



St Joseph's Tobruk Memorial School



1953
to
2016



Parent Handbook

Principal's Message

Dear Parents

Welcome to the 2016 school year at St Joseph's Tobruk Memorial School, Beenleigh. St Joseph's Tobruk Memorial is a school rich in history and built on the energy and faith of its community. In 2013, St Joseph's celebrated its 60th anniversary. The school was blessed on October 25, 1953 and opened its doors in 1954 for 97 students.



At St Joseph's, our staff are dedicated to creating a welcoming, caring, respectful, just, forgiving, trusting, positive, nurturing and motivating environment. We work hard to prepare our students for the future, by instilling a sense of self-worth, fostering a desire for life-long learning and strengthening their relationships with God and others within our immediate and wider communities.

It is through the active participation of the entire community that we achieve so much. We invite you to share your special gifts and talents with us for the benefit of all. It is only through the strength and support of our community that we achieve excellence in education and can continue to provide the warm, friendly atmosphere of care and concern that permeates every facet of the school.

Our school mission promotes six (6) key themes: respect for the environment; healthy living; community; education in a rapidly changing world; celebration of differences; nurturing spirituality. As well, our community celebrates seven (7) core values based on the charisms of our founders: dignity; compassion; courage and resilience; justice; camaraderie; reconciliation; and trust and faith in God. Integrating these themes and core values into every facet of school life is both a challenge and a privilege for every member of the St Joseph's community.

I trust that your family's experience at St Joseph's Tobruk Memorial School in 2016, is richly rewarding and everything you hope for.

God's blessings

Stephen Johnson
Principal

St Joseph's Tobruk Memorial School Mission

Our school Mission Statement unites us as a community in a common vision for St Joseph's Tobruk Memorial School.

May the spirit of St Mary of the Cross MacKillop infiltrate our hearts and transform us. May the courage and camaraderie of the Rats of Tobruk embolden us to face the challenges that lie ahead and give character and depth to our friendships. May the generosity and simplicity of St Joseph keep us humble in our service.

The community of St Joseph's Tobruk shares the following beliefs:

We are stewards of creation, charged with the responsibility of caring for our earth and its diverse and abundant resources. We believe in actively contributing towards environmentally sustainable policies and practices, conserving this precious gift of creation for future generations.

We promote a healthy and balanced lifestyle emphasising the importance of diet, exercise and team work in contributing towards our physical, mental, social and spiritual wellbeing.

We work together cheerfully in a spirit of genuine co-operation, mutual respect, camaraderie and care, to create a safe and supportive school community.

We strive for excellence in an engaging curriculum, preparing children to become active participants in a rapidly changing world.

We acknowledge the intrinsic worth of every individual and celebrate the diversity in our community. Conflicts are resolved through peaceful negotiation and respectful communication.

We recognise and nurture the spirituality of each person, centred on Jesus, enlivened by the charisms of our founding patrons and integrated into purposeful, daily living.



School History

In 2013, St Joseph's Tobruk Memorial School celebrated its 60th year of providing Catholic education to the children of Beenleigh and surrounding areas. Sixty years ago, driven by the leadership of Father Owen Steele (later, Monsignor Steele), and inspired by the vision of Mary MacKillop, a group of dedicated Sisters of St Joseph began an amazing journey. The school opened with 97 students, including 21 borders. The rest, as they say, is history. St Joseph's Tobruk Memorial School was blessed on October 25, 1953 and opened its doors in 1954 for students.



Parish Priest, Father Steele, had asked the Sisters of St Joseph, whose co-founder is St Mary of the Cross MacKillop, to establish the school. The school was a boarding facility for boys in the early days. Our connection to the Josephite tradition remains strong and the link is strengthened by the ongoing presence of a Sister of St Joseph in our school - our Pastoral Worker, Sister Jenny Scari.

It is from Father Steele that the school gained its title *Tobruk Memorial*. During the North African campaign in World War II, Fr Steele became one of the famous 'Rats of Tobruk'. On his return to Australia in 1943, Archbishop Duhig appointed him as Parish Priest of Beaudesert, which included the Beenleigh area. St Joseph's was built in memory of the men who served at Tobruk.

The Rats of Tobruk continue to associate with the school through the Queensland Branch of the Rats of Tobruk Association. Several surviving Rats of Tobruk were involved in a Beenleigh RSL sponsored fundraiser for the school after a fire destroyed the original school building in October 2006.



St Joseph's Tobruk Memorial School has always been an important part of the local community and as the local community of Beenleigh has grown and changed over the past 60 years, so too has the school.

May God continue to bless our combined efforts.

St Joseph's Tobruk Memorial School, Beenleigh
...celebrating the past
...creating the future

St Mary of the Cross MacKillop

Co-founder of the Sisters of St Joseph



Mary MacKillop was born near Melbourne, Australia, in 1842, the first daughter of Flora and Alexander MacKillop. Her life was never to be an easy one, the path continually beset with obstacles. But Mary was courageous and trusted in God to see her through the difficult times. Before she was 20 years old, Mary knew that God was calling her, but it was not until she was 24 that she was to take up what she called 'God's work'.

Her vocation was to open and run Catholic schools for the poor in Southern Australia and, at this time, she became foundress of The Sisters of St Joseph of the Sacred Heart. Doubtless, her task brought her much joy, but it also brought great hardship and pain. Mary's commitment to God remained unshaken and until her death in 1909, Mary had been a devoted servant of God.

Her greatness is seen in her enormous contribution to education in this country. Whenever she saw people in need, she felt impelled to respond. The sick, imprisoned, migrant, destitute, prostitute and orphaned, all had cause to be grateful to Mary. The motivation of her life lay in her intense concern for the poor, her deeply held Catholic faith and her complete commitment to God.

Mary was canonised on 17 October 2010

Prayer

Most loving God we thank you for the example of St Mary of the Cross MacKillop, who, in her living of the Gospel, witnessed to the human dignity of each person.

She faced life's challenges with faith and courage.

We pray through her intercession for our needs.

We make this prayer through Jesus, the Lord.

Amen

We also pray for all Sisters of St Joseph throughout Australia and the world, especially our own Sister Jenny Scari. May we support the Sisters of St Joseph in their educative and pastoral work amongst the poor and needy. May we never see a need without trying to do something about it.

Our School Emblem – Linking The Past to The Future

The flame represents our ties to the Rats of Tobruk and is taken from the Rats of Tobruk Memorial in Canberra.

The cross in the sky represents St Mary of the Cross MacKillop and identifies us as a Catholic School.

The adult and children represent our staff, students and community, walking together.

The three colours in the earth represent our links to the environment and the community. The brown represents the Yugambeh People; the light green, the traditional farming ties; the dark green, the more recent residential developments of our area.



The Rats of Tobruk Memorial in Canberra



Mary MacKillop is also known as St Mary of the Cross MacKillop



Housing developments occurred across the area.



Farming was central to the development of the Beenleigh area.



The first people were the Yugambeh People. They called this area Woabbummarjo, meaning boggy clay.

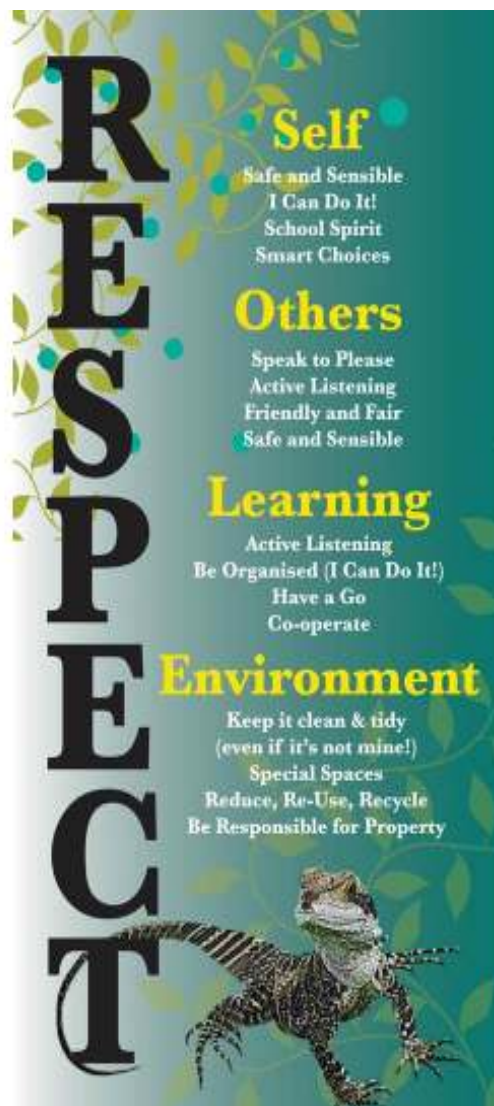


The parents, students and staff who have walked and will walk together as part of this learning community.



Respect Rules

At St Joseph's all members of the school community are expected to follow our Respect Rules. The children are taught an extended version of these rules which includes descriptions of what the rules looks like, and what they don't look like, when enacted.



Bullying Prevention

To assist in the prevention of bullying at school, the children learn the TWISTS Strategies. We encourage families to use these strategies at home as well, for common language and common understanding purposes:

- T** Tell them to stop, I don't like it when ...
- W** Walk away (with a friend)
- I** Ignore
- S** Stand up for yourself (be assertive - non-violent/non-aggressive)
- T** Tell a teacher (class teacher should be the person informed each time, though a duty teacher might provide immediate assistance)
- S** Stay calm

It is very important that parents report to the class teacher or school administration, any suspected or known cases of bullying.

St Joseph's Tobruk Memorial School Behaviour Matrix

	CLASSROOM	PLAYGROUND	TRANSITIONS	CHURCH/ HALL	BEFORE AND AFTER SCHOOL	TOILETS	OUTSIDE OF SCHOOL- CAMPS, SPORT, EXCURSIONS
	LOOK, ACT AND SPEAK IN THE SPIRIT OF ST JOSEPH'S						
Respect for Self	Follow teacher's instructions Learn in a positive way Care for your property	Follow teacher's instructions Be in the proper place Play in a positive way	Follow teacher's instructions Move quietly and sensibly around the school	Follow teacher's instructions Participate appropriately	Follow teacher's instructions Move quietly and sensibly around the school	Follow teacher's instructions Practice good hygiene	Follow teacher's and instructors' instructions Care for your property Participate in a positive way
Respect for Others	Show courtesy in word and action to teacher and classmates	Follow teacher's instructions Play in a positive way	Be courteous to others as you move around the school	Participate reverently and appropriately	Follow instructions while waiting Move quietly and sensibly around the school	Practice good hygiene	Follow teacher's and instructors' instructions Show courtesy in word and action to all people you meet
Respect for Learning	Follow teacher's instructions Ask questions – especially when having difficulty Care for resources	Try new things Play games/sport by following the rules	Be mindful of others' learning by walking quietly and safely	Listen attentively to all speakers and readers	Ensure you have what you need for home and school	Learn about hygiene practices	Follow teacher's and instructors' instructions Participate in a positive way
Respect for Environment	Be sustainable- reduce, reuse, recycle Use and return your resources in good order	Be sustainable- reduce, reuse, recycle Care for St Joseph's equipment and resources Leave nature where it belongs	Be sustainable- reduce, reuse, recycle Care for St Joseph's equipment and resources Leave nature where it belongs	Be sustainable- reduce, reuse, recycle Care for St Joseph's equipment and resources	Be sustainable- reduce, reuse, recycle Care for St Joseph's equipment and resources	Be sustainable- reduce, reuse, recycle Care for St Joseph's equipment and resources	Be sustainable- reduce, reuse, recycle Care for camp/ excursion equipment and resources Leave nature where it belongs

2016 Staff

Parish Priest:	Fr Joseph Kanatt	beenleigh@bne.catholic.net.au	
Principal:	Stephen Johnson	sjohnson@bne.catholic.edu.au	
Assistant Principal - R.E.:	Peter Lovegrove	plovegrove@bne.catholic.edu.au	
Secretary:	Margaret Skerman	mskerman@bne.catholic.edu.au	
Finance Secretary:	Roslyn Mendo	pbeefinance@bne.catholic.edu.au	
Admin Support:	Chris Hanrahan	cmhanrahan@bne.catholic.edu.au	
Class Teachers:			
Prep 0C (Water Dragons)	Sarah Baker	smtaylor@bne.catholic.edu.au	
Prep 0F (Possums)	Kate Willmot	kwillmot@bne.catholic.edu.au	
Year 1C	Margaret Hatzis	mhatzis@bne.catholic.edu.au	
Year 1F	Sarah Robertson	Sarah.Robertson@bne.catholic.edu.au	
Year 2C	James Buckley	jbuckley4@bne.catholic.edu.au	
Year 2F	Phillippa Burns	plhaley@bne.catholic.edu.au	
Year 3C	Chris Pangbourne	cpangbourne@bne.catholic.edu.au.	
Year 3F	Katia Buckley	klynch@bne.catholic.edu.au	
Year 4C	Nicolle Birks	njford@bne.catholic.edu.au	
Year 4F	Kate Condon	Katherine.Condon@bne.catholic.edu.au	
Year 5C	Dianne Kibble	dpennings@bne.catholic.edu.au	
	Sameera Rattansay	srattansay@bne.catholic.edu.au	
Year 5F	Leonie Phillips	lphillips@bne.catholic.edu.au	
Year 6C	Priscilla Bustamante	pbustamante@bne.catholic.edu.au	
Year 6F	Alison Wood	alison.wood@bne.catholic.edu.au	
	Matthew Armstrong	matthew.armstrong@bne.catholic.edu.au	
Specialists & Other Teachers:			
Art:	Mary McBride	mmcbride@bne.catholic.edu.au	
Curriculum Support and Learning Leader:	Catherine Schloman	cschloman@bne.catholic.edu.au	
Early Years Support:	Pauline Carroll	pauline.carroll@bne.catholic.edu.au	
Guidance Counsellor:	David Higgins	djhiggins@bne.catholic.edu.au	
Indonesian:	Dewi Andriani	dandriani@bne.catholic.edu.au	
Teacher Librarian:	Lyn Giebels	lgiebels@bne.catholic.edu.au	
Music:	Renuka Haran	rharan@bne.catholic.edu.au	
PE:	Matthew Armstrong	matthew.armstrong@bne.catholic.edu.au	
Pastoral Worker:	Sr Jenny Scari	jscari@bne.catholic.edu.au	
Support-Inclusive Ed and ESL:	Isabelle Vargas-Malby	ivargas@bne.catholic.edu.au	
Support-Inclusive Ed:	Sue Hall	sehall@bne.catholic.edu.au	
Learning Enhancement:	Rebecca Fletcher	rfletcher@bne.catholic.edu.au	
School Officers:			
Kirsteen Black	Melissa Burgess	Karen Cole	Jo Connor
Helen Dillon	Kerry Fenner	Sharon Follett	Sue Logan
Sam Vickery	Mary Wynn		
Cleaner:	Jacky McBain		
Grounds-Maintenance:	Scott Edwards		
Uniform Shop:	Kerry Fenner		

School Information

Telephone Numbers

School Office:	3287 2798 – Absences (Option 1)
Fax:	3807 4532
Finance:	3287 2798 (Option 2)
Library:	3807 1635
Uniform Shop:	3287 2798 (Option 4)
St Patrick's Outside School Hours Care:	3807 1364

2016 Term Dates

Term 1	Wednesday 27 January – Thursday 24 March
Term 2	Monday 11 April – Friday 24 June
Term 3	Monday 11 July – Friday 16 September
Term 4	Tuesday 4 October - Friday 2 December

School Hours

School commences	8.40am (Preliminary bell – 8.35am)
Morning session	8.40am – 10.50am
Lunch break	10.50am – 11.30am
Middle session	11.30am – 1.45pm
Snack break	1.45pm – 2.05pm
Afternoon session	2.05pm – 2.55pm

School Office Hours

Monday - Thursday	8.00am – 3.45pm
Friday	8.30am – 3.30pm



Arrival at School

Children should be at school by 8.35am. It is expected that no child arrive at school before 8.20am. **There is no formal teacher supervision until 8.20am.** Students who arrive before 8.20am should be enrolled in St Patrick's Outside School Hours Care, where they will be supervised.

After School

Children wait for parents in the mango tree area (hall, in wet weather) or Tobruk Street pick-up area, under teacher supervision. Please notify the office if you will not arrive before 3.20pm, when teacher supervision concludes. Any children who have not been picked up by 3.20pm are taken to the school office and parents are contacted as necessary.

Attendance and Absence from School

In accordance with the requirements of the current Education Act, children are expected to be at school every day. Every effort should be made to have family holidays during school holidays. It is impractical for teachers to set formal written activities for a student on holidays during term time, and as a general rule, we encourage children going on such a holiday, to maintain a journal of their travels and to read often (or be read to often).

Late arrivals	Any student arrival at a classroom after roll marking, must go to the office to receive a late slip. Office staff will then update the attendance status in the online system.
Early Departures	Students are called by office staff to go to the office to be signed out by a parent. Parents must not take students directly from classrooms. Office staff will then update the attendance status in the online system. Notification from a parent must be given to the school when students are collected early by adults other than parents.
1-10 days absence	Absence and reason are to be reported to the school by a parent. All absences must be explained by day two (at the latest) of the absence via: <ul style="list-style-type: none"> • Letter to teacher • Email • Phone
11 or more days absence	For absences of more than 10, but less than 110 days, an Exemption from Compulsory Schooling Form is to be submitted (available at the school office). For absences of more than 110 days, a form is submitted to the Department of Education and Training.

Programs (Curricula)

Religious Education

The vision for Religious Education at St Joseph's Tobruk Memorial School, '...emphasises the two distinct, yet complementary dimensions of Religious Education' (Brisbane Catholic Education 2013). Religious Education aims to develop religious literacy so that our students can participate critically and authentically in contemporary culture. The Religious Life of the School embodies the faith community in which students are challenged to live the Gospel of Jesus Christ.

St Joseph's Religious Education Program embraces inquiry based learning to develop critical thinking skills with clear, visible learning intentions. Children are encouraged to view their world critically in the light of deep Catholic tradition and quality teaching.

The community of St Joseph's recognises and celebrates the diversity of our students, encouraging and supporting the development of a child's faith and spirituality through the Religious Life of the School as influenced by our co-founders St Joseph, St Mary of the Cross MacKillop and the Rats of Tobruk.

Gospel values permeate our entire school program and are not merely taught in a Religious Education lesson. Our community celebrates seven (7) core values based on the charisms of our founders: dignity, compassion, courage and resilience, justice, camaraderie, reconciliation, and trust and faith in God.



Our goal as religious educators is, again, to develop religious literacy within our students, whilst providing an environment for ongoing faith formation. Within an authentic faith community, where the Catholic culture is expressed and embedded in the life of the school, the students of St Joseph develop the knowledge, understanding and skills to make connections with Catholic teaching and the world in which they live.

The Religious Education Curriculum

The curriculum area of Religious Education is taught in accordance with the *Religious Education Archdiocese of Brisbane Curriculum, P-12*. The Religion Curriculum has four strands:

- **Sacred Texts:** *Old Testament, New Testament, and Christian Spiritual Writings and Wisdom.*
- **Beliefs Trinity:** *God, Jesus the Christ, Spirit; Human Existence; and World Religions.*
- **Church:** *Liturgy and Sacraments, People of God, and Church History.*
- **Christian Life:** *Moral Formation; Mission and Justice; and Prayer and Spirituality.*

The Religious Life of the School

The *Religious Life of the School P-12* is focused on the second dimension of Religious Education, commonly referred to as “teaching people to be religious in a particular way” (Moran, 1991).

The Religious Life of the School P-12 comprises four interrelated components. Each of these strands comprises three distinct, yet interrelated sub-strands:

- **Religious Identity and Culture:** *developing the school’s ethos and charism; building authentic Christian community; and creating a sense of the sacred.*
- **Evangelisation and Faith Formation:** *living the gospel; spiritual formation; and witness to the wider community.*
- **Prayer and Worship:** *Christian prayer; celebrating liturgy and sacraments; and ritualising everyday life.*
- **Social Action and Justice:** *justice in the school community; action for justice; reflection on action for justice.*

English

At St Joseph’s, there is a strong focus on developing children’s literacy using a variety of methods.

Each student’s reading level is formally assessed **every six months**. Students also engage in national standardised testing in Years 3 and 5, i.e. National Assessment Program - Literacy and Numeracy (NAPLAN), as well as Progressive Assessment Testing - Reading (PAT-R) in Year 2-6 in Term 4.

The English curriculum comprises three strands: **Language**, which develops knowledge of the English language and how it works. This covers spelling, punctuation, grammar and phonics; **Literature**, which covers understanding, appreciating, responding to, analysing and creating literature; and **Literacy**, which looks to expand the repertoire of students’ English usage through the creation of a wide variety of texts, both written and multi-modal.

Mathematics

The Mathematics curriculum covers mathematical skills and knowledge in three strands: ***Number and Algebra***, ***Measurement and Geometry***, and ***Statistics and Probability***. It focuses on developing mathematical understanding, fluency, logical reasoning, analytical thought and problem-solving skills.

Students become active participants in challenging and engaging experiences, which encourages them to become self-motivated and confident learners.

As mentioned, students also engage in national standardised testing in Years 3 and 5, i.e. National Assessment Program - Literacy and Numeracy (NAPLAN), as well as Progressive Assessment Testing - Mathematics (PAT-M) in Year 2-6 in Term 4.

Science

The Science curriculum comprises three strands: ***Science Understanding***, ***Science as a Human Endeavour*** and ***Science Inquiry Skills***. Each year level comprises knowledge content covering chemical sciences, biological sciences, physical sciences, and earth and space. Through practical applications, students are challenged to develop critical thinking skills and draw evidence-based conclusions about a wide variety of topics which nurture their natural curiosity about the world around them.

Humanities and Social Sciences

The Humanities and Social Sciences subjects provide a broad understanding of the world in which we live, and how people can participate as active and informed citizens with high-level skills needed for the 21st century. The shaded area of the following table indicates which subjects are taught in each of the year levels:

Sub-strands	Prep to Year 2	Years 3 and 4	Years 5 and 6
<i>Inquiry Skills</i>			
<i>History</i>			
<i>Geography</i>			
<i>Civics and Citizenship</i>			
<i>Economics and Business</i>			

Technology and Computer Education

It is the aim of St Joseph's Tobruk Memorial School to provide all children with 'hands-on' computer and other ICLT experience. While working with technology, children not only discover exciting new ways to learn, but also how to utilise the technology of the present, with a view to the future. We are also investing further in touch technologies, with iPads.

Computer education is not an isolated subject, but is integrated into many areas of learning. Our school has a well-established computer network, with multiple devices available in every classroom. Each room has full wireless Internet access and children are able to access their work from any computer in the school.

In addition to many desktop computers, banks of laptops and iPads add flexibility to classroom practice. Interactive whiteboard/screens have been installed in every classroom. The school has invested a large amount of money to ensure that the children at St Joseph's have access to, and the ability to use, the latest technology. This investment is largely enabled by a Capital Levy that is asked of families.

The Arts



This Learning Area covers five subject areas, i.e. **Visual Arts**, **Music**, **Dance**, **Drama** and **Media Arts**. Both Visual Arts and Music are taught by specialist teachers. Drama, Dance and Media Arts are taught by class teachers and incorporated into units of work that link a number of subject areas together.

Our Visual Arts specialist, Mrs Mary McBride, conducts workshops and classes with children from Year 1 to Year 6. Towards the end of each year the Prep children have orientation lessons in the Art Room to prepare them for the following year. Every second year, Mrs McBride co-ordinates Artworx, which is a celebration and display of children's magnificent art works.

Mrs Renuka Haran, is our Music Specialist. Music is taught to each class. Mrs Haran is also the

co-ordinator of the Choir, the Band, the annual Talent Extravaganza, the annual Musical Showcase and the Instrumental Music Program. The choir is open to children in Year 3 to 6. The choir performs for senior citizens, at school functions, and local events. The children are given every encouragement to use their musical talents for the enjoyment of the whole school community. In Term 2 there is a Talent Extravaganza, and in Term 4, there is a Musical Showcase for the enjoyment of the community. Children are encouraged to enrol in our Instrumental Music Program. Tutors are available at minimum cost for individual or small group lessons in violin, guitar, keyboards, drums, brass and woodwind instruments. In 2015, 98 children were enrolled in the program. Many of our tutors also teach their particular instrument(s) at neighbouring Trinity College, allowing continuity for our students.



Dance

Throughout Term 3, children complete a dance program, conducted by external provider, Creative Dance Industries. The cost of this program is included in school fee statements.

Health

Classroom teachers are responsible for the teaching of the Health component of the Health and Physical Education (HPE) curriculum. This subject incorporates the development of students' skills, knowledge and understanding of health issues, in order to strengthen their sense of self, and build and manage satisfying, respectful relationships.



Physical Education (PE)

Mr Matthew Armstrong is our PE teacher. Each child is involved in some form of physical activity designed to help maintain an adequate level of fitness, to improve gross motor skills, to aid in the development of fine motor skills, and to introduce skills required for participation in leisure sports. It has been demonstrated that participation in physical activities will not only help to achieve these ideals, but that they also enhance academic achievement. PE is an integral part of the St Joseph's curriculum.

Technologies

This Learning Area comprises two subjects, i.e. **Design Technology** and **Digital Technology**. Content from these subjects is incorporated wherever possible into connected units of work with other learning areas.

Design Technology

This subject allows students to use design thinking and technologies to generate and produce designed solutions for authentic needs and opportunities.



Digital Technology

Students are able to use computational thinking and information systems to define, design and implement digital solutions. This includes the use of coding.

Specialist Programs and Teachers

The Learning Support Team

Our Learning Support Team works in collaborative partnerships with class teachers, specialist staff, outside agencies and parents to achieve the best possible educational outcomes for students.

Our Learning Support program provides support through a range of intervention programs, services and activities to meet the diverse need of our students at whole class, small group and individual levels.

As well as providing assistance for general learning differences and delays, the Learning Support Team works in partnership with parents, teachers and outside agencies to support and respond to the diversity of needs of our students who are verified under the areas of

Hearing, Vision, Physical, Speech Language, Intellectual, Social Emotional Impairments and Autistic Spectrum Disorder.

In 2016, our Learning Support Team includes:

- Mrs Isabelle Vargas-Malby, full time Support Teacher Inclusive Education with a focus on Years 3 to 6
- Mrs Pauline Carroll, part time Early Years Support Teacher, and Mrs Sue Hall, part time Support Teacher Inclusive Education with a focus on Prep, Year 1 and 2.

If you have a concern about your child's learning journey, please speak with your child's class teacher who retains primary responsibility for their students. When appropriate, the class teacher will forward your concern onto the most suitable member of the Learning Support Team.

"All children can learn, but not always on the same day or in the same way. "

Teacher Librarian

Mrs Lyn Giebels is the Teacher Librarian. A flexible timetable operates for the use of the Library. The children have the opportunity to borrow regularly. The Library is also opened for children to use during lunchtimes.

The St Joseph's Library aims to provide a number of the resources and programs to facilitate the teaching of information skills and literacy development, so that students can learn to find answers to questions in a world that will continue to change rapidly.

Guidance Counsellor

The school has the services of Guidance Counsellor, Mr David Higgins, for 5 days each fortnight. The Guidance Counsellor is available to meet with parents, students and teachers who seek advice or help with social, emotional, well-being and behavioural issues. Parents are able to request an interview with the Guidance Counsellor through the school office. Teachers may, at times, refer students to the Guidance Counsellor. All parents are contacted before their child sees the Guidance Counsellor for any necessary assessments or for formal counseling. Mr Higgins can be contacted through the school office, by emailing djhiggins@bne.catholic.edu.au, or via mobile, on 0438 109 414.

Pastoral Worker

Our school has a Pastoral Worker, Sister Jenny Scari, based at the school, 4 days per week. Sister Jenny is available to children, families and staff when and where pastoral support is needed and appropriate. Support is offered through:

- home and hospital visits
- monetary assistance for books and uniforms
- Good Grief Program for children
- Social skills development.

Sister Jenny organises numerous hospitality events, with her Friday 'Cuppa' from 8.30am, being a weekly favourite for many in our community. At times, Sister Jenny visits families in their homes. Sister Jenny can be contacted through the school office, by emailing jscari@bne.catholic.edu.au, or via mobile, on 0413 845 968.



Parental Involvement and Communication

Parents as Helpers

To help us provide the best possible education for your children, your involvement as parents is always welcomed.

Help can be in many forms:

At home:

- Praying together and talking about God
- Ensuring that homework is being done
- Checking that your child is happy with school
- Talking with your child about school (highlighting the positive aspects)
- Ensuring that your child is reading and/or being read to each night

At school:

- Participating in school worship, celebrations, Masses, morning teas, etc.
- Assisting the teachers with reading, craft, computer work, typing stories, or any area of the curriculum that you enjoy or have competency in
- Assisting when transport is required
- Volunteering in the Tuckshop (when operating)
- Attending working bees
- Assisting with the Twilight Market
- Attending social events when possible
- Attending parent information sessions

Parent participation in the life of the school community is invited and welcomed in numerous areas. The following groups offer many ways of becoming involved in the school:

CLASSROOM HELPERS:	Please see your child's teacher
ART ROOM HELPERS:	Your assistance is always appreciated in the Art Room. Please see Mrs McBride for further details.
PARENT EDUCATION WORKSHOPS:	These are held regularly and deal with a variety of topics on how to support children's learning.
LIBRARY HELPERS:	Your assistance is always appreciated in the Library. Please see Mrs Giebels for further details.

Newsletter

We keep families informed of events happening at school through the school newsletter, which is available every Thursday online through our school website: www.stjosephsbeenleigh.qld.edu.au and our Skoolbag app (see below).

Assemblies

Assemblies occur each Monday in the hall, with Early Years (Prep-Year 2) gathering from 8.45-9.15am, and Middle-Senior Years (Year 3-6) gathering from 2.15-2.55pm. On alternate weeks, children lead liturgies based on their Religious Education Program or present general items based on their school work. Parents are always welcome at assemblies. With the Principal, senior students play an active role in the running of school assemblies.

Skoolbag App

Our newsletter, reminders, emergency messages, etc., are sent out on the Skoolbag app. Instructions on how to load the app are included in a latter section of this handbook.

Contact with the School

Parents are always welcome to visit St Joseph's to speak with the Principal, Assistant Principal or teachers. It has been our experience that, where free and open communication is maintained, any perceived problems are more readily dealt with. Appointments are highly desirable for such contact.

Messages for Teachers and Children

Teachers are not available to come to the phone during class time. Requests for appointments can be made by phoning the school office or via teacher email addresses. Messages for teachers and children can be conveyed by the office to children or teachers in classrooms. Parents are not encouraged to enter a classroom during the school day to speak with a teacher unless this has been approved by the Principal or previously arranged with the teacher.



For Duty of Care reasons, it is not appropriate for parents to ‘catch’ teachers as they begin their day; when they are teaching a class; when they are supervising or when they are dismissing a class, to discuss issues or concerns. Again, appointments are highly desirable. In making an appointment, indicating what it is that you wish to discuss, allows a teacher to prepare for an effective meeting.

Emailing Teachers

The email addresses of teachers at St Joseph’s appear beside the proceeding staff list. It is recommended that email be used for brief messages. Please do not expect teachers to respond at length to detailed emails, via return email. If a detailed email is received, teachers will generally acknowledge receipt of the email and make follow-up contact with families via phone or arrange a meeting.

Important Initial Contact

Early in Term 1, all families will be invited to a formal Parent Information Evening. It is an important occasion where parents and teachers meet one another and establish that crucial link between home and school.

Reports and Parent—Teacher Interviews

The school issues formal reports to parents in June and December each year. All parents are asked to attend a parent-teacher interview towards the end of Term 1. Parent-teacher interviews can also be requested by teachers or parents following the issuing of semester reports. If you would like to discuss any concerns at other times, staff are always available via appointment.

JETs (Joeys Engagement Teams)

In 2015, St Joseph’s Tobruk Memorial School trialled a new model for the engagement of parents, relatives, friends of the school and staff, in the life of its community. Joey’s Engagement Teams, or JETs, as this model became affectionately known, was born. After a year of trial in 2015, guided by a trial constitution, the JETs model of St Joseph’s Tobruk Memorial School community engagement was endorsed, with a matching constitution, at a November 2015 Special General Meeting. The JETs model focuses community engagement in four (4) Priority Areas, i.e. Faith, Learning, Partnerships and Resourcing. The names of 2016 Strategic Coordinators for each of these areas can be found below and a JETs ‘structural outline’ can be found in the appendix.

FAITH

Katrina Butler

LEARNING

Kelly Wooding

PARTNERSHIPS

Belinda Thompson, Dominic Barnes

RESOURCNG

Tanya Utratny, Marion Fitzgerald

WORKPLACE HEALTH AND SAFETY (WHS)

St Joseph's, as a registered workplace, is subject to the provision of the 1995 WHS Act of Parliament. The Act is designed to make workplaces safer, healthier and more productive.

School Crossings

School crossings in Tobruk Street, Kokoda Street and Logan Road are supervised from:
7.45am – 8.45am and 2.50pm – 3.20pm daily.

Children **MUST** use the pedestrian crossings under the supervision of the Queensland Transport personnel.

Carpark

Cars must not be parked in 'No Standing' zones as this endangers children's lives. In the carpark on the Kokoda Street side of the school, please observe the signs requesting parents to reverse park and please also use the correct entrances and exits. When you park, please be mindful of other parents and children who are walking to cars. This carpark is closed daily at approximately 9.00am and re-opened at approximately 2.20pm. The space is used as a P-2 playground when the gates are closed. Should your car be locked in, please contact the school office. Parents now have the option of morning drop-off and afternoon pick-up of students on the Tobruk Street side of the school. This is a 2-minute zone, and parents are asked to stay with their car to assist with traffic flow. For obvious safety reasons, under no circumstances are the church and staff carparks to be used as drop-off or pick-up areas.

Security - Visitors to School

- **All visitors** (classroom helpers, library aides, volunteers, workers, etc.) must report to the school office on arrival and departure from the school, sign the Visitors' Book and collect/return a badge. This is for **security, safety** and **insurance** purposes. This process allows us to know who is in our school and, therefore, whom to look for in the case of emergency evacuation or lockdown.
- **Badges** will be issued to all visitors. As above, visitors must return their badge to the office and sign out on departure.
- **Blue Cards** – By law, parents who volunteer their services or conduct activities at the school at which their child attends, as long as the child is under 18, are exempt from obtaining a Blue Card (Working with Children Check). All other relatives must have a blue card **before** they volunteer at school. This applies to grandparents and other siblings over the age of 18. All volunteers are required to obtain, from the school office, a Volunteer Handbook and a Volunteer Code of Conduct, then complete the necessary suitability statement.

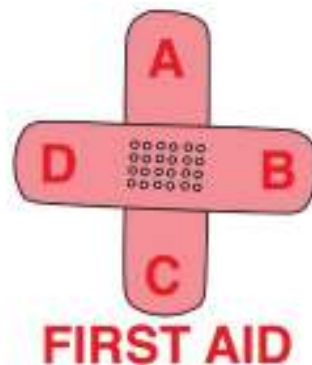
We ask that all parents and visitors support these measures in the interest of the safety and security of our children.

Emergency Information

It is vital that we are able to contact families in an emergency. Please ensure that the office is informed of any changes to contact details.

First Aid

The school's first aid equipment is located primarily in the Administration building. For minor cuts and abrasions, our First Aid Officers will attend to the children. Teachers have some basic first aid materials for minor needs. All administered first aid is recorded on registers held in the Administration building and in classrooms.



Emergency Evacuation and Lockdown Procedures

Staff and children are familiar with emergency evacuation and lockdown procedures, including exit routes from particular classrooms. Students and staff practise required actions and conduct in these events. Emergency evacuation and lockdown drills are conducted at regular intervals throughout the school year. All staff, students and visitors, including parents, are expected to take part in evacuation and lockdown drills if on school grounds when they are held.

Illness

Should a child become ill at school, office staff will telephone a parent or a nominated contact person. The child will remain in the sick bay until the parent arrives.

Serious Illness / Accidents

In the event of a serious illness or accident, every effort will be made to contact parents immediately. However, it may be necessary to engage medical services and personnel. It is essential that parents notify the office of changes to contact details.

Administering Medication

Medication, including paracetamol, shall be provided by the parents in the original container, not past its expiry date.

For any prescribed medication, the following information is to be provided on the pharmacy label:

- name of the person authorised to take the medication
- dosage
- date and time to be taken, and
- medical practitioner's name.

Student Medication Request Forms are available at the school office for parents to authorise staff to administer short term medication (such as antibiotics) and long term medication (for example, insulin). Long term medication, forms are to be renewed annually.

Authority to Administer Paracetamol Forms are available at the school office for parents to authorise staff to administer paracetamol to a student if required. The forms are reviewed annually.

It is important for parents to understand that it is not permissible for students to self-administer medication whilst at school. Please note that office staff are the first contact for parents with students who require medication during any school day.

Class Placement for Students

In Term 4 each year, staff enter into the important process of organising students for the following year's classes. This complex work is not taken lightly by staff, who are very well placed to make informed decisions, due to their precise knowledge of student academic abilities, support needs, peer relationships, etc. Parents are given the opportunity to write to the Principal to provide any information that is deemed to be necessary for consideration by staff and the Principal in organising classes.

Camps (Year 5 and 6)

An important part of a child's education is the development of a sense of independence. To foster this, children in Year 5 and 6 participate in camps. Year 5 students attend a three day/two-night camp at Tallebudgera Recreation Centre on the Gold Coast. Year 6 students attend a three day/two-night camp at Emu Gully, Helidon. These camps are a compulsory part of the school curriculum and student attendance is mandatory. Should there be a medical reason as to why a child cannot attend camp, a doctor's certificate is required.

Lost Property

Please clearly name, as many items as is practicable, that your child brings to school. Lost property is located in a cabinet at the door of the Staffroom. This cabinet is emptied at the end of each term.

Severe Storms

Staff and children will enact lockdown procedures should a severe storm hit during school hours.

Oops! I Forgot!

Office personnel do not generally ring home when children forget to bring items required for school, such as togs, goggles, towels, homework, permission slips, etc. Children and families need to ensure they have all that is necessary for their school day.

National Assessment Program for Literacy and Numeracy (NAPLAN)

NAPLAN testing is carried out each May for students in Years 3 and 5. Students are assessed using common national tests in reading, writing, language conventions (spelling, grammar and punctuation) and numeracy. NAPLAN does not test specific Year 3 and 5 Australian Curriculum content, but rather literacy and numeracy skills that students develop over time.

The best indicator of each student's achievement is the school's own assessment program, designed to assess the student's ability in relation to the curriculum taught. These levels of achievement will continue to form the basis of semester reporting to parents.

Further information on NAPLAN and past results for St Joseph's can be accessed via the My School website at: <https://www.myschool.edu.au/>

Sport

Sporting Houses



MacKillop House was named in honour of the co-founder of the Sisters of St Joseph – Saint Mary of the Cross MacKillop. The Josephite Sisters opened the school in 1954. The colour for this house is **Green**.

O'Shea House was named in honour of a long serving priest of St Patrick's Parish – Father Bill O'Shea. He was a much loved and respected Parish Priest. The colour for this house is **Blue**.

Steele House was named in honour of Monsignor Owen Steele – originally a chaplain to the Rats of Tobruk in North Africa and later, Parish Priest of Beaudesert (which, at the time, included Beenleigh). It was during his time in Beaudesert Parish that this school was founded. The colour for this house is **Red**.

Sport is an important part of each child's development and, as such, is fully catered for at St Joseph's. Children are allocated to House teams by the school, and family groupings are always maintained. Children are encouraged to compete for their House in intra-school swimming, athletics, and cross country carnivals. Our school also competes in these same events against the other Catholic, Government and Independent schools in our region.

Swimming

Swimming is an integral part of our curriculum. All students swim in Term 4. The cost of swimming lessons is included in school fee statements.

Our annual swimming carnival is held at the Robert Nay Memorial Pool, Beenleigh, in Term 4. The carnival is for all students, and parents are most welcome as spectators. An entry fee is charged at the pool for all visitors. Highest achieving swimmers are eligible to advance to representative carnivals.



Athletics

All children are involved in training and skills development leading up to our annual school athletics carnivals. We run two separate carnivals, a P-2 carnival which is fun focused with modified athletic events to build confidence and skills in many areas of athletics.

Our upper school athletics carnival for Years 3 – 6 is held at the Beenleigh Little Athletics Club, Eagleby. Highest achieving athletes are eligible to advance to representative carnivals.

Cross Country

All children are involved in training leading up to our annual school cross country carnival. This whole school carnival is conducted at school. Distances for each year level are;

11 years and 12 years	- 3km
10 years	- 2km
Year 2 and 9 years	- 1km
Year 1	- 500m (2 laps of oval)
Prep	- 250m (1 lap of oval)

Highest achieving athletes, in the 10 – 12 years age group, are eligible to advance to representative carnivals.

Interschool Sport

During the year, children in Year 5 and 6 participate in inter-school sporting events called Gala Days (10 in total for the school year – 5 per semester). These are largely full days of competition, allowing teams a number of matches against other local schools. Children travel away from school for these matches. Gala Days occur on Fridays.

Coaching for Gala Teams takes place during lunch times, snack times and after school. Qualified, available and willing parents are welcome to assist with coaching.



Prep Information

Birthdate:

Children born 1 July 2010 to 30 June 2011

Children born 1 July 2011 to 30 June 2012

Children born 1 July 2012 to 30 June 2013

Eligible for Prep Year in:

2016

2017

2018

Eligible for Year 1 in:

2017

2018

2019

Prep students attend classes five full days per week, participating in learning activities centred around the Australian Curriculum and Brisbane Catholic Education Religion Guidelines.

Religious Education is an integral part of daily activities at St Joseph's and is developed through prayer and reflection, discussion, stories and songs. Christian values are modelled and encouraged and form the basis of all actions and relationships within our school community.

The teaching of literacy and numeracy skills in English and Mathematics is a priority and is reinforced in Science, Humanities and Social Sciences, Technologies and The Arts. Priority is also given to motor skills development, physical activity and the development of safe and healthy personal practices through the teaching of Health and Physical Education.

As the Prep program is child-centred and inquiry-based learning activities incorporate the use of a variety of tools, including interactive boards, individual and group work, one-on-one learning with the teacher or teacher aide, whole class learning, expert visitors and a rich array of hands on activities.



Annual Fees and Charges 2016

Single Child Tuition Fee

One child	\$1250.00
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Family Tuition Fees

Two children	\$1680.00
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Three children	\$1900.00
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For larger families, please consult the Principal.

Discount for yearly tuition fees paid in advance. Payment must be made in full prior to 29 February 2016 to qualify for this discount. Please note, the discount only applies to the tuition fees:

One child	\$1187.50
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Two children	\$1596.00
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Three children	\$1805.00
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Additional Charges (all of the below):

Joeys' Engagement Teams (JETs) P&F Levy	\$ 80.00 per family
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Capital Levy	\$460.00 per family
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Camp – Year 5	\$300.00 per student
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Camp – Year 6	\$300.00 per student
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Senior Shirt - Year 6	\$40.00 per student
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Student Levy:

Prep	\$355.00 per student
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Year 1	\$315.00 per student
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Year 2	\$340.00 per student
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Year 3	\$325.00 per student
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Year 4	\$300.00 per student
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Year 5	\$405.00 per student
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Year 6	\$450.00 per student
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Consumables Levy:

Prep	\$176.00 per student
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Year 1	\$131.00 per student
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Year 2	\$ 88.00 per student
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Year 3	\$ 85.00 per student
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Year 4	\$ 85.00 per student
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Year 5	\$ 85.00 per student
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Year 6	\$ 70.00 per student
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The charges outlined above are deemed compulsory. Any refund on payment is at the Principal's discretion.

Annual Tuition Fees and Charges Payment Policy

Funds collected at St Joseph's Tobruk Memorial School are used for the following purposes, which are essential in providing a high quality education for your child/children:

- Provide teaching, administrative and ancillary staff;
- Provide essential resources, materials, facilities and equipment;
- Maintain buildings, grounds and other facilities.

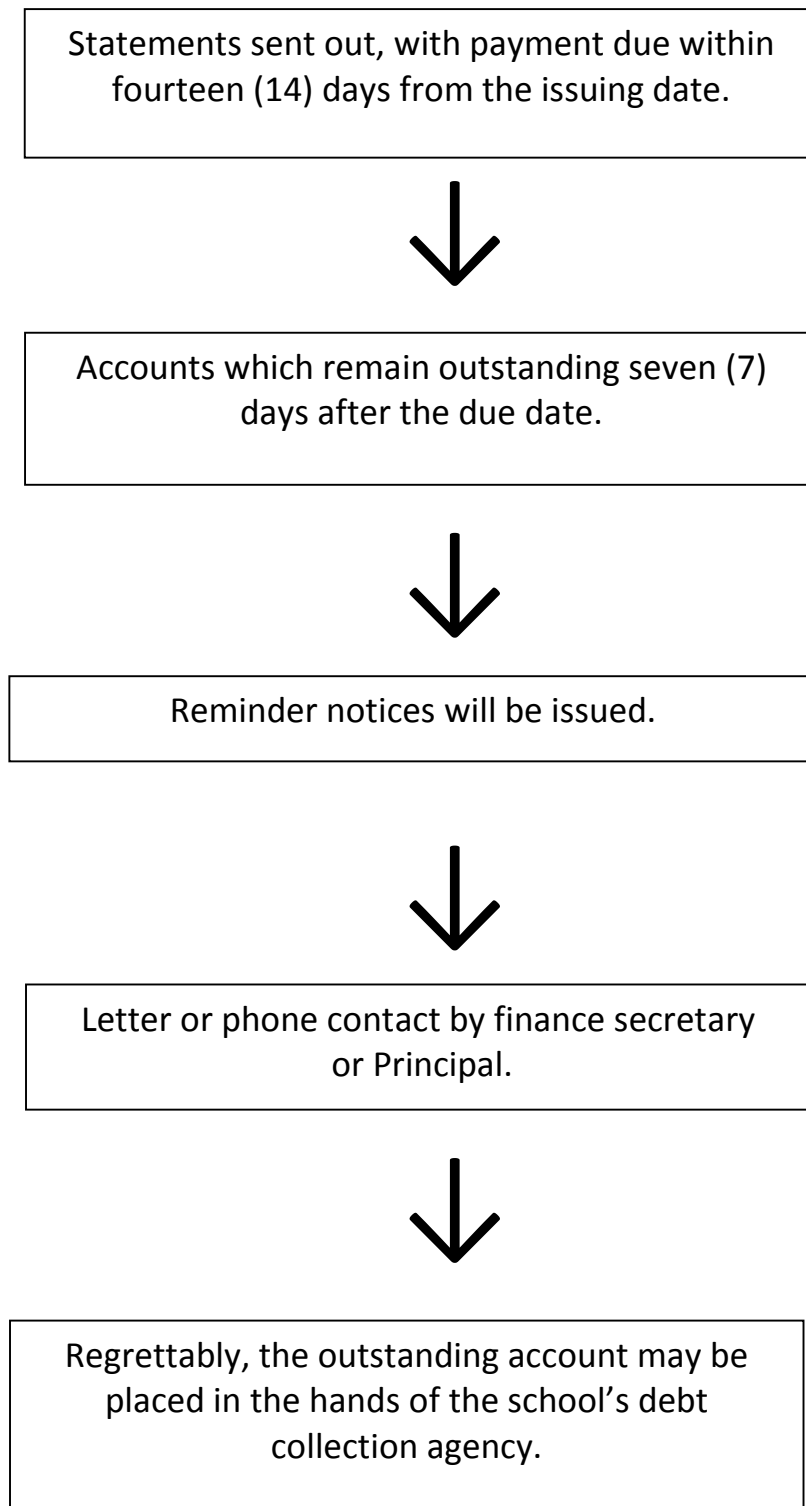
A P&F levy for the Joeys' Engagement Teams (JETs) is collected through our tuition fees and charges structure. This is used to provide other benefits to the school, such as library resources, readers, technology items, play equipment, storage sheds, etc.



Tuition Fees and Charges Billing and Collection Process

- 1) A statement for expected tuition fees and charges will be issued by the school in the first week of each term and will be payable within fourteen (14) days of issue. Mastercard/Visa, EFTPOS, Direct Debit and BPay facilities are available. Payments can also be made via the Qkr App. Instructions on how to use this facility are in a latter section of the handbook.
- 2) Any arrangements to vary the terms of payment must be made with the finance secretary.
- 3) The following order of process will apply to accounts which remain outstanding seven (7) days after the due date:
 - Reminder notices will be issued;
 - Letter or phone contact by Finance Secretary or Principal.
- 4) Where accounts still remain unpaid after the due date and no appropriate arrangements have been made to pay the expected tuition fees and charges, regrettably, the account may be placed in the hands of the school's debt collection agency.

Tuition Fees and Charges Billing and Collection Process



Concessions

No enrolled child is excluded from St Joseph's Tobruk Memorial School on the grounds of genuine inability of the family to fully pay all fees and charges. For qualifying families, the school will consider offering a concession on the tuition fee component. All families are obliged to contribute to tuition fees and charges, even if a concession is granted. Again, concessions apply only to the tuition fee component of accounts. Families must pay in full, the cost of all charges. Concessions on tuition fees are not ongoing and applications must be resubmitted at the commencement of each school year (or when financial hardship occurs). Concessions are means tested in line with Federal Government Poverty Guidelines. The assessment takes all income into consideration, including wages, youth allowance, all other Centrelink payments, etc., as well as housing costs, e.g. rent or mortgage. Should financial circumstances favourably change, a family is obliged to contact the school immediately.

Families Leaving St Joseph's Tobruk Memorial School

Statements for tuition fees and charges are issued each term. If a family leaves the school, tuition fees and charges apply up to and including the term of departure. An Enrolment Confirmation Fee of \$160.00 applies for all new students. If a family has paid this amount and decides not to pursue enrolment at St Joseph's Tobruk Memorial School, the enrolment confirmation fee is non-refundable.

School Uniform

Formal School Uniform - to be worn 3 days per week (Year 1 – 6)

Girls

- St Joseph's blouse worn with dark green culottes **or**
St Joseph's dress

Boys

- St Joseph's shirt with dark green collar worn with dark green shorts which are available in 2 different lengths

Boys and girls

- Black lace up leather shoes, or lace up velcro joggers
- St Joseph's white socks
- St Joseph's green school hat (reversible)
- St Joseph's green school jacket



Sports Uniform - to be worn 2 days per week (designated PE day and every Friday - five days per week for Prep)

Boys and girls

- Navy and teal sports shirt
- Navy St Joseph's shorts
(Skorts are available for girls)
- Black lace up or velcro joggers
- St Joseph's white socks
- St Joseph's blue school hat (reversible)
- St Joseph's navy tracksuit



Swimming

Various items are required by students for swimming days. A sun shirt is mandatory. Please take note of all required items, as listed in the relevant parent information and consent form that will be forwarded to parents in Semester 2.

Uniform Policy

Students are expected to be dressed neatly in their full and correct school uniform. This applies also, whilst wearing the uniform out of the school grounds in public. Parents agree to our School Uniform Policy upon enrolment. A note from a parent/carers is required on any occasion when a student is not in complete school uniform.

Jewellery/Nail Polish

No jewellery is to be worn to school with the exception of a watch and one pair of plain stud or sleeper earrings. A religious medal or cross on a chain may be worn under the school uniform. It is a requirement that studs, sleepers and chains be removed prior to any physical education or sporting activities. Principal discretion will be exercised regarding sentimental items of jewellery. Students are not permitted to wear nail polish to school.

Hair

Long hair (longer than collar length) is to be tied back neatly using the correct colour band, ribbons or scrunchies (green/blue/black). To assist with achieving student 'uniformity', exaggerated or 'trendy' hair styles are not encouraged. Hair colour is to be natural.



Other Services

ST PATRICK'S OUTSIDE SCHOOL HOURS CHILD CARE

Outside School Hours Child Care is conducted on the school premises in St Patrick's Hall. The Coordinator of the service is Kirsty Cameron.

Bookings are essential and can be made on 07 3807 1364. Casual placements can be arranged depending on availability. Email address: beenleighoshc@bne.centacare.net.au

Fees are reviewed annually. They may be increased each year and are set by recommendation of the Coordinator in conjunction with the Regional Coordinator, Regional Finance Officer and Centacare Child Care Services. Quality care for children, affordability for families and financial viability of the service are the key elements in determining fees.

FEE SCHEDULE 2016

Enrolment Fee (for current and new families)		\$ 15	per family – per year
Before School Care	6.30 am – 8.30 am	\$ 16	per child per session
After School Care	3.00 pm – 6.00 pm	\$ 20	per child per session
Last Day of School	12.00pm– 6.00 pm	\$ 22	per child per session
Vacation Care	7.00 am – 5.30 pm	\$ 42	per child per 'In House' session
Late Fee	6.00pm onwards	\$ 25	for every 15 mins or part thereof per family occurrence

ADDITIONAL FEES

Late payment fee	\$ 5	per occurrence
Non communication fee	\$ 2	per occurrence

Please note: Casual care (when space permits) incurs an additional charge per child per session. When you book your child into the centre you are reserving that space, therefore, we charge for booked days. This includes public holidays.

Please note: Before School Care includes breakfast.
After school care includes afternoon tea.
Vacation care includes morning and afternoon tea

DENTAL CLINIC

Metro South Oral Health Service offer free treatment at any of Metro South Health's public clinics across the region. A parent or legal guardian must now attend every dental appointment with their child. Call 1300 300 850 to arrange an appointment at a time and location convenient for you.

Who is eligible?

- **All children 4 years old through to Year 10 students**
- **0-3 year olds** whose parents have a current Centrelink Card, Healthcare Card or Pension Card
- **Students in Years 11 and 12** who have a current Centrelink Card, Healthcare Card or Pension Card
- **2-17 year olds** who are eligible for the Child Dental Benefits Schedule

For quicker, hassle-free school payments, try *Qkr!* today



Introducing *Qkr!* (pronounced 'quicker') by MasterCard: the easy-to-use phone app that gives you the flexibility to place orders at a time and place that suits you. *Qkr!*:

- Saves you time by letting you order and pay for school items directly from your phone;
- Reduces the need for your child to bring cash to school;
- Reduces the time school staff spend on administrative tasks



Getting started is easy - try it yourself today

Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

Scan the QR code or search for our school name. Our school will also appear in "Locations Nearby" if you are within 4kms of the school

Step 4 Register your children

When first accessing your school menu, you will be prompted to register your child. This allows you to make school orders on their behalf.

Scan QR code provided by your school

If within 4kms of the school, you can select from "Locations Nearby"

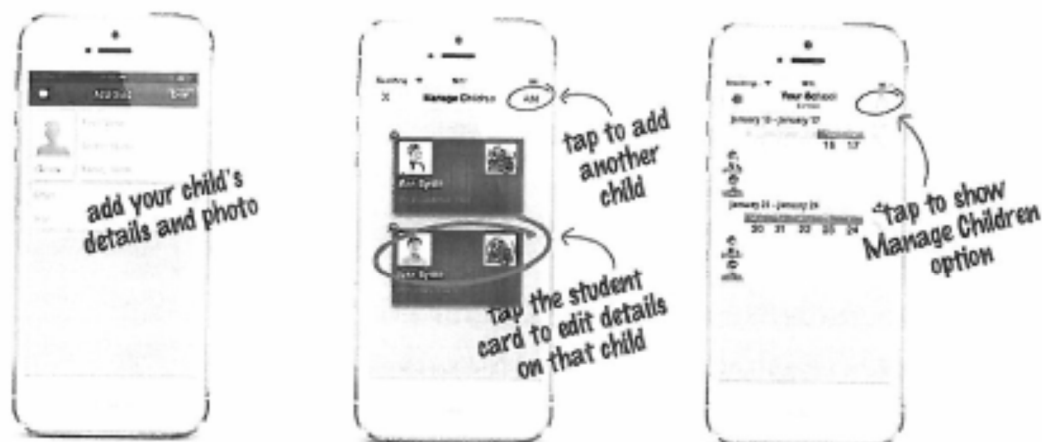
Or search for our school name



Now you're ready to order directly from your phone...



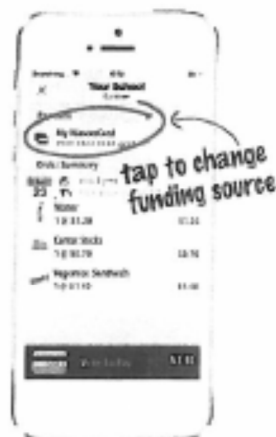
Manage your children's details



Purchase school items



Add multiple payment cards



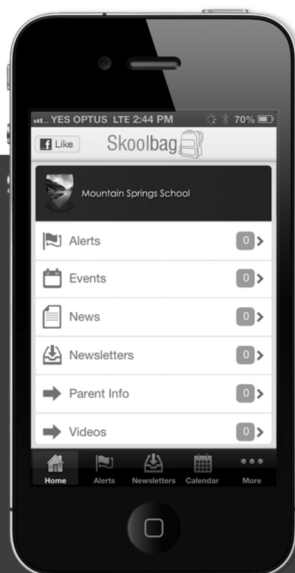
Pay with any scheme credit, debit or pre-paid card accepted by the school. At checkout, you can select from any of your registered cards.



Safe and Secure
MasterCard Technology

We want your feedback!

Please send your comments or suggestions on how the Qkr! service could be improved to the school office.



Skoolbag

Smartphone school to parent communication

Skoolbag is a mobile App for your school to communicate directly to both parents and students. It works through both smart phones and smart devices (such as iPads and Android Tablets). Ideal for:

- > School, free push notification alerts
- > School events
- > School newsletters
- > School documents
- > School RSS feeds
- > School social media (Facebook, Twitter)

Skoolbag delivers school notices directly to parents and students



How To Install Skoolbag On Your Smartphone

iPhone & iPad Users

1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. If iPhone, you will see your school appear, click "Free" then "install".
4. If iPad, change the drop list to "iPhone Apps", your school will then be visible, click "Free" then "install".
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.




Android Users

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.



Google play

Don't forget to like us on Facebook! 

Find out more at www.skoolbag.com.au

Skoolbag delivers school notices directly to parents and students



St Joseph's Tobruk Memorial School Engagement Teams

Joey's Engagement Teams – JETs

