The Sisters of the Good Samaritan hold a unique place in our history. They began the school in 1939 and staffed the school for many, many years. Today we continue on their mission whereby we teach, model and uphold Gospel values and the traditions of the Church. We encourage the children to be reflective and prayerful and strive to develop compassion and respect.

2014
VISION STATEMENT

St Joseph’s Vision Statement
Inspired by our motto “Build in Love”,
we at St Joseph’s School Narrabeen,
a Catholic community of learning,
are committed to providing our children
with a challenging education
in a safe, nurturing and inclusive environment.

Our Mission is therefore to:

Build a Catholic community whereby we
■ teach, model and uphold Gospel values and the traditions of the Church;
■ guide children in their spiritual journey through a developmental, religious education curriculum;
■ provide opportunities for the children to develop a personal relationship with Christ;
■ celebrate successes and sacramental moments;
■ encourage children to be reflective and prayerful;
■ develop a reverence for the earth and its resources and all of creation.

Provide a challenging education which
■ is child centred and holistic (spiritual, emotional, intellectual, physical and cultural);
■ prepares children to face the future with a positive attitude and outlook;
■ utilises an integrated curriculum which allows children to reach their full potential;
■ equips children with the skills required to be productive in the wider community.

Nurture an inclusive environment by instilling the core values of
Empathy ● Co-operation ● Generosity ● Forgiveness
Tolerance ● Inclusion ● Respect

■ Through these values, we aim to develop partnerships between child, parent, staff, parish and community.
■ We strive to develop compassion and respect within our children by recognising the uniqueness of each person.

OUR SCHOOL PRAYER

This is St Joseph’s School, let love abound here
Let us always love the truth, speak the truth and live the truth.
May our school be a place of joy and friendship
where together we build in God’s Love.
Amen.
GENERAL INFORMATION

SCHOOL ADDRESS: 108 Ocean Street Narrabeen 2101
SCHOOL PHONE NO: 9913 3766
SCHOOL FAX NO: 9970 7627
Email: sjn@dbb.catholic.edu.au
SCHOOL WEBSITE: St Joseph's Narrabeen

PRINCIPAL: Michael Gallagher
PRIEST OF THE PARISH: Father Michael Hwang
Co-ordinator of Parish Life: Deacon David McKenzie
PARISH OFFICE: 9982 1058

Administration Officer: Teresa Zappacosta

SCHOOL INFORMATION AND REGULATIONS

SCHOOL HOURS
Morning 9.00am - 11.00am
Recess 11.00am - 11.25am
Mid Morning 11.25pm - 1.00pm
Lunch 1.00pm – 1.50pm
Afternoon 1.50pm – 3.05pm

SUPERVISION
Before School: Staff will be on duty in the playground from 8.30am.
Children are not supervised before this time.
*(We remind parents of the dangers of children being in the playground before supervision begins.)*

After School: Children are picked up at 3.05 and gates are locked after After School Care
Welcome to St Joseph’s

Some background information about our school

Our history:
- St Joseph’s was founded in 1939 by the Good Samaritan Sisters
- Benedictine charism- a spirituality of service, humility and hospitality
- Since 1984 St Joseph’s has been staffed by lay teachers and principals

Our Diocese:
- St Joseph’s is part of the Diocese of Broken Bay
- Our Bishop is Rev David Walker

Our Parish:
- St Joseph’s is part of the Lakes Catholic Parish of St Joseph and St Rose
- Our parish has churches at Narrabeen and Collaroy Plateau.
- The parish office is located at Collaroy Plateau
- Fr Barry and Fr Michael live here in Narrabeen
- There are two primary schools located within our parish - St Joseph’s and St Rose
- Our parish has an elected Parish Pastoral Council to offer advice and assistance to Deacon David in the running of the parish- both Principals are ex officio members

Our system of schools
- Our school is administered by the Catholic Schools Office, Pennant Hills.
- System of 36 primary and 7 secondary schools
- Mr Peter Hamill is the Executive Director of schools
- Ms Anne Duncan is our Schools Consultant

Our funding
- 84% of our funds come from Commonwealth and state governments- the balance is collected in school fees
ADMISSION TO KINDERGARTEN

- There is one general admission of pupils to Kindergarten each year.
- Enrolments applications are called for in May of the year preceding.
- Pupils may be admitted if they will have reached the age of 5 years no later than July 31 in the year they commence school.

All new enrolments are considered by the school enrolment committee, which consists of the Parish Priest, the Principal and one elected parent member of the Parents and Friends Association. Decisions of this committee are guided by the Broken Bay Diocesan enrolment policy. (Please refer to St Joseph's School Application for Enrolment Form).

AFTER SCHOOL CARE

St Joseph’s After School Care Coordinator is Mrs Donna Avery. OOSH Care currently operates Monday to Friday, 3.00-6.00pm in the After School Care Room on the first floor. (Please refer to page 16-17).

ALLERGIES

In the interests of child safety we ask that St Joseph’s be a nut-free school. Please do not send peanuts, peanut butter or peanut-related products to school. Items labelled “may contain traces of nuts” are suitable to send to school. Children with allergies must be identified to the school and an action plan from your doctor provided.

ASSEMBLY

A whole school assembly is conducted each Wednesday afternoon at 2:45pm usually in the hall. In the case of wet weather, the assembly may be cancelled at short notice.

There is a daily dismissal assembly at 3pm in the playground.

AWARDS

Children are presented with awards based upon their achievements for the preceding week. Awards may recognise academic achievement, positive behaviour or the demonstration of Catholic values. Awards are given when a child has received 10 white cards. When a child receives 20 white cards a Bronze Certificate is awarded with Silver and Gold certificates to follow upon receipt of 50 and 80 white cards. Children receive these awards at afternoon assemblies.

BAND

We have a school band which is managed for us by Blue Gum 2 Music. The band is for children in Years 3 to 6. This is at parents’ expense and is additional to the music lessons provided by the school’s own music teacher.

BICYCLES

Children are permitted to ride bicycles to school. The RTA recommends that children under the age of 10 be accompanied by an adult. They must wear a helmet and observe...
all road rules. Children should not ride the bicycle through the playground. Upon arriving at school, the child should dismount and push the bicycle to the designated parking area. A Bicycle User's Permission Note is needed for those who ride to and from school.

BUDDY SYSTEM
All Kindergarten children at St Joseph’s are assigned a Big Buddy from Year 6 who acts as guide and friend for the first year at school. The Buddies work together throughout the school year. Buddies are also provided to the St Lucy’s classes.

CANTEEN
Lunch may be ordered at the school canteen on Monday and Friday each week. Please write you child's name, class and lunch order on a paper bag and place the money inside the bag. The child will place the lunch order in the basket provided on arrival in the classroom. Children do not need to bring more than $2 cash to school for the canteen. (Please refer to page 19).

CHILD PROTECTION
At St Joseph’s we take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer.
2. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries
3. Follow an established process to address allegations of inappropriate behaviour by staff towards children
4. Ensure all people working in our school, including, parent volunteers, are appropriately screened for working with children.

CLASSES AND STAGES
At St Joseph’s we have seven classes from Kindergarten to Year 6. These are in turn organised into stages in accordance with the NSW Board of Studies syllabus guidelines. Stages are developmental representing approximately 20 months growth. This growth is described in educational Outcome Statements used in all NSW schools. Classes in the same stage are therefore, working towards to same set of Outcomes. Our school reports are referenced to achievement within these stages.

The stages are:
- Early Stage 1= Kindergarten
- Stage 1= Year 1 and Year 2
- Stage 2= Year 3 and Year 4
- Stage 3= Year 5 and Year 6.
Classes in the same stage will sometimes work together on the same unit of work. Our school has mapped a two-year cycle of work for each stage. This occurs in Human Society & its Environment, Science & Technology and Personal Development/ Health. This is appropriate given both classes are working towards the same set of Outcomes.

COMMUNICATION WITH TEACHERS
Talking to your child’s teacher is a valuable way to stay in touch with you child’s learning. Our teachers are always happy to talk with you. Teachers are very busy people. Please do not expect teachers to be able to speak to you after the bell has rung in the morning. They have a duty of care to supervise the children. Afternoons are usually a better time. If you require a longer time with your child’s teacher, contact the teacher to set up an interview at a time that is mutually convenient. If you have questions or concerns, please direct them initially to the teacher. If you aren’t satisfied, please contact the school office to make an appointment to see the Principal. Communication is very important!

COMPLAINTS
At St Joseph’s we take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you have a complaint about a student other than your own child you should raise it with your child’s class teacher.
- If you have a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the principal.
- If you have a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained (see Child Protection).

Please refer to the Parent and Community Information Brochure – Addressing Concerns About a School available on the CSO website at


See also Child Protection Parent Information Sheet (Appendix A).

CURRICULUM
There are seven KEY LEARNING AREAS (KLA’s) and our Curriculum follows guidelines from the NSW Board of Studies and Catholic Schools Office of Broken Bay. Teachers endeavour to display and develop Gospel Values in all curriculum areas.

The Religious Education program has been developed by the CSO Broken Bay. Daily classroom prayer and attendance at Mass are a regular part of the school programme.

The English curriculum involves the integration of the children's listening, speaking, reading and writing. It aims to develop the children's ability, confidence and interest in both spoken and written language.

The Mathematics curriculum consists of 4 strands - Number, Space, Measurement and Working Mathematically. It aims to develop concepts and operational skills through the
regular use of structured materials, which will enable the children to discover relationships and apply these to real life situations.

**Human Society and Its Environment (HSIE)** curriculum is concerned with the study of people, their history, varying cultures and environments. Particular attention is focused on our own country with its multicultural society.

**Science and Technology** curriculum provides children with opportunities to learn about the natural and made environment, with emphasis on first hand experiences, inquiry and problem solving.

**Creative Arts** curriculum includes music, drama, art and dance and provides children with a wide variety of opportunities for creativity and self-expression.


**EXCURSIONS**

As part of the learning experience and to enhance understanding of a topic, children go on excursions. Teachers will send home information about what they hope to achieve, times of departures and arrival. Parents are usually invited to assist on these days. Volunteers will be asked to sign Prohibited Persons declaration. This is a statutory requirement. From time to time, the school organises an incursion (a visit by a group). Children participate in activities provided by these groups. Life Education is an example of an incursion.

The cost of these activities is included in the school’s education fee. You will be notified well in advance. You will be asked to sign a consent form allowing your child to participate. In Year 5 and 6, the children participate in an over night camp. The children will visit, for example, Canberra or Bathurst. Camp is associated with a unit of work being studied in class. Two teachers accompany the children. A separate account will be sent to cover this cost.

The school attempts to take care not to overburden parents financially. Thus, the timing and type of excursions are given careful consideration.

**FREE BUS TRAVEL**

Free passes are available for all children in Kindergarten, Year 1 and Year 2, irrespective of distance travelled.

Free bus passes are also available for children in Years 3, 4, 5 and 6 if they live further than 1.6km, as the crow flies, from school or 2.3km by the closest walking route.

Application forms can be obtained from the school office. One application is sufficient and bus passes are automatically renewed each year. However, for a child moving from Year 2 to Year 3 another application form must be completed before the end of the year. When transferring to another school the bus pass must be handed in at the school office. If a bus pass is lost, please contact the School Office on 9913 3766.

**GATES and SECURITY**

The street gates at St Joseph’s are unlocked each morning at 8:30am, when supervision commences. Gates ought to be closed and latched at all times. The Lagoon Street and Ocean Street gates have a bolt and child proof locks. Both ought to be secured at all times for the safety of the children. Gates are closed at recess and lunch for the safety of
children. The gates are locked each day after the last child is collected from After School Care. Gates are always locked after 6pm.

**HATS**
Children are expected to wear St Joseph’s School hats whenever outdoors throughout the year. A “no hat – no play” rule exists. St Joseph’s school hats are available from the uniform shop.

**KISS AND RIDE**
There is a whole school dismissal assembly at 3pm daily. A Kiss and Ride system operates in the No Parking zone on Lagoon Street. Parents should tell their child if he or she is to use Kiss and Ride. Children will be escorted to the cars by a member of staff. Parents are asked to remain in their vehicles. If your child is not present at Kiss and Ride, you will be asked to drive around the block whilst your child is located. **PLEASE DO NOT QUEUE IN WELLINGTON STREET AS THIS INTERFERES WITH TRAFFIC FLOW.** We recommend staggering the time that children are collected from Kiss and Ride so as to avoid queues. Supervision is provided at Kiss and Ride until 3.20 pm after which parents need to park and collect children from the bus duty teacher in the playground.

**LATE REGISTER**
If your child arrives at school after 9am, the child needs to be signed in on the late register in the school office. Please complete the register before taking your child to class. *(Please refer to page 10 Regular Attendance and Absences).*

**LITURGY AND MASS**
As a Catholic school, we regularly attend Mass. Each Thursday, one stage group (two classes) attend a parish Mass at 9:15am. The whole school attends mass together each term. The date for these liturgies is advertised in the school newsletter. Parents are most welcome and are encouraged to attend. The school celebrates a Parish/Family Mass one weekend per term. The children and parents of the school take a major role in the Mass preparation. Everyone is expected to attend in this very important liturgy.

**MEDICATION**
Teachers are not permitted to give medication to children without written consent. This includes over the counter medications including headache tablets. If you require your child to take medication at school, you need to notify the school in writing and include a note from your doctor detailing the purpose of the treatment, the specific medication type and dosage. You will also need to inform the school for how long this medication is required to be administered. If your child is **asthmatic**, an action plan for the management of the asthma is required. Similarly, if your child has any **allergies**, you need to notify the school and provide an action plan from your doctor to treat an allergic reaction. Action plans are reviewed annually or whenever the treatment is changed by your doctor.

**MOBILE PHONES**
Children should not have mobile phones at school. If there is a reason why a child needs a mobile phone, a letter explaining the reasons ought to be directed to the Principal who will make a determination to vary the policy in each case. The school accepts no liability for mobile phones that have been granted permission to be at school.

**MONEY**
From time to time you will need to send money to school. Please ensure money is in a named, sealed envelope. Each class has an office bag. Money can be given to the
class teacher who will pass it onto the school office. We have a $2 money limit for the canteen.

NEWSLETTER
A school newsletter is emailed every Wednesday. This is the primary source of information about what is happening at the school. Please take a moment each week to read the newsletter. Additional copies of the newsletter are available from the school office.

PARENTS AND FRIENDS ASSOCIATION
Meetings are held once a term, usually the Wednesday of Week 3. Information is sent via the school newsletter on a weekly basis. Our P&F is very active and welcomes new ideas and participation.

PARKING OF CARS
Parents are asked to observe the parking regulations in the streets adjoining the school. We request that you leave your vehicle and cross the road, using the crossing to collect your child rather than have your child running across to you or through parked vehicles.

Be sure that the parking regulation signs are observed.
The “No Parking” (Kiss and Drop) zone in Lagoon Street can be used from 8.30am each morning and 3.05pm each afternoon. You are entitled to stop for two minutes to drop off and pick up passengers. You must stay within 3 metres of your vehicle.

(This information is accurate as at 27 October 2009. Current information may be obtained from the RTA (www.rta.nsw.gov.au).

The “No Stopping” zones in Ocean Street must not be used for drop off or collection of children.
There is a public car park in Lagoon Street (between Waterloo and Albert Streets). We would encourage you to use this facility.

PLAYGROUP
A playgroup for pre-school age children is conducted on Mondays in the Parish Hall. A small fee is charged. Parents of pre-school age children are welcome to participate in this Playgroup. Contact the parish office for details.

REGULAR ATTENDANCE AND ABSENCES
Please send your child on time each day. Regular attendance at school is essential for progress. (See above regarding Late Register)

Please notify the school on any day your child will be absent by phoning the school secretary on the morning of the absence by no later than 9:30am. Please provide a dated, signed note explaining the absence when the child returns to school. It is a legal requirement that class rolls are marked each day by the class teacher and all notes regarding a child’s absence are retained with the roll.

Children who are late for school must report to the office and complete the Late Register. If your child is more than 30 minutes late, we are obliged to mark the child as being partially absent from school for that day.

Permission from the Principal is necessary to remove children from the school for more than 5 days e.g. holidays, transfers. Please write to the principal seeking permission.
No child will be allowed to leave school early on his/her own without written permission from a parent.

Please refer to Appendix B “School Attendance” for more details.

REPORTING TO PARENTS

At St Joseph’s we believe that reporting is the public communication, either written or oral, of assessment, to the student, parents, other teachers or other audiences. While commonly a formal process, it may also be an informal one.

The range of ways to communicate with parents about their child’s progress includes:-

Providing an outcome based report to parents at:

☐ The end of Term 2
☐ The end of Term 4

Reports are a formal strategy used to provide information to parents about their child in each Key Learning Area. They meet the Government requirements for reporting to the Common Grade Scale. St Joseph’s is committed to good communication and therefore, if any student is receiving a ‘basic’ or limited’ grade teachers will have made contact with the parents before the middle of Term 2 to inform them of their child’s low achievement.

These are followed with the opportunity for parents to meet with the class teachers to discuss the students’ progress.

Parent / teacher interviews are held at the end of semester one and are offered at the end of semester 2, in accordance with 2006 Government legislation. Interviews are held by the staff in the same week, with one night offering late afternoon/ early evening times. The front office personnel will assist teachers to organise notes/ online bookings. Interviews will be 15 minutes in duration. Any parent or teacher requiring more time will make arrangements outside the P/T interview times.

Timeline for School Reports

On-line system (Reporter-Pro) opened by the Principal at the beginning of the reporting term (i.e. terms 2 & 4) with all class teachers names upgraded each year by the front office personnel. Reports should reflect the varying abilities of each class and every KLA should have a range of grades given over the class/ year level (i.e. not all “sound” grades should be assigned to an entire class/ year).

Reports are to be proof read by a colleague and are due to the Principal for review by the end of the third last week of term (i.e. in a ten week term this would be week 8). Once finalised the Principal and class teacher/s sign the reports. These are sent home, with the students, on the Friday of the second last week of term (i.e. in a ten week term this would be week 9). A second copy of the report is printed and filed in each student’s folder. Parent/ teacher interviews are held in the last week of the term.
SCHOOL FEES
Accounts are forwarded at the commencement of Terms 1, 2 and 3. A reduction (upon completion of form) is given for a second and third child. Cases of financial hardship should be brought to the attention of the Principal. (Please refer to sample fees in this document).

SICKNESS / ACCIDENTS
In the case of sickness or accident at school, the parents will be notified. If parents cannot be contacted, the child will remain at school in the sick room. If there is a change in home or emergency phone numbers the school should be notified as soon as possible.
A child who is not healthy cannot concentrate on schoolwork. If your child is unwell, please keep him/her at home until completely well. Some common childhood diseases, which will keep students at home:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKEN POX</td>
<td>7 days after spots appear.</td>
</tr>
<tr>
<td>CONJUNCTIVITIS</td>
<td>Until discharge from eyes has stopped.</td>
</tr>
<tr>
<td>GERMAN MEASLES</td>
<td>7 days from appearance of rash.</td>
</tr>
<tr>
<td>HEADLICE</td>
<td>Until hair is completely clear of nits or lice.</td>
</tr>
<tr>
<td>HEPATITIS</td>
<td>Re-admitted to school with a medical certificate.</td>
</tr>
<tr>
<td>IMPETIGO</td>
<td>Re admitted if the sores are completely covered by a clean dressing.</td>
</tr>
<tr>
<td>MEASLES</td>
<td>5 days from appearance of rash.</td>
</tr>
<tr>
<td>RINGWORM</td>
<td>Until all evidence has disappeared or medical certificate is produced.</td>
</tr>
</tbody>
</table>

SPORT COLOUR HOUSES
In Kindergarten students are allocated to one of four colour houses Blue (Polding), Green (Aloysius) Red (St Joseph’s) Yellow (Therry). Siblings of older children are placed in the same colour house as their family members. Children without older siblings are then allocated to colour houses to balance numbers.

STAFF DEVELOPMENT DAYS
Each year the Catholic Schools Office allows the school up to five pupil free days for the staff to use for professional development. Parents will be notified well in advance via the weekly school newsletter and term diary.

ST LUCY’S
St Joseph’s hosts two classes of children with disabilities from St Lucy’s Special School at Wahroonga. The children who may be considered candidates for future mainstreaming at their local school come from all along the peninsula. They are children in the first couple of
years of their schooling (Kinder to Year 1). The children in the St Lucy’s classes wear the St Joseph’s uniform and share our facilities. The classes are staffed by specialist teachers from St Lucy’s. For all enquiries regarding Enrolment into these classes, please contact St Lucy’s, Wahroonga 9487 1277

STUDENT INFORMATION AND FAMILY CONTACT INFORMATION
Please ensure that the school is promptly notified if your details should change. This is especially important for telephone numbers and emergency contact details that you provided at enrolment.

SUNDAY MASS
St Joseph’s is part of the Lakes Catholic Parish of St Joseph and St Rose. Mass is a “family event” and central our faith. You are invited to take your child to Mass with you and pray with your child each day.

St Joseph’s: Saturday: (Vigil) 5.30pm & Sunday: 9.30am
St Rose: Sunday: 8.00 am and 6.00pm

Weekdays:
St Joseph’s: Monday, Tuesday, Friday 8.30am; Thursday 9.15am
St Rose: Sacrament of Reconciliation: Saturday 9.15am / Sunday 5.30pm (St Rose)
Sunday 10.00am (War Veterans Chapel)

The Lakes Catholic Parish
St Joseph’s Narrabeen and St Rose Collaroy Plateau

VISITORS
All visitors to St Joseph’s must sign in at the school office and take a visitors badge to wear. Staff members are identifiable by their name badges.

PARENT HELPERS / VOLUNTEERS

Parental involvement is vitally important to the life of our school. We view it as building a partnership between parents, students and teachers in supporting faith and academic development of all students. Parents may support the school and class programs through assisting with excursions, learning support, computers, reading groups, canteen, being a class parent coordinator or through P&F activities.

It is important that all parent helpers / volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- complete a Volunteer/Student Declaration declaring they not a prohibited person.
- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are
considered to be ‘staff’ for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated (see Child Protection).

- Keep observations about an individual child, small groups of children or the whole class strictly confidential
SCHOOL FEES
Accounts are forwarded at the commencement of Terms 1, 2 and 3

EXPLANATION OF SCHOOL FEES 2013

Tuition Fees set by the Diocesan Schools Board:

1st child: $1365 per year (invoiced over 3 Instalments)
2nd child: $1092 per year
3rd child: $682.50 per year
4th child: No fees (this discount applies when the appropriate form is completed, to siblings in Diocesan Schools only).

Diocesan School Building and Maintenance Levy:

$810 per family per year (invoiced over 3 Instalments)
This levy will help the Diocese plan and finance future school building and maintenance needs.

School Fees set by the School:

Education Fee: $681 per child - resources, sport and activities
Swimming Fees (Years K-2) $125 per child (approximately)
Camp Fees Years 5 and 6: $210 per student (approximately)
Year 6 Leadership Camp: $310 per student (approximately)

<table>
<thead>
<tr>
<th>2014</th>
<th>School Resumes 2014</th>
<th>School Closes 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Tuesday 28/1 – Staff Students 1-6</td>
<td>Friday 11/4</td>
</tr>
<tr>
<td></td>
<td>Wednesday 29/1 – Students Years 1-6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thursday 30/1 – Kindergarten</td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 28/4</td>
<td>Friday 27/6</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 14/7</td>
<td>Friday 19/9</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 7/10</td>
<td>Wednesday 17/12 – Students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Friday 19/12 - Staff</td>
</tr>
</tbody>
</table>
**WATER SAFETY PROGRAM**

St Joseph's offers a water safety program for our Kindergarten to Year 2 children in Term 4 each year. The program typically is a series of eight lessons with fully qualified swim instructors. We are currently using Terrey Hills Swim Centre for these lessons. The children go as a school by bus to the classes accompanied by their teachers. Years 3-6 participate in a surf safety programme in Term 4.

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**SCHOOL UNIFORM**

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer (Terms 1 &amp; 4)</strong></td>
<td><strong>Summer (Terms 1 &amp; 4)</strong></td>
</tr>
<tr>
<td>Blue check tunic / school hat</td>
<td>Grey shorts / blue shirt / school hat</td>
</tr>
<tr>
<td>Grey, short socks</td>
<td>Midford: Colour-School Blue</td>
</tr>
<tr>
<td>Black shoes</td>
<td>Grey striped socks / black shoes</td>
</tr>
<tr>
<td><strong>Winter (Terms 2 &amp; 3)</strong></td>
<td><strong>Winter (Terms 2 &amp; 3)</strong></td>
</tr>
<tr>
<td>Tartan blue tunic / school hat</td>
<td>Long grey pants</td>
</tr>
<tr>
<td>Sky blue blouse and tab tie</td>
<td>Long grey socks / black shoes / school hat</td>
</tr>
<tr>
<td>Grey tights or long socks</td>
<td>Blue shirt long sleeve / school tie</td>
</tr>
<tr>
<td>Black shoes</td>
<td>Royal blue jumper / zip jacket / fleece jacket with school crest</td>
</tr>
<tr>
<td>Royal blue jumper / zip jacket / fleece jacket with school crest</td>
<td>Winter</td>
</tr>
<tr>
<td><strong>Sports Uniform – Summer</strong></td>
<td><strong>Sports Uniform – Summer</strong></td>
</tr>
<tr>
<td>Royal blue shorts (skirt optional) / school hat</td>
<td>Royal blue shorts / school hat</td>
</tr>
<tr>
<td>White sport shoes and socks</td>
<td>White Polo Shirt with St Joseph’s school crest</td>
</tr>
<tr>
<td>White Polo Shirt with St Joseph’s school crest (available from Clothing Pool)</td>
<td>(available from Clothing Pool)</td>
</tr>
<tr>
<td><strong>Winter</strong></td>
<td><strong>Winter</strong></td>
</tr>
<tr>
<td>Sport shirt / Royal blue shorts or track pants</td>
<td>Sport shirt / Royal blue shorts or track pants</td>
</tr>
<tr>
<td>White sport shoes / white socks</td>
<td>White sport shoes / white socks</td>
</tr>
</tbody>
</table>

**Agents for Uniforms:**
Pied Piper Shop 22 / 7 Bungan Street Mona Vale 2103  Phone: 9997 5792

**School Clothing Pool:** Open Mondays 2.45pm-3.15pm. You can email or call Cath or Kim.
Cath: pipers@tpg.com.au  (T: 0408 624 688) / Kim: jkrosies5@bigpond.com.au  (T: 0434 678 892

All items with school logo only are available from the Clothing Pool:

**School Bag:** $42;  **Sports Shirt:** $28;  **School Hat:** $15;  **Boys only school socks:** $6 pair;
**School V Neck Jumper:** $20;  **Zip Jacket:** $40;  **Fleece Jacket (winter):$40

All other items are available from Pied Piper – school tunics, summer dresses, blouse, boys pants. Big W or Best & Less sell the sports shorts and track pants.
**St Joseph’s**

**Out of School Hours (OOSH) Care**

Coordinator  Donna Avery  0414 530 127

<table>
<thead>
<tr>
<th>Student</th>
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<table>
<thead>
<tr>
<th>Parents’ Names</th>
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<tbody>
<tr>
<td>Mum</td>
<td>Dad</td>
<td>Home</td>
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<table>
<thead>
<tr>
<th>Mobile &amp; Home Phone</th>
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<tr>
<td>Name:</td>
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<th>Allergies</th>
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<tr>
<th>Other Conditions</th>
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I have read the policy of St Joseph’s OOSH and accept all conditions

Signed By: ........................................... Date: ...................................

Parent / Guardian

**Fees**: $14.00 per child & $15 for a casual visit.

Fees are to be paid STRICTLY on a weekly basis unless alternative arrangements have been made with Coordinator.

**LATE Fees**: A $5.00 fee will apply for each week fees are overdue accumulative.

**LATE PICK UP Fees** will apply from 6.01-6.15pm of $10.00 then $5.00 for every five minutes thereafter.

**ATTENDANCE**: If your child will not be attending After School Care on their designated day/s, Coordinator must be advised prior to 2.00pm on the day they were to attend. If notification is not received, daily fees will still apply.
St Joseph's Narrabeen
OOSH Association Inc.
Policy 11th December 2002

St Joseph's After School Care operates daily in the Art Room (top stairs, opposite play equipment, left hand side room). Hours of operation are 3pm-6pm daily. It offers children attending and enrolled in St Joseph's Primary Catholic School Narrabeen, a safe and caring environment.

Listed below are specific policies.
Children will be able to utilize the service upon acceptance of these policies by their Parent / Guardian.

Enrolment
An information sheet must be completed and held by the Co-ordinator prior to child attending.

Bookings
Children must be booked into After School Care prior to them attending. Children will NOT be accepted if a booking has not been made. Co-ordinator must be advised if a child will be absent. If cancellation notice is not received the applicable daily fee will apply.

Fees
The following fees will apply and may be reviewed from time to time
Permanant (same days each week): $14.00 daily
Casual: $15.00 daily
Late Fees: 6.01pm-6.15pm $15.00 then $5.00 for each 5 minutes thereafter.

Staffing
The centre will always be staffed by caring, trustworthy, reliable people known either by the School Principal or the Co-ordinator.

Medical Treatment and Emergencies
The staff may be required to administer basic First Aid for minor injuries such as abrasions, etc. If any First Aid is required parent will be advised when they collect their child.
Should an emergency arise the parent will be contacted as per their phone number supplied on Enrolment Form. If parent is unable to be contacted, the emergency contact will be contacted. In the event that neither contact can be reached it is within the Co-ordinators discretion to summon medical treatment with the costs incurred by the parent / guardian.

Discipline
As the philosophy of our After School Care Centre is to provide a relaxed environment that children enjoy, rules and regulations are kept to a minimum. Basic rules are put in place to ensure the safety of the children and children are expected to behave accordingly. If inappropriate behaviour does occur this will be initially discussed with child. Should inappropriate behaviour continues and disrupts the day to day running of the Centre access to the service may be denied.

Records
A daily attendance will be held by Coordinator

Signed: ............................................ Date: ..................................
  Parent / Guardian
BUSES AVAILABLE TO
ST JOSEPH’S CATHOLIC PRIMARY SCHOOL

FOREST COACH LINES

236 - Elanora Heights
Departs 3:05pm from front of school (Lagoon St) via Pittwater Road, Rickard Road, Elanora Road, right into Koorangi Avenue, left into Maralinga Avenue, left into Lumeah Avenue, Kalanga Road, Powderworks Road, Garden Street.

For further information, please phone 9450 2277 or click on the link Forest Coach Lines

STATE TRANSIT AUTHORITY

State Transit Buses – 711 & 760

AM School Runs

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<tr>
<td>Newport</td>
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<tr>
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<tr>
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<tr>
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PM School Runs – 710, 760 & 746

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<td>Veterans Pde &amp; Rose Ave Cromer Heights</td>
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The above is only a guide, for further information please phone: State Transit 13 15 00 or follow the link

St Joseph’s School Buses
St Joseph’s Healthy Canteen Menu

Snacks (available all day)
- NEW! Assorted plain biscuits eg Anzacs, Arrowroot, Teddy Bears, Anzac... 0.20
- NEW! “The Natural Confectionary Co.” coloured snakes 0.20
- Sun Valley True Fruit bars 120g (100% fruit) 0.60
- Cheese and Jiisa (4/pack) 0.80
- Wiggles biscuits 25g / NEW! Choc Chip / Chocolate Tiny Teddies 25g 0.50
- Goobies - Goats Milk Snacks - strawberry / chocolate 1.20
- NEW! Shortbread Man with chocolate dipped hands and feet 1.50
- NEW! Sultanas / Sultanas and Apples / Sultanas and Apricots 0.60
- Organic Spinach Rye Chocolate Brownies 2.00
- NEW! Organic Mini Cupcakes (2/pack) - flourless choc orange/ carrot cake 1.00
- NEW! Florida’s Natural Fruit Nuggets - strawberry / blueberry / orange 3.80
- Garlic Bread - fresh ground organic garlic “Nuttlex” butter on wholewheat bread 0.50
- Seasonal Whole Fruit - Apple (Green or Red) / Orange / Mandarin / Banana 0.60
- Organic “Micro Macro” corn chips 20g / “Potho” potato chips 25g 0.70
- Organic “Amban” Cocoa / Vanilla wholegrain brown rice bars 25g 1.40

Lunch Orders - Wednesday / Friday only
- Pasta with meatballs (not sourced from the “Deli on Waterloo, Narrabeen”) 2.50
- Meatball and taboulie wrap (not sourced from the “Deli on Waterloo, Narrabeen”) 3.00
- Chicken or Grilled Eggplant Schnitzel wrap (not sourced from the “Deli on Waterloo, Narrabeen”) 4.00
- Ham Cheese sandwich (not sourced from the “Deli on Waterloo, Narrabeen”) 2.50
- Frittata - mushroom, spinach and tomato (not sourced from the “Deli on Waterloo, Narrabeen”) 2.00
- NEW! Sausage sandwich - WEDNESDAY ONLY 1.50
- “Marion Plains Organic Meats” mini sausage rolls (3 pieces) 2.00
- Organic Honey / NEW! Cheese sandwich (Wholegrain bread) 2.00
- Baked Bean / Cheese / spaghetti / pineapple jellifish (Wholegrain bread) 2.00
- Sushi (chicken / tuna / avocado) - FRIDAY ONLY (not sourced from “Sushi World, Dee Why Plaza”) 2.60
- NEW! “Marion Plains Organic Meats” Chunky Beef / Lamb pies 3.00

Drinks - Hot / Cold
- Organic Spring water 150ml (no additives) / NEW! Just Juice 100% Juice Poppers 200ml 1.00
- Pure Milk 300ml 1.00
- CaleYum flavoured milk 150ml - strawberry / chocolate / banana 1.50
- 100% Fruit Juices 100ml - wildberry / pineapple 0.60
- “Abundant Earth” Organic Hot chocolate latte 150ml 1.00

Frozor Treats
- 100% Frozen Fruit Juices 100ml - wildberry / pineapple 0.60
- Mini Gelato cup 100ml - vanilla / chocolate 1.50
- NEW! Moosies Milk Freeze blocks 110g - chocolate 1.00

Please contact Sandra O’Malley (0415 8337 / 0401 242 750) if you have any questions regarding the menu.
APPENDIX A:

CHILD PROTECTION INFORMATION

At St Joseph’s we take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer.
2. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries
3. Follow an established process to address allegations of inappropriate behaviour by staff towards children
4. Ensure all people working in our school, including, parent volunteers, are appropriately screened for working with children.

Responding to risk of harm

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child is at risk of ‘significant harm’ from abuse or neglect, then a report must be made to the Community Services Child Protection Helpline (CP Helpline).

School staff are expected to inform the Principal when they are concerned that a child may be at risk. It is the role of the Principal (or delegate) to make the report to the CP Helpline.

In making a report, the Principal will consider all of the information and seek appropriate advice from the CSO’s child protection team. Any information about a child at risk is kept confidentially by the Principal.

In any situation where a child is considered to be at risk the school will develop a support plan and will work with the child and family to assist them as much as possible.

If you have concerns about a child at this school who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.

Maintaining Professionalism

All staff at are expected to act professionally in their behaviour towards children. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

We understand that staff have a duty of care to:

- Ensure no child is exposed to foreseeable risk of harm
- Take action to minimise risk
- Supervise actively and
• If we see others acting inappropriately with children, report concerns to the Principal or seek further advice

School staff also understand that they are in a position of trust, authority and influence in relation to children and that it is important that we do not take advantage of that position to mistreat or misguide students either intentionally or inadvertently. Staff at St Joseph’s strive to:

• Demonstrate appropriate relationships with children that cannot be misinterpreted as overly personal or intimate
• Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns
• Maintain appropriate physical contact with children, including physical contact that may be necessary to exercise appropriate duty of care
• Follow the school’s policies and procedures relating to child welfare and wellbeing including serious incidents and reporting risk of harm

**Addressing complaints of inappropriate behaviour by staff**

Providing a safe and supportive environment for both students and staff includes addressing complaints of inappropriate behaviour by staff towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the *NSW Ombudsman Act 1974.*

The NSW Ombudsman is a government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that ‘staff’ includes paid staff as well as volunteer helpers.

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSO’s Child Protection Team (CP Team). Because of the legal requirements such complaints are assessed by the CP Team.

All complaints are investigated and resolved through a fair and confidential process which involves listening to ‘both sides of the story’ and giving all involved an opportunity to be heard.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring, formal warning/caution, removal from duties or termination. If harm has occurred to a child counselling or other support may be made available.

**Screening of those working in schools**

Background screening checks are conducted for all employees working in our school. This is known as the Working With Children Check. External tutors and coaches working with students in our school in dance, music, sport, art etc are also expected to obtain a check which the school verifies prior to engagement.
Parents and carers should also be aware that they are able to verify online that a person who they have engaged privately outside of school, to work with their children, has completed the appropriate check.

The purpose of the check is to exclude people from working with children who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from child-related employment. It is an offence for prohibited persons to apply for or attempt to obtain, undertake or remain in child-related employment in any capacity.

Further information on screening checks can be found on the website for the NSW Commission for Children and Young People http://www.kids.nsw.gov.au

If you would like further information regarding any of the above please speak to your Principal first or feel free to contact the CSO Child Protection Team on: Phone: 9847 0618 or Office Fax: 9847 0611
APPENDIX B:

Absence from School

Amendments to Law about School Attendance for Students of Compulsory School Age

What to Do When Your Child Is Absent From School

- On the first day of the absence, contact the school office early in the day either by telephone or email and state the reason for the absence and the likely date of your child’s return to school. Please do not delegate this responsibility unless circumstances prevent you from taking care of it personally.

- When your child returns to school, provide a written note providing the reason(s) for the absence. This note must be signed by one of the parents/carers and dated.

- If the absence is due to sickness and lasts for several days, it would assist the school if you obtain a doctor’s certificate and provide this with your written note.

- The Principal may request a doctor’s certificate if you do not provide one. Please note that in the case of frequent absences for which the explanations are questionable, the Principal may decline to accept the doctor's certificate as a valid reason for absence. In this case, you would be informed of the Principal's decision in writing.

- The Principal is responsible for accepting or not accepting a parent’s/carer’s explanation for their child’s absence. If an explanation is not forthcoming or is not acceptable, the absence will be recorded as A – Unexplained or Unjustified. If, after seven school days an explanation has not been provided, the absence will be recorded as A – Unexplained or Unjustified regardless of whether a subsequent explanation would have been acceptable to the Principal.

- If an unavoidable absence is planned (e.g. a medical appointment), the school office must be informed in advance, preferably by a hand-written note or email. It would be helpful if copies of relevant documentation (e.g. appointment card) are attached and the note signed by the parent/carer and dated. Alternatively, a phone-call to the school office can be made and followed up with a note/email.

What To Do When Your Child is Late to School

- Lateness is recorded as a partial absence. When monitoring attendance, partial absences are totalled up and converted into the equivalent number of whole day absences. For example: A child regularly arriving to school 30 minutes late three times a week throughout the year will be deemed to have missed 10 days of school.

- When your child is late for school, please provide the school office with a written note/email explaining the lateness. The note should be signed and dated by the parent/carer. Where possible, the note should be provided when your child arrives at school. If not, the note/email should be provided on the next school day. If, after 7 school days an explanation has not been provided, the lateness will be recorded as A – Unexplained or Unjustified.

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1 All children from 6 years of age and under the age of 17 years are of Compulsory School Age and are legally required to attend school or be registered for home schooling. Alternatively, once they have completed Year 10 they may engage in full-time paid work, or part-time paid work and part-time study. Students who have completed Year 9 may complete Year 10 through an Apprenticeship or Traineeship or complete Year 10 at TAFE.
regardless of whether a subsequent explanation would have been acceptable to the Principal

Applications for Leave in Advance (For Students of Compulsory School Age)

- The Principal can allocate up to 5 days of leave per student in a school year.
- Applications for leave should be made well in advance of the intended date. Only in exceptional circumstances will leave be granted without notice or retrospectively.
- Leave is granted for reasons such as:
  - a misadventure or unforeseen event (i.e. exceptional circumstances)
  - participation in special events not related to the school (e.g. receiving a community award)
  - domestic necessity such as serious illness of an immediate family member
  - attendance at funerals
  - recognised religious festivals or ceremonial occasions
  - other reasons which, at the Principal's discretion, are deemed to be in the best interest of the child.

- Generally, leave will not be granted for family holidays taken during term time. An exception to this may be that the family circumstances are such that the Principal considers that the holiday would be in the best interests of the child.
  
  NB. Should Parents/Carers take the leave regardless of the Principal's decision not to grant leave, the school will record the absence as A – Unjustified Absence. Depending on the student's previous attendance record, this can have serious implications as outlined below.

- Leave applications for more than 5 days require an Application for Exemption from Attendance at School. The Principal may grant an Exemption of up to 100 days in a 12 month period. Applications for more than 100 days are forwarded (with a recommendation from the Director of Schools) to the Minister for Education. Detailed application forms are required to be completed before an Exemption from Attendance is granted. Applications cannot be dealt with retrospectively.

What might happen if my child continues to have unacceptable absences?

It is important to understand that the Broken Bay Catholic Schools Office is required to take further action where children of compulsory school age have recurring numbers of unexplained or unacceptable absences from school. Some of the following actions may be undertaken.

- Initial Compulsory Schooling Undertakings
- Report(s) to Community Services (DoCS)
- Compulsory Attendance Conferences
- Further Compulsory Schooling Undertakings
- Applications to the Children’s Court – A Compulsory Schooling Order
- Prosecution in the Local Court

If all attempts by schools, the Catholic Schools Office staff and regional support staff fail to improve a student’s attendance, action can be taken in the Local Court and the result can be fines up to a maximum of $11,000.