



St Joseph's School Portland



Policies & Practices

REPORTING TO PARENTS

Children's progress is formally reported to parents twice per year. Parent/Teacher interviews are held at the end of Term 2. Written reports are sent at the end of Terms 2 and 4.

RELIGIOUS PRACTICES

Prayer occurs in all classrooms at the beginning and end of each school day, before and after lunch and on other appropriate occasions.

On Wednesdays children participate in the Eucharistic Celebration at the Parish Church.

The Catholic children will, in close consultation with the Parish Priest and parents, be prepared for the Sacrament of Reconciliation in Year 2, the Sacrament of Holy Eucharist in Year 3 and the Sacrament of Confirmation in Year 6.

SCHOOL UNIFORM POLICY

Uniforms are compulsory in Catholic Systemic Schools. The Diocesan school uniform has been designed by a committee comprising of Priests, Principals & Parents and has been approved by the Director of Schools and the Bishop.

The uniform policy for St Joseph's School - Portland is in line with the Diocesan policy.

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The uniform is set out below:

| | BOYS | GIRLS |
|--------|--|--|
| SUMMER | Grey Shorts Open Neck Blue Shirt Short Grey Socks (not ankle socks) Black Leather Shoes Maroon or Navy School Hat | Pink & White Check Dress Short White Socks (not ankle socks) Black Leather Shoes Maroon or Navy School Hat |
| WINTER | Grey Serge / King Gee Trousers Blue Shirt / Skivy Maroon Jumper Maroon/Gold Tie (optional) Grey Socks Black Leather Shoes | Maroon Slacks Beige Blouse / Skivy Maroon Jumper Maroon/Gold Tie (optional) White Socks Black Leather Shoes |
| SPORT | Royal Blue Shorts Gold Polo Shirt Joggers White Sports Socks School Hat | Maroon Sports Skirt Maroon Scungies (fibs) Gold Polo Shirt Joggers White Sports Socks School Hat |

PLEASE ENSURE THAT YOUR CHILD WEARS A SCHOOL HAT IN ACCORDANCE WITH OUR UNIFORM POLICY

SCHOOL FEES

School Fees are set down by the Catholic Education Office in Bathurst. In addition, a nominal fee is charged per child for the hire and purchase of consumable books and for craft and stationery materials. Book Fees are paid at the beginning of the year. Each Family is charged for the Diocesan capital Works Levy.

Accounts for School Fees are sent out three (3) times a year in the first three terms. We expect that your obligations to these fees are met as quickly as possible. The school responds to this obligation by providing a catholic Education for their children.

DISCIPLINE POLICY

In formulating a policy on discipline our aim is to enable the students to develop self-discipline so that they will be able to take initiatives in developing a sense of responsibility for their own actions and an appreciation that good example is a strong force in influencing others.

It is hoped that through such discipline children will learn to distinguish between acceptable and non-acceptable behaviour in various situation and accept the consequences of their behaviour. By learning to appreciate the need for discipline they will come to respect themselves and grow in self-esteem.

Disciplinary Measures

It is customary for classroom teachers or teachers on supervision to deal with minor breaches of school regulations.

To ensure that good order and discipline are maintained in our school community for following methods of discipline are available to teachers:

- Discussion of unacceptable behaviour with child/children concerned. If necessary, discussion of effect of this behaviours on class as a whole.
- Use of "Points System" with points loss consequences for unacceptable behaviours
- Lunchtime Detention
- 3 Lunch time detentions - Three Detentions over a period of one fortnight warrants a letter to parents from the Principal.
- Meeting involving Parents, Principal and Teacher
- Corporal Punishment does not exist at St Joseph's School. This is consistent with the Christian teachings at our school.

Consequence System - Primary

- 20 Points per day = 3 dots
- 15 points per day = 2 dots
- 10 points per day = 1 dot
- 5 points or less = DETENTION
- 3 DETENTIONS in one fortnight = letter to parents

Behaviour Modification Action Program designed by Principal

Consequence System - Infants

*Modified Points System for Infants Children, but receive the same award structure.

Positive Awards

- MERIT AWARD - WEEK 2
- PRINCIPAL'S MERIT AWARD - WEEK 4
- BRONZE - WEEK 6
- SILVER- WEEK 8
- GOLD - WEEK10

ANTI-BULLYING POLICY

St Joseph's School is committed to providing a safe and caring environment that fosters respect for other and does not tolerate bullying.

Strategies we will use to deal with bullying;

At St Joseph's School we will:

- Openly talk about bullying—what it is, how it affects us and what we can do about it.
- Teach our children the skills that will build their self-esteem and empower them to take responsibility for themselves—and give them the opportunity to practice these skills.
- Formulate a policy that clearly states what actions we will take to deal with bullying behaviour.

Responsibilities of staff:

- To model appropriate behaviours at all times.
- To deal with all reported and observed incidences of bullying as set out in the policy.
- To ensure that children are supervised at all times.
- To report incidences of bullying to the Principal if this is warranted.

Responsibilities of students:

- To “tell” if they are being bullied or if they see someone else being bullied—both at school and on the way to and from school.
- To help someone who is being bullied.
- To not bully others.

Responsibilities of parents:

- To watch for signs that their child may be being bullied
- To speak to someone on staff at St Joseph's School if their child is being bullied, or they suspect that this is happening.
- To instruct their children to “tell” if they are bullied.