

PARENT HANDBOOK

2025

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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Welcome

Welcome to St Joseph's Primary School, Alstonville! For more than a century, we have proudly offered students from across the Northern Rivers a rich, faith-filled education shaped by Gospel values and rooted in our Catholic traditions.

At St Joseph's, everyone is warmly welcomed and made to feel cared for, valued, and respected. We are dedicated to fostering the growth and development of every student, providing opportunities for success across academic, cultural, social, and sporting pursuits. Our learning environments challenge and support students to realise the fullness of life.

Central to our mission is building strong relationships. At St Joseph's, we cultivate a genuine sense of family spirit, underpinned by authentic connections between home and school.

We recognise parents as the primary educators of their children and are committed to partnering with you to ensure a positive and fulfilling school journey for your child.

As Principal, it is an honour to lead this faith-filled learning community, where every student is valued and supported, and where positive relationships and hope thrive.

From their very first day in Kindergarten, we spark our students' natural curiosity and enthusiasm, igniting a lifelong love of learning that will accompany them well into the future.



Kurt Challinor, BA, GradDipEd, GradCertTh, MTh, MLeadTh, MACEL, JP
Principal

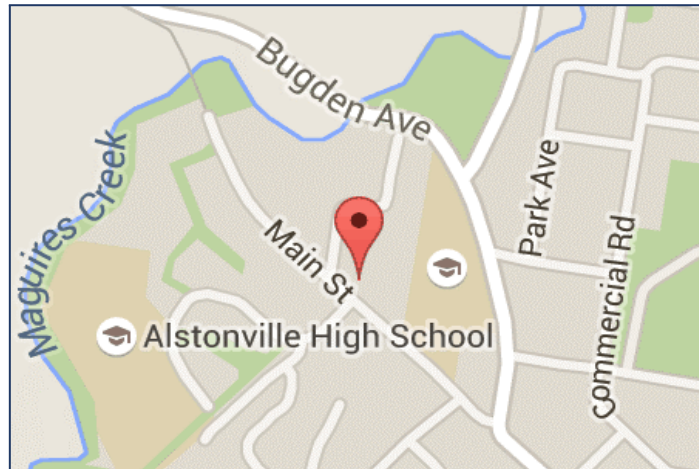
Vision

At St Joseph's Alstonville, our mission is to instil a love of learning and to promote academic excellence so every child becomes a compassionate and engaged member of our community. Here, all are welcomed, and all belong as we deepen our relationship with Jesus, grow through love, and seek lives of purpose, service and faith.



Contact Details

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: alstplism.catholic.edu.au
Email: alstp@lism.catholic.edu.au
Facebook: www.facebook.com/JoeyAlstonville/

School Hours

8:30 am	Supervision begins
8:57 am	Bell to move to lines
9:00 am	Morning organisation and fruit break
9:05 am	Morning Block - English
10:55 am	Lunch - Play Time
11:15 am	Lunch - Mealtime
11:30 am	Middle Block - Maths and Religion
1:20 pm	Recess - Play Time
1:40 pm	Recess - Eating Time
1:50 pm	Afternoon Block - Other KLAs
3:13 pm	Pack up and prepare for home
3:17 pm	Final Bell and Dismissal

Staff

School Leadership Roles

Parish Priest
Principal
Assistant Principal - Learning & Teaching
Assistant Principal - Mission
Enrichment Coordinator
Sport Coordinator
Parish Contact

Fr Max Gow
Mr Kurt Challinor
Mr Phil Crosby
Mrs Kate Jones
Mrs Anna Moloney
Miss Linsey MacDonald
Phone (02) 6628 3047
Email: alstonvillewardellcc@gmail.com
Web: alstonvillecatholicchurch.org.au

School Staff

Kindergarten	Kinder Teacher Kinder Enrichment Tutor	Mrs Jenna Wraight Mrs Tammy Moran Ms Charlotte Goodwin (Wed)
Year 1	Year 1 Teacher Year 1 Enrichment Tutor	Mrs Ros McElligott Mrs Natalie Graveson
Year 2	Year 2 Teacher Year 2 Enrichment Tutor	Mrs Tammy Bakeberg Mrs Allana Tonkin
Year 3	Year 3 Teacher Year 3 Enrichment Tutor	Miss Linsey MacDonald Mrs Ali Hall
Year 4	Year 4 Teacher Year 4 Enrichment Tutor	Mrs Carissa McCall Mr Justin Pearson
Year 5	Year 5 Teacher Year 5 Enrichment Tutor	Miss Holly Clark Mr Liam Seymour
Year 6	Year 6 Teacher Year 6 Enrichment Tutors	Mrs Georgie Miller Mr Victor Murgha & Mr Lewis Trickey
STEM / Geography	Teacher Teacher	Mrs Anna Moloney Mrs Dana Crosby
Intervention	Intervention Teacher EMU Specialist Teacher Literacy Intervention Literacy Intervention EMU Specialist Teacher EMU Specialist Teacher Literacy Intervention	Mrs Emma Keough Mr Philip Crosby Mr Kurt Challinor Mrs Kate Jones Mrs Georgie Miller Mrs Ros McElligott Enrichment Tutors
Library Officer Administration		Mrs Nat Graveson Mrs Patricia Steele (Mon to Thur) Mrs Caroline McInnes (Wed-Fri)
Counsellor		Ms Ofunneka Anyanwu
Canteen Coordinator Uniform Shop		Ms Emma Thrum Mrs Ali Hall

Administration Office

The office is staffed from 8:30 am to 4:00 pm every day. Our administration team work hard to support students and parents requiring support at the administration building and seek to keep wait-times short.

Assemblies

Monday Student Assembly

Mondays begin with a student assembly led by our Year 6 Leaders. This is an opportunity for whole-School prayer, to outline upcoming events and to discuss our whole-School values.

Whole-School Assembly

Fortnightly at 2:20pm on Friday afternoons on even weeks (Weeks 2, 4, 6, 8 and 10), we hold a whole-School assembly. It begins with an Acknowledgement of Country, prayer and the singing of our National Anthem. Awards are presented, birthdays are celebrated, and classes are invited to present items. Parents and families are warmly invited to join us. Assemblies are advertised in our newsletter and on Compass.

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. Take this slip with you to the Assembly, and pass it on to your child's teacher as you collect your child.

Positive Behaviour Support Plan

Our School Values

At St Joseph's, we hold dear the values of **Safety, Effort, Respect, and Self-Responsibility**. These values are at the heart of our Positive Behaviour for Learning (PBL) approach, which aims to build a supportive environment where every child can thrive academically and socially.

Positive Behaviour Support

Teachers work with students in each class to develop 'Expected Behaviours', aligned to our four school values. These are positively framed expectations that teachers explicitly teach and model to their classes and are unpacked at Monday Assemblies. Students are celebrated for their positive engagement with expectations through praise and our awards systems, including the weekly 'Value Vault' winner.

Understanding Unexpected Behaviours

Our plan categorises unexpected behaviours as major and minor to help address them effectively:

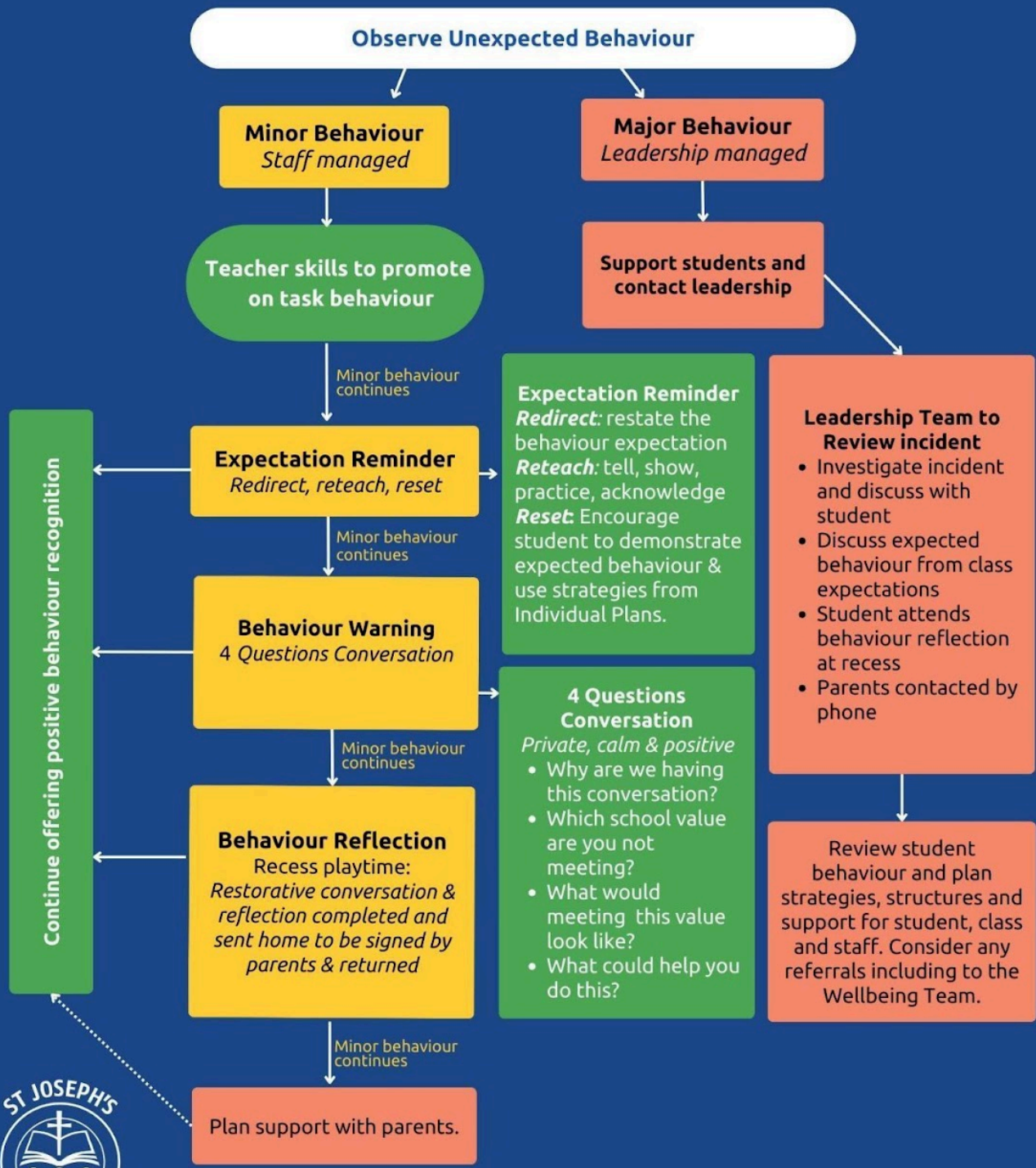
- **Minor Unexpected Behaviours:** These are less severe and usually managed by classroom teachers such as minor disruptions.
- **Major Unexpected Behaviours:** These include actions that significantly disrupt learning or safety and may require more comprehensive interventions.

Positive Behaviour Support Flowchart

This visual tool helps guide our response to student behaviours, emphasising early intervention and positive reinforcement to encourage appropriate behaviour.

Positive Behaviour Support Flowchart

Positive Behaviour Recognition



Supporting Minor Behaviours

The flowchart provides a number of opportunities for staff to actively support students to address Unexpected Behaviours in a positive way.

- **Expectation Reminder** - staff *redirect* student unexpected behaviour, *reteach* expected behaviours and provide an opportunity for the student to *reset*.
- **Behaviour Warning** - Staff explicitly warn student that they are not meeting the expected behaviours through a private, calm and supportive conversation.
- **Behaviour Reflection** - When unexpected behaviours continue, this provides an opportunity for a positive restorative conversation, where the student reflects on their unexpected behaviour, the values it did not meet, the impact this had on others and how they could make more positive choices in the future.

Support for Frequent Challenges

When a student accumulates three reflection sheets within a term, it signals a need for additional support to help them meet the expected behaviours. Such students may face restrictions, including possible ineligibility to participate in end-of-term community activities or represent the school in sports, camps, and excursions, subject to the principal's discretion.

Following the third reflection sheet, a proactive approach is adopted wherein parents are invited to a behaviour support meeting. This meeting aims to discuss and implement supportive strategies tailored to the student's needs. Possible interventions might include a Reteach Behaviour Support Plan, Behaviour Contract, Daily Check-in and Checkout, or other measures designed to provide the necessary guidance and support to encourage positive behavioural changes.

Class Dojo Points and Rewards

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 year level 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 with a Badge of Honour and Principal's Afternoon Tea
- 4 Gold Awards = 1 Platinum Award with a \$15 book voucher

Birthday Celebrations

Birthdays are celebrated in classes, with the class singing Happy Birthday. We also celebrate birthdays fortnightly at assemblies and through the newsletter. Unfortunately, we are unable to facilitate treats or birthday cakes for students. Our teaching and administration staff are also unable to distribute birthday invitations to students.

Bookclub

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 to register and order.

Bringing Possession to School

The loss of personal possessions such as toys can prove distressing to students, and these items can often lead to distraction from learning. Personal possessions should not be brought to School.

We understand that sensory tools and 'fidget' tools can aid some students in their regulation, concentration and learning. In these cases, we will work with the students, their parents and their health professionals to incorporate the use of sensory tools into a written learning plan. In these situations, an agreement will be reached between the School and home as to the type of sensory tool to be used and whether this will be supplied from the home or the School.

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, Smart Watches and Other Electronics

Children are not allowed to use mobile phones, smart watches or similar devices at School. **If brought to School, mobile phones and smart watches need to be left safely in the School office. The School accepts no responsibility for items in bags or desks. If mobile phones or smart watches are found to be in bags, they will be confiscated. If students wear smart watches to School, they will be asked to remove them and to leave them in the office.**

Under no circumstances are students to use mobile phones to contact parents whilst at School. If they need to contact parents, this must be arranged through the School Office. Likewise, any parent needing to contact their child(ren) should phone the School Office.

School Calendar

Important Dates 2025

Term 1

Friday 31 January	School Administration Day - Staff return (*RRK)
Monday 3 - Wednesday 5 February	Years 1-6 MAI Assessments (*RRK)
Monday 3 - Thursday 6 February	Kindergarten MAI / BestStart Assessments (*RRK 3-5 Feb only)
Thursday 6 February	Years 1-6 return
Friday 7 February	Kindergarten First Day

* RRK = Rainbow Region Kids AVAILABLE for child care on these days.

Professional Learning Days – (Pupil Free)

Friday 11 April	Professional Learning Day - Pupil Free
Monday 28 April	Professional Learning Day - Pupil Free (*RRK)
Monday 21 July	Professional Learning Day - Pupil Free (*RRK)
Friday 26 September	Staff Spirituality Day - Pupil Free
Friday 13 October	Professional Learning Day - Pupil Free
Thursday 18 & Friday 19 December	Non-School Days - Pupil Free

* RRK = Rainbow Region Kids AVAILABLE for child care on these days.

School Term Dates 2025

Term 1	Friday 31 January to Friday 11 April
Term 2	Monday 28 April to Friday 4 July
Term 3	Monday 21 July to Friday 26 September
Term 4	Monday 13 October to Friday 19 December

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

Child Safeguarding Policy

The Child Protection Policy is available to read on our School's [PolicyConnect site](#).

Collecting Children During School Hours

While our preference is for medical appointments to be made outside of School time, we acknowledge that this is not always possible. 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 to sign them out and back on their return. An email to the School administration team (alstp@lism.catholic.edu.au) or phone call 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. Please hand this slip to your child's teacher prior to leaving Assembly with your child.

Communication

Right to Disconnect

Workplace legislation introduced on 26 August 2024, gives employees the right to disconnect outside of their working hours. The new legislation allows teachers to refrain from monitoring, reading, or responding to work-related communications outside of their scheduled hours.

We ask parents to please keep the following in mind:

- **Response Time:** You are of course welcome to send emails and messages at a time convenient to you, however, please understand that if sent to a teacher outside of their working hours, they may not respond until they are back on duty.
- **Urgent Matters:** If you have an urgent concern, please consider whether it can be addressed during working hours. If immediate attention is required, please email the school email address, alstp@lism.catholic.edu.au, which is regularly monitored, or to the principal's email: kurt.challinor@lism.catholic.edu.au
- **Ongoing communication:** We will continue to communicate important updates and information in a timely manner. However, non-urgent inquiries will be addressed during the teachers' working hours.

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](#)) and 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) 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 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. Staff email list can be found on our School webpage ([Parents/Staff Contacts](#)).

Seesaw: This app is only used for sharing students' work and accomplishments in class through photos, videos and work samples. Messages sent through Seesaw to teachers are not monitored. Please ensure parents call or email teachers if contact is required.

Absences

Our School attendance goal is 93%. All students should be in attendance at School each day unless sick or attending necessary events (e.g. funeral, medical appointments etc.) that 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), 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) 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 our roll marking obligations 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 "attending 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
Parish				
Masses/Parish		2	1	3 Assistant Principal - Mission
Administration				
Bus travel enquiries	2	1		
Car Pick Up	1	2		
Canteen		1		2 Canteen Coordinator
Exemption from School Attendance over 10 days (paperwork available on website)		3		1 Principal 2 Assistant Principal
Enrolments		1		2 Principal
Junior Joeys		1		2 Principal
Music lessons		1		
Medical	2	1		
Parish School Forum				1 Principal or Assistant Principal
Policies	1	4		2 Assistant Principal 3 Principal
Newsletter items		1		2 Principal
Outside of School Hours Care		1		2 Rainbow Region Kids (Ph: 6621 7397) or email rrkassist@nrq.org.au
School Fees		1		2 Principal
Special events e.g. Shows	2	1		
Uniform / uniform shop		1		2 Uniform Shop Coordinator
Pastoral Care and Wellbeing				
Behaviour Concerns	1	2		3 Principal
Bullying Concerns	1			2 Assistant Principal 3 Principal
Class Parent Reps		2		1 Anna Moloney
Compass		1		2 Principal
Counselling Support	1			2 Principal or Assistant Principal
Family issues	1			2 Principal or Assistant Principal
Learning Assistance Program (LAP)		2		1 Assistant Principal Mission
Mission				
Mini Vinnies				1 Assistant Principal - Mission
Sacramental programs / Baptisms, etc			1	2 Assistant Principal - Mission
Student Leadership Groups	1			2 Individual teachers responsible for groups 3 Principal or Assistant Principals
Learning and Teaching				
Learning & Teaching	1			2 Assistant Principal Learning & Teaching 3 Principal
Curriculum	1			2 Assistant Principal Learning & Teaching
Enrichment Support (PPs etc)	1			2 Enrichment Coordinator
Excursions	1	2		
NAPLAN	1			2 Assistant Principal Teaching & Learning
School Reports	1			2 Principal
Technology	2			1 Principal
Library				
Book Club		2		1 Library
Library	2	3		1 Library Manager
Sport				
Representative Sport		1		2 Sport Coordinator
School Sport	1			2 Sport Coordinator

Enrolment

Enrolment Policy

Our School Open Day for 2025 marks the beginning of Catholic Education Week for 2025 and is scheduled for **Sunday, 6th April from 10:00 am - 12:00 pm**. We invite all prospective families to join us on the day, particularly those seeking Kindergarten enrolment for 2026.

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. The Diocesan Enrolment Priorities are outlined below:

- Baptised Catholic children of Catholic families from within the parish/region.
- Children of Catholic families from within the parish/region. Children of other-than-Catholic families who currently have or have had siblings within the school (including children of employees of the Diocese of Lismore).
- Other-than-Catholic children transferring from another Catholic school, first from within the Diocese of Lismore, then from other Catholic Dioceses.
- Children who access parish early childhood services.
- Children recommended for consideration by the Parish Priest.
- Children of other-than-Catholic families who are open to and supportive of the spiritual and religious possibilities offered by a Catholic school.

Children enrolling into Kindergarten must turn 5 years of age on or before 31 July of the year of commencement. All children must be in compulsory Schooling by their sixth birthday. Students are expected to start School at the beginning of the academic year.

Junior Joeys Program

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 Fridays between 9am to 11am for the first 6 weeks of Term 4, 2025. This is a free service provided to support students enrolled in Kindergarten for the following year.

In Term 4, there is one special morning for Kindergarten orientation called Meet and Play when parents are invited to join us for a shared morning tea and information session.

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 transition from short sessions at pre-School to a full day, five days a week, can be an exciting and enriching experience for small children. While some may initially find it challenging to adapt, especially during Term 1, there are several positive ways you can support your child's adjustment to School:

1. **Lunchtime:** Many young children may initially find lunchtime in a larger group somewhat overwhelming, which can affect their appetite. To ease this transition, consider providing smaller portions of their favorite foods. Encourage them to take home any uneaten portions to reduce waste and tailor their lunches accordingly.
2. **Prioritise Adequate Rest:** Ensuring your child gets enough sleep is crucial. A well-rested child is better equipped to make the most of their School day. Establishing a consistent bedtime routine can greatly benefit their overall well-being.
3. **Acknowledge Normal Fatigue:** Kindergarten children often experience fatigue. It's common for them to feel tired towards the end of the week during the first few months. If you notice this, don't hesitate to communicate with us so that we can provide the necessary support and accommodations.

By implementing these positive strategies, you can help your child embrace the full-day School experience and foster their growth and development during this exciting phase of their education journey.

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.

First Aid, Sickness and Medication

- **No medication can 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 register and then recorded in your child's Compass profile. 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 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. [This information can be found on the NSW Health Website.](#)
- 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.
- **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) with the relevant documentation.

Immunisation

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

Late Arrivals at School

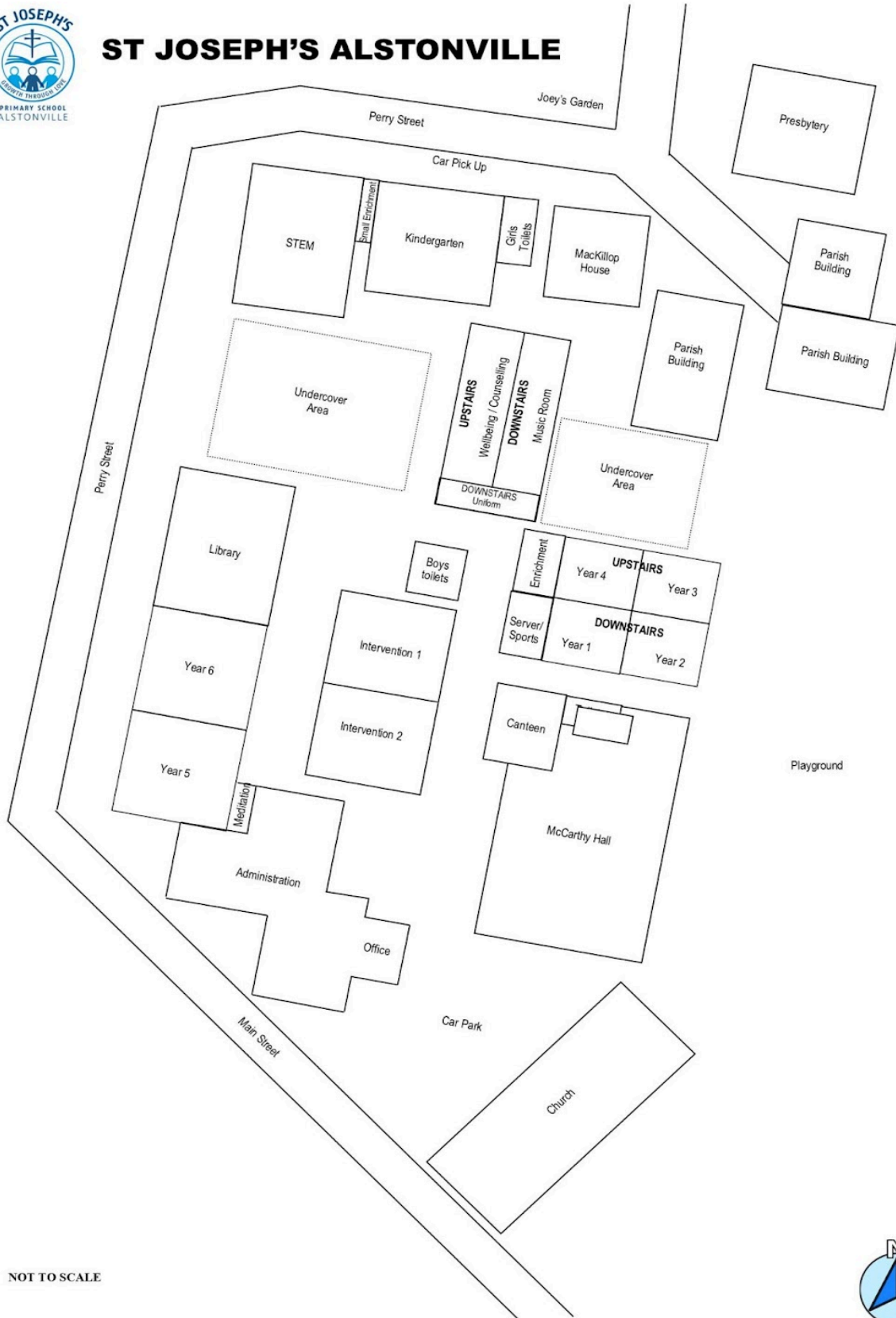
If your child will be late to School, we ask you to email or phone the School. Students arriving after School begins, need to enter via the office. They will be given a late note and checked in on the Compass Attendance program. This will give teachers a record of what time students arrive. Please do 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 the School



ST JOSEPH'S ALSTONVILLE



NOT TO SCALE



Messages

Please phone the Office before 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.

Naming Property

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

Newsletter

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.

Parental Involvement

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 the School Community Group, which is a platform for parents to hear from the school about matters of importance and for parents to provide feedback to the school. We always have a learning experience, determined by the parents. For example, it may be on managing screen time for parents, or about how parents can support reading at home. Parents are invited and encouraged to attend these meetings as your voice is important to us. Meetings can be attended in person in our staffroom, or virtually via Zoom.

Parents from various year levels meet regularly for social events with their children, organised by the Class Parent Representative. These events are published in our newsletter.

We also love and value parent helpers in our canteen on Wednesdays and Fridays. Please contact Emma Thrum via emma.thrum@lism.catholic.edu.au if you are able to help. Even a couple of hours is a huge help for Mrs Thrum.

Other groups include Class Parent Reps, Working Bee and Parent Assembly etc. The involvement of our parents in School is vital in building community. We appreciate 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 recess. Children can choose from a selection including some gluten and dairy free options.

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. Unfortunately, due to WHS legislation, no children may accompany parents to the Canteen.

Class Parent Representatives

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.
- Acknowledge teacher's special events, such as birthdays, babies, marriage etc.

The role of the Class Parents is not to:

- 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.

Privacy Policy

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 passworded 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.

Procedures

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 teacher in the first instance. The School does not permit parents to enter the School premises and address such issues with other children.

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.

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 must 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). We kindly request families schedule family holidays in school holiday periods as even a small number of days absence has a significant impact on student learning.

Reporting to Parents

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

The format will be:

- **February 20** - Welcome BBQ and Parent Information Night
- **February 25-27** - Parent/Teacher Learning Conferences Kindergarten
- **March 4-6** - Parent/Teacher Learning Conferences Yrs 1-6
- **End of Term 2 (Dates TBD)** - Formal Report and Learning Conversations
- **End of Term 4 (Dates TBD)** - Formal Report and Optional Learning Conversations

Parents are encouraged to arrange an interview with their child's teacher 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.

Retention in Class (Repeating)

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.

Safety Procedures

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 should 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 a staff car park. 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 1.6km 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 2.3km by the most direct route. Applications for free bus travel are made online at <https://apps.transport.nsw.gov.au/ssts> 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.

Go to Transport NSW (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. However, please **do not park** in the staff car park to drop your children off to School.
- 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 car park 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 by not parking in this space.

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 talk to or accept lifts from strangers.

Bike, Scooters and 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, following the directions of the 'Bikes and Walkers' teacher. 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. 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.

The school can accept no responsibility for property. Students who do not meet the school expectations when riding to and from school may not be allowed to continue doing so.

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 3:17pm and should proceed home. Those children who catch buses are supervised until the last bus has departed.

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.

Outside School Hours Care

Before and After School Care and Vacation Care is offered by Rainbow Region Kids (RRK). RRK is an external service which operates from a Parish building next door to St Joseph's School. Operation hours are between 6:45am - 8:45am and 3:00pm - 6:00pm. RRK may also be available for care on some pupil free days (refer to the School Calendar in this handbook for further information).

For enquiries please email rrkassist@nrcg.org.au or call 02 6621 7397, or visit the website 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.

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 Non-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 '*Lockdown, Lockdown, Lockdown*', we enter the lockdown protocol. 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 out through administration to advise staff you are leaving.

Ambulance School Cover

Ambulance Cover is provided by the School in the instance where parents do not have private health cover or where ambulance cover for the year has been exhausted.

School Curriculum

Our School Motto – *Growth Through Love*

Pastoral Care

At St Joseph's, each person is valued, cared for and respected through positive, reciprocal relationships. Our School community promotes connection and belonging to enhance student wellbeing and improve learning outcomes.

Staff attempt to make Jesus the centre of the School and thus endeavour to treat each child with the respect as befits their 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.

Each class will issue a Term Learning Overview 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. Each class uses SeeSaw to share the learning and achievements of the students. This includes photos, videos, work samples and assessments to showcase their learning.

Maths Assessment Interview (MAI) and Beststart

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. It focuses on the number skills Counting, Place Value, Addition and Subtraction and Multiplication and Division. 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 and discussed in our Term 1, Week 6 Parent-Student-Teacher conference.

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.
- unfold to the children an understanding of the traditions, culture, history and future of our Catholic faith.

- guide the children in the integration of religion with life, leading them to respond to God's love through prayer, celebration and witness.
- nurture the faith development of the children in and through a supportive community of believers.

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

The parish provides programs for the Sacraments of Reconciliation, Confirmation and Eucharist. During each term children attend Liturgies and School or Parish Masses 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.

Many school teachers lead Children's Liturgy during Mass as Sundry Services in the parish. We take students in Stages 2 and 3 to Weekday Mass in the parish each term. Once each term, a Stage hosts a Family Mass on a Sunday Morning, taking on responsibility for leading the readings and music and other liturgical roles.

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 digital 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. We have 1:1 Ipad devices for students in K-2 and Google Chromebooks in years 3-6.

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 (smartwatches, phones, tablets, computers, iPods, iPads, etc) brought to School from home, must be left at the office each day.

Homework Expectations

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.

All classes expect reading to be completed daily, using either Home Readers supplied by School or books borrowed from the School library. Different classes have different approaches for monitoring the completion of home reading and we ask for parent support in the completion of expected reading.

Some classes will send home homework to consolidate learning in Spelling.

Students undertaking Interventions such as EMU, Minilit or Macqlit are required to complete all homework set by their Intervention teacher.

Library Borrowing

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, drawstring 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 Alstonville
- 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 succeed at our carnivals, are able to represent our 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 teammates 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.*
- *Cooperate 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 examples.*

- *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.*

School Fees

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.

Diocese of Lismore Catholic Schools set school fees for all primary schools and secondary colleges in our system. Costs such as excursions, camps, extracurricular activities, technology levies, subject levies etc., are generally additional to the set school fee. Fees for the following school year are communicated to families early in Term 4 by each school.

We are committed to providing high-quality education and maintaining the facilities and resources necessary for our students' success. School fees are consistently reviewed and evaluated to ensure the sustainability of our schools.

We recognise the financial pressures families may face and strive to offer flexible payment options to accommodate different circumstances. Please speak with the school principal if your family experiences financial difficulty or hardship.

Fees are invoiced annually in Term 1, allowing families to view the full-year tuition fees (including levies). Payments are to be made in instalments aligning with the Table below.

Frequency	# of payments	First Payment Date	Final Payment
Weekly	40	1 March 2025	29 November 2025
Fortnightly	20	1 March 2025	22 November 2025
Monthly	10	1 March 2025	1 December 2025
Quarterly	4	1 March 2025	1 December 2025
Annual	1	29 March 2025	not applicable

Payments

The preferred payment platform for school fees is BPAY, (Bpay details can be found on your Statement);

CompassPay is another option. 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. We prefer to limit cash and cheque

payments where possible, due to the lack of banking facilities in Alstonville.

Statements are issued centrally (i.e. automatically by the system) each calendar month. Unfortunately, fees which are not paid promptly or regularly, place your child's enrolment in jeopardy and recompense for outstanding fees will be sought.

Tuition Fees

Tuition fees were set by the Board of Directors of the Catholic Schools Office of the Dioceses of Lismore, our governing body.

The Tuition fees for 2025 have been set at:

1 child	\$1,412 per year
2 children	\$1,682 per year
3 children	\$3,600 per year
4 or more children	\$3,954 per year

Most book fees are included in this annual tuition fee. A full breakdown of fees is available on our website or from Compass (School Documentation).

Building and 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 **\$800** 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 2024 is **\$168** 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 2024 is **\$124** 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.

School History

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 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.

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

School Photos

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.

Therapists & Health Professionals

At St Joseph's, we are in the fortunate position to enable our students to have their physiotherapist, occupational therapist, psychologist, speech therapist, etc., appointments at school where everyone is deemed appropriate.

In doing this, we need to take many factors into consideration, including:

- The child's need
- The amount of learning time missed
- Time/Day of the appointment
- Space we have available

Timetabling and managing this can be quite challenging and time-consuming. Therefore, we have a very clear process.

- In the first instance, parents must advise the School Admin staff and St Joseph's Enrichment Coordinator that they wish a therapist to work with their child at school. They will then be sent an electronic permission form. We are unable to communicate with the therapists until this form has been returned.
- Parents will automatically be sent a permission form for the new year if their child saw a therapist at school the previous year.
- Therapists can then contact the school to make an appointment with a student. They will be sent an electronic booking form. Using this form, therapists will provide us with all necessary documentation and request the day and time they would like to visit. Whilst all effort will be made to accommodate, we cannot guarantee that there will be a space available at their nominated time.
- Bookings are made on a term-by-term basis. Existing therapists will be sent the booking form early in the school year and at the end of each term, for the term to come.
- School Admin will ensure that we have all the necessary paperwork from the therapist before they can commence work with the student. (This includes Driver's Licence, Working With Children's check, Certificate of Currency of Professional Insurance, Certificate of Registration and Evidence of Qualification.)
- Admin Staff will ensure that there is a space available for the therapist to work with the student and book the time.
- Admin Staff will email parents and therapists to confirm the appointment.

At St Joseph's we discourage therapists and outside agents from making appointments with our students before 11:45am to allow for an uninterrupted literacy block. Appointments will only be made before 11:45am in extenuating circumstances and at the discretion of the school leadership team. An exception to this is when a therapist chooses to work with the student in the classroom to support the learning taking place or to undertake an observation.

From time to time students are away on the day that a therapist is due to come to school. It is the responsibility of the student's parents to notify the therapist of the absence.

Transport Arrangements

If there is to be any variation from normal travel arrangements for your child and they require communication in this regard, please phone the School prior to 2:45pm 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, to advise of changes to home time arrangements as teachers are unable to regularly check their email during the School day.

Uniform

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 polishable shoes and School hat.

BOYS will wear:

- The School polo shirt and School navy shorts WITH
- Short navy School socks; black leather polishable 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 track pants 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 track pants and jacket or School jumper with School polo shirt; WITH
- Short navy School socks, black leather, polishable shoes and 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, canvas or skate shoes. Shoelaces will be done up correctly at all times.

Sports 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, Earrings, Hairstyles and Grooming

Jewellery is not allowed, however students who have pierced ears may wear sleepers or studs. Students with multiple ear piercings must have clear studs worn in these holes. 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 nail polish or makeup. Dyed hair is not permitted and shoulder length hair should be tied back for health reasons. In short hairstyles, hair should not cover the eyes

or the ears and should be neat and tidy. We do not tolerate “trendy” hair styles such as fades, undercuts, shaved lines, mullets etc. If in doubt, we ask you to check with the school before adopting a new style.

School Shoes

School shoes are to be black, polishable leather shoes. These can be ‘sneaker-style’ so long as they are made of leather. We recommend velcro fastenings for the younger years. Black sneakers or skate shoes cannot be worn.

Correct

Black, polishable leather shoes with velcro straps or laces.



Not acceptable

Fabric or suede sneaker style shoes
Slip-on shoes



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 Mrs Mrs Ali Hall, which opens each Friday from 1:00 pm to 4:00 pm.

For 2025, we have moved uniform purchases and orders through the Compass App, which works in the same way as ordering through the canteen. Orders placed through the week will be processed by Mrs Hall during her uniform shop time on Friday and packaged up ready for students to take home in collections that afternoon. Mrs Hall will also be available in the uniform shop during these hours to support families who need to try on items of clothing before purchasing them via the app.

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: Fridays 1:00 pm to 4:00 pm **Contact:** Mrs Ali Hall 6628 6816



PRIMARY SCHOOL
ALSTONVILLE