Our school is part of the Catholic Education SA in the Archdiocese of Adelaide

We are a Catholic Parish school responsible to the South Australian Commission for Catholic Schools Inc (S.A.C.C.S.). This is a central group that determines policy and funding. The Commission is made up of Catholic Education Directors, parents, Catholic Education SA staff, Principals, teachers, clergy and our Archbishop and Bishop (Port Pirie Diocese).

Catholic Education SA (based at Thebarton) is entrusted with carrying out the implementation of these policies. Catholic Education SA cares for 108 schools. This Office offers support in administration, finance, curriculum and religious education to our School through various consultancies and services.

Our School Board is the local group that is responsible for ensuring that our school operates within the approved policies and practices of Catholic Schools in South Australia in partnership with the principal and school staff.

Our school shares in the Vision for all Catholic Schools in SA

As a Catholic School we support the Vision for Catholic Schools developed by the SA Commission for Catholic Schools:

Catholic Schools
Educate young people in all dimensions of life
Invite young people to join in the Church’s mission
Welcome students to a Christian learning community
Prepare young people for life

(Summarised version)
Our school acknowledges the 56 year history of the pioneering support of the Sisters of St Joseph. The Sisters of St. Joseph’s provided leadership at St. Joseph’s in 1954 until 1996. The first lay Principal, Mr Michael Hakendorf was appointed in 1997.

The Sister’s of St Joseph began their work through the efforts of Mary MacKillop who started her work in Penola in the southeast of South Australia. The work of Mary continued to spread and other women joined Mary in her mission of love and service. This work continues today in various ministries in hospitals, the wider community, schools and parishes.

In 1869, Mary and the Sisters came to Port Adelaide and opened a school near the present K-Mart site. St. Joseph’s School Ottoway had very humble beginnings.

- 1954 two Sisters of St. Joseph began classes in a small pre fabricated Church for children in Years 1 to 3. Many of the children were from migrant families who had settled in the area.
- 1974 Preschool was available for 4 year old children.
- By 1975 classes were available for children from Year 1 to 7.

As a school we will always be grateful for the pioneering efforts and sacrifice of the Josephite’s. A dedicated lay staff now carries on the work of Mary MacKillop and the Sisters.
St Joseph’s Ottoway aims to educate young people in all dimensions of life by

- developing the whole person - intellectual, moral, spiritual, religious, physical, and social capacities.
- encouraging a life long searching for truth
- challenging students to become future leaders in the model of Jesus who came to serve
- inviting them to journey to personal Christian Faith
- drawing inspiration from the values of the Gospel
- inviting them to grow in responsibility and freedom
- recognising the unique presence of God in all people
- encouraging the pursuit of excellence
- being a place of celebration and reconciliation
- assisting them to develop the capacity for critical thinking
- preparing them to live and work in a world that values equality and solidarity among all people.

(Adapted from A Vision for Catholic Schools - SA Commission for Catholic Schools)

The School Emblem

Our new school emblem was designed in 2009

This is from our previous emblem and symbolises Christ among us.

The dove symbolise peace.

Hands represent our multicultural community here at St. Joseph’s.

This symbolise pages of a book and lifelong learn. It also symbolises the pages of the Bible the basis of our Catholic faith tradition.

School Emblem ~ In All Things Love
Our original emblem ~ In Omnibus Caritas
This is the aim of our school
St. Joseph’s School is a Catholic systemic school. The SA Commission for Catholic Schools (SACCS) determines policy and funding for the 106 systemic schools. The Commission comprises the Archbishop of Adelaide, the Bishop of Port Pirie, the Diocesan Directors of Education of the Archdiocese and Diocese, two nominees of the Congregational Orders and eight members, as well as a chairperson from the Catholic community.

Catholic Education SA is entrusted with carrying out the implementation of SACCS policies and administering government funding.

The School Board is responsible for the overall well being of its school and ensuring that St. Joseph’s school operates in line with the approved policies and practices for Catholic schools in South Australia.

### Parent Involvement

In educating students, St. Joseph’s School depends upon the development of good relationships between parents/caregivers and staff.

We acknowledge you as the first educators of your children and invite you to make an appointment to speak with your child/ren’s teacher about any classroom issues, or with the Principal about general school matters that you need clarified.

We welcome parents/caregivers involvement in the life of our school and you may consider volunteering in areas such as the following:

- Coach out of school hours sport
- Provide classroom support
- Help supervise children on excursions
- Serve on the School Board
- Join the Parents & Friends Committee
- Help in the canteen
- Stop for a tea or coffee with other parents. This opportunity is available every Thursday as school begins.

Catholic Education SA requires all volunteers to have a Catholic Police Clearance before undertaking any volunteer work in Catholic schools. There is no charge to have the Police Clearance Check.

In order to participate as a volunteer in our school you are therefore required to complete two forms:

1. CEO Volunteer Details Form
2. Application for a Catholic Police Clearance

These are available from the school office.
The School Board has responsibility for the overall well being of its school. In practice this means that, in a spirit of partnership, Boards act in an advisory capacity to:

- develop policies that nurture the religious dimension and guide the direction of the school
- develop the relationship between the school and the local Church
- ensure that the academic standards of the school must be at least as distinguished as that achieved in other schools in the region
- support the administration of the school
- offer pastoral care to the school community
- protect children
- monitor buildings and grounds development and maintenance
- exercise financial stewardship of the school
- ensure compliance with legal obligations

Structure of the Board

The Board consists of the Parish Priest, the School Principal as Executive Officer, six elected parent members and a nominated representative of the staff and Parents and Friends.

Meetings are held on the second Monday of the month during school terms from 7.00 - 8.30 p.m. Elections are held each year at the Annual General Meeting in February. Elected and nominated members serve a two year term.

Parents & Friends Association

This group meets monthly - dates are announced in the school newsletter. Meetings are open to all interested parents and friends.

The Parents & Friends Association is a vital group within the school and provides much needed and valued financial and other support to the school.

It acts as a liaison between the school and the parents as well as raising funds to help the school in a number of areas.

The support and participation of all families is essential for the success of all activities held throughout the year.
At St. Joseph’s School, we strive to provide high quality teaching and learning and an inclusive curriculum, which addresses the needs of our students. Teachers work with the South Australian Standards and Accountability Framework, (SACSA) which includes 9 Key Learning Areas and Outcomes from birth to Year 10. It is a framework, which allows for individual design in learning, methodology and assessment. The Standards in the framework depict the developing capabilities of learners at particular points along a continuum and provide a common reference point for reporting to learners, parents and caregivers on children’s learning and progress.

The **Five Essential Learnings** at the core of the Framework are:

1. **Futures**  
   *In which learners develop:*  
   - A sense of optimism about their ability to actively contribute to shaping preferred futures  
   - Capabilities to critically reflect on, plan and take action to shape preferred futures

2. **Communication**  
   *In which learners develop:*  
   - A sense of the power and potential of literacy, numeracy and information communication technology  
   - Capabilities to critically reflect on and shape the present and future through powerful uses of literacy, numeracy and information communication technology

3. **Interdependence**  
   *In which learners develop:*  
   - A sense of being connected with their world  
   - Capabilities to contribute to, critically reflect on, plan and take action to shape local and global communities

4. **Identity**  
   *In which learners develop:*  
   - A sense of the power of creativity wisdom and enterprise  
   - Capabilities to critically evaluate plan and generate ideas and solutions

Through the South Australian Curriculum and Accountability Framework (SACSA) we aim to connect the curriculum to the lives, experiences and cultures of students at St. Joseph’s. Teachers develop ways for learners to understand, critically appraise, respond to and contribute to shaping their society. Using SACSA teachers are provided with the flexibility to construct programs for their students, which suit their lives, and the changing world in which we live.

The **Nine Key Learning Areas** are:

- Religious Education  
- The Arts  
- Design and Technology  
- English  
- Health and Physical Education  
- Mathematics  
- Science  
- Society and the Environment  
- LOTE Vietnamese

In 2011 the new Australian Curriculum will be introduced in the area of Mathematics, English, Science and History.
The Religious Education Program at St. Joseph’s School, Ottoway takes its foundation from the Catholic tradition, inspired by the goodness of God and with the person of the Risen Jesus as its central focus.

Religious Education is not confined to times of prayer and Religious Education lessons. Religious Education infuses the whole curriculum with gospel values and is a unifying force in this school. Religious Education engages ‘the head, the heart and the actions’ of the students.

The formal Religious Education Program is planned over a two-year cycle using the Crossways, Religious Education Framework and consists of faith formative experiences such as reflections and prayer, participation in Liturgy, formal classroom lessons and whole school and class Masses.

The Crossways, Religious Education Framework focuses on 12 Key Ideas integrated over three learning strands: Believing, Living and Celebrating.

The Sacramental Program at St. Joseph’s Ottoway is organized through the school with the support of our local Church. The celebration of the Sacraments of the Rite of First Reconciliation, Confirmation and First Eucharist are also offered throughout the year. Parent participation and commitment is a prime focus.

**Missions**

Each year the children are encouraged to raise money for those who are not as fortunate as they are. They may be invited to pay a charge for wearing casual clothes, or have some other special mission collections. During Lent our collections for the missions are given to Project Compassion. In September monies are sent to the Charities Appeal.

<table>
<thead>
<tr>
<th>Term</th>
<th>Mission</th>
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</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Caritas Project Compassion</td>
</tr>
<tr>
<td>Term 2</td>
<td>St Vincent de Paul</td>
</tr>
<tr>
<td>Term 3</td>
<td>Catholic Charities</td>
</tr>
<tr>
<td>Term 4</td>
<td>Catholic Missions</td>
</tr>
</tbody>
</table>

**MITIOG - Made in the Image of God**

The family community is the most important foundation for society, and is also the very basis of Church, for it is upon that community which the whole network of social relations is founded.

As a result the Church considers serving and supporting the family to be one of its essential and most important roles.

Made in the Image of God (MITIOG) program is designed not to replace parents in this important role, but to support parents by providing a coherent, family curriculum firmly based on Catholic moral teaching.
At all stages, the information given is appropriate to the age of the students.

Made in the Image of God explores five key ideas:

Being Human: Students respond to the belief that we are created in the Image of God, and called to demonstrate reverence for self and others.

Being Sexual: Students explore the belief that sexuality is integrated to the human person and develops an understanding of the teaching of the Catholic Church regarding human sexuality.

Health Awareness: which presents detailed information on healthy practices for avoiding the spread of communicable diseases, such as colds and flu, chicken pox and also information on HIV/AIDS as well as the issues related to caring for all members of a Christian community.

Being Connected: Students explore how God is revealed to us in and through relationships with family, friends and community, and demonstrate a respect for diversity.

Being Moral: Children respond to the idea that we are called to be moral and investigate and apply the processes in Christian decision making.

Specialist Programs

English as a Another Language (EAL)

We have teachers who support students from Non-English Speaking Backgrounds (NESB). The EAL teachers work in conjunction with the classroom teachers to support children in their English language development, which includes oral language, reading, writing and listening skills across all curriculum areas.

Library / Information Communication Technology

All classrooms and specialist areas at St. Joseph’s School are networked and have on-line facilities. Each classroom has a bank of computers that are available for student use. There is also a computer room adjacent to the Library which houses 18 computers for class use. We have also 30 Surface RT tablets and 20 iPads.

The Resource Centre is the hub of the school where students have access to the very best literature as well as researching tools. This facility is open each lunch break as well as before school on most days. At St. Joseph’s School we provide the time and resources for successful learning.

Vietnamese Language/Culture

Students from Reception to Year 7 participate in a 45 minute Vietnamese lesson per week.

Physical Education and Sport

Each class has Physical Education lessons and children are to wear correct sports uniform on the day they have their lesson. Any other day when sports uniform is needed will be indicated to you either by the individual class teacher or in the Newsletter. Children take part in fitness activities each day – they do not wear their sports uniform.
Depending on the availability of parents to assist with transport and supervision, students may have the opportunity to be involved in sports competitions.

Children are trained in track and field events and the school is involved in the Catholic Primary School Athletics Carnival.

Year 7 children participate in aquatics.

Active After School Sports takes place twice a week after school. A variety of sports are introduced i.e. touch, table tennis, volley ball, dance.

### The Arts

Students from Reception to Year 7 participate in a 45 minute Arts lesson per week. This involves dance, drama, music, visual arts and multi media studies.

Opportunities are available for children in Years 4 to 7 to be part of the School Choir. Children in Years 6 and 7 are encouraged to participate in the Catholic Schools Music Festival each year that performs at the Festival Theatre.

Individual weekly lessons are available on keyboard, piano, guitar and drums and parents are charged for these.

### Library

Each class has a weekly lesson in the school library and children are encouraged to borrow books from the library. Parents may also become borrowers if they wish to do so.

### Homework

Children from Years 3-7 are given written homework from Monday to Thursday of each week. Parents are requested to ensure that this homework is neatly done and that homework diaries are signed at appropriate times. The younger children are expected to read each evening and to learn weekly spelling lists and sight words.

### Reporting Procedures - Assessment

A Parent Information night is held early in Term 1 each year. Formal reporting of student progress is given on three occasions each year with the option of a fourth in Term 3 -

- Parent-teacher interviews - Term 1
- Written Report - Term 2
- Interviews as requested early - Term 3
- End of Year Written Report - Term 4

Parents are encouraged to approach the teacher if they have any concerns about their child’s learning. Teachers may also, throughout the year, invite parents to discuss their child’s learning needs.
School Excursions / Incursions

Class teachers plan regular excursions / incursions as part of a total learning program and all children are expected to attend. Usually at least one excursion / incursion is planned per semester.

Written information about these excursions is sent home together with a permission slip to be signed and returned to the school. A Medical form is sent home at the beginning of each year and must also be completed and returned. Unless written permission is received before the excursion, children will not be allowed to participate and will remain at school in another class.

General permission forms issued at the beginning of each year seek parental permission for children to go on walks around the local area only or to go to the nearby oval to play on the playground, or take part in sporting clinics.

Playgroup

Friday mornings have been set aside for Playgroup for children. A parent or some other adult person must accompany children. Cost per child is $2.00 per session to be paid on the day. The Playgroup takes place from 10.00 a.m. to 11.30 a.m. in the Preschool every Friday morning.

Enrolment in Preschool

Children will start Preschool only at the beginning of Term I each year.
This policy is called Same First Day Start. It means that children will start Preschool on the first day of Term 1 each year and that all children will spend the same amount of time in Preschool, one full year.

If your child turns four before May 1, they will start Preschool on the first day of Term 1 in that year. If your child turns four on or after May 1, they will start Preschool on the first day of Term 1 the following year.

Preschool sessions are Monday to Thursday mornings from 8.45 a.m. to 12.30 p.m.

Enrolment in Junior Primary Classes

Junior Primary encompasses the time children are in Reception to Year 2 classes.
The movement of children to Reception classes is as follows –

From 2014, children will start school only at the beginning of Term 1 each year. This new policy is called Same First Day Start. It means that children will start school on the first day of Term 1 each year and that all children will spend the same amount of time in Reception, on full year.

From 2014 the start date will be the first day of Term 1. If your child turns five before May 1, they will start school on the first day of Term 1 in that year. If your child turns five on or after May 1, they will start school on the first day of Term 1 the following year. The minimum age for starting school will be four years and eight months from 2014.
All students from Reception to Year 7 are expected to wear the correct school uniform. Parents are expected to ensure that children are wearing their correct uniform, particularly footwear. Sneakers are ONLY worn on sport days. They may be brought to school on other days if needed. If a child is not in the correct uniform on any day please send a note to the teacher explaining why.

Winter uniform is worn in Terms 2 and 3. Summer uniform is worn in Terms 1 and 4.

School Uniform Code

**SUMMER** (Terms 1 and 4 - two week change-over time in Term 2)

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• School dress <strong>OR</strong> navy pants with school logo and short sleeve knitted striped polo</td>
<td>• Navy shorts <strong>OR</strong> navy pants with school logo and short sleeve knitted striped polo</td>
</tr>
<tr>
<td>▲ Rugby knitted top with school logo</td>
<td></td>
</tr>
<tr>
<td>• White <strong>OR</strong> navy anklet socks</td>
<td>• Navy anklet socks</td>
</tr>
<tr>
<td>Black leather lace up school shoes (no boots, joggers or buckles) <strong>OR</strong></td>
<td>black leather velcro school shoes for JP</td>
</tr>
<tr>
<td>Navy hat with school logo (bucket style)</td>
<td></td>
</tr>
</tbody>
</table>

**WINTER** (Terms 2 and 3 - two week change-over time in Term 4)

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Tartan tunic/skirt <strong>OR</strong></td>
<td>• Navy shorts <strong>OR</strong> navy pants</td>
</tr>
<tr>
<td>• Navy school pants (no trackpants)</td>
<td></td>
</tr>
<tr>
<td>▲ Pale blue long or short sleeved school shirt</td>
<td></td>
</tr>
<tr>
<td>▲ Rugby knitted top with school logo</td>
<td></td>
</tr>
<tr>
<td>• Navy tie</td>
<td>• Navy socks</td>
</tr>
<tr>
<td>Black leather lace up school shoes (no boots, joggers or buckles) <strong>OR</strong></td>
<td>black leather velcro school shoes for JP</td>
</tr>
<tr>
<td>Navy hat with school logo (bucket style)</td>
<td></td>
</tr>
</tbody>
</table>

**SPORT**

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Navy school sports shorts, skorts <strong>OR</strong> trackpants with logo</td>
<td>• Navy school sports shorts <strong>OR</strong> trackpants with logo</td>
</tr>
<tr>
<td>▲ Sports long or short sleeved polo with logo</td>
<td></td>
</tr>
<tr>
<td>▲ Rugby knitted top with school logo</td>
<td></td>
</tr>
<tr>
<td>Plain white sport socks covering ankles (no logos or stripes)</td>
<td></td>
</tr>
<tr>
<td>Sport lace up shoes <strong>OR</strong> velcro school shoes for JP (predominantly white)</td>
<td></td>
</tr>
<tr>
<td>Navy hat with school logo (bucket style)</td>
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</tbody>
</table>

Each year we offer the students due to commence studies in year seven the opportunity to purchase a commemorative windcheater.
## Directives

**Hats** - **to be worn all year round for excursions.** Must be worn for all outdoor activities including play from 1st September to 30th April. **May** be worn but are not compulsory from 1st May to 31st August for all outdoor lessons, recess and lunch. (Refer to Cancer Council Guidelines) **NOTE:** For OSHC, refer to their guidelines.

## Hair Styles

Hair colour and streaking is limited to 2-3 shades lighter or darker than a child’s own natural hair colour and must be kept in a clean, neat and tidy manner. All hair longer than top of collar length must be tied back (ie pony tail).

## Optional Accessories

### Sunglasses

Are encouraged but at the wearer’s risk; they must be sun-safe and the lenses made of plastic (not glass).

### Winter Coat/Parka/Spray Jacket

Plain navy blue, bright (eg yellow) raincoats/jackets may be worn by students walking to and from school ONLY for visibility purposes. An additional outer garment for extra warmth may be worn if it is plain navy blue.

### School Bags

St Joseph’s school bags are available through the uniform shop and are encouraged, but are not compulsory. Predominantly plain blue or black school bags (no large logos).

### Hair Accessories

- Headbands: Pale Blue or Navy Blue
- Scrunchies: School Tartan / Navy – winter
- Ribbons: Pale Blue or Navy Blue
- Clips/Clasps: Blue, Brown or Black only
- Hair Ties: Pale Blue, Navy or natural hair colour

*Available from the school’s Uniform Shop*

### Other Options

A thin gold or silver chain with a religious symbol may be worn **under clothing, at the child’s own risk.** Watches and Medic Alert identification may be worn. Earrings – only small studs may be worn (birthstone, gold or silver) – limited to **ONE** per ear. Scarf, Gloves and Beanie - Navy and/or Pale Blue.

### NOT PERMITTED

- Unusual cuts/styles, eg rats tails, shaved heads, patterned cuts, colour patterns
- Cuts less than a ‘No. 2’
- Use of coloured gel or hairspray
- Fashion Accessories (including Bangles, bracelets, rings)
- Make-up of any kind (including nail polish)
- Any body piercing jewellery (including clear studs) other than approved earrings
- Acrylic nails
School Hat

Children MUST wear the school hat for protection from the sun from 1 September to 30 April. If the school hat is not worn, children will be unable to play. Optional 1 May to 31 August. If children are outside all day (ie excursion / sports day) hats are to be worn.

Lost Property

All items of clothing should be clearly marked with the student’s name. This also applies to footwear and lunch boxes. Property that is found will be stored in the Lost Property Box in the School Office for one term.

Supervision at School

The Principal and teachers have a legal responsibility for the supervision of children on the school premises during normal school hours.

Staff accepts responsibility between 8.25 a.m. until 3.20 p.m. (3.05 p.m. on Tuesdays) and provides supervision in the yard before school, at Recess, Lunchtime and after school.

Parents are asked to ensure that children are not at school outside of these times. If school staff find that children are early they are checked into Out of School Hours Care and parents will receive an account.

During school time the gate on Rosewater Terrace is locked so people must enter via the Ina Avenue gate.

The school gates are locked after school hours for safety and security and also to prevent vandalism of school property. The unauthorised use of school grounds is prohibited.

Play Yard

In the school play yard the basic rules are that children are to feel safe and to allow others to feel safe. Respect for the rights of others is fundamental. Teachers provide supervision of the play yard during school hours. Children are not to leave the play yard for any reason without permission. If there are any difficulties in the play yard, children should go to the teacher on Yard Duty. Children are not permitted to play on the basketball courts, oval or playground before or after school.

School and Office Hours

<table>
<thead>
<tr>
<th>School and Office Hours</th>
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</thead>
<tbody>
<tr>
<td>Office Hours</td>
<td>8.30 a.m. – 3.30 p.m.</td>
</tr>
<tr>
<td>School Hours</td>
<td>8.45 a.m. – 3.00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>2.45 p.m. to allow for staff Professional Learning</td>
</tr>
</tbody>
</table>

Staff are on duty from 8.25 a.m. – 3.20 p.m. except on Tuesdays 8.25 a.m. – 3.05 p.m.

Recess | 11.00 a.m. – 11.20 a.m.
Lunch  | 12.50 p.m. – 1.30 p.m.
**Preschool Hours**  
Monday – Thursday  
8.45 a.m. – 12.30 p.m.

**Out of School Hours Care Times**  
Morning  
7.30 a.m. –  8.30 a.m.  
Afternoons  
3.00 p.m. –  6.00 p.m.  
Tuesday  
2.45 p.m. –  6.00 p.m.

**Contact Details**  
School Office  
8447 4969  
School Fax  
8241 0380  
OSHC Program  
0437 863 067  
Email  info@stjotto.catholic.edu.au

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**Absenteeism**

If your child is sick or unable to attend school for some other reason, please ring the school by **9.30 am**. A note to the child’s teacher the day he/she returns to school is also required.

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**Late Arrivals**

If your child is late to school he or she must first go to the office to sign the **STUDENT IN/OUT REGISTER**.

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**Taking Children Out of School During School Hours**

If you need to take your child out of the school grounds for any reason during school hours you are required to report to the Office first and register that your child is leaving with you. Children needing to leave the school for any appointments must be accompanied by an adult - either parent or an adult approved by the parent.

If you bring your child back to school after an appointment you are required to report to the Office and register the time your child returned to school.

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**Out of School Hours Care (OSHC)**

St. Joseph’s Out of School Hours Care operates daily for both Before and After School Care. Children must be booked into care and an enrolment form must be completed prior to the commencement of care.

<table>
<thead>
<tr>
<th></th>
<th>Time</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td><strong>Before School Care</strong></td>
<td>7.30 am – 8.30 am</td>
<td>$ 9.00 per child</td>
</tr>
<tr>
<td><strong>After School Care</strong></td>
<td>3.00 pm –  6.00 pm</td>
<td>$17.00 per child</td>
</tr>
<tr>
<td><strong>End of Term Half Day</strong></td>
<td>12.30pm –  6.00 pm</td>
<td>$28.00 per child</td>
</tr>
<tr>
<td><strong>Pupil Free Day</strong></td>
<td>7.30 am –  6.30 pm</td>
<td>$56.20 per child</td>
</tr>
</tbody>
</table>

Discounts are available on these costs through Childcare Benefit Places for most families; please speak to the OSHC Coordinator for further information. Our Provider number is 555 013 070V which you need to apply for Child Care Benefits through Centrelink. Families will receive an invoice for the service via their children and payment is expected weekly.
Newsletter

Fortnightly Newsletters are uploaded on the webpage Wednesdays. The newsletter contains important information relating to the school and to coming events. On some occasions the newsletter contains forms to be returned to your child’s teacher. Any note to be put in the Newsletter should be handed in to the school office by Monday 3.00 p.m. The newsletter is translated into Vietnamese. If you require a hard copy please inform the front office.

Fire Drill / Lock Down

The school has a policy for evacuation of the school in an emergency. This is on display in all rooms. The procedure is practised with the children at least once a term. There is also a disaster plan in place in case of a major emergency, e.g. chemical spill.

Dental Clinic

Our school is associated with the Dental Clinic at Butler Avenue, Pennington and all children from the school have free access for dental treatment. For more information telephone the Dental Clinic on 8447 6949.

Child and Youth Health

All children beginning in Pre-school are given a Health Screening by the Child and Youth Health Nurse.

Infectious Diseases

Parents are requested to notify the office if their child/children contract an infectious disease. They are also expected to keep their child/children home from school during the infectious period.

School Parking

St Joseph’s is situated in a suburban street, which can make the movement of traffic difficult during peak school drop off and pick up times. To ensure that the students are safe during this time teachers are on duty at the school’s front, ensuring the safe use of the school crossing and at the ‘Kiss and Drop’ Zone. This is at the rear of the school on Rosewater Tce.

The ‘Kiss and Drop’ Zone is in operation from 8.25 am - 8.45 am and 3.00 pm - 3.20 pm. Once the car has moved into the ‘Kiss and Drop’ Zone the children move quickly and safely in or out of the car and cars move off. During these times parents and carers are only able to drop off or pick up their children. The ‘Kiss and Drop’ Zone is for the convenience of parents and carers so they don’t have to get out of the car when picking up or dropping off children. You can only wait in your car with the engine running for a couple of minutes, if the children haven’t arrived in that time please do a lap of the block and then return to the ‘Kiss and Drop’ Zone to pick them up. Adults MUST not be getting
out of the car. This ensures the smooth movement of vehicles along the streets and prevents congestion at intersections near the school. It also ensures that the children are safely moving to and from the footpath and cars.

Parents are asked to park in either Ina Avenue or Rosewater Terrace. All are welcome to come into the yard once cars have been parked.

This precaution is for the safety of your children.

In bringing or collecting children from the school, parents are asked to observe the road rules of not parking in driveways or double parking. Observation of speed limits near the school is expected.

### Collecting Children After School

In the interest of their safety, children are to wait inside the school gates on Rosewater Terrace and Ina Avenue after school. When children see their parents have parked on the same side of the road as the school gates, they are permitted to leave the school grounds and walk to their car. For parents who have parked on the other side of the road, we ask that you leave your vehicle and come and collect your child/ren. A teacher will be on duty supervising the collection of children.

### Change of Address and Emergency Contacts

Parents are asked to notify the school office of any change of address or phone numbers and any change in emergency contacts so those records are kept up to date.

### Canteen

All parents are asked to assist in the running of the Canteen, either through assisting in serving occasionally or through a cash contribution each term. If you can assist as a volunteer, please let the Canteen Supervisor know or respond to the forms sent out with the School Newsletter from time to time. Price lists are published early each term and sent home for reference. The Canteen operates on a policy of providing healthy foods. Parents who are unable to assist by working in the canteen are invited to make a donation of $10.00 per term for the running of the canteen.

### School Fees

The financial running of the school relies heavily on the payment of school fees.

If difficulty is experienced in the payment of fees, parents are asked to make an appointment to speak to the Bursar.

Families approved for School Card by the Department of Education and Children’s Services will receive a reduction in school fees.

School fees are set by the School Board and are subject to change from year to year. Fee accounts are sent out 3 times a year in Terms 1, 2, 3.

Children commencing part way during the year will be charged school fees prorated based on the number of weeks attended. A fee account will be sent on commencement and then each Term as required.
### School Fee Structure

<table>
<thead>
<tr>
<th></th>
<th>Full Fees</th>
<th>Per Term</th>
<th>School Card Fees</th>
<th>Per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Child</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition Fees</td>
<td>$951.00</td>
<td>$317.00</td>
<td>Tuition Fees</td>
<td>$570.00</td>
</tr>
<tr>
<td>Building Levy</td>
<td>$300.00</td>
<td>$100.00</td>
<td>Building Levy</td>
<td>$300.00</td>
</tr>
<tr>
<td>Diocesan Levy</td>
<td>$24.00</td>
<td></td>
<td>Diocesan Levy</td>
<td></td>
</tr>
<tr>
<td>Composite Fee **</td>
<td></td>
<td></td>
<td>Composite Fee **</td>
<td></td>
</tr>
<tr>
<td>Discount 2nd Child</td>
<td>-$147.00</td>
<td>-$49.00</td>
<td>Discount 2nd Child</td>
<td>-$147.00</td>
</tr>
<tr>
<td>Discount 3rd Child</td>
<td>-$315.00</td>
<td>-$95.00</td>
<td>Discount 3rd Child</td>
<td>-$285.00</td>
</tr>
</tbody>
</table>

| **2 Children** |           |          |                  |          |
| Tuition Fees   | $1,902.00 | $634.00  | Tuition Fees     | $1,200.00|
| Building Levy  | $300.00   | $100.00  | Building Levy    | $300.00  |
| Diocesan Levy  | $48.00    |          | Diocesan Levy    |          |
| Composite Fee ** |         |          | Composite Fee ** |          |
| Discount 2nd Child | -$147.00 | -$49.00  | Discount 2nd Child | -$147.00 |

| **3 Children** |           |          |                  |          |
| Tuition Fees   | $2,853.00 | $951.00  | Tuition Fees     | $1,884.00|
| Building Levy  | $300.00   | $100.00  | Building Levy    | $300.00  |
| Diocesan Levy  | $72.00    |          | Diocesan Levy    |          |
| Composite Fee ** |         |          | Composite Fee ** |          |
| Discount 2nd Child | -$147.00 | -$45.00  | Discount 2nd Child | -$147.00 |
| Discount 3rd Child | -$315.00 | -$95.00  | Discount 3rd Child | -$285.00 |

**Pre School**

- $585.00 $195.00

**Composite Fee**

- R6 per student $515.00
- Y7 per student $555.00

Students commencing during the year will have a prorated fee calculation on the amounts quoted above.

### Building Levy

Each family is expected to make a family contribution to the buildings of the school. In 2014 the amount is set at $300 per family. This is a compulsory fee.

### School Card

The School Card Scheme is a State Government initiative. It is a means tested scheme to provide assistance for full time students of low-income families towards the cost of schoolbooks and other school charges.

Applicants applying for School Card assistance must complete a School Card application Form ED003A and make a signed DECLARATION that the family gross income for the last financial year is within the School Card income limit.

More information is available from the school office.

### Composite Fee

The Composite Fee is charged to cover the cost of consumable materials such as stationery and textbooks and other costs incurred by children’s participation at school. It also includes costs for excursions, student insurance and Ambulance SA Levy. This fee is charged in first term.
The diocesan Levy is a levy instituted by the Archdiocese of Adelaide to establish a fund to ensure that the Archdiocese has sufficient capital to enable it to lend money to schools for capital development and refurbishment for new and existing schools into the decades ahead. The Archdiocese will quarantine these funds for capital development for schools.

Families who qualify for School Card assistance from the State Government will not be required to pay this levy and they will see an adjustment on the account following School Card approval. Families who contribute regularly to the Planned Giving Program in a Catholic Parish are also not required to pay for this levy, but need to apply for this levy to be adjusted.

### 2013 Information

#### Administration

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Mr Chris Platten</td>
</tr>
<tr>
<td>School Secretary/PA to Principal/Office Manager</td>
<td>Ms Tanya Brereton</td>
</tr>
<tr>
<td>School Bursar</td>
<td>Mrs Karyn Burlow</td>
</tr>
</tbody>
</table>

#### Class Teachers

<table>
<thead>
<tr>
<th>Year</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool</td>
<td>Miss Catherine Braithwaite</td>
</tr>
<tr>
<td>Reception</td>
<td>Mrs Fran Wanders</td>
</tr>
<tr>
<td>Reception/Yr 1</td>
<td>Mrs Malama Theodosi</td>
</tr>
<tr>
<td>Year 1/2</td>
<td>Mr Matthew Pick</td>
</tr>
<tr>
<td>Year 2/3</td>
<td>Miss Jennifer Aquino</td>
</tr>
<tr>
<td>Year 3/4</td>
<td>Ms Jane Smith</td>
</tr>
<tr>
<td>Year 4/5</td>
<td>Mr Ben Higgins</td>
</tr>
<tr>
<td>Year 6/7</td>
<td>Miss Kate Connelly</td>
</tr>
</tbody>
</table>

#### Specialist Teachers

<table>
<thead>
<tr>
<th>Subject</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICT</td>
<td>Mr Ben Higgins</td>
</tr>
<tr>
<td>EAL</td>
<td>Miss Kylie Pedler / Miss Louise Moody</td>
</tr>
<tr>
<td>CMaD Literacy</td>
<td>Miss Kylie Pedler</td>
</tr>
<tr>
<td>Literacy</td>
<td>Mrs Deb Cashel</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>Mrs Phuong Ngo</td>
</tr>
<tr>
<td>The Arts</td>
<td>Mrs Janine Meyer</td>
</tr>
<tr>
<td>Reading Recovery</td>
<td>Mrs Natalie Doyle</td>
</tr>
<tr>
<td>Special Education</td>
<td>Mrs Deb Cashel</td>
</tr>
<tr>
<td>PE</td>
<td>Mrs Natalie Doyle</td>
</tr>
<tr>
<td>Sports Specialist</td>
<td>Mr Matthew Pick</td>
</tr>
</tbody>
</table>

#### Position of Responsibility

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>APRIM</td>
<td>Mrs Janet Rehn</td>
</tr>
<tr>
<td>WHS</td>
<td>Mr Michael Higgie</td>
</tr>
<tr>
<td>Literacy</td>
<td>Mrs Deb Cashel</td>
</tr>
</tbody>
</table>
Education Support Officers

Classroom ESL: Ms Susan Scheller/Mrs Jan James/ Mrs Maria Coleman
Rainbow Reading: Mrs Jill O’Leary
Preschool Assistant: Mrs Jan James
Playgroup Coordinator: Ms Susan Scheller
OSHC Coordinator: Ms Mieke Vanden Bos
OSHC Assistants: Ms Susan Scheller / Mrs Terresa Ried
Grounds Person: Mr Michael Higbie
Canteen Manager: Mrs Rebecca Allen

2013 School Board Members

Parish Priest: Fr Marek Ptak
Principal: Mr Chris Platten
APRIM: Mrs Janet Rehn

Members
Staff Rep/Secretary: Ben Higgins
Parish Council Rep: Esther Jordan
Parent Representative: Ben Short
Parent Representative: Thao Bui
Parent Representative: Miriam Martin
Parent Representative: Nikki Degabriele
Parent Representative: Mark Trost
Parent Representative: Annemarie Britvec
Parent Representative: Sonia Pascoe
Parent Representative: Ioannis Korakianitis

2014 Term Dates

Term 1: 28/01/2014 to 11/04/2014
Term 2: 28/04/2014 to 04/07/2014
Term 3: 21/07/2014 to 26/09/2014
Term 4: 13/10/2014 to 12/12/2014