

WELCOME

We welcome you, as a family, to St. Joseph's Primary School and hope your years spent here will be happy ones.

Your child is important to us and we aim always to work cooperatively with you to help your child grow, learn and develop as an individual, and as a member of our school and parish community.

We encourage you to participate in the life of our school to ensure that our school community continues to reflect the Gospel Values of truth, dignity, respect, hope and peace.

School is an exciting, challenging and enjoyable time for all involved. St Joseph's school strives to support, nurture and extend this experience. We look forward to sharing the excitement of this adventure with you.

<p><i>Katie Calvert</i> Principal</p>	<p><i>Fr. John Corrigan</i> Parish Priest</p>
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Our Vision

'St Joseph's Penshurst, as partners in catholic education and with our school community pursues fullness of life for all'

Our Mission

The mission of St Joseph's school is that our community will work together to provide our children with the necessary skills to go forward into life with confidence, respect and wisdom; underpinned by the Christian values of love and belonging. We will work together to support our children in their pursuit of academic, social, sporting and artistic talents. We will support our teachers in further education so that new skills can be gained and implemented to support the children within our community who will then grow and go confidently into society.

Our Motto

Our motto Faith and Justice reminds us of our daily commitment to follow in the steps of Jesus as he sought to protect the rights of the poor and outcast. Just as Jesus did, we hope that justice for all is not a dream, but a reality.



Our History

The Kolor people had lived in the shadow of Mt Rouse (which they also called 'Kolor') for countless thousands of years before Major Mitchell travelled through and named 'Australia Felix' in 1836

So, having been the Kolor district for millennia and a part of Australia Felix until it became 'Mt Rouse', our part of the Western District of Victoria was already known as Peshurst when the first St Joseph's School was opened here in 1874.

Throughout most of the next century and a quarter, the teachers at St Joseph's have been members of the Catholic laity, although that norm was interrupted from 1944 to 1976 when Sisters of Mercy of the Ballarat congregation assumed responsibility for the school's activities.

In sending their children to our school the parents recognize that they are placing them in a Christian environment where faith is celebrated.

Although it has so far proven impossible to find records of the very early days at St Joseph's; in our imagination, we would dream that in those days as in these, the children were the most significant members of the school community and that they and their school were significant to the community at large as this story suggests that they are today:

It was Jack's 87th birthday. All 'his kids' – every one of the 40 pupils of St Joseph's – had crowded around him for the birthday party they had organised for him.

They had sung *Happy Birthday* and all that was left was for Jack to blow out the candles. But before he did so, as he looked at all the expectant faces around him and with a tear rolling down his face, he said, 'You're my life, Kids; you're the reason I get up each morning.'



Our Values and Attitudes

Listed below are the Gospel Values, which we believe are necessary in helping children to realize their full Christian potential. It is understood when fostering values in children that the school and classroom processes and practices need to express and model these values.

“Values are not taught, but caught and practised”

Love

We believe we are loved by, and created in, God’s image. We are called to respond in love. A Christ-like love accepts and respects the talents and uniqueness of each person at St Joseph’s School.

Faith

We believe that faith, being a gift of God, is a trusting personal relationship. It helps us to accept and to do God’s will in the world.

Hope

We believe that Hope is sharing in the new life of the Risen Christ, now and in life eternal.

Truth

We believe that the Truth is found in Christ and we reflect this by imitating it in our own lives, words and actions.

Joy

We believe Joy lies in the knowledge and experience of God’s love given to us at every moment of our lives.

Prayer

We believe that Prayer is an expression of our relationship with God and we respond in openness and trust.

Mission

We believe that Mission is to witness to the life of Christ, who by example showed us what true service to others means.

Justice

We believe that Justice requires an awareness of inequalities around us, and a conscious choice to strive for what is right based on the Beatitudes.

Peace

We believe that peace is living in harmony with others and ourselves.

Mercy

We believe that mercy is shown through our acts and words of compassion, forgiveness, reconciliation and healing.

Community

We believe Community is a people sharing common interests and beliefs, living in unity with the Spirit, as disciples of Jesus.

Creation

We believe that Creation is a gift of God that gives faith a new measure of awareness and joy.

Respect

We believe that respect is based on an understanding and acceptance of each other.

CURRICULUM

The school, through a challenging and sequential curriculum, will foster in the children a perception of themselves as important individuals. Underpinning everything that happens within our school is our commitment to make the presence of Jesus obvious to everyone who enters our school. This belief is promoted through the way we treat each other, in our relationships and in the atmosphere of respect, co-operation and friendship.

Our school will be alert to recognise, encourage and nurture individual creativity to ensure that each child develops skills, strategies, knowledge, attitudes and values to make optimum use of their potential whilst being accepting of their own and others capabilities and limitations.

The curriculum will aim to develop an awareness and Christian compassion for all in our society and promote an unbiased view of world affairs.

Our school must ensure a curriculum and environment which encourages individuals and shared learning, placing emphasis on a balanced programme which will prepare the child for the changing employment and leisure patterns of the future.

We believe the curriculum must ensure a high standard of numeracy and literacy and encourage the continuing development of areas such as technology, science, physical education and the arts.

The school curriculum will provide a variety of experiences utilising the skills and talents of people within the school and wider community and drawing upon the richness of our culture, geographic and historical characteristics.

RELIGIOUS EDUCATION

At the heart of the culture of the Catholic school is an explicit commitment to the promotion of each human person in all their dimensions, capacities and relationships. A religious culture relates each person to the Christian “reading” of existence. It connects experience and insights in a framework of meaning.

The Human Person	Who do we think we are?
Creation	What sort of world do we live in?
The Common Good	How can we live together?
Past-Present-Future	What time is it?
Faith and Commitment	What can we trust?
Justice and Compassion	Whose side are we on?
Identity and Boundaries	Who is our neighbor?
Spirituality and Interior Life	What is our hearts desire

(Awakenings Core Document p42)

The methodology of our program is “Shared Christian Praxis.” This process is grounded in the understanding that God has been and continues to be present and active in the community of faith through the Spirit. Religious Education promotes the knowing, valuing and acting of the learner who is making meaning of his or her life now. *(Awakenings Core Document p117)*

In teaching a unit of work, lessons begin with a focusing activity, then movements of Naming, Reflecting Critically, Accessing the Christian Story and Vision,

Understanding and Integrating, and Responding.

Democratic Principles Statement

Australian society is defined, among other aspects, by a belief in elected Government; by a commitment to the rule of law, to equal rights for all before the law; and by a belief in freedom of religion, freedom of speech and freedom of association. Our society is also tolerant of a range of religious, political, social and cultural beliefs and values in the context of the fundamental principle of our democracy. The Education and Reform Act 2006 requires all education providers to operate in a manner consistent with this set of Australian democratic principles. In accordance with the Act, St Joseph's delivers curriculum programs and learning and teaching in a manner that supports and promotes the principles and practice of Australian democracy

- . This includes a commitment to:
- • elected government
- • the rule of law
- • equal rights for all before the law
- • freedom of religion
- • freedom of speech and association
- • the values of openness and tolerance

SACRAMENTAL INFORMATION

For children in St Joseph's Parish the guideline for the reception of sacraments is Grade 3: Reconciliation, Eucharist (First Communion) and Confirmation.

St Joseph's Parish has a Family Based Sacramental Program. Sacramental preparation is parish coordinated, family based and supported by the school. Students prepare for the sacraments within the home and participate in religious education at school. While the family based sacramental program is taking place children throughout St Joseph's school will complete a unit of work on the sacrament into which children are being initiated. This ensures that children's understanding of each of the initiation sacraments is ongoing and developmental. In this way, the school seeks to promote and build on the faith education which children have received within their own families through the family based Sacramental Program.

St Joseph's Parish has a Sacramental Team, which coordinates the dates, parent information meetings, organisation of family groups, children's booklets, certificates, badges etc. If you have any queries, this is the group to contact.

LITERACY (ENGLISH)

English is an integral part of human development and communication. It leads to a more informed and fulfilled life through enjoyment of Reading, Writing, Speaking and Listening. Therefore we wish to promote the children's interest, achievements and enjoyment of English through stimulating language activities. We teach English at St. Joseph's Primary School in order to:

- Develop in students the ability to speak, listen, read, view, compare, research and write with competence, confidence, purpose and enjoyment in a wide range of contexts
- Provide students with the skills to experience how language works and how to use it appropriately.
- Develop in students the confidence and competence to meet the demands of

- communicating in life.
- Foster in students the ability to use texts to explore ideas and to think critically about their world and global community.
- Empower students to evoke feelings, to form and convey ideas, to inform, to discuss, to persuade, to entertain and to argue a point of view.

NUMERACY (MATHEMATICS)

The Mathematics Programme aims to enable all the children to:

- Acquire mathematical skills and knowledge so that they can deal confidently, positively and competently with daily life.
- Interpret and communicate mathematical ideas
- Recognise the fundamentals of mathematics in every day life
- Understand and appreciate the nature and processes of mathematical thinking
- Understand the role of mathematics in social and technological change

The nature of our program is organised into the strands of:-

- Number & Algebra
- Measurement & Geometry
- Statistics & Probability

HEALTH & PHYSICAL EDUCATION

The purpose of our Health and Physical Education Programme is to enable children to:

- Develop the knowledge and skills that promote participation in physical activities, fitness, (health growth and development), effective relationships and the safety and health of individuals and groups
- Develop an understanding of the concept of fitness and health.
- Take an active part in creating environments that support health and participation in physical activity.
- Promote their own and others' worth, dignity and rights as individuals and as members of the group.

The children will be involved as skilled participants in play, games, human movement, gymnastics, aquatics, sport, outdoor activities, leisure and recreation. The children will learn about themselves through active participation.

L.O.T.E. (Indonesian)

The Language Other Than English taught at St. Joseph's is Indonesian. This is taught formally as a language from Grades P – 6 for one lesson a week.

INTEGRATED CURRICULUM

At St. Joseph's, our Integrated Curriculum is a process of learning, which has key host content areas of Humanities, Science, Health and Technology. These areas are essentially concerned with ideas about how the world works.

At St. Joseph's school we believe that by having an Integrated Curriculum we will:

- Assist students in making links and connections to the real world.
- Allow learners to explore, gather, process, refine and present information about the world in which they live.
- Allow students to develop skills, values and understandings within meaningful contexts.
- Encourage students to become independent and life-long learners.

The Integrated Curriculum will assist children to:

- Develop a big picture of the world
- Choose units that are relevant and meaningful to their lives
- Use a variety of strategies that are stimulating and foster deep understandings.
- Encourage students to reflect on their learning
- Nurture, value and use thinking skills.
- Become independent learners

This Integrated Inquiry approach is supported by: Our Learning To Learn Unit of Work. Each year at the start of the school term students participate in a Unit of Work which helps establish each classroom's learning community. Students reflect on how I best learn, establish their classroom rules, re-visit our school rules and codes of conduct, and identify how they can be supported in their learning and social development. The Unit of Work also identifies how thinking occurs and what I need to focus on for the term.

Content, skills and process are drawn from:

Science

- Acquire and use the skills of scientific investigation
- Develop scientific attributes such as curiosity and critical reflection
- Appreciate the dynamic role of science in social and technological change

Humanities (Geography, History and Economics), Civics & Citizenship

- Develop knowledge skills and values that enable them to participate in Australian and global society.
- Develop skills in gathering, analysing and presenting information
- Experience real and active citizenship

Design Creativity & Technology

- Explore the consequences of using technology at home, school and the community
- Develop confidence and efficiency in using the tools of our technological world

Health

- Develop an understanding that health has physical, social and emotional dimensions
- Develop an understanding of the importance of relationships and how they can change
- Develop an understanding of the importance of safety.

Interdisciplinary Learning

- Information and Communications Technology
- Communication
- Thinking

Physical, Personal and Social Learning

- Health
- Interpersonal Development
- Personal Learning

THE ARTS

The Arts consists of two distinct areas defined as;

- Creating & Making
- Exploring and Responding

THE VISUAL ARTS: At our School The Visual Arts consist of Art and Media. The Programme aims to allow children to be creative, to be individual, to learn about

other cultures and to appreciate contemporary, historical and cultural works of Art. Art/Craft is integrated with other Curriculum Areas where possible. A specialist art teacher is employed to teach P – 6 Visual Arts. Art is also used to support learning in our Integrated Learning Units of Work.

THE PERFORMING ARTS: The Performing Arts encompasses those areas of Music, Drama and Dance. The Drama component of The Arts consists of many types of Drama- these include improvisation, games and exercises, dance, drama, script, theatre, puppetry and mime. Appreciation is an important part of Drama. The children at our school are encouraged to be part of an audience at various Arts Shows which are made available to them. Dance is taught in a variety of situations. A specialist music teacher is employed to teach P-6 music.

School Staff: 2026

Principal:	Katie Calvert
P-2 Class Teacher:	Nicole Forbes
3-6 Class Teacher:	Keely West
Administrative Officer:	Andrea Page
Education Support Officer:	Brooke Mooney
Education Support Officer	Jemima Garland
Music Teacher:	Tara Stephens
Indonesian Teacher:	Maria Patience

School Hours

9.00am	to	11.00am	Class Time
10.00am			Fruit Break
11.00am	to	11.30am	1 st Break (Recess)
11.30am	to	1.40pm	Class Time
1.40pm	to	2.20pm	2 nd Break (Lunch)
2.20pm	to	3.20pm	Class Time

Administrative Officer's Hours:

Monday	8:30am	-	4:00pm
Tuesday	8:30am	-	4:00pm
Wednesday	8:30am	-	4:00pm

Term Dates

	2026	2027
Term 1	27th January - 2nd April	27th January - 25th March
Term 2	20th April - 26th June	12th April - 25th June
Term 3	13th July - 18th September	12th July - 17th September
Term 4	5th October - 18th December	4th October - 17th December

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ABSENT FROM SCHOOL

The State Government stipulates that a school must be contacted if a student is absent for any reason. A note or phone call or email will meet this requirement. A template note is sent home at the beginning of the year.

AMBULANCE

If your student is involved in a serious accident at school and we cannot contact you, an ambulance may be required to transport your student to the doctor/hospital. Schools are not covered by the ambulance subscription, hence it is advisable for each family to subscribe to a family membership or risk paying full price if ambulance transportation is required. Teachers are not permitted to transport seriously injured students.

ART SMOCK

All students must have an art smock. The most appropriate smock is an adult t-shirt. This way the students do not have to be concerned with buttons and their clothes are fully covered. Please ensure your child's art smock is clearly labelled.

ASSESSMENT AND REPORTING

Our assessment and reporting policy focuses on what students learn, on the way they learn and provides information to parents, students and teachers in a clear and concise manner. This is done through a variety of ways e.g. anecdotal notes recorded by the teacher, observations, discussions with the children, keeping continuous records such as checklists, setting and correcting particular tasks and exercises. Each student has a Learning Portfolio that contains samples of work in each subject area and will be sent home at the end of each term. Parent / Teacher interviews will take place in Terms 1 & 3.

ACCIDENTS / ILLNESSES

Details of minor accidents are recorded and parents notified through an accident report form sent home on the day of a minor accident. Parents will be contacted in person if a serious accident occurs.

BOOK CLUB

Your student will receive Scholastic Book Club catalogues and order forms throughout the year. These provide you with an opportunity to purchase quality students' literature from Scholastic. There is no obligation to purchase, but if you wish to buy from the catalogues, please return the money with the order form by the due date in a sealed envelope. If paying by cheque please make cheque payable to St. Joseph's School. Clearly write your child's name and the amount of money enclosed on the front of the envelope.

SCHOOL CONCERT

Every 2nd year the students perform a concert for their families, friends and community members. This will normally take place early December.

CATHOLIC SCHOOLS NETWORK

St. Joseph's, Penshurst belongs to the South-West Network of schools within the Diocese of Ballarat which includes the following schools:

- St. Malachy's, Edenhope
- St. Joseph's, Coleraine
- Sacred Heart, Casterton
- St. Mary's, Hamilton
- Monivae College, Hamilton
- All Saints, Portland



CHANGE OF ADDRESS, TELEPHONE NUMBERS ETC.

It is most important that the school office is notified of any changes in your home address, telephone number, work telephone numbers and emergency contact. If your child should have an accident at school, we must have full details so that parents can be contacted immediately.

CONVEYANCE ALLOWANCE

To be eligible for this allowance, students must be transported privately more than 4.8 kms to the school (by the shortest practicable route). An allowance is available only if you contact the school and complete the claim forms.

CURRICULUM DAYS (PUPIL FREE)

The school is granted up to six pupil free days during the year for teacher professional development. Before taking these days, the school must seek the approval of the School Advisory Council and the Catholic Education Office. The aims and activities of these days must be clearly stated prior to approval being granted. The dates of curriculum days are circulated to parents via the school newsletter. Students do not attend school on these days.

ENROLMENT PROCEDURE

- Prospective parents are required to fill in an Enrolment form and attend an interview with the Principal.
- Students need to be five years of age by April 30.

The school has an Enrolment policy which is available for you to read.

Non-catholic students are expected to participate in all religious activities (except receiving the Sacraments).

Birth Certificates, Immunisation and Baptism Certificates (if applicable) are to be presented on enrolment.

Prep children will have the first 2 Wednesdays off during February, as they experience many changes during their transition from kindergarten to primary school, this enables children to cope with them.

CAMPS AND EXCURSIONS

At St. Joseph's every student will have the opportunity to take part in an excursion program with all excursions planned to tie in with topics that are being taught within the classroom. The classroom is the "leaping off" point, and the place returned to in order to crystallise and develop information and skills. The shared real life experience becomes the focus of research, recording, reporting and other related school activities. All excursion costs are covered by the Excursion Levy.

Camps are conducted for Grades 3, 4, 5 & 6 children and vary annually in their destination. Costs for these camps are additional to the excursion fee.

FAMILY DAYS

In line with the "community" character of our school, the School Advisory Council holds special days during the year, when all families are invited to come together for a BBQ or the like. The purpose is to develop better ties and to build confidence and friendship within our school community. These are advertised in the school newsletter.

SCHOOL FEES AND LEVIES

The School Fees and Levies are reviewed by the School Board annually after receiving advice from the Catholic Education Office in Ballarat and are an important part of the school's overall financial plan.

School Fees are essential for the continual growth of our school as they are used to buy school equipment, maintain the buildings and pay for gas, water, electricity, etc. Not only are they a sign of your deliberate commitment to provide a Catholic Education for your child but they are also a prerequisite for the school if it is to be eligible for Government funding.

The Federal and State Government both require that non government schools raise a set amount of money per pupil each year. School Fees are one aspect of this local contribution.

The school receives funding from the State and Federal Governments. This funding covers approximately 85% of the school's running costs. The school community is expected to raise the remaining amount through school fees and fund raising. School fees assists in meeting the required amount for the general running costs of the school. Educational levies are for the basic requisites that the student need, such as books, paints, paper etc.

Each family is expected to pay the school fee and each student's educational levy. An account is sent home each term. Annual payment should be made as early as possible. Educational levies are payable at the beginning of the year and should be paid by the end of February. ***Any family having difficulty with paying fees is encouraged to contact the principal to see what assistance is available.***

Families can arrange to have fees paid by Direct Debit Systems i.e. amounts are credited to the school account from your bank account, either fortnightly or monthly. Arrangements can be made through the school office. Parents can pay the school directly—either weekly, fortnightly or monthly, whatever is convenient for parents.

2026 Fees & Levies

School Fees	\$920.00	Per Family
Maintenance Fee	\$200.00	Per Family
Student Fees	\$280.00	Per Family
Excursion Fee	\$100.00	Per Student
Prep- Grade 2 Day Out	\$ 60.00	Per Student
Capital Fee	\$145.00	Per Family

Camp Fees for Grade 3-6 to be advised and billed separately to the school fees

Families who have a current Pension or Health Care Card should contact the Office Admin or Principal to see what extra assistance is available.

GRIEVANCES

At times you may have a grievance and/or concern about the school. The principal and staff need to know about it so that appropriate action may be taken. The school will only deal with grievances and/or concerns that have been communicated to the principal and staff by the concerned party. The following procedures are set out to ensure that a fair and just system is available for all parties.

1. Concerns regarding a student, or inquires about classroom operations are directed to the class teacher in the first instance.
1. All grievances/concerns regarding the school teachers, teaching methods, books and materials, etc. are directed to the principal in the first instance. Where appropriate the principal will direct the complaint to the teacher concerned.
1. The classroom teacher and the parent (and where appropriate the principal) will meet to discuss the complaint, where all relevant information is shared. On most occasions the problem is resolved at this level. Where no suitable agreement is made the following steps are taken.
 1. The parent approaches the Parish Priest who will act as an arbitrator in seeking a suitable resolution.
 1. Where the parent is not satisfied, he/she has the right of appeal to the Catholic Education Office, where further negotiations will take place.
2. The role of the School Advisory Council is not to arbitrate over questions or grievances.
3. Recommendations, suggestions and questions, within the guidelines of the constitution, may be directed in writing to the Advisory Council. These must arrive seven days in advance of the next meeting in order to be placed on the agenda, otherwise they will be tabled at the next meeting.

HOMEWORK

All parents are encouraged to read to their children or have their children read to them each night. All children have reading material and word study to do each evening. Children in Grades 3-6 will have regular weekly homework.

HEALTH CHECK

The students in Prep receive a complete Health check by the visiting School Nurse. Parents will be notified prior to the School Nurse visiting the school.

It is unfair to the child, other children and teachers to send a child to school that are obviously unwell or not fully recovered from illness to school. Such children are not receptive to learning or to school routine and our facilities for caring for them are limited.

INFECTIOUS DISEASES

Children suffering from infectious diseases must be excluded from school. The exclusion period for the following diseases is as follows:-

Chicken Pox	until 7 days from the appearance of spots
Diphtheria	until medical certificate of recovery is produced
German Measles	until 7 days from the appearance of spots
Head Lice	until effectively treated
Impetigo (School Sores)	until two days after sores are treated with antibiotics
Infective Hepatitis	until medical certificate of recovery is produced or hepatitis symptoms have subsided
Influenza	until all symptoms of disease have disappeared
Measles	until 7 days from the appearance of rash
Meningococcal Infection	until medical certificate of recovery is produced
Mumps	9 days after the onset of swelling
Ringworm	until a medical certificate is produced stating that anti-scabietic treatment has been carried out
Streptococcal Infection	until a medical certificate is produced or until 7 days after the symptoms have subsided (including Scarlet Fever)
Whooping Cough	until the expiration of 4 weeks from the beginning of the cough.

Please notify the school should your child contract any of the above diseases. When your child is not well please keep him / her at home until he / she is sufficiently recovered to return to school.

LEAVING THE SCHOOL GROUNDS DURING SCHOOL TIME

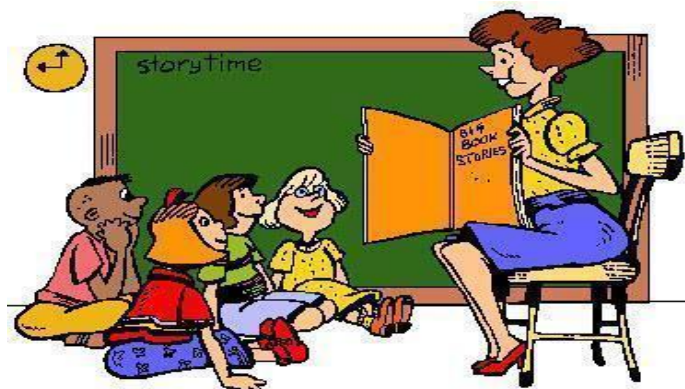
If you have to pick your child up early from school, it is necessary for you to sign an authorisation form at the Admin Office for you to collect your child from their class or playground.

No student is allowed to leave the school grounds during school time without written permission unless a teacher or a parent supervises him/her. If you require your student to leave the school grounds and you are not able to supervise him/her, you must send a written note to your student's teacher stating where your student is to be.

LIBRARY

Our Library has been established to provide an organised central resource where stimulating, current material is accessible to the whole school community. The primary aim is to offer quality services and support for all students through effective

utilisation of resources and programs that support staff with the implementation of the School's curricula. The Library is available for students and their families to browse, borrow and for research purposes. The Library is automated with a computerised borrowing system. Students utilise this facility for accessing information and borrowing books.



LOST PROPERTY

Please make sure your child's property is clearly marked with his/her name, especially school uniform items. All unnamed property is stored in a lost property box for parents and student to recover. Lost property is stored at school for a term only. At the end of the year unclaimed items will be sold or given to St. Vincent's.

LUNCH ORDERS

On Friday lunches may be ordered from the Penshurst Bakery through the school. A list of appropriate foods and their prices is sent home at the beginning of the school year. You are required to write your student's order on a paper bag or envelope with his/her name and the amount enclosed. Orders must be received by Thursday. The school's Health programme aims to educate students about healthy food. Please support this programme by only ordering items on the list. (PLEASE NOTE: \$2 coins may slip out of the top of envelopes. Please seal and fold them up.

MAINTENANCE OF ST. JOSEPH'S SCHOOL

The Maintenance Committee meets regularly to ensure that the school is properly maintained. Maintenance items are then brought to the School Board and plan of attack is decided. If you notice anything at school that might require attention, please inform the principal.

MEDICAL SERVICES

A school nurse conducts examinations of children in Prep. Parents are informed about these examinations.

Children in other grades may be examined upon referral or if there was a concern the previous year.

If you are worried about your child's hearing, sight, speech, etc. please contact the teacher as these matters can be referred to the medical services.

MEDICATION

Arising from the duty of care that we owe our students and in the interests of the students being able to continue to attend classes there will be occasions when the administration of medication is necessary.

Prescription medication to students of St. Joseph's by staff members will be permitted within specific guidelines.

No medication will be administered without the written permission of the parents or guardians.

All medicines will be kept in the Office in clearly marked containers.

Where a student needs to be injected a parent or their representative must be present to dispense the injection under the supervision of a staff member.

Any untoward effects of the drugs must be explained to the school by the parents or guardians.

NEWSLETTER

This letter informs the school community of upcoming events and school news.

PARENTS AND FRIENDS

Our Parents and Friends Association seek to develop closer ties between the school and its parent body and to raise funds for the benefit of the school. .

PARENT / TEACHER / SCHOOL RELATIONSHIPS

The teachers' first responsibility is to the students in their care, hence they will not be available for discussions during class times. If you wish to discuss your student's progress, or you have a concern regarding the classroom/school behaviour etc. you should make an appointment with the teacher concerned or the principal. You are most welcome to visit the school during the day. Parents are welcome to join the staff for a cuppa at recess time.

PHOTOS

School photos are taken each year. Parents are under no obligation to purchase photos. Parents will be advised of the photo date and envelopes will be sent home to each student. All the necessary information will be noted on the envelopes.



POLICY STATEMENTS

As a DOBCEL school, many of our policies are established and formulated by DOBCEL. School policies are very important documents because they set the direction of the school.

Once approved and ratified by the DOBCEL Board, the Principal is responsible for implementing the policies, and is accountable to the Board in this regard.

Our school policies can be accessed via our website or by request from the School.

SCHOOL ADVISORY COUNCIL

The School Advisory Council (SAC) will provide advice to the Principal regarding policy, school improvement, strategy, budget, and masterplan.

The SAC is the leading advisory group for the Principal, as an active forum for parent and community participation, providing support and advice in strategic planning, school improvement, educational outcomes and stewardship of resources. As outlined in the DOBCEL Governance Charter, SAC members do not have any financial or non-financial decision-making powers.

The School Advisory Council is intended to:

- provide a voice for members of the school community
- actively support, in collaboration with the local parish, the Vision and Catholic Identity of the School
- provide input into and support for strategic planning and directions
- actively support and promote child safety practices including the National Safeguarding Principles for Child Safe Organisations
- provide input and contribute advice in the processes of school improvement and school review
- support the Principal in meeting his/her responsibilities and accountabilities for educational outcomes, effective stewardship of resources, and annual reporting
- actively support the Principal in the encouragement of family engagement
- support the ongoing sustainability of the SAC and its members in its succession and learning

Meeting dates are set at the Annual General Meeting each year, and are usually held on the 2nd Tuesday of each month.

SCHOOL GOVERNANCE

As of 1 January 2021, St Joseph's School Penshurst has been governed by Diocese of Ballarat Catholic Education Limited (DOBCEL).

DOBCEL is the company recently established by Bishop Paul Bird to become the governing body for parish schools in the Ballarat Diocese. It was established to fulfil the following objectives:

- To ensure consistency and professionalism of governance for parish schools.
- To ensure the continued pastoral ministry of priests in parish schools.
- To allow the ongoing engagement of parish and local communities.
- To ensure effective and transparent stewardship of education resources.
- To allow the Diocese of Ballarat to address Recommendation 16.6 of the Royal Commission (that parish priests are not the employers of principals and teachers in Catholic schools).
- To allow Catholic education authorities to meet the Victorian Government's requirement for organisations that receive government funding (including schools) to be governed by incorporated legal entities.

SCHOOL PRAYERS

Morning Prayer

Thank you God for another day with friends. Help me to do my best in the work I do, the games I play and the way I am with everyone here at St. Joseph's. May I always remember that you live in me and in others too. I will try to know and love you more this day. Amen.

Afternoon Prayer

Thank you God for this day we've had with our friends. Thank you for all the friendship, fun and learning we've had today. Now as we go home to our families, be with us until we are back together again, tomorrow. Amen.

SICK STUDENTS

If children are sick they need to be at home in the care of their parents or carers. If children are sick and attend school they are increasing the risk of infecting others. If a child becomes sick at school, parents will be notified and will be requested to come and collect him/her. In the event of serious accident

SCHOOL CROSSING

We have a monitored crossing on Martin Street. Children need to be aware before beginning school that they **must use the crossing at all times and with extreme care**. Parents, also, must take extreme care near the crossings. Cars picking up children must park facing into the school. NO cars must be parallel parked behind parked cars to ensure safety of children. Children are not allowed to go out the school gate until parents/carers cars have parked.

SMOKE FREE ZONE

All areas of St. Joseph's school are SMOKE FREE ZONES.

SPECIAL ASSISTANCE PROGRAM

Our school recognises that all students are unique and that each student will have special needs. To this end we have established a Special Assistance Program which aims to assist those students who are identified by parents and teachers as possibly requiring some additional assistance so that they may grow to their fullest potential. The classroom teacher develops an individual program to meet the needs of such students. This program is closely monitored to ensure that the needs of these students are met.

SPORTS



We are involved with the Southern Grampians Sports Sport Association (SGSSA) and participate in Athletics, Swimming and Cross Country Carnivals.

Other schools involved include: Cavendish, Dunkeld, Peshurst, Macarthur, Branxholme and Tarrington.

These sports are held in terms one and two. You will be notified of the dates through the newsletter. Representative teams also participate in Hooptime Basketball, Kanga 8's cricket and Aussie Footy.



PASTORAL CARE

Pastoral Care at St Joseph's is primarily concerned with the fostering of students' self discipline. At the heart of this endeavour, Pastoral Care also contributes to students recognising that their fundamental freedoms and rights are reciprocated by responsibilities.

The following is an expression by the students of St Joseph's of how Pastoral Care is lived in the everyday reality of their school

:How we keep safe in our school

We need to:

- stay within the school boundaries
- nominate an umpire for competitive games
- tackle bodies fairly
- modify the rules of games to suit all children
- play in designated areas
- play without using violence eg., punching striking
- lookout for children who are hurting
- remember to create a safe environment by not throwing missiles
- use all equipment with safety in mind
- look out for others
- walk instead of running when we are inside, so that no one gets hurt.



How we speak to each other in our school

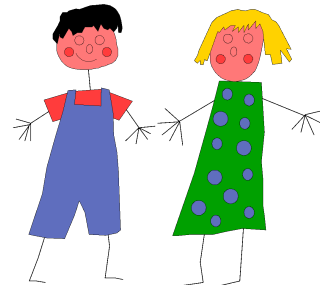
We need to:

- listen to the person who is speaking to us
- speak so that we can be heard without yelling
- respect all persons in the school, shown by the way we talk to them
- speak to each other without put downs
- put our hands up when we need to speak in a big group
- look at the person we are in conversation with
- understand that swearing, name calling or put downs are not acceptable under any circumstance at our school

How we treat each other at school

We need to:

- lead by example in the way we treat others
- be kind in our actions, always encouraging and supporting children
- give the little kids a fair go
- remember to treat everyone the same
- respect everyone
- watch out for children who are excluded from games
- respect our school buildings and grounds shown by the way we care for them
- respect our school environment, shown by the way we care for it.



What we do when there is a conflict.

We need to:

- try and work out our problem with the person involved
- talk to a teacher if we cannot resolve the conflict on our own
- spend time with the person we are in conflict with rather than walking off and try to be open and non-defensive in our manner.
- challenge each other to be thinking people who are aware of others

How we learn at our school

We need to:

- be mindful of others around us who are working
- respect the person who is talking and their thoughts
- respect the working space of others
- respect the property of others
- be enthusiastic about our own learning
- encourage others in their learning

SWIMMING

Each year, the students are involved in a swimming programme. This programme involves a 1 hour lesson for 5 consecutive school days under the supervision of Qualified AustSwim Teachers and voluntary help. Students wear school sports uniform on these days and bring their swimming gear.

ST. JOSEPH'S FEAST DAY

March 19 is a special day to remember Joseph. The school community celebrates the life of St. Joseph on this day.

SUN HATS

In first and fourth terms, the students are playing outside during the hottest part of the day and they need some form of head protection. During these terms, no student will be allowed to play outside in the sun without a hat. Please ensure that your student has their sun hat at school.

SUPERVISION OF CHILDREN

Supervision of children in the school grounds begins at 8.30am and ends at 3.45pm. As supervision is limited to these times we would ask that children are not brought to school prior to these times. Children are supervised during recess and lunch times. No child leaves the school grounds before dismissal or during the day without permission. On wet days and days of extremely high temperatures the children are supervised in their classrooms during recess and lunch breaks.

WORKING BEES

In an effort to keep the school fees to a minimum the School Board asks all parents to participate in working bees;

- (a) to complete maintenance and improvements tasks, and
- (b) keep maintenance costs to a minimum.

All families are asked to share in this important responsibility.

UNIFORMS

Our uniform reflects the distinctive nature of St Joseph's School. It encourages a sense of belonging and provides a visible identity within the Parish.

Summer Uniform

- Summer Dress Blue/White/Navy Check or Navy gabardine shorts and School Blue shirt
- Navy Jumper with School Logo
- Navy Socks and black shoes/black boots
- Navy school hat with logo.

Winter Uniform

- Navy gabardine trousers
- Box Pleat Tunic- Foundation to Year2/ Ink Navy Skirt- Year 3 to Year 6
- School Blue Shirt
- Navy Jumper with School Logo
- Navy Socks and black shoes/black boots

Sports Uniform

- To be worn on sports day each week
- Navy basketball shorts
- School Logo polo top
- School Logo rugby top
- Sports Shoes with white socks
- Navy tracksuit pants

School Bag

Uniform orders will be called for each term. Orders are to be paid for on collection. All the above items can be purchased through the school.

