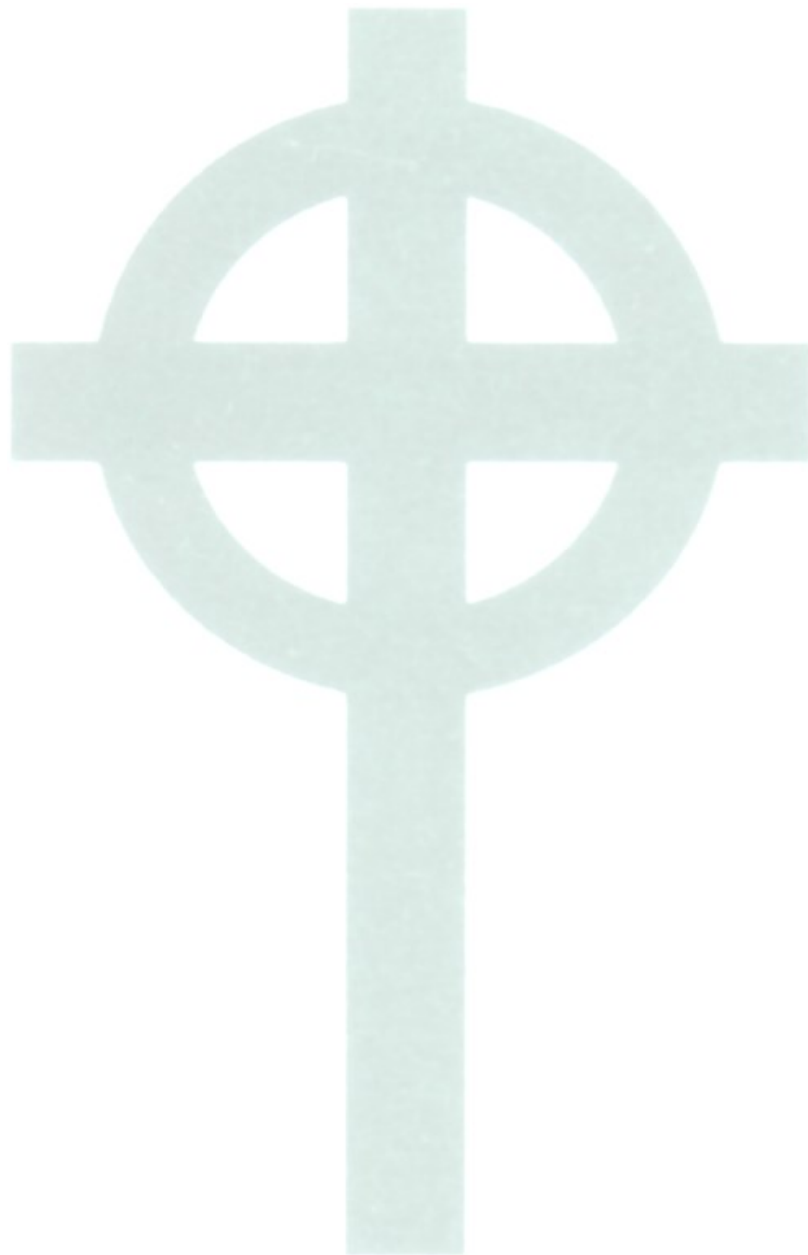


St Joseph's Primary School, Chiltern



Living



Loving



Learning



***St Joseph's is a caring
community which
encourages friendships,
cooperative behaviour and
opportunities to lead.***

St Joseph's Chiltern is a CHILD SAFE school. We value, respect and empower all our students to be safe.

Our school prayer

*Help me to be the best I can be
as a person, a learner, a friend.*

*Thank you for caring so much about me
We have a friendship that will never end.*

*Thank you for all I am able to do
help me remember to share
my talents, my time, my kindness, my love
so others may know that YOU care.*

Amen.



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The community of St Joseph's Chiltern warmly welcomes your child to our school.

Identity Statement

At St Joseph's we are a welcoming Catholic community, where every child is safe and is nurtured and empowered to realize their potential.

***It is our hope that your child:
grows in confidence,
establishes a sense of achievement and
responsibility
while developing academic skills,
grows to be a person who cares for others and
becomes faith-filled in the spirit of Jesus.***

St Joseph's School

Parish Priest	-	Fr Brian Carey
Chaplain	-	Fr Vin Walsh
School address		142 North Road, Chiltern, 3683 (PO Box 102)
Telephone	-	0357261388
Website	-	www.sjchiltern.catholic.edu.au
Email	-	principal@sjchiltern.catholic.edu.au
Principal	-	Mrs Jenny Hogan
Teachers	-	Miss Kerrie Hill (F/1 Teacher) Miss Genevieve Turnbull (4/5/6 Teacher) Mr Luke Ellis (2/3 Teacher) Mrs Gina Nero (Arts & LOTE Teacher)
Administration Officer	-	Mrs Sharon Stone
Teacher Aide	-	Mrs Debbie Wall (Learning Support Officer & Librarian) Mr Stuart Guthrie (Learning Support Officer) Mrs Tai Buchanan (Learning Support Officer)

Term Dates 2023

Term 1:	Monday, 30th January to Wednesday 5th April
Term 2:	Monday, 23rd April to Friday, 24th June
Term 3:	Monday, 10th July to Friday, 15th September
Term 4:	Monday, 2nd October to Thursday 15th December

Foundation (Preps) attend school on Monday, Tuesday, Thursday & Friday (Wednesday is a rest day) until the week commencing 6th March.

Daily Timetable

9.00am	Classes commence
11.00-11.45am	1st lunch break
1.45-2.30pm	2nd break
3.30pm	School dismissed

Introduction

The information in this booklet is intended to give parents, families and friends an understanding of St Joseph's Primary School. Please keep it in a safe place as you may wish to refer to it at various times during the year.

Our Story

- 1876** *Parish of Chiltern was created in 1876 and included Rutherglen.*
- 1901** *Presentation Sisters opened a Convent on Howlong Road in Chiltern and taught in the established schools in Rutherglen and Chiltern.*
- 1913** *New brick school was built beside the Catholic Church.*
- 1924** *Sisters moved to the vacated presbytery on the same site as the church and primary school.*
- 1961** *Chiltern became a Parish again and the convent reverted back to a presbytery. Chiltern Presentation Sisters moved to Rutherglen but continued to teach in Chiltern.*
- 1973** *Presentation Sisters ceased to teach in Chiltern.*
- 1974** *First lay Principal was appointed.*
- 1984** *Addition of classroom/multi-purpose room at the rear of the building.*
- 1998** *Portable classroom situated at the rear of the school.*
- 2001** *Construction of a walkway between the main building and toilet block, and addition of storage shed.*
- 2004** *Construction of new administration area and Principal's office. Refurbishment of the remaining areas of the school.*
- 2005-6** *Upgrade of playing areas and grounds with construction of shade sails and playground equipment.*
- 2007-8** *Upgrade of school grounds, fencing, sprinklers and underground water tank.*
- 2009** *Construction of Undercover Learning area attached to Convent.*
- 2010** *New multi-purpose room built and associated landscaping works, through the Federal Government's Stimulus funding.*
- 2014-15** *Minor capital grant received for new front fence and garden landscaping. Stephanie Alexander gardens constructed.*
- 2016** *Bike shed constructed.*
- 2018-19** *Minor capital grant received to refurbished staff and meeting room.*
- 2021** *Beginning of major renovations and landscaping to create learning spaces for the 21st century.*
- 2022 -2023** *Major refurbishment of classrooms and landscaping*



VISION STATEMENTS

At St Joseph's we strive to:

- *Model and live the teachings of Jesus*
- *Encourage action for social justice and hope*
- *Educate and nurture the whole child, spiritually, academically, socially, emotionally and physically*
- *Provide an engaging and challenging learning environment that encourages excellence and lifelong learning*
- *Develop students who have respect and care for God's creation and the need for sustainability*

GRADUATE OUTCOMES

At St Joseph's we commit to educating students to:

- 1. be open to the wonders of God among us.*
- 2. be able to make moral judgements and stand up for what is right.*
- 3. embrace diversity, culture and the individuality of all.*
- 4. be equipped with strong foundations in literacy and numeracy and all academic pursuits.*
- 5. be confident and inspired learners, willing to experience new challenges and broaden their horizons.*
- 6. be positive and resilient individuals with the ability to love and be loved.*
- 7. be compassionate, contributing and reconciling members of their community.*
- 8. be faithful stewards of the planet.*

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School Curriculum

St Josephs offers a comprehensive curriculum covering all learning domains in the Victorian Curriculum. St Joseph's provides a curriculum planning structure that sets out learning standards for us to use to plan our teaching and learning programs, including assessment and reporting of student achievement and progress.

Religious Education/Inquiry learning & Your Child

Religious Education at St. Joseph's is based on the Source of Life core documents which have been set for the Sandhurst Diocese. Religious Education topics are related to the child's life experiences and work along side our Inquiry units. With careful reflection and guidance the children are led to new insights about life, living and faith. We celebrate our faith together through prayer, liturgy and the sacraments. Prayer is a very special part of the day in each class. We celebrate special days and events with School/Class Masses, Assemblies and Paraliturgies.

Sacramental Program

A Sacrament is a sign through which God communicates his love, his life and his forgiveness. Through the Sacraments your child is being initiated into the faith of the Church, our faith. When you present your child for the Sacraments, you promise Christ and his community that you will live up to your obligations as responsible Christian parents.

All students participate in the Sacramental Program, students prepare to receive the Sacraments of First Reconciliation, Eucharist and Confirmation. Students who are baptised Catholic receive the Sacraments; all other students receive a Blessing.



English / Literacy Program

English Education is seen as of vital importance for each child. We aim to ensure that every child will be appropriately skilled and confident as readers, writers, listeners and speakers.

St Joseph's is proud of its reputation for teaching English/Literacy. The way in which our school is organised maximizes the teaching and learning opportunities for literacy. Each morning a specific literacy block of two hours is dedicated to high quality teaching and learning in reading and writing. Parents' support is encouraged for this program and training is provided to maximise the benefits of parent help.

As individual assessment is a key ingredient of all literacy work, individual programs are designed to meet the need of all learners. Our aim is to have all children working to their maximum potential in these basic skills. Our literacy program has focused learning groups and students are supported at their point of need and other ways we develop are through level play and other specific programs. We also have programs that extend students in their literacy learning.

Mathematics

It is our belief that the children need to be engaged in a stimulating learning environment which caters for the individual achievements of each child. This is attained by providing a balanced school program that allows the children to explore a wide range of maths concepts in ways that are meaningful, relevant and enjoyable.

Extensive use of concrete materials, technologies and progressive teaching practices enable us to cater for the different learning styles of the children in ways that give the children real life experiences. By doing this we strive to give the children greater confidence in using their mathematical skills and knowledge confidently and competently in daily life.

Library

All children are encouraged to borrow from the Library. Books may be borrowed during Library lessons. Books are borrowed for two weeks at a time. Library bags help to keep the books in good condition and are to be used by all borrowers. Lost Library books are expected to be paid for in full. Replacement books will be bought with the money paid.

Science

At St. Joseph's our Science program adopts an enquiry approach to teaching and learning. It encourages the children to develop knowledge and skills in the areas of biological, chemical, earth and physical science. Science is integrated across the curriculum and a 'hands-on', problem solving approach is emphasised. We aim to make St. Joseph's a sustainable school and we have adopted a whole school approach to develop strategies to better manage waste, energy, water and biodiversity. St Joseph's takes a whole school approach to living and learning sustainability. Our chooks and veggie gardens enhance our ability to recycle and engage the children in nurturing plants and animals.

Visual Arts

Students at St Joseph's have specialist classes in Visual Arts and Italian every week

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Technology

At St. Joseph's, we have a range of technologies that are used to enhance the educational outcomes of our students. Students have the opportunity to develop problem solving, literacy and numeracy skills within our innovative curriculum. The Apple T.V's, in each classroom will allow students to understand different topics through the use of visuals and interactive support.

We have an innovative and exciting 1:1 Ipad program to enhance student learning and engagement. All of our students from Foundation to year 6 have an Apple Ipad for their own personal use at school.

The internet is such a wonderful educational resource and the students will be given the opportunity to use it correctly and safely to enhance their learning journey. All Ipad's connect wirelessly to the school's WIFI.



Inquiry Learning

The Inquiry approach in Foundation to Year 6, works along side our Religious Education and covers all areas of the Victoria Curriculum. The Inquiry learning allows children to be immersed in a unit and provides an opportunity for questioning. It is a child-centred approach. The teacher provides a framework that enables them to explore the area they are interested in as well as addressing the areas that need to be covered. The Capabilities of Interpersonal, Ethical, Personal and Social and Intercultural are integrated into each unit of work.

LOTE (Languages other than English) |

At St Joseph's students learn to understand the importance of Languages in influencing intercultural relationships, experiences, attitudes, beliefs and behaviours in diverse social contexts. To foster and nurture respectful understanding of linguistic and cultural diversity within school communities and to support and promote opportunities for students to thrive and engage as global citizens.

STEM (Science, Technology, Engineering and Maths)

Students are given the opportunity to explore different open-ended tasks within the area of STEM using technology and other tools for learning.

Visual Art

A Specialist Teacher provides lessons and all students are encouraged to explore their creativity through the Visual Arts program at St Joseph's.

Health & Physical Education

Bluearth Discovery School Experience

The Bluearth program is a unique health and movement education program that utilises the physical activity domain to develop the whole child. All children at St. Joseph's participate in the Bluearth Program.



Physical Education Program

Our Physical Education Program consists of the Bluearth program, athletics, swimming, tennis, dance, minor and major games and outdoor education. The school holds an annual swimming sports, athletics sports and cross country competition.



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Support Programs

Behaviour Management Plan

The aim of our school is to work towards building on the social skills that are valued at school and at home. The school expectations which are continually encouraged and reinforced at school and can be implemented into everyday home life. As a school we are working towards a school wide positive behavior approach with all students taking responsibility for their actions.

Our expectations are

We are respectful, We are learners, We are safe, We are responsible

Buddy Program

Each child in our Prep/1 class has a senior buddy from the 5/6 class. This involves a friendship component, a support component and some cross age activities.

Children with Special Needs

We recognize that children have differing intellectual and emotional needs. Staff assessment practices allow for early identification of children with special needs. We are able to cater for children with special needs in a variety of ways through school organisation and being able to access needs-based resourcing for equipment and staffing.

Co-operative learning opportunities, problem-solving activities, integrated planning and individualised learning plans are utilised to meet the needs of these students in mixed ability classrooms.

Learner Diversity

The Integration Program allows us to better meet the individual needs of children with disabilities and learning difficulties with the support of a learning support officer to assist the Teacher to cater specifically for them in the classroom.

Each child with special needs has a Personalized Learning Program. Each term we meet as parents & teachers to evaluate and set new goals.

Pastoral Care & Wellbeing

As stated in our Vision Statement we are committed to providing pastoral care and support for students and their families. The Wellbeing Program at St. Joseph's is based on Christian values. Wellbeing caters for students who have a need i.e. physically, emotionally, spiritually and academically.

The children are encouraged to take their places in the local community and to recognize their responsibilities as citizens. The children take an active role in the annual Anzac Day celebrations, community celebrations and other community activities.



Parent Involvement

Parent involvement in their child's education is encouraged. This may take many forms. All parents are members of the Parents and Friends and parents may be part of the School Board.

On a day to day basis parents are welcome to assist in the classroom and come on excursions under the guidance of the teacher. If you are interested in pursuing either, please talk to your child's teacher.

Parents & Friends

The P & F meets each month during school term time. Parents are encouraged to attend meetings and to be involved in all Parents and Friends activities whether they are of a social or fundraising nature.

School Advisory Board

The School Advisory Board is made of up to 5 parent members, the Parish Priest (or his representative), the Principal and a member of staff. The Board assists the Principal with the running of the school. The Board meets 8 times during the school year on the 3rd Wednesday of every month.

Parent/Teacher Evenings

Parents are invited to the school, these may be for -

- * Parent/Teacher/Student goal setting sessions.
- * Parent/teacher interviews.
- * School information sessions
- * Interviews.
- * Sacramental programs.
- * Life Relationships program.

Working with Children Checks

It is a requirement of the Victorian Government that any parent who takes part in school activities with students, i.e., in the classroom or going on an excursion needs to have a "Working with Children check". The paperwork involved in these checks is now online at

<https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply>

When the paperwork has been completed these forms need to be submitted to the Post Office for processing.



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General Information

Absence Notes/Early Departures

When your child is away from school for any reason, you are asked to note your child's absents on PAM, This information is required by law and we would appreciate your support in this area.

In the interest of child safety if you can not access PAM we ask that parents ring/email to inform the school of their child's absence. If we have not been notified by 9.30am as to why your child is absent we will telephone to confirm their absence.

If you have organized another adult to pick up your child, please send a note stating your permission for this to occur.

Parents who pick up their child/children during the day are asked to sign them out in the sign-in/out book at the office and if returning that same day sign them in again. Also if bringing your child to school late the sign-in/out book needs to be signed.

Art Smocks

We strongly suggest that each student have an art smock to protect their uniform during various art activities. An old shirt remodeled would be just fine!

Assemblies

The main weekly assembly is held at 9am each Friday in the Multi-purpose room when the whole school gathers for prayer, general news, celebration of achievements and the presentation of the weekly awards. Parents are always most welcome to attend.

Every Monday morning the flag is raised and the children sing the national anthem. Weekend and general news and information is relayed to the students .

Bicycles

Before allowing a child to use a bike, parents are asked to ensure the child has a proper knowledge of the road rules. Parents are also asked to ensure that the bike is roadworthy. All children are required to wear a safety helmet which is correctly fitted and properly adjusted. **N.B.** Vic Roads recommends that children Grade three and below must only ride on roads when in the company of an adult.

Camps/Excursions

Excursions are organised during the year, they assist in providing as wide an education as possible, practical and safe activities. School camps are also organised for grades 3/4 and grades 5/6, details below. Parent participation is encouraged and appreciated.

The cost for excursions is covered by school fees and extra funding received through the Catholic Education Office for schools in small regional areas. But separate fees are charged for school camps and to cover costs associated with the school swimming and water safety program. The following shows a progressive development of camps and excursions from Prep to Grade 6:

Prep,Grade 1/2	Day excursions to expand understandings of theme studies.
Grade 3/4	Day excursions each year and a one night camp every alternate year.
Grade 5/6	Day excursions and a 2 night camp every alternate year.

Conveyance Allowance

Conveyance allowances are paid to assist parents with travel expenses incurred. To be eligible for this allowance students must reside more than 4.8 km from the nearest bus stop or 4.8 km from St Joseph's with no bus available. Contact the office for an application form.

Camps, Sports and Excursions Fund (CSEF)

CSEF is provided by the Victorian Government to assist eligible families to cover the cost of camps and sporting activities. To be eligible a parent must hold a Centrelink Health Care Card. Applications for this allowance will be sent home at the start of each year.

Grouping of Children

The class groupings are primarily determined by the overall school enrolment and staffing allocation granted to us by the Catholic Education Office. We do see multi-age grouping of children to be beneficial in the learning process and we endeavour to structure our classes accordingly.

As children develop socially and intellectually at quite different rates and have a diverse range of interests (just as we do), multi-age groups, rather than traditional groupings, do tend to develop these needs more efficiently. The emphasis in this class structure is on developing competency, good leadership and everyone's ability to contribute.

Lunches

We have a weekly canteen that is run each Friday by our Student Leaders. A price list is distributed at the start of the year.

Lost Property

All articles of clothing and belongings should be clearly marked so that each child can clearly identify his or her own articles.

Parent Access Orders

If your child is in the care of one parent and the other parent is not permitted to see or collect the child, it is vitally important for the school office to hold a copy of the parenting access order. We have no legal right to refuse access to a parent if we do not have the required documents.

Parent/Teacher/Child Interviews

Parents are invited to discuss their child's progress at any time during the year. An appointment may be made through the class teacher. To prevent disruption to classes, please avoid conversation with the teacher during lesson times.

Student Free Days

We will always endeavor to notify you at least one month in advance of a "Pupil Free Day". These days are Professional Development days for staff to ensure that they keep abreast of the latest teaching and learning developments.

Queries or Complaints

If you have any queries or complaints about what is happening in the classroom or at school please contact your classroom teacher or the Principal. The classroom teacher should always be the first contact for questions regarding your child. We value suggestions from parents and welcome you to make these in an appropriate manner. Please see our website for policies.

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School Newsletter

Each Friday the school newsletter is emailed home, placed on PAM and also on our website to provide you with some general information about what is happening at school and to also give you notice of up-coming events. Please take the time to read through the newsletter so you can be well informed of our school activities. Any P & F news is also contained in this newsletter.

Please feel free to forward any educational articles that may be of interest for others as we can include these in the newsletter. The newsletter may be viewed via our website - **www.sjchiltern.catholic.edu.au**

School Nurse

The School Nurse visits the school annually and assesses children in Prep upon receipt of a completed Health Questionnaire. Parents are contacted if there are concerns about any health problems. Children in other grades are also assessed if this is requested by teachers or parents.

Student Reports

A written report on your child is sent home mid-year and at the end of each year. These reports record your child's progress through the Victorian Curriculum. They also include written detail with regards your child's progress through our planned program, social and emotional development and attitude to work.

Parents are encouraged to maintain regular communication with their child's teacher so that together they can support and encourage the child's learning.

Supervision

- * Children are supervised at all times during the school day : 8.30am – 3.45pm.
- * Children are never to be out of the yard or in the classroom without teacher supervision.
- * At no time are children permitted to leave the school ground to go to a shop or home etc., unless parents request specific permission in the form of a written note.

Victorian Student Number (VSN)

Every child is assigned a Victorian Student Number (VSN) upon first enrolling in a Victorian School. The VSN is a student identification number that is assigned by the Department of Education and Early Childhood Development to all students in government and non-government schools, and students in Vocational Education and Training Institutions. The number, which is unique to each student, will be used as a key identifier on a student's school records, and will remain with the student throughout his or her education, until reaching the age of 25.



Transition

Rationale

Catholic Education is promoted from Prep to Year 12. Transition takes place many times during a child's primary years and is a celebration of achievement and maturity. The development of consistent teaching and learning styles are of significant importance to a smooth transition from Kindergarten to Primary School and Primary School to Secondary.

Aims in providing for smooth Transition:

- ❖ To develop a working relationship with the Chiltern Kindergarten and other local Pre-schools to smoothly facilitate transition.
- ❖ To see that transition from one year to the next in our school is seen as a natural progression.
- ❖ To develop a working relationship with the prospective Secondary Schools to facilitate smooth transition from Primary to Secondary.

Guidelines for Enrolment—Kindergarten to Prep

Children are admitted to school if their fifth birthday is before 30 April. If there is concern about school readiness, discuss this with the Principal and/or the Kindergarten teacher.

The enrolment process is as follows:

- ❖ Visits by the Kindergarten children to familiarize them with St Joseph's Primary School in Chiltern
- ❖ Visits to the Kindergarten by the Foundation Teacher and selected school children to assist the Transition and promote leaderships for the older students.
- ❖ An Open Day and Information will be advertised on the website, facebook page and through your child/ren Kindergarten
- ❖ Families may enroll children at any time, but preferably no later than August of each year. All families will have an Enrolment Interview with the Principal at a convenient time to both parties for mutual sharing of information about school and their child.
- ❖ The school will hold a Parent-Information evening for new parents at the beginning of the school year to familiarise parents with curriculum initiatives, classroom procedure and school routines.

During Term 4 the children who are enrolled will visit St Joseph's for Orientation sessions as follows:

Term 2

Visit by Kinder	2nd June @ 9.30am
St Joseph's to visit Kinder	17th June @ 10.00am
St Joseph's to visit Kinder	22nd July @ 10.00am

Term 3 & Term 4 dates are to be confirmed

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Preparation for School Beginners

We are vitally concerned with the health, safety and welfare of your child so we ask your co-operation in the following areas:

- * Teach your child to recognize his/her full name. If writing their given name, teach them to use capital and lower case letters.
- * Teach him/her to ask for items they may wish to use, and help them to wait their turn when necessary. This develops Oral Language skills and good manners.
- * Teach them about their own personal safety, about safe people and help them develop networks of trusted adults who might be able to help them feel safe at all times.
- * Help your child to know what to eat for lunch and what to eat for snack times. Help them to open and close lunch containers and drink bottles.
- * Try to help your child to be independent in areas such as toileting, buttons, shoe laces, putting on clothing, taking care and responsibility for his/her things.
- * Get to know your child's teacher and establish good communication with the school community. School readiness requires a social and emotional maturity as well as a readiness to learn the academic program that will be presented to your child.

Please make sure children have everything clearly marked, especially:

SHOES and SANDALS

LUNCH BOX and DRINK BOTTLE

BAG – Big enough to hold lunch box, drink, jumper, hat and other goodies.

ALL CLOTHING.

Our Foundation students are matched with a buddy from the senior grades that will "look out" for them in break times and assist them with any problems or anxieties that might arise

At the beginning of the year the Foundations are formally welcomed into the School and Parish community at our beginning of School Mass and morning tea.



Finance

St Joseph's has three main sources of income :-

- Government
- Fees
- Fundraising

Government funding is distributed by the Catholic Education Sandhurst using a formula that takes into account the enrolment of the school and any special factors that need to be considered. This funding falls well short of what is required to run a school, so the Catholic Education Office works out what a school requires to raise in fees & fundraising, to operate.

Each year a recommended family fee is set as is the amount needed from fundraising.

The School Fees and Levies cover all expenses for the year including textbooks, stationery, readers, art supplies, photocopying, cultural programs, and all IT equipment.

Every effort is made to keep fee rises affordable while providing the resources needed to ensure the quality educational programs offered by the school are ongoing.

Money sent to school for fees, bookclub, etc.

Money and notes sent to school for payment of fees, book club, etc. are collected in the morning and receipted by the School Administration Officer. It is important to send such monies to school in a sealed envelope with the child's name and the designation of the money written clearly on the outside. The school supplies special envelopes for this purpose to families at regular intervals throughout the year.

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Health and Safety

Certificate of Immunisation

All children starting school at St Joseph's are required to have a certificate of immunisation, available from Medicare. This certificate indicates whether that child has been immunized against diphtheria, polio, tetanus, measles and mumps.

Emergency Health Information

It is important that we have up-to-date emergency details such as home, mobile and work phone numbers as well as phone numbers for a relative or friend who can collect your child if they are sick, etc. Please keep the school informed of any changes as well as any change in doctor or medical conditions, e.g., asthma, allergies.

Accidents at School

All children have the right to feel safe and well, and know that they will be attended to when in need or when feeling unwell. We aim to administer first aid to children in a competent and timely manner and to communicate children's health problems to parents when necessary. We have a number of staff members trained to Level 2 First Aid, with up to date CPR qualifications and some trained in the use of an EpiPen.

First Aid – all staff treat minor wounds such as scrapes, scratches and minor bumps.

Medication can only be administered from the school office. All medication is to be sent to the office where it is kept in a locked cupboard. All medication must have parental consent recorded in the illness/medication register in the office and the medication, dose and time to be administered clearly indicated. Administration staff will give out medication at specified times and dosage, and record in the medication register.

Asthma – if someone has an asthma attack, the 4 step Asthma First Aid Plan is followed. If their condition suddenly deteriorates or if there is any concern – an ambulance is called. Ventolin is to be managed by the child in their classrooms or on the playground.

Sick Children – If your child is sick during the night, or not considered well enough to go outside to play, they are not well enough to be at school. Not only do sick children feel miserable at school, they can also be the cause of infecting other children with their illness. In the event of children being absent from school, a note of explanation is required, and a telephone call is appreciated.



Health

This is not an exhaustive list but some of the more common diseases/conditions.

CHICKEN POX -	Until fully recovered Note : Some remaining scabs are not an indication for continued exclusion.
MEASLES -	Excluded for at least 7 days from the appearance of the rash or until a medical certificate is produced or recovery.
MUMPS -	Until fully recovered.
RUBELLA - (German Measles)	Excluded until fully recovered and at least 4 days have passed since the appearance of the rash.
SCARLET FEVER -	Excluded until a medical certificate of recovery is produced.
WHOOPING COUGH -	Excluded for 4 weeks or until a medical certificate of recovery is produced.
PEDICULOSIS - (Head Lice)	Excluded until effectively treated.
SCABIES -	Excluded until effectively treated.
IMPETIGO -	Excluded until effectively treated and healed. (If sore can be properly covered while being treated, the child may attend school.)



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Uniforms

The school has a uniform which all children are expected to wear. The uniform is a public advertisement for the school, and we should ensure that children show care for their appearance.

St Joseph's school uniform can be purchased from

Chiltern Post office

We ask that all parents mark their children's clothing clearly with a permanent marker. If belongings are named it is much easier to return them to their owner.

Girls Uniforms

- | | |
|--------|--|
| Summer | Check dress with green tie OR bottle green skort; brown toe-covered sandals OR black shoes; white socks; bottle green school hat (logo). |
| Winter | Bottle green dress pants; gold polo shirt (long or short sleeve) with bottle green and gold stripes collar; bottle green bomber jacket (logo) black shoes; white socks. |
| Sport | Bottle green skort or shorts OR bottle green tracksuit pants; gold polo shirt (long or short sleeve) with bottle green and gold stripes collar ; white socks; suitable footwear, e.g. runners/joggers. |

Boys Uniforms

- | | |
|--------|---|
| Summer | Bottle green shorts; short sleeve gold polo shirt with bottle green and gold stripes collar; brown toe-covered sandals OR black shoes; white socks; bottle green school hat (logo). |
| Winter | Grey cotton pants; gold polo shirt (long or short sleeve) with bottle green and gold stripes collar; bottle green bomber jacket (logo) black shoes; grey socks. |
| Sport | Bottle green shorts OR bottle green tracksuit pants; gold polo shirt (long or short sleeve) with bottle green and gold stripes collar ; white socks; suitable footwear, e.g. runners/joggers. |

School Bag

A bottle green school bag with gold piping is available from Brunella.

Sun Hats

It is school policy that hats are to be worn when children are outside between the months of September to May. No child is permitted to participate in outdoor activities without a hat on. (The school has a supply of sunscreen and children are encouraged to use this when necessary).

Accessories

No jewellery, colourful hair accessories, make-up or nail polish are to be worn at school.

Parents are invited to make recommendations to the P & F Association concerning the uniform.

***WEARING OF CORRECT UNIFORM AT ALL TIMES IS A
SCHOOL EXPECTATION.***

We have SEESAW as a way of sharing the classroom with Parents and great communication tool.

The school community are invited to join this closed, safe platform that gives you a window into your child's learning.



(PAM) Parent Access Module

St Joseph's Primary School utilised the Parent Access Module (PAM) program to communicate with parents regarding students learning, newsletters, excursion forms and information and Weekly events.

The St Joseph's Parent Access Module (PAM) is an interactive, online, School based website for parent to access at anytime.

St Joseph's Chiltern is a CHILD SAFE school. We value, respect and empower all our students to be safe.

CHILD SAFE POLICY

St Joseph's Chiltern is a CHILD SAFE school. We value, respect and empower all our students to be safe.

IDENTITY STATEMENT

At St Josephs we are a welcoming Catholic community, where every child is safe and is nurtured and empowered to realize their potential.

VISION STATEMENTS

We strive to be open to the wonders of God among us, with the teachings of Jesus and His Church awakening a sense of social conscience, service to others and justice.

We strive to nurture responsible, active contributors to their community who act with integrity, love and respect as they take their place in the world.

We strive to develop the whole child spiritually, emotionally, socially, academically and physically, where they are happy and safe, and have a strong sense of self and belonging.

PURPOSE OR RATIONALE

This policy was written to demonstrate the strong commitment of St Joseph's Chiltern including its leaders, staff, volunteers, students and their families, to child safety and to provide an outline of the policies and procedures developed to keep everyone safe from harm, including all forms of abuse.

COMMITMENT TO CHILD SAFETY

All students enrolled at St Joseph's Chiltern, and any child visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

CHILDREN'S RIGHTS TO SAFETY AND PARTICIPATION

The staff and volunteers of St Joseph's Chiltern encourage students to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.

We teach students about what they can do if they feel unsafe. We listen to and act on any concerns students, or their parents or carers, raise with us.

As part of the school's curriculum the children participate in Social Emotional Learning units that encourage resilience, positive relationships and self-esteem. The children in Year 5-6 complete the 'Source of Life' unit 'Life Relationships' that talks about positive healthy relationships. All staff work to develop trusting professional relationships with all students so that the students feel supported and safe.

Please refer to our Pastoral Wellbeing Policy for further information.

VALUING DIVERSITY AND INCLUSION

We value and celebrate diversity, especially cultural diversity, and we do not tolerate discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal students and their families
- promote the cultural safety, participation and empowerment from culturally and/or linguistically diverse backgrounds (CALD) and their families

VALUING DIVERSITY AND INCLUSION

- promote the personal safety, participation and empowerment of students with a disability and make them feel welcome and part of all aspects of school life

RECRUITING STAFF AND VOLUNTEERS

St Joseph's Chiltern will apply the most thorough and rigorous standards in the recruitment and screening of staff and volunteers. We interview and conduct referee checks on all staff and volunteers and require police checks and Working With Children Checks (WWCC) for all staff and volunteers. Our commitment to Child Safety and our screening requirements are included in all advertisements for staff and volunteer positions.

SUPPORTING STAFF AND VOLUNTEERS

The staff at St Joseph's Chiltern provides support and supervision to all staff and volunteers so that people feel valued, respected and affirmed in their work and also feel that they are fairly treated.

We have a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

Please see St Joseph's Chiltern Code of Conduct

REPORTING A CHILD SAFETY CONCERN OR COMPLAINT

Our school records any child safety complaints, disclosures or breaches of the Code of Conduct, and store the records in accordance with security and privacy requirements. Our complaints and disclosure processes are outlined and detailed in the following policies and procedures:

- *Child Safe Reporting and Responding Policy*
- *Child Safe Reporting Procedure*
- *Complaints & Disclosure Policy*
- *Complaints Procedure*
- *Child Safe Responding Procedure*

The principal is St Joseph's Child Safety Officer with specific responsibility for responding to any complaints made by staff, volunteers, parents or students in relation to Child Safety.

RISK MANAGEMENT

Risk management is an approach that minimises the potential for child abuse or harm to occur. Our Risk Management Plan outlines and details all aspects of risk across our whole school environment (on site and off site school activities) with specific activity risk assessments. In addition to our general Occupational Health and Safety (OH&S) risks, we proactively manage risks of abuse and harm to our students.

POLICY REVIEW

This policy is reviewed every three years and we undertake to seek feedback from students, parents, carers, staff and volunteers.

Policy Reviewed: 2020

Next Review date: 2024

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St Joseph' Chiltern Parent/Carers/Guardians School

CODE OF CONDUCT

Introduction

At St Joseph's Chiltern we are committed to nurturing respectful relationships and active partnerships with you as **parents/carers/guardians**. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

As **parents/carers/guardians**, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships within a Catholic faith tradition

This Code of Conduct will guide your interactions and communications with staff, other **parents/carers/guardians**, students and the wider school community. It articulates the school's key expectations of both staff and **parents/carers/guardians** with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the school's:

- Occupational Health and Safety Policy
- Complaints Policy and procedure
- Child Safe Policy
- (Schools to insert other relevant policies)

Our Culture of Respectful Relationships

Among students, staff and **parents/carers/guardians** we strive to develop the following:

- A respect for the innate dignity and worth of every person;
- An ability to understand the situation of others;
- A cooperative attitude in working with others;
- Open, positive and honest communication;
- The ability to work respectfully with other people;
- Trusting relationships; and
- Responsible actions

In Promoting & Upholding this Culture, we expect that STAFF will:	In Promoting & Upholding this Culture, we expect that PARENTS will:
Communicate with you regularly regarding your child's learning, development and wellbeing; Provide opportunities for involvement in your child's learning; Maintain confidentiality over sensitive issues; Relate with and respond to you in a respectful and professional manner; and Ensure a timely response to any concerns raised by you.	Support the school's Catholic ethos, traditions and practices; Treat staff, students and other parents/cares/guardians with respect and courtesy; Support the school in its efforts to maintain a positive teaching and learning environment; Understand the importance of healthy parent/teacher/child relationships and strive to build the relationships; Adhere to the school's policies, as outlined on the school website.

I, _____, confirm I have read and acknowledge the above code of conduct.

Signed _____ Date: _____

Raising Concerns & Resolving Conflict

(Refer also to our Complaints Policy)

In raising concerns on behalf of your child, or making a complaint about the school's practices or treatment of your child, *we expect that you will:*

- Listen to your child, but remember that a different 'reality' may exist elsewhere;
- Observe the school's stated procedures for raising and resolving a grievance/complaint;
- Follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive manner; and
- Refrain from approaching another child while in the care of the school to discuss or chastise them because of actions towards your child. Refer the matter directly to your child's teacher for follow-up and investigation by the school.

In responding to your concerns or a complaint, *we expect that staff will:*

- Observe confidentiality and a respect for sensitive issues;
- Ensure your views and opinions are heard and understood;
- Communicate and respond in ways that are constructive, fair and respectful;
- Ensure a timely response to your concerns/complaint; and
- Strive for resolutions and outcomes that are satisfactory to all parties.

Safety & Wellbeing

The school places high value and priority on maintaining a safe and respectful working environment. We regard certain behaviours as harmful and unacceptable if they compromise the safety and wellbeing of a member of our school community. These behaviours include, but are not limited to:

- Shouting or swearing, either in person or by other means
- Physical or verbal intimidation and or threats
- Aggressive hand gestures;
- Writing rude, defamatory, aggressive or abusive comments to/about a member of the school community (emails/social media);
- Racist, sexist or other denigrating comments or images
- Acts of violence; or
- Damage or violation of possessions/property.

When an adult behaves in such unacceptable ways, the Principal or Principal's nominee will seek to resolve the situation in one or more of the following ways:

- repair relationships through discussion and/or mediation.
- exercise our legal right to impose a temporary restriction or permanent ban from the school premises
- report the incident to the police.

This Code of Conduct is endorsed by Catholic Education Sandhurst.

I, _____, confirm I have read and acknowledge the above code of conduct.

Signed: _____ Date: _____

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St Joseph's Primary School

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