

# Our School

**St. Joseph's Primary School Crib Point** is situated in a semi rural area in Westernport Bay. Our vision of 'Growing together in Knowledge, Faith and Friendship' is evident in all that we do. St. Joseph's is the closest Catholic school to HMAS Cerberus and we are proud of our long association with the Defence Force.

## Focus on the child...

Each individual child is at the centre of all that we do. The focus is on the whole child – developing a love of learning, a strong sense of self and the skills and attitudes to be successful in a changing world. Our vision is to nurture and promote the individuality of every student, celebrate who they are and allow them to be leaders in their learning.

## A learning and faith community for all...

Learning, Faith and Community are important at St. Joseph's. We believe a child learns best when they are immersed in a caring community that believes in them. We promote faith and life integration through the development of the whole child- spiritually, intellectually, morally, physically, socially and emotionally. Our Christian values permeate all we do and we strive to ensure our children follow in the teachings of Jesus and have a strong sense of compassion and justice.

## Powerful teaching...

Building positive relationships with each child is paramount. Teachers highly value professional learning ensuring they are skilled to equip and motivate students to achieve their best and experience success. Staff work collaboratively ensuring a consistent approach to curriculum and teaching practice.

## Powerful learning...

We are life long learners all on a journey of self-improvement. We encourage students to strive for excellence by making the best possible use of all of their talents and abilities.

## Making connections...

We are preparing our children to be independent citizens empowered to contribute to society with compassion, justice and service. We want our children to build relationships and make connections with the local and global community through authentic experiences and to take responsibility for themselves and their future.

**We aim to provide a Contemporary learning experience where every individual is important and unique. We want children to understand self, others and the world around them by building important relationships and connecting to community.**

# Vision

St. Joseph's aspires to be a school of excellence building knowledge, faith and friendship.

**KNOWLEDGE:** Empowering the school community with skills and attitudes to recognise, create and participate effectively in a changing world.

**FAITH:** Fostering an environment where the Catholic Faith is celebrated, communicated and lived, in a spirit of respect for the dignity of each person.

**FRIENDSHIP:** Developing a caring and supportive school where all members of our community experience a sense of belonging and each individual uniqueness is valued and nurtured.

# Behaviour Management



# Classroom Supplies

All classroom supplies, stationery etc., are ordered in a bulk school order and distributed via the classrooms.

Children must have their own art smock. Please ensure this is a rubberised one in preference to an old shirt as the paint may stain the red t-shirts.

# Carpark

Carpark – drop off and pick up. Reverse parking around extremities – drive thru centre

Please use only designated crossing in middle of car park

Children must be collected from assembly area under sails and will not be permitted to enter the carpark without an adult. There is need for CARE and PATIENCE when dropping or picking up students. Pedestrian walkways are designated so please encourage your children to cross the carpark in the safety zones. For the safety of the children please adhere to the 40km speed limit in Martin St.

Children using the playground before or after school must be supervised by a parent.

# Allowances

EMA Families who are current health care card or pension card holders are eligible for financial support in February each year from the Commonwealth government through the EDUCATION MAINTENANCE ALLOWANCE SCHEME (EMA). This scheme which is administered through the school, allows eligible parents to receive an annual allowance towards the cost of educating your child. Parents need to fill in an EMA CLAIM FORM in February to claim this allowance. It is expected that parents signed EMA cheques across to the school to be offset against school fee charges.

## Conveyance Allowance

To be eligible to receive a conveyance allowance, a student must :

- be aged between five years (by 30 April in the year that the allowance is sought) and 21 years
- live more than 4.8 km by the shortest practicable route from the nearest school attended
- be enrolled at the nearest appropriate registered non-government school having regard to the following factors:
  - (a) a student is ineligible for a conveyance allowance if there is a nearer denominational school of the same denomination as the school attended.
  - (b) a student cannot claim a conveyance allowance if there is a nearer denomination or Christian school than the denominational or Christian school attended.

# Fees and Levies

Please see current fee structure for the year. The fee is a family fee payable each year. The levies are payable for each child. These cover all supplies as outlined in the fee structure. Payment arrangements can be made if families are struggling to pay fees. Please make an appointment with the Principal to discuss any issues in relation to payment of school fees. The school provides direct debit and eftpos facilities.

# School Bell Times

<b>8.30 am</b>	<b>Teachers on duty in classrooms. Messages collected, bags unpacked etc.</b>
<b>8.45 am</b>	<b>Bell sounds and session one commences. (Please be punctual, as latecomers disrupt programs)</b>
<b>10.45 am</b>	<b>Recess</b>
<b>11.15 am</b>	<b>Session two commences</b>
<b>1.10 pm</b>	<b>Children eat Lunch</b>
<b>1.20 pm</b>	<b>Lunch time recess commences</b>
<b>2.10 pm</b>	<b>End of lunch time recess</b>
<b>2.15 pm</b>	<b>Session three commences</b>
<b>3.15 pm</b>	<b>Dismissal</b>

Any children who arrive in the classroom after the 8.45 am bell will be sent to the office for a late pass. Any alteration to your child's dismissal time must be notified. A form must be filled out in the office and handed to the Teacher. This applies to both long and short term alterations.



# Communication

Communication is of utmost importance at St. Joseph's school as we strive to work in partnership with our parents. St. Joseph's uses many platforms to communicate to parents. Please ensure the office has your up to date details.

## **NEWSLETTER**

Newsletters are emailed to parents on a Monday. If parents do not have internet it can be sent home with the eldest child. The newsletter contains information of coming events and other matters we wish to bring to your notice. Please read them and keep them for referral.

## **ASSEMBLY**

Whole school assemblies are on Fridays at 2.45 pm. The school comes together on a weekly basis to pray, recognise individual endeavours, acknowledge special events such as Sacraments, Sporting achievements, celebrate what is happening in the school and relay news.

## **COMMUNICATION VIA TECHNOLOGY**

St. Joseph's uses many platforms to communicate using technology including texts, emails, blogs, and other social media are used by the school to communicate the latest news, events and celebrations. Please ensure the office has your up to date details.

## **NOTICE BOARDS**

There are notice boards as you first enter the school, on the main path and outside each classroom and an electronic board in the office informing you of current information and events.

# Money to School

Envelopes will be sent home at the beginning of the year and are also available at the office.

# Swimming

We pride ourselves on our swimming history at St. Joseph's school and are fortunate to have a 25m outdoor heated pool next to the school.

We have a sequential Swimming Program for children in years prep to six. The program is a 2 week intensive daily program in December, based on the Royal Life Saving Society's "Swim and Survive" program.

Senior children also participate in swimming competitions and training at the beginning of the year.

# Supervision of Children Before and After School

Children will be supervised from 8.30 am onwards. Please do not drop children off earlier, unless prior arrangements have been made with the office.

Children will be supervised until 3.30 pm. If you are going to be later than 3.30 pm, please contact the office so that arrangements can be made to ensure adult supervision is available.

If your child/children need to be picked up by an adult unknown to the school, please phone or write a letter of permission.

Children leaving school before 3.15 pm require a letter from parents explaining who will be picking them up. No child will be allowed to wait on their own outside the school to be picked up. For security reasons, parents who have to collect children during school hours must go directly to the office and complete the relevant SLIP and take it to the class teacher, who will then supervise collection of the child!

## Out of School Hours Care Program

St. Joseph's students have access to the Out of School Hours Care program which operates out of Crib Point Primary School. St. Joseph's Staff walk children to and from the facility which is adjacent to the school. Students must be registered and enrolled in the out of school hours program before attending their first session.

## Lunches

The school has a canteen. Children can order lunches on FRIDAYS only through the school. Orders are to be written on a brown paper bag with the child's name, class and order and CORRECT money placed inside.

## Catholic Development Fund (CDF)

The Catholic Development Fund is a Financial Institution that offers investors competitive interest rates and up-to-date financial services. Since 1956, investors' funds have enabled the C.D.F. to provide more than \$120 million towards vital school building projects for Melbourne's Catholic Education System.

You can take advantage of C.D.F., whether you are a student, parent, teacher, worker, homemaker or retired. C.D.F.'s range of services helps you to save, to budget, to finance your children's education, and to pay your bills without fuss.

# Uniform

The uniform is only available from the School Uniform Shop.

## Summer - Boys & Girls

Red polo shirt, logo, contrasting navy stripes

Navy shorts, with two pockets

Navy skirt (option for girls)

Navy slouch hat, logo

Polar fleece jacket or vest with school emblem

Navy rugby jumper, contrasting stripes

Sport - Boys and Girls

Navy polo shirt, logo, contrasting white stripes

Navy track pants, reinforced knees (winter)

(Navy shorts with two pockets, to be worn as sports uniform also)

Navy rugby jumper, contrasting stripes (as above)

Winter Uniform

Navy Polar Fleece Jacket or Vest

### Boys

Red Skivvy (optional)

Navy Tailored Pants (unisex)

Red Polo Shirt, long sleeved, logo, contrasting navy stripe.

### Girls

Red Skivvy (optional)

Summer Dress

Navy Tailored Pants (unisex)

Navy Pleated Pinafore

Navy Skort (if needed for senior girls)

Red Polo Shirt, long sleeved, logo, contrasting navy stripe.

## Navy School Bag with school emblem

Black School Shoes (not available from Uniform Shop)

Runners & White Socks for sport (not available from Uniform Shop)

Correct School Uniform is to be worn at ALL TIMES. Runners and sneakers are NOT part of the School uniform. Children should wear their P.E. uniform on the allocated sports day – Parents will be notified at the beginning of the School Year as to which day.

Personal cleanliness and hair tidiness are part of the total appearance. Children whose hair is longer than the nape of the neck MUST wear it tied back with red or navy ribbons. Extreme hair colours (eg: green, blue, pink or purple rinses) and/or extreme hairstyles (eg: spikes or mohawks) are not permitted.

Clothing and personal belongings should be clearly marked with the child's name.



## Health and Safety

All children attending St. Joseph's School are automatically covered by a Student Accident Policy.

In accordance with the Health Act, all children starting school at prep level (or transferring into our school), need to have an IMMUNIZATION CERTIFICATE. This is obtained from the Health Department of your local council where your child was immunized. If you are unable to locate this Certificate, upon written proof of immunization, the Hastings office of the Mornington Peninsula Shire, will issue you with a Certificate. If your child is not immunized, a Certificate to this effect must also be produced when you enrol your child.

The health of the child is of prime importance, so home is the best place for the sick child. Facilities for sick children at school are very limited. To ensure that your child is able to fully participate at school, it is important that they have adequate sleep.

In the case of an emergency, attempts will be made to contact the parents in the first instance. If this is not achieved, the child will be taken to his/her doctor.

If the child has an ongoing medical condition which requires regular treatment, Parents/ Guardians are requested to notify the school in writing. Parents are advised to provide the school with a Medical Management Action Plan concerning their child, from the child's medical practitioner.

# Sun Smart Policy

St. Joseph's fully supports the Anti-Cancer campaign of Sunsmart – Slip, Slop, Slap, Seek.

- The school requires students to wear the school hat, which satisfies the guidelines set by the Anti-Cancer Council of Victoria.
- Children, who are not wearing their school hats during Terms 1 and 4, will remain in a designated shaded area, during recess and lunchtimes.



# Defence Force Transition Aide

St. Joseph's has a Defence Force Transition aide who works with Defence Force children moving in and out of the school along with supporting children with parents deployed. This person works with children regularly and works in partnership with parents and HMAS Cerberus to ensure connectedness and support for our Defence Force families. St. Joseph's is proud of its long association with HMAS Cerberus.

# Learning at Home Together

“While involving parents in school activities may have an important community and social function, it is the engagement of parents in learning in the home that brings about positive changes in the children's academic achievement.” ARACY 2012

St. Joseph's has a homework policy to enhance organisational skills and build positive partnerships in learning between the home and school.

# Technology and Cybersafety

St. Joseph's uses many important 21<sup>st</sup> Century tools to enhance learning. We have developed strong information technology policies to ensure our children are educated in engaging in safe online practises as well as outlining consequences for events that may be in breach of our policy and procedures. We expect our parents to be diligent in working in partnership to ensure safe practises at home.

# Policies

A full range of policies are available on request.

## Greivance Procedures

We highly value positive partnerships with our parents and are open to any feedback.

We ask children to follow the problem solved poster and restorative practises (REACT) when dealing with issues.

We ask parents to follow our action plan for parents when dealing with a problem a child may have. The class room teacher is the first point of call in relation to an issue with a child.

Parents may also email [enquiry@sjcribpoint.catholic.edu.au](mailto:enquiry@sjcribpoint.catholic.edu.au) if wanting to express a concern and this will be passed on to the appropriate person.

## Enrolment

Ring the school for a personalised tour by either one of our leadership team or grade 5/6 students. You'll be impressed by how proud and passionate the students, teachers and parents are about their school. We are committed to ensuring your child has the best opportunities to achieve to their very best both academically, socially, emotionally, physically and spiritually. Prep enrolments are welcome anytime. Children must turn 5 years of age before the 30th of April in the year they are commencing school. We run an extensive Prep Transition program called 'Joey's Club'. This commences in Term 3 of each year and is a wonderful opportunity for prospective Preps to come and try school. Sessions are held each fortnight. By the time the children commence school they are familiar with their teachers, fellow class members, buddies and the learning spaces. Kids love Joey's club.

### **Enrolment Application forms should be accompanied by:**

- An immunisation certificate (may be obtained from your local council or Medicare)
- A copy of your child's Birth Certificate
- A copy of your child's Baptism Certificate

Places at St. Joseph's are offered in accordance with the school's enrolment policy as outlined on the Enrolment Application Form.

Log into our website on [www.sjcribpoint.catholic.edu.au](http://www.sjcribpoint.catholic.edu.au) for more information regarding programs, events and policies.