



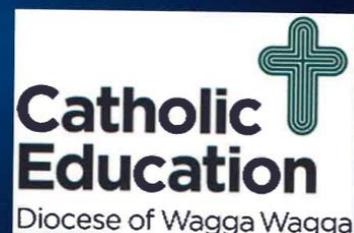
Parent Information Handbook

*We invite you to join
us on the journey.*

For further information, visit our website
web.sjloww.catholic.edu.au

Inspired by the message and
actions of Jesus Christ, we
nurture excellence as a
community of learners.

(CEDWW STATEMENT 2018 – CLARITY OF VISION AND PURPOSE)



St Joseph's School

LOCKHART



Vision

To inspire and motivate each child towards achieving their full potential through Jesus Christ's love.

Mission

FAITH

Living, teaching and celebrating the Catholic faith in our community.

LEARNING

Creating educational opportunities that will develop each child's gifts.

CARE

Fostering respect and co-operation among all members of the community.

SERVICE

Creating challenging and supportive environments that encourage communication and self-responsibility.

STEWARDSHIP

Encouraging children to be responsible for contributing to a better world for all.



St Joseph's School - LOCKHART

A Brief History

St. Joseph's School, Lockhart opened its doors to enrol sixteen boys and twelve girls on the 3rd February, 1908. It was the day after the arrival of the Presentation Sisters from the Mother House, Mt. Erin, Wagga Wagga. Mother M. Michael, Sisters M. Josephine, Philomena and Gerard composed the first community. By the end of 1908 there were fifty-one pupils enrolled. The church, which was situated in Hebden Street, was moved to a site in Ferrier Street, where it was used as a school. The Church was joined to the school building, a building known before as the Private School, and used both as a school and a church, until 1935 when a new church was built. The number of pupils continued to increase and a new building was erected adjacent to the existing school around 1918-1920.

Dean Galvin, P.P. was a great believer in Catholic Education. Consequently, he engaged an architect, Mr. S.J. O'Halloran, from Wagga Wagga, to design a modern school. The new building was opened and blessed in May 1957, by Dr. F.A. Henschke, the Bishop of Wagga Wagga. The attractive and spacious modern building contrasted strongly to the old cramped wooden building which had served the education of Catholic children for almost fifty years.

The Presentation Sisters staffed St. Joseph's up to the 1960's, when the first lay teacher was engaged to teach Kindergarten. In 1984 we had our first lay Principal, one Sister teaching full time, and two lay teachers.

In 1979 a School's Commission Grant was applied for, and received to build a brick Administration Block. This was opened by the Hon. W. Fife M.P. and blessed by Bishop F.P. Carroll on October 5, 1980. In 1985 the school was again successful in receiving a School's Commission Grant to upgrade the toilet block with changing rooms. Two years later the block was extended to provide covered shelter and a sports room.

A School Board, formed in 1975, and a School Auxiliary, gave invaluable aid to the Principal and Staff in the running of our rural parish school. These later merged to become a School Council.

Modern playground equipment was erected in 1998 and shade cover installed in 1999. The school was successful in gaining a Federal Government grant through the NSW Catholic Block Grant Authority to refurbish the bell tower, library and to create a technology room in the Year 2000.

In 2004-2006, our shade project provided shade sails in the quadrangle, thanks to grants from the Community Bank of Lockhart (Bendigo Bank) and The Grain Corp Foundation.

The Federal Government's "Investing In Our Schools Program 2006" provided the school with \$46,000. This money was used by the school community to provide synthetic grass to the quadrangle; a Covered Outdoor Learning Area (COLA) which measures 12m x 6m; portable lunch seats; technology; musical instruments and some environmental enhancements.

A Community Water Grant of \$35,000 was received in 2007 which enabled the installation of a 45000 litre water tank on the convent site as well as irrigation from this to the front gardens and oval.

In 2008 we celebrated our Centenary – 100 years of Catholic Education in Lockhart.

In 2009, the school received \$300,000 under the Federal Government's 'Building the Education Revolution' which was used to refurbish the main classroom block as well as allowing each classroom to enjoy the benefits of an interactive whiteboard.

Due to growing numbers, in 2012, the School Council organised for a new classroom building to be built on the convent grounds.

In 2016, the Catholic Schools Office of Wagga Wagga enabled the refurbishment and extension of the administration block and the beginning of 2018 saw the refurbishment of the toilet block as well as painting throughout the school.

St Joseph's School - LOCKHART

OUR COMMUNITY

The Parish Priest

The Parish Priest's role in the education process is positive and integral, especially in the fields of doctrine, liturgy, spiritual direction and character formation. As pastor of the school community, Father is a vital influence in the growth and development of a Catholic Community.

Catholic Education - Diocese of Wagga Wagga

Catholic Education, Diocese of Wagga Wagga (CEDWW) serves twenty six primary schools and five secondary colleges in our Diocese. Their staff support principals and school staff in their work around maximising student learning, growth and development in areas including Learning and Teaching, Faith and Care, School and System Improvement, Finance and Resources, Information and Communication Technologies and Human Resource Services.

Parents

Parents are the first educators of children. The school exists to help parents in a work which is properly theirs. The teachers, in collaboration with the Principal, will keep the parents informed of the child's progress and development, and of ways in which they can co-operate in the education of their child. A spirit of loyalty and unity will be fostered between the home and the school.

Parents expect the school to:

- reinforce the faith and values practiced in the home,
- teach the outcomes for all Key Learning Areas,
- maintain firm discipline,
- provide sound educational structures to meet individual needs,
- teach children social manners and respect for authority,
- lead children to become independent and self-disciplined.

The school expects parents to:

- share responsibility in education,
- adhere to Catholic values portrayed in Christian living and worship,
- participate in the programs within the school
- support the school to broaden knowledge and experience in cultural affairs

The Principal

The Principal is responsible to the Parish Priest, the Bishop of the Diocese of Wagga Wagga, and CEDWW, through the Director of Education for the effective administration of the school, its programs, its resources and the students and staff. The Principal is supported by the School Council to maintain, promote and improve the learning environment of the school.

Staff

Staff assist the principal to effectively implement the school's mission, providing students with sound and engaging teaching experiences and a disciplined and caring learning environment.

The School Council

St. Joseph's School Council is comprised of the Parish Priest, Principal and four to six elected parents. The Council's role is to support the Principal and the school on matters of policy relating to the wellbeing and direction of the school. Council meetings are held every second Tuesday of the month.

ORGANISATION AND PROCEDURES

Additional Needs

The school is committed to assisting those students requiring additional support in their learning activities, particularly in Literacy and Numeracy and we have an Inclusion and Diverse Learning teacher on site at our school. Assistance is also available from personnel at the CEDWW. Pastoral Care is provided in the first instance by staff, with referral to the School Counsellor if deemed appropriate.

Attendance

Daily attendance at school is vital but on the occasion where your child is unable to attend, please ensure that you notify the school via the Compass parent portal. This is required by law for any absence. If your child is going to be away for ten or more consecutive days, you are required to complete an 'Application for Extended Leave' form. These are available from the school office. If your child arrives late to school or is leaving early from school, you must register this part day absence at the kiosk in the office.

Allergies

St Joseph's School makes every reasonable effort to reduce the risks to children with severe allergies or anaphylaxis. In accordance with this, all parents are requested not to send any food to school that contains nuts.

Banking

Bendigo Bank student banking facilities are available through the school each Thursday.

Books and Supplies

Required books and supplies are distributed to each child at the beginning of each year but these may be supplemented with extra materials of their own if desired, particularly a paint smock and glue stick.

Buddies

Each new student to the school will have at least one buddy from the senior class to assist with their transition to school.

Bus Travel

Application for free bus travel is made online at transportnsw.info/school-students. If you don't have internet access call 131 500 for assistance with your application. Private car subsidy forms are available at the office or from each bus company.

Child Protection Legislation

This school is governed by Federal and State laws with regard to Child Protection. Mandatory reporting of child abuse is part of the legislation and all staff must have a 'Working With Children Check'.

Communication

- Communication between home and school is vital for your child's school life and our ability to address concerns is greatly assisted if matters are brought to our attention.
- A newsletter is sent home with the eldest child each Thursday. A copy is emailed to families on request and is uploaded onto our school website and Compass portal each week. This also contains a calendar of coming events.
- Formal interviews are timetabled for the end of Term 1.

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- Written reports are available on the Compass portal at the end of each semester with the offer of formal interviews.
- Best Start (Kinder) and national testing results for Years 3 and 5 (NAPLAN) are distributed to parents as soon as they are made available to the school.
- Information afternoons are conducted during the year.
- Appointments with the class teacher and/or the principal are available on request.

Enrolment

All parents give a commitment that they accept and support the life, nature and identity of a Catholic school, including the participation of their child in religious education programs. An orientation and transition program will be organised annually to assist in the enrolment process. Enrolment of students with additional needs follows the Disability Discrimination Act of 1992. To allow for the school's ability to cater adequately for these children, ascertainment meetings are arranged with relevant school and CEDWW staff prior to enrolment.

Excursions

There is an overnight excursion for the senior class each year, which assists with meeting learning and teaching outcomes. Day excursions may be planned as needed.

Evacuation Drill

Regular drills are held for fire and lockout/lockdown procedures.

Fees

School fees are reviewed annually. Please contact the school for information regarding these. A sliding scale is currently in use with regard to the number of family members enrolled at the school. Fees may be paid in full at the beginning of the year or staggered over the first three terms via regular payments. Payment is preferred via direct deposit but may be made with cash or cheque. Our banking details are as follows: Account name – St Joseph's School Lockhart, BSB: 633000, Account number 131227068

Homework

At St Joseph's School, we believe that homework

- Provides opportunities for students to communicate, share and practice their learning in their home environment
- Provides a link between the home and the school and allows parents a chance to engage in their child's learning
- Encourages the development of skills such as time-management, self-discipline, organisation and planning, study and research skills, independence and self-motivation.

Years K-4: Daily reading to, with and by parents, other adults or older siblings for not less than 10 minutes per school day. In the early years, this would also include practice of sight words and sounds. As students move through primary school, independent reading may become more prominent but should not totally replace a shared reading environment. In addition to daily reading, the students will have the opportunity to complete independent home activities. This will reinforce, compliment, support and revise what is done in the classroom.

Year 5/6: In order to prepare Year 5/6 students for the homework/study routines of high school, these students will be expected to complete daily reading as above and they will also have a mandatory homework component set by the classroom teacher. This should not exceed 30 minutes per night.

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Hours

School hours are from 9.00am. - 3.20 pm. Recess is from 11-11.30am and lunch is from 1-1.50pm.

Supervision is available from 8.30am to 3.30pm. If supervision is required outside these hours, we encourage parents to contact us to make the necessary arrangements.

Immunisation

All school principals are required to request an immunisation certificate at enrolment. Immunisation is the best way to protect your child from serious diseases and by immunising your child, you are protecting them and others in the community.

Insurance

The Catholic Church Insurance Ltd. carry a public liability policy for the Diocese of Wagga Wagga that gives coverage for schools. The school maintains ambulance cover.

Involvement

There are many ways for parents to be involved in, and assist with, the school life of their child. Some of these include classroom helpers, mowing/grounds roster, working bees, special event assistance e.g. sports carnivals, catering, transport, information afternoons and participation on the School Council. A Volunteer WWCC is required for all volunteers working with students.

Kinders

A transition program is held for new enrolments in Term 4 of the previous year. Kinders do not attend school on Wednesdays in February. A beginning school assessment (Best Start) will be done by the Kinder teacher during the initial weeks of the first year of school.

Library

The library is a place which encourages students to read for pleasure and gain knowledge. Each class has an appointed library day.

Lunch Orders

Lunch orders can be made on Fridays and these are filled by Latte Da. Orders are to be placed in the box provided at school prior to the start of school.

Mass

Each class prepares a Mass on a regular basis with the students having a variety of responsibilities.

Medication

If your child requires any medication at school on an ongoing basis, this needs to be specified on the enrolment form. If medication is only temporary, it needs to be sent in to school with all relevant information. All medication needs to be stored in the First Aid cupboard in the staffroom.

Office Hours

The school administration officer is available for contact in the office from Monday to Thursday, 8.30am-1.25pm. On Mondays and Wednesdays this time is extended until 4pm.

St Joseph's School - LOCKHART

Photographs

School photos are taken once a year by Master School Portraits and are available for purchase.

The enrolment form has a section giving approval for photographs, videos and internet use of images to be sent, transferred or viewed. Parents may withdraw this authority at any time in writing.

Physical Education

Physical Education day is Friday. All new students to the school are allocated a house colour- blue or gold. School sport carnivals occur annually in swimming, athletics and cross country. Students are able to be selected as required to represent the school in sporting carnivals at a number of levels- Deanery, Diocesan, MacKillop and State. Students also attend carnivals in other sports such as cricket, touch football, AFL and netball. Representatives from various sports hold clinics at the school for all K-6 students and an intensive swimming program is held in Term 4 of each year. Physical education and sport also forms part of the PDHPE program.

Presentation Night

A presentation evening is held in December to congratulate all of the students for their achievements during the year and to reward the students of the school for academic, community and Graduation accomplishments.

Programs at the School

Some of the programs that are implemented at St Joseph's to support the teachers with their teaching and learning include Targeting Maths (K-6), EMU maths intervention (K-6), Reading Recovery (Year 1), STEM (K-6), ASPA singing (3-6), instrumental program (3-6), intensive swimming program (K-6), Crunch and Sip (K-6), EnviroMentors (K-6) and Life Education (K-6). Participation in other activities, both school and community based, promote service and stewardship and these include Catholic Schools Week (celebrated with students from St Francis Xavier School, Urana), Senior Citizens Week, ANZAC Day, Woodhaven visits, Lockhart Show, Remembrance Day, Mission Day, J Factor and Book Week.

Religion and the Sacraments

The school follows the Diocesan Program "Sharing Our Story" as the basis of Religious Education. School Masses are held regularly each term. The Sacraments of Reconciliation and First Holy Communion occur annually in Year 3 with Confirmation occurring bi-annually in Years 5 and 6.

Safety

Safety is of utmost importance at St Joseph's and is taught as part of the PDHPE syllabus and Life Education units. Staff hold First Aid, CPR and anaphylaxis qualifications. For sun safety, hats must be worn during all seasons apart from Winter and we promote the use of shaded play areas during the hotter months. Teachers are on duty for bus lines and walkers at the end of the day, but to assist us in keeping your child safe, could you please park your car on the school side of the road.

School Captains

The school captains, usually one boy and one girl, are elected each year from the Year 5 students for the following year. Their appointment is announced at Presentation Night.

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Staff

The school is staffed according to student numbers on a staffing formula administered by the CEDWW. This is reviewed annually. The Principal has the responsibility of equitably distributing the available staff allocation to best meet the current needs of the school.

Technology

A key objective for our students is that they will develop skills that enable them to use learning technologies effectively and responsibly. Digital televisions, chrome books and i-pads are available in classrooms and subscriptions are made to various programs for each student e.g Reading Eggs/Eggspres, Mathletics and Mathseeds. Years 3-6 have one-to-one chrome books and funding for these is included in school fees.

Timetable

English, Maths and Religious Education are taught prior to the lunch break with the remaining Key Learning Areas timetabled for the afternoon i.e. Human Society and its Environment: History and Geography (HSIE), Science and Technology, Creative Arts, Personal Development, Health and Physical Education (PDHPE).

Valuable Items

No responsibility can be taken by the school for the protection from damage or theft of personal items which students may bring to school. For this reason, students are asked not to bring valuables to school.

Visitors

All visitors, volunteers and contractors must initially visit the school office to sign in at the kiosk which will enable them to state their reason for being at the school. On completion of their visit, they must return to the office and sign out.

Wellbeing

Every child has the right to feel safe, the right to learn and the right to be treated respectfully Therefore we have...

- The responsibility to keep ourselves and others safe
- The responsibility to learn to the best of my ability and let others do the same.
- The responsibility to treat others with respect

Corporal punishment of students is not permitted under any circumstances.

St Joseph's School - LOCKHART

Uniform

	BOYS	GIRLS
Summer	<ul style="list-style-type: none"> • Black elastic-sided boots, black school shoes or brown sandals (with heel strap) • Long or short grey socks • Grey shorts • Blue open neck short-sleeve shirt • Navy blue V-neck sloppy joe with school monogram • School jacket 	<ul style="list-style-type: none"> • Black school shoes or brown sandals (with heel strap) • Navy socks • Blue/white check uniform dress • Navy blue V-neck sloppy joe with school monogram • School jacket
Winter	<ul style="list-style-type: none"> • Black elastic-sided boots, black school shoes with grey socks • Long grey trousers • Long-sleeved blue shirt with plain navy blue tie • Navy blue V-neck sloppy joe with school monogram • School jacket • Plain navy beanie or scarf (if worn) 	<ul style="list-style-type: none"> • Black school shoes with long navy socks or tights • Navy three-pleat box tunic or navy slacks • Long-sleeved blue shirt with plain navy blue tie. • Navy blue V-neck sloppy joe with school monogram • School jacket • Plain navy beanie or scarf (if worn)
Sport <i>Worn on Fridays and Sports Occasions</i>	<ul style="list-style-type: none"> • Gold T-shirt with collar with school monogram • Plain navy blue shorts or track suit pants (no logos) • Plain white socks • Runners 	<ul style="list-style-type: none"> • Gold T-shirt with collar with school monogram • Plain navy pleated skirt or shorts or track suit pants (no logos) • Plain white socks • Runners

- All school clothing items needs to be named.
- All long hair is to be tied back for health and safety reasons.
- Year 6 shirts can be made available to Year 6 students on parent request and payment and this is able to be worn on Fridays and other sport days.
- No excessive jewellery or body adornments are allowed – any jewellery is to be plain gold or silver. Any hair accessories are to be navy and no coloured nail polish is to be worn.
- Various school uniforms are available for purchase from the Lockhart Newsagency.
- Second-hand clothing is available for purchase by parents. It is located in the Craft Room at the school. The charge is \$3 per item.