



**ST JOSEPH'S
SCHOOL**
COLERAINE

Parent Handbook 2023



'Living Life to the full'

St Joseph's Coleraine

Vision and Mission Statement

"I have come so that they may have life and have it to the full."

John (10:10)

Vision Statement

At St Joseph's School we are committed to the teachings of Jesus Christ and the Gospel Values. We believe that all students can achieve high levels of learning and we are committed to embedding and providing a culture of child safety. We actively promote and respect the cultural diversity of all members of our school community.

Mission Statement

At St Joseph's school we will:-

- Work in partnership with the parents, the parish and the wider community to provide Religious Education that is meaningful, challenging and supportive of parents who provide the foundation of their child's faith education.
- Work together to challenge each child to achieve their potential and fulfil their personal goals.
- Provide a learning environment that is welcoming, safe, supportive, and that celebrates success.
- Be vibrant members of our caring, friendly and cohesive community.

St Joseph's School Coleraine



Our School Profile

St Joseph's Primary School Coleraine is a Catholic Parish School. At St Joseph's we aim to provide a happy, safe learning environment for all children to enjoy their education, where Gospel Values are fostered and developed throughout the whole curriculum. As a relatively small school community we have the opportunity to establish a firm relationship between home and school.

In 2023 we have 39 children from 29 families, the school structure is:

- **Canonical Administrator** - DOBCEL (Diocese of Ballarat Catholic Education Limited)
- Co-Pastors—Fr Patrick Mugavin & Fr George Kuruvila
- Principal - Mr Karl Dwyer
- **P/1/ (LGA) - 10 students**
 - Classroom teacher - Miss Nickayla Lowe
- **2/3/4 (LGB) - 14 students**
 - Classroom Teacher - Mrs Emily Dwyer & Ms Ann Aksakalli
- **4/5/6 (LGC) - 15 students**
 - Classroom teacher - Mr Patrick Sinnott
- Specialist Teachers: Mrs Emily Dwyer (Science and Art)
- Education Support - Mrs Jo-Anne Povey, Mrs Benita Lambert & Mr Mitch Lang
- Finance & Administration - Mrs Fiona Fitzgerald & Nicole Tindall

To enrich the curriculum, a great deal of effort has been put into resourcing the school with functional equipment and programs. The English and Maths programs are especially well stocked. We are proud of our extensive library and our up to date computers & iPads.

We believe that because of high teacher to student ratio, we are able to provide unique educational experiences where the children can learn in a personalised and supportive setting. The students take pleasure in one another's achievements and show genuine care towards each other. Our school has built a culture of learning on living sustainable practices to protect and utilise our environment. We have a flourishing school vegetable garden and orchard which produces ingredients for our cooking program. The children are highly involved in the activities in this area and are developing lifelong skills and attitudes to maintaining and protecting our world.



The Curriculum

St Joseph's provides a curriculum which covers the essential aspects of each child's cognitive, cultural, social and spiritual development. The curriculum is challenging, innovative, dynamic and presented by passionate, dedicated, creative teachers.

The following subject areas are covered:

Religious Education
Technologies
English
L.O.T.E
Mathematics
The Arts
Science
Health & Physical Education
Humanities and Social Sciences
(History, Geography, Civics and Citizenship,
Business and Economics)



Religious Education is the foundation of how we operate at St Joseph's School. It pervades all that we do at school and guides our classroom and school yard behaviours. The children engage in creative religious instruction and dialogue for at least 2½ hours a week. Religious Education is a rewarding and inspiring, compulsory element of attending our school as the Gospel Values influence every student's education at St Joseph's.

Inquiry Based Learning

Inquiry Units include Humanities and Social Sciences which incorporates History, Geography, Civics and Citizenship, Business and Economics.

At St Joseph's we use an integrated approach to incorporate these areas into units of work that stimulate learning and motivate students to want to find out more about their world.

The children encouraged to:-

- Build the skills required to investigate and communicate information.
- Establish and develop skills to be able to justify a point of view.
- Develop an appreciation of cultures other than their own.
- Nurture an interest in the natural environment and to be more aware of the role they play in helping to protect it.
- Develop competence in finding and using appropriate resources.
- Use co-operative skills which enable them to solve problems in group situations.
- Communicate scientific understanding using language appropriate to a range of audiences.
- Develop an understanding of the concept of fitness and health.
- Take an active part in creating environments that support health and participation in physical activity.
- Promote a sense of self-worth, dignity and rights as individuals and as members of the group.
- Use and access information using the current information technology tools.



School Routine

Term Dates for 2023

Term 1:	27th January - 8th April
Term 2:	26th April - 23rd June
Term 3:	11th July - 15th September
Term 4:	2nd October - 19th December

8.55 am - morning assembly
9.00 am - 11.00 am- 1st and 2nd sessions
11.00 -11.30 1st Recess
11.30 -11.40 am Eating time
11.40 -1.40 pm- 3rd and 4th Sessions
1.40 -1.50 - Eating time
1.50 -2.20 - 2nd Recess
2.20 - 3.25 - 5th session

Foundation Rest Day (First Term)

During the first term of each year, Foundation students do not attend school on Wednesdays. This 'Rest Day' and is provided to assist transitioning students in building up to full time participation.

Transition Program

To ensure a comfortable, stress free transition into school life, new students will be given several opportunities to visit prior to orientation day in November. A letter will be sent to new families with details of our transition program and dates. Your child will then become familiar with the physical environment and comfortable with the personnel at our school before school begins.



Leadership

Co-Pastors

Fr Patrick Mugavin is the Co-Pastor and Moderator of St Mary MacKillop Parish, Western Border Parish, and the Parish Priest for St Mary's Catholic Church in Hamilton.

Fr George Kuruvila is our local Catholic Parish Priest in Coleraine and is a regular visitor to our school.



Fr Paddy Mugavin



Fr George Kuruvila

2023 ST JOSEPH'S SCHOOL LEADERS

LACEY DICKSON



- Student Council Leader
- Mini Vinnies President

HANNAH LAMBERT



- Mission Leader (Mini Vinnies)
- MacKillop House Captain

MADDISON MUNRO



- Well-being Leader
- Mercy House Captain

2023 ST JOSEPH'S SCHOOL LEADERS

LIAM PATON



- Arts Leader
- McAuley House Captain

ANGUS TINDALL



- Environment and Sustainability Leader

Reporting

Communicating each child's progress is a vital part of a school's function. St Joseph's School uses a web based program called SIMON, the Parent Access Module (PAM) is a part of SIMON. As a parent, you will be able to consent to permission forms for upcoming camps, excursions & sporting events, enter a parent notified absence, view student assessments and reports and book a parent teacher interview. PAM can be accessed via the following link <https://pam.sjcoleraine.catholic.edu.au/> or you can download the SIMON Everywhere App. Please contact the office if you require assistance setting this up.

Student-led conferences (Parent Teacher Interviews) are conducted at the end of term 2 and term 4 to discuss these reports. The purpose of the Student-Led Conference is to support the learning of your child by:

- Talking about their strengths and areas of achievement
- Looking at and discussing work samples
- Talking about areas needing improvement
- Setting one or two goals for next term
- Discussing ways to help your child meet their goals

Any homework set aims to develop organisational skills, independence, family involvement, information gathering, reinforcement of material covered at school .

Homework

It is expected that any homework given should not exceed an average of 15 minutes per night for Prep-1 (LGA), 30 minutes per night for Year 2 - 4 (LGB) and 45 minutes per night maximum for Grades 5-6 (LGC).

Parent's signature and comments in the school diary is an excellent method of communication between parents and the school.



Communication

Newsletters

The School Newsletter is our main source of communication between the school and the parent body. The newsletter is sent home every **Friday** via **email** to families. Our newsletter is also available on the school website, you may need to contact the school office to obtain a username and password.



Absentee Notification

In accordance with Part 2.1.1 of the Victorian Education Act 2006 it is a requirement that parents/guardians make contact with the school to inform them and provide a reason for their child's absence.

If your child is absent from school and we have not been contacted we will seek to make contact with parents/guardians to ensure your child is safe.

Families are encouraged to use the **Parent Access Module (PAM)** or **Simon Everywhere App** to record these absences.

If your child is late to school or you need to collect your child early from school please inform the school office on 03 5575231312 or admin@sjcoleraine.catholic.edu.au



Permission Forms

At the beginning of each year families are encouraged to update any new family information by calling the school office. Permission for *local excursions* and *media release* are included as part of the enrolment form. Permission forms for other Camps, Sports and Excursions will be available via the PAM or Simon Everywhere App.



Contact Information

School Phone: 03 5575 2131

Principal Email: princal@sjcoleraine.catholic.edu.au

Parish Priests: Fr Patrick Mugavin 03 55711161 or Fr George Kuruvila 5536 2402

Email: admin@sjcoleraine.catholic.edu.au

School website: www.sjcoleraine.catholic.edu.au



Open Door Policy

Please feel free to contact the school directly with any concerns, we are more than happy to arrange an appointment to discuss.

School Advisory Council

The St Joseph's School Parents' Association has always been a vital part of the life of our school for many years, however a proposal has been put forward to have the School Advisory Council & Parent Association amalgamate in 2023. A sub committee will be formed each year to assist in planning for future fundraising events. The role of the SAC is to advise the School Principal on matters relating to the operation of the school, particularly in matters of policy, budget, maintenance and future directions. Nominations are called for and elections are held when necessary, at the annual general meeting. All parents and parishioners are eligible to serve on the Council. If you want to know more about the School Advisory Council or if you would like something raised at Council level, feel free to approach any Council member.

St Joseph's School Advisory Council Members 2023

Canonical Administrator: Diocese of Ballarat Catholic Education (DOBCEL)

Parish Priests: Fr Patrick Mugavin & Fr George Kuruvila

Principal: Mr Karl Dwyer

Chairperson: Rhianna Paton

Secretary: Mr Karl Dwyer

Finance: Mrs Fiona Fitzgerald

Council Members:

- Mrs Rhianna Paton
- Mr Lachlan Tindall
- Mr David Vickery
- Ms Eisha McKerlie
- Mrs Nicole Boxer

Parental Involvement

Parents are more than welcome to visit our school during the day for a planned visit to work in the classroom as a parent helper, however all **parent helpers require a current Working with Children Check.**

Other opportunities for involvement:

- Parent Association fundraising events
- School Mass and celebrations
- Sports days
- Camps/Excursions
- Covering library books
- Working Bees
- School Assemblies

Helpful behaviours at home

- Reading to your child
- Pose problems, show patience and wait for your child to finish
- Explain current happenings
- Encourage a daily routine of regular bedtime
- Allow your child to do household responsibilities
- Play with your child eg. Outdoor activities, puzzles
- Speak clearly and carefully, using the correct name for things
- Be a good listener and answer all your child's questions
- Encourage your child to listen to others
- Give your child opportunities to play with other children
- Teach your child to use manners such as "please" and "thank you"
- Model appropriate behaviour, children will learn from your example
- Teach your child to tidy up after an activity
- Praise your child for honest effort and tasks well done
- Make sure your child is aware of any change in routine e.g. walking home from school

Uniform

Girls Summer Uniform

Green & White Gingham Dress

***School Rugby**

White Socks

Black Leather Shoes / Black Runners

***Green School Hat**

Girls Winter Uniform

***Grey Tunic** or Long Grey Trousers

***School Rugby**

Gold Skivvy or Polo top

White Socks or Green Tights

Black Leather Shoes / Black Runners

*** School Jacket / Vest (optional)**

Girls Sports Uniform

***Green & Gold sports polo with school logo**

Gold Polo Shirt

***School Rugby**

Black Sports Shorts or Green Track pants

White Socks

Runners

Boys Summer Uniform

Grey Shorts & Gold Polo Top

***School Rugby**

Grey Socks

Black Leather Shoes / Black Runners

*** Green School Hat**

Boys Winter Uniform

Grey Shorts & or Long Grey Trousers

***School Rugby**

Gold Skivvy or Polo shirt

Grey socks

Black Leather Shoes / Black Runners

*** School Jacket / Vest (optional)**

Boys Sports Uniform

***Green & Gold sports polo with school logo**

Gold Polo Shirt

***School Rugby**

Black Shorts or Green Track pants

White Socks

Runners

*** Canterbury School Rugby, QX3 Sports Polo, Jackets, Vests & School Hats**

Available from school office

*** Girls Grey Tunic**

Available for order early Term 1 & 4 from school office

Other uniform items can be sourced from:

Lowes, Target, Big W, Accurate Clothing, Best & Less

or second hand clothing store at school office.

School Fees

Family School Fees

School Fees for education in a Catholic School are an inbuilt component of the total funding of Catholic Education. A portion of the funding for Catholic Schools comes from the Commonwealth and State Governments. The remaining amount is raised through family school fees and fundraising organised by the Parents Association. School fees are set by the School Advisory Council in Term 4 each year and are determined around parameters advised by the Catholic Education Office Ballarat.

Family School Fees

The Family School Fee 2023 will be **\$1130 per family**. School Fees will be sent out each term.

Capital Levy

The Capital Levy Fee 2023 will be **\$75 per family** to assist the school in purchasing new technology and equipment for our students.

Maintenance Levy

The Maintenance Levy Fee 2023 will be **\$65 per family** to assist in the upkeep of the school grounds and gardens.

Subject & Book Fees

Book & Stationery Fee 2023 will be **\$135 per child**. This fee covers the cost of materials used by the children such as pens, pencils, books, paper etc.

Camps & Excursions Levy

The Camps and Excursions Levy 2023 will be charged per child depending on their respective year level to help cover the costs towards these activities:

F-2 Excursion: \$80

3/4 Camp: \$130

5/6 Camp: \$210

Family Fee Assistance Scheme

The Catholic Education Office offers the Family Fee Assistance Scheme to families who are eligible for a Health Care Card or Pensioner Concession Card. Eligible families will only be required pay **\$10 per week or \$520 per year**. For further information, please contact Fiona or Nicole in the school office.

Conveyance Allowance

Conveyance Allowance is available to families who live more than **4.8 kms** from the school and do not have access to a public bus service, please contact the school office if you require an application form.

Camps, Sports & Excursions (CSEF)

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. The annual CSEF amount per student is \$125 for primary school student. Please contact the school office if you require an application.

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