



# ST JOSEPH'S PRIMARY SCHOOL



2020 Prospectus

***DEUS***  
***FORTITUDO***  
***MEA***

*... God is my strength*

# WELCOME

**St Joseph's Primary School**  
**544 Balcombe Road**  
**Black Rock 3193**

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Parish Priest  
Fr. Anthony Denton

Principal  
Ms Carmel Stutterd

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[www.facebook.com/stjosephsblackrock/](http://www.facebook.com/stjosephsblackrock/)

Dear Parents

St Joseph's is a small, dynamic Catholic school offering a 21<sup>st</sup> Century learning environment.

Today, children are facing a society that is constantly challenging and changing. In our smallness we are able to know each child and give them the individual skills needed for them to face the world tomorrow.

Your child will be educated and nourished in the faith and tradition of the Catholic Church, from Foundation to Grade 6. Pastoral Care of your child is at our centre and is based on our core Catholic values and qualities that embody the spirit of St Joseph's.

St Joseph's School Vision and Mission Statements highlight our belief that education is more than the traditional subject learning areas. It recognises the importance of developing the independence and self-confidence of your child so that they are encouraged to discover their true potential in all aspects of life and learning.

We develop the knowledge, capability and confidence of your child. Together we can inspire your child to shine at school and beyond.

Peace and best wishes,

*Carmel Stutterd*  
*Principal*

## SCHOOL HOURS

|              |                |
|--------------|----------------|
| 8:45am       | School opens   |
| 9:00 - 9:05  | Morning Prayer |
| 9:05 - 11:00 | Learning Block |
| 11:00 - Noon | Lunch          |
| 12:00 - 2:00 | Learning Block |
| 2:00 - 2:30  | Recess         |
| 2:30 - 3:30  | Learning Block |
| 3:30pm       | Dismissal      |

## TERM DATES 2020

### Term 1

|          |                   |
|----------|-------------------|
| Jan 28th | Office opens      |
| Jan 30th | Students commence |
| Mar 27th | Term ends         |

### Term 2

|          |                 |
|----------|-----------------|
| Apr 14th | Students return |
| Jun 26th | Term ends       |

### Term 3

|          |                 |
|----------|-----------------|
| Jul 13th | Students return |
| Sep 18th | Term ends       |

### Term 4

|          |                  |
|----------|------------------|
| Oct 5th  | Students return  |
| Dec 17th | School year ends |

## MISSION STATEMENT

To foster a learning and teaching community through the integration of faith, life and culture.

To develop an understanding of the Catholic faith, to know Jesus in scripture and to be witnesses to His Mission in our day to day lives.

To serve the Church community and maintain a distinctive Catholic educational environment.

To promote justice and provide pastoral care for all concerned.

## ST JOSEPH'S VISION

In light of the Gospel values we aim to further develop:

Active and informed citizens who are confident and creative individuals, motivated to achieve their full potential.

Innovative, resourceful problem solvers who have a passion and love of learning and act with moral and ethical integrity.

A personalised curriculum, that is inclusive, challenging and inspires students to pursue excellence, to think deeply and act with justice, compassion and hope.

Harmonious relationships that foster child safety and trust between staff, students and parents that nurture the growth of a spiritual and supportive learning community.

A collaborative community that encourages teamwork in a safe and well resourced environment for both staff and students to prepare them for the challenges of the 21st century.

# ***FOUNDATION SCHOOL YEAR***

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- **PREPARATION FOR SCHOOL**
- **BUDDY SYSTEMS**
- **ENROLMENT POLICY &  
FEE STRUCTURE**
- **BAPTISM POLICY**



Foundation children for 2020 will start school on Thursday January 30th, at 8:45am and will finish at 3:30pm.

Children will need to bring lunch, a drink, and a snack.

## FOUNDATION 2020 PREPARATION FOR SCHOOL

We believe your child's time at St Joseph's will be rewarding, and it will be the source of friendship and enduring memories. The teachers will assist and encourage your child's development through a balanced education offering academic, social, cultural, and spiritual programs that will stimulate your child's interest and abilities. The staff at St Joseph's realise that they share the responsibility with parents in the education of their child.

The first weeks of school can present children with many situations which they may not have previously encountered. They will have to make adjustments and will need much sympathetic help in order to do this successfully. As parents, you have one of the most important roles to play in this process.

To facilitate a smooth transition into school and Foundation for your child, these simple steps can assist and guide parents:

Help them to learn to recognise and write their full name.

Help them to learn their address and telephone number.

Teach them their date of birth.

Give them opportunities of eating an individually packed lunch and tidy up after they finish.

Show them how to tie and untie their shoelaces, undo buttons and zips.

Make sure they know how to use the toilet independently.

Let them get used to washing and dressing themselves independently as much as possible.

Take them and show them the way to and from school.

See that they know how to cross the road safely.

Make sure that their clothing and all possessions are fully named.

Help them to see school as a happy place where they have friends to play with, enjoyable things to do, and where there are friendly, caring adults to help them in times of need.



## FOUNDATION BUDDY SYSTEM

Our Buddy system works on building a relationship based on trust, affirmation, and acceptance between our Grade 6 students with the Foundation children. It is an opportunity for our senior students to display leadership and to play a positive role in assisting in the transition process for Foundations, to the school environment.

The buddy system encourages Foundation children to:

- | Feel welcomed and supported in making the transition to primary school.
- | Feel part of the school life and parish community.
- | Become familiar with school environment, buildings and daily routine.

**AT ST JOSEPH'S WE  
REGARD EDUCATION  
AS A LIFE JOURNEY**

## **ENROLMENT POLICY & FEES STRUCTURE**

*Children from all families who are prepared to support Catholic ideals and principles may be considered eligible for enrolment.*

A non-refundable application levy of \$70.00 applies to all new enrolments. Applications will not be processed until payment is received. Copies of your child's Birth, Baptismal, and Immunisation Certificates need to accompany your application. On confirmation of your child's enrolment, a \$300 deposit is payable. This will be deducted from the 2019 school fees.

## **NAZARETH PARISH POLICY ON BAPTISM**

The Nazareth Parish Policy, established after long discussion at the Pastoral Council, is that baptism into the Catholic Church is not offered to a child if neither parent is Catholic, even if they are enrolled and / or attending St Joseph's or Stella Maris schools. However, a child who is baptised in the Orthodox Church will be offered communion and reconciliation, if their parents so wish. The practice in the Orthodox Church is that people are confirmed at the time of their baptism. Therefore Orthodox children take a special part in the Ceremony of Confirmation here in our church, and welcome the newly confirmed into their company, but they are not confirmed a second time.

**A CARING AND NURTURING  
ATMOSPHERE CHARACTERISES  
OUR SCHOOL**



# ***SCHOOL ENTRY AND REQUIREMENTS***

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- **SCHOOL FEES & LEVIES**
- **SCHOOL ORGANISATION**
- **ST JOSEPH'S SCHOOL UNIFORM**
- **UNIFORM PRICE LIST**





## **SCHOOL ENTRY – IMMUNISATION CERTIFICATE**

Parents enrolling their children at school are now required by the Health Department to furnish proof of immunisation against Diphtheria, Tetanus, Polio, Measles, and Mumps. School Entry Immunisation Certificates (exemptions for medical or conscientious reasons are allowed for) are obtained from your local Council.

## **SCHOOL FEES & LEVIES**

The ultimate aim of Catholic Education is to ensure that it is accessible to all Catholic families who wish to enrol their children in a Catholic school - irrespective of income. Parents experiencing financial difficulty in meeting their School fee / Levy commitment will receive appropriate financial and family assistance. At the beginning of each term, school fees are sent home with the eldest child. The Education Board annually reviews and adjusts school fees and levies.

## **PAYMENT OF SCHOOL FEES**

Cash, cheque, credit card, or via the Internet are available for paying your school fees. Any money sent to the school, via the children, for any reason, should be placed in an envelope with the child's name, grade and relevant information written clearly on the front.



## **SCHOOL ORGANISATION**

### **OFFICE HOURS**

8:45 am – 4:00pm

**Administrator Mrs Cathy Wells**

Cathy will endeavour to answer general enquiries relating to school organisation.

### **AFTER SCHOOL CARE**

Before and After School care is offered to pupils of St Joseph's on a permanent or casual basis. This service is run by Camp Australia at Black Rock Primary School.

### **ARRIVAL & DISMISSAL**

All children should be at school by 8:50am to be prepared to commence meditation at 9:00am. The teachers supervise the school grounds from 8:45am to 3:45pm.

Parents should not drop their children off before this time as they will be left unsupervised in the playground. Children are dismissed from their classes at 3:30pm and the playground is supervised by a teacher from 3:30pm – 3:45pm. The playground equipment is not to be used by the children for the 15 minute time period from 3:30 – 3:45pm on school days as there is no teacher supervising them playing safely.

# ST JOSEPH'S SCHOOL UNIFORM

Parents are required to ensure that their children adhere to the school's uniform rules.

## SUMMER UNIFORM

### Boys

Short / long sleeve white shirt  
Ink gabardine shorts  
Ink socks  
Black leather shoes  
Ink school / sun hat (with school logo)  
School jumper  
Navy polar fleece  
Optional sunglasses

### Girls

Ink, white and green check dress  
Ink gabardine shorts  
Short / long sleeve white shirt  
Ink socks  
Black leather shoes  
Ink school / sun hat (with school logo)  
School jumper  
Navy polar fleece  
Optional sunglasses

## WINTER UNIFORM

### Boys

Ink long gabardine pants  
White long / short sleeve shirt  
School jumper  
Navy polar fleece vest  
Ink socks  
Black leather shoes (no sneakers)

### Girls

Ink girls pants  
White shirt (with school logo)  
Ink, green and gold tunic  
White long / short sleeve shirt  
School jumper  
Navy polar fleece vest  
Ink tights or navy socks  
Black leather shoes (no sneakers)

## SPORTS UNIFORM

### Boys and Girls

Ink unisex shorts  
Ink short / long sleeve polo shirt  
Ink polar fleece jacket / vest  
Ink track pants  
White sports socks (not footless)  
Sneakers

### Girls

Ink skort with school logo  
Ink long sleeve polo shirt with school logo  
Ink polar fleece jacket / vest if required  
Ink track pants  
White sports socks (not footless)  
Sneakers



## NAMING OF UNIFORM

All articles brought to school must clearly be marked with owner's name. For ease of recognition, standardised positioning of name tags is requested.

Jumpers, jackets, dress, tunic, polo shirts, tracksuit top, art smock – **centre back neck**

Shorts, tracksuit pants, gabardine pants – **centre back waist**

Socks – **under turn down**

Shoes – **stitched on tongue**

Library bag – **on outside**

School bags must be neatly and clearly named on both the inside and the outside

## UNIFORM CHANGEOVER DATES

Summer uniform is worn in Term 1 and 4.  
Winter uniform is worn in Term 2 and 3.

**Please note:** Ink shorts may be worn on sports days instead of cotton shorts, but cotton shorts are not to be worn on normal uniform days. However, for comfort the cotton shorts are preferred.

Girls may also wear gabardine shorts and shirts in summer with white socks if shorts are preferred. Scrunchies etc. are to be either white or ink. No other jewellery is acceptable apart from earring sleepers or studs.

If your child for any reason is not wearing correct uniform, a note of explanation is required.

The complete school uniform may be purchased from the following sources:

### Primary School Wear

15 Mills Street  
Cheltenham VIC 3192

T | 9583 3287

### Opening hours

Tuesday - Friday 8:30am - 5:00pm

Saturday 8:30am - 2:00pm

Order online [www.psw.com.au](http://www.psw.com.au)

### Second Hand Uniforms

The school operates a Second Hand Uniform Shop in the foyer outside the Art Room.

Operating times will be advised in the school newsletter. Donations of unwanted uniforms will be gratefully accepted at any time.





# VACCINATION INFORMATION

## WHY IMMUNISE?

Children starting school are exposed to a large number of people and to a range of potentially dangerous diseases. Immunisation is a proven and safe way to be protected against diseases that may cause serious illness and sometimes death.

Enrolling in primary school is a good time to check your child's immunisations are up to date.

## WHAT IS AN IMMUNISATION STATUS CERTIFICATE?

It is a statement showing the immunisations your child has received.

The most common type of immunisation status certificate is an Immunisation History Statement from the Australian Immunisation Register (AIR).

By law, you must provide an immunisation status certificate to the primary school when enrolling your child into prep or when going to a new primary school.

If your child has not received any immunisations, you must still provide a certificate, which states no vaccines have been given.

## WHAT IS THE CERTIFICATE USED FOR?

To keep children safe. In the event of a disease outbreak, unimmunised children can be quickly identified and excluded from school until the risk of infection has passed.

For further information refer to the school exclusion table:

[www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/schoolexclusion-table](http://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/schoolexclusion-table)

If you do not provide the certificate to the school, your child may also be excluded from school as their immunisation status will be unknown.

## HOW DO I OBTAIN AN IMMUNISATION STATUS CERTIFICATE?

You can request a certificate at any time from the Australian Immunisation Register

- | Print an Immunisation History Statement from your myGov account
- | Phone 1800 653 809
- | Email [air@humanservices.gov.au](mailto:air@humanservices.gov.au)
- | Visit a Medicare or Centrelink office.

If you think your child's Immunisation History Statement is incomplete or incorrect, discuss with your immunisation provider. From your doctor or local council.

An alternative to an Immunisation History Statement is a letter signed by a doctor or local council with the child's details and a list of all vaccines received and date given.

## HOMEOPATHY

Homeopathy is **not** a legally recognised form of immunisation and cannot be listed on an immunisation status certificate.

By law, all parents must provide an immunisation status certificate to enrol their child in primary school.





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