St Joseph’s School
Port Lincoln

In all things love

Primary School
R-2
Parent Handbook
Dear Parents and Caregivers,

I am delighted that you have chosen St Joseph’s School for your child.

As a Catholic school, pastoral care and wellbeing is the foundation of learning, and we are committed to working in partnership with you to bring out the best in your child. Your child’s happiness and enjoyment of learning is very important to us and this is fostered through faith, hope and love. We believe passionately in the uniqueness of every child, and their capacity to flourish intellectually, socially, emotionally and spiritually as well as physically. We hope that our students will explore and discover, harnessing their innate sense of curiosity and wonder.

The transition to schooling can be both wonderfully exciting and a little daunting, for parents as well as students, and this booklet is designed to answer some of your questions about our daily routines, procedures and practices. However, we pride ourselves on a personal approach and our door is always open if you have any questions or concerns.

I thank you for placing your trust in St Joseph’s School and look forward to welcoming you into our ‘family’.

With very best wishes

Sandra Hewson
Reception

We understand it may take your child sometime to adjust coming to school for full days consecutively and that they may initially tire easily. To help with the adjustment, we have made the following changes to dismissal times:

**First week - compulsory**

Wednesday 1/2 day (12.45pm dismissal)

**First term - encouraged**

Wednesday 1/2 day (12.45pm dismissal)

As parents, you are best placed to assess your child’s needs. If you feel your child needs some days or part days at home to rest we encourage this. We have nominated Wednesday as our preferred day to minimize disruptions to teaching and learning.
Starting School

School **commences** at **8:42am** for all students.

This is when the children are required to be sitting in their classroom ready for the roll to be taken.

Children arriving after this time will be required to go to the office and inform them of their arrival.

Please be aware of the hardship you can put your child under by arriving late.

It is best if students arrive by **8:30am** so they can:

- Unpack their bags
- Get out the books they need
- Put their lunch orders in
- Change their reading material

Rooms are opened by 8:30am to ensure this can occur.

An organised day will help students enjoy their time at school rather than trying to catch up all day.

**Crunch & Sip (Primary)** is around **10:00am**. Students are required to bring a healthy snack such as a piece of fruit to eat at this time.

**Recess** is at **11:10am** but the children go out at 11:00am so their eating can be supervised. Play finishes at **11:25am**.

**Lunch** is at **1:00pm** but the children go out at 12:50pm so their eating can be supervised. Play finishes at **1:40pm**.

**Dismissal** is at **3:10pm** for **Primary students** and **3:20pm** for **Secondary students**. The staggered time is to help alleviate the congestion in the car park.

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8.42am – 8.55am</td>
<td>Morning Administration Time</td>
</tr>
<tr>
<td>8.55am – 9.40am</td>
<td>Lesson 1</td>
</tr>
<tr>
<td>9.40am – 10.25am</td>
<td>Lesson 2</td>
</tr>
<tr>
<td>10.25am – 11.10am</td>
<td>Lesson 3</td>
</tr>
<tr>
<td><strong>11.10am – 11.25am</strong></td>
<td><strong>RECESS</strong></td>
</tr>
<tr>
<td>11.30am – 12.15pm</td>
<td>Lesson 4</td>
</tr>
<tr>
<td>12.15pm- 1.00pm</td>
<td>Lesson 5</td>
</tr>
<tr>
<td><strong>1.00pm – 1.40pm</strong></td>
<td><strong>LUNCH</strong></td>
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<tr>
<td>1.45pm – 2.30pm</td>
<td>Lesson 6</td>
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<tr>
<td>2.30pm – 3.10pm</td>
<td>Lesson 7 (R-6)</td>
</tr>
<tr>
<td>2.30pm – 3.15pm</td>
<td>Lesson 7 (7-12)</td>
</tr>
<tr>
<td>3.10pm</td>
<td>R – 6 Students dismissed</td>
</tr>
<tr>
<td>3.15pm – 3.20pm</td>
<td>7 – 12 Afternoon Class Period</td>
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</tbody>
</table>
A traffic management system is in place at peak times during drop-off and pick-up. We are very fortunate that we are able to drive onto school grounds to drop off and pick up students. Due to the large volume of traffic at these times we ask that parents observe the following rules for the safety of our students.

- Follow the traffic flow directions (as per images to below)
- Vehicles must move forward in the pick-up/drop-off zones and re-enter the line around the round-about if your child is not waiting
- There is no parking in the drop off zone
- Children must only enter/leave vehicles in the drop-off/pick-up zones and not be encouraged to cross the road and enter vehicles in line
- Leave adequate space between cars
- Use your handbrake for additional safety on the slope
- Vehicles must not perform U-Turns whilst in line
- Vehicles must only turn left onto Oxford Terrace during peak times
- Drive within the signed speed limits within the school grounds
Traffic flow

Please ask office staff for assistance if you are unsure of any of these rules.

Crossings

We encourage all children to use the crossings available to them for safety reasons.
School Buses

St Joseph’s School Tumby Bay Bus Service

A daily bus service operates between Tumby Bay and Port Lincoln with a number of stops along the way for students enrolled at the School. For more information, please contact the Bus Coordinator via our School Office.

<table>
<thead>
<tr>
<th>Location</th>
<th>Pick-up Time</th>
<th>Drop-off Time</th>
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<tbody>
<tr>
<td>Tumby Bay Sports Oval</td>
<td>7:45am</td>
<td>4:25pm</td>
</tr>
<tr>
<td>Lincoln Highway - Collandra</td>
<td>7:55am</td>
<td>4:10pm</td>
</tr>
<tr>
<td>Lincoln Highway Parking Bay 2255</td>
<td>8:05am</td>
<td>3:50pm</td>
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<tr>
<td>Lincoln Hwy</td>
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<tr>
<td>Parking Bay 2255 Lincoln Hwy</td>
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<tr>
<td>Poonindie</td>
<td>8:15am</td>
<td>3:50pm</td>
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<tr>
<td>Haigh Drive</td>
<td>8:20am</td>
<td>3:45pm</td>
</tr>
<tr>
<td>St Joseph’s School</td>
<td>8:30am</td>
<td>3:30pm</td>
</tr>
</tbody>
</table>

Government School Buses

These buses are managed by the Port Lincoln Primary School and are accessible only by secondary students who attend St Joseph’s School, however if vacant seats exist on a bus, allowances may be made for primary aged students. Once approved, there is an annual fee charged per student for the management of this facility.

Children who catch buses to and from St Joseph’s School are picked up and dropped off at the road alongside the Junior Primary School.

In the mornings they have to make their own way to our school, however, after school there is a teacher who escorts students to the buses waiting students until they have boarded their bus. Primary students are asked to wait for the teacher, outside the GP Room straight after they have been dismissed.

Application forms for travel are available via our school office.

Buses are available to: Charlton Gully, Coffin Bay, Fishery Bay, Greenpatch, Tod River and Endeavour Heights

Town School Buses

There are also town buses available. Please contact Tunarama Coachlines 8682 4060 for details.

Should your child express concerns about events on any of the buses, please contact the operators or Deputy Principal of St Joseph’s, to ensure the issue is addressed.
Office Procedures

Absenteism
As part of our duty of care as a school, it is our responsibility to follow up any unexplained absences or lateness. To this end, if your child is marked absent unexplained or late in the morning we will send you an SMS message. However, if your child is sick or away for any reason, please call / text our ABSENTEE LINE on 0429 823655 or email: absentee@sjspl.catholic.edu.au, with the following details.
◆ Student’s full name
◆ Reason
◆ Year level and Home class
This way, you will not receive unnecessary sms messages.

Leaving early or arriving late
If your child/ children arrive at school late, need to leave school early or have appointments during the day, a note to the teacher in the diary is required. All students arriving late or leaving throughout the day must be signed in/out via the School Office.

Extended absenteeism
If you are going away on holiday and your child will be absent from school for an extended period (more than 5 school days), please collect an exemption form from the front office and return completed for the Principal to approve.

Sick Children
When a child is ill during the day, the teacher will send them to the sick room, located at the School Office. One of the office team will then telephone you to collect your child. We always ring parents first; however, if unable to contact you, we will then phone nominated extra emergency contacts.

Medication
If a student requires medication during school hours the School Office staff are able to administer it providing a medical authority form has been completed by your local GP.
If your child has a medical condition, eg asthma, anaphylaxis, diabetes, we will also require a current health care plan from your child’s doctor. All medication will be stored securely in the sick room.

Contact Details
Please ensure your contact details are up to date at all times including extra contacts we can call in an emergency.

If you have any other questions please do not hesitate to contact School Office staff.
Please refer to the back of this booklet or the School website for the correct uniform requirements for your child.

Opposite the School crossing is the uniform shop where new uniforms can be purchased. Second-hand uniforms are also available at reasonable prices and in very good condition.

When your child has outgrown their uniform and if they are still in good condition you may take them to the uniform shop to sell on your behalf. After they have been sold you will be notified to collect the money from the front office. Some families choose to donate the proceeds to the school.

The Uniform Shop is open on:
- Mon 3:00 - 5:00 pm
- Wed 3:00 - 5:00 pm

Lost Property

Lost property is located at the School Office in the sick room. We urge parents to please clearly label their child’s belongings to best minimise items being lost.

Hats

St Joseph’s has a ‘No hat, no play’ policy across all year levels during Term 1 and Term 4.

Hats are compulsory in Terms 1 and 4 for outdoor activities and are worn with the summer uniform. In Terms 2 and 3 the winter uniform is required and hats are optional but encouraged on sunny days.

Student Images

We love capturing images of our students involved in all areas of the curriculum and extra curricular activities. We use these images regularly for school purposes, as well as, on our social media platforms and school website. Our school is very particular about where and how images of our students are used and, we respect parent/guardian wishes. It is hoped full consent is given to enable us to continue to share the many fun, learning experiences and opportunities that take place here at St Joseph’s School.

It is a legal requirement that each year a new ‘Student Images Consent Form’ (one per family) is completed and returned to the school. These will be given to families at the end of each year.

@StJosephsSchoolPortLincoln @stjosephsptlincoln
Communication

**Newsletter**
Newsletters are emailed home each Thursday and provide important information, and an overview of current events.

**Calendar**
Our school calendar is accessible via our school website. The calendar provides families with details of coming events, student free days and holidays.

**Reports**
St Joseph’s School uses several different ways to report to Parents, which include:

**Interviews**
Interviews are available throughout the term if you have concerns to discuss. Please make a time with the teacher that is convenient for both of you.

There is a compulsory interview week in Term 1 and an optional interview week set aside in Term 3.

**Written reports**
Written reports are emailed home, via the main contact email address at the end of Term 2 and Term 4. If you require a report to be emailed to another parent residing at a different address please advise the School Office with details.

**Email messages and Communications book**
Email is used as a form of communication between the teacher and parents to report to you about what is happening in the school and class; they are also a way for you to communicate with the class teacher.

Notes that are sent home will be in your child’s blue home satchel. Please check this daily.

Either email or handwritten notes are to be sent to the teacher for the following reasons:

- Prior to or after absences.
- For appointments away from school.
- When your child is in the incorrect uniform.

**Information Night**
An information night is held at the beginning of the year so that you can meet the teacher and find out about the classroom procedures and expectations.
Homework

In the Primary School (R-6) parents are encouraged to spend time each week-night either listening to or reading to their child. The amount of time will vary according to the ability, difficulty of the material, interest and general disposition of the child. Reading at home is a valuable home activity, through which parents can help to enhance and support school programs by the development of a love of reading for pleasure.

Reading each night is encouraged throughout your child’s schooling, not only in the Junior Primary years. Homework activities could include:

- Reading
- Sight words
- Spelling
- Completing unfinished classroom work
- Surveys
- Research
- Discussion with Parents

Children are not required to spend more than 1/2 hour a night on Homework in the Primary years.

Classroom requirements

**Art smock** - Your child will need an art smock clearly labelled with their name. Students cannot use paint unless they are wearing a smock.

**Library bag** - Each class will have a set Library borrowing time each week. We ask that students have a library bag when borrowing books. Students will be unable to borrow a book without a library bag. Class teachers will advise you which day is your child’s borrowing day.

Stationery order

A list of your child’s stationery needs for the coming year will be given to families during Term 4. We utilise an on-line ordering process where you can choose which items are required. Payment is to be made on ordering. Collection days will be just prior to the start of the school year.

If you have any problems with this process please do not hesitate to contact the School Office.
Healthy eating

We encourage all children to have a healthy diet. This means unprocessed foods low in sugar, salt and fat.

We encourage every child who comes to school to bring a piece of fruit daily and a bottle of water.

Some helpful suggestions in providing a healthy lunch box are:

- Dairy foods (yoghurt or cheese). Milks can be purchased from the Canteen.
- Fruit (apples bananas, strawberries, mandarins, oranges, grapes, small fruit salads).
- Dried fruit (apricots, sultanas, apple)
- Vegetables (carrot or celery sticks)
- Boiled eggs
- Sandwiches / Rolls

Please label all lunch boxes, their lids and any drink containers. This needs to be done regularly as labels wear off easily.

If there is any difficulty in peeling fruit, such as an orange, please cut and place in a small container, enabling easy access for your child.

Sometimes a very well wrapped lunch can cause little inexperienced fingers some difficulty, resulting in an uneaten lunch. At St Joseph’s we encourage ‘whole foods’ (unprocessed foods) in reusable containers.

Packaging/ wrappings will be placed in the lunchbox to take home.

Food allergies

Some children have severe allergies to different foods and we are mindful of health and safety for all. It may be necessary to have nut-free classes or restrictions on certain foods.
At St Joseph’s School, parents are strongly encouraged to be involved with the school life of their children.

Some of the ways you can be involved are:

- Listening to reading in the classroom
- Helping with Art, Craft, Cooking lessons & Literacy rotations
- Attending excursions
- Volunteering for the Learning Assistance Program (LAP)
- Working in the School Canteen
- School Board (an elected position)
- Community Relations Committee
- Resource Centre volunteer

All volunteers are required to undergo a National Police Check prior to volunteering their services at the school. Application forms are available from the School Office. Alternatively, there are a number of other documents that may be accepted. Please check with the school.

All volunteers must enter and leave the school via the School Office. Volunteers will not be permitted onto school grounds or be able to participate as a helper in school activities without a current Police Clearance.

**Parent helpers course**

Parents who intend helping with the Literacy program in their child’s classroom are strongly encouraged to attend the Literacy Helpers Course. This will give them the much needed background on how to help in the classroom. Course times are advertised in the School Newsletter.

A gentle reminder to all that, when you become a helper in our school, you are there for all children.
Resource Centre

The Centre is open for borrowing before school from 8:30 am and after school until 4:00pm daily. It is open daily at lunch time. A range of activities is available for children at these times.

Parents are welcome to borrow from the library using their child’s borrowing number.

Feel welcome to check out the RE collection in the Resource Centre. It has many useful books for Christian families.

Each Junior Primary class has a weekly borrowing time when their teacher will take them to the Centre to return/borrow books. All children are expected to take a library bag to transport their books in order to reduce costly damage.

Students have a two week borrowing time and can extend their borrowing time by two weeks by seeing the library staff. After being three weeks overdue, notices will be sent to Parents. They will be allowed a further 2 weeks to locate and return the book after which an account will be sent out for the cost of the book. If you have any concerns about a book it is best to see the library staff and discuss it with them.

Books that have been water or food damaged or misused will need to be paid for at cost, so they can be replaced.

The Resource Centre welcomes volunteers. Volunteers could be involved in tasks such as book covering, re-shelving, displays and housekeeping.

After School Care - Sherpa Kids

Sherpa Kids operates locally and provides after school care for students from Reception to Year 6.

Please contact Megan Beard on 0419 524563 for more information.
The Canteen is open each day at Recess and Lunch.
Opening times are: Recess: 11:10am-11:25pm; Lunch: 1:00pm-1:30pm
Lunch Bags are available from your classroom. Please take some home and when your supply is low, put “MORE BAGS PLEASE “on the bottom of the order and more bags will be sent home to you. We encourage you to fill out the bags at home ready for your child to place in the classroom lunch box on their arrival.
Online ordering is also available as simple, convenient and cash free option for families. To utilise this service please visit www.flexischools.com.au and click Register or access via the flexischool link on our school website under the Parent Portal tab. The online option is only for lunch orders and orders must be placed prior to 9.30am on the day required.
Canteen pricelists are given out with your School Information Package or when there are price alterations.
All food, drink and iceblocks (for young children) can be ordered and paid for on the lunch bag. If an iceblock is ordered, the child just needs to take their bag to the Canteen after they have eaten and line up to receive it.
During Term 2 and 3, soup or hot drink orders can be collected at the Canteen back door prior to 1:00 pm.
It is recommended that only money needed for lunch or an agreed snack be given to your child. Money is often lost or generous little children give their money away.

Our Canteen is always seeking the help of volunteers. This is usually only once a term for 2-3 hours.
Your help would be greatly appreciated.

Money

If your child brings money to school for any reason, we ask that you only send a small amount and that your child understands that the money is just theirs to spend.
Many R-2 classes have rules regarding money so please check with your child’s home class teacher
Important events

Throughout the year we have a number of important events where parents are most welcome to attend.

**Beginning of Year Liturgy**

The Beginning of Year Liturgy takes place in the first half of Term 1. This is a very special occasion for our Reception and Year 12 students as they participate in the traditional ‘Welcoming’ ceremony. The ‘welcoming’ part of the ceremony is where the Year 12 students welcome all our Reception students to our St Joseph’s School family.

**Parent information evenings**

Parent information evenings are held at the beginning of each year and are a chance for teachers to meet parents as well as explain classroom procedures.

**Open Night**

Open Night is held early in the year and is a wonderful family night where parents, families and friends are invited into the school to see all the great work that our students do.

**Feast Day of St Mary of the Cross MacKillop**

On 8th August (or as near as practical to it) we come together as a whole school with a Mass to celebrate the Feast day of our patron St Mary of the Cross MacKillop. During this celebration we also present the ‘Mary MacKillop Awards’ to a male and female from R-2, Years 3-6, 7-9 and 10-12.

**End of Year Liturgy**

The End of Year Liturgy takes place at the end of Term 4. This completes our year and, like the Beginning of Year Liturgy, is a special occasion for our Reception and Year 12 students. During the ceremony the Reception students farewell the Year 12 students after having the whole year getting to know their special buddy.

The prestigious ‘Christian Leadership Awards’ are also presented during this ceremony to a male and female student in both Year 7 and Year 12.

*There are many more events held during the year where parents are welcome to attend. Please check our up coming events calendar in the weekly newsletter for details.*
The Instrumental Music Program provides the opportunity for students to learn to play a musical instrument or have voice instruction on an individual or small group basis with an experienced tutor.

Instrumental and/or vocal lessons take place once a week during extended school hours, ie 8:00am to 4:30pm and are half an hour in length. Lessons are on a fixed timetable unless negotiated with tutor.

Please note these are extra to classroom Music lessons. For more information on tuition fees and available tutors, please enquire at the School Office.

My name is Jelena Edmonds and I am the School Counsellor at St Joseph’s School. As the School Counsellor, my role is to primarily support students in maintaining their own mental health and general wellbeing. My aim is to work in collaboration with students (R-12), staff and parents to break down the stigma attached to mental health and to realise it is okay to ask for help.

If you have noticed a difference in your child’s behaviour, or you know that your child has experienced a significant life changing event, then perhaps you might consider school counselling so that your child can receive some extra support and guidance.

Please contact me if you would like to share any concerns or have any questions about your child’s general wellbeing. No question is considered too silly and I believe that by working together we can make a positive difference to your child's life.

You can contact with me via email on jelena.edmonds@sjspl.catholic.edu.au or by phone on 8683 2400. My working days are Monday-Thursday and I am happy to meet before school (8.30am-9.00am) or after school hours (3.00pm-4.00pm), depending on my availability. My office is located in the Kelly Centre, down a small hallway near the wet area.

I have a strong passion for promoting wellbeing and look forward to supporting you and your child/children while they spend their time at St Joseph’s School.
Important School Policies and Procedures
Conditions of enrolment

Educating in the Spirit and Tradition of St Joseph and Mary MacKillop

School governance and parental involvement

“Catholic Schools, in partnership with parents, in union with Christ’s saving mission and school communities educate young people for participation in the Church and world communities today.”

Vision Statement South Australian Commission for Catholic Schools

The partnership of parents in the governance and leadership of the school is a valuable element of daily life at St Joseph’s. There are both formal and informal ways in which parents are able to participate in the life of the school.

St Joseph’s School Port Lincoln is conducted in the Catholic Tradition by the Sisters of St Joseph under the auspices of the Bishop of the Port Pirie Diocese, and in collaboration with the South Australian Commission for Catholic Schools.

*In applying for enrolment at St Joseph’s School you have made a choice for a Catholic School. This is a school in which education in faith is a primary concern.*

Certain expectations are made on the basis of it being a Catholic School and these are the conditions of continuing enrolment:
Conditions of enrolment

1. That parents and students, by their attitude and involvement contribute towards the building up of the Catholic ethos of the school.

**Students are expected to:**

- participate in school liturgical functions and prayer
- participate in the Religious Education Program
- be aware of their responsibility in fostering a Christian community in which the individual is respected and in which the individual is sensitive to the needs of the group
- witness Christian values by their lifestyle within and beyond the school community
- nurture a study environment and respect students’ rights to learn and teachers’ right to teach
- be neat in appearance and wear correct uniform
- observe legislation and school regulations re prohibited substances; students while within the school zone, at school functions, travelling to and from school, may not:
  - smoke tobacco products
  - consume alcohol, or be under its influence
  - possess drug-related equipment
  - possess, use or supply prohibited substances or drugs

*(Parents are reminded that such offences may need to be reported to Police as well as result in suspension/expulsion.)*

2. Parents of students at St Joseph’s School are recognised as the primary educators of their children. Their involvement in the school is recognised both as a right and an obligation. Without parental involvement the quality of life of our school community will diminish.

**We ask that parents:**

- support the ethos of the school
- attend and support school functions
- maintain a close liaison with staff re School Policy as well as the student’s progress
- share some of their expertise and time with the school community.

Students are expected to comply with the school’s rules and regulations being enforced at that time and parents will keep the school indemnified against any loss or damage caused by the failure of the student to observe such rules and regulations.
Conditions of enrolment

St Joseph’s School reserves the right to suspend a student or ask a student to leave should the conditions of enrolment not be met.

3. Insurance is the parent’s responsibility. Parents are urged to insure their child/children against accident using one of the Insurance schemes available. The school does not accept any liability for damage or loss of any personal possessions of students.

4. That parents accept responsibility for payment of tuition fees and other costs associated with the education of the student.
   - The period of enrolment shall be for not less than one term
   - Boarding House enrolments shall be for the four terms
   - All contributions shall be paid irrespective of the student’s attendance during the period of enrolment unless a special exemption is merited. Parents of students participating in Exchange Programs are expected to continue paying school fees to maintain a place for their child at St Joseph’s School. Host families who have students currently attending St Joseph’s School are expected to pay $100
   - Reduction of fees may be granted by the School Board in genuine and proven cases of hardship
   - There is no reduction offered for Boarding Fees
   - Where fees are in arrears, families are asked to negotiate with the School Board. Where no approach is made, enrolment for the following year may be withheld
St Joseph’s School has a SchoolCare student accident insurance policy and this provides worldwide accidental injury cover to all children attending our school, 24 hours a day, 365 days a year. If you would like additional information in relation to this policy please ask for an information sheet from the School Office or refer to the new Catholic Church Insurance (CCI) website at [www.ccinsurance.org.au/schoolcare](http://www.ccinsurance.org.au/schoolcare).

One of the benefits covered by this policy is emergency transport for school-related activities, including official school trips and excursions. However, the SchoolCare policy is only for injuries sustained as a result of an accident. CCI are not able to pay for the emergency transport if your child has suffered an illness and emergency transport has been called to treat or transport your child. For example asthma attacks, allergic reactions, fainting and breathing difficulties.

Ambulance Cover is a small price to pay for peace of mind. The cost of an emergency ambulance is generally around $600 - $800. If you are covered with SA Ambulance Service, you won’t have to pay a cent.

For this reason we encourage all families to take out Ambulance Cover to ensure your family is fully covered for the cost of ambulance transport for any reason.

For further information regarding Ambulance Cover and annual rates please refer to the SA Ambulance Service website at [www.saambulance.com.au](http://www.saambulance.com.au) or contact them on 1300 13 62 72.
As with all Catholic Schools, St Joseph’s School receives some Australian and State Government funding. However, the school is dependent upon income from school fees for the provision of educational facilities and resources and payment of day to day operational and capital works, in order to provide a contemporary education for our students.

Parents and guardians agree at the time of enrolment that they will be responsible for their children’s fees while at the school. There is an expectation that this commitment will be honoured.

For further information please refer to the Fees Policy which is located on the school’s website at www.sjspl.catholic.edu.au or collect a hard copy at the school.

Tuition, Activity and Boarding fees do not cover the cost of stationery, excursions, visiting performances, sailing, instrumental tuition & hire, small music ensembles and any studies through Open Access College and may not cover all Year 12 Revision Guides and TAFE costs. The Curriculum Activity Fee will cover the cost of programmed activities where the expectation is that all students participate such as year level camps, retreats and swimming.

Payment of fees

Direct debit is our preferred fee payment option; however, accounts can also be paid by internet transfer, cash, EFTPOS, cheque, credit card and salary or Centrelink deductions. Families are encouraged to make regular payments through direct debits to assist them in meeting their commitments. Direct debits may be established for payment by either:

- Full payment due 24th February (qualify for the 5% tuition fee discount – full fee paying families only)
- 21 fortnightly payments from February to November (beginning on the 2nd Tuesday of February then fortnightly thereafter)
- 21 fortnightly payments from February to November (beginning on the 3rd Tuesday of February then fortnightly thereafter)

Early payment discount

Full Fee Paying Families who opt to pay their entire year fees by 24th February 2016 will qualify for the 5% tuition fee discount. If you wish to take advantage of this offer, please contact a member of the Finance Team to confirm the amount. This payment can be arranged by completing the Direct Debit Request form, via internet transfer or made in person at the School Office.
Fees

**School Card Scheme**

Families on low incomes are encouraged to apply each year for assistance under the School Card scheme. It is important that parents / caregivers work with the school to complete the necessary documentation. Forms are available from the School Office. Families eligible and approved for School Card will receive a 75% reduction on their tuition fees.

For enquiries in relation to the School Card process please contact the SA Government School Card section on 1800 672 758 or email DECD.Schoolcard@sa.gov.au or visit their website at:


**Financial assistance**

Families can apply for financial assistance if they have extenuating circumstances or if their financial situation has changed significantly. If this is the case, we ask you to download the Financial Assistance Application form from our website and complete this, accompanied by a letter outlining the reasons for the application. Assistance may be offered in a variety of ways, including fee reduction, periodic payments or extension of time for payment. All applications are considered on an individual basis in the strictest of confidence.

**Banking details**

St Joseph’s School accepts payment of accounts through Direct Deposit/Internet Banking system

Bank Details are as follows:

- **Bank Account:** St Joseph’s School Operating Account
- **Bank:** Bank SA
- **BSB:** 105 036
- **Account:** 106064740

**Reference:** Please ensure that all electronic payments have your Family ID as the reference. If you are paying for something other than school fees, please add an appropriate additional reference, such as the invoice number.

As the reference field on many internet banking sites is limited, we also suggest that you send an email to accounts@sjspl.catholic.edu.au advising of payment with appropriate details.
Uniform Policy

A School Uniform is to:

- Develop a sense of unity and school spirit
- Develop self-esteem
- Be comfortable
- Be functional for school activities (i.e., safe and durable)
- Be attractive
- Be affordable

Responsibilities

It is the responsibility of parents to ensure their child has the correct uniform to wear and to support the student in wearing it. It is the responsibility of the students to wear the uniform and to wear it appropriately at school, between home and school and on other occasions as required.

Correct uniform must always be worn unless instructed otherwise by the Principal or staff. A written explanation in the school diary is required from parents if a student is not wearing the correct uniform for any reason, and should indicate when full uniform will again be worn.

Full details of the complete uniform requirements are available from the school and it is the responsibility of parents and students to refer to this prior to any purchase.

School Bags are compulsory for all students.

Hats are compulsory for all outside activities during Term 1 and Term 4.

Sports uniform

- Navy wide brimmed hat – no logo
- St. Joseph’s blue/teal polo shirt
- Approved navy shorts
- Approved navy track pant
- White socks (crew length, no logos)
- Appropriate Sport Shoes
- St. Joseph’s School - Rugby top; Polar Fleece; Jacket

Please note:

- The sports jacket can be worn as an over garment in conjunction with the school jumper for extra warmth. This is the only item of the sports uniform that may be worn in combination with the general school uniform.
Uniform Policy

Girls summer uniform
- Teal Dress (minimum length on the knee)
- Teal Jumper
- White socks (crew length, no logos)
- Black lace-up school shoes
- Appropriate teal, navy or white hair ribbons
- Navy wide brimmed hat – no logo
- Optional: Teal coloured blazer; school tie

Girls winter uniform
- Teal checked skirt (minimum length on the knee)
- White stiff collared shirt with school logo – long or short sleeved
- Teal jumper
- White socks (crew length, no logos)
- Navy tights
- Black lace-up school shoes
- Appropriate teal, navy or white hair ribbons
- Optional: Teal coloured blazer; school tie

Boys summer uniform
- Grey approved trousers or shorts - please check with uniform shop staff
- White stiff collared shirt with school logo – long or short sleeved
- Teal jumper
- Grey socks (crew length, no logos)
- Black lace-up school shoes
- Navy wide brimmed hat – no logo
- Optional: Teal coloured blazer; school tie

Boys winter uniform
- Grey approved trousers or shorts - please check with uniform shop staff
- White stiff collared shirt with school logo – long or short sleeved
- Teal jumper
- Grey socks (crew length, no logos)
- Black lace-up school shoes
- Optional: Teal coloured blazer; school tie

For the complete uniform policy please refer to our school website
Bushfire Guidelines

**Important information for you and your family to ensure that our school community stays safe during the fire season**

The school is a designated CFS ‘Safe Area for Refuge’ and therefore will:

- **Remain open for all Fire Danger Days.**
- On receiving notification from the CFS via an automated email service of a catastrophic fire Danger Day, the school will send out a text message which will read: “**dd/mm/yy = Catastrophic Fire Danger. SJS will remain open but no school bus.**”

- On days when a Catastrophic Fire Danger Day has been forecast for the Lower Eyre Peninsula Fire Ban District, the school bus service will not operate. An alternative means of transport for students to and from school on these days is at the discretion and responsibility of parents/care givers. Parents/care givers have the options of either transporting their children to and from school or keeping them at home on Catastrophic Fire Danger Days. It is vital that parents only transport their own children.

- It is recommended that all parents/caregivers implement their Bushfire Survival Plans and monitor
  - CFS hot line: 1300 362 361
  - CFS free app for iPhone and Android phones
  - ABC Radio: AM 1485
  - Magic FM 89.9
  - 5CC 765

- On a day when a bushfire threatens Port Lincoln, dismissal arrangements will change. Reception to Year 12 students will not be dismissed as usual. Parent/caregivers must collect students on these day from the School Office only, NOT the classrooms. This applies even after normal dismissal time. Students who drive a vehicle to school must remain at school for their safety until parent/caregiver permission is phoned through to the school. These students will not be permitted to take other students with them other than usual family members.

- School staff will abide by the St Joseph’s Bushfire Procedure which outlines direction and rules to be observed in the event of a Catastrophic bushfire.

*For the complete Bushfire procedure please refer to our school website*
Extreme Weather Guidelines

As a general rule, students are permitted in classrooms, only when a teacher is present. This rule still applies on wet days and on days of extreme cold or heat.

- In the event of extreme weather conditions Extreme Weather Supervision will apply. This policy will apply only to lunch time as there is sufficient shelter around the school for students at recess time.
- Extreme Weather Procedure is announced by 3 blasts of the siren at 12.50 approximately.

**Hot weather**

School remains open for the normal times

- Buses run at the normal times (unless catastrophic fire conditions exist or a fire exists)
- The school will never send students home - rather it is at the parents' request that children may go home early
- Parents may decide to keep students home all day - this needs to be recorded in the students' diary/communication book as parents would normally do when a student returns to school after an absence.

In exceptional circumstances we may be directed to close the school. In this instance parents will be notified by social and mass media as early as possible.

*For the complete Extreme Weather procedure please refer to our school website*