



**ST JOSEPH'S PRIMARY SCHOOL
GLOUCESTER**

CONTENTS

We welcome you to our school	Mini Vinnies
Staff for 2022	Parent Engagement Group
Our Vision and Mission	Parental/Carer Involvement
Absences	Parent/Teacher Interviews and Reports
Arriving at/Leaving School	Pastoral Care
Assemblies	Permission Notes
Assessments	Public Speaking
Bus Travel	Reporting
Canteen	Sacraments
Child Protection	School Banking
Communication	School Fees
Early Birds – Transition to Kindergarten	School Hours
Enrolments	Sport
Facebook	Stage 3 Camp
Gifted Education Lead School	Students with Disabilities
Health and Medication	Therapists
Homework	Uniform Requirements
Kindergarten - Successful Foundations	Visitors and Volunteers
Library	Website
Lunchtime Activities	

WE WELCOME YOU TO OUR SCHOOL

St Joseph's is a small Catholic primary school located in the Manning Region of the Maitland-Newcastle Diocese.

There are three classrooms, consisting of composite class structures. Because of our small class sizes, we boast inclusive education designed to meet the individual learning needs of all our students. All the children have access to the added assistance of learning support officers to enhance their learning and to assist the classroom teachers meet the needs of every child, regardless of academic ability.

Staff and students have access to the latest technology to enhance learning, including iPads, laptops, smart boards and video conferencing facilities. This technology enables the students to access the wider world, including classrooms in locations other than Gloucester. We are proudly associated with other Catholic schools in the Manning Region, including St Clare's High School in Taree, implementing and accessing the region's Gifted and Talented Program in Mathematics. Video conferencing enables our students to be a part of a virtual classroom as they build their skills in Mathematics with like-minded students in other locations.

St Joseph's offers a variety of sporting opportunities for students, with many representing at PSSA in athletics, swimming and cross-country. Weekly sport programs are assisted by Sporting Schools Australia and all

the children are given opportunities to develop skills in a variety of sports, including golf, tennis, hockey and rugby union. All classes take part in a yearly swim program.

St Joseph's offers a variety of cultural activities also. We have access to the Diocesan ASPIRE program that recognises the talents of students in the area of performing arts. Children take part in many school-based assemblies and performances, using our school hall and surrounds. We proudly display artworks at the local gallery and other public domains as the opportunity arises. Children in all stages participate in the Diocesan Public Speaking Competition and the students in Stage 3 have the opportunity to participate in the Diocesan Debating Competition if they wish.

St Joseph's is a small school, staffed by a very committed team dedicated to delivering a quality education to all our students. Thank you for taking the time to consider St Joseph's for the education of your child.

Please feel free to come and visit to see first-hand what we can offer. Please contact the office to make a suitable time to come and view our facilities and to meet the staff. We look forward to meeting with you soon.





2022 STAFF

Principal:

Mrs Amy Maslen

Religious Education Coordinator:

Mr Adam McCann

Kindergarten/Year One Teacher:

Mrs Kylie Clare

Year Two/Three/Four Teacher:

Mr Adam McCann

Year Five/Six Teacher:

Kate Jordan

Executive Release:

Miss Casey Gooch

Lead Teacher Literacy/Numeracy:

Mrs Kylie Clare

Teacher Librarian:

Casey Gooch

Learning Support Teacher:

Mrs Amy Maslen

Library Assistant:

Mrs Jennifer Shultz

Pastoral Care Worker:

Mrs Jenny Jensen

Aboriginal Education Worker/Learning Support Officer:

Mrs Kelly Middlebrook

Administration/Reception:

Mrs Lisa Moore

Cleaner:

Ms Melissa Mitchell

Counsellor:

Mrs Alison Perry

ST JOSEPH'S GLOUCESTER IS A CATHOLIC SCHOOL COMMUNITY THAT VALUES AND IS COMMITTED TO:



Nurturing a faith-based education that develops a value base, centred on the person of Christ



Providing highly skilled, inspiring educators in a contemporary learning environment



Producing independent, life-long learners with outstanding leadership qualities



Providing the highest quality inclusive education, supported by the latest technology and contemporary resources



Creating an environment of support for every student's needs



Fostering positive family relationships and genuine partnership



Modelling and developing integrity, honesty and openness



Building a pastoral, respectful and cohesive community.

ABSENCES

All absences from school must be explained as soon as possible. Parents/carers can write a note, email, phone the school office, use the absence function in Compass. Children will be marked absent without explanation until the school is informed otherwise. Unexplained absences will be followed-up by the school and continued unexplained absence from school will result in formal action being taken, in line with diocesan policy.

ARRIVING AT/LEAVING SCHOOL

Supervision of students commences at 8.30am each morning, so parents are asked not to drop off children before this time. The first bus arrives about 8.35am. Students who walk or ride their bikes are asked not to arrive before 8.30am to ensure supervision is available.

In the afternoon, supervision of all students is carried out by the teacher on bus duty.

Students being collected by parents wait in the COLA area until parents arrive.

In the event of students arriving late or leaving early, parents/carers must sign the students in or out at reception. The class roll will be marked to reflect late arrival or early departure.

ASSEMBLIES

Every morning, the school gathers together in the COLA to commence the school day. This is a time to settle for the day, give messages, hear from students regarding any achievements or causes to celebrate and to acknowledge birthdays. It is also a time to greet visitors for the day.

Assemblies to celebrate student achievements in the classroom are held every third Friday commencing at 9.15am in the library/hall. Every class is rostered to present assembly items once per term and these dates are advertised in the school newsletter and these assemblies are held in the school hall. From time to time, there will be an assembly held to commemorate special events and these are advertised on the newsletter and will be held in the hall. Parents and carers are always welcome to attend.

ASSESSMENTS

Assessments are a major part of the teaching and learning cycle. Students undergo formal and informal assessments in key learning areas on a regular basis so staff can monitor each child's progress closely and accurately. Assessments can take a variety of forms and information gathered is used to provide feedback not only to teachers, but to the students and parents/carers.

Students start their journey on the continuum when they complete the **Best Start Assessment** at the commencement of Kindergarten.

All K-6 students take part in Standardised Assessments in Term 4. Students in Years 3 and 5 complete the NAPLAN tests in May each year. Students in Stage 3 take part in the Newcastle Permanent Maths Competition held statewide in August each year.



BUS TRAVEL

Bus travel is free for every K-2 student regardless of where they live. Free travel is available in Years 3-6 if the child lives 1.6km (straight line) distance from school or the walking distance is more than 2.3km. In the event of this not being the case, Newcombe's Bus Company offers a term pass for \$30. Every student wishing to travel on the bus must fill out a bus form. These are available online at: apps.transport.nsw.gov.au/ssts/HowToApply.

Students in Year 2 or Year 6 must update their details at the end of the school year. This can be done at: apps.transport.nsw.gov.au/ssts/UpdateDetails. Once completed, forms must be verified by the school.

Families in outlying areas needing to drive their children to the bus stop may be eligible for Private Vehicle Conveyance Subsidy. The subsidy is designed to offset the cost of using a private vehicle to get to the nearest bus stop. You must live more than 1.6km from the nearest bus stop to be eligible. Forms are available online at transport.nsw.gov.au/schooldrive or phone 131 500. Payment to eligible families is calculated on school attendance.

CANTEEN

Canteen operates once a week on a Friday.

On Monday, **Shared Table** operates. A group of parents/carers/grandparents cook lunch for the students, and everyone eats together in the hall at set tables. For \$5, children receive fruit, a cooked lunch and afternoon tea. A variety of dishes are available and the menu for the week is advertised on Facebook.

Local produce is purchased and when available produce from the school vegetable gardens is used. Students with dietary requirements are catered for. All money from Shared Table is used to buy resources for the students.

On Friday, the students can order from a more traditional canteen menu and purchase treats at lunch time. A Friday canteen price list is available from the office.

CHILD PROTECTION

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a parent sending your child or children to a diocesan school, you should be aware of your rights and obligations in protecting your child and all children in our schools.

The Children and Young Person's (Care and Protection) Act 1998

In NSW, we can report certain information to the Department of Communities and Justice (DCJ). If we are concerned for one or more of the children in the school, we can discuss our concerns with a teacher, assistant principal or principal. We can report our concerns to the Child Protection Helpline (132 111, 24hr/7 days) if we have reasonable grounds to suspect that a child or young person is at risk of significant harm and our concerns are current. Risk of significant harm may occur from a single act or omission or a series of acts or omissions. It is better to be safe than sorry, so if uncertain, talk to a staff member at the school.

Part 4 of the Children's Guardian Act 2019

This legislation defines diocesan schools as a "schedule 1 entity" and as such we must have systems for preventing, reporting (to the Children's Guardian) and investigating reportable conduct.

All staff and volunteers who hold a Working With Children Check in diocesan schools fall within the scope of Part 4 and may be investigated for alleged "reportable conduct", which includes sexual offences, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children.

The Office of Safeguarding is the Diocese's specialist child protection service. It works with the Children's Guardian to ensure the Diocese meets its obligations under Part 4 of the Act. Information about the role and functions of the Office of Safeguarding can be found here: www.officeofsafeguarding.org.au.

The Child Protection (Working with Children) Act 2012

Under this legislation, people who undertake a role in child-related work in a paid or volunteer capacity in the Diocese of Maitland-Newcastle are required by law to have a Working with Children Check clearance. Please consult the *Unpaid Helpers framework* as this does not apply to school-based Close Family Members. This "clearance" can be obtained from applying online at check@kidsguardian.nsw.gov.au.

As a parent, if we learn about a staff member or a volunteer working in the school without a clearance, we should talk with the principal or assistant principal as soon as possible. If we believe nothing is being done about our concerns, we can contact the Office of Safeguarding directly (4979 1390, Mon-Fri).

Diocese of Maitland-Newcastle Reporting Policy

As a parent, we can report any concerns we have for a student, or group of students, to our principal, assistant principal or directly to the Office of Safeguarding (4979 1390, Mon-Fri). Information about reporting concerns for a child can be found on the Office of Safeguarding website: www.officeofsafeguarding.org.au/reporting-abuse.

As parents we are entitled to contact the Office of Safeguarding directly about any concerns we have about the safety, welfare or wellbeing of a child or if we are concerned that the school isn't addressing allegations of reportable conduct or abuse. (4979 1390, Mon-Fri).



COMMUNICATION

Newsletter: The school newsletter is emailed and placed on Compass on Friday of every second school week. It includes a calendar outlining the events of the coming fortnight and advanced dates to assist with long-term planning. Articles, reports and pictures inform readers of recent happenings in the school. The newsletter is also on the website.

Compass: Our Compass portal acts as our main form of communication to families. Compass uses email notifications through a website portal and an app. It can be downloaded free of charge to families at St Joseph's. All new parents receive login in details for Compass on enrolment.

Email: Please ensure the school has your current email address. All key information is communicated via email.

Facebook: St Joseph's has a Facebook page and this is updated to reflect current school happenings.

Website: The school website offers a virtual experience including quick links to Parent Handbook, Policies, newsletter and events as they transpire. The school's web address is www.gloucester.catholic.edu.au.

EARLY BIRDS TRANSITION TO KINDERGARTEN PROGRAM

Every year during Term 4, children enrolled to commence Kindergarten in the following year attend our Early Birds program. The program operates in the school library and the children take part in the school activities for the day. This program is very successful in preparing the students for "big school" and they have lots of fun interacting with the other students, making new friends and getting to know the routine.

ENROLMENTS

Applications for enrolment are available from the school office throughout the year. Upon enrolment, birth certificate and immunisation status should be made available.

PLEASE NOTE: you do not need to be Catholic to enrol in a Catholic School in the Maitland-Newcastle Diocese.

For parents seeking enrolment for their child into Kindergarten for the following year, the child must celebrate their fifth birthday on or before May 31 of the year they will be in Kindergarten.

FACEBOOK

St Joseph's has a Facebook page that is updated regularly. It is used to communicate with families and provide up-to-date information on happenings around the school and Diocese. Parents and carers are encouraged to visit the page often.

[@stjosephsprimaryschoolgloucester](https://www.facebook.com/stjosephsprimaryschoolgloucester)

GIFTED EDUCATION LEAD SCHOOL

Gifted Education has been implemented as a strategy and focus throughout the Diocese. As part of this commitment, the Diocese has developed the Virtual Academy. The Virtual Academy is an innovative, online school program to meet the needs of gifted learners and is led by specialist educators.

Through participating in this learning environment, identified students will have the opportunity to access advanced curricula within the regular classroom and collaborate and connect with like-minded peers from across the diocese.

HEALTH AND MEDICATION

Good health is vital to school progress. An Immunisation Certificate must be made available to the school on enrolment. If immunisation is incomplete, the student will be excluded from school if an epidemic occurs.

If your child appears to be ill before school, please do not send them. Sick children will not get better at school. If your child becomes unwell during the day, the school will contact you. Please ensure contact details are correct and current at all times.

All staff are qualified in **Emergency Care & CPR** and render this as necessary. Where medical assistance is required, parents/carers will be notified immediately and an ambulance called if necessary, without delay.

Medication will be dispensed to children whose parents have completed the correct form – Administering Medication. Medication should contain the label with full instructions – dosage and time to be administered.

HOMEWORK

Every K-6 child is expected to complete homework as per the school *Homework Policy*.

LIBRARY

The library at St Joseph's is well resourced, catering for children, teachers and parents. Every week, the children have a library lesson and can borrow from the library during that time.

To enable the students to borrow, they require a library bag that can be purchased from the school if required. A pillowcase is a suitable library bag. Children in Year 6 do not require a library bag to borrow. Students can become library monitors if they wish in Term 4 of Year 5 and have this responsibility until the end of Term 3 in Year 6.

LUNCHTIME ACTIVITIES

There are a variety of lunchtime activities at St Joseph's that give an alternative to playing on the playground, if a student chooses.

Lunchtime activities are organised and supervised by the pastoral care worker and learning support officers.

Activities are held in the hall from 11.35am-12.00pm three times per week. Activities include art and craft, chess club with our giant chess set, board games, indoor sporting activities, dance and music, including guitar. Knitting has been a favourite also. Parent volunteers are always welcome.



MINI VINNIES

Mini Vinnies is a group of Stage 3 students who volunteer their time to support others. The work of the students is supervised by the pastoral care worker and includes fundraising for Caritas, Catholic Missions and other charity organisations. The children visit the local nursing home and interact with the residents. Mini Vinnies has supported Day for Daniel, RSPCA Cupcake Day, and various cancer charity organisations as well as families within our school in time of misfortune or illness. Mini Vinnies is an integral group within our school and the students give up their lunchtimes to co-ordinate events. Mini Vinnies is the student equivalent of the St Vincent de Paul Society.



PARENT ENGAGEMENT GROUP

The **Parent Engagement Group** replaces the traditional Parents and Friends (P&F) Model. This model is aimed at improving parent engagement to support learning outcomes for students and to support wellbeing.

The Parent Engagement Group runs once a term, is led by the Principal or their delegated Executive Member. The focus of the forum is to be authentic engagement and include an educative component, to build capacity amongst parents and carers, which may include a presentation from staff members relating to areas of learning where enhancing parent knowledge, language and understanding of the outcomes taught as well as guiding parents in ways they can support their child's learning at

home may result in improved outcomes for the child. Project groups are developed and based on the need and interests of the school and parent body. The group fund-raises if desired by the community and for identified projects.

In addition to the PEG, parents are encouraged to offer their assistance and expertise in other areas including sporting activities, covering library books, canteen, reading groups, excursion, working bees, art and craft. Please be aware that **some volunteers may require a current Working With Children Check (WWCC)** that requires verifying by the Diocese before volunteering can commence. If you are interested in volunteering please see the school for a *Volunteer Induction Handbook*.



PARENT/TEACHER INTERVIEWS AND SCHOOL REPORTS

Parents/carers can meet with teachers at any time throughout the year by making an appointment.

Formal parent/teacher interviews are held Wednesdays during Week 6 of every Term. Semester 1 reports are issued on the last day of Term 2 and Semester 2 reports are issued on Friday of the second-last week of school. This gives time for parents and teachers to meet if needed before the end of the school year. Parents and/or teachers can request an interview at any time in addition to what is offered.

Students in Kindergarten receive the Diocesan Kindergarten Report and students in Years 1-6 receive the Diocesan A-E report. Parents of students with a diagnosed intellectual disability can elect to receive a modified report that comments on their child's learning goals and social development only.

From time to time, teachers will contact parents/carers to discuss student progress if necessary. Teachers and parents/carers are encouraged to phone and or email at the earliest possible time to discuss issues as they arise.



PASTORAL CARE

As with many schools in the Maitland-Newcastle Diocese, the school has a pastoral care worker.

Pastoral care is an integral part of school life and all staff members take a personal interest in every student. From time to time, students require that extra hand or person to lean on and our pastoral care worker is available for this. Pastoral Care is not a counselling service, but simply an extra pair of ears and hands to address the needs of students and often their families in times of hardship, sorrow and indeed times of joy. Our pastoral care worker co-ordinates Mini Vinnies and lunchtime activities for the students. The pastoral care worker operates closely with classroom teachers and principal to help meet the needs of all students.

PERMISSION NOTES

At the commencement of each school year, *General Permission* notes are signed by parents/carers that allow students to attend local excursions and sporting activities throughout the year.

Teachers are required to alert parents/carers when students will be leaving the school grounds and for what purpose. The general permission note covers such occasions. Parents will be alerted via Compass and email in advance of the activity taking place.

For activities outside the local area, permission notes will be sent home to cover each event.

At the commencement of the school year or upon enrolment, parents/carers are also asked to sign *Permission to be Photographed* and *Cyber Safety* forms issued by the Diocese, for their child/ren.

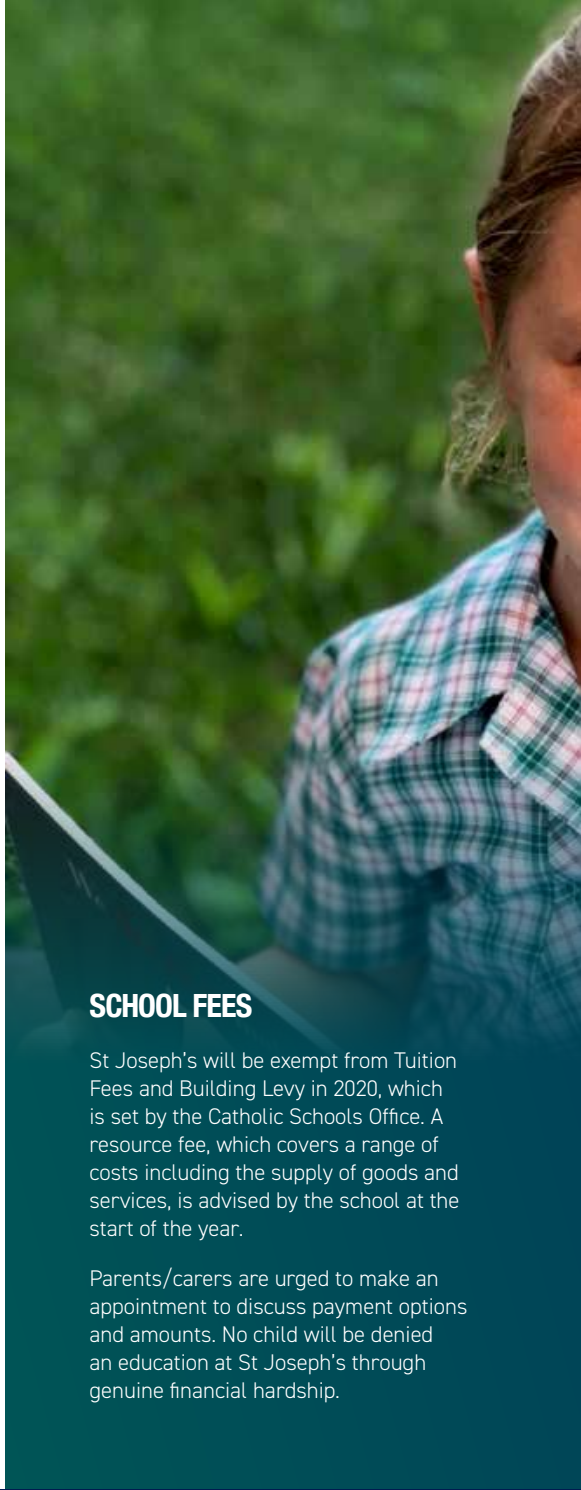
KINDERGARTEN - SUCCESSFUL FOUNDATIONS

St Joseph's launched the 'Successful Foundations for Learning' project to support the positive transition of Kindergarten students. Successful Foundations supports the positive transition of children to Kindergarten. Successful Foundations provides children with the opportunity to actively demonstrate their knowledge, build relationships and become familiar with the context of the school, through PLAY! Successful Foundations provides teachers with the opportunity to become familiar with children and families as they develop deep and meaningful relationships through their observations and interactions with the competent, creative and capable child.

Successful Foundations assists teachers to get to know their children by implementing play opportunities in the first weeks of kindergarten. In particular, it assists kindergarten teachers to observe, listen to, document and analyse children's learning, skills and knowledge, facilitate conversations with children, families and colleagues and profile children's strengths, interests and learning needs.

STAGE 3 CAMP

At the end of Term 3, Stage 3 students will attend a week-long camp with other Stage 3 students from St Joseph's, Bulahdelah. Students will have an exciting time in Sydney.



SCHOOL FEES

St Joseph's will be exempt from Tuition Fees and Building Levy in 2020, which is set by the Catholic Schools Office. A resource fee, which covers a range of costs including the supply of goods and services, is advised by the school at the start of the year.

Parents/carers are urged to make an appointment to discuss payment options and amounts. No child will be denied an education at St Joseph's through genuine financial hardship.



SCHOOL HOURS

Supervision commences at 8.30am.
The bell rings at 8.55am.

Lunchtime is 11.10 – 12.00 and
Recess is 1.30 – 2.00pm.

Home bell rings at 3.00pm.

Children are supervised in the afternoon until the last bus leaves which is around 3.15pm.

Children not collected by this time will wait in the Administration Building with the ey are collected by nts/

PUBLIC SPEAKING AND DEBATING

In Term 3 each year, all K-6 students participate in the school public speaking competition and the winners in each stage advance to the Manning Regional Final to compete against students from Wingham, Taree, Bulahdelah and Forster. Winners from the regional competition progress to the diocesan final in Newcastle. Our school has had great success in this competition over the years.

Students in Stage 3 have the opportunity to compete in the Manning Region Debating Competition. Again, the winning team at Regional level progresses onto the diocesan final in Newcastle.

SACRAMENTS

Sacraments of Penance, Confirmation and Eucharist are celebrated every second year in St Joseph's parish. They are organised by the parish, and parents are notified of upcoming Sacraments in the School Newsletter and Parish Bulletin.

SPORT

All K-6 students participate in the weekly sport program. Students have access to professional coaches through Sporting School's Australia. Children have participated in golf, tennis and swimming, using the local amenities.

In addition, students aged eight years and over have the opportunity to represent at regional, diocesan and state level in athletics, swimming and cross-country.

Students participate in soccer and netball gala days. Students in Stage 3 with above average ability in netball, basketball, soccer, touch football, rugby league, rugby union, hockey or tennis can attend regional trials in Taree or Forster, for selection to attend diocesan trials in Newcastle. Successful students at this level go onto represent the Diocese in the state competition and eventually to nationals if good enough.

STUDENTS WITH DISABILITIES

Funding is available for students with diagnosed intellectual disabilities, physical disabilities such as hearing impairment and autism spectrum disorder. Every child has access to learning support officers regardless of ability, to enable them to access the curriculum and meet their full potential. The school works closely with outside agencies to provide the highest level of support to students with disabilities.

Students with disabilities have wonderful success in the swimming pool and on the athletics and cross-country tracks. St Joseph's has a proud history of students competing at state level in these events in the athletes with disability category.

THERAPISTS

St Joseph's has access to a psychologist one day per fortnight and a speech therapist as required. Both therapists visit the school and work with students and other family members, if and as required.

UNIFORM

All uniform items are available through the school uniform shop. Payment can be made using cash or EFTPOS (including credit card) in the school office. The school also has a good selection of pre-loved uniform items. Most are available for a gold coin donation.

Please mark all uniform items clearly with your child's name.

VISITORS/VOLUNTEERS

All visitors and volunteers are to report to the office and sign in before proceeding into the school. Upon signing the relevant section of the Visitor/Volunteer book they will be issued with a Visitor or Volunteer Badge.

Under the Child Protection (Working with Children) Act 2012 legislation, people who undertake a role in child-related work in a paid or volunteer capacity in the Diocese of Maitland-Newcastle are required by law to have a *Working with Children Check clearance*. Please consult the *Unpaid Helpers framework* this does not apply to school-based Close Family Members. This clearance can be obtained from applying via email at check@kidsguardian.nsw.gov.au.

Staff, when seeking volunteers to assist in the classroom, will be reminded of this procedure.



For further information regarding any aspect of the school, please contact us on 6558 1555 at a time convenient to you and speak with the principal, Mrs Amy Maslen.

We look forward to hearing from you.

CONTACT US



St Joseph's Primary School
53 Denison Street Gloucester NSW 2422



02 6558 1555



admin@gloucester.catholic.edu.au



www.gloucester.catholic.edu.au



[@stjosephsprimarygloucester](https://www.facebook.com/stjosephsprimarygloucester)