**Vision Statement**

- We believe in the Good News of Jesus Christ.
- We believe that education is a shared responsibility and we recognize Parents and Carers as the primary educators of their children.
- We believe in an education that develops the individual.
- We believe education is a life long journey.

**Mission Statement**

- We are committed to living out, teaching, celebrating and inviting others to share in the Good News of Jesus Christ.
- We are committed to working in partnership with Parents and Carers who we recognize as the primary educators of their children.
- We are committed to providing a broad curriculum and positive learning environment that nurtures and promotes the development of the spiritual, intellectual, social, emotional and physical capacities of each person.
- We are committed to acknowledging that each of us are life long learners. We all have a right to that knowledge which inspires each person to reach their God-given potential as active members of the global community.
Welcome to St. Joseph’s School, Chelsea

Welcome to the school community of St. Joseph’s Chelsea. We thank you for allowing us to share with you in educating your child. We will endeavour to encourage, challenge and care for your child at all times as he or she learns more about the world, themselves and others, and about God.

We have a dream for your child and our school …

We dream a school where learning will be celebrated, where there will be laughter and dancing, where all people will celebrate the joy of living and learning.

We dream a school where the youngest and weakest will be guided and encouraged and supported by the rest of the school and where the gifted and talented will find scope and challenge.

We dream a school where both the playground and classroom will be places of safety and fun and everyone will have a friend.

We dream a school where everyday will be a celebration because each day we will appreciate the joy of learning about our world.

We dream a school where each of us will give God the first place in all we have and are and do and where everyone will use their talents for others.

We dream a school where boys and girls have equal access to the teacher’s time and the class resources and the vast opportunities that life provides.

We dream a school where each member will write and compute and pray and grow each day in faith and hope and love and respect, for each other.

We dream a school where our horizons are only limited by our imagination, a place where we learn to accept our responsibilities for this earth and its people

We know that you will work with us to make this dream a reality. We are entering a partnership for the education of your child.
Important Notes for Future Reference

School Hours

School Day: 8.45am to 3.15pm
Eat Morning: 10.50am to 11.00am
Morning Recess: 11.00am to 11.20am
Eat Lunch: 1.20pm to 1.30pm
Lunch Recess: 1.30 to 2.15pm
Dismissal: 3.15pm

Parents and Care Givers are asked to ensure that their child arrives in time to commence classes at the stated time. We begin each day with music from 8.45 and a short meditation from 8.50am in order to settle the children so they are ready to work. The first part of the day is particularly important as this is our Literacy block time and vital instructions are given at the beginning of the session. Late comers interrupt the literacy block and it is disruptive to teachers, other children & parent helpers when a child arrives after the bell.

Similarly, you are expected to collect your child promptly at the end of the day. In the event of some unexpected delay, please telephone the Office so that we can inform your child. Children often become very distressed if parents or care givers arrive late.

Contact with the school

Our number is 9772 8251. Teachers are on duty between 8.30am and 3.30pm. If you have any concerns about your child you should always make contact with your child’s teacher. This can be arranged by making an appointment for a mutually convenient time. Parents are asked not to attempt to speak to teachers during class times.

Family Conference Meetings

Term 1
Parents/Care Givers and students are invited to a meeting at which the classroom teacher identifies the learning goals and appropriate programs for your children and discusses any details which are relevant to your child’s progress.

Term 2 & 3
During these terms, Parent/Care Giver/Teacher/Student conferences are held. You are asked to bring the mid year report, student portfolio and your child with you.

Term 4
At the end of this term, a second formal report on the progress of each child is completed and sent home to parents in a Student Portfolio which also provides examples of the students work and information on skills and knowledge taught and standards expected at this stage.

Parent Involvement/Volunteers—Child Safety Standards

Parents are always welcome in our school. Parent help and involvement is both encouraged and appreciated. Research consistently shows that the more involvement a family has with the school the greater the degree of successful learning is achieved by the student. The Victorian Government recently introduced new Child Safe Standards along with Ministerial Order No 870, which set out the minimum requirements for schools in relation to child’s safety. All volunteer helpers along with employed staff require new procedures to be followed. The volunteer application forms and details are outlined under the Child Safety tab on our website.

A requirement of all parents who volunteer in our school or go on excursions is to complete an application form, obtain a current Working with Children card (WWC) and read the associated documents on our website.

Assembly & Whole School Liturgies

An assembly time table is printed in the first newsletter of each term. We have a regular assembly on most Fridays from 2.30pm which is attended by the whole school. Parents and Care Givers are always welcome to attend. Please watch the school calendar and children’s diaries for times of whole school and class attendance at Mass.
Our Parish Sacramental Programs

The Sacramental Program at St Joseph’s is Parish based. Parents and Care-Givers are fully involved in the process of preparing their children for the sacraments. As Parents and Care Givers you nurture your child’s faith development from the time your child is born and your request for baptism is an acknowledgement of this involvement. The Sacramental Program is supported by the Religious Education Program in the school which is developed from Prep to Grade 6. Parents and Care Givers are expected to attend a series of 3 meetings over 6 weeks to prepare their child for the sacraments. At these meetings we provide you with materials and support so that you can work together. Children in Year 3 receive Penance (Reconciliation), Year 4 children receive Eucharist and Year 6 children are prepared for Confirmation. All Catholic families are expected to be involved in the Sacramental Program but there may be exceptions for some children after consultation with our Parish Priest.

Parents and Care-Givers are expected to attend these evenings which support the Sacramental Program.

When your child begins school at St Joseph’s we also support you by informing you of opportunities to attend Adult Faith Nights.

Pupil Absences

Please phone the school on the morning your child is absent so we can record their absence on the electronic roll with the school office.

Student Leave Pass

If a parent or care giver wishes to collect a child during school hours, the parent or care giver must first report to the Office where they will be required to sign the Leave book. The parent will then be issued with a Student Leave Pass. This pass is handed to the child’s teacher.

NO child will be permitted to leave the school without this procedure having been followed. Unless authorised by parents, Student Leave Passes will not be issued to adults who are not on the child’s emergency contact list. If an adult who is not the child’s parent has authority to collect a child during school hours appropriate identification is required (ie, drivers licence ).
Student Late Pass

If your child arrives after the commencement of classes he/she must first report to the office where a late pass will be issued.

Late Pick Ups

Accidents do happen and we provide a safe environment for your child/children if you are running late to collect them, please phone us and let us know if you are in trouble. These are usually rare incidents.

Staff on duty will bring children left outside back into the school and parents will be contacted. Parents/caregivers will need to come in and sign the student out.

First Aid Treatment

Should your child be injured at school, one of two procedures will be followed:

- The staff member in First Aid duty will treat minor injuries. Your child will bring home a slip of paper stating the type of injury and treatment.

- More serious injuries will necessitate a staff member contacting you and ask you to come and collect your child. If we cannot reach you, we must have access to emergency numbers. All medical and emergency contact details need to be kept up-to-date by parents & caregivers online through CareMonkey (this can be done via the internet or CareMonkey app).

- Any medications students require during the school day must be held at the school office with a note detailing the administration of the medication.

Walk / Excursions

For an organised excursion you will receive all details via the caremonkey app. Please respond via the app or email to allow your child to attend the excursion. Failure to do so will mean your child will be unable to attend the excursion.

School Notes / Newsletter/School App

Please check your child’s bag every night for communications from the school. The School Newsletter is produced every Thursday along with the Parish Bulletin. You can receive the school newsletter, curriculum news and attachments if you sign up once to the E-NEWS link on our website. The curriculum news is sent home at the beginning of each term with a broad overview of the learning & teaching covered by each level each term. You can also download the St Joseph’s App to receive up to the minute news.
Fees

We are very proud that our school offers a high quality of education. The payment of School fees and levies is essential towards the provision and implementation of our programs. Every effort is made to keep costs to a minimum. The Fee and Levy amounts are reviewed each year and changes come into effect the following year.

Term Fees are to be paid on a Term basis. By consultation with the Principal however, arrangements may be made to pay Fees in weekly, fortnightly, or monthly installments. We also offer payment by credit card or eftpos. Payments can be arranged to come out of your nominated bank account or deducted from your credit card.

Library

The School Library will be available to your children. They will need a Library bag for borrowing.

School Canteen

Our canteen is run by the school with the support of volunteer helpers. We aim to provide an inexpensive and nutritious lunch for the children, at a reasonable price. All queries regarding the canteen should be directed to the canteen manager. Lunch Orders should be placed in the ‘Lunch Order’ satchel located in each classroom before school on a Thursday and Friday.

Lunch Times

We have two breaks and for sound nutritional practice we ask that children bring 2 small lunch packs, one to eat at 10.50am and at 1:20pm. Don’t be dismayed if they don’t eat all you have packed, or if they ask for more than you have packed – you will get used to how much they will eat after a while. We have a fruit break at 9.50 am to help children maintain their focus on learning.

School Crossings

Please always use the Supervised school crossings. Children will learn to follow your example.

Parking

Please observe particular parking restrictions and drop off zones. They have been put in place for the safety of your children, and in not abiding by them, children may be put in danger.

St Joseph’s Parents & Friends

We are currently reforming our Parents and Friends through Family Conversations. A new group is being established to look at ways we can be partners in learning. Parents continually work towards raising much needed funds, which are always used to benefit our curriculum and facilities. We encourage social functions, organising a number of opportunities to gather throughout the year. All parent input is welcome and you are urged to support school activities like the Fete etc. Stay tuned for more information.

Grounds / Maintenance Committee

This committee organises care and maintenance of the grounds and gardens. Parents are expected to attend at least one working bee (one is held each Term). Working bee dates are advertised in the school newsletter well in advance.

Class Level Information

We provide information at the Prep information night listing any information you may need to help your child as they begin school. We regularly inform you of any additional information during the term.
Before and After School Care

There are two providers available. Please call Chelsea Central on 9776 0456 or the City of Kingston (which operates out of Chelsea Primary School) on 9581 4867. Please phone to register your interest. Places for both providers is limited.

School Uniform

Uniform Shop
All items of the required School Uniform, including the School bag, are sold through our Uniform Shop. The Uniform Shop operates each Wednesday mornings from 8.45am - 9.45am.

Full Summer or Full Winter uniform can be worn at any time of the year, but not a combination of both.

Summer Uniform
St Josephs School hat from 1st September until 1st May.

Boys
- Long grey Shorts
- Short Sleeve blue polo with emblem
- Grey Socks

Girls
- Blue & White Check Dress OR Blue Culottes
- Short sleeve blue polo with emblem
- Sky Blue Ankle Socks

All Students
- Navy School Jumper
- School Hat with School Emblem. School Hats must be worn as part of summer school uniform (regardless of the weather) on the way to and from school, and on every occasion when children leave classrooms. Legionnaire, broad rim and Bucket hats are available.
- Black Leather School Shoes
- Ribbons, etc. to be in School Colours
**Winter Uniform**

**Boys**
- Navy Drawstring Trousers
- Long Sleeve Sky Blue Polo with School emblem
- Grey Socks

**Girls**
- Navy Knife-pleat pinafore or
- Navy Drawstring Trousers or
- Culottes
- Long sleeve Sky blue Polo with School emblem
- Navy Tights/Sky Blue Socks

**All Students**
- Navy School Jumper
- Navy Raincoat (optional)
- Black Leather School Shoes
- Ribbons, etc. to be in School Colours

**Sports Uniform**: To be worn on Physical Education / Sports Days and any other day as requested by the school.
- Navy sports shirt with house coloured stripe
- Navy Shorts
- White Socks
- School Track Suit
- White Sneakers.

Long hair must be tied back at all times for both boys and girls.

Earrings, if worn, are to be studs only. Sleepers can be dangerous.

Extremes of fashion with regard to hairstyle including dyed hair is to be avoided.

Nail polish and jewelry are not part of school uniform.
<table>
<thead>
<tr>
<th>Disease or Condition</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (<em>Entamoeba histolytica</em>)</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
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<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</td>
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<tr>
<td>Conjunctivitis (<em>Acute infectious</em>)</td>
<td>Exclude until discharge from eyes has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased or until medical certificate of recovery is produced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
<td>Exclude family/household contacts until cleared to return by the Secretary.</td>
</tr>
<tr>
<td>Haemophilus type b (<em>Hib</em>)</td>
<td>Exclude until medical certificate of recovery is received.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all blisters have dried</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Herpes (&quot;cold sores&quot;)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Human immuno-deficiency virus infection (HIV/AIDS)</td>
<td>Exclusion is not necessary unless the child has a secondary infection.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude until at least 4 days after the onset of rash. Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningitis (bacteria)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclude until adequate carrier eradication therapy has been completed.</td>
<td>Not excluded if receiving carrier eradication therapy.</td>
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<tr>
<td>Meningococcal infection</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Exclude until medical certificate of recovery is produced.</td>
<td>Not excluded unless considered necessary by the Secretary.</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.</td>
<td>Not excluded.</td>
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<tr>
<td>Trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary.</td>
<td>Not excluded unless considered necessary by the Secretary.</td>
</tr>
<tr>
<td>Verotoxin producing Escherichia coli (VTEC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for 5 days after starting antibiotic treatment.</td>
<td>Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics.</td>
</tr>
<tr>
<td>Worms (Intestinal)</td>
<td>Exclude if diarrhoea present.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>
St Joseph’s School
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