



# **St Joseph's Catholic Primary School**

## **Parent Information Handbook**

### **Contact Information**

Postal: P.O. Box 340, Bunbury W.A. 6231.  
Phone: (08) 9796 8100  
Email: [admin@stjosephsby.wa.edu.au](mailto:admin@stjosephsby.wa.edu.au)



## **Enrolment Application**

Dear Parents

Thank you for your enquiry regarding enrolment at St Joseph's Primary School, Bunbury.

St Joseph's offers co-educational primary education for students from our Three Year Old Education Programme to Year Six.

As a Catholic School we strive to provide excellence in primary education with the Gospel values of Christ embedded in all aspects of school operation. It is essential that all families seeking enrolment support the Catholic ethos of the school as well as the policies governing the school's operation as explained at the enrolment interview and provided in the Prospectus.

An important part of our school's enrolment procedure is the initial interview. Although details concerning academic programmes, school policies and fee structures are addressed, the interview provides parents with the opportunity to discuss matters pertaining to their own child's education and family situation.

In considering enrolment at St Joseph's, parents will be aware that there is a fee structure. If for any reason the payment of fees is a concern, parents are invited to discuss this matter at the time of enrolment.

It is a high priority for the school to provide the best education possible for every student. It is imperative that the school is provided with all essential information regarding any special needs students may have. If important information is withheld, this may compromise the ability of the school to provide appropriate services. If essential information is not supplied at the time of interview, the continued enrolment of the child may need to be reviewed.

On reading this prospectus, parents are invited to make contact with the school in order to clarify any areas of concern prior to an enrolment interview taking place.

Yours sincerely

**Principal of St Joseph's Primary School**

## Background

Catholic education was first established in Bunbury by the Sisters of Mercy in 1898. Their tradition of faith and service was continued when St Mary's opened in South Bunbury in 1904, and again when the Marist Brothers opened a college for boys in 1954. In 1972 a School Board was formed to review the provision of Catholic education in Bunbury and to plan for future needs. The following year the Marist College became the co-educational Bunbury Catholic College.

In 1978 the junior school which had been established at St Thomas' in Carey Park was amalgamated with St Mary's which catered for all the junior primary children in Catholic schools in Bunbury, with St Joseph's in town being the site for middle and upper primary children. The Sisters of Mercy were by then ready to move into other areas of service in Bunbury. The old convent in town was sold and the present St Joseph's building was commenced at Glen Padden on four hectares of land made available through the generous donation of Deacon Michael and Phyllis Flynn. The school moved out from town in 1982. In 1985 separate School Boards were formed for secondary and primary schools and, over a transitional period, St Mary's and St Joseph's developed the resources to accept enrolments for Pre Primary to Year Seven students on each site. At the end of 1992 Bunbury Catholic Primary school ceased to exist and St Mary's and St Joseph's became fully independent primary schools.

We are grateful for the selfless hard work, dedication and foresight of all bishops, priests, sisters, brothers and laity who have assisted in the establishment of St Joseph's and we seek to continue our mission in the same spirit.

## School Motto

### By Faith:-

- |                 |                                                                                                                        |
|-----------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Living</b>   | We try to live the way that Jesus has shown, giving us our incentive to behave and succeed to the best of our ability. |
| <b>Loving</b>   | Reminds us that we must love everyone and forgive those who do us wrong.                                               |
| <b>Learning</b> | We learn the way of God through working to our full potential.                                                         |

**Our Faith is the energy which drives our lives.**

## Mission Statement

St. Joseph's Catholic Primary School is a Christ-centred community, within the Bunbury Parish, which aspires to educate and develop the whole child in a caring, Catholic environment, recognising and respecting the uniqueness, dignity and rights of others.

## Our Emblem

Our Crest reminds us that our school continues a tradition of dedication and service brought to Bunbury by the Sisters of Mercy over 100 years ago.

The "Ms" which make the spires remind us of the two great teaching religious orders which were involved in Catholic Schools in Bunbury: the Sisters of Mercy and the Marist Brothers.

The Cross conveys the centrality of Christ and Church to our school. The rising red and green spires reflect the presence of the Church and of our own hopes of growing towards God.

## Goals

We strive to:

- Encourage each member of our community to integrate faith, life and culture and to live the values of Christ.
- Unite teachers, students and parents as facilitators of learning.
- Develop the spiritual, cognitive, physical, creative, social and emotional attributes of each student so they may reach their full potential.
- Promote learning as a life-long process and encourage a love for learning in each child.
- Provide a dynamic and joyful environment that reflects a positive attitude towards growth and change.
- Recognise and appreciate the uniqueness of each member of our community.
- Promote a safe and secure place of learning.
- Achieve excellence in all our endeavours.
- Welcome parents as valued and contributing members of our school community.
- Encourage a love and respect for our environment.
- Prepare students to be worthwhile and contributing members of our society.

## Curriculum

St Joseph's Catholic Primary School is committed to providing excellence in educational curriculum. The implementation of the Western Australian Curriculum is a school priority. A strong emphasis is placed on the acquisition of literacy and numeracy skills in all grades. A commitment to differentiated learning is part of our education philosophy.

Specialist education is currently offered in Music, Art, Information Technology, Library, Indonesian and Physical Education however these focuses are subject to change depending on defined areas of priority and provision of funding.

## Religious Education

Our Religious Education programme is based on the Perth Archdiocese Guidelines for Religious Education. This is a comprehensive programme that operates from Pre-primary to Year Twelve. This programme operates within a school environment that integrates faith, life and culture.

An important focus for our Religious Education program is the preparation of children for the Sacraments of Reconciliation (Year Three), Eucharist (Year Four) and Confirmation (Year Six). Students not of the Catholic faith participate in the preparation for the Sacrament and then support their classmates as 'Prayer Friends'. Students are expected to be part of all activities relating to Sacramental programmes.

## Enrolment Procedure

1. Contact St Joseph's Catholic Primary School to obtain a prospectus and enrolment form.
2. Should a position be available for your child/ren, parents will be invited to attend an interview with the Principal so that information regarding school policies and operation can be discussed.  
If a position is not available, the application will be placed on the waitlist.
3. Parents are given a guided tour of the school facilities.
4. The enrolment is then completed and further information given regarding uniforms, booklists and so forth.
5. Every assistance possible will be provided to make your child's transition to St Joseph's as smooth as possible.
6. Catholic Schools exist to further the mission of the Church, in Western Australia. The Mandate of the Bishops requires the Catholic Education Commission of Western Australia to make Catholic school education available to all Catholic children, as far as resources allow.
  6. (a) Completion of an Application for Enrolment Form and acceptance of the application by the School do not guarantee a place at the School, nor do they guarantee an Enrolment interview.
  - b) Each Application for Enrolment will be considered individually.
7. **Priority in selection is given to:**
  - 3.1 Catholic students from the Parish with a Parish Priest reference.
  - 3.2 Catholic students from outside the Parish with a Parish Priest reference.
  - 3.3 Other Catholic students.
  - 3.4 Siblings of non-Catholic students.
  - 3.5 Non-Catholic students from other Christian denominations.
  - 3.6 Other non-Catholic students.
8. The final decision regarding the enrolment of a student is left to the discretion of the Principal.
9. On applying for enrolment, parents are requested to send a copy of the child's Birth Certificate, Baptism Certificate, completed Parish Priest Reference form, My Gov Immunisation Report, Visa Documents, and any relevant reports from preschool or the previous school at the time of enrolment. In accordance with statutory requirements, children are to turn:
  - Turn Three years of age to attend the Three Year Old Programme.
  - Four years old by June 30 in the year they are enrolled into kindergarten.
  - Five by June 30 in the year that they are admitted to Pre-Primary.
  - Six by June 30 in the year that they are admitted to Year One.
  -A copy of any parenting or custody court orders needs to be supplied with the application.
10. Parents of the students seeking enrolment are expected to support the Catholic policies and practices of the school. Parents must show an interest in the Christian values of the school and work with the teachers in helping their child demonstrate these values.
11. All families are expected to support the religious education and Sacramental programmes provided by the school.

12. Parents are expected to support the school financially by paying fees and also by becoming involved in the Parents & Friends Association and other school activities.
13. Enrolment at St Joseph's does not guarantee enrolment at any other Catholic school.
14. A non-refundable \$20.00 administration fee is required with the lodgement of an Application for Enrolment. An enrolment fee of \$200.00 is payable upon the acceptance of a new student to the school. This fee will be credited to the family school fee account when the student commences at the school. Please note this \$200.00 enrolment fee is non-refundable if you withdraw your application.

## **Co-Curricula Activities**

During the school year there are a number of activities that are provided outside of normal school hours. These may include special Masses, Graduation, concerts, parent / teacher nights, report interviews, parent meetings for Sacraments and camps and other such events.

These events are always organised with the needs of the students and families in mind, therefore attendance is compulsory.

## **Communication**

- Parents are recognised as the prime educators of their children, therefore open communication between teachers and parents is encouraged.
- Parent information meetings are held early in the school year to promote a close working relationship between home and school.
- If parents have any queries regarding their child's schooling, they are encouraged to make an appointment to discuss the matter with the teacher. After meeting with the teacher, an appointment can be made with the Principal if further clarification is required.
- Communication letters and student diaries are used to liaise between home and school.
- Parent interviews are held during term one so that parents can be informed of classroom operations and the progress of their child.
- A fortnightly newsletter is sent home so that parents can be informed about the activities happening at the school. The first newsletter of each term is usually accompanied with a calendar of events. Parents are encouraged to have their newsletter delivered electronically.
- The open communication between home and school is encouraged at all times. Parents are asked to seek information from the appropriate sources so that accurate information is received and queries can be responded to in the best possible way.
- Information regarding school operation can be found on the school website at – [www.stjosephsyby.wa.edu.au](http://www.stjosephsyby.wa.edu.au)



## Behaviour Management

At St Joseph's we expect a high standard of behaviour from all our students. Positive reinforcement is used by all teachers to encourage appropriate behaviour and respect for others. Classroom rules are established in a collaborative manner.

Should there be continued occurrences of inappropriate behaviour then the procedures outlined in the school's Behaviour Management policy are followed. Parents are informed of behavioural problems promptly and are expected to work with the school in rectifying the situation.

It is important to remember that students are ambassadors for the school whether they are at school or in the wider community.

St Joseph's is proactive in addressing any issues relating to bullying. Parents are encouraged to inform the school if they have any concern with bullying issues.

## Parental Involvement at School

St Joseph's is fortunate to enjoy a large amount of parental involvement. This not only enhances our learning programmes but also gives parents the opportunity to be a part of their child's education at school. There is a wide range of areas that parents can assist in classroom programmes such as participating in the Kindergarten and Preprimary Rosters, classroom help, learning support, library helpers, Canteen and so forth.

The two formal areas of parent involvement at St Joseph's are through the School Advisory Council and the Parents and Friends Association.

### **1. School Advisory Council**

The School Advisory Council assists the Principal in a number of ways with the two main areas being financial management and capital development. The Advisory Council is accountable to the Catholic Education Commission of W.A. Each year an Annual General Meeting is held and all parents, except those employed by the school, are eligible for election.

### **2. Parents and Friends Association**

Parents and guardians are encouraged to be active participants within the Parents and Friends Association which exists to improve the educational facilities for the students, provide a forum for school / home liaison and organise social events. Meetings are held each month and parents are informed of the time in the newsletter. It is expected that every family will actively support the operation of the Parents and Friends Association.

## School Fees

School fees are essential to the operation of St Joseph's and are set each year by the school board on advice from the Catholic Education Office. If there is a problem with the payment of fees, parents are asked to contact the Principal for a confidential discussion.

The school fees for the coming year will be presented at the School Board A.G.M.

## Three Year Old Programme

Children who have reached the age of three are eligible to attend this programme which operates on Friday from 8.50am to 3.00pm. To date, no subsidy rebates are received from funding bodies. The daily fee is comparative to Day Care charges.

A simple uniform of a Kindergarten T shirt is to be worn by all students. The T shirt is available from the uniform shop that is located off site – Perm-A-Pleat, Unit 5/61 Albert Street, Bunbury.

## Kindergarten

Students who turn four years old before 1 July are eligible to attend Kindergarten.

St Joseph's runs two streams of Kindergarten classes.

An orientation session is run for students in the year prior to their commencement. A parent information meeting is also held at this time.

A simple uniform of a Kindergarten T shirt, sport shorts and socks is to be worn by all students. All items are available from the uniform shop that is located off site – Perm-A-Pleat, Unit 5/61 Albert Street, Bunbury.

To ensure the well being of all Kindergarten students, it is essential that the children arrive at school punctually and are picked up on time.

### Session Time

#### 3 Day Programme

Monday, Tuesday & Wednesday – 8.50am to 3.00pm.

## Parent Rosters

Parents are needed to fulfill roster commitments in Kindergarten and Preprimary. Parent volunteers are important to all classes at St Joseph's and their contributions enhance the learning opportunities for students at the school while allowing parents to actively participate in their child's education.

Please remember to sign in and out at the office before entering or leaving the school. If extended family members are volunteering to assist at school, they will require a current Working with Children clearance.

## School Timetable

8.50am	School commences
11.00am to 11.20am	Recess
1.00pm to 1.40pm	Lunch
3.10pm	School finishes

**Responsibility for students will be taken between 8.30am and 3.30pm only.** Please do not have unsupervised children at school outside these times. If for some reason a student arrives at school prior to 8.30am, they are required to report straight to the covered area and remain seated or join in supervised PE activities on the basketball courts. Playground facilities are not to be used before or after school as teachers are not on duty in these areas at this time.

## Punctuality

All students from Three Year Old Programme to Year Six who arrive at school after 8.50am are required to sign in at the school office. A card will be issued to students to hand to their respective class teacher.

Punctuality is important in order to ensure a smooth start to the school day. If students arrive late, they are unable to prepare adequately for the beginning of the day, disrupt the class routine and require extra documentation in recording their late arrival. Learning to be punctual is also an important life skill. Please look after your child's best interests and support your child's teacher by ensuring that punctuality is observed.



## Sickness

If your child is ill, please keep him/her at home until he/she has recovered. If a child becomes ill during the day parents will be notified. Please call the school if you require information on communicable diseases.

## Absences

Electronic absentee reporting is conducted at St Joseph's. It is a requirement that if your child/ren will not be attending school that you:

1. Text advice of absence to mobile number – 0481 883 570 no later than 9.15am. Please ensure you advise the reason for the absence in the text. This is a legal requirement.

Parents will receive a text advice and a follow up text message for any unexplained absences. We request your cooperation in advising the school of any student absence as this can be a time consuming administrative task.

If your child is absent from school and this has not been advised by a text message a written explanation is required by the class teacher in order to fulfill legal responsibilities.

If you are collecting or returning your child to school during the school day, please use the 'Sign In, Sign Out Book' located at the office.

**Please arrange vacations so that they coincide with school holidays.** If your child is to be absent from school for an extended period of time, please advise the school office staff and a form will be issued to you for completion.

## School Uniform

The Uniform Shop is located off site – Perm-A-Pleat – Unit 5/61 Albert Road, Bunbury.

All students attending St Joseph's are expected to wear the correct school uniform. The purpose of a school uniform is to:

- Promote pride and loyalty in the school;
- Remove competition in dress, and
- Develop neat grooming habits.

Should a student be out of uniform, a note must be sent to school. The situation should then be rectified as soon as possible. Students are expected to wear their uniform in a neat and tidy manner even when outside the school grounds.

All items of uniform must be purchased from the uniform shop excluding footwear. Items worn as normal school uniform are not to be mixed with sports uniform and vice versa.

## School Uniform - Boys

### Grooming

Hair should be neat and tidy and should not reflect the extremes of any current fashions. Hair must be trimmed above the eyebrows and be kept free from the face. All hair below the collar must be tied back. 'Rat's tails' are not allowed. Hair product is not to be used to fashion inappropriate hair styles.

## **Jewellery**

No jewellery may be worn other than a functional watch and a chain with a crucifix or holy medal. One set of matching plain studs or sleepers may be worn by boys with pierced ears.

## **Preprimary**

Preprimary students are to wear the schools sports uniform as this enables them to move freely and use outdoor play equipment and apparatus safely. Students may wear joggers or sandals.

**NB: All clothing items, except footwear, are to be purchased from the Perm-A-Pleat Uniform shop.**

Three Yr Old	Kindergarten	Preprimary
<b>Programme</b>		
<ul style="list-style-type: none"><li>Kindergarten T. Shirt</li></ul>	<ul style="list-style-type: none"><li>Kindergarten T. Shirt.</li><li>Red sport shorts.</li><li>White sports socks with red and green stripes.</li><li>Brown sandals.</li><li>Joggers – (sport shoes).</li><li>School hat.</li><li>Kindergarten Windcheater.</li></ul>	<ul style="list-style-type: none"><li>Green sport shirt.</li><li>Red sport shorts.</li><li>White sports socks with red and green stripes.</li><li>Brown sandals.</li><li>Joggers – (any colour is acceptable)</li><li>School hat.</li><li>School Tracksuit.</li></ul>

## **Years One to Six**

### **Summer**

- White short sleeved shirt with school logo.
- Dark grey shorts.
- Black lace up school shoes or brown school sandals (no logos & no joggers).
- Grey school socks with red stripe.
- School hat.

### **Winter**

- Dark grey long trousers.
- White shirt (short or long sleeve) with the school logo.
- School tie.
- Red school jumper.
- Black lace up school shoes.
- Grey school socks with red stripe.
- School hat.

### **Sport and Physical Education**

- Red sport shorts.
- Green sports shirt.
- White sports sock with red and green stripe.
- Joggers (sport shoes & any colour is acceptable).
- School Tracksuit.
- School hat.

**PLEASE ENSURE ALL ITEMS OF UNIFORM ARE CLEARLY NAMED.**

# School Uniform - Girls

## Grooming

Hair should be neat and tidy and should not reflect extremes of any current fashions. Hair needs to be trimmed above the eyebrows and be kept free from the face. If below the collar, hair needs to be tied back with a ribbon or scrunchie in the school colours – red/white/green.

## Jewellery

A functional watch and a chain with a holy medal or small crucifix are the only jewellery that may be worn. One set of matching plain studs or sleepers may worn by girls with pierced ears.

## Preprimary

Preprimary students are to wear the school's sports uniform as this enables them to move freely and use outdoor play equipment and apparatus safely.

**NB: All clothing items, except footwear, are to be purchased from the school's uniform shop.**

Three Yr Old Programme	Kindergarten	Preprimary
	<ul style="list-style-type: none"> <li>Kindergarten T. Shirt.</li> <li>Red sport shorts.</li> <li>White sports socks with red and green stripes.</li> <li>Brown sandals.</li> <li>Joggers – (any colour is acceptable).</li> <li>Kindergarten Windcheater.</li> </ul>	<ul style="list-style-type: none"> <li>Green sport shirt.</li> <li>Red sport shorts.</li> <li>White sports socks with red and green stripes.</li> <li>Brown sandals.</li> <li>Joggers – (any colour is acceptable).</li> <li>School Tracksuit.</li> </ul>

## Years One to Six

### Summer

- Green check dress
- Green shorts
- Black lace up or Mary Jane style school shoes **or** brown school sandals (no logos).
- White socks with red and green stripe.
- School hat.

### Winter

- Bottle green uniform tunic or bottle green slacks.
- White shirt, short or long sleeve, with school logo.
- School tie.
- Red school jumper
- Black lace up or Mary Jane style school shoes. (no joggers)
- White socks with red and green stripe.
- Green scarf (optional).
- Flesh coloured tights (optional).
- School hat.

### Sport and Physical Education

- Red sports short.
- Green shirt with school logo.
- White sports socks with red and green stripe.
- School tracksuit.
- Joggers – (any colour is acceptable).
- School hat.

- School hats need to be worn throughout the year. There is a 'No Hat, No Play' rule to be observed so that the students learn to be sun smart.
- Any difficulties which individuals might have with any uniform directives may be addressed through appointment with the Principal.
- Should students be in a situation where they are unable to meet the uniform directives, a note needs to be sent to the classroom teacher and the matter rectified as soon as possible.

**PLEASE ENSURE ALL ITEMS OF UNIFORM ARE CLEARLY NAMED.**

## **Lost Property**

Unmarked lost property will be kept for one month.

## **School Masses and Class Liturgies**

These are held on Thursday mornings. Parents are advised through the newsletter regarding these events. We encourage all parents to attend these important celebrations.

## **Assemblies**

Assemblies are held each Friday morning. Award Certificates and Aussie of the Month awards are distributed at allocated assemblies. Classes will also present an assembly on a roster basis. Notification of dates will be given to parents via the newsletter and term calendar. All parents, relatives and friends are encouraged to attend.

## **School Buses**

Information regarding bus operation can be obtained by contacting Bunbury City Transit on 9791 1955.

The school supports the bus driver's right to refuse to transport students who misbehave on the bus. Misbehaviour reported on the bus is treated as a serious matter.

## **Medication**

The school's policy on the administering of medication has been developed with the students' well being in mind, in accordance with the directions from the Catholic Education Office. It is preferred that all medication is given by parents or guardians. In the case of an extraordinary situation regarding the distribution of medication, please obtain a policy document and form from the office. Any medication to be administered at school must be handed to the school reception. No medication of any kind to be kept by the student.

## **School Camps and Excursions**

Parents will be notified in advance of all details relating to camps and excursions. Every camp and excursion is organised so that it enhances the school curriculum and full safety regulations are adhered to. As these activities form an integral part of your child's education, attendance is compulsory.

## **Library**

Students from Kindergarten to Year Six have access to the school library and may take books home. Any books taken home must be placed inside a waterproof library bag purchased through the uniform shop and need to be looked after. The cost of replacing damaged or lost books will be met by parents. Please note your child's library day and ensure they have their library books with them.

## **Birthdays**

Students are welcome to celebrate their birthday in class. Due to student's dietary requirements we encourage parents to order the birthday treats from the canteen or to provide packaged store bought foods which list ingredients. Birthday treats that can be ordered from the canteen are chocolate brownies or quelch ice fruit sticks. You can order online via QuickCliqu.

Children can feel left out and can become quite upset if party invitations are distributed in a classroom setting and they are not invited. Should your child be hosting a party, and only some class members are invited, please do not distribute the invitations at school.

## **Bicycles**

Students riding to school must wear a helmet and wheel their bikes when they are on school property. Students are not to ride skateboards to school.

It is hoped that all students who ride have appropriate road safety skills.

## **Road Supervision**

Students must wait for the teacher on duty to supervise them when they cross the busy Intersections. Students are not allowed to leave the school grounds unescorted.

## **Nut Aware Policy**

St Joseph's is a "Nut Aware" school. Please avoid foods with nuts. A copy of this policy is available from the school office.

## **Canteen**

A canteen currently operates four days per week. Lunch order bags need to be filled in and placed in the class container. A menu is sent home early each term and updated as necessary. Parents are needed to assist in the canteen on a roster basis in order for the canteen to remain in operation. Your assistance with the canteen operation will be greatly valued.

Canteen tokens may be purchased from the office so students do not have to bring money to school. Alternatively, you can order online – [www.quickcliqu.com.au](http://www.quickcliqu.com.au)

## **School Nurse**

The school nurse visits the school on a regular basis:

- ♦ To examine all children in Kindergarten and Preprimary and to refer to doctor where necessary.
- ♦ Check hearing and eyesight on request.
- ♦ Advise parents on health matters.

Should you require any further information regarding school operation, please contact the Administration on 9796 8100.