

# St Joseph's Catholic School

## Rosebery



# 2022 Parent Information Book

St Joseph's Catholic School  
9 Propsting Street Rosebery  
Tasmania 7470

# St Joseph's Catholic School

## VISION AND MISSION STATEMENT

St. Joseph's School exists to provide, in a Catholic educational environment, a lived experience of the Gospel values.

### WE

Celebrate as a Community  
Challenge our students to excel  
Strive to develop responsible self-discipline  
Foster supportive relationships between parents, students and staff  
Respect the different beliefs of others

BY HIM, IN HIM, WITH HIM.

## LOGO OF ST. JOSEPH'S CATHOLIC SCHOOL



### THE CROSS

Christ is the centre of our lives

### THE MASS

All is blessed by Him, with Him and in Him,  
Through Christ whose love never fails

## HISTORY OF ST. JOSEPH'S CATHOLIC SCHOOL

On 11 February, 1958, St. Joseph's opened for the first time with seventy-three pupils. It was on 10 March of that year that St. Joseph's School was officially blessed and opened by His Grace, Sir Guilford Young, Archbishop of Hobart.

The first teachers, Sisters of St Joseph. Sister Mary Joan McHugh and Sister Mary Chanel Burt took classes in a modern two-storey building, which consisted of three classrooms on the ground floor and the convent on the first floor.

In 1963, two more classrooms were built to meet the needs of an expanding population. This extension was built by voluntary labour organized by Father Tom Bresnehan.

The area around the buildings was cemented again using voluntary labour. Parents worked together to complete this task, often using headlights of cars to provide more 'daylight'.

In 1976, the Sisters of St. Joseph withdrew from St. Fursaeus' School in Zeehan. It was decided that the children from Grades Three to Six would travel by bus to St. Joseph's in Rosebery. As the classrooms at Rosebery were inadequate, a two classroom demountable building was acquired.

Increased enrolment allowed, in 1978, single stream classes for the first time. More teachers were needed and facilities for staff, administration and three new classrooms were provided as another demountable building was purchased.

By 1983, St. Fursaeus' School in Zeehan had become a one-teacher school consequently employing a Principal became difficult. As a consequence, St. Fursaeus' became a sub-school of St. Joseph's Rosebery.

In 1983, a playground was built in memory of Mr. John Druett who had had a long-standing association with the St. Joseph's Parents and Friends Association, the School Board of Management and the Parish Council.

In 1991, the four main towns on the West Coast, Queenstown, Strahan, Zeehan and Rosebery, became one Parish under one Parish Priest whose residence is in Queenstown.

The first lay Principal was appointed to St. Joseph's School towards the end of 1993 and in 1994, the Sisters of St. Joseph left Rosebery. They were to return again in 1997 taking up the roles of Principal and Religious Education Co-coordinator.

In 1995, MacKillop Hall was constructed with voluntary labour to keep the costs low. The hall was opened by Sister Carmel Jones SSJ. It is an ideal shelter for children on wet and cold days and also provides warm and adequate space for Physical Education lessons.

At the end of 1999, at the close of the century, the Sisters of St. Joseph once again left St. Joseph's and the school was again administered by a lay Principal.

The history of St. Joseph's School continues and took an exciting turn in 2005 when a four stage Capital Development Project was approved for the School. Stage One/Two, comprising a new administration and concourse area, an open-sided undercover play/utility area and a refurbished Library and storeroom was completed in January 2007. Stage Three, comprising a general purpose learning areas with adjacent covered concourse areas was completed November, 2008. Since then a further two classrooms and a purpose built Kindergarten and play area have been completed. The final stage of our building program has seen our school hall totally revamped, two new toilets built and our play area greatly improved and covered with artificial grass to allow for greater use in the winter months. Our final stage, completed in 2020, seen significant improvement with MacKillop Hall and other areas throughout the school to enhance the learning environment of our wonderful school.

St. Joseph's Golden Jubilee on 11<sup>th</sup> February 2008 was celebrated in style during April of that year. The celebration was attended by past and present staff and students, including many of the Sisters of St. Joseph. Mass was celebrated by Archbishop Adrian Doyle, West Coast Parish Priest, Fr John Girdauskas and Fr Flannery, who first commissioned the building of St Joseph's School in Rosebery.

**And so St. Joseph's continues as a landmark in Rosebery,  
a place where love abounds,  
a place where each individual is valued  
and a place where God can be found.**



**Sr M Joan McHugh  
Sr M Chanel Burt**

## ST. JOSEPH'S SCHOOL SERVING THE COMMUNITY

As one of two Catholic schools on the West Coast, St. Joseph's serves as a strong Catholic presence in the West Coast Parish offering a Catholic education to children from Zeehan, Rosebery and Tullah.

St. Joseph's Catholic School shares the evangelizing mission of the Catholic Church.

The education offered at St. Joseph's is an invitation to each student to develop to their full potential as a person. The education program is delivered in a Faith context and is therefore an invitation to a relationship with God.

St. Joseph's endeavours to offer a quality education to all its students. St Joseph's is strongly committed to high standards in everything that is undertaken and offered within the school. In this way the School fulfills its mission.

The School's Catholic identity is expressed in various ways: through prayer; liturgical celebrations; religious symbols; religious education programs, community service and the manifestation of Gospel values in the day to day happenings and interactions within the school community.

Relationships are very important. Students need to feel they are known and appreciated, staff need to be supported and encouraged and parents need to feel they are significant participants in the life of the school and that they are always welcome.

At St. Joseph's School, communication within the school community is vitally important. Parent/teacher contact in the interests of the child is essential. Parents are kept informed through weekly newsletters and through the reporting process, both formal and informal.

St. Joseph's School abides by a policy of inclusivity in its enrolment and in meeting the diverse needs of all its students.

St. Joseph's Catholic School seeks to preserve its heritage. The School honours the commitment, hard work and dedication of those who have been part of our School Community over the last half a century.

# SERVING THE ST. JOSEPH'S SCHOOL COMMUNITY

## **Parish Priest of the West Coast**

Fr Amal

## **Principal**

Mrs Carmen Aylott

## **School Leader, Teaching and Learning**

Mrs Jessinda Jones

## **Teaching Staff 2021**

Miss Angela Webb - Kindergarten/Prep,

Miss Claire Guest - Year One/Two

Miss Sarah O'Byrne- Year Three/Four,

Mr William Claessens - Year Five/Six

Mrs Joanne Thompson - Art,

Ms Lamanda French -LOTE/ Aboriginal Torres Strait Islander Coordinator

Miss Heather Barnett - PE / Student Support Coordinator/ SETUP - Little Joeys/  
Pre-Kinder

Ms Marie Peters - Literacy Program Support

Miss Carmen Holmes - Religious Education Coordinator

Mrs Anel Vermaak - Teacher Relief

## **Education Assistants**

Mrs Michelle Coleman

Miss Stephanie Whittle

Miss Josephine Thompson

## **Administration**

Business Manager - Mrs Mary Grundy

Office Assistant/Library Aide- Mrs Theresea Jarvis

## **Utility Cleaning**

Ms Sharon Hodgetts

## **Utility Grounds**

Mr David Young

## **Relief Bus Driver**

Mrs Wendy Fellows



### **PRINCIPAL** (Mrs Carmen Aylott)

The Principal is responsible for the Religious, administrative, educational, pastoral and community leadership of the school.

The Principal is directly accountable to the Director of Catholic Education and to the Archbishop of the Hobart Archdiocese.

### **RELIGIOUS EDUCATION COORDINATOR**

The Religious Education Coordinator is responsible for coordinating the implementation of the Religious Education Program in the School and the coordination of Liturgies and other celebrations that reflect the catholicity of the School. The R.E.C. works closely with teachers and assists them in the task of developing and delivering their Religious Education Programs.

The R.E.C. liaises closely with the Parish Priest and assists him with the Sacramental Programs.

### **ACTING DEPUTY PRINCIPAL** (Mrs Vanessa Harvey)

The role of the Position of Responsibility – Teaching and Learning is to assist the Principal in all areas of Teaching and Learning. The role encompasses specific duties in administration, curriculum and professional learning leadership. This position fosters healthy student/teacher and parent/teacher relationships. The Deputy Principal is responsible for the running of the school in the absence of the Principal.

### **PARISH PRIEST** (Fr Amal)

The Parish Priest is the pastor of the Parish Community of which the school is an important part. He exercises his care by his presence, encouragement and guidance to each member of the community.

Parish Priest is the liturgical leader of the Parish.

The Parish Priest leads the Sacramental Programs in the West Coast Parish.

The Parish Priest attends St Joseph's School for class Masses, Reconciliation and class visits.

He is an ex-officio member of the School Board of Management.

### **PARENTS AND FRIENDS ASSOCIATION**

The Parents and Friends Association is a support group, which helps the school in a voluntary capacity. The Association promotes social interaction in the School community and therefore plays a key pastoral role. The P & F assists the School in fund raising for resources, which directly benefit the students. All parents are encouraged to attend meetings and all are welcome to seek election to office. Meetings are held monthly.

### **ROLE OF PARENTS**

The school's effectiveness largely depends on the mutual support and co-operation between parents and staff. Parents are expected to show an active interest in the life of the school and to be 'in tune' with the education of their child. Assistance from parents with class activities and excursions is always appreciated. Parents are always welcome in our school.



## **CATHOLIC EDUCATION OFFICE – NORTH WEST REGION**

The Regional North West Catholic Education Office is located in Launceston. It is the stated aim of the office to remain fully attentive to the needs of students, staff and parents.

## **ARCHBISHOP JULIAN PORTEOUS**

Archbishop Julian is responsible for overseeing Catholic Education in Tasmania. All Catholic Schools belong to the Archdiocese of Hobart and are accountable to the Archbishop through the Catholic Education Commission in Hobart.

## **THE AUSTRALIAN GOVERNMENT**

The Federal Government is committed to improving the educational opportunities for all Australian children. The Federal Government provides significant financial support towards the running of St Joseph's. The Federal Government also determines both the subjects to be taught in all Australian Schools and also the Curriculum to be covered in each subject.

The Federal Government also conducts the national testing program titled NAPLAN.

## **THE STATE GOVERNMENT**

The State Government is responsible for part of the funding of St Joseph's. The State Government registers St Joseph's as a school. Through this registration process standards set down by Government Parliamentary Acts and regulations are fully maintained.

## THE CURRICULUM

### RELIGIOUS EDUCATION

Religion is the foundation of our school and is an integral part of our Curriculum. All students participate in the religious life of the school. Students of the Catholic Faith are prepared for the Sacraments of Reconciliation, Confirmation and Eucharist through the Parish.

The Religious Education Program is a process that begins with student's life experience and is deepened through various activities. Students are also invited to be part of the Christian story. Parents are invited to join in the regular celebrations that reflect our Faith.

### LEARNING AREAS

Throughout 2021 St Joseph's will continue to enhance the teaching of the new Australian Curriculum in all Key Learning Areas:

English - including Story Writing, Speaking and Listening, Reading and Writing,  
Handwriting, Grammar,  
Mathematics  
Humanities and Social Sciences  
Science  
The Arts  
Physical Education and Health  
Languages Other Than English – Indonesian  
Digital Technology - STEM

### LITERACY AND NUMERACY DEDICATED TIME

To ensure a sound foundation in basic skills, St. Joseph's School has in place a Literacy block and a Numeracy block per day, depending on the grade level.

### STUDENT SUPPORT

Student support is well coordinated at St. Joseph's. Teachers are provided with time to meet and discuss individual, class and school needs in relation to the teaching and learning programs. A Student Support Coordinator works with teachers to support the learning of children with literacy, numeracy and social and emotional needs.

A Regional Student Support Officer regularly visits the school to help in the assessment of students' needs. Our current regional educational (EOs) officer is Mr Richard Wassom.

#### [Speech Pathologist](#)

At the start of each year we employ a [Speech Pathologist](#), spends two to three days testing any child that teachers or parents have concerns with especially in their speech development. For children who are diagnosed as needing ongoing support we a detailed program is developed by Catherine Wood which actioned within our school. Over the years we have seen great success with our speech program.

#### [School Counsellor](#)

Students and Parents of St Joseph's have access to our [School Counsellor](#) – Robert Hardman. Robert attends St Joseph's each Monday and Tuesday. Robert's special role is to support students and their parents who may be experiencing issues with their personal, social, family or school relationships.

## PHYSICAL EDUCATION

Students receive forty minutes of Physical Education instruction per week. In wet and/cold weather, P.E. lessons are conducted in MacKillop Hall.

As part of the PE Program, all students from Kinder to Grade Six receive Water Awareness and Safety lessons. These are usually at the start of the school year in February/March.

Students also participate in Combined School Sports Carnivals in the West / North West region. These sports include Cross Country and Athletics.

## THE LIBRARY

We are very proud of our school library. Visitors to our school often make specific mention of just how well resourced and how well set out and organized is our school library.

The Library enables students to borrow a variety of reading matter and is an invaluable resource for their learning.

Students:

- Are to provide a library bag
- Are to be responsible for taking care of borrowed books
- Are responsible for costs incurred in replacing lost or damaged books

Parents may borrow any books from the Library for their own use and are welcome to contact the class teacher if they have any queries regarding children's books.

The teachers:

- Teach the students library skills appropriate to their students' level

## BOOK CLUB

Scholastic Book Club provides parents with an opportunity to purchase good-quality books at reasonable prices. Book Club catalogues are sent out monthly throughout the year.

## INFORMATION TECHNOLOGY

St Joseph's is very well resourced in the area of Information Technology. Over the last few years the school has focused on developing its Information Technology resources. The School's plan is to increase the student computer ratio each year. All students in our Grade 3, 4, 5, 6 classes are provided with a laptop which is to use over the four years of their upper primary education. For our younger Kinder/Prep and Grade 1/2 students they have iPads to use.

## INCURSIONS AND EXCURSIONS

These are an important aspect of the curriculum and provide students with first hand contextual learning.

**A School Camp** is held annually for Grade five and six and these along with various excursions and visiting artists are subsidized through Federal Government support for remote / small schools.

**School Performances** provide a direct cultural experience for the students.

## **PASTORAL CARE**

Pastoral care is a high priority within the community of St. Joseph's School where the personal and social well being of every individual is promoted.

At St. Joseph's caring, responsible behaviour and self-discipline is encouraged.

St. Joseph's School is distinguished for its high level of pastoral care.

We aim to:

- Develop respect for people and property.
- Establish rules that give expectancy, clarity, security to students and teachers.
- Make school a friendly, happy and safe place.
- Develop a sense of high self esteem within each child.
- Establish alternative strategies for conflict resolution.
- Use positive prevention and corrective procedures.

Should a teacher or the Principal have a concern, parents will be informed immediately so that any problem can be addressed in its infancy. School and parents work as partners in reinforcing positive behaviour.

## **FAMILY CIRCUMSTANCES WHICH MAY AFFECT A CHILD'S SCHOOL WORK OR BEHAVIOUR**

In the instance of family circumstances that may affect a child's schoolwork or behaviour, parents are invited to meet with the Class Teacher or the Principal. All information is kept strictly confidential. This action allows the school to provide the extra pastoral care a student may need.

## **INJURY AT SCHOOL**

Students who sustain minor injuries will be treated at school. Parents will be contacted if students are not able to remain at school. (No student is ever sent home alone). In the case of serious illness or accident an ambulance will be called. Our school has a policy of contacting parents where there is any doubt concerning a child's health.

## **MEDICATIONS**

Teachers, by law, are not required to administer medicine to students.

At St. Joseph's, a degree of flexibility is offered as many students live some distance from the school and parents are not readily available for the administering of medicine.

The following procedure is to be followed by parents when their child requires medication at school and they are unable to attend the school to administer this.

Parent completes a Medical Permission Form obtained from the office.

Medications will not be administered unless this form is presented to the office.

All medications must be clearly labeled with the child's name.

### **All medication will be kept in the office**

Children will not be administered any medication such as Panadol unless a Medical Permission Form has been filled in by the child's parent or guardian. No child is allowed to bring any medication such as Panadol to school to self medicate. Unless special permission is obtained from the Principal no child is to have any medication in their school bags or school desks.

### **One Exception:**

**Asthma:** Students who self-medicate for asthma, may keep their inhaler in their bag or classroom. Asthma medication in the form of an inhaler is the only medication that children may keep in their bags and self-medicate. Children, while at school, must seek the permission of a teacher before giving themselves their Asthma Medication. A trained staff member will then watch the child giving themselves the Asthma puffer.

## **AWARDS**

Awards are given to students as encouragement and in recognition of effort and achievement. Staff give students positive acknowledgement to students in many ways. This is considered a very important aspect of our pastoral care.

School Awards are presented at Whole School Assemblies each Tuesday Fortnight.

## **PUNCTUALITY**

Students who arrive at school late must report to the office and obtain a Late Pass before going to their classroom.

Students leaving school early or leaving for and returning from appointments during school time must be signed **out and in** by their parent or guardian when they leave or arrive at school.

## **RIDING BIKES TO SCHOOL**

If parents agree that children may ride bikes to and from school, the following conditions are to be met:

- Approved bike helmets must be worn.
- Bikes must not be ridden in the school grounds.

## **STUDENT INSURANCE**

Children's Accident Insurance is provided for all students through the School's Catholic Church Insurance Policy. This insurance covered by the school for each student ensures that they receive twenty-four hour cover for injury and accident.

## **SUPERVISION**

Teachers commence duty at 8.30 am. No supervision is provided before this time OR after 3.10pm. In the event of after school sport, the participants will be supervised by the sports leader, however, siblings and onlookers will not.

Parents are asked not to deliver children to school before 8.30 am. All students are to be collected by 3.10pm.

In the event of an unanticipated lateness in collecting students after school, parents are asked to contact the School Office by phone so that arrangements can be put in place for their child to be supervised at the School Office until your arrival to pick up your child.

## **ENTRY TO THE SCHOOL**

Students and their parents/careers may enter the school through the Student Entry door from 8.30am to 8.45am each day.

At 8.50am each day the Student Entry doors are locked for the day. After 8.50am all entry to the school is through the Main Entrance located near the school office.

During the day all visitors, contractors and parents may only enter through the doors at the Main Entrance. Visitors, contractors and parents are to then proceed to the **main office**. Parents, trades people or visitors are to '**sign in**' before entering the

**school.** After signing in parents, visitors and trades personal are to wear a YELLOW visitors badge while within the school boundaries.

For parents or visitors who have entered the school for activities such as collecting their child/ren early, taking them to an appointment etc – the office manager or office assistant will collect the child/ren and bring them to the office. Children must be signed **out by the parent before they leave the school.** This is important as we need to know the whereabouts of all students who came to school in the morning. If your child is to return to school they must also be signed **back in by the parent** when they return to school.

If parents or visitors simply wish to give their child items such as lunch, clothing, a note etc – the office staff will take this to the child/ren for them and no sign in is necessary.

## **COMMUNICATION**

### **NEWSLETTER**

A Newsletter is sent home with the eldest child each Tuesday fortnight. Parents are urged to read the newsletter each fortnight as this contains important information concerning school organization and future events.

All notes and communication to parents will go home Tuesday with the Newsletter. Our Newsletter is also available on our Skoolbag app.

### **SKOOLBAG AND FACEBOOK**

Our school uses both Facebook and also an app titled Skoolbag to send information, alerts, provide pictures of day to day activities, and provide return slips that are able to be emailed back to our school. Facebook and Skoolbag are our main source of information about our school. Both Facebook and Skoolbag are updated regularly.

#### **Skoolbag**

The app Skoolbag is our preferred means of communicating with parents. While the newsletter will still be given out in paper form for those who wish to receive it, the newsletter can now be found on the St Joseph's 'Skoolbag' app for phones and tablets. We also have reminders and if ever necessary we can send our alerts through Skoolbag. More information and instruction on how to download this app is available from the school office.

#### **Facebook**

Our extensive Facebook page can be found under the title 'St Joseph's Catholic School Rosebery'. We include up to date information, important messages, photos of daily activities etc. (There are many 'St Joseph's School' or 'St Joseph's Catholic School' throughout the world – to find our special St Joseph's the word **Rosebery** must be added to help in a web search.

### **REPORTS**

A Parent Teacher interview is offered early First Term. This interview to gives parents/guardians general information about how their child has begun their learning at the new Grade Level.

Mid Year and End of Year reports rate student progress in each learning area according to an A-E scale. A "C" rating indicates sound achievement at Grade Level. Parent Teacher interviews are offered after each of these reports is sent to parents.

### **STUDENT ABSENCES**

Parents are asked to notify the school office, either by phone skoolbag or note, before or on the day their child is absent. The school cannot accept a child simply telling a teacher that they will be absent – unless the school receives communication from a parent or guardian then the child will be considered as absent without notification.

It is legal requirement for schools to report to the appropriate authorities prolonged absences that are without notification. Legal action may follow.

Parents must notify the school in writing or in person if a child is to leave the school during school hours, including lunchtime and early dismissal. A child will not be allowed to leave the school during school hours unless accompanied by an adult.

In the case of a prolonged illness, it is expected that schoolwork will be sought from the teacher during the convalescence period.

## **POLICIES**

### **ENROLMENT**

All children from families who wish to have their child attend St Joseph's are very welcome to apply for enrolment at our school. We simply ask that you are prepared to support Catholic ideals and principles for enrolment in a Catholic school.

Catholic schools are committed to the inclusion of children with special needs subject to the guidelines set out in the Tasmanian Catholic Education Commission, Inclusion Policy.

Students having enrolled in a Catholic primary school should have the opportunity to extend their post primary education within the context of the Catholic secondary schooling system.

We stress that if you have any financial concerns about enrolling your child then please contact the school Principal. It is the policy of both the Catholic Education Office and also policies of St Joseph's that no child will miss out on enrolment at St Joseph's because of financial difficulties.

### **Age of Entry to School**

In accordance with the appropriate State Government legislation the minimum starting age for children entering Kindergarten is four years of age on or before the 1<sup>st</sup> January in the year of commencement. It is also expected therefore that prior to entry to Preparatory (Prep), a child will be five years of age on or before the 1<sup>st</sup> January in the year of commencement.

There are two exemptions:

Children who have already commenced school in another state. For families who move into Rosebery from the mainland where their child has commenced school but is underage for attending school in Tasmania - in this situation if there is proof of the child either being enrolled or have attended school they may commence school in a Grade higher than would normally be permitted. Parents in this situation need to make a time for an interview with the Principal to discuss this matter.

If a parent considers that their child is gifted or talented they may request that their child enters school at an earlier age than normally allowed. Parents in this situation are recommended to speak to the principal as there are a number of strict conditions that apply. Parents should approach the principal early in the preceding year to discuss this matter.

### **ASSESSMENT AND REPORTING**

**Assessment** of a student's progress at St. Joseph's is an ongoing daily process and is not restricted to 'test' situations. Teachers assess student outcomes in many ways: Teacher assessment is combined with testing and screening, which occurs at various times throughout the year. These procedures help teachers to accurately identify and diagnose student needs. Programs are then designed to meet these needs.

National Benchmark Testing (NAPLAN) occurs in Grades Three and Five each year. Parents will receive the results of these tests.

**HOMEWORK:** Homework is considered to be an important element of the teaching-learning process as it consolidates the work done in class and trains students in

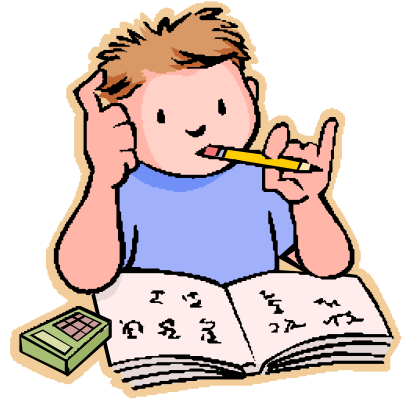


sound study habits. It is the policy of this school that written and learning homework be set on a regular basis. Parents or Guardians are asked to check and sign all homework. Homework will be set from Monday to Thursday (inclusive).

**Homework requirements:**

- |                         |   |                   |
|-------------------------|---|-------------------|
| Prep -1                 | - | approx 10 minutes |
| Grades Two & Three      | - | 10 – 20 minutes   |
| Grades Four, Five & Six | - | 20 – 30 minutes   |

Children are expected to read for 10 minutes each night.



## **ADMINISTRATION**

### **APPOINTMENTS**

Parents are welcome to consult with teachers, by appointment. If possible we ask that appointments be made for times out of school hours that is before 8.45am or preferably after 2.50pm.

### **CHANGE OF ADDRESS**

Parents are requested to notify the school office, immediately, of any change of address or telephone number.

### **EMERGENCY CONTACTS**

In the case of an emergency please make sure that a contact person has been named on your Student Information Form and that this information is kept up to date

### **FEES**

**Fees and Levies** will be determined by the needs of the school and guidelines set down by the Catholic Education Commission. They reviewed on a regular basis.

Procedure for billing and payment of school fees.

- Monthly school fee accounts will be sent for nine months of the year. (March to November)
- Payroll deductions are available from MMG. Forms for this are kept at the school.
- If parents are having any difficulty with school fees they are invited to speak or approach the Principal with the view to coming to an arrangement regarding payment.
- Parents unable to pay full fees may obtain a Rebate Forms available from the Office in case of genuine hardship.
- We wish to make it clear to all parents that no child will be denied a place within our school because of financial difficulties.

A copy of all fees and levies may be obtained from the school office.

### **TRANSFERS**

We ask that notification of intention to leave the school and/or transfer to another school be given to the Principal in writing.

**UPDATED INFORMATION** especially in regard to medical conditions and legal orders must be communicated to the school for duty of care in regard to students.

## **STUDENTS**

### **UNIFORM**

Wearing of the correct uniform is compulsory. If for some reason your child is not in uniform on a particular day a note of explanation is required. If clothing a child in the school uniform poses a difficulty, parents are asked to notify the Principal and arrangements can be made to alleviate the problem. Students are expected to wear their uniform with pride.

### **GIRLS - WINTER**

- Blue shirt and tie
- Royal blue uniform
- School jumper
- Dark Blue stockings
- Royal blue ribbons, scrunchies or head bands
- Black School shoes (not sneakers)

### **GIRLS - SUMMER**

- Blue check dress
- School jumper
- White socks - folded at ankle - **Not anklet socks**
- Royal blue ribbons, scrunchies or head bands
- School Blue Hat (Legionnaire, Slouch or Bucket Hat)
- Black School shoes (not sneakers)

### **BOYS - WINTER**

- Blue long sleeve shirt and tie
- School jumper (not windcheater)
- Long grey trousers
- Grey socks
- Black School shoes (not sneakers)

### **BOYS - SUMMER**

- Open neck shirt
- Grey shorts
- School jumper
- Grey socks
- School Blue Hat (Legionnaire, Slouch or Bucket Hat)
- Black School shoes (not sneakers)

### **SPORTS UNIFORM**

- Track pants, black shorts
- Polo shirt in House colour (Red/Yellow/Blue)
- School Rugby Top
- Mainly White or mainly Black sneakers.

Notification of the time of change from summer to winter uniform or vice versa will be given by the Principal through the school newsletter.

**All clothing should be clearly labelled with your child's name.**

### **House names and colours are:**

**Waratah** - Red

**Blue Gum** - Blue

**Wattle** - Yellow

## SCHOOL HATS

Children are to wear a School hat during the First and Fourth Terms while at play and for P.E. Hats must only be of a type, colour and style approved by the school. Hats may be purchased from the School office .

**The rule “No Hat, No Play” applies for the First and Fourth terms.**

## APPEARANCE

All students are expected to wear the school uniform neatly. Uniforms are not to be mixed - either complete school uniform or complete sports uniform.

### Hair:

Hair that is shoulder length or longer must be tied back. (Both Boys and Girls)

Hair bands, ribbons and clips must be the school blue.

Coloured hair dyes are not permitted.

### Jewelry:

Plain bracelets are permitted.

**One Pair of** plain studs or sleepers are permitted for pierced ears.

No other decorative jewelry is permitted.

**Nail polish and make-up** is not permitted.

## BOOKS AND UNIFORM

Books, stationery and school uniforms are available from the school. Parents will be advised of the date and time of “Back to School Day”, when purchases can be made for the new school year. Further stationery and uniforms are available from the office throughout the year.

New and good quality second hand clothing is available.

The school also provides a limited number of cheap black shoes for times when a child's shoes are not wearable and parents are unable to get to Burnie to purchase new shoes.

## BUSES

Students are transported to St. Joseph's in one school owned bus fitted with seat belts to and from Zeehan each day.

A commercially owned bus service transports students to and from Tullah and from the 'suburbs' of Rosebery.

It is expected that, when travelling on a bus, students:

- Will board and leave the bus quietly.
- Will immediately take a seat, remain seated and fasten seat belts if provided.
- Will abide by the bus rules.

All students who regularly catch a bus to and from school will be required to read and sign a Code of Behaviour document.

If the roads are deemed **unsafe** the decision to cancel the Zeehan and/or Tullah buses is announced on the radio station 7XS between 7.30 am and 8.00 am. This announcement will also be placed on Skoolbag and Facebook.

If the weather deteriorates during the day then children will be taken home. An announcement will be made on 7XS and all parents will be contacted by phone before children are taken home. In this situation children will not be dropped off and allowed to stay in a house where there is not a parent or responsible adult present.

## CARE OF PROPERTY

All students are to use the buildings and facilities at the school with great care and to look after and respect all personal property and the property of others. All personal property should be clearly named.

### **MONEY**

All money brought to school for school purposes must be in an envelope marked with the child's name and handed to the teacher.

### **ORIENTATION DAY**

New students, including those entering Kindergarten, are invited to an Orientation morning in November each year. An invitation to attend this morning is posted to parents after interviews.

### **PERSONAL ITEMS**

Children are asked not to bring valuable items to school.

'Safe' Toys may be brought for Show and Tell but will then remain with the teacher until the end of the day.

### **PUNCTUALITY**

Parents are requested to see that children arrive in time for the 8.50 a.m. signal for start of classes.

## MASS TIMES

### ST JOSEPH'S CATHOLIC CHURCH

#### ROSEBERY

#### Class, Whole School & Parish Mass

Class, Whole School and Parish Mass is held regularly on a Thursday. Details of dates and times are published in our school newsletter.

(Mass is NOT celebrated at Rosebery during school holidays)

### ST FURSAEUS' CHURCH

#### ZEEHAN

9.00 am each Sunday



### **The School Day**

School commences at 8.50am and concludes at 2.50pm each day.

#### **Times:**

8.30 am		Classrooms Open
		Children move to their classrooms to prepare for the day.
8.50 am	-	9.10 Daily PE, except Mondays
11.00 am	-	11.30 am Recess (Eating time 11.00 – 11.10)
12.50 pm	-	1.30 pm Lunch (Eating time 12.50 – 1.00)
2.50pm		End of School Day

### **School Office Hours**

Times	8.00 am	-	3.30 pm	Monday – Thursday
	8.00 am	-	3.00 pm	Friday