



St Joseph's
PARISH SCHOOL, WEIPA

PARENT
INFORMATION
HANDBOOK

CONTACT DETAILS

St Joseph's Parish School,

Prep – Year 6

Address Lot 489 Boundary Road, Weipa Qld 4874

Postal address: PO Box 1409 Weipa Qld 4874

Phone 4214 6600

Email secretary.weipa@cns.catholic.edu.au

Web <http://www.stjosephsweipa.qld.edu.au/>

Principal: Mrs Megan Pearce

School Secretary: Suzy Taske and Aimee Robinson

School Finance Officer: Leanne Gibson

School Times: 8.30 am – 3.00 pm

Pastoral Leader

Mrs Kath Newman

Address

St Joseph's Church, Boundary Road, Weipa QLD 4874

Postal Address

PO Box 253, Weipa QLD 4874

Phone

07 4069 9346

Email:

knewm12@outlook.com

Liturgy of the Word: Saturday 6:00 pm and Sunday 8.30 am

(Priests are in attendance on the 2nd and 4th Sundays of each month)

SCHOOL PRAYER

As we journey together today at St Joseph's
we give thanks for all the wonderful gifts we have been given.

We ask blessing upon the work we do today.

May peace, love and joy shine in all we do and say.

Amen

2020 TERM DATES

Semester One

Term 1 Tuesday 28th January – Friday 3rd April 2020

Term 2 Tuesday 20th April - Friday 26th June 2020

Semester Two

Term 3 Monday 13th July - Friday 18th September 2020

Term 4 Tuesday 6th October - Friday 27th November 2019**

**Please note Monday 20th October is a Student Free Day

PUBLIC HOLIDAYS

Australia Day Monday 27th January

Good Friday 10th April

Easter Sunday 12th April

Easter Monday 13th April

ANZAC Day Saturday 25th April

Labour Day Monday 4th May

Weipa Fishing Competition Monday 8th June

Queen's Birthday Monday 5th October

Christmas Day 25th December

Boxing Day Monday 28th December



SCHOOL BELL TIMES

SCHOOL HOURS

8:15 AM	A teacher is on duty from 8:15am. Students should not arrive at school before 8.15am. There are no teachers on playground duty before this time.
8:35 AM	School begins for the day.
10:40 – 11:10 AM	First Lunch
1:10 PM – 1:45 PM	Second Lunch
3:00 PM	School ends for the day.

ARRIVALS

It is important children are punctual for the commencement of school. Children arriving at school later than 8.35 am need to be signed into the school office before commencing class by a parent/guardian.

DEPARTURES

Parents who collect students each afternoon (or students walking or riding home alone) are asked to ensure school grounds are vacated soon after dismissal time. Students departing school early must be signed out at the School office before being collected from the office. Children are called to meet parents at the office. If someone else is picking up your child please inform the school via email.

ATTENDANCE

Regular attendance is compulsory by law and is necessary if pupils are to gain the greatest possible benefit from school activities.

ABSENTEES

When a pupil is absent from school, parents are required to contact the school via Parent Portal, phone call or email explaining the absence. A note is also required if a child cannot participate in the school's program, e. g. sports, physical education, etc. If emailing the teacher please include the Secretary on secretary.weipa@cns.catholic.edu.au. Also don't forget to inform the office if your child will be absent for numerous days i.e. – holidays, medical reasons etc.

LEAVING SCHOOL GROUNDS

Children are not permitted to leave school grounds during the school day. Parents must report to the office to collect a child early from school. Children are called to meet parents at the office.

VISITORS

All visitors to the school must sign in upon arrival at the school office. Visitors including Relief Staff and volunteers will then be issued with a lanyard, which they must attach to their clothing to identify themselves to staff, students and parents. It is also a requirement to sign out upon leaving the school. As parents if you are volunteering or dropping something off outside of drop off or pick up times, etc. you will need to sign into the office. All visitors to the school whether contractors, family members, parent volunteers, visiting specialists, etc must sign in.

ASSEMBLIES

Assemblies are held every Friday afternoons starting at 2.30pm in the flexible learning space. Should there be the need for a change of time, parents and families will be notified.

STAFF DEVELOPMENT

It is Diocesan policy for staff to attend a Professional Development days each term. This is the most economical way to in-service staff and to keep Catholic schools abreast of the latest educational developments.

PARKING AND COLLECTION OF STUDENTS

To ensure pedestrian safety, visitors to the school are requested to park at the front of the school in the parallel parking designated areas. Please do not park on the grass areas near the church or units as there is an underground sprinkler system.

The Stop Kiss and Go area is signed and requires parents to remain in the car as this is a collect only zone. There is no overtaking in the Stop Kiss & Go area, please wait patiently for the cars in front of you to move off before moving your car. A sign with your last name will be supplied and we ask that you display this on your cars dash or visor.



Please remember:

- *Children, Parents/Guardians are required to dismount bikes and walk them across the school grounds to the bike enclosure. This also includes the crossings at the front and back of school.*
- *There is a walkway inside the back fence of the school for those walking/riding from the Golf Links area.*

BICYCLES

A bicycle rack is provided for children who wish to ride their bike to school. Children must dismount when on school grounds and walk to this area at the back of the Principal's office. On leaving the school children should walk their bicycles across the crossings at the front or rear of school and then ride home along appropriate paths. All children who ride to school should be using the council bike paths which lead to the school. Please note that bicycle helmets must be worn by any person who rides a bicycle.

SCHOOL UNIFORM

The school uniform represents the pride we have for our children and our school. A smart, neat and user-friendly uniform encourages the children to take pride in their appearance and in the school.

The school uniform and accessories are only available through the school supplier. Plain black school shoes or joggers are to be worn with the uniform, and supplied by parents, not through the uniform supplier. The school uniform should be worn at all times at school. We realise that occasions will occur when this is not possible. A note of explanation should be forwarded to the student's teacher.

Uniforms are available through Flexi schools. Orders are to be placed before 12:00 pm on a Wednesday to pick up on Friday morning. Uniform fittings are available by appointment throughout the year. Please contact the office to arrange a time.



Girl's Uniform

- School shirt with school logo
- Navy school skirt
- Navy ankle socks
- All black closed in shoes to be worn at all times (Students are not allowed to wear thongs to school)
- Black or Navy Crocs are allowed to be worn during rainy days in Term 1 & 4
- Wide Brim Day Hat

Boy's Uniform

- School shirt with school logo
- Navy school short
- Navy ankle socks
- All black closed in shoes to be worn at all times (Students are not allowed to wear thongs to school)
- Black or Navy Crocs are allowed to be worn during rainy days in Term 1 & 4
- Wide Brim Day Hat

Please Note: It may be a great idea to put a spare set of clothes in your child's bag. Accidents do happen and may we also suggest a set of socks for younger children. The school does have some spare uniforms and underwear. We ask that families wash and return all items to school.

Sports Uniform

- Sports uniform should only be worn on allocated sports days
- Girls - Navy skort with sports shirt
- Boys - navy short and sports shirt
- All black shoes with navy socks and the sports bucket hat to be worn for both girls and boys

On Cross Country, Athletics and Swimming Carnival, students are invited and encouraged to wear their sports team colours. Embley – Orange, Mission – Blue and Pine – Green. Please note that parents are allowed to dress up on these days as well.



Hats

Students are expected to wear a hat at all times when outside. We cannot over-emphasise the importance of students wearing hats to prevent damage from the ultra-violet rays of the sun. No hat will result in no play and/or exclusion from outdoor activities. There is a girls and boys wide brim day hat and a unisex sport bucket hat.

Jewellery

The only jewellery allowed will be one set of fine studs or sleepers and a chain with some form of religious significance. Nail polish is not acceptable. Watches may be worn by students as long as they are plain and not distracting in anyway.

Hair

Hair, if longer than shoulder length for girls, is to be tied back with a navy blue ribbon or scrunchie. Boys' haircuts are to be neat, tidy and kept above collar length. It is expected that hairstyles reflect the code of dress required by the school. The colouring of hair and inappropriate hairstyles are not acceptable.

BOOK PACKS FOR 2020

In 2020 we will be moving from student book lists to a year level book pack system.

All book packs are \$120 per student and cover all stationery, textbooks and equipment needed for the school year. Year level book packs can be purchased through flexischools. Books and equipment are then distributed to classes in 2020. If you are wanting to cover your student's books, then you can organise this with the classroom teacher once school resumes in 2020. Parents will only need to supply over the ear headphones and an art smock (this can be an old baggy shirt from home).

Uniforms can be purchased via flexischools over the holidays and we will contact you once your orders are ready to be picked up.

TUCKSHOP

The St Joseph's Parish School tuckshop is run by Sophie Stevenson and operated with the assistance of parent and community volunteers. Volunteers are always needed and appreciated, please let us know if you can assist.

Tuckshop ordering is done through Flexi schools and our menu is filled with healthy, delicious options.

CHANGE OF DETAILS

It is important that parents inform the office staff of any changes in address, contact names, telephone numbers or other particulars on the original enrolment form. This information must be given to the school staff; as accurate enrolment details are essential to the well-being of students. School staff need to be informed of any change as speedily as possible. Your details can be checked and updated via the Parent Portal.

MEANS OF COMMUNICATION

St Joseph's use several programs for communication with Families. We use the Parent Portal for report cards and contact information. You can update your personal information, record absences, contact the school and even find the school staff email directory using the Parent Portal. Login information will be sent to all families in the first week of school. EdSmart Parent Slips is used for permission slips, notifications and reminders. Schoolzine is used for our weekly newsletter. Parent SMS is used for absences and notifications. Please remember to check your emails and the Parent Portal regularly.

Please remember if you are having any difficulties with these programs to let the front office know.

EMERGENCIES & CRITICAL INCIDENTS

In the event of a major and/or critical incident which impacts St Joseph's, regularly updated information will be posted on the Home page of the school and the Catholic Education website: www.cns.catholic.edu.au

<http://www.cns.catholic.edu.au/index.php/parents-and-community/critical-incidents-school-closures/>

Should it be necessary to close the school in the event of an emergency, such as a cyclone, information will also be sent to local media and other avenues such as the school website, Facebook, parent portal, an email or Blink SMS to mobile phones.

ACCIDENTS AND ILLNESSES

When your child is enrolled at St Joseph's, we will seek information from you which will enable us to act, as far as possible, in accordance with your wishes in instances of an accident or illnesses involving your child. Should there be any changes to a student's health details, please contact the school office so that our records can be kept up-to-date. The school supplies First Aid Kits for teachers to deal with minor accidents which occur in the playground. In cases of severe accidents or sudden illness, the school will endeavour to contact parents, then the local Ambulance.

MEDICATION

Medication at school cannot be administered to any child without the correct parental consent forms being completed. All medication will be stored in a locked cupboard or refrigerator in the sick bay. Medication must have attached to it a sticker (original label) from a chemist with the individual child's name, instructions for administering medicine, use by date, doctor's name, phone number, pharmacy name and phone number. Non-prescribed medications should not be brought to school by students and will not be administered by school staff.

HEADLICE

If head lice are observed in a child's hair, the parents are contacted and would be expected to collect the child and immediately treat the condition. On discovery of infestation, parents are urged to follow this suggested treatment:

1. Kill the lice by using a proprietary treatment shampoo/lotion e.g. KP 24
2. Remove the eggs (nits) by regular combing with a fine toothcomb.
3. Prevent re-infestation by:
 - a) Regular checking every week.
 - b) Checking and treating other family members.
 - c) Cautioning children not to use others' brushes and combs.
 - d) Wash all linen, towels, hats, combs, etc with a germicidal solution.

The child may return to school once the initial head lice treatment has commenced. It is important that the recommended follow up treatments take place as recommended by the product supplier.

EXCLUSIVE DISEASES

The following is a list of exclusion periods for infectious diseases for children and staff of day care facilities, kindergartens and schools published by the Tropical Public Health Unit – Queensland Department of Health.

- Chicken Pox Exclude for at least 5 days from the first appearance of rash. Note (and “Shingles”) some remaining scabs are not an indication for continued exclusion.
- Conjunctivitis Exclude until discharge from eyes has ceased.
- Diarrhoea Exclude until diarrhoea has ceased.
- (Rotavirus, Giardia, Salmonella, Cryptosporidium, Campylobacter, Shigella) Glandular Fever Exclusion is not necessary.
- Hand, Foot and Mouth Exclusive until all blisters have dried.
- Hepatitis A Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.
- Hepatitis B Exclusion is not necessary.
- Herpes (Cold sores) Children to be excluded while the sores are weeping. Where possible, the sores should be covered with a dressing.
- Impetigo Exclude until the day after treatment has commenced. Where (School sores) possible, the sores should be covered with a dressing.
- ‘Strep’ Infections Measles Exclude for at least 4 days from the first appearance of rash.
- Meningitis (bacterial) Exclude until well.
- Meningococcal Infection Mumps Exclude for 9 days or until swelling goes down (whichever is sooner).
- Ringworm, Scabies, exclude until the day after treatment has commenced.
- Head Lice (see above)
- Rubella Exclude for at least 4 days from the first appearance of rash.
- Whooping Cough Exclude for 5 days after starting antibiotic treatment. (Pertussis)

Should my child be at School?



Try Again in 24 Hours

- Temps above 37.5 c
- Hard Cough
- Constant Runny Nose
- Diarrhoea or vomiting
- Undiagnosed Rashes
- Uncovered Sores
- Unusual Colour
- Sore throat or swollen glands

Join us if Parents can be on call

- Fever/Vomiting/Diarrhoea free for 24 hours
- Sporadic cough
- Minimal runny nose

Okay to come to School

- Mild, infrequent cough
- Clear runny nose
- Active, playful and rested

ALLERGY AWARENESS POLICY *

This policy can be located on the website and parent portal – it is vital that all parents are aware of the requirements stated in this document. Please inform the school office staff if any changes need to be made to your child's records.

[Allergy Awareness Policy](#)



Thanks for remembering
this is a



Peanut/Nut
Free School

COUNSELLING

As a commitment from Catholic Education Cairns we have been provided with the services of a school Counsellor in 2020 is Akira Ernst. Akira will aim to visit one week per term, more if required. To access or to make an appointment please see the office or contact her directly.

SCHOOL FEES

In 2020 St Joseph's is changing how school fees are to be paid. Families are now welcome to pay all fees upfront or choose direct debit. If choosing direct debit you can pay regular instalments of the annual cost either weekly, fortnightly or monthly according to your preference. Appointments can be made with Leanne Gibson to discuss a payment plan.

Please note that St Joseph's Parish School is cash free.

MONEY COLLECTION

Monies required for collection due to fundraising ventures, camps and excursions or any other school functions will always be organised and collected through the school office, Teacher or APRE.

LOST PROPERTY

A lost property basket is located in the school library and all families are encouraged to check its contents on a regular basis. Any items still in the basket at the end of each term will be donated to a charitable organisation.

SCHOOL CAMPS AND EXCURSIONS

Part of our teaching and learning is to provide hands on and realistic experiences for our students and as these opportunities arise there will be times when an excursion will be required. Information will be distributed by teachers when required.

PARENTAL SUPPORT/ENGAGEMENT

Parent help is invaluable in areas such as excursions, swimming, sports carnivals, tuckshop, reading groups, library, fundraising etc. Teachers will indicate how parents can assist in their children's classes at parent information sessions held early in the first term of each year. From time to time special appeals for your assistance are made through our newsletter, and we appreciate your support when needed.

PARENT PARTNERSHIPS AND FAMILY INVOLVEMENT

Parents of St Joseph's are engaged and show great interest and commitment to the life of the school and in the education of their children. We encourage our parents/guardians to actively support the Principal and staff in strategic planning for the school, building community, fundraising, as well as assisting in classrooms and on excursions

Family-school partnerships are collaborative relationships, supporting students, parents and teachers. Effective partnerships are based on mutual trust and respect, and the shared responsibility for the education of the students who are enrolled at both of our campuses.

Research demonstrates that effective schools have high levels of parental and community involvement. This involvement is strongly related to improved student learning, attendance and behaviour. Family involvement can have a major impact on student learning.

The Pastoral Leader, [Parents and Friends Association](#), Parents, families, students, local elders in Weipa and wider community members are paramount to developing and strengthening positive partnerships between home and school environments.

PARENTS AND FRIENDS ASSOCIATION (P&F)

Role of P&F Committee

Each Catholic school in Queensland has a Parents and Friends association. All parents and carers whose students are enrolled at the school are automatically members of the P&F. The P&F is an integral part of a Catholic school. It provides a formal structure and support network for parents to participate in the activities and decision making processes at the school and to work for the benefit of the school and their students.

President

The President is the leader but not the 'boss'. The key task of the President is to ensure that the needs and wishes of the parent body are given a voice and that good relationships are established with the Principal and teachers. The President is a guide for, and example to, all parents.

Vice President

The Vice President will support the President by chairing the meeting in his/her absence, sharing duties and responsibilities as agreed, being supportive, attending meetings and playing a constructive role in the executive team.

Secretary

The Secretary is very important to the efficient operation of any organisation. A Secretary needs enthusiasm, initiative and an ability to work with the President. The Secretary's main functions are communication and correspondence, maintaining effective records, and ensuring meetings are effectively organised and minuted.

Treasurer

The Treasurer accounts for and reports on the finances of the P&F. The Treasurer needs to be a person of trust and responsibility.

[Qld Parents and Friends website](#)

[Roles and responsibilities of P and F](#)



HOMEWORK EXPECTATIONS

Homework expectations are determined by the individual teacher with some guidelines put in place by the School Leadership team. It is recommended that the minimum below be implemented:

- Reading for at least 10 – 20 minutes each night. Prep children hire 1 book from the library every week and receive 1 – 2 readers in their homework folders.

Any worksheets sent home are a revision and consolidation of what is being taught within the classroom during the week.



PARENT MEETINGS & WRITTEN REPORTS

Since education is a partnership between the home and school, regular communication is essential.

A Parent Information Evening is held at the beginning of every school year where teachers outline the Curriculum and inform parents about homework expectations, camps and any other special events. It is expected that all parents will attend this meeting to strengthen the positive partnership between school and home communities and provide opportunity for open communication.

At the end of Term 1, all parents are invited to attend an individual parent teacher conference at the school, at which the teacher will discuss the student's progress. These interviews are an essential link between school and home and attendance is strongly encouraged.

Parents and teachers have a joint responsibility for the spiritual, intellectual, social, emotional and physical growth of the child. Parents who have a genuine worry regarding their child are encouraged to discuss the matter with the child's teacher first and then the Principal if required. A seemingly complex problem may in fact turn out to be readily solved or intercepted through an early meeting of parent and teacher.

Written reports are issued at the end of each semester in June and December. Teachers are available for interviews with parents, should either party feel that they are warranted.

Communication is important. Unless the matter is of an urgent nature, teachers prefer to have interviews after school with arrangements made in advance via a note/email/phone call to the school or a brief verbal request for an interview.

MOBILE PHONES

Any student who is required to have a mobile phone for communication with parents must hand them in at the school office each morning before attending class and collect them at 3.00 pm before returning home.

If a parent needs to get a message to students during the day a phone call is to be made to the school office and the necessary details will be communicated to the relevant student.

All urgent matters must be referred to the Principal.

Some handy information on the Catholic Education Website that may help with getting ready for Prep: -

<https://www.cns.catholic.edu.au/our-school-communities/parent-engagement/getting-ready-for-prep/>



Just remember we are here to work together for the best interest of all the children.

No question is too big or small.

Always feel welcome to arrange a meeting and discuss any of your concerns.