Parent Handbook

St Joseph’s Tobruk Memorial School

2012
Dear Parents,

**Welcome to St Joseph’s Tobruk Memorial School Beenleigh.** It is with great pleasure that our school community welcomes you and your family to our school. St Joseph’s Tobruk Memorial is a school rich in history and built on the energy and faith of its community.

At Joey’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, education in a rapidly changing world, community, celebration of differences and 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 look forward to getting to know you better by working with you in the near future. I pray that you may have a very long and rewarding association with St Joseph’s Tobruk Memorial School.

May God Bless You,

**DAVID BOULTON**
**PRINCIPAL**
ST JOSEPH’S TOBRUK SCHOOL MISSION

Our school mission statement unites us as a school community in a common vision for St Joseph’s Tobruk.

May the spirit of Mary 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 teamwork in contributing towards our physical, mental, social and spiritual wellbeing.

We work together cheerfully in a spirit of genuine cooperation, 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.

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.
In 2003, St Joseph’s Tobruk Memorial School celebrated its 50th year of providing Catholic education to the children of Beenleigh and surrounding areas. Fifty years ago, driven by the leadership of 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.

The Parish Priest (Fr Owen Steele) had asked the Sisters of St Joseph, whose founder is Blessed Mary MacKillop, to establish the school. The school was also 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 - Sr Jenny Scari.

It is from Fr (later Monsignor) Steele that the school gained its title Tobruk Memorial. During the North African campaign, Fr Owen 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. 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 Beenleigh RSL at Mt Warren Park. Several surviving Rats of Tobruk were involved in an RSL sponsored fundraiser for the school after the fire that destroyed the original school building in October 2006.

St Joseph’s has always been an important part of the local community and as the local community of Beenleigh grew and changed over the past 50 years so too has St Joseph’s Tobruk.

May God continue to bless our combined efforts.

St Joseph’s Beenleigh
…celebrating the past
…creating the future

The original school building Destroyed by fire on 21 October 2006
Mary 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 till 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.

In recognition of her devotion. Pope John Paul II declared Mary ‘Blessed’ in Sydney in 1995, an important step towards formal acknowledgement of Mary as a Saint. Mary was canonised on 17 October 2010.

**Prayer**

Most loving God we thank you for the example of Saint 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 Sr Jenny Scari who works at the school in the role of Pastoral Worker. May we support the Sisters of St Joseph in their educative work amongst the poor and needy. May we never see a need without doing something about it.
The first people were the Yugambeh People.

The aboriginals called this area Woabbummarjo meaning *boggy clay*.

Mary MacKillop is also known as *Mary of the Cross*.

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

Farming was central to the development of the Beenleigh area.

St Joseph's Tobruk Memorial School

The Rats of Tobruk Memorial in Canberra.
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 rule looks like and what it doesn’t look like when enacted.

RESPECT FOR SELF

Safe and Sensible
I Can Do It!
School Spirit
Smart Choices

RESPECT FOR OTHERS

Speak to Please
Active Listening
Friendly and Fair
Safe and Sensible

RESPECT FOR ENVIRONMENT

Keep it clean & tidy (even if it’s not mine!)
Special Spaces
Reduce, Re-Use, Recycle
Be Responsible for Property

RESPECT FOR LEARNING

Active Listening
Be Organised (I Can Do It!)
Have a Go
Co-operate

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 so that we are all on the same page and using the same language.

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 the immediate assistance)
S Stay calm

It is vitally important that parents report to the class teacher or school administration any incidents that they suspect to be bullying.
2012 STAFF – ST JOSEPH’S BEENLEIGH

Parish Priest: Fr Tony Girvan
daboulton@bne.catholic.edu.au
Principal: David Boulton
tbarron@bne.catholic.edu.au
Assistant Principal: R.E.: Tony Barron
cbaillie@bne.catholic.edu.au
Carmel Baillie
cbaillie@bne.catholic.edu.au
Secretary: Bronwyn Moorton
Finance Secretary: Roslyn Mendo
Secretarial Support: Chris Hanrahan

Please note that class names are coded according to our school Motto (With Courage, Faith and Love). For example, 5C stands for 5 Courage, 5F for 5 Faith, and 5L for 5 Love.

Class Teachers
Prep (PC) (Water Dragons) Phillipa Haley plhaley@bne.catholic.edu.au
Prep (PF) (Possums) Ellen Anderson emills@bne.catholic.edu.au
Year 1C Katia Lynch klynch@bne.catholic.edu.au
Year 1F Amber Dair amneal@bne.catholic.edu.au
Year 2C Isabelle Vargas-Malby ivargas@bne.catholic.edu.au
Year 2F Lauren Mitchell lamitchell@bne.catholic.edu.au
Year 3C Chris Pangbourne cpangbourne@bne.catholic.edu.au
Year 3F Nicolle Ford nford@bne.catholic.edu.au
Year 4C Catherine Schloman/Sarah Taylor cschloman@bne.catholic.edu.au
Year 4F Dianne Pennings dpennings@bne.catholic.edu.au
Year 5 6L Margaret Hatzis mhatzis@bne.catholic.edu.au
Year 5 6T Joshua O’Keeffe jokeeffe@bne.catholic.edu.au
Year 6C Sherri Bell shbell@bne.catholic.edu.au
Year 6F Matthew Armstrong/Kelly Wafer
matthew.armstrong@bne.catholic.edu.au
kwafer@bne.catholic.edu.au
Year 7C Rory McBride rmcbride@bne.catholic.edu.au
Year 7 F Rebecca Fletcher rfletcher@bne.catholic.edu.au

Specialists & Other Teachers
Resource Teacher: Christina Boardman (Long Service Leave)
Librarian: Lyn Giebels lgiebels@bne.catholic.edu.au
Support Teacher Inclusive Education: Sue Hall sehali@bne.catholic.edu.au
Integration Teacher Erin Holman eholman@bne.catholic.edu.au
Art Specialist: Mary McBride mmcbride@bne.catholic.edu.au
Music Specialist: Renuka Haran rhan@bne.catholic.edu.au
Guidance Officer: David Higgins djhiggins@bne.catholic.edu.au
School Pastoral Worker: Sr Jenny Scari jscari@bne.catholic.edu.au
School Officers : Helen Dillon Mary Wynn
Sharon Follett Karen Cole
Katrina Giebels Melissa Burgess
Kirsteen Black Kerry Fenner
Sue Logan
Sam Vickery

Uniform Shop Kerry Fenner (Convenor)
Tuckshop Convenor To be appointed

Cleaner: Jacky McBain
Maintenance: Scott Edwards

ST JOSEPH’S TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
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<tbody>
<tr>
<td>School Office</td>
<td>3287 2798</td>
</tr>
<tr>
<td>Fax</td>
<td>3807 4532</td>
</tr>
<tr>
<td>Library</td>
<td>3807 1635</td>
</tr>
<tr>
<td>After School Care</td>
<td>3807 1364</td>
</tr>
<tr>
<td>Uniform Shop</td>
<td>3287 2798 (during uniform shop hours)</td>
</tr>
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2012 SCHOOL YEAR

School Office opens Monday 16 January – Friday 20 January
Prep Parents Orientation Evening Thursday 19 January (6.00pm-7.00pm)
Pupil Free Day Monday 23 January
(Staff Professional Development)
1st Day of Term 1 Tuesday 24 January
Australia Day Public Holiday Thursday 26 January

Term Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>1</td>
<td>24 January – 30 March</td>
</tr>
<tr>
<td>2</td>
<td>16 April – 22 June</td>
</tr>
<tr>
<td>3</td>
<td>09 July – 21 September</td>
</tr>
<tr>
<td>4</td>
<td>08 October – 07 December</td>
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SCHOOL HOURS

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
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<tbody>
<tr>
<td>School commences</td>
<td>8.40am (Warning bell – 8.35am)</td>
</tr>
<tr>
<td>Morning session</td>
<td>8.40am – 10.50am</td>
</tr>
<tr>
<td>Lunch</td>
<td>10.50am – 11.30am</td>
</tr>
<tr>
<td>Mid morning session</td>
<td>11.30am - 1.45pm</td>
</tr>
<tr>
<td>Snack</td>
<td>1.45pm – 2.05pm</td>
</tr>
<tr>
<td>Afternoon session</td>
<td>2.05pm - 2.55pm</td>
</tr>
</tbody>
</table>
SCHOOL OFFICE HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8.30am – 3.45pm</td>
<td>(Staff prayer 8.15am - 8.30am)</td>
</tr>
<tr>
<td>Tuesday to Thursday</td>
<td>8.15am – 3.45pm</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>8.30am – 3.15pm</td>
<td>(Staff Prayer 8.15am – 8.30am)</td>
</tr>
</tbody>
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(School secretaries fulfil 1st Aid duties during breaks: 10.30am-11.30am; 1.45pm-2.05pm)

PAYMENT OF SCHOOL FEES

See Ros Mendo in the school office Monday to Friday during office hours. Please avoid break times 10.30am - 11.30am; 1.45pm – 2.05pm

ARRIVAL AT SCHOOL

Children should be at school by 8.30am. It is expected that no child should arrive at school before 8.00am. Bus children who arrive at school at 8.00am approximately must sit in the area between the office and Tobruk (Block B). **There is no formal teacher supervision until 8.20am.** Students who arrive before 8.00am should be enrolled in St Patrick’s Outside School Hours Care where they will be supervised.

AFTER SCHOOL

Teachers supervise children at the bus stops in Tobruk and Kokoda Streets until the last bus departs. Other children wait for parents in the mango tree area under teacher supervision. Any children who have not been picked up by 3.20pm are taken back to the school office and parents are contacted if necessary.

ATTENDANCE AT SCHOOL

In accordance with the requirements of the Education Act children are expected to be at school every day. If the child is sick for one day, parents must call the school office on the day of absence or provide a note explaining the absence when the child returns the next day. For more than one day’s absence, parents must contact the school office on the first day and give an indication as to when the child will return to school. A note should then be provided to the class teacher when the child returns to school.

ABSENCE FOR FAMILY HOLIDAY

Every effort should be made to have family holidays during school holidays. Realising that this is not always possible, it is impractical to set formal written activities for a pupil during such a period, and as a general rule, we encourage children going on a family holiday to maintain a journal of their travels and to read (or be read to). Absence for a family holiday MUST be reported to the school office through a phone call or letter, detailing the first and last day of absence. On the school role, the child will be marked as absent. **Families must complete an application for exemption from compulsory school if children are to be absent for more than 10 consecutive school days. This application is available at the school office.**
RELIGIOUS EDUCATION

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 Mission Statement).

Religious Education as a Key Learning Area aims to develop Religious Literacy. Though the approach to teaching RE is academic and not catechetical, the development of a child’s spirituality is not precluded. Every class sets aside on average two and a half hours each week for formal Religious Education. The program is based on the “Guidelines for Religious Education of the Archdiocese of Brisbane.” The outcomes in Religious Education will often be integrated or connected with other Key Learning Area outcomes in teaching programs.

Christian values permeate our entire school program and are not merely ‘taught’ in a Religious Education lesson. The school has seven (7) core values (see Principal’s Letter).

Our assembly each Monday is a prayer assembly with different classes presenting them each Week. All parents/friends are welcome to attend.

A weekly community mass/prayer service is held in St Patrick’s Church on Thursdays. All classes are invited to attend. Parents, parishioners and friends are also most welcome to participate. A different class is rostered each week to prepare this mass/prayer service. Other key feasts and occasions are celebrated throughout the year.

In 2012, St Joseph’s will be implementing the Australian Curriculum materials in English, Mathematics, History and Science. All of these subjects incorporate the development of inquiry skills.

MATHEMATICS

In the Australian Curriculum, Mathematics covers mathematical skills and knowledge in three strands, Number & Algebra, Measurement & Geometry and Statistics & 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.

Students also sit National standardized testing in Years 3, 5 and 7 (NAPLAN: National Assessment Program - Literacy and Numeracy).

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 (benchmarked) every six months. Students also sit National standardized testing in Years 3, 5 and 7 (NAPLAN: National Assessment Program - Literacy and Numeracy).

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.
SCIENCE
The Science curriculum comprises three strands: Science Understanding, Science as a Human Endeavour and Science Inquiry Skills. Each grade level has knowledge content covering chemical sciences, biological sciences, physical sciences, and earth and space.

Through practical applications, students are able to be 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.

HISTORY
The History curriculum comprises two strands: Historical Knowledge and Understanding, and Historical Skills. Through History, students are able to appreciate how the world and its people have changed by viewing, comparing and analysing evidence from the past.

Prep to Year 2 focus on awareness of family history and community heritage; Year 3 to 6 on local/national history and the use of a range of sources; and Year 7 on Australian and World history.

TECHNOLOGY & COMPUTER EDUCATION
It is the aim of St Joseph’s School to provide all children with “hands-on” computer and other ICLT experience. While working with computers and digital cameras (for instance) children not only discover exciting new ways to learn, but also how to utilize the technology of the present and the future.

Computer education is not an isolated subject but is integrated into most areas of learning. Our school has a well-established computer network, with at least 3 computers in every classroom and a lab of 16 computers in the school library. With all computers connected to the internet, each room has full internet and wireless access and children are able to access their work from any computer in the school.

A bank of laptops including 6 MACs and 13 IBM’s add flexibility to classroom practice. Interactive Whiteboards have been installed in early years’ classrooms (Prep-Year 3). All classrooms have either have an IWB or data projector.

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 program is supported by the Technology Levy (currently $100 per child).

THE ARTS
Art
Our Art Specialist, Mary McBride, is responsible for delivering this section of The Arts curriculum.

Music
Renuka Haran is our Music Specialist. Music is taught in each class. Class teachers in Prep and Year 1 develop concepts of beat, rhythm and pitch in everyday activities. Children from Year 2 learn to play the recorder in their specialist music classes. Liturgical music remains an integral part of any music program in the Catholic School.

Drama
The class teacher covers the drama section of The Arts.
HEALTH AND PHYSICAL EDUCATION (H.P.E.)

Mr Matthew Armstrong is our school 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 achieve these ideals but that they also enhance academic achievement. As PE is an integral part of the St Joseph’s curriculum, a note is required by the teacher if your child is to be exempt from a class lesson or activity.

SPECIALIST PROGRAMS & TEACHERS

RESOURCE TEACHER / LIBRARIAN

Mrs Christina Boardman is the Resource Teacher at St Joseph’s Beenleigh based in the school library. Christina is taking long service leave for the first semester 2012. Mrs Lyn Giebels is the Librarian. A flexible timetable operates in the Library and for the computers in the library. The children have the opportunity to borrow from the Library regularly. The Library is also opened for children to use during scheduled lunchtimes.

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

LEARNING SUPPORT at St Joseph’s Tobruk Memorial School

The learning support room is named the GREEN ROOM. Green means self-respect, well-being and balance, and symbolises the powerful energies of growth, learning, change and transformation.

In every school, there are students who for a variety of reasons struggle daily, due to differences in their learning. The causes may often be unknown and specific problems difficult to isolate. St Joseph’s offers a range of support to those students with differences in learning. The additional assistance programs assist students experiencing difficulty with literacy and numeracy skills. The programs emphasise skills and competencies, which enable students to participate as fully as possible in their classroom settings. Students work in the Green Room with support staff on an individual or small group basis to give the opportunity for additional assistance and practice. Support is also provided within classrooms.

The Additional Assistance Program is component of the pyramid model of instruction for students experiencing difficulties acquiring appropriate skill in language, literacy and numeracy. The pyramid model comprises learning and teaching at 3 increasing levels of intensity. This universal design model aims to support all students through exemplary teaching instruction using evidence based best practice at each level within the pyramid:

- **Level 1**: whole class expert instruction by the class teacher
- **Level 2**: more intensive, targeted small group work within the classroom, utilising teaching assistant.
- **Level 3**: additional intensive and specifically targeted instruction tailored to the specific needs of the individual student on an individual basis.
In partnership with the school leadership team, the ST-IE holds the responsibility for the following key tasks:

- Manage the organisation, processes and practices within the Green Room.

- Work within school teams and with students to improve student achievement in the targeted areas of literacy and numeracy, for whole school and identified students.

- Assist with planning, preparation and delivery of effective learning and teaching programs for whole school using the Universal Design for Learning approach.

- Maintain teaching expertise and knowledge of evidence based, effective teaching practices to improve student learning across the KLAs with a focus on literacy and numeracy.

- Provide support to school teams and individual teachers in identifying patterns of achievement and selecting evidence based intervention strategies at whole school, year level and individual student levels for underachieving students, including students with verifications.

- Support teachers in assessing and monitoring the progress of students underachieving in the literacy and numeracy demands of the Key Learning Areas.

- Provide expertise, support and professional development at whole school and individual teacher levels to build the capacity of teachers to support students with a diverse range of learning needs.

- Work collaboratively with parents and specialists (e.g. guidance officer, speech language pathologists, paediatricians, Student Support Worker) to coordinate services which improve students' learning.
Support the documentation of BCE requirements with regard to Students with Disabilities, including managing EIMS.

The ST-IE is accountable to the Principal. The class teacher retains primary responsibility for their students’ progress and the reporting of such to parents.

MUSIC TEACHER
The Music Teacher, Mrs Renuka Haran is our Music Specialist. Mrs Haran also co-ordinates the school choirs, the Instrumental Music Program, the Talent Extravaganza and the Christmas Concert.

ART SPECIALIST
Our art specialist, Mrs Mary McBride conducts workshops and classes with children from Year 1 – Year 7. Towards the end of the year the prep children have orientation lessons in the art room to prepare them for the following year.

GUIDANCE COUNSELLOR
The school has the services of a Guidance Counsellor, Mr David Higgins, for 2-3 days each week. The Guidance Counsellor is available to meet with parents, pupils and teachers who seek advice or help with social, emotional or behavioural problems. Parents may request an interview with the Guidance Counsellor through the school office. Teachers may, at times, refer pupils to the Guidance Counsellor. All parents are contacted before their child sees the Guidance Counsellor for any necessary assessments or for formal counseling. David Higgins can be contacted at djhiggins@bne.catholic.edu.au and Mobile: 0438 109 414.

SCHOOL PASTORAL WORKER
Our school has a School Pastoral Worker based at the school full time. Sr Jenny Scari is available to children, families and staff when and where pastoral support is needed. Sr Jenny organizes morning teas for parents and will also visit families at home when requested.

CHOIR
St Joseph’s School choir is open to children in Years 3-7. The choir performs for senior citizens, at school functions, and local events. The children are given every encouragement to use musical talents for the enjoyment of the whole school community. In Term 2 there is a School Talent Extravaganza. In Term 4 there is usually a school Christmas concert or Carol night for the community.

INSTRUMENTAL MUSIC PROGRAM
At St Joseph’s, children are encouraged to enrol in our instrumental music program. Tutors are available at minimum cost for small group lessons in violin, guitar, keyboards, drums, brass and woodwind instruments. Last year, over 130 children were enrolled in the program. Many of our tutors also teach their particular instrument(s) at Trinity College allowing continuity for our students.

YOU CAN DO IT!
St Joseph’s is a You Can Do It! School. This is a whole school program which develops desirable mind habits in children. Children are taught the habits and skills in the classroom and these are reinforced through the school. The four key habits are confidence, persistence, getting along with others and organization.
PARENTAL INVOLVEMENT & 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:

<table>
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<tr>
<th>At home:</th>
<th>At school:</th>
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<tbody>
<tr>
<td>• praying together and talking about God</td>
<td>• participating in the school worship celebrations, class masses and morning teas</td>
</tr>
<tr>
<td>• ensuring that homework is being done</td>
<td>• assisting the teachers with reading, craft, computer work, typing stories, or any area of the curriculum that you enjoy or have competency in</td>
</tr>
<tr>
<td>• ensuring that your child is happy with school</td>
<td>• assisting when transport is required</td>
</tr>
<tr>
<td>• ensuring that your child is reading and/or being read to each night (or regularly) and enjoying it</td>
<td>• volunteering in the school tuckshop (when operating)</td>
</tr>
<tr>
<td>• talking with your child about school (highlighting the good parts)</td>
<td>• attending working bees</td>
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<td></td>
<td>• assisting with the Carnival or Fete</td>
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<td></td>
<td>• attending social events where possible</td>
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<td></td>
<td>• assisting in the uniform shop</td>
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Parents’ participation in the life of the school community is invited and welcomed at all levels. The following groups offer many ways of becoming involved in the school.

VOLUNTARY CLASSROOM HELPERS
See your child’s teacher.

PARENT & FRIENDS’ ASSOCIATION
Meets at the school on the second Tuesday of each month. Representatives of the P & F take an active role in the policy formulation and decision-making in the school. This group also assists in raising money for resources and facilities and has a social component as well.

ART ROOM HELPERS
Your assistance is always appreciated in the Art Room. See Mary McBride for further details.

PARENT EDUCATION WORKSHOPS
These are held regularly and deal with a variety of topics on how children learn.

LIBRARY HELPERS
Your assistance is always appreciated in the library. See Lyn Giebels for further details.
PARENT/TEACHER EVENINGS

Held early in Term 1 to discuss the class yearly program.

PATRON PARENTS (MAC’S MATES)

Each class has at least two Patron Parents who are nominated by the class teacher each year. Patron Parents fulfil a very important role in the school: welcoming new families, offering pastoral care to families in the class when called upon, networking families, organising social occasions, and liaising with the class teacher.

SCHOOL NEWSLETTER

We keep families informed of events happening at school through the school newsletter which is available every Friday online through our school website: stjosephsbeenleigh.com.au. Copies for families without internet access are available upon request at the school office.

SCHOOL BLOG

Classes communicate information to families such as highlights of the term, homework, class activities and photos of children’s learning which can be accessed via the school blog stjosephs2009.blogspot.com

MESSAGES FOR TEACHERS AND CHILDREN

Teachers are not available to come to the phone during teaching times. Requests for interviews can be made by phoning the school office on 3287 2798. Messages for teachers and children can be conveyed by the office to children or teachers in classrooms. We encourage the use of the Keep In Touch (KIT) books for short written communication between family and school. Parents are not permitted to enter a classroom during the school day to speak with a teacher unless this has been approved by the principal or the class teacher.

It is not appropriate to ‘catch’ teachers as they begin their day or when they are teaching the class to discuss important issues or concerns regarding children. Please make an appointment, indicating what it is that you wish to discuss. A teacher may need to gather samples of a child’s work or consult with admin regarding playground behaviour in order to be prepared for an effective consultation with parents. A quick message regarding the health of a child would be appropriate at any time however.

EMAILING TEACHERS

The email addresses of teachers at St Joseph’s appear beside the staff list above. Please respect the privacy of teachers. Emails should be used for quick messages. Please do not expect that teachers will have the time to respond at length to detailed emails via return email. Rather, teachers will acknowledge receipt of an email and make contact with families usually by phone to follow up on issues raised in an email.

CONTACT WITH THE SCHOOL

Parents are always welcome to visit St Joseph’s to speak with the Principal, Assistant Principal (APRE) or teachers. It has been our experience that, where free and open communication is maintained, any perceived problems are more readily resolved. It is important to make an appointment.
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 can meet one another and establish that crucial link between home and school.

REPORTS AND PARENT—TEACHER INTERVIEWS
The school issues reports to parents in June and December each year. All parents are also asked to have a parent teacher interview towards the end of first term. Formal parent teacher interviews can also requested by teachers or parents following the issuing of semester reports.

If you would like to discuss any concerns regarding your child at other times, please ring and make an appointment for a meeting. You are asked not to contact teachers or school staff at their homes.

Parents are asked not to talk to a teacher while the teacher has a duty of care for a whole class or group of children during class time or at break times.

PARENTS AND FRIENDS ASSOCIATION
The Association exists to support the school in the following ways:
• Provide a forum for parents and friends to meet
• Provide an educational forum for parents and an opportunity for the Principal to report on the school's activities
• Fund raising. There are a number of fund raising ventures throughout the year.
• Encouraging social activities for parents and families

The P & F do a fantastic job and they are always looking for enthusiastic recruits and assistance from families. Don't be shy! Come join in the spirit of Joey's!

2012 P & F EXECUTIVE
President:  Dominic Barnes  Treasurer:  Tina Hall
Vice-President:  Angela Houghton  Secretary:  Belinda Thompson
David Fitzgerald

WORKPLACE HEALTH AND SAFETY
St Joseph’s, as a registered workplace, is subject to the provision of this 1995 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:
   8.10am – 8.40am and
   2.50pm – 3.20pm daily
Children MUST use the pedestrian crossings under the supervision of the Lollipop personnel.
CAR-PARK
Cars must not be parked in ‘No Standing’ zones as they endanger children’s lives. Please observe the signs requesting parents to reverse park and use the correct entrances and exits.

Please use the car-park on the Kokoda Street side of the school to drop off and pick up students. When you park, please be mindful of other parents and children who are walking to cars. This car-park is closed daily at 9.00am and reopened at 2.40pm. 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.

Under no circumstances are the church and staff car-parks to be used as drop off or pick up areas as children walk through this area.

SECURITY - VISITORS TO SCHOOL

- **All visitors** (classroom helpers, library aides, volunteers, workers) must report to the main office on arrival and departure from the school, sign the visitor’s book and collect a badge. This is for *security* and *insurance* purposes. We know who is in our school and therefore whom to look for in the case of a fire or emergency evacuation.

- **Assembly** - If you wish to stay on after assembly and join a class, please come to the office for a Visitor’s badge.

- **Badges** will be issued to all visitors. Visitors must return their badge to the office and sign out on departure.

- **Blue Cards.** Parents who volunteer their services or conduct activities at a school at which their child is attending, 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. Parents must obtain a Volunteer’s Handbook and complete the suitability statement (available at the school office).

WE ASK THAT ALL PARENTS AND VISITORS SUPPORT THESE MEASURES IN THE INTEREST OF THE SAFETY AND SECURITY OF CHILDREN.

EMERGENCY INFORMATION
It is vital that we are able to contact you in an emergency. Please ensure that the office is kept informed of your home and work telephone numbers. Also supply the name of a relative or friend who may be able to collect your child from school if you cannot be contacted.

ACCIDENTS
The school’s first aid equipment is located in the Administration Building. For minor cuts and abrasions our first aid officer will usually attend to the children. All first aid administered is recorded in the book held in the Administration Building.

FIRE DRILL/ LOCKDOWN PROCEDURES
Staff and children are familiar with Fire Drill and Lockdown procedures including exit routes from particular classrooms. Students and staff rehearse required actions and conduct in these events. Fire drills and Lockdown Procedures are conducted at regular intervals throughout the school year. All staff, pupils and visitors including parents are to take part in ‘practice evacuations.’
ILLNESS
Should a child become ill at school or in class, teachers will notify the secretary, who will notify parents and / or other contact person. The sick child remains in the sick bay or office until parents arrive to collect him/her.

SERIOUS ILLNESS / ACCIDENTS
For injuries of a minor nature, first aid will be administered at school. Should a serious illness or accident occur, every effort will be made to contact parents. However, it may be necessary to seek immediate medical service. It is therefore essential that school records are kept accurate.

ADMINISTERING MEDICATION
The following is a summary of the procedures for administering medication to children as outlined by Brisbane Catholic Education.

1. The medical practitioner who has treated your child must provide written authorisation and information for administering the medication prescribed.
2. The parent or legal guardian must fill out a written request for school staff to administer prescription medications.
3. The medication must be in a container labelled by a pharmacist showing the name of the drug, the ‘use by’ date, the name of the child’s medical practitioner and the child, the dosage and the frequency of administration.
4. In the case where it is necessary for the child to keep medication in his/her possession (eg asthma puffers) the parent or guardian must include this instruction in their advice.
5. Oral medication such as analgesics and over-the-counter medication that have not been authorised by the child’s medical practitioner must not be administered by teachers or other persons on the school staff.

In order to ensure that all the correct documentation is used, a Student Medication Request Form is located at the end of this booklet.

ASSEMBLIES
The whole school gathers each Monday in the hall for a whole school assembly where the children lead liturgies based on their Religious Education program or present general items based on their school work. Parents are always welcome at these school gatherings. Members of the student council run the assembly.

PLACEMENT INTO CLASSES
Towards the end of each year, teachers sit down to begin the long process of placing children in classes for the following year. This process involves the teaching, specialist, support and administration staff coming together to ensure that a large variety of factors are taken into account.

For a variety of reasons the staff know that there are some children that need to be separated from others and there are some who would benefit from being placed together. These decisions are not hastily taken and are made with the interests of the best possible educational outcomes for all children in mind.

Once class teachers are appointed, the school leadership team will revisit the draft lists and make changes where, and if necessary. In the end, the Principal makes the final decision on all class lists.
Parents have a role in this process. However, this role needs to take into account not only what is perceived to be best for your child, but for all children in the class. In Term 4 parents will be invited to write to the Principal to inform the process. The request will then be revisited to determine the impact on the overall composition of the class.

Each year there are a number of written requests from parents for specific placements. The school will consider all such requests and factor these requests into final decisions on student placement but individual requests cannot be guaranteed. Ultimately, parents cannot choose their child’s teacher. For example, if every parent chose the same teacher for their Year 1 child, we would have a class of 54 and a redundant teacher! Children should experience a range of different teaching styles and personalities throughout their schooling.

SCHOOL CAMPS
An important part of a child’s education is the development of a sense of independence. At St Joseph’s children from Years 4 –7 participate in a camp programme. In Year 4, children attend a day camp (no overnight stay). Children in Years 5-7 attend a three day/two nights camp in various locations.

LOST PROPERTY
Please mark clearly every item your child brings to school. Lost property is located in a cabinet at the door of the staffroom.

SEVERE STORMS
If a severe thunderstorm is threatening, parents are welcome to collect children from classrooms. The staff and children will enact Lock-Down Procedures should a storm be severe. Buses may be held at school if the driver considers it is dangerous to leave.

OOPS! I FORGOT!
Office personnel do not ring home when children 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.
### Year 3 Test Results
*(Australian Schools Average 2011 not known at time of printing)*

<table>
<thead>
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*(Australian Schools Average 2011 not known at time of printing)*

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<td>Numeracy</td>
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YEARS 3, 5, 7 AND 9 TEST RESULTS
Until such time as the national curriculum is fully implemented it is not valid to use such national tests to compare results of students in different states. Additionally, because of differing starting age requirements, Queensland students generally have not been in school for as long as their counterparts in other states, putting them at a comparative disadvantage.

Queensland school authorities (Catholic, state and independent) are continuing to lobby the federal government for a review of the new national testing system to try to ensure greater relevance of the tests to the curriculum being taught in our schools, and to allow for more valid comparison between the states.

In the interim, it remains the case that 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 in our schools. These levels of achievement will continue to form the basis of semester reporting to parents.

OTHER SERVICES

Dental Clinic
Queensland Health provides the School Dental Service offering treatment to children from 4 years of age through until completion of Year 10. The service visits St Joseph’s every two years.

Medical History/consent forms are issued to each child and must be completed and returned prior to the children receiving an examination. After the examination parent/guardians will receive a statement of treatment needs that must be signed prior to treatment commencing.

The team providing this service consists of a Dentist, School Dental Therapists and Dental Assistants. Dental Therapists working under the direction of a Dentist will carry out most of the Dental Procedures.

Queensland Health notifies the school the dates the mobile dental clinic will be at St Joseph’s. Emergency or toothache treatment is available through the service.

School Health Services
A community health nurse visits St Joseph’s during the year. The eyesight, hearing, posture and physical development of Pre Year 1 and Year One children are examined. Parents of children in other year levels may request an appointment if desired.

Abnormalities are reported to parents who can consult with their own doctor for necessary treatment.
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 38071364. Casual placements are 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.

ST PATRICK’S OUTSIDE SCHOOL HOURS CARE
FEE SCHEDULE 2011

<table>
<thead>
<tr>
<th>Service</th>
<th>Time</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Enrolment Fee</td>
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<td>$10 per family</td>
</tr>
<tr>
<td>Before School Care</td>
<td>6.30 AM – 8.30 AM</td>
<td>$13 per child per session</td>
</tr>
<tr>
<td>After School Care</td>
<td>3.00 PM – 6.00 PM</td>
<td>$16 per child per session</td>
</tr>
<tr>
<td>Vacation Care</td>
<td>6.30 AM – 6.00 PM</td>
<td>$38 per child per In Houses Session</td>
</tr>
<tr>
<td></td>
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<td>$48 per child per In House Visitors</td>
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<tr>
<td></td>
<td></td>
<td>$58 per child per Excursion</td>
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<tr>
<td></td>
<td></td>
<td>$22 for every 15mins or part thereof per family per occurrence</td>
</tr>
</tbody>
</table>

Late Fee 6.00pm onwards $22

Additional Fees
Casual fees do apply if the space is available. Please see Coordinator for this information or booking.

St. Patrick’s Outside School Hours CRN Codes.

Before School Care - 555 008 665L
After School Care - 555 008 620X
Vacation Care - 555 010 437K

Please note: Casual care 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 all meals.
OUR SPORTING HOUSES

MacKillop House was named in honour of the foundress 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 Egypt and later Parish Priest of Beaudesert. It was during his time in Beaudesert that this school was founded. The colour for this house is RED.

SPORT

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, track and field, and cross country carnivals. Our school also competes in these same events against the other Catholic, Government and non-Government schools in this region.

SWIMMING

Swimming is an integral part of our curriculum. Years 2 - 7 swim in Term 1, and Year 1 in Term 4. The school carnival takes place early in Term 1. At this stage Prep classes do not have swimming lessons. The cost of swimming lessons is added to the monthly school fee account.

Our annual swimming carnival is held in Term I for students in Years 2 -7 and parents are always welcome. An entry fee is charged at the pool for the school carnival for all visitors. St Joseph’s children are charged the entry cost as well and this is part of the total swimming levy. The levy is added to the school fee account. Elite swimmers are eligible to advance to Regional and State Carnivals.

INTERSCHOOL SPORT

In Terms 1 and 3 children in Years 6 and 7 participate in the inter-school sports events called Gala Days. These are full days of competition allowing teams several games/matches against other local schools. Children travel away from school for these games which occur three to five times a term. At this stage the Gala Days are on Fridays for St Joseph’s.

Coaching for school teams takes place during break times and after school. Qualified, available and willing parents are welcome to assist with coaching.

During Term 2 or 3 children also complete a dance program. The cost of this program is added to the school fee account.

ATHLETICS

Term 1 in 2011 is our athletics term due to the programming of state and national titles and all children are involved in training and skills development. This culminates in our own Athletics Carnival held Beenleigh Little Athletics Club at Eagleby. Selected children then continue training for the Combined Catholic Schools Athletics Carnival. Some elite athletes continue on to Regional and State Carnivals.
PREP INFORMATION

Birthdate:          Eligible for Prep Year in: | Eligible for Year 1 in:
-------------------|------------------|------------------
Children born 1 July 2006 to 30 June 2007 | 2012             | 2013             
Children born 1 July 2007 to 30 June 2008 | 2013             | 2014             
Children born 1 July 2008 to 30 June 2009 | 2014             | 2015             

Preparatory students attend classes five full days a week. They undertake play and creative and inquiry-based activities that help them learn about communicating, developing a sense of self and others, and helps them become responsible and independent learners.

Drawing from the research, the following indicators of preparedness for school have been identified:

- social and emotional competence with a focus on social learning and independence
- health and physical wellbeing, particularly in making healthy choices and gross- and fine-motor development
- language development and communication focusing on oral language and early literacy
- early mathematical understandings with emphasis on early numeracy
- active learning processes with a focus on thinking, investigating, and imagining and responding
- positive dispositions to learning.

These indicators have been used in developing the early years learning areas, which describe the curriculum for the Preparatory Year. These areas changed in 2011 with our implementation of the Australian Curriculum and included the subject areas of History, Mathematics, English and Science. A positive disposition to learning is developed through experiences and interactions in all early years learning areas. Before the implementation of the Australian Curriculum the learning areas included:

- Social and personal learning
- Health and physical learning
- Language learning and communication
- Early mathematical understandings
- Active learning processes

The preparatory programme is child-centered and inquiry-based. During play children learn as they engage socially, emotionally, physically and intellectually with people, objects and symbols. For example, children are developing their skills by daily sessions on an obstacle course or building their literacy skills through language games.

Those children showing an interest in and a readiness to participate in early literacy and numeracy experiences such as early reading and writing will be supported.
PREP UNIFORM
Children attending St Joseph’s preparatory year will wear the full school sports uniform including school hat and black joggers.

REST TIME
Relaxation time is included within the prep program when considered appropriate. There is no designated ‘sleep’ time as there was in pre-school programs.

DIETARY INTAKE
Please advise if your child has any special dietary needs/ allergies as cooking is a regular feature of our program.

Children are not allowed to share food.

Left over crusts/ etc are returned in child’s lunchbox each day at the beginning of the school year so you can gauge the amount of food your child requires throughout the day.

Please provide a variety of healthy choices to give your child plenty of energy and to keep them alert. We encourage a sandwich and a piece of fruit as part of a healthy lunch.

Please, no lollies, chocolates or soft-drinks.

VIRUSES AND COLDS
Please inform the class teacher if your child has been ill and refrain from sending the child if they are unwell. Please consider the other children, as many virus strains are highly contagious.

NOTES
If you are sending a note, money or tuckshop order (when operating) to school please use a pocket with a zip on the school bag or place in your child’s Home Folder Pouch. SHOW YOUR CHILD WHERE IT IS AND TELL THEM WHAT IT IS FOR!

All notes and messages are read first thing in the morning.

BEHAVIOUR
We are learning how to be friends, how to share, how to follow instructions, how to be good learners.

We follow a simplified version of the responsible thinking program. The children are taught to reflect on their behaviour and take steps to change, using a visual aid. This program also reinforces good choices through a reward program.

Children who are continually uncooperative, dangerous or continually disruptive are choosing not to be part of the group. They will go to the office where they will have some thinking time and a member from the admin team will talk to them about what they have done and what they should have done and what they will do next time the situation occurs. Our aim is for the children to make good behaviour choices.

When the child is ready to return to class they are brought back to join their friends and given a fresh start.

On the third visit to the office, parents are notified by phone to arrange an appointment to discuss the behaviour.
MORNING DROP OFF PROCEDURE
PLEASE REFER TO SCHOOL HOURS POLICY

Due to the age of the children and the nature of this new program, teachers devise safe routines for the children while they get to know the regular routines of the 'big kids'. For example, a modified routine/procedure from previous years is as follows:

Term 1 – 1st Two Weeks
Open classroom policy – parents may bring their children to the classroom and join in activities from 8:30 - 8:40.
8:40 bell – parents say goodbye, children join teacher for morning routine

Term 1
8:20 – 8:40 supervised play at the adventure playground.
8:40 bell, children line up with class teacher to begin morning routine.

Term 2 – 4
8:20 – 8:40 Children join the whole school on the oval before school.
8:40 bell, children line up with class teacher to join whole school for morning assembly.

Any procedure will be constantly reviewed and parents informed of any changes.

Please note - No children are permitted in the adventure playground area unless there is a teacher present.

PICK UP PROCEDURE
Parents / adults are to pick up children from the classroom until the Prep teachers indicate that they are ready to go to the mango tree area. Parents who wish for the children to be picked up from the mango tree area with siblings will need to let the teacher know.

REQUIREMENTS IN ADDITION TO BOOKLIST
- school bag big enough to hold lunch box, big library book and art work (available at uniform shop)
- daily lunches - enough for 2 breaks
- Munch and Crunch (piece of fruit or vegetable)
- library bag with drawstring top – 40cm x 40cm (available from school uniform shop)
- spare set of clothes in case of accidents

THE FIRST DAY
It is our wish that the first day of Prep will be happy for your child. We will be working hard to make sure that everything goes as smoothly as possible. We’ll have lots of smiles and lots of fun.

Our routine will be simple and consistent until children feel confident. Here are a few hints to make the first few days go smoothly.
- Be positive. Talk about new things in a happy way.
- Familiarise children with staff’s names.
- Always tell your child when you are leaving and that you will be back at the end of the day when all the other parents return. Be punctual, as your child will have lots to tell you.
- Once leaving, go as quickly as possible. One kiss, one hug and one wave! In most cases children settle down after the initial departure from mum or dad.
SINGLE CHILD SCHOOL FEES 2012

One child – primary (Prep-Year 7) $1200.00

FAMILY SCHOOL FEES 2012

TWO CHILDREN FAMILIES

Two children – primary $1620.00

THREE CHILDREN FAMILIES

Three children – primary $1830.00

For larger families, please consult the principal.

Additional Charges – ALL FAMILIES:

- P&F Levy $80.00 per family (no rebate)
- Art Levy $40.00 per child
- Technology Levy $100.00 per child
- Capital Levy $400.00 per family (formerly compulsory Building Levy)

Cost of excursions and camps is extra and must be paid before the camp or excursion occurs.

Cost of the following programmes is extra. Outside specialist teachers conduct the programmes in the school. These programmes are compulsory.

- Swimming – Term 1 (Year 1 - Term 4)
- Dance – Term 2
FEE COLLECTION AND PAYMENT POLICY

The fees and levies collected at St Joseph’s Tobruk Memorial School Beenleigh are used for the following purposes, which are essential in providing a high quality of education for your child/children.

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

The Parents & Friends Association also collect a levy through our fee structure. This has increased to $8 a month over ten months. Please note that parents are no longer able to trade time at school e.g. classroom help or covering books in the library, for a rebate of the P & F levy. There is no rebate.

ISSUING OF ACCOUNTS

School fees are charged over 10 months and are issued at the commencement of each month, usually in the first week. The statement will show the following:

- Single Child Fee or Family Fee – which is the tuition fee, charged to educate your child/children.
- P&F Levy – charged by the P&F Association to provide other benefits to the school such as air-conditioning of particular rooms, library resources, readers, robotics, computers, storage sheds.
- Capital Levy – appears in the February account.
- Levies – the costs vary depending on the class/year level activities.

Parents are asked to pay the account by the 21st of each month. The due date is shown on the account.

METHODS OF PAYMENT

Payment may be made by cash (always pay in person and obtain a receipt – please do not send a child in with cash), cheque or credit/debit card. For your added convenience, EFTPOS and Direct Debit facilities are available.

REMINDER NOTICES

An Account Rendered – Reminder Notice is forwarded for accounts that are unpaid after the due date. Should accounts continue to remain outstanding; the Finance Secretary (Mrs Ros Mendo) will make contact to discuss the outstanding fees. A final notice will then be sent giving a further two (2) weeks to pay before our debt collecting agency is contacted.

PAYMENT DIFFICULTIES

Sometimes, for very good reasons that may be out of your control, an account cannot be paid by the due date. If you are experiencing difficulties in paying your account, please contact the School as soon as possible, preferably before the due date. We will then be in a position to offer some assistance such as of extending the time to pay or offering a payment by instalment option. In cases of financial hardship, the School will consider granting a fee concession.

CONCESSIONS

In cases of financial hardship the School will consider offering a concession on the tuition component of the school fees. No Catholic child is excluded from St Joseph’s Tobruk Memorial School on the grounds of genuine inability of the family to pay fees. However, Catholic schooling is not a free service. All families are obliged to contribute to school fees and levies, even if a concession is granted. Concession applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions on tuition fees are not ongoing and applications must be resubmitted at the commencement of the new school year. Concessions are means tested in line with Federal Government Poverty Guidelines.
The assessment process takes all income into consideration including, Wages, Youth Allowance, all other Centrelink payments etc, as well as housing costs eg rent or mortgage. Concessions will be reviewed at the commencement of term three (3) when you will be sent a letter asking if your circumstances have changed. Should financial circumstances change, a family is obliged to contact the school immediately.

OVERDUE ACCOUNTS

It is easy to overlook an account in the rush of everyday life and for this reason we send an Account Rendered – Reminder Notice for unpaid accounts after the due date. If you are experiencing difficulty in paying your account, please contact the School as soon as possible. We will then be in a position to assist you.

On rare occasions people fail to pay their account, do not respond to reminder notices and do not contact the School to make alternative arrangements. In these instances the School is reluctantly forced to consider engaging the services of a professional debt collection agency.

Every family, whether a concession has been granted or not, is obliged to contribute to school fees and levies. If a family does not contribute to school fees and levies over a two month period, and if the school is not satisfied with arrangements made, again the school could be forced to engage the services of a debt collection agency.

Please be aware that additional charges will be incurred once the account has been handed to the debt collection agency for action. Once accounts have been handed to the debt collection agency, the matter effectively passes out of the School’s control and all negotiations for payment must then be made with the debt collectors. Your credit rating may also be affected.

It must be noted that by initiating these procedures, on rare occasions it may be necessary for the school to proceed to further legal action.

In the situation where all else fails, approval has been given by the Executive Director for the exclusion of students from St Joseph’s Tobruk Memorial School if:

[a] fee accounts are not paid, or
[b] satisfactory alternative arrangements have not been made.

FAMILIES LEAVING ST JOSEPH’S

If a family leaves St Joseph’s before the end of the school year, all levies must be paid for in full. There are no refunds on school levies.

The P & F levy is charged monthly and therefore it is charged up to and including the month during which a family leaves the school. If a family has paid the P & F levy in full (in advance), a refund or credit transfer will be offered.

School fees are charged monthly over ten months. If a family leaves the school, fees apply up to and including the month of departure.

An application fee/deposit of $155 applies for Prep applications and applications for enrolment of new families. If a family pays this amount and then decides not to come to St Joseph’s, $100 will be refunded provided that the school is notified prior to the end of the school year preceding the enrolment. In other words, an application fee is charged. Otherwise, the deposit comes directly off the school fee account.
STUDENT MEDICATION REQUEST FORM

This form must be completed for medication to be administered to your child during school hours. It has been designed to ensure the safety of your child and to protect school staff who do not have medical training.

Section 1 is to be completed by your child’s medical practitioner. Section 2 is to be completed by you. Please return the completed form to the school.

Where possible, medication should be administered to your child at home at times other than during school hours. Furthermore, for the Principal to undertake to assist in administering medication to your child, the following requirements must be met:

1. Your child’s medical practitioner must provide the information required in Section 1 below;
2. All medication supplied to the school for your child must be in a container labelled by a pharmacist, showing the name of the drug, the “use by” date, the name of the student’s medical practitioner, the name of the student, the dosage and the frequency of administration.

Section 1 - MEDICATION INSTRUCTIONS FROM THE MEDICAL PRACTITIONER

These instructions are requested from the student’s medical practitioner to enable the school to maintain its duty of care when administering medication to students whose condition would otherwise preclude attendance at school.

Medical Practitioner’s name: ________________________________________________

Address: ________________________________________________________________

________________________________________________________ Phone: _____________

Name of student: __________________________________________________________

Name of Medication 1: ______________________________________________________

Dose: ______________________________ Time to be taken: _________________________

Commencement date: __________________ Conclusion date: ______________________

Name of Medication 2: ______________________________________________________

Dose: ______________________________ Time to be taken: _________________________

Commencement date: __________________ Conclusion date: ______________________

Special arrangements: (eg. monitoring the student after administration; restrictions on participation in school activities such as sports or use of machinery; side effects; emergency actions.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signed: ________________________________ Date: ______________

(Student’s Medical Practitioner)

Section 2

NOTIFICATION AND REQUEST BY PARENT/PERSON WITH LEGAL RESPONSIBILITY FOR STUDENT FOR THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

I request administration of medication as instructed above for my son/daughter.

Full name of student: __________________________ Date of Birth: __________ Grade: ________
**Note 1:** A new **Student Medication Request Form** must be completed:

- If the dose or type of medication is altered;
- If the regime is re-started following the conclusion date of the instructions from the medical practitioner above;
- At the beginning of each new calendar year;

**Note 2:** This Form is only valid when instructions from the student’s medical practitioner have been provided above.

Signed: ____________________________ Date: ____________________________

(Parent or person with legal responsibility for the student)
SCHOOL UNIFORMS

Our new uniform was introduced in 2004 after wide consultation with parents, students and staff. It is expected that children wear the full school uniform at all times. Further changes were implemented after further consultation in 2007.

FORMAL SCHOOL UNIFORM

Girls
Choice of
Blouse and culottes
or
Dress

Worn with

- Black lace up or Velcro (for younger students)
- Joggers
- White socks with black St Joseph’s writing
- Green school hat (reversible)
- Green school jacket

Boys
- Shirt with dark green collar
- Dark green shorts (2 different lengths available)

SPORTS UNIFORM

Boys and Girls
- Navy and teal St Joseph’s sports shirt
- Navy St Joseph’s shorts
- White St Joseph’s Socks with black St Joseph’s writing
- Blue St Joseph’s hat (reversible)
- School Tracksuit (Winter / cooler months)

(Skorts are available for girls)

Please note – shoes are joggers, to be all black, lace up (or Velcro for younger students).

Students are to wear the formal uniform on Mondays, Tuesdays and Thursdays (when Gala Days are on Fridays for Years 6/7 children).
The sports uniform must be worn on Wednesdays and Fridays (when Gala Days are on Fridays for Years 6/7 children).