



2024 FAMILY INFORMATION

ST JOSEPH'S SCHOOL



11 Campaspe Street, Rochester, 3561

PH: 03 54 841797

www.sjrochester.catholic.edu.au

People of Strength - People of Gentleness

Contact Details

Address: 11 Campaspe Street
ROCHESTER Vic 3561

Phone: 5484 1797

Website: www.sjrochester.catholic.edu.au

Principal contact: principal@sjrochester.catholic.edu.au

Office contact: admin@sjrochester.catholic.edu.au

2024 School Terms

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|------------------------------|---|----------------------------------|
| ★ Term 1: Tuesday 31 January | - | Thursday 28 March (9 weeks) |
| ★ Term 2: Monday 15 April | - | Friday 28 June (11 weeks) |
| ★ Term 3: Monday 15 July | - | Friday 20 September (10 weeks) |
| ★ Term 4: Monday 7 October | - | Wednesday 20 December (11 weeks) |

SCHOOL HOURS DAILY TIME TABLE

Session 1:	8:55 am - 11:00 am
Lunch:	11:00 am - 11:40 am
Session 2:	11:40 am - 1:40 pm
Recess:	1:40 pm - 2:15 pm
Session 3:	2:20 pm - 3:15 pm

STAFFING AND STRUCTURE - 2024

PARISH PRIEST:

Fr. Ashley Caldw

Principal:

Elizabeth Trewick

Catholic Identity Leader:

Eliza McNamara

Learning & Teaching Leader:

Susan Kerlin

Learning Adjustment Leader:

Cheryl Schwab

Wellbeing Leader:

Jessica Carmichael

Administration Officer:

Maria Whitehead (3 days) Toni Cripps (3 days)

Finance Officer:

Breanna Cox

Classroom Teachers:

Year F/1

Eliza McNamara

Year 2

Lauren Sortino

Year 3/4

Elli Williams

Year 3/4

Cheryl Schwab (4)/Susan Kerlin (1)

Year 5/6

Amy Eade

Year 5/6

Yvette Lupa (4)/Liz Trewick (1)

Specialist Teachers:

Social Skills Program (RRRR):

Frances Bennett

Digital Technologies:

Jerrold Davison

Physical Education:

Olivia McEvoy

Visual Arts:

Jessica Carmichael

Learning Support Officers:

Leanne McInnes

Leanne Hansen

Deanna Palmer

Hannah Schwab / Asha McConnell

Corrie Seabrook

Bianca Robins

Zack Wileman

Chaplain:

Lorraine Bain

CARE, SAFETY AND WELFARE OF OUR STUDENTS

Our school has a number of policies and procedures to ensure the safety and wellbeing of students at all times, these include:

- First Aid
- Medication Authorisation and Administration
- Emergency Management Plan
- Critical Incident Procedure
- Accidents and Incidents Procedure
- Appropriate use of internet (staff and students) policy
- Child Safe Policies and Procedures

A number of these items are addressed further in the handbook. All policies and procedures are available upon request from the school office and are available on the school website.

ABSENCE & ATTENDANCE

Children are expected to attend school every day that the school is open unless there is a reasonable excuse for absence. Parents are asked to notify the school of an absence via PAM or SIMON Everywhere. Alternatively, a phone call to the school on the day of absence is required.

IT'S NOT OK TO BE AWAY

St Joseph's acknowledges that regular school attendance is vital for all children and young people to succeed in education and missing school days can have a big impact on a child's future.

PHONE
5484 1797

SIMON
EVERYWHERE

IN PERSON

Unexplained absences will be followed up with a text and if no response is received a phone call will be made.
Pleaes make sure all contact details are correct on PAM.

ALLERGIES

Some health can be affected by being allergic to particular foods, bites or stings. If your child is allergic, we provide relevant documentation and treatment procedures. In this way we can inform all staff of the special needs of particular students with regard to allergies.

children's health can be affected by being allergic to products, plants, animal stings. If your child is allergic, we provide relevant documentation and treatment procedures. In this way we can inform all staff of the special needs of particular students with regard to allergies.

ASSEMBLIES

Whole school assemblies will be held every Friday @ 2.30pm in the Kildare Centre.

ASSESSMENT & REPORTING

Teachers will continually observe and assess your child's learning in class. At different times a task or test may be set to gain a clearer idea of how well your child understands what has been taught. These are important feedback strategies for the individual student. In Victoria, NAPLAN is administered by the Victorian Curriculum and Assessment Authority. Various opportunities are provided during the year to let you know your child's progress;

- Two written reports are provided to families each year, Term 2 and Term 4.
- Face to face sessions (Learning Conversations) where you can discuss your child's progress. These are held in Week 8 of every term.
- Seesaw gives you a snapshot of your child's progress with a comment about the task, what they can do and their next step in learning.

In addition to this, you can contact the school to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

BEHAVIOUR MANAGEMENT POLICY AND PROCEDURES

Our school has policies and procedures in place for behaviour management, bullying and harassment.

These can be found on the website: www.sjrochester.catholic.edu.au

BICYCLES/SCOOTERS

Students riding bicycles/scooters to school are the responsibility of parents. The age of children, the distance to be covered and the path to be taken should be taken into account before a child undertakes this activity. VicRoads states; *Children do not have the ability and experience to do all of these things simultaneously and consistently until age 12 or 13. Like young drivers, they need plenty of supervised practice before gaining their independence.*

Students must wear approved safety equipment and bicycles/scooters must be in a roadworthy condition.

BIRTHDAYS

Children love to celebrate their birthday and we would be pleased to help facilitate this at school.

- If your child has birthday invitations to hand out, we ask that this be done discreetly, especially if it is only for a few choice friends. Your child's teacher will support them to put these into bag lockers.
- If you would like to bring a treat to celebrate as a class, please check with your child's teacher regarding dietary requirements and class numbers. We don't encourage lollipops as they are not ideal when running and playing.

BREAKFAST CLUB

Breakfast Club is offered at St Joseph's every Thursday morning. Children requiring breakfast on other days may access a simple breakfast before 8.55am in the Kildare Centre.

We know that children who eat breakfast tend to perform better academically compared to those

who skip breakfast. They also feel a greater level of connectedness with teachers and other adults at their school, which leads to further positive health and academic outcomes (Better Health Channel).

CAMPS AND EXCURSIONS

Camps and excursions are considered to be an important part of the school curriculum, in which all children are expected to participate.

The School Camping Program provides for an ongoing development in independence and responsibility as each child moves through the primary school.

The programs are for children in Years 3-6.

- Grades 3/4 Camp: 29 - 30 August to Swan Hill Pioneer Settlement
- Grades 5/6 Camp: 13 - 15 March to Cave Hill, Beaufort

We understand that school camps can be something your child expresses concerns about attending, if this is your child, please make sure you discuss these with your child's class teacher.

CHILD SAFE

St Joseph's is a Child Safe school. Policies and Procedures have been put in place and are expected to be adhered to in order to ensure the safety of our students. These can be found on the website:

www.sjrochester.catholic.edu.au

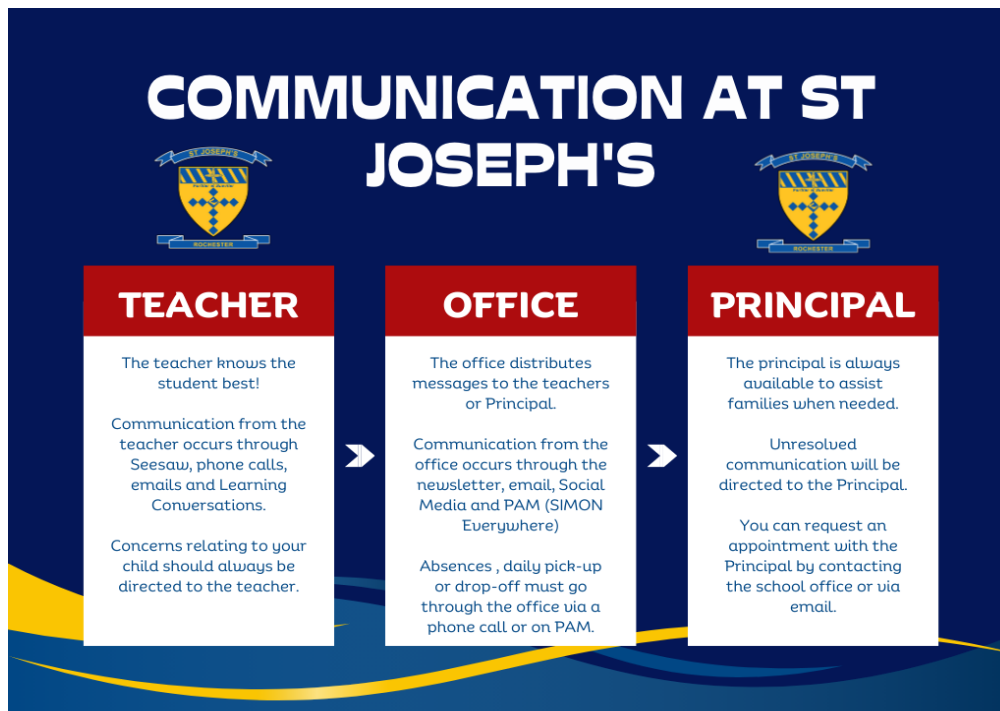
CODE OF CONDUCT

In our ongoing endeavours to nurture positive school and family relationships we provide all Parent/Carers/Guardians with a School Code of Conduct. This is a part of the Enrolment Package.

COMMUNICATION

The school communicates formally with parents through newsletters, notes, email, PAM (Parent Access Module), SIMON Everywhere and Facebook. Information about the day is published on Daily Messages accessible through SIMON Everywhere and PAM.

Parents are encouraged to speak with their child's teacher on a regular basis.



COMMUNITY INVOLVEMENT

St Joseph's Primary School prides itself on being an active member of the Rochester Community. St Joseph's staff & students look forward to opportunities available to participate in community events and services.

Community dates for active participation will be advertised in the newsletter, social media and via Seesaw.

CURRICULUM

Victorian Curriculum is used by staff to plan and implement the school curriculum. Curriculum Notes are sent to parents through PAM at the beginning of each term and parents are encouraged to become actively involved in their child's learning journey. Questions arising from the Curriculum Notes are to be directed to your child's teacher.

EARLY PICK UP, LATE ARRIVALS & SUPERVISION

Parents wishing to pick their child up early are asked to collect their child from the office. Office staff have been instructed to keep a child in the office until they have sighted the adult picking up the child. Office staff are not able to sign a child out.

Children arriving after 9.00am are to check in at the office to be signed in. This ensures that all children are accounted for when we do our attendance check at 10.00am.

Children are supervised by teachers from 8:30am until 3:30pm. Children who arrive prior to 8:30am are required to wait in the Administration Area.

Once 8.30am supervision begins:

- F/1/2 children are to put their bags near their classroom doors
- 3 - 6 children may put their bags in their lockers and then move outside

Classrooms open at 8.50am.

Teachers are rostered for yard duty before school, at recess, lunchtime, and after school. If children have not been picked up by 3:30pm, they will be taken to the Administration Area. During extreme heat and wet weather periods children are supervised in their classrooms/and or air conditioned rooms at recess and lunch times.

EMERGENCY INFORMATION

Information needed in the case of emergency is kept in the School Office. This information needs to be updated constantly. It is important that any alteration of contact persons, phone numbers, addresses or medical information be brought to the attention of our school immediately. Parents are asked to update this information through PAM at the beginning of the school year and at a time when information changes.

EMERGENCY MANAGEMENT PLAN

Regular evacuation and in-vacuation drills are held during the school year to prepare all at St Joseph's in the event of danger.

EXCURSIONS & INCURSIONS

Children are often exposed to educational opportunities through class excursions to local attractions. Parent helpers are usually required to assist on these days. Incursions are when we bring experts into the school to work with the children. Permissions for excursions will be sent home through PAM/SIMON Everywhere.

FEES & LEVIES

Payment can be made by Cash, Cheque, Direct Credit, Direct Debit or EFTPOS.

Direct Credit Details:

St Joseph's School Rochester.

BSB: 083-543 Account No: 457828991

Reference: Family Name or child's name

FEE RELIEF

Families who experience significant financial difficulty are encouraged to contact the Principal. Fees allow the school to provide the most up-to-date resources for all learners. Fee support is available if needed, please don't hesitate to make an appointment.

FIRST AID / ACCIDENTS

Our school is equipped with a sick bay. When illness or accident occurs, parents are notified and when necessary, are asked to take their child home or to a doctor. All Staff regularly complete courses in Level 2 - First Aid with specifics to Asthma, Anaphylaxis and CPR training.

FUNDRAISERS

Occasionally fundraisers are held at school to raise money for various charities (i.e. Asthma, Project Compassion) or for student initiatives. We encourage all children to participate in these activities.

HATS

St Joseph's is a SunSmart school. Children are expected to wear their school hat when the UV is high or extreme. We ask that hats are kept at school for easy access when needed. The wearing of the school hat is compulsory during Term 1 and 4.

St Joseph's School has a no hat, no play policy. This includes moving from one area of the school to another.

HEAD LICE

Please check children regularly. Head lice must be treated immediately to reduce the risk of it spreading.

INFECTIOUS DISEASES EXCLUSION FROM SCHOOL

In the interest of all students and families, children with infectious diseases are asked to be isolated from school in accordance with health authority guidelines.

INSURANCE

Our school through Catholic Education Sandhurst Ltd has taken out a blanket Student Accident Insurance with Locton Insurance (underwritten by Arch) covering the total school enrolment. This policy covers students "whilst at school" only—that is, on the school premises during school hours only and whilst participating in school camps or authorised activities away from school. It does not include travel to or from the school. There is no additional cost to parents as this expense is built into the fee structure. Full policy details are available from the school upon request.

INVOLVEMENT OF PARENTS IN CURRICULUM

Parents are involved in a wide number of activities in the school. Assistance is needed in areas such as excursions, library, physical education and sporting teams. Grandparents are also a very important and valued part of our school community.

YR 5-6 IPAD PROGRAM

Technology is an increasingly integral means of education in our 'changing world' at St Joseph's Primary School. As part of our commitment to empowering every learning to serve and enrich our changing world, the school has implemented an iPad Program for all our students in Years 5-6. The iPad Program provides every student in the program with an iPad to enable a student-centred experience-rich education relevant to the 21st Century.

LIBRARY

St Joseph's has a well-stocked library for the use of all. Children are encouraged to borrow on a regular basis. Teachers work together to allow opportunities for borrowing on a regular basis.

LUNCH ORDERS

Orders are available on Wednesdays & Fridays supplied by the Rochester Bakery. Lunch orders are placed online via <https://www.schoollunchonline.com.au>. They are delivered to school at 11.30am in time for children to eat.

LOST PROPERTY

It is important that all clothing is clearly marked with the child's name. This makes it much easier to identify articles of clothing in the first instance. Lost property is located in the north store room in the Kildare Centre and may be inspected by parents at any time. There will be spot checks on student uniforms for names.

MEDICATION

All parent requests for the administration of prescribed and non-prescribed medications to their child must be in writing on the Medication Authorisation Form (available on the website) and must be supported by specific written instruction from the **medical practitioner** or **pharmacist**. The medication must be provided in the original packaging with the medical practitioner or pharmacist's instructions.

NEWSLETTER

A newsletter is compiled fortnightly and published on Fridays. Alternatively, families may access the newsletter via the website or Facebook. Families are subscribed to the newsletter on enrolment at St Joseph's. The newsletter is a major communication link between school and home and contains information about coming events and other matters we wish to bring to your attention. Please read the newsletter carefully.

OCCUPATIONAL HEALTH & SAFETY (OH&S)

At St Joseph's we are committed to the safety and wellbeing of all. It is important that our play and learning spaces around the school are safe for all. Parents are asked to report any dangers they may see around the school to the office.

OPEN DOOR POLICY

At St Joseph's we welcome parents/guardians into the school at all times. The Principal and admin staff are available by phone or visitation. Classroom teachers are available outside normal classroom hours. Please phone/email your child's teacher to organise a mutually convenient time to meet.

PARENT ACCESS MODULE (PAM)

PAM is a communication tool used at St Joseph's, it provides families with information on a range of areas relating to your child's education, including homework and assessment tasks, school reports, attendance, Parent Teacher Student Interviews, daily messages and upcoming events. At the beginning of each year, families are provided with a copy of the USER Guide. If at any time

families need support to access this, please contact the office.

PARISH COMMUNITY

Our school could not exist without our Parish. Our Parish Priest, Father Ashley Caldow invites and encourages children and parents to be active members of our Parish. We look forward to celebrating our faith with Fr Caldow and St Joseph's parishioners.

PARENTS & FRIENDS ASSOCIATION

The P&F is a vital organisation in the life of St Joseph's, offering an opportunity for parents to gather and become involved in the life of the school. Our P&F provides support for the school in areas such as; social functions for the school community, fundraising for particular needs in the school and voluntary support for educational programs. All parents are members of the Parents and Friends Association when enrolling children at St Joseph's. New faces are ALWAYS welcome at meetings and events.

PARENT / SCHOOL PARTNERSHIP

St Joseph's welcomes opportunities to work with you in educating your child. Parent engagement in children's learning makes a difference. When parents engage with their children's learning, children's achievement tends to improve. The partnership between parents and school is crucial to ensuring that your child has the best opportunities to enjoy the school experience and to learn effectively. As a parent you can contribute your own knowledge and skills at all levels, to assist your child's learning, to support the school's goals and to promote the principles of Catholic education.

POSITIVE BEHAVIOUR INTERVENTION & SUPPORT (PBIS)

PBIS gives our school community a common language and pathway when dealing with behavioural management. The expectation to be Safe, Respectful and Responsible Learners is generally well known and a lived reality amongst the students and staff. At the beginning of the year all classes spend time around the expectations and develop behavioural matrices. The Whole School Matrix can be found in the Appendices.



POLICIES & PROCEDURES

Are available on the St Joseph's School Website (www.sjrochester.catholic.edu.au) or parents may request hard copies from the school office.

PUPIL FREE DAYS

All schools are able to take closure days during the year for staff professional development. Parents will be given advance notice of such days. Please take note of the dates already planned

for.

RELIGIOUS EDUCATION

St Joseph's is a Catholic School within the Parish of St Joseph's Rochester. Children are instructed in Religious Education, participate in Sacramental programs and attend Mass and liturgy.

SCHOOL ADVISORY COUNCIL

The St Joseph's School Advisory Council is the leading consultative and advisory group for the Principal, as an active forum for parent and community participation, providing support and advice principally in strategic planning and school improvement. It consists of parent representatives and meets twice a term.

SCHOOL BUS

The school is serviced by town and country buses. The town bus is run by a local company, while the country buses are organised by Rochester Secondary College. All bus enquiries are to be directed to the bus coordinator Kristy Roulstan at the Rochester Secondary College, Kristy can be contacted on 54841844. All children travelling on buses are dropped off and picked up at the Priory St entrance to the Delany Pavilion. There is a teacher on duty at Rochester Secondary College before school AND after school at St Joseph's, to supervise students accessing the bus. Should a young child be travelling home this way, we will pair them up with a 'buddy' until they are confident.

SCHOOL CROSSING

All children are expected to use the school crossing when crossing Campaspe Street. A teacher on duty is assigned to assist students/families before school from 8.30am and after school. Children are not to cross the crossing on their own or without supervision.

SOCIAL MEDIA

- **FACEBOOK** - St Joseph's regularly uses social media to communicate and celebrate achievements. To find us on facebook search for 'St. Joseph's Rochester'.

SPECIAL NEEDS

St Joseph's adopts the Nationally Consistent Collection of Data on School Students with Disability (the national data collection). This is an annual collection that counts the number of school students receiving an adjustment due to disability and the level of adjustment they are receiving to access education on the same basis as other students. Teachers and school leaders, through ongoing assessment and monitoring, will identify students, then together with Parent/Guardians, communicate information and explain the obligations for supporting student's needs based on the



Disability Standards. However, if a student has been identified as needing support but does not fall under the categories for funding we aim to provide support based on their needs. At each level teachers will communicate information about the student's learning including opportunities to support your child both at home and school.

SPORTS DAY

- All classes participate in Kelly Sports sessions every Friday.
- Ms McEvoy also facilitates a Physical Education session every Wednesday or Thursday.

A whole school sports & athletics day is held late Term 3. Children have the opportunity to participate in various track and field events & many other fun activities.

SURVEYS/DATA COLLECTION

Parents & Students are sometimes asked to complete surveys. The information gained from these surveys is used for school improvement.

STUDENT WELLBEING

Student Wellbeing is a priority for us at St Joseph's. If you have any concerns for your child's well being please don't hesitate to speak with your child's teacher who will gather support for your child from the Wellbeing Leader.

SWIMMING

All children take part in a swimming and a water safety program annually, in term 3. In 2024, Swimming will be held during Term 3 Week 10 at the Echuca Aquatic Centre. Information will be sent to families as the time gets nearer.

TRANSITION

Transition is not a point in time event; it is an experience that begins well before the move is made. To help students adjust, staff from current and future educational settings work together to ease students through this time.

In 2024, St Joseph's will investigate a number of opportunities for prospective students and families to get to know our school and all we offer.

St Joseph's Transition Program for Pre-school children will run in Term 3 and 4. During Term 3, parents will be required to remain onsite with their child. Sessions in Term 4 will be open to children on their own.

Transition to Secondary School begins with an Information Session at the learners Secondary School of choice. This information is advertised in the newsletter, through PAM and on Facebook. St Joseph's School will support all Grade 6 learners to connect with their Secondary School during the year, with transition visits culminating in the Statewide Transition Day.

TRANSITION DAY

Is held on the second Tuesday of December, in Term 4. On this day all children spend time with their next year's teacher. Year 6 students spend the day at their new Secondary College and the new Foundation students join us for the morning.

UNIFORMS

Children are expected to wear our school uniform. St Joseph's uniforms are available from Sportspower in Gillies Street (Price List in appendices).

VISITORS & CONTRACTORS

Everyone who visits the school is required to sign the register at the front office.

VOLUNTEERS PROGRAM

Anyone who works with students at St Joseph's is required to complete the Volunteers Application Form. Information is available at the front office.

WORKING BEES

Working bees are organised as required. Your support in maintaining our space is greatly appreciated. Parents are encouraged to attend these social gatherings.

WORKING WITH CHILDREN CHECK

All adults who work with students, classrooms, excursions, camps etc. and who are on the Parents & Friends and School Advisory Council, are expected to have a Working With Children check. These forms are available online at: www.workingwithchildren.vic.gov.au