

Dear Parents, Caregivers, Staff and Students

Welcome to all our new and old families to the 2020 School Year. I hope all of the families who have joined us feel very welcome. Wherever you are from, you are now a valued part of our community.

As I begin my second year at St Joseph's, I am particularly grateful for the blessing of this community and I look forward to working with you all to ensure that our students have an enriching, faith-filled and joyful school year.

We are very fortunate to have such excellent teachers and support staff in our school. We would like to formally welcome our staff for 2020.



Principal: Mrs Megan Pearce

Assistant Principal Religious Education: Ms Megan Newell

Learning Support: Ms Sigita Ulanas

Teacher Librarian: Mrs Yvonne Grant

School Counsellor: Ms Akira Ernst

Physical Education Teacher: Mrs Melanie Turner

- **Prep:** Ms Andrieka Knight
- **Year 1:** Mrs Kelly Bienvenu
- **Year 2:** Ms Amanda Rowe
- **Year 3:** Ms Sammy Briody
- **Year 4:** Mrs Melanie Turner and Ms Sigita Ulanas
- **Year 5:** Ms Stacey Edmonds
- **Year 6:** Mrs Libby Lange
- **School Officers:** Ms Michele Morandin, Ms Jo Abbott, Ms Kylie Rosewarne, Mrs Peta Hancock, Mrs Chrissy Van Der Pelt, Mrs Rachael Steele, Mrs Susan Lesic, Mrs Kim Wallace
- **Admin Officers:** Mrs Aimee Robinson and Mrs Suzy Taske
- **Finance Officer:** Mrs Leanne Gibson
- **Tuckshop:** Ms Sophie Stevenson

Prior to the children commencing school, the teachers and school officers at St Joseph's have engaged in five excellent professional development days. The focus for these days was on the following:

- Enhancing Catholic Identity at SJW, Knowing the St Joseph Way and exploring who is St Joseph and what does that mean for our school Charism.
- St Joseph's vision and mission / School Annual Improvement Plan

- Expectations of the Australian Curriculum / St Joseph's Teaching and Learning Cycle / Programs at SJW
- Data analysis for teaching instruction
- Training in the Essential Skill for classroom management
- Social Emotional Learning Programs / PB4L
- Cultural Awareness Training
- Administrative Information and Training –Workplace Health and Safety Training, and Mandatory Student Protection training and Code of Conduct. The 2020 Student Protection Contacts here at SSPS are: Mrs Megan Pearce, Ms Andrieka Knight, Ms Sigita Ulanas and Ms Megan Newell. These contacts receive further professional development to support them in their role and the students in our care.

Enjoy the start of the new school year. It is a special time as children settle into new routines, make new friends and get to know their teacher. If you ever have any concerns or feedback, please do not hesitate to contact me.

God Bless,

Megan

PROCEDURES AT ST JOSEPH'S PRIMARY SCHOOL

The beginning of the school year is a time to revisit our important procedures that we have in place here at St Joseph's Primary: -

Communication is an important vehicle between the family and the school and I cannot stress enough the importance of you reading the newsletter, accessing the newsletter, school Facebook page and the correspondence sent home from your child's teacher. These forms of communication are our main means of keeping you informed with what is happening around the school. Teachers can be contacted via email or by calling the office to make an appointment. If you need to contact your class teacher urgently, please phone the school reception. As you would be aware, teachers are unable to meet with you once the bell has gone as they are responsible for the students in their class.

If you have an issue or a concern, please know that we will try and deal with this together. If you need to discuss a concern with the teacher, please take the time to make an appointment as the mornings and afternoons can be busy for teachers. It is also important to know that the teacher is the first point of contact in dealing with your concerns. You are always welcome to speak with a member of the leadership team after speaking with your child's teacher. It is important that all parties speak calmly and respectfully in these situations.

We encourage commendations as well.

Our **Welcome Mass and Morning tea** will be held on **Friday 18th February**, commencing at 9:30am at St Joseph's Church. All are most welcome to attend.

School Times School commences at 8.40am each day. Please do your best to ensure your children arrive at school prior to this time. Supervision commences on the playground at 8.15am for all children. Children arriving after the 8.40am bell need to report to the office with a parent to sign in late and collect a 'late slip' before going to class. Class roll marking is completed by 8:45am Any students arriving after this time will be marked as late to school. The roll is taken again at 2:00pm each afternoon. Remember that every minute counts for your child's learning. If your child is absent from school, please make contact to the office before

9.00am. Messages can be left on the school answering machine. Please do not email the class teacher directly as often teachers are unable to check emails until break time. You can however email the school office directly secretary@cns.catholic.edu.au

Signing In and Out If you need to collect your child at any time during school, please be sure to sign in and out at the Front Office.

Bell times are as follows:

- Session 1 8:35am – 10:40am
- Morning Tea 10:40am-11:10am
- Session 2 11:10am-1:10pm
- Lunch 1:10pm - 1:45pm
- Session 3 1:45pm-3:00pm

If you are needing to schedule appointments for your children, please refer to the morning tea and lunch time break times.

Parent Teacher Information Evening

The information Evening is scheduled across two evenings both held from 6pm to 7pm:

- *Tuesday 4th February* -Information Evening for Years Prep to Year 2
- *Wednesday 5th February* -Information Evening Year 3 to Year 6

The format for the evening will be firstly a brief general information session for all parents focusing on:

- Behaviour Management
- Devices
- PB4L
- Attendance
- Social Emotional Learning Programs 'Friendology and Second Step'

Parents will then attend the classroom specific information session in your child class. We hope to make this part of the evening as informative yet practical as possible.

Please note that this night is intended for adults only but understand that some children may have to accompany their parents due to individual family circumstances.

Door Prize We will again be having a door prize. All parents and guardians attending can put their name in to the draw to receive a \$250 discount on fees and a \$100 flexi school voucher.

Newsletter Please refer to our school website for important information about our school and the newsletter will continue to be published weekly on a Monday.

Hot Weather The first few weeks of school often bring **very hot weather**. While air conditioning makes a huge difference, children are encouraged to bring water bottles to school to keep hydrated. Please ensure bottles are clearly marked with your child's name. You are also encouraged to apply sunscreen each morning before school.

School Uniforms are the best way to identify students at our school while they are in the school grounds or with the general public. This contributes to increased public awareness and safety of our children. Uniforms help give students a sense of pride and membership in the school team. Our school has a uniform policy and it is an expectation that all students will abide by this policy.

Your assistance in ensuring that the school uniform is worn correctly each day is appreciated. If for any reason your child is out of uniform, please send a note along to your child's teacher to explain the reason for not being in correct school uniform. Please clearly name all items of clothing and property with your child's name – this will enable us to return lost items to the owners. Remember that long hair must be tied back each day, hair ties to be school colours only, one set of studs/sleepers and a wrist watch is the only jewelry to be worn and please ensure that sports shoes are predominately black (as per our school policy). Please note that coloured sandals are not part of the uniform policy – do not allow your child to wear these coloured shoes. Please ensure all uniform items are clearly marked with your child's name.

Assemblies take place on a Friday afternoon from 2:30-3:00pm. All parents are most welcome to join us at this time in Flexible Learning Space. The purpose of assembly is to bring us together to reflect on the week. We pray together, affirm children with awards, focus on our weekly behaviour and share important news and information.

The P&F is a very friendly and inclusive group who fundraise to benefit all students at the school. There are many ways that parents can become involved, such as attending the monthly P&F meetings, tuckshop volunteers etc. It is a great avenue to get to know and socialise with other parents and staff. **The first P&F Meeting for 2020 is on Monday 10th Feb 7.00pm (St Joseph's Staffroom)**

Birthday treats: We love the children celebrating their Birthday's at school. Cup cakes and cakes are welcome however we do ask that you check with your child's teacher first in case of food allergies in that class. It is often the case, ice-blocks are easier and the most time efficient for the teachers to distribute. Just a quick reminder that if ice-blocks are bought in, please ensure that they are frozen (particularly zipper doopers)

Volunteers Each year, we appreciate help from our parents, grandparents and other family members in our school. It is important to see you as much as possible in our classrooms or around the school for different events. By law, we are required to keep a volunteer register of the people who help in our schools and we hold volunteer induction is held within the first few weeks of each term. If you are interested in volunteering, please register your interest with the office and Mrs Megan Newell will be in touch to organise an induction afternoon. Thank you for your support it is much appreciated.

School Fees: St Joseph's Parish School will be issuing Term Fees in the last week of February 2020. We have three preferred Term Fee payment options as below:

1. Direct Debit Payment Plans - Weekly, Fortnightly, Monthly or Quarterly options available.
2. Full Payment per Term by invoice due date
3. Full Annual Fees upfront

St Joseph's offers a means-tested concession card discount. Parents/carers with a current means-tested Australian government health care or pensioner concession card are eligible to receive a 70% discount to tuition fees (does not apply to school levies). Card holders are required to advise the school of their concession card at enrolment or when the card is gained. Once the card is sighted by the school's administration, tuition fees for future terms will be

adjusted. This scheme is intended to assist those families who genuinely do not have the financial capacity to pay tuition fees in full.

Families without a means-tested concession card who are experiencing genuine financial hardship in paying fees should speak with their school Principal or Parish Priest to apply for special consideration. These requests are treated with respect, dignity and confidentiality. No child will be denied enrolment due to genuine financial difficulty which has been verified by the school. Catholic schools balance the need to charge fees with their historic role of providing access to quality schooling for all.

Please contact Leanne Gibson if you would like to discuss Term Fees, Payment details or Concession Card Discount eligibility. All families on current Direct Debit plans will not need to complete a new form.

Book Club Your Book Club Coordinator is Ms Stacey Edmonds. Book Club flyers for Term One will arrive home this week. The last day for placing orders is Saturday 15th February. The bonus points earned from orders are used to boost resources for all students so thank you for your ongoing support.

Tuckshop: We are looking forward to another great year in the Tuckshop, with special days ahead of us including Valentine's Day. Keep an eye out for the exciting items we will be selling. Also, we would LOVE to see as many new helpers as we can in 2020. We have an amazing group of existing volunteers but are always keen for more. If you're interested in helping, please feel free to pop into the Tuckshop or register your interest with the office ladies.

Please remember the all Tuckshop ordering is done via FLEXISCHOOLS. For all new families please download the Flexischools App or follow the link to www.flexischools.com.au to register your child. For all existing children on the Flexischools system, parents please go to the site to update your child's class. The cut-off time for ordering is 8am. Tuckshop is open each day of the school week.

OFFICE NEWS

Welcome to Term 1 2020. For those of you who are yet to meet the office staff, we would like to introduce ourselves to you.

Mrs Aimee Robinson and Mrs Suzy Taske work in the office. The office is open each day from 8am – 3.30pm. Just a few reminders for you starting the new school year:

Messages: We understand that at times, messages need to be delivered to students and we aim to always deliver these messages to the classrooms before going home time. To help ensure that all messages are delivered before 3pm we ask that you please allow enough time for the office staff to do this. Often classes are outside or at PE and if messages are phoned through at 2.55pm it can become quite hard to deliver these messages on time.

Sickness: If your child presents to sick bay and is too unwell to stay at school, the office staff will phone a parent/guardian to come and collect. It is important to remember that if your child is unwell, we do ask that you keep them home until they are feeling better to return to school.

Medication at school: Medication at school can be administered by the office staff, however it is very important to note that any medication must be prescribed from the doctor with a doctor's label printed on the medication. We are unable to administer any kind of Panadol or

Paracetamol. Parents will be rung immediately if a child presents with high temps. A medication form must also be filled in before medication can be given.

Asthma Medication: Children who do have Asthma are required to have their puffer, spacer and asthma medication plan at school. This includes children who do suffer from seasonal asthma. All asthma medication is kept in the classroom with the teacher. If you are yet to send in your child's asthma medication and current plan, we do strongly advise you to do this as soon as possible. The office staff will be following up with parents next week to ensure this has been done.

Head Lice: Please ensure you check your child's hair regularly for any signs of eggs. It is very important to commence treatment straight away if there are any signs of lice to prevent the spread amongst children in the school. Please see attached flyer from Qld Health outlining the correct steps in treating head lice.

Coronavirus: As you may be aware, health authorities across the nation are currently responding to the emergence in Australia of the Coronavirus that has emanated from China.

I attach information from Queensland Health which includes advice that if children become sick (e.g. fever, flu-like symptoms, sore throat, headaches, breathing difficulties) after having recently had links to Wuhan or the Province of Hubei within China, or in contact with someone who is a confirmed case, they should present immediately to a doctor and not attend school while unwell. Further information is available in the document attached.

Our school always follows the advice of public health authorities in these circumstances and I would ask you to be especially aware of this current situation in the interest of public health.

Thank you for your support in relation to this matter.

Student Supervision and Safety

Keeping our children safe whilst at school is our top priority, with the safety measures currently in place designed to safeguard students and families. It is important that the matter of school safety is everyone's business. With this in mind, **no student or siblings are allowed on the play equipment before or after school.**

Before School Supervision Before school all students are to play on the basketball court and shaded area adjacent. Children are supervised closely during the school day with morning supervision commencing at 8.15 a.m. There is no supervision provided on the playground before 8.15 a.m. No child should be at school before this time. Upon arriving at school students are to sit in the eating area with their bags waiting for the supervising teacher to come on duty. Once supervised the students then put their bags away and come to the basketball area to play. Only Prep students are to be in classrooms before the morning bell rings at 8.35am.

After School Supervision At the end of the day we have children travelling home by various methods and leaving in different directions. Student waiting for parents to walk in to pick them up will sit quietly in the eating area closest to the road.

Walking or Riding To ensure safety, we ask that all children walking notify the teacher on duty as they leave and that all students riding exit through the Kiss n' Go gate.

Kiss n' Go Children who are waiting for a parent or guardian to collect them from Kiss n' Go are to sit in the signed Kiss n' Go teacher supervised area.

Please continue to be safe in the carpark:

- Children must be accompanied and supervised by an adult while in the carpark.
- Drive slowly in the carpark – 10km speed limit.
- *Look Out for Our Children – They are very precious!*
- Do not drive around waiting cars in line for Kiss'n Go. If you are waiting and your child is not out within 3 mins please drive around again.

Before/After School Care If you need to drop your child/ren off early or pick them up later, you will need to register with before/after school care. This care is not located at St Joseph's but is available through an external provider. The school office can help you with further information regarding this.