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Principal’s Welcome

Thank you for taking the time to explore the wonderful offerings of St Joseph’s School, Stanthorpe. Deciding on the right school for your child is one of the most important decisions parents will make. St Joseph’s School has been meeting the spiritual, educational and pastoral needs of young people of this district since 1875. Our School was founded by the Sisters of Mercy who, in 1875, brought the Gospel of Jesus to Stanthorpe. It is the charism of the Sisters of Mercy that animates life in our School and, in particular, we strive to live by the following “Mercy Values”:

- Service
- Mercy & Justice
- Options for the Poor
- Respect for Human Life
- Dignity
- Compassion

St Joseph’s School is focused on the holistic development of every child. We seek to help young people grow in their awareness of God by immersing them in a genuine Catholic community. We offer students a unique pastoral care structure which is consistent with their developmental needs with a view to supporting them to become the best people they can be. We are firmly committed to working in partnership with parents as we carry out the very great responsibility of shaping the lives of the young people in our care.

Innovative and engaging teaching and learning is a key characteristic of the educational offerings at St Joseph’s School. We have an excellent academic history which is due in no small way to the commitment and expertise of our teaching staff. Students at St Joseph’s participate in a diverse curriculum which marries the fundamental aspects of learning with cutting edge technology integration. In addition, students are offered multiple educational pathways as they move through from Prep to Year 12. It is recognised that every learner is different. Thus, St Joseph’s School works tirelessly to meet the learning needs of every student so that they are prepared for the many challenges of young adulthood.

Quality teaching and learning at St Joseph’s is supported by second-to-none facilities and resources. Well-appointed classrooms and work spaces assist with the engagement of students in the learning process. Many of our primary classrooms are equipped with smart board technology, laptop banks and iPads. Our Secondary students have access to computer devices, allowing them wireless access to the school’s network for use in and beyond the classroom. Teachers are continually seeking out ways to effectively integrate this technology in the teaching and learning process.

I trust that the information you find in the Prospectus will place you well to make an informed decision about your child’s education. Please make contact with the School should you require further information.

Michael McCarthy
(BA, B.Ed, M.RE, M.Ed.L, PhD [Education])
PRINCIPAL
A Brief History

St Joseph’s School had its beginning with the arrival in Stanthorpe by four Sisters of Mercy on the 9th February 1875. The four Sisters were Sisters M Agnes, Emilian, Muredach and Malachy. This small group of dedicated Sisters pioneered Christian education enduring great hardships in the fulfillment of their apostolic mission.

The foundation stone for the Convent building now on the Secondary campus was laid on 11 October 1931. The building cost the grand sum of 12,258 pounds and was solemnly blessed and opened by his Lordship DR J Byrne, Bishop of Toowoomba on the 17th April 1932.

The original school was formerly the Globe Hotel. The school occupied the position more or less where the current Presbytery now stands. It was thought that its initial roll call was in excess of 120 students, some of whom had travelled considerable distances by foot from the outlying tin mines. The original ‘school’ consisted of one large room with the barest of necessities.

In 1884, St Joseph’s School had its first inspection by an Officer of the State Department who reported very favourably on the school, teaching and results generally. However the building was in a bad state of repair and the winter winds whistled through the floor, ceiling and walls. But for all of this the old Globe Hotel was to remain the school until 1907 and the arrival of Fr Matthew Ryan as Parish Priest.

A new school was built on the site that is now the Secondary campus of St Joseph’s School. The original church built by Fr Davadi was also pressed into service as an Infants’ school and was joined to the wooden building built by Fr Ryan. In 1955 the old school was sold for removal and the primary students moved to the site of the Mercy Centre - Administration. This site was part of the Moiaminda Guest House, which was occupied by Somerville House Girls from Brisbane during World War Two. In 1987 the school’s last Sister of Mercy staff member retired.

In recent times both the Primary and Secondary campuses have undergone extensive development and refurbishment.

In 1999 St Joseph’s extended to Years 11 and 12 for the first time in its long history. The school is staffed by highly capable and committed teaching and support staff.

Today St Joseph’s School is a Catholic co-educational school that caters for students from all faith denominations. The Primary campus offers a learning environment that enables students to grow and develop in a flexible and supportive atmosphere. The Secondary campus offers a broad curriculum that caters for multiple pathways and supports the individual learning needs of each student.

St Joseph’s School offers a unique school climate with a strong sense of community for students from Prep to Year 12.

St Joseph’s is able to offer the children of the Granite Belt - at any level - relevant, practical and personal guidance that will help to develop their potential academically, emotionally, socially and spiritually.
Parent Involvement

Parents are acknowledged as the first and foremost educators of their children. Their role as educators must never be underestimated. The School staff can hope only to build on the foundations established by the family.

Parents have a fundamental right and duty to be closely involved in their child’s education. The teachers of St Joseph’s School, as professional educators, are conscious of the need for consultation and collaboration. They will do their best to keep parents informed of their children’s progress and welfare.

Traditionally parents have used their skills and time in supporting the School. By such involvement, parents show their children how highly they value the education of their children.

The Parents and Friends Association is an integral part of the School community, representing as it does all parents of the School and sharing responsibility for the School with the Principal and teachers.

The aims of the Association are to:

- foster a distinctive Christian environment;
- develop maximum cooperation between parents and school staff; and provide a medium for information and education of parents.

Support Group Meetings

Parents & Friends: 4th Tuesday of each month at 7.00pm in the School Library.

School Board: Bi-monthly at 6:00pm in the School Administration Building.

Parent Teacher Interviews

Formal Parent-Teacher Interviews are held at the beginning of second and third Terms each year. Parents are actively encouraged to contact the School staff at other times should a perceived need arise.

Subject/classroom teachers, Pastoral Care teachers, and members of the School Leadership Team are available for interviews if contact is made with the Principal’s Assistant for a suitable interview time. Please contact the School between 8.00am and 4.00pm from Monday to Friday.

School Communications

The School has a number of methods of communicating with families. These are listed below:

- School Website: www.stjosephs.qld.edu.au
- School Newsletter: An interactive, online publication distributed fortnightly.
- Social Networking:
  Twitter: follow us at @sjsstanthorpe
  Facebook: www.facebook.com/StJosephsSchoolStanthorpe
- SMS: Meeting reminders and absentee notifications.
- Email: Schoolzine newsletters and notes.
School Routines & Procedures

Starting & Finishing Times

School commences at 8:30am and concludes at 3:10pm. Students are not to be on campus before 8:00am or beyond 3:35pm without permission.

Pastoral Care

St Joseph’s School is a Catholic community founded on the Gospel of Jesus and animated by the Mercy values of:

1. Service
2. Mercy & Justice
3. Options for the Poor
4. Respect for Human Life
5. Dignity
6. Compassion

These values direct life at St Joseph’s School and the direct the way in which each member of the School community relates to one another. The Pastoral Care program at St Joseph’s School is based upon these values and informs the ways in which we devise and deliver a meaningful, relevant and engaging pastoral care program to students. This program is tailored to the developmental needs of students from Prep through to Year 12.

Behaviour Management

The aim of the St Joseph’s School Behaviour Management Procedure is to encourage a whole school, supportive approach to behaviour management. The management of student behaviour at St Joseph’s School responds to the development of students. Therefore, the Pastoral Care Procedure is designed to meet the needs of both Primary and Secondary students. Fundamental to the Pastoral Care Procedures are the following:

• All matters are best dealt with at the lowest level.
• Actions (positive and negative) have consequences.
• Natural justice and procedural fairness will be promoted and maintained.
• High expectations for all students at all times.

From time to time, young people make poor choices. The School is committed to meeting the pastoral needs of individual students on balance with the pastoral needs of the School community. Parents and Caregivers understand that when it is necessary to enforce a particular punishment for a particular behaviour they are supportive of the action taken by the teacher/coordinator/School. However, in instances where a parent/caregiver believes the aforementioned principles of the Pastoral Care Procedures have not been maintained or enacted, they have recourse to the School for remedy.

Uniform Requirements

Primary Campus

There is a single uniform for Primary students. This uniform is to be worn 5 days a week. The Primary uniform consists of:

• Red polo
• Plain green shorts
• White socks
• Plain black sneaker (suitable for play)
• Plain green pullover (Winter)
• Plain green tracksuit pants (Winter)
• Plain green winter jacket
• Green wide-brimmed hat

Secondary Campus

There are two uniforms required for Secondary students: Sports Uniform – to be worn on Tuesday and Thursday.

• Red polo
• Plain green shorts
• White socks (no ankle socks)
• Bucket hat
• Green knit pullover
• School track pants
Formal Uniform: to be worn on Monday, Wednesday, Friday.

Boys:
- Plain white business shirt (single pocket)
- Grey trousers or shorts
- School socks
- Plain black formal leather lace-up school shoes
- School tie
- Black belt
- Formal wide-brimmed hat
- Green knit pullover
- School blazer (optional for Years 8-10; compulsory for Years 11 & 12)

Girls:
- Plain white blouse
- Green tartan skirt
- Black stockings OR plain white socks (no ankle socks)
- School tie
- Formal wide-brimmed hat
- Green knit pullover
- School blazer (optional for Years 8-10; compulsory for Years 11 & 12)

Any requests for permission to leave the school grounds must be accompanied by a written request from the student’s parent/caregiver and an early departure slip issued at the School Administration.

Students who arrive at school after 8:30am must report to the School Administration for a late slip which the student gives to their teacher. Should a parent be aware of a child’s extended absence because of illness, family holidays, sporting or other commitments, prior notice in writing is expected. This should be addressed to the Principal.

Illness at School
Should a child become ill while at school, a staff member will try to contact a parent or other person to arrange for him/her to go home. Neither the facilities nor the staff are available to care for an ill child for an extended time. Students are not to contact parents/caregivers direct through mobile phones. Because of our ‘duty of care’ responsibility students are to report to the School Administration where contact will be made with parents.

Leave During the School Day
Should a child need to be absent from school for a legitimate purpose during school hours, he/she must provide a note/phone call from his/her parent or caregiver explaining the circumstance and the period of time involved.

This note/phone call must be handed in/made at the School Administration. Office staff will then issue the student with an early departure slip. At the time of departure, the student must report to the School Administration to be picked up by parent/caregiver and hand in the early departure slip. If the student is returning to the school, he/she must report to the School Administration before heading back to class.

School Counsellor
Parents and students can contact the School’s Counsellor by phoning the Office on 4681 5900 to make an appointment. The School Counsellor is available 3 days a week.

Attendance
If a student is absent from school for any reason parents are asked to advise the school as soon as possible on the first day of absence. On returning to school after an absence of any length parents are expected to supply a note to the School Administration explaining the student’s absence. Students are expected at school by 8.25 am and must not leave the grounds until the conclusion of school of the school day, unless they have express permission from a member of the School Leadership Team.
Administration of Medication to Students During School Hours

Should your child be prescribed medication by their medical practitioner, the Toowoomba Catholic Education Office regulations require the following:

1. The parent/guardian must firstly make a written request to the Principal using the Authority Form available from the Office. The form asks for the following information: type of medication, time(s) to be administered, the doctor prescribing the medication, period of treatment and the quantity to be administered.

2. Following the Principal’s authorisation the medication should be handed into the office in a container that has the doctor’s/ pharmacist’s instructions (name, dosage, times) clearly labelled. Parental instructions ARE NOT enough.

3. Administering of the medication will be carried out by an adult staff member designated by the Principal.

4. Non-prescribed oral medications (e.g. panadol, over-the-counter medications, analgesics etc.), will NOT be administered by School Staff without the express permission of parents/caregivers.

St Joseph’s School is implementing the Australian Curriculum across P-10.

St Joseph’s teaching staff are always seeking ways to innovate in the curriculum in order to make it more accessible and relevant to students. The integration of Information Communication Technologies (ICTs) is a key component of this. A summary of the use of ICTs is provided below:

- Laptop banks across P-7, including the Library
- 1 to 1 computing device for Year 7-12 students
- iPads in the Early Years
- iPod Touch projects in Year 6 & 7
- Primary and Secondary classrooms equipped with Interactive White Boards (IWBs) or on audio-visual display.
- Wireless connectivity on both Primary and Secondary Campuses.

This technology assists with the delivery of excellent teaching and learning, it is not central to it. Our staff are experienced, have access to quality professional development and they remain committed to supporting each child to be the best they can be. However, it is our responsibility to educate students in the use of technology which is a fundamental skill in the contemporary world.

Curriculum

The Early Years (P-3)

Early Years education is a fundamental phase of a student’s learning. The first year of school (Prep) is a play-based approach to the curriculum which values the unexpected, unforeseen “teachable moments”. The Australian Curriculum is interpreted and delivered based upon this play-based philosophy, with a view to encouraging children to pose questions and increase their knowledge of the world around them.

Year One is understood as a combination of consolidation of learning in Prep and a development of new and necessary skills, understanding and knowledge. During this year, students are introduced to more consistent formal learning.

Year Two and Three continue to develop the skills, knowledge and understanding of Prep and Year One, with increasing complexity.

Year 7

Year 7 is an important transition in the lives of young people as they move from Primary to Secondary education.

Currently in Year 7, students study a range of Core and Specialist subjects. Core subjects (listed below) are studied consistently throughout the year. The remaining subjects are combined specialist subjects, which are studied on a Term basis. This means that students spend a significant proportion of their learning developing key skills in core subject areas. With a rotation of specialist subjects, they also have
the opportunity to experience some variety and experience elective subjects which will aid decision making of subject choice in following, subsequent years.

**CORE SUBJECTS:** Religious Education, English, History, Geography, Health and Physical Education, Mathematics, Science. (Subject to change)

**ROTATION SPECIALIST SUBJECTS:** Home Economics, Creative Arts, Business Studies, Media Studies, Industrial Technology & Design, Italian, and Music.

**Year 8, 9 & 10**

The Core subjects taught in Year 8 continue through into Year 9 and Year 10. Students also study Elective subjects.


**Senior Education & Training (Set) Plans**

All Year 10 students will focus on career and study pathways which is central to the SET Planning process. Year 10 students will complete a SET Plan by the conclusion of the year which will form the basis of formal interviews for continued study in Years 11 and 12.

**YEAR 11 & 12**

St Joseph’s School offers students a vast array of subject options which cater for both students seeking tertiary entrance, further education and/or employment post-school. While demand among students for subject changes each year, the School is able to offer students the following subjects:


**AUTHORITY REGISTERED SUBJECTS (S.A.S.):** Religion & Ethics, Industrial Technology Studies (ITS), Information & Communication Technology (ICT), Recreation Studies, Hospitality Studies, English Communication, Prevocational Mathematics

**Learning Support**

The Learning Support Teachers (Primary & Secondary) at St Joseph’s School offers:

- Direct support in the form of: appropriate assessment, planning, implementation, evaluation and recording of programs for students either individually, in small groups, on a withdrawal basis or in class settings.
- Indirect support is offered through consultancy to school personnel, parents and other agencies.
- Advice is given to the Principal with regard to the acquisition, development and provision of suitable resources and programs.
- Liaison occurs with relevant people at periods of transition in students’ education.

**School-Based Apprenticeships & Traineeships (SBATs)**

Students may be eligible to undertake an Apprenticeship or Traineeship whilst still at school. SBATs (School-based Apprenticeships & Traineeships) provide students with work experience, skills and access to an industry recognised qualification, whilst still at school.

A traineeship takes two years to complete (usually during Years 11 and 12) and students graduate school with two years of work experience, as well as a possible Certificate Level Qualification in a particular industry. Apprenticeships take longer and often continue in a full-time capacity after Year 12.

Students usually spend one day at (paid) work each week, and another day completing studies at a TAFE or through a registered training organisation, whilst working on a modified school timetable for the remainder of the week.

The School will consider the undertaking of a SBAT as a subject and this will be recognised in the timetable.
Homework & Study

Homework is an essential component of the academic life of a student. St Joseph’s School is committed to the provision of homework. Below is a guide for parents to the commitment of time to homework:

**P-5:** In most cases, small tasks completed over the course of a set time frame (e.g. one week) is a requirement.

<table>
<thead>
<tr>
<th>Years 7-10</th>
<th>10 minutes per lesson per day (approx. 60 minutes).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 11 &amp; 12</td>
<td>2-3 hours per night.</td>
</tr>
</tbody>
</table>

While part-time work and extra-curricular commitments are important to ensure a balanced lifestyle, education and school work must always be given priority.

Co-Curricular & Extra-Curricular Activities

Students are divided into two House groups. These House groups are:

- Davadi (Red) – named after the first Parish Priest in Stanthorpe.
- McAuley (Green) – named after Mary McAuley, the founder of the Sisters of Mercy, the founding Religious Order of our School.

Students can expect to be able to participate in the following co- and extra-curricular activities while at St Joseph’s School:

**Co-Curricular:**

- Arts Council Performances
- Biennial School Musical
- Brisbane Performing Arts productions
- Camps for Year 6-12
- Creativity Showcase @ SJS
- District Lecturette Competition
- Engineering Experience
- ICAS Academic Examinations

**Extra-Curricular:**

- Inter-House Athletics, Swimming, Cross-Country
- Inter-School Rugby League, Touch Football, Netball, Softball, Football, Cricket
- Border Districts and Darling Down representation in a variety of sports
- Bill Turner Soccer Tournament
- Rugby League Showcase Days
Appendices

Key Policies

It is a requirement of the enrolment process that those making application read and understand the key policies of the school. The applicant(s) are required to sign the enrolment form indicating that this has been completed.

Please read the following policies carefully.

Enrolment Policy

INTRODUCTION

We at St Joseph’s School create community through sharing of faith, living out Gospel values and accepting change as part of renewal.

Within our Catholic community, we work together in partnership with parents to encourage all members to develop their individual gifts, to deepen their personal spirituality and to recognise and celebrate the giftedness of others.

MISSION STATEMENT

“St Joseph’s School offers an holistic education within a Catholic ethos whilst developing and valuing the uniqueness of the individual as we encourage each student to become a lifelong learner.”

PRINCIPLES, VALUES & UNDERSTANDING

The Enrolment Policy gives expression to the following values which are inherent in the creation of a Catholic School community: community, faith, justice, respect, acceptance, compassion, commitment, hope, participation, openness, inclusivity and nurturing of Catholic faith and spirituality.

POLICY

Enrolment application will be open to all students whose parents/guardians actively support the Catholic ethos of the school as set out in its Mission Statement.

The Principal will give due consideration when enrolling students that the Catholic ethos of a Catholic School be preserved.

CONDITIONS

Noting that each application will be considered on an individual basis, the Principal will give due consideration to the following points when considering enrolment applications.

When the number of applicants exceeds the number of places available in each of the Enrolment Options, selection will be made by giving consideration to the following:

- Children of Catholic parents active within the St Joseph’s Parish or other Parishes.
- Brothers and/or sisters currently attending St Joseph’s School.
- Catholic children transferring from other Catholic Schools.
- Children whose families have an historical connection with St Joseph’s School.
- Children whose parents have a strong commitment to a Christian education for their children.

Financial

Families are expected to pay school fees in accordance with the current fee schedule. However as a Catholic School should reflect the option of Christ for the poor, every attempt will be made to cater for the neediest members of our community.

Each application for enrolment will be considered individually and reviewed annually. Where genuine need is found to exist, parents are asked to pay what they can afford after consultation with the Principal and/or the Parish Priest.

Special Needs Enrolment

Parents of students with special needs, educational, physical or emotional, are to provide all the necessary background information on the child. The Principal will use the Enrolment Support Process of the Toowoomba Catholic Education Guidelines, Enrolment and Support Procedures for students with special needs if the school can cater for the: educational and pastoral needs of the applicant. Parents will be both informed and actively involved in this process.
PROCEDURES

• Prospective parents and students will be provided with information via the School Prospectus and/or website www.stjosephs.qld.edu.au.
• Applications will be assessed and parents/caregivers will be contacted about the status of their application.
• Students will be interviewed with their parents on a one-to-one basis before attending the School, except in the case of mature age students.
• The School may request a deposit as a confirmation of enrolment.

Transferees into Stanthorpe will be enrolled if:

• Places are available and
• They satisfy this policy’s guidelines.
• The School will provide enrolment information for each year of entry into Prep/Years 1, 8 and 11.
• A transition program for students entering the school will be organized.

Anti-Bullying Policy

INTRODUCTION

St Joseph’s School is a place of learning. As such, students have the right to learn and teachers have the right to teach in an environment that is safe and supportive.

Bullying has always been an issue in schools, but it has only been in the last decade or so that there has been an increasing awareness of how detrimental it can be to the progress of students both academically and psychologically. This has gained particular relevance due to the evolution of bullying methods using new technologies, such as mobile phones and personal computers. There has been a shift away from the view that bullying is an inevitable part of the culture of schools, and that children need to learn to cope as a life skill. These changes in attitude have come about partly because of the amount of research that has gone into bullying in recent years. They have also occurred due to the increased awareness of issues of Child Protection, and the realization that bullying is a component of same.

In addition, St Joseph’s School operates under the directives from the Toowoomba Catholic Education Office as outlined in the Student Protection & Risk Management Kit for Schools.

With these pieces of legislation, guidelines and the volume of current research, it is essential to respond to the issue of Bullying in our school community and to address the issues in a proactive way.

MISSION STATEMENT

“St Joseph’s School offers an holistic education within a Catholic Christian environment whilst developing and valuing the uniqueness of the individual as we encourage each student to become a lifelong learner.”

Ensuring that the St Joseph’s learning environment is safe and free from all forms of bullying is therefore critical to the successful fulfilment of our mission.

MERCY VALUES

Respect, dignity, justice & mercy, compassion.

DEFINITIONS

Bullying – Bullying is behaviour which can be defined as the repeated attack, whether physical, psychological, social or verbal in nature, by a person/persons in a position of power which is formally or situationally defined, with the intention of causing distress for their own gain or satisfaction. Bullying is an attitude as well as an act.

POLICY STATEMENT

St Joseph’s School, as part of the wider Christian community, embraces the belief that each person has the right to be safe at all times. The school will provide a positive culture where bullying is not accepted, and in so doing, all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in their school environment.

Because the school believes in the dignity of the human person, every effort will be made to ensure that the issue of bullying is well understood, that anyone who is being bullied is supported and helped. St Joseph’s will challenge cultures that support bullying and other forms of abuse in society, and will address situations of such with due recognition of the Catholic Church context and the pastoral care of individuals.
St Joseph’s School will provide opportunities for all of our children to learn about what bullying is and how to develop protective behaviours. This applies to traditional forms of bullying as well as the emerging reality of cyber bullying.

Opportunities will be presented to students that will allow them to identify bullying behaviour without compromising safety.

Structures and processes will be developed and set in place for the St Joseph’s Community so that teachers, parents, students and other members of the community are aware of and understand the issues surrounding bullying. Staff will be in-serviced in the School Procedures for Addressing Bullying.

St Joseph’s School will develop procedures clearly outlining the action to be taken and steps to follow in registering an allegation or concern. Similarly, procedures for assessment and responding to allegations of bullying will be developed. These developments will take into account the need to address those who are bullies, as well as the victims of bullying.

**Fees Policy**

**INTRODUCTION**

At St Joseph’s school fees and levies contribute to a significant proportion of the running costs of the school. These running costs include such items as Teaching and Learning Resources, Insurance and the Payment of Utilities.

It should be noted that the cost of teachers’ salaries is met by the Catholic Education Office through the recurrent Government grants to non-Government schools. The Catholic Education office also distributes other grants to the school.

**MISSION STATEMENT**

“St Joseph’s School offers a holistic education within a Catholic Christian ethos whilst developing and valuing the uniqueness of the individual as we encourage each student to become a life long learner.”

The mission statement of St Joseph’s School stresses the “Catholic Christian ethos” as the environment in which life in our community operates. As such, no section of the Community should be disadvantaged by the fee structure, whilst acknowledging the School requires resources to operate.

**MERCY VALUES**

Respect, personal dignity, individual worth, freedom, integrity, trust, justice, understanding, forgiveness, honesty, care, compassion.

**DEFINITIONS**

**Fees**: Those charges made to cover recurrent costs and the use of school facilities.

**Levies**: Those charges made to contribute to building capital costs, the supply of subject materials, technology upgrades and P & F works.

**POLICY STATEMENT**

The expectation within the St Joseph’s Catholic School community is that parents/guardians fulfil, to the best of their financial ability, their responsibility to pay all Fees and Levies as charged by the School. Parents/Guardians should see the payment of their child/ren’s education as one of their main priorities.

**CONSEQUENCES**

1. The School is able to sustain its responsibilities with regards to running costs and is able to maintain the quality of resources necessary to fulfil its obligations to meet the needs of the students enrolled.

2. The School determines the level of fees in order to meet these responsibilities.

3. As per the enrolment procedure, fees are payable by the signatories to the enrolment form joint and severally. If there is a change in circumstance as to the liability for payment, it is the responsibility of the signatories or guardians to advise of such a change, and have the enrolment form emended.

4. As a member of the St Joseph’s School community each parent /guardian is seen to be meeting his/her obligations.

5. The right of the student to quality education at St Joseph’s confers an equal right of the School to receive the financial support of the family through the payment of fees and levies.
6. It is an issue of justice that parents/guardians who fully meet financial obligations should not be subsidising those who do not, but are capable of doing so.

7. Those families who are experiencing genuine difficulty in meeting their financial commitment to the School will have the opportunity to make arrangements regarding concessions with the Principal. Any arrangements must be made on an annual basis. The expectation is that some contribution will be made.

8. Families are entitled to be fully informed of fees and levy schedules for each upcoming year and the status of accounts. School fees will be adjusted each year to a minimum degree that corresponds to the Consumer Price Index (CPI), as directed by CEO.

Dress Code Policy

INTRODUCTION

St Joseph’s School is part of the wider community, and the image of Students and Staff reflects directly on the image of the School. The adopted uniform is designed to make Students readily identifiable in the wider community as members of the School.

It is expected that Staff dress in a manner appropriate to their role and position in the School, and wider, community.

MISSION STATEMENT

“St Joseph’s School offers an holistic education within a Catholic Christian ethos whilst developing and valuing the uniqueness of the individual as we encourage each student to become a lifelong learner.”

Self-esteem, pride and presentation are part of self-development, and are at the core of our Mission.

MERCY VALUES

Respect, dignity, mercy & justice.

DEFINITIONS

Dress Code is defined as the overall presentation of Students and Staff. Uniform is defined as the approved uniform of the School.

POLICY STATEMENT

The School expects that Students and Staff have awareness that they are ambassadors for the School.

The School has a uniform and expects that Students will:
- Wear the uniform in a complete and correct manner;
- Wear the uniform with pride;
- Ensure the uniform is clean and tidy;
- Ensure they are well groomed.

CONSEQUENCES

The School’s reputation and standing within the wider community can be adversely affected by inappropriate presentation of both Students and Staff.

The School has developed guidelines for Students with regard to:
- Jewellery
- Hair
- Grooming
- Footwear
- Body Art

Staff are role models for Students, and as such, their overall presentation should reflect their position and role in the School, and wider community.

Technology Policy

INTRODUCTION

St Joseph’s School is a place of learning. As such staff and students have the right to teach and to learn in an environment that provides opportunities to use and access new technologies and specifically Information Technology (IT). Such technology is provided for communication, educational and teaching purposes. The role that technology can play in the provision of quality teaching and learning experiences is valued by St Joseph’s School.

Information Technology is fast moving and ever changing. By its nature it is open to abuse, and can be utilised for many other activities, including illegal activities.
MISSION STATEMENT

"St Joseph’s School offers a holistic education within a Catholic Christian environment whilst developing and valuing the uniqueness of the individual as we encourage each student to become a lifelong learner.”

The mission statement of St Joseph’s School stresses the idea of “education within a Catholic Christian environment”, which implies that there is a need for a safe and healthy work and learning environment. “Valuing the uniqueness of the individual” means that the issues of health and safety are significant to all students and workers at the school. A “holistic education” involves providing expected learning tools via technology.

MERCY VALUES

Respect, personal dignity, individual worth, freedom, integrity, trust, justice, understanding, forgiveness, honesty, care, compassion.

DEFINITIONS

IT is defined as use of computer hardware and software and communications. It encompasses email and internet as well as programming and systems in general.

POLICY STATEMENT

St Joseph’s School seeks to provide contemporary information and other technologies that provide opportunities for education, research and learning, whilst being mindful that the use of this technology can be subject to abuse.

Each user of this technology must be able to use this technology in the context that it is being provided. The technology is an integral educational tool and that is the sole purpose for which it is being provided. The nature of the technology is fast moving and open to interference by outside influences and as such security and education is critical to protect our students.

Material which is highly offensive, pornography, illegal acts, software and copyright violation, hardware destruction, plagiarism are all risks of the availability of technology. Each user must be aware of the purpose for technology in schools is solely for the purpose of education. Protocols to monitor must be in place.

CONSEQUENCES

The School will operate according to CEOT Technology Guidelines and specifications.

The School has a protocol for use and each user will sign prior to use agreeing to terms of such use.

Monitoring procedures are utilised by the School via CEOT.

Child Protection Policy

INTRODUCTION

St Joseph’s School is a place of learning. As such, students have the right to learn and teachers have the right to teach in an environment that is safe and supportive.

Child Protection is an issue that has evolved in recent years due to increasing awareness, a strengthening of support for victims, a willingness to speak out and incidents that have attracted large amounts of publicity to the media.

MISSION STATEMENT

“St Joseph’s School offers an holistic education within a Catholic Christian environment whilst developing and valuing the uniqueness of the individual as we encourage each student to become a lifelong learner.”

The mission statement of St Joseph’s School stresses the idea of “an holistic education”, which suggests there is a desire for learning in a safe, healthy environment. Implicit in becoming a “life long learner” is the ability to learn in a safe environment free from harassment and abuse and where respect for human dignity is valued and promoted. The uniqueness of each child can only be respected in a Christian environment where Gospel values are the basis for all school structures and activity.

Ensuring that the St Joseph’s learning environment is safe and free from all forms of abuse and harassment is therefore critical to the successful fulfilment of our mission.

MERCY VALUES

Respect, personal dignity, individual worth, freedom, integrity, trust, justice, understanding, forgiveness, honesty, care, compassion.
DEFINITIONS

Abuse – This means any act or neglect that endangers or impairs a student’s physical or emotional health and development. This may include sexual abuse, emotional abuse and/or physical abuse as defined in Section 1.6 of the QCEC Student Protection manual.

Harm – This means any detrimental effect of a significant nature on a student’s physical, psychological or emotional well-being. It is immaterial how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect or sexual abuse/exploitation.

Neglect – This is where harm is caused by the continued failure by the parent/caregiver to provide a child with the basic physical and emotional necessities of life (as outlined in Section 1.6 of the QCEC Student Protection manual).

Student Protection Contact – The school-based person(s) who receives reports of alleged harm to students and takes subsequent action as outlined in the QCEC Student Protection manual.

Student Protection Officer – The TCEO representative who ensures compliance with the policies and procedures which fall under the heading of student protection.

POLICY STATEMENT

St Joseph’s School, as part of the wider Christian community, embraces the belief that each child has the right to be safe at all times. All adults in the St Joseph’s School Community who are in positions of responsibility for children will recognize and act upon their moral and legal obligation to care for those children. Because the school believes in the dignity of the human person, every effort will be made to ensure that children who are being abused are supported and helped. St Joseph’s will challenge cultures that support sexual harassment and other forms of abuse in society, and will address situations of such with due recognition of the Catholic Church context and the pastoral care of individuals.

CONSEQUENCES

St Joseph’s School will provide opportunities for all of our children to learn protective behaviours. Personal safety is an essential part of the school’s curriculum.

Structures will be developed and set in place for the St Joseph’s Community so that teachers, parents, students and other members of the community are aware of and understand the issues surrounding abuse, harm and neglect.

All teachers are familiar with their legislative responsibilities and that the implementation of policy and procedures occurs within their framework.

St Joseph’s School, in line with diocesan policy, publishes policy and procedures clearly outlining the action to be taken and steps to follow in registering an allegation or concern. Similarly, procedures for assessment and responding to allegations in the various categories will be developed in line with the current procedures.

Staff behaviour should at all times reflect an understanding of the Child Protection agenda.

Visitor Policy

INTRODUCTION

St Joseph’s School is a place of learning. It is also an important member of the wider community of Stanthorpe and the district. The dynamic St Joseph’s school environment calls for significant movement of people across a range of domains. These domains include students, St Joseph’s staff, clergy, and parents; students, parents, and staff from other schools; service providers, tradesmen, and consultants.

A warm and welcoming environment is part of the schools ethos and reflects St Joseph’s school’s gospel values. It is important that a management plan for the movement of school visitors is provided.

The visitor policy outlines the expected management of visitors to the school and includes the management of welcomed visitors and unwelcome visitors. Unwelcome visitors will include those without a need or reason to be on the school premise and those whose conduct is not appropriate for a St Joseph’s school visitor.

MISSION STATEMENT

“St Joseph’s School offers a holistic education within a Catholic Christian environment whilst developing and valuing the uniqueness of the individual as we encourage each student to become a lifelong learner.”
The mission statement of St Joseph’s School stresses the idea of “a holistic education”, a goal that can only be provided consistently through the efficient handling of trauma and grief. It also stresses education within a Catholic Christian environment, which implies concern and empathy for all. “Valuing the uniqueness of the individual” implies treating people with compassion and understanding. Such situations need to be seen as opportunities for lifelong learning.

MERCY VALUES

Respect, personal dignity, individual worth, freedom, integrity, trust, justice, understanding, forgiveness, honesty, care, compassion.

POLICY STATEMENT

St Joseph’s school, as part of the wider lay and Christian community, provides a warm and engaging environment for those visiting the school. To facilitate this engagement, the school visitor policy requires specific procedures relevant to different groups and time frames but which will all meet the following requisites:

• Appropriate identification of persons on the school grounds or in school based off site activities
• Use of safe access routes for all persons visiting
• Advice and signage that directs people efficiently and appropriately
• Management of the unwanted or troublesome visitor

Whilst St Joseph’s school is a warm and welcoming precinct, it greatly values the safety of its students. Where a visitor arrives as an unwanted visitor or becomes one because of their conduct, procedures provide for a rapid and dignified resolution with the safety of the students paramount.

The following policies will be relevant where an unwanted visitor’s presence becomes more problematic.

• Child & Youth Protection Policy
• Critical Incidents Policy
• Trauma and Grief Management Policy
• Health and Wellbeing Policy

St Joseph’s school is proud to sit in a highly regarded and respected place within the community of Stanthorpe and the Catholic education community.

The visitor policy will facilitate this position in a safe and efficient way.

CONSEQUENCES

St Joseph’s school will provide:

• Recognition of the value of visitors and the breadth of backgrounds they are likely to come from
• Well identified meeting places and directional advice and processes for visitors
• Procedures for the appropriate identification of visitors to its precinct
• Advice on the expectations and expected conduct of visitors
• Procedures for the management of the unwanted

The Visitor Policy will assist in the management of the significant volume of people traffic visiting St Joseph’s Catholic School Stanthorpe. The Policy endeavours to make visitations to St Joseph’s efficient, effective, and above all enhance and ensure the safety of our student body.

Excursion Policy

INTRODUCTION

St Joseph’s School is a place of learning. As such, staff and students have the right to use the necessary resources to maximize and reinforce learning and provide enrichment. This includes appropriate excursions.

Excursions provide an enriching learning environment and a broader learning experience that enhance and complement classroom teaching. They provide an alternative outlook and provide for the development of other skills. They also provide opportunities for enjoyment and the development of social skills.

Excursions involve additional levels of trust and responsibility by both staff and students.

MISSION STATEMENT

“St Joseph’s School offers an holistic education within a Catholic Christian ethos whilst developing and valuing the uniqueness of the individual as we encourage each student to become a lifelong learner.”
The mission statement of St Joseph’s School stresses an holistic education, a goal that can only be provided by learning with the broader outlook excursions can provide. It also stresses education within a Catholic Christian environment, which requires a safe and healthy work and learning environment. “Valuing the uniqueness of the individual” means that the issues of health and safety are significant to all students and workers at the school. This is especially important while on excursions. The awareness that learning occurs in the real world encourages students to become lifelong learners.

**MERCY VALUES**

Respect, personal dignity, individual worth, freedom, integrity, trust, justice, understanding, forgiveness, honesty, care, compassion.

**DEFINITIONS**

An excursion is defined as an additional activity designed by the school to strengthen the students’ social, emotional, physical, spiritual and/or academic growth that takes place outside of the school campus, and is approved by the principal.

**POLICY STATEMENT**

St Joseph’s School wishes to provide excursions that broaden the outlook of students, complement class learning and provide an experience that shows that learning occurs in the real world. In addition, excursions will provide an opportunity to develop social skills and interaction.

They are activities that require the permission of parents and may require a financial contribution. Attendance is not compulsory, but strongly encouraged. Students will not be excluded from excursions for financial reasons.

Excursions will be undertaken with adherence to current understanding of the legislation regarding Child Protection and Occupational Workplace Health & Safety.

Students must be aware that they are in a position of trust and must exercise high levels of responsibility. They also must be aware that they are representing the School, and dress standard and behaviour must be appropriate. Teachers and supervisors must also be aware of their responsibilities regarding the conducting of excursions in terms of Duty of Care.

**CONSEQUENCES**

All families will be provided with all excursion details and will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised before the departure date will be unable to attend unless alternative payment arrangements have been organised with the Principal.

Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.

For every excursion, a risk assessment must be compiled by the teacher-in-charge, and signed by the principal.

On overnight excursions or those outside of Stanthorpe, at least one staff member will hold a current Senior First Aid Certificate, be in possession of an adequate first aid kit plus a mobile phone or other means of communication. The leader will ensure that copies of signed medical declarations for each student accompany the excursion. A vehicle will be available or within close proximity at all times.

Parents of children involved in all excursions may be invited to assist. When deciding on which parents will attend, the Teacher in Charge will take into account:

- Any valuable skills the parents have to offer. eg. bus license, first aid, etc.
- The need to include both male and female parents.
- The special needs of particular students.
- Excursions will be postponed or cancelled if the weather, conditions or other factors create potential risks.

The school will ensure that adequate preparation is in place for excursions. This preparation involves academic preparation as well as logistics, safety and behaviour. In addition, suitable follow-up activities may occur.