



*St Joseph's Catholic  
Primary School  
Manildra*



**Parent Handbook**

# *PLEASE READ THIS HANDBOOK ALONG WITH THE SCHOOL PROSPETUS*

*Please read the 'WELCOME' section in the School Prospectus*

## *Vision Statement*

*Our Vision, inspired by Blessed Mary Mackillop, is that all children who leave our school have a positive sense of community; they have an appreciation of and respect for themselves as valuable people; that they have respect for other people and the world in which they live; that they have been given the opportunity to attain their academic potential and are aware that learning is a life-long experience.*

## *Mission Statement*

*Following the example of Blessed Mary Mackillop the Mission of our school community is to create a learning environment where children feel the love of Jesus, whilst developing at their own pace and cognitive level.*

## *Motto*

*Omnia pro te cor Jesu  
"All for the Heart of Jesus"*

*The St Joseph's School Motto comes from the tradition of the Sisters of St Joseph. It reminds us that the Spirit of love challenges us to cherish and model the life and teachings of Jesus.*

## *History...*

St Joseph's Catholic Primary School, Manildra is a co-educational school catering for students from Kindergarten to Year Six. In 1928, the Catholic community of Manildra, with the help of Parish Priest Dean Lawler, brought the residence of Dr E Neumann in Loftus Street. A Catholic school was opened of the order of St Joseph's Perthville, with Sisters Rosarie, Raphael and Stanislaus in residence. The Catholic school was brought up to intermediate standard in 1953, by the inclusion of another Sister on the staff. The present school building was erected and opened in 1955, with Dean Eviston being the Parish Priest at the time.

The present Primary, Infants and Library rooms were initially the Infants, Primary and Secondary rooms. The present staff room was used as a music room. A Principal's Office and Resource Room was voluntarily built by parishioners and parents, and opened by the then parish Priest Monsignor McGuinn in 1986. 1963 saw the closing of the Secondary section of St Joseph's with the introduction of the Wyndham. The convent residence was closed and sold in 1969. From 1970 Nuns travelled from Molong to service the school for seven years. The first lay principal, Mr Geoffrey Picker was appointed in 1977 – and this staffing policy has remained unchanged.

## *Our Staff...*

*Please read the School Prospectus under the heading  
'FAITH'*

Principal:	Mrs Jacky Parmeter
Parish Priest:	Fr Greg Bellamy
Teachers:	Stage 1 – Mrs Margaret Gosper
	Stage 2/3 – Mrs Kristy Crosby
	Mrs Jacky Parmeter
Learning Support:	Mrs Tina Hough
Teachers Aide:	Jaime Hoolahan
Clerical:	Mrs Therese Press
Grounds and Cleaning:	Mrs Tracey Middleton

## *Our School Day...*

*Please read the School Prospectus under the headings  
'LEARNING, CARE & OPPORTUNITY'*

8.35am – 8.55am	<ul style="list-style-type: none"><li>• <b>Morning Play</b> – supervised on the playground</li></ul>
8.55am – 9.10am	<ul style="list-style-type: none"><li>• <b>Morning Assembly</b> in Library – prayer, roll, messages</li></ul>
9.10am – 11.00am	<ul style="list-style-type: none"><li>• <b>Literacy Block</b>– including personalised programs such as multi-lit, Jolly Phonics (for Kinders) and guided reading and writing groups</li><li>• <b>Including Crunch 'n' Sip</b></li></ul>
11.00am – 11.25am	<b>RECESS</b>
11.30am – 12.30pm	<ul style="list-style-type: none"><li>• <b>Maths Hour</b> – whole school maths where we assess, group and teach students on a weekly basis according to their needs within each content area of maths</li></ul>
12.30pm – 1.00pm	<ul style="list-style-type: none"><li>• Normal classroom time</li></ul>
1.00pm – 1.50pm	<b>LUNCH</b>
1.50pm - 3.20pm	<ul style="list-style-type: none"><li>• Normal classroom time</li></ul>
3.20pm	<ul style="list-style-type: none"><li>• <b>Afternoon bell</b></li></ul>

## *Absences ...*

When a child is absent from school through sickness or for any other reason, a written explanation from parents is required on return to school. For periods of extended absences an exemption should be applied for with the School Principal.

## *Contacting Us ...*

We believe that parents should be able to contact the school at anytime during the school day. The school telephone number is 63 645 177. Our office hours are 8.00am – 4.00pm.

Our email address is [stjosephsmanildra@bth.catholic.edu.au](mailto:stjosephsmanildra@bth.catholic.edu.au).

It is important that you make appointments to talk with your child's class teacher. Please phone the office to make an appointment. We welcome contact with parents. If you have any concerns about your child's progress, please feel free to discuss them with your child's class teacher.

## *Lunch Orders...*

Parents are able to order lunches for their children through the local store, 'Coffee on Kiewa' in person or over the phone. Family accounts are also available. Lunches are then delivered to the school at the beginning of lunch time.

## *Homework...*

Teachers may require children to carry out certain tasks at home. We strive to set homework, which is appropriate to the age and ability of the students. Besides supporting and reinforcing knowledge and skills, homework can also help to develop sound home study habits. Parents/caregivers can assist by providing a suitable area and by showing interest in the child's work.

## *Assemblies and St Joseph Awards...*

Assemblies are held twice a term in the 'Jocelyn Farr Library and Learning Centre'. The dates are published regularly in the school newsletter. Children are given the opportunity to show work samples and be acknowledged for their achievements through the awarding of St Joseph Awards.

## *Sports Teams / House Teams*

Each student is allocated a House Team when they begin at St Joseph's Catholic Primary School. Students remain in that House Team during their primary years and siblings are allocated the same team.

*The Houses are:* Blaxland (Green), Lawson (Blue) and Wentworth (Red)

## *Funding Our School...*

School fees within Catholic Schools cover the gap between government funding and the costs of providing a quality education for their students. School fees accounts include 'School Services Fees', 'School Based Fees', and a 'Diocesan Capital Works Levy'.

The rate of fee is set by the Catholic Education Office with the approval of the Bishop. Families receive a reduction in fees where two or more children attend Catholic schools. It is expected that all families meet their fee obligations. In cases of genuine hardship some level of assistance will be given. It is necessary for you to approach the School Principal should you require such assistance. Direct debit or BPAY options are available weekly, fortnightly or monthly.

In 2018 the Annual Total Cost per student for Kindergarten to Year 4 was \$1161. The fee is slightly more for Years 5 and 6 due to excursion costs. In addition each family in 2018 paid \$558 for the Diocesan Capital Works Levy which funds school building improvements. A full fee schedule is available on request.

## *Assessment and Reporting...*

Each child's progress is continually monitored and assessed by the teacher. Oral and written work, observation of process, product and attitudes are used to formulate opinions about your child's progress.

Teachers seek to provide parents/caregivers with up to date, meaningful and relevant information about their child's progress regularly throughout the year. Parents/caregivers are encouraged to discuss their child's progress during the year and are invited to make an appointment with the teacher at a mutually convenient time.

Formal reporting to parents/caregivers occurs regularly throughout the year. Parent Teacher interviews occur at the end of Term 1, formal reports are provided at the end of Term 2 and Term 4.

## *Newsletters...*

Every Friday a school newsletter is sent home with the eldest child in the family. Parents are encouraged to read the newsletter as it contains information of coming events and important dates. If you would like the newsletter to be emailed please advise the school office. Newsletters are also available on our school website and via the Schoolstream app.

# *School Uniform...*

All children are expected to be attired in the correct school uniform each day of the school year and to present themselves in line with school dress policy, which stipulates:

- Acceptable hairstyles. All hair (boys & girls) must be tied back at all times.
- One small ring only may be worn. A religious medal on a fine chain may be worn. No bracelets, bangles, necklaces or anklets are permitted

## Girls

### Summer

Pink checked dress  
White socks and black shoes  
Maroon/pink/white hair accessories  
Navy school hat

### Winter

Maroon trousers/box pleat tunic  
Beige shirt, School tie  
Maroon jumper  
Beige tights/white socks/black shoes  
Navy or maroon beanie and scarf

### Sport (Wednesdays and Fridays)

Navy blue tracksuit with gold trim  
Navy blue shorts  
Navy polo sports shirt with gold trim  
Navy rugby jumper  
White Socks / blue & white joggers

## Boys

### Summer

Grey shorts  
Short sleeved blue shirt  
Grey socks and black shoes  
Navy school hat

### Winter

Grey trousers  
Long sleeve blue shirt, School tie  
Maroon jumper  
Grey socks/black shoes  
Navy or maroon beanie and scarf

### Sport (Wednesdays and Fridays)

Navy blue tracksuit with gold trim  
Navy blue shorts  
Navy polo sports shirt with gold trim  
Navy rugby jumper  
White Socks / blue & white joggers

All uniform items available through the school clothing pool or uniform stockists

## *Parent Involvement...*

Parents are encouraged to be actively involved in the school through various avenues. There are a number of opportunities that arise during the school year for parent participation in reading, sport and other activities and any talents that you have to share in these areas will be most welcomed.

## *P & F Association...*

St Joseph's is very fortunate to have an active Parents & Friends Association. The P & F raise funds for countless projects throughout the school year. All parents are encouraged to become involved in the P & F, assisting in raising money to provide many useful resources which aid in the development of the school's learning environment and update resources for our students. Dates and times of the P & F meetings are advised in the school newsletter.

*Please read the School Prospectus under the headings  
'ENVIRONMENT and COMMUNITY'*

## *General Information...*

School and Postal Address:	65-69 Loftus Street MANILDRA NSW 2800
Telephone number:	(02) 63 645 177
Fax number:	(02) 63 645 383
Email Address:	<a href="mailto:stjosephsmanildra@bth.catholic.edu.au">stjosephsmanildra@bth.catholic.edu.au</a>
Website:	<a href="http://www.stjosephsmanildra.catholic.edu.au">www.stjosephsmanildra.catholic.edu.au</a>
Facebook:	'st josephs manildra'