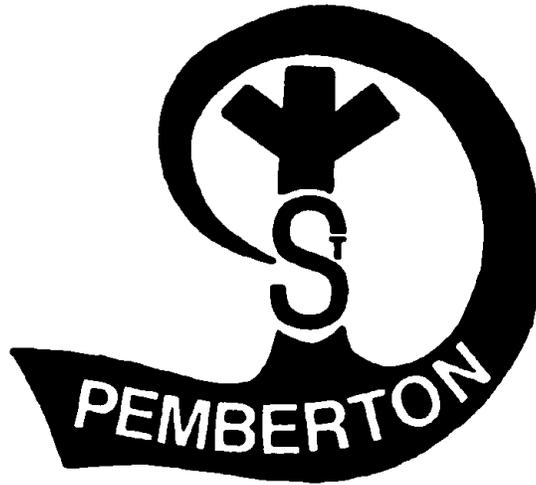


PARENT HANDBOOK



Strength Through Christ

**ST JOSEPH'S SCHOOL
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Dear Parents

Welcome to the St Joseph's School community. We recognise parents as the first and most important educators of children and, in doing so, encourage you to participate as fully as possible in the life of this school.

St Joseph's seeks to be a place where the Gospel message of Jesus is brought alive by word and action and the activities of students, teachers and parents throughout the year are the evidence of this commitment.

At St Joseph's we believe that the best preparation for the future is to have quality experiences in the present. The school recognises the uniqueness of each student and strives to enhance their giftedness through programmes of learning that nurture creativity, foster independent thinking and challenge students towards personal excellence.

In addition to caring, committed and very professional class teachers, St Joseph's offers small classes, and specialist teachers in Art, Music and Library Studies in modern, well resourced classrooms.

I trust that our partnership will result in your child being happy and successful at St Joseph's.

Principal

1. ST JOSEPH'S SCHOOL, PEMBERTON

1.1 Brief History of The School

St Joseph's School and Convent were formally opened on February 3rd, 1952. In that initial year, fifty children were enrolled and three sisters from the congregation of St Joseph of the Sacred Heart began teaching both primary and secondary classes.

Parents have always been an integral part of St Joseph's School. In 1954 a Pemberton Catholic Parents' Association was formed which, in 1972, was to become the Parents' and Friends' Association.

The School Board under the direction of the Catholic Education Commission was formed in 1974 and assumed the major financial responsibilities for St Joseph's School.

Diminishing numbers in the congregation of St Joseph necessitated the appointment of the first lay teacher in 1975 and the first lay Principal in 1990. However, the traditions left behind by the Sisters of St Joseph are still cherished by the school community.

St Joseph's School prides itself on providing a curriculum, based on an integration of faith, culture and life that promotes the religious, intellectual, social, cultural and physical development of the students.

1.2 Vision Statement

St Joseph's School, Pemberton,
Founded On The Deep Faith Commitment Of
The Community, Aims To Develop In Each
Individual A Sense Of Peace, Security And
Dignity.

Out School Community Calls to Life The
Uniqueness of Each Individual in Meeting
Their Educational and Spiritual Needs.

2. SACRED HEART PARISH

Parish Priest: **Fr Pat Rooney**

Parish House: **Ipsen Street, Manjimup. Ph: 9777 1440**

Mass/Liturgy Times: **1st, 3rd and 5th Sunday of Month 8.30am**
2nd and 4th Sunday of Month 10.30am

Reconciliation Time: **By appointment with Fr Pat**

As parents, you are the first teachers in the way of faith and have first responsibility for the practice of your children's faith. However, St Joseph's School is here to help you and to support you and your children in that role. There is a close link between the parish and the school and so, where possible, they work together for you.

3 SCHOOL ORGANISATION

3.1 Term Dates:

Term 1: Monday 2 February – Thursday 9 April

Term 2: Tuesday 28 April – Friday 3 July

Term 3: Monday 20 July – Friday 25 September

Term 4: Monday 12 October – Thursday 17 December

A calendar outlining in more details the activities of the school will be sent out at the beginning of each term.

3.2 School Times:

8.50am	Classes begin
10.30am	Recess
10.50am	Classes resume
12.30pm	Lunch
1.10pm	Classes resume
3.05pm	Classes End – Term

On every 2nd Wednesday afternoon, classes end at 2.30pm, for staff meetings and professional development.

Teachers are responsible for their pupils at school between 8.30am and 3.30pm.

Kindergarten children attend school two full days.

3.3 Office Hours:

The School office is open on Monday, Tuesday, Wednesday and Friday between the hours of 8.30am and 3.30pm. When changes occur outside these times parents will be advised of the office hours via the 'In Touch' newsletter.

3.4 School Board:

The School Board is the body responsible under the guidance of the Principal and the financial management of the school for improvements and financial planning. The Board comprises the Parish Priest, the Principal, a representative from the Parents & Friends Association and Parish Council and a minimum of four and maximum of six other elected persons.

The School Board meets on the third Tuesday of each month, and carries out various functions in pursuit of its objectives. An Annual Community Meeting is held in November for which nominations for vacancies are accepted beforehand.

3.5 Parents & Friends Association:

The Parents & Friends Association fosters community interest in education and promotes close liaison between school and community and assists with school amenities through fundraising.

Meetings are held on the third Monday of each month and are advertised in the school newsletter. New families are always made welcome and parents are encouraged to form friendships and share the workload.

The P&F Annual General Meeting is held on the same evening in November as the School Board Annual General Meeting and is also the forum for nominations to P & F committees. It ensures a smooth start to the year. Sub-committees are formed with a P&F Executive Committee member sitting on each committee. The committees are:

- ❖ Canteen
- ❖ Uniform
- ❖ Fundraising

3.6 Assemblies:

Assemblies are held as indicated in the school newsletter and term planner on Fridays.

During an Assembly we sing the National Anthem, pray, acknowledge birthdays and students who are receiving Merit Awards.

Once a term each class will provide us with a 'Class Assembly'. At these assemblies we will have the opportunity to share in some of the learning that has been taking place for the children in that class.

Parents are always welcome to join us for Assemblies. Please check each week's newsletter for details.

3.7 Masses / Liturgies:

Mass is celebrated each Wednesday at 10.00am in the Church. Once a term each class takes a turn to prepare mass.

From time to time classes will also be involved in Prayer Services.

These are excellent opportunities to share in your child's school spiritual life.

Details can be found in the Newsletter and Term Planner.

3.8 School Newsletter:

The 'In Touch' newsletter is published weekly, generally on a Wednesday. Parents are asked to read the 'In Touch' carefully to keep up to date with what is happening at the school. Should you wish to receive the 'In Touch' via e-mail, please contact the office.

3.9 Parent Information Meeting:

Early in Term 1 a Parent Information Evening is held to discuss school and class routines and programmes. It is an expectation that each family is represented at this meeting.

3.10 Interviews:

Teachers welcome parents to make appointments to discuss their child's progress at any stage of the year. Because of responsibilities of classes and demands on teachers for out-of-school hours preparation and professional development, parents are asked to make an appointment at a mutually convenient time.

All parents are required to attend an interview with their child's classroom teacher during term one to discuss their son's / daughter's progress and participation in class activities.

3.11 Student Absences / Late Arrivals / Early Departures:

Parents are required to inform the class teacher in writing of reasons for their child's absence the first day the child returns to school. Parents are requested to notify the school immediately if it is known that a child's absence is likely to exceed a week.

These are legal requirements

Children who arrive after the siren are required to sign the 'Late Arrivals' Book in the office.

A child will be permitted to leave the school during school hours, for appointments etc. Children must be signed out at the front office by parent/guardian and also signed back in upon their return.

NO CHILD MAY LEAVE THE SCHOOL GROUNDS DURING SCHOOL HOURS WITHOUT PERMISSION FROM THE PRINCIPAL

PRE-PRIMARY INFORMATION

Students attend half days for the 1st two weeks of 1st term and full days thereafter

KINDERGARTEN

Children attending Kindergarten must turn four years of age before 30th June in that year. Children will attend four half days.

A more detailed booklet will be issued upon acceptance into St Joseph's Junior Primary Centre.

GENERAL INFORMATION

Book Club (Scholastic):

Books are sent home twice per term. Correct money must accompany orders in an envelope with student name, grade and amount clearly marked.

Book Lists:

Students are encouraged to purchase school requirements from the school book lists, which are prepared by the teachers. The supplier provides orders, which are distributed from school in term four. Items on the book lists are school requirements for effective learning and therefore should remain at school.

Camps:

The Senior Camp is an integral part of our active learning programme at St Joseph's. A graduated, balance programme of experiences outside the school is undertaken in order to assist children to develop socially, emotionally, physically, intellectually and as members of a spiritual community. It is crucial in today's education that children learn and maintain a curiosity that will help to make them learners for life. Through the camps' prayer and liturgy sessions, creative activities, recreational and outdoor activities, information gathering and enjoyment of nature, the children have "hands on" learning, impossible to experience in the same way at school. Important social skills of self-reliance, independence, awareness of others and acceptance of differences are developed as children learn to live with and respond to people outside the sphere of home and classroom.

Canteen:

St Joseph's canteen operates on Tuesdays. The successful operation of the canteen is due to the parents who have volunteered to give their time in helping on a rostered basis. This assistance is important if the Canteen is to offer food at a responsible price. A call for volunteers will be sent home early in each new school year, along with the current menu. "Many hands make light work!"

It is the aim of the school canteen to provide a balanced and nutritious lunch for the children. All food and drinks available will be presented in a manner to encourage good healthy eating habits. Educationalists are aware of the necessity for good nutrition and eating habits and the school canteen supports and promotes this aim as much as possible.

Car Parking:

Parents are not to park in the following:

- ❖ Disabled Bay unless they have a current Accrod sticker
- ❖ Bus Parking Bays between the hours of 8.00 to 9.00am and 3.00 to 4.00pm.

The school has quite a large amount of traffic between 8.30-8.45 and again at 3.00pm and caution is called for.

Change of Circumstances:

Parents are requested to inform the school office immediately of any change of address or change of family circumstance. The school must be notified in writing of any family's intention to leave the school. Families who have special custody arrangements should make the Principal aware of their circumstances.

Management of Student Behaviour

The principle aim of our Management of Student Behaviour policy to lead the students towards the development of self-discipline. The code of behaviour at St Joseph's includes the right for each student:

- ❖ To be respected
- ❖ To learn without distraction
- ❖ To feel safe
- ❖ To pursue personal excellence

We accept responsibility, along with home and community, for helping our children to develop acceptable behaviour.

Our Management of Student Behaviour Policy is inherently linked to our Pastoral Care Policy which reflects the overall positive approach which we endeavour to apply in our school, towards all aspects of a child's learning and development. We believe that discipline is leading, guiding, encouraging and instructing children within a framework of rights, responsibilities and rules. These three strands of discipline should work together to create a caring community atmosphere.

Excursion:

Children participate in excursions as part of their classroom programmes in areas such as Science, Studies of the Environment, etc. At other times, visit of cultural value may be made either to the school or the town. The cost of these excursions, where possible are kept to a minimum. Parents are advised as soon as possible of the dates and costs of planned excursions.

Family Holidays during the Term

Written notification must be sent to the Principal if parents choose to take their children on a family holiday during the school term. A school placement can only be held open for a maximum of one term (e.g. in the case of an extended holiday overseas). The school building levy will be payable for the whole term including the period of absence.

Fees Discount:

Fees are set at the end of the previous year as part of the budget procedures. Fees are issued each term, with the term one fees also offering the option of paying fees annually. In circumstances of need, applications for fee discounts should be addressed to the Principal. Arrangements for discounted fees should be reconfirmed at the beginning of each year.

Holders of current means tested Family Health Care Card or Pensioner Concession Card with the code PPS are entitled to a discount on tuition fees.

Homework Policy:

Homework is an aspect of school that encourages children to take responsibility for their own learning, to make decisions and to accept consequences and provides children with the opportunity to become more independent and successful students. Therefore, homework should be treated by the child, parent and teacher as a valued and integral part of the learning process. The following is an *approximate* guide to the time allocated on a daily basis for an ‘average’ child in each level of school:

- ❖ Year 1 10-15 minutes
- ❖ Year 2-5 15-20 minutes
- ❖ Year 6-7 30-40 minutes

Reading is in addition to the above allocated times.

The support of parents in ensuring the regular completion of set homework is absolutely vital in a successful parent/student/teacher partnership.

Library:

Teacher/Librarian: Mrs Leanne Mazzarolo

Library books must be taken home and brought back to school in a suitable library bag.

Library bags are available from the school uniform shop.

Lost Property:

No responsibility is taken by the school for lost articles. Parents are most welcome to check for lost items in the lost property collection. We make every effort to have lost items claimed but unmarked, unclaimed items left at the end of each term will be placed in the uniform shop. All lost property is housed in a box in the Library.

Monies:

All monies (with the exception of school fees, book club and fundraisers – unless specifically directed) will be paid by the child to his/her teacher first thing in the morning.

All monies should be:

- ❖ In an envelope
- ❖ The correct amount; and

- ❖ Clearly labelled with student's name, grade and the purpose for which it is intended

Permission slips should be stapled to the outside of the envelope.

Catholic Development Fund Banking day is **Tuesday**.

Music Tuition:

Children have the opportunity to learn the piano by a local music specialist. Lessons are taken at arranged times, during school hours.

Newsletter:

The 'In Touch' newsletter is published weekly, generally on a Wednesday. Parents are asked to read the 'In Touch' carefully to keep up to date with what is happening at the school. Should you wish to receive the 'In Touch' via e-mail, please contact the office.

Reporting to Parents:

In Term One, parent/teacher information sessions are held which cover information on how the child's class is organised, parent involvement, how behaviour management and positive reinforcement is achieved and how excursions and activities are planned. Social issues, religious education programs, information on school policies, class plans and programs are also discussed.

Portfolios of students' work are compiled throughout the year. These provide samples from different learning areas and demonstrate the progress your child is making, particularly in the areas of literacy and numeracy.

Term 1:

Literacy Plan implemented, i.e. data collection, IEP's established and parents notified. Portfolio work samples begin.

Term 2:

Learning Journey and Interim Written Report

Term 3:

Three Way Interview in Week Three with Portfolio

WALNA testing takes place for Years 3, 5 and 7 during this term.

Term 4:

Final Written Report

Sacramental Programme:

The Sacramental Programme is conducted by the school. The Sacrament of Reconciliation is celebrated in Year Three, Eucharist in Year Four and Confirmation in Year Seven.

Parents are expected to attend Sacramental meetings conducted by the school.

There is an expectation that parents will support their children by attending:

- ❖ School Commissioning Mass in Term 1
- ❖ Sacramental Masses
- ❖ Graduation Mass in Term 4

School Fees:

Accounts are sent out by the term, but they may be paid at the office as follows:

- ❖ In full at the beginning of the year
- ❖ By arrangement with the School Catholic Development Fund (direct debit)
- ❖ By the term (four payments per year)
- ❖ Other arrangements may be made by special request, where particular hardships may be involved

The school does not have EFTOPS and credit card facilities

All school fees are to be paid within 14 days. If there is a grave financial difficulty, please contact the Principal so that practical options can be considered.

Privacy:

St Joseph's School required information about students and their families in order to provide the education of these students. We recognise the significance of protecting the information we hold. Therefore, all such information is handled in accordance with the 'Privacy Act' as it pertains to the private sector organisations including Catholic Schools.

Swimming:

All children from Years Pp to Year 7 participate in swimming lessons each year. Dates are to be arranged when the Manjimup Aqua Centre advises of its program date.

Opportunities for children to participate in the VACSWIM programmes are also advertised through the 'In Touch' newsletter.

Transferring Schools:

Parents are requested to give a term's notice if a student is to be withdrawn from the School before the end of the year. A transfer note and yearly reports will be sent when a child transfers from or to another school. Any other documentation that is confidential, e.g. Psychology Reports, custody details, are held (closed access) in the school. Application may be made to release these reports with parental consent.

Wet Weather Procedure:

When it is a wet day children may play quiet activities/games/computers in their classrooms. Class/duty teachers will supervise the children.

PROCEDURES – CHILDREN’S HEALTH

The School Nurse:

A community nurse visits St Joseph’s School approximately twice a month and parents may request an appointment to discuss their child’s health concerns by notifying the school office.

The Nurse’s main role is to conduct a hearing and vision screen program, commencing in the Kindergarten year and continuing on from services to 4 year olds at the Child Health Clinics.

Routine school health screening is carried out throughout the year, and from these screening results, referrals are made, if necessary, to other agencies after discussion with parents. An immunisation program is also conducted at school, particularly with Year 7 students and the meningococcal/hepatitis/DTP program.

If you have any concerns regarding your child’s health, contact the nurse via the school.

Dental Health:

Children are called as required by the dental therapist when the mobile clinic is at the Pemberton District High School. For urgent appointments please contact the school office to obtain the phone number for their current location.

Psychologists:

The Non-Government School Psychology Service is available. At the school’s request, a School Psychologist visits the school. Support is provided for those children who may have educational, behavioural or emotional problems. Parents wishing to utilise this service should contact their child’s teacher or the Principal.

Medical Conditions:

Please inform the School Principal in writing of any severe allergies or medical conditions and where possible supply details of effects and treatment so that the school is able to provide the necessary management programme.

Children who are ill should be kept at home until they are completely well again.

Medication:

If a student requires medication during the day, a letter outlining the instructions and permission for the office staff to administer the medication, is required. The medication will be stored at the office.

Students are NOT permitted to carry any sort of medication in their bags.

Accident and Sickness:

Staff with First Aide Certificates will attend to minor superficial injuries at school. In the event of a serious injury, the school will seek immediate medical attention for the child while endeavouring to contact the parents.

IT IS IMPERATIVE THAT THE SCHOOL HAS AN ACCURATE RECORD OF YOUR HOME ADDRESS, PHONE NUMBER, DOCTOR AND EMERGENCY CONTACTS.

If any of these change during the year, you are requested to notify the office immediately by:

- ❖ Phone call
- ❖ Personal call to the office, or
- ❖ In writing through your child

Infectious Diseases:

Please note the following details, especially with reference to EXCLUSION PERIODS:

- ❖ **Chicken Pox** – exclude from school. Where no certificate of recovery is available, re-admit 7 days after onset, if well.
- ❖ **Measles** – exclude from school. Where no certificate of recovery is available, re-admit 7 days from disappearance of rash, if well. Non-immunised children are to be excluded for 14 days following contact with infected children in their class.
- ❖ **Mumps** - as for Measles – however, non-immunised not excluded.
- ❖ **Ringworm** – exclude from school. Re-admit on medical certificate of recovery
- ❖ **Slapped Face Virus** – exclude from school whilst rash is evident. This is an infections/contagious disease with particular threat to pregnant women.
- ❖ **Head Lice** – exclude from school. Treat immediately and repeat treatment as prescribed. Information on the treatment is available from the Shire Office or the Health Surveyor. Lotions, shampoos, etc. are available from the local pharmacy. Children should return to school when their head is free from eggs and lice.
PLEASE CHECK YOUR CHILD'S HAIR DAILY AS HEADLICE INFESTATION DOES OCCUR FROM TIME TO TIME AND OFTEN SPREADS QUICKLY

UNIFORM

Parents are responsible for sending their children to school in correct uniform everyday and children should be encouraged to wear their uniform with pride. There may be days when the Sports Uniform is to be worn, rather than the formal school uniform, but these occasions will be identified at the start of the Term.

All articles of clothing are to be clearly labelled. It is extremely hard to ensure that lost property is returned to the correct students owners, when there is no indication of the owner on the garment.

The school has a policy of ‘**no hat, no play**’ throughout the year.

Non Uniform – if your child is not wearing the required uniform an explanation in writing is required.

Jewellery – children are permitted to wear a wristwatch. They may wear either studs or sleeper earrings; one in each ear lobe. In the event of one being lost or broken, the other must be removed. The wearing of any other jewellery is not permitted for safety reasons.

Hairstyles – hair should be of an acceptable style. Unconventional cuts are not permitted. Long hair is to be tied back with blue ribbon or scrunchies and off the face.

Uniform Shop:

The Uniform Shop is run by parent volunteers from the P & F Association. The uniform shop is located in the Undercroft and caters for all students from Kg to Year 7. Opening times vary and are advertised in the school newsletter. Every effort is made to open the uniform shop as each term of the year commences.

SCHOOL UNIFORMS

Girl’s Summer Uniform:

Summer dress
Brown school sandals
Hat with school crest

Boy’s Summer Uniform:

Grey school shorts
Blue short sleeved shirt
Brown school sandals
Hat with school crest

Girl's Winter Uniform:

Blue school jumper with crest

Winter pinafore/skirt

Blue long sleeved shirt

School tie

Navy blue tights

Navy blue socks

Black lace up school shoes

Hat with school crest

School pants are an optional extra but pinafore/skirts needs to be worn for any official school representations

Boy's Winter Uniform:

Long grey school pants

Blue school jumper with crest

Blue long sleeved shirt

School tie

Navy blue socks

Black lace up school shoes

Hat with school crest

Sports Uniform Boys & Girls:

Black airflow shorts

Blue polo shirt with school logo

Blue polo fleece windcheater

Blue tracksuit pants

Plain white ankle socks

Hat with school crest

Predominantly white runners



ST JOSEPH'S SCHOOL, PEMBERTON: POLICY STATEMENT

STUDENT MANAGEMENT POLICY

RATIONALE

The discipline policy at St. Joseph's School aims to assist everyone to enjoy a safe and happy learning environment.

PRINCIPLES

We promote this through:

Encouraging students to seek truthfulness within them, regarding their behaviour, and to take responsibility for it, i.e. to develop self discipline, promoting constructive and positive behaviour.

We believe that:

- All people deserve to be treated with respect and courtesy.
- Each person has a right to an education in a safe environment.
- Each person has the right to pursue personal and academic excellence.

PROCEDURES

The following practices are endorsed by St Joseph's School:

- Treat others with respect, courtesy and consideration.
- Listen to and follow instructions.
- Wear correct school uniform.
- Care for own and others' belongings. Including school property.
- Walk in and around school buildings safely.
- Move around school buildings quietly during class time.
- Play fairly.
- Use play equipment appropriately.
- Play correctly in allocated play areas.
- Wear a hat in outdoor areas. No hat no play!

- Treat school volunteers with courtesy, respect and consideration.
- Food and drink to be consumed in allocated areas.
- All rubbish disposed of thoughtfully and with respect to school grounds.

Our behaviour policy reflects the overall positive approach we have in our school towards all aspects of a child's learning and development. Discipline is **not** control of children

We believe that discipline is **leading, guiding, encouraging and instructing** children within a **framework of rights, responsibilities and rules**. These three strands of behaviour management should work together to create a caring community atmosphere (this policy is supported by the Pastoral Care Policy in the School).

In supporting the staff and students at St Joseph's School to maintain a caring, safe environment, which promotes learning for all, the following four step process is in place:

1. The student will be given a warning/reminder that the behaviour is not acceptable.
2. The student will be given some time out to remove them from the situation and to provide thinking time.
3. The student will be asked to complete a reflection sheet on the behaviour: what happened; who was involved; where it happened and how they plan to resolve the situation.

This reflection sheet will be attached to a Letter of Behaviour that will be sent home to parents. The letter should be acknowledged with an outline of how parents will support the school in discouraging the outlined

behaviours and be should
also be signed and dated.

4. After one week a follow-up conference will be held with the child to discuss progress. If the student's behaviour has improved a letter of recognition will be sent to parents to inform them of improvements.

Parents will have the opportunity to meet with the teacher to discuss behavioural issues by arranging an appointment.

SERIOUS MISCONDUCT

Any serious misconduct will be reported to the Principal immediately and parents will be contacted.

CONTINUOUS MISCONDUCT

Continuous misconduct will also be reported to the Principal and a meeting will be arranged to discuss management help and advice.

St Joseph's Catholic Primary School
Inappropriate School Behaviour Letter to Parents/Guardians

Date

Dear Parents/Guardians

This note is to inform you that your child CHILD'S NAME has been sent to the Principal today for the following reason/s:

The consequence as a result of these behaviours will be:

CHILD'S NAME has completed a student reflection sheet and has planned future behaviour that is more appropriate and which allows all students to participate in school life in a safe and caring environment. There will be a follow-up discussion regarding the success of the agreed plan next week.

Would you please discuss this behaviour with your child and write your plans to support your child in combating the aforementioned behavioural issues. Please sign and date in the space provided. If you would like to discuss this matter further please arrange an interview time with your child's class teacher or the Principal.

Many thanks for your support in this matter and in providing a nurturing and safe environment for all children at St Joseph's Catholic Primary School.

Class Teacher

Principal

I have discussed this incident with my child and am aware that a plan for more appropriate classroom/playground behaviour is in place. We plan to follow-up on this behaviour at home by:

Signed: _____ Date: _____

St Joseph's Catholic Primary School
Inappropriate School Behaviour Student Reflection Sheet

Child's Name _____

Date _____

What have you done to be here?

Why are these actions not appropriate at school?

What should you have been doing?

What plan can you make to improve your behaviour?

When I go back into the classroom I will...

Plan review date: _____

I agree to begin the plan immediately and help my class and my school to be a place where everyone can learn, feel safe and enjoy being at school. I understand I will need to discuss the success of my plan with my teacher next week.

Signed: _____

Date: _____

Teacher comments:

St Joseph's Catholic Primary School
Inappropriate School Behaviour Student Reflection Sheet
Early Childhood – Junior Primary

Child's Name _____

Date _____

Who was involved?	Where did it happen?
What happened?	How do you feel?

What can you do to make the situation better for everyone?	

Teacher comments:



ST JOSEPH'S SCHOOL, PEMBERTON: POLICY STATEMENT

ANTI-BULLYING POLICY

RATIONALE

As a Catholic School, we must stand by the calling of Jesus to love one another. Each of us at St Joseph's is recognised as a unique individual having special qualities and gifts to share. We all have a right to be respected and a responsibility to respect each other.

Therefore, **St Joseph's School does not tolerate bullying in any form.** All members of the St Joseph's community are committed to ensuring a safe and caring environment which promotes personal growth, fosters positive self esteem for all and recognises our goals as a learning community.

DEFINITIONS

What is bullying?

Bullying is an act that causes hurt or fear in another person. It may be deliberate or a result of thoughtlessness. It may be a physical attack on the person or their property. It may be verbal teasing or insulting. It may be indirect such as spreading rumours, excluding people from groups or manipulation of others to mistreat another student

Some examples of bullying include:

- Any form of physical violence such as hitting, pushing or spitting on others.
- Interfering with another person's property by stealing, hiding, damaging or destroying it.
- Using offensive names, teasing or spreading rumours about others or their families.
- Using 'put downs' belittling others' abilities and achievements.
- Writing offensive notes or graffiti about others.
- Making degrading comments about another's culture, religious or social background.
- Hurtfully excluding others from a group.
- Ridiculing another's person's appearance.
- Forcing others to act against their will.

If we are bullied:

- We may feel frightened, unsafe, embarrassed, angry or unfairly treated.
- Our work, sleep and ability to concentrate may suffer.
- Our relationships with our family, teachers and friends may deteriorate
- We may feel confused and not know what to do about the problem.

PRINCIPLES

This requires staff to:

- Be role models at all times.
- Be observant for signs of distress or suspected incidents of bullying.
- Remove occasions for bullying by active supervision during playground duty.
- Arrive at class on time.
- Take steps to help victims and remove sources of distress without placing the victim at further risk Focus on behaviour change to:
 - Assist the victim
 - Change attitudes of those bullying
 - Deal with behaviour, not the person.
- Always support the victimised student directly or indirectly.
- Use the shared concern method with bullying students.
- Monitor over time.
- Work towards behaviour change.
- Report suspected incidents to the Principal
- Inform parents and liaise with them to support the child.

This requires students to:

- Refuse to be involved in any bullying situation
- Support students who are being bullied
- Actively discourage the bully from continuing the behaviour
- Report incidents of bullying to teachers in order

to seek help.

If students who are bullied have the courage to speak out, they may help reduce pain for themselves and prevent others becoming potential victims.

Students who remain as observers while an act of bullying takes place, become part of the process of bullying by their presence, and are therefore also responsible for that action.

The School recommends that parents:

- Watch for signs of distress in your child, e.g. unwillingness to attend school, a pattern of illness, missing equipment, requests for extra money, damaged clothing or bruising

Take an active interest in your child's social life and acquaintances

- Advise your child to tell a teacher about any incidence of bullying. If possible, allow your child to report and deal with the situation. Your child can gain respect and confidence through taking the initiative and dealing with the problem without direct parental involvement

Keep a written record (who, what, where, when and how)

- Encourage your child not to retaliate but to seek an alternative solution to the problem

- Be willing to attend interviews if your child is involved in an incident of bullying and work co-operatively with the School

- Be willing to inform the School of any cases of suspected bullying even if your child is not directly involved or affected

Do not try to deal directly with the other children or their parents but work through and with the School

