



St Joseph's School  
TRANMERE

## School Handbook 2022



*The kingdom of heaven is like a mustard seed that someone took and sowed in his field; it is the smallest of all the seeds, but when it has grown it is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches. Matt 13:31-32*



**where  
everyone  
shines**

## SCHOOL HOURS

Lessons begin promptly at 8.45 am, please arrive before the bell so that children are ready to start their day on time.

**Recess** 11.00 - 11.20am.

**Lunch** 12.50 - 1.30pm.

Classes are dismissed each day at 3.00pm.

The schoolyard is supervised from 8.20am to 8.45am and 3pm to 3.20 pm.

Students at school before or after these times need to be in the Out of School Hours Care Program.

## PARKING, DROP OFF AND PICK UP

There are several options for dropping off and picking up your children for school. We ask for the cooperation of all families and carers in following the procedures explained below. Please share them with family members and friends who support with your children.

When parking around the school please observe council signs and be aware of our neighbours by not infringing on their driveways.

### Before School

The drop off and pick up zone is available in Birkinshaw Ave. Before school, children enter via the large gate which is open at 8.20am when the yard is supervised. Please do not leave your children before this time. This zone is for drop off only and parents should not leave their vehicle. Where children require a lot of assistance to get out of the car it is better to park and walk them into the middle yard. Drive to the end of the zone so that cars do not bank up on Magill Rd.

### After School

Parking is also available across the road behind the parish church. Cross Magill Rd using the pedestrian crossing lights.

The drop off and pick up zone can be used for collection of children who will leave school via the large gates. It runs to the edge of the school building and during peak time we ask cars to move as far along as possible before collecting children. This is not a space for parking, please do not leave your car. Where children require a lot of assistance to get into the car it is better to park and collect them via the top yard.

If the zone is full drivers need to go around the block, traffic is not allowed to queue where there is a solid yellow line along the curb. Queuing along Magill Rd creates a traffic hazard for other road users.

Following the guidelines is for the safety of your children. Please be patient, it takes less than 10 minutes each day for the bulk of traffic to clear from the site. As a school we work in collaboration with the local council. They inspect the drop off on a regular basis and will issue fines to drivers not following the guidelines.

## A-Z SCHOOL INFORMATION

**ABSENTEES:** There are several ways to notify of student absentees.

- Skoolbag. Parents/carers can advise the school directly (via the Skoolbag app/eforms page) regarding absentee details and updated contact details.
- Email to [info@stjotran.catholic.edu.au](mailto:info@stjotran.catholic.edu.au)
- Phone the school office on 8431 2834 by 9am.

A written explanation of the child's absence on his/her return is required in your child's diary or via email to the teacher.

**ADULT USE OF TOILETS:** Adults are requested not to use the student toilets during the school day. The disabled toilet is available for adult use out of school hours. There are toilets in the Parish Hall and in the staffroom for parents and visitors to use in school time. This requirement is a child protection initiative.

**AMBULANCE COVER:** If, in the opinion of a qualified First Aider (or the most senior staff person present) an ambulance is required, it is the school's duty of care to each student, that an ambulance will be called. It is suggested that families should check their ambulance cover and, if not covered, consider taking out St. John Family Membership or CCI Children's Accident Insurance, which has ambulance cover to a maximum of \$1000 per accident. Contact details for CCI are available from the school office.

**ASTHMA:** See Medical Section

**BIKES:** Bike racks are provided. We ask students to lock their bikes, as the school cannot accept responsibility for personal property. By law and for safety, students must wear a helmet. Students are not to ride bikes in the school yards.

**BRAIN FOOD:** All classes have brain food or healthy snack time mid-morning. This snack must be unprocessed food such as fruit and vegetables.

**BRING YOUR OWN DEVICE:** Our year 4-6 students have the opportunity to participate in our Bring Your Own Device Program. The program currently uses iPads.

**BUSINESS REGISTER:** is located on the School's website:  
[www.stjotran.catholic.edu.au/community/parents-friends/p-f-news](http://www.stjotran.catholic.edu.au/community/parents-friends/p-f-news)

**CALENDAR:** At the beginning of each year, we publish a parent calendar with our major celebrations, school gatherings and school closure days for the year. These dates also appear on our website, in the newsletter and on the Skoolbag calendar. We try as much as possible not to change dates once they have been published, although on occasion this is unavoidable.

**CHILD PROTECTION:** Our school is committed to the protection of all children by:

- ensuring our school is a safe environment for students;
- upholding our duty as mandated reporters;
- ensuring staff, parents who assist the school and volunteers have a Police clearance;
- teaching students about how to keep safe:

We all have the right to feel safe all the time;

We can help ourselves to be safe by talking to people we trust.

Students are taught:

- to have a trusted network of supporters
- to recognise early warning signs.
- about what is appropriate and not appropriate behaviour.

These are important messages to also reinforce at home.

**CLASS PLACEMENTS:** Each year the principal and teachers will consider the design of classes for the following year. Class design is based on student needs, numbers of students and available space in the school. The allocation of students to classes is a professional judgment based on gender balances, learning needs and social needs. Parents will only be consulted if necessary. If parents have any concerns about their child's placement based on learning needs they should contact the class teacher early in Term 4.

**COLLECTION OF CHILDREN:** Parents or carers collect their child from the middle yard at the end of the school day unless using the Kiss and Drop area. Keep teachers informed about any new adults who you may have arranged to pick up your child. It is also important that the child/children know these procedures and feel safe with the arrangements.

Parents or nominated carers need to sign children "out" at our Office before leaving the property during school hours and sign children "in" upon return. This is an important safety/security procedure. Office staff will contact your child through the class teacher for collection.

We ask that parents do not come into the school during school hours as this can unsettle students. If you have any further queries please contact the School Office.

#### **COMMUNICATION:**

Our school has a Communication Protocol which we encourage families to read and adhere to. Please see Appendix 3.

We use a range of communication methods to keep parents and carers informed about what is happening at school, every effort is made to ensure information reaches you in a timely manner. The modes of communication are captured here:

**Email:** All teachers will provide their email to parents at the beginning of the year. Other key emails are as follows:

Principal – [agrbin@stjotran.catholic.edu.au](mailto:agrbin@stjotran.catholic.edu.au)

APRIM – [AMcCard@stjotran.catholic.edu.au](mailto:AMcCard@stjotran.catholic.edu.au)

Director of Learning –

[tbarrett@stjotran.catholic.edu.au](mailto:tbarrett@stjotran.catholic.edu.au)

Business Manager –

[jprice@stjotran.catholic.edu.au](mailto:jprice@stjotran.catholic.edu.au)

School Secretary/Enrolment –

[gbarone@stjotran.catholic.edu.au](mailto:gbarone@stjotran.catholic.edu.au)

Asst Secretary/Sports Administration –

[agirolamo@stjotran.catholic.edu.au](mailto:agirolamo@stjotran.catholic.edu.au)

The [info@stjotran.catholic.edu.au](mailto:info@stjotran.catholic.edu.au) email is checked on a regular basis and emails are forwarded to the appropriate person.

**Facebook:** Please 'like' our school Facebook page and keep up to date with what is happening at school. We encourage you to share the page with friends and family.

**Newsletter:** School activities and coming events are published in a triweekly newsletter. This can be accessed via email, Skoolbag or the website. We endeavour to send all communication to parents on this day. Parents need to register an email address with the school Office.

**Notices:** Generally, when we require a return slip, notices will go home in hard copy. Family notices go with the oldest child. When they come from the office we will generally also send an email or Skoolbag alert so that you know to look out for the notice at home. Copies of class letters/notices are available on the Skoolbag app.

**School Office telephone: 08 84312834**

**Seesaw:** Seesaw is a simple way for teachers and students to record and share what's happening in the classroom.

Seesaw gives students a place to document their learning, be creative and learn how to use technology.

Each student gets their own journal and will add things to it, like photos, videos, drawings, or notes.

When there are new Seesaw posts, families can be notified via app notification.

Parents are only notified about their own child's work, and [all data is safe and secure](#)

**Skoolbag App:** The Skoolbag iPhone and Android

App help us communicate more effectively with our parent community; they also mean you have a place where all notices are stored and can be retrieved at your convenience. Parents are asked to install the Skoolbag School App—it is free!

We post school newsletters, notices, alerts, permission notes and other documents on the Skoolbag App. You can set it up to get alerts and you can select options so that you only receive notifications for what is relevant to you.

School information about event dates, cancellations and school requirements will also be communicated directly to parents via the Skoolbag App.

To install this App, just search for "St Joseph's School Tranmere" in either the Apple App Store or Google Play Store. If you need help getting started, please contact the school office.

**Website:** The school website is a wealth of information for existing and new parents <http://www.stjotran.catholic.edu.au>

**COUNSELLING:** Support is offered by teachers or leadership as part of the normal support offered to students in our work. If a student requires further support external counselling options are discussed with parents.

**COVID-19:** Guidelines, Recommendations and Restrictions on COVID-19 are in place at the School. All Staff, parents and Visitors to attend the school are required to 'Sign-in' using the QR Code or by manually adding to the Contact Tracing Recording sheets for attendances as per Federal & State Government and by Catholic Education SA (CESA). Please use the hand sanitizer provided at the Front Office or the breezeway gates upon entering.

If you or your child are feeling unwell, have a fever, sore throat, fever OR chills, runny nose shortness of breath, diarrhoea and vomiting, please refrain from attending the school until all symptoms are completely cleared.

**CYBERSAFETY:** the ICT User Agreement for students is very clear about rights and responsibilities of students when using any school resources for electronic work. It is not acceptable for students to misuse any media,

harass other students or interfere with other students' work. Parents also need to be aware of the child's use of media at home and set very clear expectations and guidelines about how media is used.

Parents are advised to use the following website for their own education about security and safety: <https://esafety.gov.au/>

**DOGS:** Dogs are not allowed in school buildings or in the middle and bottom yards. This is to assist students with allergies or who have a fear of dogs.

**EMERGENCY PROCEDURES:** In the event of an emergency we will evacuate to the top yard where teachers complete a roll call to ensure all children are present. Where the hazard exists outside we have a lock in procedure in place. Both of these are practiced as drills each term so that the students become familiar with the sirens and process.

**ENROLMENT:** Enrolment interviews for Reception students is generally two years prior to them starting school. Siblings are entitled to a place, the office will make contact regarding the enrolment paper work and interview process. All enrolment queries can be managed at the front office. We value word of mouth as our strongest marketing strategy and we appreciate your support with this.

**EXCURSIONS:** Class teachers organise excursions to support and enrich their teaching and learning program. Please return permission slips promptly to the class teacher. Usually excursions are paid through a prepaid Resource Fee Levy. This levy supports in school learning activities and out of school learning activities.

A form outlining all arrangements is sent home in advance. Medical and contact information is usually outlined on a form completed at the beginning of the year and is taken by teachers to any excursion. If any arrangements change parents should advise the class teacher.

Parents may assist teachers with class and school excursions once they are registered volunteers and have a Catholic Police clearance.

**FEES:** Accounts are sent out at the beginning of the year together with a personalised payment schedule. Accounts should be paid by the due date. Where parents are in financial difficulty please make an appointment to speak with the

Principal or Business Manager. It is the policy of our school that no child will ever be denied a Catholic education because of family financial difficulties. See the School Fee Policy for more details.

Various payment options are available including direct debit, Bpay, cash, EFTPOS. Payment can be made fortnightly, monthly, per semester or annually. Prompt payment by due dates is expected to allow the school to meet its own financial commitments.

**FIRST AID:** All staff have attended a Basic Emergency Life First Aid Course and some members of staff have a Senior First Aid Certificate. Students are taught to control their own minor bleeding. Minor incidences are reported to parents via email notifications. Parents will be contacted if there are any first aid needs that require attention or consultation or follow up. Parents/Ambulances are called for serious cases. It is important that we have current contact telephone numbers on file for any emergencies. If there are any changes in details please let our school Office staff know urgently.

**FITNESS:** Students take part in regular fitness activities. Fitness is an important and beneficial component of our learning program.

**GOVERNMENT ASSISTANCE (SCHOOL CARD):**

School Card assistance is available to support low income families with tuition fees. Please contact the school office for further details and application forms.

**HATS:** The wearing of the school hat is compulsory during outside break times, PE lessons and when UV is above 3. For sun-safety reasons there is a NO HAT/ PLAY IN THE SHADE policy for students.

**HEAD LICE** is very common and we ask that you check your child regularly. This is a responsibility of every family and is a very common problem amongst children. Our Policy is that students with head lice are sent home for immediate treatment. With severe outbreaks we also send an email to families in the affected class with a reminder to check their child's hair. Our Office has information about head lice to support families. We ask that parents inform us about head lice so all necessary precautions can be put in place. Please be sensitive and caring about this



issue.

**HOLIDAYS DURING TERM TIME:** From time to time families organise holidays in the school term. Parents advise class teachers about any plans for absence. The school records absentee dates. School work is not necessary on holidays as the holiday is a learning experience which should be encouraged. Keeping a diary, reading about the places visited and interacting with the family and new environment is important learning. Longer absences require a letter to the school advising details about the travel dates. School fees still apply to this period of absence.

**HOMEWORK** is an important part of the learning program. Teachers will explain their approach to homework through class communication. Homework reinforces and supports the school learning program and is a good structure for students. Homework needs to fit around family schedules and is not to be overly demanding. A note in the child's diary is suitable explanation for homework not being completed.

**HOT WEATHER:** Our school is air-conditioned and therefore we encourage parents to leave their children at school during these hot weather periods. Students should bring drinks and cool lunches into the classroom on hot days. When the temperature reaches 35 we have inside play and outdoor activities are cancelled.

**INFECTIOUS DISEASES:** Children should not attend school with a fever. If you are unsure how long your child should stay away from school, please discuss this with your doctor. This SA Health website includes further information about exclusion periods for illnesses  
<http://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+topics/health+conditions+prevention+and+treatment/infectious+diseases/exclusion+from+childcare+preschool+school+and+work>

Infectious diseases are notifiable.

Families need to be considerate of others by ensuring children with any infections or illness are kept home for care.

**INSTRUMENTAL PROGRAM:** Instrumental lessons available through the school by qualified tutors.

Lessons are provided on either an individual or share basis. These are private arrangements made by parents with music tutors. Alison Hull is

the coordinator for this program –  
[ahull@stjotran.catholic.edu.au](mailto:ahull@stjotran.catholic.edu.au)

Parents should contact tutors with details about their child being absent from a lesson.

Please pre-pay accounts promptly as tutors rely on this money as their income.

A recital for students to showcase their learning is held in Term 4.

**LATE ARRIVAL:** All students are expected to be at school on time for lessons to begin at 8.45am. Late arrival disrupts the class and causes embarrassment for your child. Being on time is an important social skill to respect. If late, students record their names in the Office. Parents will be notified about continuous late arrivals.

**LEARNING SUPPORT:** Teachers support and manage the learning for all students. Students who are identified as requiring additional learning support will be supported in various models depending on needs. Teachers may adapt/modify learning expectations, activities, units of work and assessments, and/or allocate time for group support. The management of all learning programs is the professional responsibility of teachers.

Our team of Education Support Officers may also provide support in the classroom and in individual or small group withdrawal. Parents will be notified if their child is receiving support in this way and the program is documented in an Individual Education Plan (IEP).

We also have a number of programs managed by ESOs or volunteers that provide additional learning support in literacy and numeracy.

If students require external assessments, teachers and parents meet to discuss options.

Please note that teachers are not trained to diagnose learning problems and will require external specialist support to diagnose and manage any learning issues.

Tanya Barrett coordinates our Learning Support Programs and liaises with outside agencies. Along with your child's class teacher, Tanya is available if you have questions or concerns.

**LEAVING SCHOOL GROUNDS:** Legally the school is responsible for students between the hours 8.20am - 3.20pm. No student will be dismissed from school or will be permitted to leave the school grounds unattended during school hours. Students who need to attend medical/dental etc. appointments or leave school early, will require a note (or verbal permission) indicating the need to leave school during school hours with an authorised adult. This note is to be signed by a parent/guardian prior to students being collected from school. On arrival at school parents/guardians are **to report to the school Office** to sign an early dismissal form and wait in the Office area for their child to come to the Office for collection.

Students must not remain on the school grounds after school unless engaged in extra-curricular lessons or sporting activities arranged by school teams. Parents should note that any student in the schoolyard before 8.20 am or after 3.20 pm will be taken to Out of School Hours Care and a fee will be charged.

Parents collecting children during school hours should make every effort to do so **not** at recess or lunch times due to the difficulty in locating your child across 3 yards. **At all times it is necessary to come to the Office to sign out the child/children.**

**LOST PROPERTY:** the school has a lost property box located near the Library entrance. Having all your child's items labelled helps us to return things that are lost.

**LUNCH SERVICE:** The school has a lunch service contract with Glynde Mini Mart. Lunches are ordered and paid for online and they are delivered to the school each day. The website to login and place lunch orders is [www.schoollunchonline.com.au](http://www.schoollunchonline.com.au) Parents are asked to update their child's class at the beginning of each year. Please ensure you place student lunch orders before 9.00am and check that you receive confirmation of your order.

**LUNCH TIMES:** Lunch eating time is 12.40pm until 12.50pm. Playtime is 12.50pm to 1.25pm. Guidelines for nude food healthy lunch link: <http://www.wow.sa.gov.au/nude-food.html>

No food is allowed into play yard areas. If students have not finished eating, they can eat their lunch under the shaded areas or in the classroom after lunch.

**MACKILLOP/WOODS RESOURCE CENTRE** is the library and resource centre for the school. The centre has a range of materials to support student learning. Students and teachers access the Centre for a variety of learning purposes. Parents are invited to visit the Centre in the mornings with their child. The Centre has a parent library available to parents.

**MEDICATION:** If children are on prescribed medication a Medication Plan completed by the child's doctor will need to be presented to the school. Ideally medication is not administered at school time by school staff and it is advised to be taken before school, after school and at bed time to avoid administering at school. If this is not possible then parents will be asked to provide a Medical Authority Form completed by a Medical Professional to authorise the administration of the medication along with accurate instructions. Panadol will not be administered.

**ASTHMA:** If parents have stated on the school medical form that their child has asthma then the child must bring a spare Ventolin puffer as well as a spacer to school, which will be stored in the school Office. This puffer will be given to the child when required. The puffer must be accompanied by an Asthma Management Plan signed by a doctor. This puffer must be clearly marked with the student's name and class.

**MANAGEMENT PLANS** are needed for anaphylaxis, asthma and any chronic conditions. No medication is to be kept in children's bags. All medication must be kept in our first aid area. Class medication is taken to all excursions.

**MOBILE PHONES:** Mobile phones are **not** recommended for primary school students. If parents choose for their child to bring a phone to school then students must give it to the teacher when they arrive at school. Teachers will make a secure space available for the phones. Parents and students need to be vigilant about inappropriate calling and messaging to other students in the school. This behaviour is unacceptable. Phones are NOT to be used during class or in the yard at **any** time during the school day. Any harassment or inappropriate use of

phones will result in it being removed from the student and the matter will be referred to parents. During the day parents should use the usual contact method of phoning the school if a message needs to be relayed to their child.

**MONEY SENT TO SCHOOL:** All money - whether cash or cheque - must be sent to school in a sealed envelope and clearly marked with child's name, class, amount enclosed and purpose of the payment. Please impress upon your child the need to hand money to the class teacher or bring to the school Office to post in our locked post box **IMMEDIATELY ON ARRIVAL AT SCHOOL.**

**NUTS:** Our school asks families/students to **NOT** bring **any** nuts, nut products or items containing traces of nuts to school. We are a **NUT FREE SCHOOL** which means we try to make all community members aware of the problems with nuts/nut products. Several students have a severe allergic reaction to nuts. It is also important that students do not share food at school to avoid any allergic reaction. Parents will be contacted if their child has nut products in their lunch/recess and will be asked to bring alternative food for their child.

Please advise our Office staff if your child is allergic to nuts/nut products. Students with allergies require a Medication Plan from their doctor.

**OUT OF SCHOOL HOURS CARE** is available for children who must be at school before 8.20am or after 3.20pm. It is available from 7.30-8.20am and from 3.15-6.00pm.

If you wish your child/children to attend After School or Before School Care, Out of School Hours Care (OSHC), you are now able to manage your own bookings.

Registration with '**Fully Booked**' prior to session attendance. This system is both user friendly and streamlined ensuring registration is a simple process. Once registered, managing your bookings/cancellations can be accessed on any device, including mobile phones via the App. Initial setup will require you to register an account and complete all necessary information required using the following

link: <http://stjotran.fullybookedccms.com.au/family/>

For further details contact our Out of School Hours Care Program Coordinator; Melanie Heaney [mheaney@stjotran.catholic.edu.au](mailto:mheaney@stjotran.catholic.edu.au) , A

copy of the OSHC Parent Handbook, details and fee information is available from the Front Office.

**OUT OF SCHOOL HOURS SPORT:** Students are encouraged to participate in team sport. Please see our Newsletter for details each term.

**PARENT CONCERNS:** Our staff ask that parents use the correct processes when concerned about their child or some aspect of the school. Issues about the learning program should be discussed with the class teacher at an appropriate and mutually agreeable time. Specialist teachers may also need to be consulted. Please email or speak to your child's class teacher in the first instance. If you feel your concerns are not met, please arrange a time to see the Principal or one of the Assistants to the Principal. From the point of view of staff these discussions are confidential and centred on ensuring the issue is explored and resolved. In the same way we ask that parents respect the professionals who are here to assist your family and that a wider circle is not used to discuss the issue, the individual staff members, other children or other families. In a spirit of justice, we ask that respect and fairness operates in our school.

Parents should not seek out other parents to resolve issues. These matters belong to the school to manage.

**PARENTS & FRIENDS COMMITTEE:** All families in the school are part of the Parents & Friends community. The school has an active Committee who support various community events and school projects. All parents are welcome to attend meetings or be part of the P&F network, volunteering ad hoc for individual events. These meeting dates and times are advertised in the Newsletter. To equalise fundraising efforts, each family pays a P&F levy. The P&F work during the year supports community life. Any funds raised are a welcome extra and fund specific projects. The P&F Levy was introduced some years ago to put less pressure on fund raising and to ensure there is equity in fund support across the school. The Committee can be contacted via their email - [parentsandfriends@stjotran.catholic.edu.au](mailto:parentsandfriends@stjotran.catholic.edu.au)

**PERSONAL PROPERTY:** Please label all of your child's belongings - clothing, stationery, drink bottle and lunch items. Students are advised not to bring personal items to school.



**PHOTOGRAPHING AT SCHOOL EVENTS:** Parents should be aware of the privacy of other children/families/staff when taking photographs at school events. It is permissible to take a photo of your own child but not of others without permission. Parents are not to upload photographs of any other children other than their own and are not to identify the school in any photographs.

**PLAYGROUP:** Each Tuesday morning during the school term we hold our Family Playgroup from 9.00 – 10.45 in the Resource Centre. This is a supported playgroup aimed at developing quality learning time between parents and children. A small fee of \$2.50 is payable each week.

**PRIVACY POLICY:** The school has a Privacy Policy which is provided to all parents/caregivers in the enrolment contract.

**PROGRESSION:** Students normally move from year level to year level unless there are exceptional learning and social reasons to differ these arrangements. The principal, class teacher and parents will be involved in any discussion about a student's progression beyond the normal arrangements.

**RECYCLING:** We are an ecologically aware school and strive to reduce the amount sent to landfill from our school: our **recycling/landfill** collection system has been introduced to improve how we all **reduce/re-use/recycle**. We appreciate the support of our families with nude food lunches (see lunch times information in this handbook) and compost food scraps. Non-recyclable waste is returned to you in your child's lunch box. We also recycle soft plastic, paper/cardboard, toner cartridges, glue sticks, bottle tops, foil and 10c containers.

**REPORTING/ASSESSMENT:** Continuous communication between home and school is encouraged. During the year several important events are organised to establish and enhance this relationship. Parents are encouraged to have regular contact with their child's teacher. Formal meetings are arranged in Term 1 and Term 3. Reports are organised Term 2 (Semester 1 Report), and Term 4 (Semester 2 Report). Parents should feel welcome to contact teachers with any concerns during the term. Please make an appointment time or use email.

**RESTORATIVE PRACTICES:** In order to build and nurture respectful relationships, St Joseph's School Tranmere draws on Restorative Practices. Restorative Practices are a series of processes premised on the innate dignity of each person. They proceed on the basis that unresolved conflict between two or more persons will negatively affect all those involved. They maintain that those in conflict must be involved in the resolution of the conflict. As such, the processes model and practice the necessary life skills to resolve conflict. Restorative Practices aim toward a community that values diversity, rigorous debate and respect for self and other.

Our Restorative Philosophy and the process we use with students are outlined in detail in the Student Wellbeing Policy.

**RETURN OF NOTICES:** All notices – clearly marked with student's name and year level - should be returned to the classroom teacher. We encourage students as part of their growth and development to be responsible for handing notices and giving messages to their class teacher. These procedures help us track information.

**SACRAMENT PROGRAM:** St Joseph's School is part of the St Joseph's Parish Tranmere. Each year a sacramental program is offered. Parents are invited to discern their child's readiness, they can prepare and celebrate *all* three Sacraments in a program or Reconciliation *in one* year and First Eucharist/Confirmation in the *following year*.

As part of the Adelaide Archdiocese, the Sacramental program is Family centred, Parish based, and School supported. The Sacramental Team consists of the Anne Dudzinski (Parish Coordinator), Annette McCard (APRIM: St Joseph's School), Lisa Clarke (APRIM: Rostrevor College) and the Parish Secretary.

Communications from the Parish Office re the Sacraments will be forwarded to families from Annette McCard.

**SCHOLARSHIP:** Through the generosity of our parish a yearly scholarship for a Year 6 student has been offered in memory of the work of the Sisters of St Joseph in the parish. The Principal in consultation with the Year 5 teachers makes a recommendation to the parish each year. The

scholarship is valued at \$1000 and is used for school fee payment.

**SCHOOL DENTAL CLINIC:** Our students have access to the free School Dental Service based at the Magill Primary School. The contact number is 8364 1400.

#### **SCHOOL UNIFORM:**

Our school uniform is an important statement about our school and students wear the formal uniform and the sports uniform.

- Formal uniform is worn on Tuesdays and Thursdays.
- Sports uniform is worn on Mondays, Wednesday and Fridays.

All students are expected to wear the correct school uniform at all times.

**Jewellery/Hair** Students are not permitted to wear Jewellery to school. The only exceptions to this rule are:

- Earrings - for students with pierced ears. Only plain sleepers or studs may be worn - one in each ear.
- Religious medallions may be worn under uniform and out of sight (for safety).
- Watches may be worn.

No responsibility will be taken by the school for any valuables brought or worn by students. Nail polish must not be worn to school.

Hair must be tied back if longer than collar length. Neat and tidy hair expected with standard haircuts.

School hats are compulsory when UV is above 3. They are required to wear the school hat during outside play and when participating in Fitness/PE Activities. If students have no hat they are expected to play in the designated shade areas.

Our uniform supplier is Belgravia Sports- JS Sports Uniform Shop. The uniform shop is located 10 Newton Road, Campbelltown, telephone Michelle on 0451 725 600

Opening Times (correct as of Term 1, 2022): -

Term time: Mondays & Wednesdays (8am to 12pm), Tuesdays & Thursdays (1pm – 5.30pm), Saturdays (9am to 12pm.)

Due to Covid-19 new uniforms can be purchased by appointment only.

Please contact the store using the above details to make an appointment with the uniform shop.

Holiday opening times are advertised on the website and in the newsletter.

Online ordering is available: -

<https://belgraviaportsonline.com.au/collections/st-josephs-school-tranmere>

#### **Second Hand Uniforms**

Our Parents and Friends Committee run a Second-Hand Uniform Sale Day. Dates will be advised in the School Newsletter.

We have an account setup with Old School Trading where parents can buy and sell second hand uniforms: -

<http://www.oldschooltrading.com.au/>

**SECURITY:** The Birkinshaw Ave gates are locked each morning at 8.45am and then opened at approximately 2.50pm. The only entry during the day is through the main Office area. Parents/Carers/Visitors are expected to “sign in” at our Office during these times.

**SCHOOL SPORT TEAMS:** Each child is in a house team for Sports Day, family members are in the same house.

TENISON	Red
MACKILLOP	Blue
KENSINGTON	Green
PENOLA	Yellow

Tenison refers to Fr Julian Tenison Woods the co-founder of the Sisters of St Joseph.

MacKillop refers to St Mary of the Cross MacKillop, the co-founder of the Sisters of St Joseph.

Kensington refers to the main house of the Sisters of St Joseph.

Penola refers to the south east town where the Sisters began their first school.

**SPECIALIST LESSONS:** Students in R – 6 have lessons with specialist teachers:

Italian (R-6)  
Music (R-6)  
PE (R-3)

**SUN SCREEN:** Students are encouraged to apply sun screen before coming to school and during the day. On excursions and at all outdoor

activities, students should be self-disciplined about applying sunscreen as a routine procedure. Staff are not permitted to apply sun screen to children.

**SUSTAINABILITY:** We are committed to care for the earth and have adopted a range of initiatives to reduce our impact on the planet. We encourage NUDE FOOD – food without packaging that is better for our health and better for the earth. All our learning spaces have facilities for recycling and we teach students to be conscious of how they dispose of waste. Our goal is to send as little as possible to landfill. We hope that our efforts with the students at school will translate into good home habits as well.

In order to better manage waste and keep our outdoor areas clear of rubbish, students eat in the classroom before play times.

**TRANSITION:** In term 4 each year we have a transition program for our new Reception students. Each child will be visited in their early learning setting and then have the choice of participating in our STAR transition program or attending two mornings at school with their Reception teacher and class. Where places are available for mid-year Reception students, each child will be visited in their early learning setting and attending two mornings at school with their Reception teacher and class.

Children in Years 1 – 6 will have an afternoon late in term 4 with their class and teacher for the following year. Mid-year transitions for children in Years 1 to 6 are negotiated with the families.

**UNIFORM:** Our school uniform is an important statement about our school and students wear the formal uniform and the sports uniform. Formal uniform is worn on Tuesdays and Thursdays. Sports uniform is worn on Mondays, Wednesday and Fridays. Please see Appendix 3.

**VANDALISM:** Parents will be expected to pay for any deliberate damage by their child to school property or property belonging to other students.

**VOLUNTEERS:** Parents/Carers who would like to volunteer in our school are very welcome. Under Catholic Education Office requirements volunteers must,

- be registered in the school using a CESA Volunteers Registration Proforma (available from the Office) to be returned once completed

- obtain a police clearance from the Archdiocese Police Check Unit (The appropriate paper work can be organised through the school Office)
- undertake online training about Responding to Risks, Harm, Abuse & Neglect in Education and Care (RRHAN-EC) (Please provide a copy of the certificate to our Office for your file when completed)
- undertake online WHS Induction Program to learn about the role of volunteers, WHS requirements.
- Undertake WHS online induction for school procedures.
- Provide COVID Vaccination certification (an Australian Medicare certification which shows the date of the 2 doses received)

There are many ways to volunteer in our school community.

**Classroom** - Parents/Carers are very welcome to support teachers and students in the classroom: supporting reading, general class activities, art, craft and excursions. Ask your child's teacher about how you can help. We ask parents/carers to respect the privacy of each student during their volunteer work. All concerns should be directed to the teacher.

**Excursions** - From time to time teachers require the help of parents for out of school activities and special event days. Parents are very welcome to be part of these events as supervisors and helpers. If parents are in a supervisory role, unfortunately, no other non-school siblings can attend. A Police Clearance and Volunteer Registration with a 6-point check are required.

**Parents and Friends Committee** - All members of the school are eligible to sit on the Parents and Friends Committee. The P & F Committee meet regularly to support social & fundraising events for the school community. All Parents/Carers are asked to help as committee members, helpers and project workers.

**Class Representative** - Parents are invited to be class representatives to support the networking of parents in the class and act as a link between school, and parents/carers. Class representatives are organised by the P&F. The Class Rep will have a contact list for all parents/carers in the class.

**School Board** - The School Board is responsible for financial management, pastoral care,

maintenance, school development & evaluation in partnership with the Principal and staff of the School. The Board represents all sectors of the community: Parish, parents, staff. Parent nominations are called for at the beginning of each year. Members serve on the Board for 2 years.

**Sport Coaching/Managing** - Parents are invited to consider supporting the school as a team coach or manager. These roles ensure sporting opportunities are available in the school. Please see our PE Administrator, Angela Girolamo for more information.

**Board Sub-Committees** - From time-to-time the School Board will call for membership on Committees in the school.

**WEBSITE:** The school website is regularly updated with school information. See link:

<http://www.stjotran.catholic.edu.au/>

**WORKPLACE HEALTH & SAFETY:** St Joseph's School, Tranmere is committed to the corporate Workplace Health & Safety Policy of the Catholic Church Exempt Employer licence, workers compensation, administered by Catholic Church Insurances Limited. Should you notice any hazards/accidents/near misses while at school, report these matters to the school office. Smoking is prohibited on school grounds and at school events. In the event of an emergency while you are on school property please follow emergency plans and safety with a staff member. We value your cooperation in these matters.

**APPENDICES:**

1. School Site Map
2. School Uniform list
3. Communications Protocol



Appendix 1

SCHOOL SITE



## Appendix 2

### School Uniform

GIRLS	BOYS
Summer	
Summer dress	Short sleeved shirt with logo
St. Joseph's navy full zip jacket	St. Joseph's navy full zip jacket
Navy socks	Grey school shorts
Black shoes	Grey socks
Hair accessories in school fabric or navy blue	Black shoes
Winter	
Long sleeve shirt with school logo	Long sleeve shirt with school logo
Pinafore or skirt	Long grey school trousers (not jeans)
School tie	School tie
St. Joseph's navy full zip jacket	St. Joseph's navy full zip jacket
Navy blue ankle socks or navy ribbed tights	Grey school socks
Black School Shoes	Black school shoes
Sports Uniform (unisex)	
School polo top (short & optional long sleeved)	
Navy unisex shorts/Skirts (available from stores)	
Navy track pants	
White socks	
Sports shoes ( mainly white)	
Other	
School bag	School bag
Library bag	Library bag
School hat	School hat
Art Smock	Art Smock
Hair accessories	

**Please note:** To allow for seasonal change we permit students to wear the summer uniform for 2 weeks into Term 2 and the winter uniform for 2 weeks into Term 4

#### **SPORT UNIFORM DAYS ARE: MONDAYS, WEDNESDAYS and FRIDAYS**

Uniform supplier: Belgravia Sports- JS Sports Uniform Shop

Shop Location: 10 Newton Road, Campbelltown, SA 5074

Telephone: Michelle on 0451 725 600

Opening Times (correct as of Term 1, 2022): -

Term time: Mondays & Wednesdays (8am to 12pm), Tuesdays & Thursdays (1pm – 5.30pm), Saturdays (9am to 12pm.)

Holiday opening times are advertised on the website and in the newsletter.

Online ordering is available: -

<https://belgraviaportsonline.com.au/collections/st-josephs-school-tranmere>



## Parent/School Communication Protocol

A positive parent-teacher relationship contributes to your child's school success. Communicating well is a key factor for making this relationship work. At St Joseph's School, we use the Parable of the Mustard Seed to inspire us in all our work:

*The kingdom of heaven is like a mustard seed that someone took and sowed in his field; it is the smallest of all the seeds, but when it has grown, it is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches. Matthew 13:31-32*

The parable speaks of the role of the school to be a place of nurture that enables the growth, development and flourishing of all who come here.

Good communication is essential in providing the best possible environment for all our families to belong and flourish. To develop a strong and positive partnership between home and school requires effective and clear communication.

One of the best ways that parents can help their children succeed in school is to be involved with their education. This starts with good communication between you and your child's teacher. To minimise the risk of miscommunication there are some basic principles that we ask parents, staff and students to follow.

This Communication Protocol acknowledges the need for everyone to communicate in a courteous and respectful manner at appropriate times with timely feedback.

### **Miscommunication is usually the number one cause of conflict.**

Check before you react. Remember that the vast majority of people are good people and want the best for your child and other people. It is important to remember that children often only see a situation from their viewpoint and may not relay the whole incident. We are a Restorative Practice school, solving situations with care and respect for all.

**Go to the staff member closest to the situation.** Speak first to the most appropriate person, do not go 'over someone's head' until you have spoken to them. Please do not discuss issues or people 'in the public arena'. We are very much about building community and supporting each other.

**When to communicate is always a hard balance.** At the beginning of the year when everything is new, sometimes it may be best to wait, but generally speaking, if it is worrying you, don't wait; talk to the staff member closest to the situation. We do not want to solve all of our children's problems, but a quiet word to the teacher can alert them to an issue before it gets too big. Do not wait for a parent-teacher interview. If you want to know how your child is going, then make an appointment to see the teacher.

**The bigger the issue the more time it takes to resolve.** No matter who you see, make an appointment so the person is there and they can put aside enough time to deal with it thoroughly.

**Do not try to sort out a problem between your child** and another at school by approaching a child or his/her parent – speak to your class teacher. No parent has the right to approach a child from another family about a school incident.

**Do not speak on behalf of others** – Delegations and speaking for others often ends up with the “others” not backing you up when the crunch comes. If you have a concern, please raise it with the most appropriate person. Supporting the school does not always mean agreeing with it, but using the communication channels and processes that respect all members of the community, will support us in community building and in what we are hoping to achieve. Gossip never resolves issues.

### **Electronic Communication**

Increasingly parents and teachers are using e-mails to communicate with each other. Email is often a convenient and helpful way to communicate with your child's teacher, however parents and teachers should follow the same guidelines as for any professional communication.

### **Electronic Communication Initiated by Parents**

All emails for staff should be sent to the relevant staff member’s school email address. Emails should only be sent for professional purposes.

Please be aware that teachers get many email messages – and will be teaching your child and have many other responsibilities during their day. Staff may not be able to respond immediately to your e-mail.

Staff will check their emails daily on school days (or each day that they work, if part-time). Teachers may request a meeting if the issue is too complex to resolve by e-mail.

### **Some tips for communication with school staff**

- A poorly worded or aggressive email can lead to a breakdown in communication and neither parent nor the teacher wants this. Following email etiquette can enhance communication.
- Be positive, courteous and diplomatic. You can't take back an email message and email can be easily forwarded. Be calm and choose your words carefully. Do not write and send an email when you are angry.
- Open up your communication with the correct email etiquette to the teacher and use phrases such as "Can we talk about...?" or "I need to check ...". Avoid comments such as "You should have..." or "You must be mistaken." You may not have all the details you need to support those statements.
- Make respectful requests, such as "Please could you send home the information about..." Avoid giving orders to the teacher, be brief, and stick to the point. Use kind words rather than aggressive phrases. For example, "Please, could you..." and "Thank you for all you did," go a long way in building a good relationship.
- Don't forward someone else's email, including a teacher's, unless you have their permission.
- Watch out for viruses and spam - do not spread these around.