St Joseph's Primary School
Kempsey

SCHOOL HANDBOOK

Learners Today Leaders Tomorrow
WELCOME TO OUR SCHOOL

St Joseph’s Primary School, Kempsey

Our Vision

St Joseph’s is a parish school community of students, parents, priests and staff who strive to...

- provide an environment where all individuals celebrate God’s sacred presence, have opportunities to grow in the Catholic faith and witness Gospel values in their daily lives.
- Provide ever opportunity for each individual to grow and achieve personal best in a happy, safe and accepting environment.
- Foster a love of learning.
- Interact comfortably and co-operatively in order to accept their rights and responsibilities in promoting and maintaining the life and growth of the school.
Our Mission

St Joseph’s defines its mission as supporting and supplementing the work of parents in the overall education of their children.

Teachers in a Catholic School are to be witnesses to the Gospel, providing an environment in which God’s presence is evident in the entire curriculum and life of the school. Each child is unique and individual. Therefore, St Joseph’s aims to provide experiences and resources to ensure that each person can grow fully in their own right by providing:

- The opportunity for children to develop confidence and to value themselves and others.

- A school culture and ethos that demonstrates a Christian atmosphere where each child is respected and is called to the fullness of their potential in all areas of growth.

- For children to experience the love of God and develop a sense of belonging through the attitudes in the school and wider community.

- Relevant opportunities whereby the children can acquire the necessary knowledge, understanding, skills and attitudes to enable them to actively participate in their environment.

- Encouragement so that a positive attitude concerning the need and the desire to learn is developed.

- An integral relationship between St Joseph’s Primary, Catholic Parish of the Macleay Valley and St Paul’s College, Kempsey.
School Prayer

Heavenly Father

We pray to ask your blessings on

St Joseph’s School

For the parish, parents, teachers and students

who belong to our learning community

May your Spirit of Love guide us in our work,

our friendships and our lives.

We ask this through Jesus, Your Son.

Amen
School Contact Details

PRINCIPAL  Mrs Melissa Turner
ADDRESS  36 Kemp Street, West Kempsey NSW 2440
          (P.O. Box 3150, West Kempsey NSW 2440)
PHONE  65 62 5501
FAX  65 62 1371
EMAIL  kmpp@lism.catholic.edu.au
WEBSITE  http://www.moodle.kmpplism.catholic.edu.au
Principal’s Message

Dear Parents and Carers,

Welcome to the St Joseph’s Primary School community. We aim to foster a love of learning and life through a holistic approach to contemporary education in a supportive Catholic School environment.

At St Joseph’s we fully live our motto Truth and Honour. Together staff, students, families and the parish community work tirelessly to make our school a place where all are welcomed and where each individual can realise their full potential.

Education at St Joseph’s is centred on the Gospel. Through the teachings of Jesus Christ we aim to nurture the spiritual and faith formation of our students in synergy with academic achievement and development. Saint Mary Mackillop (1842-1909) said “Do your best and God will bless your effort”. Our students are always encouraged to do their best and participate in all aspects of school life.

We believe in educating the whole person; socially, spiritually, physically, culturally and academically. We are all unique and have special gifts and talents. St Joseph’s is a community where this is valued.

Parents are recognised as the first educators of our students. We encourage parents to participate in the life of the school and this is evident through strong parent partnerships and community collaboration.

We have a dedicated staff that provide learning experiences that cater to the need of each individual student. Students are provided with many opportunities to foster their talents. Students are encouraged to participate in an array of learning, sporting, cultural and social justice initiatives and experiences. We endeavour to support student’s emotional well-being and students are encouraged to be active participants in our ever changing world.

St Joseph’s is a learning community. Together we will foster future leaders.

Many Blessings.

Melissa Turner
Principal
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**SCHOOL HOURS**

School commences at 8.55am

Supervision begins at 8.30am. Children should not attend school prior to this supervised time without written indication to the Principal.

School lessons conclude at 3.10pm

Supervision concludes at 3.45pm. Children should not remain at school after this supervised time without written indication to the Principal (except for those booked in for After School Care).

<table>
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<th>Time</th>
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<td>First Bell</td>
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<td>Lunch One</td>
<td>11.00am – 11.40am</td>
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<td>Lunch Two</td>
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*Please make an effort to have your child/ren at school well before 8.55am. This is REALLY IMPORTANT!*

Continual late arrivals at school can disrupt classroom organisation and disadvantage your child in class.

Children miss out on valuable lesson time.

Children need to be signed in/out at the front office if they arrive late or leave early.

Early departure from school is also disruptive to the class, and parents are encouraged as much as possible to arrange appointments for children outside school hours to avoid interruption to class learning time.

A “Late Arrival / Early Leaver” Slip must be completed at the front office during times when students need to be collected during school hours and in the event of students arriving late for school. Parents are requested to attend the front office with the student in both these cases. Please do not just drop children at the front of the school.
CONTACTING THE SCHOOL - APPOINTMENTS

If you wish to speak to the Principal or Assistant Principal at length, on any matter, please ring the front office (65 62 5501) and make an appointment.

Staff prayer and meetings are held each Monday and Wednesday morning at 8.30am and Monday afternoons until 4.30pm.

If you wish to speak to teachers at length, on any matter, please make an appointment with them.

If you have a concern, would like to express your appreciation, or are uncertain about something at any time... please phone, email or call in and see us.

TEACHING TIME (Interruptions)

Please avoid conferring with the teacher during teaching time – 8.55am – 3.10pm – or interrupting class, as valuable teaching time is lost. If you need to speak with your child’s teacher please make an appointment for a mutually convenient time.

VISITORS TO THE SCHOOL

In line with Child Protection Guidelines all visitors to the school outside of normal drop off and pick up times, i.e. between 8.55 am and 3.10 pm, are to report to the front office, sign in and wear an official visitor’s badge.

This enables us to know who is in the school at any given time, especially in the case of emergency. They are also required to sign out when leaving the school. This includes regular classroom helpers and canteen volunteers.

Parents dropping off and picking up children within the normal school opening and closing times, i.e. before 8.55 am and between 3.10 and 3.45pm, do not have to sign in and wear a visitor’s badge.

Exemptions are given to special celebration times when large crowds are expected.

Besides parents/ carers, only adults listed as a child’s emergency contact will be permitted to sign out children during school hours or pick them up after school. Please send a note or ring the office to confirm any alternate arrangements. You will be phoned if we need clarification before your child is allowed to go home in this situation.

Gates are locked at 9.00 am and unlocked at 3.00 pm
SUPERVISION OF PUPILS

We wish to clarify the position concerning the hours during which school is conducted each day and for which period normal supervision is provided.

Lessons commence each morning at 8.55 am and conclude at 3.10 pm on Mondays to Fridays. The school grounds are open to pupils from 8.30 am each morning and remain open until 3.45 pm each afternoon. At all times outside the period from 8.30 am to 3.45 pm on Mondays to Fridays the school grounds and buildings are out of bounds to all pupils.

It is therefore the case that, while normal supervision of pupils by the school will be undertaken between 8.30 am and 3.45 pm on Mondays to Fridays, no supervision will be provided other than between those hours, and no responsibility will be taken by the school for any consequences of the activities of pupils outside those hours (unless booked in to After School Care or special arrangements have been made with the Principal).

Would you please assist the school in the interests of the students’ safety by ensuring that your child does not attend or remain in the precincts of the school outside the hours of 8.30 am and 3.45 pm on Mondays to Fridays.

If any parent or guardian has difficulty in ensuring that their child only attends school between 8.30 am and 3.45 pm, would that parent or guardian kindly contact the school in writing to indicate the nature of your request.

The school will not be responsible for supervising or caring for students outside the school premises unless the students are engaged in a school sponsored activity e.g. an excursion or a sporting event. The school will not be responsible for supervising or caring for students on their journey to and from school. In particular, the school will not be responsible for supervising students at bus stops either on their way to school or on their way home from school. Each student’s journey to and from school shall be the responsibility of each student’s parent or guardian.

The above information will be sent out to all families as an official letter at the beginning of each school year.
PERMISSION NOTES

An official Parents Authority and Consent form for each new child to the school (including new kindergarten children) is required to be signed by parents (included in Enrolment Application).

This signed form is kept with the child’s records and, thereafter, permits the child to:

☐ receive medical treatment
☐ have permission for the publication of any school-related material about the child, including photographs to be used in publications by the School to communicate and promote events. Publications such as newsletters, prospectuses, magazines, local newspaper articles and the school website.
☐ travel on a bus or any form of public transport, including walking, where such transport is deemed by the school as necessary or desirable.
☐ watch G rated videos, as part of their educational experience and at the teacher’s discretion.

A signed permission note is required from a parent or guardian for a child to:

☐ leave school early
☐ leave with an adult not specified on your emergency contact details
☐ travel in anyone else’s car
☐ leave the school grounds
☐ explain change to any part of the school uniform
☐ give authority to school staff to administer medication
☐ attend certain school organised functions or activities; or
☐ explain any absence from school
ATTENDANCE

Consistent attendance at school, every day and for the full school day, ensures children make optimal progress. Daily attendance is recorded as a legislative requirement. You are asked to explain via text message, note or phone call the reason for a child’s absence.

- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- A system is established for Late Arrivals/Early Leavers and this information is recorded on Schoolworx.
- Illness is reasonable grounds for an absence, shopping excursions or birthday parties are not.
- Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- Parents have a further responsibility to provide a written note, phone call, SMS response or email to explain absence.
- Catholic Schools Office documentation will need to be completed to apply for extended leave. It is then the Principal’s responsibility to either grant or deny that leave in accordance with CSO guidelines.
- The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- The Principal will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- The Class Teacher has a further responsibility to ensure that unexplained absences are followed up once with the attached note sent home by the teacher.
- All student absences are recorded in the morning on the electronic marking system. All recording will be done in accordance with Catholic Schools Office Lismore “Guidelines for Management of Student Attendance” 2016.
- Parents/Caregivers are then notified via SMS if their child is absent from school and a response via return SMS, a phone call, note or email be provided to the school explaining the absence, within seven days.
- Enrolment auditors may seek student attendance records.
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues may be reported by the Principal to the Catholic Schools Office.
Student absence figures will appear on student record cards, student reports and files for 7 years after the student has left. In a case where a student has an accident necessitating an accident report, all attendance records should be retained until the end of year in which the student reaches the age of 25 years.

Support for parents of students who have prolonged absence will be initiated through school and relevant agencies. Communication, collaboration and information sharing occurs with other services and agencies to enhance the effectiveness of interventions with students and families.

Please notify the Principal if:

☐ you are seeking extended leave for your child (10 consecutive days or more)—there are mandatory reporting requirements in relation to extended leave, and written notice to and response by the Principal is required prior to any such leave being taken.

Absences for holidays are not ‘approved’ but count towards total absences for the given period.

☐ you are leaving the school

Please Note….

- Children arriving late or leaving early need a parent to drop off or collect their child at the front office and sign an Early Leaver/Late Arrival Slip. The child will be given a late slip to take to class if late.

- Partial Absences are recorded on electronic rolls.

- Permission is also needed in writing to collect other parents’ children.

- Every term, a letter will be sent home to parents/carers if a child’s absences are unexplained/unjustified or if the child’s overall pattern of attendance is concerning as per our policy.

- Parents are asked to make contact with the school if they require any assistance with ensuring their child is at school every day.

- Student attendance data is included on semester reports.

- Please refer to our Student Attendance Policy which can be found on the school website for further information.
PARENTAL ACCESS ARRANGEMENTS

In the case of access disputes, staff cannot refuse a parent access to a child unless documentation of guardianship and/or access arrangements has been presented to the Principal for inclusion in the child's file.

Single parents, separated parents or guardians must show evidence of access upon enrolment if there is a restriction of access to the child. A copy of the Court papers must be kept by the front office along with, if available, a photo of any person that is not to have access to the child.

Please inform staff:

- If someone different is picking up your child
- If your child, through sickness or holidays, will be away for more than a week
- If custody/access arrangements have changed
- If your address/phone number has been changed
- If your place of employment/work phone number has been changed
- When you are leaving the school early with your child

COLLECTING CHILDREN

There is parking available along Kemp Street and Sea Street. Please be attentive to parking and road signs as they are regularly monitored by authorities. Parents MUST collect children from the Lower Primary cement area or the Parent Pick Up Line in the Primary area. Not from the classroom.

Please DO NOT GO to the classroom door to collect children during or after school. Parents can assist school routines by collecting children from the designated areas ONLY.

Children catching buses will be accompanied to the supervised bus lines in the Primary area.
NOTABLE DATES

Planned dates will be listed on the Term Calendar published on our school website and in the newsletter, St Joseph’s Weekly Bulletin and via the Skoolbag App.

- Sacramental programs for Confirmation, Reconciliation and Eucharist
- Pupil Free Days
- P&F and fundraising meetings
- P&F Annual General Meeting
- NAPLAN National Testing - Years 3 and 5
- Sporting Events – Primary Swimming Carnival, Athletics Carnival, School Cross Country
- Anzac Day
- Remembrance Day
- Year 6 Religious Education Test
- International Competitions and Assessments for Schools (ICAS) -
- Year 6 Camp

NEWSLETTERS

The weekly newsletter is emailed (or sent home with the eldest child) to parents on Friday of every week. The newsletter can also be accessed from our website www.moodle.kmpplism.catholic.edu.au and our Skoolbag App.

Please be sure to read this newsletter – it contains all important school details from week to week.

Please make a note of upcoming dates on your calendar or in your diary and save yourself unnecessary phone calls to the front office.

MASS AND PENANCE

Catholic schools exist so that we can assist you, the parents, in enabling your children to receive an education based on Christian values and the traditions of the Catholic Church. Therefore we give the children opportunities for Liturgical Worship as a school community.

During the year we hold Whole School Masses and Class & Stage Masses.
PRAYER IS AN IMPORTANT PART OF SCHOOL LIFE
We encourage you to include Prayer in your home life

At St Joseph’s Primary, we consider it a privilege to share with you in your child’s faith journey. This includes the various stages of initiation into the full life of the Church.

Children receive detailed instruction and preparation for each of the Sacraments but it must be remembered that coming to understand and appreciate the Sacraments properly is the work of a lifetime – our presentation of the Sacraments takes place throughout the following years:

- **Confirmation** – Year 2 students will receive this Sacrament
- **Holy Communion** – Year 3 students will receive this Sacrament
- **First Reconciliation** – Year 3 students will receive this Sacrament

*A Parent Information Night will be conducted prior to the celebration of each Sacrament.*

**BAPTISMAL CERTIFICATES**
It is essential that we have a copy of the child’s Certificate of Baptism on record – this is initially requested at the time of enrolment.

**BECOMING A CATHOLIC/BAPTISM OF CHILDREN**

If you would like to consider having your children or family members baptised in the Catholic faith please enquire at the Macleay Valley Parish on 65 62 5182.
ASSEMBLIES

Whole school prayer and assemblies are held on Mondays at 9.00 am and on Friday at 11.40am.

Special assemblies include:
- St Joseph’s Day
- Holy Week
- Anzac Day
- Remembrance Day
- NAIDOC Week

There is a warm invitation extended to parents to attend whole school assemblies and special assemblies. Each class is rostered for Friday’s prayer and assembly throughout the year. The newsletter will indicate which class is leading prayer at the assembly the following Friday.

MONDAY MORNING ASSEMBLY (9.00 am – Hall)
The whole school meets to:
- pray together
- receive messages for the week
- distinguish specific staff and their roles

FRIDAY ASSEMBLY (11.40am – Hall)
The whole school meets to:
- present awards
- showcase spiritual, educational, cultural or sporting achievements/opportunities
- communicate school news and updates
- pray together
- sing our National Anthem

SCHOOL BANKING

The school office facilitates the Commonwealth Bank School banking on Thursdays. Children are to be responsible to hand their bank books to their class teacher prior to or on a Thursday morning. Bank books will be sent back to the classrooms via the class bags after the banking has been processed.
STUDENT ACCOUNTS AND CHARGES

MONEY SENT TO SCHOOL
When sending or delivering money to the school, for any reason (excursions etc.), please enclose it in an envelope and mark it clearly with:
- child’s name
- child’s class
- amount of money enclosed
- purpose for which the money is enclosed

Please ensure ends of envelope are sealed with sticky-tape as $2.00 coins can slip out very easily.

ACCOUNTS
- Accounts are to be paid in a timely manner.
- If you are having financial difficulty please see the Principal.
- Accounts can be paid by Eftpos, cash or cheque.
- Students for whom there are outstanding balances may not be able to participate in elective sports and activities until the account is paid.
- School Fees are to be either via the Parish Office or can be taken at the school office.

BIKE RIDERS
- Please make sure children are competent and safe riders before allowing them to ride to and from school. Safety regulations state that children should be 10 years of age to be able to ride a bike in safety.
- ALL children must walk their bikes into and in the school grounds. Bikes should be secured in the bike rack.
- Children must wear an approved safety helmet if riding to and/or from school.
- Skateboards and scooters are not to be brought to school.
MOBILE PHONES

Children are not to bring mobile phones to school. However, it is appreciated that for after school communication for working parents, etc., it may be convenient for a child to have a mobile phone.

We encourage parents and carers to contact the front office directly on the school phone number 65 62 5501, if a message needs to be passed onto children. Please do not attempt to contact children whilst at school.

If it is necessary for a child to have a mobile phone at school, then the following rules apply:

- the phone is switched off upon arrival at school and is signed in for safety at the school office for the day. (contact during the day should be directed through the front office)
- the phone may be switched on after the child has left the school grounds
- if a child does not abide by these rules, the phone will be confiscated and taken to the front office to be collected by the child at the end of the school day.
- It is emphasised that the school cannot accept responsibility for lost, stolen or damaged mobile phones.

THE SCHOOL WEBSITE

There is a wealth of information to assist parents to work in partnership with the school for the good of our children.

To gain access, go to our website: www.moodle.kmpplism.catholic.edu.au

SKOOLBAG APP

Skoolbag is a mobile App for the school to communicate directly to parents and carers. It works through both smart phones and smart devices (such as iPads and Android Tablets).

We are able to communicate - push notification alerts, school events, newsletters, school documents and more. If you require help installing the Skoolbag App please contact the school office.
BUS TRAVEL

BUS COMPANIES:  BUSWAYS KEMPSEY 65 62 4724
                CAVANAGH’S KEMPSEY 65 62 7800

Busways’ and Cavanaghs’ office staff will be able to tell you which bus your child will catch, where to catch it and what time it leaves. The following conditions apply for bus travel:

- All children in the INFANTS school are eligible to travel free on the bus.
- Bus pass application forms, available from the school, must be completed and returned to the front office.
- To be eligible for free bus travel, PRIMARY children must reside more than 1.6 kilometres (radial distance) from the school or 2.3 kilometres by the shortest practicable walking route.
- Lost or mutilated bus passes may be renewed for a fee payable to the bus company.
- At the commencement of each school year, those children who have previously travelled on the bus will automatically receive a new bus pass for the new school year UNLESS the child is in Year 2 going into Year 3.
- ALL Year 2 students MUST complete a new bus pass application to obtain a new pass for the following year.
- Any student who has changed address must also complete a new bus pass application for the new year.
- Please note that when applying for a bus pass, bus companies require an acknowledgment of travel conditions to be completed as well as the bus pass application.
- Bus passes must be shown to the bus driver every day.
- New “application for free travel” forms are only required to be completed when a child is new to the school or changes address – NOT when the child has lost his/her bus pass.
- When filling in new application forms, please make sure you complete Part A only.

Please ensure your child understands that, in the event they get on the wrong bus, they should go straight to the bus driver.

Please ensure your child understands that, if your child misses the bus, they should go straight to the teacher on duty who will send them to the front office.

NEW CHILDREN, KINDER, YEAR 1 AND YEAR 2 CHILDREN CATCHING BUSES....
Parents are requested to send a note to the teacher stating the bus number and the days your child will be catching the bus so that the teacher may organise a bus buddy for your child initially.
WE BELIEVE
Children need love, respect, acceptance, consistency, justice, equality, security and responsibility.

Behavioural management is about:
- positive relationships
- learning and accepting logical and sequential consequences
- consistency and routines
- positive reinforcement
- developing innate potential and values
- choices, autonomy and responsibility
- mutual support from home and school

We believe behavioural management at St Joseph’s Primary is founded in Christ’s love and is based on gospel values of justice and respect.

All methods of behavioural management are in full accord with the school’s Vision and Mission Statement. Because of these beliefs we hold that corporal punishment and ridicule is demeaning to children and will not be used in any form. Corporal punishment is not endorsed by St Joseph’s School.

Behavioural care and management will emphasise acknowledgment of positive behaviour and agreed upon consequences for choices conflicting with the School Rules:

- I am safe
- I am a learner
- I am responsible
- I am respectful
- I care for my environment

It will be proactive rather than reactive. Our Behavioural Management Policy can be viewed in full on our website or requested at the front office.
EXPECTATIONS FOR THE CHILDREN OF
ST JOSEPH’S PRIMARY

Safety and courtesy expectations are drawn from the Behavioural Management Policy and are constructed through the School Rules (set out above). Our predominant Safety and Courtesy expectations are as follows:

SAFETY EXPECTATIONS

- I will follow the ‘hands-off’ rule, where I do not hurt others
- I will play in the correct area at all times
- I will walk on verandahs and pathways to make it safer around the school for myself and others
- I will wait sensibly on bus and/or home lines until directed by a teacher
- I will stay out of school buildings unless a teacher is present
- I will gain permission from a teacher before leaving school grounds

GENERAL COURTESY EXPECTATIONS

- I will show good manners and common courtesy towards other children, teachers and visitors to our school
- I will wear my correct school uniform
- I will respect and look after school property
- I will care for the school environment

Refer to the school website or via the Skoolbag App for the full Behavioural Management Policy.

CURRICULUM

St Joseph’s Primary is proud to deliver a high quality curriculum. Students are individually catered for through a personalised learning approach including contemporary teaching and learning programs, learning support, and extension and enrichment groups. Teachers plan, deliver, assess and report on the following subject areas:

- Religious Education (RE)
- English
- Mathematics
- Science and Technology
- History
- Geography
- Human Society and its Environment (HSIE)
- Personal Development, Health and Physical Education (PDHPE)
- Creative Arts including Dance, Drama, Visual Art and Music
CURRICULUM CONT’D

ADDITIONAL NEEDS
Learning Support and Extension opportunities are provided across the curriculum both in classes and as special groups. These include:

- Targeted Literacy and Numeracy groups
- Creative Minds
- ICT classes
- Clubs such as Chess, Lunch Time Gardening, Choir
- Year 6 leadership opportunities
- Speech and Drama classes
- Dance classes
- Talented Art groups
- Band and Music tuition
- Sports coaching

Refer to the Additional Needs Policy on the School Website www.moodle.kmpplism.catholic.edu.au or via the Skoolbag App.

ASSESSMENTS

- Year 6 Religious Education Test
- NAPLAN Years 3 & 5
- ICAS Competitions
- Newcastle Permanent Maths Competition

WELL-BEING PROGRAMS
At St Joseph’s Primary, we appreciate that the well-being of our students and community is vital to optimal learning and a happy, supportive community.

The Well-being Programs we offer include

- Well Being Support
- Peer Support K-6 program
- Passive Play
- Play options for the playground (including clubs)
- Seasons for Growth
- Intergenerational relationship with Vincent Court Nursing Home
- Units covered in class through RE and PDHPE
- Year 6/Kindergarten Buddies
ANTI-BULLYING POLICY

St Joseph's Primary is a happy and safe school. Bullying is not tolerated. Programs in class and during Peer Support teach the anti-bullying message. A copy of our policy on Bullying is available on our website as well as the Diocesan Catholic Schools Office Lismore website www.lism.catholic.edu.au).

SPORT AND P.E.

Physical education is conducted for all children regularly each week. Students in Kindergarten, Year 1 and Year 2 sports day is a Wednesday and Years 3, 4, 5 & 6 on a Thursday.

Sport morning or afternoon on these days involves introduction to skills of specific sports (e.g. athletics) and team games.

During Term 4 swimming is offered to Years 3-6 as an elective along with other choices.

All students participate in the Dance Fever program during Term 3

Year 2 undertake an Intensive Swimming program in Term 4.

SCHOOL HOUSES are:

★ MERCY – GREEN       ★ FATIMA – YELLOW
★ LOURDES – BLUE       ★ CARMEL – RED
**HOMEWORK**

Guidelines regarding homework are established by the classroom teacher.

Generally, the following time allocations can be used as a guide:

- Kindergarten to Year 2 - 15-20 minutes per night
- Years 3 and 4 - 30 minutes per night
- Years 5 and 6 - 45-60 minutes per night

Some teachers send notes home via homework sheets. A letter of exemption may be written by the parent if a child is sick, has attended a family celebration or for other reasons. Failure to complete set homework without a reasonable explanation and/or a note from a parent may result in a working lunch.

The Religious Education Curriculum is supported by the resource student textbook *To Know, Worship and Love* for each Grade. The children will bring home the textbook periodically for children to discuss their learning with their families and complete tasks at home. If the book is lost or misplaced, a replacement cost will be requested.

**BOOKWORK**

Our Bookwork Policy states that we encourage neat handwriting and a high standard of bookwork:

- Books are not to be defaced in any way
- Please check that your child has the necessary writing implements. These may need replenishing throughout the year
- Lines will be ruled with a ruler
- Liquid Paper is not to be used at school. Correction tape is permitted in Year 6
- All exercise books are to be covered
ASSISTING PROGRESS

Parents can encourage their child’s learning by:

- reading to and with your children
- having plenty of books in the home
- assisting children to read labels and signs
- joining the library
- giving books as gifts
- encouraging children to talk about experiences
- showing delight in children’s learning achievements
- letting children see you write letters and lists
- reading what they have written
- having a family notice board
- providing a place for writing away from the TV
- providing things for writing – paper, pencils
- praising all attempts at writing
- building children’s confidence as a speller – by praising attempts
- using simple dictionaries
- attending any parent education workshops the school facilitates
POLICIES

These Policies are available to view on our school website. Others are available on request.

- Additional Needs
- Attendance
- Behaviour Management Plan
- Bullying
- Child Protection
- Communication
- Complaints Resolution
- Grievance
- Headlice
- Outside Tutors Policy
- Reporting
- Road Safety
- School Excursions
- Student Leadership
- Student Internet Usage
- Sun Smart

Policies are regularly formulated and updated
Refer to the School Website [www.moodle.kmpplism.catholic.edu.au](http://www.moodle.kmpplism.catholic.edu.au) via the Skoolbag App.

PARENT/TEACHER INFORMATION NIGHTS

While parents feel the need to be informed about what each class teacher is hoping to achieve in each class, it is also our wish as partners in education to assist parents in supporting their child’s educational development.

Parent education opportunities are advertised in the school newsletter.

A Parent Information Night is held early in Term 1 for you to hear about the focus areas for your child’s new grade.
REPORTING AND PARENT/TEACHER INTERVIEWS

REPORTING
Our school collates student learning assessments and reports formally to parents twice a year.

Teachers continuously assess students’ learning throughout the year.

- First Semester - June
- Second Semester - December

The report is based on:

- continuous assessment of class work
- child’s general attitude and conduct
- child’s personal and social development

National Assessments in Writing, Reading and Numeracy (NAPLAN) are given in Years 3 and 5. For further information regarding NAPLAN, visit the NAPLAN website at www.nap.edu.au or our Reporting Policy on the school website at www.moodle.kmpplism.catholic.edu.au or via the Skoolbag App.

PARENT / TEACHER INTERVIEWS
Towards the end of Term 2 appointments are made by all parents to speak individually with class teachers.

Throughout the year opportunities will be made for either parents or teachers to make appointments to discuss relevant aspects of children’s progress. We encourage parents to contact class teachers if there is an area of concern or if there are significant changes in the child’s behaviour or circumstances.
LIBRARY

We have a very well-resourced library which we encourage the children to use. In order to do this we ask parents to assist us in seeing that children have a LIBRARY BAG.

Teachers inform parents which day is their child’s library day so that they can ensure the child returns books in the library bag. Library bags are on sale in the front office, or parents can supply their own.

We encourage all children to borrow from the library. To help us make the library an enjoyable experience for children, would you please ensure children have library bags and return books promptly.

There is a parent resource section of the library. Parents are welcome to browse and borrow.

SCHOOL LEADERS

Year 6 students are our School Leaders. The elected School Councillors consists of four boys and four girls. The Councillors meet regularly each term to consider how they can contribute to the growth of the St Joseph’s Primary community.

Two students are also elected as House Captains for each of the four Sport Houses in Primary and Lower Primary.

Other leadership opportunities:-
- Mini Vinnies
- Enviro Team
- School Representative Council (SRC)
YEAR 6 AWARDS

Year 6 Students are contenders for our Major Awards which are presented at their graduation.

The Awards are:
- High Academic Achievement
- Catherine McAuley Award
- Gerry Horsecroft Award
- Sports Boy & Girl Award

UNIFORM PURCHASE

SCHOOL UNIFORMS are obtainable from the Kempsey Uniform Shop (Centrerpoint Arcade) and Jo’s Place (Abbey Video)

At the school office we sell...

- School Jumpers
- School Hats
- Sports Socks
- Library Bags
- Reader Bags
- School Sunglasses

The School’s Clothing Pool usually opens one morning a week (8.30-9.15am) and is run by parent volunteers. These dates will be notified through the School Newsletter and via the Skoolbag App.
**SCHOOL BAGS**

Well-designed school backpack bags with the school crest are available from the front office (not mandatory).

**UNIFORM**

A note is required from a parent/caregiver if there is a change to any part of the uniform (even a hair ribbon colour change, except for crazy hair fundraising days)

- One silver or gold stud/sleeper only is permitted in each ear
- No bracelets except for the Medi Alert type
- One signet ring only.
- One silver or gold necklace/chain with Christian symbol
- Watch.
- No nail polish, false nails or makeup are allowed.
- Dyed hair is not permitted. Natural hair colour only. Hairstyles such as spikes, patterning, mow hawks, rat tails etc, are not permitted.
- Girls with long hair are expected to wear it plaited or tied back with regulation blue or white ribbons/bands (no coloured hair accessories)
- A school hat is required and a policy of **No Hat – No Play** is in place.

*Please mark your child's name on all clothing*
## UNIFORM REQUIREMENTS

<table>
<thead>
<tr>
<th>GIRLS (SUMMER)</th>
<th>BOYS (SUMMER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue &amp; white check dress with blue tie</td>
<td>Grey shorts</td>
</tr>
<tr>
<td>Black shoes with polishable uppers</td>
<td>(stubby style - no Billabong, cords, cargo or skating type shorts)</td>
</tr>
<tr>
<td>Ankle navy blue socks</td>
<td>Blue Shirt (tucked in)</td>
</tr>
<tr>
<td>Navy school jumper with emblem</td>
<td>Black shoes with polishable uppers</td>
</tr>
<tr>
<td>Blue or white hair ribbons</td>
<td>Navy school jumper with emblem</td>
</tr>
<tr>
<td>Navy school hat</td>
<td>Grey knee high socks with school coloured stripes</td>
</tr>
<tr>
<td></td>
<td>Navy school hat</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GIRLS (WINTER)</th>
<th>BOYS (WINTER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy gabardine six-gore pinafore or navy school pants</td>
<td>Grey trousers or shorts</td>
</tr>
<tr>
<td>Light blue blouse</td>
<td>Light blue shirt</td>
</tr>
<tr>
<td>School Tie</td>
<td>School Tie</td>
</tr>
<tr>
<td>Black shoes with polishable uppers</td>
<td>Black shoes with polishable uppers</td>
</tr>
<tr>
<td>Ankle navy blue socks or navy ribbed tights</td>
<td>Grey knee high socks with school coloured stripes</td>
</tr>
<tr>
<td>Navy school jumper with emblem</td>
<td>Navy school jumper with emblem</td>
</tr>
<tr>
<td>Blue or white hair ribbons</td>
<td>Navy school hat</td>
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<tr>
<td>Navy school hat</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>GIRLS (SPORT)</th>
<th>BOYS (SPORT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy blue uniform shorts</td>
<td>Plain black uniform shorts</td>
</tr>
<tr>
<td>School sports t-shirt</td>
<td>School sports t-shirt</td>
</tr>
<tr>
<td>School sports socks</td>
<td>School sports socks</td>
</tr>
<tr>
<td>Plain black joggers</td>
<td>Plain black joggers</td>
</tr>
<tr>
<td>School Hat</td>
<td>School Hat</td>
</tr>
<tr>
<td>Navy school jumper with emblem</td>
<td>Navy school jumper with emblem</td>
</tr>
</tbody>
</table>
PARENTS AND FRIENDS ASSOCIATION (P&F)

P&F Meetings:

- Annual General Meeting is held in February

- General meetings are to be held as determined by the Executive – usually one general meeting per month (third Tuesday of the Month) at 6.00pm). The dates will be advertised in the school newsletter.

- Fundraising meetings (such as Fete) shall be determined through P&F general meetings

- The P&F arrange both social and fundraising functions; provide a welcoming environment which enables parents to become better acquainted with the happenings in the school; support the school in its total and specific objectives; and assist with the acquisition of resources and equipment

- The P&F also support Pastoral needs through consultation between the Principal and the P&F Executive.
PARENT ASSEMBLY

GOALS

The Parent Assembly has three principal goals:

- to enrich families through support and education as they journey through their children’s school years
- to enhance the partnership between families, schools and parishes
- to provide representation on appropriate Catholic and secular parent organisations

FUNCTIONS

The functions of the Parent Assembly are to:

- listen to families and seek ways to serve their authentic needs through support and education at a parish and diocesan level
- provide a parish and diocesan network to disseminate and exchange information important to parents
- maintain an effective Catholic School Parent Assembly organisation
- promote and foster a co-operative partnership between parents, teachers, students, administrators, clergy and the wider community
- monitor and analyse policies of governments, external agencies and vested interest groups for their impact on Catholic schools
- provide leadership training at appropriate levels of forum participation
- advise the Bishop of Lismore and the Diocesan Education Board on the views of parents
- provide parent nominations where needed for all Committees and Working Parties of the Diocesan Education Board
- At St Joseph’s Primary, building and strengthening class parent networks is a high priority of the Parent Assembly. Our current representative may be contacted through the school.
CANTEEN

The school canteen, “Joey’s Snack Shack”, runs under the direction of the School Canteen Supervisor. The canteen provides lunches, drinks and snacks.

The canteen operates each day at 11.00am for “first lunch” and for “second lunch” at 1.40pm.

A price list is available at the beginning of the school year and may be reviewed as necessary during the year.

As the canteen is manned by voluntary helpers, we would like to hear from parents, friends and grandparents who could spare some time to help out.

Please note – NO school aged children are allowed to help in the canteen servery. The only exception to this is if a student is requested to enter the canteen by a teacher.

There is also an online canteen ordering facility which can be accessed through the School Canteen link on the School website  
www.moodle.kmpplism.catholic.edu.au and our Skoolbag App  
(the link connects to the Flexischools website)

CANNED/TIN FOOD

Please note that tinned food with ring pull lids are not allowed at school. Please transfer the spaghetti, tuna etc. to a reusable container for consumption as the tins and their lids pose a sharps hazard.
STUDENT STATIONERY REQUIREMENTS

Stationery lists are given out at the end of the school year in readiness for the following year. An online ordering option is available through Kookaburra Resources (details are provided by the school at the end of each year).

Please replenish stationery when necessary and check supplies at the start of each term.

All books need to be covered and clearly marked with your child’s name and subject.

Teachers may send home a note indicating additional or replacement items are required for your child.

PARENT HELP

We value our partnership with you.

At various times during the year we may ask for your assistance in:

- Assisting in classrooms
- Carnivals – Athletics, Swimming and Cross Country
- Excursions
- Canteen
- Covering of books
- Repairing books
- Art and Craft
- Grounds maintenance/gardening

You are invited to offer your services to your child’s classroom teacher.

So when you see a request for help in the school newsletter or someone asks – please consider giving a little of your time.

All parent helpers are required to fill in a Volunteer Working With Children Application Form (available from school office.)
ENROLMENTS

KINDERGARTEN

Applications for enrolment into the Kindergarten classes of St Joseph’s Primary are available from the school office during the early part of Term 2 the year prior to the child starting Kindergarten.

The closing date for these applications is generally 31st May.

The Diocesan Policy, with regard to Kindergarten enrolments, is as follows:
- ideally, those who TURN FIVE BY 31ST MARCH will be considered
- those who turn five between 31st March and 30th June may be considered

The Parish Policy indicates the following criteria which assists prioritisation of enrolment:
- children who are baptised Catholics
- siblings of children already attending the school
- children baptised in another Christian faith
- children of parents who will support Catholic education

All applications are handled by the Principal and Parish Priest.

OTHER GRADES

Enrolment procedure for Applications for enrolment for other grades 1-6 at St Joseph’s:

- Contact or drop in to the School Office to obtain an enrolment application. Arrange a time for you and your child/ren to have an interview with the Principal.
- Bring completed enrolment form together with Birth Certificate, Vaccination Schedule and if applicable, Baptism Certificate.
VALUES
The values which inform this policy are:

- Justice
- Equality
- Trust
- Commitment to those with special needs
- Concern for the pastoral wellbeing of all
- Promotion of community

ASSUMPTIONS ABOUT SCHOOL FEES
As a Catholic Parish, both St Joseph’s Primary and St Paul’s College income is received from Government grants, school fees and fundraising by the Parent and Friend community established within each school.

The level of fees charged must be sufficient to support the educational program of the schools.

Those responsible for the setting of school fees will be sensitive to the financial constraints upon families wishing to send their children to Macleay Valley Parish Schools.

POLICY
The policy must be interpreted in the light of Macleay Valley Parish Schools Vision and Mission Statement and read in conjunction with the Enrolment Policy. (Refer to Appendix 1 – Macleay Valley Parish School fee Collection Policy & Procedure)
DEPARTURES/LEAVING THE SCHOOL

It is a requirement that parents or guardians contact the school and complete the formal departure procedure, otherwise school fees may continue to be charged up until formal notice is received.

CHANGE OF CONTACT DETAILS

It is the responsibility of parents and guardians to advise any changes of address or other relevant contact details.

The Principal should be contacted regarding other significant issues which may alter or affect the ability to pay school fees.

A Change of Details Form is available from the school office and is also available via the Skoolbag App.

OUTSIDE TUTORS

Outside tutoring at St Joseph’s in the form of Music Tuition is provided onsite at the school by recognised providers who work in collaboration with the school.

Additional Outside Tutors who work in partnership with the school, such as Dance Fever, AFL Coaching Clinics and Swimming tuition deliver complimentary curriculum under the supervision of teachers.

Educational Support tutors such as additional needs tutors for Speech Pathology are supported through verified organisations and Allied Health providers.

The school does not openly endorse Outside providers for the delivery of academic tuition on site or otherwise.
INFECTIOUS DISEASES (EXCLUSION PERIOD)

**Acute Conjunctivitis**: Exclude until all discharge has ceased.

**Chicken Pox**: Exclude until fully recovered – for at least five days after the first spots appear. Note – some remaining scabs are not an indication for Continued exclusion.

**Diarrhoea**: Exclude until diarrhoea has ceased.

**Diphtheria**: Isolate immediately. It is necessary to stay away from school until a doctor gives a certificate. The doctor can do this after at least two negative nose and throat swabbings, the first not less than twenty-four hours after cessation of antibiotic treatment and then forty-eight hours later.

**Glandular Fever (Infectious Mononucleosis)**: Exclusion is not necessary.

**Infectious Hepatitis (Viral Hepatitis Type A)**: Exclude until receipt of a medical certificate of recovery but not before seven days after the onset of jaundice.

**HEPATITIS B and HEPATITIS C**: Exclusion is not necessary.

**HIV**: Exclusion is not necessary unless the person has secondary infection requiring exclusion in its own right.

**Impetigo**: Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.

**Measles**: Exclusion for at least four days from the appearance of rash.

**Meningitis**: Exclude until well.

**Mumps**: Exclude until fully recovered. For at least nine days after the swelling occurs.

**Pediculosis (Head Lice)**: Exclude until the day after treatment has commenced. All eggs must be removed.

**Poliomyelitis**: Exclude for at least fourteen days from onset. Readmit on a medical certificate of recovery.

**Ringworm**: Exclude until the day after appropriate treatment has begun. The school may ask for a medical certificate to say that this has happened. When returning to school any exposed ringworm must be covered.

**Rubella (German Measles)**: Exclude until fully recovered. For at least four days after the rash appears.

**Scabies (“The Itch”)**: Exclude until the day after appropriate treatment has begun. The school may ask for a medical certificate to say that this has happened.
Scarlet Fever: Exclude until child has received antibiotic treatment for at least twenty-four hours and child feels well.

Slapped Cheek Syndrome: Exclude until child is well.

Tuberculosis: Exclude until production of medical certificate from appropriate health authority.

Typhoid: Exclude until production of a medical certificate of recovery.

Whooping Cough: Exclude for five days after starting antibiotic treatment.

GENERAL

If children are unwell please look after them at home or with a carer. It is unwise to send ill children to school as school days are quite demanding of them and they may infect other children.
IMMUNISATION

We request a copy of each child's Immunisation Certificate on enrolment. The Public Health (Amendment) Act 1992 outlines that school Principals must request that parents provide the school with an Immunisation Certificate on enrolment. This is a Certificate that is issued by the Department of Health and is available from Medicare Offices or website - the child's Blue Book is insufficient to satisfy the requirements of the Act.

Office staff must be able to identify unimmunised children in order that they can be excluded from school in the event of disease outbreaks.

Accurate and reliable immunisation data entry is necessary in the event of excluding unimmunised children from school. Unimmunised children are considered to be at risk of contracting a vaccine preventable disease and therefore should be excluded from a school for the duration of the outbreak or for the incubation period of the disease.

The Health Department states that the information on immunisation status must only be taken from sighting the child's Immunisation Certificate and there are no exceptions to this.

If a parent fails to provide the school with an Immunisation Certificate, the child must be classified as unimmunised and will be excluded from school in the event of a vaccine preventable disease outbreak.

Children who have received homeopathic "immunisation" are classified as unimmunised and will be excluded from school in the event of a vaccine preventable disease outbreak.
ANAPHYLAXIS

We have students in our school who have a severe allergy to peanuts and/or cashews. In order to provide as safe an environment as possible we ask parents’ co-operation in not sending **nut products** to school at any time.

This includes peanut butter, nutella (which, even though mainly hazelnuts, has peanut content and is of a consistency that can stick to items), nut muesli bars and dips. Whilst we cannot guarantee the elimination of peanut and cashew products from the school environment your full and alert co-operation will ensure risks are minimised especially around special food events e.g. cake stalls, parties and everyday lunch and recess.

ASTHMA

Stage 3 (5 & 6) children are encouraged to keep their asthma puffers on them and take responsibility for their use. Puffers should have the child’s name marked on them. K-4 children have their puffers in the care of the front office. Accessibility is the important element. Parent’s preference or requests will be taken into account when organising accessibility and safety.

We maintain an Asthma Register in the front office and parents are requested to help us keep our records up to date regarding children with asthma and their medication by providing a current Asthma Action Plan.
MEDICATION POLICY

If a child requires medication to be administered at school the following rules must apply. A written note or completed Medication Request Form, from the parent indicating:

- the name of the medication
- the name of the child
- the dosage and time(s) of administration
- authority to supervise the receiving of medication

NOTE: This information is often printed by the pharmacy and attached to the medication. The school will require the medication in the original bottle/packet.

- only designated office staff will supervise the receiving of medication
- parents are requested to present medication to the front office rather than sending it with children
- all medication must bear the child’s name

A DEED OF INDEMNITY regarding medication must be held in the School Record Card for each child.
If this is not held we are unable to dispense medication.
OUTBREAKS OF HEAD LICE

Unfortunately this occurs from time to time. We request that parents pay special attention to children’s heads, particularly during the warmer months of the year.

Parents should:

- examine your child’s hair for nits (eggs) frequently.
- if you see any eggs or live lice your child needs treatment

Please note that some parents are having success by applying a cheap conditioner to the hair – leaving it on the hair for at least half an hour during which time it smothers the eggs.

- after rinsing the hair remove the nits with a fine-toothed comb. Dipping the comb in vinegar may assist.
- it may be necessary to remove stubborn eggs by actually pulling them off with your fingernails
- Certain lotions require one application but if lice are still present a further treatment after seven days will be necessary.

If lice are detected:

- check the hair of everyone in the family
- remove lice or nits from combs, bedding, caps, car seat covers etc.
- wash bed linen and soft toys
- Children may go back to school when they have been treated with a head lice lotion and **ALL** eggs have been removed as directed above. Children should not miss more than one or two days school each time they have head lice.
- We appreciate this can be a very frustrating problem however the CSIRO advises that lice have built up an immunity to many of the standard treatments and the only way to keep the problem under control is constant vigilance and treatment – parental assistance in this regard is sought and appreciated.

Please notify your class teacher head lice are found.
SUN PROTECTION

Australia has the highest incidence of skin cancer in the world, with two out of three people contracting skin cancer at some stage during their lives.

The major cause of the common skin cancers is cumulative unprotected exposure to the sun. Research shows that most skin damage occurs during childhood and adolescence. As such, there is a need to raise awareness within the whole school community about precautions needed to maximise protection from the sun. **Children must wear hats when outside for any length of time.**

**Other suggested precautions and strategies:**
- Wear protective clothing. Closely woven fabrics offer the best protection.
- Apply at least a 30+ strength broad spectrum sunscreen to any exposed skin before going outside and reapply frequently as directed by the manufacturer.
- Avoid extended periods of time in the sun.
- We have incorporated skin cancer prevention education within the curriculum.
- We have incorporated procedures whereby students without hats remain within shaded or covered areas during recess and lunch times.
- Please ensure your child wears sunscreen to school each day.

**No Hat - No Play**
APPENDIX 1
MACLEAY VALLEY PARISH
SCHOOL FEE POLICY

RATIONALE

Collection of School Fees is integral to the financial viability of Catholic Parish of the Macleay Valley. Fee collection will occur in a fair and consistent manner that is clearly defined during the enrolment process.

AIMS

- To define clear expectations, policies and practices for parents, guardians, parishioners and community members regarding the collection of school fees within Catholic Parish of the Macleay Valley.
- To identify who is responsible for payment of School Fees.
- To implement strategies to assist parents in prioritising and maintaining their financial commitment to the full payment of School Fees.

IMPLEMENTATION

- Explicitly present and explain the School Fee schedule and parish school expectations regarding the full payment of School Fees during the initial enrolment process.
- Parents/Guardians sign a Declaration Form within the enrolment process in regard to the School Fee Policy.
- School Fees include a Base Fee (per student) and School Service Levy (per family).
- Inform Parents/Guardians regarding the preferred options for payment of School Fees.

PAYMENT OPTIONS INCLUDE THE FOLLOWING:-

1. If annual payment is made by advertised date each year, a 5% discount will apply.
2. Payment within fourteen days upon receipt of a School Fee Account. This account is forwarded three times per annum, in Terms One, Two and Three.
3. Payments at the School or Parish Office by cash, cheque or EFTPOS.
4. BPay.
5. Direct Debit Payments can be made weekly/fortnightly or monthly.
6. Centrelink.

- Parents/Guardians will communicate directly with school Principals in regard to any changes in School Fee Payments.
- In accordance with the Parish School Excursion Policy, School Fees must be paid before a student is eligible to attend an excursion.
- After consultation with Parish Priest, outstanding School Fees, will be placed in the hands of a Debt Collecting Agency if there is no satisfactory reason for non payment of School Fees and all costs involved will be the responsibility of Parents/Guardian.
- A child’s enrolment cannot be guaranteed if School Fees remain unpaid without good reason. Continued enrolment will be at the discretion of the Principal, a consultation with the Parish Priest.
Therefore, in implementing this policy, the School Principals and the Parish Finance Committee have a degree of discretion. Given the assumptions about school fees, it is the policy of the schools that:

- School fees will be charged for each student enrolled, as well as a school services levy charged per family. At the time of enrolment, families will be made aware of the Parish School Fee Policy which will be available on both St Josephs’ Primary and St Paul’s College websites.
- The level of school fees will be reviewed annually by the Parish Finance Committee taking into account the financial needs of the schools and the ability of the school community to meet these fees.
- A discount will be granted to all families who have three or more students enrolled at Macleay Valley Parish Schools.
- A discount will be granted to all families who pay annual fees up-front i.e. by the due date which has been established to coincide with Term 1 due date.
- Fee concessions will be granted according to need but there is an expectation that a minimum contribution would be made by all. Fee concessions are reviewed annually. The School Principal, assisted by the Parish Accounts Manager, is authorised to grant school fee concessions to families in need (refer to Section 4 of this Policy). The number and level of such concessions shall be reported to the Parish Finance Committee but the names of families receiving such concessions shall be confidential to the Principal, Parish Priest, Parish Accounts Manager and Chairperson of the Board, unless in an extraordinary circumstance the Committee determines otherwise.
- Access is not denied to students because of a serious cause of inability to pay school fees.
- Outstanding school fees will be pursued as a matter of justice to other parents, which may result in the debt being referred to a Debt Collection Agency. The debtor will then be liable for all collection costs and any associated fees & interest involved in the recovery of the debt.
- Parents need to be aware that non-payment of fees will impact on the potential of a student’s involvement in the co-curricular program of the schools.
- Legal procedures to recover outstanding fees may not be instituted without the express permission of the Parish Priest and Finance Committee.

MACLEAY VALLEY PARISH

SCHOOL FEE COLLECTION POLICY & PROCEDURE CONT’D
CONSEQUENCES

This policy will be used to guide the annual decision as to the level of school fees charged and the determining of levies. At the time of enrolling their child or children, parents / guardians will be made aware of the obligation to pay school fees regularly and will be required to sign an undertaking to do so. Families will have access to the Macleay Valley Parish School Fee Policy (available on each School's web site).

_Normally, eligibility for fee concession should be formally sought with adequate supporting financial information (refer to section 4 of this Policy)._  

However, in some circumstances, it may be appropriate for the school to take initiative to offer a fee concession, e.g. sudden death of family breadwinner. The decision of the school regarding eligibility for fee concession shall always be conveyed in writing. When a parent has difficulty paying school fees, this will be treated with discretion and confidentiality on a one-to-one basis with the parent and the principal or his delegate.

The method of billing school fees will be designed to facilitate the schools cash flow and to assist parents in meeting their commitment to pay fees.

In pursuing payment of outstanding fees, the Parish will undertake whatever steps are necessary to ascertain the family’s ability to meet the debt and then if necessary, and with the Parish Finance Committee approval, take legal steps to recover the money owed to the Parish. The debtor will then be liable for all collection costs and any associated fees & interest involved in the recovery of the debt.
PROCEDURES

1. Setting of School Fees

The Parish Board will determine the level of school fees (tuition and levies) and family discount based on budget estimates provided to meet the needs of Macleay Valley Parish Schools for the following year. In the final term of the school year, parents will be advised of the school fees for the following year.

2. Billing and Method of Payment

Fee Arrangements:

* Annually in advance (the first account of the year will show the total annual fees, taking into consideration the 5% discount for paying up front).

* Due Date of each account (three instalments).

* Instalments by Direct Debit: weekly, fortnightly, monthly.

* Instalments by BPAY, cheque, credit card and cash (weekly, fortnightly, monthly).

It is the expectation of the Parish Office and Schools that these arrangements will be honoured.

The yearly fees are charged over three accounts. One account is sent early February, the second in April and the third in July and the due date is generally 3 weeks later. Anyone experiencing difficulties with fees is encouraged to contact the Parish Accounts Manager to discuss the situation.
Methods of Payment:

Accounts may be paid by:

Direct Debits  THIS IS THE PREFERRED METHOD OF PAYMENT OF SCHOOL FEES

This is to be organised through the Parish Office at 52-58 Marsh Street West Kempsey. A form must be completed in order to process regular payments directly from your bank account.

Cash, Cheque or EFTPOS facility at reception of Parish Office, St Joseph’s Primary School and St Paul’s College during office hours (9.00am – 3.30pm)

Cheque through the mail Cheques are payable to Kempsey School Fees and mailed to PO Box 3007, West Kempsey NSW 2440.

BPAY – contact your bank, credit union or building society to make this payment from your cheque, savings or credit card account. Please quote biller code and your reference number (as printed on MACLEAY VALLEY PARISH OFFICE STATEMENTS).

Exit Procedures:

When a student leaves the schools it is the parent’s responsibility to notify the schools in writing.

The Parish office will complete a ‘Fee Account on Exit’ form which will state fees payable or refundable. Without notification the student will continue to receive tuition fees.

COLLEGE FEE PAYABLE / REFUND POLICY

If a student leaves within any week of Terms 1,2,3 and 4 a Fee Adjustment will be made against the Schools Fee Account. If the School Fees relating to the student are in credit a refund will be provided to the family upon the family writing a letter requesting the refund.
MACLEAY VALLEY PARISH
SCHOOL FEE COLLECTION POLICY & PROCEDURE CONT’D

Fee Collection Procedure:

It is the obligation and responsibility of parents to contact the Parish Accounts Manager if payments cannot be made as per the fee paying arrangement form. If fees become overdue, the Parish will take the necessary steps (refer to Section 3 of this Policy) to follow up the debt.

3. Non Payment of Fees

In the case of a student currently at Macleay Valley Parish Schools, the procedure will be:

i. Initial follow up will be made two weeks after the due date of the account payment, regardless of the payment arrangement.

ii. The initial follow-up shall be an account rendered or telephone call by the Parish Accounts Manager.

iii If no contact has been made with the Parish Accounts Manager within seven days after the initial follow up, a letter will be sent requesting either payment or contact be made with the Parish Accounts Manager to discuss the matter (letter 1).

iv. If after a further seven days the parents have taken no action, a second letter (from the Parish Accounts Manager) will be sent requesting payment or an appointment within seven days (letter 2).

v. If there is no response to this letter the Parish Accounts Manager will attempt to ring the parents to discuss the matter.

vi. If the parents cannot be contacted to make an arrangement, or make an arrangement that is not kept, a letter from the Principal will be sent requesting payment or an appointment, within seven days, to discuss the outstanding account (letter 3).
MACLEAY VALLEY PARISH
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vii. If the parents do not make an appointment to meet with the Principal to discuss the matter, they will be informed that their debt would not be allowed to increase and that they will be required to pay all account arrears (letter 4). The Principal may also send the student/s home (accompanied by Letter 4), explaining that the student/s may not return to the schools until the parents have met with the Principal. This meeting will be held in the presence of another staff member. A written record will be kept of the meetings with both students and parents. Failure to respond to letter 4 will result in parents being requested to pay all arrears and a full term’s fees (10 weeks) in advance.

viii. If the parents do not contact the Parish Accounts Manager within seven days after letter 4, or make an arrangement that is not kept, the Principal, with the approval of the Parish Finance Committee, will write (by certified mail) to the parents and inform them that their child/ren is/are education at the school will be longer enrolled at the school (letter 5). The account may also be handed to a collection agency for recovery and the debtor will then be liable for all collection costs and any associated fees & interest involved in the recovery of the debt.

In the case of a student who has departed Macleay Valley Parish Schools:

At the time of leaving Macleay Valley Parish Schools, the parents will be notified of the outstanding fees, via the ‘Fee Account on Exit’ advice. If, after two weeks of leaving Macleay Valley Parish Schools the outstanding fees have not been paid, a letter will be sent by the Parish Accounts Manager requesting parents to settle the account, and informing them that if there is no response or satisfactory arrangement entered into to pay the outstanding fees, the account will be handed to a collection agency.
The debtor will then be liable for all collection costs and any associated fees & interest involved in the recovery of the debt. At all times, the Parish will ensure that people suffering financial hardship are given due consideration. Outstanding accounts will not be passed to a collection agency unless the Parish can demonstrate a long period of attempting to contact the parents to negotiate the payment of the account. It is only after a family has demonstrated that it is not prepared to either honour an arrangement entered into for the payment of fees, or refuses to attend any meeting to discuss the payment of fees, that the matter will be handed to a collection agency. Before this happens, the family concerned will be discussed at the Finance Committee meeting and approval sought, and, if appropriate, the Parish Priest in whose parish the family resides will be notified and asked if he was aware of any extenuating circumstance.

4. Fee Concession

A formal application process is required for arriving at a decision to grant a fee concession.

- The following criteria will be considered:
- Total family income (supported by Tax Returns)
- Family size
- Other educational institutions to which the family has commitments
- Availability of discounts at other educational institutions
- Availability of Government assistance to parents
- Other extraordinary family commitments.

In the final determination of a fee concession, consideration will be given both to the need for an actual concession in the amount of money to be paid to Macleay Valley Parish Schools, and the need to spread the payment over an appropriate time. Fee concession is reviewed annually.

This Policy will be implemented in accordance with existing privacy legislation and related policies.
MACLEAY VALLEY PARISH
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BACKGROUND

To maintain our excellent Catholic Education system in the Diocese of Lismore, school fees are an unavoidable necessity. The Government subsidies which apply to your child/children are applied to providing the teaching establishment in each school and the specialist services for our schools. Building costs and the day to day running costs of our Parish Schools are the responsibility of the Parish. The extent of that responsibility is understood when it is realised that these costs add up to millions of dollars annually. The bulk of this must be met from school fees although to keep these fees as low as possible, the Parish subsidises these costs.

With the benefit of long experience, a benchmark fee has been established that is reasonable and relative to a normal household. This fee is adjusted annually to meet increasing costs and extraordinary items such as information technology, higher insurance premiums, new curricula etc.

School Fees are set by the Parish Finance Committee and sent out from the Parish Office three times per year. Payment of these fees can be made through periodic payments, direct debit or at the school or parish office by cash, cheque or Eftpos.

It is a matter of justice that all families make an effort to pay fees. If a family is experiencing difficulty regarding payment of fees, they are asked to make an appointment with the Principal or the Parish Office. Any queries regarding accounts should be directed to the Parish Office.

SCHOOL FEES CONTRACT

Failure to pay fees without just reason being given to the Parish Priest or Principal may cause your child’s enrolment to be reviewed and legal action may be taken to collect outstanding fees.
All people are created in the image and likeness of God and as such possessed of inherent dignity.

St Joseph’s Primary School assists in fulfilling the mission of the church by proclaiming the Kingdom of God.

Catholic school education expresses in its ethos total commitment to the person and the teaching of Jesus Christ.