

# St Joseph's Primary School

## Quarry Hill

*Building Communities of Faith*



# Family Handbook



Updated March 2025

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# ST JOSEPH'S PRIMARY SCHOOL

GLADSTONE STREET  
QUARRY HILL

Dear Families,

St Joseph's Primary School is one of the oldest schools in Bendigo and has been a part of Catholic Education in the Sandhurst Diocese for over 100 years. The school is linked to St Joseph's Parish, with Fr Brian Boyle as Parish Priest.

At present, there are approximately 168 families with children attending. To enhance the positive environment within the school community, we encourage all families to actively participate in the education of their children.

This Family Handbook aims to provide information that you will find helpful in understanding the organisation and programs of the school. We ask that you please become familiar with the handbook and refer to its content when necessary.

I look forward to sharing the dreams and aspirations you have for your children with you. I am always happy to discuss any queries you may have.

My hope for St Joseph's Primary School is that students and their families and friends will always feel welcome and experience a real sense of belonging here.

Warm regards,

A handwritten signature in dark blue ink, consisting of a large, stylized 'P' followed by a horizontal line.

Mr Peter Teggelove  
Principal

## VISION STATEMENT

St Joseph's Primary School strives to be a community where:

- children can develop their relationship with God and others and be treated with dignity and respect.
- parents, children and staff work co-operatively to provide a safe and supportive environment.
- children are engaged in a stimulating learning environment which nurtures individual achievement.
- children are becoming aware of their role as peacemakers and witnesses to the Gospel message in our society.

## OUR GRADUATE OUTCOMES

At St Joseph's Primary School, we seek to educate our students to be;

- **Faith Filled:** To follow Christ in their care and respect for life, self, others and the environment. Value the beliefs, rituals and traditions of the Catholic Faith.
- **Resilient:** To be themselves, to achieve great things and be flexible in their learning.
- **Compassionate:** To consider each person and to take action for those who are unable.
- **Courageous:** To be a risk-taker, to challenge themselves and to lead with a just heart.
- **Critical Thinkers:** To be proactive problem solvers, higher order thinkers and learn from inquiry.
- **Inclusive:** To always be welcoming and respectful of all.

## DEMOCRATIC PRINCIPLES

St Joseph's Primary School is committed to the principles of a liberal democracy.

- We believe in an accountable, democratically elected government.
- We respect and observe the rule of law and believe that no person is above the law.
- We believe in equal rights for all before the law, regardless of race, ethnicity, religion, sexuality, gender or other attributes.
- We believe not only in the freedom of religion, but also the need to practise tolerance and understanding of others' beliefs.
- We believe in the value of freedom of speech and freedom of association but also acknowledge that we have the responsibility not to abuse this freedom.
- We believe in the values of openness and tolerance and value and respect all members of the school community regardless of background.





# Public Holidays 2025

New Year's Day - Wednesday January 1  
 Australia Day - Sunday January 26  
 Australia Day Public Holiday - Monday January 27  
 Labour Day - Monday March 10  
 Good Friday - Friday April 18  
 Easter Saturday - Saturday April 19  
 Easter Sunday - Sunday April 20  
 Easter Monday - Monday April 21  
 Anzac Day Holiday - Friday April 25  
 King's Birthday - Monday June 9  
 AFL Grand Final Day - Friday (TBC)  
 Bendigo Cup Day - Wednesday October 29  
 Christmas Day - Thursday December 25  
 Boxing Day - Friday December 26



School Term Dates 2025			
Term	Term start	Term finish	Weeks
Term 1	Tuesday January 28 (teachers) Thursday January 30 (Year 1-6) Friday January 31 (Foundation)	Friday April 4	10
Term 2	Monday April 28 Staff PD (22-24 April) ANZAC Day (Friday April 25)	Friday July 4	11
Term 3	Monday July 21	Friday September 19	9
Term 4	Monday October 6	Tuesday December 16 Official finish – Thursday December 19	11

2025 Closure Days/ Professional Development		
<b>Term 1 2025</b>		
Week 1	Tuesday January 28	Staff Day
Week 1	Wednesday January 29	CES Professional Learning Program – Official Launch
Week 6	Friday March 7	Learning Conversations
<b>Term 2 2025</b>		
Week 1	Tuesday April 22	Joint Professional Learning Program
Week 1	Wednesday April 23	Joint Professional Learning Program
Week 1	Thursday April 24	Joint Professional Learning Program
Week 9	Tuesday June 17	Knowledge Society
<b>Term 3 2025</b>		
Week 2	Wednesday July 30	Learning Conversation
Week 4	Wednesday August 13	Spirituality Day
<b>Term 4 2025</b>		
Week 11	Wednesday December 17	Pupil Free Day

# STAFF –2025

Principal	-	Mr Peter Teggelove
Deputy Principal	-	Mrs Julie Cornwall
Catholic Identity Leader	-	Mrs Julie Cornwall
Pastoral Wellbeing Leader	-	Mrs Elise Nally
Learner Diversity Leader	-	Mrs Chelsea Howgate
Learning & Teaching Leader	-	Mrs Julie Cornwall
Occupational Health & Safety Leader	-	Mr Peter Teggelove
Teacher (Foundation)	-	Mrs Sarah Carter
Teachers (Foundation)	-	Mrs Brooke Watson
Teachers (1/2)	-	Mrs Lisa Daff
Teachers (1/2)	-	Mr Zac Hare
Teacher (1/2)	-	Mr Glenn McMillan
Teacher (3/4)	-	Mrs Liam Barrett
Teacher (3/4)	-	Mrs Jessica Michell
Teacher (3/4)	-	Mrs Rebecca Perry
Teacher (5/6)	-	Mr Tom Dunham
Teacher (5/6)	-	Mrs Elise Nally
Teacher (5/6)	-	Mr Nathan Walsh
Music/ Performing Arts	-	Mrs Claire Sexton
Creative Arts	-	Mrs Melanie Ryan
Physical Education	-	Mrs Aimie Brown
Indonesian (LOTE)	-	Mrs Ety Lerk
STEAM	-	Mrs Somara Lever
Library	-	Mrs Mel Worme
Family Support Worker	-	Mrs Mel Worme
Mental Health in Schools Coordinator	-	Mrs Melanie Ryan
Education Support	-	Ms Erin Bolitho, Ms Bernadette Hill, Miss Teal Hocking, Mr Jake Hywood, Miss Georgia Smith, Mrs Angela Wharton and Mrs Tanya Yeates
Administration	-	Mrs Karen Brown
Administration/Finance	-	Mrs Penny Caspani
Technology Support	-	Mr James Graco



## SCHOOL ORGANISATION

Students welcome to arrive at school	from 8.30am
Music Sounds - Students enter classrooms	8.50am
Class Time	9.00am - 11.00am
First Break	11.00am - 11.30am
Eating supervision	11.30am - 11.45am
Class Time	11.45pm - 1.45pm
Second Break	1.45pm - 2.15pm
Class Time	2.15pm - 3.15pm
Students dismissed	3.15pm
Teachers are on duty until	3.30pm



It is advisable for students to be at school before 8.50am but not before 8.30am. The school grounds are open to students from 8.30am each morning and until 3.30pm each afternoon. There is no supervision provided outside these times therefore, to ensure student safety, it is important that students are not in the school grounds outside the supervised times. YMCA provides a Before and After School Care program onsite.



## PROFESSIONAL LEARNING / STAFF IN-SERVICE DAYS

The school will have closure days for the professional development of staff throughout the year. These days are student free days. Families are notified via the school newsletter when these days are to occur. Days are also noted on Page 4 of this handbook.

## END OF TERM ARRANGEMENTS

At the end of Term 1, 2 and 3 students are dismissed from school at 2.30pm. The dismissal time and date for the last day of Term 4 is advertised in the school newsletter.

## EXTREMES OF WEATHER

- **Wet Day Program** – If it is raining during break time students stay indoors in the classrooms supervised by teachers.
- **Hot Day Program** – On very hot days, students may stay indoors during the first and/or and/or second break in the classrooms supervised by teachers.
- **Inclement Day** – If we experience high winds, smoke, dangerous conditions during break time students stay indoors in the classrooms supervised by teachers.



## COMMUNICATION BETWEEN SCHOOL & HOME

### NEWSLETTER



The current school newsletter is available on the school website [www.squarryhill.catholic.edu.au](http://www.squarryhill.catholic.edu.au). An email is sent to all families every second Thursday to notify families that the latest edition is available. To ensure that you are informed of what is happening in the school and aware of upcoming events please make sure that you read the newsletter regularly. Previous newsletters can be downloaded from the school website under the archived newsletters tab. If you wish to have an item in the newsletter, please email your contribution to [newsletter@squarryhill.catholic.edu.au](mailto:newsletter@squarryhill.catholic.edu.au) by no later than 4.00pm Wednesday. Please note: items will only be published if they have the approval of the Principal.

### WEBSITE

A wide range of information is available on the school website [www.squarryhill.catholic.edu.au](http://www.squarryhill.catholic.edu.au) Families are encouraged to visit the website regularly to keep up-to-date with activities happening in the school.

## EMAIL

Email is a fast, efficient and effective means of communication. The use of bulk emails is an efficient way to inform the school community of important upcoming school events, reminders, etc. It reduces the amount of paper we use and respects our commitment to care for our environment. Please ensure that the school has your current email address. You too, may find that email is an easy way to communicate with the school. Please ensure this is used in an appropriate way, time and manner.



The **Parent Access Module (PAM)** is the home of all of your school related information connecting teachers with parents. All communication from the school is via this platform. You can access PAM at <http://pam.sjquarryhill.catholic.edu.au>

When using PAM, you will have access to the following student information for your child(ren):

- student attendance information
- student assessment reports
- NAPLAN results
- school links



Parent actions include:

- parent notified absences
- student medical profile
- school activity/excursion permissions
- connect surveys (i.e. expression of interest for voluntary work)
- Learning Conversation bookings

## SIMON EVERYWHERE

PAM is also available via the **SIMON Everywhere app**. This application allows quick and easy access to your PAM account on your hand-held device. SIMON Everywhere is available for download free on Google Play and App Store. When downloaded, push notifications/immediate alerts will be received from SIMON Everywhere e.g. reminders about upcoming school events or meetings, cancellation of sports events etc.

## FACEBOOK

The St Joseph's Primary School Facebook page was launched in 2017. We have found that this is an excellent way for us to communicate with families and the wider school community. The page provides updates of events, reminders for special days and information about the great things our students do here at school. It also features photographs of students participating in school activities. Student photographs are only used once permission to do so has been granted. Online safety and privacy are priority and the school will only ever use images of students in an appropriate way. You are most welcome to log on and check out our page – *St Joseph's Primary School, Quarry Hill*.

## SCHOOL FORMS/LETTERS/FUNDRAISING MONEY

Whilst the majority of school correspondence is sent via email or PAM, there are times where flyers, notes etc. are sent home with the eldest child at school. As a result, occasionally there may be forms or raffle books that will need to be returned to school. To assist us in keeping track of all correspondence, we ask that you please follow these procedures:

Place forms, money etc. in a sealed envelope (*clearly mark this with your child's name, class and what \$ is for*)

- In the morning, teachers will ask for any notes, forms and envelopes from home.
- These items are placed in a classroom office tray that is sent to the office by 9.30am.
- Classroom office trays are checked each morning by the office staff.
- Receipts issued or correspondence from the office are placed in the tray and returned to the classroom in the afternoon.
- Teachers will distribute any correspondence to the students prior to dismissal.
- Please encourage your child to support this procedure.





## RESPECTFUL RELATIONSHIPS

In 2018, we adopted a program called Resilience, Rights and Respectful Relationships, developed by the Victorian Government to be delivered through a whole-school approach.



**What is it?** Respectful Relationships is about tackling family violence through education. Beginning in 2017, respectful relationships education is being taught as part of the Victorian Curriculum. The Victorian Government is supporting schools to model respectful relationships across the whole school community as part of its commitment to respectful relationships education.

The Government is providing Victorian schools with a range of extra supports and resources including new Respectful Relationships teaching and learning materials.

In the classroom, children will learn problem-solving skills, to develop empathy, support their own wellbeing and build healthy relationships with others. The initiative will also provide resources to best support children and staff that are affected by family violence.

When children build positive relationships with their teachers and peers, they feel safer and happier at school, are more resilient and have positive social attitudes. Positive relationships also increase a child's sense of social connectedness and belonging which can result in better health and academic outcomes.

Further information about Respectful Relationships is available on the Department of Education and Training website: [www.education.vic.gov.au/respectfulrelationships](http://www.education.vic.gov.au/respectfulrelationships)

These age-appropriate and evidence-based materials are designed to enable teachers to develop student's social and emotional capabilities to promote positive, healthy and respectful relationships. They provide teachers with handouts and activities for students that guide classroom discussion.

## BEHAVIOURAL MANAGEMENT

St Joseph's has adopted PBIS (Positive Behaviour Intervention & Support). PBIS is a school wide, proactive approach which emphasises the instruction of social skills, data-based decision making and the prevention of problematic behaviours.



## CHILD SAFETY

A priority at St Joseph's Primary School is the safety and wellbeing of our students. We aim to provide a secure environment for students to enjoy, where they feel protected and safe.

St Joseph's Primary School is compliant with the Child Safety requirements. Our Child Safety policies and procedures are monitored, reviewed and evaluated regularly, ensuring that we maintain awareness and understanding of the preventative measures in place to ensure student safety.

Staff are committed to understanding and accepting the associated policies and Code of Conduct which gives clarity and clear direction for Child Safety. Documents relating to Child Safety at our school are available on our website [www.sjquarryhill.catholic.edu.au](http://www.sjquarryhill.catholic.edu.au)

## CYBER SAFETY

St Joseph's School has partnered with the Inform and Empower program, a digital safety and wellbeing program. This is a "real world" educational approach to all cyber safety matters and presents the information in a format that is relevant and current, with practical examples of how to educate children.

The Inform and Empower program is informative and empowering for ALL stakeholders- students, staff and parents/carers. This program provides very important information about how to stay safe online and how to best protect our most important asset- our children! There are many aspects to this program, live incursions for students, cyber safety videos and curriculum, and parent information sessions.



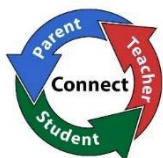
## WORKING WITH CHILDREN CHECK

All adults involved in activities at school must hold a current Working with Children Check (WWCC) and provide a copy to the school. This applies to those who help in classrooms, in the tuckshop, assist with student excursions and are involved with any sporting group or event etc.

As part of the Child Safety requirements in school, it is also expected that all volunteers complete the '[Volunteers Induction Process](#)' available on the School Website under 'Parent Information / Volunteers' and sign the St Joseph's Primary School Code of Conduct.



## COMMUNICATION BETWEEN FAMILIES & TEACHERS



Communication between families and teachers is encouraged at St Joseph's Primary School. Informal conversations before and after school are most welcome. Whilst opportunities are provided for formal meetings with teachers during the year, this should not be the only time teachers and families communicate. Education is a partnership between the school and home; therefore, it is important that effective communication occurs.

## RAISING SCHOOL ISSUES/CONCERNS

The following protocol outlines the process and procedure for anyone who may have issues or concerns regarding a student:-

- The first point of contact in relation to classroom or school yard issues is the classroom teacher. Please make an appointment with the teacher for discussions of a formal nature e.g. child's learning progress, concerns and issues. Please contact your child's classroom teacher to organise a time.
- If an issue is not resolved, or there is a need to discuss a school issue or concern, an appointment may be made with the Principal or Deputy Principal. Please contact the office to arrange a time.
- If the issue is not resolved, it may be appropriate to arrange a meeting with our School Improvement Leader from the Catholic Schools Office.

It is not appropriate to approach a student or their family members with a school related complaint. This is often a sensitive area and in order to protect all the parties, it is advisable to work through the issue with the relevant teacher or member of the school leadership team.

## STUDENT REPORTS

Reports on academic performance and personal growth will be available through PAM twice a year - at the end of the second term and again at the end of the school year.



## LEARNING CONVERSATIONS

Formal meetings are held twice a year. It is strongly recommended that you participate in these meetings. Meeting times are made through PAM. If dates and times are not suitable, please contact the classroom teacher to organise another time. If you are concerned about student attitude or academic progress, please contact the classroom teacher at any stage during the year. Similarly, teachers will make contact if they have concerns about any aspect of a student's development.

## SCHOOL ADVISORY COUNCIL

The Advisory Council serves as a consultative and advisory group for the Principal, a means through which the council receives information and feedback from the broader school community and an active forum for parent and local community participation, providing support and advice primarily in strategic planning and school improvement.

## PARENTS & FRIENDS ASSOCIATION

We have an active PFA that works hard to raise funds for our school and develop a strong sense of community. The PFA meet regularly throughout the year to organise fundraising events and bring families together. We look forward to welcoming you to our meetings and encourage your participation in our activities.



## SCHOOL CURRICULUM

Magnify Sandhurst will begin in 2025 across all CESL schools. This initiative is based on the latest research in educational practices and designed to create a learning environment where each child can thrive academically and grow personally within our Catholic values.

### What is Magnify Sandhurst?

Magnify Sandhurst combines evidence-based practices in teaching and learning to support each student's unique needs, strengths, and goals. This program will focus on strengthening core areas like literacy and numeracy, building supportive classroom environments, and integrating Catholic values in daily learning.

**Key Features of Magnify Sandhurst** aims to enhance learning outcomes through several key components:

- **Structured and Evidence-based Learning:** Using the latest neuroscience and a structured, knowledge-rich curriculum, we ensure students build deep understanding. A low-variance curriculum provides students with a consistent learning experience and reduces the amount of preparation and planning required by teachers, allowing teachers to focus on individual student needs.
- **Amplifying Literacy and Numeracy:** Providing targeted support and resources to improve reading, writing, and math skills at all levels. Special focus will be on Structured Literacy in F-2 and sequential programs from Years 3-6.
- **Instructional Coaching for Teachers:** Each teacher receives a dedicated coach and program to learn and practice the best techniques to meet students' learning needs.
- **Calm Classrooms and Positive Learning Environments:** Promoting calm, supportive, and positive learning environments through common practices, expectations, and social norms, our work includes a new program for student social and behavioural learning.

## SACRAMENTAL PROGRAM

A Sacrament is a sign through which God communicates love, life and his forgiveness. Through the Sacraments your child is being initiated into the faith of the Church, our faith. When you present your child for the Sacraments, you promise Christ and his community that you will live up to your obligations as a responsible Christian family.

Students in Year 3 and 4 participate in the Sacramental Program. Students in Year 3 prepare for and receive the Sacrament of First Reconciliation. Students in Year 4 prepare for and receive the Sacraments of Eucharist and Confirmation. Meetings are held throughout the year with families, staff and the Parish Priest .



## EXCURSIONS & CAMPS

Camps and excursions are an important part of the school curriculum, giving students the opportunity to experience learning outside the normal school environment. It is expected that students participate in excursions and camps planned for their year level. Detailed information and a permission request will be sent via a PAM eForm for all camps, and excursions.



### 2025 CAMPS PROGRAM

Year 3	Day Camp @ Campaspe Downs Camp (Kyneton)	Thursday Nov 6
Year 4	1 night / 2 days @ Campaspe Downs Camp (Kyneton)	Thursday Nov 6 – Friday Nov 7
Year 5/6	2 nights / 3 days @ Camp Wyuna (Queenscliff)	Monday May 19 - Wednesday May 21

## LOST PROPERTY

Student belongings are to be clearly labelled and checked regularly to ensure that the name is readable. This includes all uniform items, lunch boxes, drink bottles, etc. Items of lost property are placed in a 'Lost Property Box'. This box is checked from time to time and all named items returned to the classroom. At the conclusion of each school term, unnamed items left unclaimed may be given to St Vincent de Paul Society or placed for sale with the second-hand uniform. In 2025, we are partnering with Oz Labels – [www.ozlabels.com.au](http://www.ozlabels.com.au) – discount code is noted frequently in the newsletter – this is a great way for student belongings to be clearly named and easily returned.



## SUNSMART POLICY

The school is registered as a SunSmart School. As part of general skin protection strategies:

- Sun protective clothing is included in our Student Dress Code for both school and sports uniforms.
- Children are required to wear rash vests or t-shirts for outdoor swimming.
- Children will be required to wear school hats during Terms 1 and 4 ('Hats On Day' is September 1 and 'Hats Off Day' is May 1) whenever they are outside.
- Children without hats will be restricted to play in designated shaded areas – 'NO HAT, NO PLAY' policy to be enforced.
- Children will be actively encouraged to wear a broad-spectrum water-resistant sunscreen (SPF30+). Sunscreen will be provided in each classroom and on excursions. Sunscreen will be applied by students according to the manufacturer's directions, under the supervision of teachers.
- SunSmart activities and sun protection will form part of the Health and Physical Education curriculum at all year levels.
- Adults are encouraged to model SunSmart behaviour when participating in outdoor school functions.

## COVID EMERGENCY MANAGEMENT

St Joseph's is a COVID Safe School. We will follow all Department of Health & Human Services (DHHS) and Catholic Education Commission Victoria (CECV) Guidelines to ensure safety for all in our school community.

## SICKNESS / INFECTIOUS DISEASES

To assist us to prevent the spread of illness, please do not send your child to school if they are unwell. If your child becomes unwell or is injured at school you will be contacted, therefore it is important that the school has current contact details for all nominated emergency contacts. It is advisable that relevant medical information is made known to your child's teacher and recorded on your child's health profile. A detailed chart of common childhood infectious diseases is included in this Family Handbook. Please refer to the chart for information on exclusion periods for infectious diseases.



## MEDICATION POLICY

The school is to be informed in all cases of students who require medication during the school day, including those students who bring medication for self-administration (e.g. Ventolin puffers).

**SHORT TERM MEDICATION:** Medication can only be given to a student if it has been prescribed by a doctor. A permission form to administer medication must be completed and signed and left at the office with the medication. All medications must be in the original container, with the chemist label clearly stating the child's name, dosage, prescribing doctor's name and instructions. All medication is kept in a locked cupboard. Please remember that if your doctor prescribes medication for your child, it is advisable to tell them that your child attends school.

**ASTHMA:** Students who suffer from asthma are required to have their doctor complete an Asthma Care Plan. It is extremely important that children with asthma have their medication with them at all times, especially if their asthma is exercise induced.

## FOOD ALLERGIES: ANAPHYLAXIS

At St Joseph's Primary School there are a number of children who suffer severe allergic (anaphylactic) reactions to various allergens. The specific allergens identified include nuts, eggs, dairy and sesame seeds. We ask that you are particularly mindful of this when preparing your child's lunch and snacks for school.

## SCHOOL ATTENDANCE

It is the responsibility of parents/guardians to ensure their child attends school each day. It is expected that children arrive at school no later than 8.55am. Arriving late to class may interrupt the class and it may also have a detrimental effect on your child's learning. Student attendances are marked twice daily on the class roll. This is a legal requirement as the school has an obligation to record all student attendances and absences.

## ABSENCES [absences@sjquarryhill.catholic.edu.au](mailto:absences@sjquarryhill.catholic.edu.au)

If your child is not going to be attending school, please contact the office by email, by phone or enter via PAM prior to 9.00am on the day. Where possible, please provide the school with written or email notification to the school in advance of any known upcoming absences. The Principal must receive written or email notification if a student is to be absent from school for any extended period, such as a family holiday.

It is important to inform the school of the reason for all student absences as the school has an obligation to:

- Determine if the student's absence is in line with school policy and government guidelines.
- Determine, the appropriate follow up to ensure the student's education and wellbeing is supported.
- Record the reason for the student not attending school.

Excursions and sports carnivals are part of the school's planned learning activities and therefore opting not to participate is not considered a valid reason for a student's absence.

## LATE ARRIVAL/EARLY DEPARTURE DURING SCHOOL HOURS

We have a self-help kiosk (tablet) in the office for students who are late to school (after 9.00am) or leave the school prior to the end of the school day (before 3.15pm). This is done simply by using the touch screen to locate the child's name and enter the reason etc. It automatically creates an electronic late pass or exit pass. Signing in or out of students must be done by the accompanying adult.

Late Arrival - Students arriving after 9.00am must be signed in at the office before being accompanied to their classroom by an adult.

Early Departure - Students must be signed out at the office before being collected. It is important that sufficient time is allowed as students may not always be in their classroom.

Please note: if a person other than a listed emergency contact is to collect your child, you must notify the school in writing or phone call. If the person is unknown to the school, photo identification must be presented.

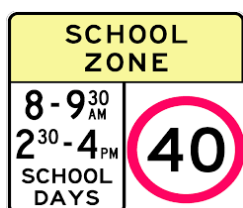
## HELPERS & VISITORS

All helpers and visitors to the school must report to the school office and sign in using the Visitor Register (Passtab) upon arrival and again on departure. Visitors will need to enter their Working with Children Check (WWCC) details as part of the sign in process. Please make sure that you have this information ready on arrival at the office.



## ASSEMBLIES

School assemblies are held in the Hall at 2.50pm on every second Friday. Families are most welcome to attend. Please see the newsletter for timing of Assemblies.



## SCHOOL CROSSINGS

The school has two supervised crossings (Gladstone and Russell Streets) where children and families can cross the road safely to and from school. For your safety and to set a good example to the children please always use the school crossing when crossing the roads near the school.

## CAR PARKING

We ask that you please observe the parking restrictions around the school at all times and always park in designated parking bays. As we are surrounded by private homes, we ask that you please be mindful of our neighbours, do not park across their driveways or block their access. The school is a very busy place, especially at drop of and pick up times.

## PICK UP/DROP OFF ZONE - BREEN STREET/ GLADSTONE STREET

1. This is a clearly marked **no parking zone**. (Breen Street starts at the Gladstone Street end of Breen Street and finishes at the gate in Breen Street – undercover area and Gladstone Street starts near Russell Street up to the school crossing). These zones must be kept clear between 8.15 - 9.00am and again between 3.00pm – 3.45pm on school days.
2. Teachers are on duty at the gate at the end of the day until 3.30pm.
3. At the end of the school day, children using the pick-up zone should be encouraged to make their way to the area next to the gate. Children must remain inside the school fence until their vehicle is at the top of the queue. Children are to sit at the undercover seats while they wait to be picked up. The teacher on gate duty will then instruct the child to approach the vehicle.
4. The driver of the vehicle **must** remain inside the vehicle, children board the vehicle and driver pulls out, allowing for the following vehicle to move forward to the top of the line (at gate) and so on it goes.



If your child is not at the gate when you reach the top of the line, you will have to leave the line and drive around the block to re-join the line.

## BEFORE & AFTER SCHOOL CARE – YMCA

YMCA is partnering with St Joseph's School to provide families with a fun and exciting Before and After School Care Program. This program combines active games with structured and unstructured play, quiet time and a healthy afternoon snack. The YMCA Before and After School Care program at St Joseph's Primary School operates from 7.00am to 9.00am and 3.30pm to 6.00pm daily. Care is also offered on Pupil Free days if the booking quota is reached.



Contact us:

E: [stjosephsquarryhilloshc@ymca.org.au](mailto:stjosephsquarryhilloshc@ymca.org.au)

M: 0477 663 320

## PASTORAL CARE & WELLBEING



As stated in our Mission Statement, we are committed to providing pastoral care and support for students and their families. Our Wellbeing Program at St Joseph's is based on Christian values. The school has a Family Support Worker who provides connections between the home and school and assists staff, students and families in wellbeing needs.

## SCHOOL FEES & LEVIES

St Joseph's Primary School, as a Catholic School, receives funding from both the Commonwealth and State Governments. However, this funding does not cover the total expenses of the school. Catholic schools are required to cover the shortfall between total expenses and income received through the collection of fees and levies.

Income from the payment of family and capital/maintenance fees, together with government grants contributes to the operational costs of the school, such as salaries, building, ground and equipment maintenance, insurances, capital expenditure, computer equipment, rates, utilities and administration costs etc.

The collection of student levies supports the purchasing of stationery, materials and resources for student use in the classroom and specialist classes. It also assists the school to provide computers, tablets, information technology and associated support for student use across the school.

Costs associated with school camps, excursions, sport programs, visiting groups and performers etc. are also financed by income received from student levies. The levies charged for camps and excursions are carefully considered and budgeted accordingly. It is expected that students participate in the excursions and camps planned for their year level.

School fees and levies are reviewed and advised annually by Catholic Education Sandhurst. Families are informed of fees and levies for the next year via the school newsletter and available on the school website.

Family fees and student levies for the 2025 school year are set out below.

<b>2025 FAMILY &amp; CAPITAL / MAINTENANCE FEE</b>			
	<b>1 student family</b>	<b>2 student family</b>	<b>3+student family</b>
Family Fee	\$1,725.00	\$2,250.00	\$2,675.00
Capital/Maintenance Fee	\$280.00	\$280.00	\$280.00
<b>TOTAL</b>	<b><u>\$2,005.00</u></b>	<b><u>\$2,530.00</u></b>	<b><u>\$2,955.00</u></b>

### STUDENT LEVIES

Student levies are charged per student in addition to the Family and Capital / Maintenance Fee. The levies are structured according to year level.

<b>2025 STUDENT LEVIES</b>							
	<b>F/dation</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
Curriculum & ICT Levy	\$280.00	\$280.00	\$280.00	\$375.00	\$375.00	\$375.00	\$425.00
Camp, Sport, Excursion/ Other	\$280.00	\$280.00	\$280.00	\$300.00	\$420.00	\$525.00	\$560.00
<b>TOTAL</b>	<b><u>\$560.00</u></b>	<b><u>\$560.00</u></b>	<b><u>\$560.00</u></b>	<b><u>\$675.00</u></b>	<b><u>\$795.00</u></b>	<b><u>\$900.00</u></b>	<b><u>\$985.00</u></b>

## **PAYMENT OF FEES & LEVIES**

At the beginning of February, an account for the total fees and levies payable for the current year is issued to families via email. A statement of account is then issued at the end of each month throughout the year. Families may choose to pay by the following options:

Payment in Full: – Fees paid in full at the beginning of the school year.

Payment per Term: – Fees paid at the beginning of each term with the final payment due at the start of Term 4.

EFTPOS: – Payments can be made at the office using your debit or credit card.

Cash/Cheque: Cash or cheque payments are welcome at the office. Please make cheques payable to St Joseph's Primary School.

Direct Debit: – Payments made weekly, fortnightly (Friday only) or monthly (15<sup>th</sup> day of the month) from your nominated bank account. Please collect from the office or download a direct debit request form.

Direct Credit: – Payments may be made directly to the school bank account via online banking. St Joseph's School. National Australia Bank, BSB: 083-543. Account No: 457828721.

Centrepay – is a bill-paying service, free for Centrelink customers, through which deductions can be made from a customer's payment directly to the school. Go to [www.humanservices.gov.au/Centrepay](http://www.humanservices.gov.au/Centrepay) for more information. St Joseph's Primary School - CRN 555-069-834-K

If you have any questions regarding school fees, levies or payment options please contact the office to arrange a meeting with Mr Peter Teggelove.

## **STUDENT CARE INSURANCE**

Students enrolled at St Joseph' Primary School are covered by a student accident insurance policy (Student Care Insurance) through Catholic Churches Insurance (CCI). This policy covers students whilst attending school and any school related activity organised or authorised by the school.

Student Care Insurance provides benefits for a range of (non-Medicare) medical services, such as dental and physiotherapy costs which have been incurred as the result of an accident. Please note, Student Care Insurance does not provide any cover for expenses where a Medicare benefit is payable (including the Medicare Gap). Other claims may be specifically limited or excluded under Student Care.

For more information about Student Care Insurance, please visit [www.ccinsurance.org.au/studentcare](http://www.ccinsurance.org.au/studentcare)

## **TUCKSHOP**

The school Tuckshop is open each Friday. Lunch orders are placed via CDFpay – <https://sjquarryhill.cdfpay.org.au> Orders close on Wednesday afternoon at 2.30pm. Please note: no late orders can be accepted. Lunch is supplied by a local business, Flora Hill Bakehouse. The Tuckshop is operated by volunteer helpers on a roster system, who assist once or twice each term. Helpers are needed and most welcome so please consider volunteering to assist. At times throughout the year, special themed days such as pizza, hotdog, subway, pie days are held. A price list for the Tuckshop is available on the school website.

## **SCHOOL UNIFORM**

Please ensure that you are aware of our school uniform expectations for the children. These requirements promote equality amongst all students and develop a sense of pride in and identification with our school. Our uniform provides durable clothing that is cost effective and practical for our school environment and assists in maintaining and enhancing the positive image of our school in the community.

The school uniform is purchased through Centavic Clothing, 2/1 Whip Court Long Gully. A price list is available on the school website. Centavic Clothing can be contacted on 5441 7555 or by email [sales@centavicclothing.com.au](mailto:sales@centavicclothing.com.au). All students are required to wear the correct school uniform as outlined below.



## SUMMER

Checked dress or navy shorts and navy and green polo with school logo, school jumper with logo. Navy spray jacket with logo (optional). Plain white school socks are worn with the school dress and navy school socks with the shorts. Black school shoes.

## WINTER

Tartan pleated pinafore or skirt or navy school pants, navy and green polo with school logo and school jumper with logo. Navy spray jacket with school logo (optional). Navy school socks or tights with black school shoes.

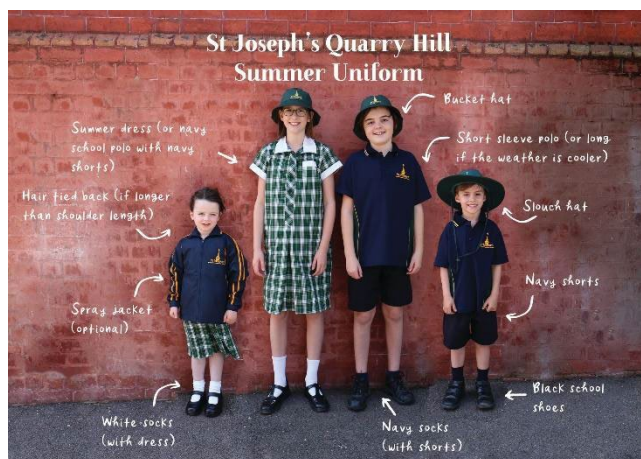
## PHYSICAL EDUCATION UNIFORM (SPORT)

**SUMMER** - Navy sports shorts with logo, short of long sleeve navy and green polo with school logo, school jumper with logo. Navy spray jacket with logo (optional). Plain white socks with sports shoes (any colour).

**WINTER** - Navy sports pants (fleece or microfibre) with logo, short of long sleeve navy and green polo with school logo, school jumper with logo. Navy spray jacket with logo (optional). Plain white socks with sports shoes (any colour).

### PLEASE NOTE:

- Socks must be plain in colour and without branding.
- Hair longer than shoulder length must be tied up. Please ensure that the colour of the hair ties used match the school uniform i.e. navy blue, bottle green or gold yellow.
- Children will be informed of their classroom sports days by their teacher.
- Sports shoes are only to be worn on sports days.
- There are a number of second-hand uniform items available for purchase. Second-hand uniforms are located in the school hall. Call by the office for directions.



## STANDARD COLLECTION NOTICE

1. St Joseph's Primary School collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at St Joseph's Primary School. This may be in writing or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable St Joseph's Primary School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the school.
2. Some of the information the St Joseph's Primary School collects is to satisfy St Joseph's Primary School's legal obligations, particularly to enable St Joseph's Primary School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. Health information about students (which includes information about any disability as defined by the Disability Discrimination Act 1992) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. St Joseph's Primary School may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by St Joseph's Primary School is not provided, this may affect St Joseph's Primary School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit St Joseph's Primary School.
6. St Joseph's Primary School may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
  - School service providers such as the CECV, Catholic Education Offices, school governing bodies and other dioceses;
  - third party service providers that provide online educational and assessment support services or applications such as SIMON/PAM which may include email and instant messaging;
  - School systems, including the Integrated Catholic Online Network (ICON) and Google's 'G Suite' including Gmail. Limited personal information may be collected and processed or stored by these providers in connection with these services;
  - CECV and Catholic Education Offices to discharge its responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students;
  - CECV to support the training of selected staff in the use of schools' systems, such as ICON;
  - another school to facilitate the transfer of a student;
  - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes;
  - health service providers, and people providing educational support and health services to St Joseph's Primary School, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
  - people providing administrative and financial services to St Joseph's Primary School;
  - anyone you authorise St Joseph's Primary School to disclose information to; and
  - anyone to whom St Joseph's Primary School is required or authorised to disclose the information to by law, including under child protection laws.
7. St Joseph's Primary School is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. St Joseph's Primary School provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. St Joseph's Primary School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.
10. St Joseph's Primary School makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.
11. St Joseph's Primary School uses Microsoft's Suite, some personal information (usually limited to name and email address) about students, parents or guardians may be transferred, stored and processed by Microsoft in the United States, or in any other country through which Microsoft provides these services or where it processes and stores information. This personal information will be stored and processed by Microsoft in accordance with Microsoft's terms and conditions stated in the Suite for Education Agreement which the school entered into with Microsoft.
12. St Joseph's Primary School's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations. The countries in which the servers of cloud service providers and other third-party service providers are located may include: The United States.
13. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
14. St Joseph's Primary School personnel and the school's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
15. St Joseph's Primary School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
16. St Joseph's Primary School's Privacy Policy is accessible via the school website, newsletter, handbook, or from the school office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the school has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or may result in a breach of the school's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
17. St Joseph's Primary School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint if they believe the school has interfered with their privacy [and how the complaint will be handled].
18. St Joseph's Primary School may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
19. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet [and on our website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. St Joseph's Primary School will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the school to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided. We may include the contact details for students and their parents/guardians in a class list for use by school staff only.
20. If you provide St Joseph's Primary School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the school and why, that they can request access to and correction of that information if they wish and to also refer them to the St Joseph's Primary School's Privacy Policy for further details about such requests and how the school otherwise handles personal information it collects and complaints it receives.



# Minimum period of exclusion from primary schools and children's services<sup>1</sup> for infectious diseases cases and contacts

Public Health and Wellbeing Regulations 2019

## Schedule 7

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts
1	Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48-hours after initiation of effective therapy	Not excluded
9	Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
13	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
28	Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
29	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
30	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

### Regulation 111

A person in charge of a primary school, education and care service premises or children's services centre must not allow a child to attend the primary school, education and care service premises or children's services centre for the period or in the circumstances:

- \* specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 2 of that Table; or
- \* specified in column 4 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 2 of that Table.

\*Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), Campylobacter spp., Salmonella spp., Shigella spp. and intestinal worms, but is not limited to infection with these pathogens.

### Further information

Please contact the Communicable Disease Prevention and Control Section on 1300 651 160 or visit [www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion](http://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion)

<sup>1</sup> Children's services cover the terms 'education and care service premises' or 'children's services centre' used in the regulations. It includes centres such as childcare centres and kindergartens.