# ST JOSEPH'S SCHOOL COLERAINE

# Parent Handbook 2026

*'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

## Australian Democratic Principles Statement

Australian society is defined, among other aspects, by a belief in elected Government; by a commitment to the rule of law, to equal rights for all before the law; and by a belief in freedom of religion, freedom of speech and freedom of association. Our society is also tolerant of a range of religious, political, social and cultural beliefs and values in the context of the fundamental principle of our democracy.

The *Education and Reform Act 2006* requires all education providers to operate in a manner consistent with this set of Australian democratic principles.

In accordance with the Act, all schools governed by DOBCEL deliver curriculum programs and learning and teaching in a manner that supports and promotes the principles and practice of Australian democracy. This includes a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- The values of openness and tolerance

### Promotion and Communication of the Democratic Principles

All schools promote and communicate the principles and practice of Australian democracy by the following strategies:

1. The Vision and Mission of the school expresses its Catholic orientation in the midst of diversity across all aspects of life. The school shares in the mission of the Catholic Church and its Vision and Mission expresses this relationship. Similarly, the inspirational nature of the Vision and Mission informs and invites all members of the school community into relationship in the life-giving work of the school. In dialogue, we learn from each other and flourish together. The Vision and Mission Statements are developed through dialogue that is representative of the school community.

2. The curriculum program is based on the *Victorian Curriculum F-10* (which incorporates the requirements of the Australian Curriculum) and *Awakenings* (CEOB) and develops in students:
   - a lifelong sense of belonging to, and engagement with, civic life as an active and informed citizen in the context of Australia as a secular democratic nation with a dynamic, multicultural and multi-faith society
   - knowledge, understanding and appreciation of the values, principles, institutions and practices of Australia's system of democratic government and law, and the role of the citizen in Australian government and society
   - skills necessary to investigate contemporary civics and citizenship issues, and foster responsible participation in Australia's democracy
   - knowledge, skills and capacities and dispositions to participate in the civic life of their nation at a local, regional and global level ( Victorian Curriculum and Assessment Authority, 2016).

1. The school's *Australian Democratic Principles Statement* and *Vision and Mission Statement* are available on the school website.
2. As part of the induction process, staff are made aware of the integration of the democratic principles into the curriculum and the life of the school.
3. Parents/guardians and students are provided with a handbook that outlines the curriculum and learning and teaching for each year level.

# 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 2026 we have 31 children from 23 families, the school structure is:

- **Canonical Administrator** - DOBCEL (Diocese of Ballarat Catholic Education Limited)
- Co-Pastors—Fr Patrick Mugavin & Fr Cay Trinh
- Principal - Mr Danny Franc
- **P/1 (LGA) - 10 students**
  Classroom teacher - Mrs Ashanta Van Rooi-Stoffels
- **2/3 (LGB) - 11 students**
  Classroom Teacher - Mrs Ebony Brody
- **4/5/6 (LGC) - 10 students**
  Classroom Teacher - Ms Tracey McDonnell
- Specialist Teachers: Mrs Ebony Brody (Art & PE)
- Education Support - Mrs Jo-Anne Povey, Mrs Benita Lambert & Mr Mitch Lang
- Finance Officer & Administration - Mrs Fiona Fitzgerald & Mrs 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 , English, Mathematics, Science, L.O.T.E Art, Health & Physical Education, Technologies, Humanities and Social Sciences

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 2026

| | |
|---|---|
| Term 1: | 27 January - 2 April |
| Term 2: | 20 April - 26 June |
| Term 3: | 13 July - 18 September |
| Term 4: | 05 October - 18 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)

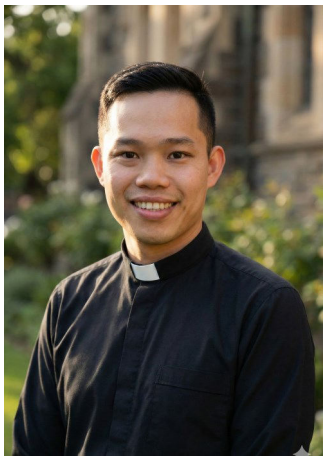
During the first term of each year, Foundation students do not attend school on Wednesdays. This is a 'Rest Day' and is provided to assist transitioning students in building up to full time participation.

## 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

**Western Border Parish** Fr John commenced as Parish Priest on 1 January 2026. He is no stranger to these parts, serving as Fr Paddy Mugavin's assistant priest from 2012 to 2019. Fr John was born and raised in Ballarat, but most of his relatives are in Koroit and Warrnambool, so the Western District feels like home. Fr John is always happy to meet with parishioners. He can be contacted on 5571 1161
or john.corrigan@ballarat.catholic.org.au.



Fr Cay became assistant priest in March 2025, just a few months after his November 2024 ordination. Fr Cay was born and raised in Vietnam, but felt the call to serve overseas as a missionary priest. He moved to Australia in 2017 and commenced his seminary studies for the Diocese of Ballarat.

Fr Cay is committed to the local community and welcomes all pastoral requests. He can be contacted on 5536 2402
or cay.trinh@ballarat.catholic.org.au.

## 2026 St Joseph's School Leaders

**Thomas Fitzgerald**

**Olivia Koscal**

**William (Billy) Parry**

**Jaxon Payne**

# Reporting

Communicating each child's progress is a vital part of a schools function. St Joseph's School uses a web based program called SIMON, the Parent Access Module (PAM) is available by downloading Simon EVERYHWERE from the App Store or Google Play.

By using Simon EVERYWHERE Parents ae 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.

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 Foundation -1, 30 minutes per night for Year 2 - 4 and 45 minutes per night maximum for Grades 5-6.

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 second **Friday** via **email** to families. Our newsletter is also available on the school web-site, you may need to contact the school office to obtain a username and password.

## Absentee Notification

In accordance with Part2.1.1 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 encourage 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 he school office on 03 55752131 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: princpal@sjcoleraine.catholic.edu.au

Parish Priests: Fr Patrick Mugavin 03 55711161 or Fr Cay Trinh 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 School Advisory Council and St Joseph's School Parents' Association amalgamated in 2023. Both have been a vital part of our school for many years. 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. A sub committee is formed within the SAC to assist in planning for future fundraising events. Parent and Parishioners are eligible, nominations are called for each year at the Annual General Meeting for members to join the council for a two year term.

If you want to know more about the School Advisory Council please feel free to approach any of the council members below.

## St Joseph's School Advisory Council Members 2025

**Canonical Administrator:** Diocese of Ballarat Catholic Education (DOBCEL)
**Parish Priests:** Fr Patrick Mugavin & Fr Cay Trinh
**Principal**: Mr Danny Franc
**Chairperson**: Mr David Vickery
**Secretary**: Mr Danny Franc
**Finance**: Mrs Fiona Fitzgerald

**Council Members:**

- Mr Lachlan Tindall
- Mr David Vickery
- Ms Eisha McKerlie
- Mrs Nicole Boxer
- Mr James Harvey
- Ms Rebecca Mott

# 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. 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 OR grey or green shorts
Yellow polo top
White socks
School rugby jumper
Black school shoes or black runners
Green school hat

## Girls Winter Uniform

Green check tunic or grey school pants
Yellow polo top
White socks
Green tights
Black school shoes or black runners
School rugby jumper

* School Jacket / Vest

## Girls Sports Uniform

Black basketball shorts or green trackpants
School sports top
White sports socks
Runners
Green school hat
School rugby jumper

## Boys Summer Uniform

Grey school shorts
Yellow polo top
Grey socks
School rugby jumper
Black school shoes or black runners
Green school hat

## Boys Winter Uniform

Grey school pants
Yellow polo top
Grey socks
Black school shoes or black runners
School rugby jumper
* School Jacket / Vest

## Boys Sports Uniform

Black basketball shorts or green trackpants
School sports top
White sports socks
Runners
Green school hat
School rugby jumper

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

Available from school office

*** Girls Green Check 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 advertised in the school newsletter and included in the Parent Information Handbook. School Fees are determined around parameters advised by the Catholic Education Office Ballarat.

### Family School Fees

**The Family School Fee 2026** will be **$1,160 per family**. School Fees will be sent out each term.

### Capital Levy

**The Capital Levy Fee 2026** will be **$170 per family** to assist the school in purchasing new technology and equipment for our students.

### Maintenance Levy

**The Maintenance Levy Fee 2026** will be **$70 per family** to assist in the upkeep of the school grounds and gardens.

### Subject & Book Fees

**Book & Stationery Fee 2026** will be **$150 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 2026** will be charged per child depending on their respective year level to help cover the costs towards these activities:
F-2 Excursion: $90
3/4 Camp: $150
5/6 Camp: $225

### 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 the school office.

### Conveyance Allowance

Conveyance Allowance is available to families who live more than **4.8kms from school and do not have access to a public bus service** or **travel more that 4.8kms to** a bus stop. 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 currently $400 for a primary school student. Please contact the school office if you require an application.

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