing, reporting (to the Children’s Guardian) and investigating reportable conduct.

All volunteers who hold a Working with Children Check for the purpose of their role within a diocesan school fall within the scope of Part 4 and may be investigated for alleged “reportable conduct”, which includes sexual offences, misconduct, assault, ill-treatment, neglect, and behaviour that causes psychological harm to children.

As a volunteer “working” at a diocesan school, any alleged reportable conduct will be investigated. It does not matter if the conduct is alleged to have happened outside school and in your private lives.

The [Office of Safeguarding](#) is the Diocese’s specialist safeguarding and child protection service that works with the Children’s Guardian to ensure the Diocese meets its obligations under Part 4. As volunteers you should co-operate with any investigation conducted by the Office of Safeguarding.

The Child Protection (Working with Children) Act 2012

Under this legislation, people who undertake a role in child-related work in a paid or volunteer capacity in the Diocese of Maitland-Newcastle are required by law to have a Working with Children Check Clearance. This “clearance” can be obtained by applying online at <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> Volunteers receive a clearance for free, and it lasts up to five years.

Exemptions apply for volunteers who are a close relative of a student enrolled at the school. There is a “Statutory Screening Selection Tool” included in the online registration process to assist you with this.

Illness and Injury at school

St. Josephs School subscribes to the NSW Ambulance Service. This covers all pupils attending the school for free ambulance travel whilst at school. All staff are trained in Emergency Care and CPR.

From time to time pupils have accidents at school requiring medical care not able to be provided by the staff. Whilst every effort is made to contact parents when these cases arise, in the event of the child needing immediate care, the Principal will authorise appropriate medical care to assist the child.

Our facilities for the treatment of minor injuries at school are adequate. We ask that if you are doubtful in any way regarding the fitness of your child for school on a particular day that you arrange for his/her care at home.

Should your child become ill while at school, and it is considered advisable that he/she be sent home and we will *contact you by phone. If you are unavailable to*

be contacted we may require the services of the nominated Emergency Contact Person

It is important that detailed information regarding your child's medical needs or any sickness be given to the school and updated at regular intervals.

Should students require occasional medication while at school (e.g. antibiotics) this should be left with the school office staff. A Request to Administer Medication form must be completed by a parent of care giver. Parents of children who need to use Ventolin inhalers or the like, must provide details to the school by completing an Action Plan. **No child will be given medication unless written instructions are received from the parent/guardian.** If it is necessary for your child to take medication for an extended period, Diocesan procedure must be followed.

Infectious Diseases of Children

Consultation with your Doctor is recommended

Disease	How long to keep your child home so that she/he does not infect other children	Whether to keep contacts home. ('Contacts' are people who have been close to the patient for some time and could catch the disease)
<i>Amoebiasis (Entamoeba histolytica)</i>	<i>Exclude until there has not been a loose bowel motion for 24 hours</i>	<i>Not excluded</i>
<i>Campylobacter</i>	<i>Exclude until there has not been a loose bowel motion for 24 hours</i>	<i>Not excluded</i>
<i>Candidiasis</i>	<i>See 'Thrush'</i>	
<i>Chicken Pox</i>	<i>Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised children and less in immunised children</i>	<i>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</i>
<i>CMV Cytomegalovirus infection</i>	<i>Exclusion is NOT necessary</i>	<i>Not excluded</i>
<i>Conjunctivitis</i>	<i>Exclude until the discharge from the eyes has stopped unless doctor has diagnosed a non-infectious conjunctivitis.</i>	<i>Not excluded</i>
<i>Diarrhoea (No organism identified)</i>	<i>Exclude until there has not been a loose bowel motion for 24 hours</i>	<i>Not excluded</i>
<i>German Measles (Rubella)</i>	<i>See 'Rubella'</i>	
<i>Giardiasis</i>	<i>Exclude until there has not been a loose bowel motion for 24 hours</i>	<i>Not excluded</i>

<i>Glandular Fever (Infectious Mononucleosis)</i>	<i>Exclusion is NOT necessary</i>	<i>Not excluded</i>
<i>Hand, foot and mouth disease</i>	<i>Exclude until all blisters have dried</i>	<i>Not excluded</i>
<i>Haemophilus influenzae type b (Hib)</i>	<i>Exclude until the person has received appropriate antibiotic treatment for at least 4 days.</i>	<i>Not excluded</i>
<i>Head lice (Pediculosis)</i>	<i>Exclusion NOT necessary if effective treatment is commenced prior to the next day at child care.</i>	<i>Not excluded</i>
<i>Hepatitis A (Infectious Hepatitis)</i>	<i>Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice.</i>	<i>Not excluded</i>
<i>Hepatitis B</i>	<i>Exclusion is NOT necessary</i>	<i>Not excluded</i>
<i>Hepatitis C</i>	<i>Exclusion is NOT necessary</i>	<i>Not excluded</i>
<i>Herpes simplex (cold sores, fever blisters)</i>	<i>Exclusion is not necessary if the person is developmentally capable of maintaining hygiene practices to minimise the risk of transmission. If the person is unable to comply with these practices, they should be excluded until the sores are dry. Sores should be covered by a dressing where possible.</i>	<i>Not excluded</i>
<i>HIV (Human Immune-Deficiency Virus)</i>	<i>Exclusion is NOT necessary. If the person is severely immunocompromised, they will be vulnerable to other people's illnesses.</i>	<i>Not excluded</i>
<i>Hydatid disease</i>	<i>Exclusion is NOT necessary</i>	<i>Not excluded</i>
<i>Impetigo (school sores)</i>	<i>Exclude until appropriate antibiotic treatment has commenced. Any sores on exposed skin should be covered with a watertight dressing.</i>	<i>Not excluded</i>
<i>Influenza and influenza-like illnesses</i>	<i>Exclude until well</i>	<i>Not excluded</i>
<i>Measles</i>	<i>For at least 4 days after appearance of rash</i>	<i>Immunised and immune contacts are not excluded. Non-immunised contacts of a case are to be excluded from child care until 14 days after the first day of appearance of rash in the last case, unless immunised with 72 hours of the first contact during the infectious period with the first case.</i>

		<i>All immunocompromised children should be excluded until 14 days after the first day of appearance of rash in the last case.</i>
<i>Meningitis (bacterial)</i>	<i>Exclude until well and has received appropriate antibiotics</i>	<i>Not excluded</i>
<i>Meningitis (viral)</i>	<i>Exclude until well</i>	<i>Not excluded</i>
<i>Meningococcal infection</i>	<i>Exclude until appropriate antibiotic treatment has been completed</i>	<i>Not excluded</i>
<i>Mumps</i>	<i>Exclude for nine days after onset of swelling.</i>	<i>Not excluded</i>
<i>Norovirus</i>	<i>Exclude until there has not been a loose bowel motion or vomiting for 48 hours</i>	<i>Not excluded</i>
<i>Parvovirus infection (fifth disease, erythema infectiosum, slapped cheek syndrome)</i>	<i>Exclusion is NOT necessary</i>	<i>Not excluded</i>
<i>Pertussis</i>	<i>See 'Whooping Cough'</i>	
<i>Respiratory Syncytial virus</i>	<i>Exclusion NOT necessary</i>	<i>Not excluded</i>
<i>Ringworm / tinea</i>	<i>Exclude until the day after appropriate antifungal treatment has commenced</i>	<i>Not excluded</i>
<i>Ross River virus</i>	<i>Exclusion NOT necessary</i>	<i>Not excluded</i>
<i>Rotavirus infection</i>	<i>Children are to be excluded from the centre until there has not been a loose bowel motion or vomiting for 24 hours.</i>	<i>Not excluded</i>
<i>Rubella (German measles)</i>	<i>Exclude until fully recovered or for at least four days after the onset of the rash</i>	<i>Not excluded</i>
<i>Scabies</i>	<i>Exclude until the day after appropriate treatment has commenced</i>	<i>Not excluded</i>
<i>Scarlet fever</i>	<i>See 'Streptococcal sore throat'</i>	
<i>School sores</i>	<i>See 'Impetigo'</i>	
<i>Shigella infection</i>	<i>Exclude until there has not been a loose bowel motion for 24 hours</i>	<i>Not excluded</i>
<i>Streptococcal sore throat (including scarlet fever)</i>	<i>Exclude until the person has received antibiotic treatment for a least 24 hours and feels well</i>	<i>Not excluded</i>
<i>Thrush (candidiasis)</i>	<i>Exclusion is NOT necessary</i>	<i>Not excluded</i>
<i>Tuberculosis (TB)</i>	<i>Exclude until medical certificate is produced from an appropriate health authority</i>	<i>Not excluded</i>
<i>Typhoid, Paratyphoid</i>	<i>Exclude until medical certificate is produced from appropriate health authority</i>	<i>Not excluded unless considered necessary by public health authorities</i>
<i>Whooping Cough (Pertussis)</i>	<i>Exclude until five days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing</i>	<i>Contacts that live in the same house as the case and have received less than three doses of pertussis vaccine are to be excluded from the centre until</i>

		<i>they have had 5 days of an appropriate course of antibiotics. If antibiotics have not been taken, these contacts must be excluded for 21 days after their last exposure to the case while the person was infectious.</i>
<i>Worms</i>	<i>Exclusion not necessary if treatment has occurred</i>	<i>Not excluded</i>

St Joseph's Primary School Denman

Vision Statement

A Community

Inspired by Christ

Striving for excellence.

