

# PARENT HANDBOOK 2023

ST JOSEPH'S PRIMARY SCHOOL ALSTONVILLE

*Growth Through Love*



Be it known to all who enter  
St Joseph's Primary School  
that Jesus is the reason for this school.

He is the unseen yet ever present  
teacher in all its classes.

He is the model of its community  
and the inspiration of its  
children and staff.

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# CONTENTS

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Contents	3
Welcome	5
Vision	6
Contact Details	7
School Hours	7
Staff	8
School Leadership Team	8
School Staff	8
Administration Office	9
Assemblies	9
Behaviour Management	9
Proactive Supervision	9
Blue Cards	9
Behaviour Benchmarks	11
Behaviour Benchmarks Table	12
Behaviour Code	13
Birthday Celebrations	14
Bookclub	14
Bringing Possessions To School	14
Valuable Personal Property	14
Calendar	15
Important Dates 2022	15
Child Protection Policy	15
Collecting Children During School Hours	15
Communication	16
Compass	16
Important Links	16
Absences	17
Parent Communication Grid	18
Enrolment	19
Enrolment Policy	19
Junior Joeys Program & Kindergarten Orientation Sessions	19
Preparing Your Child For School	19
Settling Into School	20
First Aid, Sickness And Medication	20
Immunisation	21
Late Arrivals At School	21
Map Of School	22
Messages	23
Naming All Property	23
Newsletter	23
Parental Involvement	23
Canteen	24
Class Parent Reps	24
Privacy Policy	25
Standard Collection Notice	28
Procedures	29
Reporting To Parents	30
Retention In A Class (Repeating)	30
Safety Procedures	31
Parent Pickup	31
Bus Travellers	31
Gates & Boom Gate	32
Walking	32

Bikes, Scooters & Skateboards	32
Supervision	32
Visitor Safety Guidelines	33
Ambulance School Cover	33
School Curriculum	34
Pastoral Care	34
Key Learning Areas	34
Maths Assessment Interview (Mai) & Best Start	34
Religious Education Program	34
Mass Times	35
Digital Technologies	35
Homework Policy	35
School Commitment - Homework	35
School Management - Homework	36
Library Borrowing Policy	37
Sport	37
School Sport	37
Representative Sport	37
Diocese Of Lismore - Primary Sports Council	38
Excursions	39
School Fees	39
Tuition Fees	40
School Building & Maintenance Levy	40
Technology Levy	40
Fundraising Levy	40
Money & Payments	40
School History	41
School Photos	42
Silent Phone Numbers	42
Transport Arrangements	42
Uniform	43
Everyday Uniform	43
Summer Uniform	43
Winter Uniform	43
Sport Uniform	43
School Bags	44
Uniform Shop	44
Appendix 1	45
National Immunisation Program	45
Appendix 2	47
Minimum Period Of Exclusion From Primary Schools And Children's Services For Infectious Diseases Cases And Contacts	47

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# WELCOME

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It is with great pleasure that I welcome you to St Joseph's Primary School, Alstonville. For over 100 years, we have provided our students from across the Northern Rivers with a rich faith-based education guided by our Gospel values and grounded in our Catholic traditions.

At St Joseph's, everyone is welcome and will feel cared for, valued and respected. We are dedicated to giving our students the freedom to grow and develop community connections with opportunities for academic, cultural, social and sporting success.

We offer a diverse learning environment that challenges and supports our students to achieve the fullness of life.

We are committed to effective relationships. At St Joseph's we develop a deep sense of family spirit that is based on strong relationships and authentic connections between home and school.

We believe that parents are the first and foremost educators of their children and together we will accompany you through your child's positive and fulfilling school experience.

As Principal of St Joseph's, it is a privilege to lead a faith-filled learning community that acknowledges, values and responds to the needs of each student and where positive relationships and hope flourish.

From the moment our students enter Kindergarten their innate sense of wonder and enthusiasm is sparked through learning experiences that develop a genuine love of learning that lasts a lifetime.

Kurt Challinor  
Principal

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# VISION

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St Joseph's Alstonville maximises the potential learning capacity and success of individual students in a Christ-centred, nurturing environment.

We achieve this through an engaging, collaborative learning journey to which all members of the school community are committed and all contributions are valued and respected.

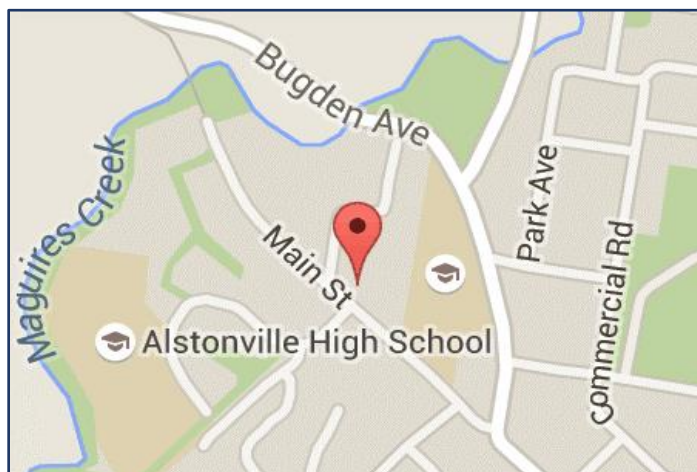


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## CONTACT DETAILS

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St. Joseph's School, Alstonville is part of the Our Lady of the Rosary and St Patrick's Parish which serves the communities of Alstonville and Wardell. School families are drawn from the towns and communities of Alstonville, Wollongbar, Wardell, Meerschaum Vale, Alstonvale, Richmond Hill, Goonellabah and MacLeans Ridges.



**Street Address:** 11 Perry Street, Alstonville NSW 2477

**Office Hours:** 8:30am to 4:00pm Monday to Friday

**Postal Address:** PO Box 265, Alstonville NSW 2477

**Telephone:** (02) 6628 1009

**Web address:** <http://www.alstplism.catholic.edu.au>

**Email:** [alstp@lism.catholic.edu.au](mailto:alstp@lism.catholic.edu.au)

**Facebook:** [www.facebook.com/JoeyAlstonville/](http://www.facebook.com/JoeyAlstonville/)

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## SCHOOL HOURS

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8:30am	Supervision begins
9:00am	School begins with first bell
9:03am	Into class
10:00am (approx.)	Crunch 'n Sip
11:50am – 12:40pm	First break (lunch)
2:00pm – 2:15pm	Second break (recess)
3:17pm	Pack up and prepare for home
3:20pm	School finishes

# STAFF

## SCHOOL LEADERSHIP TEAM

Principal	Mr Kurt Challinor
Assistant Principal - Learning & Teaching	Mr Phil Crosby
Assistant Principal - Mission	Mrs Kate Jones
Enrichment Coordinator	Mrs Anna Moloney
Sport Coordinator	Miss Linsey MacDonald
Parish Priest	Fr Max Gow
	Phone (02) 6628 3047
	Email: <a href="mailto:alstonvillewardellcc@gmail.com">alstonvillewardellcc@gmail.com</a>
	Web: <a href="http://alstonvillecatholicchurch.org.au">alstonvillecatholicchurch.org.au</a>

## SCHOOL STAFF

Early Stage 1 (Kindergarten)	Mrs Jessica Lewis Miss Elouise Stokes Ms Natalie Graveson
Stage 1	Mrs Ros McElligott Mrs Kate Jones Mrs Liana Daley Miss Charlotte White
Stage 2	Miss Linsey MacDonald Mr Phil Crosby Ms Holly Clark Mrs Emma Keough Mr Liam Seymour Mr Justin Pearson
Stage 3	Ms Georgie Miller Mrs Carissa McCall Mrs Nikki Wagner Mrs Emma Keough Mr Victor Murgha
Release from Face-to-Face (STEM)	Mrs Anna Moloney Mrs Dana Crosby
Intervention	Mr Philip Crosby Miss Jenna Gauci Mrs Georgie Miller
Library Officer	Ms Ros Kingsford
Administration	Mrs Patricia Steele (Mon to Thurs) Mrs Caroline McInnes (Mon, Tues & Fri)
Wellbeing	Mrs Nikki Wagner
Counsellor	Mrs Ofunneka Anyanwu
Canteen Coordinator	Ms Emma Thrum
Uniform Shop Coordinator	Mr John Fivaz



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# ADMINISTRATION OFFICE

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It is the priority of the office staff to attend to all fairly, however the children must be cared for first. Please be aware that visitors to our office may, at times, need to wait. The office is staffed from 8:30am to 4:00pm every day.

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## ASSEMBLIES

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Fortnightly, on Friday afternoons, we hold an assembly which begins with the singing of our National Anthem and prayer at 2:20pm. Awards are presented at this time. Parents are invited to join us. These are advertised in our Newsletter.

If you wish to collect your child after a School Assembly, please remember to complete a 'How I am Getting Home' slip at the Office as you sign in. Leave this slip with office staff who will pass it on to your child's teacher.

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## BEHAVIOUR MANAGEMENT

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All staff will use the Behaviour Code (safety, effort, respect and self-responsibility) as a tool to support student goal setting, to facilitate personal growth and monitor improvements in behaviour. This code will be utilised to accurately reflect and then report on individual students. These will be used as a basis for providing behavioural intervention for students at risk (See Response to Intervention Policy).

### PROACTIVE SUPERVISION

All staff will follow the Proactive Supervision protocol when dealing with student behaviour. Staff must use the language reflected in this chart to keep consistency across all areas of the school. This flow chart gives staff a clear process to follow for breaches of behaviour at all levels. This flow chart is not linear and entry points are dependent on specific behaviours as outlined below.

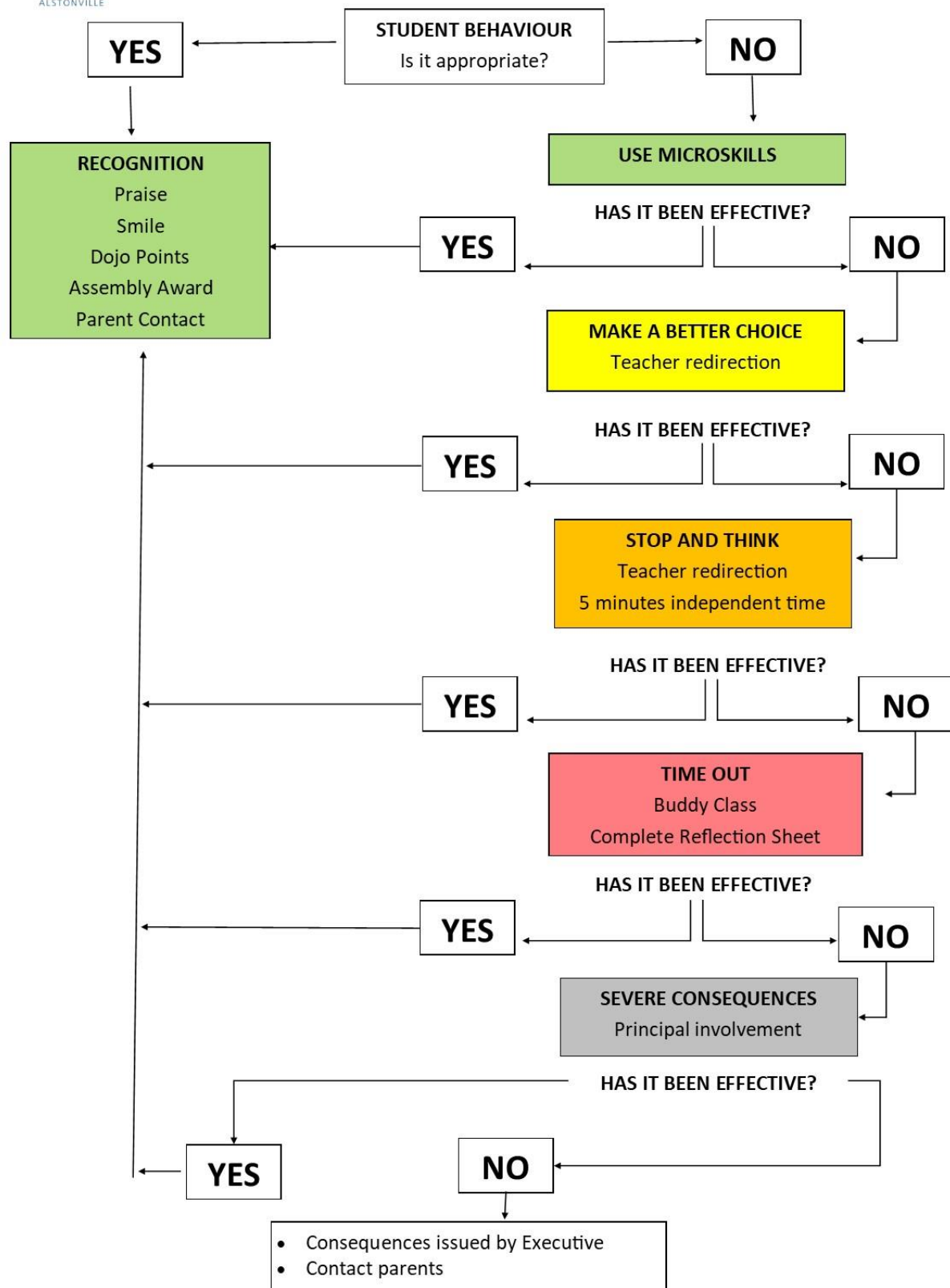
### Class Dojo Points and Rewards DOJO

All staff acknowledge positive student behaviour by issuing Dojo Points. This is a cumulative reward system designed to roll over throughout a student's years at the school. These are collected by the student, collected by the Stage Staff, recorded digitally and acknowledged by the Principal/Assistant Principal in accordance with the list below.

- 10 Class Dojo Points = Bronze Award
- 4 Bronze Awards = 1 Silver Award
- 4 Silver Awards = 1 Gold Award
- 4 Gold Awards = Badge of Honour + Principal's morning tea



## ST JOSEPH'S ALSTONVILLE PROACTIVE MANAGEMENT



## **BEHAVIOUR BENCHMARKS**

Specific student behaviours are identified in, but not limited to, the 'Benchmarks @ St Joseph's' table. Staff must be aware of students on Personal Plans and make considerations for them, whilst still observing the Violence in Schools package.

Staff will use consistent, specific and appropriate language when identifying student behaviour. They will also use Restorative Practice for students. All learning spaces within the school will clearly display the 8 colour coded Behaviour Visuals.

Students who are sent to Time Out will complete a Reflection Sheet with issuing staff member and these will be returned and given to their Pastoral Teacher. Parent contact will only be made by the Pastoral Teacher where applicable. Students sent to Time Out must be accompanied by a staff member to the buddy class (Kindergarten<>Stage 2, Stage 1<>Stage3).

Students whose behaviour requires a Severe Consequence will be managed by the Principal, Assistant Principal or authorised representative at their discretion.

## BEHAVIOUR BENCHMARKS TABLE

	ACTION	RESULT	
		CLASSROOM	PLAYGROUND
<b>ACTIVE &amp; ENGAGED LEARNER</b>	<ul style="list-style-type: none"> <li>★ Safe</li> <li>★ Tidy up after yourself</li> <li>★ On task</li> <li>★ Having a go</li> <li>★ Trying your best</li> <li>★ Producing quality work</li> <li>★ Playing with others</li> <li>★ Including others</li> <li>★ Positive attitude</li> <li>★ Helping others</li> <li>★ Listening carefully</li> <li>★ Following instructions</li> <li>★ Asking for help</li> <li>★ Being on time</li> <li>★ Hand up to speak</li> <li>★ Sharing equipment</li> <li>★ Taking turns</li> <li>★ Playing by the rules</li> <li>★ Placing rubbish in bin</li> <li>★ Walking around school</li> <li>★ Handing in found items</li> <li>★ Using manners</li> <li>★ Keeping hands &amp; feet to self</li> <li>★ Remaining seated in the lunch area</li> <li>★ Waiting for permission to leave</li> </ul>	<ul style="list-style-type: none"> <li>★ Praise</li> <li>★ Smile</li> <li>★ Microskills</li> <li>★ Dojo Points</li> <li>★ Progressive awards</li> <li>★ Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>★ Praise</li> <li>★ Smile</li> <li>★ Microskills</li> <li>★ Dojo Points</li> <li>★ Progressive awards</li> <li>★ Parent contact</li> </ul>
<b>MAKE A BETTER CHOICE</b>	<ul style="list-style-type: none"> <li>★ Not following teachers' instructions</li> <li>★ Calling out</li> <li>★ Running on cement or in rooms</li> <li>★ No hat in the sun</li> <li>★ Out of bounds</li> <li>★ Playing in the toilets</li> <li>★ Littering</li> <li>★ Not wearing uniform with pride</li> <li>★ Not using equipment correctly</li> <li>★ Nuisance damage to small items</li> </ul>	<ul style="list-style-type: none"> <li>★ Teacher redirection</li> <li>★ Microskills "How can you make a better choice"?</li> <li>★ Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>★ Teacher redirection</li> <li>★ Microskills "How can you make a better choice"?</li> <li>★ Restorative Practice</li> <li>★ Play in another area</li> </ul>
<b>STOP &amp; THINK</b>	<ul style="list-style-type: none"> <li>★ Repeatedly not making a better choice</li> <li>★ Throwing things in the classroom</li> <li>★ Hands on leading to rough play</li> <li>★ Playing with rocks, sticks and plants</li> <li>★ Taking hats</li> <li>★ Name calling/teasing</li> <li>★ Swearing</li> </ul>	<ul style="list-style-type: none"> <li>★ Separate from class</li> <li>★ 5 minutes in classroom under teacher supervision</li> <li>★ Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>★ Remove from play</li> <li>★ 5 minutes under teacher supervision</li> <li>★ Restorative Practice</li> </ul>
<b>TIME OUT</b>	<ul style="list-style-type: none"> <li>★ Repeatedly not learning from stop &amp; think</li> <li>★ Leaving classroom without permission</li> <li>★ Spitting</li> <li>★ Abusive language</li> <li>★ Deliberate damage</li> </ul>	<ul style="list-style-type: none"> <li>★ Buddy Class for prescribed minutes (refusal goes to Severe Consequence)</li> <li>★ Complete reflection sheet</li> <li>★ Restorative Practice</li> <li>★ Parent contact by Pastoral Teacher</li> <li>★ Record in Compass by Pastoral Teacher</li> </ul>	<ul style="list-style-type: none"> <li>★ Remove from play</li> <li>★ Reflection sheet</li> <li>★ Restorative Practice</li> <li>★ Parent contact by Pastoral Teacher</li> <li>★ Record in Compass by Pastoral Teacher</li> </ul>
<b>SEVERE CONSEQUENCES</b>	<ul style="list-style-type: none"> <li>★ Repeated Time Out behaviours</li> <li>★ Violent behaviour – intentionally harming others</li> <li>★ Bullying (physical or verbal)</li> <li>★ Vandalism</li> <li>★ Stealing</li> <li>★ Breach of ICT agreement</li> <li>★ Possession of unlawful items</li> </ul>	<ul style="list-style-type: none"> <li>★ Documentation in RAMP (Risk Assessment &amp; Management Plan)</li> <li>★ Restorative Practice</li> <li>★ Principal involvement</li> <li>★ Remove from class</li> <li>★ Parent contact</li> <li>★ In school suspension</li> <li>★ Record in Compass by Pastoral Teacher</li> </ul>	

## BEHAVIOUR CODE

CODE	BEGINNER	DEVELOPING	COMPETENT	EXCELLING
<b>SA FE TY</b>	<b>Needs improvement to:</b> <ul style="list-style-type: none"> <li>• Use equipment safely/ appropriately</li> <li>• Move safely through classroom/school</li> <li>• Keep hands/feet/teeth etc to self.</li> <li>• Follow directions of teachers/staff</li> <li>• Resolve conflict without violence.</li> <li>• Wear school uniform, esp. hat</li> <li>• Remain in class/school setting</li> </ul>	<b>With encouragement:</b> <ul style="list-style-type: none"> <li>• Uses equipment safely/ appropriately</li> <li>• Moves safely through classroom/school</li> <li>• Keeps hands/feet/teeth etc to self.</li> <li>• Follows directions of teachers/staff</li> <li>• Resolves conflict without violence.</li> <li>• Wears school uniform</li> <li>• Remains in class/school setting</li> </ul>	<b>Usually:</b> <ul style="list-style-type: none"> <li>• Uses equipment safely/ appropriately</li> <li>• Moves safely through classroom/school</li> <li>• Keeps hands/feet/teeth etc to self.</li> <li>• Follows directions of teachers/staff</li> <li>• Resolves conflict without violence.</li> <li>• Wears school uniform</li> <li>• Remains in class/school setting</li> </ul>	<b>Persistently (and encourages others to):</b> <ul style="list-style-type: none"> <li>• Uses equipment safely/ appropriately</li> <li>• Moves safely through classroom/school</li> <li>• Keeps hands/feet/teeth etc to self.</li> <li>• Follows directions of teachers/staff</li> <li>• Resolves conflict without violence.</li> <li>• Wears school uniform</li> <li>• Remains in class/school setting</li> <li>• Serves as a role model for others</li> </ul>
<b>EF FO RT</b>	<b>Needs improvement to:</b> <ul style="list-style-type: none"> <li>• Stay on task</li> <li>• Attempt all set tasks and completes activities (incl. Assignments/homework)</li> <li>• Participate actively in class.</li> <li>• Work to best of ability.</li> <li>• Seek help when needed</li> <li>• Attempt to meet deadlines</li> </ul>	<b>With encouragement:</b> <ul style="list-style-type: none"> <li>• Stays on task</li> <li>• Attempts all set tasks and completes activities (incl. assignments/homework)</li> <li>• Participates actively in class.</li> <li>• Works to best of ability.</li> <li>• Seeks help when needed</li> <li>• Attempts to meet deadlines</li> <li>• Is prepared and shows interest</li> </ul>	<b>Usually:</b> <ul style="list-style-type: none"> <li>• Stays on task</li> <li>• Attempts all set tasks and completes activities (incl. assignments/homework)</li> <li>• Participates actively in class.</li> <li>• Works to best of ability.</li> <li>• Seeks help when needed</li> <li>• Attempts to meet deadlines</li> <li>• Is prepared and shows interest</li> </ul>	<b>Persistently (and encourages others to):</b> <ul style="list-style-type: none"> <li>• Stays on task/ Participates actively</li> <li>• Attempts all set tasks and completes activities (incl. assignments/homework)</li> <li>• Works to best of ability.</li> <li>• Seeks help when needed/Helps others</li> <li>• Attempts to meet deadlines</li> <li>• Is prepared and shows interest</li> <li>• Accepts additional responsibilities/roles</li> </ul>
<b>RE SP EC T</b>	<b>Needs improvement to:</b> <ul style="list-style-type: none"> <li>• Treat own property with care.</li> <li>• Accept others' feelings/opinions/rights.</li> <li>• Speak politely and appropriately.</li> <li>• Listen to and follows the directions of all school staff/support personnel</li> <li>• Show respect for school property.</li> <li>• Follow class and school expectations.</li> <li>• Care for self and school work</li> </ul>	<b>With encouragement:</b> <ul style="list-style-type: none"> <li>• Treats own property with care.</li> <li>• Accepts others' feelings/opinions/rights.</li> <li>• Speaks politely and appropriately.</li> <li>• Listens to and follows the directions of all school staff/support personnel</li> <li>• Shows respect for school property.</li> <li>• Follows class and school expectations.</li> </ul>	<b>Usually:</b> <ul style="list-style-type: none"> <li>• Treats own property with care.</li> <li>• Accepts others' feelings/opinions/rights.</li> <li>• Speaks politely and appropriately.</li> <li>• Listens to and follows the directions of all school staff/support personnel</li> <li>• Shows respect for school property.</li> <li>• Follows class and school expectations.</li> <li>• Cares for self and school work</li> </ul>	<b>Persistently (and encourages others to):</b> <ul style="list-style-type: none"> <li>• Treats own property with care.</li> <li>• Accepts others' feelings/opinions/rights.</li> <li>• Speaks politely and appropriately.</li> <li>• Listens to and follows the directions of all school staff/support personnel</li> <li>• Shows respect for school property.</li> <li>• Follows class and school expectations.</li> <li>• Cares for self and school work</li> </ul>
<b>SE LF RE SP O NS IBI LIT Y</b>	<b>Needs improvement to:</b> <ul style="list-style-type: none"> <li>• Seek or accepts help when needed.</li> <li>• Require no prompting to behave</li> <li>• Accept responsibility for own behaviour.</li> <li>• Accept consequences of own actions</li> <li>• Work and play independently.</li> <li>• Be prepared/punctual for each lesson.</li> <li>• Conform to routines and procedures.</li> </ul>	<b>With encouragement:</b> <ul style="list-style-type: none"> <li>• Seeks or accepts help when needed.</li> <li>• Requires no prompting to behave</li> <li>• Accepts responsibility for own behaviour.</li> <li>• Accepts consequences of own actions</li> <li>• Works and plays independently.</li> <li>• Is prepared/punctual for each lesson.</li> <li>• Catches up on missed work</li> <li>• Conforms to routines and procedures.</li> </ul>	<b>Usually:</b> <ul style="list-style-type: none"> <li>• Seeks or accepts help when needed.</li> <li>• Requires no prompting to behave</li> <li>• Accepts responsibility for own behaviour.</li> <li>• Accepts consequences of own actions</li> <li>• Works and plays independently.</li> <li>• Is prepared/punctual for each lesson.</li> <li>• Catches up on missed work</li> <li>• Conforms to routines and procedures.</li> </ul>	<b>Persistently (and encourages others to):</b> <ul style="list-style-type: none"> <li>• Seeks/accepts/offers help when needed.</li> <li>• Requires no prompting to behave</li> <li>• Accepts responsibility/consequences of action</li> <li>• Works and plays independently.</li> <li>• Is prepared/punctual for each lesson.</li> <li>• Catches up on missed work</li> <li>• Conforms to routines and procedures.</li> <li>• Shows initiative in work/social situations</li> </ul>

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## BIRTHDAY CELEBRATIONS

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Since moving to Stages, we have made the decision to limit birthday celebrations. This decision also assists with managing dietary concerns for some children and avoids some students being excluded. If it is your child's birthday and you would like them to celebrate here at school with their class, parents can send a patty cake to school for your child. The class can sing Happy Birthday and then your child enjoys their cake.

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## BOOKCLUB

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Purchase of books through the Scholastic Book Club is available at regular intervals throughout the year. Order forms are sent home with the children and are available digitally on the Scholastic website (<https://www.scholastic.com.au/book-club/book-club-parents/>).

Payments can be made by cash, cheque, EFTPOS or online by credit card using the Bookclub Linked Online Ordering & Payment Platform (LOOP), which is the preferred option. Go to [www.scholastic.com.au/LOOP](http://www.scholastic.com.au/LOOP) to register and order.

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## BRINGING POSSESSIONS TO SCHOOL

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Some small children feel more secure if they bring something familiar, comforting (and small) with them to school. While we would not wish to cause anxiety by asking that these things be left at home, please realise that very precious possessions and expensive toys can be damaged or misplaced. Therefore, anything brought to school should be suitably marked with the owner's name and the child made aware of the responsibility of looking after it.

### VALUABLE PERSONAL PROPERTY

Children are discouraged from bringing valuable personal items to school. Should this occur, the item is to be left at the office or in the custody of the class teacher. In the past, valuable items have been brought to school and have been lost or stolen. The school cannot take responsibility for students who bring such items to school.

**Mobile phones, ipods and other equipment, if brought to school, need to be left, safely, in the school office. The school accepts no responsibility for items in bags or desks. If mobile phones are found to be in bags they will be confiscated.** Please, do not allow children to bring devices to school unless there is a specific reason for doing so.

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# CALENDAR

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## IMPORTANT DATES 2023

### PROFESSIONAL LEARNING DAYS – (Pupil Free)

Friday 27 January	School Administration Day
Monday 24 April	Professional Learning Day
Thursday 31 May	Staff Proclaim Mission Day
Friday 30 June	Professional Learning Day
Monday 17 July	Professional Learning Day
Friday 22 September	Professional Learning Day
Monday 9 October	Professional Learning Day
Monday 18 & Tuesday 19 December	Non School Day - Pupil Free

### SCHOOL TERM DATES 2023

Term 1	Friday 27 January to Thursday 6 April
Term 2	Monday 24 April to Friday 30 June
Term 3	Monday 17 July to Friday 22 September
Term 4	Monday 9 October to Tuesday 19 December

Parents are informed of events through the school newsletter. A [calendar](#) is also available on our school website.

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## CHILD PROTECTION POLICY

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The Child Protection Policy is available to read on our school website [here](#).

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## COLLECTING CHILDREN DURING SCHOOL HOURS

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If a child is to be collected during school hours, please notify the office prior to collecting the child. You will need to collect your children from the office and sign them out and back in (if applicable), on their return. An email to the school administration team ([alstp@lism.catholic.edu.au](mailto:alstp@lism.catholic.edu.au)), in advance, allows us time to organise for your child to be at the office waiting for you. In a normal busy day, it is often difficult to locate students in a hurry. If you wish to collect your child after a School Assembly, please remember to complete a 'How I am Getting Home' slip at the Office as you sign in. Leave this slip with office staff who will pass it on to your child's teacher.

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# COMMUNICATION

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## COMPASS



Compass School Manager is a one-stop shop for families for communication, attendance, excursions, notices, important dates, fee paying and more.

It is essential for all parents to use Compass. Download the Compass School Manager App ([Google Playstore](#) OR [Apple Store](#)) search our school by "St Joseph's Primary School - Alstonville" or by typing in "Alstonville" and selecting it from the list. Parents will be emailed a unique login and temporary password, if you do not receive this, please check your spam folder or contact the school.

Once you have the app set up on your device, please make sure notifications are enabled. Important information is pushed out through this app which may require your immediate attention.

If a student is absent from school an SMS will be sent to the parents. Please be aware you CANNOT reply to this SMS. Parents can click on the link in the SMS or phone the school (66281009) or email ([alstp@lism.catholic.edu.au](mailto:alstp@lism.catholic.edu.au)) with an explanation for the absence.

Please DO NOT use the Attendance feature to send general messages to school (e.g. changes to home time arrangements) or for partial absences. Please email or phone the school in these circumstances.

For more information you can visit [Compass for Parents](#) or our [school website Compass for Parents](#).

## IMPORTANT LINKS

Please become familiar with these links to keep informed.

**School website:** [www.alstplism.catholic.edu.au](http://www.alstplism.catholic.edu.au) Visit the webpage for all information needs (Curriculum, Enrolment, Policies, Sacramental information, recent notes, school newsletter, calendar, uniform order form, canteen menu, etc).

**Facebook:** Like us on [Facebook](#): St Joseph's Alstonville. Notices and reminders are included here as well as photos and pieces of interest.

**Email:** School administration: [alstp@lism.catholic.edu.au](mailto:alstp@lism.catholic.edu.au). Staff email list can be found on our school webpage ([Parents/Staff Contacts](#)).

**Class Dojo:** This app is only used for teacher feedback to share students' work and accomplishments in class through photos, videos and work samples. Parents must download the app. and join (instructions available from class teachers).



## ABSENCES

All students should be in attendance at school each day unless sick, attending necessary events (e.g. funeral, medical appointment etc) which cannot be scheduled outside school hours.

If a student is absent from school, parents can use the Attendance feature in Compass (preferred) for WHOLE day absences only; phone school (6628 1009); or email the school ([alstp@lism.catholic.edu.au](mailto:alstp@lism.catholic.edu.au)), with an explanation for their absence. If we have not heard from you, you will receive an SMS generated by Compass at 10am. Please respond by clicking on the link in the SMS (the link is active for 7 days but can only be used once); In the case of shared care of a student, both parents will receive an SMS but we ask the parent who has the child in their care that morning to respond. A note is only necessary upon their return to school if you have not already advised school of the reason for their absence by any of the above methods.

If you do not advise the reason for your child's absence, you will receive a letter from the school requesting an explanation, which we ask you to return within 7 days of your child's absence so that we can update your child's attendance records.

A medical certificate is required if your child is absent for three or more consecutive days due to illness. Parents can use the Compass Attendance feature to attach documentation to support the reason for their child's absence (e.g. medical certificates), however this can ONLY be done at the time you submit the Attendance Note. Alternatively, please email the school ([alstp@lism.catholic.edu.au](mailto:alstp@lism.catholic.edu.au)) with the relevant documentation.

If your child will be late to school or leaving early, we ask you to email or phone the school. Please DO NOT use the Compass App for partial absences. If your child arrives after 10am, you will still receive an SMS. You can disregard this in this instance. We will update your child's attendance record at the time of their arrival or departure.

When advising the reason for your child's absence from school, please provide some detail. Responses such as "they are with me" or "at an appointment" are insufficient for roll marking purposes and will result in an absence being recorded as "Absence - Unexplained/Unjustified". Examples of more detail include: "Sick with flu-like symptoms/stomach pains" or "Unwell with earache" or "Feeling tired - didn't sleep well" etc; "at a medical/dental appointment".

If you are using Compass to advise in advance that your child will be absent from school, please be careful that you enter the date of absence to reflect the date/s your child will be absent (and not the date you submit the Attendance Note). Parents can also enter a range of dates when your child will be away for successive days.

Parents are asked to advise us for each day that your child is absent. Legally, we cannot assume the reason for your child's absence. For example, we cannot suppose that because your child is sick on Monday, that they are absent on Tuesday for the same reason. Another example could be if your child represents the school for sport at Zone or Diocesan level. We cannot assume they have arrived at the event as they may be sick on the day. They will be marked absent on the class roll and parents will be sent an SMS from Compass. By responding to the SMS, you ensure that your child's attendance record is accurate.

## PARENT COMMUNICATION GRID

This grid is designed to make communication between home and school, on a range of matters, far more efficient. Look for the enquiry focus and it will assist you to contact the person who can most efficiently and appropriately assist you. (Where more than one number is shown please begin by contacting 1 first).

PARENT COMMUNICATION GRID				
	Class Teacher	School Office	Parish Office (66283047)	Specific person
<b>Your Enquiry</b>				
Behaviour	1	2		3 Principal
Book Club		2		1 Library
Bullying issue	1			2 Assistant Principal 3 Principal
Bus travel enquiries	2	1		
Canteen		1		2 Canteen Coordinator
Car Pick Up	1	2		
Chess		1		2 Danielle Bullen (parent volunteer)
Class Parent Reps		2		1 Anna Moloney
Classroom Helpers	1	2		
Compass		1		2 Principal
Counselling Support	1	3		2 Principal or Assistant Principal
Curriculum	1			2 Assistant Principal Learning & Teaching
Enrichment Support (PPs etc)	1			2 Enrichment Coordinator
Enrolments		1		2 Principal
Excursions	1	2		
Exemption from School Attendance over 10 days (paperwork available on website)		3		1 Principal 2 Assistant Principal
Family issues	1			2 Principal or Assistant Principal
Junior Joeys		1		2 Principal
Learning Assistance Program (LAP)		2		1 LAP Coordinator – Nikki Wagner
Learning & Teaching	1			2 Assistant Principal Learning & Teaching 3 Principal
Library	2	3		1 Library Manager
Masses/ Parish		2	1	3 Assistant Principal - Mission
Medical	2	1		
Mini Vinnies				1 Kate Jones
Music lessons		1		
NAPLAN	1			2 Assistant Principal Teaching & Learning
Newsletter items		1		2 Principal
Outside of School Hours Care		1		2 Rainbow Region Kids (Ph: 6621 7397) or email <a href="mailto:rrkassist@nrcg.org.au">rrkassist@nrcg.org.au</a>
Parish School Forum				1 PSF Coordinator 2 Principal or Assistant Principal
Policies	1	4		2 Assistant Principal 3 Principal
Representative Sport		1		2 Sport Coordinator
Sacramental programs / Baptisms, etc			1	2 Assistant Principal - Mission
School Fees		1		2 Principal
School Reports	1			2 Principal
School Sport	1			2 Sport Coordinator
Special events e.g. Shows	2	1		
Student Leadership Groups	1			2 Individual teachers responsible for groups 3 Principal or Assistant Principals
Teacher				1 Principal 2 Assistant Principal
Technology	2			1 Technology Officer / Principal
Uniform / uniform shop		1		2 Uniform Shop Coordinator

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# ENROLMENT

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## ENROLMENT POLICY

Parents applying for enrolment of their children at St. Joseph's Primary School, Alstonville, are subject to the Enrolment Policy formulated by the Catholic Schools Office in Lismore. Enrolment at St Joseph's is based upon:

1. The family's commitment to Christian principles and faith expressed in their Parish community and their willingness to fully accept the school's Religious Education program.
2. A positive commitment by families to contribute to the well-being and community nature of the school.
3. Children must turn 5 years of age on or before 31 July of the year of commencement.
4. Children turning 5 years between 1 April and 31 July may be enrolled at the discretion of the Principal and on the agreement of parents that the child may be asked to repeat a class if this is considered advisable.

## JUNIOR JOEYS PROGRAM & KINDERGARTEN ORIENTATION SESSIONS

Our school runs a program called Junior Joeys. It is a transition program which assists children to settle into the school routine easily, be prepared for the academic nature of school as well as the socialisation required. This program is held on Thursdays between 9am to 11am and commences in Week 1, Term 3. This is a FREE service for students intending to enrol in Kindergarten the following year.

In Term 4, there are two special mornings for Kindergarten orientation called Meet & Play when parents are invited to join us for a shared morning tea and information sessions. A Parent Information Expo is also held for all interested parents. This date will be advertised on the school calendar.

## PREPARING YOUR CHILD FOR SCHOOL

1. Give your child many opportunities to use pencils, crayons, scissors.
2. Read and tell stories frequently. Try to use different types of literature – stories, rhymes, poems, alphabet and number books.
3. Encourage your child to talk. Answer his/her questions and encourage interest in his/her daily environment and activities. The best preparation for reading and writing is good oral language development.
4. Play games as a family.
5. Enrol your child in the local Library and visit it regularly.
6. Give the family time to talk with each other by sometimes turning off the television.
7. Encourage drawing and writing.
8. Sometimes scribe for your child, (i.e. write down a 'story' as your child tells it).
9. If your child wishes to write his/her name, please do not use capital letters, (e.g. it should be "John" not "JOHN"). This is a habit which is very hard to break.
10. Teach your child to use and flush the toilet without help and to put on and take off items of clothing (e.g. jumpers, shoes and socks).

## SETTLING INTO SCHOOL

The change from short sessions at pre-school to a full day, five days a week, brings many pressures to bear on small children, some of whom find it very difficult to cope, especially in Term 1. You can help your child settle into school by observing some of the following suggestions:

1. Lunch: many little children find lunchtime with a large group of children quite disconcerting and eat poorly at the beginning of the year. It is best to give them **smaller quantities** of known favourites. Children are asked to take home what they do not eat. This prevents waste and allows you to adjust lunches accordingly.
2. It is helpful if your child can go to bed early. A tired child cannot benefit from a full day at school.
3. Kindergarten children often get very tired and feel the strain of being part of a large group. You will notice this particularly towards the end of the week for the first few months. Please let us know if this occurs.
4. Should your child be unhappy at school, for any reason, please let us know. We cannot help with a problem unless we know it exists. It would be appreciated if parents arrange an interview with the class teacher/appropriate person, (refer to Communication Grid), before/after school or during lunchtimes, not class time. Kindergarten children require constant supervision and any interruptions can cause considerable disruption.

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## FIRST AID, SICKNESS AND MEDICATION

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- **No medication will be given to a child without the written permission of a parent/guardian.** All medication shall be kept in a central location – administration office/fridge – clearly labelled with all relevant information for the child for whom it has been provided.
- **At no time during the school day should a student have medication in their possession.** A medication register has been established which provides the following information: date, time, name of student, type of medication, dosage and the name of the person administering the medication. All medication administered by school staff at school will be recorded in the Medication Book at the Main Office.

Parents should note that ALL medication sent to school, should be clearly marked with the child's name, class and dosage details, and be accompanied by a Letter of Request from the parent/guardian or Notification Form (which can be obtained from the school office).

- **Children with specific medical conditions**  
It is the parent's responsibility to notify the school if their child has a specific medical condition and provide necessary information (e.g. Health Care Plans).
- **Tick bites, Head Lice and Splinters**

We will not touch, apply anything or try to remove these. Parents will be phoned and asked to collect their child for attention. Ticks can cause paralysis if not removed properly. Head Lice is an ongoing problem. No child will be allowed to borrow a hat for outside activities. If a child forgets their hat they will miss the activity. If your child has Head Lice, it is necessary to remove all eggs and lice and treat all bedding and hats.

- **Sickness Exclusion**

From time to time, young children catch a variety of contagious diseases. The NSW Health Department has produced a detailed chart outlining the symptoms and signs, how long a child should be isolated or excluded from school and how long contacts should be excluded. A copy of this chart is included at the back of this booklet. (Appendix 2). Further information can also be found at:

<https://www.health.nsw.gov.au/infectious/factsheets/pages/childhood.aspx>.

Please do not send students to school if they are unwell. There are no facilities at school to mind sick children who would be better off at home in bed. Keep your child home, rather than place the staff and other students at risk. A medical certificate is required if your child is absent for three or more consecutive days due to illness.

- **Medical Certificate**

A medical certificate is required if your child is absent for three or more consecutive days due to illness. Parents can use the Compass Attendance feature to attach documentation to support the reason for their child's absence (e.g. medical certificates), however this can ONLY be done at the time you submit the Attendance Note. Alternatively, please email the school ([alstp@lism.catholic.edu.au](mailto:alstp@lism.catholic.edu.au)) with the relevant documentation.

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## IMMUNISATION

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Children enrolling in Kindergarten are required to provide the school with a copy of their child's Australian Immunisation Register (AIR) Statement which is automatically generated upon completion of the childhood vaccination schedule (usually around four years of age) and mailed to the address most recently recorded by Medicare for that individual. Parents can obtain an AIR Statement in the following ways:

- Online - through [MyGov](#) once an account has been created
- [Medicare Express Plus App](#) - once a [MyGov](#) account has been created
- Over the counter - at a [Medicare Service Centre](#)
- Phone - call AIR on 1800 653 809

Immunisation itself is not compulsory however, in the event of an outbreak of a vaccine-preventable disease in a school, unimmunised children will be required to remain at home for the duration of the outbreak for their own protection. Please refer to Appendix 1 - National Immunisation Program (NIP) Schedule for more information about immunisation.

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# LATE ARRIVALS AT SCHOOL

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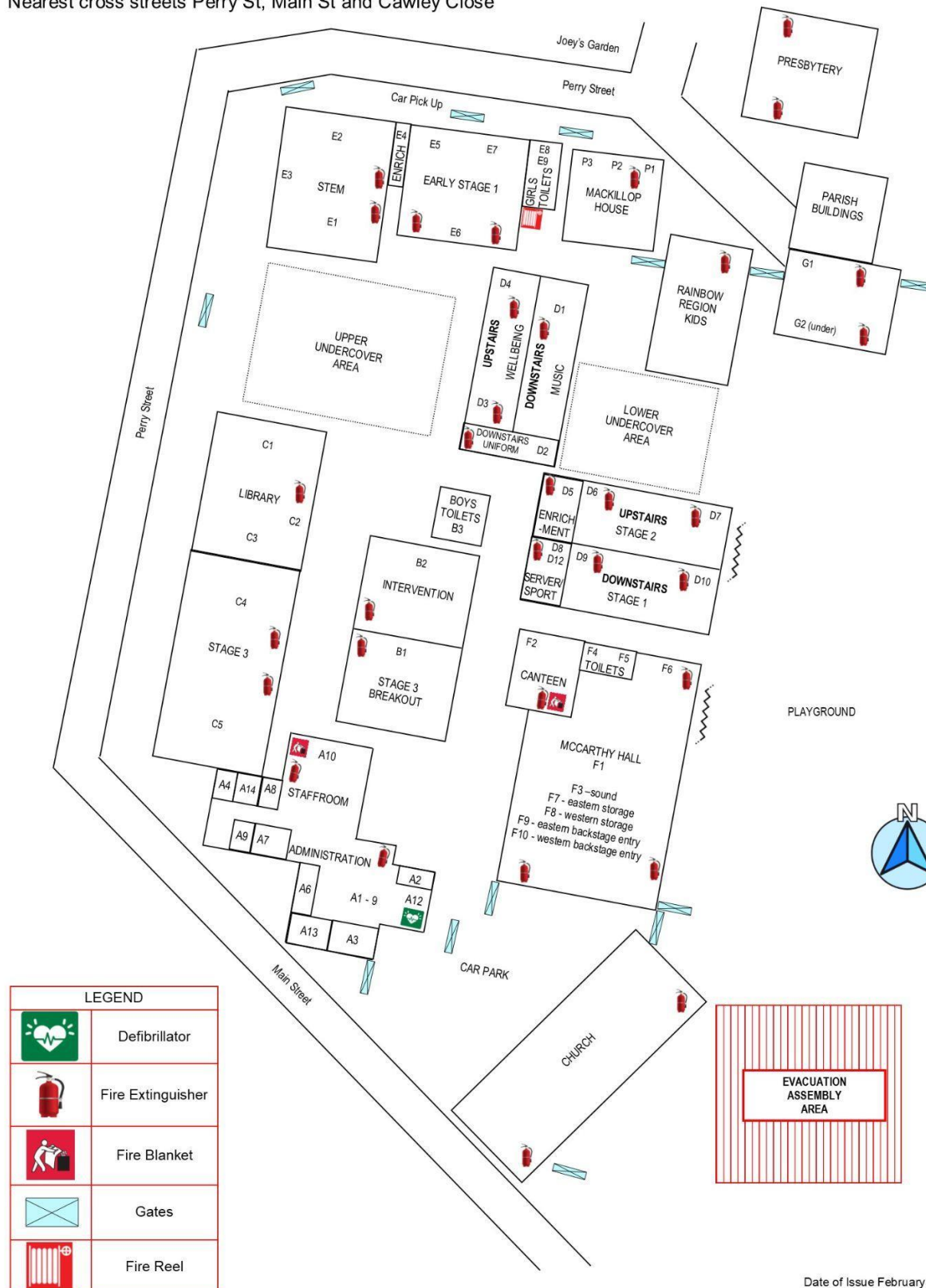
If your child will be late to school, we ask you to email or phone the school. Students arriving after school begins, need to enter via the office. They will be given a late note and checked in on the Compass Attendance program. This will give teachers a record of what time students arrive. Please do not just drop children at a gate if they are late. Parents are asked to walk their students into the administration building.

Please DO NOT use the Compass App Attendance Note feature for late arrivals. If your child arrives after 10am, you will still receive an SMS. You can disregard this in this instance. We will update your child's attendance record at the time of their arrival or departure.

# MAP OF SCHOOL

## EMERGENCY MAP

ST JOSEPH'S PRIMARY SCHOOL ALSTONVILLE  
11 PERRY STREET ALSTONVILLE NSW 2477 (02 66281009)  
Nearest cross streets Perry St, Main St and Cawley Close



Date of Issue February 2023



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## MESSAGES

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Please phone the Office PRIOR to 2:45pm to advise of any changes to afternoon arrangements. This will provide office staff with the best chance of ensuring that your child receives the message. Last minute phone calls at this busy time of the school day are not ideal and we cannot guarantee that late messages will be received. We all experience emergencies from time to time and that is understood and accepted.

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## NAMING ALL PROPERTY

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All items and uniforms, hats, lunch-boxes, drink bottles, school bags, books, etc must be clearly and indelibly marked with name tapes or proper marking pens. Biro and pen become illegible after a few weeks. We have a lost property basket at the office for items with no labels.

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## NEWSLETTER

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Our school newsletter is published digitally every Tuesday. This is our major form of communication. Newsletters are available through our school website under [Newsletters](#). A link is emailed weekly to each family through Compass; or it can be viewed on our Facebook page. A limited number of printed copies are made available at the school office and in the church.

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## PARENTAL INVOLVEMENT

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At St Joseph's Primary School, we are very proud of the extent of parent and community involvement in assisting our children. Parents are welcome to participate whenever possible in the life of the school, whether it be in class programs or outdoor activities. Our main body of involvement is through Parish School Forum.

Many Parent Groups meet regularly and dates are published in our newsletters. A Parish School Forum Update is also published at least once a Term in our Newsletter.

Other groups include Class Parent Reps, Social Committee, Working Bee and Parent Assembly etc. Every family is encouraged to actively belong to at least one group. The involvement of our parents in school is vital in building community. We seek the involvement of all families to support our community.



## **CANTEEN**

The school canteen menu meets the NSW Government Healthy Canteen Strategy requirements with 87% of the menu deemed, by the Government, as everyday food and only 13% occasional food items. The canteen operates as a Great Choice Healthy School Canteen.

The school canteen operates on Wednesdays and Fridays for lunch and afternoon tea. Children can choose from a selection including some gluten and dairy free options. A free fruit platter is provided at the canteen for afternoon tea also. This initiative is possible due to the generous donation of fruit from families which is greatly appreciated.

Lunch orders are ordered through the canteen section of the COMPASS app. Students can also purchase snacks with money at the canteen at break times.

Parents are invited to help in the canteen from 9am to approximately 1pm (4 hours). Your help, for even 1 day a year, is appreciated. Please contact the Canteen Coordinator, Ms Emma Thrum, to volunteer. No children may accompany parents to the Canteen.

## **CLASS PARENT REPS**

Class Parent Representatives are convened under Parish School Forum and Parent Assembly. They are coordinated by Mrs Anna Moloney.

The role of Class Parent Reps is to:

- Liaise between parents and teachers.
- Coordinate support and social activities among parents.
- Include all parents as much as possible in the life of the class.
- Care for the children and teacher.

Possible tasks include:

- Ask the teacher what help is needed with reading, craft and other areas and then find someone who will follow up parents to help out.
- Coordinate special functions such as the Year 6 Farewell, celebrations at sacrament times for family picnics.
- Informally assist the teacher.
- Pass on the interests, hopes and educational needs of the parents to the teacher.
- Organise a family get-together a few times a year.
- Breakfast gatherings.
- Arrange meals, baby sitting or other needs for families with difficulties.
- Telephone Tree.
- Welcome new parents.
- Many parents have special skills. Find out parents' gifts and match them to class needs.
- Help with a class newsletter occasionally.
- Party and gift for a child leaving the school.
- Acknowledge teacher's special events, such as birthday, babies, marriage etc.

Class Parents Do Not:

- Mediate between a parent or group of parents and a teacher.
- Abuse their position of trust in the class by searching out confidential information about students, nor do they tell other parents this information should they find it out accidentally.
- Act inappropriately or uncaringly in any way, including talking about other students or their families.

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## PRIVACY POLICY

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### **Your privacy is important**

This statement outlines the School's policy on how the School uses and manages personal information provided to or collected by it. The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to a School's operations and practices and to make sure it remains appropriate to the changing school environment.

### **What kind of personal information does the School collect and how does the School collect it?**

The type of information the School collects and holds includes (but is not limited to) personal information, including sensitive information about:

- pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School.

### **Personal Information you provide:**

The School will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions people other than Parents and pupils provide personal information.

### **Personal Information provided by other people:**

In some circumstances the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

### **Exception in relation to current employee records:**

Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and employee.

### **How will the School use the personal information you provide?**

The School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

### **Pupils and Parents:**

In relation to personal information of pupils and Parents, the School's primary purpose of collection is to enable the School to provide schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the School. The purposes for which the School uses personal information of pupils and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for the School;
- to satisfy the School's legal obligations and allow the School to discharge its duty of care.

In some cases, where the School requests personal information about a pupil or Parent, if the information requested is not obtained, the School may not be able to enrol or continue the enrolment of the pupil.

### **Job applicants, staff members and contractors:**

In relation to personal information of job applicants, staff members and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be. The purposes for which the School uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the School;
- to satisfy the School's legal obligations, for example, in relation to child protection legislation.

### **Volunteers:**

The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as alumni associations, to enable the School and the volunteers to work together.

### **Marketing and fundraising:**

The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising, for example, the School's Foundation or alumni organisation. Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

### **Exception in relation to related schools:**

The Privacy Act allows each school, being legally related to each of the other schools conducted by the Diocese of Lismore to share personal information with other schools conducted by the Diocese. Other Diocesan schools may then only use this personal information for the purpose for which it was originally collected by the Diocese. This allows schools to transfer information between them, for example, when a pupil transfers from a Diocesan school to another school conducted by the Diocese.

### **Who might the School disclose personal information to?**

The School may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to the School, including specialist visiting teachers and sports coaches;
- recipients of School publications, like newsletters and magazines;
- Parents; and
- anyone you authorise the School to disclose information to.

The School will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the National Privacy Principles.

### **How does the School treat sensitive information?**

In referring to 'sensitive information', the School means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual. Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

### **Management and security of personal information:**

The School's staff are required to respect the confidentiality of pupils' and Parents' personal

information and the privacy of individuals. The School has in place steps to protect the personal information the School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

### **Updating personal information:**

The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the School by contacting the Principal of the School at any time. The National Privacy Principles require the School not to store personal information longer than necessary.

### **You have the right to check what personal information the School holds about you:**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves. To make a request to access any information the School holds about you or your child, please contact the School Principal in writing. The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance.

### **Consent and rights of access to the personal information of pupils:**

The School respects every Parent's right to make decisions concerning their child's education. Generally, the School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. The School will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil. Parents may seek access to personal information held by the School about them or their child by contacting the Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the pupil.

The School may, at its discretion, on the request of a pupil grant that pupil access to information held by the School about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

### **Enquiries about personal information:**

If you would like further information about the way the School manages the personal information it holds, please contact the Principal.

## **STANDARD COLLECTION NOTICE**

1. The school (the Diocese both independently and through its schools) collects personal

information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to the student and to enable them to take part in all the activities of the school.

2. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection Laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
6. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Schools Office, the Catholic Education Commission of New South Wales, your local diocese and the parish, schools within other dioceses/other dioceses, medical practitioners, and people providing services to the school, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.
7. The school from time to time may also collect and disclose personal and sensitive information about current or prospective students to others if it is required to satisfy the school's legal obligations under Part 5A of the Education Act 1990 (NSW).
8. The school may disclose and/or receive relevant personal information to/from debt collection agents and credit reporting agencies.
9. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions personal information disclosed to a school counsellor may be disclosed to others who have a legal obligation to receive it without betraying a confidence. However, there will be some occasions where it is necessary to directly pass on material which relates to the wellbeing of a student of the school.
10. Schools may also disclose information under public health and child protection laws or in circumstances where there is a serious threat to an individual's life, health or safety.
11. The school may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
12. Parents may seek access to personal information collected about them and their son/daughter by contacting the school principal. Students may also seek access to personal

information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student or where students have provided information in confidence.

13. The Dioceses' Privacy Policy also sets out how you may complain about a breach of privacy and how the school will deal with such a complaint.
14. The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
15. On occasions, information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines and on the school's intranet. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in school newsletters and magazines and on our intranet. The school will obtain separate permissions from the students' parents or guardians prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as the internet.
16. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties.

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## PROCEDURES

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Please refer to the [Parent Communication Grid](#) of this handbook to find the most appropriate person to contact at school for your specific need.

Parents wishing to discuss any aspect of their child's schooling with the class teacher are asked to contact the teacher to arrange an appointment outside class teaching hours.

Should parents have concerns on administrative procedures, either involving classroom or whole school situations, they are asked to make an appointment with the Principal. Please state the nature of your concern when booking. Concerns by parents over the behaviour of other children must be addressed to the class or duty teacher. The school does not permit parents to enter the school premises and address such issues with other children. Any breach of this policy will be looked upon seriously and could jeopardize the enrolment agreement.

Parents are responsible for ensuring that the school is informed of any changes to family, contact, medical details etc. If families move house, change telephone numbers, emergency contacts etc during the year, it is essential that the school office and the class teacher be informed immediately so that our records can be updated.

Children who will leave school during the day require a note signed by their parents. Any notes should be given to the classroom teacher. Parents are required to sign their child out at the Office. Please limit these times as the child's education is important.

Compass is used by the school for online roll marking each day. Should your child be absent at roll marking time each morning without a prior explanation from you, then you will receive a text message to your nominated phone number asking for verification of this absence.

Families wishing to remove their child from school need to request prior approval from the Principal for any absence longer than 10 consecutive days. This is called an Exemption from School Attendance and the form can be found on the website under the Parent Tab. Approval will not be given for family holidays. This will be seen as an absence from school (or unapproved leave).

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## REPORTING TO PARENTS

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The school endeavours to maintain close contact with parents, keeping them informed of their child's progress.

The format will be:

Term 1	Parent Information Night Best Start feedback (for Kindergarten only)
End of Term 2	Formal Report and Learning Conversations
End of Term 4	Formal Report and Learning Conversations

Parents are encouraged to arrange an interview with their child's teachers to discuss any matters arising at any time. Should any parent have concerns about their child's progress, they are encouraged to notify the class teacher in order to arrange a more regular means of communication.

School Reports are delivered through Compass. Hard copies of paper reports are no longer provided however you are able to download and print using the Compass App.

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## RETENTION IN A CLASS (REPEATING)

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The school does not like to retain students in a class, however, should a parent request this occurs, a review team will be put in place to determine the suitability of the request. The review team will examine all intervention strategies which have been used as well as plan for future support.

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## SAFETY PROCEDURES

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## PARENT PICKUP

All children who are being collected by parents after school will proceed to the car pickup waiting area in the afternoon.

If parents wish to park and come in to collect their children, they will need to walk to the car pick up area to collect them.

Parents are encouraged to use our 'drive through' facility at the back of the school. Students will be brought to cars as they reach the top of the line. Parents are asked NOT to get out of their cars here.

The children are under the supervision of a duty teacher until 3:40pm. Those children not collected by this time will be walked to the office area and, if necessary, a phone call made to parents.

If parents arrive before the bell, we ask you to collect your child at the pick-up area.

## BUS TRAVELLERS

We have teachers on bus duty each afternoon. Children are supervised to their bus pick up area by a teacher, who ensures the children are placed onto their bus line.

The carpark is not a walking area for students. All students must walk around the edge when moving to or from bus lines or church. For this reason, the car park cannot be entered from 8:30am to 9:15am and 3:00pm to 3:40pm as the boom gate is brought down for that period.

More than 100 children are bus travellers. They wait under the covered area at the front of the church. Those children are placed in a dangerous situation unless the movement of cars is halted for the interim of their pick up time. The bitumen area adjacent to the Administration Block and Church has been designated as staff carpark. This will ensure no vehicle puts the safety of our child pedestrians in jeopardy, either in the morning or in the afternoon.

Government legislation permits free bus travel for children in Kindergarten, Year 1 and Year 2. Children in higher Year levels receive free bus travel provided they live beyond a 1.6 km radius of the school. Parents may also apply for free travel in cases of medical, safety or hardship, or if children have to walk more than 2.3 km by the most direct route. Applications for free bus travel are made online at [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students) or by calling 131 500.

Students progressing to Year 3 will have their entitlement to free travel automatically updated if they are continuing at the same school and residing at the same address and have not been sent an expiry notification from Transport for NSW if, for example, the distance they live from school is inside the 1.6km radius. Students progressing to Year 7 will need to reapply at Transport for NSW: [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students).

Go to Transport NSW ([www.transportnsw.info/school-students](http://www.transportnsw.info/school-students)) at any time, to update details such as change of address, school or name.

The School Drive Subsidy may be available for families in outlying areas. To find out if you are

eligible and to apply, go to

<https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel/apply-for-school-drive-subsidy> or call 131500.

## **GATES & BOOM GATE**

The school gates will be open for access as follows:

- If you arrive to drop children off for school prior to 9am, back and front gates will be accessible from 8:30am. The main gate at the office will be open from 8am.
- The gates are locked at 9am and access will only be available through the front office.
- At 3pm we will open the back gates for pick up time.
- The boom gate to the carpark is closed between 8:30am - 9:15am and 3:00pm - 3:45pm as a necessary precaution to restrict vehicle movement at these very busy times of the day when children are arriving and leaving the school. We cannot open the boom gate during these times so please avoid being locked in.

## **WALKING**

Students who walk to and from school are reminded that they should not arrive before 8:30am and must leave directly after school. Students must use crossings. Students should, where possible, walk with others and remember not to accept lifts from strangers.

## **BIKES, SCOOTERS & SKATEBOARDS**

Please ensure, that if your child is a bike rider, they have a correctly fitted helmet. The law states that children must wear a helmet. We also expect children to wheel their bike while on school property and until they have passed Alstonville Public School's bus zone. Children are not to ride bicycles in the school grounds or car parking areas.

All bicycles are to be parked in the school bike stands near the office – a lock is essential. Children in Infants classes are not encouraged to ride bikes to school unless supervised by a parent.

Riding any type of wheeled transport (e.g. skateboard, scooter etc) also requires the wearing of a helmet. Skateboards and scooters are to be stowed in the school bike stands also.

Helmets are to be kept with school bags.

## **SUPERVISION**

Parents are advised that supervision of students does not begin until 8:30am. Because of this, your children should not be at school prior to 8:30am.

Children are dismissed from class at 3:20pm and should proceed home. Those children who catch buses are supervised until the last bus has departed.

Before and After School Care is offered by Rainbow Region Kids (RRK) at St Joseph's School between 6:45am - 8:45am and 3:00pm - 6:00pm. For enquiries please email [rrkassist@nrcg.org.au](mailto:rrkassist@nrcg.org.au) or call 02 6621 7397, or visit the website [nrcg.org.au/rainbow-region-kids](http://nrcg.org.au/rainbow-region-kids). Access to RRK is at the back of the school on Perry Street, there is no access via the school.

Special arrangements will be made in relation to authorised school activities which require attendance of pupils at the school outside these hours. As soon as these supervised, out-of-school activities have finished, the children are dismissed by the supervisor and are expected to go straight home. This may include sports training, dance classes or chess lessons. Parents need to supervise this.

## **VISITOR SAFETY GUIDELINES**

You are a valued visitor to our school and to assist you during your stay please be familiar with the following guidelines:

- St Joseph's Alstonville is a No Smoking environment.
- All persons entering this school must sign on via Who's On Location (via QR Code or iPad provided in administration) and wear a visitor's badge for the duration of their stay, if it is between the hours of 8:50am and 3:20pm.
- No chemicals of any type are to be brought onto the school premises unless reported to the administration staff for inclusion in our chemical inventory.
- No person will engage in any activity that should be carried out by a certified tradesperson - lifting, chemical use, working with electricity, etc.
- On the sounding of an *ascending, broken, monotone alarm* (or megaphone announcement in the case of power failure), there will be a need to evacuate the premises. Please follow the instructions of staff.
- On the sounding of *Dr Who music* (or megaphone announcement in the case of power failure), you may need to go into lockdown. Please follow the instructions of staff.
- No external electrical equipment is to be brought into school unless it has been tested and tagged (WH&S guidelines).
- No person entering school is to lift a heavy object that is not specific to their relevant abilities.
- Do not permit yourself to be alone with a student in any part of the school. Advise a staff member if you are placed in this position.
- All visitors must use the staff toilet facilities.
- All tradespeople must report to the office before entering the school site.
- An asbestos report is available to tradespeople at the office upon request.
- On leaving the school, please sign off through administration to advise staff you are leaving.

## **AMBULANCE SCHOOL COVER**

Ambulance Cover is provided by the school. This provides the security of knowing, that if a child has an accident or falls ill whilst at school and requires ambulance services, neither the school nor the parents will be responsible for the payment of an account.

When a child requires an ambulance, there is the peace of mind that there will be no monetary hardship to the parents, teachers or the school. The need for an ambulance can arise suddenly

and without warning. Ambulance School Cover applies to all students either at school or on a school organised excursion when being supervised by a responsible adult.

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# SCHOOL CURRICULUM

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## **Our School Motto – Growth Through Love**

### **PASTORAL CARE**

We aim for each child to experience that he/she is lovable, unique and successful. With this approach we hope to witness the love of Christ.

Staff attempt to make Jesus the centre of the school and thus endeavour to treat each child with the respect as befits his/her dignity as a human person and as a child of God. Discipline is firm but just, and aims to be consistent. The school attempts to teach the skills of self-discipline and encourages each child to aim for and reach high expectations. Corporal punishment is prohibited as a means of punishment or correction of students. All teachers need to be informed about aspects of the children's health and home environment, when these are seen to be relevant to their welfare.

### **KEY LEARNING AREAS**

St Joseph's Alstonville teaches across seven Key Learning Areas. These are:

- Religious Education
- English
- Mathematics
- Science / STEM (Science, Technology, Engineering and Maths)
- Human Society & Its Environment - History & Geography
- Creative Arts
- Personal Development Health & Physical Education

The NSW Board of Studies syllabuses and the Diocese of Lismore guidelines are used to provide the learning experiences for all Key Learning Areas.

### **MATHS ASSESSMENT INTERVIEW (MAI) & BEST START**

The Maths Assessment Interview (MAI) is completed on all students (K-6), prior to school beginning each year. This allows us to track all students' learning across the school and to target any necessary interventions. This is a one-on-one assessment with a class teacher. Kindergarten also complete this assessment, along with a Best Start Literacy Assessment. Following the Kindergarten assessments, parents are invited to meet with the Kindergarten teacher for feedback. MAI results of students in Years 1 - 6 are sent home during Term 1.

## RELIGIOUS EDUCATION PROGRAM

We acknowledge the place of parents as the first educators of their children, especially in matters of faith. Therefore, we aim:

- to assist the children to come to know the good news of God's love for them.
- to unfold to the children, an understanding of the traditions, culture, history and future of our Catholic faith.
- to guide the children in the integration of religion with life, leading them to respond to God's love through prayer, celebration and witness.
- to nurture the faith development of the children in and through a supportive community of believers.
- to support the Religious Education program with the use of the resource, "To Know, Worship and Love" and through the Year 6 Religious Education test.

Children of other faiths are included in prayer, worship and religious instruction, but do not actually receive the Sacraments of the Catholic Church.

The parish provides programs for the Sacraments of Reconciliation, Confirmation and Eucharist. During each term children attend Liturgy on either a class or school basis. The Liturgy is prepared by the teachers and children. Parents are encouraged to attend.

The school is an integral part of Our Lady of the Rosary Catholic Parish Community of Alstonville and part also of the wider St Patrick's Church Wardell. Parents are invited to take an active part in all aspects of parish life.

### MASS TIMES

Our Lady of the Rosary, Alstonville	Saturday (vigil)	6:00pm
	Sunday	8:30am
	Weekdays (Wed-Fri)	10:00am
St Patrick's, Wardell	Sunday	5:00pm (5:30pm DST)
	Weekdays (Tues)	5:00pm

## DIGITAL TECHNOLOGIES

Children are given the opportunity to experience and familiarise themselves with computer technology. All children have access to computers in the school. We are well equipped with computer technology. We also have a policy in place in relation to computer use and the internet in our school.

Every year the Digital Technologies User Agreement must be signed by all technology users at our school. There is NO access to devices until this is signed.

All electronic devices (phones, tablets, computers, iPods, iPads, etc) brought to school from home, must be left at the office each day.

## **HOMEWORK POLICY**

There are four main reasons for giving Homework:

1. To practice or repeat a lesson learned at school;
2. To prepare for a following lesson;
3. To extend a child by applying what they have learned in class to another situation;
4. To integrate skills and concepts into real life concepts.

According to research the “student who links school completed work to the everyday achieves the best results” *Rosario, Vallejo, Cunha, Nunes, Murao & Pinto (2015)*.

### **SCHOOL COMMITMENT - HOMEWORK**

At St Joseph’s we believe that any work we send home should:

- Be relevant and beneficial to the students by linking lessons and concepts learned at school to activities completed at home.
- Assist students in organising and managing their time.
- Encourage positive family interactions.
- Recognise a wide range of after school activities.
- Allow relaxed time for students to pursue their own learning.
- Not cause stress nor be an impediment to family life.

### **SCHOOL MANAGEMENT - HOMEWORK**

At St Joseph’s, all Stages expect reading to be completed daily, using either Home Readers supplied by school; online reading through Overdrive; or books borrowed from the school library.

There is some small work given around Spelling when required.

Students undertaking Intervention like EMU or STAR will complete all work set by their Intervention teacher.

We would rather see families focus on:

- A variety and relevance of activities relating to family life.
- Opportunities for students to develop time management and organisational skills.
- Opportunities to be involved in the student’s learning and thus being more aware of the individual’s progress by looking at teacher responses on Class Dojo or Google Classroom.
- Opportunities to celebrate the diverse skills of students in dance, drama, music, sport or other activities.

For all families, each Stage will issue a Newsletter of some description to inform families about the areas being taught at school each Term. This will give families a basis to understand the areas of study and the ways they might support their child.

**Students need to complete the Home Reading only.** We ask this, as we believe improved school achievement requires regular reading opportunities. The other suggestions made by teachers are considered optional or non-compulsory.

If parents wish to have more formal homework for their children, they should discuss this with their child's Pastoral teacher.

## **LIBRARY BORROWING POLICY**

Students attend library lessons every week as a part of their English work. Students are expected to borrow books to take home, and return them the following week.

Due to the costs associated with replacing lost library books, we ask that any books borrowed which aren't returned and cannot be found, are paid for according to replacement cost. A fabric, draw string library bag is necessary for all classes.

There are some restrictions in place on borrowing to ensure your child is reading books at their reading, age and interest level.

The library is open every day before school (8:30 – 9:00) and every lunch break. Students may use this time to borrow and return books and to participate in activities such as Maker Space.

## **SPORT**

### **SCHOOL SPORT**

Sports Day can be any day - this is why our school uniform has been designed the way it is. Children are given experiences and instruction in a variety of sports throughout the year.

Children within the school are divided into three (3) sports teams:

- DARA (yellow), named after the first Sister of St Joseph's Alstonville
- CAWLEY (green), named after one of the first students enrolled at St Joseph's
- McCARTHY (red), named after the first Parish priest appointed in Alstonville

We run three school carnivals:

- Late Term 1: Cross Country
- Late Term 2: Athletics
- Late Term 4: Swimming

### **REPRESENTATIVE SPORT**

Children eight (8) years and above, who do well at our carnivals, are able to represent their school at the Richmond Zone Carnivals. The Diocese of Lismore currently offers primary school students representative opportunities in the following sports: Athletics, AFL, Basketball, Cricket, Cross Country, Diving, Hockey, Netball, Rugby League, Rugby Union, Soccer, Softball, Swimming, Tennis and Touch Football.



Student Representative Pathways:

School > Zone > Diocesan > Polding > State Championships

We love students to play sport and we think they are given great opportunities to represent our school and Diocese in many varied sports, however, these opportunities also come with the responsibility to meet some requirements set by us. If a student puts their name down for a lunchtime sport team or to represent our school at Zone or Diocese, then they must stick to their agreement. It is not a possibility for them to drop out of these teams and let their team mates down. Commitment is essential. If a student has been displaying poor behaviour, then their sporting representation can be cancelled by the school. We will not allow students to represent us unless their behaviour is exemplary. A note will be sent home which is to be signed and returned by the sport person and their parent, which acknowledges this behaviour responsibility.

All sports notes need to be returned promptly. If a student is not taking up an opportunity to join a sporting event, they need to return the note stating they do not want to be involved so that others may be offered the opportunity. We respect the right of parents to choose not to allow their child to participate in sports events above school level. We also respect the right of parents to limit the number of sports events a child can participate in during any term. We are thrilled that parents go along to support our students and our teams. We need to ask, that if parents are present at sports events, that they always adhere to the code of conduct (see below) and support staff in insisting on this with students.

## **DIOCESE OF LISMORE - PRIMARY SPORTS COUNCIL**

### **3.12.1 Implementation Guidelines**

*The Diocesan Primary Sports Council has adopted the following Codes of Behaviour (with minor modifications) which have been accepted by the Australian Sports Commission, Australian School Sports Council, Australian Secondary Schools Sports Association, Australian Primary Schools Sports Association, Australian Council for Health, Physical Education and Recreation, National Coaches Accreditation Scheme and National Sports Association. The codes are in line with the National Junior Sports Policy. These "Fair Play" codes are for teachers, coaches, managers, players and spectators. They provide a practical guide to reinforce the positive elements of students' participation in sport. They expound a philosophy of fair play – with an emphasis on fun, friendly competition and individual fulfilment. They are designed to foster programs in which students can participate with their peers, confident in their abilities and potential, as well as being mindful of the lifelong benefits of sports activity and physical fitness.*

### **3.12.2 Players' Code**

- *Be a good sport.*
- *Play for enjoyment.*
- *Work hard for your team as well as yourself.*
- *Treat all team-mates and opponents as you would like to be treated.*
- *Play by the rules.*
- *Control your behaviour on and off the field.*
- *Learn to value honest effort, skilled performance and improvement.*
- *Co-operate with your coach, officials, team-mates and opponents.*
- *Respect the official's decision.*

### **3.12.3 Lismore Diocesan Parents'/Spectators' Code of Conduct**

- *Remember, children are involved in organised sport for their enjoyment, not yours. Be careful you are not chasing a goal that you personally failed to achieve.*

- *Encourage your child to always play by the rules.*
- *Applaud good performance and efforts from each team (or other competitors). Congratulate all participants upon their performance regardless of game's/race results. Children learn from example.*
- *Turn defeat into victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.*
- *Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials and accepting officials' decisions.*
- *If you need to make a complaint, please do so in the appropriate manner. Approach your team manager and ask him/her to take your concerns to the appropriate personnel.*

## EXCURSIONS

The educational importance of extending education beyond the classroom is recognised and carefully planned by teachers. Cost is always a consideration in planning an excursion as is the skill and ability level of the students to cope with the rigours of an excursion.

Digital parent excursion permissions are available through the Compass App in Compass Events. This module enables us to provide parents with information about upcoming events, excursions and activities. Parents are able to give permission and pay for their child's attendance using the Compass App which eliminates the need for paper notes.

The preferred methods of payment for Excursions under the new system are BPAY (preferred) and CompassPay. Parents can still pay 'over the counter' with cash or by EFTPOS, if they choose. We prefer to limit cash and cheque payments where possible, due to the lack of banking facilities in Alstonville.

Before you can start making payment for excursions using the Compass App, you MUST add a Credit or Debit Card to your account in the Compass App – this will enable streamlined payment of excursions. (Instructions are available on the website under News & Notes / Recent Notes)

For larger, more expensive excursions (e.g. Stage 3 camp), all school fees must be up-to-date prior to attendance at camp. Please talk to the principal if this is a problem.

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## SCHOOL FEES

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Catholic schooling heritage, fully endorsed at St Joseph's, is that no family should be deprived of their right to a Catholic education during times of financial hardship. Parents experiencing difficulty in meeting school financial commitments are required to contact the Principal. We are happy to organise payment plans to support you, as we firmly believe that no child should be turned away from a Catholic education if parents wish for this to occur and are happy to support us.

Arrangements need to be made with the Principal each year for those who have special financial circumstances. Unfortunately, fees which are not paid promptly or regularly, place your child's enrolment in jeopardy and recompense for outstanding fees will be sought.

Preferred payment methods are: Bpay (Bpay details can be found on your Statement); or Compass Pay. You can add a Credit or Debit Card to your account in the Compass App – this will enable streamlined payment of fees and excursions. (Instructions are available on the website under Compass for Parents). Eftpos and cash or cheque payments can be made at the office.

Fees are payable on invoice. For those families who wish to pay the full years school fees in advance, please refer to the fee schedule which can be found on the school website or by contacting the office, to view the Yearly fee which includes the Term 2, 3 & 4 Tuition Fees. For those preferring to pay by instalments, please also refer to the fee schedule for instalment options. We encourage you to telephone the school administration staff to arrange weekly, fortnightly or monthly payments if paying by instalment.

You can add a Credit or Debit Card to your account in the Compass App – this will enable streamlined payment of fees and excursions. (Instructions are available on the website under Compass for Parents).

## **TUITION FEES**

Tuition fees were set at a Parish Finance Council meeting each year.  
The Tuition fees for 2023 have been set at:

1 child	\$1200 per year
2 children	\$2280
3 children	\$3060
4 or more children	\$3360

Most book fees are included in this annual tuition fee. A full breakdown of fees is available from the Office.

Fees are payable on invoice at the commencement of each term. If you have a free arrangement in place for weekly, fortnightly or monthly instalments, your fees will be fully paid over a 3 term period. We encourage you to telephone the school administration staff to arrange weekly, fortnightly or monthly transfer payments.

The preferred methods of payment under the new system are BPAY (preferred) and CompassPay. Parents can still pay 'over the counter' with cash or by EFTPOS, if they choose. We prefer to limit cash and cheque payments where possible, due to the lack of banking facilities in Alstonville. Statements are issued centrally (ie. automatically by the system) each calendar month.

## **SCHOOL BUILDING & MAINTENANCE LEVY**

This Levy covers the capital and interest repayment loans for our buildings as well as essential maintenance of the school. The cost is \$680 per family per year and is payable by the end of Term 1. This levy is payable in full regardless of the length of enrolment.

## TECHNOLOGY LEVY

The Technology Fee has been levied because of the growing need to provide quality technology to all school members. This fee is payable by the end of Term 1. The Technology Levy for 2023 is \$130 per student per year. This levy is payable in full regardless of the length of enrolment.

## FUNDRAISING LEVY

This Levy eliminates the need for fundraising activities at school. It is hoped this will encourage *all* family's involvement in school. The Fundraising Levy for 2023 is \$100 per family per year and is payable by the end of Term 1.

## MONEY & PAYMENTS

The preferred methods of payment under the new system are BPAY (preferred) and CompassPay. Parents can still pay 'over the counter' with cash or by EFTPOS, if they choose. We prefer to limit cash and cheque payments where possible, due to the lack of banking facilities in Alstonville.

A secured mail box can be found in the Office foyer for all correspondence, payments etc. Students are encouraged to drop off any items directly into this box or alternatively, place them in the Class Collections box which is brought to the office each morning. Items should not be left on the front desk of the administration office.

To assist in the collection and correct receipting of all cash, parents are asked to always place money in a sealed envelope, clearly marked with the child's name, class, amount and purpose. Children are discouraged from bringing large amounts of spending money to school. The school cannot be responsible for money left in bags, desks, pockets etc. Excess money should be given to the class teacher for safekeeping.

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## SCHOOL HISTORY

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St Joseph's School was opened at Alstonville in 1919 with the arrival of three Sisters of St Joseph. Sister Marie Therese was appointed the first Principal of the school. The school was formally opened and blessed on Sunday 19 January 1919 by Bishop Carroll, assisted by Father Cullen, the Parish Priest of Ballina.

The school population remained static until the early 1980's when Alstonville experienced a residential development boom. In 1981 Alstonville was made a separate parish with Father Darcy McCarthy being appointed the first Parish Priest. His leadership continued until his death in 1991, when Father Frank Mulcahy became the Parish Priest.

1986 saw the withdrawal of the Sisters of St. Joseph, and the administration being handed on to the first lay principal. The St. Joseph sisters continued their presence in the school for another year leaving the school with a total lay staff from 1988.

The school has experienced much structural growth from its beginnings as a single classroom and

convent (1919). Major construction has included 4 brick classrooms, foyer and girls' toilets (1988) with a further 2 brick classrooms and boys' toilet block being completed in 1992. From 1989, the School Library was situated in the building previously serving as the Convent, however, due to a rapid population growth, this building was seconded to be used as an additional classroom. The Library then began operating from the School Hall. 1998 saw the building and opening of the new School Library and Administration block.

2006 saw the opening of six new learning spaces and the new Parish Hall and Canteen. These buildings were officially opened by the Bishop on Sunday 18 June 2006.

In 2007 there were two satellite classes on site for students with Autism from the local area. These are referred to as ASPECT classes.

From 2008 the ASPECT satellite classes increased to three.

In 2012, upon the retirement of Father Mulcahy, Father Max Gow was appointed as Parish Priest of Our Lady of the Rosary Parish Alstonville and St Patrick's Parish Wardell.

In 2013, we began to operate as open classrooms in Stages and that continues today, where the idea of flexible classrooms is well supported in our school. This has provided opportunities for staff to nurture the learning of each individual student.

We now have 4 flexible learning spaces - Early Stage 1 (ES1 - Kindergarten), Stage 1 (S1 – Years 1 & 2), Stage 2 (S2 – Years 3 & 4) and Stage 3 (S3 – Years 5 & 6), with an intention to "Ignite the Fire" for each student.

2019 was an exciting year when we celebrated our School Centenary.

2020 delivered Covid to the world. We rose to the challenge and looking back, celebrate our success. Flexibility, adaptability, communication and working together (school-home; teachers-parents-students) were key to our outcomes. Our move to delivering the newsletter online was timely. Students' familiarity in class with digital technology meant a minimum of adjustment as Zoom and Google Classroom were not entirely new to them. All students in Stages 2 and 3 could borrow a school device, if necessary, when learning from home was required. Extra devices were purchased to ensure all students from Stage 1 would have access to a device should lockdown be required in the future. The welfare of our school community was kept to the forefront as we made sure we brought everyone along on our journey together. Our welfare team was available to families who were struggling with all the challenges brought by Covid; teachers checked in with students regularly; Our use of Flexible Learning at school and our teachers working together in Stage Teams was validated. Teachers were used to planning together and supported each other to deliver lessons on short notice in a new format; the curriculum was amended to concentrate on the Key Learning Areas of Maths and English with Religion; our plans (prior to Covid), to deliver student School Reports differently by including input from our students (Learning Conversations) went ahead and complimented this changed learning environment (and was adopted by C.S.O. across the Diocese); CSO offered School Fee relief to many who were impacted by job loss. 2020 also saw the closure of Aspect McCarthur School satellite class on site.

In 2021 and into 2022, Covid was still impacting the world. We have been very fortunate in Australia

and certainly in our beautiful part of it. Slowly, we have been able to welcome parents and visitors back on site. Covid restrictions can change without warning and impact on much of the information supplied in this handbook, for example, many of the opportunities to visit school (e.g. class helpers, assemblies, canteen volunteers etc) may be changed without notice.

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## **SCHOOL PHOTOS**

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A photographer will come to the school to take photos of our class groups and individual students. The date is advised in the newsletter. Parents are able to order photos online (preferred option) or by using the photo order envelopes which are provided. The option to order family group photos is also available. Sibling photos only apply to children enrolled at the school.

Please note: any student unable to attend school on photo day will be recorded as absent on the photo day. Our photographer will only make one visit to our school and alternative arrangements cannot be made for students who are absent on this date.

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## **SILENT PHONE NUMBERS**

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If you wish your phone number to be listed as a silent number, please indicate that on the Enrolment Form or forward a letter to the administration staff. All numbers are added to class phone trees for Stage communication, unless advised otherwise.

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## **TRANSPORT ARRANGEMENTS**

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If there is to be any variation from normal travel arrangements for your child, please phone school prior to 2:45pm, send a note or email the school. Do not send a verbal message with your child. This is most important with small children. When emailing, we ask parents to use the school email: [alstp@lism.catholic.edu.au](mailto:alstp@lism.catholic.edu.au), to advise of changes to home time arrangements as teachers are unable to regularly check their email during the school day.

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# UNIFORM

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## EVERYDAY UNIFORM

### SUMMER UNIFORM

GIRLS will wear EITHER:

- Navy school skort and school polo shirt, OR
- Navy school shorts and school polo shirt, WITH
- Short navy school socks; black leather shoes and school hat.

BOYS will wear:

- The school polo shirt and school navy shorts WITH
- Short navy school socks; black leather shoes and school hat.

### WINTER UNIFORM

GIRLS will wear:

- The navy school skort and school polo shirt, with navy blue school jumper, OR
- Navy school shorts and school polo shirt with navy blue school jumper; with
- Short navy school socks OR navy tights (please note: not both socks and tights at one time); OR
- Navy school trackpants and jacket or school jumper, with school polo shirt, short navy school socks; black leather, polishable shoes and school hat.

BOYS will wear:

- The school polo shirt and navy school shorts, with navy blue school jumper OR
- Navy school trackpants and jacket or school jumper with school polo shirt; WITH
- Short navy school socks, black leather shoes, school hat.

No specific date is set for the introduction/wearing of the “Winter Uniform”

Please note: the school shoes should be black soft polishable leather – not suede or skate shoes. Shoelaces will be done up correctly at all times.

### SPORT UNIFORM

As appropriate for the weather, the everyday uniform is worn, with black shoes. NB. The same shoes can be worn every day if soft, black, leather with soft soles.

The school hat is part of the uniform. In the interests of Skin Cancer Education, and in accordance with the wishes of the PSF, the school adopts a ‘NO HAT NO PLAY ON THE PLAYGROUND’ policy.

The neatness and personal appearance of each pupil, correctness of uniform, etc is sensitively and constantly promoted by each teacher.

A school backpack is available through the Uniform shop. This backpack has been approved by chiropractors and while not compulsory, we recommend its purchase and use.

Jewellery is not allowed, however students who have pierced ears may wear sleepers or studs. Children will be asked to remove all 'excess' jewellery and place this in their school bag. Please also note, that ribbons, scrunchies, etc worn in the girls' hair should be in school colours: white, light blue, navy blue. Students are asked not to wear coloured nail polish. Dyed hair is not permitted and shoulder length hair should be tied back for health reasons. Hair that is shoulder length must be tied up. No hair should cover the eyes. We do not tolerate "trendy" hair styles.

## **SCHOOL BAGS**

A school bag is available through our Uniform shop. As most children have similar school bags, the problem of trying to identify their own among many others, can cause considerable distress to small children who cannot read their own names. Therefore, in addition to the child's name and address inside the bag, perhaps you could place a transfer or sticker on the outside, to aid identification by the child.

## **UNIFORM SHOP**

Most uniform items are available at the Uniform Shop. It is operated by our Uniform Shop Convenor John Fivaz – times may vary, so please check with the school office. There are usually a number of good, second hand items of clothing available at the Uniform shop. Contributions in the way of used uniforms are always appreciated.

Uniform Shop Hours:	Friday	8:30am to 9:30am 2:30pm to 3:30pm
Uniform Shop Contact:	John Fivaz	6628 6816 or 0409 526 345.



# Appendix 1

## NATIONAL IMMUNISATION PROGRAM

### National Immunisation Program Schedule 1 July 2020

Childhood vaccination (also see influenza vaccine and additional vaccination for people with medical risk conditions)				
Age	Disease	Vaccine Brand	Notes	
<b>Birth</b>	<ul style="list-style-type: none"> <li>Hepatitis B (usually offered in hospital)</li> </ul>	H-B-Vax® II Paediatric or Engix B® Paediatric	Hepatitis B vaccine: Should be given to all infants as soon as practicable after birth. The greatest benefit is if given within 24 hours, and must be given within 7 days.	
<b>2 months</b> Can be given from 6 weeks of age	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, Haemophilus influenzae type b (Hib)</li> </ul>	Infanrix® hexa	Rotavirus vaccine: First dose must be given by 14 weeks of age.	
	<ul style="list-style-type: none"> <li>Rotavirus</li> </ul>	Rotarix®		
	<ul style="list-style-type: none"> <li>Pneumococcal</li> </ul>	Prevenar 13®	Meningococcal B vaccine: All Aboriginal and Torres Strait Islander children from 6 weeks of age, with a three year catch-up program for Aboriginal and Torres Strait Islander children aged less than 2 years old until 30 June 2023. Refer to the Australian Immunisation Handbook (the Handbook) for dose intervals.	
	<ul style="list-style-type: none"> <li>Meningococcal B (Indigenous children)</li> </ul>	Bevaxero®		
<b>4 months</b>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, Haemophilus influenzae type b (Hib)</li> </ul>	Infanrix® hexa	Rotavirus vaccine: The second dose must be given by 24 weeks of age.	
<b>6 months</b>	<ul style="list-style-type: none"> <li>Rotavirus</li> </ul>	Rotarix®		
	<ul style="list-style-type: none"> <li>Pneumococcal</li> </ul>	Prevenar 13®		
	<ul style="list-style-type: none"> <li>Meningococcal B (Indigenous children)</li> </ul>	Bevaxero®		
	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, Haemophilus influenzae type b (Hib)</li> <li>Pneumococcal (All children with specified medical risk conditions)</li> <li>Pneumococcal (Indigenous children living in WA, NT, SA, Qld)</li> <li>Meningococcal B (Indigenous children with specified medical risk conditions)</li> </ul>	Infanrix® hexa Prevenar 13® Prevenar 13® Bevaxero®	Pneumococcal vaccine: An additional (3rd) dose of 13vPCV is required for Indigenous children living in WA, NT, SA, Qld, and all children with specified medical risk conditions for pneumococcal disease. <a href="#">Refer to the Handbook</a> .  Meningococcal B vaccine: An additional (2nd) dose of Bevaxero® is required for Indigenous children with specified medical risk conditions for meningococcal disease. <a href="#">Refer to the Handbook</a> .	
<b>12 months</b>	<ul style="list-style-type: none"> <li>Meningococcal ACWY</li> <li>Measles, mumps, rubella</li> <li>Pneumococcal</li> <li>Meningococcal B (Indigenous children)</li> </ul>	Nimenrix® M-M-R® II or Priorix® Prevenar 13® Bevaxero®		
<b>18 months</b>	<ul style="list-style-type: none"> <li>Haemophilus influenzae type b (Hib)</li> <li>Measles, mumps, rubella, varicella (chickenpox)</li> <li>Diphtheria, tetanus, pertussis (whooping cough)</li> <li>Hepatitis A (Indigenous children in WA, NT, SA, Qld)</li> </ul>	ActHIB® Priorix Tetra® or ProQuad® Infanrix® or Triptacel® Vaqta® Paediatric	Hepatitis A vaccine: First dose of the 2-dose hepatitis A vaccination schedule if not previously received a dose. The second dose is now scheduled at 4 years.	
<b>4 years</b>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), polio</li> <li>Pneumococcal (All children with specified medical risk conditions)</li> <li>Pneumococcal (Indigenous children living in WA, NT, SA, Qld)</li> <li>Hepatitis A (Indigenous children in WA, NT, SA, Qld)</li> </ul>	Infanrix® IPV or Quadracel® Pneumovax 23® Pneumovax 23® Vaqta® Paediatric	Pneumococcal vaccine: Administer first dose of 23vPPV at age 4 years, followed by second dose of 23vPPV at least 5 years later. Refer to the Handbook for <a href="#">risk conditions</a> .  Hepatitis A vaccine: Not required if previously received 2 doses (first dose at age ≥12 months) at least 6 months apart.	

Adolescent vaccination (also see influenza vaccine and additional vaccination for people with medical risk conditions)			
Age	Disease	Vaccine Brand	Notes
<b>12–13 years</b> (School program)	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough)</li> <li>Human papillomavirus (HPV)</li> </ul>	Boostrix® Gardasil®9	HPV vaccine: Observe Gardasil®9 dosing schedules by age and at risk conditions. 9 to <15 years: 2 doses, 6 months minimum interval. ≥15 years and/or have certain medical conditions: 3 doses, 0, 2 and 6 month schedule. Only 2 doses funded on the NIP unless a 12–15 year old has certain medical risk factors.
<b>14–16 years</b> (School program)	<ul style="list-style-type: none"> <li>Meningococcal ACWY</li> </ul>	Nimenrix®	
Adult vaccination (also see influenza vaccine and additional vaccination for people with medical risk conditions)			
Age	Disease	Vaccine Brand	Notes
<b>50 years and over</b>	<ul style="list-style-type: none"> <li>Pneumococcal (Indigenous adults)</li> </ul>	Prevenar 13® and Pneumovax 23®	Pneumococcal vaccine: Administer a dose of 13vPCV, followed by first dose of 23vPPV 12 months later (2–12 months acceptable), then second dose of 23vPPV at least 5 years later.
<b>70 years and over</b>	<ul style="list-style-type: none"> <li>Pneumococcal (non-Indigenous adults)</li> </ul>	Prevenar 13®	
<b>70–79 years</b>	<ul style="list-style-type: none"> <li>Shingles (herpes zoster)</li> </ul>	Zostavax®	Shingles vaccine: All people aged 70 years old with a catch-up program for people aged 71–79 years until 31 October 2023.
<b>Pregnant women</b>	<ul style="list-style-type: none"> <li>Pertussis (whooping cough)</li> </ul>	Boostrix® or Adacel®	Pertussis vaccine: Single dose recommended each pregnancy, ideally between 20–32 weeks, but may be given up until delivery.
Additional vaccination for people with medical risk conditions			
Age/risk condition	Disease	Vaccine Brand	Notes
All people with asplenia, hyposplenia, complement deficiency and those undergoing treatment with eculizumab	<ul style="list-style-type: none"> <li>Meningococcal ACWY</li> <li>Meningococcal B</li> </ul>	Nimenrix® Bexsero®	Meningococcal vaccines: Refer to the Handbook for dosing schedule. The number of doses required vary with age.
People ≥5 years with asplenia or hyposplenia	<ul style="list-style-type: none"> <li>Haemophilus influenzae type b (Hib)</li> </ul>	Act-Hib®	Hib vaccine: A single dose is required if the person was not vaccinated in infancy or incompletely vaccinated. (Note that all children aged <5 years are recommended to complete Hib vaccination regardless of asplenia or hyposplenia)
People <12 months of age with conditions that increase their risk of pneumococcal disease	<ul style="list-style-type: none"> <li>Pneumococcal</li> </ul>	Prevenar 13® and Pneumovax 23®	Pneumococcal vaccine: An additional (3rd) dose of 13vPCV is required at 6 months of age, followed by a routine booster at 12 months (all children), then a first dose of 23vPPV at age 4 years, followed by second dose of 23vPPV at least 5 years later. Refer to the Handbook for risk conditions.
People ≥12 months of age with conditions that increase their risk of pneumococcal disease	<ul style="list-style-type: none"> <li>Pneumococcal</li> </ul>	Prevenar 13® and Pneumovax 23®	Pneumococcal vaccine: Administer a dose of 13vPCV at diagnosis followed by 2 doses of 23vPPV. Refer to the Handbook for dose intervals and risk conditions.
Funded annual influenza vaccination (Refer to annual ATAGI advice on seasonal influenza vaccines)		State/Territory	
Children 6 months to less than 5 years of age		Contact Number	
People 6 months and over with specified medical risk conditions		Australian Capital Territory	
People 65 years and over		New South Wales	
Pregnant women		Northern Territory	
All Aboriginal and Torres Strait Islander people 6 months and over		Queensland	
		South Australia	
		Tasmania	
		Victoria	
		Western Australia	

Last updated October 2021

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## APPENDIX 2

### MINIMUM PERIOD OF EXCLUSION FROM PRIMARY SCHOOLS AND CHILDREN'S SERVICES<sup>1</sup> FOR INFECTIOUS DISEASES CASES AND CONTACTS

Public Health and Wellbeing Regulations 2019

Number	Conditions	Exclusion of cases	Exclusion of Contacts
1	Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
13	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded

<sup>1</sup> Children's services cover the terms 'education and care service premises' or 'children's services centre' used in the regulations. It includes centres such as childcare centres and kindergartens.

Number	Conditions	Exclusion of cases	Exclusion of Contacts
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	Shiga toxin or Verotoxin producing <i>Escherichia coli</i> (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
28	Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
29	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
30	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

#### Regulation 111

A person in charge of a primary school, education and care service premises or children's services centre must not allow a child to attend the primary school, education and care service premises or children's services centre for the period or in the circumstances:

\* specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 2 of that Table; or

\* specified in column 4 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 2 of that Table.

\*Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), *Campylobacter* spp., *Salmonella* spp., *Shigella* spp. and intestinal worms, but is not limited to infection with these pathogens.